



# Minutes

## Board of Commissioners Work Session

7 p.m. June 24, 2024

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

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

**Staff:** Planner II Molly Boyle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Supervisor Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

### 1. Opening of the work session

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

### 2. Agenda changes and approval

The following changes were requested:

- Additional budget amendments for Item 3A.
- Add Item 3J – Water and sewer extension contract with cost share for Nash Place.
- Add Item 6A – 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 Matt Hughes seconded.

**Vote:** 5-0.

### 3. Items for decision – consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Tourism Board Fiscal Year 2025 budget adoption
- C. Tourism Development Authority Fiscal Year 2025 budget adoption
- D. Fiscal Year 2025 Salary Schedule
- E. Ordinance amending Article II: Establishment of Stormwater Service Charge and Credits, Section 19-6 of the Code of Ordinances
- F. Resolution authorizing an updated memorandum of understanding for the Orange County Partnership to End Homelessness
- G. River Pump Station relocation and upgrade capital project ordinance amendment
- H. Churton Street main replacement capital project ordinance amendment
- I. Special Event Permit – Team PHenomenal Hope Walk/Run 5K
- J. Water and sewer extension contract with cost share for Nash Place (added item)

**Motion:** Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.

**Vote:** 5-0. Nays: None.

**4. In-depth discussion and topics**

- A. Annexation interest letter for 3013 Rippy Lane (voluntary, contiguous request)  
Planner II Molly Boyle gave a brief overview of the interest letter to the board. She shared that the property is significantly hindered by a floodplain, preventing any large development.

The board discussed previous decisions on affordable housing in the area.

- B. Update on process of closeout of Corbinton Commons development  
Assistant Town Manager Matt Efirm updated the board on the list of construction items to complete that the town had given to the Corbinton Commons developer and neighborhood association.

Staff developed a list of proposed improvements to the alleys that would conform with the North Carolina Department of Transportation Traditional Neighborhood Development Standards. The cost estimate for the required improvements is about \$150,000.

The board asked for additional options to keep the developer responsible for some of the required improvements.

Representatives from the neighborhood's homeowners association asked the town to accept the alleys in their current state. The board chose to move forward with accepting the alleys and working through the town's existing operational budget over the next several years to complete the work needed to bring the alleys up to town standards.

- C. Draft agenda for July affordable housing work session  
Efirm presented the draft agenda for the July affordable housing work session.

The board requested that Empowerment and the Home Builders Association attend. Members also discussed national housing supply issues.

The board asked that a question on Hillsborough's water and sewer limitation be discussed at the work session. When asked, Town Manager Eric Peterson shared that the town is working on developing a more accurate picture of the capabilities of the town's water and sewer infrastructure.

**5. Committee updates and reports**

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

Motion: Ferguson moved to enter closed session at 8:41 p.m. Hughes seconded.

Vote: 5-0.

**6. 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 (potential litigation)

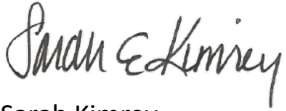
Motion: Commissioner Robb English moved to return to open session at 9:03 p.m. Hughes seconded.

Vote: 5-0.

**7. Adjournment**

The mayor adjourned the meeting at 9:03 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah Kimrey". The signature is written in a cursive, flowing style.

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

FY 2023-2024

# TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<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	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
Fund Bal.	Yr-end adj	42062	06/24/2024	EBRADFORI	1,133,221.00	10,000.00	2,641,039.61
	Year-end adjustments.	42101	06/24/2024	JFernandez	1,133,221.00	6,801.00	2,647,840.61
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV.						
	To cover office lighting upgrade.	41964	06/24/2024	JFernandez	22,050.00	-500.00	18,248.00
	To cover lighting upgrades in Comms offi	41995	06/24/2024	JFernandez	22,050.00	-738.00	17,510.00
Admin.	10-10-4200-5300-145 MAINTENANCE - BUILDINGS						
	To cover office lighting upgrade.	41965	06/24/2024	JFernandez	0.00	500.00	5,402.00
	To cover lighting upgrades in Comms offi	41996	06/24/2024	JFernandez	0.00	738.00	6,140.00
Admin.	10-10-4200-5300-581 RECOGNITION PAY						
	Year-end adjustments.	42087	06/24/2024	JFernandez	0.00	225.00	225.00
Public Space	10-10-6300-5120-050 FICA						
	Year-end adjustments.	42096	06/24/2024	JFernandez	12,312.00	350.00	12,662.00
Public Space	10-10-6300-5125-060 HOSPITALIZATION						
	Year-end adjustments.	42097	06/24/2024	JFernandez	19,829.00	1,000.00	20,829.00
Public Space	10-10-6300-5300-110 TELEPHONE/INTERNET						
	Year-end adjustments.	42098	06/24/2024	JFernandez	1,452.00	500.00	1,952.00
Safety & Risk	10-10-6600-5127-071 401(K) RETIREMENT SUPP.						
	Year-end adjustments.	42099	06/24/2024	JFernandez	4,909.00	300.00	5,209.00
Safety & Risk	10-10-6600-5300-332 SUPPLIES - OSHA						
	To cover WWTP fall equipment	42074	06/24/2024	EBRADFORI	50,775.00	6,000.00	75,104.55
Safety & Risk	10-10-6600-5300-571 SAFETY AWARDS PROGRAM						
	To cover WWTP fall equipment	42075	06/24/2024	EBRADFORI	15,120.00	-6,000.00	7,975.00
IT	10-10-6610-5300-458 DATA PROCESSING SERVICES						
	Cyber Insurance	41988	06/24/2024	EBRADFORI	553,042.00	-1,341.00	551,701.00
IT	10-10-6610-5300-540 INSURANCE						
	Cyber Insurance	41987	06/24/2024	EBRADFORI	9,700.00	1,341.00	11,041.00
Police	10-20-5100-5300-080 TRAINING/CONF./CONV.						
	Yr-end adj	42077	06/24/2024	EBRADFORI	26,900.00	1,600.00	32,500.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	Correct radio expense account	42054	06/24/2024	EBRADFORI	1,000.00	-12,905.00	36,867.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	Yr-end adj	42076	06/24/2024	EBRADFORI	15,500.00	-1,600.00	13,900.00
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	Year-end adjustments.	42088	06/24/2024	JFernandez	4,100.00	75.00	9,876.00
Police	10-20-5100-5700-741 CAPITAL - EQUIPMENT						
	Correct radio expense account	42055	06/24/2024	EBRADFORI	0.00	12,905.00	12,905.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE						
	Year-end adjustments.	42089	06/24/2024	JFernandez	1,298.00	750.00	2,048.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT						
	Year-end adjustments.	42090	06/24/2024	JFernandez	31,543.00	300.00	31,843.00
Fleet Maint.	10-30-5550-5127-071 401(K) RETIREMENT SUPP.						
	Year-end adjustments.	42091	06/24/2024	JFernandez	12,460.00	1,000.00	13,460.00

JFernandez

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FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<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>
Fleet Maint.	10-30-5550-5300-130 UTILITIES Year-end adjustments.	42092	06/24/2024	JFernandez	8,600.00	550.00	9,150.00
Streets	10-30-5600-5300-140 TRAVEL/VEHICLE ALLOTMENT Year-end adjustments.	42093	06/24/2024	JFernandez	390.00	200.00	590.00
Solid Waste	10-30-5800-5300-110 TELEPHONE/INTERNET Year-end adjustments.	42094	06/24/2024	JFernandez	1,860.00	1,500.00	3,360.00
Solid Waste	10-30-5800-5300-484 LANDFILL FEES Yr-end adj	42061	06/24/2024	EBRADFORI	120,000.00	10,000.00	130,000.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS Year-end adjustments.	42095	06/24/2024	JFernandez	1,000.00	50.00	2,950.00
Special Approp.	10-60-6900-5300-145 MAINTENANCE - BUILDINGS To allocate unused C.S./Alarm funds.	42001	06/24/2024	JFernandez	30,000.00	4,000.00	34,000.00
Special Approp.	10-60-6900-5300-490 C.S./ALARM To allocate unused C.S./Alarm funds.	42002	06/24/2024	JFernandez	4,000.00	-4,000.00	0.00
Special Approp.	10-60-6900-5400-920 DEBT SERVICE - INTEREST Year-end adjustments.	42100	06/24/2024	JFernandez	0.00	1.00	7,616.96
WSF Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED Revenue bond admin fees	41981	06/24/2024	EBRADFORI	1,768,570.00	3,000.00	4,954,931.80
	Year-end adjustments.	42106	06/24/2024	JFernandez	1,768,570.00	11,775.00	4,966,706.80
Admin. of Enterprise	30-80-7200-5320-050 FICA Year-end adjustments.	42102	06/24/2024	JFernandez	0.00	300.00	300.00
Admin of Enterprise	30-80-7200-5327-070 RETIREMENT Year-end adjustments.	42103	06/24/2024	JFernandez	0.00	450.00	450.00
Utilities Admin.	30-80-7220-5300-113 LICENSE FEES To cover purchase of hydraulic modeling	41994	06/24/2024	JFernandez	12,550.00	15,000.00	27,550.00
Utilities Admin.	30-80-7220-5300-455 C.S./ENGINEERING To cover purchase of hydraulic modeling	41993	06/24/2024	JFernandez	75,000.00	-15,000.00	140,600.87
Billing & Collect.	30-80-7240-5300-110 TELEPHONE/INTERNET To cover South Data expenses.	42082	06/24/2024	JFernandez	480.00	-480.00	0.00
Billing & Collect.	30-80-7240-5300-113 LICENSE FEES To cover South Data expenses.	42083	06/24/2024	JFernandez	2,100.00	-1,290.00	0.00
Billing & Collect.	30-80-7240-5300-411 C.S./SOUTH DATA To cover South Data expenses.	42086	06/24/2024	JFernandez	43,100.00	3,517.80	40,527.91
Billing & Collect.	30-80-7240-5300-442 C.S./ONLINE UTILITY SERV. To cover South Data expenses.	42084	06/24/2024	JFernandez	2,400.00	-1,500.00	900.00
Billing & Collect.	30-80-7240-5300-458 DATA PROCESSING SERVICES To cover South Data expenses.	42085	06/24/2024	JFernandez	28,395.00	-247.80	27,147.20
WFER	30-80-8130-5300-570 MISCELLANOUS Revenue bond admin fees	41980	06/24/2024	EBRADFORI	2,600.00	3,000.00	5,500.00
Water Dist.	30-80-8140-5300-158 MAINTENANCE - EQUIPMENT To cover water booster PS generator load	41979	06/24/2024	JFernandez	8,000.00	210.00	8,210.00
	To cover equipment maintenance through	42081	06/24/2024	JFernandez	8,000.00	200.00	8,410.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE JFernandez		06/18/2024	1:42:35PM			

FY 2023-2024

# TOWN OF HILLSBOROUGH

## BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<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 replacement of supply inventory.	41976	06/24/2024	JFernandez	140,000.00	-2,000.00	69,200.00
	To cover re-wrapping camera trailer.	42058	06/24/2024	JFernandez	140,000.00	-2,300.00	66,900.00
	Door hangers, shop stock, materials, tools	42072	06/24/2024	JFernandez	140,000.00	-4,526.38	62,373.62
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover replacement of supply inventory.	41977	06/24/2024	JFernandez	131,440.00	2,000.00	130,888.64
	Door hangers, shop stock, materials, tools	42073	06/24/2024	JFernandez	131,440.00	4,526.38	135,415.02
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT						
	To cover equipment maintenance through	42080	06/24/2024	JFernandez	4,000.00	-200.00	3,800.00
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS						
	To cover water booster PS generator load	41978	06/24/2024	JFernandez	3,000.00	-210.00	2,790.00
	To cover custom tent for educational even	41990	06/24/2024	JFernandez	3,000.00	-720.00	2,070.00
WW Collect.	30-80-8200-5300-080 TRAINING/CONF./CONV.						
	To cover custom tent for educational even	41991	06/24/2024	JFernandez	8,500.00	-720.00	7,780.00
WW Collect.	30-80-8200-5300-151 FOG PROGRAM						
	To cover custom tent for educational even	41992	06/24/2024	JFernandez	8,000.00	1,440.00	9,440.00
	To cover re-wrapping camera trailer.	42060	06/24/2024	JFernandez	8,000.00	4,600.00	14,040.00
WW Collect.	30-80-8200-5300-158 MAINTENANCE - EQUIPMENT						
	To cover pump station generator load testi	41970	06/24/2024	JFernandez	40,000.00	6,550.05	50,761.01
	JetVac Cover	41983	06/24/2024	EBRADFORI	40,000.00	8,053.00	58,814.01
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover re-lining of 7 manholes.	41972	06/24/2024	JFernandez	187,500.00	12,305.00	282,154.00
	To cover Wood's Edge PS repair	42057	06/24/2024	EBRADFORI	187,500.00	4,000.00	286,154.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS						
	To cover spare motors for lift stations.	41966	06/24/2024	JFernandez	193,000.00	-59,940.00	96,885.00
	To cover re-lining of 7 manholes.	41971	06/24/2024	JFernandez	193,000.00	-12,305.00	84,580.00
	JetVac Cover	41982	06/24/2024	EBRADFORI	193,000.00	-8,053.00	76,527.00
	To cover Wood's Edge PS repair	42056	06/24/2024	EBRADFORI	193,000.00	-4,000.00	72,527.00
	To cover re-wrapping camera trailer.	42059	06/24/2024	JFernandez	193,000.00	-2,300.00	70,227.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover lateral push camera for WWC.	41974	06/24/2024	JFernandez	80,500.00	-4,365.06	76,204.00
WW Collect.	30-80-8200-5300-351 RENTAL - EQUIPMENT						
	To cover pump station generator load testi	41968	06/24/2024	JFernandez	9,000.00	-5,724.72	3,275.28
WW Collect.	30-80-8200-5300-416 C.S./ROOT CONTROL SERVICE						
	To cover pump station generator load testi	41969	06/24/2024	JFernandez	20,000.00	-825.33	19,174.67
	To cover lateral push camera for WWC.	41973	06/24/2024	JFernandez	20,000.00	-5,534.94	13,639.73
WW Collect.	30-80-8200-5300-570 MISCELLANEOUS						
	Year-end adjustments.	42104	06/24/2024	JFernandez	1,500.00	25.00	231.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	To cover spare motors for lift stations.	41967	06/24/2024	JFernandez	20,000.00	59,940.00	268,391.79
	To cover lateral push camera for WWC.	41975	06/24/2024	JFernandez	20,000.00	9,900.00	278,291.79
WWTP	30-80-8220-5300-320 SUPPLIES - OFFICE						
	To cover keyboard purchase.	42079	06/24/2024	JFernandez	560.00	20.00	580.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS						
	To cover keyboard purchase.	42078	06/24/2024	JFernandez	104,410.00	-20.00	1,390.00

JFernandez

06/18/2024

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FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

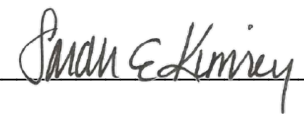
DATES: 06/24/2024 TO 06/24/2024

<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>
WSF 30-80-9990-5300-000 CONTINGENCY Contingency Year-end adjustments.	42105	06/24/2024	JFernandez	400,000.00	11,000.00	11,000.00
Gen. 60-05-3900-3900-000 FUND BALANCE APPROPRIATION Cap. Proj. Offset via Fund 60 Fund Balance	42005	06/24/2024	EBRADFORI	0.00	61,612.54	61,612.54
Gen. 60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION Cap. Proj. Offset via Fund 60 Fund Balance	42003	06/24/2024	EBRADFORI	2,000,000.00	-61,612.54	3,237,719.46
WS 69-17-3870-3870-504 TRANSFER FROM WSF-16" OWASA WATER M Cap. Proj. Close out project	41984	06/24/2024	EBRADFORI	100,000.00	-100,000.00	0.00
WS 69-17-3870-3870-701 TRANSFER FROM FUND 75-16" OWASA WAT Cap. Proj. Close out project	41985	06/24/2024	EBRADFORI	465,000.00	-465,000.00	0.00
WS 69-17-8140-5700-748 16" OWASA WATER MAIN Cap. Proj. Close out project	41986	06/24/2024	EBRADFORI	565,000.00	-565,000.00	0.00
WS 69-24-8140-5700-722 GOV BURKE RD WATER MAIN REPLACEMENT Cap. Proj. Yr-end adj	42067	06/24/2024	EBRADFORI	230,000.00	-149,408.00	80,592.00
WS 69-24-8140-5972-002 TRANSFER TO FUND 75-WATER SDF RESER Cap. Proj. Yr-end adj	42069	06/24/2024	EBRADFORI	0.00	149,408.00	149,408.00
Water 75-71-3870-3870-990 TRAN FR FUND 69-US-70 WTR IMPROV SDF Res. Refund surplus SDF funds	42071	06/24/2024	EBRADFORI	0.00	149,408.00	381,374.53
Water 75-71-6900-5970-928 TRAN TO FUND 69 - US 70 PHASE I SDF Res. Refund surplus SDF funds	42070	06/24/2024	EBRADFORI	282,795.50	149,408.00	985,369.53
					<u>-768,032.00</u>	

APPROVED: 5/0

DATE: 6/24/24

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



FY 2023-2024

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 06/25/2024 TO 06/25/2024

	<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 Revenue	10-00-3110-3110-002 LOCAL OPTION SALES TAX (40) Yr-end adj	42132	06/25/2024	EBRADFORI	751,000.00	-51,000.00	700,000.00
GF Revenue	10-00-3200-3201-000 FRANCHISE TAX Yr-end adj	42133	06/25/2024	EBRADFORI	615,000.00	-10,000.00	605,000.00
GF Revenue	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Yr-end adj	42135	06/25/2024	EBRADFORI	1,133,221.00	371,900.00	3,019,740.61
Admin.	10-10-4200-5100-020 SALARIES Yr-end adj	42118	06/25/2024	EBRADFORI	995,712.00	20,000.00	1,034,712.00
Planning	10-10-4900-5100-020 SALARIES Yr-end adj	42119	06/25/2024	EBRADFORI	487,126.00	20,000.00	522,126.00
Planning	10-10-4900-5300-001 PAYMENTS - TOURISM BOARD Yr-end adj	42120	06/25/2024	EBRADFORI	425,000.00	125,000.00	550,000.00
Planning	10-10-4900-5300-002 PAYMENTS - TDA Yr-end adj	42121	06/25/2024	EBRADFORI	100,000.00	65,000.00	165,000.00
Facility Mgmt	10-10-5000-5100-020 SALARIES Yr-end adj	42122	06/25/2024	EBRADFORI	78,537.00	10,000.00	88,537.00
Safety	10-10-6600-5100-020 SALARIES Yr-end adj	42131	06/25/2024	EBRADFORI	98,172.00	15,000.00	113,172.00
Police	10-20-5100-5300-321 SUPPLIES - COMMUNITY POLICING To cover See It, Say It, Send It app.	42162	06/25/2024	JFernandez	2,000.00	749.99	2,749.99
Police	10-20-5100-5300-570 MISCELLANEOUS To cover See It, Say It, Send It app.	42161	06/25/2024	JFernandez	15,500.00	-749.99	13,150.01
Fleet	10-30-5550-5100-020 SALARIES Yr-end adj	42123	06/25/2024	EBRADFORI	249,210.00	34,000.00	283,210.00
Fleet	10-30-5550-5127-070 RETIREMENT Yr-end adj	42124	06/25/2024	EBRADFORI	31,543.00	2,482.00	34,325.00
Fleet	10-30-5550-5400-910 DEBT SERVICE - PRINCIPAL Yr-end adj	42125	06/25/2024	EBRADFORI	112,117.00	-36,482.00	72,964.52
Streets	10-30-5600-5100-020 SALARIES Yr-end adj	42126	06/25/2024	EBRADFORI	208,475.00	20,000.00	228,475.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To cover CDL	42110	06/25/2024	EBRADFORI	27,500.00	-120.00	29,406.00
Streets	10-30-5600-5300-570 MISCELLANEOUS To cover CDL	42111	06/25/2024	EBRADFORI	1,000.00	120.00	592.00
Solid Waste	10-30-5800-5100-020 SALARIES Yr-end adj	42127	06/25/2024	EBRADFORI	267,931.00	30,000.00	310,931.00
Economic Dev.	10-50-6250-5100-020 SALARIES Yr-end adj	42128	06/25/2024	EBRADFORI	0.00	5,000.00	5,000.00
Economic Dev.	10-50-6250-5120-050 FICA Yr-end adj	42129	06/25/2024	EBRADFORI	0.00	300.00	300.00
Economic Dev.	10-50-6250-5127-070 RETIREMENT Yr-end adj	42130	06/25/2024	EBRADFORI	0.00	600.00	600.00
System Dev Fee	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND EBRADFORD		06/24/2024	4:20:28PM			
	f1142r03						



FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 06/25/2024 TO 06/25/2024

	<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>
	Yr-end adj	42147	06/25/2024	EBRADFORI	0.00	631,978.00	714,326.00
System Dev Fee	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Yr-end adj	42148	06/25/2024	EBRADFORI	0.00	666,177.00	725,582.00
WSF Revenue	30-80-3500-3505-000 WATER CHARGES Yr-end adj	42143	06/25/2024	EBRADFORI	5,745,200.00	-145,200.00	5,600,000.00
WSF Revenue	30-80-3500-3510-000 SEWER CHARGES Yr-end adj	42144	06/25/2024	EBRADFORI	5,702,800.00	-102,800.00	5,600,000.00
WSF Revenue	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES Yr-end adj	42145	06/25/2024	EBRADFORI	0.00	631,978.00	714,326.00
WSF Revenue	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES Yr-end adj	42146	06/25/2024	EBRADFORI	0.00	666,177.00	725,582.00
WSF Revenue	30-80-3900-3900-000 FUND BALANCE APPROPRIATED Yr-end adj	42160	06/25/2024	EBRADFORI	1,768,570.00	444,840.00	5,411,546.80
Admin of Enterprise	30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY Yr-end adj	42149	06/25/2024	EBRADFORI	178,034.00	5,000.00	183,034.00
Admin of Enterprise	30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION Yr-end adj	42150	06/25/2024	EBRADFORI	836,238.00	62,946.00	899,184.00
Admin of Enterprise	30-80-7200-5350-612 SERVICE CHARGE - ACCOUNTING Yr-end adj	42151	06/25/2024	EBRADFORI	469,674.00	133.00	469,807.00
Admin of Enterprise	30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE Yr-end adj	42152	06/25/2024	EBRADFORI	311,583.00	10,074.00	321,657.00
Admin of Enterprise	30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT Yr-end adj	42153	06/25/2024	EBRADFORI	141,285.00	18,752.00	160,037.00
Admin of Enterprise	30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT Yr-end adj	42154	06/25/2024	EBRADFORI	301,140.00	34,110.00	335,250.00
Admin of Enterprise	30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH Yr-end adj	42155	06/25/2024	EBRADFORI	678,542.00	-4,175.00	674,367.00
Utilities Admin	30-80-7220-5100-020 SALARIES Yr-end adj	42156	06/25/2024	EBRADFORI	368,043.00	15,000.00	440,826.00
WFER	30-80-8130-5300-130 UTILITIES Yr-end adj	42157	06/25/2024	EBRADFORI	825.00	5,000.00	5,825.00
Water Distribution	30-80-8140-5100-020 SALARIES Yr-end adj	42158	06/25/2024	EBRADFORI	450,888.00	20,000.00	510,388.00
WW Collection	30-80-8220-5100-020 SALARIES Yr-end adj	42159	06/25/2024	EBRADFORI	499,190.00	30,000.00	564,190.00
Stormwater	35-30-5900-5100-020 SALARIES Yr-end adj	42117	06/25/2024	EBRADFORI	280,246.00	20,000.00	300,246.00
Stormwater	35-30-5900-5120-050 FICA Yr-end adj	42112	06/25/2024	EBRADFORI	21,439.00	100.00	21,539.00
Stormwater	35-30-5900-5127-070 RETIREMENT Yr-end adj	42113	06/25/2024	EBRADFORI	35,737.00	2,000.00	37,737.00
Stormwater	35-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT Yr-end adj	42114	06/25/2024	EBRADFORI	14,012.00	1,500.00	15,512.00

FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 06/25/2024 TO 06/25/2024

	<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>
	35-30-5900-5300-140 TRAVEL/VEHICLE ALLOTMENT						
Stormwater	Yr-end adj	42115	06/25/2024	EBRADFORI	390.00	100.00	490.00
	35-30-5900-5300-495 COLLECTION EXPENSE						
Stormwater	Yr-end adj	42116	06/25/2024	EBRADFORI	26,000.00	3,000.00	29,000.00
	35-30-5900-5350-610 SERVICE CHARGE - GOVERNING BODY						
Stormwater	Yr-end adj	42136	06/25/2024	EBRADFORI	7,121.00	200.00	7,321.00
	35-30-5900-5350-611 SERVICE CHARGE - ADMINISTRATION						
Stormwater	Yr-end adj	42137	06/25/2024	EBRADFORI	33,450.00	2,517.00	35,967.00
	35-30-5900-5350-612 SERVICE CHARGE - ACCOUNTING						
Stormwater	Yr-end adj	42138	06/25/2024	EBRADFORI	18,787.00	5.00	18,792.00
	35-30-5900-5350-613 SERVICE CHARGE - FLEET MAINTENANCE						
Stormwater	Yr-end adj	42139	06/25/2024	EBRADFORI	6,521.00	-321.00	6,200.00
	35-30-5900-5350-614 SERVICE CHARGE - FACILITY MGMT						
Stormwater		42140	06/25/2024	EBRADFORI	83,486.00	11,081.00	94,567.00
	35-30-5900-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
Stormwater	Yr-end adj	42141	06/25/2024	EBRADFORI	12,046.00	1,364.00	13,410.00
	35-30-5900-5350-616 SERVICE CHARGE - INFORMATION TECH						
Stormwater	Yr-end adj	42142	06/25/2024	EBRADFORI	27,142.00	-167.00	26,975.00
	35-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Stormwater	Yr-end adj	42134	06/25/2024	EBRADFORI	283,179.00	41,379.00	324,558.00
						<u>3,694,548.00</u>	

APPROVED: 5/0

DATE: 6/24/24

VERIFIED: 



# ORDINANCE

## Tourism Board Budget

### FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

#### Section 1. Tourism Board Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Food & Beverage Tax	\$485,000
Fund Balance Appropriation	<u>\$ 84,151</u>
TOTAL	\$569,151

The following amounts are hereby appropriated for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$569,151</u>
TOTAL	\$569,151

**Section 2.** The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as "Food & Beverage Tax" revenues in Section I of the ordinance.

**Section 3.** Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

**Section 4.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24<sup>th</sup> day of June in 2024.

Ayes: 5  
Noes: 0  
Absent or excused: 0



A handwritten signature in black ink, reading "Victoria Pace".

Victoria Pace, Tourism Board Chair

A handwritten signature in black ink, reading "Mark Bell".

Mark Bell, Mayor

A handwritten signature in black ink, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk



## ORDINANCE

### Tourism Development Authority Budget FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

#### Section 1. Tourism Development Authority Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Occupancy Tax	\$100,000
Fund Balance Appropriation	<u>\$ 24,500</u>
TOTAL	\$124,500

The following amounts are hereby appropriated for the operation of the Tourism Development Authority (TDA) and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the TDA:

Tourism Development Authority	<u>\$124,500</u>
TOTAL	\$124,500

**Section 2.** The Town of Hillsborough will collect an Occupancy Tax and distribute the funds to the Tourism Development Authority to fund its operations. These funds are listed as "Occupancy Tax" revenues in Section I of the ordinance.

**Section 3.** Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

**Section 4.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24<sup>th</sup> day of June in 2024.

Ayes: 5  
Noes: 0  
Absent or excused: 0



*Meaghun Darab*

Meaghun Darab, Tourism Development Authority Chair

*Mark Bell*

Mark Bell, Mayor

*Sarah E. Kimrey*

Sarah E. Kimrey, Town Clerk



## ORDINANCE

### Amending Article II. Establishment of Stormwater Service Charge and Credits, Section 19-6 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

**Section 1.** Chapter 19, Article II of the Hillsborough Code of Ordinances is amended as follows:

#### **Sec. 19-6. Rate structure.**

- (a) Every parcel within the town limits shall be subject to a stormwater management utility service charge derived from the rate structure described below. The rate structure to distribute the cost of services associated with the operation, repair, improvement and maintenance of public drainage systems and facilities through a schedule of rates, fees, charges, and penalties related to the operation of a stormwater management utility and stormwater management enterprise fund as established in section 19-4 shall be based on the following parameters:
  - (1) Residential parcels shall be assessed an annual, flat service charge based upon the schedule of rates approved by the Town Board as described in section 19-7 of this article.
    - a. Each residential parcel shall be charged for one ERU of impervious area.
    - b. Each residential unit in a townhome, condominium, or other multifamily structure with individual unit ownership and duplexes shall be billed for one ERU of impervious area.
  - (2) Nonresidential parcels shall be assessed an annual service charge based on the tier of the property. The schedule of rates for each tier is based on the number of ERUs in for the midpoint of the tier. Tiers are determined by the amount of impervious surface area on the parcel as follows:
    - a. Tier 1: 0 to 10,000 square feet of impervious surface area;
    - b. Tier 2: 10,001 to 30,000 square feet of impervious surface area;
    - c. Tier 3: 30,000 to 100,000 square feet of impervious surface area;
    - d. Tier 4: 100,001 to 200,000 square feet of impervious surface area;
    - e. Tier 5: 200,001 to 600,000 square feet of impervious surface area;
    - f. Tier 6: 600,001 to 800,000 square feet of impervious surface area.
  - (c) Based on an analysis of impervious surface area on properties throughout the town, an impervious surface area of 2,800 square feet is hereby designated as one ERU.
  - (d) Parcels maintained by residential homeowner associations that contain a common use building (i.e. "club house, pool house, etc."), parking and/or a swimming pool shall be charged one ERU of impervious area.

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

**Section 3.** This ordinance shall become effective upon adoption.

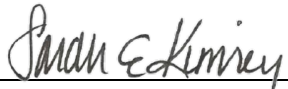
The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24 day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



  
\_\_\_\_\_  
Sarah E. Kimrey, Town Clerk



## RESOLUTION

### Authorizing the Approval of a Memorandum of Understanding Between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

**WHEREAS**, the Hillsborough Board of Commissioners approved a Memorandum of Understanding with the surrounding towns and Orange County in 2015 for the Orange County Partnership to End Homelessness, with extensions in 2022 and 2023; and

**WHEREAS**, the Partnership Leadership Team, consisting of elected representatives from each of the parties, desires an updated Memorandum of Understanding; and

**WHEREAS**, the Fiscal Year 2025 adopted budget includes sufficient funding to meet with the Memorandum of Understanding commitment of 6.5% of the partnership funding; and

**WHEREAS**, participation in the partnership is consistent with the FY2024-27 Strategic Plan and the Comprehensive Sustainability Plan;

**NOW, THEREFORE**, be it resolved that the Hillsborough Board of Commissioners approves the execution of a Memorandum of Understanding substantially similar to the draft attached to this agenda item and authorizes the mayor to execute it on behalf of the board. This resolution is effective upon approval.

Approved this 24<sup>th</sup> day of June of the year 2024.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah E. Kimrey*

Sarah Kimrey, Town Clerk

FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 06/30/2024 TO 06/30/2024

<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>
69-22-3300-3310-017 GRANT - NCEM - DISAST RELIEF & MITI						
Adj per grant award	42063	06/30/2024	EBRADFORI	0.00	1,069,275.00	1,069,275.00
69-22-8200-5700-738 RIVER PUMP STATION						
Adj per grant award	42064	06/30/2024	EBRADFORI	3,448,800.00	1,069,275.00	9,258,096.00
					<u>2,138,550.00</u>	

APPROVED: 5/0

DATE: 6/24/24

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







ORDINANCE

Capital Project Amendment

River Pump Station Relocation and Upgrade

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

- Section 1.** To accept the North Carolina Energy Management’s Emergency Management Disaster Relief and Mitigation grant of \$1,069,275 for the River Pump Station relocation and upgrade.
- Section 2.** Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$8,188,821	\$1,069,275	\$9,258,096

- Section 3.** Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$8,188,821	\$1,069,275	\$9,258,096

- Section 4.** This capital project will close automatically upon projection completion.
- Section 5.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24<sup>th</sup> day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Churton Street Main Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

**Section 1.** Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$430,000	(\$430,000)	\$0

**Section 2.** Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$430,000	(\$430,000)	\$0

**Section 3.** This capital project is now closed.

**Section 4.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24<sup>th</sup> day of June in the year 2024.

Ayes: 5  
Noes: 0  
Absent or excused: 0



Sarah E. Kimrey, Town Clerk