

Town of Hertford
Work Session Meeting
Monday, August 25, 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, August 25, 2025, at 6:00 PM.

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

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

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:04 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Councilman Rouse, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve the agenda as presented. The motion carried unanimously.

CONSENT AGENDA

None

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Archsmith Studio Hertford State Theatre Presentation**
By Jacob Combee (Presentation attached)

- b) **Approval of Professional Services Contract for Progressive Engineering**

Manager Walton stated that at our Regular Session on August 11th, Council approved the selection of Progressive Engineering Consultants, Inc. to do the design and building of the Town's new substation as a second point of delivery. Manager Walton shared the contract with PEC, Inc. for Council's review and approval so that we may sign the contract and move forward with the new substation.

A motion and a second were made by Mayor Pro Tem Anderson and Councilwoman Brothers to approve the contract with Progressive Engineering Consultants, Inc. for professional services for the new substation. The motion passed unanimously, 5-0.

c) **Budget Amendments**

FY26-4 - Transfer funds from Contingency for a Withers Ravenel water and sewer managed services bill. And LGERS budget number was entered incorrectly so funds from Contingency are needed to make the amount correct.

Decrease Water Contingency	51-5820-577	\$5,764.00
Increase Water Professional Services	51-5820-511	\$5,764.00
Decrease Sewer Contingency	51-5870-577	\$11,000.00
Increase Sewer Professional Services	51-5870-511	\$11,000.00

Decrease Water Contingency	51-5820-577	\$22,156.00
Increase Water LGERS	51-5820-423	\$22,156.00

Councilwoman Winslow made a motion to approve Budget Amendment FY26-4. Councilwoman Brothers seconded, and the motion passed, 5-0.

FY26-5 – Add insurance funds to the budget to fix the water tower that got struck by lightning.

Increase Water Insurance Recovery	51-4740	\$9,355.79
Increase Water Distribution Equipment	51-5850-523	\$9,355.79

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

d) **Approval of Martina McClenney to Serve an Additional Term of the Recreation Advisory Board**

Martina McClenney's term on the Recreation Advisory Board expired June 30, 2025. She is willing to serve another term for three years, pending Council approval.

A motion and a second were made by Mayor Pro Tem Anderson and Councilman Rouse to approve another three-year term for Martina McClenney on the Recreation Advisory Board. The motion passed unanimously, 5-0.

e) Discussion – Addition of Violation of Vacant Building Ordinance Penalty to Tax Bill

In August 2024, Council approved and adopted a Vacant Building Ordinance. That ordinance requires owners of vacant commercial buildings to register their building, including completing a written inquiry about their building and intents regarding the appearance of their vacant commercial building. Buildings must be maintained at a level so as not to look empty and dilapidated - broken windows repaired, window coverings, maintaining the exterior of the building. The initial fine is \$150, and \$50 daily thereafter. The violation fees will cap at \$500. Former Town Manager Cole informed Council that notices advising building owners of the Vacant Building Ordinance were sent to building owners in November 2024. The ordinance went into effect January 2025. Most building owners have ignored the ordinance passed by Town Council. Manager Walton has spoken with the Perquimans County Tax Office about adding the violation fees to the owners' respective tax bills and she has been told that the tax office can do this. Approval from Council is needed so that we may move forward with the fees being added to the tax bill.

A motion was made by Councilwoman Winslow to approve adding the Vacant Building Ordinance penalty fees to a violator's property tax bill. Councilwoman Brothers seconded her motion, and it carried, 5-0.

f) Discussion – Opportunity to Apply for Another Round of AIA Water and AIA Sewer Grants

Another round of funding is available for both AIA Sewer and Water grants. The amount available for each grant is \$200K. The Town has areas to assess that were not assessed with our initial grant. The cost of writing the grant is \$15K, and funds for that are in our budget.

Council agreed that they want Manager Walton to move forward in applying for grants to fund work that was not included in the original grants.

MANAGER'S UPDATE

Manager Walton informed Council that the Town did not receive the PARTF Grant for the fitness court. The lack of an ADA compliant sidewalk by the Carolina Moon Theater was the major factor in being denied the grant. Manager Walton is prioritizing that ADA compliant sidewalk. We will reapply during the next round. Manager Walton will continue to look for funding from other grants.

Numerous people have asked if the streets will be entirely resurfaced once pipes for the new waterlines are laid. Manager Walton explained that the only part of the street that will be resurfaced is the site where asphalt was removed.

The waterline replacement continues to move forward. Pipes have been laid on Pennsylvania, Carolina, and Kenyon Streets, and 90% of Woodland Circle is complete. Work on Hiland Park and Perry has begun, and South Edenton Road Street will be starting soon. Delays in the supply chain have affected work, however, we are on schedule to have the project completed by the end of our grant.

The fence for Roadside Cemetery has been delivered. Raphael has begun measuring to begin work on the fence.

Saturday a driver experienced a medical situation and hit a power pole. The driver was not injured in the accident, nor were any other people. The collision with the pole caused a power outage for about two hours and broke the pole in numerous places. Some of the businesses affected by the power outage included the Food Lion, Hardees, the library, and The Landings at Albemarle. Our crew worked from 10 AM to 10:30 PM at the location on Church Street replacing the damaged pole and restoring power.

COUNCIL CONCERNS/REPORTS

Councilwoman Winslow thanked the staff for their work Saturday on Church Street (due to the damaged pole and power outage) and noted that the hole on Church Street near the S-Bridge has been patched.

Councilwoman Brothers thanked Manager Walton for her hard work and dedication.

Councilman Rouse thanked Public Works staff for their work on Saturday following the accident on Church Street. He commented that the Cedarwood Cemetery is looking better. Councilman Rouse said that there will be a reunion on September 12th for the Perquimans County High School Football State Champions of 1963 and 1965.

Mayor Pro Tem Anderson thanked Manager Walton for always keeping Council informed, updated, and well-advised.

Mayor Hodges thanked Manager Walton for the many projects she is continuously working on and noted that he was impressed by the Theatre presentation tonight. He asked Manager Walton if she could get an update on the Riverfront grants. He addressed the PARTF grant, and the ADA sidewalk needed at Central Park. He asked if there are there grants for that sidewalk. Manager Walton said there are pedestrian grants, but Hertford would not qualify because there are already sidewalks there. Mayor Hodges did see the aftermath of the accident on Church Street Saturday and complimented the Public Works crew on their response. Mayor Hodges reached out to

Mayor White of Winfall after the passing of Fred Yates, the former mayor of Winfall, and asked to be informed of services to honor Mayor White's life and legacy. Mayor Hodges shared that Commissioner Wallace Nelson has been named the President of the North Carolina County Commissioners Association.

Councilwoman Brothers added that Toys for Tots is coming. She also shared that the African American Experience of Northeast North Carolina will be meeting the second week of September.

Mayor Hodges added that he and Manager Walton spoke at the high school convocation on August 18. Other speakers included the County Manager and Mayor White.

ANNOUNCEMENTS

Indian Summer Festival September 5th and 6th Downtown Hertford

CLOSED SESSION

Mayor Pro Tem Anderson 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. Councilwoman Brothers seconded the motion. The motion passed unanimously, and Council went into Closed Session at 7:48 PM.

RETURN TO OPEN SESSION

Council returned to Open Session at 8:16 PM.

ADJOURNMENT

A motion and a second were made by Councilwoman Brothers and Mayor Pro Tem Anderson to adjourn the meeting at 8:17 PM. The motion passed unanimously.