

Town of Hertford
Work Session Meeting (In Person/Facebook)
Monday, September 23, 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, September 23, 2024, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor Sandra Anderson, Mayor Pro Tem
Keith Rouse Rhonda Waters
Connie Brothers (arrived at 6:38 PM)

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 Councilman Rouse followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion and a second were made by Mayor Pro Tem Anderson and Councilman Rouse. The motion passed unanimously, 4-0.

CONSENT AGENDA

None

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Riverfront Promotion Video** – Technical difficulties were experienced while attempting to show the video. It will be played at our next meeting.

b) Budget Amendments

FY25-10 -

- 1) To cover Workman's Comp claim with a street department employee.
- 2) To cover a Workman's Comp claim with a firefighter.
 - a) Streets Travel & Training 10-5740-513 to Streets Liability Insurance 10-5740-525 (\$490.37)
 - b) Fire Supplies 39-5400-551 to Fire Liability Insurance 39-5400-525 (\$1,266.56)

Councilman Rouse motioned to approve Budget Amendment FY25-10. Councilwoman Waters seconded, and the motion passed, 4-0.

FY25-11 –

- 1) These funds and the \$34,520.00 that were earmarked for the Oxidation ditch bearing replacement to replace the Cemetery Pump station that is not working. The total cost for the Cemetery Pump station is \$51,986.00
 - a) Water Capital Outlay 51-5820-561 to Wastewater Capital Outlay 51-5870-561 (\$17,466.00)

Councilwoman Waters motioned to approve Budget Amendment FY25-11. Mayor Pro Tem Anderson seconded, and the motion passed, 4-0.

- c) Bid Selection for Harbor Town Dock Work** – Assistant Manager Walton began by reminding Council that the Town is receiving funding from the legislature to have work done on our docks to facilitate bringing the ferries to our docks. An RFQ was issued for improvements to be done at our docks for Harbor Town Ferries. Statements of Qualifications were submitted by InFocus Engineering, PLLC and the Wooten Company. After reviewing both submittals, Assistant Manager Walton stated that they are recommending Wooten. Wooten is a larger firm and given the extent of work that goes from our current docks to the truss at Missing Mill Park, they feel that Wooten is better suited to accomplish the task orders and administer the funds for this project. Mayor Hodges noted that Wooten has more waterfront experience.

Councilwoman Waters moved to accept The Wooten Company based on their qualifications. Mayor Pro Tem Anderson seconded the motion, and it passed, 4-0.

d) Update of Authorized Signatories for Town Bank Accounts –

A motion and a second were made by Mayor Pro Tem Anderson and Councilwoman Waters to remove Manager Cole and substitute Interim Manager

Walton as signatory and authorized person for transactions for all Town bank accounts at PNC and Capital Management Trust. All other signatories and authorized persons are to remain the same. The motion carried 4-0.

- e) **Foundation Creation** –Manager Cole stated that the Town has submitted the application for the rehabilitation grant, and we should hear about it by the end of October. We are hoping leftover Harbor Town funds are eligible to be used for the Hertford State Theatre renovation. We will continue to look for additional grants that could be used for it. The Town wants to ensure that the Theatre, once refurbished, will never fall into such disrepair again. The Theatre needs not only to be refurbished now but also maintained in the future. Manager Cole believes the best way to do that is to establish a foundation. Many people are already willing to contribute. There is the possibility of when funds reach \$25K, the North Carolina Community Foundation would be willing to accept that money and create an endowment for the State Theatre. The money would then be invested through the NCCF. The foundation would be incorporated, have a board of directors, and follow established guidelines for foundations. A foundation can be established now to get the process started and accumulate funds for the Theatre’s maintenance. Mayor Pro Tem Anderson asked who would be creating and maintaining the foundation. Manager Cole explained that the foundation would not be the Town’s, but the community’s foundation. Manager Cole stated that she can complete the paperwork and added that as a citizen, she is very interested in the Theatre. The foundation would not fall on one person. By having our own 501c3, there is flexibility in purchasing things that grants may not pay for. Manager Cole is asking for Council’s approval to create a foundation

A motion to approve Manager Cole preparing the necessary paperwork for the creation of the Hertford State Theatre Foundation was made by Mayor Pro Tem Anderson. Councilman Rouse seconded her motion, and it carried, 4-0.

MANAGER’S UPDATE

Last week Constitution and Citizenship Day was held. Manager Cole went to the Perquimans County Middle School and spoke with some sixth grade classes.

DEQ is continuing training/orientation for elected officials and staff. Last year, Manager Cole was asked to speak, and they have asked her to come back again this year as the keynote speaker. When she was introduced by Tony Dongarra, he commented that Hertford and Edenton have done more to move these programs along and develop them than anyone else.

COUNCIL REPORTS/CONCERNS

Councilwoman Waters shared citizens’ concerns regarding issues with dogs and Animal Control. She shared an incident in which a mail carrier was chased onto her

front porch by a neighbor's dog. Councilwoman Waters did contact Animal Control but she was not notified of any follow-up. Manager Cole stated that all animal-related issues should be directed to Animal Control through the Perquimans County Sheriff Office, and they have been given town-issued citation books. Manager Cole will follow-up with them and share Council's concern of the animal-related issues.

Councilman Rouse had no report.

Councilwoman Brothers thanked everyone for a very successful and well-attended First Responders Appreciation Day. Approximately 350 people attended. Councilwoman Brothers recognized the Town of Hertford, Town of Winfall, American Legion Post 126, and Lend a Hand Ministry for their sponsorship of the joint First Responders Event. She thanked Keesha Williams for the article in the newspaper and on social media. Next year it will be an even bigger and better event.

Mayor Pro Tem Anderson had no report.

Mayor Hodges commented on the First Responders Appreciation Day event as well and expressed gratitude to the organizations Councilwoman Brothers named. He thanked the Open Door Church for funding the clean-up of the tennis courts and basketball courts and they paid for new nets on the tennis courts and chain nets for the basketball courts. Mayor Hodges noted that kids immediately showed up to play and a gentleman in the neighborhood thanked him for cleaning up the tennis courts. He told Mayor Hodges that he and his wife would be playing soon. Mayor Hodges and Manager Cole discussed the 25-year agreement the State has with the County for those courts. The work there was completed in 2000 so their agreement will expire June 4, 2025. The County leased it to the Town for 10 years from 2007 to 2017, but now the County should be doing the maintenance. Manager Cole informed Council that a grant is coming up in October that could help the Town rehab that area. The grant is due in spring, the 25-year term between the State and County ends in June 2025, and the grant will be awarded later in summer. The town could be eligible for that or could jointly apply with the County. There is a match of 1-5 required on the grant, however there is a lot of potential for that area and Central Park - painting pickle ball lines on the tennis courts, a splash pad, etc. It's important for the grant to survey the community or have public hearings so that the Town can show that they have gotten feedback, recommendations, and support from the community.

Mayor Hodges gave a presentation on the Riverfront at the Rotary a few weeks ago and it was a good conversation. The project is moving forward. Mayor Hodges also put together a presentation on how the Town would spend the remainder of the Harbor Town allocation not used on the riverfront, but on the theater, and how that feeds into

Harbor Town and supports those activities. He also participated in the Theater inspection including the roof.

Councilwoman Brothers added that last week she attended a meeting for Toy for Tots. Collection boxes will be distributed throughout the County on October 1st and donated gifts must not be wrapped. She will continue to provide more information. Councilwoman Brothers noted that Bertie, Pasquotank, and Gates Counties have been added.

ANNOUNCEMENTS

October 1st	6 – 9 PM	National Night Out
October 11 th	5 – 8 PM	Friday Night Stroll, Downtown Hertford
October 18 th & 19 th	6 – 9:30 PM	Hertford Ghost Tour
October 25 th	4:30 PM	Trunk or Treat, Downtown Hertford
November 8 th	5 – 8 PM	Friday Night Stroll, Downtown Hertford
December 6 th	5 – 7 PM	Grand Illumination
December 7 th	12 PM	Christmas Parade
December 13 th	5 – 8 PM	Friday Night Stroll, Downtown Hertford

ADJOURNMENT

A motion and a second were made by Mayor Pro Tem Anderson and Councilwoman Brothers to adjourn the meeting. The motion carried, 5-0.

The meeting was adjourned at 6:58 PM.