



# Agenda

## Board of Commissioners Regular Meeting

7:00 PM December 08, 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. Oaths and affirmations of office

- A. Commissioner Robb English
- B. Commissioner Kathleen Ferguson
- C. Mayor Mark Bell

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

### 4. Agenda changes and approval

### 5. Appointments

- A. Selection of Mayor Pro Tempore and Committee Appointments – Mayor and Commissioners

### 6. Presentations

- A. Fiscal Year 2024-25 Audit Presentation

### 7. Items for decision – consent agenda

- A. Minutes
  - Regular meeting Nov. 10, 2025
  - Work session Nov. 24, 2025
  - Work session closed session Nov. 24, 2025
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Mentoring Month
- D. Renew the Memorandum of Interlocal Agreement between Orange County and the Town of Hillsborough for certain activities and operations at Fairview Park
- E. Salary correction – town manager's annual merit increase

### 8. Updates

- A. Board members
- B. Town manager
- C. Staff (written reports in agenda packet)

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## **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: Dec. 8, 2025  
Department: Governing Body  
Agenda Section: Appointments  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

#### ITEM TO BE CONSIDERED

**Subject:** Selection of Mayor Pro Tempore and Committee Appointments – Mayor and Commissioners

**Attachments:**

1. Committee Seat Appointments 2024-2025
2. Committee Appointments 2026-2027 Template

**Summary:**

The board will select a mayor pro tem and consider committee seats and alternate appointments for 2026-2027.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

N/A

**Action requested:**

Select mayor pro tem and committee appointments.

# Committee Appointments

## BOARD OF COMMISSIONERS

Calendar Years 2024-2025



### **Mayor Mark Bell**

Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board  
Hillsborough Water and Sewer Advisory Committee (rotation)  
Orange County Solid Waste Advisory Group (SWAG)

### **Commissioner Meaghun Darab**

Community Home Trust Elected Officials Committee  
Hillsborough Tourism Board  
Hillsborough Tourism Development Authority (TDA)  
Hillsborough Water and Sewer Advisory Committee (rotation)  
Orange County Solid Waste Advisory Group (SWAG) (alternate)  
Upper Neuse River Basin Association (UNRBA)

### **Mayor Pro Tem Robb English**

Hillsborough Parks and Recreation Board  
Hillsborough Water and Sewer Advisory Committee  
Orange County Intergovernmental Climate Council  
Orange County Intergovernmental Parks Work Group

### **Commissioner Kathleen Ferguson**

Central Pines Council of Governments Board of Delegates  
Hillsborough Water and Sewer Advisory Group (rotation)  
Orange County Housing Collaborative  
Orange County Partnership to End Homelessness (OCPEH)

### **Commissioner Matt Hughes**

Central Pines Council of Governments Board of Delegates (alternate)  
Chapel Hill/Orange County Visitors Bureau  
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board (alternate)  
Hillsborough Water and Sewer Advisory Committee (rotation)  
Orange County Family Success Alliance Advisory Council

### **Commissioner Evelyn Lloyd**

Hillsborough Water and Sewer Advisory Committee (rotation)  
Orange Rural Fire Department  
Orange Rural Fire Department Relief Fund



**Town of Hillsborough  
Board of Commissioners  
Committee Appointments  
2026-2027**

*Mayor Pro Tem -*

Committee Appointment	Frequency	Day of Week		Time	Meetings/ Year	Board Representative
Central Pines Council of Governments Board of Delegates	Bimonthly	4th	Wed	5:30 p.m.	6	Ferguson / Hughes (alternate)
Chapel Hill/Orange County Visitors Bureau	Monthly	3rd	Wed	8 a.m.	10	Hughes
Community Home Trust Elected Officials Committee	Quarterly	2nd	Thurs	6 p.m.	4	Darab
Triangle West Transportation Planning Organization	Monthly	4th	Tues.	9 a.m.	10	Bell / Hughes (alternate)
Hillsborough Parks and Recreation Board	Monthly	3rd	Tues	7 p.m.	12	English
Hillsborough Tourism Board	Monthly	1st	Mon	5:30 p.m.	12	Darab
Hillsborough Tourism Development Authority (TDA)	Quarterly	TBA			4	Darab
Orange County Family Success Alliance Advisory Council	Bimonthly	3rd	Mon	2 p.m.	6	Hughes
Orange County Housing Collaborative	Monthly	1st	Wed	5:30 p.m.	10	Ferguson
Orange County Intergovernmental Climate Council	Biannually	Spring, Fall		TBA	2	English
Orange County Intergovernmental Parks Work Group	Biannually	Spring, Fall		5:30 p.m.	2	English
Orange County Partnership to End Homelessness (OCPEH)	Monthly	1st	Wed	5:30 p.m.	11	Ferguson
Orange County Solid Waste Advisory Group (SWAG)	Quarterly	TBD			4	Bell / Darab (alternate)
Orange Rural Fire Department	Monthly	3rd	Thurs	TBD	12	Lloyd
Orange Rural Fire Department Relief Fund	Quarterly as needed				4	Lloyd
Upper Neuse River Basin Association (UNRBA)	Quarterly	3rd	Wed	9:30 a.m.	4	Darab
<i>Inactive committees</i>	<i>OC Food Council, OC Intergovernmental Collaboration Work Group, OC Transit Plan Policy Steering Committee, WSAC</i>					<i>If reactivated, mayor will attend or appoint representative</i>



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 2025  
Department: Finance  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Finance Director, Dave McCole  
Lee Grissom - Partner at SP Douglas

#### ITEM TO BE CONSIDERED

**Subject:** Fiscal Year 2024-25 Audit Presentation

**Attachments:**

None

**Summary:**

The Fiscal Year 2024-25 audit for the Town of Hillsborough, Hillsborough Tourism Development Authority and the Town of Hillsborough Tourism Board has been completed by SP Douglas.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

Accept the Fiscal Year 2024-25 audit for the Town of Hillsborough, Hillsborough Tourism Development Authority and the Town of Hillsborough Tourism Board.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 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 Nov. 10, 2025
2. Work session Nov. 24, 2025
3. Work session closed session Nov. 24, 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 Nov. 10, 2025, work session Nov. 24, 2025, and work session closed session Nov. 24, 2025.



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Nov. 10, 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: Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove and Chief of Police Jason Winn

### Opening of the meeting

Mayor Mark Bell opened the meeting at 7 p.m.

#### 1. Public charge

Bell did not read the public charge.

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

Several community members voiced their appreciation for the board's decision to cancel the contract with Flock Safety for automated license plate readers. They noted their concerns, including potential privacy risks and damage to community connection.

#### 3. Agenda changes and approval

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Meaghun Darab seconded.

Vote: 5-0.

#### 4. Appointments

##### A. Parks and Recreation Board – Appointment of Magnolia Brown for a term ending Nov. 11, 2028

Motion: Commissioner Matt Hughes moved to approve the appointment. Commissioner Robb English seconded.

Vote: 5-0.

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

##### A. Minutes

- Regular meeting Oct. 13, 2025
- Regular meeting closed session Oct. 13, 2025
- Work session Oct. 27, 2025
- Work session closed session Oct. 27, 2025

##### B. Miscellaneous budget amendments and transfers

##### C. Proclamation – Arbor Day 2025

- D. Special Event Permit – 2025 Hillsborough Holiday Tree Lighting Ceremony
- E. Special Event Permit – 2025 Light up the Night Hillsborough Holiday Parade

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

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

- A. Water Extension to Residential Subdivision on N.C. 86 North

Assistant Town Manager Matt Efird reviewed a proposed residential subdivision on N.C. 86 North. He said extending water services could reduce water flushing needs and generate additional revenue for the town's utility system. He also noted that an extension would contradict the town's long-term plan to reduce the urban services boundary.

Representatives for the developer explained that the development has a well which could serve the proposed 49 homes, but the developer is exploring connecting to town water based on Orange County's preference. The representatives said that town water lines already exist near the property and that a connection could create a loop in the town's water system, benefiting the town.

Commissioners said expanding water services northward would contradict both their established vision for the town's development and the plan to reduce the urban services boundary.

Motion: Ferguson moved to not extend water service and to continue the plan of reducing the urban services boundary. Hughes seconded.  
Vote: 5-0.

- B. Hot topics for work session Nov. 24, 2025

Topics for the upcoming work session will include:

- Strategic Plan Annual Report.
- Urban services boundary approval.
- A civility pledge.
- Closed session to conduct town manager's annual performance evaluation.

## **7. Updates**

- A. Board members

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

- B. Town manager

The manager had no additional updates.

- C. Staff (written reports in agenda packet)

There were no additional updates.

## **8. Adjournment**

Motion: Hughes moved to adjourn at 8: 20 p.m. Ferguson seconded.  
Vote: 5-0.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

DRAFT

Town of Hillsborough, NC

Budget Adjustment Report

Adjustment Detail

For Date Range: 11/10/2025 - 11/10/2025

Account Number	Account Name						
Adjustment Number	Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget	
Budget Code: 2025-2026 - Budget 2025-2026    Fiscal: 2025-2026					Amount		
Fund: 10 - GENERAL							
Department: 4200 - ADMINISTRATION							
<a href="#">10-10-4200-5300458</a>	DATA PROCESSING SERVICES			0.00	3,225.00	3,225.00	
BA0000208	OpenGov COA Update	GLPKT01712	11/10/2025		3,225.00		
<a href="#">10-10-4200-5300570</a>	MISCELLANEOUS			33,073.00	-3,225.00	29,848.00	
BA0000208	OpenGov COA Update	GLPKT01712	11/10/2025		-3,225.00		
Department 4200 Total:				33,073.00	0.00	33,073.00	
Department: 4400 - ACCOUNTING							
<a href="#">10-10-4400-5300080</a>	TRAINING/CONF/CONV			5,000.00	300.00	5,300.00	
BA0000200	Cover Sept. Purchase Card Transactions	GLPKT01627	11/10/2025		300.00		
<a href="#">10-10-4400-5300570</a>	MISCELLANEOUS			10,210.00	-300.00	9,910.00	
BA0000200	Cover Sept. Purchase Card Transactions	GLPKT01627	11/10/2025		-300.00		
Department 4400 Total:				15,210.00	0.00	15,210.00	
Department: 5550 - FLEET MAINTENANCE							
<a href="#">10-30-5550-5300112</a>	POSTAGE			0.00	500.00	500.00	
BA0000202	To cover postage	GLPKT01650	11/10/2025		500.00		
<a href="#">10-30-5550-5300330</a>	SUPPLIES - DEPARTMENTAL			30,000.00	-500.00	29,500.00	
BA0000202	To cover postage	GLPKT01650	11/10/2025		-500.00		
Department 5550 Total:				30,000.00	0.00	30,000.00	
Department: 6610 - INFORMATION TECHNOLOGY							
<a href="#">10-10-6610-5300350</a>	UNIFORMS			0.00	100.00	100.00	
BA0000209	IT Uniform	GLPKT01746	11/10/2025		100.00		
<a href="#">10-10-6610-5300570</a>	MISCELLANEOUS			5,000.00	-100.00	4,900.00	
BA0000209	IT Uniform	GLPKT01746	11/10/2025		-100.00		
Department 6610 Total:				5,000.00	0.00	5,000.00	
Fund 10 Total:				83,283.00	0.00	83,283.00	
Fund: 30 - WATER/SEWER							
Department: 8120 - WATER TREATMENT PLANT							
<a href="#">30-80-8120-5300112</a>	POSTAGE			100.00	300.00	400.00	
BA0000201	To cover general postage and fluoride mailin...	GLPKT01641	11/10/2025		300.00		
<a href="#">30-80-8120-5300158</a>	MAINT - EQUIPMENT			88,400.00	-95.00	88,305.00	
BA0000207	Ignition software renewal	GLPKT01706	11/10/2025		-95.00		
<a href="#">30-80-8120-5300323</a>	SUPPLIES - CHEMICALS			225,000.00	-300.00	224,700.00	
BA0000201	To cover general postage and fluoride mailin...	GLPKT01641	11/10/2025		-300.00		
<a href="#">30-80-8120-5300458</a>	DATA PROCESSING SERVICES			1,670.00	95.00	1,765.00	
BA0000207	Ignition software renewal	GLPKT01706	11/10/2025		95.00		
Department 8120 Total:				315,170.00	0.00	315,170.00	
Fund 30 Total:				315,170.00	0.00	315,170.00	
Fund: 70 - CAPITAL RESERVE FUND - WATER & SEWER							
Department: 3850 - INTEREST EARNED							
<a href="#">70-00-3850-3850000</a>	INTEREST EARNED			-1,446,144.01	-61,282.71	-1,507,426.72	
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-61,282.71		
Department 3850 Total:				-1,446,144.01	-61,282.71	-1,507,426.72	

**Budget Adjustment Report****For Date Range: 11/10/2025 - 11/10/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
<b>Department: 6900 - SPECIAL APPROPRIATIONS</b>						
<a href="#">70-71-6900-5970001</a>	TRANSFER TO UTILITY CAP IMPROV FUND			5,189,089.01	61,282.71	5,250,371.72
BA0000205	Adj per actual	GLPKT01656	11/10/2025		61,282.71	
<b>Department 6900 Total:</b>				<b>5,189,089.01</b>	<b>61,282.71</b>	<b>5,250,371.72</b>
<b>Fund 70 Total:</b>				<b>3,742,945.00</b>	<b>0.00</b>	<b>3,742,945.00</b>
<b>Fund: 72 - RESTRICTED REVENUES - GENERAL FUND</b>						
<b>Department: 5100 - POLICE</b>						
<a href="#">72-00-5100-3301059</a>	RESTRICTED REV - K-9 DOG PURCHASE			0.00	-17,000.00	-17,000.00
BA0000204	HPD donation for K-9 purchase	GLPKT01652	11/10/2025		-12,000.00	
BA0000206	HPD donation for K-9 purchase	GLPKT01665	11/10/2025		-5,000.00	
<a href="#">72-20-5100-5700750</a>	K-9 DOG PURCHASE			0.00	17,000.00	17,000.00
BA0000204	HPD donation for K-9 purchase	GLPKT01652	11/10/2025		12,000.00	
BA0000206	HPD donation for K-9 purchase	GLPKT01665	11/10/2025		5,000.00	
<b>Department 5100 Total:</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund 72 Total:</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 75 - CRF - WATER SYSTEM DEVELOPMENT FEES</b>						
<b>Department: 3870 - TRANSFER FROM</b>						
<a href="#">75-71-3870-3870156</a>	TRANSFER FR FUND 30 - US-70 WTR IMPROVEMENTS			-1,266,247.00	-652,896.50	-1,919,143.50
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-652,896.50	
<b>Department 3870 Total:</b>				<b>-1,266,247.00</b>	<b>-652,896.50</b>	<b>-1,919,143.50</b>
<b>Department: 6900 - SPECIAL APPROPRIATIONS</b>						
<a href="#">75-71-6900-5970928</a>	TRAN TO FUND 69 - US 70 PHASE I			1,647,621.53	652,896.50	2,300,518.03
BA0000205	Adj per actual	GLPKT01656	11/10/2025		652,896.50	
<b>Department 6900 Total:</b>				<b>1,647,621.53</b>	<b>652,896.50</b>	<b>2,300,518.03</b>
<b>Fund 75 Total:</b>				<b>381,374.53</b>	<b>0.00</b>	<b>381,374.53</b>
<b>Fund: 76 - CRF - SEWER SYSTEM DEVELOPMENT FEES</b>						
<b>Department: 3870 - TRANSFER FROM</b>						
<a href="#">76-71-3870-3870155</a>	TRAN FR W/S - COLLECT SYS REHAB			-2,007,673.00	-682,201.00	-2,689,874.00
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-682,201.00	
<b>Department 3870 Total:</b>				<b>-2,007,673.00</b>	<b>-682,201.00</b>	<b>-2,689,874.00</b>
<b>Department: 6900 - SPECIAL APPROPRIATIONS</b>						
<a href="#">76-71-6900-5970927</a>	TRAN TO UTIL CAP IMP FD - COLL SYS			2,007,673.00	682,201.00	2,689,874.00
BA0000205	Adj per actual	GLPKT01656	11/10/2025		682,201.00	
<b>Department 6900 Total:</b>				<b>2,007,673.00</b>	<b>682,201.00</b>	<b>2,689,874.00</b>
<b>Fund 76 Total:</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 79 - SPECIAL ASSESSMENT DISTRICT</b>						
<b>Department: 3100 - TAX LEVY</b>						
<a href="#">79-00-3100-3100003</a>	SPECIAL ASSESSMENT TAXES COLLECTED			-418,946.79	-18,276.65	-437,223.44
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-18,276.65	
<b>Department 3100 Total:</b>				<b>-418,946.79</b>	<b>-18,276.65</b>	<b>-437,223.44</b>
<b>Department: 7900 - 7900</b>						
<a href="#">79-00-7900-5300047</a>	PMTS REGIONS BANK (SAD)			1,561,446.26	18,276.65	1,579,722.91
BA0000205	Adj per actual	GLPKT01656	11/10/2025		18,276.65	
<b>Department 7900 Total:</b>				<b>1,561,446.26</b>	<b>18,276.65</b>	<b>1,579,722.91</b>
<b>Fund 79 Total:</b>				<b>1,142,499.47</b>	<b>0.00</b>	<b>1,142,499.47</b>
<b>Budget Code 2025-2026 Total:</b>				<b>5,665,272.00</b>	<b>0.00</b>	<b>5,665,272.00</b>



## Budget Adjustment Report

## Description

For Date Range: 11/10/2025 - 11/10/2025

## Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	83,283.00	0.00	83,283.00
	30	315,170.00	0.00	315,170.00
	70	3,742,945.00	0.00	3,742,945.00
	72	0.00	0.00	0.00
	75	381,374.53	0.00	381,374.53
	76	0.00	0.00	0.00
	79	1,142,499.47	0.00	1,142,499.47
Budget Code 2025-2026 Total:		5,665,272.00	0.00	5,665,272.00

APPROVED: 5/0

DATE: 11/10/25

VERIFIED: *Sam E. Kimrey*

DRAFT



# PROCLAMATION

Arbor Day

Nov. 19, 2025

**WHEREAS**, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and

**WHEREAS**, the resulting holiday – Arbor Day, was first observed in that state with the planting of more than one million trees and is now observed throughout the nation and the world; and

**WHEREAS**, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and

**WHEREAS**, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and

**WHEREAS**, when properly selected and tended appropriately, trees increase property values, enhance economic vitality and business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and

**WHEREAS**, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and

**WHEREAS**, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that “Each generation takes the Earth as trustees;”

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Nov. 19, 2025, as Arbor Day in the Town of Hillsborough and urge all residents to support efforts to protect our trees and woodlands and encourage the community to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 10th day of November in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough



# Minutes

## Board of Commissioners Work Session

7 p.m. Nov. 24, 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: Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

### 1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7:01 p.m.

### 2. Agenda changes and approval

Add Item 5A – Resolution Supporting the Fourth Amendment to the United States Constitution

Motion: Commissioner Kathleen Ferguson moved to approve the amended agenda. Commissioner Robb English seconded.

Vote: 5-0.

### 3. Appointments

A. Historic District Commission – Reappointment of Gary Miller for a term expiring Dec. 31, 2028

Motion: Ferguson moved to approve the appointment. Commissioner Meaghun Darab seconded.

Vote: 5-0.

### 4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Special Event Permit Application – 2025 Solstice Lantern Walk and Market
- C. Special Event Permit Application – Carolina Godiva Track Club New Year's Day 8K Run
- D. Special Event Permit Application – Hillsborough Running Club Thanksgiving Turkey Trot 5K
- E. North Carolina League of Municipalities Commitment to Civility Certification
- F. Resolution Updating the Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

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

Vote: 5-0. Nays: 0.

### 5. In-depth discussion and topics

A. Resolution Supporting the Fourth Amendment to the United States Constitution

The mayor read the resolution, affirming the town's support for the protections afforded by the Fourth Amendment and acknowledging the town's role in the passage of the Bill of Rights.

Motion: Ferguson moved to adopt the resolution. Darab seconded.

Vote: 5-0.

B. Strategic Plan Annual Report

Administrative Services Director Jen Della Valle presented an update on the Strategic Plan for the last fiscal year. She went through each focus area and highlighted progress on various initiatives.

The board expressed support for the request to extend the current strategic plan by one year, allowing planning and development of the next three-year version of the plan to occur in Fiscal Year 2027. The request was made due to added work from Tropical Storm Chantal in July.

C. Resolution Revising the Urban Service Boundary

Assistant Town Manager Matt Efird, Planning and Economic Development Manager Shannan Campbell and Engineering Services Manager Bryant Green reviewed proposed changes to the town's urban services boundary with the board.

The update reflects boundary reductions recommended in the town's comprehensive sustainability plan. The boundary outlines the extent of the town's water service area. Two interlocal agreements must be updated to reflect any changes to the town's urban services boundary.

Motion: Ferguson moved to adopt the resolution. Commissioner Matt Hughes seconded.

Vote: 5-0.

6. **Committee updates and reports**

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

Lloyd thanked town staff for their hard work for and during the holiday season.

Motion: Ferguson moved to go into closed session. Darab seconded.

Vote: 5-0.

7. **Closed session**

A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)

Motion: Ferguson moved to return to open session. English seconded.

Vote: 5-0.

Motion: Ferguson moved to grant the town manager a 4.5% merit increase, rounded up to an annual salary of \$225,000 effective July 1, 2025. Darab seconded.

Vote: 5-0.

8. **Adjournment**

Motion: Ferguson moved to adjourn at 9:20 p.m. Lloyd seconded.

Vote: 5-0.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

DRAFT

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 11/24/2025 - 11/24/2025

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3880 - NON-DEPARTMENTAL						
<a href="#">10-80-3880-3887000</a>	INSURANCE PROCEEDS			0.00	-97,211.62	-97,211.62
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-97,211.62	
Department 3880 Total:				0.00	-97,211.62	-97,211.62
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">10-00-3900-3900000</a>	FUND BALANCE APPROPRIATION			-207,819.00	97,211.62	-110,607.38
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		97,211.62	
Department 3900 Total:				-207,819.00	97,211.62	-110,607.38
Department: 5000 - FACILITY MANAGEMENT						
<a href="#">10-10-5000-5400910</a>	DEBT SERVICE - PRINCIPAL			141,086.00	10,223.00	151,309.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		10,223.00	
<a href="#">10-10-5000-5400920</a>	DEBT SERVICE - INTEREST			59,086.00	-10,223.00	48,863.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		-10,223.00	
Department 5000 Total:				200,172.00	0.00	200,172.00
Department: 5800 - SOLID WASTE						
<a href="#">10-30-5800-5400910</a>	DEBT SERVICE - PRINCIPAL			59,989.00	1,739.00	61,728.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		1,739.00	
<a href="#">10-30-5800-5400920</a>	DEBT SERVICE - INTEREST			2,629.00	-1,739.00	890.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		-1,739.00	
Department 5800 Total:				62,618.00	0.00	62,618.00
Fund 10 Total:				54,971.00	0.00	54,971.00
Fund: 30 - WATER/SEWER						
Department: 3880 - NON-DEPARTMENTAL						
<a href="#">30-80-3880-3887000</a>	INSURANCE PROCEEDS			0.00	-18,970.18	-18,970.18
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-18,970.18	
Department 3880 Total:				0.00	-18,970.18	-18,970.18
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">30-80-3900-3900000</a>	FUND BALANCE APPROPRIATION			-675,666.00	18,970.18	-656,695.82
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		18,970.18	
Department 3900 Total:				-675,666.00	18,970.18	-656,695.82
Fund 30 Total:				-675,666.00	0.00	-675,666.00
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Department: 5100 - POLICE						
<a href="#">72-00-5100-5301052</a>	RESTRICTED REV - ABC BOARD GRANT			-41,033.96	-6,250.00	-47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		-6,250.00	
<a href="#">72-20-5100-5300052</a>	ABC BOARD EXPENDITURES			41,033.96	6,250.00	47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		6,250.00	
Department 5100 Total:				0.00	0.00	0.00
Fund 72 Total:				0.00	0.00	0.00
Budget Code 2025-2026 Total:				-620,695.00	0.00	-620,695.00

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	54,971.00	0.00	54,971.00
	30	-675,666.00	0.00	-675,666.00
	72	0.00	0.00	0.00
Budget Code 2025-2026 Total:		-620,695.00	0.00	-620,695.00

APPROVED: 5/0

DATE: 11/24/25

VERIFIED: \_\_\_\_\_ *Sarah E. Kimrey*

DRAFT



## RESOLUTION

### Supporting the Fourth Amendment to the United States Constitution

**WHEREAS**, the Fourth Amendment to the United States Constitution affirms that “the right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated,” establishing a foundational protection for personal privacy and individual liberty in the American republic; and

**WHEREAS**, these protections remain essential to preserving public trust, civil liberties and the rule of law in a democratic society, ensuring that governmental authority is exercised with respect for constitutional boundaries and the inherent rights of all people; and

**WHEREAS**, Hillsborough, North Carolina, holds a distinguished place in American history as the host of the Constitutional Convention from July 21 to August 4, 1788, where delegates from across North Carolina met to debate the newly proposed U.S. Constitution; and

**WHEREAS**, on August 1, 1788, the delegates to the convention in Hillsborough debated a series of Declaration of Rights, including No. 14, which read, “That every freeman has a right to be secure from all unreasonable searches and seizures of his person, his papers and property; all warrants therefore to search suspected places, or to apprehend any suspected person without specially naming or describing the place or person, are dangerous and ought not to be granted”; and

**WHEREAS**, delegates at the Hillsborough convention were so concerned about the absence of explicit protections for individual liberties that they refused to ratify the Constitution without assurances that a bill of rights would be added, thereby contributing materially to the adoption of the Bill of Rights, including the Fourth Amendment; and

**WHEREAS**, Hillsborough’s role in urging constitutional protections helped ensure that future generations would enjoy the liberties and safeguards that define American constitutional democracy; and

**WHEREAS**, the Town of Hillsborough continues to value and uphold the principles of privacy, freedom from unreasonable government intrusion, and respect for civil liberties that are embedded in the Fourth Amendment; and

**WHEREAS**, the Town of Hillsborough can serve as an example of how local governments can advocate for the rights of all local community members and businesses and discourage the overreach of federal executive branch agencies in our communities;

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

1. The Town of Hillsborough reaffirms its strong support for the Fourth Amendment to the U.S. Constitution and its vital protections for personal privacy and freedom from unreasonable searches and seizures; and
2. The Town of Hillsborough encourages continued education, public awareness and civic engagement regarding the rights preserved in the Constitution and the ongoing importance of safeguarding fundamental liberties for all members of the community; and



3. The Board of Commissioners directs town staff to appropriately prioritize and explore resources and make recommendations regarding how town staff, community members and businesses can protect their constitutional rights as enshrined in the Fourth Amendment.

Approved this 24th day of November of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah E. Kimrey*

Sarah Kimrey, Town Clerk

DRAFT



## RESOLUTION

### Revising the Urban Service Boundary for the Town of Hillsborough November 24, 2025

**WHEREAS**, the Hillsborough Board of Commissioners adopted the Comprehensive Sustainability Plan for the Town of Hillsborough on June 12, 2023; and

**WHEREAS**, the first goal in the Land Use and Development chapter of said plan is to “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”; and

**WHEREAS**, said plan lists strategies to realize this goal, including to “develop and adopt plans that contribute to meeting preferred future land use and growth patterns”; and

**WHEREAS**, under this strategy, the plan recommends specific actions, including to “revise the Urban Service Boundary to reflect a 2040 actual water and sewer capacity and availability with already identified improvement as well as incorporate preferred future land use and growth patterns”; and

**WHEREAS**, town staff has evaluated water and wastewater system capacity and availability and has identified significant concerns regarding its wastewater collection and distribution systems, as well as with the town’s ability to meet nutrient wastewater limits associated with its National Pollution Discharge Elimination System (NPDES) permit and the Falls Lake Rules under North Carolina Administrative Code § 15A 02B .0275 – .0282; and

**WHEREAS**, town staff recommends revising the town’s Urban Service Boundary as shown on the map attached hereto, thereby reducing the geographical area of the Urban Service Area in an effort to provide the best quality and quantity of water and the most efficient and effective wastewater treatment to the greatest number of people; and

**WHEREAS**, the policy related to provision of water and/or sewer services outside of the boundary shall be as follows:

1. The town shall not extend any new water or sewer mains outside of the revised boundary and shall not accept flow from any additional private mains constructed outside of the boundary.
2. Existing water or sewer mains outside of the revised boundary shall not be upsized to allow for additional connections or increased flow.
3. New construction of single-family homes, duplexes, triplexes and accessory dwelling units may be allowed to connect to existing water lines outside of the proposed boundary, provided that no main extension is required to serve the proposed residence(s). The town reserves the right to reject any proposed water connection to existing infrastructure outside of the boundary if adequate water pressure and/or water quality are not available or if the proposed connection does not meet other applicable town requirements.
4. Upon the request of the Orange County Health Department or other relevant county or state health agency to address a public health need, existing structures with failing wells may be allowed to connect to existing water mains if all relevant service standards can be achieved.

5. The town should not be considered the provider of water or sewer service for any new school or school system outside of the revised boundary. Provision of utilities is limited to school sites already served as of the date of this resolution. Expansion of service for those schools currently served will be permitted so long as it does not involve upsizing of existing mains or extension of new mains.
6. Resale of town-provided water outside of the revised boundary is limited to utilities with existing interconnections with the town. New connections for the purposes of resale shall not be allowed.

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

1. The Urban Service Boundary for the Town of Hillsborough is hereby revised as shown on the map attached hereto and should be considered the official map at the time of adoption; and
2. Town staff shall initiate updates to any policies, ordinances, and/or interlocal agreements in conflict with the revised Urban Service Boundary and related policy stated herein.

Approved this 24th day of November of the year 2025.



Mark Bell  
Mark Bell, Mayor  
Town of Hillsborough

Attestation:

Sarah E. Kimrey  
Sarah Kimrey, Town Clerk



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 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.

Budget Adjustment Report  
Adjustment Detail

For Date Range: 12/08/2025 - 12/08/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026    Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">10-00-3900-3900000</a>	FUND BALANCE APPROPRIATION			-207,819.00	-1,923.00	-209,742.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		-1,923.00	
Department 3900 Total:				-207,819.00	-1,923.00	-209,742.00
Department: 4000 - DISASTER						
<a href="#">10-10-4000-5300145</a>	MAINT - BUILDINGS			0.00	1,662.00	1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		1,662.00	
<a href="#">10-10-4000-5300310</a>	GASOLINE			0.00	-1,662.00	-1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		-1,662.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 5000 - FACILITY MANAGEMENT						
<a href="#">10-10-5000-5300330</a>	SUPPLIES - DEPARTMENTAL			1,000.00	1,923.00	2,923.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		1,923.00	
Department 5000 Total:				1,000.00	1,923.00	2,923.00
Department: 5800 - SOLID WASTE						
<a href="#">10-30-5800-5300570</a>	MISCELLANEOUS			1,000.00	-650.00	350.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		-250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		-400.00	
<a href="#">10-30-5800-5300582</a>	MISC - PUBLIC INFO MATERIALS			3,200.00	650.00	3,850.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		400.00	
Department 5800 Total:				4,200.00	0.00	4,200.00
Department: 6610 - INFORMATION TECHNOLOGY						
<a href="#">10-10-6610-5300320</a>	SUPPLIES - OFFICE			0.00	1,000.00	1,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		1,000.00	
<a href="#">10-10-6610-5300570</a>	MISCELLANEOUS			5,000.00	-1,000.00	4,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		-1,000.00	
Department 6610 Total:				5,000.00	0.00	5,000.00
Fund 10 Total:				-197,619.00	0.00	-197,619.00
Fund: 30 - WATER/SEWER						
Department: 8120 - WATER TREATMENT PLANT						
<a href="#">30-80-8120-5300145</a>	MAINT - BUILDINGS			5,000.00	1,500.00	6,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		1,500.00	
<a href="#">30-80-8120-5300323</a>	SUPPLIES - CHEMICALS			225,000.00	-1,500.00	223,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		-1,500.00	
Department 8120 Total:				230,000.00	0.00	230,000.00
Fund 30 Total:				230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:				32,381.00	0.00	32,381.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026		Fiscal: 2025-2026		
	10	-197,619.00	0.00	-197,619.00
	30	230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:		32,381.00	0.00	32,381.00



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	Dec. 8, 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 – National Mentoring Month

**Attachments:**

Proclamation

**Summary:**

National Mentoring Month is an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people. The Town of Hillsborough honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

To adopt proclamation recognizing January 2026 as National Mentoring Month in the Town of Hillsborough.



# PROCLAMATION

## National Mentoring Month

January 2026

**WHEREAS**, National Mentoring Month brings awareness to the importance of quality mentoring that promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

**WHEREAS**, the Town of Hillsborough honors volunteer mentors who support young people in Hillsborough by showing up for them every day and demonstrating their commitment to helping them thrive; and

**WHEREAS**, mentoring programs like Fathers on the Move, Beyond Expectations, and capacity-building agencies like Youth Mentoring Collaborative make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

**WHEREAS**, Grow Your World is a youth-centered, community-building organization that partners with local college students to work directly with youth and connect community members through multigenerational and inclusive relationships that build enrichment opportunities for youth and adults alike; and

**WHEREAS**, Reintegration Support Network provides support and resources for adolescents experiencing challenges related to substance use, mental health, and/or justice involvement. Mentors engage in promoting trust and self-acceptance by advocating for and with participants, coordinating with existing service providers, and linking participants with community resources, thereby increasing a participant's overall wellbeing; and

**WHEREAS**, Healing-Centered Mentoring™ provides a pathway to promote mental wellness, increase access to evidence-based mental wellness skills training, and reduce structural barriers to mental health services; and

**WHEREAS**, mentoring plays a pivotal role in career exploration and supports workforce development by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and driving positive outcomes for communities across the state;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim January 2026 as National Mentoring Month in the Town of Hillsborough.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 8th day of December in the year 2025.

---

Mark Bell, Mayor  
Town of Hillsborough





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 2025  
Department: Public Space and Sustainability  
Agenda Section: Appointments  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

#### ITEM TO BE CONSIDERED

**Subject:** Renew the Memorandum of Interlocal Agreement between Orange County and the Town of Hillsborough for certain activities and operations at Fairview Park

#### Attachments:

Memorandum of Interlocal Agreement

#### Summary:

Fairview Park, part of the Orange County Parks system, was built and opened in 2010. The park is located adjacent to the Fairview community of the Town of Hillsborough and is surrounded on three sides by the town limits. The Dorothy N. Johnson Community Center, which was formerly a Hillsborough police substation, is located at 501 Rainey Avenue on land owned by the town. Fairview Park is built in part on land previously owned by the town that was part of a land swap and consolidation of land holdings that occurred prior to park construction.

In recognition of the park's location adjacent to the town limits and other town facilities, and the fact that many of the park patrons are town residents, Orange County and the Town of Hillsborough entered into a Memorandum of Agreement in 2010 regarding park operations and activities. The agreement provides that the county operates and maintains the park, and the town provides the cost of water and sewer service, trash collection and gate opening and closing for the park. The Orange County Sheriff's Office and the Hillsborough Police Department collaborate on public safety matters.

The five-year Memorandum of Agreement was renewed under identical conditions in 2020 by the Orange County and the Town of Hillsborough, and while there have been updates to the park amenities and activities, there are no changed conditions to the provisions of the agreement. The community center is owned and operated by the Town of Hillsborough outside of this agreement. An updated draft Memorandum of Agreement to renew the agreement for another 5-year term through 2030 is attached. The Orange County Board of County Commissioners approved the renewal Dec. 1, 2025.

#### Financial impacts:

None

#### Staff recommendation and comments:

None

#### Action requested:

Adopt the Memorandum of Interlocal Agreement, renewing the town and county partnership regarding the Fairview Park for an additional five-year period.

## **MEMORANDUM OF INTERLOCAL AGREEMENT**

### **ORANGE COUNTY, NC TOWN OF HILLSBOROUGH, NC**

#### **REGARDING FAIRVIEW PARK OPERATIONS AND RESPONSIBILITIES**

THIS AGREEMENT, made and entered into between the Town of Hillsborough, North Carolina, a North Carolina municipal corporation, 101 East Orange Street, Hillsborough, NC 27278 (hereinafter referred to as the "Town"); and Orange County, a body politic and corporate, a political subdivision of the State of North Carolina, 300 West Tryon Street, Hillsborough, NC 27278 (hereinafter referred to as the "County"), for the joint and/or assigned operations and responsibilities of Fairview Park, located in Hillsborough, NC.

#### **WITNESSETH**

WHEREAS, the parties to this agreement are public bodies, politic and corporate, under the laws of the State of North Carolina and are vested with the power and authority to own and improve real estate for recreational and other public purposes; and

WHEREAS, the Fairview neighborhood of the Town of Hillsborough adjoins a designated park site that was identified as part of the Community Revitalization effort funded through Community Development Block Grants in the 1980s, and identified in both the County and Town Comprehensive Plans; and

WHEREAS, the 2001 Orange County Parks and Open Space Bond included funding for planning and construction of Fairview Park; and

WHEREAS, the Town and County both own property within the said Fairview Park site (hereinafter "Fairview Park"), and the Town's corporate limits abut the site on three sides; and

WHEREAS, the County and Town recognized the mutual benefit and interest of the parties hereto, and to the public generally, in the construction of park facilities on Town and County owned property for Fairview Park, with the Town agreeing to donate its land toward this purpose; and

WHEREAS, the Town and County entered into a Memorandum of Agreement in 2004 regarding use of both Town and County lands together for Fairview Park, and a process for creating a master plan for the park; and

WHEREAS, it is recognized by both parties that there are limitations imposed by safety considerations caused by the site's previous use for waste-disposal purposes, as addressed in part by a geo-technical report ("Report of Geotechnical Evaluation, Closed Hillsborough Landfill Site, July 19, 2000") that have affected the potential locations within the site for a park; and

WHEREAS, a Fairview Park Master Plan was created by a committee of County, Town and community representatives in 2006 and was subsequently adopted by both the Town and County Boards of Commissioners; and

WHEREAS, the County and Town jointly applied for and received grant funding for park construction from the N.C. Parks and Recreation Trust Fund in 2009; and

WHEREAS, the first phase of Fairview Park was constructed in 2010, with a signed interlocal agreement dated November 16, 2010 to address needed property exchanges for public safety and liability concerns, Town contributions to park operations and potential annexation into the Town of Hillsborough, among other matters; and

WHEREAS, the parties, by virtue of renewed versions of this agreement adopted in prior years, wish to continue certain arrangements regarding the operation and responsibilities of the park:

**NOW, THEREFORE**, in consideration of the foregoing and on mutual promises and obligations set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

#### **1. TOWN CONTRIBUTIONS TO OPERATING EXPENSES**

- a. The Town will provide for water and sewer service at no cost to the park restrooms, picnic shelter and water fountains.
- b. The Town will be responsible for the opening and closing of any gate to the park, if such is deemed necessary, on a mutually-agreeable schedule and at the Town's discretion.

#### **2. PUBLIC SAFETY COVERAGE FOR THE PARK**

- a. The Orange County Sheriff's Office will be the initial primary provider, with the Town Police Department supporting and assisting in this capacity. The Town and County public safety providers will continue to review response to calls in the park and make adjustments to responsibilities as needed and prudent.

#### **3. AMENDMENTS**

This Agreement may be amended by mutual written consent of the Town and County. The Agreement will be reviewed at least once every five years for needed changes and updates.

#### **4. TERM**

This Agreement shall terminate upon mutual agreement of the Town and County Boards of Commissioners; or on December 31, 2030. The parties commit to review and consider renewal of the Agreement on or before December 31, 2030. *This agreement is renewable with mutual agreement of the two governing bodies.*

#### **5. GOVERNMENTAL APPROVALS**

This Agreement is subject to the review and approval of the Town and County

Boards of Commissioners.

**6. ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement of the parties hereto.

*This, the xx day of December, 2025:*

\_\_\_\_\_  
Mayor, Town of Hillsborough

WITNESS:

\_\_\_\_\_  
Town Clerk

*This, the 1<sup>st</sup> day of December, 2025:*

\_\_\_\_\_  
Chair, Orange County Board of Commissioners

WITNESS:

\_\_\_\_\_  
Clerk to the Board



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 2025  
Department: Human Resources  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Clerk/HR Technician Sarah Kimrey

#### ITEM TO BE CONSIDERED

**Subject:** Salary correction – town manager’s annual merit increase

**Attachments:**

None

**Summary:**

At the November 24 work session, it was approved to give the town manager a 4.5% merit increase rounded to the nearest one thousandth based on his prior salary of \$215,236 resulting in an approved salary of \$225,000. When processing the town manager’s annual merit, an error was discovered with the calculation. The starting salary did not include the July 1, 2025 cost of living adjustment. The 4.5% merit increase should have been based on the starting salary of \$216,736, not the figure provided in the manager’s self-evaluation.

**Financial impacts:**

None.

**Staff recommendation and comments:**

None.

**Action requested:**

Approve 4.5% merit increase based on \$216,736 resulting in a salary of \$226,489 effective July 1, 2025.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Dec. 8, 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

November 2025

### Budget

- Capital Improvement Plan requests for FY27-33 were submitted November 21<sup>st</sup>.
- Operating budget requests are due December 19<sup>th</sup>.
- Water and Sewer Rate Structure study is continuing.

### Communications

- Website — Created online curbside collections calendar and meetings calendar for elected and appointed boards.
- Other — Finalized public access signage. Finalized and translated mailer on project for Lawndale Sewer Basin. Started making initial plans for Government 101 changes for 2026.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payroll.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Offer accepted. Start date TBD.
Police Officer	Continuous recruitment.

### Diversity, Equity and Inclusion:

- Continuing to keep up to date with status of House Bill 171 Equality in State Agencies/Prohibition on DEI.

### Information Technology

- Verizon account updated with correct names, distributions, deadlines cut off, devices upgraded, best plans selected.

### Safety and Risk Management

- Finalized the settlement with NCLM for the equipment that was damaged during TS Chantal. Settlement checks should be coming in for the 9 pieces of equipment that were damaged.



## Public Works Report: November 2025

### Work Orders

38 completed

### Public Spaces

100 staff hours

### Stormwater Maintenance

128 Storm drains cleaned, 220 linear ft, and 82 staff hours

### Inspections

3 Utility inspections, 1 proof roll, and 2 google fiber walk throughs

### Special Events

Last Friday's 3 staff hours, holiday décor installed and changed banners 32 staff hours

### Training

1 staff completed training through NEOGOV

### Cemetery

1 monument marked

### Asphalt Repairs

2 potholes

### Leaf Collection

52 loads of leaves