

**Town of Hertford
Town Finance Minutes
Tuesday, February 9, 2021
7:30 PM
Town of Hertford Community Center**

CALL TO ORDER

The meeting was called to order by Mayor Brown at **5:00 pm**.

INVOCATION

was given by Councilman Mimlitsch

COUNCIL MEMBERS PRESENT

Mayor Earnell Brown, Mayor Pro Tem Ashley Hodges, Councilman Frank Norman, Councilman Jackson, and Councilman Jerry Mimlitsch.

STAFF PRESENT

Town Manager Pamela Hurdle, Town Clerk LaShonda Cartwright, Brian Lewis Finance Department

OTHERS PRESENT

Murielle Harmon, Kim Brinn, Linda Wade Hall, Gail Hill, Venetia George

Mayor Brown started by stating that she would like to have some structures and provided examples... whom will the members be and why are we meeting.

Manager Hurdle stated that Councilman Jackson wanted a Finance Committee so, so this is the first meeting, strictly about finances and not part of the budget.

Councilman Norman stated this is just finances only. They would like to keep a running tally on what is going on with the town and to know how to better move forward. That is one of the things this meeting is supposed to accomplish.

Finance Director Brian Lewis begin to give his presentation and stated that he wanted to see what time of direction they wanted to go with the Finance Committee. He also stated that he wanted to see what the Council expectations were for this meeting and what the Council wanted to see. He also stated that he would like for the Council if possible, to have their questions/requests given to him at least a week in advance. This would give him time to meet with the department heads and see what they have prior to the meeting. This will give him time to have the answers to the Council's questions prior to the meeting. So far, they have set up for the department heads and The Town Manager to meet ahead of time.

Mayor Brown stated that as part of his presentation she would expect or think that he could come in with this is what we budgeted for each department, this the actual expenditures and this is the balance for this particular time frame and if there are any issues regarding having to move money.

Mayor Brown stated she would like to know how many members it is supposed to be, the frequency of the meetings, and expected outcomes.

Councilman Mimlitsch stated that he, personally thought this first meeting was so they can get caught up with what's left in the budget, that was the primary agenda to start with because they don't really

Know where they are at with it and that he loves the idea of him presenting it each month or however they do it. Especially with the budget season coming up. That would help a lot. He thinks it is going to be a great thing.

Pro Tem Hodges stated there is a lot to consider in the terms of how they would make up the committee. That is a lengthy conversation, and he would suggest they would go ahead and let Mr. Lewis walk all the way through and they can have a conversation afterward or in the Council meeting in March.

Finance Director Brian Lewis-proceeded with the presentation and went over the budget packet that they had in front of them. He told the Council they could look through the packet and if they had questions let him know.

Councilman Norman-said that was asking a lot since they just got the packet. He then asked if it is possible if the person scanning the documents could scan them right side up, that would make it much easier. Manager Hurdle stated it was the scanner. Councilman Norman also requested a hardcopy in his box as well.

Finance Director Brian Lewis stated that he doesn't expect them to have questions on it today because they just got the packet. He then started to explain on page two of three in the packet, Fund10...1041001100 Governing body.

Mayor Brown asked Manager Hurdle what mechanism they had to put the breaks on things. Manager Hurdle stated the Department Heads have the Liberty of spending their budget within their budget. Mayor Brown asked Manager Hurdle who was their department Head for their governing body and Manager Hurdle stated all five of them. Mayor Brown asked who was managing our budget for Miscellaneous on those expenditures. Manager Hurdle stated all five of them should be, so they should ask for detail of their expenditures. Manager Hurdle stated they could give them a report, but it would take them coming in looking at the invoices, their software is not going to give them exactly how they spent the money. Mayor Brown requested to receive that report once a month for the governing board so they can manage their budget. Finance Director Lewis stated it was doable.

Councilman Norman stated if it is possible that when any budget item gets down to 10% that the Council can get a heads up. So, make the miscellaneous item what it is. Possibly get an email alert so they as a governing board can know where they are on their expenditures.

Manager Hurdle stated that is the purpose of the requisitions and purchase orders. Finance Director asked if he sent out an email of a detail monthly it would give them an idea of how much they have left. Manager Hurdle stated they are in growing pain with limited staff and reports that are mandated that the Finance Department must get out and she does not want to add too much to their plate. Manager Hurdle stated the Finance Department consisted of two and a half people. Councilman Norman stated that most towns their size do not have two people in their Finance Department, so he does not think that's asking a lot.

Councilman Mimitlich stated that the whole thing was redundant because they all know because they must vote on it. He does not think they would be blindsided.

Finance Director Brian Lewis continued with the presentation and told them to send him an email with any questions or breakdowns of the line items. He also stated that they were working on electronic filing to get things out quicker to them.

Councilman Jackson asked how much the Tahoe sold for and Manager Hurdle state that it was short seventy-two dollars of the forty-thousand-dollar goal. Councilman Jackson stated because of their audit right now they do not have a fund balance. Jackson also stated it very important for them to have those meetings. He now wants to see what the penalty is for making the decisions that they make and wants to see a breakdown in this process. Jackson stated that in the future he is hoping they have written down the purpose of the Finance Committee meeting. They would make recommendations to the Council before they buy or make a major purchase for anything. Jackson also stated that he thinks citizens should also be on this committee because it is their money. He just wants to see the effect broke down somewhere.

Finance Director asked how many people they are looking at being on the committee. Councilman Jackson stated most Municipalities have a Finance Committee. Jackson also stated that he is fine with the appointment coming from the Mayor, but he thinks that they need to sit down and draw out the roles, responsibilities, and duties of the Finance Committee. He stated that his recommendation is whatever the Board decides on.

Mayor Brown stated they have Elizabeth City as a role model and they can use them as an example, a prototype. Councilman Jackson stated he can have the information by the next meeting in March. Jackson also stated he will send out the Bylaws and how they actually do it. Mayor Brown then stated that each of them can then forward their expectations and how they want to do it along with the Town Manager.

Councilman Norman stated he did not want the committee to turn into a Quorum. He is never going to be okay with a Quorum in a meeting. He wants to go on the floor saying he does not want a Quorum being part of it.

Councilman Mimlitsch stated if possible, include Brian in it as well since he is the Finance Director and that way, he can have some input on it as well.

Mayor Brown stated Brian will also be a part of the process.

Councilman Jackson stated that he will be using Elizabeth City and Spring Lake the town right outside of Fayetteville as a prototype.

Mayor Brown stated that when Councilman Jackson comes back with his recommendations that is when they will come to the Finance Director with their process and procedures.

Councilman Jackson stated the meetings can be monthly or bi-weekly as long as before they do a major purchase it would come through the Finance Committee and the meeting should be no more than an hour or an hour and a half.

The Finance Director stated he has finished his presentation.

Mayor Brown stated they have accomplished two things; they received the presentation and Councilman Jackson has the lead on developing the Finance Committee process and procedures.

And they will review this in March. Councilman Norman wanted to know if the Liaison would be on this committee and Councilman Jackson stated that he would look into that and get with him on that and look at recommendations.

Councilman Jackson made the motion to adjourn and Mayor Pro Tem Hodges seconded the motion.

Vote 5-0

Council voted to adjourn the meeting.

Meeting adjourned at **5:58 PM**