

TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES

Date: November 10, 2025

Time: 6:00 p.m.

Location: Town Hall

Attendance:

Mayor Preston White, Mayor Pro Temp Cynthia Cunningham, Councilwoman Valery McDonald, Councilwoman Debera Long, Councilwoman Arnetta Ormond, Town Attorney Crowe, and Town Clerk Valerie Jackson.

1. Call to Order: Mayor White called the meeting to order at 6:00 p.m.

2. Invocation and Pledge

The invitation was given by Mayor White, followed by the Pledge of Allegiance led by the Town Council.

3. Conflict of Interest. None declared.

4. Approval of Agenda: Mayor Pro Tempore Cunningham made a motion to approve the agenda. Councilwoman Debera Long seconded. Motion carried unanimously.

5. Approval of Minutes: Town Council Minutes from 10/13/2025,

Town Workshop Minutes from 10/27/2025

Mayor Pro Temp Cunningham made a motion to approve both sets of minutes.

Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

6. Old Business

A. Internal Control Policy Approval

Town Clerk Valerie Jackson submitted the policy to Council last month for review. Councilwoman Debera Long made a motion to approve the Internal Control Policy. Mayor Pro Temp Cunningham seconded. Motion carried unanimously.

B. Chicken and Livestock Ordinance Approval

Mayor Pro Temp Cunningham made a motion to approve the updated ordinance. Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

C. Perquimans County Resource Maps

Councilwoman Debera Long made a motion to table the item pending further information. Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

D. Personnel Policy / ADP

Town Clerk sent updates to Council. Mayor Pro Temp Cunningham made a motion to table the item until the attorney reviews it. Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

E. Capital Improvement Plan (CIP) Approval

Councilwoman Debera Long sent updated copies to the Council. A public hearing is required before the CIP can be approved. The Council will set a public hearing date.

F. Preliminary Scope Approval – Grant Project Ordinance. Councilwoman Debera Long stated the Town is in the final stages of receiving funding for the Grant Project Ordinance

and the Sewer Resolution. All documents (Ordinance, Resolution, funding paperwork, and timeline) were provided.

Councilwoman Long made a motion to approve the Grant Project Ordinance. Mayor Pro Tempore Cunningham seconded. Motion carried unanimously.

Correction Motion:

A motion was made to approve the Grant Project Ordinance with corrections (changing the name to Sewer Asset Inventory and Assessment Grant and modifying highlighted Sections 5 and 6).

Mayor Pro Temp Cunningham made the motion. Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

G. Location – Naming of Facility on Yates Drive

After prior workshop discussion, the Council determined that the facility at Yates Drive (formerly the old Town Hall, Fire Department, and Water Department) will serve as a community facility.

Councilwoman Debera Long made a motion to name the structure the Frederick Yates Meeting / Community Center.

Councilwoman Arnetta Ormond seconded. Motion carried unanimously.

7. New Business

A. Draft Audit Approval: Town Clerk Valerie Jackson reported that minor errors were found and corrected by auditors. The audit is considered a clean audit.

Mayor Pro Temp Cunningham made a motion to accept the audit for finalization.

Councilwoman Debera Long seconded. Motion carried unanimously.

B. Travel and Per Diem Rate Increase (Effective January 1, 2026)

Mileage has been 0.35/mile for 10 years. IRS rate is now 0.70/mile.

Meal per diem aligns with IRS rates (0.68 depending on location).

Councilwoman Debera Long made a motion to raise the rates in accordance with IRS standards. Mayor Pro Temp Cunningham seconded. Motion carried unanimously.

8. Department Reports

A. Sewer: Councilwoman Debera Long reported pump issues at River Croft pumping station. One pump was removed and under repair. Two quotes: \$1,310.50 and \$3,500.00. Funds available in the sewer maintenance budget. Additional pumps may require repair.

B. Police (Public Safety): Sheriff's deputies continue patrolling town areas and monitoring speeding. Pricing for speed bumps on King Ave and River St is underway.

C. Fire

12 calls: 5 accidents, 6 structure-related, 1 EMS. ISO inspection scheduled for December

No Fall fundraiser

Department will assist with a fundraiser for a Deputy at Bethel Fire Department.

D. Administration

Town Clerk Jackson reported: Ongoing training opportunities via NCLM:

Council members must complete website training by February 28, 2026

A new coach will be assigned soon; Six-month-to-actual will be completed in January

E. Roads and Grounds

Grass season ending; leaf blowing at Town Hall continues

A 2013 Ford F-250 utility truck was donated to the Town of Raleigh and located by the Clerk

Road repair quotes: City Roads: \$16,500.00; Alan Lamb: \$8,200.00 (30 days completion)

Mayor Pro Tempore Cunningham made a motion to accept Alan Lamb's quote of \$8,200.00 for repairs on Albemarle Street and portions of Wiggins Road / Cotton Gin.

Councilwoman Debera Long seconded. Motion carried unanimously.

F. Tourism: Betsy Ride and Christmas Parade in Hertford. Town of Winfall Christmas Parade: December 6, 2025 @ 11:00 a.m.

G. Zoning

One inquiry received regarding purchasing a house on Bear Garden Road (waterfront) to convert into a wedding venue.

H. Recreation: Mayor Pro Temp Cunningham reported that Robin Payne requested a meeting regarding a recreation grant, (FOCUS) Meeting is set for November 24 at 6:00 p.m.

I. Grants: Councilwoman Debera Long reported: Awaiting mitigation grant response

Storm drainage grant work is being completed by Michael Hurdle

Ingrid Ault (NCLM) assisting through AIM program, including grant writing

AIM program is available until December 31, 2026. Sewer infrastructure is top priority

Kelly Hertzell also assisted with mitigation grants

9. Attorney Report. No report.

10. Mayor's Comments

Mayor White congratulated newly elected Council members Ronald Smirlock and Robert Valentine, who will be sworn in on December 8, 2025.

11. Public Comments: Ronald Smirlock; Kathy Stewart

12. Other Business

Councilwoman Debera Long thanked the Town of Winfall and stated it has been her pleasure serving as a Council member.

13. Adjournment

Councilwoman Debera Long made a motion to adjourn at 7:07 p.m.

Mayor Pro Tempore Cunningham seconded. Motion carried unanimously.

Mayor: [Signature] Date 12-10-2025

Town Clerk: [Signature] Date 12-10-2025

Minutes written by: [Signature] Date 12-9-25