

Town of Hertford
Work Session Meeting (In Person/Facebook)
Monday, June 24, 2024 – 6:00PM
Horace Reid Community Center, 305 W Grubb Street

The Council of the Town of Hertford held a Work Session Meeting Hearing at the Horace Reid Community Center (also by Facebook) on Monday, June 24, 2024, at 6:00 PM.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Ashley Hodges, Mayor

STAFF PRESENT

Janice McKenzie Cole, Town Manager
Doris Walton, Assistant Town Manager
Gina Durante, Town Clerk

A quorum was present.

CALL TO ORDER

Mayor Pro Tem Anderson called the meeting to order.

INVOCATION & PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

A motion and a second were made by Councilman Rouse and Councilwoman Waters to approve the agenda with the addition of Item 6d) Budget Amendments under New Business. The motion passed unanimously, 4-0.

CONSENT AGENDA

Councilwoman Brothers motioned to approve the Consent Agenda consisting of the Utility Policy, and Councilwoman Waters seconded. The motion passed, 4-0.

CONTINUED BUSINESS

- a) **Corrected Fee Schedule-** Manager Cole gave Council the final Fee Schedule that was put on our website and publicized with the Public Hearing Notice. She is asking Council to approve the corrected Fee Schedule.

A motion to approve the corrected Fee Schedule was made by Councilman Rouse and seconded by Councilwoman Waters. The motion carried, 4-0.

NEW BUSINESS

- a) **Withers Ravenel Task Order for the Golden Leaf Grant for Jennie's Gut –** Manager Cole gave Council the Task Order from Withers Ravenel for the Golden Leaf Grant the Town received to build a culvert at Jennie's Gut at the King Street and Hyde Park entrance to the Cedar Wood Cemetery. Withers Ravenel is familiar with that location and the difficulties there.

A motion was made by Councilwoman Brothers to approve Task Order 10. It was seconded by Councilwoman Waters and passed, 4-0.

- b) **Appointment of a Council Member to the restructured 911 Communications Division Advisory Board –** Perquimans County EMS has taken over the Gates County EMS and they are restructuring and expanding the 911 Communications Division Advisory Board. That Board has included and will continue to include Manager Cole, but now will include a member of Town of Hertford Council. Councilwoman Waters volunteered to serve on the 911 Communications Division Advisory Board.

Councilwoman Brothers motioned to appoint Councilwoman Waters to the 911 Communications Division Advisory Board, and Councilman Rouse seconded. The motion passed unanimously, 4-0.

- c) **Vacant Building Ordinance –** Manager Cole is continuing work and research on an ordinance that would require commercial, non-residential buildings and the commercial districts to be repaired to the point that it is not obvious they are vacant. Building owners would be required to register and have a plan indicating how they are going to maintain or change the appearance of their building, so it is not evident that these are empty buildings. She will bring that to Council in the next few months.

- d) **Budget Amendments**

- 1. **FY24-43 –** Transfer of funds to balance lines within each department.

- a) Administration Full-time (\$10,000.00), Administration FICA (\$12,000.00), and Administration LGERS Pension (\$10,000.00) to Administration Tax Collection Fees (total of \$32,000.00)
 - b) Fire Supplies to Fire M/R Buildings (\$55.00)

- c) Fire Supplies to Fire Health & Life Insurance (\$210.00)
- d) Planning Reg Wages to Main Street Reg Wages (\$5,330.00)
- e) Planning Part Time to Main Street Part Time (\$1,350.00)
- f) Planning FICA to Main Street FICA (\$420.00)
- g) Street Permits to Street Supplies (\$60.00)
- h) Water Safety to Water Uniforms (\$111.00)
- i) Water M/R to Water Supplies (\$199.00)
- j) Water M/R Equipment to Water Supplies (\$100.79)
- k) Sewer Collection Vehicles to Sewer Collection Bank Fees (\$300.00)
- l) Sewer Treatment Travel to Sewer Treatment Uniforms (\$320.00)
- m) Sewer Treatment Dues to Sewer Treatment Bank Fees (\$230.00)
- n) Electric Contingencies to Electric Uniforms (\$270.00)
- o) Electric Contingencies to Electric Bank Fees (\$200.00)

Councilman Rouse motioned to approve Budget Amendment FY24-43. Councilwoman Waters seconded, and the motion passed, 4-0.

MANAGER'S UPDATE

Manager Cole announced that the new fire truck has arrived and there will be an event commemorating that in the latter part of July. She also mentioned that in the Municipal Building a television has been installed which features a video of happenings in Hertford and invited all to stop by and watch it. Lastly, Manager Cole stated that Friday, June 28, at 6:30 PM, Congressman Don Davis is hosting a Town Hall Meeting at the Perquimans County Courthouse. All are invited to attend to share information and ideas for the Town or ask questions.

COUNCIL REPORTS/CONCERNS

Councilman Rouse shared that St. Paul's Church and First Baptist Church are working together to get grants for the meals program that would be offered to the youth five days a week as school is out. They are hoping to get information on the grants by the end of June. Mayor Pro Tem Anderson offered to help him if needed.

Councilwoman Brothers thanked Manager Cole, and her staff for the superb job they do in town. She attended the JW Hood Consistory #155 Recognition Banquet on June 22nd, and congratulated Manager Cole for being recognized. Councilwoman Brothers also thanked all those for the Juneteenth Celebration. She noted that several years ago a resolution was passed to designate the third Saturday of August as First Responders Appreciation Day. The event was suspended during Covid-19 and then reinstated. This year the Town is planning to team with The American Legion #126 to honor our First Responders on September 11th at the Perquimans County Recreation Center at 6PM. She will have more information to share at our next meeting.

Councilwoman Waters commented on the retention ponds that she had mentioned at a prior meeting. She researched how they work and learned that they are privately owned, and that the owner is responsible for maintaining them.

Mayor Pro Tem Anderson said that she too attended the JW Hood Consistory #155 Recognition Banquet, and expressed how proud Manager Cole has made the Town. She thanked and commended Councilwoman Brothers for a job well-done at the Juneteenth Celebration.

Councilwoman Brothers added that Thursday and Friday, June 27th and 28th, she has an opportunity to attend a basketball camp with former NBA players Dominique Wilkins and Brian Rowsom. She is bringing several Hertford youths with her to attend, and next year they would like to bring the basketball camp to Hertford. On Sunday there will be a meeting with several people in the community who are interested.

Manager Cole reminded all that Thursday, July 4th, is a holiday and the Town Offices will be closed. The fireworks celebration will take place on Saturday, July 6th, at Missing Mill Park. There will be entertainment, activities, and a DJ starting at 5 PM. The fireworks display will take place around 9 PM. Grubb Street will be closed between East and West Academy for the celebration.

ANNOUNCEMENTS

June 28	6:30pm	Perquimans County Town Hall Meeting with Congressman Don Davis at the Perquimans County Courthouse
June 29	10am – 3pm	Dog Festival at the Perquimans County Rec Center
July 6	5pm	July Fourth Festivities and Fireworks, Missing Mill Park
July 12	5pm – 8 pm	Friday Night Stroll, Downtown Hertford (extended 1 hour)
July 21	5pm – 7pm	Music in the Park, Country Music at Missing Mill Park

ADJOURNMENT

A motion and a second were made by Councilwoman Waters and Councilwoman Brothers to adjourn the meeting. The motion carried, 4-0.

The meeting was adjourned at 6:28 PM.