

Town of Hertford
Regular Session (In Person/Facebook)
Monday, December 12, 2022 – 6:00 p.m.
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, December 12, 2022, at 6:00 pm.

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

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

A quorum was present.

CALL TO ORDER

Mayor Brown called the meeting to order.

INVOCATION AND PLEDGE OF ALLEGIANCE

Dorothy Honeyblue led the invocation which was followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

The agenda was amended to add two items in New Business: the appointment to the Planning and Zoning Board of Adjustments and selection of an engineer for Phase III Grant. The agenda was also amended to delete the Closed Session. A motion was made by Mayor Pro Tem Hodges and seconded by Councilman Mimplitsch to approve the amended agenda. The motion was approved unanimously 5-0.

CONSENT AGENDA

Mayor Brown asked for a motion to approve the Consent Agenda. Councilman Mimplitsch made a motion to approve it and Councilwoman Brothers seconded. The motion was approved unanimously 5-0.

CITIZENS CONCERNS

None

CONTINUED BUSINESS

None

NEW BUSINESS

Fire Department Call Response Bonus

Manager Cole stated that each year Council votes a call bonus for the volunteer fire department. She is recommending the same amount in 2022 that was in place for 2021, \$12 per response calls for fireman and \$13 for the officer. Councilman Mimplitsch made a motion to approve the bonus suggested by Manager Cole and Mayor Pro Tem Hodges seconded. The motion was approved unanimously.

First Tryon Proposal

First Tryon, financial advisors, has provided a proposal to Manager Cole regarding services they could provide to the town. Council discussed employing services of First Tryon during the Council Retreat in February 2022. The town recently utilized their services and at that time discussed additional services First Tryon could provide for the town. A financial model for the town would be created at an initial cost of \$35K. There is an optional \$8K annually to update the model and perform additional assessments that could be needed. Council and staff can be trained in use of the model for self-managing so the annual assessment at \$8K may not be needed. Manager Cole feels the model would be very helpful, especially going into budget season. Mayor Pro Tem Hodges explained that First Tryon would take five years of previous audits, town's tax and utility rates, revenue, outstanding debt, property gain/loss over the last five years, and all public funds to build an Excel workbook that would help us manage funds and project our fund balance for subsequent years. Mayor Pro Tem Hodges also supports employing First Tryon to create this model for Hertford and then discuss annual services from First Tryon later.

After discussion, Mayor Brown asked for a motion to approve a work order for First Tryon to create a financial model for the town. Councilman Mimplitsch made the motion and Councilwoman Anderson seconded it. The motion was approved unanimously 5-0.

Resolutions and Ordinances for ARP grants

There are three resolutions and ordinances for Council to vote on for the ARP Grant, one for water treatment, sewer, and waterlines. For each grant there is a resolution to accept those grant funds and an ordinance setting up an account for those funds.

Mayor Brown asked for a motion to accept Resolutions 2022-12-12 (2), (3), and (6) and Ordinances 2022-12-12 (2), (3), and (6). Councilwoman Brothers made the motion to accept the three Resolutions and three Ordinances for the ARP Grant, and it was seconded by Councilwoman Anderson. The motion was approved unanimously 5-0.

Resolutions and Ordinances for AIA grants & 1.5% match

There are three AIA grants, two at \$150K for assessment of water and sewer, and a \$75K grant to study the feasibility of merging with the Winfall system. The AIA grants require a 1.5% match by the town. Official offerings of these three AIA grants have not been received by Manager Cole, but she has received an email indicating that those offerings are coming. Manager Cole is asking for approval of these AIA Resolutions and Ordinances pending the formal offer as Withers Ravel is in place to do work on the wastewater rehabilitation plant, and some of that work can be done simultaneously with the work tied to these grants, if those grant offerings are received in the next few weeks.

Mayor Brown asked for a motion to accept Resolutions 2022-12-12 (1), (4), and (5) and Ordinances 2022-12-12 (1), (4), and (5). Councilman Mimlitsch made the motion to accept the three Resolutions and three Ordinances for the AIA Grants, and it was seconded by Councilwoman Brothers. The motion was approved unanimously 5-0.

Budget Amendments

Manager Cole explained the budget amendments. Budget Amendment 4 is to close out the King Street Bridge fund and move the funds into the General Fund. Our accountant and auditor have recommended moving those funds to close out the King Street fund. Amendment 5 is a request to move money from the general fund balance into the Administrative Professional Services. \$160K is the amount to be moved which will fund First Tryon \$35K and contractor Larry Sandeen \$125K. Mr. Sandeen's payments were originally approved to be paid from the ARP funds that came directly to the Town, this will free up those Arp funds to be used for other purposes. Amendment 6 is transferring the funds for the AIA Grants 1.5% match that Council approved.

Mayor Brown asked for a motion to approve Budget Amendments 4, 5, and 6. Councilwoman Brothers made a motion and Mayor Pro Tem Hodges seconded. The motion was approved unanimously 5-0.

Planning and Zoning Board of Adjustment payment

Manager Cole stated that members of the PZBOA have received \$25 compensation per meeting for an unknown, lengthy period of time. She is suggesting that compensation be increased to \$100 for the chairperson, \$75 for members, and \$50 for alternates. If an alternate participates in a meeting due to the absence of a member, their compensation would be \$75 instead of \$50.

Mayor Brown asked for a motion to approve the increase. Councilman Mimlitsch made a motion to increase PZBOA compensation and Councilwoman Brothers seconded. The motion was approved unanimously 5-0.

Appointment to the Planning and Zoning Board of Adjustment

Manager Cole advised Council that Skip Matthews's term on the Planning and Zoning Board of Adjustment will expire December 31, 2022. Rhonda Waters has indicated that

she would like to serve on the PZBOA and fill that vacancy. If approved, Ms. Water's term would begin January 1, 2023.

Mayor Pro Tem Hodges moved that Rhonda Waters be appointed to PZBOA and Councilwoman Anderson seconded. The motion was approved unanimously 5-0.

Council Retreat

Manager Cole asked Council if they wanted to have a Council Retreat in early 2023. Council discussed and the consensus was unanimous that a retreat is beneficial.

Select Engineer for Phase III Grant

We are in Phase III of work at Jennie's Gut. RFPs were sent to three engineering firms; SWCA was the only firm to respond. Their bid was within the \$45K grant amount. SWCA has been working with us on Phase I & II identifying problems and flood zones in Jennie's Gut, so Manager Cole is recommending that Council accept their bid.

After discussion, Mayor Pro Tem Hodges made a motion to approve SWCA's bid for Phase III, and it was seconded by Councilwoman Brothers. The motion was approved unanimously with the following voice vote:

Councilwoman Brothers	aye
Mayor Pro Tem Hodges	aye
Councilman Mimplitsch	aye
Councilwoman Anderson	aye
Mayor Brown	aye

Manager's Report

The Wildlife Commission Enforcement has suggested that we request a rule regarding the notice we submitted for the no-wake zone. They had their meeting last week and they voted to moved forward with the process. They anticipate that it will be published January 17, 2023, in the North Carolina Register and they will have a virtual public hearing in Raleigh February 9, 2023, to receive comments about the rule. They will keep us updated.

We will find out Thursday, December 15th, if we are approved for the grant through the Department of Commerce that Allison Platt wrote for sidewalk rehabilitation, joining the downtown area to the docks, and a pavilion.

The Fire Department asked Manager Cole to see a demo fire truck being sold by the company they have purchased from before. The demo fire truck has 2K miles on it and is being offered with the ladders at \$540K, a savings of approximately \$150K if we were to order it and have it built. Hertford Fire Department has had its current truck for 20 years and they would like to replace it. The demo truck is being shown to other fire departments to purchase. Manager Cole acknowledged that this purchase has not been budgeted for but asked Council to discuss. There was discussion regarding

sustainability and maintenance of the current truck, finance options, and the timeline for the sale of the truck. Fire Chief Woodard advised Manager Cole that if the town was serious about purchasing the truck, it could be put on a hold for us.

Mayor Pro Tem Hodges made a motion to have Fire Chief Woodard ask for a hold on the truck while Manager Cole creates a financial purchase package for the truck that Council could review. Councilman Mimplitsch seconded the motion and it passed 5-0.

COUNCIL REPORTS/CONCERNS

Councilwoman Anderson thanked all those involved in the Grand Illumination. There were many people in attendance and the weekend activities kept downtown busy. Breakfast with Santa will be Saturday, December 17th, and over 200 people have expressed interest to attend.

Councilman Mimplitsch also noted the Grand Illumination, the parade and all the attendees. He thanked HHI, all those involved in the activities, the businesses, county and town workers. The town is decorated and there are activities on Friday and Saturday nights for the community. Councilman Mimplitsch thanked Skip Matthews for his work as chair of the PZBOA. He wished the community a Merry Christmas.

Councilwoman Brothers thanked all those who attended her Christmas dinner and expressed that it meant a lot to her to be able to give back to the community. She has been working with Toys for Tots at the American Legion building and over 2,000 unwrapped toys have been donated for Chowan County and Perquimans County. The toys will arrive at the PC Rec Center on Tuesday, December 13th, and be distributed on Wednesday, December 14th. Councilwoman Brothers wished all a Merry Christmas.

Mayor Pro Tem Hodges thanked the county, TDA, HHI, and the many organizations that contributed to the holiday celebrations for the town. He noted all the people in downtown after 5PM. Mayor Pro Tem Hodges thanked Sheriff White and his team for enforcing the speed at the S-Bridge. He thanked Skip Matthews for his dedication and service as chair of PZBOA.

Mayor Brown thanked Councilwoman Brothers for providing lunch for the Public Works Department on Monday. The Grand Illumination and the parade were well attended and a great success. The lights at the courthouse with the music are awesome. She would like to see more newspaper coverage of Hertford's parade and holiday events. Mayor Brown participated in an interview project for the high school seniors. The students presented themselves well and were encouraged to pursue and prepare for their future endeavors. The Chamber of Commerce held their annual business meeting which included the Board and members. It was well attended. The Chamber has updated their bylaws for operation, transparency, and business support. Mayor Brown went to the Open Door and would like to see us help them out with their \$50K grant match. The Open Door is an asset to the community in helping those in need. The Seeds of

Success will not have scheduled activities in January as the SOS board will have a retreat to evaluate their objectives and activities for 2023. Mayor Brown asked that we keep Skip Matthews in our prayers and uplift each other in the community. She wished all a Merry Christmas and Happy New Year and asked that we all stay safe and aware through the holidays as numbers are rising with those falling ill to viruses.

ANNOUNCEMENTS

Mayor Brown read the announcements.

Mayor Brown thanked the Council for all the positive work they are accomplishing as a team and thanked the staff at the town offices for their support.

A motion was made by Councilwoman Brothers to adjourn the meeting and was seconded by Mayor Pro Tem Hodges. The motion to adjourn passed unanimously with the following voice vote:

Councilwoman Brothers	aye
Mayor Pro Tem Hodges	aye
Councilman Mimlitsch	aye
Councilwoman Anderson	aye
Mayor Brown	aye

The meeting adjourned at 7:21 p.m.