



Minutes

Board of Commissioners Work Session

7 p.m. Sept. 22, 2025

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

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

Absent: Commissioner Matt Hughes

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, Town Manager Eric Peterson, Public Space and Sustainability Manager Stephanie Trueblood and Police Chief Jason Winn

1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7:02 p.m.

2. Agenda changes and approval

Move Item 6.B – Breast Cancer Awareness Month Proclamation to Item 4.A.

Motion: Commissioner Kathleen Ferguson moved to approve the amended agenda. Commissioner Meaghun Darab seconded.

Vote: 4-0.

3. Public hearing

A. Public hearing – Closure of an unimproved, unopened portion of South Hasell Street

Motion: Darab moved to open the public hearing. Ferguson seconded.

Vote: 4-0.

Paul Dennis identified himself as one of two property owners sharing the noted portion of South Hasell Street. He explained they are seeking closure because the section is essentially a shared driveway that has never received town maintenance, even after Hurricane Chantal damaged the area. He hopes to allocate the land between the two property owners, with driveway easements in place.

Motion: Ferguson moved to close the public hearing. Darab seconded.

Vote: 4-0.

4. Presentations

A. Proclamation – Breast Cancer Awareness Month

The mayor read a proclamation declaring October 2025 as Breast Cancer Awareness Month in Hillsborough. The proclamation highlighted that 1 in 8 women and 1 in 833 men will be diagnosed with breast cancer in

their lifetime, with an estimated 320,000 people in the United States being diagnosed in 2025. The proclamation notes that the American Cancer Society recommends annual breast cancer screening with mammograms starting at age 40, emphasizes that early detection saves lives and recognizes the efforts of the Making Strides Against Breast Cancer movement. The proclamation also states that town facilities will be illuminated throughout October and that Hillsborough Police Department officers will wear pink badges during the month.

B. Triangle West Transportation Planning Organization updates and check-in with Hillsborough

Doug Plachcinski, executive director of Triangle West Transportation Planning Organization, presented updates on the organization's work. He covered three main topics:

- Strategic planning and organizational assessment — The organization recently changed its name from Durham-Chapel Hill-Carrboro Metropolitan Planning Organization to Triangle West Transportation Planning Organization to better reflect its identity and include all member communities. Its work now is organized into focus areas that align with core values on safety, sustainability, economic prosperity, ease of movement and increased accessibility. Metrics have been developed to track progress.
- Long Range Transportation Plan — The organization is collaborating with the Capital Area Metropolitan Planning Organization on a long-range transportation plan, using land use and policy data from local governments to develop traffic flow models. Some preferred options were created in June and a preferred alternative will be presented at the organization's next board meeting. This process involves evaluating different transportation investments, analyzing safety problems and looking at non-motorized gaps in the system.
- Memorandum of understanding update — The director discussed plans to update the memorandum of understanding between communities comprising the organization's membership. He highlighted three key areas for improvement:
 - Rebalancing financial obligations and responsibilities to better reflect population distribution.
 - Updating required clauses to align with federal regulations.
 - Ensuring all public transportation providers have representation.

The mayor said the transportation planning model is crucial for understanding regional planning, growth projections, and housing.

5. Appointments

A. Planning Board – Appointment of Carrie Winkler for a partial term ending Sept. 30, 2026

Motion: Darab moved to approve the appointment of Carrie Winkler to the Planning Board. Ferguson seconded.

Vote: 4-0.

B. Correction regarding Sept. 8, 2025, appointment of Sankalp Rangi to the Board of Adjustment

On Sept. 8, the Board of Commissioners appointed Sankalp Rangi to the Board of Adjustment as a regular in-town member. In the agenda, staff incorrectly identified Rangi as a regular in-town member filling an expired term. The expired term was for an alternate in-town member, so Rangi should have been appointed as an alternate in-town member.

Motion: Ferguson moved to appoint Sankalp Rangji to the Board of Adjustment as an alternate in-town member. Commissioner Evelyn Lloyd seconded.
Vote: 4-0.

6. Items for decision – consent agenda

- A. Miscellaneous budget amendments and transfers
- ~~B. Proclamation – Breast Cancer Awareness Month~~

Motion: Ferguson moved to approve the amended consent agenda. Lloyd seconded.
Vote: 4-0. Nays: None.

7. In-depth discussion and topics

- A. Order to close an unimproved, unopened portion of South Hasell Street
Planning and Economic Development Manager Shannan Campbell explained an order is the third step in closing the right of way according to general statutes. She said that after the board's approval, the petitioner would need to file a plat to legally record the right-of-way closure, access easements for himself and his neighbor, and a 20-foot sanitary sewer easement for utilities.

Motion: Ferguson moved to adopt the order to close the right of way. Lloyd seconded.
Vote: 4-0.

- B. Annexation interest letter for unaddressed parcels on Oakdale Drive
Senior Planner Molly Boyle presented an annexation interest letter for two unaddressed parcels on Oakdale Drive. This would be a voluntary, contiguous annexation since the parcels are next to the current town limits. The 14.13-acre properties are zoned R-20 (residential with 20,000 square-foot minimum). The applicant, TMTLA Associates, plans a 16-lot residential subdivision.

Boyle said the current zoning supports the proposed development. She anticipated that the town's engineering services division could serve the project if improvements are made at the developer's expense.

Engineering Services Manager Bryant Green explained that the development must extend a sewer outfall to tie into the existing network. The developer has offered funds toward upgrading the Rhonda Road pump station for the necessary additional flow.

The mayor mentioned a resident's concern and advised residents with concerns to join future meetings if the project advances. He also emphasized the Hillsborough Comprehensive Sustainability Plan's role in addressing stormwater management concerns.

Boyle noted the town's current standards require a stormwater plan for this potential development.

Motion: Commissioner Robb English moved to allow the applicant to proceed with a formal annexation application. Darab seconded.
Vote: 4-0.

- C. Updates on transportation projects and plans and setting of future priorities
Public Space and Sustainability Manager Stephanie Trueblood provided a comprehensive update on transportation projects and plans, noting it had been four years since the town last set transportation priorities, which were incorporated into the Comprehensive Sustainability Plan.

Trueblood provided background on the transportation and connectivity chapter of the town's plan, explaining that its goal is to develop and maintain a safe, efficient and sustainable multimodal transportation system. She reviewed maps showing future traffic congestion hotspots and bike and pedestrian crash data.

Trueblood then reviewed progress on previously identified priorities:

- N.C. 86 and Orange Grove Road Connector studies — completed with preferred alignments identified.
- South Churton Street multimodal study — completed, with continued coordination with the North Carolina Department of Transportation.
- Ridgewalk greenway phases 1 and 2 feasibility study — completed with preferred alignments identified.
- Future train station — engineering ongoing.
- Electric vehicle suitability model — completed.
- Complete Streets resolution — adopted.
- Vision Zero resolution — adopted.
- Downtown parking study — completed.
- Unified Development Ordinance rewrite — in process.
- Street standards update — in process.

Trueblood provided detailed updates on major projects:

- Orange Grove Road connector — Study resulted in a preferred design of coordinated roundabouts at Mayo Street and Eno Mountain Road rather than road realignment.
- N.C. 86 connector — Study completed connecting Old N.C. 86 and N.C. 86, with a preferred alignment adopted.
- South Churton Street widening — Project in development since the 1980s. The town rejected initial NCDOT plans and conducted its own study. The state is now working on a second phase of engineering incorporating the town's preferences. Updated plans are expected in October.
- Ridgewalk greenway — Middle section being built by Collins Ridge neighborhood developer. Phase 1 will connect downtown to the train station and Collins Ridge. A later phase will connect to Beckett's Ridge Drive and Cates Creek Park. The town has funding for engineering. It is waiting for construction funding before proceeding.
- Train station — Funded project with an approved site plan awaiting North Carolina Railroad approval for insurance, indemnification and preliminary engineering agreement. Construction plans are underway. There is discussion of a regional transfer station or mobility hub near the train station.

Trueblood also covered state projects:

- N.C. 86 bridge over North Carolina Railroad corridor — construction imminent.
- Interstate 40 widening — under construction, completion expected in 2027.
- Interstate 85 widening — engineering underway; construction is not funded.
- I-85 interchange at South Churton Street — funded for 2034.
- I-85 interchange at N.C. 86 — not yet funded.

Trueblood identified opportunities for future projects:

- Consolidating the county's Orange Grove Road projects with the town's roundabouts concept.
- Developing a modernization project for U.S. 70A from South Churton Street to Meadowlands Drive.
- Improving connectivity along N.C. 86.

In response to a question from English, Trueblood said she was still determining whether combining projects to add sidewalks along N.C. 86 with the N.C. 86 connector project would affect their competitiveness for funding.

Motion: Ferguson moved to approve the priorities and opportunities as presented. English seconded.
Vote: 4-0.

- D. Communities on the Move funding request to continue providing programming and services to the Fairview community and Hillsborough residents

The mayor introduced the funding request for Communities on the Move from the Food, Fitness and Opportunity Research Collaborative at the University of North Carolina at Chapel Hill. He said the loss of Supplemental Nutrition Assistance Program-Education funding impacted programming in the Fairview community, putting at risk the Fairview Youth in Action Internship, Active Living Support and Technical Assistance, Fairview Community Garden, and Women on the Move.

Ferguson asked what proportion of the requested funds would serve town residents versus county residents.

Town Manager Eric Peterson explained that while Fairview includes both town and county areas, the funding would support the Fairview Community Watch, which serves Hillsborough residents as well. He said trying to calculate an exact proportion of town versus county residents would be overly granular and providing the funding does not pose a significant legal risk.

Bell said the collaborative is pursuing numerous other grant opportunities simultaneously. Research Scientist Molly De Marco, who leads the collaborative, said the organization will have submitted 15 proposals for different funding by December, is working with Congress to restore some of the \$550 million cut from the national program, and is approaching the General Assembly and philanthropies about bridge funding.

Ferguson suggested the collaborative seek support from individual philanthropists in the community and said the situation is an opportunity for the community to help support programs in Fairview and communities of color.

The town manager provided context on the town's financial position, noting the town has \$13.5 million in fund balance and the \$45,000 request represents 0.3% of that amount. He acknowledged the board's fiscal diligence and indicated that using fund balance for this purpose wouldn't significantly impact the town's finances.

The board directed the town manager to return with a proposal at the Oct. 13 meeting for funding the program through March, with placement on the consent agenda unless concerns arise. Peterson agreed to verify the legality of providing funding to the organization and to prepare a budget amendment.

8. Committee updates and reports

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

Motion: Ferguson moved to go into closed session. English seconded.
Vote: 4-0.

9. 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

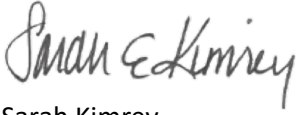
Motion: English moved to return to open session. Ferguson seconded.
Vote: 4-0.

10. Adjournment

Motion: Ferguson moved to adjourn at 10:40 p.m. Darab seconded.

Vote: 4-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sarah Kimrey".

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners



PROCLAMATION

Breast Cancer Awareness Month

WHEREAS, National Breast Cancer Awareness Month is an annual campaign to increase awareness of the disease and increase public knowledge about the importance of early detection of breast cancer diagnosis and treatment; and

WHEREAS, one in eight women and one in 833 men will be diagnosed with breast cancer in their lifetime; and

WHEREAS, an estimated 320,000 people in the United States will be diagnosed with breast cancer in 2025; and

WHEREAS, the American Cancer Society recommends annual breast cancer screening with mammograms starting at age 40. Early detection saves lives, so schedule your mammogram today — 15 minutes could save your life; and

WHEREAS, the American Cancer Society started "Making Strides Against Breast Cancer," the nation's largest and most impactful breast cancer movement — providing a supportive community for courageous breast cancer survivors and metastatic breast cancer thrivers, caregivers, and families alike; and

WHEREAS, many organizations continue to search for a cure through vital research, and physicians, public health professionals, and advocates continue to educate our community about awareness and innovative advancements in early detection and treatment; and

WHEREAS, the Hillsborough Board of Commissioners supports breast cancer research and recognizes the trauma breast cancer brings, and understands that this horrible disease strikes women and men within the Hillsborough community; and

WHEREAS, the Town of Hillsborough is committed to raising breast cancer awareness by illuminating town facilities pink throughout the month of October; and

WHEREAS, the Hillsborough Police Department will don pink badges throughout the month of October;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim October 2025 as Breast Cancer Awareness Month in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 22nd day of September in the year 2025.



A handwritten signature in black ink that reads "Mark Bell".

Mark Bell, Mayor
Town of Hillsborough

Budget Adjustment Report

Adjustment Detail

For Date Range: 09/22/2025 - 09/22/2025

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: 3900 - 3900						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-154,356.00	-362,175.00
BA0000158	Generators at HPD HQ and HPD Annex	GLPKT01115	09/22/2025		-136,856.00	
BA0000169	Remove budget for WWTP flooring (FY25 PO...	GLPKT01152	09/22/2025		30,000.00	
BA0000171	Unused FY25 funds to FY26 for nuisance aba...	GLPKT01163	09/22/2025		-20,000.00	
BA0000177	Chantal Expense	GLPKT01172	09/22/2025		-27,500.00	
Department 3900 Total:				-207,819.00	-154,356.00	-362,175.00
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	10,000.00	10,000.00
BA0000177	Chantal Expense	GLPKT01172	09/22/2025		10,000.00	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	500.00	500.00
BA0000177	Chantal Expense	GLPKT01172	09/22/2025		500.00	
10-10-4000-5300351	RENTAL - EQUIPMENT			0.00	2,000.00	2,000.00
BA0000177	Chantal Expense	GLPKT01172	09/22/2025		2,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	-9,585.00	-9,585.00
BA0000159	To replace flooded traffic counters	GLPKT01124	09/22/2025		-9,585.00	
10-10-4000-5700741	CAPITAL - EQUIPMENT			0.00	24,585.00	24,585.00
BA0000159	To replace flooded traffic counters	GLPKT01124	09/22/2025		9,585.00	
BA0000177	Chantal Expense	GLPKT01172	09/22/2025		15,000.00	
Department 4000 Total:				0.00	27,500.00	27,500.00
Department: 4900 - PLANNING						
10-10-4900-5300501	CS - NUISANCE ABATEMENT			50,000.00	20,000.00	70,000.00
BA0000171	Unused FY25 funds to FY26 for nuisance aba...	GLPKT01163	09/22/2025		20,000.00	
Department 4900 Total:				50,000.00	20,000.00	70,000.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			67,800.00	-30,000.00	37,800.00
BA0000169	Remove budget for WWTP flooring (FY25 PO...	GLPKT01152	09/22/2025		-30,000.00	
Department 5000 Total:				67,800.00	-30,000.00	37,800.00
Department: 5100 - POLICE						
10-20-5100-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	150,000.00	150,000.00
BA0000158	Generators at HPD HQ and HPD Annex	GLPKT01115	09/22/2025		150,000.00	
Department 5100 Total:				0.00	150,000.00	150,000.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-13,144.00	436,856.00
BA0000158	Generators at HPD HQ and HPD Annex	GLPKT01115	09/22/2025		-13,144.00	
Department 9990 Total:				450,000.00	-13,144.00	436,856.00
Fund 10 Total:				359,981.00	0.00	359,981.00
Fund: 30 - WATER/SEWER						
Department: 3900 - 3900						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-877,596.43	-1,553,262.43
BA0000168	Cover remainder of Churton Grove lift station	GLPKT01151	09/22/2025		-86,890.43	
BA0000178	Chantal Expenses	GLPKT01211	09/22/2025		-698,000.00	
BA0000179	TS Chantal: Truck Replacement	GLPKT01221	09/22/2025		-92,706.00	
Department 3900 Total:				-675,666.00	-877,596.43	-1,553,262.43

Budget Adjustment Report**For Date Range: 09/22/2025 - 09/22/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 4000 - DISASTER						
30-80-4000-5300154	MAINT - GROUNDS			0.00	-1,125.00	-1,125.00
BA0000167	TS Chantal: Paving repair	GLPKT01150	09/22/2025		-1,125.00	
30-80-4000-5300570	MISCELLANEOUS			0.00	1,125.00	1,125.00
BA0000167	TS Chantal: Paving repair	GLPKT01150	09/22/2025		1,125.00	
30-80-4000-5300583	MISC - TAX, TAGS, ETC			0.00	2,706.00	2,706.00
BA0000179	TS Chantal: Truck Replacement	GLPKT01221	09/22/2025		2,706.00	
30-80-4000-5700740	CAPITAL - VEHICLES			0.00	90,000.00	90,000.00
BA0000179	TS Chantal: Truck Replacement	GLPKT01221	09/22/2025		90,000.00	
30-80-4000-5700741	CAPITAL - EQUIPMENT			0.00	698,000.00	698,000.00
BA0000178	Chantal Expenses	GLPKT01211	09/22/2025		698,000.00	
Department 4000 Total:				0.00	790,706.00	790,706.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5700741	CAPITAL - EQUIPMENT			110,000.00	86,890.43	196,890.43
BA0000168	Cover remainder of Churton Grove lift station	GLPKT01151	09/22/2025		86,890.43	
Department 8200 Total:				110,000.00	86,890.43	196,890.43
Fund 30 Total:				-565,666.00	0.00	-565,666.00
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Department: 5000 - FACILITY MANAGEMENT						
72-10-5000-5300367	TOWN HALL GROUNDS			7,000.00	-7,000.00	0.00
BA0000170	Town Hall Campus Art	GLPKT01159	09/22/2025		-7,000.00	
72-10-5000-5700367	CAPITAL - TOWN HALL GROUNDS			0.00	7,000.00	7,000.00
BA0000170	Town Hall Campus Art	GLPKT01159	09/22/2025		7,000.00	
Department 5000 Total:				7,000.00	0.00	7,000.00
Fund 72 Total:				7,000.00	0.00	7,000.00
Budget Code 2025-2026 Total:				-198,685.00	0.00	-198,685.00

Budget Adjustment Report

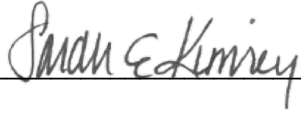
Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	359,981.00	0.00	359,981.00
	30	-565,666.00	0.00	-565,666.00
	72	7,000.00	0.00	7,000.00
Budget Code 2025-2026 Total:		-198,685.00	0.00	-198,685.00

APPROVED: 4/0

DATE: 9/22/25

VERIFIED: 

ORDER

Return to: Town of Hillsborough
P.O. BOX 429
Hillsborough, NC 27278

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS ORDER CLOSING THE UNOPENED AND UNIMPROVED Right of Way OF A PORTION OF SOUTH HASSEL STREET LOCATED ON THE SOUTH SIDE OF WEST MARGARET LANE TO THE ENO RIVER PERSUANT TO NORTH CAROLINA GENERAL STATUE § 160A-299

WHEREAS, a request was made to the Town of Hillsborough Board of Commissioners to permanently close and unopened, unimproved right of way on the south side of West Margaret Lane known as 'South Hassel Street' and shown on recorded maps as dedicated right of way; and

WHEREAS, on August 25, 2025 the Town Board of Commissioners passed a resolution of intent to close this unimproved, unopened right of way, and set a public hearing date of September 22, 2025;
and

WHEREAS, adjacent property owners were notified via certified mail of the intent to close the unimproved, unopened right of way, the property was posted in two places notifying surrounding property owners of the public hearing, and legal notice was posted in the local paper for four (4) consecutive weeks; and

WHEREAS, on September 22, 2025 the Hillsborough Town Board of Commissioners conducted a public hearing after due notice was given as required by NC GS 160A-299(a) and outlined above, at which time all those wishing to be heard on the issue were given an opportunity to speak; and

NOW, THEREFORE, the Hillsborough Board of Commissioners finds the following:

1. It is not contrary to the public interest to close this unimproved, unopened public right of way; and
2. No individual owning property in the vicinity of the right of way would thereby be deprived of reasonable means of ingress and egress to their property.

Based on the forgoing findings, it is hereby ORDERED that the unopened right of way known as South Hassel street, that runs south from West Margaret Lane to the Eno River, shall be closed in accordance with North Carolina General Statues 160A-299, effective upon the

recording of an instrument in the Orange County Register of Deeds office recorded in plat book _____ page _____. The instrument shall be reflective of a retained 20' public utility easement over existing utility lines in the right of way and private access easement(s) for 233 West Margaret Lane and 301 West Margaret Lane.

THEREFORE, the foregoing ORDER was put to a vote of the members of the Town of Hillsborough Board of Commissioners on the 22nd day of September, 2025, the result of which vote were as follows:

AYES: 4

NOES: 0

Absent or Excused: 1

Dated: 9/22/2025



A handwritten signature in cursive script, reading "Sarah E. Kimrey", is written over a horizontal line.

Sarah E. Kimrey, Town Clerk