

Town of Hertford
Work Session Meeting
Monday, November 24, 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, November 24, 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
Sarah Nixon, Town Administrator

A quorum was present.

CALL TO ORDER

Mayor Hodges called the meeting to order at 6:05 PM.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Mayor Pro Tem Anderson, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilwoman Brothers made a motion to approve the agenda. Mayor Pro Tem Anderson seconded her motion, and it carried 5-0.

CONSENT AGENDA

Mayor Pro Tem Anderson motioned to approve the consent agenda consisting of 1) Approval to close Town Offices at 11:00 AM on December 23, 2025, for staff Christmas Luncheon, and 2) Approval of staff bonuses. Councilman Rouse seconded the motion, and it passed, 5-0.

CONTINUED BUSINESS

None

NEW BUSINESS

a) BRIC Grant - Temporary Hold on Work

Manager Walton stated that FEMA awarded the Town a \$150K reimbursable grant to conduct a critical flood mitigation study. A significant portion of FEMA funding has been terminated or cut back due to recent shifts in government priorities. Reimbursement for grants already underway is uncertain. Manager Walton is asking Council to consider stopping the vital work on the Town’s flood study until we receive a commitment from FEMA on reimbursement for funds already spent.

A first and second motion were made by Councilwoman Winslow and Councilwoman Brothers to stop work until FEMA commits to reimbursing the Town for funds already spent. The motion passed unanimously, 5-0.

b) Budget Amendment FY26-9

Budget Amendment FY26-9 will move funds to Contractual Services from part-time wages for Firemen bonuses due to new reporting requirements. This is a once-a-year fire call bonus and not a yearly wage.

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| Decrease Fire Part-time Wages | 39-5400-412 | \$10,000 |
| Increase Fire Contractual Services | 39-5400-512 | \$10,000 |

A motion and a second were made by Mayor Pro Tem Anderson and Councilman Rouse to approve Budget Amendment FY26-9. The motion carried, 5-0.

MANAGER’S UPDATE

Manager Walton informed Council that the audit is complete. The auditors will present on January 12, 2026, since we only have one meeting in December. The water crew will be working on Friday after Thanksgiving. The water lines are completed at Meads Circle, Pennsylvania, Carolina, Woodland Circle, and Kenyon. There is one house on Kenyon that wasn’t complete, but it may be now.

COUNCIL CONCERNS/REPORTS

Councilwoman Winslow had no report but did thank the Town staff for their hard work.

Councilwoman Brothers had no report but also thanked the Town staff for their hard work.

Councilman Rouse noted that waterline work has begun on Dobbs Street. He has been in talk with food truck vendor(s) about parking on Academy Green to help that side

of Town. He has also talked with the two churches that own that lot and they are hoping to have the food trucks start parking there in early December. Councilman Rouse expressed his concern about the recreation project. He would like to see more than just the basketball courts. He is also concerned about kids walking across busy roads to get to Missing Mills Park. Councilman rouse wished all a Happy Thanksgiving.

Mayor Pro Tem Anderson thanked Public Works staff for their work on the clean-up. She wished all a Happy Thanksgiving.

Mayor Hodges also thanked the Public Works staff. He shared that someone has requested that the free throw line on the basketball court be painted.

ANNOUNCEMENTS

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|-------------|------------------------------------|--|
| December 5 | 5:00 – 7:00 PM | Grand Illumination Downtown Hertford |
| December 6 | 2:00 | Hertford Christmas Parade |
| December 17 | 8:00 – 11:00 AM 12:00 – 6:00 PM | Toys for Tots Set-up at Rec Center Toys for Tots Distribution |
| December 23 | 12:00 PM | Town of Hertford Staff Lunch |

Councilwoman Winslow asked if plywood could be put in the broken windows in the recently purchased property behind the Hertford State Theatre.

ADJOURNMENT

A motion to adjourn was made by Councilwoman Brothers. Mayor Pro Tem Anderson seconded her motion to adjourn. The motion passed unanimously, and the meeting was adjourned at 6:46 PM.