

Town of Hertford
Work Session Meeting
Monday, November 25, 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 Monday, November 25, 2024, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor Connie Brothers
Keith Rouse Rhonda Waters

COUNCIL MEMBERS ABSENT

Sandra Anderson, Mayor Pro Tem

STAFF PRESENT

Manager Walton (via Zoom)
Gina Durante, Town Clerk
Ashley Eure, Finance Director
Sarah Nixon, Town Administrator

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:01 PM.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Councilwoman Brothers, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilwoman Waters made a motion to approve the agenda as presented.
Councilman Rouse seconded, and it passed unanimously, 4-0.

CONSENT AGENDA

A motion was made by Councilwoman Brothers to approve the Consent Agenda, consisting of a) Approval to close at noon on December 23, 2024 for staff Christmas Party, and b) Approval of staff bonuses. The motion was seconded by Councilman Rouse and carried, 4-0.

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Selection of Engineers for CDBG-I Grants** – Manager Walton explained that we received this \$3M CDBG-I grant and when we initially were collecting bids for the wastewater plant rehab, we did not receive three bids. As per guidelines, we re-issued our solicitation for bids with a due date of November 18, 2024. This time, two bids were received for the administration grant and one bid was received for the engineering. Manager Walton sent a letter to the DEQ asking for sole sourcing since only one engineering bid was received during the second round bidding process. Her recommendation is to approve Withers Ravenel for both the administration and engineering.

Councilman Rouse moved to accept Withers Ravenel for both grants and Councilwoman Brothers seconded his motion. The motion was approved, 4-0.

- b) **Budget Amendments** –

1. **FY25-17 Correction:** This is another correction to Budget Amendment FY25-4 approved July 22, 2024. The last correction did not fix the issue, so this amendment is for moving the first fire truck payment to the new Fire Fund.

Councilwoman Brothers made a motion to approve Budget Amendment FY25-17 and Councilwoman Waters seconded. The motion passed 4-0.

2. **FY25-18:** Powell Bill, Main Street and Fire were in the General Fund in the original ordinance but was not supposed to be there.

Councilwoman Waters made a motion to approve Budget Amendment FY25-18 and Councilwoman Brothers seconded. The motion passed 4-0

3. **FY25-19:** To cover cost for Workman's Comp insurance claims with the street employees.

Councilwoman Brothers made a motion to approve Budget Amendment FY25-19 Correction and Councilman Rouse seconded. The motion passed 4-0

- c) **Amendment to Friday Night Stroll Street Closure Ordinance**

It has been requested to extend the street closure to the Chamber of Commerce building for the FNS to the Chamber building. This amendment includes that extension.

A motion to approve Ordinance FY25-13 (Amended) was made by Councilman Rouse and seconded by Councilwoman Brothers, and the motion passed, 4-0.

MANAGER'S UPDATE

Manager Walton shared that she spoke with Mayor Hodges over the weekend regarding the burst or cracked store line on Market Street. Superintendent Chad White and Water and Wastewater staff were on site Saturday and Sunday to fix the situation. There was positive feedback from the store owners and residents in the area regarding the Town's quick response.

COUNCIL REPORTS/CONCERNS

Councilman Rouse had no report but asked what is happening with the culvert at Jennie's Gut. Manager Walton informed him that she met last week with Withers Ravenel about this. WR has completed and presented their plan and design to widen the culvert. Manager Walton will have more information at the December meeting about when this will happen. Mayor Hodges suggested getting the school's input as they could be impacted by work at Jennie's Gut and may prefer the work to happen during the summer break. Manager Walton will communicate that concern with WR.

Councilwoman Brothers shared the concern of West Hertford residents regarding the upkeep of the areas at the railroad tracks. Councilwoman Brothers asked that the railroad or Town determine who will maintain that. Also, discarded furniture was placed on Cox near Railroad by a resident. Toys for Tots is looking for volunteers to help set up at the Perquimans County Recreation Center December 16th at 9 AM. Distribution will be December 17th after 1 PM. A Toys for Tots box has been placed in the municipal building for new Unwrapped gifts. Councilwoman Brothers has been asked by Hertford and Winfall residents about the renaming of the S-Bridge in remembrance to Charles Coleman who has passed. She wanted to know if there will be a committee formed to discuss this. Mayor Hodges replied that he has talked to former Town Manager Janice Cole about ways to recognize Mr. Coleman, and she suggested his face included on a mural. Manager Walton will reach out to County Manager Heath regarding this when she returns.

Councilwoman Waters had no report but commented on the beautiful mural at Missing Mill Park.

Mayor Hodges began by thanking Manager Walton for informing him about the Market Street water line issue over the weekend. He also thanked Mayor Pro Tem Anderson for leading the Regular Session meeting on November 13 in his absence. (Although he was on the meeting via Zoom.) Mayor Hodges congratulated Hertford Baptist Church on their 170th homecoming anniversary. He wished everyone a Happy Thanksgiving and

thanked the staff for all their efforts and the smooth transition of Doris Walton in the role of Town Manager.

Councilwoman Brothers noted a traffic concern at the corner of Willow and Railroad involving a protruding storm drain cover and asked that someone check that out.

Manager Walton added that a mural will be going on the white wall of the building that houses the Family Dollar Store and Hertford Vape Shop. The owner is very receptive and excited about having a mural on his building.

ANNOUNCEMENTS

December 4	10:15 AM	Course How to Search and Find Trust Information Online at the Perquimans County Library
December 6	5 – 6 PM	Grand Illumination, Downtown Hertford
December 7	2 -4 PM	Christmas Parade, Downtown Hertford
December 13	5 – 8 PM	Friday Night Stroll, Downtown Hertford
December 21	8 – 10 AM	Breakfast with Santa, Carolina Moon Theater

ADJOURNMENT

A motion and a second were made by Councilwoman Brothers and Councilwoman Waters to adjourn the meeting. The motion to adjourn was approved 4-0.

The meeting was adjourned at 6:33 PM.