

**Town of Hertford**  
Work Session Meeting  
Monday, April 27, 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, April 27, 2026, at 6:00 PM

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBER(S) ABSENT**

**STAFF PRESENT**

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

A quorum was present.

**CALL TO ORDER**

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

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Mayor Pro Tem Brothers made a motion to approve the agenda as presented. Councilman Copeland seconded, and it passed unanimously, 5-0.

**CONSENT AGENDA**

None

**CONTINUED BUSINESS**

None

## **NEW BUSINESS**

### **a) Budget Amendment**

A **FY26-23** – Transfer funds to pay Atlantic OBX to clean the aeration basin at the wastewater plant (\$22,060.00). The balance of the funds will be used for sludge haul. After the cleaning is done there could be more sludge needed to be hauled than we originally expected. Also, we need to-- move \$5,807 to purchase two new pumps that are needed at the wastewater plant.

Decrease Wastewater Treatment Capital Outlay	51-5870-561	\$40,807.00
Increase Wastewater Treatment Contractual	51-5870-512	\$35,000.00
Increase Wastewater Treatment Equipment	51-5870-523	\$ 5,807.00

Councilman Copeland motioned to approve Budget Amendment FY26-23.  
Councilman Rouse seconded her motion, and it carried, 5-0.

### **b) Award Bid to BE Singleton for the Rural Transformation Grant for the Streetscape**

The Town received only one bid for the connectivity plan during the second round of bidding, after the first round received no bids. The bid came in higher than our grant and we have since made concessions and removed some items from the project scope. Those removed items, including softscape and brick walls, can be addressed in the future with other funding. Manager Walton, Mayor Hodges, and Council reviewed and discussed the revised project bid, and discussed other eliminations that could be made. The grant expires December 2026.

Manager Walton will meet with BE Singleton to discuss these additional revisions and follow up with Council at our next meeting.

### **c) Approval of Zoning District Use Chart**

The Planning and Zoning Board of Adjustment met on April 20, 2026, to make a recommendation on amending the C-6 zone uses. The PZBOA approved an amendment to the District Use Chart in the C-6 zone that would allow uses by right to include lumber and wood products; mining, quarrying, sandpits, and mineral extraction; paper, plastic, and textile products; stone, clay, glass, and concrete; electrical equipment and supplies; furniture and fixture products; and textiles. This amendment would prevent companies from having to request special use permits and saves the Town from having to post individual requests which can be costly and cumbersome. The amendment was discussed and Council concurred to eliminate mining, quarrying, sandpits, and mineral extraction from the uses in the C-6 District.

Councilwoman Winslow motioned to adopt the text amendment changes to the District Use Chart by adding the noted uses in C-6 zone by right with the omission of mining, quarrying, sandpits, and mineral extraction. Mayor Pro Tem Brothers seconded, and the motion passed unanimously, 5-0.

- d) ThrivePQ has requested a street closure on W Grubb Street between East and West Academy (the intersections will remain open) for the Independence Day Celebration on Thursday, July 2nd.

Mayor Pro Tem Brothers made a motion to approve the street closure for the Independence Day Celebration on July 2, 2026. Councilman Rouse seconded. The motion carried, 5-0.

- e) **Capital Project Ordinance for the Hertford State Theatre Rural Economic Development Grant**

The Town received the \$850,000 Rural Economic Development Grant for the Hertford State Theatre Rehabilitation Project and because project will span over two fiscal years/budgeting cycles, we need to adopt a Capital Project Ordinance for financial tracking. We will need to have a Project Ordinance in the books and adopted as long as this project is ongoing and until the grant is closed out.

A motion and second were made by Councilman Rouse and Councilman Copeland to adopt the Capital Project Ordinance for the Hertford State Theatre. The motion to adopt passed unanimously.

- f) **Adoption of Penny Shortage Rounding Policy**

Due to the termination of penny production by the US Treasury in 2025, Manager Walton is recommending we adopt the rounding rule following the School of Government policy. Only cash payments will be affected as follows:

Amounts ending in \$0.01 and \$0.02 shall be rounded to \$0.00  
Amounts ending in \$0.03 and \$0.04 shall be rounded to \$0.05  
Amounts ending in \$0.06 and \$0.07 shall be rounded to \$0.05  
Amounts ending in \$0.08 and \$0.09 shall be rounded to \$0.10

Accounts will show a deficit or credit amount depending on if the rounding is up or down, but it will balance through the billing cycles.

Councilman Copeland and Councilman Rouse motioned and seconded to approve the Penny Shortage Rounding Policy, and it passed, 5-0.

- g) **Budget Discussion**

Manager Walton and Finance Director Eure presented and went over Revenue and Expenditure line items with Mayor Hodges and Council.

Under Revenue, they presented three scenarios for increased Revenue if Council voted to increase property taxes by \$0.01, \$0.02, and \$0.03. Council does not want to increase property taxes. The Town's current budgeted amount of property taxes is \$840,000, based on a 96% collection rate. Sales tax revenue is budgeted at \$745,435.

Council was presented with three options for increases in the Electric fund due to rising costs of 4.5% for the Town to purchase electricity. A motion and a second were made by Councilwoman Winslow and Mayor Pro Tem Brothers to approve Option B, which includes:

Rate Increase of Basic Rate

- \$5 increase for Residential Customers
- \$3 increase for Small General/Municipal Customers
- \$3 increase for Small General Customers
- \$50 increase for Large General Customers
- \$100 increase for Large Demand Customers

All Customers will have a 4.5% increase in their usage charge

The motion passed unanimously. Council may have to increase customer rates in next year's budget as another 4.5% increase will be affecting the Town next year from NCEMPA.

Under Expenditures, the new budget reflects no changes to Expenditures in the Enterprise Funds.

Councilman Copeland motioned to reduce proposed budgeted Governing Body Travel Funds from \$3500 to \$650. Councilman Rouse seconded his motion, and it carried unanimously.

Other cuts in the proposed budget include cutting the renovations to the Community Center (\$35,000) under Administration, removing the Mayors' Conference and CitiVision (\$4,000) under Governing Board, and removing the State Theatre conference (\$8,000) under Planning. Total cuts by Council totaled \$47,000.

Total cuts from the proposed budget will be reallocated as follows Code Enforcement (\$20,000), tree removal (\$15,000), Boys and Girls Club (\$10,000), ThrivePQ (\$1,000), and Perquimans Art League (\$1,000).

Following the budget discussion, Mayor Hodges distributed a resolution, Defining Certain Financial and Organizational Aspects of the Relationship Between the Town of Hertford Government and the Town of Hertford Main Street Program,

proposing a different way in which the Town would fund Downtown Hertford. Mayor Hodges stated that he would like Council to vote and approve it tonight if Council will support it. Councilman Copeland suggested that this be tabled until our next meeting.

A motion and a second were made by Councilman Copeland and Mayor Pro Tem Brothers to table the resolution proposed by the Mayor until the next Town Council Meeting. The motion passed.

### **MANAGER'S UPDATE**

Manager Walton has been informed by them that the ramp to the truss and the dock work under the Harbor Town funding has gone out to bid.

On behalf of Councilman Rouse, Mayor Hodges asked Manager Walton about the next step on Jennie's Gut. Manager Walton replied that there was a meeting scheduled for this Thursday, but it has been pushed out for a week. At our next meeting, she will be able to advise you of what will happen and see there.

### **COUNCIL REPORTS/CONCERNS**

**Councilwoman Winslow** requested that Council be provided all bid packages received and the score sheets. Manager Walton agreed to provide those items to Council in their packets.

Mayor Hodges requested that Council Packets be delivered sooner than they have been so that Council has time to thoroughly read through all the materials.

**Councilman Copeland** stated that he is looking forward to the park cleanup day at Missing Mill Park this Friday at 9 -11:30 AM. It is a Teacher Workday, and some of the high school clubs are participating to earn volunteer hours. He asked if anyone had "grabbers" that he and the students could use.

**Mayor Pro Tem Brothers** thanked Manager Walton and Finance Director Eure and the staff for all the time they spend preparing the information in the Council packets. Mayor Pro Tem Brothers stated that at times we can agree to disagree, but we are all working to move our Town forward. She asked for prayers for Sandra Anderson, Earnell Brown, and all the residents of our Town.

**Mayor Hodges** had no report.

### **ANNOUNCEMENTS**

Mayor Pro Tem Brothers reminded the community that there will be Mother's Day at Louise's Event Center on Sunday, May 10 at 3 PM. There are a few tickets still available.

**ADJOURNMENT**

A motion and a second were made by Mayor Pro Tem Brothers and Councilwoman Winslow to adjourn the meeting. The motion to adjourn was approved 5-0.

The meeting was adjourned at 10:54 PM.