

**Town of Hertford**  
Work Session Meeting (In Person/Facebook)  
Monday, September 25, 2023 – 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 25, 2023, at 6:00 PM.

**COUNCIL MEMBERS PRESENT**

Earnell Brown, Mayor  
Jerry Mimplitsch

Ashley Hodges, Mayor Pro Tem  
Connie Brothers

**COUNCIL MEMBERS ABSENT**

Sandra Anderson

**STAFF PRESENT**

Janice McKenzie Cole, Town Manager  
Gina Durante, Town Clerk

A quorum was present.

**CALL TO ORDER**

Mayor Brown called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

The invocation was given by Councilman Mimplitsch, followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

A motion was made by Mayor Pro Tem Hodges to approve the agenda with the addition of the following items: add item 4d Fire Truck Bid Process under Continued Business; and add item 5e TDA Appointment under New Business. Councilwoman Brothers seconded the motion and it passed unanimously, 4-0.

**CONTINUED BUSINESS**

- a) **Budget Amendments** – Manager Cole explained the two budget amendments.  
**Amendment FY24-10** is to transfer \$26,000 from the Fund Balance to Professional Services to cover the fee for Landmark Preservation Association to conduct the West Hertford Historical District study and nomination.  
**Amendment FY24-11** is to transfer the grant match the Town has been holding pending approval of the EDA Grant for the construction designs of the Riverfront boardwalk and wall. This amendment will transfer \$60,000 from the Fund Balance to Planning.

Councilman Mimplitsch made a motion to approve Budget Amendments FY24-10 and FY24-11. Councilwoman Brothers seconded and the motion passed, 4-0.

- b) Approval Resolution FY24-8 for Fire Truck Loan** – Manager Cole advised Council that this resolution is like the Preliminary Resolution (FY24-2) that was approved at the Regular Session Meeting, September 11, 2023. That preliminary resolution was required by the LGC. This resolution includes the rate amount and a payoff date.

Mayor Pro Tem Hodges made a motion to modify the payoff date on the Resolution FY24-8 from April 1, 2033 to December 31, 2033 and Councilman Mimplitsch seconded the motion. It passed 4-0.

Mayor Pro Tem Hodges then made a motion to approve amended Resolution FY24-8 authorizing the execution and delivery of a master installment financing agreement in connection with the financing of the purchase of a fire truck. Councilwoman Brothers seconded and it was approved 4-0.

- c) Kayak Pricing** –At our previous meeting, Manager Cole informed Council that Edenton has kayak rentals and at a much lower fee than we had originally discussed pricing Hertford's new kayak rental. Manager Cole calculated costs that Hertford could charge to remain competitive and still meet the profit margin for our kayak vendor, Rent.Fun Kayak. Manager Cole recommended a rental fee of \$15/2 hours. The Town will not share in the profits. The Town also can offer different promo codes that could be distributed through town merchants or organizations or others for kayak rental discounts.

Mayor Pro Tem Hodges reiterated from a previous meeting that the kayak rentals are not meant to be a source of revenue for the Town, but to attract people to Hertford and to patronize our local businesses.

Mayor Pro Tem Hodges made a motion to accept Manager Cole's recommendation to charge \$15/2 hours and the Town having no revenue sharing. Councilman Mimplitsch made the second and the motion passed 4-0.

- d) Fire Truck Bid Process** – Mayor Pro Tem Hodges explained that for some time the Town has been trying to buy a new fire truck. Last year we were trying to purchase a demo truck, but it sold before we could purchase it. We are trying to purchase a demo truck because the mileage is low and the truck has not been used in firefighting. The Town is obligated to follow the statute in purchasing a new fire truck, even a demo truck. We are required to post a solicitation for bids. Although the Town has found a demo fire truck that we are pursuing, we will follow proper procurement procedure as per the statutes. Hertford is on the UAL so we have to submit our financing to LGC for approval. The package we submit to LGC includes an attorney agreement letter and documentation that we have

followed the proper procurement process as prescribed in the statutes. Mayor Pro Tem Hodges said we need a motion tonight directing Manager Cole to post an electronic bid solicitation for a vehicle with similar specifications on our Town website that closes seven days from when it is posted. Manager Cole and Chief Woodard can reach out to vendors who would respond and then push the solicitation to them. We will receive bids from vendors, including the vendor that has the demo truck we have been discussing. We would have bids/quotes back in seven days from the post on comparably equipped vehicles to the demo truck we are looking at, then make a decision.

Council had a short discussion regarding Resolution FY24-8 and the acquisition process. Councilman Mimplitsch made a motion directing Manager Cole to post an electronic bid solicitation for a vehicle with similar specifications on our Town website that closes seven days from when it is posted. Councilwoman Brothers seconded the motion and it passed unanimously, 4-0.

### **NEW BUSINESS**

Manager Cole explained to Council that these two plans, Asset Management and Capital Improvement, will never be in a “final” form, but a work in progress. These preliminary plans that Public Works has been working on were needed because having these approved plans will get the Town extra points for grant approvals. First Tryon will be reviewing and providing input. The plans presented tonight are a start in the process, and Manager Cole is asking for the approval of Resolutions FY24-5 and FY24-6 for the plans.

Mayor Brown emphasized the importance of these documents as they are reflective of the Strategic Plan. These plans show that we have a methodology and have prioritized our work and how our funds are being spent. Mayor Pro Tem Hodges thanked PW Director Forsythe, Manager Cole, and all those that were involved in this long-range planning. He suggested that with future versions of the plan, a change log be added to track or identify changes and updates.

- a) **Resolution FY24-5 for Asset Management**– Councilwoman Brothers made a motion to approve Resolution FY24-5 as presented, and Councilman Mimplitsch seconded. The motion passed unanimously, 4-0.
  
- b) **Resolution FY24-6 for Capital Improvement Plan** –Mayor Pro Tem Hodges made the motion to approve Resolution FY24-6 for the CIP as presented, and Councilman Mimplitsch seconded. Before taking a vote, Mayor Brown commented that residents have expressed concern over repairs of leaks or other items. We have responded that we are doing assessments to prioritize the work so then we know how and when we will come in to make those infrastructure changes. She said that what we are doing now is approving the tentative schedule which shows

that Council is moving forward in honoring that justification. Mayor Brown then asked for a vote and the motion passed unanimously, 4-0.

- c) Resolution FY24-7 to Apply for Clean Water State Revolving Fund (CWSRF) Funding** – Manager Cole stated that after a Public Hearing and as per Council's approval of a resolution to apply for the CDBG-I Grant, Withers Ravenel realized that we don't qualify for the grant because the items we were trying to fix could not have been out of commission for more than a year, and ours were out of commission longer than a year. WR did find that we may be eligible for the Clean Water State Revolving Fund which is also due October 2, 2023. Resolution FY24-7 would give permission to apply for that grant. Manager Cole explained that CWSRF is grant/loan funding, and she advised WR that the Town is not prepared to take on a loan. WR believes that we will qualify for 100% loan forgiveness. If we are approved for the CWSRF, Manager Cole recommends that we only accept funds if we qualify for 100% loan forgiveness. Manager Cole asked Council for approval of this Resolution which authorizes only to pursue the application.

Councilman Mimplitsch made a motion to approve Resolution FY24-7 and Councilwoman Brothers seconded it. The motion was approved 4-0.

**d) Manager's Update –**

1. It was a busy weekend for Public Works. There was a solid waste spill, and it was immediately reported to the DEQ. In speaking with our regional representative, this spill is an Act of God, due to the storms. The spill was under 100,000 gallons. Our PW team worked long hours to manage the incident.
2. North Carolina now has their state budget. Representative Goodwin advocated for Hertford, noting that she (Manager Cole) and some Council members, County commissioners, and Perquimans County school representatives had collectively gone to Raleigh to meet with him and the legislature. As a result, we got \$1.3 million earmarked to do the work on Barrows Alley required to have sufficient capacity to accommodate the apartments that have been planned for the 2<sup>nd</sup> floor of some of the buildings. Also, \$3 million was earmarked for water and wastewater work needed at the Marina Industrial Park.

- e) TDA Appointment** – Manager Cole informed Council that the County notified us that they need an appointee for our appointment on the TDA Board as Councilman Mimplitsch's term expires October 31, 2023. The TDA director, Stacey Layden, confirmed that our appointee can be a council member or someone designated by Council. TDA Director Layden indicated that she would like Councilman Mimplitsch to continue serving on the board. Councilman Mimplitsch has agreed to continue serving, pending County approval.

Mayor Pro Tem Hodges commented on the phenomenal job TDA has done over the past few years. Councilman Mimlitsch has been a great advocate for the town.

Mayor Pro Tem Hodges made a motion to reappoint Councilman Mimlitsch to the TDA Board and Councilwoman Brothers seconded. The motion passed 4-0.

### **COUNCIL'S REPORTS/CONCERNS**

Councilman Mimlitsch wanted to thank all the front line and behind the scenes Public Works employees who worked together to keep the wastewater spill from becoming a major event. Manager Cole interjected that all the prep work done by PW team prevented the spill from being worse.

Mayor Pro Tem Hodges commented that the storm Saturday is an example of why wastewater lines and the wastewater plant are so important. Getting grant money and legislative earmarks to do the repairs and improvements is crucial for our Town and he credited Manager Cole, the administration, and her team for working to get the Town money. He also made note of the meeting in Raleigh where the town, county, and school reps were able to meet with the various reps. He thanked the PW team for their work on traffic lights that were out on Saturday at Church and King Streets. Mayor Pro Tem also mentioned that Harbor Town received \$10 million dollars to be used for repairing docks for all the towns the ferries will visit. Hertford should receive a share of that.

Councilwoman Brothers also thanked Public Works for all their work. She thanked those for their prayers and support for her family as they are facing ongoing medical issues. Councilwoman Brothers noted that on the Perquimans County School Page the high school posted they needed scrubs for a program. She shared their post and within days received a package from a company located in Norfolk, VA containing scrubs. She will deliver those to the high school. She expressed gratitude for those that read the posts and can -fill needs of our community.

Mayor Brown announced that the Women's League of Voters is hosting Civics 101, and the first session will be held on September 27<sup>th</sup>, 6 PM, at the American Legion Post 126. She and Councilwoman Anderson will be speaking. She would like to have crosswalks better marked, monitored, and enforced at Newby and Church Streets, on Grubb Street across from the Community Center, at the Municipal Building, and on Church Street by the Perquimans County Library. She is asking that some thought be given to how that could be approached. Mayor Brown thanked Public Works for all they do, including their extra hours worked at the Indian Summer Festival and keeping the Town safe and operable during the storms. She suggested that a written acknowledgement of

appreciation and thank you from Council be prepared and put in their individual personnel files.

Manager Cole suggested that a letter be sent to the Public Works Director to post for all employees to see or the posted minutes showing the “thank you’s and appreciation” from Council for all their work and extra hours. Mayor Brown would like a copy of that to be put in their individual personnel files.

Councilwoman Brothers interjected that she, Sara Winslow, Rhonda Waters, and prepared lunch for the Public Works and EMS teams to show our gratitude and appreciation to them.

### **ANNOUNCEMENTS**

Mayor Brown read the following announcements:

October 5<sup>th</sup>, 7 PM    There will be an informational meeting at the Horace Reid Community Center for the West Hertford Historic District.

### **ADJOURNMENT**

Councilman Mimlitsch made a motion to adjourn, and Councilwoman Brothers seconded. The motion passed unanimously, 4-0

The meeting was adjourned at 7:02 PM.