

**Town of Hertford**  
**Work Session Meeting**  
**Monday, September 22, 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, September 22, 2025, at 6:00 PM.

**COUNCIL MEMBERS PRESENT**

Ashley Hodges, Mayor  
Connie Brothers

Keith Rouse  
Sara Winslow

**COUNCIL MEMBERS ABSENT**

Sandra Anderson, Mayor Pro Tem

**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 6:02 PM.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was given by Councilwoman Winslow, followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Councilman Rouse made a motion to approve the agenda. Councilwoman Winslow seconded his motion, and it carried 4-0.

**CONTINUED BUSINESS**

None

**INTRODUCTION OF NEW MAIN STREET DIRECTOR**

Manager Walton introduced Hertford's new Main Street Director, Bridgette Packer. Bridgette has over 25 years of corporate retail experience, leadership, and design. She is also a small business owner.

## **NEW BUSINESS**

### **a) Approval of Veterans Day Street Closure Ordinance FY26-7**

Manager Walton presented Council with a street closure ordinance to close Church Street between Grubb and Market Streets for the annual Veterans Day ceremony on Tuesday, November 11, 2025.

Councilwoman Winslow made a motion to adopt Ordinance FY26-7 for Veteran's Day Street Closure. Councilwoman Brothers seconded, and the motion passed, 4-0.

### **b) Resolution for Naming Structures, Facilities, and Green Spaces**

Manager Walton reminded Council that at our last meeting it was discussed that we need a policy/resolution for naming structures, facilities, and green spaces. Manager Walton consulted Attorney Leidy. Manager Walton looked at other resolutions regarding naming, and she tailored one to our Town. There are other specifics in the resolution that can be modified for us, such as this current resolution states that the entity cannot be renamed for 100 years and 1,000 residents must sign a petition approving the new name. Manager Walton also suggested adding a paragraph that these protocols do not apply to the inside of the building (referring to the Hertford State Theatre). For example, inside the theatre specific seats could be named for a donor or worthy recipient. The resolution presented also outlines the types of facilities within Town limits that can be named, the recommendation process, and whether a recommendation is honorary or monetary. Council discussed and Councilwoman Winslow thought that the 100 year naming limitation could be pared down to 50 years. And she also stated that 1,000 signatures could be downgraded to 300, based on the size of Hertford. Councilwoman Brothers and Councilman Rouse both agreed with Councilwoman Winslow's recommendations. Mayor Hodges agreed with the 50 year naming policy and stated that this policy can be amended in the future, but this resolution provides a guideline that is important to have in place. He requested that Manager Walton rewrite the paragraph she suggested about naming interior features in the theatre and add that previous named structures follow the same limitation of number of signatures and number of years to change it. Manager Walton will make the proposed changes and bring the resolution to our next meeting.

### **c) Approval of Boundaries for Historic Preservation District**

Manager Walton explained that the Historic Preservation Committee has been tasked with determining which portion of the East Historic Hertford District will be designated as the Hertford Local Historic Preservation District. Council reviewed

the outlined map and noted that there are a few houses but mostly commercial properties.

A motion and a second were made by Councilwoman Winslow and Councilwoman Brothers to approve the proposed Historic Preservation District boundary map be sent to the State Historic Preservation Office for review. The motion passed unanimously, 4-0.

**d) Animal Ordinance – Town Limit**

During the Indian Summer Festival, a cow and a steer were brought into downtown, Friday and Saturday respectively. Also, the Town has received several calls of concern regarding numerous “livestock” living in Town limits. While there is currently no Town ordinance that deals with livestock situations specifically, there is a Town ordinance limiting pet ownership to five animals total. Manager Walton presented updates to Town Ordinance, Chapter 8 – Disorderly Conduct and Public Nuisances, Article 3, to include Cows, Cattle, and livestock in Town limits. The updates include a definition of livestock (from NC General Statute), creating an updated ordinance that is concise without being too specific or too broad for Town limits. Manager Walton acknowledged that there are exceptions (for example, parades or petting zoos at community events), but those situations will be handled on a case-by-case basis through obtaining a special permit and Council approval. Manager Walton included these special events in an article that will allow that but specifies what kind of animals are permitted, and at Council’s discretion. Residents that currently have this category of livestock animals at their home in town limits will be grandfathered when the changes are adopted until the animal(s) is deceased. The residents must register the non-permissible grandfathered animal with the Town Clerk. When the registered non-permissible animal becomes deceased, it is not to be replaced by another non-permissible animal. The current ordinance only allows five total animals. Residents currently in violation of that ordinance will have to go down to five animals only. Council and Manager Walton discussed, and Manager Walton will edit the ordinance for Hertford and bring it to our next meeting.

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

Manager Walton explained we were informed by WR that the AIA grants are being allocated to Western North Carolina after the devastation sustained. The Town has already maxed out grants available for a single town in 2025. We will be able to apply for those grants next year as some of our current grants will be closed out.

Councilman Rouse made a motion to rescind Resolution FY26-2 for Sewer. Councilwoman Brothers seconded, and the motion passed, 4-0.

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

Manager Walton explained we were informed by WR that the AIA grants are being allocated to Western North Carolina after the devastation sustained. The Town has already maxed out grants available for a single town in 2025. We will be able to apply for those grants next year as some of our current grants will be closed out.

A motion and a second were made by Councilwoman Brothers and Councilwoman Winslow to rescind the Resolution FY26-3 for Water. The motion carried, 4-0.

g) **Approval of Amendment to CDBG-I WWTP Rehabilitation Project**

Manager Walton explained that we need to amend the agreement the Town and WR entered for professional services on January 13, 2025. Amendment 1, for the design and construction of the WWTP rehabilitation and upgrades, will be funded through CDBG-I and CWSRF. This amendment is adding additional CWSRF grant funds.

A motion and a second to approve Amendment 1 for the Hertford CDBG-I WWTP Rehabilitation Project were made by Councilwoman Brothers and Councilman Rouse. The motion carried, 4-0.

h) **Approval of Task Order #13 for SRF WWTP Rehabilitation Project**

Task Order #13 is for additional dollars for professional services with WR for the WWTP Rehabilitation Project to include grant funds received from CWSRF which will be used in conjunction with CDBG-I grant funds.

A motion and a second to approve Task Order #13 for the Hertford CDBG-I WWTP Rehabilitation Project were made by Councilwoman Winslow and Councilwoman Brothers. The motion carried, 4-0.

### **MANAGER'S UPDATE**

The water line work is continuing, and we are still on schedule with our completion date. Work at the Wastewater Treatment Plant is starting. Sometimes the crews find ghost lines when the ground is opened. They continue to move forward in other areas when these are discovered, so we are not behind schedule.

We are still waiting to receive the back piece of fencing with the swing gate for Roadside Cemetery. Manager Walton is projecting that to be received and installed by mid- to late October when our staff member is back from medical leave.

On Tuesday, September 30<sup>th</sup>, water at Mead Circle will be shut off. Residents may be without water for up to eight hours. This is the next phase in the water line replacement project, tying in the new lines to the residences and checking the water pressure. When the water is restored, a boil advisory will be in effect. Robo calls and door hangers will be placed on the affected residences.

Manager Walton confirmed that there was a water leak on Willow that has been marked, and it should be fixed by the end of the week or by next Monday.

Councilwoman Winslow asked if the cameras for the Sheriff's Department that the Town budgeted for have been purchased. Manager Walton replied that she has not been given an invoice for them.

### **COUNCIL CONCERNS/REPORTS**

**Councilwoman Winslow** said that she participated in the Open Door Food Pantry Walk for Hunger on Saturday, September 20<sup>th</sup>, and there was a good turnout of participants. The Battle of the Badges between Perquimans and Pasquotank County Sheriff's Department against Camden and Currituck Sheriff's Department was Saturday afternoon and it was a fun time. Councilwoman Winslow reported that there is a water leak at Grubb and Front Streets. Lastly, Councilwoman Winslow noted that residents will be putting up the river Christmas trees soon. There is one at the north end of Front Street and Tony from Public Works Department noted that the Town pole the tree goes on is nearly rotting through. For safety reasons, she is asking if the Town can replace that pole before the trees start going up.

**Councilwoman Brothers** thanked our Sheriff's Department on behalf of the Town and County for their work. She thanked Manager Walton and the staff for the work they do every day for the residents by getting grant funds, which is greatly appreciated. Last week, Councilwoman attended three meetings last week: Perquimans-Chowan County Smart Start, and they are looking for volunteers; Toys for Tots which will be starting up in November; and African American Experience in Northeast North Carolina is looking for more information on African Americans in Perquimans County and adding to the trails near King Street and the High School.

**Councilman Rouse** began by thanking the Town of Hertford, Perquimans County High School administration, Mayor Hodges, the Sheriff's Department, and the Rotary Club for supporting the State Champion Football Team Reunion for 1963 and 1965 held on September 12<sup>th</sup>. The Perquimans Weekly wrote an article about the reunion.

Councilman Rouse talked to the chamber of Commerce about including them in the Christmas Parade, possibly as the Grand Marshal.

**Mayor Hodges** thanked Councilman Rouse for his work with the State Football Champion recognition and reunion. Mayor Hodges attended the football game on Friday, September 12<sup>th</sup>, and said it was truly a special event with the reunion. He and Councilman Rouse also attended a Rotary Club meeting where Elizabeth Mitchell the Executive Director for of the Boys and Girls Club of the Albemarle spoke and stated that they have received a grant to open a Boys and Girls Club in Perquimans County. Today Mayor Hodges met with one of the pastors from Open Door Church. Last year their service project in Hertford included weeding and cleaning up the tennis and basketball courts and putting up the new chain nets at the basketball court. He met with him to suggest possibly grinding the cracks in the court to even out the surface for safety and pressure washing and resurfacing the court at King Street. The pastor suggested pressure washing and then applying a dyed coating that could be a color of our choosing or basic. Work is expected to happen on the third Saturday of October. There are two vacancies on the Hertford Housing Authority Board, and these positions are Mayor appointed. Mayor Hodges has appointed Mayor Pro Tem Anderson to fill one vacancy and will decide who to appoint to fill the other before the regular session.

### **ANNOUNCEMENTS**

Trivia Night	September 9	Hertford Bay Taphouse
Dog Festival	October 11 <sup>th</sup>	Perquimans County Rec Center
Company Feud	October 16 <sup>th</sup>	COA Performing Arts Center 5-9 PM
Ghost Walk	October 17 <sup>th</sup> & 18 <sup>th</sup>	Holy Trinity Episcopal Church 6-8 PM

### **CLOSED SESSION**

Councilwoman Brothers 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. Councilman Rouse seconded her motion. The motion passed unanimously, and Council went into Closed Session at 7:21 PM.

### **RETURN TO OPEN SESSION**

Council returned to Open Session at 7:54 PM.

### **ADJOURNMENT**

A motion and a second were made by Councilwoman Brothers and Councilwoman Winslow to adjourn the meeting at 7:55 PM. The motion passed unanimously, 4-0.