



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Aug. 8, 2022

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:** Budget Director Emily Bradford, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

### Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7:02 p.m.

#### 1. Public charge

Weaver did not read the public charge but noted it was available on the agenda.

#### 2. Audience comments not related to the printed agenda

There was none.

#### 3. Agenda changes and approval

Item 6.C was removed, and a closed session was added as authorized by North Carolina General Statute Section 143-318.11(a)(1) as it potentially involves criminal investigation or an intelligence report that otherwise would not be a public record.

A motion was made to approve the amended agenda.

Motion made by Commissioner Matt Hughes, seconded by Commissioner Kathleen Ferguson.

Voting Yea: Commissioners Mark Bell, Robb English, Ferguson, Hughes and Evelyn Lloyd

#### 4. Appointments

- A. Board of Adjustment – Reappointment of Jenn Sykes for a term ending April 30, 2025
- B. Parks and Recreation – Reappointment of Cole Kenworthy for a term ending Aug. 31, 2025

A motion was made to approve reappointments.

Motion made by Ferguson, seconded by Bell.

Voting Yea: Bell, English, Ferguson, Hughes and Lloyd

#### 5. Items for decision – consent agenda

- A. Minutes
  - Regular meeting June 13, 2022
  - Regular meeting closed session June 13, 2022
  - Work session June 27, 2022
- B. Miscellaneous budget amendments and transfers
- C. Fees and Charges Schedule Update

- D. Letter of support for regional Safe Streets grant application
- E. Special Event Permit – Carolina Tarwheels Bike Fest
- F. Classification and Pay Amendments
- G. Resolution exempting design work for the skate spot at Cates Creek Park from the Mini-Brooks Act requirements for qualification-based selection
- H. Joint Letter to North Carolina Utilities Commission Concerning Duke Energy’s Carolinas Carbon Plan

A motion was made to approve consent agenda.

Motion made by Hughes, seconded by Ferguson.

Voting Yea: Bell, English, Ferguson, Hughes and Lloyd

## **6. Items for decision - regular agenda**

- A. Orange County Food Council Progress Report and MOU Renewal

This item was delayed to allow the presenter to arrive. Presentation of Item 6B was started and then stopped and this item was returned to when the Orange County Food Council Coordinator Ashley Heger arrived at 7:08 p.m.

Heger presented the council’s progress and accomplishments since 2020, including:

- A food access assessment that started in October and is expected to be complete in September.
- An 18-month pilot program funded by Orange County that is to start this fall to expand local food markets by connecting about eight growers with regional buyers.

Heger also presented a memorandum of understanding between the council and the county's jurisdictions. She noted the current agreement was signed in 2019 and was for two years. The proposed agreement would be for five years and includes the following other recommendations from the Executive Committee of the council:

- Update funding percentages with 2020 Census population data.
- Update number of council seats to match the bylaws.
- Include reference to racial equity work.
- Clarify role of the Executive Committee, the county manager’s supervision of the coordinator, and the annual invoicing process.

Board members suggested some text changes regarding the racial equity work. A revised memorandum of understanding will be presented to the board later this fall.

- B. Update on board project list

Assistant Town Manager and Community Services Director Margaret Hauth reviewed that board members generated the project list in February of items they would like staff to work on. She said staff provided responses in April regarding which projects already were being worked on, needed clarification or direction, needed a longer response time or were not recommended for further pursuit. Discussion at a board meeting was not able to occur earlier.

The mayor asked the board to keep in mind that staff has a large list of projects they already are working on.

Board members provided the following guidance:

- Continue using the current broadcast method for board meetings now and look in the long term into possible improvements.
- Discuss a review of appointed boards’ procedures and onboarding for consistency with requirements or best practices before the end of the calendar year and look into adding an agreement on

expectations to the onboarding process for appointed boards and adding an oath to statutorily created boards.

- Provide a map of where current accessory dwelling units are located, look at the parameters for these units and discuss possible changes to encourage more development. The map is available to share now. Discussion about ordinance changes will follow any recommendations in the Comprehensive Sustainability Plan.
- Revisit a code of ethics ordinance before the November 2023 election cycle.
- Receive research by the end of the calendar year from the town attorney regarding any possible changes to the firearm regulation and regarding administering the nondiscrimination ordinance. Town Attorney Bob Hornik said he may have a draft amendment to the nondiscrimination ordinance for the board to review in September.
- Provide a listing of current town contracts when time allows within the Financial Services Department to help determine what type of contracts might be included in an online depository.
- Monitor what the City of Apex does regarding implementing dark sky friendly language in its development ordinance.
- Poll bars and restaurants in the winter regarding their interest in creating social districts, areas where alcoholic beverages can be purchased from a licensed Alcoholic Beverage Control permittee and then taken outdoors.
- Continue looking at what neighbors are doing regarding alternatives to traditional engagement and determine if it is scalable.
- Investigate making emails sent to the town board through the town website visible on the website.
- Discuss incorporating neighborhood block grants into future budget discussions.

Staff noted that:

- An assessment of the community's bicycle/pedestrian friendliness and recommendations for handling problem areas would be part of the Comprehensive Sustainability Plan.
- Moving board meetings to different community locations creates additional work for staff and confusion for the public.
- Staff are working on providing public Wi-Fi at town parks.
- Teen interest in engagement with the town is largely dependent on the topic.
- To deter noise, a noise ordinance has to be paired with enforcement, which would require significant staff additions.

~~C. Update on Berry Brick House gift~~

D. Hot topics for work session Aug. 22, 2022

The mayor said a joint meeting of the board and the Water and Sewer Advisory Committee will not take place at the work session as planned. The next joint session will be at the committee's regular meeting in November.

A salary study presentation and vote are planned for the work session.

The mayor said it was determined that a special meeting of the town board should be called to discuss the recommendations of the Mayor's Task Force on Re-imagining Public Safety. The board selected Aug. 29.

A motion was made to call a special meeting at 7 p.m. Aug. 29 to discuss the Mayor's Task Force on Re-imagining Public Safety's recommendation on establishing an advisory board.

Motion made by Ferguson, seconded by Hughes.

Voting Yea: Bell, English, Ferguson, Hughes and Lloyd

**7. Updates**

- A. Board members  
Board members gave updates on the committees and boards on which they serve.
- B. Town manager  
Town Manager Eric Peterson gave a status update on the audit and the recruitment process for a finance director and community services director.
- C. Staff (written reports in agenda packet)  
The community services director noted that Labor Day is not in the original schedule for the display of flags. She said flag banners will be displayed for Veterans Day.

A motion was made to move into closed session at 9:23 p.m.

Motion made by Hughes, seconded by Lloyd.

Voting Yea: Bell, English, Ferguson, Hughes and Lloyd

**8. Closed session** (added item)

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(1) potentially involves criminal investigation or an intelligence report that otherwise would not be a public record

A motion was made to return to open session at 9:48 p.m.

Motion made by Ferguson, seconded by Bell.

Voting Yea: Bell, English, Ferguson, Hughes and Lloyd

**9. Adjournment**

Weaver adjourned the meeting at 9:49 p.m.

Respectfully submitted,



Sarah Kimrey  
Town Clerk

Staff support to the Board of Commissioners

FY 2022-2023

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 08/08/2022 TO 08/08/2022

	<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-Contingency	10-00-9990-5300-000 CONTINGENCY To fund increased HOME match	27786	08/08/2022	EBRADFORI	300,000.00	-2,286.00	297,714.00
Admin.	10-10-4200-5300-113 LICENSE FEES To cover Neogov	27783	08/08/2022	EBRADFORI	16,950.00	279.00	17,229.00
Admin.	10-10-4200-5300-451 C.S./PRINTING Additional utilities inserts.	27743	08/08/2022	JFernandez	5,256.00	2,136.00	7,392.00
Admin.	10-10-4200-5300-530 DUES & SUBSCRIPTIONS Additional Associated Press Style Book st	27742	08/08/2022	JFernandez	7,677.00	27.00	7,704.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS AP Style Book subscript. and utilities inse	27741	08/08/2022	JFernandez	31,253.00	-2,163.00	29,090.00
	To cover Neogov	27784	08/08/2022	EBRADFORI	31,253.00	-279.00	28,811.00
Planning	10-10-4900-5300-750 HOME FUNDS GRANT MATCH To adj per actual	27785	08/08/2022	EBRADFORI	4,200.00	2,286.00	6,486.00
Police	10-20-5100-5300-490 C.S./ALARM SERVICE To cover alarm services contract.	27737	08/08/2022	JFernandez	370.00	120.00	490.00
Police	10-20-5100-5300-570 MISCELLANEOUS To cover alarm services contract.	27738	08/08/2022	JFernandez	3,500.00	-120.00	3,380.00
WFER	30-80-8130-5300-412 C.S./MONITORING MISSION UNIT To cover monitoring services at West Fork	27739	08/08/2022	JFernandez	625.00	16.40	641.40
WFER	30-80-8130-5300-570 MISCELLANEOUS To cover monitoring services at West Fork	27740	08/08/2022	JFernandez	2,600.00	-16.40	2,583.60
Water Distribution	30-80-8140-5300-351 RENTAL - EQUIPMENT Increase for Apple Electronics and Security	27735	08/08/2022	JFernandez	4,000.00	-50.00	3,950.00
Water Distribution	30-80-8140-5300-490 C.S./ALARM Increase for Apple Electronics and Security	27736	08/08/2022	JFernandez	400.00	50.00	450.00
Water Distribution	30-80-8140-5300-583 MISC.-TAX, TAGS, ETC. To re-appropriate FY22 tax/tag funds	27780	08/08/2022	EBRADFORI	0.00	2,250.00	2,250.00
WW Collection	30-80-8200-5300-583 MISC.-TAX, TAGS, ETC. To re-appropriate FY22 tax/tag funds	27781	08/08/2022	EBRADFORI	0.00	2,250.00	2,250.00
WWTP	30-80-8220-5300-413 C.S./DI WATER SYSTEM SERVICE To cover actual contract cost for DI System	27744	08/08/2022	JFernandez	3,280.00	567.00	3,847.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS To cover actual contract cost for DI System	27745	08/08/2022	JFernandez	4,300.00	-567.00	3,733.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To re-appropriate FY22 tax/tag funds	27782	08/08/2022	EBRADFORI	400,000.00	-4,500.00	395,500.00
						<u>0.00</u>	

APPROVED: 5/0

DATE: 8/8/22

VERIFIED: 



August 8, 2022

Secretary Pete Buttigieg  
U.S. Department of Transportation  
Office of the Secretary  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Secretary Buttigieg:

Hillsborough is a community of nearly 10,000 residents who value connectedness and strive for an inclusive community. The town of Hillsborough encompasses just over 6 square miles of area, within which we manage nearly 40-mile road network included in the project area for a grant application.

Hillsborough is pleased to write this letter to express strong support for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) to receive funding under the FY2022 Safe Streets and Roads for All Program. The DCHC-MPO is the regional organization responsible for transportation planning for the western part of the Research Triangle Area in North Carolina.

DCHC-MPO is submitting an application under this program to fund development of a Comprehensive Safety Action Plan for regional improvements covering the urbanized area for which the DCHC-MPO coordinates and makes decisions on planning efforts. Four municipalities and three Counties will come together to develop this Action Plan: the City of Durham, the Towns of Chapel Hill, Carrboro and Hillsborough, and the Counties of Chatham, Durham, and Orange. All groups share a commitment to moving towards a Vision Zero goal and planning for low cost, high impact safety improvements.

The DCHC-MPO is committed to safety and equity as demonstrated in the adopted *Connect 2050 Plan*, some of the foundations of which include investments in safer streets, user-focused transit services, and greater access to job hubs from traditionally under-represented neighborhoods. As a regional effort led by the MPO, the project will lead with an equity focus to promote investment in underserved communities in the region. A diverse group of public and private stakeholders will be engaged to promote regional buy-in for the Action Plan such as the North Carolina Department of Transportation, County Health Departments, and others such as local universities, community groups and large employers in the region.

Development of this Action Plan will help advance regional goals of preventing death and serious injuries on roads and streets. Hillsborough strongly supports and recommends that the DCHC-MPO receive federal funding to advance this project and respectfully request and appreciate your time in considering this application.

Sincerely,

  
Jenn Weaver  
Mayor



## RESOLUTION

### Resolution Exempting Design Consultation for the Skate Spot at Cates Creek Park, 1445 Cates Creek Parkway, from NCGS 143-64.31

**WHEREAS**, N.C.G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; and

**WHEREAS**, the town proposes to enter into one contract for design services to inform to the design program; and

**WHEREAS**, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

**WHEREAS**, estimated fee for design services for the above-described project is less than \$20,000;

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

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

Approved this 8<sup>th</sup> day of August 2022.

A handwritten signature in black ink, appearing to read "Jenn Weaver".

Jenn Weaver, Mayor  
Town of Hillsborough



Attestation:

A handwritten signature in black ink, appearing to read "Sarah Kimrey".

Sarah Kimrey, Town Clerk

**Regular (Non-Law Enforcement) Positions**

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	33,209	42,571	51,934	N	0100	CUSTOMER SERVICE REPRESENTATIVE
1	33,209	42,571	51,934	N	0101	METER SERVICES TECHNICIAN
1	33,209	42,571	51,934	N	0102	UTILITY MAINTENANCE TECHNICIAN I
2	34,769	44,600	54,431	N	0204	ACCOUNTS PAYABLE TECHNICIAN
2	34,769	44,600	54,431	N	0205	ADMINISTRATIVE SUPPORT SPECIALIST
2	34,769	44,600	54,431	N	0206	EQUIPMENT OPERATOR I
2	34,769	44,600	54,431	N	0207	UTILITY MAINTENANCE TECHNICIAN II
3	36,408	46,730	57,052	N	0304	EQUIPMENT OPERATOR II
3	36,408	46,730	57,052	N	0305	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
3	36,408	46,730	57,052	N	0307	UTILITY MAINTENANCE TECHNICIAN III
3	36,408	46,730	57,052	N	0308	WASTEWATER PLANT OPERATOR I
3	36,408	46,730	57,052	N	0309	WATER PLANT OPERATOR I
4	38,128	48,967	59,805	N	0403	CREW LEADER/EQUIPMENT OPERATOR III
4	38,128	48,967	59,805	N	0405	PLANNING TECHNICIAN
4	38,128	48,967	59,805	N	0406	UTILITY SYSTEMS MECHANIC I
4	38,128	48,967	59,805	N	0407	WASTEWATER PLANT OPERATOR II
4	38,128	48,967	59,805	N	0408	WATER PLANT OPERATOR II
4	38,128	48,967	59,805	N	0409	PLANT MAINTENANCE MECHANIC I
4	38,128	48,967	59,805	N	0410	PLANT MECHANIC
5	39,934	51,315	62,695	N	0507	ACCOUNTING TECHNICIAN
5	39,934	51,315	62,695	N	0509	UTILITY SYSTEMS MECHANIC II
5	39,934	51,315	62,695	N	0510	PLANT MAINTENANCE MECHANIC II
6	41,831	53,781	65,730	N	0608	LABORATORY TECHNICIAN/WATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0609	UTILITY SYSTEMS MECHANIC III
6	41,831	53,781	65,730	N	0610	WASTEWATER LABORATORY SUPERVISOR
6	41,831	53,781	65,730	N	0611	WASTEWATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0612	WATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0613	PLANT MAINTENANCE MECHANIC III
7	43,823	56,370	68,916	N	0708	BACKFLOW/FOG SPECIALIST
7	43,823	56,370	68,916	N	0711	FLEET MECHANIC
7	43,823	56,370	68,916	N	0712	OPERATOR IN RESPONSIBLE CHARGE
8	45,914	59,088	72,262	N	0804	METER SERVICES SUPERVISOR
8	45,914	59,088	72,262	N	0806	COMMUNICATIONS SPECIALIST
8	45,914	59,088	72,262	N	0807	STORMWATER PROGRAM COORDINATOR
8	45,914	59,088	72,262	E	0808	BILLING & CUSTOMER SERVICE SUPERVISOR
9	48,110	61,942	75,775	N	0908	CHIEF WASTEWATER PLANT OPERATOR
9	48,110	61,942	75,775	E	0910	FINANCIAL ANALYST
9	48,110	61,942	75,775	E	0911	MANAGEMENT ANALYST
9	48,110	61,942	75,775	E	0912	PLANNER
9	48,110	61,942	75,775	N	0913	UTILITIES INSPECTOR
10	50,415	64,940	79,464	E	1013	HUMAN RESOURCES ANALYST
10	50,415	64,940	79,464	E	1016	WEB DEVELOPER/ASSISTANT COMMUNICATIONS MANAGER
10	50,415	64,940	79,464	N	1020	FACILITIES COORDINATOR
11	52,836	68,087	83,337	E	1107	UTILITY MAINTENANCE SUPERVISOR
11	52,836	68,087	83,337	E	1108	UTILITY SYSTEM SUPERVISOR
11	52,836	68,087	83,337	E	1109	BUDGET & MANAGEMENT ANALYST

12	55,378	71,391	87,404	E	1211	FLEET MAINTENANCE SUPERVISOR
12	55,378	71,391	87,404	E	1213	SENIOR PLANNER
13	58,047	74,860	91,674	E	1301	TOWN CLERK/HR TECH
13	58,047	74,860	91,674	E	1302	CIVIL ENGINEERING TECHNICAN
14	60,849	78,504	96,158	E	1407	SAFETY & RISK MANAGER
15	63,791	82,329	100,866	E	1507	UTILITY SYSTEM SUPERINTENDENT
15	63,791	82,329	100,866	E	1508	WASTEWATER PLANT SUPERINTENDENT
15	63,791	82,329	100,866	E	1509	WATER PLANT SUPERINTENDENT
16	66,881	86,345	105,809			
17	70,125	90,562	111,000	E	1701	COMMUNICATIONS MANAGER
17	70,125	90,562	111,000	E	1702	PUBLIC SPACES & SUSTAINABILITY MANAGER
17	70,125	90,562	111,000	E	1703	PUBLIC WORKS MANAGER
17	70,125	90,562	111,000	E	1704	HR MANAGER
17	70,125	90,562	111,000	E	1705	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	70,125	90,562	111,000	E	1706	IT MANAGER
17	70,125	90,562	111,000	E	1707	ENVIRONMENTAL ENGINEERING SUPERVISOR
17	70,125	90,562	111,000	E	1708	ASSISTANT FINANCE DIRECTOR
18	73,531	94,990	116,450	E	1801	PLANNING & ECONOMIC DEVELOPMENT MANAGER
19	77,108	99,640	122,172			
20	80,863	104,522	128,181	E	2002	BUDGET DIRECTOR
21	84,806	109,648	134,490			
22	88,947	115,031	141,114	E	2201	ADMINISTRATIVE SERVICES DIRECTOR
23	93,294	120,682	148,070	E	2301	FINANCE DIRECTOR
23	93,294	120,682	148,070	E	2302	UTILITIES DIRECTOR
24	97,859	126,616	155,374	E	2400	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR

<b>Sworn Law Enforcement Officer Positions</b>
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Salary				FLSA	Class	
Grade	Minimum	Midpoint	Maximum	Status	Code	Classification
P0	43,823	NA	NA	N	P100	Police Officer Trainee
P1	48,000	61,174	74,348	N	P101	POLICE OFFICER/POLICE OFFICER FIRST CLASS
P2	50,196	64,028	77,861	N	P201	SENIOR POLICE OFFICER
P3	52,501	67,026	81,550	N	P301	POLICE CORPORAL
P3	52,501	67,026	81,550	N	P302	MASTER POLICE OFFICER
P4	57,464	73,477	89,490	N	P401	POLICE SERGEANT
P5	62,935	80,590	98,244	E	P501	POLICE LIEUTENANT
P6	67,082	87,207	107,331	E	P601	POLICE MAJOR
P7	95,380	122,768	150,156	E	P601	CHIEF OF POLICE