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ASHLEY HODGES
MAYOR

DORIS WALTON
TOWN MANAGER

GINA M. DURANTE
TOWN CLERK

JOHN LEIDY
TOWN ATTORNEY



COMMISSIONERS:

CONNIE BROTHERS
MAYOR PRO TEM

KEITH ROUSE

SARA WINSLOW

EVAN COPELAND

Town of Hertford Procurement and Change-Order Policy

1. Purpose

This policy establishes uniform procedures to ensure **federally compliant procurement and contract modifications** for projects funded by the U.S. Economic Development Administration (EDA) or other Federal agencies. It promotes fair competition, integrity, and prudent use of public funds.

2. Authority

This policy is issued under **2 CFR §§ 200.317–200.326, 2 CFR Part 200 Appendix II, and 13 CFR Parts 304–305.**

It applies to all purchases and contracts managed by the **Town of Hertford Public Works Department and Town Manager.**

3. General Standards

- Procurement must follow **full and open competition.**
- **Conflict of interest:** No Town official or employee with a financial interest may participate in procurement decisions.
- **Oversight:** The Public Works Department, under the Town Manager's supervision, ensures contractors perform according to specifications.
- **Documentation:** All procurements must include justification, selection method, and cost reasonableness records.

4. Procurement Methods

Method	Dollar Threshold	Requirements
Micro-purchase	≤ \$10,000	Price deemed reasonable; rotate vendors when practicable.
Small purchase	\$10,001 – \$250,000	At least 3 written quotes; award to lowest responsive vendor.
Sealed bids	> \$250,000 (typically construction)	Public advertisement ≥ 14 days; award to lowest responsive, responsible bidder.
Competitive proposals (RFP)	As needed (e.g., professional services)	Evaluation committee with published criteria; award on best value.
Non-competitive (sole source)	By EDA approval only	Written justification under 2 CFR § 200.320(c).

5. Cost and Contract Requirements

- A **cost/price analysis** is required for procurements above the Simplified Acquisition Threshold.
- Contracts must state scope, deliverables, payment terms, and federal clauses (EEO, Davis-Bacon, Clean Air Act, suspension/debarment, etc.).
- **Cost-plus-percentage-of-cost contracts are prohibited.**

6. Change-Order Policy

1. **Definition:** Any modification altering scope, price, or schedule after contract award.
2. **Approval Levels:**
 - ≤ \$25,000 or ≤ 5 % of contract: Authorized by Town Manager.
 - > \$25,000 or > 5 % of contract: Requires Town Council approval.
3. **Documentation:** Written justification, revised cost breakdown, funding source verification, and updated schedule.
4. **Prohibitions:** No use of change orders to bypass competition or add unrelated work.
5. **Notification:** Changes exceeding 10 % of original contract reported to EDA within 10 business days.

7. Recordkeeping and Retention

Procurement and contract records—including bids, evaluations, contracts, change orders, and performance reports—shall be kept **at least three (3) years after project closeout**, as required by **2 CFR § 200.334**.

8. Audit and Compliance

The Town acknowledges EDA and U.S. Department of Commerce audit rights under **2 CFR § 200.501** and **§ 200.337**.

Non-compliance may result in disallowed costs or termination of the award.

9. Administration

- **Responsible Official:** Town Manager, Town of Herford
- **Administering Department:** Finance Department
- **Policy Review:** Annually or when Federal procurement standards are revised.
- **Effective:** Upon adoption by resolution of the Herford Town Council, May 2026.

Approved by the **Town Council of the Town of Herford** this ___ day of May 2026.

R. Ashley Hodges, Mayor

Attest:

Gina M. Durante, Town Clerk

Date: _____

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MEMORANDUM OF UNDERSTANDING (MOU)
between
The Town of Hertford and
The Hertford State Theatre Foundation, Inc.

I. PARTIES

This Memorandum of Understanding ("MOU") is entered into by and between:

- The **Town of Hertford**, a municipal corporation in the State of North Carolina ("Town"), and
- **The Hertford State Theatre Foundation, Inc.**, a nonprofit corporation organized under the laws of North Carolina and recognized as a 501(c)(3) organization by the Internal Revenue Service ("Foundation").

II. PURPOSE

The purpose of this MOU is to define the roles and responsibilities of the Town and the Foundation in supporting the restoration, enhancement, and long-term success of the historic **Hertford State Theatre** ("Theatre").

III. OWNERSHIP

- The Town retains full ownership of the Theatre and the adjoining rear building, land, and all capital improvements unless otherwise agreed in writing.
- All permanent fixtures funded through public funds remain property of the Town.

IV. ROLES AND RESPONSIBILITIES

A. Town Responsibilities

The Town agrees to:

- Oversee and fund (as applicable) the capital renovation of the Theatre
- Maintain ownership and responsibility for:
 - Structural integrity
 - Building systems (HVAC, roof, etc.)
- Provide utilities and baseline operational support (if applicable)
- Ensure compliance with all applicable codes and regulations

B. Foundation Responsibilities

The Foundation agrees to:

- Lead private fundraising efforts in support of the Theatre
- Solicit and manage charitable contributions
- Fund, as resources allow:
 - Matching grant funds
 - Grant writing support
 - Equipment (sound, lighting, seating enhancements)
 - Furnishings and aesthetic improvements

- Programmatic support
- Maintain donor records and provide required tax documentation
- Promote the Theatre as a community and regional asset

V. USE OF FUNDS

- Funds raised by the Foundation shall be used exclusively for purposes consistent with its charitable mission and this MOU.
- The Foundation may designate funds for specific Theatre-related purposes, subject to mutual agreement with the Town.
- Both parties agree to maintain transparency in the use of funds.

VI. NAMING RIGHTS & DONOR RECOGNITION

- The Foundation may offer naming opportunities and donor recognition programs to support fundraising efforts, with the exception of the Theatre's official name.

VII. OPERATIONS & PROGRAMMING

- The Town retains primary responsibility for Theatre operations.
- The Foundation may support programming through funding and partnerships.

VIII. FINANCIAL MANAGEMENT & REPORTING

- The Foundation will maintain independent financial records.
- The Foundation will provide periodic reports to the Town, including:
 - Funds raised
 - Expenditures related to the Theatre
- Both parties agree to cooperate in audits or public accountability processes.

IX. INSURANCE & LIABILITY

- The Town shall maintain insurance coverage for the building and property.
- The Foundation shall maintain appropriate liability insurance for its activities.
- Each party agrees to be responsible for its own acts and omissions.

X. TERM AND TERMINATION

- This MOU shall remain in effect for an initial term of five (5) years, unless terminated earlier.
- Either party may terminate the MOU with 90 days written notice.
- Upon termination, any restricted funds shall be used in accordance with donor intent.

XI. DISPUTE RESOLUTION

- The parties agree to make good faith efforts to resolve disputes collaboratively.
- If necessary, disputes may be referred to mediation before legal action.

XII. AMENDMENTS

- This MOU may be amended only by written agreement signed by both parties.

XIII. NON-BINDING NATURE

This MOU reflects the intentions of the parties and does not create a legally binding partnership or joint venture, except where required by law.

XIV. SIGNATURES

Town of Hertford

By: _____

Title: _____

Date: _____

The Hertford State Theatre Foundation, Inc.

By: _____

Title: _____

Date: _____

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Town of Hertford
BUDGET ORDINANCE AMENDMENT
Amendment #FY26-22
05-26-26
FY 2025-2026

BE IT ORDAINED by the Governing Board of the Town of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June30,2026:

PURPOSE OF REQUEST:

Request the Council Approval for Budget Amendment #FY26-22 for Fiscal Year 2025-2026

FISCAL IMPACT:

Budget Amendment required.

TOWN_MANAGER'S OPINION: Recommend approval of the Budget Amendment.

FINANCE OFFICER'S OPINION: Recommend approval of the Budget Amendment.

Section 1. To Amend:

General Revenue/General Fund:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
Bric Grant transfer from GF 71-4910	\$71,300.00	
Bric Grant revenues 71-4610		\$47,000.00
Bric Eng & Design 71-5820		\$22,700.00
FB Aprop. 10-4999	\$24,300.00	
Transfer to Fund 71 10-5820-771	\$24,300.00	

Explanations:

To correct Bric Grant from the last audit since we received some of the grant revenue that was spent last year and to adjust the transfer from the general fund.

ADOPTED THIS, THE 26TH DAY OF MAY 2026

R. Ashley Hodges, Mayor

ATTEST:

SEAL

Gina M Durante, Town Clerk

Town of Hertford
BUDGET ORDINANCE AMENDMENT
Amendment #FY26-27
05-26-26
FY 2025-2026

BE IT ORDAINED by the Governing Board of the Town of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June30,2026:

PURPOSE OF REQUEST:

Request the Council Approval for Budget Amendment #FY26-27 for Fiscal Year 2025-2026

FISCAL IMPACT:

Budget Amendment required.

TOWN_MANAGER'S OPINION: Recommend approval of the Budget Amendment.

FINANCE OFFICER'S OPINION: Recommend approval of the Budget Amendment.

Section 1. To Amend:

General Revenue/General Fund:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
Administration M/R Building 10-5210-522	\$31,300.00	
Administration Capital Outlay 10-5210-561		\$31,300.00
Wastewater Treatment Contractual 51-5870-512	\$13,441.88	
Wastewater Treatment Capital Outlay 51-5870-561		\$13,441.88
Electric Capital Outlay 52-5900-561	\$ 7,513.50	
Electric M/R Equipment 52-5900-523		\$ 7,513.50

Explanations:

These corrections are needed to balance out the fixed assets in preparation for the audit.

ADOPTED THIS, THE 26TH DAY OF MAY 2026

R. Ashley Hodges, Mayor

ATTEST:

SEAL

Gina M Durante, Town Clerk

Town of Hertford
BUDGET ORDINANCE AMENDMENT
Amendment #FY26-28
05-26-26
FY 2025-2026

BE IT ORDAINED by the Governing Board of the Town of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June30,2026:

PURPOSE OF REQUEST:

Request the Council Approval for Budget Amendment #FY26-28 for Fiscal Year 2025-2026

FISCAL IMPACT:

Budget Amendment required.

TOWN_MANAGER'S OPINION: Recommend approval of the Budget Amendment.

FINANCE OFFICER'S OPINION: Recommend approval of the Budget Amendment.

Section 1. To Amend:

General Revenue/General Fund:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
Fund Balance Aprop. 31-4999		\$34,030.68

Explanations:

Closing the ARPA funds in our system for the audit.

ADOPTED THIS, THE 26TH DAY OF MAY 2026

R. Ashley Hodges, Mayor

ATTEST:

SEAL

Gina M Durante, Town Clerk

Speed Limit changes within Town

Dobbs, Grubb, Church and Edenton Rd Streets have reduced speed limits, **now 25 mph**, effective May 13, 2026. Please drive safely & watch for signs!



Patching and Paving continues in many parts of town. Please watch out for roadcrews



Please adhere to Hertford Town Policy and keep grass mowed to under 10 inches tall.

JUNETEENTH
A Celebration of Freedom
SATURDAY JUNE 20, 2026
• 2:00 PM •
Academy Green Park, 298 King St., Hertford, NC (across from First Baptist Church)

- ACTIVITIES FOR CHILDREN
- VENDOR BOOTHS
- FOOD & DRINKS
- LIVE ENTERTAINMENT
- AFRICAN DRUMMERS
- DANCE GROUPS & LIVE DJ
- EDUCATIONAL INFO
- MUSIC, DANCING AND MORE

★ SPONSORED BY THE HERTFORD NAACP & UMAD ★
For more information, contact:
Tony Riddick at 919-225-5901 | Vera Riddick at 252-312-0486

2025 Annual Drinking Water Quality Report

The 2025 Annual Drinking Water Quality Report for the Town of Hertford is available and can be viewed on our website —

Go to TownofHertfordnc.com

Click on “Departments”

Click on “Public Services”

The report (as well as previous years) is posted under the “Treatment Plant” heading.

Or it can be viewed in person at the Municipal Building located at 114 West Grubb Street, Hertford, NC 27944.

[https://hertfordnc.govoffice3.com/uploads/dm/8582/2025 Annual Drinking Water Quality Report](https://hertfordnc.govoffice3.com/uploads/dm/8582/2025%20Annual%20Drinking%20Water%20Quality%20Report)



COUNCIL MEETINGS

Mon. June 8 & Mon. June 22
Horace Reid Community Center
305 W. Grubb Street 6 pm



Hertford - A rising star in the northeast

Mayor

Ashley Hodges
(252) 426-4677

Mayor Pro Tem

Connie Brothers
(252) 435-8572

Council Members

Keith Rouse
(252) 302-1591

Sara Winslow
(252) 333-0487

Evan Copeland
(252) 435-8544

Town Manager

Doris Walton
(252) 426-1969

Public Services Director

(252)333-0783

It's Happening in Hertford!



Sat. June 6 — **32nd Annual Spring Garden Party.** Perquimans County Restoration Association, the Newbold-White House lawn. 2-5pm. Live period music and light refreshments. Hats and festive attire encouraged. \$50. Can be reserved by calling the NWH at 252-426-7567 and leaving a message, emailing nbwh1730@gmail.com, or visiting website www.perquimansrestoration.org.

Wed. June 10 — **Page Turners.** Perquimans County Library. 514 S Church St. 3 pm. Discussion of People of the Mist by Kathleen O'Neal Gear & W Michael Gear.

Fri. June 19 — **Juneteeth observation.** All Town offices will be closed in celebration.

Sat. June 20 — **Beats and Eats "Red White & Blue".** Downtown N. Church St. 11 am to 3pm. Music, chalk-art, food, lawn games and more.

Sat. June 20 — **Juneteeth Celebration.** Perquimans County NAACP & UMAD. Academy Green Park, 298 King St. 2pm. Food, entertainment, activities for children and more.

Thurs. July 2 — **250th Anniversary Independence Day Fireworks Celebration.** Missing Mill Park. 6pm-9pm. Fireworks start at 9pm.

"Unearth a Story" Summer Reading Program kicks off at Library

June 13, 11 - 12:30p Dino-Mite Kickoff

June 17, 2:00 Sylvan Bird Park

June 24, 2:00 Can You Dig It?

On Wednesdays, in addition to story time at 11:00, there will be a Summer Steam program for 1st - 6th graders (also at 11:00)

On Fridays at 2:00 - Summer Movie and a Snack (partnering with ECU Health)

THINGS TO NOTE

- Customers seeking pool adjustments are required to fill out a form at the Utility Department. Call 252.426.5311 to have the form emailed to you. Date(s) for filling the pool will be required.
- Rate changes and schedule fee changes approved by Council take effect July 1, 2026. They will be posted on the website at the end of the month and included in next month's newsletter.

Utility Billing Dates

Bills are Due: 20th of the Month

Late Fees : 21st of the Month

Pay by 5 pm on the 30th of the Month

Disconnect will be on the 30th



During yard cleanup, help keep leaves, grass clippings, and yard debris out of streets and storm drains.

When debris enters the storm system, it can cause clogs and carry pollutants into local waterways. Taking a few extra minutes to bag or compost yard waste helps protect our infrastructure and keeps Hertford's streets and waterways clean.

Please put your yard clippings on a patch of grass **NEAR (not IN/ON) the curb.**