

**TOWN OF PLYMOUTH MEETING MINUTES  
JUNE 12, 2023 – VIA COUNCIL CHAMBERS AND ZOOM  
7:00 p.m.**

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**I. CALL TO ORDER – Mayor Brian Roth**

Mayor Roth called the meeting to order and welcomed all attendees. Councilman Wobbleton led with prayer and Mayor Roth led the Pledge of Allegiance. Mayor Roth announced that the Town Attorney, Natalia Isenberg would not be present at the meeting; however, Patrick Scott from Teague Campbell will be taking her place.

PRESENT	ABSENT	COUNCILMEMBER
X		Mayor Roth
X		Mayor Pro-Tempore Spencer
	X	Councilman Boston
X		Councilwoman Byers
X		Councilman Tharps
X		Councilwoman Williams
X		Councilman Wobbleton

**II. APPROVAL OF THE AGENDA**

Mayor Roth asked for any additions or deletions for the agenda. Town Manager Floyd stated that the Dog Park Update needs to be removed. Mayor Pro-Tempore Spencer as that it be kept on the Agenda. A motion was made by Councilman Wobbleton to approve the agenda with a second from Councilwoman Byers. The motion passed unanimously.

**III. PUBLIC COMMENT**

Ms. Cassandra Brown stood to address the Council about two issues. The first was loud music. Ms. Brown wanted it to be understood that if citizens call the police to report an issue, their names should be kept confidential. Ms. Brown also reported on dilapidated properties and overgrown vegetation in certain areas of the Town.

Mr. Mark Armstrong spoke about a property that he has been trying to purchase and the lack of available property. He stated that houses are being hoarded in the community. Mr. Armstrong spoke about the lack of response he has received from the Town. Town Manager Floyd explained to Mr. Armstrong that he is scheduled to be on the Agenda for the Board of Adjustments at their next

meeting. Councilwoman Williams asked that it be made clear that it is not up to the Council to decide on matters such as this. Mayor Roth explained the process and function of the Board of Adjustments. Mrs. Armstrong also voiced her displeasure. Town Manager Floyd assured the couple that she will have Planning and Zoning follow up with them.

#### **IV. PUBLIC HEARING**

A. Mayor Roth opened the public hearing for the FY 2023 – 2024 Proposed Budget. Mayor Roth asked if anyone wanted to speak. There being no one, Mayor Roth declared the hearing closed.

#### **V. CONSIDERATION TO ADOPT FY 2023 – 2024 BUDGET ORDINANCE**

Mayor Roth asked Town Manager Floyd to address Council about the budget ordinance. Town Manager Floyd explained that some revisions had been made to the budget as well as the Budget Message which were noted in red. She stated that the biggest revision was to add funds to address requirements for increased bonding insurance for the Finance Officer and the Tax Collector. Town Manager Floyd asked if there were any questions. Councilwoman Byers stated that she had been contacted about shootings and asked if the budget includes funding a plan to cover the situation. Town Manager Floyd stated that the Police Department has been fully funded in the budget, which is the first step. The next step would be to work with the criminal system, as well as buy some cameras.

Mayor Pro-Tempore Spencer stated that she feels continuing to throw money at the issue will not be the only way to solve it. After extensive discussion about effective ways to combat crime it was suggested to include the citizens including setting up a hotline to report tips. Councilwoman Williams stated that the community needs to participate as well as organize a safe neighborhood community watch initiative that includes community policing. Chief Williams then spoke about some of the initiatives that he is working on and tried to reassure the Council that the Department is doing all that they can to get the situation under control. Chief Williams also stressed the importance of involving the community. Mayor Pro-Tempore Spencer asked about establishing a curfew. It was clarified that the Town has an ordinance but has not been enforcing it. Councilwoman Byers asked if the Town will be competitive when it comes to hiring personnel for the Police Department. Chief Williams reported that the surrounding counties give raises and incentives as well. After getting clarification of the policy for hiring, Councilwoman Byers stated that she did not want Chief Williams' hands tied. After continued discussion, Mayor Pro-Tempore Spencer made a motion that Chief Williams, Town Manager Floyd, and the Town Attorney look at the curfew ordinance, add or take away from it so that it can be executed to the fullest extent. Councilwoman Byers seconded the motion. The motion carried unanimously. Discussion continued and Councilwoman Byers was adamant that

this topic can be readdressed if necessary. Councilwoman Byers asked if there is room in the budget for growth. Town Manager Floyd answered that she is expecting new revenue once the DMV gets up and running and sees how several businesses are opening on Hwy 64. A motion was made by Councilman Wobbleton to approve the Ordinance making appropriations for FY 2023 – 2024 Annual Budget as presented with a second by Councilman Tharps. The motion carried unanimously.

## **VI. PRESENTATIONS TO COUNCIL – None**

## **VII. DEPARTMENT REPORTS**

### **1. Financial Report**

Town Manager Floyd gave the Finance Report for the period ending May 31, 2023. She stated that the Town should be in the 91% - 92% collected and spent as this is the ninth month of the Fiscal Year. She stated that she feels fairly good about how the Town is ending the Fiscal Year. Town Manager Floyd reported that the Finance Department has been very strict with Department Heads making sure that they are not allowed to spend anything if the money is not in the budget by making budget amendments. Mayor Pro-Tempore Spencer asked about revenue percentages being strikingly low and pointed out Stormwater. Town Manager Floyd explanation for collection of Stormwater revenues, and that the way the account numbers in the system set up needs to be adjusted.

### **2. Police Department**

Chief Williams stated that the discussion that took place earlier summed up what he was going to report.

### **3. Town Projects/Public Works**

Public Works Director Wright reported on Town Projects - the approval has been given on the project scope for AIA Wastewater Grant and it is scheduled to start sometime later in the month; the Town should receive a response on the \$16 million Viable Utility Grant sometime in early August; he met with a PARTF representative to inspect Wilson Street Park and was told that whatever was presented in the drawings for the park must be included and that locations can change within the scope but not the components. Also, the PARTF grant should be looked at some time this month. Councilwoman Williams asked for clarification of what components were included, specifically the walking track.

#### **Streets:**

- Pothole patching

- Cleaned ditch at 100 Jean Street

#### Buildings & Grounds:

- Cleaned up the Town for the Bear Festival
- Repair museum decking

#### Water:

- Repaired leaks at:
  - 204 Ridgeway Drive
  - 724 Wilson Street
  - Kirk Avenue

#### Sewer:

- Cleared out blockages at:
  - 529 Monroe Street
  - 200A Sterling Drive
  - 1013 Hwy 64 East
  - 308 West Avenue
  - 303B Winesett Circle
  - 333 West Avenue
  - 402 Madison Street
  - 104 Country Club Drive
  - 319 Jefferson Street
- Repaired sewer line:
  - 205 5<sup>th</sup> Street
  - 100 Jean Street

#### WWTP

- N/A

#### Pump Stations

- N/A

#### Sanitation

- N/A

Mayor Roth spoke about the success of the Black Bear Festival and thanked the Town employees, which included the Front Office, Police, Public Works, Town Manager Floyd, and the Fire Department for their participation as well as the Koss' for the antique car show. Mayor Roth asked if anyone had any suggestions for next year's show.

#### 4. Code Enforcement

Code Enforcement Officer Brown presented the report that was included in the Agenda Package. He also responded to the concerns that Ms. Brown brought up earlier in the meeting. Councilwoman Williams thanked Code Enforcement Officer Brown for picking up trash around town as she was not aware that he picked up trash as well. Mayor Pro-Tempore Spencer asked Code Enforcement Officer Brown about the process he uses to decide what houses need to be demolished. Code Enforcement Officer Brown then explained the process and answered questions about the process.

#### 5. Fire Department

Fire Department President Phillip McNair reported that the Department had been busy answering calls the past month. President McNair also reported that the Department held a fundraiser. He discussed restoring the 1929 American LaFrance Fire Truck to use for special events. The truck is a part of the Town's History as it was purchased in 1929.

### **VIII. CONSENT AGENDA**

The consent agenda included:

#### **A. APPROVAL OF MAY 8, 2023 REGULAR TOWN COUNCIL MINUTES**

An "r" needed to be added to Mayor on Page 7, third paragraph. A motion was made by Councilwoman Byers to approve the May 8, 2023 Town Council Minutes with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

#### **B. APPROVAL OF MAY 30, 2023 SPECIAL TOWN COUNCIL MEETING MINUTES**

A motion was made by Councilwoman Byers to approve the May 30, 2023 Special Town Council Meeting Minutes with a second by Councilman Wobbleton. The motion passed unanimously.

#### **C. CONSIDERATION/DISCUSSION OF ORDINANCE 2023-06 CSFRF GRANT PROJECT AMENDMENT**

Ordinance 2023-06 CSFRF is to amend Ordinance 2023-05 CSFRF, which contains a request from the Fire Department to pour and finish a concrete slate at the Station. After clarification of what has been completed a motion was made to approve Ordinance 2023-06 CSFRF Grant Project Amending 2023-05 by Councilwoman Williams with a second by Councilwoman Byers. The motion passed unanimously.

#### **D. DISCUSSION/APPROVAL OF BUDGET AMENDMENT NO. 2023-07**

It was explained that Budget Amendment No. 2023-07 is tied to the passing of Ordinance 2023-06. A motion was made by Councilwoman Byers with a second by Councilwoman Williams. The motion passed unanimously.

#### **E. DISCUSSION/APPROVAL OF BUDGET AMENDMENT NO. 2023-08**

A motion was made by Councilwoman Byers to approve Budget Amendment No. 2023-08 with a second by Councilman Tharps. The motion passed unanimously.

### **IX. OLD BUSINESS**

#### **A. DOG PARK UPDATE**

Mayor Pro-Tempore Spencer stated that she was asked at the previous Town Council meeting to look into Pettigrew Park for a dog park. Mayor Pro-Tempore Spencer reported that she contacted a representative from the Mill to see what was required procedurally. Mayor Pro-Tempore Spencer reported that the Mill does fund public projects such as this one; however, there is a dollar limit. Once it is determined that the dollar limit has been reached, it will be turned over to Corporate, who will then look at the project and decide on whether or not to fund it. Mayor Pro-Tempore Spencer also reported that she contacted Town Manager Floyd and Public Works Director Wright to determine the cost of 150' x 150' fenced in park with amenities. Councilwoman Williams stated that she feels as though the Town should continue to consider DDA's request to have a dog park on Water Street as they are paying for it, and they were adamant about it. Town Manager Floyd stated that the Town is working on an agreement with the DDA and used an example if the fence they are paying for has to be taken down. Discussion regarding taking the fence down and why it would need to be taken down took place. Attorney Scott explained that because the dirt is Town property, and the fence is being donated, it would be nice to have an agreement with them in case their property needed to be returned. After further discussion, a motion was made by Councilwoman Williams that Town Manager Floyd and the Town Attorney put a contract together with a second by Councilwoman Byers. The motion passed unanimously.

Mayor Pro-Tempore Spencer made a motion for a recess. The Mayor asked if the Council agreed to return at 9:45 p.m. The motion was seconded by Councilwoman Byers. The motion passed unanimously.

The meeting was reconvened at 9:45 p.m.

## **B. CONSIDERATION/DISCUSSION OF TRASH SERVICE CONTRACT**

Town Manager Floyd handed out a draft contract for solid waste/trash pickup services. She stated that at the last budget workshop, Public Works Director Wright informed the Council that an RFP had been issued for trash services. Two proposals were received, one from Curtis and Sons for \$151,000.00, the other from Republic Services for \$328,000.00. The Council awarded the contract to Curtis and Sons. Town Manager Floyd explained that the draft contract was one that was used by David's Trash Service and was re-worded for Curtis and Sons. Town Manager Floyd reported that the draft contract was reviewed by Attorney Isenberg who suggested revisions be made. Town Manager Floyd pointed out the suggested revisions. Town Manager Floyd explained that a Consumer Price Index (CPI) needs to be established. Councilwoman Byers stated that she had been approached about recycling. Town Manager Floyd stated that the Town used to have recycling; however, it was not cost effective. She further stated that she and Public Works Director Wright are working on different solutions regarding recycling. A motion was made by Councilman Wobbleton to approve the contract with the revisions with a second by Councilwoman Williams. The motion passed 4-1 with Councilwoman Byers dissenting.

## **C. CONSIDERATION/DISCUSSION OF BOARD OF ADJUSTMENT APPLICANTS**

Town Manager Floyd explained an Ordinance that references the Board of Adjustments and that they should be reviewed every January 13<sup>th</sup> and to her knowledge had not met recently. Now that there is a need for three applications to be reviewed, the current members need to be reinstated. The members are Keith Sawyer, Jerry Rhodes, Vanessa Joyner, and Deborah Jalali. Proposed applicants are Bruce Johnson, who would be the ETJ representative for the Town, June Jones, and Eric Koss. A motion was made by Councilwoman Byers to reinstate Keith Sawyer, Jerry Rhodes, and Deborah Jalali with a second by Councilman Wobbleton. The motion passed unanimously. A motion was then made by Councilwoman Williams to appoint June Jones as primary member with a second by Councilwoman Byers. During discussion, Mayor Pro-Tempore Spencer asked if the applicants have been vetted and confirmed that they reside in Town limits, with the answer being yes. The motion carried unanimously. A motion was made by Councilwoman Byers to appoint Eric Koss as an alternate member with a second by Councilman Wobbleton. The motion carried unanimously. Mayor Roth stated that the Council could not appoint Vanessa Joyner but would have to recommend her to the County to be reaffirmed as a primary member for the ETJ representative. A motion was made by Councilwoman Williams to recommend Vanessa Joyner to the County as a primary representative for the ETJ with a second by Councilwoman Byers. The motion passed unanimously. A motion was then made to recommend Bruce Johnson as an

alternate representative for the ETG by Mayor Pro-Tempore Spencer with a second by Councilwoman Byers. The motion passed unanimously.

## **X. NEW BUSINESS**

### **A. MUNICIPAL INSURANCE TRUST OF NORTH CAROLINA**

Town Manager Floyd explained that the Town currently contracts with Blue Cross/Blue Shield for health care insurance. The Town was able to get a reduced cost with the League of Municipalities' Municipal Insurance Trust of North Carolina and asked for authorization to execute a contract with them. A motion was made by Councilwoman Byers to authorize execution of a contract with the Municipal Insurance Trust of North Carolina with a second by Councilman Wobbleton. Mayor Pro-Tempore asked if the benefits are comparable to Blue Cross/Blue Shield. Town Manager Floyd responded that the benefits are better and compared the components. She stated that the staff was aware of and okay with the change. The motion carried unanimously.

## **XI. TOWN MANAGER'S REPORT**

### **A. AUDIT UPDATE**

Town Manager Floyd reported that the auditors were in the office after the last Council meeting. They are in the process of compiling the information. RFP's will be sent out for a new auditor; however, the Town cannot change auditors until the LGC accepts the current audit.

### **CPNI REPORT**

Town Manager Floyd reported that the group emailed the report last week and would like to make a presentation to the Council.

### **LEADS FELLOWSHIP WITH UNC**

Town Manager Floyd reported that interviews for the position will begin next week and the Town hopes to have someone in place by August.

### **DMV**

Town Manager Floyd reported that a representative came to inspect ADA compliance for parking. Another representative came and inspected the front lobby for ADA compliance. Staff will begin training and going to notary class within the next couple of months. Town Manager Floyd stated that she hopes to have a grand opening in January.



## **JUNETEENTH**

Town Manager Floyd reported that Town Hall offices will be closed for that holiday.

## **PLANNING BOARD**

Town Manager Floyd reported that the board is wrapping up the CAMA Land Use Plan. They will send a preliminary copy for the Council to review.

Mayor Pro-Tempore Spencer stated that even though the Bear Festival was a success, there is an issue with Wi-Fi, which the Town seems to have very little of downtown. Mayor Pro-Tempore Spencer explained that it was hard to make purchases from vendors due to the lack of Wi-Fi. After extensive discussion, which included Attorney Scott suggesting checking in with the County as they might have received a grant for Broadband, a motion was made for staff to investigate Broadband and report back to the Council by Councilwoman Byers with a second by Councilwoman Williams. The motion passed unanimously.

Mayor Pro-Tempore Spencer talked about the CPNI report. She reported that even though the meeting with them focused on downtown, we need to focus on improving our Town as a whole. Mayor Pro-Tempore Spencer used an example of Windsor who formed three councils, one on education, one for health, and one for economic development. She would like to mirror that and make a master plan for the Town. Mayor Pro-Tempore Spencer stated that this might indirectly help with the crime problem, as economic development can possibly give hope to the youth and the citizens. She was adamant that we need to start working on the Town now and pointed out other small towns that followed a formula and are now thriving. Mayor Pro-Tempore stated that money is spent on education, yet the children leave, work, and grow other economies. After continued extensive discussion, Mayor Roth spoke about how the Town is on the uptick with the Harbor Town project and new businesses opening on Hwy 64.

Town Manager Floyd reported that she spoke with the County Manager, and he suggested that the meeting with elected officials be held sometime in September. Mayor Roth spoke about meetings of elected officials in the past and how it was a good way to network.

Town Manager Floyd spoke about the turnout for the Ferry demonstration and thanked them.

**XII. TOWN ATTORNEY**

There was no report at this time. Attorney Scott stated that he understands the instructions given by the Council.


**XIII. ANNOUNCEMENTS FROM MAYOR AND COUNCIL**

There were none.

**XIV. ADJOURNMENT**

There being no further business, a motion was made by Councilwoman Williams to adjourn with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

Respectfully submitted,

  
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Dorenda Wallace  
Clerk

  
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Brian Roth  
Mayor