

Town of Hertford
Regular Session Meeting
Monday, November 10, 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, November 10, 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
Brock Mitchell, Attorney

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:00 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 as presented. Councilman Rouse seconded her motion, and it carried 5-0.

CONSENT AGENDA

Councilwoman Winslow motioned to approve the Consent Agenda consisting of meeting minutes from October 13, 2025 and October 27, 2025. Councilwoman Brothers seconded and the motion passed, 5-0.

PRESENTATION

Allison Platt and Derrick Smith presented the Rural Transformation Grant Street Scape via Zoom. (Presentation available under November 10, 2025 Town Council Meeting.)

CITIZENS CONCERNS

1. Earnell Brown addressed Council regarding the dismantling of Seeds of Success program. She read a letter thanking the Town, County, past and present Board Members, Carolina Moon Theater, downtown businesses, First National Bank, PAL, and the Rotary Club for their support of Seeds of Success. She also stated that Seeds of Success is making a \$500 donation to Perquimans County High School.

CONTINUED BUSINESS

None

NEW BUSINESS

- a) **Approval of Festival of Lights – Special Event for Petting Zoo on Courthouse Lawn**

Manager Walton stated that Council approval is required for this TDA event during the Festival of Lights, a petting zoo, on the Courthouse lawn. A special permit is required as an exception to the updated ordinance passed on October 27, 2025, and effective November 3, 2025.

A motion and a second were made by Councilwoman Brothers and Councilwoman Winslow to approve a petting zoo on the County Courthouse Lawn as part of the Festival of Lights on December 12, 2025. The motion carried, 5-0.

- b) **Approval of Progressive Engineering 2026 Misc Engineering Service Contract**

The Town hired Progressive Engineering for the buildout of the second point of delivery at Wynnefork Road. We previously signed a contract with them for calendar year 2025, although the Town has incurred no charges yet. We now need to approve the contract for 2026 which includes their per diem rates.

Mayor Pro Tem Anderson motioned to approve the 2026 Miscellaneous Engineering Services Contract and Per Diem Rates for Progressing Engineering. Councilwoman Brothers seconded the motion, and it passed unanimously.

- c) **Budget Amendments
FY26-7**

Increase Fund Balance	39-4999	\$15,000
Increase County Fire Protection	39-4221	\$ 5,000

Increase Fire Pension Fund 39-5400-423 \$20,000

Transfer funds from Fire Savings and the balance of the County Fire Protection amount to cover back cost for the Fire Pension State Fund with the state.

Councilman Rouse motioned to approve Budget Amendment FY26-7.
Councilwoman Brothers seconded the motion, and it carried, 5-0.

FY26-8

Decrease Administration Wages	10-5210-411	\$3,902.50
Increase Administration Health Insurance	10-5210-425	\$3,902.50
Decrease Planning Wages	10-5610-411	\$1,561.00
Increase Planning Health Insurance	10-5610-425	\$1,561.00
Decrease Main Street Wages	10-5611-412	\$ 780.50
Increase Main Street Health Insurance	10-5611-425	\$ 780.50
Decrease Electric Wages	52-5900-411	\$1,561.00
Increase Electric Health Insurance	52-5900-425	\$1,561.00

Move funds from wages to health insurance to add Doris Walton to the Town's health insurance.

Mayor Pro Tem Anders motioned to approve Budget Amendment FY26-8.
Councilman Rouse seconded the motion, and it carried, 5-0.

MANAGER'S UPDATE

Manager Walton reported that Finance Director Ashley Eure contested late fees assessed to the Town by the IRS from a 2021 3rd Quarter payment. After approximately one year of talks with the IRS, they agreed to waive the late fees in the amount of \$13,451.74. She commended Ashley's diligence and saving the Town a significant amount of money for a mistake not made by our current staff.

Manager Walton gave Council the results of a survey rating customer satisfaction regarding their service from the Town. The survey was available on our website, Facebook page, and included in the March Newsletter that is sent to all utility customers. Only 35 residents responded, we had hoped for 50. No businesses responded, although we had hoped for 10. The results can be compared to other municipalities our size.

The Town's purchase of the property behind the Hertford State Theatre to Front Street will be closing this week.

COUNCIL CONCERNS/REPORTS

Councilman Rouse had no report.

Councilwoman Winslow thanked the Town staff for their hard work and dedication. She noted that the Veterans Day Ceremony has been moved to the Perquimans County Recreation Center and will start at 11:00 AM. She thanked all the Veterans who have served.

Councilwoman Brothers also thanked Manager Walton and the Town staff for their hard work and dedication to the Town of Hertford. She thanked the community for their support and for reelecting her to Town Council. She looks forward to serving another four years.

Mayor Pro Tem Anderson had no report but congratulated Councilwoman Brothers on her reelection to Council.

Mayor Hodges also congratulated Councilwoman Brothers on her reelection and noted that the Veterans Day Ceremony has been moved to the Perquimans County Recreation Center. Boots on the Grange will be held November 15th from noon to 6:00 PM, at the Rec Center. He shared that two new businesses are opening in Town. Mayor Hodges commented on the great job our contractors and work crews are doing on the multiple projects around Town. He recognized Manager Walton and Public Works Director Chad White for managing all projects happening simultaneously.

ANNOUNCEMENTS

Councilwoman Brothers added that Toys for Tots boxes have been distributed to collect new unwrapped toys. December 12th is the distribution day for Toys for Tots.

Councilwoman Winslow said that there is a pig BBQ and bake sale fundraiser on November 15th for Ray Fesperman at the Bethel Fire Department.

ADJOURNMENT

A motion and a second were made by Councilwoman Brothers and Mayor Pro Tem Anderson to adjourn the meeting. The motion passed unanimously, and the meeting was adjourned at 7:26 PM.