



# Minutes

## Board of Commissioners Work Session

7 p.m. Oct. 23, 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:** Assistant Town Manager and Community Services Director Matt Efird, Communications Specialist JC Leser, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove and Communications Manager Catherine Wright

### 1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7:01 p.m. Weaver acknowledged the current conflict between Israel and Palestinians in the Gaza Strip and the subsequent humanitarian crisis.

### 2. Agenda changes and approval

There were no changes.

**Motion:** Commissioner Matt Hughes moved to approve the agenda as presented. Commissioner Kathleen Ferguson seconded.

**Vote:** 4-0.

### 3. Presentations

#### A. Presentation of the 2023 Fairview Youth in Action program

Ferguson acknowledged Judit Alvarado, Edith Sanchez and Kevin Giff from the Fairview Youth in Action program. She shared a brief history of the organization and highlighted the group's impact on the Fairview community.

Commissioner Evelyn Lloyd joined the meeting at 7:05 p.m.

Alvarado thanked the town for the support and guidance it has provided the program. Sanchez shared that the program members will join the town to plant pawpaw trees at the Dorothy N. Johnson Community Center for Arbor Day.

The board watched the Fairview Youth in Action video. Ferguson thanked Habitat for Humanity for its activity and support of the Fairview community.

#### B. Completion of 2023 Government 101

Senior Communications Specialist Cheryl Sadgrove presented to the board about this year's Government 101 program and changes to the program.

Changes included:

- Dinner and informal time with elected officials at the first session.
- A community services and planning and economic development session separate from the public space and sustainability session.

- Representatives from appointed boards at sessions relevant to their work.
- Extended evening sessions (from 1.5 hours to 2 hours for most).
- Outdoor evening session at the Public Works yard with Fleet Maintenance Operations and the public works and stormwater and environmental services divisions.

Sadgrove shared that this year's program attracted 36 applicants and 31 participants, with 30 attending five of the seven sessions.

After the presentation, participants received certificates of completion from Town Manager Eric Peterson and the mayor. Weaver thanked the participants for their effort in the program and the positive impacts that their participation may have.

#### **4. Items for decision – consent agenda**

- A. Miscellaneous budget amendments and transfers
- B. Designation of applicant's agent for federal grant awards

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Mark Bell seconded.

Vote: 5-0. Nays: 0.

#### **5. In-depth discussion and topics**

- A. Town sponsorship for 2024 Earth Day event

Bell shared he has received feedback that individuals feel they can't impact the climate crisis. The goal of this event series would be to highlight small things that individuals can do to help combat climate change. He said the event could be used to emphasize the town's comprehensive sustainability plan.

Bell said another entity would serve as the main organizer for the series. Hillsborough communications staff are being asked to support the marketing efforts for the event. Expenses would not be in this calendar year.

Weaver shared that the demands on town staff likely will be higher than estimated.

Motion: Ferguson moved to approve sponsorship and \$1,000 in funding for the 2024 Earth Day event. Commissioner Robb English seconded.

Vote: 5-0.

#### **6. Committee updates and reports**

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

#### **7. Adjournment**

Weaver adjourned the meeting at 7:45 p.m.

Respectfully submitted,



Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT**

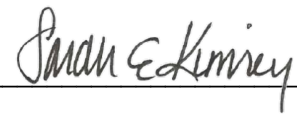
DATES: 10/23/2023 TO 10/23/2023

	<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>
Admin. Services	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING For purchase of camera SD card.	41329	10/23/2023	JFernandez	0.00	28.00	28.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS For purchase of camera SD card.	41328	10/23/2023	JFernandez	57,553.00	-28.00	63,927.32
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV. To cover safety training expenses.	41318	10/23/2023	JFernandez	16,800.00	-306.00	16,494.00
Safety & Risk	10-10-6600-5300-570 MISCELLANEOUS To cover safety training expenses.	41317	10/23/2023	JFernandez	750.00	306.00	1,056.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover sludge removal project at WTP.	41331	10/23/2023	JFernandez	427,760.00	-2,323.00	426,087.00
WTP	30-80-8120-5300-550 ALUM SLUDGE REMOVAL To cover sludge removal project at WTP.	41332	10/23/2023	JFernandez	72,943.00	2,323.00	86,516.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS For purchase of spare pump at Patriots Po	41326	10/23/2023	JFernandez	193,000.00	-8,050.00	162,353.00
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS Cemetery PS control panel & valve replac	41333	10/23/2023	EBRADFORI	0.00	88,175.00	88,175.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT For purchase of spare pump at Patriots Po	41327	10/23/2023	JFernandez	20,000.00	8,050.00	202,477.79
W&S Contingency	30-80-9990-5300-000 CONTINGENCY Cemetery PS control panel & valve replac	41334	10/23/2023	EBRADFORI	400,000.00	-88,175.00	189,749.00
Gen. Cap. Res.	71-00-3850-3850-000 INTEREST EARNED Adj to actual	41320	10/23/2023	EBRADFORI	7,118.00	0.31	7,118.31
Gen. Cap. Res.	71-10-6300-5700-851 SUSTAINABILITY Adj to actual	41319	10/23/2023	EBRADFORI	627,118.00	0.31	627,118.31
Restr. Revenue	72-10-5000-5300-367 TOWN HALL GROUNDS Move giraffes to capital account	41336	10/23/2023	EBRADFORI	0.00	-15,000.00	7,000.00
Restr. Revenue	72-10-5000-5700-367 CAPITAL - TOWN HALL GROUNDS Move giraffes to capital account	41337	10/23/2023	EBRADFORI	0.00	15,000.00	15,000.00
Special Assessment	79-00-3100-3100-003 SPECIAL ASSESSMENT TAXES COLLECTED Adj to actual	41339	10/23/2023	EBRADFORI	533,363.00	16,500.00	549,863.00
Special Assessment	79-00-7900-5300-495 COLLECTION EXPENSE Est budget for OC collection expense	41340	10/23/2023	EBRADFORI	0.00	16,500.00	16,500.00
						33,000.62	

APPROVED: 5/0

DATE: 10/23/23

VERIFIED: \_\_\_\_\_





# RESOLUTION

## Designation of Applicant's Agent for Federal Grant Awards

### North Carolina Division of Emergency Management

**WHEREAS**, the Town of Hillsborough is the recipient of two fiscal year 2021 Building Resilient Infrastructure and Communities grant awards through the Federal Emergency Management Agency and;

**WHEREAS**, the North Carolina Division of Emergency Management (Department of Public Safety) is the administrator of the above grants and requires a Designation of Applicant's Agent by the elected body;

**NOW, THEREFORE**, be it resolved that the Hillsborough Board of Commissioners does hereby designate Town Manager Eric Peterson as Primary Agent and Finance Director Dave McCole as Secondary Agent to execute and file applications for federal and/or state assistance on behalf of the town, to represent and act for the town in all dealings with the state and federal agencies pertaining to the subject grant agreements, and to adhere to the assurances and to abide by the necessary conditions to serve as agent.

Approved this 23<sup>rd</sup> day of October of the year 2023.

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Jenn Weaver, Mayor  
Town of Hillsborough



Attestation:

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Sarah Kimrey, Town Clerk

**RESOLUTION**  
**DESIGNATION OF APPLICANT'S AGENT**  
 North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Hillsborough	Disaster Number: BRIC21
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start 2024	Month: 7 Day: 01
Applicant's Federal Employer's Identification Number 56 - 6001246	
Applicant's Federal Information Processing Standards (FIPS) Number 37 - 316 - 20	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name <b>Eric Peterson</b>	Agent's Name <b>Dave McCole</b>
Organization <b>Town of Hillsborough</b>	Organization <b>Town of Hillsborough</b>
Official Position <b>Town Manager</b>	Official Position <b>Finance Director</b>
Mailing Address <b>PO Box 429</b> <input type="checkbox"/>	Mailing Address <b>PO Box 429</b> <input type="checkbox"/>
City ,State, Zip <b>Hillsborough NC 27278</b>	City ,State, Zip <b>Hillsborough NC 27278</b>
Daytime Telephone <b>(919) 296-9421</b>	Daytime Telephone <b>(919) 296-9451</b>
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

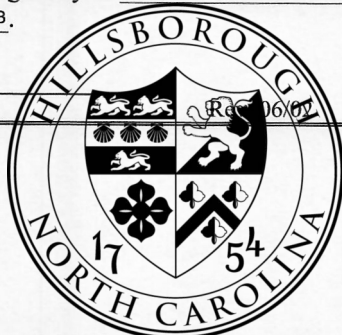
GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title <b>Jennifer Weaver, Mayor</b>	Name <b>Sarah Kimrey</b>
Name and Title	Official Position <b>Town Clerk</b>
Name and Title	Daytime Telephone <b>(919) 296-9443</b>

**CERTIFICATION**

I, Sarah Kimrey, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Hillsborough, North Carolina (Organization) on the 23rd day of October, 2023.

Date: 10/25/23

Signature: *Sarah E Kimrey*



**APPLICANT ASSURANCES**

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

**STATE ASSURANCES**

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.