

**Town of Hertford**  
Work Session Meeting  
Monday, July 28, 2025 – 6:00 PM  
Horace Reid Community Center, 305 W Grubb Street

The Council of the Town of Hertford held a Work Session Meeting at the Horace Reid Community Center on Monday, July 28, 2025, at 6:00 PM.

**COUNCIL MEMBERS PRESENT**

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

**STAFF PRESENT**

Doris Walton, Interim Town Manager  
Gina Durante, Town Clerk  
Chad White, Public Works Director

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**

Councilman Rouse made a motion to approve the agenda as presented. Mayor Pro Tem Anderson seconded his motion, and it carried 4-0.

**CONSENT AGENDA**

None.

**CONTINUED BUSINESS**

None

**NEW BUSINESS**

a) **Indian Summer Festival Street Closure**

Manager Walton stated that street closures are required for the safety and enjoyment of attendees at the Indian Summer Festival, September 5<sup>th</sup> and 6<sup>th</sup>.

A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve the street closures for the Indian Summer Festival September 5<sup>th</sup> and 6<sup>th</sup>. The motion carried 4-0.

b) **Adopt Ordinance for the Sale of Alcohol in the Downtown Mainstreet Area During the Indian Summer Festival**

Downtown Hertford, Inc. will be hosting a Beer Garden on Church Street during the Indian Summer Festival Street Dance on Friday September 5<sup>th</sup>. Approval of an ordinance is required to sell alcohol.

A motion and a second were made by Councilman Rouse and Mayor Pro Tem Anderson to approve Ordinance FY26-2 allowing the sale of alcohol at the Indian Summer Festival on Friday night. The motion passed unanimously, 4-0.

c) **Budget Amendment FY26-2**

We purchased a new truck that was budgeted but the purchase amount changed from the 30-day quote we were given months prior to the actual purchase. We are moving funds from Sewer Professional Services to Water Travel & Training for C-well classes for two employees.

Decrease Streets Vehicle	10-5740-524	\$3,061.34
Increase Streets Capital Outlay	10-5740-561	\$3,061.34
Decrease Sewer Professional Services	51-5860-511	\$2,000.00
Increase Water Travel & Training	51-5820-513	\$2,000.00

Councilwoman Brothers made a motion to approve Budget Amendment FY26-2. Mayor Pro Tem Anderson seconded, and the motion passed, 4-0.

d) **Appointment to Vacant Council Seat**

Manager Walton stated that after consulting with our Town Attorney, the State Board of Elections, the local Board of Elections, Mayor Hodges, and all Council members, the Council will appoint one of the two persons that expressed interest in filling the vacant seat, following the passing of Councilwoman Waters. The appointee will serve out Councilwoman Waters' current term and will have the option to run for a four-year term during the election in 2027.

Following a discussion amongst Council, Councilwoman Brothers motioned to approve the appointment of Sara Elliott Winslow to the vacant seat on Council for the duration of Councilwoman Waters' term. The motion was seconded by Mayor Pro Tem Anderson and carried, 4-0.

## **MANAGER'S UPDATE**

Manager Walton informed Council that through our audit she has learned that our utility collections rate has skyrocketed to 95%. In the past, debt set off was not done and now it has become an ongoing procedure. She commended the utilities department for getting the Town its owed dollars. We had a boater docked in our slips last week and he stopped in the office to provide some feedback to Manager Walton. He is an avid boater with a blog and followers. He will be posting how easy it was to dock in Hertford and how nice the Town's slips are compared to our neighboring towns. He noted that the people here are friendly and had recommendations for him to go in Town. He did use our bathrooms and showers that were installed for the Harbor Town Cruises. He was very enthusiastic about our amenities. He had one suggestion and that was to install coin-operated laundry equipment that boaters could use. Waterline work is being done at Kenyon, Carolina, and Pennsylvania. Work is in progress last week and this week. Some residents are complaining about where the crew is leaving pipes as they are waiting to be installed in the next couple of days. Manager Walton is asking residents to please be patient and tolerant during the installation of new pipes. More work is being done, and repaving will also be done. Last week Manager Walton and Janice Cole attended a conference in Pittsburgh for the League of Historical American Theaters. The presenters spoke about our specific type of theater. They spoke of the historical value and all the possibilities of the theater. Information shared included how much work is required on the theater, the economic development the theater will bring to the downtown area, and government grants we can apply for even before becoming a certified local government. The conference provided valuable and useful information. At our next meeting our architect will be presenting an update to Council of where we are and where we are going with theater renovations. Signage will be put up so that the community can see work being done. It is a long but do-able road!

## **COUNCIL CONCERNS/REPORTS**

**Councilman Rouse** had no report but did have a question for Manager Walton. He inquired about where the bathrooms and showers are located and how access is granted. Manager Walton explained that the bathrooms and showers are in the Administration building, and when boaters contact our office, they are given a code that they can access at the back exterior of the building. When they leave, the door locks behind them. Councilman Rouse stated that he attended the Rotary Club meeting last week and was able to share ideas about his vision with them along with introducing himself to them. Lastly, on Wednesday there will be a Vacation Bible School teaming up with the NAACP. Dr. Penni Brown and her team will be putting on the VBS Wednesday, Thursday, and Friday from 11 am – 2 pm at the Community Center.

**Councilwoman Brothers** thanked all those who came out to the meeting tonight and asked them to encourage their neighbors to also attend. She noted that it is important to check in on the elderly during this heat wave. Councilwoman Brothers said that there are many heroes around Town who selflessly help others, whether it is helping other

residents or making areas safe. She asked if there is a way to recognize their efforts in the community. She stated that school is starting and there are many snakes in the tall grass at the railroad tracks. Council discussed that the railroad tracks are supposed to be maintained by the railroad company, but they don't maintain them, and this has been an ongoing problem for years. Councilwoman Brothers said that people are still entering dilapidated homes around Town and would like something done to secure those properties. She reminded everyone that the Basketball Camp at the Perquimans County Rec Center is tomorrow, July 29<sup>th</sup>, registration begins at 8:30 AM, and the camp will run 9 AM – 3 PM. Eighty-nine kids have signed up so far.

**Mayor Pro Tem Anderson** commented on the house for sale at the corner of Edenton Road Street and Ballahack Road. The grass is very tall. (The grass was already cut by the real estate company representing the property.) She thanked the Manager Walton and her staff for the continued work they do for the Town.

**Mayor Hodges** thanked the Council and Town Staff for handling business while he was on vacation. He asked if Front Street is scheduled soon for waterline replacements, noting that he has not received a robocall. He asked that the Sheriff's Department be notified to coordinate when pavement is cut because they access their parking lot on Front Street. Mayor Hodges commended the Utility Department for the high rate of utility collections. He thanked Councilman Rouse for attending the Rotary Club meeting in his absence. He asked Manager Walton about the Edenton Road Street speed limit that a resident addressed at a prior meeting. She is working with DOT on it as it is a state maintained road. There will be an HVAC person coming this week to check the Council Chambers AC unit and determine if anything can be done to control the level of noise the unit makes when running. Mediacom will be coming out to check our internet and hopefully correct the problem we have been experiencing for a few months with the internet going in and out intermittently.

## **ANNOUNCEMENTS**

None

## **ADJOURNMENT**

A motion and a second were made by Mayor Pro Tem Anderson and Councilwoman Brothers to adjourn the meeting at 6:50 PM. The motion passed unanimously.