

**Town of Hertford**  
Work Session Meeting (In Person/Facebook)  
Monday, October 23, 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, October 23, 2023, at 6:00 PM.

**COUNCIL MEMBERS PRESENT**

Ashley Hodges, Mayor Pro Tem  
Connie Brothers

Jerry Mimlitsch  
Sandra Anderson

**COUNCIL MEMBERS ABSENT**

Earnell Brown, Mayor

**STAFF PRESENT**

Janice McKenzie Cole, Town Manager  
Gina Durante, Town Clerk

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 Councilman Mimlitsch, followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

A motion was made by Councilman Mimlitsch to approve the agenda with an amendment to add item 6b Street Repairs and Water Leaks under Continued Business. Councilwoman Anderson seconded the motion and it passed unanimously, 4-0.

**APPROVAL OF CONSENT AGENDA**

A motion was made by Councilman Mimlitsch to approve the Consent Agenda consisting of Ordinance FY24-5, Veterans Day Ceremony Street Closure and FY24-6 Grand Illumination Street Closure. Councilwoman Brothers seconded the motion and it passed unanimously, 4-0.

**INTRODUCTION OF NEW EMPLOYEE**

Manager Cole introduced Earlene White, Hertford's new Customer Service Supervisor. Ms. White will be replacing Judy Bateman as she retires at the end of the year. Ms. White has been working with the new utility software and is a quick learner with an eye for detail and numbers.

## **CONTINUED BUSINESS**

- a) **Ordinance and Resolutions for Fire Truck** – Manager Cole presented two resolutions for Council regarding the acquisition of a new fire truck. Originally, the Town was going to finance a portion of the purchase price and a resolution for that was approved. The Town will now be purchasing the fire truck with ARPA funds so there are two resolutions for Council to approve for that change in the purchasing plan.
1. FY24-9 is a resolution to rescind 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.
  2. FY24-10 is a resolution for the Town authorizing the allocation of ARPA funding to assist in the purchase of a fire truck, in the amount of \$659,594.00 (total cost is \$709,594.00), this being an authorized government function pursuant to NC General Statute §160A-11; and has followed all state law processing requirement, including purchasing requirements pursuant to NC General Statute §143.129(e)(3).

Councilman Mimlitsch made a motion to approve Resolution FY24-9 to rescind Resolution FY24-8. Councilwoman Anderson seconded and it was approved 4-0.

Councilman Mimlitsch then made a motion to approve Resolution FY24-10 to use ARPA funds for purchasing the fire truck. The motion was seconded by Councilwoman Brothers and passed, 4-0.

Budget Ordinance FY23-13 establishes that we are using ARPA money in compliance with the rules and regulations set forth by the Federal Government (NC General Statute §160A-11). The School of Government also confirmed that this is an authorized use of those ARPA funds. The Fire Department has committed to contributing \$50,000 towards the purchase price, and the total purchase price is \$709,594.00. The Town was allocated \$673,407.70 in ARPA funds and after \$659,594.00 is allocated to the fire truck, there will be \$13,813.70 in our ARPA funds that Council has not yet appropriated. Mayor Pro Tem Hodges commented that he is excited that the Town is not incurring any debt in purchasing the fire truck.

Councilman Mimlitsch made a motion to accept Budget Ordinance FY24-13 to authorize the ARPA funds to purchase the fire truck. Councilwoman Brothers seconded and the motion passed, 4-0.

**b) Street Repairs and Water Pipe Leaks** – Manager Cole turned the floor over to Public Works Director David Forsythe. Mr. Forsythe began by holding up a piece of galvanized water pipe with multiple areas of corrosion. He explained that the pipe shows the issues that Public Works is facing as they fix one leak in a pipe, and then another compromised/corroded area of that pipe leaks. Mr. Forsythe stated that like triage, the leaks around Hertford are being prioritized for repair, with the worst leaks being repaired first. The leaks on King Street have been given top priority. On October 10<sup>th</sup>, a purchase order was awarded to McPherson to do the work. They have parts on order and Public Works is doing prep work so that the Town is ready when McPherson gets here to do the work in approximately two weeks. Other priorities include the area at Grubb Street and Edenton Road which will begin work tomorrow morning after the school buses pass through and Mr. Forsythe believes that will be completed the same day. There is a major valve leak near the Social Services office and that will be addressed on Thursday. A leak that was repaired on Williams Drive needs additional work. Multiple leaks on Dobbs Street are on the priority list. A leak on Railroad Street was already repaired.

Mr. Forsythe added that there are water meters being replaced, seven fire hydrants were identified to be repaired and a contractor is coming out tomorrow for those. Public Works has been assessing and shutting off valves in preparation.

Mr. Forsythe also discussed the clearing of sewer lines around town to correct and improve the sewer system. The Public Works team will be in several areas of the town this week. The sewer lines can be viewed with a camera as they are cleared. As the lines are cleared, residents may detect an odor or bubbling coming through drains, toilets, and/or vents. Mr. Forsythe suggests that residents should close toilet lids. Some of the affected areas are Woodland Circle, Pennsylvania Avenue, South Front Street, part of Grubb Street, Sunset Drive, Whedbee Drive and Gaston Drive. Manager Cole will follow up on the CodeRed notification to advise residents of the affected areas.

## **NEW BUSINESS**

### **a) Manager's Update –**

1. The County is moving forward with the property re-evaluations. There is a Public Hearing scheduled for October 30, 2023, to consider the schedule proposed by the appraiser.
2. Also on October 30, 2023, there will be a hearing regarding the sale of four additional acres at the Marina Industrial Park to East Coast.
3. HHI has changed their name to Downtown Hertford.
4. A property on the corner of Perry and Grubb was on auction by ZLS but had no bids. That property will be turned over to the county when ZLS returns

to court on October 26, and then a controlled burn of that property by the Town with the permission of the county will be discussed. Mayor Pro Tem Hodges stated that residents in the area are concerned about that property being a safety issue.

5. The sale of Erie Haste's buildings to Woody Perry and investors has closed.
6. The previous Catholic Social Service building on Market Street across from Hertford Baptist church has been sold. The owner passed away in August and it was purchased by Charles Purser, who has been active in the rehabilitation of many houses in town.
7. Some new businesses are coming to downtown: a new creamery will be in the Hall of Fame building and will open soon, a gourmet cookie company will be opening where 'Bout Thyme used to be, and Small Town Trendz (with a candy counter) will be relocating from Hwy 17 to Market Street near Bembridge. Businesses hope to be open by Thanksgiving.

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

Councilman Mimplitsch stated that the Festival of Lights is coming in December, and they are looking for sponsors. There are different levels of tax-deductible sponsorships, and all sponsors will be recognized. Anyone interested in becoming a sponsor should contact Stacey Layden at the TDA. November 15<sup>th</sup> is the deadline.

Councilwoman Brothers expressed concern about two houses boarded up on Dobbs Street (across Edenton Road Street). Mr. Reginald has moved out the majority of the trash and debris left behind the house, and that has been picked up. However, between the hours of 3am – 5am, more trash is being dumped behind the houses after it is removed. Councilwoman Brothers is asking for help to prevent this from continuing. She stated that Mr. Henry House, owner of the Carolina Moon Bakery, is moving forward with his expansion and the cleaning up of the properties he purchased. Also, there was an incident on King Street and East Railroad, near the cemetery, and a resident was injured. Although bushes and other foliage were cut back a while ago during a town clean up, they have grown back, and now visibility is limited which causes a safety hazard. Can the Town trim that area to make it safer?

Mayor Pro Tem Hodges wanted to clarify early voting information. The early voting period, Monday through Friday, from 8AM – 5PM, and the Saturday 8AM-3PM before Election Tuesday, takes place only at the Board of Elections on 601 South Edenton Road Street, where early voting has always taken place. Manager Cole added that the newsletter going out with the residents' current utility bills also contains voter information.

## **ANNOUNCEMENTS**

Mayor Pro Tem Hodges read the announcements.

Manager Cole added that at the Grand Illumination there will be many activities for children between 5pm and 6pm, so come early. Also, the holiday light displays will be expanded to both sides of Church Street. She also informed Council that we will be using the American Legion's sound system at the Grand Illumination. Council previously approved the purchase of a sound system, but the vendor the Town was working with is closing the business soon and the Town prefers to buy from a vendor whose business will remain open for customer support.

## **ADJOURNMENT**

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

The meeting was adjourned at 7:04 PM.