

**Town of Hertford**  
Regular Session Meeting  
Monday, September 8, 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, September 8, 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  
John Leidy, Attorney

A quorum was present.

**CALL TO ORDER**

Mayor Hodges called the meeting to order at 6:01 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 made a motion to approve the agenda. 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 August 11, 2025 and August 25, 2025. Councilwoman Winslow seconded and the motion passed, 5-0.

**CITIZENS CONCERNS**

1. Barb Morris asked if the NCDOT has finished the study of the speed limit on South Church Street to lower its current speed limit to that of North Church Street. Manager Walton will follow up with the NCDOT regarding South Church Street and Edenton Road Street.

## **CONTINUED BUSINESS**

None

## **NEW BUSINESS**

a) **Approval of Street Closure for Trunk or Treat Event Ordinance FY26-4**

Manager Walton presented Council with a street closure ordinance to close Church Street between Grubb and Market Streets and to close Market Street between Church Street to the Chamber of Commerce Building for Trunk or Treat on October 31<sup>st</sup>.

Mayor Pro Tem Anderson made a motion to approve Ordinance FY26-4. Councilman Rouse seconded, and the motion passed, 5-0.

b) **Approval of Street Closure for Perquimans County Annual Christmas Parade Ordinance FY26-6**

Manager Walton presented Council with a street closure ordinance to close Edenton Road Street from Jimmy Hunter Drive to Grubb Street, Grubb Street from Edenton Road Street to Church Street, Church Street from Grubb Street to Dobbs Street, and Dobbs Street from Church Street to Edenton Road Street for the annual Christmas Parade on December 6<sup>th</sup>.

A motion and a second were made by Councilman Rouse and Councilwoman Brothers to approve Ordinance FY26-6. The motion carried, 5-0.

c) **Approval of Street Closure for Grand Illumination Ordinance FY26-5**

Manager Walton presented Council with a street closure ordinance to close Church Street between Grubb and Market Streets for the Grand Illumination in Downtown Hertford on December 5<sup>th</sup>.

A motion and a second were made by Councilwoman Brothers and Mayor Pro Tem Anderson to approve Ordinance FY26-5. The motion passed unanimously, 5-0.

d) **Approval of Withers Ravenel Extension Agreement for On-Call Services**

Manager Walton said that for several of our grants, WR is our existing engineering firm to help us with working with grants - contracting, bidding, and

administrative work. That agreement expires October 3, 2025. She is requesting Council's approval to extend that agreement for two more years.

Mayor Pro Tem Anderson made a motion to approve the extension of the agreement for Professional On-Call Services with Withers Ravenel. Councilwoman Winslow seconded, and the motion passed, 5-0.

e) **Adopt Resolution FY26-1 to Accept Grant Funding from S.L. 2023-134 Appropriations Act Directed Project for the Marine Industrial Park Water and Sewer**

Manager Walton stated that we received state legislature funds earmarked for Marine Industrial Park and Barrows Alley. Council needs to adopt a resolution to accept this grant for MIP which will support the infrastructure there (water and sewer only).

Councilman Rouse motioned to approve Resolution FY26-1. His motion was seconded by Councilwoman Brothers. The motion carried, 5-0.

f) **Adopt Resolution FY26-3 for Application of Asset Inventory Assessment Grants (AIA) for Water**

Manager Walton explained that because Hertford is a distressed utility, we are allowed to apply for AIA grants that assess specified areas of our infrastructure. We closed out two of them (water and sewer), and WR has informed us that there is another round for \$200K for both Water and Sewer. Council previously approved WR to apply for these grants on our behalf. And now we need an adoption of the water resolution to move forward.

Councilwoman Winslow made a motion to approve Resolution FY26-3 for Water. Councilwoman Brothers seconded, and the motion passed, 5-0.

g) **Adopt Resolution FY26-2 for Application of Asset Inventory Assessment Grants (AIA) for Sewer**

Manager Walton explained that because Hertford is a distressed utility, we are allowed to apply for AIA grants that assess specified areas of our infrastructure. We closed out two of them (water and sewer), and WR has informed us that there is another round for \$200K for both Water and Sewer. Council previously approved WR to apply for these grants on our behalf. And now we need an adoption of the sewer resolution to move forward.

A motion and a second were made by Councilwoman Brothers and Councilman Rouse to approve the Resolution FY26-2 for Sewer. The motion carried, 5-0.

h) **Approval of Engagement Letter with Beverly Stroud CPA LLC for Completion of Financials**

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 to approve the Engagement Letter with Beverly Stroud, CPA LLC, for completion of Financial Statements were made by Mayor Pro Tem Anderson and Councilwoman Brothers. The motion carried, 5-0.

**MANAGER’S UPDATE**

Manager Walton said the waterlines continue to be put in the round. Ground Penetrating Radar cannot detect ghost lines, and several have been found during the process. Despite the delay this causes, we are still on time for the grant closure date. A waterline was hit at Dobbs and Hyde Park and water was back on in under an hour. The grammar school was without water for only a few minutes.

Manager Walton reported that 2/3 of the fence at Roadside Cemetery has been completed. We are waiting on a section at the back by Edenton Road Street. Our staff member is going out on medical leave and will complete the fence installation when he returns.

Brigdette Packer has been hired as the new Main Street Director. Her background is corporate retail, so she has experience in building businesses.

Manager Walton shared that at the ISF on Friday, a dairy cow was brought to the event, and on Saturday the same owner brought a horned steer. Concerns were raised about livestock, not included in parade or scheduled, being brought in such groups on town property. TDA Director Stacey Layden and a Deputy Sheriff asked if such an ordinance exists prohibiting livestock in downtown/public spaces and incorporated areas. Current ordinances pertain to dogs. Livestock is permitted in the case of parade participation or some kind of event judging animals, for instance. Manager Walton will be composing a draft ordinance to present to Council at the Work Session later this month.

**COUNCIL CONCERNS/REPORTS**

**Councilman Rouse** stated that he received a call asking what time the ISF ended on Saturday. He attended Friday and Saturday and noted that it was well attended. He said that he is glad the fence at Roadside Cemetery is getting done. Friday night is the State

Champion 1963 and 1965 football reunion. Last Thursday he met at the high school with the student ambassadors to discuss leadership.

**Councilwoman Brothers** thanked Manager Walton for the beautiful resolution she wrote for previous Winfall Mayor Frederick Yates that was presented to his family. Councilwoman Brothers attended the September 3<sup>rd</sup> HHA Board meeting. Topics discussed included: running out of parking spaces, unleashed dogs roaming, animal control's limited response. She said it was an enlightening meeting, and they are trying to host workshops for the residents, but they cannot get them to attend even though complaints and concerns are being addressed. Manager Walton stated that when our Utilities Director set up a meeting to explain the bills, only one resident attended. On September 16<sup>th</sup> the African American Experience of Northeast North Carolina will be in Hertford. Councilwoman Brothers will share that location and information with Manager Walton. Mayor Hodges asked Manager Walton if she would follow up with the County regarding animal control.

**Councilwoman Winslow** had no report.

**Mayor Pro Tem Anderson** announced that tomorrow night there will be the first of four Community Outreach Event Civics Connect. It will be held at the Community Center, 6 PM. Tomorrow the speakers will include Manager Walton, Mayor Hodges, and a County Commissioner Kathy Treiber. Scheduled events are for September 9th, 16th, 23rd, and 30<sup>th</sup>.

**Mayor Hodges** thanked Manager Walton and Public Works for the cemetery fence. He thanked Public Works for their support Friday and Saturday at the ISF. He also thanked Stacey Layden, TDA Board, volunteers and the Sheriff's Office. The ISF went great. Mayor Hodges thanked Councilwoman Brothers for attending the HHA Board meeting and would like a Councilmember or the Town Manager to be at all their meetings. Lastly, Mayor Hodges said that he and Manager Walton have discussed creating a naming resolution that specifies criteria and recognition.

Manager Walton agreed that there needs to be a resolution in place for honoring or naming for someone who has contributed to or worked for the Town. She will bring a draft to our next meeting. Mayor Hodges noted that it can be amended but it is important to have something in place. Attorney Leidy said we should have criteria established and in place before you are facing a potential opportunity for naming.

## **ANNOUNCEMENTS**

Dog Festival                      October 11<sup>th</sup>                      Perquimans County Rec Center

## **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. Councilwoman Brothers seconded her motion. The motion passed unanimously, and Council went into Closed Session at 7:15 PM.

**RETURN TO OPEN SESSION**

Council returned to Open Session at 8:13 PM.

**ADJOURNMENT**

A motion and a second were made by Councilwoman Brothers and Councilwoman Winslow to adjourn the meeting at 8:14 PM. The motion passed unanimously.