



# Agenda

## Board of Commissioners Regular Meeting with Budget Presentation

7:00 PM May 12, 2025

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

### 1. Public charge

The Hillsborough Board of Commissioners pledges to the community of Hillsborough its respect. The board asks community members to conduct themselves in a respectful, courteous manner with the board and with fellow community members. At any time should any member of the board or attendee fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or mayor's designee will recess the meeting until such time that a genuine commitment to the public charge is observed.

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

### 3. Agenda changes and approval

### 4. Public hearing

A. Public Hearing – Financing for the 86 North Facility Renovation

### 5. Presentations

A. 2024 Employee Innovation and Service Excellence Awards

### 6. Items for decision – consent agenda

A. Minutes

– Regular meeting April 14, 2025

– Work session April 28, 2025

B. Miscellaneous budget amendments and transfers

C. Proclamation – Memorial Day 2025

D. Proclamation – Police Week and Peace Officers Memorial Day

E. Proclamation – National Public Works Week 2025

F. Proclamation – Heat Awareness Week

G. Special Event Permit – Fleet Feet Running Club Big Run 5K

### 7. Items for decision – regular agenda

A. Resolution supporting an application to the Local Government Commission for approval of a financing agreement – 86 North Facility Renovation and Improvement

B. Fiscal Year 2026-28 Recommended Budget Presentation

C. Strategic Plan Update

D. Hot topics for work session May 27, 2025

### 8. Updates

A. Board members

B. Town manager

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C. Staff (written reports in agenda packet)

**9. Adjournment**

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of two business days in advance of the meeting.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Finance  
Agenda Section: Regular  
Public hearing: Yes  
Date of public hearing: May 12, 2025

#### PRESENTER/INFORMATION CONTACT

Finance Director Dave McCole

#### ITEM TO BE CONSIDERED

**Subject:** Public Hearing – Financing for the 86 North Facility Renovation

**Attachments:**

None.

**Summary:**

The purpose of the hearing is to collect public comment concerning a proposed financing contract, under which the town would borrow approximately \$4,500,000 to pay for the renovation and improvement of the town's 86 North Facility, which is located at 890 NC Hwy 86 North, Hillsborough.

The proposed financing would be secured by a lien on the 86 North Facility (and its associated land), as well as the town's promise to repay the financing, but there would be no recourse against the town or its property (other than the pledged facility and the associated land) if there were a default on the financing.

**Financial impacts:**

Opting to finance the project rather than utilizing the fund balance will help preserve the town's reserves.

**Staff recommendation and comments:**

N/A

**Action requested:**

N/A



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Administrative Services  
Agenda Section: Presentations  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

#### ITEM TO BE CONSIDERED

**Subject:** 2024 Employee Innovation and Service Excellence Awards

**Attachments:**

Awards description and guidelines

**Summary:**

This marks the fourteenth year of the town's employee awards program. The program underwent revisions in 2024, including:

- Merging the Customer Service and Endurance categories into a single category named Service Excellence.
- Renaming the program as the Innovation and Service Excellence Awards.
- Transitioning from a fiscal year to calendar year schedule.
- Holding the awards ceremony during work hours and inviting all employees and board members.
- Eliminating the kudos award level.
- Increasing the monetary value of the awards.

Nominations are accepted throughout the year to recognize employees for contributions that exceed normal expectations and serve as exemplary models for their fellow employees. The awards program review committee assesses each nomination and comes to an agreement on which employees are awarded. The presentation today will recognize all employees awarded for 2024. The awards program review committee consisted of Commissioner Kathleen Ferguson, Hillsborough resident Ross Green, Wastewater Laboratory Supervisor Corwin Hess, Town Clerk/HR Technician Sarah Kimrey, Town Manager Eric Peterson and Public Space and Sustainability Manager Stephanie Trueblood.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

None.

**Action requested:**

Receive presentation.





# Awards Program Description and Guidelines

## Innovation and Service Excellence

### Purpose

1. To recognize employees for exceptional contributions, ideas, and efforts that have resulted in superior service being provided within the organization and to the Hillsborough community.
2. To cite noteworthy examples of innovation and service excellence as a way to share success stories throughout the organization and community and make it easier for others to build upon these achievements.
3. To reward employees for outstanding contributions and to make ongoing improvement a part of the organization's culture.

### Nominations

Nominations are made for exemplary efforts in the areas of innovation and service excellence. Nominations can be made by anyone, such as a coworker, supervisor, department head, employee in another department, community member, or appointed or elected officials. Employees also can nominate themselves. A nomination can be for individual or multiple employees.

Nominations may be made throughout the calendar year by completing this [Microsoft Form](#) online. The deadline for accepting nominations for this year is Jan. 31, 2025 (for July 1, 2023, through Dec. 31, 2024).

### Award categories

*Innovation* — Innovation is any idea, program, or effort where the implementation results in improving the efficiency, effectiveness, or responsiveness of a town service or operation. An innovation can also be an idea that addresses a major community need or strategic priority. An innovation is generally described as an improvement that changes the way something has been done in the past.

*Service Excellence* — Service Excellence is considered an action or change that impacts the quality of service a customer receives. A customer can be widely defined, such as a community member, business operator, tourist, coworker, appointed board, department, vendor, or other government or nonprofit agency. Examples of exemplary service include assisting a community member in need; implementing an idea that improves communications and the provision of critical information to the public; and assisting coworkers or other departments beyond the normal call of duty. This category also rewards employees who have endured sustained periods of a day to a year or more of extraordinary workloads or stressful circumstances that may impact their personal and family wellbeing.

The Service Excellence Award recognizes employees who have exhibited calm in the face of a storm, showing resilience and endurance to provide exceptional service despite challenges, obstacles and adversity.

*Innovator of Distinction* — recognizes exceptionally creative ideas and/or actions that encourage similarly bold thinking to become part of the Town of Hillsborough’s organizational culture. Because the award recognizes especially unique ideas, it is awarded on a limited basis and may not be awarded annually.

### Eligibility

Employees are eligible for multiple nominations and can be nominated for efforts in both categories. All part-time and full-time employees are eligible for the awards program, with the exception of the town manager.

### Review committee and awards

The town manager will appoint a committee to review the nominations and recommend awards based on the merits of each award submission. The committee will consist of a combination of elected officials, community member(s), operations team member(s), employee representative, and town manager.

Awards are made based on their overall impact, such as cost savings, efficiency and effectiveness gains, improving current practices or serving as an example that encourages future innovations from town employees. An award can be given for exceptional benefits in just one area, such as cost savings. Or a nominee could qualify by making significant contributions across both areas listed above.

The review committee will make decisions on the following awards for each award category:

- *Gold Award* — \$550, award and one day of vacation leave  
The recipient made the **highest level of impact** to the community and/or organization via the contribution made by implementation of the nominee’s idea; through service excellence actions that serve as an example for fellow town employees to follow; or through actions during extraordinary circumstances.
- *Silver Award* — \$300 and award  
The recipient made a **substantial impact** to the community and/or organization via the contribution made by implementation of the nominee’s idea; through service excellence actions that as an example for fellow town employees to follow; or through actions during extraordinary circumstances.
- *Bronze Award* — \$150 and award  
The recipient made a **creative and/or noteworthy improvement** to the community and/or organization via the contribution made by implementation of the nominee’s idea; through service excellence actions that as an example for fellow town employees to follow; or through actions during extraordinary circumstances.
- *Innovator of Distinction* — \$300 award and one day of vacation leave

Awards can be given to individuals or to a team or group. Each member of a recipient team or group will receive the award as if receiving an individual award. For instance, if a team of three employees wins the Gold Innovation Award, they each will receive \$550, the award, and a day of vacation leave.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Town Clerk  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

#### ITEM TO BE CONSIDERED

**Subject:** Minutes

**Attachments:**

1. Regular meeting April 14, 2025
2. Work session April 28, 2025

**Summary:**

None.

**Financial impacts:**

None.

**Staff recommendation and comments:**

Approve minutes as presented.

**Action requested:**

To approve minutes of the Board of Commissioners regular meeting April 14, 2025 and work session April 28, 2025.



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. April 14, 2025

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

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

**Absent:** Commissioner Kathleen Ferguson (Remote)

**Staff:** Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Manager Bryant Green, Town Clerk and Human Resources Technician Sarah Kimrey, Town Attorney Lydia Lavelle, Finance Director Dave McCole, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood, Interim Police Chief Jason Winn and Communications Manager Catherine Wright

### Opening of the meeting

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

#### 1. Public charge

Bell noted but did not read the public charge.

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

There were none.

#### 3. Agenda changes and approval

- Add Item 5.C-1: Discussion on FEMA BRIC funding loss
- Move Item 5.C to 5.C-2

**Motion:** Commissioner Meaghun Darab moved to approve the agenda as amended. Commissioner Matt Hughes seconded.

**Vote:** 4-0.

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

- Minutes
  - Budget retreat March 1, 2025
  - Regular meeting March 10, 2025
  - Regular meeting closed session March 10, 2025
  - Work session March 24, 2025
  - Work session closed session March 24, 2025
- Miscellaneous budget amendments and transfers
- Proclamation – Volunteer Appreciation Week
- Special Event Permit – UPROAR Festival of Public Art 2025
- Special Event Permit – Last Fridays and Art Walk 2025-26 Season

- F. Annexation request for 500 Valley Forge Road (Piedmont Food Processing Center)
- G. General use rezoning request for 119 W. Orange St.
- H. Text amendment to Unified Development Ordinance Section 2.3, Planning Board (staff-initiated)
- I. Text amendment to Unified Development Ordinance Section 3.7.8, Unified Development Ordinance and Map Amendments – Public Hearing (staff-initiated)
- J. Text amendment to Unified Development Ordinance sections 6.3.1 - 6.3.3, Dimensional Tables
- K. Resolution to accept Clean Water Revolving Loan funding for Lawndale Sewer Basin Rehabilitation and Replacement Project
- L. Reimbursement Resolution – N.C. 86 North Facility Project
- M. Resolution for the adoption of a Complete Streets Policy
- N. Resolution establishing a policy to promote the use of native plants and the elimination of invasive plants on town-owned property
- O. Contract for year-end audit services in connection with fiscal year ending June 30, 2025
- P. Approval of membership agreement for Clean Water Education Partnership services
- Q. Dedication of six bus shelters from Orange County to the Town of Hillsborough
- R. Approval of water and sewer extension contract for Bluffberry Way Extension and Pod D apartments

Motion: Commissioner Evelyn Lloyd moved to approve all items on the consent agenda. Commissioner Robb English seconded.

Vote: 4-0. Nays: None.

#### **5. Items for decision – regular agenda**

- A. Resident request – consideration of changes to Code of Ordinances and Utilities Standards regarding customer responsibilities for sewer laterals within public rights of way

Utilities Director Marie Strandwitz presented a discussion about a resident's request to change the town code on ownership responsibilities for sewer lateral pipes, which connect a property's sewage plumbing to the public sewer main. She explained that property owners without a sewer cleanout pipe at the right of way own the lateral line all the way to the main, according to longstanding town code. She described a situation where a homeowner replaced the sewer lateral from the home to the right of way but was misinformed by a plumber that the town would be responsible for the rest of the line. When the line failed under the roadway, the homeowner had difficulty finding a utility contractor to make repairs and handle street cut permits.

Hillsborough resident Dajer Fernandez detailed his experience. He spent \$7,500 on repairs from his home to the road and an additional \$9,650 for the portion under the road, totaling \$17,150. He emphasized the difficulty in finding contractors willing to work with private homeowners and the time pressure of dealing with a failing sewer line.

Fernandez requested the board consider changing the ordinance to provide relief to homeowners in similar situations, particularly those with older homes built before current standards. He said the ordinance disproportionately affects middle- to low-income homeowners in certain neighborhoods.

Board members asked clarifying questions about insurance coverage and the prevalence of homes without sewer cleanouts. They expressed sympathy for Fernandez's situation and an interest in finding a solution.

Staff will return to the board in June with a proposal that addresses various scenarios and considers the implications for the town and homeowners.

- B. Unified Development Ordinance text amendment – Section 9.1.5.2, Permissible Encroachment into Required Setbacks (resident initiated)

Senior Planner Tom King presented a proposed amendment to the Unified Development Ordinance regarding permissible encroachment into required setbacks for swimming pools, hot tubs and spas. The amendment would allow the features to be located up to 5 feet from property lines in side or rear yards that are not adjacent to a street.

King noted the applicant requested a change after the joint public hearing on March 20 to remove language about "pertinent equipment" being subject to the setback requirement. The change would allow pool equipment to be placed within setbacks, similar to generators and to heating and air conditioning units.

Board members discussed and agreed the proposed amendment was reasonable.

Motion: Hughes moved to approve the text amendment. English seconded.  
Vote: 4-0.

#### C-1. Discussion on FEMA BRIC funding loss

Town Manager Eric Peterson presented information on the recent announcement that the Federal Emergency Management Agency was ending the Building Resilient Infrastructure and Communities program. The decision affects two major projects in Hillsborough, resulting in a potential loss of over \$6 million in grant funding.

Peterson explained the significance of the loss, comparing it proportionally to Raleigh losing \$216 million in grants. He detailed the two affected projects: relocating the Eno River Pump Station and constructing an emergency water booster pump station connecting to Orange Water and Sewer Authority.

The board discussed potential impacts, including:

- Possible rate increases of 8-11% if the town had to borrow money to complete the projects.
- Delays or cancellations of other capital improvement projects.
- Potential slowdown or pause in development due to limited capacity.
- Negative effects on the town's financial status and bond ratings.

Board members discussed strategies for addressing the issue, including:

- Reaching out to federal and state representatives.
- Exploring legal options, potentially in coordination with other affected municipalities.
- Engaging the development community to advocate for funding reinstatement.
- Considering a temporary pause in development to spur action.

Staff will prepare a one-page summary about the impact to send to the town's state and federal elected representatives within the next few days.

#### C-2. Capital priority requests to federal and state representatives

The town manager presented a proposed one-page summary of the town's priorities for capital project funding requests from legislators. The document included four key projects focusing on public safety and economic development.

Given the loss of funding from the Building Resilient Infrastructure and Communities program, the manager suggested postponing presenting the four priorities to legislators to focus on the immediate funding loss. It was determined that the priority requests could not be postponed.

#### D. Hot topics for work session April 28, 2025

The April 28 work session is expected to include a public hearing on the closeout of Coronavirus aid funding from the Community Development Block Grant Program and an update on the Building Resilient Infrastructure and Communities grants.

**6. Updates**

**A. Board members**

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

**B. Town manager**

Peterson said he gave approval for the Police Department to purchase two hybrid vehicles that were immediately available. He noted the difficulty in obtaining certain models now and said the department had had three vehicles on order.

**C. Staff (written reports in agenda packet)**

There were no additional updates.

**7. Adjournment**

The mayor adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 04/14/2025 TO 04/14/2025

	<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	10-00-9990-5300-000 CONTINGENCY						
Contingency	To cover student loan program	46125	04/14/2025	EBRADFORI	450,000.00	-7,500.00	34,872.35
	Vactor truck repairs	46174	04/14/2025	EBRADFORI	450,000.00	-10,353.00	24,519.35
Admin.	10-10-4200-5300-320 SUPPLIES - OFFICE						
	To cover office supplies.	46178	04/14/2025	JFernandez	800.00	400.00	1,600.00
Admin.	10-10-4200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover office supplies.	46179	04/14/2025	JFernandez	915.00	-400.00	515.00
Admin.	10-10-4200-5300-454 CONTRACT SERVICES						
	To cover student loan program	46122	04/14/2025	EBRADFORI	9,713.00	4,553.00	16,338.91
	Reverse amendment	46127	04/14/2025	EBRADFORI	9,713.00	-4,553.00	11,785.91
Admin.	10-10-4200-5300-570 MISCELLANEOUS						
	To cover student loan program	46123	04/14/2025	EBRADFORI	53,653.00	-4,553.00	48,700.00
	Reverse amendment	46126	04/14/2025	EBRADFORI	53,653.00	4,553.00	53,253.00
Human Resources	10-10-4500-5300-454 CONTRACT SERVICES						
	To cover student loan program	46129	04/14/2025	EBRADFORI	0.00	7,500.00	72,000.00
Human Resources	10-10-4500-5300-530 DUES & SUBSCRIPTIONS						
	To cover memberships through year-end.	46175	04/14/2025	JFernandez	1,802.00	360.00	2,162.00
Human Resources	10-10-4500-5300-577 WELLNESS PROGRAM ACTIVITIES						
	To cover memberships through year-end.	46176	04/14/2025	JFernandez	5,500.00	-360.00	5,140.00
Comms.	10-10-4600-5300-081 TRAINING - HILLSBOROUGH UNIVERSITY						
	To cover Government 101 tote bags.	46137	04/14/2025	JFernandez	2,000.00	546.00	2,935.00
	To cover shipping on Government 101 tot	46172	04/14/2025	JFernandez	2,000.00	113.00	3,048.00
Comms.	10-10-4600-5300-454 CONTRACT SERVICES						
	To cover student loan program	46124	04/14/2025	EBRADFORI	0.00	7,500.00	8,760.00
	Reverse amendment	46128	04/14/2025	EBRADFORI	0.00	-7,500.00	1,260.00
Comms.	10-10-4600-5300-458 DATA PROCESSING SERVICES						
	To cover shipping on Government 101 tot	46171	04/14/2025	JFernandez	0.00	-113.00	2,887.00
Comms.	10-10-4600-5300-570 MISCELLANEOUS						
	To cover Government 101 tote bags.	46136	04/14/2025	JFernandez	6,200.00	-546.00	190.00
Police	10-20-5100-5100-030 BONUS PAY						
	To cover recruitment referrals & FTO pay	46108	04/14/2025	EBRADFORI	5,000.00	5,500.00	10,500.00
Police	10-20-5100-5300-113 LICENSE FEES						
	NC Police Executive Membership	46181	04/14/2025	EBRADFORI	27,628.00	-100.00	27,528.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	To cover window tint	46106	04/14/2025	EBRADFORI	3,000.00	500.00	8,900.00
Police	10-20-5100-5300-310 GASOLINE						
	To fund new officer uniforms	46103	04/14/2025	EBRADFORI	77,380.00	-4,355.00	70,000.00
Police	10-20-5100-5300-350 UNIFORMS						
	To fund new officer uniforms	46104	04/14/2025	EBRADFORI	21,840.00	4,355.00	28,195.00
Police	10-20-5100-5300-363 RENTAL - BUILDING						
	To cover miscellaneous expenses	46105	04/14/2025	EBRADFORI	50,923.00	-10,000.00	40,923.00
Police	10-20-5100-5300-490 C.S./ALARM						
	To cover alarm service	46111	04/14/2025	EBRADFORI	490.00	100.00	590.00

JFernandez  
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FY 2024-2025

# TOWN OF HILLSBOROUGH

## BUDGET CHANGES REPORT

DATES: 04/14/2025 TO 04/14/2025

	<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>
Police	10-20-5100-5300-530 DUES & SUBSCRIPTIONS						
	NC Police Executive Membership	46182	04/14/2025	EBRADFORI	500.00	100.00	600.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	To cover towing charges	46107	04/14/2025	EBRADFORI	4,000.00	4,000.00	20,000.00
	To cover alarm service	46112	04/14/2025	EBRADFORI	4,000.00	-100.00	19,900.00
Fleet Maint.	10-30-5550-5300-201 VEHICLE REPAIR - WATER & SEWER						
	Vactor truck repairs	46173	04/14/2025	EBRADFORI	35,000.00	10,353.00	52,767.40
WSF Revenues	30-00-3850-3850-000 INTEREST EARNED						
	Yr-end adj	46155	04/14/2025	EBRADFORI	385,500.00	10,928.00	398,377.00
	Yr-end adj	46156	04/14/2025	EBRADFORI	385,500.00	80,000.00	478,377.00
WSF Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
	Yr-end Adj	46119	04/14/2025	EBRADFORI	406,244.00	-41,474.20	3,151,739.76
Admin. of Enterprise	30-80-7200-5300-570 MISCELLANEOUS						
	Yr-end adj.	46135	04/14/2025	EBRADFORI	165,000.00	-28,930.00	93,170.00
	Apply merit to depts	46154	04/14/2025	EBRADFORI	165,000.00	-93,170.00	0.00
Utilities Admin.	30-80-7220-5100-020 SALARIES						
	Yr-end Adj	46114	04/14/2025	EBRADFORI	444,524.00	-2,819.00	441,705.00
	Yr-end adj	46168	04/14/2025	EBRADFORI	444,524.00	-32,000.00	409,705.00
Utilities Admin.	30-80-7220-5300-140 TRAVEL/VEHICLE ALLOTMENT						
	Yr-end Adj	46113	04/14/2025	EBRADFORI	3,120.00	2,819.00	5,939.00
Utilities Admin.	30-80-7220-5300-479 C.S./UTILITY LOCATES						
	Yr-end Adj	46118	04/14/2025	EBRADFORI	200,000.00	-41,474.20	124,424.00
Billing & Collect.	30-80-7240-5100-010 OVERTIME COMPENSATION						
	Yr-end Adj	46115	04/14/2025	EBRADFORI	3,000.00	2,000.00	5,000.00
Billing & Collect.	30-80-7240-5100-020 SALARIES						
	Yr-end Adj	46116	04/14/2025	EBRADFORI	315,440.00	-2,100.00	313,340.00
Billing & Collect.	30-80-7240-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end Adj	46117	04/14/2025	EBRADFORI	14,893.00	100.00	14,993.00
Billing & Collect.	30-80-7240-5300-080 TRAINING/CONF./CONV.						
	To cover Apple Electronics invoice.	46159	04/14/2025	JFernandez	2,000.00	-253.00	1,747.00
Billing & Collect.	30-80-7240-5300-145 MAINTENANCE - BUILDINGS						
	To cover Apple Electronics invoice.	46160	04/14/2025	JFernandez	0.00	253.00	753.00
WTP	30-80-8120-5100-020 SALARIES						
	Yr-end adj.	46130	04/14/2025	EBRADFORI	546,307.00	13,000.00	559,307.00
WTP	30-80-8120-5120-050 FICA						
	Yr-end adj.	46131	04/14/2025	EBRADFORI	41,793.00	2,800.00	44,593.00
WTP	30-80-8120-5127-070 RETIREMENT						
	Yr-end adj.	46132	04/14/2025	EBRADFORI	66,565.00	9,000.00	75,565.00
WTP	30-80-8120-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adj.	46133	04/14/2025	EBRADFORI	24,780.00	4,000.00	28,780.00
WTP	30-80-8120-5300-530 DUES & SUBSCRIPTIONS						
	Yr-end adj.	46134	04/14/2025	EBRADFORI	3,800.00	130.00	3,930.00
WFER	30-80-8130-5300-130 UTILITIES						

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FY 2024-2025

# TOWN OF HILLSBOROUGH

## BUDGET CHANGES REPORT

DATES: 04/14/2025 TO 04/14/2025

	<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>
	Yr-end adj	46138	04/14/2025	EBRADFORI	600.00	100.00	700.00
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS						
	Yr-end adj	46139	04/14/2025	EBRADFORI	16,000.00	-100.00	18,675.00
Water Dist.	30-80-8140-5100-010 OVERTIME COMPENSATION						
	Yr-end adj	46140	04/14/2025	EBRADFORI	20,000.00	6,000.00	26,000.00
Water Dist.	30-80-8140-5100-020 SALARIES						
	Yr-end adj	46141	04/14/2025	EBRADFORI	483,455.00	106,545.00	590,000.00
Water Dist.	30-80-8140-5120-050 FICA						
	Yr-end adj	46142	04/14/2025	EBRADFORI	36,985.00	9,000.00	45,985.00
Water Dist.	30-80-8140-5125-061 LIFE/DISABILITY/VISION						
	Yr-end adj	46143	04/14/2025	EBRADFORI	1,025.00	100.00	1,125.00
Water Dist.	30-80-8140-5125-062 INSURANCE - DENTAL						
	Yr-end adj	46144	04/14/2025	EBRADFORI	2,784.00	150.00	2,934.00
Water Dist.	30-80-8140-5127-070 RETIREMENT						
	Yr-end adj	46145	04/14/2025	EBRADFORI	65,330.00	19,000.00	84,330.00
Water Dist.	30-80-8140-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adj	46146	04/14/2025	EBRADFORI	24,173.00	7,500.00	31,673.00
Water Dist.	30-80-8140-5300-110 TELEPHONE/INTERNET						
	Yr-end adj	46147	04/14/2025	EBRADFORI	2,280.00	1,800.00	4,080.00
Water Dist.	30-80-8140-5300-130 UTILITIES						
	Yr-end adj	46148	04/14/2025	EBRADFORI	43,000.00	7,000.00	48,208.00
Water Dist.	30-80-8140-5300-154 MAINTENANCE - GROUNDS						
	Yr-end adj	46149	04/14/2025	EBRADFORI	27,000.00	1.00	33,049.00
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT						
	Yr-end adj	46150	04/14/2025	EBRADFORI	2,000.00	1.00	14,821.00
Water Dist.	30-80-8140-5300-444 C.S./TANK MAINT PROGRAM						
	Yr-end adj	46151	04/14/2025	EBRADFORI	48,000.00	1.00	47,304.00
Water Dist.	30-80-8140-5300-458 DATA PROCESSING SERVICES						
	To cover Norfield Development invoice.	46121	04/14/2025	JFernandez	10,250.00	80.00	11,310.00
Water Dist.	30-80-8140-5300-490 C.S./ALARM						
	To cover Norfield Development invoice.	46120	04/14/2025	JFernandez	500.00	-80.00	420.00
Water Dist.	30-80-8140-5300-505 C.S./PLUMBING						
	Est budget for account	46157	04/14/2025	EBRADFORI	0.00	40,000.00	40,000.00
WW Collect.	30-80-8200-5100-010 OVERTIME COMPENSATION						
	Yr-end adj	46152	04/14/2025	EBRADFORI	12,000.00	17,000.00	29,000.00
WW Collect.	30-80-8200-5100-020 SALARIES						
	Yr-end adj	46153	04/14/2025	EBRADFORI	538,023.00	-70,000.00	468,023.00
WW Collect.	30-80-8200-5300-113 LICENSE FEES						
	Yr-end adj	46161	04/14/2025	EBRADFORI	15,200.00	333.00	15,533.00
	Yr-end adj	46169	04/14/2025	EBRADFORI	15,200.00	1.00	15,534.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS						
	Pump purchase at Dixie lift station.	46109	04/14/2025	JFernandez	40,000.00	-5,750.00	44,122.00
WW Collect.	30-80-8200-5300-505 C.S./PLUMBING						
	JFernandez		04/07/2025	4:35:33PM			
	f1142r03						

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 04/14/2025 TO 04/14/2025

	<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>
	Est budget for account	46158	04/14/2025	EBRADFORI	0.00	40,000.00	40,000.00
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS						
	Yr-end adju	46162	04/14/2025	EBRADFORI	0.00	-333.00	57,366.00
	Yr-end adj	46170	04/14/2025	EBRADFORI	0.00	-1.00	57,365.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	Pump purchase at Dixie lift station.	46110	04/14/2025	JFernandez	0.00	5,750.00	332,869.12
WWTP	30-80-8220-5100-020 SALARIES						
	Yr-end adj	46163	04/14/2025	EBRADFORI	548,755.00	12,000.00	560,755.00
WWTP	30-80-8220-5120-050 FICA						
	Yr-end adj	46164	04/14/2025	EBRADFORI	41,980.00	2,000.00	43,980.00
WWTP	30-80-8220-5127-070 RETIREMENT						
	Yr-end adj	46165	04/14/2025	EBRADFORI	72,547.00	6,000.00	78,547.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adj	46166	04/14/2025	EBRADFORI	27,036.00	3,000.00	30,036.00
WWTP	30-80-8220-5300-130 UTILITIES						
	Yr-end adj	46167	04/14/2025	EBRADFORI	170,000.00	9,000.00	179,000.00
						<u>98,907.60</u>	

APPROVED: 4/0

DATE: 4/14/25

VERIFIED:                     *Sharon E. Kimrey*



## PROCLAMATION

### Recognizing Volunteer Appreciation Week

April 20-26, 2025

**WHEREAS**, National Volunteer Week is an opportunity to recognize and honor the countless individuals who selflessly invest in the lives of others; and

**WHEREAS**, volunteers are finding unique and innovative ways to spread joy and meet the emotional, physical, and spiritual needs of others; and

**WHEREAS**, volunteering one's time, talents and resources has been an integral part of our heritage since the early days of our nation and it is essential that we continue this tradition of giving and sharing to preserve and improve the quality of life for all members of our community; and

**WHEREAS**, experience teaches us that government by itself cannot solve all our nation's problems; and the giving of oneself in service to another empowers the giver and the recipient; and

**WHEREAS**, our volunteers are a great treasure; and

**WHEREAS**, each year a special week is designated in our nation for the dual purpose of recognizing those who give of themselves and of encouraging all to become involved in volunteer work; and it is fitting at this time that we say, "THANK YOU!" to all individuals, groups, boards and committees, and businesses who have given time, energy, and resources in the Town of Hillsborough through volunteer service;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 20-26, 2025 as Volunteer Appreciation Week 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 April in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

ORDINANCE #20250414-4.F



## ORDINANCE

**Annexing certain contiguous property to the Town of Hillsborough, NC  
500 Valley Forge Road (Parcel Identification Number 9874-3I-5787)**

**WHEREAS**, a petition was received requesting the annexation of approximately 4.66 acres located southwest of the junction of US 70A and NC 86 S and further identified as 500 Valley Forge Road (PIN 9874-31-5787); and

**WHEREAS**, the petition was signed by the owners of all real property located within such area; and

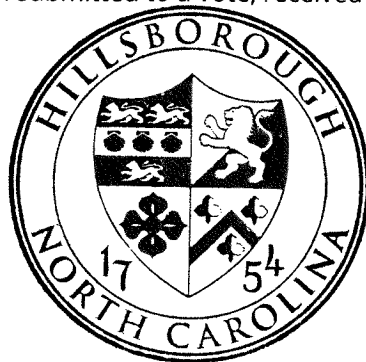
**WHEREAS**, a properly advertised public hearing on the annexation was held on March 20, 2025, following notice of said hearing being published in the *News of Orange County* in accordance with NC GS § 160A-31(c).

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

- Section 1.** The petition requesting the annexation of the area described in Section 2 was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the Town of Hillsborough, as the term "contiguous" is defined in NC GS § 160A-31(f).
- Section 2.** The area shown and described hereto in Exhibits A and B is hereby annexed and made part of the Town of Hillsborough.
- Section 3.** This ordinance shall become effective upon adoption.
- Section 4.** The Town Clerk shall cause an accurate map of the annexed territory described in Section 2, together with a duly certified copy of this ordinance, to be recorded in the office of the Register of Deeds of Orange County. Such a map shall also be delivered to the Orange County Board of Elections as required by NC GS § 163-288.1.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



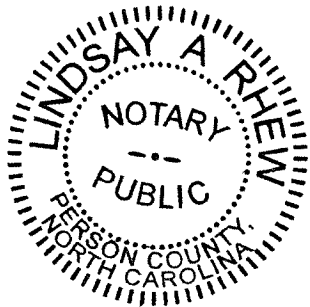
  
Sarah E. Kimrey, Town Clerk

ORDINANCE #20250414-4.F

STATE OF NORTH CAROLINA  
COUNTY OF ORANGE

I, Lindsay A Rhew, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 16 day of April, 2025.



Lindsay A Rhew  
Notary Public Signature

(Stamp official seal in blank space above)

My commission expires: 4-29-2025

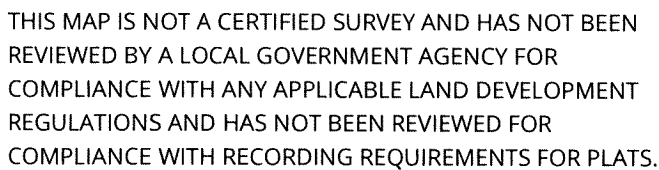
DRAFT

ORDINANCE #20250414-4.F

**EXHIBIT A**  
**LEGAL DESCRIPTION**

BEGINNING at a concrete monument on the north side of N.C.S.R. 1200 the southeast corner of Champion International Corporation, and running in a northerly direction, toward Cates Creek, North 56°36'17" West 299.80 feet to a concrete monument; running thence, North 80°07'20" West 232.10 feet to a point in the bank of Cates Creek and in the line of T.T.N.L. Properties; running thence along Cates Creek with the T.T.N.L. Properties line, North 38°52'34" East 192.39 feet to a point; running thence North 75°38'24" East 237.57 feet to a point; continuing North 73°15'01" East 231.67 feet to a point; running thence North 78°57'51" East 34.82 feet to a point; running thence South 39°47'31" East 289.48 feet to an iron pipe in the edge of N.C.S.R. 1200; running thence along and with said State Road, South 49°49'03" West 409.99 feet to the point and place of BEGINNING and being 4.6624 acres as surveyed by Bob G. Roberts, R.L.S. and recorded in Plat book 38, page 186, Orange County Registry.

DRAFT

**EXHIBIT B**



**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend the Official Zoning Map for the Town of Hillsborough  
119 W. Orange Street (Parcel ID Number: 9864-98-8349)

April 14, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a request from Ms. Dianne Cates to rezone the parcel identified as 119 W. Orange Street (PIN 9864-98-8349) from R20 to R10.

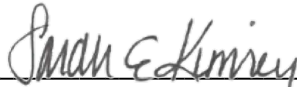
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because:

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
  - Goal: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
  - Strategy: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
  - Action: Analyze additional opportunities for infill and redevelopment and increased density in existing neighborhoods, focusing on the provision of water and sewer and other infrastructure and services.
2. The proposed rezoning **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare because it will allow for infill development and increased density where water and sewer service is available.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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



## ORDINANCE

### Amending the Official Zoning Map for the Town of Hillsborough, NC 119 W. Orange Street (Parcel Identification Number 9864-98-8349)

**WHEREAS**, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone a 0.92-acre parcel of property identified as 119 W. Orange Street (PIN 9864-98-8349), the legal description of which can be found in Deed Book 2156, Page 353 of the Orange County Registry; and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the 0.92-acre parcel of property identified as 119 W. Orange Street from R20 to R10.
- 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 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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

Sarah E. Kimrey, Town Clerk

**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend Section 2.3 – Planning Board of the Unified Development Ordinance  
of the Town of Hillsborough (staff-initiated)

April 14, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a request from the Planning and Economic Development division to amend the Unified Development Ordinance as follows:

Amend subsection 2.3, Planning Board to remove one extraterritorial jurisdiction seat from the Planning Board based on population and consistent vacancy.

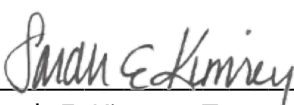
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because:

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
  - Goal: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
  - Strategy: Improve and streamline the development review approval and acceptance process
  - Action: Clarify the roles and responsibilities of internal town department reviewers, appointed boards, and the town board in the development review process.
2. The proposed rezoning **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare because it will make representation on the Planning Board proportional to the population under the town's zoning authority.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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



## ORDINANCE

### Amending the Unified Development Ordinance of Hillsborough, NC Section 2.3, Planning Board

**WHEREAS**, an application was initiated by Planning and Economic Development staff with the Town of Hillsborough to amend Unified Development Ordinance Section 2.3, Planning Board to remove one extra-territorial seat from the Planning Board based on population and consistent vacancy; and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended as attached hereto.
- 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 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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

Sarah E. Kimrey, Town Clerk

## 2. ADMINISTRATION

### 2.3 PLANNING BOARD

#### 2.3.2 MEMBERSHIP

The Hillsborough Planning Board shall consist of 9 members. Members shall serve without compensation, but they may be reimbursed for incidental expenses incurred in connection with official duties.

#### 2.3.3 APPOINTMENT AND REPRESENTATION

Every member of the board shall be a resident of Orange County. Seven (7) members shall be citizens and residents of the Town of Hillsborough and shall be appointed by the Town Board; 2 members shall be citizens and residents of the extraterritorial jurisdiction and shall be appointed by the Orange County Board of Commissioners as set forth in North Carolina General Statutes, Section 160D-202.

Within 60 days of the release of detailed population data from each decennial census, the Planning Director shall report to the Board of Commissioners the proportion of residents in city limits and in the extraterritorial area as can be determined using block group data. The Planning Director shall also recommend any adjustment in membership distribution needed to maintain the proportional representation and a schedule by which to implement any needed adjustments, not to exceed one calendar year from the date of data availability.

#### 2.3.4 OATH OF OFFICE

Members of the Planning Board shall take an oath of office before the town clerk or a notary public prior to beginning their duties. Signed copies of the oath shall be filed by the town clerk.

#### 2.3.5 TERMS OF OFFICE

The tenure of office shall be three (3) years. Appointments to fill vacancies shall be for the unexpired term. A member may be appointed for a second successive term, but after two (2) consecutive full terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of completion of the second full term. Further policies and procedures about volunteer board appointments may be established by the Town Board in the Town Code.

#### 2.3.6 STAFF

The Planning Director shall provide staff support to assist the Planning Board in carrying out its duties.

#### 2.3.7 MEETINGS

##### 2.3.7.1 Meeting Minutes

The Board shall maintain minutes of its meetings as a permanent public record. Such minutes shall record the attendance of its members, its findings, recommendations, and a summary of information, data, and testimony presented to it.

##### 2.3.7.2 Open to the Public

All meetings of the Board shall be open to the public and the Board shall cause notices to be given as required by Article 33C, Chapter 143 of the North Carolina General Statutes, as amended.

### **2.3.8 QUORUM AND NECESSARY VOTE**

**2.3.8.1** A quorum for conduct of business of the Board shall be a majority of the appointed members.

**2.3.8.2** An affirmative vote of the majority of Board members present and constituting a quorum is required for all decisions of the Planning Board.

### **2.3.9 RULES OF PROCEDURE**

The Board shall adopt Rules of Procedure and regulations for the conduct of its affairs. Rules of Procedure shall be consistent with the procedural requirements of this Ordinance and state law.

DRAFT

**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend Section 3.7.8 – Public Hearing of the Unified Development Ordinance  
of the Town of Hillsborough (staff-initiated)

April 14, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a request from the Planning and Economic Development division to amend the Unified Development Ordinance as follows:

Amend subsection 3.7.8, Unified Development Ordinance and Map Amendments – Public Hearing, to a) clarify requirements for posted notices for public hearings and b) make general edits for grammar, syntax, and conformity with NC GS § 160D-602.


The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because:

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
  - Goal: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
  - Strategy: Improve and streamline the development review approval and acceptance process.
  - Action: Update the Unified Development Ordinance to ensure development review processes are clear, responsive, predictable, and equitable while ensuring flexibility within design. Include requirement to obtain capacity assurance and Water and Sewer Extension Contract prior to rezoning or annexation requests.
2. The proposed rezoning **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare because it clarifies public hearing notice requirements and better conforms to State law on public hearing notice for zoning amendments.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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



## ORDINANCE

### Amending the Town of Hillsborough Unified Development Ordinance Section 3.7.8, Public Hearing

**WHEREAS**, an application was initiated by Planning and Economic Development staff with the Town of Hillsborough to amend Unified Development Ordinance Section 3.7.8, Unified Development Ordinance and Map Amendments – Public Hearing to clarify public hearing notice requirements, make grammar and syntax edits, and create better conformity with NC GS § 160D-602, Notice of hearing on proposed zoning map amendments; and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended as attached hereto.
- 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 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



Sarah E. Kimrey, Town Clerk



## 3. ADMINISTRATIVE PROCEDURES

### 3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS

#### 3.7.8 LEGISLATIVE HEARING

Generally, the Town Board and the Planning Board shall hear applications for amendments to these documents quarterly at a joint legislative hearing. The Town Board may, in its discretion, schedule legislative hearings on applications at times other than the quarterly legislative hearing. The Planning and Economic Development Division shall maintain a schedule of the legislative hearing dates and filing deadlines.

##### 3.7.8.1 Notice of Legislative Hearing

All notices required under this Ordinance shall comply with the North Carolina General Statutes. In addition, all notices shall, unless otherwise specified in this Ordinance, comply with the following.

###### 3.7.8.1.a Published Notice

Notice of each legislative hearing shall be published in a newspaper of general circulation in the Town and shall state the time and place of the hearing and the substance of the proposed amendment. The notice shall appear in said newspaper once a week for 2 successive weeks prior to the legislative hearing. The first publication shall be at least 10 but not more than 25 days prior to the hearing. When determining this 10-to-25-day period, the publication date shall not be included but the hearing date shall be included.

###### 3.7.8.1.b Mailed Notice

In the case of a proposed Zoning Map amendment, notice shall also be given by first class mail to the owner(s) of the subject property and to the owner(s) of any parcel located either wholly or partially within 500 feet of the subject property. Mailed notice shall be deemed sufficient if mailed to the property owner(s) as shown on the current Orange County tax roll on the date of the notice. Notices must be deposited in the mail within the same 10-to-25-day period specified for the published notice. Planning and Economic Development staff shall certify to the Town Board that such notice was given.

###### 3.7.8.1.c Posted Notice

When a Zoning Map amendment is proposed, a hearing notice shall also be posted on the subject site or on an adjacent public street or highway right-of-way. The notice shall include the time, date, and location of the hearing and be posted within the same 10-to-25-day period specified for the published notice. When multiple parcels are included in a proposed Zoning Map amendment, posting on each individual parcel is not required, but sufficient notice(s) shall be posted to provide reasonable notice to the public.

**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend Tables 6.3.1 – 6.3.3, various dimensional tables in Section 6, Development Standards, in the Town of Hillsborough Unified Development Ordinance (staff-initiated)

April 14, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a request from the Planning and Economic Development division to amend the Unified Development Ordinance as follows:

Amend the following tables in Section 6, Development Standards, to treat Economic Development properties in the same manner as other non-residential zoning districts in cases where the Economic Development District adjoint properties under the same zoning designation or similar non-residential designation.

- Table 6.3.1: Dimensional Requirements – Residential
- Table 6.3.2: Dimensional Requirements – Non-Residential
- Table 6.3.3: Side and Rear Setbacks for Lots Abutting a Different Zoning District

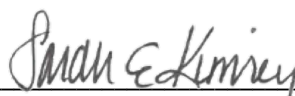
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because:

1. The proposed amendment is **consistent** with the following Town Government and Public Services chapter goal, strategy, and action:
  - Goal: Adopt local laws, regulations & policies that help to achieve sustainable and equitable outcomes.
    - Strategy: Develop and adopt policies that help accomplish town goals.
      - Action: Regularly review and update town policies as new information is garnered and achievements are met.
2. The proposed rezoning **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare because it will treat Economic Development properties in the same manner as other non-residential zoning districts in cases where the Economic Development District adjoint properties under the same zoning designation or similar non-residential designation.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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



## ORDINANCE

### Amending the Town of Hillsborough Unified Development Ordinance Dimensional Tables 6.3.1 – 6.3.3 in Section 6, Development Standards

**WHEREAS**, an application was initiated by Planning and Economic Development staff to amend Tables 6.3.1 – 6.3.3 in the Unified Development Ordinance to make dimensional requirements for the Economic Development District more consistent with other non-residential zoning districts; and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

**Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended as attached hereto.

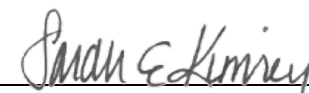
**Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**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 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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

### 6.3.1 TABLE: DIMENSIONAL REQUIREMENTS –RESIDENTIAL

	AR	R-40	R-20	R-15	R-10	MF & MFSU	MHP	ALN	PW <sup>1</sup>	PWCA <sup>1</sup>
Minimum Lot Area (sf)	40,000	40,000	20,000	15,000	10,000	1 acre (required development tract area)	5 acres (required developme nt tract area)	1 acre	1 acre	2 acres
Maximum Density (Dwelling Units per Acre) <sup>2</sup>	1	1	2	3	4	20/30 <sup>3</sup>	7		1	1
Minimum Lot Width	200	150	100	100	75	NA	NA	200	150	150
Minimum Side Yard Width	30	30	20	15	15	40 <sup>4</sup>	40 <sup>4</sup>	40	30	30
Minimum Rear Yard Width	30	30	20	20	20	40 <sup>4</sup>	40 <sup>4</sup>	40	30	30
Minimum Front Setback	40	40	30	25	25	35 <sup>4</sup>	35 <sup>4</sup>	35	30	30
Maximum Building Height	65	45	45	45	45	45	35	35	45	45
Maximum Impervious Surface (% of gross lot)	NA	NA	NA	NA	NA	NA	NA	NA	30%	6%

<sup>1</sup> Refer to Section 4.5, *Other Zoning Districts*, for additional requirements in the PW and PWCA districts.

<sup>2</sup> Subject to rounding as defined in Section 9.1.4, *Dwelling Unit Yield*. Accessory dwelling units are not counted toward maximum dwelling unit per acre.

<sup>3</sup> 30 units per acre allowed where all units in development are affordable to households making 80% AMI (Area Median Income) or less at time of construction.

<sup>4</sup> Setbacks measured from exterior property lines of development tract. Interior setbacks governed by applicable use-specific standards (see Section 5.2, *Use-specific Standards*).

### 6.3.2 TABLE: DIMENSIONAL REQUIREMENTS –NON-RESIDENTIAL

	ARU	OI	NB & NBSU	CC & CCSU	GC	HIC	LI	GI	LO	ESU	EDD	BP	SDSU
Minimum Lot Area (sf or acre)	3 acres	10,000	10,000	None	10,000	10,000	40,000	40,000	1 acre	2 acres	40,000	40,000	TBD
Attached dwelling minimum lot size (min sf per unit)	3,630 sf 12 DU/ac	NA	NA TBD (SUP)	NA TBD (SUP)	NA	NA	NA	NA TBD (SUP)	NA	TBD	NA	NA	TBD
Minimum Lot Width	100	75	75	0	75	75	100	200	75	100	75	75	TBD
Minimum Side Yard Width	20 <sup>1</sup>	20 <sup>1</sup>	15 <sup>1</sup>	0	15 <sup>1</sup>	15 <sup>1</sup>	50 <sup>1</sup>	50 <sup>1</sup>	20	20	25	25	TBD
Minimum Rear Yard Width	20 <sup>1</sup>	20 <sup>1</sup>	20 <sup>1</sup>	0	20 <sup>1</sup>	20 <sup>1</sup>	50 <sup>1</sup>	50 <sup>1</sup>	20	20	25	25	TBD
Minimum Front Setback	20	20	20	0	20 <sup>2</sup>	20 <sup>2</sup>	35	35	20	20	25	25	TBD
Maximum Building Height	65	40	35	40	40	65	65	65	60	60	45	60	60

<sup>1</sup> Refer to Table 6.3.3 for Side and Rear Setbacks for Zoning Lots Abutting a Different Zoning District.

<sup>2</sup> 30-foot minimum and 100-foot maximum setback applies to parcels abutting South Churton Street between Interstate-40 and the Eno River.

TBD – This standard will be determined during the SPECIAL Use Permit review process

**6.3.3 TABLE: SIDE AND REAR SETBACKS FOR LOTS ABUTTING A DIFFERENT ZONING DISTRICT**

ORDINANCE #20250414-4.J

Adjacent -> Proposed	R-40	R-20	R-15	R-10	MF	AR	ARU	OI	NB	CC	GC	HIC	GI	LI	EDD	NB-SU	CC-SU	PW	PWCA
<b>ARU</b>	50	50	50	50	50	50	0	20	20	0	0	0	20	20	0	20	0	50	50
<b>OI</b>	20	20	20	20	20	20	0	0	0	0	0	15	20	20	15	0	0	20	20
<b>NB</b>	15	15	15	15	15	15	0	0	0	0	0	15	15	15	15	0	0	15	15
<b>GC</b>	30	30	20	20	20	30	0	0	0	0	0	0	20	20	0	0	0	30	30
<b>HIC</b>	30	30	20	20	20	30	0	15	15	15	0	0	20	20	0	0	0	30	30
<b>LI</b>	50	50	50	50	50	50	0	50	50	50	50	30	0	0	20	0	0	50	50
<b>GI</b>	50	50	50	50	50	50	0	50	50	50	50	30	0	0	20	0	0	50	50
<b>EDD</b>	25	25	25	25	25	25	0	15	15	15	0	0	20	20	0	0	0	25	25



## RESOLUTION

### Accepting Clean Water Revolving Loan Funding – Lawndale Basin Sewer Rehabilitation and Replacement Project

**WHEREAS**, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered a State Revolving Loan with up to \$500,000 in principal forgiveness for the total amount of \$1,116,730 (\$616,730 loan + \$500,000 principal forgiveness) plus applicable closing costs (estimated at \$22,235) for the rehabilitation or replacement of 8" sanitary sewers and certain sewer services including installation of clean outs at the right-of-way in the Lawndale sewer basin, known as the Lawndale Basin Sewer Rehabilitation and Replacement Project; and

**WHEREAS**, the Town of Hillsborough intends to perform said project in accordance with the agreed scope of work, approved plans and specifications and program requirements;

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

- 1) Hereby accept the offer of \$1,116,730 project cost (\$616,730 loan + \$500,000 principal forgiveness) plus applicable closing costs (estimated at \$22,235) and does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions and Assurances contained in the Funding Offer and Acceptance award offer will be adhered to; and
- 2) States that the town has substantially complied, or will substantially comply, with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project; and to federal and state grants and loans pertaining thereto; and
- 3) Authorizes and directs the town manager to furnish such information as the appropriate state agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Approved this 14<sup>th</sup> day of April in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah Kimrey*

Sarah Kimrey, Town Clerk



## RESOLUTION

### Authorizing the Town to Reimburse Itself for Early Expenditures – NC 86 North Facility Project

**WHEREAS**, the town intends to undertake a project (as described below), use its own funds to pay initial project costs, and then reimburse itself from financing proceeds for these early expenditures; and

**WHEREAS**, the town manager and the finance officer have advised the town board to adopt this resolution to document the town's plans for reimbursement, so as to comply with federal tax rules relating to reimbursements from financing proceeds; and

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

- The project is for the renovation and general improvement of the NC 86 North Fleet Maintenance Facility, as previously discussed with the town board.
- The town intends to advance funds for initial project costs and then reimburse itself from financing proceeds. The expected type of financing for the project (which is subject to change) is installment financing under Section 160A-20 of the North Carolina General Statutes. The expected maximum amount of financing expected for the project (including allowances for reserves and financing costs) is currently estimated as approximately \$4,500,000.
- Funds for the early project expenditures may come from the town's General Fund or any other appropriate town fund.
- The town intends that the adoption of this resolution is a declaration of its official intent to reimburse itself from financing proceeds for project cost expenditures.

Approved this 14<sup>th</sup> day of April of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah Kimrey*

Sarah Kimrey, Town Clerk





## RESOLUTION

### For the Adoption of a Complete Streets Policy

**WHEREAS**, the Town of Hillsborough is responsible for the planning, construction, and maintenance of the municipal street system which consists of those streets and highways accepted by the municipality which are not a part of the state highway system; and

**WHEREAS**, the Town of Hillsborough coordinates with the North Carolina Department of Transportation on the planning, construction, and maintenance of streets in its jurisdiction that are part of the state highway system; and

**WHEREAS**, the North Carolina Board of Transportation adopted a Complete Streets Policy in 2009 and amendments in 2019 for implementation by the North Carolina Department of Transportation; and

**WHEREAS**, the North Carolina Department of Transportation is defining a comprehensive approach to creating complete streets through their long-range planning, project development, and maintenance processes; and

**WHEREAS**, the Town of Hillsborough is a member of the Triangle West Transportation Planning Organization which is responsible for multimodal long-range transportation planning and programming in the region; and

**WHEREAS**, the Triangle West Transportation Planning Organization adopted a resolution in 2011 to support the North Carolina Department of Transportation's Efforts to Develop and Implement Complete Streets Planning and Design Guidelines; and

**WHEREAS**, the Town of Hillsborough adopted a Comprehensive Sustainability Plan that includes goals to develop and maintain a safe, efficient, and sustainable multimodal transportation system (including bicycle, pedestrian, and transit options) that offers alternatives to single-occupancy vehicle trips and promotes health and access to area jobs, destinations, and services; and

**WHEREAS**, the Town of Hillsborough adopted a Vision Zero Policy in 2023 to eliminate traffic fatalities and serious injuries by 2040; and

**WHEREAS**, Complete Streets are crucial components of transportation networks that provide mobility and safety for all users, including motorists, pedestrians, bicyclists, and transit users; and

**WHEREAS**, a Complete Streets policy helps alleviate traffic congestion, enhance economic opportunities, increase physical activity and health, and create a safer environment for all residents and visitors; and

**WHEREAS**, a Complete Streets policy benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities; and

**WHEREAS**, a Complete Streets policy applies to new, retrofit/reconstruction, maintenance, and ongoing projects,

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

- Affirms its support of Complete Streets in the planning, design, and construction of all roadway projects.
- Supports the development of the North Carolina Department of Transportation's emerging guidelines for planning and designing complete streets.
- Encourages the North Carolina Department of Transportation to continue their implementation efforts so that complete streets will provide for safe and comfortable travel by all users.
- Will coordinate with government departments and partner agencies on Complete Streets projects.
- Pledges to consider Complete Streets in planning, design, and construction of local transportation projects.

Approved this 14th day of April of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah E. Kimrey*

Sarah Kimrey, Town Clerk



## RESOLUTION

### Establishing a Policy to Promote the Use of Native Plants and the Elimination of Invasive Plants on Town-Owned Property

**WHEREAS**, the Town of Hillsborough has the opportunity to preserve its historic natural heritage as well as promote sustainable landscapes by choosing native plants, i.e. plants native to the Southeastern United States; and

**WHEREAS**, native plants are an important part of history, identity, and ecology; and

**WHEREAS**, native plants are indigenous plants that have adapted to the region over many years and evolved to flourish in the unique geography, hydrology, and microclimates; and

**WHEREAS**, native plants maintain and restore biodiversity, protect local ecosystems, and support environmental health;

**WHEREAS**, North Carolina contains over 3,900 native plant species, making North Carolina one of the most diverse states for flora in the Southeast; and

**WHEREAS**, gardens and landscapes composed of native plants require little to no fertilizer, soil amendments, and pesticides; and less irrigation; and

**WHEREAS**, native plants and their derivatives provide food, medicines, and other beneficial products; and

**WHEREAS**, native plants support resident and migratory bird species, many of which face growing threats from habitat loss and climate change; and

**WHEREAS**, native plants provide high-quality food, shelter, and habitat for wildlife, including butterflies, bees, and other pollinators; and

**WHEREAS**, the Town of Hillsborough is a member of Bee City USA whose mission is to unite communities to protect pollinators by creating and enhancing habitats, reducing pesticide use, and promoting education and outreach to inspire pollinator conservation; and

**WHEREAS**, the Hillsborough Board of Commissioners do hereby resolve that, from the date of adoption of this resolution, it shall be the policy of the Town of Hillsborough that when new or replacement plant materials are installed by the town, or by its contractors or subcontractors, in outdoor landscaped areas at any town-owned or maintained site or facility including rights-of-way, the following standards shall apply:

- 1) To the maximum extent practicable, the seeds and plants used shall be those classified by the U.S. Department of Agriculture and other appropriate regional resources as native to a state or county in the Southeastern United States.
- 2) This resolution shall apply in all instances, except where it is determined that installation of a native plant species would not be practicable, including but not limited to:
  - a. Plant species required or prohibited by state or federal regulations.
  - b. Plantings deemed, and intended to be, edible, including fruit-bearing trees and plants, vegetables, nuts, and seeds.

- c. Non-native turf grass species used on athletic fields and lawns.
- d. Plant species uniquely suited for soil stabilization, stormwater control measures, or water remediation functions.
- e. Plant species used in gardens for demonstration or educational purposes.

In cases when the use of non-native plant species is determined to be appropriate, only drought-tolerant, non-invasive plant species of a suitable type may be used.

- 3) No plant species identified as invasive in North Carolina by the North Carolina Native Plant Society or the North Carolina Invasive Plant Council shall be planted in outdoor areas of any town-owned or maintained site or facility. The town recognizes the negative impacts of invasive plants and will continue its efforts to eradicate invasive plant species.
- 4) The town shall, through various means, educate the public about the importance of native plants and the negative impacts of invasive plants.

**NOW, THEREFORE,** be it resolved by the Hillsborough Board of Commissioners, that this "Policy to Promote the Use of Native Plants and the Elimination of Invasive Plants on Town-owned Property" is hereby established.

Approved this 14th day of April of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah E. Kimrey*

Sarah Kimrey, Town Clerk

**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend Subparagraph 9.1.5.2, Permissible Encroachment into Required Setbacks in the Unified Development Ordinance of the Town of Hillsborough  
(staff-initiated)

April 14, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a request from the Planning and Economic Development division to amend the Unified Development Ordinance as follows:

Amend subparagraph 9.1.5.2, Permissible Encroachment into Required Setbacks, to allow residential swimming pools, hot tubs, and spas, including associated decking and patios, to encroach into the side and rear yard setbacks up to five feet from the property line.

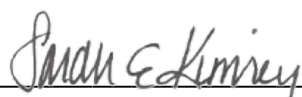
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because:

1. The proposed amendment is **consistent** with the following Town Government and Public Services chapter goal, strategy, and action:
  - Goal: Adopt local laws, regulations and policies that help to achieve sustainable and equitable outcomes.
    - Strategy: Develop and adopt policies that help accomplish town goals.
      - Action: Regularly review and update town policies as new information is garnered and achievements are met.
2. The proposed rezoning **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare because it will make zoning regulations more consistent, making encroachment allowances for pools, hot tubs, and spas the same as those for accessory buildings and dwellings.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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



## ORDINANCE

### Amending the Hillsborough Unified Development Ordinance

#### Section 9.1.5.2, Permissible Encroachment into Required Setbacks

**WHEREAS**, an application was initiated by Mr. Michael Reeves to amend Unified Development Ordinance Section 9.1.5.2, Permissible Encroachment into Required Setbacks to make encroachment allowances for swimming pools, hot tubs, and spas the same as those for accessory buildings and dwellings; and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

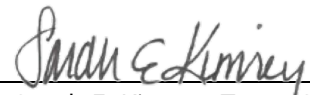
**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended as attached hereto.
- 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 14<sup>th</sup> day of April in the year 2025.

Ayes: 4  
Noes: 0  
Absent or excused: 1



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

### **9.1.5.2 Permissible Encroachment into Required Setbacks**

- 9.1.5.2.a** One- and two-family driveways, walkways, fences, retaining or decorative walls, ornaments, furniture, and landscape plantings may be permitted in any setback.
- 9.1.5.2.b** Patios may encroach into required setbacks, provided that the minimum patio setback is ten feet from a rear or side property line and provided that the patio surface is not more than 6 inches above the adjacent grade. Covered patios or patios with shade structures must observe the setback established for the district as set forth in Section 6.3, *Dimensional Requirements*.
- 9.1.5.2.c** Accessory buildings and freestanding accessory dwelling units may encroach into a side yard or rear yard setback not adjacent to a street right-of-way to within 5 feet of the property line, with the following limits:
- (a) For an accessory building with a highest point 12' or more above the ground elevation, an additional setback of 2' for each 1' of elevation above 12' is required until the standard setback is met.
  - (b) The setback being reduced is not part of a land use or stream buffer required elsewhere in this Ordinance, nor a recorded easement for utilities, drainage, or access.
- 9.1.5.2.d** Parking lots and parking spaces are not allowed within setbacks.
- 9.1.5.2.e** Residential mechanical equipment, including but not limited to generators and HVAC units or components, are not required to observe minimum setbacks. These installations for non-residential and multi-family uses are required to observe minimum setbacks, regardless of the zoning district.
- 9.1.5.2.f** For setback provisions that apply to nonconforming lots of record, see Section 7.5, Nonconforming Lots of Record.
- 9.1.5.2.g** Steps, risers and ramps without a roof, awning or similar covering extending from residential structures may encroach in required setbacks, provided that a minimum setback of no less than 10 feet remains along any property line shared with another residential property (not street right of way). Required landings between two runs of risers or ramps may also encroach provided the landing is also without a roof, awning or similar cover. In the case where an existing structure does not observe a 10-foot setback from a property line shared with another residential property or street right of way at the time of application, the maximum possible setback shall be preserved while allowing necessary access to an existing structure.

- 9.1.5.2.h** Projections and cantilevers from residential structures, including but not limited to eaves, overhangs, gutters, bow windows, chimneys, that do not exceed 24” of projection and do not have contact with the ground. Projections in excess of 24” and those that have contact with the ground must meet the applicable setbacks, unless otherwise addressed in this section.
- 9.1.5.2.i** Outdoor, residential, in-and above-ground swimming pools, hot tubs and spas, including all decking and patios, may be located in side or rear yards not adjacent to a street and no closer than five feet to any property line.

DRAFT





# Minutes

## Board of Commissioners Work Session

7 p.m. April 28, 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: Planner II Molly Boyle, Planning and Economic Development Manager Shannan Campbell, 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 and Town Manager Eric Peterson

### 1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7 p.m. He noted the town's perpetual proclamation recognizing May as Asian American and Pacific Islander Heritage Month.

### 2. Agenda changes and approval

Add Item 6D – Feedback to Central Pines Regional Council on proposed legislation regarding development

Motion: Commissioner Matt Hughes moved to approve the agenda as amended. Commissioner Meaghun Darab seconded.

Vote: 4-0. Absent: Commissioner Kathleen Ferguson

Ferguson joined the meeting at 7:02 p.m.

### 3. Public hearing

A. Public hearing on closeout of Community Development Block Grant – Coronavirus  
The mayor opened the public hearing.

Assistant Town Manager and Community Services Director Matt Efird presented on the closeout of the Community Development Block Grant. He explained that the \$600,000 grant was used to provide emergency housing assistance through Orange County, with 10% used for administration and 90% for direct assistance to Hillsborough residents. He noted statistics on grant utilization were provided in the packet. Efird recognized retired Planning Director Margaret Hauth for securing the funds and Orange County housing staff for administering the program.

No speakers were present from the public, and no written comments were received prior to the hearing. Board members did not have any questions about the grant or data presented.

Motion: Ferguson moved to close the public hearing. Commissioner Evelyn Lloyd seconded.

Vote: 5-0.

#### **4. Appointments**

- A. Planning Board – Reappointment of John Giglia for a three-year term ending April 30, 2028

Motion: Ferguson moved to approve the appointment. Lloyd seconded.  
Vote: 5-0.

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

- A. Miscellaneous budget amendments and transfers  
B. Proclamation – Period Poverty Awareness Week  
C. Resolution to apply for Clean Water Revolving Loan funding for Eno River Outfall – East Sewer Replacement Project

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Robb English seconded.  
Vote: 5-0. Nays: None.

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

- A. Annexation interest letter for 618 and 700 N.C. 86 North  
Planner II Molly Boyle presented an annexation interest letter for 618 and 700 N.C. 86 North. The combined properties are 5.68 acres, zoned for light industrial uses in the town's extraterritorial jurisdiction. Annexation is proposed to develop a 40,000-square-foot, light industrial building for Green Zone, a textile recycler and wholesale distributor of secondhand apparel. The properties front an 8-inch water line but not a town sewer line. A septic system is planned.

Board members asked questions about septic system details and satellite annexation impacts. Brian Van Horn of Bobbitt Construction, which is working with the property owners on the site plan, clarified the septic system would be on the northwest corner of the site, crossing under a stream. Staff confirmed the annexation would not significantly affect the town's satellite annexation reserves.

The board indicated support for the annexation request to move forward through regular processes.

- B. Resident request – Presentation from Brynn and Melissa Schreiner on development issues with the property at 644 McAdams Road

Brynn and Melissa Schreiner presented on challenges they have faced in trying to develop their property at 644 McAdams Road. They explained their plan to build a 1,000-square-foot house with a 500-square-foot detached accessory dwelling unit. The property is on an unimproved private road, which has created complications with town requirements.

The Schreiners detailed how changes to the town's unified development ordinance over the past two years have impacted their plans, including a new requirement to improve the private road to town standards. This would require removing large trees and adding turnarounds for emergency vehicles. They expressed concerns about the costs and impacts of these improvements falling solely on them as new property owners.

Board members and staff discussed various aspects of the situation, including:

- The triggering of requirements due to the addition of an accessory dwelling unit.
- Challenges with private roads throughout town.
- Public safety and emergency access concerns.
- Potential options the Schreiners have for developing their property.
- Broader implications for other properties in similar situations.

Staff will confirm details with emergency services, explore variance options and bring additional information to a future meeting. The board also asked staff to draft a more detailed explanation of the town's position on these issues.

C. Budget approval for 2025 Leadership Chapel Hill-Carrboro Program

Motion: Hughes moved to approve the budget approval. Ferguson seconded.  
Vote: 5-0.

D. Feedback to Central Pines Regional Council on proposed legislation regarding development

The assistant town manager presented draft information on specific bills highlighted by Central Pines Regional Council as related to development regulations. He outlined broad themes illustrating potential impacts on the town and asked for board input on how to respond.

Board members discussed various aspects of the proposed legislation, including:

- Concerns about preemption of local control.
- Impacts on affordable housing and economic development.
- Desire for more detailed data and examples in the town's response.
- Support for working collaboratively with the state on land use reform.

The board reviewed a draft resolution expressing the town's position. They directed staff to refine the memo with more detailed explanations and data, with the memo reviewed by email before it is submitted to Central Pines Regional Council and the North Carolina League of Municipalities.

Motion: Ferguson moved to approve the resolution. Lloyd seconded.  
Vote: 4-1. Nays: Hughes.

**7. Committee updates and reports**

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

**8. Adjournment**

The mayor adjourned the meeting at 9:31 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: 04/28/2025 TO 04/28/2025

	<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 Fund Bal.	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
	To cover PD vehicles	46191	04/28/2025	EBRADFORI	3,260,960.00	93,670.00	3,592,907.37
	To cover PD vehicles	46193	04/28/2025	EBRADFORI	3,260,960.00	891.00	3,593,798.37
GF Contingency	10-00-9990-5300-000 CONTINGENCY						
	Adj per reduced social worker grant fundi	46187	04/28/2025	EBRADFORI	450,000.00	-22,000.00	2,519.35
	To cover received fire alarm invoice.	46207	04/28/2025	JFernandez	450,000.00	-410.00	2,109.35
	Cover utility bills at cemeteries through y	46211	04/28/2025	JFernandez	450,000.00	-235.00	1,874.35
Comms.	10-10-4600-5300-080 TRAINING/CONF./CONV.						
	To cover School of Gov course and NC3C	46215	04/28/2025	JFernandez	4,500.00	1,152.00	4,921.00
Comms.	10-10-4600-5300-458 DATA PROCESSING SERVICES						
	To cover upcoming newspaper subscriptic	46197	04/28/2025	JFernandez	0.00	-37.00	2,850.00
	To cover School of Gov course and NC3C	46214	04/28/2025	JFernandez	0.00	-1,152.00	1,698.00
Comms.	10-10-4600-5300-530 DUES & SUBSCRIPTIONS						
	To cover upcoming newspaper subscriptic	46196	04/28/2025	JFernandez	1,105.00	37.00	1,277.00
Public Space	10-10-6300-5300-154 MAINTENANCE - GROUNDS						
	To cover tree and plant work.	46213	04/28/2025	JFernandez	253,556.00	2,000.00	255,556.00
Public Space	10-10-6300-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover tree and plant work.	46212	04/28/2025	JFernandez	8,500.00	-2,000.00	6,500.00
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV.						
	To cover insurance payments - NC Interlo	46183	04/28/2025	JFernandez	10,500.00	-5,000.00	5,500.00
Safety & Risk	10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover insurance payments - NC Interlo	46184	04/28/2025	JFernandez	76,000.00	-5,000.00	21,000.00
Safety & Risk	10-10-6600-5300-540 INSURANCE						
	To cover insurance payments - NC Interlo	46185	04/28/2025	JFernandez	327,500.00	10,000.00	373,500.00
GF Revenues	10-20-3800-3700-104 ORANGE COUNTY - SOCIAL WORKER						
	Adj per reduced grant funding	46186	04/28/2025	EBRADFORI	76,389.00	-22,000.00	54,389.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover unis, vests, dept shirts, & psych	46201	04/28/2025	JFernandez	57,375.00	-2,500.00	119,490.00
Police	10-20-5100-5300-350 UNIFORMS						
	To cover unis, vests, and dept shirts.	46202	04/28/2025	JFernandez	21,840.00	2,000.00	30,195.00
Police	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	To cover psych evaluations.	46203	04/28/2025	JFernandez	3,400.00	500.00	5,900.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES						
	To cover 2 hybrid police vehicles	46188	04/28/2025	EBRADFORI	200,000.00	118,670.00	313,270.00
	To cover PD vehicles	46192	04/28/2025	EBRADFORI	200,000.00	891.00	314,161.00
Fleet Maint.	10-30-5550-5300-490 C.S./ALARM						
	To cover received fire alarm invoice.	46206	04/28/2025	JFernandez	2,750.00	410.00	3,437.00
Ceme-tery	10-40-6400-5300-130 UTILITIES						
	Cover utility bills at cemeteries through y	46210	04/28/2025	JFernandez	500.00	235.00	735.00
GF Transfers	10-71-3870-3870-900 TRANSFER FROM FUND 78-GF COMMITTED						
	To cover PD vehicles	46190	04/28/2025	EBRADFORI	644,500.00	-200,000.00	444,500.00
Police	10-71-5100-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS						
	To cover PD vehicles	46189	04/28/2025	EBRADFORI	225,000.00	-225,000.00	0.00

JFernandez

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FY 2024-2025

# TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

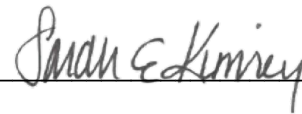
DATES: 04/28/2025 TO 04/28/2025

	<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>
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover outside lab services.	46194	04/28/2025	JFernandez	219,700.00	-1,000.00	216,700.00
WTP	30-80-8120-5300-340 OUTSIDE LAB SERVICES To cover outside lab services.	46195	04/28/2025	JFernandez	14,500.00	1,000.00	15,500.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To cover shop stock replacement/replish	46204	04/28/2025	JFernandez	50,000.00	-12,000.00	53,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover shop stock replacement/replish	46205	04/28/2025	JFernandez	120,000.00	12,000.00	110,605.00
WWTP	30-80-8220-5300-112 POSTAGE To cover postage expense.	46199	04/28/2025	JFernandez	50.00	9.00	59.00
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS To cover purchase in corrected account cc	46209	04/28/2025	JFernandez	4,140.00	40.00	208.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT To cover data processing and postage exp	46200	04/28/2025	JFernandez	103,700.00	-165.00	110,251.00
	To cover purchase in corrected account cc	46208	04/28/2025	JFernandez	103,700.00	-40.00	110,211.00
WWTP	30-80-8220-5300-458 DATA PROCESSING SERVICES To cover data processing expense.	46198	04/28/2025	JFernandez	1,000.00	156.00	1,606.00
						<u>-254,878.00</u>	

APPROVED: 5/0

DATE: 4/28/25

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





# PROCLAMATION

## Period Poverty Awareness Week

May 12-18, 2025

**WHEREAS**, approximately half of the population will have a period every month for decades of their lives and period supplies are a necessary product, each month, for millions of people across the country; and

**WHEREAS**, national surveys and research studies report that one in four menstruating individuals struggle to secure enough period supplies to meet their needs each month due to a lack of income and this lack of period supplies, known as period poverty, can adversely affect the health and well-being of menstruators; and

**WHEREAS**, national surveys also report that one in five women and girls miss work or school due to lacking a sufficient period supplies, exacerbating the vicious cycle of poverty by forcing menstruators to withdraw from daily life, losing pay or missing educational opportunities; and

**WHEREAS**, menstruators struggling with period poverty risk infections by using proxy products not intended for this purpose or not changing products as often as needed; and

**WHEREAS**, the people of Hillsborough recognize that period poverty is a public health issue, and addressing period poverty can enhance economic opportunity for Hillsborough's people and surrounding communities and improved health for women and girls/menstruators, 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 organizations, including Period Power, a program of the Diaper Bank of North Carolina, that recognize the importance of period products in ensuring health and providing economic stability and thus distribute period products through various channels; and

**WHEREAS**, the Hillsborough Board of Commissioners extends its sincere gratitude to the aforementioned period supply banks, their staff, volunteers and donors, for their courageous service during the crisis, and encourage the citizens of Hillsborough to donate generously to period supply banks, product drives, and those organizations that collect and distribute period products to those struggling with period poverty, so that the Hillsborough community can thrive and reach their full potential;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 12 through May 18, 2025, as "Period Poverty Awareness Week" 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 28<sup>th</sup> day of April in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough



## RESOLUTION

### Spring 2025 State Division of Water Infrastructure Funding Round Eno River Outfall - East Sewer Replacement Project

**WHEREAS**, the Town of Hillsborough has a dire need for and intends to design and construct a sewer replacement project described as Eno River Outfall – East which will replace (and hopefully relocate out of the floodway) over 3,000 linear feet of over 40-year-old sanitary sewers; and

**WHEREAS**, the Town of Hillsborough intends to request state loan and/or grant assistance for the project;

**NOW, THEREFORE**, be it resolved that the Hillsborough Board of Commissioners declares the Town of Hillsborough, as the applicant, will:

1. Arrange financing for all remaining costs of the project, if approved for a state loan and/or grant award.
2. Provide for efficient operation and maintenance of the project on completion of construction thereof.
3. Adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
4. Include in the loan agreement a provision authorizing the North Carolina State Treasurer, upon failure of the applicant to make a scheduled repayment of the loan, to withhold from the applicant any state funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the state as a repayment of the loan.
5. Designate Town Manager Eric J. Peterson, as the authorized representative and any successors so titled, to hereby authorize execution and filing of an application on behalf of the applicant with the state of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.
6. Authorize and direct the authorized representative, and successors so titled, to furnish such information as the appropriate state agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
7. Have substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to federal and state grants and loans pertaining thereto.

Approved this 28<sup>th</sup> day of April in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough



## RESOLUTION

### Opposing Legislative Preemption of Local Planning and Zoning: Senate Bills 495, 497, 499, 688 and House Bill 765

**WHEREAS**, multiple bills have been introduced in the 2025 session of the North Carolina General Assembly that undermine the fundamental authority for local planning and zoning and the ability of local elected officials to manage community growth as expressed by the Town of Hillsborough's residents through recent community participation and input into Hillsborough's Comprehensive Sustainability Plan; and

**WHEREAS**, these bills have been introduced without consultation with municipal elected officials, planning staff or local constituents on the negative impact they will have on community growth, economic development, community character and sound community planning; and

**WHEREAS**, these bills usurp current town planning and zoning ordinances that promote the health, safety, and general welfare of the residents of the Town of Hillsborough, undo years of thoughtful and consistent local land-use planning and regulation, remove necessary local regulatory standards and in many cases allow unregulated development inconsistent with current local planning and zoning ordinances; and

**WHEREAS**, this legislation imposes inflexible rules statewide without regard to the differences between North Carolina's small towns and larger cities and how these rules will affect each community differently, often with negative consequences; and

**WHEREAS**, proposed changes in the local planning and zoning approval process will severely restrict or destroy the ability for residents to participate in the planning and zoning process, in addition to provisions that will subject local elected and appointed officials to the threat of legal retribution having a chilling effect of discouraging well-intentioned individuals from serving in public office; and

**WHEREAS**, the Town of Hillsborough has demonstrated support of efforts to increase the supply of affordable and attainable housing and while the proposed legislation purports to support affordable housing is bereft of any definitions or requirements for affordability in the potential developments; and

**WHEREAS**, the proposed legislation does not consider the practical limitations on the Town of Hillsborough's utilities systems and would impose either a forced slowdown of economic development in town or a significant increase to customer rates in order to create additional capacity for development.

**NOW, THEREFORE BE IT RESOLVED**, that the Hillsborough Board of Commissioners urges the sponsors of this legislation to reconsider SB495, SB497, SB499, SB688 and H765 and to consult with local municipalities to develop meaningful and appropriate solutions that do not usurp local authority and to respect the interest of the residents they represent.

**BE IT FURTHER RESOLVED**, that the town requests the General Assembly to convene a working group with representation from the legislature, local governments and the development community to consider specific, practical reforms that prevent damage to the economic development potential of North Carolina communities and maintain the ability for local governments to be responsive to the needs and preferences of their electorate.

Approved this 28<sup>th</sup> day of April 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Administration  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

#### ITEM TO BE CONSIDERED

**Subject:** Miscellaneous budget amendments and transfers

**Attachments:**

Budget Changes Report

**Summary:**

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

**Financial impacts:**

As indicated by each amendment.

**Staff recommendation and comments:**

To approve the attached list of budget amendments and transfers.

**Action requested:**

Consider approving budget amendments and transfers.

FY 2024-2025

# TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 05/12/2025 TO 05/12/2025

	<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>
Account-10-10-4400-5300-487 TAX COLLECTION ing	To cover O.C. tax collection fees.	46217	05/12/2025	JFernandez	45,000.00	3,000.00	48,000.00
Account-10-10-4400-5300-570 MISCELLANEOUS ing	To cover O.C. tax collection fees.	46216	05/12/2025	JFernandez	10,210.00	-3,000.00	4,710.00
Comms. 10-10-4600-5300-454 CONTRACT SERVICES	To cover translation services.	46241	05/12/2025	JFernandez	0.00	6.00	1,266.00
Comms. 10-10-4600-5300-458 DATA PROCESSING SERVICES	To cover translation services.	46240	05/12/2025	JFernandez	0.00	-6.00	1,692.00
	To cover 3CMA award entries.	46242	05/12/2025	JFernandez	0.00	-315.00	1,377.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS	To cover 3CMA award entries.	46243	05/12/2025	JFernandez	6,200.00	315.00	505.00
Fleet Maint. 10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE	To cover garbage truck repair	46218	05/12/2025	EBRADFORI	30,000.00	10,000.00	56,000.00
Fleet Maint. 10-30-5550-5300-330 SUPPLIES - DEPARTMENTAL	To cover oil	46219	05/12/2025	EBRADFORI	18,000.00	3,500.00	31,500.00
Solid Waste 10-30-5800-5300-320 SUPPLIES - OFFICE	To cover envelopes	46221	05/12/2025	EBRADFORI	500.00	500.00	1,000.00
Solid Waste 10-30-5800-5300-570 MISCELLANEOUS	To cover envelopes	46222	05/12/2025	EBRADFORI	1,000.00	-500.00	500.00
Special Approp. 10-60-6900-5300-570 MISCELLANEOUS	To cover oil & garbage truck repair	46220	05/12/2025	EBRADFORI	377,443.00	-13,500.00	229,429.01
WTP 30-80-8120-5300-310 GASOLINE	To cover generator diesel through year-en	46227	05/12/2025	JFernandez	2,625.00	2,000.00	6,625.00
WTP 30-80-8120-5300-323 SUPPLIES - CHEMICALS	To cover generator diesel through year-en	46226	05/12/2025	JFernandez	219,700.00	-2,000.00	214,700.00
Water Dist. 30-80-8140-5300-145 MAINTENANCE - BUILDINGS	To cover restocking of supplies and inven	46232	05/12/2025	JFernandez	2,000.00	-800.38	1,199.62
	To cover extermination services contract.	46245	05/12/2025	JFernandez	2,000.00	10.00	1,209.62
Water Dist. 30-80-8140-5300-158 MAINTENANCE - EQUIPMENT	To cover water main and valve location se	46248	05/12/2025	JFernandez	21,000.00	-2,510.00	19,505.00
Water Dist. 30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE	To cover restocking of supplies and inven	46238	05/12/2025	JFernandez	50,000.00	-8,039.98	44,960.02
	To cover water main and valve location se	46249	05/12/2025	JFernandez	50,000.00	2,510.00	47,470.02
Water Dist. 30-80-8140-5300-320 SUPPLIES - OFFICE	To cover restocking of supplies and inven	46233	05/12/2025	JFernandez	2,000.00	-1,228.52	771.48
Water Dist. 30-80-8140-5300-326 SUPPLIES - PATCH	To cover restocking of supplies and inven	46235	05/12/2025	JFernandez	4,000.00	-1,208.87	17,964.13
Water Dist. 30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL	To cover restocking of supplies and inven	46239	05/12/2025	JFernandez	120,000.00	13,694.53	124,299.53
Water Dist. 30-80-8140-5300-331 SUPPLIES - SAFETY	To cover restocking of supplies and inven	46237	05/12/2025	JFernandez	1,500.00	-1,336.40	163.60
Water Dist. 30-80-8140-5300-350 UNIFORMS	To cover restocking of supplies and inven	46236	05/12/2025	JFernandez	6,500.00	-663.07	5,836.93

JFernandez

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FY 2024-2025

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 05/12/2025 TO 05/12/2025

	<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>
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS To cover restocking of supplies and inven	46234	05/12/2025	JFernandez	3,000.00	-417.31	877.69
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS To cover extermination services contract.	46244	05/12/2025	JFernandez	2,500.00	-10.00	2,490.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS To cover repair of utility cut.	46230	05/12/2025	JFernandez	40,000.00	-2,000.00	42,122.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover repair of utility cut.	46231	05/12/2025	JFernandez	6,000.00	2,000.00	10,827.00
Storm- water	35-30-5900-5300-446 C.S./ENGINEERING To cover Stomwater Fee collection expen	46229	05/12/2025	EBRADFORI	25,000.00	-1,500.00	23,500.00
Storm- water	35-30-5900-5300-495 COLLECTION EXPENSE Yr-end adj	46228	05/12/2025	EBRADFORI	26,000.00	1,500.00	27,500.00
Restr. Revenue	72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT Q4 payment from Orange County ABC B	46246	05/12/2025	JFernandez	27,157.85	3,500.00	41,033.96
Restr. Revenue	72-20-5100-5300-052 ABC BOARD EXPENDITURES Q4 payment from Orange County ABC B	46247	05/12/2025	JFernandez	27,157.85	3,500.00	41,033.96
						<u>7,000.00</u>	



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	May 12, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – Memorial Day 2025

**Attachments:**

Proclamation

**Summary:**

Proclamation in honor of Memorial Day 2025.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

To adopt a proclamation in honor of all members of the armed forces who have lost their lives in service to their country and to recognize and support the families and loved ones of the fallen and encourage all residents to reflect on their role in creating a more just, peaceful nation and world.



## PROCLAMATION Memorial Day 2025

**WHEREAS**, Memorial Day is a day of reflection and solemn observance to honor the men and women of the armed forces who have lost their lives in service to their country; and

**WHEREAS**, what is now known as “Memorial Day” has its roots in Decoration Day – a day first observed on May 1, 1865 and led by Black soldiers including the 54th Massachusetts and the 34th and 104th U.S. Colored Troops, Black veterans, white missionaries, and newly emancipated Black citizens of Charleston, South Carolina to honor the dead Union troops buried at a planters’ racetrack; and

**WHEREAS**, we honor all men and women of all wars and conflicts who fought and died on behalf of our treasured ideals and do so with the clear-eyed recognition of the horrors war brings to all those it touches; and

**WHEREAS**, the military service members who have fallen in combat leave behind families and other loved ones who are left with the pain of their loss and carry that loss with them for the remainder of their days, experiencing the true cost of war in ways the majority of their countrymen and women cannot; and

**WHEREAS**, Memorial Day, in accordance with a joint resolution of Congress passed May 11, 1950, is also a day dedicated as a call to prayer for permanent peace; and

**WHEREAS**, toward the goal of peace, Memorial Day is a day for somber reflection on lives lost and potentials left unfulfilled, and for holding fast to our earnest hope for and commitment to non-violent solutions to conflict and a true, lasting peace where all people can thrive; and

**WHEREAS**, from that first Decoration Day until now, we have made much progress as a nation and people to live up to the ideals for which so many have given the ultimate sacrifice, yet have much more work to do; and

**WHEREAS**, one way to honor the dead is to treat the living well;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 26, 2025 as “Memorial Day” in the Town of Hillsborough in honor of all members of the armed forces who have lost their lives in service to their country and I call on community members to recognize and support the loved ones of the fallen, and encourage all residents to reflect on their role in creating a more just, peaceful nation and world.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12<sup>th</sup> day of May in the year 2025.

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Mark Bell, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	May 12, 2025
Department:	Police
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – Police Week and Peace Officers Memorial Day

**Attachments:**

Proclamation

**Summary:**

Since 1786, more than 26,600 law enforcement officers have lost their lives while performing their duties, including 639 in North Carolina. The 87th Congress passed Public Law 87-726, a joint resolution authorizing the president to proclaim May 15th of each year as Peace Officers Memorial Day, and the calendar week during which May 15th occurs as Police Week; this was signed into law by President John F. Kennedy on Oct. 1, 1962.

**Financial impacts:**

None.

**Staff recommendation and comments:**

None.

**Action requested:**

Adopt proclamation in support of Police Week and Peace Officers Memorial Day.



# PROCLAMATION

## Police Week and Peace Officers Memorial Day

May 11-17, 2025

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Hillsborough Police Department; and

**WHEREAS**, on April 29, 1786, Sheriff Benjamin Brach of Chesterfield County, Virginia, became the first law enforcement officer to die in the line of duty in the United States; since then, more than 26,600 law enforcement officers in the United States have paid the ultimate price during the performance of their duties, including 639 in North Carolina; and

**WHEREAS**, over 50,000 assaults against law enforcement officers are reported each year, resulting in approximately 17,000 injuries; and

**WHEREAS**, the 87th Congress passed Public Law 87-726, a joint resolution authorizing the president to proclaim May 15th of each year as Peace Officers Memorial Day, and the calendar week during which May 15th occurs as Police Week; this was signed into law by President John F. Kennedy on Oct. 1, 1962; and

**WHEREAS**, the members of the Hillsborough Police Department play an essential role in safeguarding the rights and freedoms of our residents, they protect the innocent against deception and the weak against oppression, they unceasingly provide a vital public service without which our town would not enjoy the peace and liberty that we so dearly value; and

**WHEREAS**, it is important that community members know and understand the duties and responsibilities of our law enforcement officers and acknowledge the hazards and sacrifices that are a fundamental aspect of their profession;

**THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 11 through May 17, 2025 as "Police Week" and call upon all organizations and residents to commemorate law enforcement officers, past and present, who have rendered dedicated service to their communities.

**NOW, THEREFORE**, I proclaim Thursday, May 15, 2025 as "Peace Officers Memorial Day" and call upon all residents of Hillsborough to honor those law enforcement officers who made the ultimate sacrifice in service to their community or became disabled in their performance of their duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of May in the year 2025.

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Mark Bell, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Community Services  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager  
Dustin Hill, Public Works Manager

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – National Public Works Week 2025

**Attachments:**

Proclamation

**Summary:**

Each year, the American Public Works Association encourages communities all across the country to recognize and appreciate the workers that build and maintain the critical infrastructure that makes the country work. The attached proclamation declares May 18-24, 2025 as National Public Works Week in the Town of Hillsborough in recognition of the town employees who maintain our streets, sidewalks, facilities, solid waste, water and sewer systems and keep our town safe and functional.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

N/A

**Action requested:**

Approval of the attached proclamation.





# PROCLAMATION

## National Public Works Week 2025

People, Purpose, Presence

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Hillsborough; and

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our town's transportation, water supply, water and sewer treatment, solid waste systems, and facilities essential for our citizens; and

**WHEREAS**, it is in the public interest for the residents of Hillsborough to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

**WHEREAS**, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association; and

**WHEREAS**, all residents are urged to join with representatives of the American Public Works Association and Town of Hillsborough to pay tribute to our public works professionals and to recognize the substantial contributions they make to protecting our town's health, safety, and quality of life.

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 18 through May 24, 2025 as "National Public Works Week" 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 12th day of May in the year 2025.

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Mark Bell, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	May 12, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – Heat Awareness Week

**Attachments:**

1. Orange County Heat Plan
2. Proclamation

**Summary:**

Hillsborough has partnered with Orange County and the towns of Carrboro and Chapel Hill to draft a heat action plan to build local resilience to the health impacts of extreme heat and other climate hazards. Each jurisdiction has been asked to adopt a proclamation to designate May 25 through May 31, 2025, as heat awareness week.

**Financial impacts:**

None.

**Staff recommendation and comments:**

None.

**Action requested:**

Adopt proclamation designating the week of May 25 through May 31, 2025, as Heat Awareness Week in Hillsborough.



# *Orange County*

Heat Action Plan Updates



# The Need

## Summer 2024:

Orange County partners and the public felt the stress of the extreme heat season. Orange County reflected on their need to provide extreme heat resources and properly educate the community on extreme heat.

## Heat Cohort:

We recognized the need for a plan that centralizes the work already being done throughout Orange County and create a collective vision for the future of heat action.





# The Goal



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The goal of the heat action plan is to create a multi-jurisdictional plan that outlines the community's mitigation, preparedness, adaptation, and response to extreme heat. By working together, this plan aims to pull all stakeholders together and create a coordinated response throughout the entire community.

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# Heat Data

Days with Max Temps Over 95 F	
Between 1983 and 2014, on average, Orange County experienced high temperatures of 95 F for greater: <b>8 days per year</b>	By the 2060s, Orange County will experience high temperatures of 95 F for greater: <b>28 to 41 days per year</b>
Days with Max Temps Over 90 F	
Between 1983 and 2014, on average, Orange County experienced high temperatures of 90 F for greater: <b>39 days per year</b>	By the 2060s, Orange County will experience high temperatures of 90 F for greater: <b>74 to 88 days per year</b>
Nights with Max Temps Over 70 F	
Between 1983 and 2014, on average, Orange County experienced low temperatures of 70 F for greater: <b>17 nights per year</b>	By the 2060s, Orange County will experience low temperatures of 70 F for greater: <b>47 to 64 nights per year</b>



# Heat Season



Average Monthly Maximum and Minimum Air Temperatures for Chapel Hill (1991-2020)												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max	51.2	54.8	62.7	72.2	79.1	86.3	89.6	87.8	81.9	72.3	62.4	54.2
Min	31.7	33.8	40.1	48.1	57.0	65.3	69.3	67.9	62.2	49.6	39.5	34.5

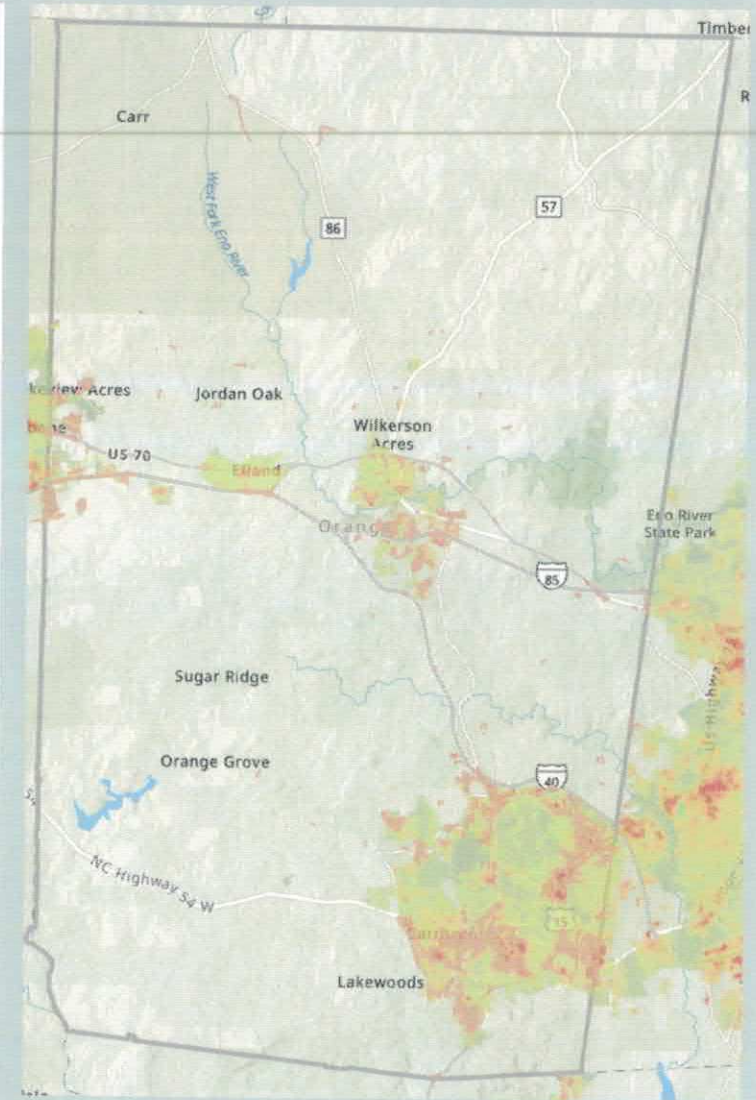
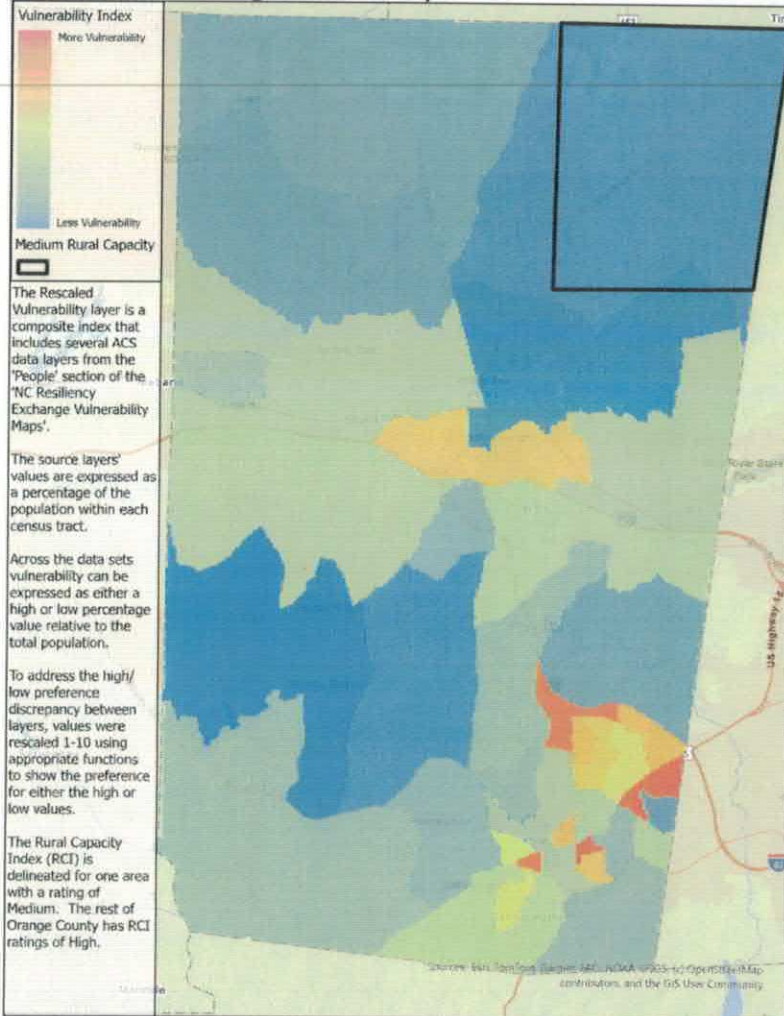
	Average First or Last Date When Threshold is Exceeded for Chapel Hill									
	First Date					Last Date				
	85 °F	90 °F	95 °F	100 °F	105 °F	85 °F	90 °F	95 °F	100 °F	105 °F
Max Air Temperature	4/7	5/23	7/16	7/5	NA	10/1	9/11	8/20	7/5	NA
Max Heat Index	4/23	5/29	6/20	6/5	7/19	10/6	9/21	9/11	8/21	7/28





# Heat Maps

## Heat Action Planning - Vulnerability





# Heat Surveillance

Year	Watch	Advisory	Warning
20	0	5	0
21	0	2	0
22	1	5	0
23	0	7	0
24	0	12	1



## RTP Area (NC DETECT Region 4) Key Messages

There were **630** HRI ED visits (0.2% of total ED visits) in the summer of 2024, with an average weekly rate of HRI ED visits of **1.3 per 100,000 population**.

- The rate was highest among **males aged 20-24 years** at **4.8 per 100,000 population** (Figure 1).
- The rate of HRI ED visits was highest in **Warren County** at **3 per 100,000 population** (Figure 2).
- The most frequent heat related diagnosis code was **heat exhaustion** (**n =236**) (Table 1).
- The maximum heat index ranged from **69.8 to 117.8°F** at Raleigh-Durham International Airport (Figure 3).
- There were **68 days** when the minimum temperature did not drop below 70°F.

Figure 2. Average Weekly Rate of Heat-Related Illness Emergency Department Visits per 100,000 Population RTP Area (NC DETECT Region 4)

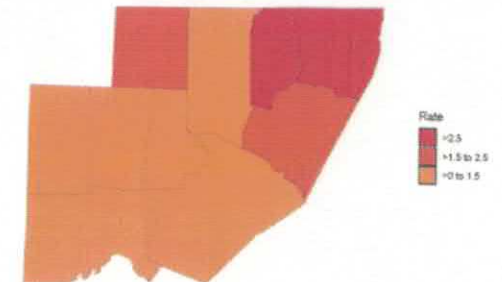


Figure 1. Rate of Heat-Related Illness Emergency Department Visits by Sex and Age RTP Area (NC DETECT Region 4)

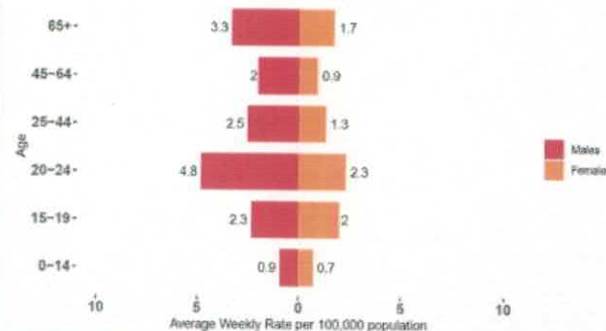


Table 1. Heat-related illness ED visits by severity

Severity <sup>§</sup>	Number (N = 414 <sup>†</sup> )	Percent <sup>‡</sup>
Heat Cramps	21	5.1
Heat Exhaustion	236	57
Heat Stroke	7	1.7
Heat Syncope	77	18.6
Other Effects <sup>  </sup>	73	17.6

<sup>§</sup> Definitions of heat-related illness severity categories:

<https://www.cdc.gov/niosh/topics/heatstress/heatrelillness.html>

<sup>‡</sup> Missing severity data = 216

<sup>†</sup> May not total 100 due to rounding

<sup>||</sup> other effects include heat fatigue, heat edema, other effects of heat and light, and other effects unspecified

# Community Engagement

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## Task Force Purpose:

- Validate and Identify gaps in the heat action plan
- Bring together individuals responsible for the implementation of the heat action plan.

## Community Engagement

- Heat Cohort does the heavy lifting
- Purposeful engagement after a draft heat action plan is created
- Climate Council
- Community Connections in Chapel Hill
- OC Communicators Workgroup
- Communications Strategy and Protocol



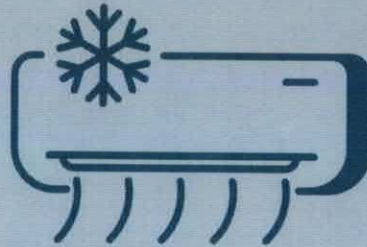
# Heat Actions (Current)

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## Heat Campaign

- Coordinated heat preparedness communications
- Includes both heat season and acute heat events



## Cooling Center

- Seasonal cooling resources throughout the community
- Activation of cooling centers during an excessive heat warning

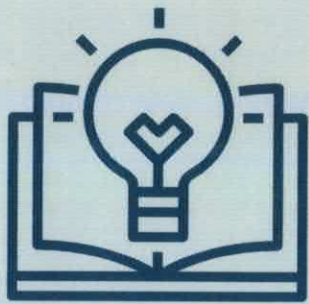


## Long Term Adaptation

- Cool Pavements Program
- Cooling Expense and Weatherization Programs
- Tree Giveaways and Planting

# Heat Actions (Future)

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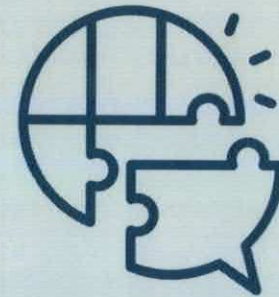
## Heat Season

- Educational resources for outdoor workers
- Heat Awareness Proclamation



## Extreme Heat Days

- Free direct transportation to cooling centers
- Neighborhood Check-in programs and leveraging community connections



## Long Term Adaptation

- Adding mitigation strategies to Hazard Mitigation Plan (home weatherization, misting tents, utility bill assistance, etc)



# ***Thank you***

<b>Amy Armbruster</b>	Carrboro	Chief Sustainability Officer	aarmbruster@carrboronc.gov
<b>Phil Cundiff</b>	Hillsborough	Safety and Risk Manager	phil.cundiff@hillsboroughnc.gov
<b>Mel Gilles</b>	Orange County	Sustainability Projects Analyst	mgilles@orangecountync.gov
<b>John Richardson</b>	Chapel Hill	Community Sustainability Manager	jrichardson@townofchapelhill.org
<b>Hannah Tuckman</b>	Orange County	Emergency Management Planner	htuckman@orangecountync.gov







# PROCLAMATION

## Heat Awareness Week May 25-31, 2025

**WHEREAS**, extreme heat causes heat-related illness or death and worsening of cardiovascular, respiratory and cerebrovascular diseases, with the greatest risks occurring in the first weeks of the heat season, which starts in June, as people’s bodies adjust to the heat; and

**WHEREAS**, climate change causes more frequent and severe heat waves, with Orange County experiencing temperatures greater than 95 degrees on 8 days on average per year between 1983 and 2014, the National Weather Service issuing 12 heat advisories and 1 excessive heat warning in 2024, and the county expected to experience high temperatures on 28 to 41 days per year by the 2060s;

**WHEREAS**, North Carolina’s urban and rural communities now have more nights with temperatures above 70 degrees and heat-related illnesses and deaths increase when temperatures stay high overnight; and

**WHEREAS**, heat-related illnesses can affect anyone but disproportionately affects infants and children, pregnant women, older adults, outdoor workers, athletes, people with underlying health conditions, and low-income individuals who are more likely to live in locations without easy access to air conditioning; and

**WHEREAS**, summer temperatures can be up to 11 degrees warmer in urban heat islands than surrounding areas, with these heat islands in low-income communities of color with fewer trees and more pavement; and

**WHEREAS**, heat-related illnesses are preventable, monitoring and minimizing risks are a shared responsibility, and North Carolina has collaborated with scientists, health experts and community leaders to develop heat resilience resources and has recognized heat’s threat to the health and well-being of residents; and

**WHEREAS**, Hillsborough has partnered with Orange County and the towns of Carrboro and Chapel Hill to draft a heat action plan to build local resilience to the health impacts of extreme heat and other climate hazards;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 25–31, 2025, as “Heat Awareness Week” in Hillsborough and commend its observance to all people.

**FUTHERMORE**, the Hillsborough Board of Commissioners encourages everyone to sign up for OC Alerts, monitor the county’s website and social media for heat advisories and warnings, and take simple steps during heat waves to stay safe, such as reducing time outside, visiting cooling centers if without air conditioning, and staying hydrated.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of May in the year 2025.

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Mark Bell, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Planning and Economic Development  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough  
Planning and Economic Development Manager Shannan Campbell

#### ITEM TO BE CONSIDERED

**Subject:** Special Event Permit – Fleet Feet Running Club Big Run 5K

##### Attachments:

1. Special Event Permit Application
2. Certificate of Insurance
3. NC Parks & Recreation Special Activity Permit
4. David Price Farmer's Market Pavilion Reservation
5. Farmer's Market Pavilion Layout
6. Map of Race Route

##### Summary:

Fleet Feet Running Club is requesting to host a 5k run event on June 4, 2025, starting in River Park, looping around Oconechee Speedway and then finishing back at River Park. Light refreshments and music will be held at the Farmer's Market pavilion after participants finish the course. A volunteer will be present to safeguard the Elizabeth Brady Road crossing.

##### Financial impacts:

Low minimal, no additional services from the town requested for this event.

##### Staff recommendation and comments:

Staff recommends approval and will include standard conditions including no painting or defacing the greenway with permanent markings.

##### Action requested:

Approve, approve with conditions, or deny the special event permit.



## SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: The Big Run 5K  
Event Location Address: Eno River Farmers Market Pavilion (144 E Margaret Ln, Hills  
Date(s) of event: June 4, 2025  
Event Set Up Time: 3:30 pm Event Hours: 5 hrs Event Break Down: 8:30 pm  
Date(s) of event: \_\_\_\_\_  
Event Set Up Time: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Event Break Down: \_\_\_\_\_

### EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Fleet Feet Carrboro & Durham  
Organization/Company mailing address: 310 E Main St, suite 120, Carrboro, NC 27510  
Organization Status: ☒ Formal ☐ Informal ☒ For-profit ☐ Not-for-profit  
Event Organizer Name: Nora Ayers  
Event Organizer Phone: 9197242852 Event Organizer Email: nora.ayers@fleetfeet.com

### On-Site Contact(s) During the Day-of Event

Name: Nora Ayers Cell Phone: 9197242852  
Name: Jordan Ayers Cell Phone: 336-408-1148

### GENERAL EVENT INFORMATION

#### Type of Event:

- ☐ Private Event on Private Property ☐ Public Event on Public Property  
☐ Private Event on Public Property ☐ Public Event on Private Property  
☒ Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

5K run starting/finishing at the Hi. Course will follow the path off the Speedway Track

do a loop around the Occonechee Speedway Tract and then head back on the  
Farmer's market pavilion.

we will use a volunteer for the Elizabeth Brady Rd Crossing since we don't expect



Estimated total number of people that will attend the event: 400

Estimated peak time(s) of attendance: 6-8

Maximum capacity of event location (number of persons, if applicable): 400

If the event is annual, the estimated attendance of the last event of this kind: 250 in 2024

#### **GENERAL EVENT QUESTIONNAIRE**

**Will tickets be sold or admission/fees be charged as part of the event?** ☒ YES ☐ NO

**Will there be alcohol sold or provided as a part of this event?** ☐ YES ☒ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : \_\_\_\_\_

*Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.*

**Will vendors be on-site selling goods/crafts/wares during the event?** ☐ YES ☒ NO

**Will vendors be on-site selling food/beverages during the event?** ☐ YES ☒ NO

*Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:*

We will have food/snacks to giveaway but not sure about selling food. Will updat

**Will you be soliciting donations as part of the event?** ☒ YES ☐ NO

If yes, for what cause or organization? Girls on the Run of the Triangle

**Will you bring additional equipment, stages, microphones, amplification, etc?** ☒ YES ☐ NO

Please Explain: music to be played over a speaker, possibly a live band - TBD

**Will any items be left at the event site overnight?** ☐ YES ☒ NO

Please Explain: \_\_\_\_\_

**Will signs or banners be displayed on site or around Town?** ☒ YES ☐ NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

**Will tents be erected for the event?** ☒ YES ☐ NO

If yes, how many and what size? 5-6 10X10 pop-up tents

*Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.*

**Will you provide (portable) restroom facilities?**

☒ YES ☐ NO

*Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.*

**Will you provide (portable) handwashing facilities?**

☐ YES ☒ NO

*Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.*

**Will the event require any street closures or change in traffic flow?**

☐ YES ☒ NO

**Will the event require additional trash and recycling facilities?**

☐ YES ☒ NO

**Will you request that the Town Board sponsor specific services**

**in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?**

☐ YES ☒ NO

*Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.*

#### **EVENT MAP/LAYOUT REQUIREMENTS**

***With this application, you must attach a map of the area where the event is to take place and indicate the following:***

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

*A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.*

**EVENT LIABILITY INSURANCE**

*Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.*

Copy of event liability Certificate of Insurance is attached: ☒ YES ☐ NO

Name of insurance company providing liability coverage for the event:

Granite State Insurance Company

Contact information for broker/agent providing coverage:

(866) 283-7122

**EVENT PROPERTY USE PERMISSION**

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

NC State Parks - Occoneechee Speedway

Name of Property Owner

Phone

(See attached)

Signature of Property Owner

Date

**TOWN LIABILITY AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

Applicant Signature

02/26/2025

Date

**SUBMITTAL DIRECTIONS:**

Please submit electronically to: [Evan.Punch@hillsboroughnc.gov](mailto:Evan.Punch@hillsboroughnc.gov)

Please submit via paper copy here:

Hillsborough Planning Department  
ATTN: Evan Punch  
P.O. Box 429  
101 E. Orange Street  
Hillsborough, NC 27278

**FOR OFFICE USE ONLY:**Application received by: Dakotah KimbroughDate: 2/25/2025

Fee Paid: \_\_\_\_\_

Date information emailed out: 5/6/25**Permit Status**Approved ☐ YES ☐ NO Explanation: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Approved with any conditions: \_\_\_\_\_

Town Board Review 5/12/25 \_\_\_\_\_

By: \_\_\_\_\_

Town Staff Member

Date: \_\_\_\_\_

**Forwarded to others for review/information:**☐ OC Fire Marshal: \_\_\_\_\_☐ Hillsborough Police Department: \_\_\_\_\_☐ OC Sheriff's Department: \_\_\_\_\_☐ OC Fire Department: \_\_\_\_\_☐ Hillsborough Public Works: \_\_\_\_\_☐ Hillsborough Public Space Manager: \_\_\_\_\_☐ OC DEAPR (River Park): \_\_\_\_\_☐ OC AMS (Visitors Center, Library, Old or New Courthouse): \_\_\_\_\_☐ NCDOT (DOT Road Closures): \_\_\_\_\_☐ Hillsborough Finance (Food & Beverage Tax 1 Day): \_\_\_\_\_☐ Hillsborough Public Information Office: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C. No. Ext): (866) 283-7122 <b>FAX</b> (A/C. No.): (800) 363-0105 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> Fleet Feet Sports, LLC and its Registered Members P.O. Box 1269 Carrboro NC 27510 USA	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Granite State Insurance Company</td><td>23809</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Granite State Insurance Company	23809	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER:** 570111588708      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <table><tr><td><input type="checkbox"/> CLAIMS-MADE</td><td><input checked="" type="checkbox"/> OCCUR</td></tr></table> GEN'L AGGREGATE LIMIT APPLIES PER: <table><tr><td><input checked="" type="checkbox"/> POLICY</td><td><input type="checkbox"/> PRO-JECT</td><td><input type="checkbox"/> LOC</td></tr></table> OTHER:	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC			9RAIP0003450354701	12/31/2024	12/31/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$1,000,000</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$3,000,000	PRODUCTS - COMP/OP AGG	\$1,000,000
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AGGREGATE																								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						<table><tr><td>PER STATUTE</td><td>OTHER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td></tr><tr><td>E.L. DISEASE-EA EMPLOYEE</td><td></td></tr><tr><td>E.L. DISEASE-POLICY LIMIT</td><td></td></tr></table>	PER STATUTE	OTHER	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE-POLICY LIMIT										
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: The Big Run 5K - Carrboro/Durham - June 4th, 2025. Town of Hillsborough, 101 E. Orange Street, Hillsborough, NC 27278 is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

<b>CERTIFICATE HOLDER</b>  Town of Hillsborough 101 E. Orange Street Hillsborough NC 27278 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Northeast, Inc.</i>
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DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
NORTH CAROLINA DIVISION OF PARKS AND RECREATION

## Special Activity Permit

Park/Recreation Area Name: NC State Parks - Oconeechee Speedway

Name of Group/Applicant: Fleet Feet Carrboro/Durham

Title: Nora Ayers - Training Program Director

Address: 310 E Main St

City: Carrboro State: NC Zip: 27510

Phone number: 919-724-2852 Email: nora.ayers@fleetfeet.com

Name of event/activity: The Big Run 5K

Location of event/activity: Oconeechee Speedway will be part of the 5K course

Date of event/activity: 06/04/2025 to: 06/04/2025 Start time: 6pm End time: 7pm

Description of event and/or activities planned. Attach additional pages if necessary:

The Big Run 5K is a fun run/timed 5K race that is put on to celebrate Global Running Day. We have our start/finish line area at the Farmer's Market Pavilion in Downtown Hillsborough and our 5K course goes out to the Oconeechee Speedway, do a lap of the speedway, and then back on the Riverwalk path to the Farmer's Market Pavilion. The course map is attached. We expect runners and walkers to be out on the speedway around 6:35 and finished with the loop by 7 pm. Our run start time is 6:30 pm.

### Attachments:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Events agenda | <input type="checkbox"/> Performance bond   | <input checked="" type="checkbox"/> Other   |
| <input type="checkbox"/> Advertisements           | <input type="checkbox"/> Required endorsements and supporting documents from other agencies | <input type="checkbox"/> Check (make checks payable to: NC Division of Parks and Recreation; return to park or recreation area) |
| <input type="checkbox"/> Price schedule           |   |   |

I hereby acknowledge with my signature a full and complete understanding of the General Conditions required by the North Carolina Division of Parks and Recreation, and any and all special conditions with which this activity must comply. I agree to abide by such conditions.

Signature of responsible party/official: *Nora Ayers*

Title of responsible party/official: Training Program Director

### FOR OFFICE USE ONLY

Permit number: 825-9334 Date of issue: 4/8/2025

Special provision, conditions of issuance: Please adhere to all rules and guidelines. Use either inner or outer lanes of track to allow other users to have access to the Speedway. Signs, markers, and flagging must be cleaned up by 6/15/2025.

☐ See attached sheet Fees: Permit: \$ 225.00  
Additional charges: \$ 0.00  
Total: \$ 225.00

*Kimberly A. Radwin*  
Signature of approving official

# FACILITY SALES RECEIPT

<b>Receipt #</b>	<b>471574</b>
Payment Date:	05/01/25
Household:	31597

Orange County  
P.O. Box 8181  
Hillsborough NC 27278  
Phone:  
www.orangecountync.gov

Nora Ayers  
18 Sinnott Circle  
Durham NC 27713  
nora.ayers@fleetfeet.com

**Reservation Updated: David Price Farmers' Market Pavilion, David Price Farmer's Market Pavilion**

		<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Reserv. Contact:	<b>Nora Ayers</b>	0.00	36.05	36.05	36.05	0.00
Phone Number:	<b>(919)724-2852</b>					
Reserv. Number:	<b>62867</b>					
Status:	<b>Firm</b>					
Purpose:	<b>Start/Finish Line for The Big Run 5K</b>					
Anticipated Count:	<b>250</b>					

Date(s): Wed @ 3:00 pm - 9:00 pm: 6/4  
Special Questions: Reservation Comments:  
Please specify all activities planned: 5k race run being hosted at Riverwalk; all pre and post festivities will be held at picnic shelter  
Do you propose to sell items during this event? No  
If yes, please describe: n/a  
All planned activities and equipment involved, must be stated on the application. Items like bounce houses and children's water rides/activities are <strong>not</strong> allowed at our parks per the County's Facilities Use Policy. Reservations found planning to have these items at their reservation will be flagged from making future reservations. By checking the box above, you certify you will <strong>not</strong> have these items at your reservation.: Yes

Processed on 05/01/25 @ 11:37 am by WWW	Total New Fees	0.00
	Discount Applied	0.00
	Total New Taxes	0.00
	Old Balances Included	36.05
	<b>Total Due</b>	<b>36.05</b>
	Total Fees Paid	36.05
	Total Taxes Paid	0.00
	<b>Total Paid</b>	<b>36.05</b>

**Household Balance Information**

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	0.00

Payment of: 36.05 Made By:CREDIT CARD Auth: Card#: xxxxxxxxxxxx5941 With Reference:  
Payment will show on your credit card statement as: VSI\*ORANGECOUNTYWEB



The Big Run 5K - 2023 start/finish line set up





# The Big Run 5K Route 2023

Running Route

★ Saved

Edit



## Details

📍 3.2 mi

⚡ 38 ft

🕒 32:08

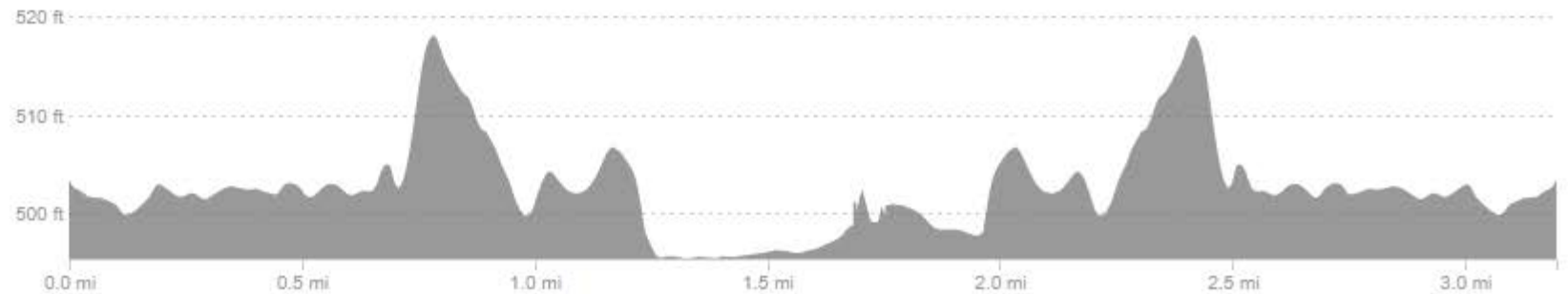
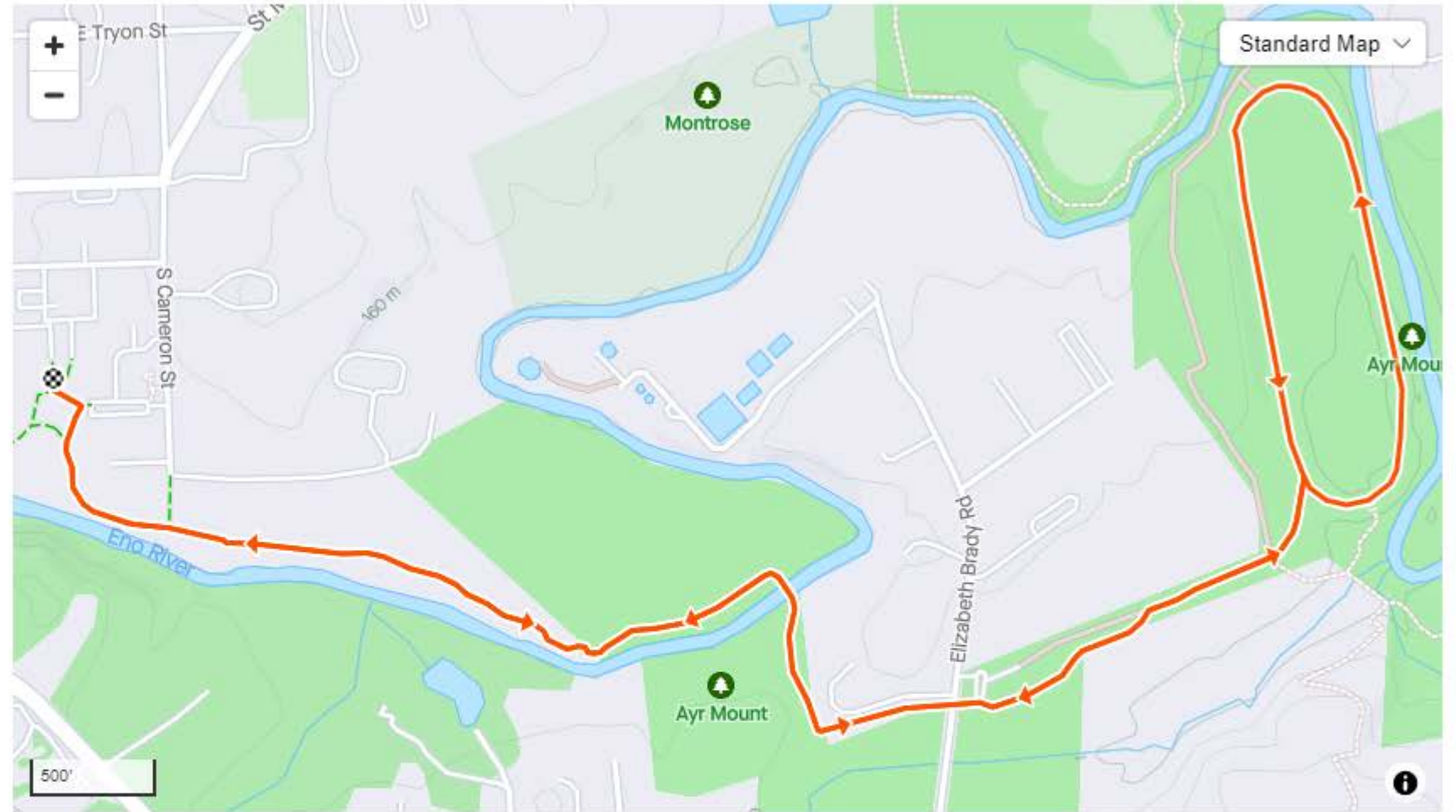
CREATED BY

Nora Ayers

March 13, 2023 · Public



## Route and Elevation





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Finance  
Agenda Section: Regular  
Public hearing: Yes  
Date of public hearing: May 12, 2025

#### PRESENTER/INFORMATION CONTACT

Finance Director Dave McCole

#### ITEM TO BE CONSIDERED

**Subject:** Resolution supporting an application to the Local Government Commission for approval of a financing agreement – 86 North Facility Renovation and Improvement

**Attachments:**

Resolution

**Summary:**

The town plans to finance the project to renovate and improve its 86 North Facility. The town has made a preliminary determination to finance approximately \$4,500,000 to pay project costs. The resolution authorizes the town manager and finance officer to undertake all necessary actions to ensure the successful financing of the project. This includes completing an application to the Local Government Commission for their approval of the proposed financing and soliciting proposals from one or more financial institutions to provide the required funds.

**Financial impacts:**

Opting to finance the project rather than utilizing the fund balance will help preserve the town's reserves.

**Staff recommendation and comments:**

N/A

**Action requested:**

Approve the preliminary resolution.



## RESOLUTION

### Supporting an Application to the Local Government Commission for Approval of a Financing Agreement – 86 North Facility Renovation and Improvement

**WHEREAS**, the Hillsborough Board of Commissioners has previously determined to carry out a project to renovate and improve the town's 86 North Facility; and

**WHEREAS**, the board has also made a preliminary determination to finance this project through installment financing, as authorized under Section 160A-20 of the North Carolina General Statutes. In installment financing, the town's repayment obligation is secured by a mortgage-type interest in all or part of the property being financed, but not by any pledge of the town's taxing power or any specific revenue stream. In this case, the town expects that the 86 North Facility will serve as the collateral; and

**WHEREAS**, state law requires that the town's financing be approved by the North Carolina Local Government Commission, a division of the North Carolina State Treasurer's office. Under the Local Government Commission's guidelines, this governing body must make certain findings of fact to support the town's application for approval of the town's financing arrangements;

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

- The town makes a preliminary determination to finance approximately \$4,500,000 to pay project costs.
- The board will determine the final amount to be financed by a later resolution. The final amount financed may be higher or lower than \$4,500,000. Some of the financing proceeds may represent reimbursement to the town for prior expenditures on project costs, and some proceeds may be used to pay financing expenses or to provide any appropriate reserves.

The Hillsborough Board of Commissioners makes the following findings of fact in support of the town's application to the Local Government Commission:

- a) The proposed project is necessary and appropriate for the town under all the circumstances.
- b) The proposed installment financing is preferable to a bond issue for the same purposes. The financing is for a discrete facility and is therefore particularly suitable for installment financing.
- c) The town has no meaningful ability to issue non-voted general obligation bonds for this project. The project will not produce revenues to support self-liquidating financing. The town expects that in the current interest rate environment for municipal securities that there will be no material difference in the overall financing costs between general obligation bonds and installment financings for the project.
- d) The estimated sums to fall due under the proposed financing contract are adequate and not excessive for the proposed purpose. The town will closely review proposed financing rates against market rates with guidance from the Local Government Commission and the town's financial adviser. All amounts financed will reflect either approved contracts, previous actual expenditures, or professional estimates.
- e) As confirmed by the town's Finance Officer, the town's debt management procedures and policies are sound and in compliance with law, and the town is not in default under any of its debt service obligations.

- f) Given the town's need for the project, the board believes that the effect on the town's budget and tax rate from repaying the borrowed money will be reasonable under all circumstances. The board will work to minimize the tax rate impact in a manner consistent with moving forward with the project and addressing the full range of town needs.
- g) The Town Attorney is of the opinion that the proposed project is authorized by law and is a purpose for which the town's public funds may be expended pursuant to the Constitution and laws of North Carolina.

**FUTHERMORE,** be it resolved by the Hillsborough Board of Commissioners that:

- The town intends that the adoption of this resolution will be a declaration of the town's official intent to reimburse project expenditures from financing proceeds. The town intends that funds which have been advanced for project costs, or which may be so advanced, from the town's general fund, or any other town fund, may be reimbursed from the financing proceeds.
- The board directs the town manager and the finance officer to take all appropriate steps toward the completion of the financing, including (i) completing an application to the Local Government Commission for its approval of the proposed financing, and (ii) soliciting one or more proposals from financial institutions to provide the financing. The board ratifies all prior actions of town representatives in this regard.

Approved this 12th day of May of the year 2025.

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Mark Bell, Mayor  
Town of Hillsborough

Attestation:

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Sarah Kimrey, Town Clerk



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Administrative Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson  
Human Resources Manager Haley Thore

#### ITEM TO BE CONSIDERED

**Subject:** Fiscal Year 2026-28 Recommended Budget Presentation

**Attachments:**

None

**Summary:**

An update will be provided on the following:

- A. FY2026-28 Recommended Budget [Town Manager]
- B. Compensation and Classification Study [HR Manager]

**Financial impacts:**

No specific financial impacts identified for this presentation.

**Staff recommendation and comments:**

None

**Action requested:**

Receive presentation and provide any feedback.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Administrative Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

#### ITEM TO BE CONSIDERED

**Subject:** Strategic Plan Update

**Attachments:**

Strategic Plan – Q3 Update

**Summary:**

The town board adopted the [FY24-26 Strategic Plan](#) in June 2023. The strategic plan outlines the town's strategic direction for a three-year period and is an action-oriented road map that aligns the town's resources with priorities. Now that the strategic plan has been adopted, we are now in the plan implementation phase.

This is our second check-in with the town board for the FY25 plan year, providing an opportunity to discuss progress made on initiatives that were identified for the current fiscal year. The update attached includes the status of the initiatives, across each focus area, that were identified to be worked on during FY25.

**Financial impacts:**

No financial impacts at this time.

**Staff recommendation and comments:**

N/A

**Action requested:**

Receive update and provide feedback.



TOWN OF  
**HILLSBOROUGH**  
NORTH CAROLINA

# **Strategic Plan**

## **Quarter 3 Update**

### **Focus Area Updates**


Sustainability  
Connected Community  
Economic Vitality  
Community Safety  
Service Excellence

## Sustainability

ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
S 1.1		Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs.	Planning	FY24-FY25	Q1/2 - A UDO update consultant has been selected and will be announced pending the budget and contract process. Estimated completion by end of FY27.  Q3 - Contracted with Inspire Placemaking and held an internal kick-off meeting. Internal steering committee and external stakeholder groups are being assembled.
S 1.2		Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns.	Planning	FY24-FY25	Q1/2 - The Future Land Use Map update is in progress.  Q3 - An updated Future Land Use Map has been drafted. Waiting on formal decisions on updating urban service boundary, Water and Sewage Management, Planning and Boundary Agreement (WASPMBA) and Central Orange Coordinated Area (COCA).
S 2.1		Assess renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation.	Public Space	FY24-FY26	Q1/2 - Staff is reaching out to solar providers to develop cost estimates for a solar rooftop analysis of town facilities.  Q3 - Staff is still reaching out to solar providers to develop cost estimates for a solar rooftop analysis of town facilities. Priorities are the Town Hall Annex, Highway 86 North Facility, Water Plant and Wastewater Treatment Plant. Q1/2 - Facilities staff evaluates the feasibility of incorporating sustainability and climate measures in each facility repair and improvements project. This will be an ongoing item.
S 2.2		Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure.	Public Space	FY24-FY26	Q3 - Streetlight conversion to LED is underway. Facilities staff continues to make progress with adding energy efficiency measures and equipment at town facilities and will continue to evaluate and incorporate opportunities with renovation projects. This will be an ongoing item. Facilities coordinator is developing an "Efficiency Lens" to evaluate options for efficiency measures for each repair and renovation project.
S 2.4		Evaluate the town's vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town's vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible.	Fleet Maintenance	FY24-FY26	Q1/2 - Fleet maintenance supervisor will be attending the Sustainable Fleet Technology Conference this summer to stay up to date on the latest in alternative fuel options.  Fleet Maintenance is hosting a two day in-house training event on repair and maintenance on the police hybrid vehicles that the town owns. The training is from Ford Motor Company. Other government fleets in the area will be invited as room allows.  Q3 - Fleet maintenance supervisor will be attending the Sustainable Fleet Technology conference in August. Training on hybrid vehicles will take place in May. Fleet staff has begun a practice of sharing sustainable fleet training with other government entities, with the expectation that they will include the town in their training opportunities. Technicians from Carrboro, Chapel Hill, Mebane and Graham will attend.
S 2.5		Ensure electric vehicle charging infrastructure is appropriately provided to support the town's vehicle transition.	Public Space	FY25	Q1/2 - The town participated in two rounds of applying for a Charging and Fueling Infrastructure (CFI) grant in partnership with Chapel Hill, Carrboro, and Orange County but the project was not selected. Staff is awaiting comments back on the second application to understand why it was not funded. Staff will continue to look for other grant opportunities.  Electric vehicle stations are planned for the Hwy 86 facility and future train station.  Q3 - There are no plans to add electric vehicle to fleet at this time. Highway 86 North Facility renovation project includes conduit for EV charging for future EV fleet vehicles.













ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
S 2.6		Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption, especially in key places like Gold Park and the Town Hall campus	Public Space	FY25- FY26	<p>Q1/2 - The town participated in two rounds of applying for a Charging and Fueling Infrastructure (CFI) grant in partnership with Chapel Hill, Carrboro, and Orange County but the project was not selected. Staff is awaiting comments back on the second application to understand why it was not funded. Staff will continue to look for other grant opportunities.</p> <p>Q3 - Staff are investigating other options for funding and partnerships for this item.</p>
S 3.1		Develop and adopt a tree inventory for town-owned and town-maintained properties.	Public Space	FY25	<p>Q1/2 - Staff is developing a database of town-planted trees and investigating opportunities to develop a tree coverage database in GIS.</p> <p>Q3 - Ongoing effort.</p>
S 3.2		Develop and adopt a tree preservation policy for town-owned and town-maintained properties	Public Space	FY25- FY26	<p>Q1/2 - This project has not yet started but will be coupled with a native and adapted plant policy for town-owned properties. Expected to begin in FY26.</p> <p>Q3 - Will be incorporated in the Unified Development Ordinance rewrite.</p>
S 3.3		Develop and adopt a landscape management plan for town-owned and town-maintained properties	Public Space	Moved to FY25	<p>Q1/2 - The grounds maintenance contract was updated in FY25 to reflect best practices for landscape management of town-owned properties.</p> <p>Q3 - Grounds maintenance contract is updated, and native plants resolution is adopted for town owned and maintained properties.</p>
S 3.4		Develop and adopt a native and adapted plant policy that improves and expands habitat for wildlife and pollinators for town-owned and town-maintained properties	Public Space	FY25 - FY26	<p>Q1/2 - This project has not yet started but will be coupled with a tree preservation policy for town-owned properties. Expected to begin in FY26.</p> <p>Q3 - Native plants resolution was approved April 14, 2025. Complete.</p>
S 3.5		Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes.	Stormwater	FY25- FY26	<p>Q1/2 - Will be completed in conjunction with Unified Development Ordinance (UDO) update and incentives will be explored as part of that update. This project will be led by the Planning Division with coordination and input from Public Space and Sustainability and Stormwater and Environmental Services divisions.</p> <p>Also currently working with the Upper Neuse River Basin Association (UNRBA) through the Falls Lake rules re-adoption process to incorporate these types of incentives for new development. Specifically, staff is working with the UNRBA to get soil amendment as an approved stormwater pollution reduction credit for new development.</p> <p>Q3 - Discussions with NC Department of Environmental Quality (NCDEQ) through the Falls Lake Re-adoption process have been positive and it appears that practices like soil amendment will be approved as a stormwater pollution credit for new development.</p>
S 3.6		Update and adopt a comprehensive stormwater management plan.	Stormwater	FY25	<p>Q1/2 - Initiative completed in 2024.</p> <p>Began implementing new comprehensive stormwater management plan in FY25. One of the key aspects for year one of this new plan is updated stormwater training for employees which is underway and will be completed this fiscal year.</p> <p>Q3 - Staff continued implementing the new comprehensive stormwater management plan. Stormwater training for town employees is underway</p>



ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
S 3.7		Continue implementing watershed improvement projects under the Interim Alternative Implementation Approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater.	Stormwater	FY24-FY26	<p>Q1/2 - Projects are being budgeted as part of CIP process, planning and design for next priorities underway.</p> <p>Construction on the Odie Street Stream Stabilization project has been completed and planting will occur this spring. Other projects currently in design include a compost blanket at the town’s wastewater plant and a compost blanket at a downtown parking area. Both are expected to be completed later this spring.</p> <p>Q3 - Installation of plants at the Odie Street Stream Stabilization project began and are expected to be completed by the end of May. The two compost blanket projects are being finalized but will not be installed until the fall.</p>

## Connected Community








ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
CC 1.2	<div><div></div></div>	Contribute annual budget allocations to expand public art and amenities and public spaces.	Public Space	FY24- FY26	Q1/2 - Complete.  Q3 - Funds were increased from \$1,000 to \$2,400 per year.  Q1/2 - The Ridgewalk Feasibility Study is complete, and the town board selected a preferred alignment. Staff will coordinate with NCDOT on the I-85 Widening project before moving forward with engineering. Expected to begin in late FY26.
CC 1.3	<div><div></div></div>	Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed.	Public Space	FY24- FY25	Q3 - No update.

## Economic Vitality








ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
EV 1.1		Conduct a downtown parking study to develop and adopt a long-range parking plan.	Planning	Moved to FY25	Q1/2 - Parking study underway. Anticipated completion fall 2025. Q3 - Contractor worked with Communications Division to put together study website, social media, news release, and parking study survey, which is open through Q4.
EV 1.2		Complete Train Station Development Master Plan.	Planning	FY24/ FY25	Q1/2 - Initiative will be pushed to FY26 due to staff capacity. Q3 - No update.
EV 1.3		Invest in wayfinding and interpretive signage programs.	Public Space	FY24- FY26	Q1/2 - This is an ongoing item. Two additional interpretive signs will be designed in FY26 with fabrication and installation expected in FY27. Q3 - No update.
EV 1.4		Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities.	Planning	FY24- FY26	Q1/2 - This initiative is an ongoing effort. Q3 - Ongoing effort.
EV 2.1		Identify and analyze current labor market and skills gaps/needs through partnership, contract, or town-led study.	Planning	FY25	Q1/2 - No update. Q3 - Worked with chamber to put out a business survey to identify needs. Met with Orange County Economic Development to coordinate and assist on their new economic development plan.
EV 2.2		Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners.	Planning	FY24- FY26	Q1/2 - Working with chamber of commerce on re-establishing Hillsborough Merchants Association. At February meeting, discussed schedule for upcoming educational workshops/seminars for merchants to be hosted at Town Hall Annex. Q3 - Held first business workshop with Hillsborough Chamber, received feedback and scheduled the next workshop in May.
EV 3.1		Translate business documents and forms into other relevant languages and set up a system for staff to be able to communicate in other languages with residents.	Planning	FY25	Q1/2 - No update. Q3 - No update. Received information from Communications Division that accessibility requirements for PDFs will be changing. This may be an opportunity to increase accessibility for language and ability. This goal may need to shift to Communications Division for best service delivery across the organization.
EV 3.2		Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town.	Planning	FY24- FY26	Q1/2 - Chamber of commerce is assisting with the effort, with survey of local business to go out in Spring 2025. Q3 - Survey underway with chamber of commerce to identify woman and BIPOC businesses so town staff can start reaching out about marketing initiatives for Summer 2025.
EV 4.1		Actively participate in county-wide housing plan effort to inform a local action plan.	Community Services	Moved to FY25	Q1/2 - The town is working with Orange County Affordable Housing Coalition and Community Home Trust on a countywide land availability survey. Staff is serving on county's low-barrier housing work group. Q3 - There is not a current effort for a county-wide housing plan. Staff is supporting the Local Government Housing Collaborative, Orange County Affordable Housing Coalition and subcommittees, Orange County Home Repair Consortium, Orange County Low Barrier Housing working group, Community Home Trust land availability study and Triangle Community Foundation Housing Matters efforts - the town is well represented in all countywide housing efforts.
EV 4.2		Develop local action plan.	Community Services	FY25	Q1/2 - Initial affordable housing workshop was held in summer 2024. Planning underway for second workshop to lead to local planning effort. Q3 - Workshop #2 delayed due to workload capacity. Interim recommendation on deployment of a portion of accumulated affordable housing reserve funds to be included in FY26 budget.

ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
EV 5.2		Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation.	Community Services	FY24-FY26	Q1/2 - Unified Development Ordinance (UDO) update will include recommended local changes. State law changes are an ongoing effort.  Q3 - No update.
EV 5.3		Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing	Community Services	FY24-FY26	Q1/2 - This effort is being completed as part of joint work with Orange County Affordable Housing Coalition and Community Home Trust.  Q3 - Work continues with OCAHC/CHT task force. A consultant has been selected by the steering committee and work is underway.

## Community Safety

ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
CS 1.1		Complete North Carolina League of Municipalities risk assessment and begin follow up on implementation of results.	Police	Moved to FY25	Q1/2 - Risk review documents have been completed and submitted to the North Carolina League of Municipalities (NCLM). NCLM on-site visit is scheduled for Nov. 21.  Q3 - Completed both the self-assessment as well as the on-site review, thereby passing the risk assessment overall. Official award ceremony is scheduled for later in the spring. Q1/2 - Community safety summit hosted on Nov. 25 with approximately 15 residents in attendance.
CS 1.2		Host a community conversation that focuses on a broader concept of safety. Pilot completed in FY23.	Police	FY24	Q3 - Starting discussions on an event for this year. Q1/2 - At this point, staff is unsure if this program will be restarted. With Government 101 program and the annual summits, this program may be redundant.
CS 1.3		Restart the police citizens academy program.	Police	FY25	Q3 - Officer Hall has been assigned to the Community Services Division and has been tasked with restarting the police citizens academy program. Q1/2 - Under contract with Orange County for a joint Emergency Operations Plan update.
CS 2.1		Complete refresh of the Emergency Operations Plan.	Emergency Management Team	Moved to FY25	Q3 - No update. Q1/2 - The Emergency Management Team is now meeting on a quarterly basis.
CS 2.2		Establish quarterly management check-ins	Emergency Management Team	FY24-FY26	Q3 - Continuing to meet quarterly. Q1/2 - The Emergency Management Team went through a winter weather scenario using the "Planning P" in July. The tabletop initiative has not been started yet.
CS 2.3		Conduct at least 1 tabletop exercise.	Emergency Management Team	FY25	Q3 - No update. Q1/2 - The finalized Emergency Operations Plan will help finalize an EOC. Staff has established mobile EOCs that can be set up at any designated location if needed.
CS 2.4		Establish Emergency Operations Centers.	Emergency Management Team	Move to FY25	Q3 - No update.

## Service Excellence

ID #	Status	Initiative	Initiative Lead	Timeline	Progress Notes
SE 1.2		Develop a utilities asset management plan that helps identify risk of failure	Utilities	FY25	Q1/2 - Utilities participated in demos for new asset management software. Staff will be working to transition to Brightly along with other departments over the coming year. Until we get our data cleaned and transported over with new data entered, the ability to develop a level of service risk of failure model is limited.  Q3 - No update.
SE 1.3		Evaluate whether vehicle replacement modeling changes are needed and update schedule for use on the FY26 budget.  [Note: Previously stated FY25 budget, but corrected to FY26.]	Budget	FY25	Q1/2 - Vehicle & Replacement Schedule was updated to reflect current town assets and made available to departments for use while preparing their FY26 budget requests.  Q3 - No update.
SE 2.1		Evaluate onboarding process and identify gaps and redesign process.	Human Resources	Moved to FY25	Q1/2 - Minor improvements have been made to the monthly new employee orientation and staff is continuing to make improvements. Town provides new employees with Hillsborough branded item on their first day of employment to welcome them to the organization.  Q3 - No major updates. This is a continuous improvement project as staff get feedback from employees and supervisors.
SE 2.2		Explore and develop strategies to encourage the timely completion of performance evaluations.	Human Resources	Moved to FY25	Q1/2 - Staff extended the due date for annual evaluations last year and still had a few evaluations that were submitted late. Staff will continue tracking if the deadline extension makes an impact this year.  Q3 - Continued evaluation of the performance evaluation process to make improvements so it's more user-friendly. This will be a continuous task for the HR Division.
SE 3.1		Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas.	Town Clerk	Moved to FY25	Q1/2 - Staff is working to have a map developed that visualizes the appointed board representation. The next step is to convene a group to develop strategies to boost representation of underrepresented groups.  Q3 - No update.
SE 3.2		Develop accessibility plan for town facilities and public spaces.	Public Space	FY25	Q1/2/3 - Complete.
SE 4.1		Develop, adopt, and implement a racial equity plan.	Human Resources	FY24-FY26	Q1/2 - Contracted with Central Pines Regional Council (CPRC) on the development of a plan. Hosted an internal staff equity plan kick off meeting in January 2025.  Q3 - Staff is working to develop strategies to continue inclusive initiatives that would not conflict with HB 171 if it becomes law.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: Administrative Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

#### ITEM TO BE CONSIDERED

**Subject:** Hot topics for work session May 27, 2025

**Attachments:**

None

**Summary:**

Possible topics for the May 27, 2025 work session currently include a second budget workshop, if needed.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

None





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 12, 2025  
Department: All  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Department Heads

#### ITEM TO BE CONSIDERED

**Subject:** Staff (written reports in agenda packet)

**Attachments:**

Monthly departmental reports

**Summary:**

N/A

**Financial impacts:**

N/A

**Staff recommendation and comments:**

None.

**Action requested:**

Accept reports.



## Administrative Services Report April 2025

### Budget

- Continue budget balancing. FY26 budget to be presented at May 12 board meeting.
- Water and Sewer rate structure analysis is underway.

### Communications

- Reviewed materials regarding loss of Building Resilient Infrastructure and Communities.
- Added parking study page and drafted and updated additional pages.
- Working with consultants on parking study and Unified Development Ordinance rewrite.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Bi-weekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Closed 4/6.
Graduate Intern – Police	Started 4/21.
Graduate Intern – Admin.	Start date: 6/2.
Information Technology Manager	Assessment center completed 5/1.
Part-Time Customer Service Representative	Started 4/21.
Police Officer	Continuous recruitment.

### Diversity, Equity and Inclusion

- Keeping up to date with the status of House Bill 171 Equality in State Agencies/Prohibition on DEI.
- Continued collaboration with DEI leaders throughout the state.

### Information Technology

- IT Security Awareness Training will be taking place in May.

### Safety and Risk Management

- Completed North Carolina extreme heat cohort program. State was requiring all counties, cities and towns to develop a extreme heat plan for their jurisdictions. Over 17 weeks, members from Orange County, Chapel Hill, Carrboro and Hillsborough developed a county-wide program that will be rolled out this month.
- FY26 insurance renewal applications were filled out and sent to the N.C. League of Municipalities.
- Monthly town-wide Safety Committee meeting was held.



# Hillsborough Police Department

## 2025 Q1 Summary



### Total Activity:

1,260 Dispatched Calls  
3,552 Self-Initiated

Reported Incidents	#	%
Violent Crimes	2	1%
Property Crimes	60	35%
Other Offenses	86	50%
Domestic Related	23	13%
<b>Total</b>	<b>171</b>	<b>100%</b>

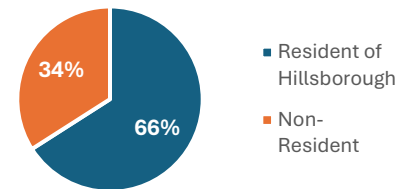
### Reported Incidents



This summary provides a high-level overview of values related to HPD's work throughout the first quarter of 2025.

### Arrest Summary: 47 Total Arrests

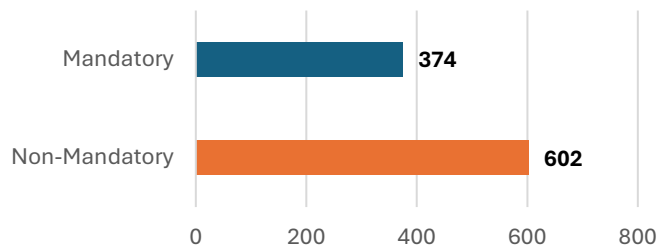
#### Residency of Arrestees



Arrest Type	#	%
Custodial Arrest	10	21%
Citation/Summons	19	40%
Warrant Service	18	38%
<b>Total Arrests</b>	<b>47</b>	<b>100%</b>

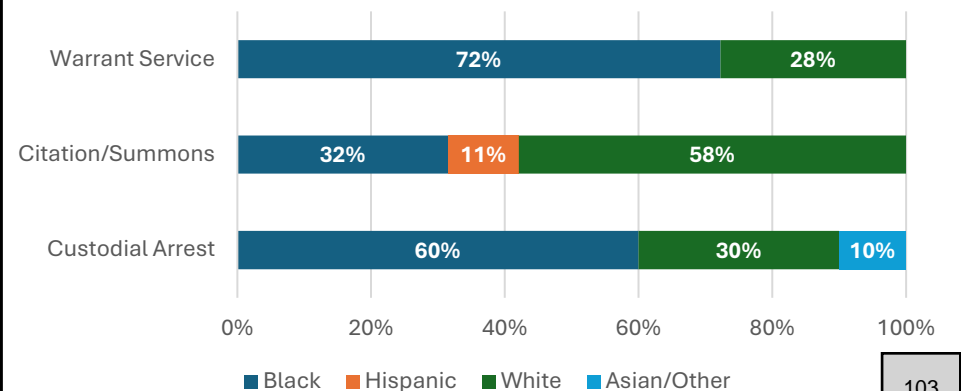
### Training and Community Engagement

#### Training Hours

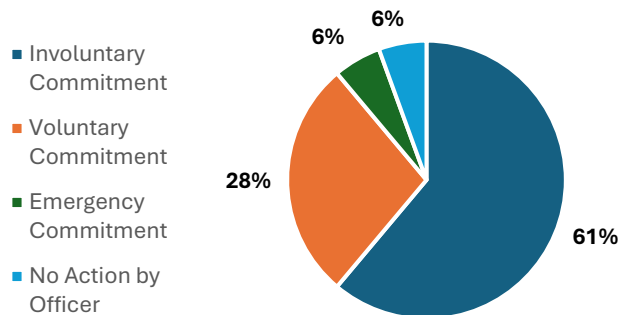


67  
Community  
Engagement  
Hours

#### Arrests by Type and Race

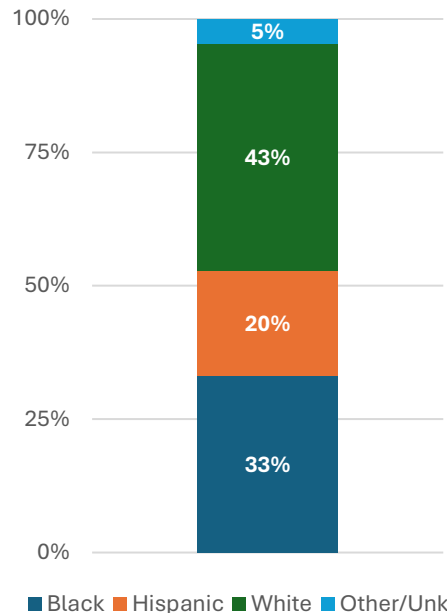


### Mental Health Outcomes



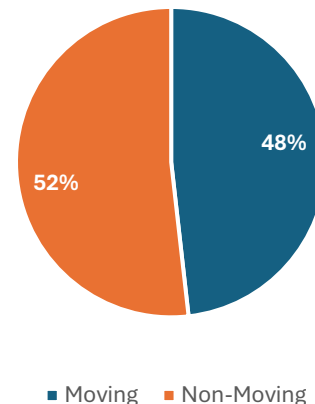
**Mental Health:**  
18 Total Outcomes

### Traffic Stops by Race



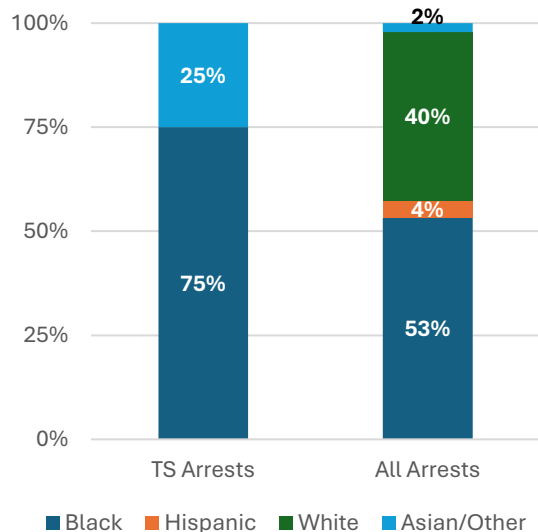
**Traffic Stop Data:**  
307 Total Stops

### Moving vs Non-Moving



**Traffic Stop Enforcement:**  
4 Traffic Stop Arrests vs 47 Total Arrests

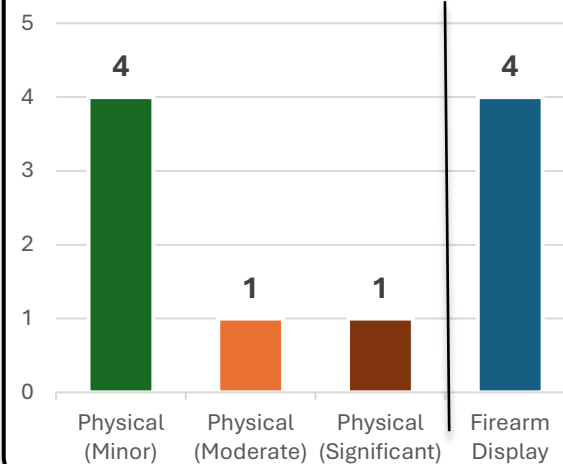
### TS Arrests vs All Arrests by Race



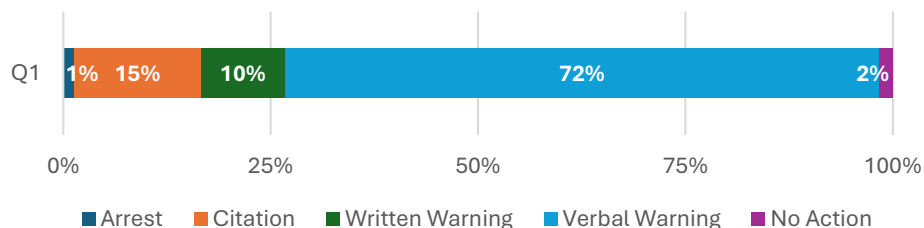
### Internal Accountability Reviews

	#
Response to Resistance Reviews	10
PEWS	5
Safety/Accident	2
Complaints	0
Pursuit/Refuse to Stop	0
Internal/Admin	0
<b>Total</b>	<b>83</b>

### Responses to Resistance



### Enforcement Actions



**Internal Accountability and Use of Force**  
6 Uses of Force and 4 Preventative Display

104



## Public Works Report: April 2025

### Work Orders

47 completed

### Public Spaces

81 staff hours

### Stormwater Maintenance

64 Storm drains cleaned, 310 linear feet, and 31 staff hours

### Inspections

20 Utility inspections, 1 driveway inspection, and witnessed 3 proof rolls in Collins Ridge

### Special Events

### Training

1 Staff member attended pesticide training for credit hours, and 2 attended stormwater training

### Cemetery

1 grave marked

### Asphalt Repairs

2 potholes repaired



TOWN OF  
HILLSBOROUGH

**Utilities Department Status Report for May 2025 (covering Apr. 2025)**

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> <li>The new liquid ammonium sulfate pumping system needs some pump adjustments to slow them down to meet our feed rate. This is in progress with the pump supplier.</li> <li>South tank has been drained for interior washing. WTP is keeping up with demand without it and running the Waterstone tank in manual mode as needed.</li> </ul>
WWTP	<ul style="list-style-type: none"> <li>The WWTP noted an illicit discharge into the collection system that did not cause an upset but required extra treatment to clear the high phosphorus level. They said it came from the River basin side but could not pinpoint what it was or where it was discharged into our collection system.</li> <li>We are excited to host a tour of the wastewater plant with Sound Rivers next month. Attendees will include the Neuse River Keeper. Their mission is to monitor and protect the Neuse and Tar-Pamlico River watersheds covering nearly one quarter of North Carolina, and to preserve the health and beauty of the river basin through environmental justice. They have been great partners in the protection of the Eno River.</li> <li>UNRBA comments and suggestions to revise the Falls Lake rules will be available to send to the EMC within the next few months.</li> </ul>
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> <li>The reservoir is at approximately 52.61' (May 2). 53' is the normal Phase 2 pool elevation. Water has been hovering just below spilling for a few months now.</li> <li>We had a state dam inspection on May 1 and it went well.</li> </ul>
Misc	<ul style="list-style-type: none"> <li>The Lawndale sewer rehabilitation project will be advertised for bid through our consultant this Friday. A selection must be presented to the LGC by July 1. Will be working on resident outreach.</li> <li>There will be a scheduled repair to an incoming force main and manhole near N. Churton and E. Corbin Streets coming up. This will have some traffic impacts. The contractor is awaiting materials and then this will be scheduled with outreach coordination. Work will be performed at the station in the cemetery and at the intersection.</li> <li>Nothing new on the loss of BRIC funding except that we hear the state is looking at using Hazard Mitigation Grant Program funding to supplement but applications are not due until later this year. This will be a setback in timing for our River pumping station project and our Starfield booster pumping station project. We will submit later this month a Letter of Interest for both grants but will also apply to utilize our EPA STAG funding for Starfield. We also learned that FEMA is processing</li> </ul>

	<p>reimbursement requests for BRIC instead of the state and 3 of 4 requests are now held up with expected payment in 60-90 days.</p> <ul style="list-style-type: none"> <li>• An amendment to a contract with ICF has been executed to assist with a formal application for the dedicated EPA STAG funding the town received for the Starfield booster pumping station.</li> <li>• Billing for contractor damages from fiber installation strikes to our assets is being prepared for Google.</li> <li>• A CWSRF loan application was submitted for the Eno River Outfall-East project for the Spring 2025 funding round. Engineering services has also solicited for design of this project which also includes Exchange Club outfall as well.</li> <li>• We have all been tracking the slew of proposed legislation that will severely impact our current capacity allocation and planning processes.</li> <li>• Adron Thompson facility design is progressing through planning approvals. A RFP for temporary trailer rental is currently being advertised.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• Everyone is doing well.</li> <li>• Utilities Director to attend part of the NCRWA conference in Winston-Salem 5/12 – 5/15.</li> </ul>