



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Aug. 14, 2023

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

**Present:** Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

**Staff:** Human Resources Manager Haley Thore, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Finance Director Dave McCole, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Communications Manager Catherine Wright

### Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7 p.m.

#### 1. Public charge

Weaver did not read the public charge.

#### 2. Audience comments not related to the printed agenda

There was none.

#### 3. Agenda changes and approval

Commissioner Matt Hughes joined the meeting. He later asked during presentation of the consent agenda to have Item 6F: Contract for design and maintenance of new town website moved to the regular agenda.

**Motion:** Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

**Vote:** 5-0.

#### 4. Presentations

##### A. Fiscal Year 2021-22 Audit Presentation

Robert Bittner, a partner with the independent auditing firm PBMares, reported the town received a clean unmodified opinion for FY22. He noted four findings of weaknesses or deficiencies in internal control, including late completion of the audit, due to staff turnover and low staffing that have been resolved. He also noted four related performance indicators of concern defined by the Local Government Commission, including the lack of a board-appointed finance officer for the full fiscal year. Bittner said the Financial Services Department entered the current fiscal year fully staffed and with qualified individuals, including a new finance officer. The commission concerns require the Board of Commissioners to respond to the commission within 60 days of the audit presentation.

Hillsborough Finance Director Dave McCole gave an overview of the growth and health of the town's financial funds between fiscal years 2020 and 2022, noting the town's financial stability and resiliency entering and exiting the COVID-19 pandemic. He said he is pleased with the staff in his department, detailing

their ability to catch up on accounting tasks and the addition of an accounting technician position for sufficient staffing.

## 5. Appointments

- A. Historic District Commission – Appointment of Sara Riek to fill a vacancy for a term expiring Aug. 31, 2026

Motion: Commissioner Matt Hughes moved to approve the appointment as presented. Ferguson seconded.

Vote: 5-0.

## 6. Items for decision – consent agenda

- A. Minutes  
– Regular meeting June 12, 2023  
– Work session June 26, 2023  
– Work session closed session June 26, 2023
- B. Miscellaneous budget amendments and transfers
- C. Brough Law Firm Memorandum of Understanding for Fiscal Year 2024
- D. 2023 Board of Commissioners meeting schedule amendment
- E. Special Event Permit – Hog Day 2023
- ~~F. Contract for design and maintenance of new town website~~
- G. Selection of Artwork from Up roar Public Art Festival for Town Hall Campus

Motion: Hughes moved to pull Item 6F from the consent agenda for discussion.

Motion: Bell moved to approve the consent agenda as amended. Ferguson seconded.

Vote: 5-0. Nays: None.

## 7. Items for decision - regular agenda

- A. Employee ID cards for use in future elections  
Human Resources Manager Haley Thore presented the topic, which had been suggested by Hughes. She noted an expiration date would need to be added to the town’s identification cards to allow the cards to be used for identification purposes for voting in North Carolina. The board discussed and identified the following for more exploration:
- Costs associated with equipment and processes, including comparing costs of lost work time obtaining a free ID from the North Carolina Department of Motor Vehicles with costs of the town producing and maintaining updated IDs.
  - Allocation of staff resources, including monitoring for potential changes in voting regulations or procedures and updating the cards for those changes.
- B. Retention schedule for meeting audio and video recordings  
Town Clerk and Human Resources Technician Sarah Kimrey presented the topic, noting the adoption of the state’s retention schedule in 2021 allows disposal of both meeting audio and video recordings once the minutes for a meeting are approved. The town previously had established a period of up to three years for retention. Kimrey noted that the town attorney advised formulating a written policy on the retention of recordings. The board discussed the value of preservation for historical and research purposes as well as balancing that with staff time and the required duty to the public. Staff will further explore various policy options, methods of retention, and costs for discussion again later this year.
- C. Hot topics for work session Aug. 28, 2023  
The following was noted for the Aug. 28 work session:

- Joint meeting with the Water and Sewer Advisory Committee, with discussion on backflow prevention regarding residential swimming pools.
- Update on the fiber project in and around town.

D. Contract for design and maintenance of new town website  
Communications Manager Catherine Wright answered questions from the board, including the website vendors being considered, CivicPlus and Granicus. She noted updated pricing information for implementation and the first year and for subsequent years.

Motion: Hughes moved to approve a budget amendment to cover a design and maintenance contract for a new town website. Ferguson seconded.

Vote: 5-0. Nays: None.

## 8. Updates

### A. Board members

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

### B. Town manager

Town Manager Eric Peterson introduced Marshall Grayson, a Lead for North Carolina fellow who started a yearlong fellowship with the town this month through a program administered by the School of Government at the University of North Carolina at Chapel Hill. About 90 jurisdictions competed for 35 fellows, who were matched with the jurisdictions based on their interest.

### C. Staff (written reports in agenda packet)

The mayor suggested the Police Department provide a comparative look after two full years of its quarterly transparency reports to show items such as differences in arrests after traffic stops.

Assistant Town Manager and Community Services Director Matt Efirm noted a Disaster Relief and Mitigation Grant from the North Carolina Emergency Management Division has been approved, allowing the town to be reimbursed \$1 million in the \$1.3 million spent for an emergency project to replace a large culvert on Valley Forge Road, which had washed out after a large rain event in 2020.

## 9. Adjournment

Mayor Weaver adjourned the meeting at 8:59 p.m.

Respectfully submitted,



Sarah Kimrey  
Town Clerk

Staff support to the Board of Commissioners

FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT  
 DATES: 08/15/2023 TO 08/15/2023**

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF 10-00-9990-5300-000 CONTINGENCY Contingency To cover website design and maintenance.	41139	08/15/2023	JFernandez	450,000.00	-40,000.00	264,356.00
Admin. 10-10-4200-5300-458 DATA PROCESSING SERVICES Services To cover website design and maintenance.	41138	08/15/2023	JFernandez	40,836.00	40,000.00	80,836.00
					<u>0.00</u>	

APPROVED: 5/0

DATE: 8/14/23

VERIFIED: *Janet E. Kimrey*

FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

DATES: 07/01/2023 TO 08/14/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	To cover P&L premium	34819	08/14/2023	EBRADFORI	450,000.00	-33,144.00	416,856.00
	To cover SWANC Conference	34820	08/14/2023	EBRADFORI	450,000.00	-2,000.00	414,856.00
	To cover small rear loader	34824	08/14/2023	EBRADFORI	450,000.00	-14,887.00	399,969.00
	To cover PW trailer rental	34826	08/14/2023	EBRADFORI	450,000.00	-400.00	399,569.00
	To cover facility cleaning contract	34827	08/14/2023	EBRADFORI	450,000.00	-46,413.00	353,156.00
	Move WWTP HVAC maint to Facility M <sub>g</sub>	34830	08/14/2023	EBRADFORI	450,000.00	-7,200.00	345,956.00
	To cover expected FY24 recruitment expe	41091	08/14/2023	JFernandez	450,000.00	-6,500.00	339,456.00
	To cover benefits management system.	41136	08/14/2023	JFernandez	450,000.00	-35,100.00	304,356.00
Admin. Services	10-10-4200-5100-021 PERSONNEL EXPANSION - SALARIES						
	For School of Government LFNC Progran	41134	08/14/2023	JFernandez	40,000.00	-7,500.00	32,500.00
Admin. Services	10-10-4200-5300-113 LICENSE FEES						
	To cover NeoGov invoice.	41081	08/14/2023	JFernandez	17,872.00	465.00	18,337.00
	To cover FY24 licensing expenditures.	41085	08/14/2023	JFernandez	17,872.00	460.68	18,797.68
Admin. Services	10-10-4200-5300-454 C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S						
	To cover FY24 Contracted Services.	41086	08/14/2023	JFernandez	43,206.00	372.00	43,578.00
	To cover benefits management system.	41137	08/14/2023	JFernandez	43,206.00	35,100.00	78,678.00
Admin. Services	10-10-4200-5300-474 RECRUITMENT						
	To cover expected FY24 recruitment expe	41090	08/14/2023	JFernandez	0.00	6,500.00	6,500.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS						
	To cover FY24 licensing and Contracted S	41087	08/14/2023	JFernandez	57,553.00	-832.68	56,720.32
	For School of Government LFNC Progran	41135	08/14/2023	JFernandez	57,553.00	7,500.00	64,220.32
Admin. Services	10-10-4200-5300-577 WELLNESS PROGRAM ACTIVITIES						
	To cover NeoGov invoice.	41082	08/14/2023	JFernandez	6,000.00	-465.00	5,535.00
Facilities Mgmt.	10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
	To cover facility cleaning contract	34828	08/14/2023	EBRADFORI	200,896.00	46,413.00	247,309.00
	Move WWTP HVAC maint to Facility M <sub>g</sub>	34829	08/14/2023	EBRADFORI	200,896.00	7,200.00	254,509.00
Facilities Mgmt.	10-10-5000-5300-158 MAINTENANCE - EQUIPMENT						
	To cover generator preventative maintena	41097	08/14/2023	JFernandez	0.00	1,100.00	1,100.00
Facilities Mgmt.	10-10-5000-5300-570 MISCELLANEOUS						
	To cover generator preventative maintena	41098	08/14/2023	JFernandez	22,000.00	-1,100.00	20,900.00
Facilities Mgmt.	10-10-5000-5400-910 DEBT SERVICE						
	Separation of debt service principal and ir	41109	08/14/2023	JFernandez	200,171.00	-59,085.98	141,085.02
Facilities Mgmt.	10-10-5000-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41110	08/14/2023	JFernandez	0.00	59,085.98	59,085.98
Public Space	10-10-6300-5400-910 DEBT SERVICE						
	Separation of debt service principal and ir	41111	08/14/2023	JFernandez	73,352.00	-851.88	72,500.12
Public Space	10-10-6300-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41112	08/14/2023	JFernandez	0.00	851.88	851.88
Safety & Risk Mgmt.	10-10-6600-5300-540 INSURANCE						
	To cover P&L premium	34818	08/14/2023	EBRADFORI	330,000.00	33,144.00	363,144.00
IT	10-10-6610-5300-112 POSTAGE						
	To cover audit laptop return shipping	41099	08/14/2023	EBRADFORI	50.00	5.00	55.00
IT	10-10-6610-5300-570 MISCELLANEOUS						

FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

DATES: 07/01/2023 TO 08/14/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	To cover audit laptop return shipping	41100	08/14/2023	EBRADFORI	5,000.00	-5.00	4,995.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS						
	To cover alarm contract	34815	08/14/2023	EBRADFORI	15,000.00	-120.00	14,880.00
Police	10-20-5100-5300-481 C.S./MOBILE DATA TERMINALS						
	To cover MDT expenses	34817	08/14/2023	EBRADFORI	5,110.00	368.00	5,478.00
Police	10-20-5100-5300-490 C.S./ALARM						
	To cover alarm contract	34814	08/14/2023	EBRADFORI	370.00	120.00	490.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
	To cover MDT expenses	34816	08/14/2023	EBRADFORI	5,000.00	-368.00	4,632.00
Fleet	10-30-5550-5400-910 DEBT SERVICE						
Maintenance	Separation of debt service principal and ir	41113	08/14/2023	JFernandez	112,117.00	-2,670.48	109,446.52
Fleet	10-30-5550-5400-920 DEBT SERVICE - INTEREST						
Maintenance	Separation of debt service principal and ir	41114	08/14/2023	JFernandez	0.00	2,670.48	2,670.48
Streets	10-30-5600-5300-363 RENTAL - BUILDING						
	To cover PW trailer rental	34825	08/14/2023	EBRADFORI	6,528.00	400.00	6,928.00
	To cover trailer rental	41093	08/14/2023	EBRADFORI	6,528.00	150.00	7,078.00
Streets	10-30-5600-5300-570 MISCELLANEOUS						
	To cover trailer rental	41092	08/14/2023	EBRADFORI	1,000.00	-150.00	850.00
Solid	10-30-5800-5300-080 TRAINING/CONF./CONV.						
Waste	To cover SWANC Conference	34821	08/14/2023	EBRADFORI	2,500.00	2,000.00	4,500.00
Solid	10-30-5800-5300-583 VEHICLE TAX & TAGS						
Waste	To cover small rear loader	34823	08/14/2023	EBRADFORI	3,906.00	428.00	4,334.00
Solid	10-30-5800-5400-910 DEBT SERVICE						
Waste	Separation of principal and interest.	41117	08/14/2023	JFernandez	62,617.00	-2,628.97	59,988.03
Solid	10-30-5800-5400-920 DEBT SERVICE - INTEREST						
Waste	Separation of principal and interest.	41118	08/14/2023	JFernandez	0.00	2,628.97	2,628.97
Solid	10-30-5800-5700-740 CAPITAL - VEHICLES						
Waste	To cover small rear loader	34822	08/14/2023	EBRADFORI	130,000.00	14,459.00	144,459.00
Special	10-60-6900-5400-910 DEBT SERVICE						
Approp.	Separation of debt service principal and ir	41115	08/14/2023	JFernandez	69,501.00	-7,615.96	61,885.04
Special	10-60-6900-5400-920 DEBT SERVICE - INTEREST						
Approp.	Separation of debt service principal and ir	41116	08/14/2023	JFernandez	0.00	7,615.96	7,615.96
Billing & Collections	30-80-7240-5400-910 DEBT SERVICE						
	Separation of debt service principal and ir	41107	08/14/2023	JFernandez	39,125.00	-11,548.78	27,576.22
Billing & Collections	30-80-7240-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41108	08/14/2023	JFernandez	0.00	11,548.78	11,548.78
WTP	30-80-8120-5300-550 ALUM SLUDGE REMOVAL						
	To cover actual alum sludge quote for FY.	41122	08/14/2023	JFernandez	72,943.00	11,250.00	84,193.00
WTP	30-80-8120-5400-910 DEBT SERVICE						
	Separation of debt service principal and ir	41105	08/14/2023	JFernandez	82,305.00	-6,082.54	76,222.46
WTP	30-80-8120-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41106	08/14/2023	JFernandez	0.00	6,082.54	6,082.54
WFER	30-80-8130-5400-910 DEBT SERVICE						
	JFernandez		08/07/2023	4:55:38PM			
	fl142r03						

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

FY 2023-2024

DATES: 07/01/2023 TO 08/14/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Separation of debt service principal and ir	41103	08/14/2023	JFernandez	839,737.00	-492,736.36	347,000.64
WFER	30-80-8130-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41104	08/14/2023	JFernandez	0.00	492,736.36	492,736.36
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover annual Utility Cloud service.	41126	08/14/2023	JFernandez	131,440.00	-1,482.00	129,958.00
Water Dist.	30-80-8140-5300-441 C.S./ENGINEERING						
	Upfront master plan costs - later reimburs	41121	08/14/2023	JFernandez	0.00	100,000.00	100,000.00
Water Dist.	30-80-8140-5300-458 DATA PROCESSING SERVICES						
	To cover annual Utility Cloud service.	41129	08/14/2023	JFernandez	9,000.00	1,482.00	10,482.00
	To balance WD and WWC budget capacit	41132	08/14/2023	JFernandez	9,000.00	-500.00	9,982.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover WinCan software for CCTV equ	41124	08/14/2023	JFernandez	80,500.00	-5,000.00	75,500.00
	To cover annual Utility Cloud service.	41127	08/14/2023	JFernandez	80,500.00	-1,482.00	74,018.00
WW Collect.	30-80-8200-5300-458 DATA PROCESSING SERVICES						
	To cover WinCan software for CCTV equ	41125	08/14/2023	JFernandez	8,000.00	5,000.00	13,000.00
	To cover annual Utility Cloud service.	41128	08/14/2023	JFernandez	8,000.00	1,482.00	14,482.00
	To balance WD and WWC budget capacit	41133	08/14/2023	JFernandez	8,000.00	500.00	14,982.00
WW Collect.	30-80-8200-5300-570 MISCELLANEOUS						
	To cover Managed Generator installation.	41131	08/14/2023	JFernandez	1,500.00	-1,294.00	206.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	To cover Managed Generator installation.	41130	08/14/2023	JFernandez	20,000.00	1,294.00	21,294.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS						
	To cover DI water maintenance contract.	41083	08/14/2023	JFernandez	56,380.00	-260.00	56,120.00
	To cover electrical safety uniforms.	41088	08/14/2023	JFernandez	56,380.00	-2,700.00	53,420.00
WWTP	30-80-8220-5300-350 UNIFORMS						
	To cover electrical safety uniforms.	41089	08/14/2023	JFernandez	620.00	2,700.00	3,320.00
WWTP	30-80-8220-5300-413 C.S./DI WATER SYSTEM SERVICE						
	To cover DI water maintenance contract.	41084	08/14/2023	JFernandez	3,950.00	260.00	4,210.00
WWTP	30-80-8220-5300-441 C.S./ENGINEERING						
	Move WW master plan to Engineering	41096	08/14/2023	EBRADFORI	0.00	100,000.00	100,000.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS						
	Move WW master plan to Engineering	41095	08/14/2023	EBRADFORI	104,410.00	-100,000.00	4,410.00
WWTP	30-80-8220-5400-910 DEBT SERVICE						
	Separation of debt service principal and ir	41101	08/14/2023	JFernandez	1,130,980.00	-240,479.62	890,500.38
WWTP	30-80-8220-5400-920 DEBT SERVICE - INTEREST						
	Separation of debt service principal and ir	41102	08/14/2023	JFernandez	0.00	240,479.62	240,479.62
W&S Contingency	30-80-9990-5300-000 CONTINGENCY						
	Upfront master plan costs - later reimburs	41119	08/14/2023	JFernandez	400,000.00	-100,000.00	300,000.00
	To cover actual alum sludge quote for FY.	41123	08/14/2023	JFernandez	400,000.00	-11,250.00	288,750.00
NC-86	60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION						
	Adj per FY24 budget ordinance	34839	07/01/2023	EBRADFORI	2,000,000.00	2,500,000.00	4,500,000.00
NC-86	60-05-5600-5700-775 NC86 - CONSTRUCTION						
	Adj per FY24 budget ordinance	34838	07/01/2023	EBRADFORI	2,000,000.00	2,500,000.00	4,500,000.00

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

FY 2023-2024

DATES: 07/01/2023 TO 08/14/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Rail Station	60-23-3700-3700-101 STATE TIP Adj per FY24 budget ordinance	41044	07/01/2023	EBRADFORI	0.00	5,314,000.00	5,314,000.00
Rail Station	60-23-3700-3700-102 TRANSIT TAX Adj per FY24 budget ordinance	41045	07/01/2023	EBRADFORI	116,000.00	286,000.00	402,000.00
Rail Station	60-23-3980-3980-001 DEBT ISSUANCE PROCEEDS Adj per FY24 budget ordinance	41047	07/01/2023	EBRADFORI	0.00	560,000.00	560,000.00
Rail Station	60-23-6510-5700-000 CONTINGENCY Adj per FY24 budget ordinance	41041	07/01/2023	EBRADFORI	0.00	560,000.00	560,000.00
Rail Station	60-23-6510-5700-720 CONSTRUCTION Adj per FY24 budget ordinance	41043	07/01/2023	EBRADFORI	0.00	5,600,000.00	5,600,000.00
Skate Park	60-27-3870-3870-407 TRANSFER FROM GF - SKATE PARK Adj per FY24 budget ordinance	34837	07/01/2023	EBRADFORI	20,000.00	300,000.00	320,000.00
Skate Park	60-27-6300-5700-780 SKATE PARK Adj per FY24 budget ordinance	34836	07/01/2023	EBRADFORI	20,000.00	300,000.00	320,000.00
Ridgewalk Greenway	60-28-3870-3870-408 TRANSFER FROM GF - RIDGEWALK Adj per FY24 budget ordinance	34835	07/01/2023	EBRADFORI	0.00	209,003.00	209,003.00
Ridgewalk Greenway	60-28-6300-5700-782 RIDGEWALK GREENWAY Adj per FY24 budget ordinance	34834	07/01/2023	EBRADFORI	0.00	209,003.00	209,003.00
Adron F. Thompson	69-18-3980-3980-306 INSTALL. FIN./ADRON THOMPSON RENO Adj per FY24 budget ordinance	34833	07/01/2023	EBRADFORI	0.00	3,000,000.00	3,000,000.00
Adron F. Thompson	69-18-8200-5700-723 ADRON THOMPSON FACILITY RENOVATION Adj per FY24 budget ordinance	34831	07/01/2023	EBRADFORI	290,000.00	3,000,000.00	3,290,000.00
River Pump Station	69-22-3800-3800-350 MISCELLANEOUS Adj per FY24 budget ordinance	41078	07/01/2023	EBRADFORI	1,935,000.00	3,797,175.00	5,732,175.00
River Pump Station	69-22-3870-3870-200 TRANSFER FROM WSF-PERP MAINT FEE Adj per FY24 budget ordinance	41079	07/01/2023	EBRADFORI	33,800.00	915,460.00	949,260.00
River Pump Station	69-22-3870-3870-801 TRANSFER FROM FUND 70-RIVER PS Adj per FY24 budget ordinance	41080	07/01/2023	EBRADFORI	1,080,000.00	27,386.00	1,107,386.00
River Pump Station	69-22-8200-5700-738 RIVER PUMP STATION Adj per FY24 budget ordinance	41077	07/01/2023	EBRADFORI	3,448,800.00	4,740,021.00	8,188,821.00
OWASA Booster PS	69-34-3300-3310-015 GRANT - FEMA - BRIC Adj per FY24 budget ordinance	41058	07/01/2023	EBRADFORI	0.00	1,010,000.00	1,010,000.00
OWASA Booster PS	69-34-3980-3980-308 INSTALL. FIN./OWASA BPS Adj per FY24 budget ordinance	41059	07/01/2023	EBRADFORI	0.00	565,600.00	565,600.00
OWASA Booster PS	69-34-8140-5700-853 OWASA BOOSTER PUMP STATION Adj per FY24 budget ordinance	41055	07/01/2023	EBRADFORI	90,000.00	1,575,600.00	1,665,600.00
US-70 Water	69-35-3870-3870-703 TRANSFER FROM FUND 75-US 70 WTR IMP Adj per FY24 budget ordinance	41062	07/01/2023	EBRADFORI	0.00	275,000.00	275,000.00
US-70 Water	69-35-8140-5700-854 US-70 WATER IMPROVEMENTS Adj per FY24 budget ordinance	41060	07/01/2023	EBRADFORI	30,000.00	275,000.00	305,000.00
Elizabeth Brady PS	69-36-3870-3870-802 TRANSFER FROM FUND 70-ELIZ BRADY PS Adj per FY24 budget ordinance	41071	07/01/2023	EBRADFORI	0.00	300,000.00	300,000.00
Elizabeth Brady PS	69-36-8200-5700-855 ELIZABETH BRADY PS & FORCE MAIN UPG JFernandez		08/07/2023	4:55:38PM			



FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

DATES: 07/01/2023 TO 08/14/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Adj per FY24 budget ordinance	41072	07/01/2023	EBRADFORI	0.00	300,000.00	300,000.00
Exchange69-37-3870-3870-514 TRANSFER FROM WSF-EXCHANGE CLUB INT						
Club Int. Adj per FY24 budget ordinance	41075	07/01/2023	EBRADFORI	0.00	190,000.00	190,000.00
Exchange69-37-8200-5700-856 EXCHANGE CLUB INTERCEPTORS						
Club Int. Adj per FY24 budget ordinance	41076	07/01/2023	EBRADFORI	0.00	190,000.00	190,000.00
Hassell 69-38-3300-3310-016 GRANT - AIA						
Water Tank Adj per FY24 budget ordinance	41050	07/01/2023	EBRADFORI	0.00	40,000.00	40,000.00
Hassell 69-38-8140-5700-857 HASELL WATER TANK REPLACEMENT						
Water Tank Adj per FY24 budget ordinance	41051	07/01/2023	EBRADFORI	0.00	40,000.00	40,000.00
W&S Air 69-39-3870-3870-516 TRANSFER FROM WSF-AIR RELEASE VALVE						
Release Adj per FY24 budget ordinance	41066	07/01/2023	EBRADFORI	0.00	29,074.00	29,074.00
W&S Air 69-39-3980-3980-300 DEBT ISSUANCE PROCEEDS						
Release Adj per FY24 budget ordinance	41067	07/01/2023	EBRADFORI	0.00	120,926.00	120,926.00
W&S Air 69-39-8140-5700-858 AIR RELEASE VALVE REPLACEMENTS						
Release Adj per FY24 budget ordinance	41068	07/01/2023	EBRADFORI	0.00	150,000.00	150,000.00
ARPA 77-00-3300-3310-006 GRANT - AMERICAN RESCUE PLAN (ARPA)						
Hydrant Adj per FY24 budget ordinance	41052	07/01/2023	EBRADFORI	1,958,460.00	200,000.00	2,158,460.00
ARPA 77-25-3001-5700-788 ARPA - HYDRANT & VALVE PROJECT						
Hydrant Adj per FY24 budget ordinance	41054	07/01/2023	EBRADFORI	200,000.00	200,000.00	400,000.00
					<u>39,279,248.00</u>	

APPROVED: 5/0

DATE: 8/14/23

VERIFIED: *Sam E. Kimrey*

# Meeting Schedule: 2023

## 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.

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

### Work sessions

Work sessions typically occur the fourth Monday of the month. The board generally does not make decisions or receive public comment at work sessions.

Jan. 23		May 30	Budget workshop - CANCELED
Jan. 28	Budget retreat, 9 a.m. to 2:30 p.m.	June 26	Budget adoption, if needed
Feb. 27		Aug. 28	With joint WSAC meeting
March 27		Sept. 25	
April 24	With State of the Town Address	Oct. 23	
May 22	Budget workshop, public hearing	Nov. 27	

### Joint public hearings

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

Jan. 19	Aug. 17
April 20	Oct. 19

### Joint meetings

Meetings with the Water and Sewer Advisory Committee are planned biannually. The Orange County Assembly of Governments typically meets in January.

Jan. 24	Assembly of Governments Whitted Human Services Center 300 W. Tryon St. — CANCELED	Feb. 2	Water and Sewer Advisory Committee
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