Minutes

Board of Commissioners Regular Meeting

7 p.m. Sept. 14, 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, Police Management and Accreditation Coordinator Marshall Grayson, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson 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 items:

- Item 6.J Special Event Permit – River Park Concert 2026
- Item 9.A Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Town of Hillsborough v. Kenneth and Linda Ostrand
- Item 9.B Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Corbinton Commons Association, Inc. and Town of Hillsborough v. Carlton McKee, Jr., Sara McKee, Andrew Gaster, and Donna Gaster

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

4. Presentations

A. Introduction of recently hired officers Mia Hildebrand and Jonathan Nelson and public reaffirmation of their oaths of office

Chief of Police Jason Winn introduced officers Mia Hildebrand and Jonathan Nelson to the board to reaffirm their oaths of office, with the mayor administering the oaths. Hildebrand's mother affixed her badge, and Nelson's father affixed his badge.

5. Appointments

A. Upper Neuse River Basin Association – Appointment of Heather Fisher as Secondary Alternate Director

Motion: Ferguson moved to approve the appointment. Hughes seconded.
Vote: 4-0.

6. Items for decision – consent agenda

A. Minutes
– Regular meeting Aug. 10, 2026
– Regular meeting closed session Aug. 10, 2026
– Work session Aug. 24, 2026
– Work session closed session Aug. 24, 2026

B. Miscellaneous budget amendments and transfers

C. Resolution to Approve the 2025 Local Water Supply Plan

D. 420 West Tryon Street Waterline Acceptance

E. Proclamation – Diaper Need Awareness Week

F. Proclamation – Breast Cancer Awareness Month

G. Proclamation – Hispanic Heritage Month 2026

H. Demolition ordinance amendment for 380 Cornelius Street (OC PIN 9865801551) due to a scrivener's error in the parcel ID number in the demolition ordinance adopted Aug. 24, 2026

I. 2026 Board of Commissioners Meeting Schedule Amendment

J. Special Event Permit – River Park Concert 2026 (added item)

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

7. Items for decision - regular agenda

A. Proposal for a veteran-themed patrol car wrap
The board approved a conceptual design for a military tribute vehicle wrap intended to honor veterans in the Hillsborough Police Department and the broader community. The design features an American flag motif along the sides of the vehicle, camouflage patterning on the rear glass, the emblems of all six military branches, and a custom POW/MIA license plate. The wrap is expected to be completed by Veterans Day.

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 Robb English seconded.
Vote: 4-0.

9. Closed session

A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Town of Hillsborough v. Kenneth and Linda Ostrand (added item)

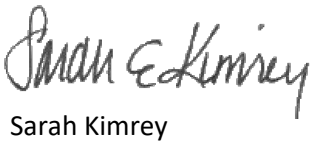
B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege Corbinton Commons Association, Inc. and Town of Hillsborough v. Carlton McKee, Jr., Sara McKee, Andrew Gaster, and Donna Gaster (added item)

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

10. Adjournment

Motion: Hughes moved to adjourn at 8:18 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,



Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Sept. 14, 2026
Board of Commissioners Regular Meeting
Approved: _____ Oct. 12, 2026

Budget Adjustment Report

Town of Hillsborough, NC

Adjustment Detail

For Date Range: 09/14/2026 - 09/14/2026

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						
Expense						
Department: 5100 - POLICE						
10-20-5100-5300113	LICENSE FEES			26,722.00	35,000.00	61,722.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		35,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			83,320.00	45,000.00	128,320.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		45,000.00	
10-20-5100-5300458	DATA PROCESSING SERVICES			165,497.00	-80,000.00	85,497.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		-80,000.00	
		Department 5100 Total:		**275,539.00**	**0.00**	**275,539.00**
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300455	CS - ENGINEERING			0.00	1,377.00	1,377.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		1,377.00	
10-30-5400-5300570	MISCELLANEOUS			55,600.00	-1,377.00	54,223.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		-1,377.00	
		Department 5400 Total:		**55,600.00**	**0.00**	**55,600.00**
Department: 5600 - STREETS						
10-30-5600-5300330	SUPPLIES - DEPARTMENTAL			29,500.00	14,100.00	43,600.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		14,100.00	
		Department 5600 Total:		**29,500.00**	**14,100.00**	**43,600.00**
Department: 5800 - SOLID WASTE						
10-30-5800-5700740	CAPITAL - VEHICLES			420,000.00	9,765.00	429,765.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		9,765.00	
		Department 5800 Total:		**420,000.00**	**9,765.00**	**429,765.00**
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-23,865.00	426,135.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		-23,865.00	
		Department 9990 Total:		**450,000.00**	**-23,865.00**	**426,135.00**
		Expense Total:		**1,230,639.00**	**0.00**	**1,230,639.00**
		Fund 10 Total:		**1,230,639.00**	**0.00**	**1,230,639.00**
Fund: 30 - WATER/SEWER						
Expense						
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			82,470.00	200.00	82,670.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		-9,800.00	
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		10,000.00	
30-80-8220-5300164	MAINT - INSTRUMENTATION			28,303.00	-10,000.00	18,303.00
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		-10,000.00	
30-80-8220-5300165	MAINT - INFRASTRUCTURE			9,860.00	9,800.00	19,660.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		9,800.00	
		Department 8220 Total:		**120,633.00**	**0.00**	**120,633.00**
		Expense Total:		**120,633.00**	**0.00**	**120,633.00**
		Fund 30 Total:		**120,633.00**	**0.00**	**120,633.00**

Sept. 14, 2026
Board of Commissioners Regular Meeting
Approved: _____ Oct. 12, 2026

Budget Adjustment Report **For Date Range: 09/14/2026 - 09/14/2026**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Revenue						
Department: 5100 - POLICE						
72-00-5100-3301052	RESTRICTED REV - ABC BOARD GRANT			-53,533.96	-2,000.00	-55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		-2,000.00	
			Department 5100 Total:	**-53,533.96**	**-2,000.00**	**-55,533.96**
			Revenue Total:	**-53,533.96**	**-2,000.00**	**-55,533.96**
Expense						
Department: 5100 - POLICE						
72-20-5100-5300052	ABC BOARD EXPENDITURES			53,533.96	2,000.00	55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		2,000.00	
			Department 5100 Total:	**53,533.96**	**2,000.00**	**55,533.96**
			Expense Total:	**53,533.96**	**2,000.00**	**55,533.96**
			Fund 72 Total:	**0.00**	**0.00**	**0.00**
			Budget Code 2026-2027 Total:	**1,351,272.00**	**0.00**	**1,351,272.00**

APPROVED: 4/0

DATE: 9/14/26

VERIFIED: Susan E Kinney

Budget Adjustment Report **For Date Range: 09/14/2026 - 09/14/2026**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	1,230,639.00	0.00	1,230,639.00
	30	120,633.00	0.00	120,633.00
	72	0.00	0.00	0.00
	Budget Code 2026-2027 Total:	**1,351,272.00**	**0.00**	**1,351,272.00**

RESOLUTION
Approving Completed 2025 Local Water Supply Plan

WHEREAS, North Carolina General Statute 143-355(l) requires that each unit of local government that provides public water service prepare and submit a Local Water Supply Plan, annually; and

WHEREAS, as required by the statute and in the interests of sound local planning, the Local Water Supply Plan for the Town of Hillsborough, has been updated by the Utilities Department for calendar year 2025, submitted to and determined by the North Carolina Division of Environmental Quality (DEQ) to meet the minimum plan criteria; and

WHEREAS, the Board of Commissioners of the Town of Hillsborough finds that the 2025 Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Hillsborough, as well as useful information to the DEQ for the development of a state water supply plan as required by statute;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners declares:

1. The completed 2025 Local Water Supply Plan for the Town of Hillsborough is hereby approved.

2. The Town of Hillsborough Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the department, in accordance with the statute and sound planning practice.

Approved this 14th day of September in the year 2026.

Mark Bell

Mark Bell, Mayor
Town of Hillsborough

PROCLAMATION
2026 Diaper Need Awareness Week
September 14 – 20

WHEREAS, diaper need, the condition of not having a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of babies, toddlers, and their families; and

WHEREAS, national surveys and research studies report that one in two families struggle with diaper need and 48 percent of families delay changing a diaper to extend their supply; and

WHEREAS, purchasing enough diapers to keep a baby or toddler clean, dry, and healthy can consume 14 percent of a low-wage family's post-tax income, making it difficult to obtain a sufficient supply; and

WHEREAS, a daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in childcare programs and quality early-education programs; and

WHEREAS, without enough diapers, babies and toddlers risk infections and health problems that may require medical attention, and may prevent parents from attending work or school, thereby hurting the family's economic prospects and well-being; and

WHEREAS, the people of Hillsborough recognize that diaper need is a public health issue, and addressing diaper need can lead to economic opportunity for the state's families and communities and improved health for children, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

WHEREAS, Hillsborough is proud to be home to trusted community-based organizations including Diaper Bank of North Carolina that recognize the importance of diapers in ensuring health and providing economic stability for families and thus distribute diapers to families through various channels; and

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of September 14 through September 20, 2026, as Diaper Need Awareness Week in the Town of Hillsborough, thank the aforementioned diaper bank, their staff, volunteers and donors, for their service and encourage the residents of Hillsborough to donate generously to diaper banks, diaper drives, and those organizations that collect and distribute diapers to those struggling with diaper need, so that all of Hillsborough's children and families can thrive and reach their full potential.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell

Mark Bell, Mayor
Town of Hillsborough

PROCLAMATION
Recognizing the Month of October as Breast Cancer Awareness Month

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

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell

Mark Bell, Mayor
Town of Hillsborough

PROCLAMATION
Hispanic Heritage Month 2026

WHEREAS, Sept. 15 is the anniversary of independence from the Spanish Empire for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico and Chile achieved independence on Sept. 16 and 18, respectively; and

WHEREAS, Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions that are part of the fabric of America; and

WHEREAS, between 1968 and 1988, Presidents Johnson, Nixon, Ford, Carter and Reagan issued a series of annual proclamations that designated a week in September containing Sept. 15 and 16 as National Hispanic Heritage Week; and

WHEREAS, in 1988, the United States Congress adopted a resolution designating Sept. 15 to Oct. 15 of each year as National Hispanic Heritage Month; and

WHEREAS, during National Hispanic Heritage Month, the United States highlights and celebrates the culture and traditions of Spanish-speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean; and

WHEREAS, the Hispanic communities of North Carolina have been integral in the history, culture, governance, and economy of the state and will be a critical part of its future as their communities continue to grow; and

WHEREAS, Hillsborough is home to a growing Hispanic community that is involved the civic, cultural, and economic fabric of the town and continues to make substantial contributions to the overall quality of life in town; and

WHEREAS, regional organizations such as El Centro Hispano, El Futuro, El Pueblo and the Refugee Community Partnership provide many valuable services to Hispanic and Latino residents in Hillsborough and further strengthen the town as a whole;

NOW, THEREFORE, the Town of Hillsborough does hereby proclaim Sept. 15 through Oct. 15, 2026, as Hispanic Heritage Month and calls upon all residents of Hillsborough to celebrate this month through activities and programs that enlighten and inspire our understanding of the amazing heritage of our Hispanic families, neighbors and friends.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell

Mark Bell, Mayor
Town of Hillsborough

ORDINANCE #20260914-6.H

Return to: Shannan Campbell, PO BOX 429 Hillsborough, NC 27278

ORDINANCE
Directing Removal or Demolishment of Structure and Notice Regarding Occupation

WHEREAS, the Hillsborough Board of Commissioners finds that the structure described herein is unfit for human habitation and dangerous to the health, safety and welfare of the residents of Hillsborough pursuant to the minimum housing code of the Town of Hillsborough, North Carolina; and

WHEREAS, the town's contracted code enforcement officer has verified that all of the procedures of the town's minimum housing ordinance have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the code enforcement officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners and parties in interest of this structure have been given a reasonable opportunity to bring the structure up to the standards of the town's minimum housing ordinance pursuant to an order issued by the code enforcement officer on March 31, 2026, and the owners have failed to comply with the order.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The code enforcement officer is hereby authorized and directed to place a placard on the structure located at 380 Cornelius Street, Parcel ID 9865801551, in Hillsborough, Orange County, North Carolina, containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

Section 2. The code enforcement officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated March 31, 2026, and in accordance with the Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property 380 Cornelius Street. The lien shall be filed in all appropriate offices of the Town of Hillsborough, including the Orange County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of Chapter 160A of the General Statutes.

Section 4. Upon completion of the required removal or demolition, the code enforcement officer shall determine whether any of the materials have resale value and shall make a reasonable effort to sell the same if so. If any materials are sold, the code enforcement officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the code enforcement officer shall deposit the surplus in the Superior Court, where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.

Section 6. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted on the 24th day of August in the year 2026, and then a scrivener's error to correct the Parcel ID number was duly adopted this the 14th day of September in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey, Town Clerk

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name of the property owner in the grantor.

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

TBD	Orange County Board of Commissioners Location TBD

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

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