



A G E N D A
TOWN OF HERTFORD
TOWN COUNCIL – Regular Meeting and Public Hearing
September 8, 2025 - 6:00pm
Horace Reid Community Center, 305 W Grubb Street
(In Person & Zoom)

1. Call to Order

2. Invocation and Pledge of Allegiance

3. Approval of Agenda

4. Consent Agenda

(Items of a routine nature will be placed on the Consent Agenda to be voted on in a single motion. Any item may be removed from the Consent Agenda by request of the Mayor/Council Member)

- a) Minutes for the Regular Session 8/11/25 and Work Session 8/25/25

5. Citizen Concerns

If anyone would like to address the Council on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Council. Although the Council is interested in hearing your concerns, speakers should not expect action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Hertford Town Council, staff and other speakers.

6. Continued Business

7. New Business

- a. Approval of Street Closure for Trick or Treat Event
- b. Approval of Street Closure for Perquimans Annual Christmas Parade
- c. Approval of Street Closure for Grand Illumination
- d. Approval of Withers Ravenel Extension Agreement for On Call Services
- e. Adopt Resolution to Accept Grant Funding from S.L. 2023-134 Appropriations Act Directed Project for the Marine Industrial Park Water and Sewer System Extensions

- f. Adopt Resolution for Application of Asset Inventory Assessment Grants (AIA) for Sewer
- g. Adopt Resolution for Application of Asset Inventory Assessment Grants (AIA) for Water
- h. Approval of Engagement Letter with Beverly Stroud CPA LLC for completion of Financials.

8. Manager's Update

9. Council's Reports/Concerns

10. Announcements

11. Closed Session

§143-318.11(a)(1). Approval of Closed Session Meeting

§143-318.11(a)(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

12. Return to Open Session

13. Adjournment

7a

TOWN OF HERTFORD
An Ordinance Declaring Road Closures for
Trunk or Treat
Ordinance No. FY26-4

WHEREAS, the Hertford Town Council approves and supports the Trunk or Treat event hosted by The Chamber of Commerce, which is scheduled for October 31, 2025; and

WHEREAS, the Hertford Town Council acknowledges that the Trunk or Treat event requires street closure for the safety and enjoyment of residents and visitors;

NOW THEREFORE, BE IT ORDAINED by the Hertford Town Council pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of State Highway System route:

Dates & Times: October 31, 2025 4:00pm to 7:00pm

Road Closure Description: Church Street from the intersections of
Church/Market Streets to Church Street/Grubb Street
AND
Market Street from Church Street to the Chamber of
Commerce Building

This ordinance becomes effective when signs are erected giving notice of road closure.

Adopted this 8th day of September 2025

R. Ashley Hodges, Mayor

ATTEST:

Gina M. Durante, Town Clerk

Email address	director@perquimanschamber.com
Name of the event	Trick or Treat
Date of the event	Oct 31, 2025
Application Date	Jul 17, 2025
Individual/Organizing Body requesting special event	Perq. county Chamber of Commerce
Person Responsible - Name	Diane Cangemi
Person Responsible - Cell Phone	540-336-4957
Person Responsible - Email Address	director@perquimanschamber.com
Person Responsible - Address	118 W Market Street, Hertford
Secondary Contact - Name - Cell Phone	Jill Cohen 603-540-5857
Set up time	4:00 PM
Event time	4:30 PM
Breakdown time	6:30 PM
Purpose and brief description of the event (note if multiple days)	Town wide trick or treating
Location(s)	Church & Market Street
Approximate number of attendees	600
I would like more information about the following (check all that apply)	Trash Removal/Event Clean-up Road/street closures

7b

TOWN OF HERTFORD
An Ordinance Declaring Road Closures for
PERQUIMANS COUNTY 2025 CHRISTMAS PARADE
Ordinance No. FY26-6

WHEREAS, the Hertford Town Council approves and supports the Christmas Parade event hosted by The Chamber of Commerce, which is scheduled for December 6, 2025; and

WHEREAS, the Hertford Town Council acknowledges that the Christmas Parade event requires street closure for the safety and enjoyment of residents and visitors;

NOW THEREFORE, BE IT ORDAINED by the Hertford Town Council pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of State Highway System route:

Dates & Times: December 6, 2025 12:00pm to 5:00pm

Road Closure Description:

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

Dobbs Street from Church Street to Edenton Road Street

This ordinance becomes effective when signs are erected giving notice of road closure.

Adopted this 8th day of September 2025

R. Ashley Hodges, Mayor

ATTEST:

Gina M. Durante, Town Clerk

Email address	director@perquimanschamber.com
Name of the event	PQ County Annual Christmas Parade
Date of the event	Dec 06, 2025
Application Date	Jul 17, 2025
Individual/Organizing Body requesting special event	Perq. County Chamber o f Commerce
Person Responsible - Name	Diane Cangemi
Person Responsible - Cell Phone	540-252-5657
Person Responsible - Email Address	director@perquimanschamber.com
Person Responsible - Address	118 W Market Street
Secondary Contact - Name - Cell Phone	Jill Cohen 603-540-5857
Set up time	12:00 PM
Event time	2:00 PM
Breakdown time	4:00 PM
Purpose and brief description of the event (note if multiple days)	Annual County Christmas Parade
Location(s)	Downtown Hertford from High school around town
Approximate number of attendees	1000
I would like more information about the following (check all that apply)	Trash Removal/Event Clean-up Road/street closures Special structures/Stages

7c

TOWN OF HERTFORD
An Ordinance Declaring Road Closures for
GRAND ILLUMINATION
Ordinance No. FY26-5

WHEREAS, The Town Council of the Town of Hertford supports and encourages the initiatives of Downtown Hertford, which is scheduled for December 5, 2025; and

WHEREAS, the Town Council acknowledges that the Grand Illumination requires street closure for the safety and enjoyment of residents and visitors;

NOW THEREFORE, BE IT ORDAINED by the Town of Hertford Town Council pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of State Highway System route:

Dates & Times: Friday, December 5, 2025 Hours: 4:00PM to 7:30PM

Road Closure Description: Church Street between the intersections of Grubb Street and Market Street

This ordinance to become effective when signs are erected giving notice of road closure.

Adopted this 8th day of September 2025

R. Ashley Hodges, Mayor

Attest:

Gina M. Durante, Town Clerk

Your form has a new entry. Here are all the answers.

Email address	townadmin@townofhertfordnc.com
Name of the event	Grand Illumination
Date of the event	Dec 05, 2025
Application Date	Aug 27, 2025
Individual/Organizing Body requesting special event	Downtown Hertford
Person Responsible - Name	Doris Walton
Person Responsible - Cell Phone	(252) 435-8549
Person Responsible - Email Address	dwalton@townofhertfordnc.com
Person Responsible - Address	114 West Grubb Street
Secondary Contact - Name - Cell Phone	(252) 426-7805
Set up time	4:30 PM
Event time	6:00 PM
Breakdown time	7:15 PM
Purpose and brief description of the event (note if multiple days)	To celebrate the beginning of the Christmas season
Location(s)	Church Street in between Grubb and Market
Approximate number of attendees	500

Sent via Google Form Notifications

 **{Special Events Application} Grand Illumination.pdf**
58K

7d



August 26, 2025

Doris Walton, Town Manager
Town of Hertford
114 West Grubb Street
Hertford, NC 27944

**RE: Agreement for Professional Services - Term Extension Amendment
Town of Hertford – On-Call for Professional Engineering Services
Hertford, North Carolina
WR Project No. 23-0067**

Dear Ms. Walton,

We appreciate working with you through our On-Call Agreement signed October 3, 2022, effective for an initial three (3) year period. As per the terms of the on-call, the Agreement could be extended for up to two (2) years. WithersRavenel is pleased to submit said Amendment to our Agreement to extend the on-call for two (2) years for your approval. We look forward to continuing our collaboration with you on future projects. If you have any questions or concerns about this Amendment, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel

Mike Strader, PE
Director of Utilities, Outer Banks
MStrader@withersravenel.com
252.207.6751

8466 Caratoke Hwy Building 400 | Powells Point, NC 27966

t: 910.256.9277 | f: 919.467.6008 | www.withersravenel.com | License No. F-1479

Asheville | Cary | Charlotte | Greensboro | Pittsboro | Powells Point | Raleigh | Southern Pines | Wilmington

Original Agreement Term: Three (3) years from the Effective Date of the Agreement, effective 10/03/2022.
Amendment Agreement Term: Two (2) years from the Effective Date of the Amendment, effective the date below.

OFFERED BY:

WITHERSRAVENEL



Digitally signed by Michael Strader
Date: 2025.08.26 15:46:32 -04'00'

Signature

Date

Mike Strader, PE

Name

Director of Utilities, Outer Banks

Title



Digitally signed by Glynn Fleming
Date: 2025.08.26 15:46:07 -04'00'

Signature

Date

Glynn Fleming, PE

Name

Practice Area Lead, Utilities

Title

ACCEPTED BY:

TOWN OF HERTFORD

Signature

Date

Doris Walton

Name

Town Manager

Title

7e

TOWN OF HERTFORD
A RESOLUTION TO ACCEPT GRANT FUNDING FROM S.L. 2023-134
APPROPRIATIONS ACT DIRECTED PROJECT FOR THE MARINE INDUSTRIAL
PARK WATER AND SEWER SYSTEM EXTENSIONS
FY26-1

WHEREAS, the Town Council has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$1,719,200. to perform work detailed in the submitted application, and

WHEREAS, the Town Council intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED by the Town of Hertford Town Council:

That the Town of Hertford Town Council does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$1,719,200.

That the Town Council does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Doris Walton, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this 8th day of September, 2025

R. Ashley Hodges, Mayor

ATTEST:

Gina Durante, Town Clerk

7f

TOWN OF HERTFORD
RESOLUTION TO APPLY FOR SEWER AIA GRANT FUNDING
FY26-2

WHEREAS, The Town of Hertford has need for and intends to construct, plan for, or conduct a study in a project described as Town of Hertford Sewer AIA, and

WHEREAS, The Town of Hertford intends to request State loan and/or grant assistance for the project,

NOW, THEREFORE BE IT RESOLVED, by the Town of Hertford Town Council:

That Town of Hertford, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Hertford to make a scheduled repayment of the loan, to withhold from the Town of Hertford any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Doris Walton, Town Manager the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8TH day of September at Hertford, North Carolina.

R. Ashley Hodges

The undersigned duly qualified and Clerk of the Town of Hertford does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of Town Council of the Town of Hertford duly held on the 8th day of September, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of September, 2025.

ATTEST:

Gina Durante, Town Clerk

7g

**TOWN OF HERTFORD
RESOLUTION TO APPLY FOR WATER AIA GRANT FUNDING
FY26-3**

WHEREAS, The Town of Hertford has need for and intends to construct, plan for, or conduct a study in a project described as Town of Hertford Water AIA, and

WHEREAS, The Town of Hertford intends to request State loan and/or grant assistance for the project,

NOW, THEREFORE BE IT RESOLVED, by the Town of Hertford Town Council:

That Town of Hertford, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Hertford to make a scheduled repayment of the loan, to withhold from the Town of Hertford any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Doris Walton, Town Manager the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8TH day of September at Hertford, North Carolina.

R. Ashley Hodges

The undersigned duly qualified and Clerk of the Town of Hertford does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of Town Council of the Town of Hertford duly held on the 8th day of September, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of September, 2025.

ATTEST:

Gina Durante, Town Clerk

7h



**BEVERLY
STROUD
CPA
PLLC**

beverly@beverlystroudcpa.com
252-902-9537

ENGAGEMENT LETTER

August 24, 2025

Ashley Eure
Town of Hertford

Dear Mrs. Eure:

This letter is to confirm and specify the terms of our engagement with you for bookkeeping and accounting services.

We will not audit, review, or provide any assurance services on the financial statements. We will not verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us.

You are responsible for designing and implementing controls to prevent and detect fraud and for informing us about all known or suspected fraud impacting the company. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. Our engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or embezzlements, that may exist. However, we will inform the appropriate level of management specifically designated by you of any material errors that come to our attention and any irregularities or illegal acts that come to our attention.

In order for us to complete this engagement in a timely and efficient manner we may require access to all documents concerning your financial transactions including but not limited to bank statements, canceled checks, summaries of deposits and sales, a listing of accounts payable and accounts receivable, leases, debts and any other financial information necessary that impacts your accounting records. In addition, we will need remote access and logins to your accounting software.

We agree to maintain professional liability coverage and provide copies upon request.

Our fee for these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses. All invoices are due and payable upon presentation.

Beverly Stroud, CPA, PLLC
8927 Aspen Grove Church Road, Fountain, NC 27829
www.beverlystroudcpa.com



**BEVERLY
STROUD
CPA
PLLC**

beverly@beverlystroudcpa.com
252-902-9537

The following fees will be applicable to this engagement:

Financial Statement Preparation FY25 - \$9,100 + \$650 set-up fee (year 1 only)

In the event of any future disagreements, both parties agree to resolve the issues through mediation. Any cost for mediation services will be split equally between both parties.

This Agreement is fully and voluntarily entered into by the Parties. Each Party states that he, she, or it has read this Agreement, has obtained advice of counsel if he, she, or it so desired, understands all of this Agreement, and executes this Agreement voluntarily and of his, her, or its own free will and accord with full knowledge of the legal significance and consequences of this Agreement. To confirm that you agree with the services and terms of this engagement, please sign where indicated at the bottom of this letter and return a signed copy to us. Should you have any questions regarding these requirements or provisions, please feel free to contact us.

This engagement will be in place until either party cancels the agreement through written communication with 30 days notice.

Sincerely,

_____ Date: _____

Signed on behalf of Beverly Stroud, CPA, PLLC

ACCEPTED AND AGREED TO BY:

Town of Hertford

By: _____ Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signature of Finance Officer