

Town of Hertford
Regular Session Meeting
Tuesday, November 12, 2024 – 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 on Tuesday, November 12, 2024, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor (via Zoom)
Keith Rouse
Connie Brothers

Sandra Anderson, Mayor Pro Tem
Rhonda Waters

STAFF PRESENT

Doris Walton, Interim Town Manager
Gina Durante, Town Clerk
Brock Mitchell, Attorney

A quorum was present.

CALL TO ORDER

Mayor Pro Tem Anderson called the meeting to order at 6:00 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Councilwoman Waters made a motion to approve the agenda with the addition of: New Business, 7i) Approval of letter to LGC – Corrective Action Response. Councilwoman Brothers seconded her motion, and it carried, 4-0.

CONSENT AGENDA

A motion to approve the Consent Agenda consisting of October 14, 2024 Regular Session Minutes and October 28, 2024 Work Session Minutes was made by Councilman Rouse. Councilwoman Brothers seconded and the motion passed, 4-0.

CITIZENS CONCERNS

None

CONTINUED BUSINESS

None

NEW BUSINESS

Town Manager Walton introduced new Public Works Superintendent Chad White.

a) Contracts for CDBG-I Grant

Councilwoman Waters made a motion to approve the contracts for CDBG-I Grant work. Councilman Rouse seconded, and the motion carried, 4-0.

b) Contracts for Barrows Alley Earmarked Funds

One bid was received from the Timmons Group. A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve the contract with the Timmons Group. Council approved the motion 4-0.

c) Contract for Marine Industrial Park Earmarked Funds

Again, one bid was received from the Timmons Group. A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve the Timmons Group. Council approved the motion 4-0.

d) Approval of Recommendation and Resolution of Award to EnvironTech for Hertford Waterline Replacement

Manager Walton explained to Council that when this originally went out to bid, we only received one bid. It was put out to bid again and two were received.

Councilman Rouse motioned to approve Resolution to award EnvironTech for the Hertford Waterline Replacement. A second was made by Councilwoman Waters and the motion passed, 4-0.

e) Street Closure – Friday Night Stroll and amendment to Grand Illumination

December 13th Friday Night Stroll request street closure from Market Street from light at Church Street to the Carolina Moon Bakery because two food trucks will be on Market Street. December 6th Grand Illumination requests street closure to begin 30 minutes earlier than approved.

Councilwoman Brothers made a motion to approve Ordinance FY25-13 to close the specified portion of Market Street on December 13th for the Friday Night Stroll. Councilwoman Waters seconded and the motion passed, 4-0.

A motion and a second were made by Councilwoman Waters and Councilwoman Brothers to amend Ordinance FY25-6 to close Church Street 30 minutes earlier for the Grand Illumination. The motion carried, 4-0.

f) Grant Project Ordinance - BRIC

Manager Walton explained that Council previously approved to accept the FEMA-BRIC 2021 Grant, but now we have to approve the project ordinance for the grant.

A motion to approve the project ordinance for the FEMA-BRIC Grant was made by Councilwoman Brothers. Councilwoman Waters seconded her motion and it passed unanimously 4-0.

g) Budget Amendment FY25-15

- 1) Set up account for the utility bill for the State Theatre
Decrease Planning Supplies 10-5610-551 (\$800.00)
Increase Planning Utilities 10-5610-526 (\$800.00)
- 2) Pay for the property insurance at the State Theatre
Decrease Professional 10-5610-511 (\$1,773.36)
Increase Insurance 10-5610-525 (\$1,773.36)
- 3) Service and replace fire extinguisher in the firehouse
Decrease Fire Supplies 39-5400-551 (\$400.00)
Increase Fire Building 39-5400-522

A motion was made by Councilwoman Waters to approve Budget Amendment FY25-15. Councilwoman Brothers seconded the motion and it carried unanimously, 4-0.

h) Appoint Manager Walton to NCEMPA BOC 1st Alternate

Previous Town Manager Cole has been removed as the first alternate from NCEMPA Board of Commissioners. Council can approve Manager Walton to the BOC as 1st Alternate.

A motion and a second were made by Councilman Rouse and Councilwoman Brothers to approve the appointment of Manager Walton to NCEMPA BOC 1st Alternate. The motion passed, 4-0.

i) Approval of Letter to LGC – Corrective Action Response

Manager Walton explained that although our last audit was clean and there were no findings, we have to send a letter of corrective action to the LGC regarding a deficiency in our Water/Sewer assets. Our corrective action is explained through the approximately \$15M in grant money to fix our infrastructure that will increase the life of our current assets. Manager Walton reiterated that this is NOT a finding, but a corrective action. The letter drafted requires the signatures of all Council, Mayor, Finance Director, and Town Manager.

Councilwoman Brothers made a motion to approve the letter to the LGC as presented, and Councilwoman Waters seconded. The motion to approve the letter passed, 4-0.

MANAGER’S UPDATE

Manager Walton did not have any updates that were not included on the agenda.

COUNCIL REPORTS

Councilwoman Waters noted that there are streetlights out from Church and Grubb Street to the bridge. She attended the Veterans Day event at the courthouse and said it was very nice and expressed her gratitude to the veterans for their service.

Councilwoman Brothers welcomed and thanked Manager Walton. She is looking forward to working together.

Councilman Rouse thanked the Perquimans County Sheriffs for handling the situation in town on November 10th. He thanked Sheriff White and his staff. Councilman Rouse is again working on finding a location where Hertford you can gather.

Mayor Pro Tem Anderson welcomed Manager Walton and Superintendent Chad White.

Manager Walton added that the mural at Missing Mills park is near completion and should be completed by the Grand Illumination on December 6th.

ANNOUNCEMENTS

Grand Illumination	December 6 th
Christmas Parade (Hertford)	December 7 th
Christmas Parade (Winfall)	December 7 th
Friday Night Stroll	December 13 th

CLOSED SESSION

Councilwoman Waters motioned to go into Closed Session to:

- a) Approve September 9, 2024 and October 14, 2024 Closed Session Minutes; and
- b) Pursuant to §143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Councilwoman Brothers seconded the motion to enter Closed Session. The motion carried, 4-0.

RETURN TO OPEN SESSION

Council returned to Open Session at 7:05 PM.

ADJOURNMENT

A motion and a second were made by Councilwoman Waters and Councilwoman Brothers to adjourn the meeting at 7:06 PM. The motion passed unanimously.