

Town of Hertford
Regular Session Meeting
Monday, August 11, 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, August 11, 2025, at 6:00 PM.

COUNCIL MEMBERS PRESENT

Ashley Hodges, Mayor
Keith Rouse
Sara Winslow

Sandra Anderson, Mayor Pro Tem
Connie Brothers

STAFF PRESENT

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

A quorum was present.

Sara Elliott Winslow was sworn in as a Councilmember by Mayor Hodges.

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Mayor Hodges, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Anderson made a motion to approve the agenda with the addition of 7f under Continued Business Amendment to Town Ordinance FY26-2. Councilman Rouse seconded her motion, and it carried 5-0.

CONSENT AGENDA

Councilwoman Brothers motioned to approve the Consent Agenda consisting of meeting minutes from June 9, 2025, June 23, 2025, July 14, and July 28, 2025. Mayor Pro Tem Anderson made the second and the motion passed, 5-0.

CITIZENS CONCERNS

1. Marc Christian expressed concern about bathrooms at Missing Mill Park being locked during park hours. He suggested that the bathrooms be repaired from previous vandalism, the Town should request that citizens respect the property,

and impose fines if someone is caught damaging the bathroom. Finally, he said that bathrooms should be kept open during park hours.

2. Dan Pard addressed Council about Town safety after there have been two incidences of gun violence in Town, in front of and near his home. Both incidents were responded to by the Sheriffs. Mr. Pard is concerned for the neighbors and community and would like to see safety measures put in place. Secondly, he shared his concern about the landscaping around the Community Center. In the past, Mr. Pard voluntarily replaced the basketball nets, repaired the cracked tennis court, removed weeds in and around the tennis court area, and picked up garbage to clean the area. Mr. Pard would like to see Central Park being routinely maintained and beautified, and he is willing to help.

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Approval of Updated Fees for Town Equipment Rentals, Hourly Services, and Usage of Equipment**

Manager Walton presented Council with an updated Fee Schedule. The budget was adopted before the Fee Schedule was reviewed. Upon review, it was noted that some fees were obsolete and removed, and others needed to be adjusted. This fee schedule would be effective upon approval by Council.

Councilwoman Winslow made a motion to approve the updated Fee Schedule. Councilwoman Brothers seconded, and the motion passed, 5-0.

- b) **Approval of Professional Electrical Engineering Firm for Professional Services**

Manager Walton stated that we received four responses to the RFQ we sent out for professional electrical engineering services for the second point of delivery for electric substation. The responses were evaluated and scored to find the best contractor for the Town. Manager Walton consulted with Elizabeth City's former electrical department director, Karl Klow, and ElectriCities on evaluations and scoring on a matrix. The highest score was received by Progressive Engineering Consultants. It is Manager Walton's recommendation to hire PEC.

A motion and a second were made by Councilwoman Brothers and Mayor Pro Tem Anderson to approve Progressive Engineering Consultants for professional design services for our second point of delivery. The motion passed unanimously, 5-0.

- c) **Appointment of Sara Winslow to the 911 Communications Board**
The Town has a position on the 911 Communications Board that was previously held by Councilwoman Waters.

Councilwoman Brothers made a motion to approve Councilwoman Winslow's appointment to the 911 Communications Board. Councilman Rouse seconded, and the motion passed, 5-0.

- d) **Appointment to the Planning and Zoning Board of Adjustments**
Manager Walton asked Council to approve the appointment of Diane Stallings to the Planning and Zoning Board of Adjustments to fill the vacancy left by Councilwoman Winslow.

Councilman Rouse motioned to approve the appointment of Diane Stallings to the PZBOA. His motion was seconded by Councilwoman Brothers. The motion carried, 5-0.

- e) **Budget Amendment FY26-3**
Transfer funds needed for repairs on Church Street sewer that was broken during a water main repair.

Decrease Sewer Contingency	51-5860-577	\$14,850.00
Increase Sewer Repair Infrastructure	51-5860-521	\$14,8500.00

Councilwoman Winslow made a motion to approve Budget Amendment FY26-3. Councilwoman Brothers seconded, and the motion passed, 5-0.

- f) **Amendment to Town Ordinance FY26-2**
Manager Walton explained that when Ordinance FY26-2 was presented to Council at our last meeting, the map showing the "alcohol permitted area" was not included. The map is included with the amendment indicating the area that over-21 years of age adults can walk on Church Street, between Grubb Street and Market Street, with alcohol in hand, as per the request of Downtown Hertford, Inc.

A motion and a second were made by Councilman Rouse and Mayor Pro Tem Anderson to approve the amended Ordinance FY26-2. The motion carried, 5-0.

MANAGER'S UPDATE

Manager Walton informed Council that the fence for roadside cemetery has been purchased and is being delivered the week of August 18th. It will take approximately one week to install, weather permitting. The staff member installing the fence will be trying to get the installation complete prior to going on medical leave for surgery.

Manager Walton had told Council at the last meeting that our architect, Jacob Combee from Archsmith Studio, would be presenting tonight about the Theatre renovation. There was a scheduling conflict, and Mr. Combee will be presenting at our Work Session, August 25th. He will be discussing the vision and progress of the theater. Tomorrow he is meeting with Manager Walton and Janice McKenzie-Cole. Signage at the building will be posted soon.

We have experienced a hiccup/obstacle in waterline replacements on Carolina Street and Pennsylvania Street. The initial surveys conducted on underground pipes did not detect the "ghost lines" and some have been found. Manager Walton continues to ask residents for their patience as Withers Ravenel and EnviroTech continue to do a great job and make progress. Robocalls and door hangers will be sent out as needed to keep residents posted of any impact.

Lastly, Manager Walton shared the ElectriCities Resolution commemorating the North Carolina Eastern Municipal Power Agency's final payment on July 1, 2025 for the \$3.2 billion dollar loan take out in 1982. The Town of Hertford is one of 32 members of the NCEMPA.

COUNCIL CONCERNS/REPORTS

Councilwoman Winslow discussed the blue-green algae and how it affects the water quality, and its potential hazards. When the algae are first blooming, they increase oxygen in the water but as they die, they deplete the oxygen. People can go online at DEQ to report the blue-green algae blooms, which Councilwoman Winslow has done, and they came out to take a water sample. People are advised not to swim where the blue-green algae is evident and not to come in contact with the water if you have open wounds. It can also create or complicate an existing respiratory issue. Councilwoman Winslow noted that the rocks in the patch on Church Street where a leak occurred are not visible to drivers and create a hazard. When drivers come off the bridge, sometimes driving too fast or driving distracted, their vehicles are catching loose rocks, and they are projected. Lastly, she stated that the crosswalk at Church Street and Newby Street is dangerous for pedestrians. Councilwoman Winslow suggested DOT putting up a pedestrian crossing sign to alert drivers that a pedestrian crosswalk is present.

Councilwoman Brothers welcomed Councilwoman Winslow. She thanked Town Manager Walton for her work and efforts. She also thanked Town Administrator Sarah Nixon for cleaning up at Cedarwood Cemetery. She expressed her concern that the cemetery and Missing Mill Park are looking very unkempt and terrible. Councilwoman

Brothers noted that Sarah Nixon was at the cemetery on Friday and Saturday cleaning up. She said plastic/faux flower arrangements are being shredded and debris from them blown through the cemetery, and headstones/markers are being damaged by the mowers. The Washington Norfolk District Assembly sponsored a back-to-school cookout at Missing Mill Park, and she said the park condition was terrible. A blow-up slide for the event had to be set up in Central Park because grass was too high at Missing Mill Park. Two children required medical attention because they were stung by insects coming from the high grass at Missing Mill Park. Manager Walton said the same company is contracted for the cemeteries and Missing Mill Park. Manager Walton also stated that she will be meeting with the contractor to discuss these concerns and stated that there are posted regulations for placing items at headstones - nothing should ever be placed on the ground. Councilwoman Brothers thanked Mayor Hodges for attending the back-to-school event.

Councilman Rouse had no report but said that he was glad to hear that the fence for Roadside Cemetery is happening.

Mayor Pro Tem Anderson also welcomed Councilwoman Winslow and noted that her background and knowledge are valuable assets for the Council.

Mayor Hodges thanked Councilwoman Brothers for putting together the basketball camp and the Washington Norfolk District Assembly back-to-school cookout where backpacks and school supplies were handed out, and there was a large blow up slide. Mayor Hodges thanked Manager Walton and all the Town staff for their hard work, especially on RFQs and RFPs.

ANNOUNCEMENTS

Indian Summer Festival September 5th and 6th Downtown Hertford

CLOSED SESSION

Councilwoman Winslow made a motion to go into Closed Session pursuant to NC §143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Mayor Pro Tem Anderson seconded the motion. The motion passed unanimously, and Council went into Closed Session at 7:32 PM.

RETURN TO OPEN SESSION

Council returned to Open Session at 9:15 PM.

ADJOURNMENT

A motion and a second were made by Councilwoman Brothers and Mayor Pro Tem Anderson to adjourn the meeting at 9:16 PM. The motion passed unanimously.