



Minutes

Board of Commissioners Work Session

7 p.m. March 24, 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: Budget Director Emily Bradford, Assistant Town Manager and Community Services Director Matt Efird, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove, Human Resources Manager Haley Thore, Interim Police Chief Jason Winn and Communications Manager Catherine Wright

1. Opening of the work session

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

2. Agenda changes and approval

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

Vote: 4-0.

3. Appointments

- A. Planning Board – Reappointment of Sherra Lawrence for a three-year term expiring March 31, 2028

Motion: Ferguson moved to approve the appointment. Lloyd seconded.

Vote: 4-0.

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Native Plants
- C. Proclamation – Sexual Assault Awareness
- D. 2025 Board of Commissioners Meeting Schedule Amendment
- E. Classification and Pay Amendment

Motion: Ferguson moved to approve the consent agenda as presented. Lloyd seconded.

Vote: 4-0. Nays: None.

5. In-depth discussion and topics

- A. Recognition of Retired Police Chief Duane Hampton

The mayor read a proclamation recognizing Duane Hampton for over 14 years of service as the Hillsborough Police Department's chief of police. The proclamation highlighted Hampton's achievements, including implementing practices that made Hillsborough safer and more welcoming, supporting officers in building strong community relationships, focusing on listening and compassion during challenging times, investing in officer training and support, and being a state and national leader in officer safety and training.

The commissioners expressed their gratitude and appreciation for Hampton's service. They noted the significant improvements in the Police Department under his leadership and shared their sadness at his departure.

Interim Police Chief Jason Winn and Maj. Andy Simmons presented Hampton with retirement gifts, including a ruck plate carrier for preparing for rigorous hikes and a display case commemorating his 30-year career in law enforcement. Hampton thanked the board, staff and community for their support throughout his tenure.

B. Orange County 2025 revaluation presentation

Nancy Freeman, director of the Orange County Tax Administration Office, gave a presentation on the 2025 process for adjusting property values.

Freeman said the revaluation process updates real property tax values to their current market values as of Jan. 1, 2025. She said Orange County could not delay this year's revaluation. The North Carolina Department of Revenue required the countywide adjustments this year due to the ratio of property sales prices to property tax values in the county.

Freeman said the estimated increase in property values is about 52% countywide and 49% within Hillsborough's town limits. The median assessed value for a property in Hillsborough is \$427,500 based on the 2025 revaluation.

Freeman said notices were mailed the previous week to property owners. She reviewed the materials in the notices, including information on appeals. Informal appeals can be filed until April 30, and formal appeals can be filed May 1 to July 31.

Freeman highlighted tax assistance programs and payment options offered in Orange County. Programs include:

- Homestead exemptions for elderly or disabled residents.
- Disabled veteran exemptions.
- Longtime homeowners assistance program.

Payment options include a coupon book, five-month payment plans, monthly bank drafts and various electronic payment methods.

Commissioners asked questions about historic preservation tax benefits, the longtime homeowners assistance program funding, and potential changes to homestead exclusions at the state level. There was discussion about the impact of rising property values on community affordability.

6. Committee updates and reports

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

Motion: Ferguson moved to enter closed session. Commissioner Meaghun Darab seconded.
Vote: 5-0.

7. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(4) regarding economic development

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

8. Adjournment

The mayor adjourned the meeting at 8:36 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Sarah Kimrey". The signature is written in a cursive, flowing style.

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

FY 2024-2025

TOWN OF HILLSBOROUGH

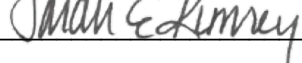
BUDGET CHANGES REPORT

DATES: 03/24/2025 TO 03/24/2025

	<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 Collins Ridge Engineering	46101	03/24/2025	EBRADFORD	450,000.00	-35,000.00	42,372.35
Admin.	10-10-4200-5300-320 SUPPLIES - OFFICE						
	Cover supplies through year-end.	46093	03/24/2025	JFernandez	800.00	400.00	1,200.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS						
	Cover supplies through year-end.	46094	03/24/2025	JFernandez	53,653.00	-400.00	53,253.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To move fingerprint computer to Capital acct	46098	03/24/2025	EBRADFORD	57,375.00	-6,050.00	121,990.00
Police	10-20-5100-5700-743 CAPITAL - SOFTWARE						
	To move fingerprint computer to Capital acct	46099	03/24/2025	EBRADFORD	0.00	6,050.00	6,050.00
Streets	10-30-5600-5300-455 C.S./ENGINEERING						
	To cover Collins Ridge Engineering	46100	03/24/2025	EBRADFORD	41,000.00	35,000.00	171,461.33
WSF	30-00-3850-3850-000 INTEREST EARNED						
Revenue	To cover bond fees	46097	03/24/2025	EBRADFORD	385,500.00	1,949.00	387,449.00
WSF	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Fund Bal.	To cover WWTP chemicals through year-end.	46090	03/24/2025	JFernandez	406,244.00	14,950.00	3,193,213.96
WFER	30-80-8130-5300-570 MISCELLANEOUS						
	To cover bond fees	46096	03/24/2025	EBRADFORD	2,600.00	2,900.00	5,500.00
WFER	30-80-8130-5300-921 WATER QUALITY MONITORING						
	To cover bond fees	46095	03/24/2025	EBRADFORD	25,000.00	-951.00	24,049.00
Water	30-80-8140-5300-326 SUPPLIES - PATCH						
Dist.	To cover curbing repair after sewer line work.	46091	03/24/2025	JFernandez	4,000.00	-1,327.00	19,173.00
WW	30-80-8200-5300-326 SUPPLIES - PATCH						
Collect.	To cover curbing repair after sewer line work.	46092	03/24/2025	JFernandez	6,000.00	1,327.00	8,827.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS						
	To cover WWTP chemicals through year-end.	46089	03/24/2025	JFernandez	65,000.00	14,950.00	79,950.00
Gen	60-05-3870-3870-406 TRANSFER FROM GF-NC86 RENOVATION						
Cap. Proj.	Finance project instead of paying cash	46084	03/24/2025	EBRADFORD	1,398,450.00	-2,208,999.52	1,398,450.00
Gen.	60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION						
Cap. Proj.	Finance project instead of paying cash	46085	03/24/2025	EBRADFORD	3,237,719.46	2,208,999.52	2,208,999.52
	Finance project instead of paying cash	46086	03/24/2025	EBRADFORD	3,237,719.46	1,200,668.00	3,409,667.52
Gen.	60-05-5600-5970-910 TRANSFER TO GENERAL FUND						
Cap. Proj.	Finance project instead of paying cash	46088	03/24/2025	EBRADFORD	0.00	1,200,668.00	1,200,668.00
						<u>2,435,134.00</u>	

APPROVED: 4/0

DATE: 3/24/25

VERIFIED: 

Regular (Non-Law Enforcement) Positions						
Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	37,205	48,667	60,128			
2	38,915	49,690	60,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	38,915	49,690	60,465	N	202	METER SERVICES TECHNICIAN
2	38,915	49,690	60,465	N	205	CUSTOMER SERVICE REPRESENTATIVE
3	40,711	52,024	63,338	N	302	EQUIPMENT OPERATOR I
3	40,711	52,024	63,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	42,597	54,476	66,355	N	401	SENIOR CUSTOMER SERVICE REPRESENTATIVE
4	42,597	54,476	66,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	42,597	54,476	66,355	N	403	WASTEWATER PLANT OPERATOR I
4	42,597	54,476	66,355	N	404	WATER PLANT OPERATOR I
5	44,576	57,049	69,522	N	502	EQUIPMENT OPERATOR II
5	44,576	57,049	69,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	44,576	57,049	69,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	44,576	57,049	69,522	N	505	WASTEWATER PLANT OPERATOR II
5	44,576	57,049	69,522	N	506	WATER PLANT OPERATOR II
6	46,655	59,752	72,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	46,655	59,752	72,848	N	605	EQUIPMENT OPERATOR III
6	46,655	59,752	72,848	N	601	PLANNING TECHNICIAN
6	46,655	59,752	72,848	N	602	PLANT MAINTENANCE MECHANIC I
6	46,655	59,752	72,848	N	604	UTILITY SYSTEMS MECHANIC I
6	46,655	59,752	72,848	N	607	STORMWATER TECHNICIAN
6	46,655	59,752	72,848	N	608	BILLING & CUSTOMER SERVICE SPECIALIST
7	48,838	62,589	76,341	N	706	ACCOUNTING TECHNICIAN
7	48,838	62,589	76,341	N	701	CREW LEADER
7	48,838	62,589	76,341	N	702	PLANT MAINTENANCE MECHANIC II
7	48,838	62,589	76,341	N	703	UTILITY SYSTEMS MECHANIC II
7	48,838	62,589	76,341	N	704	WASTEWATER PLANT OPERATOR III
7	48,838	62,589	76,341	N	705	WATER PLANT OPERATOR III
8	51,130	65,569	80,008	N	801	FLEET MECHANIC
8	51,130	65,569	80,008	N	802	PLANT MAINTENANCE MECHANIC III
8	51,130	65,569	80,008	N	803	UTILITY SYSTEMS MECHANIC III
8	51,130	65,569	80,008	N	804	DIVERSION SOCIAL WORKER
9	53,536	68,697	83,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	53,536	68,697	83,858	N	902	METER SERVICES SUPERVISOR
9	53,536	68,697	83,858	N	903	UTILITIES INSPECTOR
9	53,536	68,697	83,858	E	904	PUBLIC WORKS SUPERVISOR
10	56,063	71,982	87,901	N	1001	BACKFLOW/FOG SPECIALIST
10	56,063	71,982	87,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	56,063	71,982	87,901	N	1003	COMMUNICATIONS SPECIALIST
10	56,063	71,982	87,901	N	1004	FACILITIES COORDINATOR
10	56,063	71,982	87,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	58,716	75,431	92,146	N	1101	PLANNER
12	61,502	79,053	96,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	61,502	79,053	96,604	E	1202	FINANCIAL ANALYST
12	61,502	79,053	96,604	E	1203	FLEET MAINTENANCE SUPERVISOR

12	61,502	79,053	96,604	E	1204	HUMAN RESOURCES ANALYST
12	61,502	79,053	96,604	E	1205	MANAGEMENT ANALYST
12	61,502	79,053	96,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	61,502	79,053	96,604	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	61,502	79,053	96,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST
12	61,502	79,053	96,604	N	1209	PLANNER II
13	64,427	82,856	101,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	64,427	82,856	101,284	E	1302	SENIOR PLANNER
13	64,427	82,856	101,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
14	67,499	86,848	106,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
14	67,499	86,848	106,198	E	1402	UTILITY MECHANIC SUPERVISOR
15	70,724	91,041	111,358	E	1501	SAFETY & RISK MANAGER
15	70,724	91,041	111,358	E	1502	CONSTRUCTION PROJECT COORDINATOR
16	74,110	95,443	116,776	E	1601	WATER PLANT SUPERINTENDENT
17	77,665	100,065	122,465	E	1701	PUBLIC WORKS MANAGER
17	77,665	100,065	122,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	77,665	100,065	122,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	81,399	104,918	128,438	E	1802	COMMUNICATIONS MANAGER
19	85,319	110,014	134,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	89,434	115,365	141,295	E	2001	BUDGET DIRECTOR
20	89,434	115,365	141,295	E	2002	ENVIRONMENTAL ENGINEERING MANAGER
20	89,434	115,365	141,295	E	2003	HUMAN RESOURCES MANAGER
20	89,434	115,365	141,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	89,434	115,365	141,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	89,434	115,365	141,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	93,756	120,983	148,210			
22	98,294	126,882	155,470			
23	103,059	133,076	163,094			
24	108,062	139,580	171,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	108,062	139,580	171,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	108,062	139,580	171,099	E	2403	FINANCE DIRECTOR
25	113,315	146,409	179,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	48,138	61,679	75,220	N	100	POLICE OFFICER TRAINEE
102	54,912	70,485	86,059	N	102	POLICE OFFICER
201	57,508	73,860	90,212	N	203	POLICE OFFICER FIRST CLASS
202	60,233	77,403	94,573	N	204	POLICE CORPORAL
402	68,730	88,449	108,168	N	405	POLICE SERGEANT
502	75,467	97,207	118,947	E	507	POLICE LIEUTENANT
601	86,700	111,809	136,919	E	606	POLICE MAJOR
701	108,062	139,580	171,099	E	707	CHIEF OF POLICE



PROCLAMATION

Declaring March 24, 2025 Police Chief Duane Hampton Day

WHEREAS, we are here today to celebrate and thank Duane Hampton for over 14 years of phenomenal service as chief of police of the Hillsborough Police Department, which he joined in November 2010; and

WHEREAS, advancements during his tenure include implementing practices that have made Hillsborough safer and more welcoming, such as transparency reports, community summits, early adoption of body-worn cameras, and completion of the North Carolina League of Municipalities Shield Services Risk Review, demonstrating adherence to best practices, court decisions, policies and procedures related to high-risk activities; and

WHEREAS, Chief Hampton has regularly supported and encouraged efforts by officers to build strong relationships throughout the community at a level rarely seen in police departments and has done so by example; and

WHEREAS, the chief has focused in concerning times on listening, being compassionate and prioritizing residents' safety — helping, as a resident said, to stabilize situations and let people know they have been heard; and

WHEREAS, Chief Hampton has invested his time, vision and focus on supporting the town's officers to ensure they have had the training, support and equipment needed to be successful in serving and protecting all who have lived, worked and visited Hillsborough over the past 14 years; and

WHEREAS, Chief Hampton has been a state and national leader in officer safety and training by instructing basic law enforcement cadets in a variety of subjects, was an early instructor and advocate for the Below 100 initiative encouraging officers to incorporate key safety tenants daily to ensure they return home safe, and served as an officer in the police driving instructors association ALERT International and a leader in driver safety efforts in North Carolina through a partnership of the Hillsborough Police Department and the League of Municipalities to start the Slower Is Faster "train the trainer" annual program instructing officers from over 100 agencies since 2013; and

WHEREAS, under Chief Hampton's leadership, the Hillsborough Police Department has earned and maintained the confidence and support of the Hillsborough community even during the most challenging times;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim March 24, 2025 as Chief Duane Hampton Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 24th day of March in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Native Plant Month

April 2025

WHEREAS, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

WHEREAS, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

WHEREAS, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

WHEREAS, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

WHEREAS, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

WHEREAS, 94 of those 969 imperiled plants have been found in Orange County;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2025 as Native Plant Month to recognize the many benefits of native plants to the environment and economy of 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 24th day of March in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Recognizing April 2025 as Sexual Assault Awareness Month

WHEREAS, the nonprofit Orange County Rape Crisis Center provides support to survivors of sexual violence, their loved ones, and community professionals and has served this community since 1974; and

WHEREAS, the Orange County Rape Crisis Center works with the county's two school systems and other groups to provide students with age-appropriate information about violence prevention, reaching over 10,000 youth and adults each year; and

WHEREAS, the Orange County Domestic Violence and Sexual Assault Response Committee is bringing together members of law enforcement, the medical community, the legal system and other community advocates to improve services for survivors of sexual assault who come forward; and

WHEREAS, one in five American women have been sexually assaulted at some point in their lives; and

WHEREAS, rape is the costliest crime to its survivors in the United States, totaling over \$3 trillion in lifetime costs considering factors such as medical cost, lost earnings, pain, suffering and lost quality of life; and

WHEREAS, 81% of women and 24% of men in the United States have experienced some form of sexual or physical violence committed by an intimate partner; and

WHEREAS, trans and gender non-conforming people, people with disabilities and children face the highest rates of sexual violence in our country; and

WHEREAS, victim-blaming continues to be an enormous problem in instances of rape and sexual assault; and

WHEREAS, the Orange County Rape Crisis Center is working to stop sexual violence and its impact through support, education and advocacy;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2025 as Sexual Assault Awareness Month in the Town of Hillsborough and encourage all residents to speak out against sexual violence and to support their local community's efforts to prevent and respond to these appalling crimes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 24th day of March in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough