



Minutes

Board of Commissioners Work Session

7 p.m. Oct. 27, 2025

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Senior Planner Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole, Senior Communications Specialist Cheryl Sadgrove, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood and Chief of Police Jason Winn

1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7 p.m.

2. Agenda changes and approval

- Move Item 7B – Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege to Item 2A.
- Move Item 7A – Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (KEPSC Hillsborough LLC litigation) to Item 2B.

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Robb English seconded.

Vote: 5-0.

A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege

Motion: Ferguson moved to return to open session. Commissioner Meaghun Darab seconded.

Vote: 5-0.

Mayor Bell reported that the closed session discussion centered on data privacy concerns of the Flock Safety license plate reader system, specifically secondary data use rights by Flock Safety and privacy expectations of the community and town board. After consulting with the town attorney, board members voiced their concern in open session, noting that there is a significant gap between the town's expectations and what protections Flock Safety provides to Hillsborough.

Motion: Ferguson moved to terminate the contract with Flock Safety and to remove license plate readers in town. Commissioner Matt Hughes seconded.

Vote: 5-0.

Motion: Hughes moved to go into closed session. Ferguson seconded.
Vote: 5-0.

- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (KEPSC Hillsborough LLC litigation)

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 5-0.

3. Presentations

- A. Presentation of the Hasell Street Water Tank and U.S. 70A Water Main Evaluation and Replacement Recommendations

Utilities Director Marie Strandwitz introduced two projects funded by state grants for evaluation, highlighting their place in the town's capital improvement plan. Krista Paredes, a consultant with Freese and Nichols, presented findings on the two projects.

Hasell Street Tank:

- The 200,000-gallon tank was constructed in 1936 and is the oldest and smallest in the system. The tank cycles frequently, causing inefficiency.
- Modeling recommended upsizing it to 500,000 gallons to meet 2050 demands.
- Two sites were evaluated: the current smaller site at Hasell and Orange Streets, and a larger parcel set back from the road. The latter was chosen for its space and setback compliance.
- A spheroid tank was recommended due to low maintenance costs, with an estimated project cost of \$4.25 million.

U.S. 70A Water Main Replacement:

- The existing 1.5-mile, 12-inch asbestos cement pipe needs replacing due to breakage.
- The water main is crucial for the town's connection to Durham.
- Recommendation to replace with a 16-inch ductile iron pipe for 2-million-gallon capacity.
- Two construction routes were considered. The south side route was favored for less disruption and road crossings, costing an estimated \$5.16 million.

- B. Presentation on Water System Master Planning Work

Chris Evans, a consultant with Hazen and Sawyer, presented on the town's water system master plan, another project funded by a state grant.

The scope of the water system master plan included:

- Working with town planning staff to project growth over the next 15 years.
- Incorporating existing GIS and distribution system data into the model.
- Allocating new demands and analyzing potential deficiencies.
- Evaluating storage requirements.
- Developing project recommendations.

The analysis evaluated whether the system could maintain adequate pressure, provide sufficient fire flow, and ensure redundancy as the town grows.

He presented a map showing suggested timelines for system upgrades through 2040.

Evans highlighted the development of a digital dashboard that will allow staff to visualize results across all phases and includes capital improvement plan project sheets summarizing all recommendations with estimated costs and descriptions. The dashboard will enable staff to modify parameters such as timing and cost and will ultimately be used to identify projects for the Fiscal Year 2027 budget process.

The utilities director said the dashboard would be a long-term benefit for the town and something they could potentially expand upon after the project is complete.

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Operation Green Light for Veterans
- C. 2026 Board of Commissioners Meeting Schedule
- D. Fiscal Year 2026 Planning and Economic Development Division Fee Schedule Updates
- E. Memorandum of Understanding between Orange County and the Town of Hillsborough for Solar Feasibility Study

Motion: Hughes moved to approve all items on the consent agenda. Ferguson seconded.

Vote: 5-0. Nays: 0.

5. In-depth discussion and topics

- A. Comprehensive Sustainability Plan Progress and Update
Public Space and Sustainability Manager Stephanie Trueblood provided a detailed update on the implementation of the town's comprehensive sustainability plan, adopted in June 2023. This plan coordinates the town's regulatory documents, focusing on equity, affordability, safety, connectivity and health using smart growth principles.

Using a master spreadsheet, Trueblood tracked all 397 plan actions to identify progress, priorities and future focus areas and reported that 67% of priority actions started or completed. She presented key highlights by chapter.

The board members noted their appreciation for the comprehensive update, including the accessible visual tools.

6. Committee updates and reports

Board members gave updates on the committees and boards on which they serve.

~~7. Closed session~~


- ~~A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (KEPSC Hillsborough LLC litigation)~~
- ~~B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege~~

7. Adjournment

Motion: Hughes moved to adjourn at 9:55 p.m. Ferguson seconded.

Vote: 5-0.

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah Kimrey". The signature is written in a cursive, flowing style.

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 10/27/2025 - 10/27/2025

Town of Hillsborough, NC

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	2,400.00	2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		2,400.00	
10-10-4000-5300154	MAINT - GROUNDS			0.00	-2,400.00	-2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-2,400.00	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	-3,000.00	-3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		-3,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	3,000.00	3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		3,000.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5100010	OVERTIME COMPENSATION			0.00	40.00	40.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		40.00	
10-10-4500-5300080	TRAINING/CONF/CONV			8,700.00	-40.00	8,660.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-40.00	
Department 4500 Total:				8,700.00	0.00	8,700.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300320	SUPPLIES - OFFICE			1,000.00	-813.00	187.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-813.00	
10-30-5400-5300330	SUPPLIES - DEPARTMENTAL			300.00	1,613.00	1,913.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,613.00	
10-30-5400-5300455	CS - ENGINEERING			0.00	45,000.00	45,000.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		45,000.00	
10-30-5400-5300479	CS - UTILITY LOCATES			45,000.00	-45,000.00	0.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		-45,000.00	
10-30-5400-5300570	MISCELLANEOUS			500.00	-800.00	-300.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-800.00	
Department 5400 Total:				46,800.00	0.00	46,800.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5100010	OVERTIME COMPENSATION			500.00	1,130.00	1,630.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,130.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-1,130.00	28,870.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-1,130.00	
Department 5550 Total:				30,500.00	0.00	30,500.00
Fund 10 Total:				86,000.00	0.00	86,000.00
Fund: 30 - WATER/SEWER						
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	-2,070.00	-2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		-2,070.00	
30-80-4000-5300154	MAINT - GROUNDS			0.00	2,070.00	2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		2,070.00	
Department 4000 Total:				0.00	0.00	0.00

Budget Adjustment Report**For Date Range: 10/27/2025 - 10/27/2025**

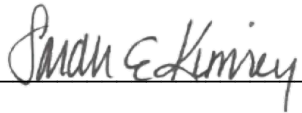
Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300485	CS - INSTRUMENT MAINT			6,000.00	-14.00	5,986.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-14.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,760.00	14.00	1,774.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		14.00	
Department 8120 Total:				7,760.00	0.00	7,760.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300165	MAINT - INFRASTRUCTURE			190,000.00	-9,867.00	180,133.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-9,867.00	
30-80-8140-5300458	DATA PROCESSING SERVICES			0.00	9,867.00	9,867.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		9,867.00	
Department 8140 Total:				190,000.00	0.00	190,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	22.00	5,022.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		22.00	
30-80-8220-5300080	TRAINING/CONF/CONV			2,750.00	-22.00	2,728.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-22.00	
Department 8220 Total:				7,750.00	0.00	7,750.00
Fund 30 Total:				205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:				291,510.00	0.00	291,510.00

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	86,000.00	0.00	86,000.00
	30	205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:		291,510.00	0.00	291,510.00

APPROVED: 5/0
DATE: 10/27/25
VERIFIED: 



PROCLAMATION

Supporting Operation Green Light for Veterans

WHEREAS, the people of Hillsborough respect, admire, and appreciate the individuals who selflessly have served the United States of America in the armed forces by placing themselves in challenging or perilous situations; and

WHEREAS, the contributions and sacrifices of those individuals who served in the armed forces have been vital in maintaining the freedoms and ways of life that we enjoy in our local communities; and

WHEREAS, Operation Green Light is a nationwide initiative to support veterans and raise awareness about the challenges many veterans face in accessing benefits and services; and

WHEREAS, approximately 70 percent of veterans experiencing homelessness also experience substance use disorders and 50 percent live with mental illnesses such as post-traumatic stress disorder; and

WHEREAS, studies indicate that 44 to 72 percent of service members experience high levels of stress during transition from military to civilian life and that active service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, veterans continue to serve our communities in the American Legion, Veterans of Foreign Wars, religious groups, community organizations, and civil service and as county veteran service officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS, Town of Hillsborough veterans include Police Officer 1st Class Curry Hall (U.S. Army), Meter Reader Supervisor Tyrone Hodge (U.S. Army), and Police Officer 1st Class Matthew Lorensen (U.S. Marine Corps) and former Reservists and National Guard, including Mayor Mark Bell (U.S. Naval Reserve); and

WHEREAS, the Town of Hillsborough seeks to join other communities through Operation Green Light for Veterans to shine a light on the plight of veterans across the country who are having a hard time connecting with benefits after serving their country;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of Nov. 4-11, 2025, which includes Veterans Day on Nov. 11, to be a time to honor the service and sacrifice of individuals in uniform transitioning from active service;

FURTHERMORE, in observance of Operation Green Light for Veterans, the Hillsborough Board of Commissioners encourages community members to show their support for veterans by displaying a green light in a window of their place of business or residence from Nov. 4 through Nov. 11.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 27th day of October in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Meeting Schedule: 2026

BOARD OF COMMISSIONERS

Meetings start at 7 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted. Times, dates and locations are subject to change.



The public will be able to view and listen to regular meetings and work sessions via live streaming video on the [town’s YouTube channel](#).

Regular meetings

Regular meetings typically occur the second Monday of the month and include a public comment period.

Jan. 12		Aug. 10
Feb. 9		Sept. 14
March 9		Oct. 12
April 13		Nov. 9
May 11	With budget presentation	Dec. 14
June 8	Tentative budget adoption	

Work sessions

Work sessions typically occur the fourth Monday of the month.

Jan. 26		May 27 (Wed.)	With budget workshop, if needed
Feb. 23		June 22	Budget adoption, if needed
TBD	Budget retreat	Aug. 24	
March 23		Sept. 28	
April 27		Oct. 26	
May 18	Budget workshop, public hearing	Nov. 23	

Joint public hearings

Joint public hearings with the Planning Board typically occur the third Thursday of a month.

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

Meetings with the Orange County Board of Commissioners are planned annually.

TBD	Orange County Board of Commissioners
	Location TBD



Planning Fees & Charges Schedule (Amended 10/27/2025)

FY2026 Operating & Capital Budget

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one business use to another or change in ownership)	\$	20.00
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	\$	50.00
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00
After-the-Fact Zoning Compliance Permit	\$	200.00
Home Occupation Permit	\$	35.00
Zoning Compliance/Verification Letter	\$	50.00
Final Site Inspection		No Charge
Final Site Re-Inspection	\$	50.00 each
New Residential or Commercial Construction		
New Detached Residential Unit(s)	\$	350.00
New Attached Residential Unit(s)	\$	400.00 per building
New Commercial Construction	\$	500.00
Signs (New or Replacement)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00
Free-Standing	\$	150.00
Sandwich Board	\$	15.00
Wall Mounted	\$	75.00
Special Event Permits		
Public or Private Events on Private Property	\$	30.00
Public or Private Events on Public Property	\$	50.00
Street or Greenway Use Events	\$	75.00
Construction & Site Plans		
Predevelopment Meeting/Concept Plan Review		No Charge
Site Plan Review (includes first 3 reviews)	\$	800.00
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	300.00
Construction Drawing Plan Review	\$	1,000.00
Subdivisions & Plat		
Additional Plat Review (4th review and subsequent additional reviews)	\$	200.00
Exempt (exempt under NCGS 160D-802)	\$	50.00
Easement and Right-of-Way Plats	\$	100.00
Final Plat Review Fee	\$	100.00

Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00	Board of Commissioners Work Session
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00	Approved: + \$100.00 per lot Nov. 10, 2025

Map, Plan & Unified Development Ordinance Amendments

Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00	
Master Plan or Planned Development Amendments	\$	750.00	
Unified Development Ordinance Text Amendment	\$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00	+ \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00	+ \$50.00 per acre

Board of Adjustment

Appeals	\$	400.00	
Special Use Permits	\$	1,500.00	+ \$200.00 per acre
SUP Modifications	\$	1,000.00	
Variance	\$	600.00	

Historic District

Certificates of Appropriateness

Minor Work (Staff Approval)	\$1.00 per \$1,000 in construction costs	\$25.00 minimum
Major Work (Historic District Commission Approval)	\$1.00 per \$1,000 in construction costs	\$150.00 minimum

NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Demolition Request Review	\$	50.00
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	500.00

Other Requests & Fees

Annexation	\$	75.00	
Development Agreement Review	\$	400.00	
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
	\$	350.00	
Street or Right-of-Way Closing Request		650.00	
Street Renaming Request	\$	350.00	
Consultant Fee Reimbursement		Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.			
Zoning Compliance Penalty Fee		No-Permit Penalty	
Local Landmark Designation	\$	500.00	

Documents & Maps¹

Unified Development Ordinance	\$	25.00
Historic District Design Guidelines	\$	25.00
Community Connectivity Plan	\$	15.00
Administrative Manual	\$	10.00
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00

Town Street Map with Street Grid (11x17 Black & White)	\$	2.00	Board of Commissioners Work Session
Future Land Use Map & Other 11x17 Color Maps	\$	2.00	Approved: <u>Nov. 10, 2025</u>
Photocopies	\$	0.10	per page

¹ All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.