



**A G E N D A**  
**TOWN OF HERTFORD**  
**TOWN COUNCIL – Work Session**  
**July 28, 2025 - 6:00pm**

**Horace Reid Community Center, 305 W Grubb Street**  
**(In Person & Zoom)**

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Consent Agenda**  
*(Items of a routine nature will be placed on the Consent Agenda to be voted on in a single motion. Any item may be removed from the Consent Agenda by request of the Mayor/Council Member)*
- 5. Continued Business**
  - a)
- 6. New Business**
  - a) Street Closure Approval for Indian Summer Festival
  - b) Adopt Ordinance for the Sale of Alcohol in the Downtown Mainstreet Area During the Indian Summer Festival by DTH
  - c) Budget Amendments
  - d) Appointment to Vacant Council Seat
- 7. Manager's Update**
- 8. Council's Reports/Concerns**
- 9. Announcements**
- 10. Adjournment**

6a

**TOWN OF HERTFORD**  
**An Ordinance Declaring Road Closures for**  
**Indian Summer Festival**  
**Ordinance No. FY26-3**

**WHEREAS;** the Hertford Town Council approves and supports the initiatives of the Perquimans County Tourism Development Authority to revitalize the Town of Hertford's commercial; and

**WHEREAS;** the Hertford Town Council acknowledges that the Indian Summer Festival requires a street closure for the safety and enjoyment of residents and visitors;

**NOW THEREFORE, BE IT ORDAINED** by the Hertford Town Council pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of State Highway System route:

Dates & Times:                      September 5, 2025                      4:00 PM to 9:30 PM

Road Closure Description: Church Street from the intersections of Church/Dobbs Streets to Church/Grubb Streets

Market Street from the intersections of Market/Church Streets to Market/Covent Garden Streets

**AND**

Dates & Times:                      September 6, 2025                      6:00 AM to 5:00 PM

Road Closure Description: Church Street from the intersections of Church/Dobbs Streets to Church/Grubb Streets

Market Street from the intersections of Market/Church Streets to Market/Covent Garden Streets

This ordinance becomes effective when signs are erected giving notice of road closure.

Adopted this 28<sup>th</sup> day of July 2025

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R. Ashley Hodges, Mayor

ATTEST:

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Gina M. Durante, Town Clerk

6b

**TOWN OF HERTFORD**  
**An Ordinance Allowing Alcohol Sales in a Designated Beer Garden**  
**During the Indian Summer Festival Friday Night Street Dance**  
**Ordinance No. FY26-2**

**WHEREAS**, the Hertford Town Council supports local events that promote community engagement, tourism, and economic vitality; and

**WHEREAS**, the Perquimans Tourism and Development Authority is organizing the annual Indian Summer Festival, scheduled for September 5–6, 2025; and

**WHEREAS**; as part of the festivities, Downtown Hertford, LLC plans to host a Beer /Wine Garden during the **Friday Night Dance Party** on September 5, 2025, and has requested permission to serve beer and wine within a controlled, designated area during this portion of the event; and

**WHEREAS**, the sale and consumption of alcohol will be limited to individuals 21 years of age or older, who will be clearly identified with wristbands upon age verification; and

**WHEREAS**, all consumption of alcoholic beverages will be restricted to within the boundaries of the approved beer garden area; and

**WHEREAS**; the designated area will be supervised and managed by Downtown Hertford, LLC staff and volunteers who have completed the required training by the Alcohol Beverage Control Commission; and

**NOW THEREFORE, BE IT ORDAINED** by the Hertford Town Council that: Downtown Hertford, LLC operating as a 501 (c)(3) is hereby authorized to sell and serve beer and wine within a designated area (Beer Garden) during the Friday Night Dance Party on September 5, 2025, as part of the Indian Summer Festival.

Alcohol consumption shall be limited to the designated Beer/Wine Garden area, and access shall be restricted to individuals 21 years of age or older who are wearing proper identification wristbands.

Dates & Times:                      September 5, 2025                      4:00 PM to 9:30 PM

Adopted this 28<sup>th</sup> day of July 2025

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R. Ashley Hodges, Mayor

ATTEST:

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Gina M. Durante, Town Clerk

6c

**Town of Hertford**  
**BUDGET ORDINANCE AMENDMENT**  
**Amendment #FY26-2**  
**07.28.25**  
**FY 2025-2026**

**BE IT ORDAINED** by the Governing Board of the Town of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June30,2026:

**PURPOSE OF REQUEST:**

Request the Council Approval for Budget Amendment #FY26-2 for Fiscal Year 2025-2026

**FISCAL IMPACT:**

Budget Amendment required.

**TOWN MANAGER'S OPINION:** Recommend approval of the Budget Amendment.

**FINANCE OFFICER'S OPINION:** Recommend approval of the Budget Amendment.

Section 1. To Amend:

General Revenue/General Fund:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
1) Streets Vehicle exp 10-5740-524	\$3,061.34	
Streets Capital Outlay 10-5740-561		\$3,061.34
2) Sewer Professional Services 51-5860-511	\$2,000.00	
Water Travel & Training 51-5820-513		\$2,000.00

**Explanations:**

- 1) We purchased the new truck that was budgeted but the amount of the truck changed some from the quote that we received months before. Quotes are only good for 30 days.
- 2) Move funds from Sewer Professional services to water travel & training for C-well classes for two employees. Job in Sewer Professional services came in under budget.

**ADOPTED THIS, THE 28TH DAY OF JULY 2025**

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R. Ashley Hodges, Mayor

**ATTEST:**

SEAL

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Gina M Durante, Town Clerk

51 Water/Sewer

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5000							
5820	Water						
	411 FT - Regular Wages	12,317.92	12,317.92	0.00	12,317.92	181,966.00	169,648.08
	413 Overtime	0.00	0.00	0.00	0.00	4,500.00	4,500.00
	421 FICA	933.62	933.62	0.00	933.62	13,920.00	12,986.38
	423 ITERS Pension	1,749.29	1,749.29	0.00	1,749.29	2,311.00	561.71
	424 401K	455.24	455.24	0.00	455.24	6,367.00	5,911.76
	425 Health & Life Insurance	3,511.73	3,511.73	0.00	3,511.73	34,138.00	30,626.27
	511 Professional Services	797.21	797.21	35,000.00	35,797.21	51,530.00	15,732.79
	513 Staff Development & Travel	950.00	950.00	0.00	950.00	2,100.00	1,150.00
	514 Uniforms	0.00	0.00	0.00	0.00	2,950.00	2,950.00
	517 Drug Screening/Background Checks	0.00	0.00	0.00	0.00	200.00	200.00
	521 M/R - Infrastructure	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	522 M/R - Buildings	0.00	0.00	0.00	0.00	2,750.00	2,750.00
	523 M/R - Equipment	0.00	0.00	0.00	0.00	5,250.00	5,250.00
	524 M/R - Vehicles	0.00	0.00	0.00	0.00	9,000.00	9,000.00
	525 Property & Liability Insurance	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
	526 Utilities & Communication	338.26	338.26	0.00	338.26	45,085.00	44,746.74
	532 Bank Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	534 Dues & Subscriptions	270.00	270.00	0.00	270.00	4,600.00	4,330.00
	551 Supplies	0.00	0.00	72,341.70	72,341.70	78,000.00	6,658.30
	553 Fuel	0.00	0.00	0.00	0.00	8,500.00	8,500.00
	555 Safety	0.00	0.00	0.00	0.00	1,100.00	1,100.00
	561 Capital Outlay	0.00	0.00	224,688.70	224,688.70	27,920.00	0.00
	577 Contingencies	0.00	0.00	0.00	0.00	27,920.00	27,920.00
	<b>Account Total:</b>	<b>31,323.27</b>	<b>31,323.27</b>	<b>332,030.40</b>	<b>363,353.67</b>	<b>720,875.70</b>	<b>357,522.03</b>
5850	Water Distribution						
	511 Professional Services	0.00	0.00	0.00	0.00	8,200.00	8,200.00
	516 Laboratory Testing	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	523 M/R - Equipment	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	524 M/R - Vehicles	0.00	0.00	0.00	0.00	11,000.00	11,000.00
	551 Supplies	0.00	0.00	10,000.00	10,000.00	35,700.00	25,700.00
	561 Capital Outlay	0.00	0.00	0.00	0.00	44,000.00	44,000.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>104,900.00</b>	<b>94,900.00</b>
5860	Sewer Collections						
	411 FT - Regular Wages	11,499.09	11,499.09	0.00	11,499.09	161,499.00	149,999.91
	421 FICA	862.79	862.79	0.00	862.79	12,355.00	11,492.21
	423 ITERS Pension	1,631.30	1,631.30	0.00	1,631.30	21,242.00	19,610.70
	424 401K	424.55	424.55	0.00	424.55	5,402.00	5,402.45
	425 Health & Life Insurance	3,132.25	3,132.25	0.00	3,132.25	32,004.00	28,871.75
	511 Professional Services	1,696.09	1,696.09	10,800.00	12,496.09	41,105.00	28,608.91
	513 Staff Development & Travel	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	517 Drug Screening/Background Checks	0.00	0.00	0.00	0.00	120.00	120.00
	521 M/R - Infrastructure	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	523 M/R - Equipment	0.00	0.00	0.00	0.00	6,000.00	6,000.00
	524 M/R - Vehicles	0.00	0.00	0.00	0.00	12,500.00	12,500.00
	525 Property & Liability Insurance	13,000.00	13,000.00	0.00	13,000.00	13,000.00	0.00
	526 Utilities & Communication	61.36	61.36	0.00	61.36	22,630.00	22,568.64
	531 RENTAL	951.11	951.11	11,048.89	12,000.00	15,000.00	3,000.00

10 General Fund

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
532 Bank Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
551 Supplies	89.90	89.90	499.73	589.63	8,300.00	7,710.37
553 Fuel	0.00	0.00	0.00	0.00	18,700.00	18,700.00
555 Safety	49.82	49.82	0.00	49.82	1,300.00	1,250.18
561 Capital Outlay	57,561.34	57,561.34	0.00	57,561.34	54,500.00	-3,061.34
576 Landfill Tipping Fees	0.00	0.00	0.00	0.00	20,000.00	20,000.00
577 Contingencies	0.00	0.00	0.00	0.00	12,017.00	12,017.00
<b>Account Total:</b>	<b>96,698.61</b>	<b>96,698.61</b>	<b>4,256.98</b>	<b>100,955.59</b>	<b>476,778.00</b>	<b>375,822.41</b>
5750 Solid Waste	0.00	0.00	0.00	0.00	192,000.00	192,000.00
512 Contractual Services	0.00	0.00	0.00	0.00	192,000.00	192,000.00
<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>192,000.00</b>	<b>192,000.00</b>
<b>Account Group Total:</b>	<b>264,417.35</b>	<b>264,417.35</b>	<b>67,271.85</b>	<b>331,689.20</b>	<b>2,150,034.00</b>	<b>1,818,344.80</b>
6000 Debt Service	0.00	0.00	0.00	0.00	12,978.00	12,978.00
6000 Debt Service	0.00	0.00	0.00	0.00	5,904.00	5,904.00
564 Debt Service - Principle	0.00	0.00	0.00	0.00	18,882.00	18,882.00
565 Debt Service - Interest	0.00	0.00	0.00	0.00		
<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,882.00</b>	<b>18,882.00</b>
6100 DMV License Plate Agency	4,048.42	4,048.42	0.00	4,048.42	65,369.00	61,320.58
411 FT - Regular Wages	306.22	306.22	0.00	306.22	5,001.00	4,694.78
421 FICA	304.44	304.44	0.00	304.44	3,755.00	3,450.56
423 ITERS Pension	79.12	79.12	0.00	79.12	1,030.00	950.88
424 401K	935.70	935.70	0.00	935.70	6,401.00	5,465.30
425 Health & Life Insurance	3,700.00	3,700.00	0.00	3,700.00	3,700.00	0.00
525 Property & Liability Insurance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
532 Bank Fees	0.00	0.00	0.00	0.00	150.00	150.00
534 Dues & Subscriptions	0.00	0.00	459.98	459.98	500.00	40.02
551 Supplies	9,373.90	9,373.90	459.98	9,833.88	86,906.00	77,072.12
<b>Account Total:</b>	<b>9,373.90</b>	<b>9,373.90</b>	<b>459.98</b>	<b>9,833.88</b>	<b>105,788.00</b>	<b>95,954.12</b>
<b>Account Group Total:</b>	<b>273,791.25</b>	<b>273,791.25</b>	<b>67,731.83</b>	<b>341,523.08</b>	<b>2,255,822.00</b>	<b>1,914,298.92</b>