

Town of Hertford
Work Session Meeting (In Person/Zoom)
Monday, June 27, 2022 – 6:00 p.m.
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 Zoom) on Monday, June 27, 2022, at 6:00 pm.

COUNCIL MEMBERS PRESENT

Connie Brothers
Jerry Mimlitsch
Ashley Hodges, Mayor Pro Tem (Zoom)
Sandra Anderson

COUNCIL MEMBERS ABSENT

Mayor Earnell Brown

STAFF PRESENT

Janice McKenzie Cole, Interim Town Manager
Ashley Eure, Account Specialist
Gina Durante, Town Clerk

A quorum was present.

In the absence of Mayor Brown and Mayor Pro Tem Hodges, Councilwoman Brothers made a motion for Councilman Mimlitsch to preside over the meeting and Councilwoman Anderson seconded the motion. It passed unanimously with the following voice vote:

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

Councilman Mimlitsch called the meeting to order. Councilwoman Anderson led the invocation which was followed by the pledge of allegiance.

APPROVAL OF AGENDA

Councilman Mimlitsch asked for a motion to approve the amended agenda. The amended items were 5f. Fees for Cemetery Plots and 5g. Budget Amendments. A motion was made by Councilwoman Brothers to approve the amended agenda and Councilwoman Anderson seconded it. The motion was approved unanimously 4-0 with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye
Councilwoman Anderson aye
Councilman Mimplitsch aye

CONTINUED BUSINESS

NONE

NEW BUSINESS

ORDINANCE DECLARING ROAD CLOSURES FOR INDIAN SUMMER FESTIVAL
Councilwoman Anderson made a motion to accept the road closure ordinance for September 9th and 10th, 2022 and that Manager Cole is authorized to add the specific hours for September 9th. The motion was seconded by Councilwoman Brothers. The motion was passed unanimously 4-0 with the following voice vote:

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

BANK SIGNATURES REVISED

Manager Cole stated that she had previously requested that Sarah Nixon be substituted for Judy Bateman and that Accounting Specialist Ashley Eure be added as signatories on our bank accounts. She has since been advised by CPAs that best accounting practices is that Ashley Eure should not be a signatory on any checks since she will be doing the bank account reconciliations. Councilman Mimplitsch asked for a motion to have Sarah Nixon replace Judy Bateman as signatory and remove Ashley Eure. Councilwoman Anderson made the motion and Councilwoman Brothers seconded it. It passed unanimously with the following voice vote:

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

AUDITOR'S CONTRACT FOR FY21-22

Councilwoman Brothers made a motion to accept the auditor's contract and audit fee of \$41,650 for FY21-22. Mayor Pro Tem Hodges seconded. The motion passed 4-0 with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimlitsch aye

A second motion was made to approve the engagement letter for FY21-22 by Councilwoman Anderson and seconded by Councilwoman Brothers. This too passed 4-0 with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimlitsch aye

VACANCY FOR ALTERNATE ON PLANNING AND ZONING BOARD

Manager Cole asked Council to accept the resignation of Greg Benton, Alternate Member of the Planning and Zoning Board. A replacement is still being considered. A motion was made by Councilwoman Brothers to accept Mr. Benton's resignation and Councilwoman Anderson seconded it. It passed unanimously with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimlitsch aye

MANAGER'S UPDATE

Grants: The Town applied for a grant with the Department of Commerce for Rural Transformation, but we did not receive it. There will be another opportunity to apply for this grant in September. Our application will be reviewed prior to reapplying. Due to time constraints, we could not complete the multi-step registration process in time to apply for the electric charging stations, so we were unable to complete our application for that grant. There will be another round of applications for grants which we will be prepared for.

Parking: The downtown merchants asked the Town to provide signs indicating additional public parking. The Town has an agreement with the Hertford Baptist Church to use their parking lot for overflow downtown parking. We had signs made that had the Town logo at the top and said Downtown Parking Except Sundays. Because the sign had the Hertford logo on it, the Church asked us to remove it as the church did not want

the perception that the town owned their lot. Also, the church feels there may be times other than Sundays when they might need to limit use of their parking lot. As per their request, the sign has been removed. Manager Cole reached a compromise with the Church of the acceptable language for the signs. New signs will be prepared. There is a sign coming from the S-Bridge pointing to the Municipal Building parking lot as public parking.

FEES FOR CEMETERY PLOTS

Manager Cole stated that the Town has been charging three different fees for purchasing cemetery plots. Her recommendation is to charge one fee, \$750, based on plot sales pre-Covid and during Covid. The new fee of \$750 for all plots would generate \$18,000 in revenue if the anticipated 24 plots were sold for the new FY22-23.

Councilwoman Anderson made a motion to approve that new single fee schedule of \$750 for cemetery plots and Councilwoman Brothers seconded. The motion was passed 4-0 with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimlitsch aye

BUDGET AMENDMENTS

Manager Cole and Account Specialist Ashley Eure addressed two budget amendments that we are required to have approved prior to the end of FY21-22. Amendment #7 is to rollover encumbered amounts that have not been paid out yet for FY21-22 into FY22-23. Amendment #8 is to balance the income and expenditures in the General Fund. A motion to approve both amendments was made by Councilwoman Brothers and seconded by Councilwoman Anderson. The motion passed unanimously with the following voice vote:

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimlitsch aye

COUNCIL REPORTS/CONCERNS

Mayor Pro Tem Hodges has been away on business obligations but wanted to thank everyone for their hard work that has gone into the many events over the last few weeks. He read in the newspaper that the Juneteenth Celebration was well attended. Mayor Pro Tem Hodges commended Council on how well they have been partnering with the community to make these events successful.

Councilwoman Brothers thanked all those who participated in Hertford's first Juneteenth Celebration. The entertainment was well received, and they have asked vendors to return next year.

Councilwoman Anderson noted that last Saturday, June 25, was the second SML Flea Market in Downtown Hertford. The first flea market was a success, and this past Saturday was even more successful with the addition of five more vendors.

Councilwoman Anderson thanked Manager Cole for supplying a portable restroom. She also recognized Jennifer Byrum for managing the flea market throughout the day.

Planet Fitness in Elizabeth City is offering free memberships to students between the ages of 4-19 during the summer. Councilwoman Anderson thanked all those who have supported the events of Hertford and Jonathan Nixon and Julie Solesbee who put signage on Highway 17.

Councilman Mimplitsch announced that July 8th will be the second Friday Night Stroll in Downtown Hertford from 5:30PM to 9:30PM. The theme will be agriculture; there will be a live band, games, popcorn, an AG simulator, a live cow, and a community puzzle. The Indian Summer Festival in September is going to have classic cars, trucks, and motorcycles to view near the boat docks by the Municipal Building. Anyone interested in showing their vehicle can sign up through the Tourism Development Authority or online at visitperquimans.com.

ANNOUNCEMENTS

None

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

Mayor Pro Tem Hodges aye

Councilwoman Brothers aye

Councilwoman Anderson aye

Councilman Mimplitsch aye

The meeting was adjourned at 6:34PM.