

Town of Hertford
Regular Session Meeting
Monday, May 12, 2025 – 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, May 12, 2025, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor Sandra Anderson, Mayor Pro Tem
Keith Rouse Rhonda Waters
Connie Brothers

STAFF PRESENT

Doris Walton, Interim Town Manager
Gina Durante, Town Clerk
Ashley Eure, Finance Director
Chad White, Public Services Director
John Leidy, Attorney

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:03 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Councilwoman Brothers, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Anderson motioned to amend and approve the agenda with the addition of a Closed Session pursuant to §143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and pursuant to §143-318.11 (a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The Closed Session to take place after the Approval of the Consent Agenda. Councilman Rouse seconded her motion, and it carried, 5-0.

CONSENT AGENDA

A motion to approve the Consent Agenda consisting of 1) April 28, 2025 Work Session Minutes was made by Mayor Pro Tem Anderson. Councilwoman Waters seconded, and the motion passed, 5-0.

CLOSED SESSION

Mayor Pro Tem Anderson made a motion to go into Closed Session pursuant to §143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and pursuant to §143-318.11 (a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Councilman Rouse seconded the motion, and it carried 5-0. Council went into Closed Session at 6:11 PM.

Council came out of Closed Session at 6:49 PM.

CITIZENS CONCERNS

None

CONTINUED BUSINESS

None

NEW BUSINESS

a) FY25-26 Budget Presentation

Manager Walton presented the proposed and balanced Annual Budget for FY25-26. Manager Walton asked Council for a motion to schedule a Public Hearing for the proposed Budget at our May Work Session, May 27, 2025.

Councilwoman Waters motion to approve a Public Hearing for the proposed FY25-26 Annual Budget on May 27, 2025, at our Work Session. The motion was seconded by Councilwoman Brothers and carried, 5-0.

b) Surplus Items

The Town would like to sell some small surplus, electronic items on Gov.deals Such items include scanners and telephones that are no longer in operation or have been replaced.

The first and second motions to approve the sale of surplus electronics were made by Councilman Rouse and Councilwoman Brothers. The motion passed, 5-0.

c) Adoption of System Development Fees as Part of FY25-26 Fee Schedule

Wilden and Associates conducted a study for us regarding System Development Fees for subdevelopments, land subdivisions, new construction relocations and/or enlargements of existing structures. Council adopted the Ordinance to implement the SDF but the fees were not included in our Fee Schedule because it was mid-FY24-25. We need Council's approval to include these in our FY25-26 Fee Schedule.

Mayor Pro Tem Anderson motioned to approve the System Development Fees as part of the Town's Fee Scheduled for FY25-26. Councilwoman Waters seconded her motion, and it carried, 5-0.

d) Approve 7th Round of Upset Bid Process for 101, 103, 105 Railroad Avenue

The 6th Round of Upset Bid process for 101, 103, and 105 Railroad Avenue ended on May 5, 2025. One bid was received to upset the current high bid of \$34,000 to \$41,500. Manager Walton explained that the Town can either take the properties off the market or are required to put the properties out for a 7th round of the Upset Bid process. The 7th round of the upset bid process will end June 2, 2025, at 5:00 PM.

A motion was made by Councilwoman Brothers to approve a 7th round for upset bids. Councilwoman Waters seconded, and the motion passed 5-0.

e) Resolution for Albemarle Regional Hazard Mitigation Plan

Manager Walton presented Council with the presentation of the updated Albemarle Regional Hazard Mitigation Plan. The plan is updated every five years. The plan must be updated to maintain eligibility for pre- and post-disaster mitigation from FEMA. Counties included in the plan are Camden, Chowan, Gates, Hertford, Pasquotank, and Perquimans as well as their incorporated communities.

A motion was made by Councilman Rouse to the resolution for the Albemarle Regional Hazard Mitigation Plan. Mayor Pro Tem Anderson seconded, and the motion passed 5-0.

f) Adoption of New Street Closure Application

Manager Walton presented Council with the newly formatted Street Closure Application. This application does not apply to state owned streets, as those will not be closed for a private individual's event. Manager Walton and Council discussed it, and Manager Walton will edit the application and bring it back to Council.

g) Approval of Street Closure for Juneteenth Celebration

Perquimans County NAACP has requested to have Hyde Park closed between King Street and Dobbs Street on June 21, 2025 for the Juneteenth Celebration.

A motion was made by Mayor Pro Tem Anderson to approve the street closure for the Juneteenth Celebration on June 21, 2025. Councilman Rouse seconded her motion, and it carried, 5-0.

h) Budget Amendments

Budget Amendments FY25-45

- 1) Move funds from Capital Assets into the budget and add to Capital Outlay to purchase a truck for the Electric Department.

Increase Electric Capital Assets	52-4751	\$27,000.00
Increase Electric Capital Outlay	52--5900-561	\$27,000.00

Councilwoman Brothers made a motion to approve Budget Amendment FY25-45. Councilwoman Waters seconded, and the motion passed, 5-0.

Budget Amendment FY25-46

- 1) Percentages on how wages and insurance were divided are off a little. This should balance out the health insurance line for the rest of the year.

Decrease Admin Wages	10-5210-411	\$5,180.00
Increase Admin Health Insurance	10-5210-425	\$5,180.00

Councilman Rouse made a motion to approve Budget Amendment FY25-46. Councilwoman Brothers seconded, and the motion passed, 5-0.

MANAGER'S UPDATE

Manager Walton informed Council that she met with Mayor White of Winfall and Winfall will be doing fireworks July 5th at Missing Mill Park. Manager Walton asked Council if they want her to provide other activities like the Town did last year (DJ, invite food trucks, splash pad with the fire department, games, port-a-potties).

Councilwoman Brothers motioned to approve Manager Walton moving forward to provide activities like last year for the July 5th fireworks by the Town of Winfall at Missing Mill Park. Councilman Rouse seconded, and the motion carried, 5-0.

There will be a complete shutdown of power in the Town on June 1 from 12 AM - 5 AM. This is for the final phase of our mandatory work to be completed on our equipment. It has been posted on social media and automated phone calls (CodeRed) will be made.

Manager Walton reminded all of the street closure coming up May 26th on Church Street for the Memorial Day Observance.

We have submitted our application for the PARTF Grant for \$107K to cover the fitness park costs. We have been told we have submitted a strong application. The award will be announced in September.

COUNCIL CONCERNS/REPORTS

Councilwoman Waters had no concerns or reports.

Councilwoman Brothers voiced her concern regarding cemetery markers. Many of the markers can't be read. She is concerned that the cemeteries haven't been well maintained and asked if there is anything we can do with the contractor. PW Director White will follow up with our contracted lawn service provider.

Councilman Rouse stated that he is glad to hear of the Juneteenth Celebration on June 21st. He noted that Manager Walton is very responsive and accessible. She is taking Hertford in the right direction and making the Town better.

Mayor Pro Tem Anderson commended Manager Walton and her staff for the budget and the excellent job they do for the Town, and she commended Public Works. She also wished Councilwoman Brothers a Happy Birthday.

Mayor Hodges also stated his appreciation to Manager Walton, Ashley Eure and the Public Works staff. He addressed an issue regarding utility accounts – requesting a person not on the account being an authorized contact and having permission to speak on the account holder's behalf regarding their account. Mayor Pro Tem Anderson suggested adding that person as an alternate contact on the account.

ANNOUNCEMENTS

Councilwoman Brothers shared that on Saturday, July 19th there will be a Gospel Jazz Festival at Central Park.

Manager Walton added that waterlines are still being marked, and work is still happening at Meads Circle and is moving to Woodland Circle.

Councilwoman Waters made a motion to make Interim Town Manager Walton our permanent Town Manager, dropping "interim" from her title, immediately. The motion

was seconded by Councilwoman Brothers. The motion was carried unanimously to make Doris Walton our Town Manager effective May 12, 2025.

Mayor Hodges administered the oath of office and swore Doris Walton in as Town Manager.

ADJOURNMENT

A motion and a second were made by Councilman Rouse and Mayor Pro Tem Anderson to adjourn the meeting at 7:57 PM. The motion passed unanimously.