



Minutes

Board of Commissioners Work Session

7 p.m. Jan. 27, 2025

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: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

1. Opening of the work session

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

2. Agenda changes and approval

There were no changes.

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

Vote: 4-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Black History Month 2025

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

Vote: 4-0.

4. In-depth discussion and topics

- A. Update on Water and Sewer System Capacity

Commissioner Robb English joined the meeting at 7:04 p.m.

Utilities Director Marie Strandwitz reviewed the sewer capacity model shared with the board in 2021 and 2022. The model noted that the town's river basin is constrained by inflow and infiltration during wet weather. She said the Utilities Department is working on water capacity model and long-term wastewater options.

Strandwitz said the town knows its water supply by tracking the West Fork Eno River Reservoir. When the reservoir is full, the town has 645 days of water, when not accounting for evaporation. She said the town also has access to an allocation of 1 million gallons of water per day from Jordan Lake. Strandwitz shared that the town currently uses around 1.8 million gallons of water per day.

Strandwitz said the main limitation for the town's wastewater treatment is the nutrient limitations in the Falls Lake Rules. The town could reach the nutrient discharge limitation in five to seven years.

Strandwitz highlighted that water and sewer capacity is no longer a static number. The Utilities Department has to consider multiple physical and regulatory considerations.

Strandwitz said the Utilities Department prioritizes capacity concerns in the following order:

1. Collection system
2. Distribution system
3. Nutrient wastewater limits
4. Water treatment process limits
5. Water storage and fire protection
6. Water supply

Planning and Economic Development Manager Shannan Campbell highlighted how the Comprehensive Sustainability Plan aligns with the capacity plans of the Utilities Department. Campbell shared that there are 1,532 units approved that have not yet been built.

Environmental Engineering Manager Bryant Green reviewed eight projects that would improve the utilities system. Six of the projects would improve the sewer system to allow for growth and reduce inflow and infiltration. The two remaining projects are improvements to the water distribution system.

Strandwitz shared different concepts to expedite and accommodate capacity, including:

- Forward-looking, capital improvement plan-based system development fees.
- Approve allocation earlier in the development process.
- Improve alignment of water and sewer extension contract and land use entitlement deadlines
- Utilize Jordan Lake allocation.
- Advocate for revised Falls Lake rules that would provide more nutrient allocation based on permitted flow.

Assistant Town Manager and Community Services Director Matt Efird reviewed the takeaways for developers:

- There is limited capacity for large development projects, but there is capacity for small infill development.
- Water and sewer capacity is not guaranteed until a water and sewer extension contract is executed.
- There are options for developer cost sharing.

Bell suggested having a water and sewer capacity update annually in January to review capacity and inform the planning and budget processes.

B. Community Reinvestment Program Review

Administrative Services Director Jen Della Valle presented the updated Community Reinvestment Program to the board.

She proposed three phases to the program:

- Phase 1: Spring 2025
 - First round of updates to policy and application, which incorporated many of the modifications the town board proposed.
 - Funding amount.
- Phase 2: Fall 2025
 - Funding process for nonprofits.
 - Audit and financial requirements.
 - Reporting requirements.
 - 501 nonprofit designations.
 - Orange County application.
- Phase 3: Winter 2025
 - Evaluation.
 - Rubric, guiding questions or framework.

Della Valle shared that the Budget team wants to create a user-friendly process, which includes:

- Checklist of required items.
- Consistent application window.
- Virtual kickoff.

The board agreed with the phased approach since it allows for many recommendations to be implemented now, but it also allows for modifications to be made in the future.

Additionally, the board clarified that groups applying for funds must prove they currently have 501(c)(3) status or have a fiscal sponsor that has 501(c)(3) status.

Motion: Commissioner Ferguson moved to approve the program policy as amended. Commissioner Matt Hughes seconded.
Vote: 5-0.

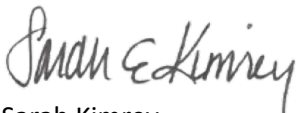
5. Committee updates and reports

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

6. Adjournment

The mayor adjourned the meeting at 9:27 p.m.

Respectfully submitted,



Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/27/2025 TO 01/27/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Revenues	10-00-3800-3800-350 MISCELLANEOUS NC Comm Foundation Grant	45793	01/27/2025	EBRADFORI	20,000.00	300.00	20,300.00
GF Contingency	10-00-9990-5300-000 CONTINGENCY To cover HPD handgun sights.	45810	01/27/2025	JFernandez	450,000.00	-8,500.00	338,096.35
	3rd party inspections for Collins Ridge	45845	01/27/2025	EBRADFORI	450,000.00	-20,000.00	318,096.35
Human Resources	10-10-4500-5300-330 SUPPLIES - DEPARTMENTAL To cover overage in recruiting and future	45787	01/27/2025	JFernandez	16,000.00	-5,000.00	11,000.00
Human Resources	10-10-4500-5300-474 RECRUITMENT To cover overage in recruiting and future	45788	01/27/2025	JFernandez	32,000.00	5,000.00	37,000.00
Comms.	10-10-4600-5300-081 TRAINING - HILLSBOROUGH UNIVERSITY To cover remaining Government 101 exp	45800	01/27/2025	JFernandez	2,000.00	184.00	2,389.00
Comms.	10-10-4600-5300-570 MISCELLANEOUS To cover remaining Government 101 exp	45799	01/27/2025	JFernandez	6,200.00	-184.00	2,141.00
Police	10-20-5100-5300-321 SUPPLIES - COMMUNITY POLICING NC Comm Foundation Grant	45794	01/27/2025	EBRADFORI	2,000.00	300.00	2,300.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL To cover red dot handgun sights.	45790	01/27/2025	JFernandez	57,375.00	2,000.00	119,695.00
	To cover HPD handgun sights.	45809	01/27/2025	JFernandez	57,375.00	8,500.00	128,195.00
Police	10-20-5100-5700-741 CAPITAL - EQUIPMENT To cover red dot handgun sights.	45789	01/27/2025	JFernandez	65,000.00	-2,000.00	900.00
Streets	10-30-5600-5300-455 C.S./ENGINEERING 3rd party inspections for Collins Ridge	45844	01/27/2025	EBRADFORI	41,000.00	20,000.00	136,461.33
Streets	10-30-5600-5300-583 MISC-TAX, TAGS, ETC. Tax & tags for Truck #214 replacement	45797	01/27/2025	EBRADFORI	2,006.00	5.00	2,061.00
Streets	10-30-5600-5700-740 CAPITAL - VEHICLES Tax & tags for Truck #214 replacement	45798	01/27/2025	EBRADFORI	67,100.00	-5.00	69,095.00
Utilities Admin.	30-80-7220-5300-479 C.S./UTILITY LOCATES To cover 3rd party locates	45807	01/27/2025	EBRADFORI	200,000.00	60,000.00	305,898.20
WTP	30-80-8120-5300-310 GASOLINE To cover gasoline through year-end.	45796	01/27/2025	JFernandez	2,625.00	2,000.00	4,625.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover gasoline through year-end.	45795	01/27/2025	JFernandez	219,700.00	-2,000.00	217,700.00
Water Dist.	30-80-8140-5300-154 MAINTENANCE - GROUNDS To cover pump & motor for Mayo BPS.	45804	01/27/2025	JFernandez	27,000.00	-1,952.00	33,048.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover pump & motor for Mayo BPS.	45805	01/27/2025	JFernandez	120,000.00	-3,419.00	83,605.00
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT To cover pump & motor for Mayo BPS.	45801	01/27/2025	JFernandez	2,000.00	-7,180.00	14,820.00
Water Dist.	30-80-8140-5300-444 C.S./TANK MAINT PROGRAM To cover pump & motor for Mayo BPS.	45802	01/27/2025	JFernandez	48,000.00	-697.00	47,303.00
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS To cover pump & motor for Mayo BPS.	45803	01/27/2025	JFernandez	3,000.00	-1,705.00	1,295.00
Water Dist.	30-80-8140-5700-741 CAPITAL - EQUIPMENT						
	JFernandez		01/21/2025	9:47:36PM			

FY 2024-2025

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	To cover pump & motor for Mayo BPS.	45806	01/27/2025	JFernandez	0.00	14,953.00	74,953.00
WSF	30-80-9990-5300-000 CONTINGENCY						
Contingency	To cover 3rd party locates	45808	01/27/2025	EBRADFORI	400,000.00	-60,000.00	33,621.65
Restr.	72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT						
Revenue	Allocate FY25 Q3 ABC Board payment.	45818	01/27/2025	JFernandez	27,157.85	3,500.00	37,657.85
Restr.	72-00-6610-3301-070 RESTRICTED REV-CYBERSECURITY SLCGP						
Revenue	Allocate award of SLCGP Cybersecurity	45792	01/27/2025	JFernandez	0.00	98,145.00	98,145.00
Restr.	72-10-6610-5300-370 CYBERSECURITY SLCGP						
Revenue	Allocate award of SLCGP Cybersecurity	45791	01/27/2025	JFernandez	0.00	98,145.00	98,145.00
Restr.	72-20-5100-5300-052 ABC BOARD EXPENDITURES						
Revenue	Allocate FY25 Q3 ABC Board payment.	45819	01/27/2025	JFernandez	27,157.85	3,500.00	37,657.85
Special	79-00-3100-3100-003 SPECIAL ASSESSMENT TAXES COLLECTED						
Assessment	Adj per actual	45813	01/27/2025	EBRADFORI	549,863.00	-130,916.21	418,946.79
Dist.							
Special	79-00-3100-3100-004 EXTRAORDINARY ITEMS						
Assessment	Adj per actual	45811	01/27/2025	EBRADFORI	0.00	1,158,999.47	1,158,999.47
Dist.							
Special	79-00-7900-5300-047 PMTS.REGIONS BANK (SAD)						
Assessment	Adj per actual	45812	01/27/2025	EBRADFORI	533,363.00	-429,221.44	104,141.56
Dist.							
	Adj.	45843	01/27/2025	EBRADFORI	533,363.00	1,457,304.70	1,561,446.26
Special	79-71-7900-5982-001 TRANSFER TO UTIL CAP IMPROV FUND						
Assessment	Allocate SAD funds	45816	01/27/2025	EBRADFORI	0.00	728,652.35	728,652.35
Dist.							
	Reverse amendment	45841	01/27/2025	EBRADFORI	0.00	-728,652.35	0.00
Special	79-71-7900-5982-006 TRANSFER TO GEN CAP IMPROV FUND						
Assessment	Allocate SAD funds	45817	01/27/2025	EBRADFORI	0.00	728,652.35	728,652.35
Dist.							
	Reverse amendment	45842	01/27/2025	EBRADFORI	0.00	-728,652.35	0.00
						<u>2,260,056.52</u>	

APPROVED: 4/0

DATE: 1/27/25

VERIFIED: 



PROCLAMATION In Honor of Black History Month 2025

WHEREAS, the Hillsborough Board of Commissioners takes pride in recognizing February 2025 as Black History Month, celebrating the many notable contributions that people of African descent have made to our community, state, and country; and

WHEREAS, African Americans have played significant roles in the history of North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black history throughout our American experience, which dates thousands of years and includes some of the greatest, most advanced and innovative societies that we can all draw inspiration from; and

WHEREAS, since 1976, every American president has designated February as Black History Month; and

WHEREAS, this year's Black History Month theme of "African Americans and Labor," as denominated by the Association for the Study of African American Life and History (ASALH) focuses on the various and profound ways that work of all kinds intersects with the collective experiences of Black people; and

WHEREAS, because of their determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to Hillsborough and our state, achieving exceptional success in all aspects of society, including business, education, politics, science, athletics and the arts; and

WHEREAS, African Americans living and working in Hillsborough — from the time of legalized slavery to the present day — have shown a steadfast determination to live freely and equally and to press the town and the community to make manifest an equitable Hillsborough where race is not a determining factor of outcomes; and

WHEREAS, this observance presents a special opportunity to become more knowledgeable about black heritage and to honor the many black leaders who have played a part in the progress of our community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim February 2025 as Black History Month in Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 27th day of January in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough