

Town of Hertford
Regular Session Meeting – Public Legislative Hearing
Monday, March 9, 2026 – 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, March 9, 2026, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor	Connie Brothers, Mayor Pro Tem
Sara Winslow	Keith Rouse
Evan Copeland	

STAFF PRESENT

Doris Walton, Town Manager
Gina Durante, Town Clerk
Ashley Eure, Finance Director
John Leidy, Attorney

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:02 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Mayor Pro Tem Brothers, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilman Copeland made a motion to approve the agenda as presented. Councilman Rouse seconded the motion, and it carried, 5-0.

CONSENT AGENDA

A motion to approve the Consent Agenda consisting of 1) February 9, 2026 Regular Session Minutes; 2) February 21, 2026 Special Session Retreat; and 3) February 23, 2026 Work Session Minutes was made by Mayor Pro Tem Brothers. Councilwoman Winslow seconded, and the motion passed, 5-0.

PUBLIC HEARING

The Public Hearing began at 6:05 PM.

The Town Council held a public legislative hearing for the local Historic Preservation Commission regarding the proposed creation of the local Historic District a public legislative hearing to receive comments from the public regarding the designation of a Local Historic District. Under North Carolina General Statutes 160D-940 through 951-A, towns are authorized to create local historic districts to preserve areas that have architectural, historical or cultural significance. The HPC has studied a defined area of Hertford and is recommending its designation as a Local Historic District. Before the Town Council can amend the zoning ordinance to create this district, both the Commission and the Council must hold a public legislative hearing allowing the property owners and the public to share comments, ask questions, and express support or concerns.

Mayor Hodges read a statement explaining how the public hearing will proceed and what is being proposed. Following the reading of the statement, the public will have the opportunity to speak

Rachel Gunther asked for confirmation that exterior repairs or routine maintenance using the same materials would not require review by the HPC. She asked for clarification of the review process for an exterior maintenance issue if a different material had to be used. Janice Cole said that would have to come before the HPC at their meeting. She asked if there is a distinction between commercial and residential properties.

Charles Purser expressed concern that a historic district could become so restrictive that it becomes difficult or not financially feasible. He also asked when this would be in effect as he has properties he is in process of renovating.

Mrs. Gunther expressed concern that owning property in a historic area can feel punitive when maintaining properties that are meant to generate profit. She doesn't want this to be punitive and be an obstacle or financial burden to businesses in the historic district.

Tammy Miller-White of PAL asked about appropriateness as it pertains to a non-profit, such as PAL. She expressed concern that there may not be extra funds to restore materials to repair, maintain, or rehab the exterior of the building historically with accordance with HPC guidelines, which include all exteriors of the building.

Janice Cole explained that we are trying to make Hertford a certified local government and that status helps the Town in applying for grant funding once an HPC has been in operation for a full year.

Frank Jaklic, chair of the HPC, explained that the district is meant to preserve the charm of Hertford. Sid Eley, vice-chair of the HPC, added that the commission wants to maintain the quaintness of Historic Downtown Hertford.

Ray McCormick asked about the status of specific properties being renovated but Mayor Hodges deferred his inquiries to Citizens Concerns because those properties are outside of the proposed Local Historic District.

Manager Walton will email the map of the proposed Local Historic District to the speakers.

Mayor Hodges stated that Council is appreciative of the redevelopment work that is being done throughout Hertford.

The Public Hearing was closed at 6:36 PM.

CITIZENS CONCERNS

Ray McCormick addressed Council regarding the Carolina Moon U-Haul business west of the railroad tracks and the renovations at the house at 513 W. Grubb Street. He is concerned there hasn't been work done in months. It is boarded up but there is access into it through the back of the house. Mr. McCormack is concerned about the lack of completion of houses being worked on. Mr. McCormack also asked if after the waterline replacement, are they only patching the streets or repaving them?

CONTINUED BUSINESS

NEW BUSINESS

a) Adopt Ordinance for Text Amendment to Add Metal Fabrication to Zone C6 by Right

Manager Walton reminded Council that at our last meeting they approved a text amendment to allow the fabrication of metals by right in district C6. We now need to formally adopt an ordinance to reflect that amendment.

Councilman Copeland motioned to adopt Ordinance FY26-11 amending the Town of Hertford Zoning Ordinance to permit metal fabrication the C-6 commercial district as a permitted use. His motion was seconded by Mayor Pro Tem Brothers, and it passed, 5-0.

b) Approve Selection of Audit Firm

The Town received six proposals in response to our RFP for auditing services. Best practices recommend that we assess our services every five years. The top three firms were RH CPAs, S. Preston Douglas & Associates,

and Mauldin & Jenkins CPAs based on pricing, audit timelines, submission dates to the Local Government Commission, additional service offerings. After reviewing, Manager Walton recommends that we engage RH CPAs for auditing services and financial statements preparation beginning in FY26-27. Council, Manager Walton, Attorney Leidy, and Finance Director Eure discussed pricing and additional services provided by RH CPAs.

Mayor Pro Tem Brothers motioned to approve RH CPAs for auditing services and preparation of financial statements beginning FY26-27. Councilman Rouse seconded her motion, and it passed unanimously, 5-0.

c) Approve Selection of IT Firm

Three proposals were received after the Town issued an RFP for Information Technology Services. Proposals were received from CW It Support, Shoshin Technologies, and IT Partners. Based on our specific requirements, maintenance for all desktops, laptops and servers, pricing, and (most important) onsite support during emergencies, IT Partners is recommended as our new IT service provider. Manager Walton and Council discussed her recommendation.

A motion and a second were made by Councilwoman Winslow and Mayor Pro Tem Brothers to approve the contract with IT Partners as the Town's IT service provider.

d) Approve Selection of Feasibility Study Firm

An RFP for a feasibility study of the Hertford State Theatre was issued after Council's approval to move forward. Tapestry is recommended based on review of fees, timelines and proposed deliverables. Council and Manager Walton discussed the two different study option packages that Tapestry provides. Council supports Option A, the upgraded feasibility study package. Manager Walton recommends Option A because it also includes Tapestry referring future grant funding applications that are available to us, and the extras that are included in the upgraded package.

e) Approve Engaging Moffat & Nichol for Phase I of Riverfront Plan Refresher

Manager Walton explained that our Riverfront Plan at the Council Retreat needs a refresher. Our current plan is 5 years old and standard practice is to revise it every 5-10 years. Also, we were not awarded a PARTF grant last year and were advised that updating the Riverfront Plan and County Recreation Plan would improve our eligibility to receive future grants for parks and green spaces. Moffat and Nichol developed our original Riverfront Plan

and has provided us with a Phase One: Vision Recalibration proposal. Manager Walton and Council discussed and decided to table the proposal and then put out an RFP and look for more grant dollars.

f) Approve Contract for Accounting and Bookkeeping Services

Manager Walton recommended contracting with Beverly Stroud CPA, LLC, who previously managed the Town’s bookkeeping under Greg Isley’s firm, for bookkeeping and accounting services. She has direct knowledge of the Town’s bookkeeping and accounting services.

Mayor Pro Tem Brothers and Councilwoman Winslow motioned and seconded to approve the contract with Beverly Stroud CPA, LLC for bookkeeping and accounting services.

g) Budget Amendments

FY26-14 – Move funds from Fund Balance to EDA – Hertford Community & Riverfront Plan to cover the overspend in the grant.

Increase Fund Balance	10-49999	\$50,000.00
Transfer from General Fund	40-4910	\$50,000.00
Transfer to EDA Grant	10-5610-740	\$50,000.00
Increase Engineering & Design	40-5610-565-424	\$50,000.00

Councilman Copeland made a motion to approve Budget Amendment FY26-14. Councilman Rouse seconded, and the motion carried, 5-0.

FY26-15 – Move ARPA interest out of the Fund 31 to close it and move to General Fund. Interest to be split between Planning to pay for survey of the spray field and study for the Riverfront Plan and Administration building for the flooring in the DMV building lobby.

Increase ARPA FB Unassigned	31-3500	\$34,030.68
Transfer to General Fund	31-5740-710	\$34,030.68
Transfer From ARPA	10-4931	\$34,030.68
Increase Admin - Building	10-5210-522	\$ 6,030.68
Increase Planning Professional	10-5610-511	\$18,000.00
Increase Planning Professional	10-5610-511	\$10,000.00

Councilman Rouse made a motion to approve Budget Amendment FY26-15. Mayor Pro Tem Brothers seconded, and the motion carried, 5-0.

FY26-16 – To close the Federal Drug Fund and send funds back to the US Marshall's office.

Increase Federal Drug Administration	21-5300-601	\$992.83
Increase Appropriation from Fund Balance	21-4999	\$992.83

Mayor Pro Tem Brothers made a motion to approve Budget Amendment FY26-16. Councilman Rouse seconded, and the motion carried, 5-0.

h) CityVision 2026 Discussion

CityVision will be held in Raleigh May 5-7. Manager Walton provided Council with the CityVision agenda including speakers, breakout sessions, and networking functions. Manager Walton asked anyone interested in attending to let her know in the next few days.

MANAGER'S UPDATE

Manager Walton received an email from the Mayor regarding FEMA and the issues they have, including the lawsuit they took to court to unlock funding to that branch of government. Manager Walton reached out to Carl Baker who is in charge of our BRIC grant, which is our stormwater grant that we are using to survey the Town to locate our stormwater issues and add that to our stormwater GIS, to outline our streets and identify where our stormwater issues are. The study is 60% complete. We had to put it on hold and stop work, as we are over budget. Carl advised Manager Walton that when he has more information, he will notify her and she will notify Council. Carl has helped the Town receive a lot of funding under Manager Cole and Manager Walton.

The temperature is getting warmer, but colder temperatures are forecasted. Manager Walton has a call with our paving contractor at the end of the week to get a date as to when they can begin paving.

Mayor Pro Tem Brothers and Councilwoman Winslow had a tour of the Hertford State Theatre on Friday. They got a tour with the architect and the contractor who is handling the AV system in the Theatre. They also got an insight as to what the back of the theatre and the wall may look like. Manager Walton will be bringing information to Council soon on that as it will be going to bid soon.

COUNCIL CONCERNS/REPORTS

Councilwoman Winslow asked if the leak on Church Street was water or sewer. Manager Walton confirmed it was water near Dobbs and King Streets. On March 5 the Perquimans Trail Meeting was held. They are looking at 19 counties collectively and trying to have as much connection as possible for biking trails, hiking trails, and kayaking. They will be looking into developing that list and coming with some initiatives

for the County at the meeting on March 20th. Councilwoman Winslow expressed her disappointment that the meeting for the final draft of the Perquimans County Parks and Recreation Master Plan is the same day and time as our Work Session.

Councilman Rouse said water is leaking at 305 and 307 Dobbs Street, and there is stagnant water. He is planning to start activities with the youth and the community starting this week. Councilman Rouse talked about his church trying to assist the family of a six- or seven-year-old child who was suspended for 10 days.

Councilman Copeland asked about the painting of the basketball court. There are still complaints from Woodland Circle residents regarding standing water. He has safety concerns about nighttime lighting for sporting events where pedestrians cross.

Mayor Pro Tem Brothers is concerned about removing a tree on Front Street, across from the Tax Office, that has caused damage to a vehicle. She expressed appreciation and thanked Manager Walton and Town Clerk Gina for all their hard work.

Mayor Hodges thanked Public Works for their response to the leak on Church Street. He said a handicap sidewalk ramp at Dobbs and Church Streets is filled with sand that the rain has probably caused to collect and well in the gutter. Mayor Hodges suggested having the contractors check the handicap sidewalks and clear out the sand as it is muddy underneath the dry sand on top and poses a safety hazard. Thanked Manager Walton and Director Eure for all their hard work that went into our meeting this evening.

ANNOUNCEMENTS

Mayor Pro Tem Brothers announced that she is hosting a Mother's Day Celebration for all families at Louise's Event Center on Mother's Day. There will be a comedian from Georgia and a gospel group from Suffolk. There will be seven mothers being honored. Please contact Mayor Pro Tem Brothers if you are interested in attending.

ADJOURNMENT

A motion and a second were made by Mayor Pro Tem Brothers and Councilwoman Winslow to adjourn the meeting at 8:52 PM. The motion passed unanimously.