Minutes

Board of Commissioners Regular Meeting

7 p.m. Oct. 12, 2026
Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

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

Absent: Commissioner Evelyn Lloyd

Staff: Assistant Town Manager Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Community Services and Sustainability Director Stephanie Trueblood and Chief of Police Jason Winn

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

1. Public charge
Bell did not read the public charge.

2. Audience comments not related to the printed agenda
There were none.

3. Agenda changes and approval
Added – Item 9.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 (potential litigation)

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Meaghun Darab seconded.
Vote: 4-0.

4. Presentations
A. Poem reading by Hillsborough Poet Laureate Amal Kassir
Heather Tetreau, executive director of the Hillsborough Arts Council, which administers the town-funded Poet Laureate program, introduced Hillsborough Poet Laureate Amal Kassir. Tetreau said Kassir has performed and taught in four Orange County schools, led at least five free community workshops, participated in the town's climate initiative and represented Hillsborough at the governor's mansion. Kassir read an original poem about Hillsborough.

5. Appointments
A. Tree Board – Appointment of Thomas Darling for a term ending Oct. 31, 2029

Motion: Ferguson moved to approve the appointment. Commissioner Robb English seconded.
Vote: 4-0.

6. Items for decision – consent agenda

A. Minutes
– Regular meeting Sept. 14, 2026
– Regular meeting closed session Sept. 14, 2026
B. Miscellaneous budget amendments and transfers
C. Recognition of October's Continuous Resolution – Indigenous Peoples Day
D. 2026 Board of Commissioners Meeting Schedule Amendment
E. 2027 Board of Commissioners Meeting Schedule
F. Collins Ridge Phase 1B Water and Sewer Acceptance
G. Fiscal Year 2027 Quarter 1 Governing Body Expenditure Report
H. Annexation and rezoning requests for 2101 and 2109 NC 86 S (applicant-initiated)
I. Special Event Permit – Harvest Fest
J. Special Event Permit – 2026 Solstice Lantern Walk and Market
K. Special Event Permit – Pretty in Pink 5K

Motion: Ferguson moved to approve all items on the consent agenda. Darab seconded.
Vote: 4-0. Nays: None.

7. Items for decision - regular agenda

A. Presentation by North Carolina Department of Transportation of updated plans for Churton Street Project (U-5845)

Community Services and Sustainability Director Stephanie Trueblood said the updated plans reflect two years of work with the N.C. Department of Transportation and build on the town's multimodal corridor study. Colin Mellor, the department's Division 7 project team lead, presented. Staff said the department was not seeking formal approval but wanted to gauge the board's general support before moving into more costly engineering.

Project scope: The project would widen about 2 miles of Churton Street from Interstate 40 to Orange Grove Road, adding a multiuse path on the east side, a sidewalk on the west side, turn lanes and median access control. The goal is level of service D or better in the 2050 design year, while improving pedestrian and bicycle safety.

Design: Mellor said the road would remain four lanes with a median throughout. South of Cates Creek Parkway, it would have 12-foot lanes and a 45-mph speed limit; north of that point, 11-foot lanes and a 35-mph speed limit. Stormwater features would be included where possible.

Changes from the town's study: Traffic modeling showed the roundabouts proposed at Mayo Street, Rebecca Drive and Orange Grove Road would not work. Trueblood said traffic forecasts are driven largely by already approved development. The revised concept includes signalized intersections at Mayo Street and Orange Grove Road, directional crossovers and U-turns at other intersections, and a new signal at Lafayette Drive and Waterstone Drive. Mellor and Trueblood said the town's earlier two-lane concept north of Interstate 85 was dropped after emergency services said they need enough width for vehicles to pull aside.

Interstate 85 interchange: The department plans to keep the existing tight diamond design rather than use a single-point urban interchange or diverging diamond interchange because of cost and right-of-way impacts. The project must be coordinated with the I-0305 interstate widening project, and the bridges over Churton Street will have to be replaced.

Schedule and funding: Mellor said the department hopes to complete the federal environmental document next summer, begin right-of-way acquisition in 2029 and start construction in 2033. Funding for the project was estimated at about $77 million. Mellor said another round of public input is planned late this year or early next year, and he asked the board to send questions within about a month.

Commissioners asked about coordination with the U.S. 70 study, effects on business access, the level of service target, pedestrian and bicycle access to downtown, pedestrian crossing safety, semitrailer access, utility relocation and stormwater features. Board members generally supported the safety improvements but raised concerns about business impacts and corridor access. Staff said the projects are being coordinated, business owners would be consulted, and some issues could be revisited as redevelopment occurs.

B. Hot topics for work session Oct. 26, 2026
Town Manager Eric Peterson said no items were planned for the Oct. 26 work session. He said if nothing is added, staff would likely cancel the meeting, in consultation with the mayor.

8. Updates

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

B. Town manager
There were no updates.

Motion: Ferguson moved to go into closed session. Commissioner Matt Hughes seconded.
Vote: 4-0.

9. Closed session

A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(5) concerning property acquisition

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 (potential litigation) (added item)

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

10. Adjournment

Motion: Hughes moved to adjourn at 9:42 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,

Sarah E Kimrey

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Oct. 12, 2026
Board of Commissioners Regular Meeting
Approved: Nov. 9, 2026

Budget Adjustment Report

Town of Hillsborough, NC

Adjustment Detail

For Date Range: 10/12/2026 - 10/12/2026

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Revenue						
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-2,172.00	-3,000.00	-5,172.00
BA0000513	Police Driving School - ACC Volunteer Contri...	GLPKT05160	10/12/2026		-3,000.00	
	Department 3800 Total:			**-2,172.00**	**-3,000.00**	**-5,172.00**
	Revenue Total:			**-2,172.00**	**-3,000.00**	**-5,172.00**
Expense						
Department: 4200 - ADMINISTRATION						
10-10-4200-5300451	CS - PRINTING			0.00	1,000.00	1,000.00
BA0000510	Community Survey	GLPKT04993	10/12/2026		1,000.00	
10-10-4200-5300570	MISCELLANEOUS			15,498.00	-1,000.00	14,498.00
BA0000510	Community Survey	GLPKT04993	10/12/2026		-1,000.00	
	Department 4200 Total:			**15,498.00**	**0.00**	**15,498.00**
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5300145	MAINT - BUILDINGS			358,009.00	-4,257.00	353,752.00
BA0000511	Preventative maintenance - HPD elevator	GLPKT05065	10/12/2026		-4,257.00	
10-10-5000-5300158	MAINT - EQUIPMENT			5,000.00	4,257.00	9,257.00
BA0000511	Preventative maintenance - HPD elevator	GLPKT05065	10/12/2026		4,257.00	
	Department 5000 Total:			**363,009.00**	**0.00**	**363,009.00**
Department: 5100 - POLICE						
10-20-5100-5300080	TRAINING/CONF/CONV			21,500.00	3,000.00	24,500.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		3,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			83,320.00	-3,000.00	80,320.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		-3,000.00	
10-20-5100-5300350	UNIFORMS			26,800.00	-500.00	26,300.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		-500.00	
10-20-5100-5300363	RENTAL - BUILDINGS			44,100.00	500.00	44,600.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		500.00	
10-20-5100-5300460	CS - DRIVER SAFTEY TRAINING			10,000.00	3,000.00	13,000.00
BA0000513	Police Driving School - ACC Volunteer Contri...	GLPKT05160	10/12/2026		3,000.00	
	Department 5100 Total:			**185,720.00**	**3,000.00**	**188,720.00**
	Expense Total:			**564,227.00**	**3,000.00**	**567,227.00**
	Fund 10 Total:			**562,055.00**	**0.00**	**562,055.00**
Fund: 75 - CRF - WATER SYSTEM DEVELOPMENT FEES						
Revenue						
Department: 3870 - TRANSFER FROM						
75-71-3870-3870151	TRAN FR W/S CRF - EDD WATER LINE EX			-259,404.00	259,404.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		259,404.00	
75-71-3870-3870152	TRAN FR W/S CRF - 16" WTR CONNECT			-465,000.00	465,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		465,000.00	
75-71-3870-3870157	TRAN FR FUND 30 - WFER PH II DEBT PYMTS			-175,000.00	175,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		175,000.00	
75-71-3870-3870509	TRAN FR FUND 30 - GOV BURKE WTR			-149,408.00	149,408.00	0.00

Budget Adjustment Report **For Date Range: 10/12/2026 - 10/12/2026**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
BA0000514	Project Closeout	GLPKT05170	10/12/2026		149,408.00	
			Department 3870 Total:	**-1,048,812.00**	**1,048,812.00**	**0.00**
			Revenue Total:	**-1,048,812.00**	**1,048,812.00**	**0.00**
Expense						
Department: 6900 - SPECIAL APPROPRIATIONS						
75-71-6900-5970923	TRAN TO FUND 69 - EDD WTR LINE			259,404.00	-259,404.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-259,404.00	
75-71-6900-5970932	TRAN TO FUND 69 - 16" WTR CONNECT			465,000.00	-465,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-465,000.00	
75-71-6900-5970933	TRAN TO FUND 69 - GOV BURKE WTR			149,408.00	-149,408.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-149,408.00	
75-71-6900-5970950	TRAN TO FUND 30 - WFER PH II DEBT PYMTS			175,000.00	-175,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-175,000.00	
			Department 6900 Total:	**1,048,812.00**	**-1,048,812.00**	**0.00**
			Expense Total:	**1,048,812.00**	**-1,048,812.00**	**0.00**
			Fund 75 Total:	**0.00**	**0.00**	**0.00**
			Budget Code 2026-2027 Total:	**562,055.00**	**0.00**	**562,055.00**

Budget Adjustment Report **For Date Range: 10/12/2026 - 10/12/2026**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	562,055.00	0.00	562,055.00
	75	0.00	0.00	0.00
	Budget Code 2026-2027 Total:	**562,055.00**	**0.00**	**562,055.00**

APPROVED: 4/0

DATE: 10/12/26

VERIFIED: Susan E Kinsey

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	Budget mini-retreat part 1	June 22	Budget adoption, if needed
Feb. 23	Budget mini-retreat part 2	Aug. 24	
March 23		Sept. 28	
April 27		Oct. 26	
May 18	Budget workshop, public hearing	Nov. 23	
May 27 (Wed.)	With budget workshop, if needed		

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

Nov. 30 (6 p.m.)	Tourism Board and TDA

Government 101 (Panel discussion beginning at 6:45 p.m.)

Oct. 22	Whitted Human Services Center 300 W. Tryon Street

Meeting Schedule: 2027
BOARD OF COMMISSIONERS

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

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

Work sessions
Work sessions typically occur the fourth Monday of the month.

Jan. 25	Budget mini-retreat part 1	June 28	Budget adoption, if needed
Feb. 22	Budget mini-retreat part 2	Aug. 23	
March 22		Sept. 27	
April 26		Oct. 25	
May 17	Budget workshop, public hearing	Nov. 22	
May 24	With budget workshop, if needed		

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

Feb. 18	Aug. 19
May 20	Nov. 18

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

Sept. 16	Orange County Board of Commissioners Whitted Human Services Center, 300 W. Tryon St.

Government 101
Panel discussion beginning at X p.m.

TBD	Whitted Human Services Center, 300 W. Tryon St.

ORDINANCE #20261012-6.H

Return to: Town Clerk, Town of Hillsborough, 101 E. Orange Street, Hillsborough, NC 27278

ORDINANCE

Annexing certain contiguous property to the Town of Hillsborough, NC

2101 & 2109 NC 86 S, Hillsborough, NC 27278

WHEREAS, a petition was received requesting the annexation of two parcels totaling approximately 2.54 acres in area; identified as 2101 and 2109 NC 86 S; and located at the junction of NC 86 S and Old NC 10 (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399); and

WHEREAS, the petition was signed by the owners of all the real property located within such area; and

WHEREAS, a public hearing on the annexation was held on August 20, 2026, following notice of said hearing being published in The News of Orange on August 5 and August 12, 2026, in accordance with NC GS § 160A-31(c).

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The petition requesting the annexation of the area described hereto in Exhibits A and B was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the Town of Hillsborough, as the term "contiguous" is defined in NC GS § 160A-31(f).

Section 2. The area shown and described hereto in Exhibits A and B is hereby annexed and made part of the Town of Hillsborough.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

Section 5. The Town Clerk shall cause an accurate map of the annexed territory described hereto in Exhibits A and B, together with a duly certified copy of this ordinance, to be recorded in the office of the Register of Deeds of Orange County. Such a map shall also be delivered to the Orange County Board of Elections as required by NC GS § 163-288.1.

ORDINANCE #20261012-6.H

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 12th day of October in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E Kimrey
Sarah E. Kimrey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

I, Lindsay A Rhew, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 15 day of October, 2026.

Lindsay A Rhew
Notary Public Signature

LINDSAY A RHEW NOTARY PUBLIC PERSON COUNTY NORTH CAROLINA
(Official Seal)

My commission expires: 5-8-2030

ORDINANCE #20261012-6.H

Exhibit A
Legal Description

PIN 9873-68-3437

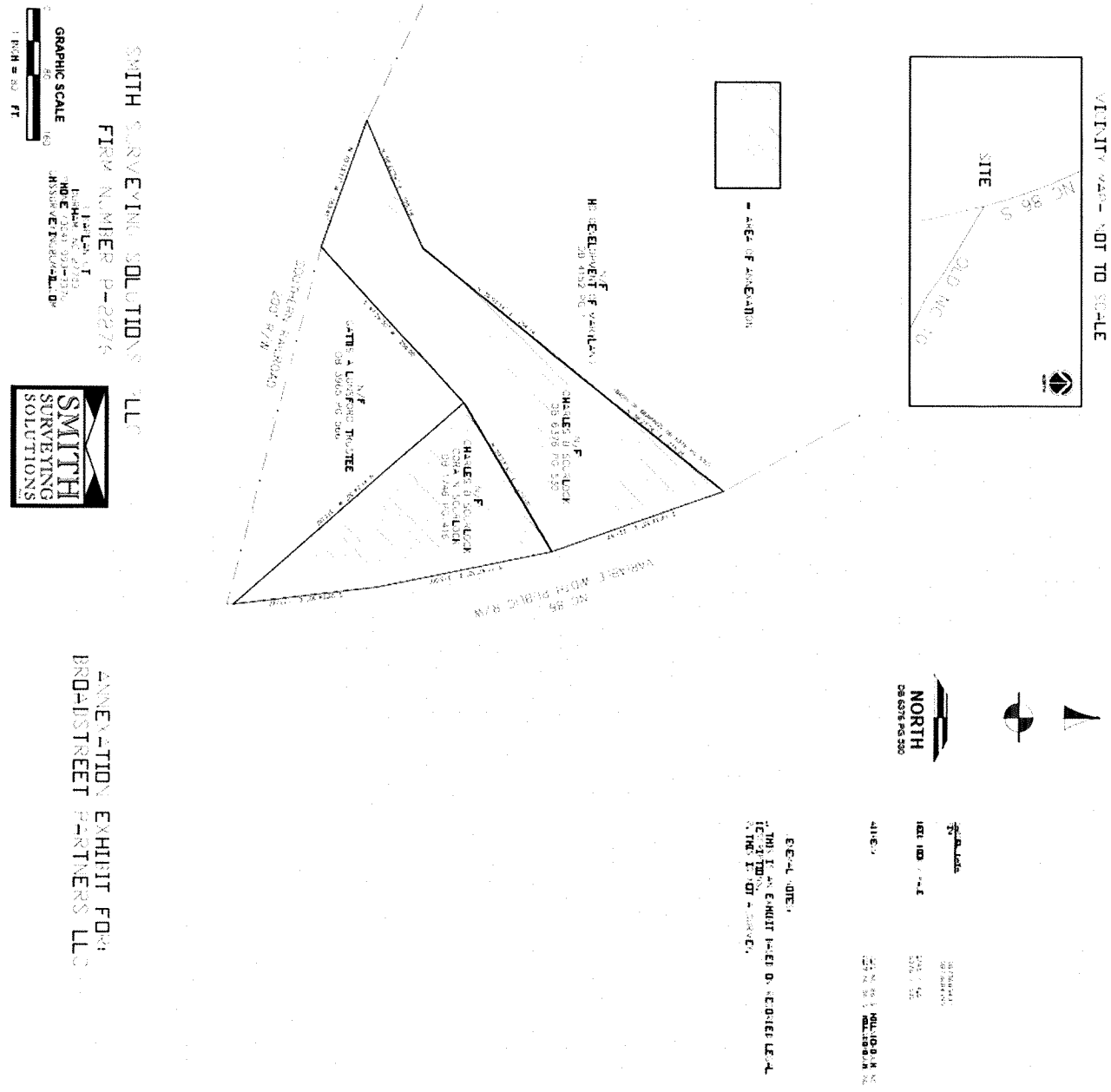
Beginning at an iron stake located in the Western margin of the right of way of N.C. Highway No. 86 in the Eastern most comer of the property of Kendrick Estates Management Corporation, as described in Deed Book 230, at Page 720, Orange County Registry; running thence from such beginning point South 19 deg. 32' 33" East 221.87 feet to a stake; running thence South 59 deg. 23' 30" West 210.00 feet to a stake; running thence South 47 deg. 29' 30" West 256.00 feet to a stake; running thence North 70 deg. 13' 11" West 163.41 feet to a stake; running thence North 66 deg. 22' 54" East 169.18 feet to a stake; running thence North 39 deg. 03' 14" East 254.14 feet to a stake; running thence North 38 deg. 27' 26" East 215.26 feet to the point and place of BEGINNING, containing 1.62 acres, more or less, according to the unrecorded survey of Alois Callemyn dated June 1980. Together with improvements located thereon; said property being located at 2101 NC Highway 86 South, Hillsborough, North Carolina.

PIN 9873-68-4399

ADJOINING N.C. Highway No. 86 on the East, Josephine Harrison on the Northwest and the Southwest, and BEGINNINING at an iron stake in the West right of way line of the said highway, which beginning point is located North 46° 00′ West 88.5 feet from the center of said highway at the point where the center of said highway intersects the North side of an overpass constructed over a Southern Railroad track; thence a new line North 46° 00′ West 372 feet to an iron stake, a new corner; thence a new line North 54° 48′ East 210 feet to an iron stake in the West right of way line of said highway, a new corner; thence with the West right of way line of said highway the following courses and distances: South 16° 23′ East 215 feet to an iron stake; South 11° 30′ East 177 feet to the place or point of beginning, and containing 0.92 acres, according to plat and survey of Robert A. Jones, Registered Surveyor, dated December, 1960, and entitled "PROPERTY OF JOHN WESLEY NICHOLS".

Exhibit B

This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations and has not been reviewed for compliance with recording requirements for plats.



CONSISTENCY STATEMENT

Pursuant to NC GS § 160D-605, Governing board statement

for a request to rezone 2101 & 2109 NC 86 S
October 12, 2026

The Hillsborough Board of Commissioners has reviewed a request from TriCorp Investments LLC, signed by property owners Charles and Cora Scurlock, to rezone two parcels totaling approximately 2.54 acres at 2101 and 2109 NC 86 S (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399) from Rural Residential (R1) in Orange County to High Intensity Commercial (HIC) in the Town of Hillsborough.

The town board has determined the proposed action is consistent with the town's Comprehensive Sustainability Plan (CSP) because:

Section 1. The proposed amendment is **consistent** with the Comprehensive Sustainability Plan (CSP), specifically the following goal, strategy, and action in the Land Use and Development chapter of the plan:

(a) Goal: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.

(b) Strategy: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.

(c) Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.

Section 2. The proposed map amendment **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and promotes the public health, safety, and welfare because it will allow for commercial growth at NC 86 S and Old NC 10 consistent with the vision of the Future Land Use Plan.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of October in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey, Town Clerk

ORDINANCE

Amending the Official Zoning Map for the Town of Hillsborough, NC

2101 & 2109 NC 86 S (PINs 9873-68-3437 and 9873-68-4399)

WHEREAS, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone two parcels totaling approximately 2.54 acres at 2101 & 2109 NC 86 S (PINs 9873-68-3437 and 9873-68-4399), the legal descriptions for which can be found in Deed Book 6736, Page 530 and Deed Book 1746, Page 416 of the Orange County Registry, from Rural Residential (R1) in Orange County to High Intensity Commercial (HIC) in the Town of Hillsborough; and

WHEREAS, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

WHEREAS, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to High Intensity Commercial (HIC).

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 12th day of October in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey, Town Clerk