

**TOWN OF PLYMOUTH MEETING MINUTES
NOVEMBER 13, 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. 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 Harps
X		Councilwoman Williams
X		Councilman Wobbleton

II. APPROVAL OF THE AGENDA

Mayor Roth asked if there were any additions or deletions to the agenda. There being none, a motion to approve the agenda as presented was made by Councilman Wobbleton with a second by Councilwoman Byers. The motion passed unanimously.

III. PRESENTATIONS TO COUNCIL

A Certificate of Appreciation was presented by Mrs. Vintonya Belcher to Police Chief Willie Williams on behalf of Washington County High School Principal Torrey Hines for the Plymouth Police Department and its Faith and Blue Program.

Mayor Roth asked Chief Williams and Mrs. Belcher to elaborate on the program and what took place.

IV. PUBLIC COMMENT - None

V. DEPARTMENT REPORTS

1. Financial Report

Town Manager Floyd gave a summary of the Finance Report for the period ending October 31, 2023. Mayor Roth had a question about the IT portion of

the budget as it was at 57%. Town Manager Floyd stated that percentage was made up of annual contracts that had been paid up front.

2. Police Department

Chief Williams introduced the newest member of the Police Department Staff, Police Corporal Evan Sokolove. Corporal Sokolove gave a brief overview of his experience and participation with the Plymouth Police Department since being hired. Chief Williams then reported that the haunted house was a success. It was used to raise money for the Explorers so that they could take trips. Chief Williams then reported that shots fired within the Town limits had picked up again; however, it is not as bad as it previously was. Chief Williams reported a serious incident that recently took place, which the Department is working on. Chief Williams reiterated to the Council that the Department will continue to work to make the Town safe.

Councilwoman Williams asked about the progress of the curfew ordinance. Town Manager Floyd reported that Attorney Isenberg was waiting for some information from the Police Department. That information has been sent to her, and the ordinance is now in the process of being reviewed. A short discussion about the ordinance took place about the curfew between the Council, Town Manager Floyd, and Attorney Isenberg.

3. Code Enforcement

Code Enforcement Officer Brown presented the report that was included in the Agenda Package.

4. Public Works/Town Projects – Public Works Director Wright reported

Streets:

- Asphalt overlay was used on approximately 8 – 9 town streets to repair potholes.

Buildings & Grounds:

- Trimmed trees downtown
- Three park signs were removed, repaired, and repainted

Water:

- Repaired leaks at:
 - 821 Wilson Street
 - 170 US Hwy 64W
 - 303 Brinkley Avenue
 - 327A Washington Street
 - 206 Ridgeway Drive
- Repaired broken 2" valve at 306 West Water Street

- The East Main Street tank has been washed and will be painted within the next two weeks. The Council discussed whether or not to spend an extra \$15,000 to paint a paw print on the tower as well. The name of the Town was suggested instead of a paw print.

Sewer:

- Cleared out blockages at:
 - 767 US Hwy 64E
 - 123 Anne Street
 - 114 Country Club Drive
 - 109 Golf Road
 - 101 Quail Drive
- Cleared main line
 - Wilson Street Extension
 - Adams Street & US Hwy 64

WWTP

- Annual maintenance on Auger complete
- Removed 47 truckloads of sludge

Pump Stations

- Pulled pumps from
 - The Industrial Park
 - Johnson Court
 - West Main Street

Sanitation

- N/A

Public Works Director Wright then reported on Town Projects.

- Wastewater Treatment Plant Rehabilitation
 - Public Works Director Wright reported that he is still waiting on close of the generators
- Bulkhead Pump out Station has been ordered and is on its way from California
- Streetscape
 - Only two bids were received
 - Sent back out for rebid for two weeks
- AIA Sewer Grant
 - Engineers are compiling a report
 - Several manholes had to be rechecked due to camera problems

- Viable Utility Grant (Water and Sewer)
 - Public Works Director Wright reported that this topic will be discussed later in the meeting.
- Wilson Street Park
 - A few contractor's costs have been obtained

5. Fire Department

The report from the Fire Department is included in the agenda package. Mayor Roth asked if Town Manager Floyd had any updates on the two house fires that recently took place. Town Manager Floyd stated that she did not.

VI. CONSENT AGENDA

The consent agenda included:

A. APPROVAL OF MINUTES FROM THE OCTOBER 9, 2023 TOWN COUNCIL MEETING

Councilwoman Byers stated that she had some changes in grammar:

- Page 6 under there is an incomplete sentence. (Paragraph E)

Town Clerk Wallace stated that she will have to look at the ZOOM recording, and a motion to table the approval of the October 9, 2023 Council Meeting Minutes until the Council's next meeting was made by Councilwoman Byers with a second by Councilman Wobbleton. The motion passed unanimously.

B. APPROVAL OF MINUTES FROM THE OCTOBER 10, 2023 RECESSED TOWN COUNCIL MEETING

Councilwoman Byers stated that she had one change in grammar. Councilwoman Byers then made a motion to approve the October 10, 2023 Recessed Town Council Meeting Minutes with a second by Councilman Wobbleton. The motion passed unanimously.

C. RESOLUTION 2023-21 (SALE OF REAL PROPERTY 411 BRINKLEY AVENUE)

Town Clerk Wallace explained that this item has been brought back to the Council because it was not sold. The County asked that the Town pass another resolution for the sale of the property. A motion was made to approve Resolution 2023-21 Sale of Real Property at 411 Brinkley Avenue by Councilwoman Byers with a second by Councilman Wobbleton. The motion passed unanimously.

D. RESOLUTION 2023-22 (SALE OF REAL PROPERTY 413 BRINKLEY AVENUE)

A motion to approve Resolution 2023-22 Sale of Real Property at 413 Brinkley Avenue was made by Councilwoman Byers with a second by Councilman Wobbleton. The motion passed unanimously.

E. INSOLVENT REQUEST REAL PROPERTY – MACKEYS ROAD

Mayor Roth asked staff to discuss this issue. Town Clerk Wallace stated that this came before the Council at the October meeting, and, the Council tabled it; however, the request was correct and is now being brought back before the Council. Mayor Roth asked about the terms of the collection process. Town Manager Floyd explained that as long as the collection process has started prior to ten years, the collection process can be continued. A motion was made by Councilman Wobbleton to approve the Insolvent Request for Real Property – Mackeys Road – Johnson, Johnny Heirs with a second by Councilwoman Byers. The motion passed unanimously.

F. INSOLVENT REQUEST REAL PROPERTY – 116 CAROLINA AVENUE

A motion was made by Councilwoman Byers to approve the Insolvent Request for Real Property located at 116 Carolina Avenue – Adelaide Heckstall Heirs with a second by Councilman Tharps. The motion passed unanimously.

G. INSOLVENT REQUEST REAL PROPERTY – 205 MONROE STREET

A motion was made by Councilwoman Byers to approve the Insolvent Request for Real Property located at 205 Monroe Street – Brown, Henry N. Heirs with a second by Councilman Wobbleton. Mayor Roth asked what the next step is once the Council has rendered them insolvent. Town Manager Floyd explained that the Town will do anything that is allowed by state law for the collection of taxes. She reported that the Town works with ZLS Legal Services and will be working with Debt Set-Off as well. Councilwoman Byers stated that it is important to put a process in place so that the collection of taxes can happen in a timely fashion. The motion passed unanimously.

VII. OLD BUSINESS

A. CONSIDERATION OF PROPOSED AGREEMENT WITH THE DOWNTOWN DEVELOPMENT ASSOCIATION FOR THE INSTALLATION OF A DOG PARK ON WATER STREET

Town Manager Floyd turned this topic over to Attorney Isenberg. Attorney Isenberg shared proposed language for the agreement and asked for the Council's input. Attorney Isenberg spoke about the five year agreement and the concerns that were raised about the Town not having to be locked into

five years in case something unforeseen happened with the dog park. Attorney Isenberg was able to share the screen and read highlighted provisions for the Council. After further discussion, a motion was made by Councilwoman Williams to present the Agreement to the DDA with a second by Councilwoman Byers. The motion passed unanimously.

FOR THE RECORD: MAYOR PRO-TEMPORE BROOKS JOINED THE MEETING VIA ZOOM.

B. DISCUSSION TO APPLY FOR THE 2024 PARK AND RECREATION TRUST FUND (PARTF) GRANT

Town Manager Floyd reported that the Town has an opportunity to apply for the PARTF Grant for the 2024 year. The Town applied for the grant in May of 2023, but was not awarded. Town Manager Floyd explained that funds allocated for Wilson Street Park in the ARP would be the required match. The application deadline is May 2024. Councilwoman Byers made a motion to re-apply for the PARTF Grant with a second by Councilwoman Williams. The motion passed unanimously. Town Manager Floyd informed the Council that no more funds can be spent on the park until the award has been made.

C. DISCUSSION OF THE AWARD FOR WATER AND WASTEWATER VIABLE UTILITY RESERVE GRANT

Public Works Director Wright discussed different areas where the award could be used. Town Manager Floyd explained the costs associated with the areas. Town Manager Floyd is looking for guidance about whether or not to submit a letter of intent. Public Works Director Wright mentioned an upcoming cycle for a CDBG Grant in September which should also be considered. Town Manager Floyd continued to explain the associated costs and loans needed for the projects. After extended discussion, a motion was made by Councilwoman Williams to direct the staff to advance the infrastructure grant project in the following three areas - Winesett Circle area, Still Acres area and the Ridgeway/Creekside neighborhoods and come back to report to Council at their soonest available opportunity with a second by Councilman Wobbleton. During Discussion, Councilwoman Byers read minutes from a prior meeting pertaining to the Country Club area being important in order to give clarification to constituents regarding the direction the in which the Town will move forward. The motion passed unanimously. Mayor Roth reiterated the importance of this discussion and the ramifications of the outcome as he thanked Council and Staff.

Councilwoman Byers referred to previous minutes that an RFQ for Streetscape was to be presented at the Council's November 13th meeting. Public Works Director Wright reported that only two bids were received and that the RFQ will be readvertised.

D. UPDATE ON PROVIDING DIVISION OF MOTOR VEHICLE SERVICES

Town Manager Floyd reported that staff entered into an agreement with a company to perform renovations on the building for ADA compliance. The plans were submitted to DMV for their review. DMV did not accept the plans. Town Manager Floyd further reported that DMV wants the Town to have two terminals vs. one terminal. Town Manager Floyd stated that plans are still a work in progress, and DMV will not open by December 4th. Town Manager Floyd further stated that DMV was concerned about their equipment during renovation as well. Town Manager Floyd stated that hopefully by next month other options will be presented to DMV. She added that DMV wants to be separated from Town utility services as well. Town Manager Floyd stated that staff will be cross trained; however, the DMV area has to be a secure area.

E. CONSIDERATION TO AUTHORIZE THE MAYOR'S SIGNATURE TO BE SUBMITTED TO DEBT SET-OFF

Town Clerk Wallace explained that a Debt-Set Off agreement form is included in Council's agenda package. In order for the Town to participate in Debt Set-Off the agreement must be submitted. She explained that a resolution has been passed for Staff to participate; however, the agreement form must be signed by the Mayor. Town Clerk Wallace further explained that it is an electronic form, and asked for permission to type the Mayor's name and submit the application form so that the Town can participate. A motion was made by Councilwoman Byers to authorize the Mayor's signature to be used on the form for the Debt Set-Off application with a second by Councilman Wobbleton. The motion passed unanimously.

F. FISCAL YEAR 2022 – 2023 AUDIT UPDATE

Finance Officer Wallace reported that the staff has answered all of the questions that have been asked of them. She reported that the next major step is to write the audit. Finance Officer Wallace stated that Town Manager Floyd is writing the Internal Control Document for the auditors. Finance Officer Wallace stated that she believes the Town can complete it by December 1st. Town Manager Floyd agreed.

G. DISCUSSION OF CAMA LAND USE PLAN PUBLIC HEARING DATE

Town Manager Floyd reported that the plan has to have a 45 day comment period and staff would like to hold a public hearing in January. Town Manager Floyd asked if anyone wanted to discuss any possible changes with Jamie Heath to please do so.

VIII. NEW BUSINESS

A. DISCUSSION OF TOWN OWNED PROPERTIES

Town Manager Floyd explained that subject has been discussed several times in the last couple of months. She stated that the Town owns several vacant properties in the downtown business district. There are also several properties in neighborhoods that the Town can possibly be surpluses for homeownership. Town Manager Floyd stated that the staff is looking for directions for what to do with the buildings as many of them need maintenance. Town Manager Floyd reported that a list will be brought to the Council next month. Councilwoman Byers stated that there is an important need for meeting space and to consider repair of the Allied Building. Discussion took place about what needs to be repaired in the building.

VIII. TOWN MANAGER'S REPORT

Town Manager Floyd discussed everything that she needed to report on during the meeting.

IX. TOWN ATTORNEY

Attorney Isenberg stated that she had nothing to add.

X. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Mayor Roth announced that the upcoming events are in the agenda package. Town Manager Floyd mentioned promoting the QR Code for Plymouth Connect so that notifications can start being sent out. Councilwoman Byers thanked the Public Works Department for getting the leaves up. Mayor Roth once again thanked Council and Staff regarding the Infrastructure Project discussion.

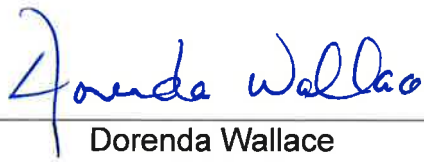
XI. CLOSED SESSION

None.

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,

A handwritten signature in blue ink that reads "Dorenda Wallace". The signature is written in a cursive style with a large initial "D".

Dorenda Wallace
Clerk

A handwritten signature in black ink that reads "Brian A. Roth". The signature is written in a cursive style with a large initial "B".

Brian A. Roth
Mayor