

Town of Hertford
Work Session Meeting
Monday, October 27, 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, October 27, 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

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 Mayor Pro Tem Anderson, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Anderson made a motion to approve the agenda. Councilman Rouse seconded his motion, and it carried 5-0.

PRESENTATION – FOCUS GROUP PARKS AND RECREATION MASTERPLAN

Consultant Robin Payne is updating the Comprehensive County Recreation Plan for Perquimans County. The current plan was completed in 2018. A Focus Group was held October 9th for Hertford residents to share their ideas and wants. She compiled a list with many ideas to cover all age groups. (Presentation is attached.)

CONTINUED BUSINESS

a) Chapter 8 Town Ordinance

At our previous Town Council meeting, Council voted to table the approval of the updated Town Ordinance Chapter 8 pending the final version of the edited document. Manager Walton presented Council with that updated ordinance

containing language that is aligned to NC Statute. The document has been reviewed by Town Attorney John Leidy. The document will be shared with the Sheriff's Office and the County Manager and Commission. The Ordinance becomes effective 5 days after Council approves it, on November 3, 2025. Grandfathered animals must be registered 90 days after that effective date.

Councilwoman Brothers motioned to adopt Chapter 8 of the Town Ordinance as presented. Councilwoman Winslow seconded the motion, and it carried, 5-0.

b) Text Amendment to Zoning Ordinance

Manager Walton explained that this text amendment adds all R10 Zones in Town to be approved for rooming and tourist house boarding with the requirement of a Special Use Permit. This is already approved in R6 and R8 Zones. Those requesting the Special Use Permit for rooming and tourist house boarding would still have to go before the PZBOA for a Public Hearing to request that permit. PZBOA does have a list of criteria that must be met before approving the requested Special Use Permit.

A motion and a second were made by Councilwoman Winslow and Councilwoman Brothers to approve the text amendment to include Rooming, Tourists, and Boarding Houses as a use in Zone R10 with the requirement of a Special Use Permit. The motion passed unanimously, 5-0.

CONTINUED BUSINESS

- a) Resolution FY26-5 to Authorize the Purchase Property Behind the State Theatre
Since purchasing the State Theatre last year, the Town and Council have decided that the purchase of the back buildings is essential for the rehabilitation and renovation of the Theatre and Downtown. Manager Walton is requesting approval by Council for the Town to purchase the property behind the State Theatre that extends to Front Street for \$75,000.

Councilman Rouse motioned to approve Resolution FY26-5 Authorizing the Purchase of the Property behind the State Theatre. Mayor Pro Tem Anderson seconded, and the motion carried, 5-0.

- b) Approval of the use of \$75,000 from the Fund Balance for the Purchase of the Property Behind the State Theatre.

Councilwoman Brothers motioned to approve the use of \$75,000 from the Fund Balance for the purchase of the property behind the State Theatre. A second was made by Councilwoman Winslow and the motion passed, 5-0.

c) Budget Amendment FY26-6

Manager Walton presented Budget Amendment FY26-6 to transfer funds from our Fund Balance to Capital Planning Outlay to purchase the back part of the State Theatre.

Increase Fund Balance	10-4999	\$75,000
Increase Planning Capital Outlay	10-5610-561	\$75,000

A motion and a second were made by Councilman Rouse and Councilwoman Winslow to approve Budget Amendment FY26-6 to purchase the buildings behind the State Theatre. The motion passed, 5-0.

MANAGER'S UPDATE

Manager Walton began by addressing the concerns about the speed limits in Town. The Town cannot change the speed limits on state roads, which include Church Street and Edenton Road Street. We can request that DOT change to a speed limit. Manager Walton has sent an email to Jason at DOT, and he has acknowledged receiving the email but has not replied. She will follow up if he does not email her back.

We have sent out bid requests for the Jennie's Gut project. Bids are due by November 25, 2025. Part of the work includes enlarging the covert to allow better flow. Councilwoman Winslow commented that there is debris to remove as well.

A company has been hired to make a video about the Hertford State Theatre. Doris, Janice McKenzie-Cole, and our architect Jacob met with the videographer last Friday, October 24th. The video will show the Theatre as it is today, highlight the past, and depict what its future vision is. The hope is that the video will generate more sponsorships for the Hertford State Theatre Foundation.

Last week, Finance Director Ashely Eure and Utility Director Earline White attended the NCLM Black Mountain User Conference in Greensboro. The Town office switched over to their software about 2 years ago. It was a difficult transition, but the benefits of their software have outweighed those. Ashley was applauded and given accolades at the conference for Hertford's success with the program as she was at the forefront and spearheaded our transition. Manager Walton emphasized how fortunate we are to have her on staff and how pleased she was to know that Ashley was recognized for her knowledge and success at the conference.

Lastly, Manager Walton wanted to address the miscommunication about Janice McKenzie-Cole's responsibilities and agreement working with the Town. She works under contract with financial limitations on community development, condemnation, ordinance for vacant commercial properties, the HPC boundary map, and the Hertford

State Theatre Foundation. There is a cap on the hours she works and she does not exceed the agreement. Janice also provides a detailed list of her time and what she is doing.

COUNCIL CONCERNS/REPORTS

Councilwoman Winslow asked if there were any updates regarding the work on our boat ramps and piers because some of our slips are in a state of much needed repair. The marina work, including what Councilwoman Winslow asked about, may fall under our grant funds that we are working with Harbor Town Cruises to receive. Manager Walton will bring an update to the next meeting.

Councilwoman Brothers asked for continued prayers for Ken Waters, husband of the late Councilwoman Rhonda Waters. She thanked the Town Manager and the Town staff for their hard work. There was work being done on Willow Street and Councilwoman Brothers was pleased to talk with the worker and get an explanation of what was being done. She reminded all that this is the last week of early voting. She stated that she is thankful for the last four years serving the Town and hopes to continue.

Councilman Rouse wanted to recognize and commend all the people working around Town on our projects. He also went by both cemeteries and said they look good.

Mayor Pro Tem Anderson commented on the wonderful work Public Works is doing and shared that she has received positive feedback about them.

Mayor Hodges said that he had a conversation with Sheriff White last week regarding the speeding concerns in Town. They discussed automated ticketing cameras in school zones as legislation allowing those went into effect October 1, 2025. Sheriff White, Manager Walton, and Mayor discussed possibly installing those automated cameras in other locations. Sheriff White will contact him and Manager Walton after speaking with the DA's office. Mayor Hodges commented on the great staff we have in Public Works and Administration. Other municipalities have commented that the Town is fortunate to have high performers on Staff and Council as we had much success in grant funding awarded to the Town. He stated that the forward movement on the Hertford State Theatre is exciting and the Parks and Recreation Masterplan is very important.

ANNOUNCEMENTS

October 31 4:30 – 6:30 PM Trunk or Treat Downtown Hertford

ADJOURNMENT

A motion to adjourn was made by Mayor Pro Tem Anderson. Councilman Rouse seconded her motion to adjourn. The motion passed unanimously, and the meeting was adjourned at 7:31 PM.