

Town of Hertford
Regular Session Meeting (In Person/Facebook)
Monday, October 9, 2023 – 6:00 PM
Horace Reid Community Center, 305 W Grubb Street

The Council of the Town of Hertford held a Regular Session Meeting at the Horace Reid Community Center (also by Facebook) on Monday, October 9, 2023, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor Pro Tem	Jerry Mimplitsch
Connie Brothers	Sandra Anderson

COUNCIL MEMBERS NOT PRESENT

Earnell Brown, Mayor

STAFF PRESENT

Janice McKenzie Cole, Town Manager
Gina Durante, Town Clerk
John Leidy, Attorney

A quorum was present.

CALL TO ORDER

Mayor Pro Tem Hodges 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 was made by Councilwoman Brothers to approve the agenda as presented and Councilman Mimplitsch seconded. The motion to approve the agenda passed, 4-0.

CONSENT AGENDA

Councilwoman Anderson made a motion to approve the Regular Session Minutes September 11, 2023, and the Work Session Minutes September 25, 2023. The motion was seconded by Councilman Mimplitsch. The motion passed, 4-0.

SCHEDULED APPOINTMENT

Sheriff Shelby White presented the third quarter report of Perquimans County Sheriff Department activity. (Attached)

Sheriff White is instructing his deputies to enforce loitering which could lead to problematic situations. Sheriff White noted that the increase in calls is due to the community being more willing to report incidents than previously and having more trust in the Sheriff's Department. Sheriff White will be requesting two additional patrol deputies when their contract with the Town is renegotiated. He also discussed the department's intent to purchase shot cameras for the town, at the approximate cost of \$17,000 each. They have applied for grants for the purchase of these cameras. They are looking into surveillance cameras that can capture footage and/or vehicle tag information, as well. Also, residents in the community with the Ring doorbell are able to call the Sheriff's Department and provide their name and address. In the event of an incident, a resident's Ring doorbell may contain valuable video footage/information for the Sheriff's Department.

Mayor Pro Tem Hodges discussed getting a copy of the Sheriff's Department's grant and installing fiberoptics hot spots in locations where different types of cameras could be installed. He commented on the positive presence the Sheriff's Department has established in Hertford. There is a strong sense of trust from the community, and the deputies and Sheriff White are building good relationships with the residents by getting involved and getting to know people. Residents are feeling safer.

CITIZEN CONCERNS

None

CONTINUED BUSINESS

- a. **Update on Grants** – Manager Cole presented a matrix of the Town grants and an update of the status of each grant. (Attached)

Manager Cole did note that she sits in on the monthly grant meetings with Withers Ravenel's liaison person and the engineers or lead personnel. During the meetings they go through all the grants, progress status, what is needed, and timetables. Manager Cole tracks the reporting to the grantors, reviews and signs invoices, and forwards them to finance for payment.

Manager intends to track the value of everything for which we have received money. She plans to write to each grantor and let them know what we accomplished with their money and that it is greatly appreciated.

Manager Cole concluded the presentation and stated that next year when much of the work on these grants starts, there may be a need to hire a part-time person to administer the grants, invoices, and reports. Mayor Pro Tem Hodges stated that it may be possible that on grants requiring a match, the funding of personnel to manage the grant out of our Town budget fall under our match. Manager Cole is going to look into that.

Manager Cole shared pictures and videos of work done today at Hyde Park and Edenton Road Street as a diver and backhoe were removing stumps, logs, and debris blocking the flow of water through the culvert. By the end of the day, water was flowing, as it is designed to through that culvert. Hyde Park will remain closed on October 10 to complete the cleanup of the mud removed from the culvert. This has all been coordinated with the schools as it affects the buses and the DOT as Edenton Road Street is a DOT street. All have been very cooperative.

NEW BUSINESS

- a. **Use of Powell Bill Funds** – Manager Cole asked for Council’s approval to use Powell Bill funds to fund the diver that cleared out the culvert. These expenses are an acceptable/allowable use of Powell Bill funds.

Councilman Mimplitsch made a motion to all Manager Cole to use Powell Bill funds to pay for diving activity at Jennie’s Gut. Councilwoman Anderson seconded and the motion passed, 4-0.

Manager Cole also asked Council to approve the use of Powell Bill funds to purchase additional asphalt for street repair/maintenance, another allowable use of those funds.

Councilman Mimplitsch made a motion to allow asphalt to be purchased using Powell Bill funds per the invoice quote presented. Councilwoman Brothers seconded the motion and it also passed, 4-0.

- b. **Budget Amendment** – Manager Cole requested Council to approve the following Budget Amendment:
 1. **FY24-12** Move \$14,500 from Water Contingency to Water Distribution to fix leaks on King Street, Railroad Street, and Dobbs Street.

Councilman Mimplitsch made a motion to approve Budget Amendment FY24-12. Councilwoman Anderson seconded and the motion was unanimously approved, 4-0.

- c. **Consolidation of Certain Bank Holdings** – Manager Cole explained that during our conversion to the new Black Mountain Software, we are experiencing some issues as our banking situation does not follow the best practices for the design of the software. Our banking structure, set up by a previous Council, is such that the Town utilizes two banking institutions. First National Bank (FNB) is used for our Payroll and money market accounts. The Town’s major operating account is at PNC. Money is periodically transferred from PNC to FNB to cover payroll and credit cards. BMS recommends that we use one account for all our operations. Acting Finance Director Ashley Eure explained that consolidating with PNC would be a smoother and timelier transition due to direct deposits we receive

from the State and catching them at the different intervals (monthly, quarterly, etc.) in which they are deposited. Ms. Eure discussed different scenarios with consolidating our accounts to either institution. Manager Cole stated that the Town found that the fees at PNC and FNB were comparable during a recent inquiry. She also stated that Council should assess moving the money market accounts at FNB to our Capital Management Trust as we are earning 5.67% interest. Once Council decides which bank to use exclusively, new signatories will be determined in December after the elections. Manager Cole will gather more information and formal documentation regarding each bank's fees and policies for Council to review and choose which financial institution to use. Attorney Leidy confirmed that there is no legal requirement for selecting the Town's financial institution, no bidding or RFP process is required.

d. Manager's Update –

1. Hyde Park will be closed Tuesday, October 10th.
2. Manager Cole stated that periodically, funds are moved from our PNC accounts to our Capital Management Trust. Manager Cole will bring Council a report showing the interest earned since the trust was opened.
3. Manager Cole commented that Council did not receive financial reports due to the transition process to the new software. All the codes, all the line items have to be changed and that process is not completed. Mayor Pro Tem Hodges noted that North Carolina League of Municipalities contracted with this software company and NCLM represents us and other municipalities and government entities. When we are having issues, we are dealing with the people from the NCLM and software reps.

COUNCIL REPORTS/CONCERNS

Councilwoman Brothers thanked Manager Cole for all her work and efforts. She also thanked the supportive citizens of Hertford. She has been appointed to the Chowan-Perquimans Smart Start Executive Committee and will meet on October 19th. She will provide Council an update of her duties on the committee. Councilwoman Brothers stated that Toys for Tots applications are being accepted through October 31st.

Councilman Mimplitsch expressed his appreciation to Manager Cole for creating the grant matrix and all her hard work. He stated that the community is happy with the sheriff patrols and their interaction with the community and coming together with Public Works. He noted that the Ghost Tour is October 20th and 21st and his home is one of the featured houses!

Councilwoman Anderson thanked those who came to the meeting, Manager Cole, and Sheriff White. She mentioned that the sheriff's department was very helpful in helping in her neighborhood with a situation. Councilwoman Anderson shared that residents have expressed their satisfaction with the sheriff's department and noted seeing them periodically patrolling/driving through the community.

Mayor Pro Tem Hodges turned the floor over to Manager Cole to discuss the purchase of the new firetruck. Manager Cole first announced that the kayaks are here and at the Hertford Marina. The Town will use ARPA money to purchase the firetruck and use the fund balance for the new Public Works building. There were some questions regarding the bidding process as we are looking to purchase a demo truck, and Andrew Howell at Attorney Leidy's office confirmed that there is a provision for using cooperative organizations and the Town is registered with one. We are working through the cooperative organization to acquire the demo firetruck and they believe they will work through it in time for us to close this month. The seller has been notified. The fund balance will be used for the PW building, and the Town will not acquire any debt through either transaction. Manager Cole recapped that if the Town were to finance half of the firetruck cost, we would have had to get approval from the LGC for the loan at their October 3rd meeting.

ANNOUNCEMENTS

Mayor Pro Tem Hodges read the announcements.

ADJOURNMENT

Mayor Pro Tem Hodges asked for a motion to adjourn. Councilwoman Brothers made a motion to adjourn the meeting and Councilman Mimlitsch seconded. It passed unanimously, 4-0.

The meeting was adjourned at 7:28 PM.