

**TOWN OF PLYMOUTH MEETING MINUTES
JULY 10, 2023 – VIA COUNCIL CHAMBERS AND ZOOM
7:00 p.m.**

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.

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 stated that Town Manager Floyd passed out a draft of a Dog Park Agreement Memorandum of Understanding between the Town and the Downtown Development Association. Mayor Roth further reported that Attorney Patrick Scott was working on the agreement and a short discussion took place between Mayor Roth, Town Manager Floyd and Attorney Scott before the meeting about not acting on the document at this meeting due to not having a full council. Town Manager Floyd added that the document was not included in the agenda package. Councilman Wobbleton stated that he thought it would be best that the Council hold off on this topic. Mayor Roth asked if there were any other additions or deletions for the agenda. A motion was made by Councilwoman Byers to approve the agenda with a second from Councilman Wobbleton. The motion passed unanimously.

III. PRESENTATIONS TO COUNCIL – None

IV. PUBLIC COMMENT - None

V. DEPARTMENT REPORTS

1. Financial Report

Town Manager Floyd gave the Finance Report for the period ending June 30, 2023, which is the end of the fiscal year. Town Manager Floyd explained that there are still a few more months of utility bills as well as one quarter of franchise tax, local option sales tax, and vehicle tax to be received which will increase the income in the General Fund. There will need to be an adjustment for income from June services that will come in July for the Water Fund. Town Manager Floyd stated that the Sewer Department has a positive number of revenues over expenditures. The Sanitation Department has a positive balance; however, Stormwater is showing a negative value due to the way revenues were billed on taxes and this will need to be adjusted. Town Manager Floyd commended the Finance Staff for keeping everyone in line with their budgets. There are two line items that will need budget amendments. One is in the Attorney line item, and the other is in the Street Department due to bills that came in after the fiscal year end. The amendments are included in the Consent Agenda.

2. Police Department

Chief Williams gave an update regarding shots fired inside the Town limits. Chief Williams reported that two arrests were made within a two week period, as well as the arrest of the subject where many shots fired calls were reported. The subject was placed on a \$10,000 bond; however, Chief Williams stated that the bond was not sufficient. As a result, one of the local judges was contacted and the bond was increased to \$50,000 cash. Chief Williams emphasized that the Magistrate did nothing incorrectly; however, the suspect was already out on probation for a felony. Chief Williams also stated that this will not solve all of the Town's problems, but the Police Department is working on it and making progress. Several firearms have been taken off the street. Chief Williams reported that the Department is still working with other agencies. Councilman Wobbleton asked if there is a way to increase bail amounts. Chief Williams stated that the subject that he spoke of is an example of that. Mayor Roth asked if Chief Williams saw any impact from the several arrests that have been made. Chief Williams stated that it will take a while. A lot of subjects were taken off of the street, but there are still a lot of them out there. Chief Williams stated that the Department is having to deal with teenagers and that it will take a community effort. He stated that once the community gets on board, and trust is restored in the Department as well as the community wanting themselves to be safe, the Town will get there. Chief Williams stated that it didn't start overnight, and it won't end overnight; however, it is getting better. The next Faith in Blue Meeting is July 13th. National Night Out will be held August 1st beginning at 5:30 p.m. Mayor Roth thanked the Police Department for

heading the National Night Out. Councilwoman Byers asked where the activity is happening. Chief Williams stated that the areas are mainly East Main Street, Fourth and Jefferson Streets, and Sawmill. He stated that there are different places, but not as bad as the first two that he mentioned. Councilwoman Byers asked Chief Williams if there is still a lot of activity coming from out of the area into Town. Chief Williams answered yes, however; it is not as bad, but there have been three arrests of persons that are not from Washington County. Councilwoman Byers then asked Chief Williams if he was satisfied with his ability to hire and voiced that she was satisfied to hear that he is looking at all of the resources available to him. Chief Williams stated that he has been working with Town Manager Floyd on those resources. Mayor Pro Tempore Spencer asked if there has been a decrease in the breaking of windows. Chief Williams answered that the Department is still working on that investigation and now has one possible suspect. He stated that this is not a High School activity, but Middle School. Chief Williams explained that the process is complicated because there is data that has to be sorted through to determine if a suspect is a juvenile.

Town Manager Floyd then gave an update on the curfew for minors. Town Manager Floyd reported that the Town Attorneys have requested data from the past three years with different age parameters and times so that it can be captured in an ordinance which will then be presented at the August meeting for consideration and then for approval in September.

Councilwoman Byers asked Chief Williams if there was any particular time that the window breaking took place and Mayor Roth asked for further specifics. Chief Williams stated that it takes place around 9:00 p.m. – 10:00 p.m. Mayor Roth stated that this will play a role in curfew. Town Manager Floyd explained that is why the data has been requested. Mayor Roth thanked the Police Department as well as staff.

3. Town Projects/Public Works

Public Works Director Wright reported on Town Projects - the Sewer Plant Rehab and the FEMA Generators are still in the close out process. PARTF was supposed to have scheduled a meeting last month; however, Public Works Director Wright stated that he has not heard anything as of yet. Public Works Director Wright spoke with Derrick (Wooten Company), regarding the \$16 million grant, who told him that usually around this time there is a preliminary announcement where applicants will be ranked in a point system. He continued to report that on the 18th and 19th of July NC DEQ will entertain presentations and make decisions on awards. Public Works Director Wright stated that by the end of the week of July 17th the Town should be informed if an award and the amount of the award is approved or not. Lift station inspections are scheduled to begin July 10th. After the lift stations are inspected, mapping of the manholes will begin. A smoke test will take place

after the manholes are mapped. Discussion took place regarding the scheduling and publicizing of the schedule for smoke testing. Public Works Director Wright explained how the smoke testing for the sewer system works and how it determines whether or not there is a crack in the sewer pipes throughout the Town. Discussion continued regarding sewer caps and the effect of not having a cap in a yard. Councilwoman Williams asked if caps will be replaced if they are broken. Public Works Director Wright responded perhaps, although it should be the responsibility of the property owner. Councilwoman Williams clarified that sidewalks were replaced on a street in Town and the sewer caps were broken and never replaced.

Streets:

- Mowing right of ways

Buildings & Grounds:

- Replaced damaged canopy at Town Hall
- Repaired park picnic tables

Water:

- Repaired leaks at:
 - 115A Sawmill Circle
 - 767 US Hwy 64 East
 - 104F Sawmill Circle
 - 106 Poplar Court
 - 206 Monroe Street

Sewer:

- Cleared out blockages at:
 - 503 East 3rd Street
 - 804 US Hwy 64 East
 - 333 West Avenue
 - 205 5th Street

WWTP

- N/A

Pump Stations

- N/A

Sanitation

- Public Works Director Wright reported that he spoke with Curtis Vinson who is taking over the garbage service. He further reported that Mr. Vinson has two trucks and 600 – 800 trash cans. Mr. Vinson has made a deal with Daniel of David's Trash to use his cans as well until

Mr. Vinson receives the rest of his cans, which should be in a month or so, and at that time will return David's Trash cans to Daniel.

Councilwoman Williams asked about Wilson Street Park as to what is taking so long for it to be completed. Public Works Director Wright responded it is because the Town is waiting for the PARTF application to be approved.

Town Manager Floyd explained that if funds are spent before the grant is awarded, those funds will not be allowed to be counted towards the grant as a match.

4. Code Enforcement

Code Enforcement Officer Brown presented the report that was included in the Agenda Package. Town Manager Floyd added that included in Code Enforcement Brown's report in the agenda package are decisions from the Board of Adjustments for Royal Farms, Quality Plus, and the property on West Water Street. Mayor Pro Tempore Spencer asked about the point at which dilapidated houses are torn down, and if they can be renovated at all. Code Enforcement Officer Brown replied not at that point. Mayor Pro Tempore Spencer then wanted to know if there is any way that the poor condition of houses can be addressed before they have to be torn down. She spoke about federal programs that allow the purchase and renovation of properties. Discussion took place around this concept. Mayor Roth talked about CDBG Housing Programs that took place in the past. Mayor Pro Tempore Spencer clarified that she was not referring to government programs, but how lower income citizens can qualify for loans to purchase and or renovate homes. The loans are guaranteed by the Federal Government. She spoke about how that could lead to building the economy of the Town through various jobs that would be needed for renovation of homes. Mayor Pro Tempore Spencer stated that this information needs to be gotten out to the public. Councilwoman Williams agreed in that this would build the community up rather than have it continue to shrink. Councilwoman Williams also brought up the topic of building a house on property that might need increased sewer capacity. Mayor Roth asked Public Works Director Wright if replacement of a house would be hindered by sewer capacity if more bathrooms were to be added in a new house. Both Public Works Director Wright and Code Enforcement Officer Brown addressed the issue. Mayor Roth agreed that if there are programs available, the Town should look into them. Mayor Roth suggested that Latosha McNair be contacted because of her expertise and seminars she held and presented homeowner information. Mayor Pro Tempore Spencer suggested that staff also contact Congressman Don Davis' office as he is adamant about homeownership in that it will lift the economy. She also spoke of a call that she sat in on with the Congressman and emphasized the reasons why it is important to address this immediate issue.

5. Fire Department

The report from the Fire Department was included in the agenda package.

VI. CONSENT AGENDA

The consent agenda included:

A. APPROVAL OF JUNE 12, 2023 REGULAR TOWN COUNCIL MINUTES

A motion to approve the June 12, 2023 Regular Town Council Minutes was made by Councilwoman Byers with a second by Councilman Wobbleton. The motion passed unanimously.

B. BUDGET AMENDMENT NO. 2023-09

Finance Officer Wallace explained that the purpose of the Amendment was to move funds for the Sewer Department from Fiscal Year 2022 - 2023 to Fiscal Year 2023 – 2024 in order to roll it over to the new fiscal year. A motion was made by Councilwoman Byers to approve Budget Amendment 2023-09 with a second by Councilman Wobbleton. During discussion it was clarified that there were funds leftover specifically from the Sewer Department for sludge removal from lift stations and rather than roll it into Fund Balance, it will be rolled into the Department expense line item. The motion passed unanimously.

C. BUDGET AMENDMENT NO. 2023-10

Finance Officer Wallace explained that the purpose of the Amendment was to balance the year end budget. A motion was made by Councilwoman Byers to approve Budget Amendment 2023-10 with a second by Councilman Tharps. The motion passed unanimously.

VII. OLD BUSINESS

A. LEADS CONTRACT

Town Manager Floyd explained the proposed contract included in the agenda packet for the LEADS Fellowship through the University of North Carolina. Town Manager Floyd reminded Council that there is a \$13,000.00 requirement for the position and reported that staff interviewed two candidates for the position of which one was chosen. After three weeks of training, the candidate should start around the first week of August. A motion to approve the LEADS Contract for the 2023 – 2024 Program Year was made by Councilwoman Byers with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

B. UPDATE OF DISCUSSION OF CURFEW FOR MINORS

Discussion of this topic was held earlier during the meeting.

VIII. NEW BUSINESS

A. CLEANING CONTRACT

Town Manager Floyd spoke about the proposed contract for cleaning services from Cinderella's for this fiscal year. A motion to approve the Independent Contractor for cleaning services of Town properties was made by Mayor Pro Tempore Spencer with a second by Councilwoman Byers. The motion passed unanimously.

IX. TOWN MANAGER'S REPORT

A. CAMA LAND USE PLAN

Town Manager Floyd reported that over the last year, the Planning Board has been working on updating the Town's CAMA Land Use Plan. At their last meeting a draft copy was approved. Town Manager Floyd stated that she brought a copy of the plan for the Council to review for Council's approval. Town Manager Floyd will ask Jamie Heath to give a presentation to Council within the next 30 to 45 days before it is approved.

CPNI REPORT

Town Manager Floyd reported that she emailed the report to Council and stated that the group is ready to make a presentation to the Council via ZOOM at either a regular or special meeting. Town Manager Floyd asked the Council for dates to make the presentation. It was the preference of the Council to have a special meeting. Options of where to hold the special meeting so that there will be enough room for citizens to attend were discussed.

X. TOWN ATTORNEY

Attorney Patrick Scott reported that Teague Campbell is still working with staff about the curfew, and he looks forward to presenting it to the Council soon.

XI. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Mayor Roth announced National Night Out. Mayor Roth also noted that the recent First Friday event that the DDA scheduled was cancelled due to weather

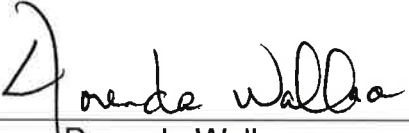
and will be rescheduled August 12th. Town Manager Floyd announced that a Faith in Blue will be held July 13th.

Councilwoman Williams asked about the presentation from the Soundside Group that was supposed to have been given to the Council. Information was requested about their contract as well as the backup system that is in place. Town Manager Floyd stated that she will follow up on this item.

XII. ADJOURNMENT

There being no further business, a motion was made by Councilwoman Williams to adjourn with a second by Councilwoman Byers. The motion passed unanimously.

Respectfully submitted,



Dorenda Wallace
Clerk



Brian Roth
Mayor