

Town of Hertford
Work Session Meeting (In Person/Facebook)
Monday, July 22, 2024 – 6:00PM
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 (also by Facebook) on Monday, July 22, 2024, at 6:00 PM.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Connie Brothers

STAFF PRESENT

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

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mayor Pro Tem Anderson, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion and a second were made by Councilman Rouse and Mayor Pro Tem Anderson to approve the agenda with the addition of item 6f) Special Events Permits under New Business. The motion passed unanimously, 4-0.

CONSENT AGENDA

None

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Bid Selection for Barrow's Alley Entitlement Funds – Manager Cole** explained that an RFP for the design and construction of Barrow's Alley was sent out. We only received one response, and that was from the Timmons Group. Council has been given Section 1 – Description of Vendor, and Section 2 – Strengths and Distinguishing Skills. Manager Cole is recommending Council to approve this bid.

Councilman Rouse asked for clarification of Barrows Alley and what work will be done. Manager Cole explained that the waterline is insufficient, and we have \$1.3M from the legislature to expand the water and wastewater capacity.

A motion was made by Mayor Pro Tem Anderson to accept the Timmons Group bid for the design and construction of Barrow's Alley. It was seconded by Councilwoman Waters and passed, 4-0.

- b) **Bid Selection for Marine Industrial Park – Manager Cole** explained that the same process was used for this RFP for the design of Marine Industrial Park. Again, we only received one response and it was from the Timmons Group, as well. Council has been given Section 1 – Description of Vendor, and Section 2 – Strengths and Distinguishing Skills. Manager Cole is recommending Council to accept this bid.

A motion was made by Mayor Pro Tem Anderson to approve the Timmons Group bid for the design of Marine Industrial Park. It was seconded by Councilwoman Waters and passed, 4-0.

- c) **Ordinance FY25-1 to accept County allocation to Hertford Fire Department and create Hertford Fire Department Fund – Manager Cole** stated that this ordinance will create a special fund for the Hertford Fire Department funds so that they are able to accumulate a fund balance.

Mayor Hodges asked if any of their leftover funds at the end of each fiscal year can be invested with North Carolina Capital Management Trust to grow that money? Manager Cole answered, yes, it can be invested.

A motion and a second were made by Councilwoman Waters and Councilman Rouse to approve Ordinance FY25-1 for the creation of Fund 39 as a fund within the Town of Hertford budget designated to hold all operating funds of the Hertford Fire Department. The motion carried, 4-0.

- d) **Resolution FY25-1 authorizing purchase of State Theater, Department of Commerce REDEG grant application, and required matching funds –** Manager Cole reminded Council that they gave her the authority to negotiate the purchase of the State Theater as it is an important building to the Town. The building must be Town-owned to apply and receive any grant money from Rural

Downtown Economic Development to rehabilitate the building. She explained to Council that this resolution is to authorize the purchase the State Theater plus the approximate 900 square foot area behind it (\$125,000), authorize the Town to apply for the RDED grant, and authorize the allocation of the required 5% matching funds (\$42,500). The grant application has to be filed by August 22, 2024.

Council discussed the benefit of the renovation and historical significance of the State Theater. It has been closed since 1964.

Councilwoman Waters made a motion to adopt Resolution FY25-1 as presented. Mayor Pro Tem Anderson seconded the motion and it passed unanimously, 4-0.

Manager Cole mentioned that if anyone has pictures of the interior of the State Theater, the Town and architect would like to see them for the renovation of the theater.

e) Budget Amendments

1. FY25-2

- 1) These are PO's that were rolled over from last fiscal year. EDA Grant match, BE Singleton & Sons, Enviro-Tech Unlimited, and Nexgrid.
- 2) Cost to purchase the two houses that was approved by Council in the last fiscal year but was not moved from Fund balance until it was time to pay for them.
- 3) Move the balance of funds for the new Public Works Building from last year's budget to this year's budget.

1. Fund Balance to EDA Grant Match (\$60,000.00)
Fund Balance to Planning Professional Services (\$25,000.00)
Fund Balance to Sewer Treatment Capital Outlay (\$10,000.00)
Fund Balance to Electric Capital Outlay (\$104,417.19)
2. Fund Balance to Planning Capital Outlay (\$78,468.98)
3. Fund Balance to Street Capital Outlay (184,840.00)

Mayor Pro Tem Anderson motioned to approve Budget Amendment FY25-2. Councilman Rouse seconded, and the motion passed, 4-0.

2. FY25-3

1. This is for DEG/DWR Lab Certification and was inadvertently left out of the budget.
2. Cost for the two Pole barn doors.

- 1) Sewer Treatment Contingencies to Permits (\$2,000.00)

- 2) Sewer Treatment Contingencies to Capital Outlay (\$5,567.00)

Councilwoman Waters motioned to approve Budget Amendment FY25-3. Mayor Pro Tem Anderson seconded, and the motion passed, 4-0.

3. FY25-4

This is to move all Fire Department line items out of the General Fund and putting them into their own fund to track their funds.

- 1) County Fire Protection (\$100,000.00)
- 2) Transfer from General to Fire (\$110,013.18)
- 3) Fire LGERS Pension (\$3,000.00)
- 4) Fire Health & Life Insurance (\$5,100.00)
- 5) Fire Contractual Services (\$2,500.00)
- 6) Fire M/R Building (\$1,000.00)
- 7) Fire M/R Equipment (\$7,650.00)
- 8) Fire M/R Vehicles (\$11,000.00)
- 9) Fire Property & Liability Insurance (\$36,651.00)
- 10) Fire Utilities & Communication (\$8,000.00)
- 11) Fire Dues & Subscriptions (\$200.00)
- 12) Fire Supplies (\$21,800.00)
- 13) Fire Fuel (\$5,000.00)
- 14) Fire Grant Match (\$80,000.00)
- 15) Fire Debt Principle (\$19,444.77)
- 16) Fire Debt Interest (\$8,667.41)

Councilman Rouse motioned to approve Budget Amendment FY25-4. Councilwoman Waters seconded, and the motion passed, 4-0.

4. FY25-5

1. Move funds from Fund Balance to Capital Outlay to purchase State Theater.
2. Move funds from Fund Balance to EDA Grant match for Theater restoration.

1. Fund Balance to Planning Capital Outlay (\$125,000.00)
2. Fund Balance to EDA Grant match (\$42,500.00)

Mayor Pro Tem Anderson motioned to approve Budget Amendment FY25-5. Councilman Rouse seconded, and the motion passed, 4-0.

f) **Special Events Permits**

1. Manager Cole advised Council that the Open Door Pantry will be sponsoring the Walk for Hunger on September 14th. The walk will start at The Church of

the Holy Trinity and walkers will cross the S-Bridge using the sidewalk. No street closures are required.

Mayor Pro Tem Anderson made a motion to approve the Open Door Pantry's Walk for Hunger on September 14th. Councilman Rouse seconded the motion, and it carried 4-0.

2. Downtown Hertford's Economic Vitality Subcommittee is requesting to host a Water War at the Perquimans County Courthouse lawn on September 3rd. Manager Cole said that it is possible a street closure may be needed for the safety of the children. The event is scheduled for the early evening, about 5 PM.

A motion and a second were made by Mayor Pro Tem Anderson and Councilman Rouse to approve the Water War on September 3rd at the Perquimans County Courthouse lawn. The motion carried, 4-0.

MANAGER'S UPDATE

Manager Cole stated that the study for the system development fee to share the cost of the infrastructure expansion to new developments and subdivisions is complete and posted on the Town's website. There is a 45 day comment period which ends August 17th. At the top of the website homepage, there is a link for people to get to the study and a link to send their comments through August 17th. The Public Hearing for the System Development Fees will be held September 9th at the Town Council Regular Session.

We are still waiting to demolish three buildings. There have been delays due to contractors being very busy. There are additional buildings Manager Cole wants taken down, but the building inspector is very busy. Manager Cole is considering hiring a part-time building inspector.

Harbor Town has stopped scheduling the two ferries until they can get the engines working. Questions about the schedule and available tours should be directed to Harbor Town Cruises.

The Town received \$3M grant from the CDBGI infrastructure for wastewater treatment plant. Those funds will be used to correct the electrical system that is not functioning as it should, so that we will no longer be at risk of receiving fines for violations.

COUNCIL REPORTS/CONCERNS

Councilwoman Waters shared that she attended the ribbon cutting ceremony on Friday, July 19th, for the new Board of Elections building in Winfall. She said the event was well-attended.

Councilman Rouse attended the Fountain of Life Church Refining Relationships on July 13th. The Hertford Fire Department, the Perquimans County Sheriff's Department, and the Open Door Pantry were also there. It was a fun day with food, activities, and giveaways. He thanked the Fountain of Life Church for coming to Hertford. He also thanked the Fire Department, Sheriff's Department, and Open Door Pantry for coming out. He expressed that signage around Town designating the names of locations like Central Park, Roadside Cemetery, etc., would be beneficial for the community. Councilman Rouse also noted that there is a caution light at Hyde and Dobbs Street but there is not a marked crosswalk there. Cars travel fast through that intersection, and it would make that area safer for those crossing to Central Park. Mayor Hodges asked how we can have a crosswalk added, possibly one that will light up when pedestrians are crossing. Manager Cole will reach out to DOT.

Mayor Pro Tem Anderson announced that donations are being accepted for Hertford on Ice 2025. Downtown Hertford is excited about hosting this event again, but donations and funds are needed. For information on how to donate, please contact Mayor Pro Tem Anderson or Downtown Hertford (formerly HHI).

Mayor Hodges thanked Mayor Pro Tem Anderson for covering for him in his absence. He noted that the weather has had a negative effect on our technology at the Community Center, but we are working to get all services restored. He also thanked Councilman Rouse for speaking at the Fountain of Life Church Refining Relationships in his absence.

ANNOUNCEMENTS

July 24 th & 25 th	Christmas in July sponsored by Downtown Businesses
August 3 rd	Seeds of Success presents Movie Night in Hertford Ghostbusters Frozen Empire at Central Park. Sponsored by Perquimans County Recreation Department 8 PM
August 5 th - 9 th	Drama Camp at Carolina Moon Theater. Ages 8-18 years old. \$150 per child, sibling discounts available.
August 9 th	Friday Night Stroll, Downtown Hertford 5-8 PM
August 15 th	Museum of the Albemarle in Elizabeth City presents

- At the Movies, featuring SOUL. Free.
10 AM & 1 PM
- August 17th Seeds of Success Youth Program Activity with the Perquimans County Agriculture Extension: 4-H Science with Tori Dewald. Horace Reid Community Center.
1-3 PM
- August 17th Back to School Bash at Missing Mill Park. Passing out free school supplies for students. Live music, food, and fun. Sponsored by Oldest but Goodest.
10 AM-5:30 PM
- August 18th Sunday Afternoon Music in the Park at Missing Mill Park. Music by DJ Lady J.
5 – 7 PM
- August 20th Music Bingo at Brew 2 Rescue. Music by Eddie & Melissa Fields.
6:30 PM
- September 3rd Water Wars on the Courthouse lawn, pending Approval
- September 6th & 7th Indian Summer Festival
- September 6th PAL Opening Reception for Annual Member Show
5:30 – 7:00 PM
Exhibit Dates are September 3rd – 28th

Councilman Rouse noted that there will be a Perquimans County High School Class of 1974 Reunion August 23rd and 24th. The group will tour the high school with Dr. Turner, attend a football game, and then convene at the Tap House on Friday. Saturday is the formal event at Louise's Event Center and meet up at the Hertford Bay Taphouse. Sunday they will attend services at the New Bethel Baptist Church. Council and Manager Cole discussed advising the downtown business owners of the reunion so that they may stay open and gift bags for the attendees. Councilman Rouse will continue to provide updates to the reunion weekend plans.

ADJOURNMENT

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

The meeting was adjourned at 7:25 PM.