

Town of Hertford
Work Session Meeting
Monday, February 24, 2025 – 6:00 PM
Horace Reid Community Center, 305 W Grubb Street

The Council of the Town of Hertford held a Work Session Meeting at the Horace Reid Community Center on Monday, February 24, 2025, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor Sandra Anderson, Mayor Pro Tem
Keith Rouse Connie Brothers
Rhonda Waters

STAFF PRESENT

Doris Walton, Interim Town Manager
Gina Durante, Town Clerk

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:00 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Councilwoman Brothers, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Anderson made a motion to approve the agenda and Councilman Rouse seconded. The motion passed unanimously, 5-0.

CONTINUED BUSINESS

- a) None

NEW BUSINESS

- a) **AIA/AMP Presentation (attached)**

Brandon Inscore of Withers Ravenel presented the completed Asset Inventory Assessment and Asset Management Plan.

- b) **Adoption of Resolution for Hertford Water AIA Grant**

The Town of Hertford was provided with a State Reserve Grant of \$150,000 from the NCDEQ to perform the water system asset inventory and asset work that has been successfully completed.

Councilwoman Brothers motioned to approve the resolution for the Water AIA Closeout (AIA-D-0259). Councilwoman Waters seconded and the motion carried, 5-0.

c) Adoption of Resolution for Hertford Sewer AIS Grant Closeout

The Town of Hertford was provided with a State Reserve Grant of \$150,000 from the NCDEQ to perform the sewer system asset inventory and asset work that has been successfully completed.

Councilwoman Waters motioned to approve the resolution for the Sewer AIA Closeout (AIA-W-0260). Councilman Rouse seconded the motion, and it passed, 5-0.

d) National Fitness Campaign Presentation (attached)

James David gave a presentation of the fitness courts offered and various options. He explained that it is designed to be useful to as much of the community as possible. The blue rubberized layer is glued down in tiles over a concrete slab which allows for easy replacement of tiles in need of repair. There are options for the sizing (40' x 40' or depending on additions, 40' x 80'). Maintenance is minimal as there are no moving parts and Town staff would be trained in tightening bolts or annual power washing. Mr. David informed Council that an optional roof covering is available to provide shade or protection.

Manager Walton stated that there are two grants for the Town to pursue. If we do not get the additional funding, the Town loses nothing, and we apply for the grants again next year. She advised Council that a motion would need to be made to put in our two grant applications as the deadline is in March. Manager Walton said that if the Town does not receive the funding, the fitness court will not happen, and we can reapply next year. Council discussed possible location for the fitness court, and it was expressed that Central Park seemed the optimal location. Manager Walton said that after June 30th, the basketball and tennis courts at Central Park will be turned over to the Town. Quotes for resurfacing the tennis court and rehabbing the basketball court are needed. Pickle ball lines may be added to the tennis courts since the game is growing in popularity and the same courts can be used for both with the additional lines.

Councilman Rouse commented that he would like to see Hertford be the first in our area to have a fitness court. He made a motion to move forward with the grant application to NFC to be submitted February 28, 2025. Mayor Pro Tem Anderson seconded the motion and it carried, 5-0.

e) Approval of Resolution for Acceptance of SRF-W-0002 grant for WWTP Rehab

Manager Walton explained that we were short for the WWTP Rehab, so we applied for the NCDEQ SRF grant. The Town is only accepting the forgivable amount, \$1.5M. A resolution is required to accept the funds.

A first and second motion were made by Mayor Pro Tem Anderson and Councilwoman Waters to accept SRF-W-0002 grant in the forgivable amount of \$1.5M. The motion passed unanimously, 5-0.

f) Approval of Capital Project Ordinance for the WWTP Rehab Project

Manager Walton explained that Council has to adopt a Capital Project Ordinance for each grant we receive.

A first and second motion were made by Councilwoman Waters and Councilwoman Brothers to approve the Capital Project Ordinance for the WWTP Rehab Project. The motion carried, 5-0.

g) Budget Amendments

FY25-31

1) We have put into the budget to purchase a used truck for the Water Department. Can't find one for the amount that was budgeted. We need to move some of the funds to rentals for the bypass pump that we must rent until we can get the bypass pump fixed.

2-4) Balancing the expenditure lines within the departments.

1) Decrease Water Capital Outlay	51-5820-561	\$5,000.00
Increase Admin Utilities	51-5860-531	\$5,000.00
2) Decrease Sewer Collections Contingencies	51-5860-577	\$1,000.00
Increase Sewer Collections Professional	51-5860-511	\$1,000.00
3) Decrease Sewer Treatment Contingencies	51-5870-577	\$5,000.00
Increase Sewer Treatment Supplies		\$5,000.00
4) Decrease Administration Wages	10-5210-411	\$14,812.00
Increase Administration LGERS	10-5210-423	\$9,657.00
Increase Administration 401K	10-5210-424	\$2,655.00
Increase Administration Tax Collection Fee	10-5210-537	\$2,500.00

Councilman Rouse made a motion to approve Budget Amendment FY25-31. Councilwoman Brothers seconded, and the motion passed, 5-0.

FY25-32 – Move funds from Contingencies to Professional Services to pay for the closing cost for the new CWSRFW002 Grant.

Decrease Sewer Contingencies	51-5870-577	\$4,500.00
Increase Sewer Professional Services	51-5870-511	\$4,500.00

Councilwoman Brothers made a motion to approve Budget Amendment FY25-32. Councilwoman Waters seconded, and the motion passed, 5-0.

FY25-33 – Move funds from Contingencies to Supplies to purchase a part that is needed to fix Well #1.

Decrease Water Contingencies	51-5820-577	\$3,400.00
Increase Water Supplies	51-5820-551	\$3,400.00

Councilwoman Waters made a motion to approve Budget Amendment FY25-33. Councilwoman Brothers seconded, and the motion passed, 5-0.

MANAGER'S UPDATE

Manager Walton told Council that she received an email indicating that as of February 14, 2025, that West Hertford is designated as an Historic District. We will receive a certificate of listing the next few weeks. In association to that designation, Manager Walton reminded Council that back in July 2023 there was discussion that the Town needed to establish a Historic Preservation Committee, but it was tabled as we were pursuing more information. This is needed for grant programs for historical theatres and to be eligible for these the Town must first be designated as a certified local government. But before being designated as a certified local government, we must create an HPC and ordinance. This will help in applying for grants and us move forward with the theatre and guidelines to progress with the historical district as HPC can make decisions, such as demolition. Manager Walton shared the rendering of the mural that was going up near the 17. She advised Council that the Town did not receive the \$50K T-Mobile grant to put the mural on the side of the building at the 17 & Church Street intersection. The building owner was upset to hear that we did not receive it, but we will apply again in March and grant award announcement in May. Manager Walton informed Council that we received our auditor contract in the amount of \$62,825. We will not be using their services this year as we no longer need their help with our audits for background work. Finance Director Ashley Eure doesn't require assistance as she is up to speed. Mayor Hodges congratulated Manager Walton and the Town staff.

COUNCIL CONCERNS/REPORTS

Councilwoman Waters thanked the Public Works Department for their work during the snowstorm.

Councilwoman Brothers also thanked the staff but noted that the steps and ramp for the Community Center were not entirely cleared of snow on Saturday, and residents were using the building. Manager Walton took responsibility indicating that she had no confirmation that the residents were still using the building. Councilwoman Brothers asked what the outcome of the meeting with the Fire Marshal and pallet business was. Manager Walton explained that prior to the snowstorm she spoke with the Fire Marshal and informed him of the issue. This was not the first he has heard about it and is fully aware of the pallet issue. He spoke with Earl. Sheriff White is the next person to talk with so they can get a joint meeting with Joel in the next two weeks. They would like to work on an agreement with the owner to correct the matter in the form of a plea to correct rather than a threat. But things are moving forward.

Councilman Rouse had no report.

Mayor Pro Tem Anderson thanked Public Works as well and commented on the utilities staying on.

Mayor Hodges expressed his gratitude to Public Services Director Chad White for all that he and his staff did during the snowstorm. Mayor Hodges spoke with Representative Goodwin’s office about State Theatre funding and intent for leveraging the Harbor Town economic development funding for the five towns. He will get back with us on that situation. On Friday, he, Manager Walton, and Janice Cole will be going to Washington to tour the Turnage Theatre. The purpose of the visit is to understand their model because they use it to hold many various community events.

ANNOUNCEMENTS

March 4	10:30 – 11:30 AM	Advanced Care Planning. PQ Center for Active Living Free, photo ID required for completion of documents
March 12	3 PM	Page Turners Book Club Perquimans County Library
March 25	3 PM	NC Reads Perquimans County Library
March 26	11:30 – 3 PM	Friends of the PQ Library PQ County Rec Center Card and Games Party

March 29	5:30 – 8:30 PM	2 nd Annual Taste of Harbor Towns Crawfish Shack Tickets available online the PQ Chamber
April 10	9:00 AM	5 th Annual Golf Scramble Albemarle Plantation, Sounds Links

ADJOURNMENT

A motion and a second were made by Councilwoman Brothers and Councilwoman Waters to adjourn the meeting at 8:04 PM. The motion passed unanimously.