

**Town of Hertford**  
Work Session Meeting & Public Hearings (In Person/Facebook)  
Tuesday, May 28, 2024 – 6:00PM  
Horace Reid Community Center, 305 W Grubb Street

The Council of the Town of Hertford held a Work Session Meeting and a Public Hearing at the Horace Reid Community Center (also by Facebook) on Tuesday, May 28, 2024, at 6:00 PM.

**COUNCIL MEMBERS PRESENT**

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

**STAFF PRESENT**

Janice McKenzie Cole, Town Manager  
Doris Walton, Assistant Town Manager  
Ashley Eure, Finance Director  
Gina Durante, Town Clerk  
John Leidy, Attorney

A quorum was present.

**CALL TO ORDER**

Mayor Hodges called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**PUBLIC HEARINGS**

**1. Town of Hertford Annual Budget for Fiscal Year 2024-2025**

Mayor Hodges opened the floor for public comments regarding the proposed FY2024-2025 budget for the Town of Hertford.

Sara Winslow addressed Council and said she has reviewed the budget. She acknowledged the increases in rates and taxes but feels that those are due to past Councils and leadership (from 20-25 years ago) not imposing progressive rate increases in sewer, water, and electric. She applauds the staff and Council on the proposed budget.

Public Hearing closed at 6:03 PM.

## **APPROVAL OF AGENDA**

A motion and a second were made by Councilwoman Waters and Mayor Pro Tem Anderson to approve the revised agenda with the removal of Item 4 Citizens Concerns. The motion passed unanimously, 5-0.

## **CONTINUED BUSINESS**

None

## **NEW BUSINESS**

### **a) Block Party on Pennsylvania Avenue July 4<sup>th</sup>**

A motion was made by Mayor Pro Tem Anderson to approve Town Ordinance FY24-12 to close Pennsylvania Avenue between W Railroad Avenue and Perry Street. It was seconded by Councilwoman Waters and passed, 5-0.

### **b) Budget Amendments**

#### **1. FY24-36**

- a) Transfer of funds within Administration Department for A. Eure and D. Walton to attend training (\$100.00)
- b) Balance lines within the Water Department (\$1,113.00)
- c) Balance lines within the Water Department (\$1,500.00)

Councilman Rouse motioned to approve Budget Amendment FY24-36. Mayor Pro Tem Anderson seconded, and the motion passed, 5-0.

#### **2. FY24-37**

- a) To cover costs for last two orders of salt for water plant (\$8,491.00)
- b) To balance lines within the department (\$6,000.00)

A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve Budget Amendment FY24-37. The motion carried, 5-0.

#### **3. FY24-38**

- a) Move funds from Electric Contingencies to Electric Outlay to install two split units in the Ice Plant Building that can be moved to the new building when completed (\$7,200.00)

A motion and a second were made by Mayor Pro Tem Anderson and Councilman Rouse to approve Budget Amendment FY24-38. The motion carried, 5-0.

#### **4. FY24-39**

- a) Move funds from Fund Balance to Planning and Development Services for demolition cost for 302 S. Edenton Road Street, 409 and 411 Dobbs Street (\$25,000.00)

A motion and a second were made by Councilwoman Waters and Councilwoman Brothers to approve Budget Amendment FY24-39. The motion passed, 5-0.

#### **MANAGER'S UPDATE**

Manager Cole shared that the ABC Store will be building an addition. The store does not have enough space for stock, and it is not well situated for deliveries.

The County will be arranging for the Perquimans County History Museum to be manned and opened on a regular basis.

Manager Cole has introductory 50% discount cards available for the kayak rentals at the Marina. She will be giving them to local businesses to have available. She invited Council to take some to distribute as well. The discount is available May 17-July 31.

Manager Cole stated that the Town of Hertford has been removed from the Local Government Commission's Unit Assistance List.

#### **COUNCIL REPORTS/CONCERNS**

**Councilman Rouse** asked Manager Cole when we will see things happening with the old S-bridge truss. Manager Cole stated that it has not been turned over to the Town yet, and that is one of the issues she asked to be addressed in a meeting to be scheduled regarding opening the new bridge with DOT, EMS, Sheriff's Department, and schools. Councilman Rouse noted that there are streets being repaired around Town, but no asphalt has covered the repaired areas. Manager Cole explained that some of those fixes are temporary until we get the work done on the pipes. Engineering work has been done and designs submitted to DEQ. DEQ has sent notification that they are delayed due to a shortage of engineers. Once approved by DEQ, the engineers will put it out for bid and the work will be done. He also stated that there has been water actively running on Dobbs Street for a while. Manager Cole will look into that. Councilman Rouse also addressed an issue on King Street where a trailer was removed. He noted there is a lot of trash/debris remains on the property. Manager Cole spoke with the owner's daughter that took down the trailer and was told they are returning to retrieve items and clean the area. Councilman Rouse then questioned if trash removal fees can be assessed the way grass cutting fees are? He said people don't feel good about the community looking unkempt. Manager Cole explained that there is a process in place,

and we are dependent on the Building Inspector to carry out certain duties. Hertford's previous Building Inspector, Virgil Parrish, retired and there was a 30-day window before he could begin working part-time. We have contacted another Building Inspector, but he was called back by their Elizbeth City. They have come up with a list of inspectors' names to see if any of them would be willing to do work for us. She added that there is a spreadsheet of properties in question, and most are at the stage of requiring the Building Inspector. Manager Cole will follow up with Mr. Parrish.

**Mayor Pro Tem Anderson** noted that the Memorial Day ceremony at the courthouse was very nice. She asked if the Town is involved in the July 4<sup>th</sup> Fireworks. Manager Cole confirmed that there will be activities sponsored by the Chamber and fireworks on July 6<sup>th</sup> at Missing Mills Park. Winfall has taken responsibility for the fireworks this year.

**Councilwoman Waters** asked about the retention ponds near the Food Lion and Albemarle Village. She was approached by citizens of Albemarle Village that were concerned about the stagnate water in the retention pond. Councilwoman Waters saw that there are mechanics in the retention pond, but they are not working. She questioned if the retention ponds are the Town's responsibility. Manager Cole will look into who has responsibility for inspection of the retention ponds.

**Councilwoman Brothers** thanked Manager Cole and the staff for their hard work and effort. She noted that Manager Cole is one of the honorees at the JW Hood Consistory #155 Recognition Banquet. The banquet will be held at the Mid Atlantic Christian University on June 22<sup>nd</sup>, 6:00 PM – 9:00 PM. Tickets are \$50. She congratulated Manager Cole and expressed her appreciation for all Manager Cole does. Councilwoman Brothers said the May 24<sup>th</sup> Jail-a-Thon fundraiser for the Open Door Food Pantry was very successful, raising \$34,000. She thanked all that supported the event. Lastly, she reminded all that the Juneteenth Celebration will be held on Saturday, June 15<sup>th</sup>, 11 AM at Central Park starting with the freedom walk from the Colored Union Soldiers Monument at Hyde Park to Central Park at 10:30 AM. There will be a variety of entertainment including music and skits.

**Mayor Hodges** said that he is proud of the work done in removing Hertford from the LGC's UAL. He recognized and thanked Public Works for the half-dozen new bolted-down manhole covers they have been installing around town. The new covers are watertight and will prevent water from escaping. Mayor Hodges said that he and Manager Cole worked with a videographer who is creating a short film about the Riverfront project. The film will be posted on our Town website. It will tell the story of the Riverfront and what stage it is in.

## **ANNOUNCEMENTS**

June 5-7		Seeds of Success Youth Program Improv Camp and Performance at Carolina Moon Theater
June 7	5pm – 9pm	The Block is HOT Party sponsored by the PQ County Sheriff's Department, Church Street
June 7	10am – 2pm	World Elder Abuse Awareness Day Walk sponsored by Albemarle Commission Area Agency on Aging in Elizabeth City
June 14	5pm – 7pm	Friday Night Stroll, Downtown Hertford (Church Street will be open to traffic)
June 15	11am – 6:30pm	Juneteenth Celebration at Central Park, Freedom Walk at 10:30am at Colored Union Soldiers Monument to Central Park
June 16	5pm-7pm	Jazz in the Park, Missing Mill Park
June 21	11-2 & 4-6	Ruritan National Fish Fry. Pick up at Hertford Baptist Church Parking Lot
July 6		July Fourth Festivities and Fireworks, Missing Mill Park

Manager Cole noted that the mural the children are painting has been started on the side of our Community Center. The Missing Mill Park mural/painting should be completed by the July 6<sup>th</sup> Fireworks.

**ADJOURNMENT**

Councilwoman Brothers motioned to adjourn the meeting. Councilwoman Waters seconded the motion, and it passed, 5-0.

The meeting was adjourned at 6:47 PM.