



Agenda

Board of Commissioners Regular Meeting

7:00 PM August 11, 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. Presentations

- A. North Carolina League of Municipalities Risk Review Award Presentation to the Hillsborough Police Department
- B. Starfield Booster Pumping Station and River Pumping Station Status

5. Appointments

- A. Planning Board – Resolution to Orange County requesting reappointment of Jeanette Benjey to an extraterritorial jurisdiction seat for a three-year term
- B. Planning Board – Appointment of Sean Kehoe for a three-year term expiring Aug. 30, 2028
- C. Tourism Board – Reappointment of Rainbow Cabbage to a second term expiring Aug. 11, 2027

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting June 9, 2025
 - Work session June 23, 2025
 - Special meeting July 16, 2025
- B. Miscellaneous budget amendments and transfers
- C. Classification and Pay Amendment
- D. Selection of Artwork from Uproar Festival of Public Art for Town Hall Campus
- E. Ordinance amending Sections 14-40.1 – 14-41.2(e) of the town code to add Water Emergency Restriction Provisions
- F. Special Event Permit – Carolina Tarwheels Bikefest 2025
- G. Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2025
- H. Resolution Authorizing the Town Manager to Enter into a Lease Agreement for Temporary Public Works Facility
- I. Sole Source Purchases – Flock Group, Inc.

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

7. Items for decision - regular agenda

- A. Police Department Reorganization Presentation
- B. Hot topics for work session Aug. 25, 2025

8. Updates

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

9. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege

10. 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: Aug. 11, 2025
Department: Police
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Interim Chief Jason Winn

ITEM TO BE CONSIDERED

Subject: North Carolina League of Municipalities Risk Review Award Presentation to the Hillsborough Police Department

Attachments:

None

Summary:

The Hillsborough Police Department will be awarded for completing the NCLM Risk Review process by a league representative.

Financial impacts:

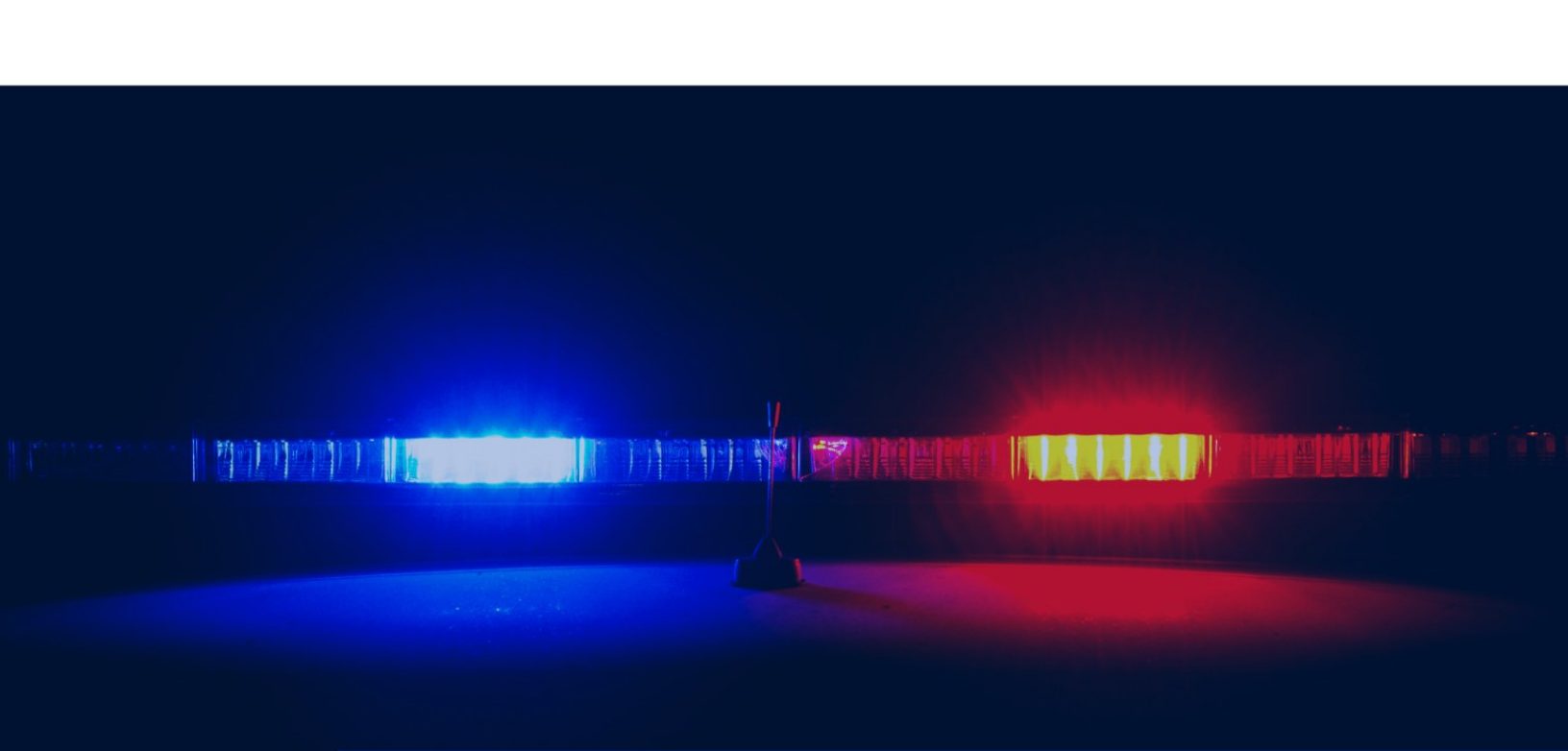
None

Staff recommendation and comments:

None

Action requested:

Receive award/presentation.



LAW ENFORCEMENT RISK REVIEW

Executive Summary Report

Hillsborough Police Department

Prepared by: Joseph Graziano

**November
2024**





HISTORY

The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns in the state. Through their collective efforts, League member cities and towns better serve their residents and improve their quality of life. For more than 100 years, the League has been one voice for cities and towns working for a better North Carolina.

Participation in the risk management review is initiated by a voluntary request from those police departments who participate in the League's property and liability insurance pool. The risk management review is not intended to replace or supplement other industry resources. The North Carolina League of Municipalities encourages agencies to participate in recognized programs that evaluate law enforcement services based on benchmarks, accountability, industry best practices, and professionalism. This risk management review does not represent all known risks to law enforcement agencies but is intended to address specific areas of liability. The risk management review process will continually evolve as additional liability concerns are identified.

ON-SITE AND STANDARD COMMENTS

During my recent visit to the police department, I was impressed by the proactive leadership demonstrated by the command staff in addressing potential patrol gaps. The Chief and the entire team displayed a deep commitment to the Risk Review process, thoughtfully implementing its recommendations to strengthen the department's operations. Their emphasis on comprehensive training across all levels of the organization is particularly commendable, underscoring a strong investment in professional development and operational readiness. This focus on training has significantly contributed to the department's recent success in recruitment, ensuring a highly prepared and visible uniformed presence within the community.

The department's pride in their work and consistent professionalism were evident throughout my visit, especially during my ride-along. Additionally, my inspection of the evidence room highlighted their adherence to best practices and meticulous attention to maintaining high standards, further reflecting their dedication to excellence.

I am confident this department will continue to serve as a model for exemplary law enforcement practices, well-equipped to uphold community trust and safety. With the town's growing population, the department is poised for an exciting period of expansion, including plans for new facilities. This opportunity marks the beginning of a promising new chapter, further enhancing the department's ability to serve and support the community.

EXECUTIVE SUMMARY

The Hillsborough Police Department has achieved a milestone in its commitment to operational excellence, community trust, and service integrity by successfully completing the North Carolina League of Municipalities Risk Review process. Despite navigating staffing challenges, the Chief and their team demonstrated unwavering dedication to accomplishing this demanding task. This accomplishment highlights the department's exceptional leadership and steadfast commitment to the highest standards of law enforcement.

By addressing and meeting over 40 rigorous standards, the department has prioritized critical high-risk areas and implemented best practices that elevate its operational effectiveness. This comprehensive review reflects a deliberate and strategic effort to mitigate risk and liability across all aspects of its operations.

Moreover, the department's pursuit of State accreditation further underscores its dedication to excellence. Based on my recent visit, I am confident this goal is well within reach. Successfully completing this rigorous process not only reinforces the department's commitment to operational integrity but also demonstrates its proactive approach to risk management.

Through the integration of best practices and a culture of accountability, the department has enhanced officer training, well-being, and community engagement. This achievement is a testament to the department's dedication to exceeding community expectations and positions it as a leader in best practices and risk-conscious policing.

Date of Next Review:

Current Completion Date: 11/21/2024

Next Review: 11/21/2027

Joseph Graziano

Joseph Graziano

Senior Public Safety Risk Management Consultant



WORKING AS ONE. ADVANCING ALL.





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Utilities
Agenda Section: Presentation
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Starfield Booster Pumping Station and River Pumping Station Status

Attachments:

Presentation slides

Summary:

Brief update on the status of the FEMA Building Resilient Infrastructure and Communities funded projects and alternative funding efforts.

Financial impacts:

Staff recommendation and comments:

Action requested:

Information only.

Starfield Booster Pumping Station and River Pumping Station Status

Board of Commissioners Regular Meeting

Aug. 11, 2025

K. Marie Strandwitz, PE



TOWN OF
HILLSBOROUGH

1

Starfield Booster Pumping Station

- Goal – receive water from Orange Water and Sewer Authority (OWASA) if needed during emergencies by building a pumping station.
- Awarded FEMA Building Resilient Infrastructure and Communities Funding (BRIC) from the 2021 funding round.
 - Phase 1 for design and bidding.
 - Phase 2 for construction.
- Earmarked State and Tribal Assistance Grant (STAG) for same project
 - Decided to use FEMA as sole source and repurpose other grant - until loss of funding.

Phase	Total Project Cost	Non-federal Share	Federal Share	Status
1	\$258,508.02	\$74,182.80	\$184,325.22	Approved
2	\$1,173,180.41	\$341,763.40	\$831,418.01	Canceled by FEMA in April 2025
Total	\$1,431,688.43	\$415,946.20	\$1,015,743.23	



HILLSBOROUGH

2

Starfield Booster Pumping Station

- Have 100% design plans.
 - Double checking flood protection.
- Working on permit applications.
- Valuating land for acquisition negotiations.
 - Will address owner concerns best we can.
- Still submitting requests for reimbursement to FEMA BRIC under Phase 1.
- Using consultant to develop formal application for STAG.
 - Workplan at 100% - 1st step.
 - Budget and application – next steps.
- Using consultant to develop formal application to Hazard Mitigation Grant Program (HMGP).
 - Federally funded but managed by the North Carolina Department of Public Safety's (NCDPS) Division of Emergency Management (NCEM).
 - Orange County covered under emergency declaration from Helene.
 - Submitted Letter of Interest in May.
 - Preliminary approval by NCDEM sent in June to develop full application – final approval expected in August.
 - Instructions for application to be released in August.
 - Applications accepted on a rolling basis from October 2025 through June 2026 (expected).



3

River Sewer Pumping Station

- Goal – move station from floodway and upsize to current needs.
- Awarded FEMA BRIC Funding from the 2021 funding round.
 - Phase 1 for design and bidding.
 - Phase 2 for construction.

Phase	Total Project Cost	Non-federal Share	Federal Share	Status
1	\$961,568.29	\$275,773.50	\$685,794.79	Approved
2	\$7,259,515.16	\$2,139,763.59	\$5,119,751.57	Canceled by FEMA in April 2025
Total	\$8,221,083.45	\$2,415,537.09	\$5,805,546.36	



4

River Sewer Pumping Station

- Have 100% design plans.
- Working on permit applications.
- Valuating land for acquisition negotiations.
- Still submitting requests for reimbursement to FEMA BRIC under Phase 1.
- Using consultant to develop formal application to HMGP.
 - Federally funded but managed by the North Carolina Department of Public Safety's (NCDPS) Division of Emergency Management (NCEM).
 - Orange County covered under emergency declaration from Helene.
 - Submitted Letter of Interest in May.
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5

River Sewer Pumping Station

- If County major disaster declaration announced, then eligible for federal Public Assistance Program (state administered)
 - County toured facilities on 7/29/2025 for joint preliminary damage assessment.
 - Eligible to have emergency and restoration costs reimbursed.
 - Can have funding to bring station back to existing condition.
 - Could do a 406 Hazard Mitigation – taking money that would have been going to repair facility and put it to moving the station. However not feasible to bypass pump for that long.
 - Have ordered replacement pumps, motors, controls and electrical. Getting quotes for demolition and install of new.



6



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 11, 2025
Department:	Planning and Economic Development Division
Agenda Section:	Appointments
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

ITEM TO BE CONSIDERED

Subject: Planning Board – Resolution to Orange County requesting reappointment of Jeanette Benjey to an extraterritorial jurisdiction seat for a three-year term

Attachments:

1. Volunteer application
2. Draft Resolution

Summary:

Jeanette Benjey is currently serving a partial term on the Planning Board as an extraterritorial jurisdiction representative. Her term expires on Oct. 31, 2025. She is eligible for reappointment to a three-year term.

Pursuant to NC GS § 160D-307 (b), the Orange County Board of Commissioners appoints the extraterritorial jurisdiction members on the town's Planning Board. The Town of Hillsborough is to send a resolution to the county requesting an appointment. The county is to act on that request within 90 days of receiving the resolution. If it does not do so, then the Hillsborough Board of Commissioners may make the appointment instead.

Financial impacts:

None beyond occasional board training sessions.

Staff recommendation and comments:

Jeanette has been a valuable member of the Planning Board. She comes prepared for meetings, gives thoughtful comments, respects the thoughts and opinions of others, and has good meeting attendance. Staff recommends her reappointment to the Planning Board.

Action requested:

Adopt the attached resolution, which requests that the Orange County Board of Commissioners reappoint Jeanette Benjey to the Planning Board as an extraterritorial jurisdiction representative.

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mrs. Jeanette Benjey
Name Called:
Home Address: 708 Cloverfield Drive
Hillsborough NC 27278
Phone: 919-308-5774
Email: jmbenjey@gmail.com
Year of OC Residence: 2018
Township of Residence: Hillsborough
Zone of Residence: Hillsborough ETJ
Gender Identity: Female
Ethnic Background: White
Age Range: 60+

Community Activities/Organizational Memberships:

Friends of the Orange Co. Library, Fellowship Board, United Church of Chapel Hill, Communications Coordinator, Greater Raleigh Alumnae Chapter of AGD

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:**Affordable Housing Advisory Board****Please explain how your background, education and experience is relevant to this board**

I have a BA in Communications from Michigan State University. I owned my own advertising and graphic design business from 1977-2006. Although it is no longer an official LLC I still do graphic design work for several builders and real estate agents. I had a real estate license from 2000-2022, worked for Keller Williams. I have designed and built two homes in the area working with engineers and architects. I also remodeled 3 homes, and owned 3 for rental investment.

Please explain your reasons for wanting to serve on this board

I feel availability of affordable housing is one of the most important needs in our community and really everywhere. Builders build homes/townhomes at a marketing point where they can make the most profit. Understandable. But this leaves a great percentage of the population unable to afford their own home, no matter how small. This seems in conflict with our American dream. I would like to work with people to share ideas on how we can build homes (getting land the hard part), for the average hard-working American family. The pride of owning your own home is important for every family. It is so grounding and gives such a feeling of belonging. You can fix it the way you want it, you can feel that you have an investment in the American dream. I think it gives people a reason to want to succeed in life.

How would your participation on this board contribute to the diversity of viewpoints?

Not knowing anything about the current viewpoints, that is a bit hard to answer. But I may have some thoughts on ways to help build homes that are more affordable without sacrificing too much quality. I have a good sense of design, reading and fiddling with floor plans is one of my favorite hobbies. I think I can look at a design and make it efficient and accomplish practical

design even in a smaller space. I am also familiar with interior finishes, durable can still be attractive and affordable. The importance of placement of windows is also a big concern of mine. Good use (location) of storage is important and design that gives some privacy to family members. Discussion of one or two-story designs, duplex, triplex??? Anything but big apartment buildings. Recreation areas and ways to make sure owners maintain their property without high or overly strict HOAs.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed to this board?

None

Hillsborough Planning Board

Please explain how your background, education and experience is relevant to this board

BA in Communications/Advertising, Michigan State University Owner of Intensity Advertising and Marketing Graphic and ad designer for the Raleigh News and Observer Real Estate License 2000-2021, worked for Keller Williams Realty Designed and built two homes (Raleigh & Hillsborough) Landlord for 3 rental homes Experience with exterior and interior building materials

Please explain your reasons for wanting to serve on this board

I have lived in Hillsborough almost 5 years. Unfortunately because of COVID I have not been able to meet as many people or be active in different groups. I like living here, but I see a lot of small and maybe larger improvements that would make this town more attractive and vibrant. I know a lot of people here go to other surrounding cities for a lot of reasons, would be nice if there was more stores here. Also I found there is a real lack in welcoming new residents and even harder to find out about local businesses. It got the feeling that if you aren't from these parts you don't need to know.

How would your participation on this board contribute to the diversity of viewpoints?

I don't know what viewpoints exist, so hard to say. But I am a very visual person and feel I could bring a new perspective to the overall ambiance of the town. It is easy to get used to living somewhere and take everything for granted, sometimes a new eye can be helpful. Not that so much needs changing, maybe just tweaking here and there!

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed to this board?

None

Boards/Commissions appointments:

Other Comments:

This application was current on: 4/18/2023 8:22:11 PM

Date Printed: 4/20/2023



RESOLUTION

Requesting a Reappointment to the Hillsborough Planning Board Extraterritorial Jurisdiction Seat

WHEREAS, on March 7, 2024, Jeanette Benjey of 708 Cloverfield Drive was appointed to an extraterritorial jurisdiction seat on the Hillsborough Planning Board for a partial term ending October 31, 2025; and

WHEREAS, Benjey is eligible for reappointment to her seat for a three-year term beginning November 1, 2025; and

WHEREAS, pursuant to NC GS § 160D-307 (b) and Section 2.3.3 of the Hillsborough Unified Development Ordinance, the Orange County Board of Commissioners has the authority and responsibility to appoint extraterritorial jurisdiction members to the Hillsborough Planning Board;

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

Section 1. The Town of Hillsborough respectfully requests that the Orange County Board of Commissioners reappoints Jeanette Benjey to an extraterritorial jurisdiction seat on the Hillsborough Planning Board for a three-year term beginning November 1, 2025.

Section 2. Pursuant to NC GS § 160D-307 (b), if the Orange County Board of Commissioners does not act on this request within 90 days of receiving this resolution, then the Hillsborough Board of Commissioners may make the appointment.

Section 3. Town staff shall send a copy of this resolution to Tara May, Clerk to the Board of County Commissioners.

Section 4. This resolution shall become effective upon adoption.

Approved this 11th day of August of the year 2025.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Planning and Economic Development Division
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

ITEM TO BE CONSIDERED

Subject: Planning Board – Appointment of Sean Kehoe for a three-year term expiring Aug. 30, 2028

Attachments:

Board service application from Sean Kehoe

Summary:

Sean Kehoe works as a professional carpenter and property manager. He sat on the Board of Adjustment from August 2019 – April 2025, serving two years as vice-chair and three years as chair. He has also participated in the town's Government 101 course for community members.

Mr. Kehoe would fill the in-town seat vacated by Mr. John Giglia. Mr. Giglia was reappointed to a full term on the Planning Board in May 2025. However, he needed to resign for personal reasons shortly thereafter.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff recommendation and comments:

Staff recommends appointing Sean Kehoe to the Planning Board.

Action requested:

Appoint Sean Kehoe to the Planning Board as a town representative for a three-year term ending Aug. 30, 2028.



TOWN OF HILLSBOROUGH

Page 1

Personal Information

* **Full name**

Sean Kehoe

* **Home address**

111 N. Hillsborough ave
Hillsborough North Carolina 27278

* **Primary phone**

919-491-6691

Secondary phone

SKIPPED

* **Email**

Hillsboroughsean@gmail.com

Employer

SKIPPED

Job title

SKIPPED

* **Birth date**

October 18, 1983

* **Gender**

Male

* **Preferred pronouns**

He/him/his

* **Hispanic, Latino or Spanish ancestry**

No

* **Race**

White

* **Have you attended Government 101 for community members?**

Yes

Page 2

Board Selection

You must meet at least one of the eligibility criteria for each board you would be willing to serve on:

Board of Adjustment

- Live in town
- Live in the extraterritorial jurisdiction area

Historic District Commission

- Live in town
- Live in the extraterritorial jurisdiction area

Parks and Recreation Board

- Live in town

Planning Board

- Live in town
- Live in the extraterritorial jurisdiction area

Tourism Board

- Own or operate a restaurant in town
- Live, own property or be employed in town

Tourism Development Authority

and with a business collecting lodging tax

Tree Board
- Live in town

*** First choice board**

Planning Board

Second choice board

Historic District Commission

Third choice board

Planning Board

Page 3

Short-Answer Questions

*** Have you served or are you serving on a town board? Which ones and when?**

I have served on the board of adjustment and have been the chair for several years.

*** Why do you want to serve on a town board? What would you specifically like to accomplish?**

I'm looking to deepen my role as a community member

*** Do you have relevant work, volunteer or educational experience for the boards you selected?**

I have experience as a professional carpenter and property manager.

*** How are you connected to Hillsborough?**

I have been a town resident since 2005 and currently live in a historic home downtown.

*** Have you reviewed town plans and other documents available on the town website?**

Yes, several times.

*** What challenges facing the town could be addressed by the board or boards on which you wish to serve?**

I feel the current biggest challenge to town is rapid expansion well struggling to maintain its quaint historic vibe.

*** How did you hear about this opportunity?**

Town staff member or elected official

I have been advised that I am committing to attend the appointed board's regular meetings. Attendance at the regular meetings is required for me to maintain membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.

View the complete code in the Hillsborough Code of Ordinances: [Appointed Boards, Task Forces and Authorities](#).

Confirm understanding of attendance policy

Confirm



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Tourism Board – Reappointment of Rainbow Cabbage to a second term expiring Aug. 11, 2027

Attachments:

Volunteer Board Application

Summary:

The Tourism Board has seats reserved for Pub/Restaurant representatives. Rainbow Cabbage serves as a representative of Nash Street Tavern where she does sound work and performs in a band. She attended the Fiscal Year 2025 Visit NC tourism conference to learn more about tourism statewide and in other communities.

Financial impacts:

None, except for occasional board training opportunities or conferences.

Staff recommendation and comments:

None.

Action requested:

Reappoint Rainbow Cabbage as a Pub/Restaurant representative on the Tourism Board for a term expiring Aug. 11, 2027.



Appointed Boards Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

Rainbow

Last name (required):

Cabbage

Home address (required):

300 west king street, Hillsborough NC 27278

Home phone number:

919 971-4862

Work phone number:

Email address (required):

happybidumusic@msn.com

Place of employment:

Nash Street Tavern

Job title:

Sound Engineer

Birth date (required):

May 2, 1965

Gender (required):

I prefer not to answer

Ethnic origin (check all that apply) (required):

I prefer not to answer

First choice (required):

Tourism Board

Second choice (required):

Historic District Commission

Third choice (required):

Tree Board

Reasons for wanting to serve (required):

To help, in some small way, to make Hillsborough continue to blossom.

Have you served or are you currently serving on a town board? If so, which ones and when? (required)?

No

Relevant work, volunteer or educational experience (required):

It has been my pleasure to run Sound at the Nash Street Tavern for the last seven years. I am the Audio Engineer who mixed all the live broadcasts on WHUP and Simulcast on the Hillsborough Arts Council website during the pandemic. Previously, I have also been an organizer of many Shows, Concerts and fundraisers. ..including the largest Volunteer Concert to ever be held in the capital, in support of disaster relief funding for the American Red Cross. I think I can help make things happen in and for Hillsborough.

How are you connected to Hillsborough (live, work, play, shop, own property) (required)?

I have just (almost!) finished a five year renovation of a little house on King Street, in the Historic District. Which I used to pass every day driving in from out of town, to go to work in the West End at the Nash Street Tavern to run Sound for all the Live Bands and Musical Acts that perform there.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it (required)?

Regarding Vision 2030

Maintaining the architectural charm and integrity of Hillsborough is one of the most important things that the town can do to both ensure Tourism and a high quality of life, here in Hillsborough. Protecting the health and safety of the historic trees in and around town, I believe should also be a high priority for quality of life, environment and Tourism.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

I'm still working my way through all the information and letting it percolate.

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve (required)?

I believe it is important to keep coming up with fresh ideas for fun things to do in Hillsborough...some of which should be unique to Hillsborough, not just lumped in with Carrboro and Chapel Hill.

Some additional attention could also be aimed at utilizing the free resources available in out of town Newspapers, like The News and Observer, The Herald Sun and The Independent. As Hillsborough has been virtually invisible in outside of Orange County print media.

Maintaining quality of life for residents and protecting the environment in general, while addressing growth and increased tourism is going to be an ongoing challenge for Hillsborough that is going to require good communication and an eye on the future.

And regarding the Trees in Hillsborough ...some immediate attention to the Ivey issue would be wise.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 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 June 9, 2025
2. Work session June 23, 2025
3. Special meeting July 16, 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 June 9, 2025, work session June 23, 2025, and special meeting July 16, 2025.



Minutes

Board of Commissioners Regular Meeting with Tentative Budget Adoption

7 p.m. June 9, 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

Staff: Planner II Molly Boyle, Budget Director Emily Bradford, Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Interim Police Chief Jason Winn

Opening of the meeting

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

1. Public charge

Bell read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Motion: Commissioner Meaghun Darab moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 4-0.

4. Appointments

- A. Board of Adjustment – Appointment of Garret Sparks for a term expiring July 31, 2028
- B. Parks and Recreation Board – Appointment of Colleen Cederberg for a term expiring June 10, 2028
- C. Tourism Board – Reappointment of Scott Czechlewski as a Chamber representative for a term expiring June 9, 2027
- D. Tourism Board – Reappointment of Smita Patel for a term expiring June 9, 2027

Motion: Commissioner Matt Hughes moved to approve all appointments. Commissioner Robb English seconded.

Vote: 4-0.

5. Items for decision – consent agenda

- A. Minutes
 - Regular meeting with budget presentation May 12, 2025

- Budget workshop and public hearing May 19, 2025
- Work session with budget workshop May 27, 2025
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Pollinator Week 2025
- D. Tourism Board budget amendments
- E. Tourism Board Fiscal Year 2026 budget adoption
- F. Tourism Development Authority Fiscal Year 2026 budget adoption
- G. Text amendment to Unified Development Ordinance Section 9.2, Definitions – Bank and Financial Institution (initiated by the Board of Adjustment)
- H. Resolution to adopt Hillsborough’s portion of the 2025 Eno-Haw Regional Hazard Mitigation Plan

Motion: English moved to approve all items on the consent agenda. Darab seconded.

Vote: 4-0. Nays: None.

6. Items for decision – regular agenda

- A. Annexation and rezoning requests for 224 Oakdale Drive (PIN 9863-86-4896)

Planner II Molly Boyle presented an annexation and rezoning request for 224 Oakdale Drive. She explained that the applicant, Nasser Massry of Starlight Construction, was requesting the town annex the 4.62-acre property and rezone it to R-10, residential zoning with a minimum lot size of about 10,000 square feet. If approved, the applicant plans to develop the property into a 15-lot residential subdivision.

Boyle reported on the May 15 public hearing, where four community members submitted written comments and two spoke at the hearing. Community members raised concerns about traffic congestion, rate of growth, cost of living and stormwater runoff. One requested that open space be preserved at the back of the community.

Boyle reported that the Planning Board unanimously recommended approval of the annexation and rezoning request. Staff found the request was consistent with the town’s unified development ordinance and future land use map. Boyle noted that water and sewer service is expected to be available with improvements at the developer's expense.

Boyle outlined some requirements for the project, including a stormwater control measure, construction of a public street, and preservation of 10% of the project area as open space.

Board members asked about the open space requirement and the possibility of mirroring the design of the adjacent Oak Ridge subdivision. Boyle confirmed they could work with the developer on the design but can’t require specific placement of the open space.

Town Attorney Bob Hornik clarified that conditions could not be attached to this request since it is a general use rezoning.

Motion: Darab moved to approve the annexation and rezoning ordinances. Hughes seconded.

Vote: 4-0.

- B. Fiscal Year 2026 Budget Adoption

Budget Director Emily Bradford presented the Fiscal Year 2026 budget for adoption. She explained that the budget had been updated to reflect discussions from previous budget work sessions and updates from departments. All changes made since the recommended version were included in the agenda packet.

In response to a question from the board, Assistant Town Manager and Community Services Director Matt Efirm clarified that the Orange County Partnership to End Homelessness expansion request would likely become part of the continuation budget in subsequent years if funded.

Board members expressed their appreciation for the budget staff's work, acknowledging the complexities faced this year, including flat revenues, loss of grant funding and the adjustment of property values in the county.

Motion: Hughes moved to adopt the Fiscal Year 2026 budget. English seconded.
Vote: 4-0.

C. Hot topics for work session June 23, 2025

It was noted that the upcoming work session would include year-end budget amendments and transfers. Additionally, consultants working with planning staff on the Unified Development Ordinance update plan to introduce themselves to the board and provide a project overview.

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

The mayor adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report**Adjustment Detail**

For Date Range: 06/09/2025 - 06/09/2025

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: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 10 - GENERAL						
Department: 3900 - 3900						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-3,260,960.00	2,158,858.35	-1,102,101.65
BA0000007	Employee awards	GLPKT00069	06/09/2025		-5,530.00	
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-72,618.00	
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-993.65	
BA0000015	Debt Finance NC86 Reno	GLPKT00127	06/09/2025		2,180,000.00	
BA0000018	Adj per actual	GLPKT00134	06/09/2025		13,000.00	
BA0000019	Adj per actual	GLPKT00135	06/09/2025		45,000.00	
Department 3900 Total:				-3,260,960.00	2,158,858.35	-1,102,101.65
Department: 4400 - ACCOUNTING						
10-10-4400-5300080	TRAINING/CONF/CONV			5,000.00	56.00	5,056.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		56.00	
10-10-4400-5300459	CS - ACCOUNTING ASSISTANCE			41,000.00	-56.00	40,944.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-56.00	
Department 4400 Total:				46,000.00	0.00	46,000.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5300530	DUES & SUBSCRIPTIONS			1,802.00	2,850.00	4,652.00
BudAdj	Budget Adjustment	ZADJBudAdj	06/09/2025		2,850.00	
10-10-4500-5350580	CUSTOMER SERVICE & INNOVATION AWARD			8,200.00	5,530.00	13,730.00
BA0000007	Employee awards	GLPKT00069	06/09/2025		5,530.00	
Department 4500 Total:				10,002.00	8,380.00	18,382.00
Department: 5100 - POLICE						
10-20-5100-5127070	RETIREMENT			387,382.00	72,618.00	460,000.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		72,618.00	
10-20-5100-5300158	MAINT - EQUIPMENT			34,000.00	-4,000.00	30,000.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		-4,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			57,375.00	-7,850.00	49,525.00
BA0000003	Police - for radios	GLPKT00061	06/09/2025		-8,850.00	
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		1,000.00	
10-20-5100-5300350	UNIFORMS			21,840.00	1,250.00	23,090.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		1,250.00	
10-20-5100-5300363	RENTAL - BUILDINGS			50,923.00	677.00	51,600.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		677.00	
10-20-5100-5300470	HIRING SELECTION PROCESS			3,400.00	550.00	3,950.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		550.00	
10-20-5100-5300570	MISCELLANEOUS			4,000.00	-1,677.00	2,323.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-1,677.00	
10-20-5100-5700740	CAPITAL - VEHICLES			200,000.00	11,050.00	211,050.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		2,200.00	
BA0000003	Police - for radios	GLPKT00061	06/09/2025		8,850.00	
Department 5100 Total:				758,920.00	72,618.00	831,538.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5100010	OVERTIME COMPENSATION			0.00	1,500.00	1,500.00
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		1,500.00	
10-30-5400-5300350	UNIFORMS			0.00	88.00	88.00

Budget Adjustment Report**For Date Range: 06/09/2025 - 06/09/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		88.00	
Department 5400 Total:				0.00	1,588.00	1,588.00
Department: 5550 - MOTOR POOL/WATER						
10-30-5550-5300080	TRAINING/CONF/CONV			8,000.00	800.00	8,800.00
BA0000008	To cover refreshments / food for two-day tra...	GLPKT00089	06/09/2025		800.00	
10-30-5550-5300110	TELEPHONE/INTERNET			840.00	980.00	1,820.00
BA0000012	Yr-end Adjustments	GLPKT00121	06/09/2025		980.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			18,000.00	-800.00	17,200.00
BA0000008	To cover refreshments / food for two-day tra...	GLPKT00089	06/09/2025		-800.00	
10-30-5550-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			30,200.00	-980.00	29,220.00
BA0000012	Yr-end Adjustments	GLPKT00121	06/09/2025		-980.00	
Department 5550 Total:				57,040.00	0.00	57,040.00
Department: 5600 - STREETS						
10-30-5600-5300165	MAINT - INFRASTRUCTURE			5,000.00	15,000.00	20,000.00
BA0000005	Streets - move traffic calming to correct acc...	GLPKT00064	06/09/2025		15,000.00	
10-30-5600-5300570	MISCELLANEOUS			1,500.00	366.00	1,866.00
BA0000013	Yr-end Adjustments	GLPKT00122	06/09/2025		366.00	
10-30-5600-5700729	CAPITAL - INFRASTRUCTURE			367,950.00	-15,000.00	352,950.00
BA0000005	Streets - move traffic calming to correct acc...	GLPKT00064	06/09/2025		-15,000.00	
10-30-5600-5700740	CAPITAL - VEHICLES			67,100.00	-366.00	66,734.00
BA0000013	Yr-end Adjustments	GLPKT00122	06/09/2025		-366.00	
10-71-5600-5982002	TRANSFER TO GEN CAP IMPROV FUND			2,209,000.00	-2,180,000.00	29,000.00
BA0000015	Debt Finance NC86 Reno	GLPKT00127	06/09/2025		-2,180,000.00	
10-71-5600-5982005	TRANSFER TO GENERAL CRF			0.00	67,352.00	67,352.00
BA0000017	Adj per actual	GLPKT00133	06/09/2025		67,352.00	
10-71-5600-5982950	TRANSFER TO FUND 78 - COMMITTED FUNDS			81,000.00	-67,352.00	13,648.00
BA0000017	Adj per actual	GLPKT00133	06/09/2025		-67,352.00	
Department 5600 Total:				2,731,550.00	-2,180,000.00	551,550.00
Department: 5800 - SOLID WASTE / STORMWATER						
10-30-5800-5300110	TELEPHONE/INTERNET			2,160.00	1,280.00	3,440.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		1,280.00	
10-30-5800-5400910	DEBT SERVICE - PRINCIPAL			59,989.00	863.00	60,852.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		863.00	
10-30-5800-5400920	DEBT SERVICE - INTEREST			2,629.00	-863.00	1,766.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-863.00	
Department 5800 Total:				64,778.00	1,280.00	66,058.00
Department: 6300 - PUBLIC SPACE						
10-71-6300-5982950	TRANSFER TO FUND 78 - COMMITTED FUNDS			353,000.00	-13,000.00	340,000.00
BA0000018	Adj per actual	GLPKT00134	06/09/2025		-13,000.00	
Department 6300 Total:				353,000.00	-13,000.00	340,000.00
Department: 6900 - SPECIAL APPROPRIATIONS						
10-60-6900-5300570	MISCELLANEOUS			377,443.00	-2,850.00	374,593.00
BudAdj	Budget Adjustment	ZADJBudAdj	06/09/2025		-2,850.00	
10-71-6900-5982006	TRANSFER TO GEN CAP IMPROV FUND			45,000.00	-45,000.00	0.00
BA0000019	Adj per actual	GLPKT00135	06/09/2025		-45,000.00	
Department 6900 Total:				422,443.00	-47,850.00	374,593.00

Budget Adjustment Report**For Date Range: 06/09/2025 - 06/09/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-1,874.35	448,125.65
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		-1,588.00	
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-286.35	
Department 9990 Total:				450,000.00	-1,874.35	448,125.65
Fund 10 Total:				1,632,773.00	0.00	1,632,773.00
Fund: 30 - WATER/SEWER						
Department: 3900 - 3900						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-406,244.00	-70,000.00	-476,244.00
BA0000006	3rd Party Inspections	GLPKT00068	06/09/2025		-70,000.00	
Department 3900 Total:				-406,244.00	-70,000.00	-476,244.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300441	CS - ENGINEERING			110,000.00	70,000.00	180,000.00
BA0000006	3rd Party Inspections	GLPKT00068	06/09/2025		70,000.00	
Department 7220 Total:				110,000.00	70,000.00	180,000.00
Department: 7240 - BILLING AND COLLECTIONS						
30-80-7240-5300080	TRAINING/CONF/CONV			2,000.00	-90.00	1,910.00
BA0000004	Billing/Collections - for security system invoi...	GLPKT00063	06/09/2025		-90.00	
30-80-7240-5300145	MAINT - BUILDINGS			0.00	90.00	90.00
BA0000004	Billing/Collections - for security system invoi...	GLPKT00063	06/09/2025		90.00	
Department 7240 Total:				2,000.00	0.00	2,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300112	POSTAGE			50.00	20.00	70.00
BA0000021	WWTP postage - return rebuilt regulator	GLPKT00143	06/09/2025		20.00	
30-80-8220-5300158	MAINT - EQUIPMENT			103,700.00	-20.00	103,680.00
BA0000021	WWTP postage - return rebuilt regulator	GLPKT00143	06/09/2025		-20.00	
Department 8220 Total:				103,750.00	0.00	103,750.00
Fund 30 Total:				-190,494.00	0.00	-190,494.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Department: 3870 - 3870						
71-71-3870-3870420	TRANSFER FROM GF - VEH-STREETS			-80,148.00	-67,352.00	-147,500.00
BA0000016	Adj per actual	GLPKT00131	06/09/2025		-67,352.00	
Department 3870 Total:				-80,148.00	-67,352.00	-147,500.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO GENERAL FUND			100,148.00	67,352.00	167,500.00
BA0000016	Adj per actual	GLPKT00131	06/09/2025		67,352.00	
Department 6900 Total:				100,148.00	67,352.00	167,500.00
Fund 71 Total:				20,000.00	0.00	20,000.00
Budget Code 2024-2025 Total:				1,462,279.00	0.00	1,462,279.00

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	1,632,773.00	0.00	1,632,773.00
	30	-190,494.00	0.00	-190,494.00
	71	20,000.00	0.00	20,000.00
Budget Code 2024-2025 Total:		1,462,279.00	0.00	1,462,279.00

APPROVED: 4/0

DATE: 6/9/25

VERIFIED: Shan E. Kimrey

DRAFT



PROCLAMATION

National Pollinator Week 2025

June 16-22, 2025

WHEREAS, pollinator species such as birds, bees, butterflies and other insects are essential partners in producing much of our food supply; and

WHEREAS, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, mineral resources, and recreational opportunities as well as enhanced economic development opportunities for communities; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, diverse urban and suburban ecosystems; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, for years the Town of Hillsborough has managed urban landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

WHEREAS, the Town of Hillsborough provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments; and

WHEREAS, the Town of Hillsborough is a proud affiliate of Bee City USA®;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of June 16 through 22,, 2025 as our municipality's "National Pollinator Week" in the Town of Hillsborough and urge all citizens to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 9th day of June in the year 2025.



Mark Bell

Mark Mayor
Town of Hillsborough

Budget Adjustment Report
Adjustment Detail

For Date Range: 06/10/2025 - 06/10/2025

Town of Hillsborough, NC

Account Number	Account Name		Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date	Amount	
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025					
Fund: 74 - TOURISM BOARD					
Revenue					
74-00-3900-3900000	FUND BALANCE APPROPRIATION		-84,151.00	-26,000.00	-110,151.00
BA0000009	FY24 Contract with Town of Hillsborough	GLPKT00115	06/10/2025	-26,000.00	
Revenue Total:			-84,151.00	-26,000.00	-110,151.00
Expense					
74-51-6250-5300497	CS - TOWN OF HILLSBOROUGH		26,000.00	26,000.00	52,000.00
BA0000009	FY24 Contract with Town of Hillsborough	GLPKT00115	06/10/2025	26,000.00	
Expense Total:			26,000.00	26,000.00	52,000.00
Fund 74 Total:			-58,151.00	0.00	-58,151.00
Budget Code 2024-2025 Total:			-58,151.00	0.00	-58,151.00

APPROVED: 4/0

DATE: 6/9/25

VERIFIED: _____

Janet E. Kimrey

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	74	-58,151.00	0.00	-58,151.00
Budget Code 2024-2025 Total:		-58,151.00	0.00	-58,151.00

DRAFT



ORDINANCE

Tourism Board Budget

FY2025-26

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Board Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Food & Beverage Tax	\$485,000
Fund Balance Appropriation	<u>\$ 88,279</u>
TOTAL	\$573,279

The following amounts are hereby appropriated for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$573,279</u>
TOTAL	\$573,279

Section 2. The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as "Food & Beverage Tax" revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes: 4

Noes: 0

Absent or excused: 1



Victoria Pace

Victoria Pace (Jun 11, 2025 20:44 EDT)

Victoria Pace, Tourism Board Chair

Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk






Item 5.E Tourism Board - FY26 Budget Ordinance

Final Audit Report

2025-06-12

Created:	2025-06-11
By:	Sarah Kimrey (sarah.kimrey@hillsboroughnc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAtZ8Wwci36HGQaRMI7g4HX2Ox_qhbU33

"Item 5.E Tourism Board - FY26 Budget Ordinance" History

-  Document created by Sarah Kimrey (sarah.kimrey@hillsboroughnc.gov)
2025-06-11 - 12:20:45 PM GMT
-  Document emailed to Victoria Pace (vpace627@gmail.com) for signature
2025-06-11 - 12:20:49 PM GMT
-  Email viewed by Victoria Pace (vpace627@gmail.com)
2025-06-12 - 0:43:23 AM GMT
-  Document e-signed by Victoria Pace (vpace627@gmail.com)
Signature Date: 2025-06-12 - 0:44:10 AM GMT - Time Source: server
-  Agreement completed.
2025-06-12 - 0:44:10 AM GMT





ORDINANCE

Tourism Development Authority Budget

FY2025-26

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Development Authority Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Occupancy Tax	\$100,000
Fund Balance Appropriation	\$ 36,150
TOTAL	\$136,150

The following amounts are hereby appropriated for the operation of the Tourism Development Authority (TDA) and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the TDA:

Tourism Development Authority	<u>\$136,150</u>
TOTAL	\$136,150

Section 2. The Town of Hillsborough will collect an Occupancy Tax and distribute the funds to the Tourism Development Authority to fund its operations. These funds are listed as "Occupancy Tax" revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes: 4
Noes: 0
Absent or excused: 1



Meaghun Darab
Meaghun Darab (Jun 10, 2025 11:18 EDT)

Meaghun Darab, Tourism Development Authority Chair

Mark Bell
Mark Bell, Mayor

Sarah E. Kimrey
Sarah E. Kimrey, Town Clerk






Item 5.E Tourism Development Authority - FY26 Budget Ordinance

Final Audit Report

2025-06-10

Created:	2025-06-10
By:	Sarah Kimrey (sarah.kimrey@hillsboroughnc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWD0wZJ497UTGcT74kycx3doQDZrLGmnF

"Item 5.E Tourism Development Authority - FY26 Budget Ordinance" History

-  Document created by Sarah Kimrey (sarah.kimrey@hillsboroughnc.gov)
2025-06-10 - 3:12:29 PM GMT
-  Document emailed to Meaghun Darab (meaghun.darab@hillsboroughnc.gov) for signature
2025-06-10 - 3:12:33 PM GMT
-  Email viewed by Meaghun Darab (meaghun.darab@hillsboroughnc.gov)
2025-06-10 - 3:17:07 PM GMT
-  Document e-signed by Meaghun Darab (meaghun.darab@hillsboroughnc.gov)
Signature Date: 2025-06-10 - 3:18:08 PM GMT - Time Source: server
-  Agreement completed.
2025-06-10 - 3:18:08 PM GMT

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

Consistency Statement per NC GS § 160D-605

Request to amend Unified Development Ordinance Section 9.2, Definitions
(initiated by the Board of Adjustment)

June 9, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a proposal, initiated by the town's Board of Adjustment, to amend Unified Development Ordinance Section 9.2, Definitions. Specifically, the amendment proposes to change the definition of "Bank & Financial Institution" to allow drive-up automated teller machines (ATMs).

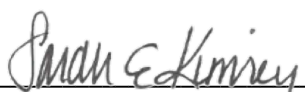
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan because

1. The proposed amendment is **consistent** with the following goal, strategy, and action in the Town Government and Public Services chapter:
 - 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 text amendment **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare by addressing inconsistencies in the town's development regulations.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance

Section 9.2, Definitions – Bank and Financial Institution

WHEREAS, an application was initiated by the Board of Adjustment of the Town of Hillsborough to amend UDO Section 9.2, Definitions, to change the definition of “Bank and Financial Institution” to allow drive-up automated teller machines; 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 text 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;

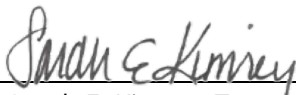
NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- 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 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

9.2 DEFINITIONS

- Automated Teller Machine (ATM) An unstaffed machine for accessing financial accounts. These may be attached to a bank branch or independently located for walk-up or drive-up customers.
- Bank & Financial Institution An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. Financial institutions include those establishments engaged in the on-site circulation of cash money and check-cashing facilities but shall not include bail bond brokers. Financial institutions may also provide Automated Teller Machines (ATM) services, located within a fully enclosed space or building, or along an exterior building wall intended to serve walk-up or drive-up customers. Financial institutions may include drive-up windows.

DRAFT



RESOLUTION

Adopting the Eno-Haw Regional Hazard Mitigation Plan

WHEREAS, the citizens and property within the Town of Hillsborough are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the region are particularly vulnerable to drought, excessive heat, hurricane and coastal hazards, thunderstorm, tornado, winter weather, flooding, wildfire, hazardous substances, cyber threat, terrorism, and infrastructure failure; and

WHEREAS, the Town of Hillsborough desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said plan must be updated and adopted within a five-year cycle; and

WHEREAS, the Town of Hillsborough has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Board of Commissioners of the Town of Hillsborough to fulfill this obligation in order that the Town of Hillsborough will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

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

1. Adopts the Eno-Haw Regional Hazard Mitigation Plan.
2. Vests the Town of Hillsborough with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints the Town of Hillsborough Planning and Economic Development Division to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the plan to assure that the plan is in compliance with all state and federal regulations and that any needed revisions or amendments to the plan are developed and presented to the Town of Hillsborough Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4

Noes: 0

Absent or excused: 1



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk

ORDINANCE #20250609-6.A

Return to: Town Clerk, Town of Hillsborough, 101 E. Orange Street, Hillsborough, NC 27278



ORDINANCE

**Annexing certain contiguous property to the Town of Hillsborough, NC
224 Oakdale Drive (PIN 9863-86-4896)**

WHEREAS, a petition was received requesting the annexation of approximately 4.62 acres identified as 224 Oakdale Drive (PIN 9863-86-4896); and

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

WHEREAS, a public hearing on the annexation was held on May 15, 2025, following notice of said hearing being published in The News of Orange on April 30 and May 7, 2025, in accordance with NC GS § 160A-31(c).

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

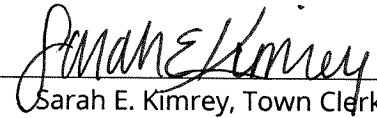
- Section 1.** The petition requesting the annexation of the area described hereto in Exhibits A and B was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the Town of Hillsborough, as the term "contiguous" is defined 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.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 4.** This ordinance shall become effective upon adoption.
- Section 5.** The Town Clerk shall cause an accurate map of the annexed territory described hereto in Exhibits A and B, 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 9th day of June in the year 2025.

Ayes: 4

Noes: 0

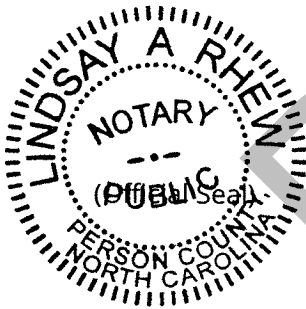
Absent or excused: 1

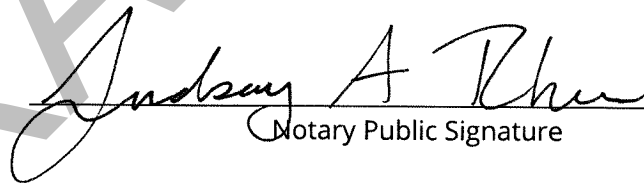

Sarah E. Kimrey, Town Clerk

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 10 day of June, 2024.




Notary Public Signature

My commission expires: 5-8-2030

Exhibit A
Legal Description

ORDINANCE #20250609-6.A

BEGINNING AT AN EXISTING IRON STAKE, BEING IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, AND HAVING N.C. GRID COORDINATES OF NORTHING: 837282.636 AND EASTING : 1968613.227, THENCE A BEARING OF S 16° 32' 51" E, A DISTANCE OF 420.06' TO AN EXISTING IRON STAKE, THENCE A BEARING OF S 16° 35' 12" E, A DISTANCE OF 420.08' TO AN EXISTING IRON STAKE, THENCE ALONG THE PROPERTY LINE OF CORNWALLIS HILLS SUBDIVISION, A BEARING OF N 89° 34' 27" W, A DISTANCE OF 39.42' TO AN EXISTING IRON STAKE, THENCE A BEARING OF N 89° 59' 27" W, A DISTANCE OF 217.07' TO AN EXISTING IRON STAKE, THENCE ALONG THE EASTERN PROPERTY LINE OF THE OAK RIDGE SUBDIVISION, A BEARING OF N 16° 35' 20" W, A DISTANCE OF 414.75' TO AN EXISTING IRON STAKE, THENCE N 16° 31' 53" W, A DISTANCE OF 208.99' TO AN EXISTING IRON STAKE, THENCE N 17° 14' 21" W, A DISTANCE OF 143.44' TO AN EXISTING IRON STAKE IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, THENCE ALONG SAID RIGHT OF WAY A BEARING OF N 73° 32' 30" E, A DISTANCE OF 247.46' TO AN EXISTING IRON STAKE, BEING THE POINT AND PLACE OF BEGINNING AND CONTAINING 4.54 AC.± AS SHOWN ON SURVEY COMPLETED BY CAROLINA CORNERSTONE SURVEYING, DATED 03/11/25, FILE: 250218

DRAFT

ORDINANCE #20250609-6.A

[illegible]

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

Consistency Statement per NC GS § 160D-605

Applicant-initiated request to amend the Town of Hillsborough Official Zoning Map
224 Oakdale Drive (PIN 9863-86-4896)

June 9, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed an applicant-initiated request to annex and rezone 224 Oakdale Drive (PIN 9863-86-4896). The request is to rezone the property from R1 in Orange County to R10 in the Town of Hillsborough.

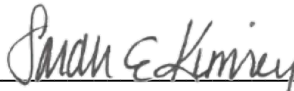
The Board of Commissioners has determined the proposed action is **consistent/inconsistent** with the town's Comprehensive Sustainability Plan because

1. The proposed amendment is **consistent/inconsistent** with the following goal, strategy, and action in the Land Use and Development chapter:
 - 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 text amendment **advances/does not advance** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes/does not promote** public health, safety, and welfare by allowing the potential for medium-density, infill development on Oakdale Drive.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Official Zoning Map – 224 Oakdale Drive

WHEREAS, the Town of Hillsborough received an applicant-initiated request to rezone a parcel of approximately 4.62 acres in area, further identified as 224 Oakdale Drive (PIN 9863-86-4896), from R1 in Orange County to R10 in the Town of Hillsborough;

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 zoning map 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 zoning map 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.

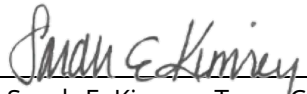
NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Official Zoning Map for the Town of Hillsborough is hereby amended, and the approximately 4.62-acre parcel known as 224 Oakdale Drive (PIN 9863-86-4896) is now zoned R10 in the Town of Hillsborough.
- 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 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Town of Hillsborough Budget FY2025-26

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Current & Prior Year Property Taxes	11,759,000
Local Option Sales Tax	3,233,500
Licenses, Permits and Fees	112,100
Intergovernmental Revenue	1,690,500
Other	99,600
Investment Earnings	400,000
Transfers	711,674
Fund Balance Appropriation	<u>207,819</u>
TOTAL	\$18,214,193

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

General Government	5,085,340
Public Safety	7,046,162
Public Works	3,166,070
Transfers	1,633,000
Special Appropriations	817,521
Cemetery	16,100
Contingency	<u>450,000</u>
TOTAL	\$18,214,193

Section 2. Water & Sewer Fund:

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Licenses, Permits, and Fees	13,342,000
Other	13,500
Investment Earnings	300,000
Transfers	350,000
Retained Earnings Appropriated	<u>675,666</u>
TOTAL	\$14,681,166

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	3,557,932
Utilities Administration	597,096
Billing & Collections	949,070
Water Treatment Plant	1,927,312
West Fork Eno Reservoir	915,475
Water Distribution	1,909,945
Wastewater Collection	1,623,584
Wastewater Treatment Plant	2,800,752
Contingency	<u>400,000</u>
TOTAL	\$14,681,166

Section 3. **Stormwater Fund:**

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Licenses, Permits, and Fees	973,100
Investment Earnings	10,000
Retained Earnings Appropriated	<u>182,175</u>
TOTAL	\$1,165,275

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the stormwater utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	\$1,165,275
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Section 4. **Tax Rate:**

There is hereby levied a tax of \$0.513 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed as "Property Taxes" in the General Fund in Section I of the ordinance. Following the property revaluation of 2025, the revenue neutral tax rate is calculated at \$0.456 per one hundred dollars (\$100) valuation of property.

This tax rate is based on an estimated total valuation of real and personal property (excluding motor vehicles) for the purposes of taxation of \$2,190,269,488 and an estimated rate of collection of 97% and an estimated total valuation of motor vehicles of \$160,768,473 and an estimated rate of collection of 97%.

Section 5. **Encumbered Funds:**

Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 6. Fees and Charges:

There is hereby maintained a Fees and Charges Schedule for the purpose of raising revenue listed in the General Fund, Water & Sewer Fund, and Stormwater Fund, Sections I, II & III of this ordinance. See the Fees and Charges Schedule for a detailed listing.

Section 7. Recycling:

Orange County is hereby authorized to collect and administer a fee established for the purpose of providing recycling services within the Town limits.

Section 8. Budget Ordinance:

Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes: 4

Noes: 0

Absent or excused: 1



Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Cates Creek Outfall Upgrade

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby adopted as follows.

Cates Creek Outfall Upgrade	\$75,000
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Section 2. Amounts appropriated for the capital project are hereby adopted as follows.

Cates Creek Outfall Upgrade	\$75,000
-----------------------------	----------

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

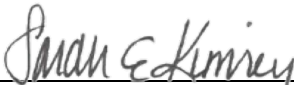
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Sodium Hypochlorite Conversion

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby adopted as follows.

Sodium Hypochlorite Conversion	\$375,000
--------------------------------	-----------

Section 2. Amounts appropriated for the capital project are hereby adopted as follows.

Sodium Hypochlorite Conversion	\$375,000
--------------------------------	-----------

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

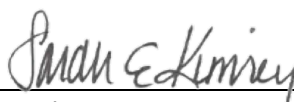
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Elizabeth Brady Pump Station and Force Main Upgrade

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Pump Station and Force Main Upgrade	\$300,000	\$450,000	\$750,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Pump Station and Force Main Upgrade	\$300,000	\$450,000	\$750,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

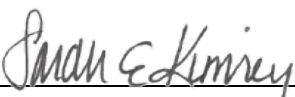
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Elizabeth Brady Road Culvert Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Rd Culvert Replacement	\$75,000	\$100,000	\$175,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Rd Culvert Replacement	\$75,000	\$100,000	\$175,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

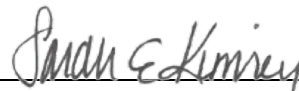
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fiber Loop

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$450,000	\$50,000	\$500,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$450,000	\$50,000	\$500,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

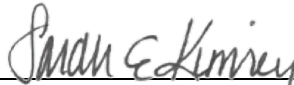
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fire Station

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$750,000	\$300,000	\$1,050,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$750,000	\$300,000	\$1,050,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes: 4
Noes: 0
Absent or excused: 1



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

Sarah E. Kimrey, Town Clerk



ORDINANCE
Capital Project Amendment
Hasell Water Tank Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hasell Water Tank Replacement	\$115,000	\$95,000	\$210,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hasell Water Tank Replacement	\$115,000	\$95,000	\$210,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

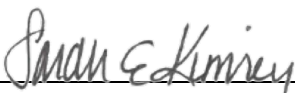
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Ridgewalk Greenway

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$458,003	\$333,000	\$791,003

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$458,003	\$333,000	\$791,003

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June 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



Minutes

Board of Commissioners Work Session

7 p.m. June 23, 2025

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

Present: Mayor Mark Bell and commissioners Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd
Absent: Commissioners Meaghun Darab and Robb English
Staff: Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Interim Police Chief Jason Winn

1. Opening of the work session

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

2. Agenda changes and approval

Motion: Commissioner Matt Hughes moved to approve the agenda as presented. Commissioner Kathleen Ferguson seconded.

Vote: 3-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Ordinance Amending Section 5-10 – No Trespassing Regulations
- C. Ordinance Amending Section 14-71(a)(1) – Payment of System Development and Capital Facilities Fee
- D. Lawndale Basin Sewer Rehabilitation and Replacement project award
- E. Proclamation Recognizing the 35th Anniversary of the Americans with Disabilities Act
- F. Classification and Pay: Fiscal Year 2026 Pay Schedule
- G. Fiscal Year 2025-26 HOME Annual Action Plan and Program Design for Orange County, North Carolina and the 2025-2029 Orange County Consolidated Plan

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

Vote: 3-0. Nays: 0.

4. In-depth discussion and topics

- A. Unified Development Ordinance Rewrite Project update from project consultant

Senior Planner Tom King introduced Project Manager Jay McLeod and Planner and Engagement Specialist Erin Anderson from Inspire Placemaking Collective for a presentation on the town's unified development ordinance rewrite project. King shared that the first public engagement meeting was held earlier that day with about 10 attendees.

McLeod introduced the firm, which focuses on comprehensive plan updates and ordinance rewrites for local governments. He explained that the goal of the Unified Development Ordinance rewrite is to align the

ordinance with the town's comprehensive sustainability plan, make the ordinance more user-friendly and remove inconsistencies. He also outlined the timeline for the project, which is expected to be completed by August 2026.

Anderson discussed community engagement opportunities planned for the project. These include meetings with a technical advisory committee, interviews with members of the development community, listening sessions with planning staff, public open houses, informational booths at community events and formal presentations to the town's elected board and planning board.

B. Discussion of Planning for 2026 America 250 Event

Assistant Town Manager Matt Efird raised several questions to the board about the planning of the 2026 America 250 event. He requested feedback on whether the town should host the event during the day or at night, the involvement and responsibilities of various organizations, and the possibility of establishing a steering committee.

The board discussed various options, with a consensus forming around an evening event featuring a drone show. Commissioners also expressed interest in incorporating a pedestrian parade or community walk leading up to the main event.

Suggested locations for the event included River Park, Gold Park and Cates Creek Park. The board discussed the advantages and challenges of each location, including parking considerations.

The board expressed general support for integrating with existing groups rather than establishing a new committee. They highlighted the significance of involving the Tourism Board and the Tourism Development Authority, while ensuring that the town retains overall control and ownership of the event.

The board also discussed the possibility of creating commemorative items or keepsakes for the event, potentially as a fundraising opportunity.

Efird said he would secure a vendor for the drone show and continue developing plans that align with the board's feedback.

C. Resolution Reaffirming the Town of Hillsborough's Commitment to Democratic Self-Government

Hughes introduced a resolution reaffirming the town's commitment to democratic self-government. He explained that given the current political climate and the upcoming America 250 celebrations, it felt appropriate to go on the record supporting constitutional government and Hillsborough's historical significance in democracy and freedom.

Bell expressed support for the resolution, noting the importance of reaffirming the board's oath to uphold the constitutions of the United States and North Carolina, especially considering current events at the federal and state levels.

Motion: Hughes moved to adopt the resolution with an edit to exchange Governor Edmund Burke for Governor Thomas Burke. Ferguson seconded.

Vote: 3-0.

5. Committee updates and reports

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

6. Adjournment

The mayor adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 06/23/2025 - 06/25/2025

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: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 10 - GENERAL						
Revenue						
Department: 3200 - 3200						
10-00-3200-3210001	LOCAL OPTION SALES TAX (39)			-1,175,000.00	75,000.00	-1,100,000.00
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		75,000.00	
10-00-3200-3210003	LOCAL OPTION SALES TAX (42)			-590,000.00	90,000.00	-500,000.00
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		90,000.00	
Department 3200 Total:				-1,765,000.00	165,000.00	-1,600,000.00
Department: 3300 - 3300						
10-30-3300-3301000	POWELL BILL TAX			-306,000.00	-29,881.00	-335,881.00
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		-29,881.00	
Department 3300 Total:				-306,000.00	-29,881.00	-335,881.00
Department: 3400 - 3400						
10-10-3400-3403000	PARK USAGE FEES			-6,500.00	1,000.00	-5,500.00
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		1,000.00	
Department 3400 Total:				-6,500.00	1,000.00	-5,500.00
Department: 3800 - 3800						
10-00-3800-3800350	MISCELLANEOUS			-20,000.00	-463.25	-20,463.25
BA0000026	Plaque Donation Adjustment (2/18 per Publi...	GLPKT00187	06/23/2025		-463.25	
Department 3800 Total:				-20,000.00	-463.25	-20,463.25
Department: 3870 - 3870						
10-71-3870-3870002	TRANSFER FROM FUND 60 GEN CAP IMPRO			0.00	-1,200,668.00	-1,200,668.00
BA0000067	Finance NC86 Reno	GLPKT00326	06/24/2025		-1,200,668.00	
10-71-3870-3870150	TRANSFER FROM GENERAL CRF			-80,000.00	-149,822.00	-229,822.00
BA0000068	Yr-end Adjustment	GLPKT00327	06/24/2025		-149,822.00	
10-71-3870-3870900	TRANSFER FROM FUND 78 GF COMMITTED			-644,500.00	167,231.00	-477,269.00
BA0000068	Yr-end Adjustment	GLPKT00327	06/24/2025		167,231.00	
Department 3870 Total:				-724,500.00	-1,183,259.00	-1,907,759.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 3900 - 3900						
<u>10-00-3900-3900000</u>	FUND BALANCE APPROPRIATION			-3,260,960.00	796,674.65	-2,464,285.35
BA0000020	Yr-end Adjustments	GLPKT00141	06/23/2025		-3,000.00	
BA0000049	Yr-end Adjustments	GLPKT00278	06/23/2025		-3,224.00	
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		-164,500.00	
BA0000067	Finance NC86 Reno	GLPKT00326	06/24/2025		1,200,668.00	
BA0000068	Yr-end Adjustment	GLPKT00327	06/24/2025		-17,409.00	
BA0000069	Yr-end Adjustment	GLPKT00328	06/24/2025		-30,000.00	
BA0000070	Yr-end Adjustment	GLPKT00329	06/24/2025		15,600.00	
BA0000071	Yr-end Adjustment	GLPKT00330	06/24/2025		-32,940.00	
BA0000072	Yr-end Adjustment	GLPKT00331	06/24/2025		17,129.00	
BA0000073	Yr-end Adjustment	GLPKT00333	06/24/2025		-42,862.00	
BA0000074	Yr-end Adjustment	GLPKT00335	06/24/2025		30,546.00	
BA0000075	Yr-end Adjustment	GLPKT00337	06/24/2025		-21,080.00	
BA0000077	Yr-end Adjustment	GLPKT00343	06/24/2025		10,962.00	
BA0000078	Yr-end Adjustment	GLPKT00344	06/24/2025		-100,000.00	
BA0000079	FY25 Year-End Adjustments	GLPKT00345	06/24/2025		59,998.65	
BA0000081	Yr-End Adjustment	GLPKT00349	06/24/2025		-20,000.00	
BA0000082	Yr-end Adjustment	GLPKT00350	06/24/2025		7,000.00	
BA0000084	Yr-end Adjustment	GLPKT00352	06/24/2025		1,112.00	
BA0000085	Yr-end Adjustment	GLPKT00353	06/24/2025		-21,438.00	
BA0000086	Yr-end Adjustment	GLPKT00354	06/24/2025		29,823.00	
BA0000088	Yr-end Adjustment	GLPKT00355	06/24/2025		-23,803.00	
BA0000089	Yr-end Adjustment	GLPKT00356	06/24/2025		-32,500.00	
BA0000090	Yr-end Adjustment	GLPKT00357	06/24/2025		-22,228.00	
BA0000091	Yr-end Adjustment	GLPKT00358	06/24/2025		-32,142.00	
BA0000092	Yr-end Adjustment	GLPKT00359	06/24/2025		16,714.00	
BA0000093	Yr-end Adjustment	GLPKT00360	06/24/2025		-26,000.00	
BA0000100	Yr-end Adjustment	GLPKT00373	06/24/2025		248.00	
Department 3900 Total:				-3,260,960.00	796,674.65	-2,464,285.35
Department: 3980 - 3980						
<u>10-30-3980-3900100</u>	POWELL BILL FUND BALANCE APPROPRIATE			-266,050.00	28,381.00	-237,669.00
BA0000066	Yr-end Adjustment	GLPKT00324	06/24/2025		28,381.00	
Department 3980 Total:				-266,050.00	28,381.00	-237,669.00
Revenue Total:				-6,349,010.00	-222,547.60	-6,571,557.60
Expense						
Department: 4100 - GOVERNING BODY						
<u>10-10-4100-5100031</u>	SALARIES - MAYOR			8,400.00	500.00	8,900.00
BA0000048	Yr-end Adjustments	GLPKT00276	06/23/2025		500.00	
<u>10-10-4100-5110010</u>	SALARIES - COMMISSIONERS			36,000.00	500.00	36,500.00
BA0000048	Yr-end Adjustments	GLPKT00276	06/23/2025		500.00	
<u>10-10-4100-5120061</u>	FICA			3,397.00	200.00	3,597.00
BA0000048	Yr-end Adjustments	GLPKT00276	06/23/2025		200.00	
<u>10-10-4100-5300570</u>	MISCELLANEOUS			4,500.00	5,000.00	9,500.00
BA0000048	Yr-end Adjustments	GLPKT00276	06/23/2025		5,000.00	
<u>10-10-4100-5500970</u>	SERVICE CHARGE - W&S FUND			-146,370.00	-3,100.00	-149,470.00
BA0000049	Yr-end Adjustments	GLPKT00278	06/23/2025		-3,100.00	
<u>10-10-4100-5500980</u>	SERVICE CHARGE - STORMWATER FUND			-5,849.00	-124.00	-5,973.00
BA0000049	Yr-end Adjustments	GLPKT00278	06/23/2025		-124.00	
Department 4100 Total:				-99,922.00	2,976.00	-96,946.00
Department: 4200 - ADMINISTRATION						
<u>10-10-4200-5100020</u>	SALARIES			578,949.00	30,000.00	608,949.00
BA0000069	Yr-end Adjustment	GLPKT00328	06/24/2025		30,000.00	
<u>10-10-4200-5500970</u>	SERVICE CHARGE - W&S FUND			-459,439.00	-15,000.00	-474,439.00
BA0000070	Yr-end Adjustment	GLPKT00329	06/24/2025		-15,000.00	

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
10-10-4200-5500980	SERVICE CHARGE - STORMWATER FUND			-18,377.00	-600.00	-18,977.00
BA0000070	Yr-end Adjustment	GLPKT00329	06/24/2025		-600.00	
Department 4200 Total:				101,133.00	14,400.00	115,533.00
Department: 4400 - ACCOUNTING						
10-10-4400-5100020	SALARIES			458,234.00	30,000.00	488,234.00
BA0000071	Yr-end Adjustment	GLPKT00330	06/24/2025		30,000.00	
10-10-4400-5125060	HOSPITALIZATION			41,345.00	2,300.00	43,645.00
BA0000071	Yr-end Adjustment	GLPKT00330	06/24/2025		2,300.00	
10-10-4400-5127071	401(K) RETIREMENT SUPP			21,496.00	100.00	21,596.00
BA0000071	Yr-end Adjustment	GLPKT00330	06/24/2025		100.00	
10-10-4400-5300110	TELEPHONE/INTERNET			2,760.00	540.00	3,300.00
BA0000071	Yr-end Adjustment	GLPKT00330	06/24/2025		540.00	
10-10-4400-5500970	SERVICE CHARGE - W&S FUND			-483,008.00	-16,470.00	-499,478.00
BA0000072	Yr-end Adjustment	GLPKT00331	06/24/2025		-16,470.00	
10-10-4400-5500980	SERVICE CHARGE - STORMWATER FUND			-19,320.00	-659.00	-19,979.00
BA0000072	Yr-end Adjustment	GLPKT00331	06/24/2025		-659.00	
Department 4400 Total:				21,507.00	15,811.00	37,318.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5100020	SALARIES			231,346.00	40,000.00	271,346.00
BA0000073	Yr-end Adjustment	GLPKT00333	06/24/2025		40,000.00	
10-10-4500-5125060	HOSPITALIZATION			24,289.00	211.00	24,500.00
BA0000073	Yr-end Adjustment	GLPKT00333	06/24/2025		211.00	
10-10-4500-5300454	CONTRACT SERVICES			0.00	2,651.00	2,651.00
BA0000073	Yr-end Adjustment	GLPKT00333	06/24/2025		2,651.00	
10-10-4500-5500970	COST ALLOCATION - W&S FUND			-253,165.00	-29,371.00	-282,536.00
BA0000074	Yr-end Adjustment	GLPKT00335	06/24/2025		-29,371.00	
10-10-4500-5500980	COST ALLOCATION - STORMWATER FUND			-10,126.00	-1,175.00	-11,301.00
BA0000074	Yr-end Adjustment	GLPKT00335	06/24/2025		-1,175.00	
Department 4500 Total:				-7,656.00	12,316.00	4,660.00
Department: 4600 - COMMUNICATIONS						
10-10-4600-5100020	SALARIES			270,585.00	20,000.00	290,585.00
BA0000075	Yr-end Adjustment	GLPKT00337	06/24/2025		20,000.00	
10-10-4600-5125060	HOSPITALIZATION			10,121.00	900.00	11,021.00
BA0000075	Yr-end Adjustment	GLPKT00337	06/24/2025		900.00	
10-10-4600-5125062	INSURANCE - DENTAL			348.00	30.00	378.00
BA0000075	Yr-end Adjustment	GLPKT00337	06/24/2025		30.00	
10-10-4600-5127071	401(K) RETIREMENT SUPP			12,993.00	150.00	13,143.00
BA0000075	Yr-end Adjustment	GLPKT00337	06/24/2025		150.00	
10-10-4600-5300458	DATA PROCESSING SERVICES			0.00	-462.00	-462.00
BA0000028	To cover bill inserts for May	GLPKT00203	06/23/2025		-462.00	
10-10-4600-5300476	CS - PRINTING			2,900.00	462.00	3,362.00
BA0000028	To cover bill inserts for May	GLPKT00203	06/23/2025		462.00	
10-10-4600-5500970	COST ALLOCATION - W&S FUND			-192,361.00	-10,540.00	-202,901.00
BA0000077	Yr-end Adjustment	GLPKT00343	06/24/2025		-10,540.00	
10-10-4600-5500980	COST ALLOCATION - STORMWATER FUND			-7,694.00	-422.00	-8,116.00
BA0000077	Yr-end Adjustment	GLPKT00343	06/24/2025		-422.00	
Department 4600 Total:				96,892.00	10,118.00	107,010.00
Department: 4900 - PLANNING						
10-10-4900-5100020	SALARIES			552,033.00	20,000.00	572,033.00
BA0000078	Yr-end Adjustment	GLPKT00344	06/24/2025		20,000.00	
10-10-4900-5300001	PAYMENTS - TOURISM BOARD			485,000.00	55,000.00	540,000.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000078	Yr-end Adjustment	GLPKT00344	06/24/2025		55,000.00	
10-10-4900-5300002	PAYMENTS - TDA			100,000.00	25,000.00	125,000.00
BA0000078	Yr-end Adjustment	GLPKT00344	06/24/2025		25,000.00	
Department 4900 Total:				1,137,033.00	100,000.00	1,237,033.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5100020	SALARIES			83,850.00	20,000.00	103,850.00
BA0000081	Yr-End Adjustment	GLPKT00349	06/24/2025		20,000.00	
10-10-5000-5300145	MAINT - BUILDINGS			384,174.00	-21,000.00	363,174.00
BA0000038	Move Town Hall Painting to Capital Acct	GLPKT00261	06/23/2025		-21,000.00	
10-10-5000-5500970	SERVICE CHARGE - W&S FUND			-194,563.00	-4,400.00	-198,963.00
BA0000082	Yr-end Adjustment	GLPKT00350	06/24/2025		-4,400.00	
10-10-5000-5500980	SERVICE CHARGE - STORMWATER FUND			-114,969.00	-2,600.00	-117,569.00
BA0000082	Yr-end Adjustment	GLPKT00350	06/24/2025		-2,600.00	
10-10-5000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			125,000.00	21,000.00	146,000.00
BA0000038	Move Town Hall Painting to Capital Acct	GLPKT00261	06/23/2025		21,000.00	
Department 5000 Total:				283,492.00	13,000.00	296,492.00
Department: 5100 - POLICE						
10-20-5100-5100030	BONUS PAY			5,000.00	320.00	5,320.00
BA0000033	Additional FTO bonus payment	GLPKT00237	06/23/2025		320.00	
10-20-5100-5127070	RETIREMENT			387,382.00	-1,930.00	385,452.00
BA0000083	Yr-end Adjustment	GLPKT00351	06/24/2025		-1,930.00	
10-20-5100-5127071	401(K) RETIREMENT SUPP			131,141.00	1,930.00	133,071.00
BA0000083	Yr-end Adjustment	GLPKT00351	06/24/2025		1,930.00	
10-20-5100-5300140	TRAVEL/VEHICLE ALLOTMENT			2,000.00	-1,320.00	680.00
BA0000032	LIND adaptors and lapel microphones	GLPKT00236	06/23/2025		-1,000.00	
BA0000033	Additional FTO bonus payment	GLPKT00237	06/23/2025		-320.00	
10-20-5100-5300158	MAINT - EQUIPMENT			34,000.00	-3,881.29	30,118.71
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		-3,881.29	
10-20-5100-5300320	SUPPLIES - OFFICE			11,400.00	-1,000.00	10,400.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		-1,000.00	
10-20-5100-5300321	SUPPLIES - COMMUNITY POLICING			2,000.00	1,000.00	3,000.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		1,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			57,375.00	2,200.00	59,575.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		1,200.00	
BA0000032	LIND adaptors and lapel microphones	GLPKT00236	06/23/2025		1,000.00	
10-20-5100-5300350	UNIFORMS			21,840.00	3,881.29	25,721.29
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		3,881.29	
10-20-5100-5300470	HIRING SELECTION PROCESS			3,400.00	700.00	4,100.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		700.00	
10-20-5100-5300570	MISCELLANEOUS			4,000.00	-1,200.00	2,800.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		-1,200.00	
10-20-5100-5300574	MISC - POLICE DOG			4,100.00	-700.00	3,400.00
BA0000023	Various yr end for vests, mics, FMRT, comm ...	GLPKT00162	06/23/2025		-700.00	
Department 5100 Total:				663,638.00	0.00	663,638.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300080	TRAINING/CONF./CONV.			0.00	-1,300.00	-1,300.00
BA0000022	Yr-end Adj	GLPKT00150	06/23/2025		-1,300.00	
10-30-5400-5300320	SUPPLIES - OFFICE			0.00	-700.00	-700.00
BA0000022	Yr-end Adj	GLPKT00150	06/23/2025		-700.00	
10-30-5400-5300330	SUPPLIES - DEPARTMENTAL			0.00	2,000.00	2,000.00
BA0000022	Yr-end Adj	GLPKT00150	06/23/2025		2,000.00	

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
10-30-5400-5500970	SERVICE CHARGE- WATER & SEWER FUND			0.00	-794.00	-794.00
BA0000084	Yr-end Adjustment	GLPKT00352	06/24/2025		-794.00	
10-30-5400-5500980	SERVICE CHARGE- STORMWATER FUND			0.00	-318.00	-318.00
BA0000084	Yr-end Adjustment	GLPKT00352	06/24/2025		-318.00	
Department 5400 Total:				0.00	-1,112.00	-1,112.00
Department: 5550 - MOTOR POOL/WATER						
10-30-5550-5100010	OVERTIME COMPENSATION			500.00	1,000.00	1,500.00
BA0000085	Yr-end Adjustment	GLPKT00353	06/24/2025		1,000.00	
10-30-5550-5100020	SALARIES			262,688.00	20,000.00	282,688.00
BA0000085	Yr-end Adjustment	GLPKT00353	06/24/2025		20,000.00	
10-30-5550-5125060	HOSPITALIZATION			30,662.00	438.00	31,100.00
BA0000085	Yr-end Adjustment	GLPKT00353	06/24/2025		438.00	
10-30-5550-5300201	VEHICLE REPAIR - WATER & SEWER			35,000.00	3,000.00	38,000.00
BA0000020	Yr-end Adjustments	GLPKT00141	06/23/2025		3,000.00	
10-30-5550-5500970	SERVICE CHARGE - W&S FUND			-243,475.00	-29,632.00	-273,107.00
BA0000086	Yr-end Adjustment	GLPKT00354	06/24/2025		-29,632.00	
10-30-5550-5500980	SERVICE CHARGE - STORMWATER FUND			-5,367.00	-191.00	-5,558.00
BA0000086	Yr-end Adjustment	GLPKT00354	06/24/2025		-191.00	
Department 5550 Total:				80,008.00	-5,385.00	74,623.00
Department: 5600 - STREETS						
10-30-5600-5100020	SALARIES			227,252.00	20,000.00	247,252.00
BA0000088	Yr-end Adjustment	GLPKT00355	06/24/2025		20,000.00	
10-30-5600-5125060	HOSPITALIZATION			37,327.00	3,803.00	41,130.00
BA0000088	Yr-end Adjustment	GLPKT00355	06/24/2025		3,803.00	
10-30-5600-5300130	UTILITIES			156,380.00	-1,500.00	154,880.00
BA0000027	To cover Powell Bill map update	GLPKT00202	06/23/2025		-1,500.00	
10-30-5600-5300330	SUPPLIES - DEPARTMENTAL			32,000.00	-157.00	31,843.00
BA0000088	Yr-end Adjustment	GLPKT00355	06/24/2025		-157.00	
10-30-5600-5300570	MISCELLANEOUS			1,500.00	157.00	1,657.00
BA0000088	Yr-end Adjustment	GLPKT00355	06/24/2025		157.00	
10-30-5600-5300760	POWELL BILL			572,050.00	1,500.00	573,550.00
BA0000027	To cover Powell Bill map update	GLPKT00202	06/23/2025		1,500.00	
Department 5600 Total:				1,026,509.00	23,803.00	1,050,312.00
Department: 5800 - SOLID WASTE / STORMWATER						
10-30-5800-5100010	OVERTIME COMPENSATION			4,000.00	2,500.00	6,500.00
BA0000089	Yr-end Adjustment	GLPKT00356	06/24/2025		2,500.00	
10-30-5800-5100020	SALARIES			283,538.00	30,000.00	313,538.00
BA0000089	Yr-end Adjustment	GLPKT00356	06/24/2025		30,000.00	
Department 5800 Total:				287,538.00	32,500.00	320,038.00
Department: 6300 - PUBLIC SPACE						
10-10-6300-5100020	SALARIES			168,072.00	20,000.00	188,072.00
BA0000090	Yr-end Adjustment	GLPKT00357	06/24/2025		20,000.00	
10-10-6300-5300110	TELEPHONE/INTERNET			1,452.00	228.00	1,680.00
BA0000090	Yr-end Adjustment	GLPKT00357	06/24/2025		228.00	
10-10-6300-5300130	UTILITIES			10,814.00	2,000.00	12,814.00
BA0000090	Yr-end Adjustment	GLPKT00357	06/24/2025		2,000.00	
10-10-6300-5300154	MAINT - GROUNDS			253,556.00	3,463.25	257,019.25
BA0000025	To replace dog park mulch	GLPKT00165	06/23/2025		3,000.00	
BA0000026	Plaque Donation Adjustment (2/18 per Publi...	GLPKT00187	06/23/2025		463.25	
10-10-6300-5300155	MAINT - PARKS			30,000.00	-3,000.00	27,000.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
BA0000025	To replace dog park mulch	GLPKT00165	06/23/2025		-3,000.00	
Department 6300 Total:				463,894.00	22,691.25	486,585.25
Department: 6600 - SAFETY & RISK MANAGEMENT						
10-10-6600-5100020	SALARIES			103,941.00	10,000.00	113,941.00
BA0000091	Yr-end Adjustment	GLPKT00358	06/24/2025		10,000.00	
10-10-6600-5125060	HOSPITALIZATION			10,121.00	142.00	10,263.00
BA0000091	Yr-end Adjustment	GLPKT00358	06/24/2025		142.00	
10-10-6600-5127070	RETIREMENT			13,973.00	2,000.00	15,973.00
BA0000091	Yr-end Adjustment	GLPKT00358	06/24/2025		2,000.00	
10-10-6600-5300080	TRAINING/CONF/CONV			10,500.00	-500.00	10,000.00
BA0000034	NC Interlocal Risk Management Invoice	GLPKT00241	06/23/2025		-500.00	
10-10-6600-5300540	INSURANCE			327,500.00	20,500.00	348,000.00
BA0000034	NC Interlocal Risk Management Invoice	GLPKT00241	06/23/2025		500.00	
BA0000091	Yr-end Adjustment	GLPKT00358	06/24/2025		20,000.00	
10-10-6600-5500970	SERVICE CHARGE - W&S FUND			-289,533.00	-16,071.00	-305,604.00
BA0000092	Yr-end Adjustment	GLPKT00359	06/24/2025		-16,071.00	
10-10-6600-5500980	SERVICE CHARGE - STORMWATER FUND			-11,581.00	-643.00	-12,224.00
BA0000092	Yr-end Adjustment	GLPKT00359	06/24/2025		-643.00	
Department 6600 Total:				164,921.00	15,428.00	180,349.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5500970	SERVICE CHARGE - W&S FUND			-614,530.00	25,000.00	-589,530.00
BA0000093	Yr-end Adjustment	GLPKT00360	06/24/2025		25,000.00	
10-10-6610-5500980	SERVICE CHARGE - STORMWATER FUND			-24,581.00	1,000.00	-23,581.00
BA0000093	Yr-end Adjustment	GLPKT00360	06/24/2025		1,000.00	
Department 6610 Total:				-639,111.00	26,000.00	-613,111.00
Department: 6900 - SPECIAL APPROPRIATIONS						
10-10-6900-5350621	SERVICE CHARGE - UTILITIES ADMIN			150,000.00	-59,998.65	90,001.35
BA0000079	FY25 Year-End Adjustments	GLPKT00345	06/24/2025		-59,998.65	
Department 6900 Total:				150,000.00	-59,998.65	90,001.35
Expense Total:				3,729,876.00	222,547.60	3,952,423.60
Fund 10 Total:				-2,619,134.00	0.00	-2,619,134.00
Fund: 30 - WATER/SEWER						
Revenue						
Department: 3500 - 3500						
30-80-3500-3523002	WATER SYSTEM DEVELOPMENT FEES			0.00	-652,896.50	-652,896.50
BA0000055	FY25 Year-End Adjustments	GLPKT00307	06/24/2025		-18,737.50	
BA0000080	FY25 Year-End Adjustments	GLPKT00348	06/24/2025		-634,159.00	
30-80-3500-3525002	SEWER SYSTEM DEVELOPMENT FEES			0.00	-682,201.00	-682,201.00
BA0000055	FY25 Year-End Adjustments	GLPKT00307	06/24/2025		-13,691.00	
BA0000080	FY25 Year-End Adjustments	GLPKT00348	06/24/2025		-668,510.00	
Department 3500 Total:				0.00	-1,335,097.50	-1,335,097.50
Department: 3850 - 3850						
30-00-3850-3850000	INTEREST EARNED			-385,500.00	-51,133.00	-436,633.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		-51,133.00	
Department 3850 Total:				-385,500.00	-51,133.00	-436,633.00
Department: 3870 - 3870						
30-71-3870-3870066	TRANSFER FROM FUND 66 WFER			-474,468.00	474,468.00	0.00
BA0000096	Yr-end Adjustment	GLPKT00363	06/24/2025		474,468.00	
Department 3870 Total:				-474,468.00	474,468.00	0.00

Budget Adjustment Report

For Date Range: 06/23/2025 - 06/25/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Department: 3900 - 3900						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-406,244.00	-928,973.65	-1,335,217.65
BA0000035	Move Facility Expenses to Appropriate Depar...	GLPKT00246	06/23/2025		-58,965.00	
BA0000039	WTP Control Panel Replacement	GLPKT00262	06/23/2025		-65,138.00	
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-17,120.00	
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		-1,125.00	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		-40,565.00	
BA0000054	Restore funds for influent grinder	GLPKT00300	06/24/2025		-10,000.00	
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		-32,000.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		-30,000.00	
BA0000063	Yr-end Adjustment	GLPKT00321	06/24/2025		-30,213.00	
BA0000064	Yr-end Adjustment	GLPKT00322	06/24/2025		-30,000.00	
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		-30,136.00	
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		-12,808.00	
BA0000079	FY25 Year-End Adjustments	GLPKT00345	06/24/2025		-59,998.65	
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		-36,437.00	
BA0000096	Yr-end Adjustment	GLPKT00363	06/24/2025		-474,468.00	
30-80-3900-3900150	FUND BALANCE APPROP - PERP MAINT			-66,192.00	66,192.00	0.00
BA0000056	Adj per actual	GLPKT00313	06/23/2025		66,192.00	
Department 3900 Total:				-472,436.00	-862,781.65	-1,335,217.65
Revenue Total:				-1,332,404.00	-1,774,544.15	-3,106,948.15
Expense						
Department: 5972 - TRANSFER TO WATER/SEWER						
30-71-5972-5972002	TRANSFER TO WATER SDF RES'V FUND			0.00	652,896.50	652,896.50
BA0000055	FY25 Year-End Adjustments	GLPKT00307	06/24/2025		18,737.50	
BA0000080	FY25 Year-End Adjustments	GLPKT00348	06/24/2025		634,159.00	
30-71-5972-5972003	TRANSFER TO SEWER SDF RES'V FUND			0.00	682,201.00	682,201.00
BA0000055	FY25 Year-End Adjustments	GLPKT00307	06/24/2025		13,691.00	
BA0000080	FY25 Year-End Adjustments	GLPKT00348	06/24/2025		668,510.00	
Department 5972 Total:				0.00	1,335,097.50	1,335,097.50
Department: 7200 - ADMINISTRATION OF ENTERPRISE						
30-80-7200-5127070	RETIREMENT			0.00	1,100.00	1,100.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		1,100.00	
30-80-7200-5300041	ATTORNEY FEES			17,000.00	-175.00	16,825.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-175.00	
30-80-7200-5300475	CS - UTILITY ANALYSIS			0.00	100.00	100.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		100.00	
30-80-7200-5300572	SAFETY AWARDS PROGRAM			0.00	75.00	75.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		75.00	
30-80-7200-5320050	FICA			0.00	610.00	610.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		610.00	
30-80-7200-5350610	SERVICE CHARGE - GOVERNING BODY			146,370.00	3,100.00	149,470.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		3,100.00	
30-80-7200-5350611	SERVICE CHARGE - ADMINISTRATION			459,440.00	15,000.00	474,440.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		15,000.00	
30-80-7200-5350612	SERVICE CHARGE - ACCOUNTING			483,009.00	16,470.00	499,479.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		16,470.00	
30-80-7200-5350613	SERVICE CHARGE - FLEET MAINTENANCE			243,476.00	29,632.00	273,108.00
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		29,632.00	
30-80-7200-5350614	SERVICE CHARGE - FACILITY MGMT			194,564.00	4,400.00	198,964.00
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		4,400.00	
30-80-7200-5350615	SERVICE CHARGE - SAFETY & RISK MGMT			289,534.00	16,071.00	305,605.00
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		16,071.00	
30-80-7200-5350616	SERVICE CHARGE - INFORMATION TECH			614,531.00	-25,000.00	589,531.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		-25,000.00	
30-80-7200-5350622	SERVICE CHARGE - HUMAN RESOURCES			253,166.00	29,371.00	282,537.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		29,371.00	
30-80-7200-5350623	SERVICE CHARGE - COMMUNICATIONS			192,361.00	10,540.00	202,901.00
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		10,540.00	
30-80-7200-5350624	SERVICE CHARGE- ENGINEERING SERVICE			0.00	794.00	794.00
BA0000094	Yr-end Adjustment	GLPKT00361	06/24/2025		794.00	
Department 7200 Total:				2,893,451.00	102,088.00	2,995,539.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5100020	SALARIES			444,524.00	-43,395.00	401,129.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-1,920.00	
BA0000057	Yr-end Adjustment	GLPKT00317	06/24/2025		-41,475.00	
30-80-7220-5300140	TRAVEL/VEHICLE ALLOTMENT			3,120.00	210.00	3,330.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		210.00	
30-80-7220-5300479	CS - UTILITY LOCATES			200,000.00	41,475.00	241,475.00
BA0000057	Yr-end Adjustment	GLPKT00317	06/24/2025		41,475.00	
30-80-7220-5500990	SERVICE CHARGE - GENERAL FUND			-150,000.00	59,998.65	-90,001.35
BA0000079	FY25 Year-End Adjustments	GLPKT00345	06/24/2025		59,998.65	
Department 7220 Total:				497,644.00	58,288.65	555,932.65
Department: 7240 - BILLING AND COLLECTIONS						
30-80-7240-5100010	OVERTIME COMPENSATION			3,000.00	500.00	3,500.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		450.00	
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		50.00	
30-80-7240-5100020	SALARIES			315,440.00	19,550.00	334,990.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-450.00	
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		20,000.00	
30-80-7240-5300080	TRAINING/CONF/CONV			2,000.00	-700.00	1,300.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-700.00	
30-80-7240-5300145	MAINT - BUILDINGS			0.00	332.00	332.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		175.00	
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		157.00	
30-80-7240-5300330	SUPPLIES - DEPARTMENTAL			0.00	25.00	25.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		25.00	
30-80-7240-5300334	DEPT SUPP - METER READING			125,000.00	-1,673.00	123,327.00
BA0000037	To cover South Data invoice	GLPKT00258	06/23/2025		-1,673.00	
30-80-7240-5300411	CS - SOUTH DATA			40,000.00	1,674.00	41,674.00
BA0000037	To cover South Data invoice	GLPKT00258	06/23/2025		1,673.00	
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		1.00	
30-80-7240-5300458	DATA PROCESSING SERVICES			33,775.00	500.00	34,275.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		500.00	
30-80-7240-5300585	ELECTRONIC PAYMENT FEES			188,000.00	12,000.00	200,000.00
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		12,000.00	
30-80-7240-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			20,880.00	-208.00	20,672.00
BA0000058	Yr-end Adjustment	GLPKT00318	06/24/2025		-208.00	
Department 7240 Total:				728,095.00	32,000.00	760,095.00
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5100010	OVERTIME COMPENSATION			25,000.00	-3,225.00	21,775.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-3,225.00	
30-80-8120-5100020	SALARIES			546,307.00	32,575.00	578,882.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		2,575.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		30,000.00	
30-80-8120-5127070	RETIREMENT			66,565.00	650.00	67,215.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		650.00	
30-80-8120-5300080	TRAINING/CONF/CONV			1,500.00	-400.00	1,100.00
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		-400.00	
30-80-8120-5300112	POSTAGE			100.00	125.00	225.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		125.00	
30-80-8120-5300130	UTILITIES			100,000.00	-6,800.00	93,200.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-5,000.00	
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		-1,800.00	
30-80-8120-5300145	MAINT - BUILDINGS			6,000.00	-825.00	5,175.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-1,000.00	
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		175.00	
30-80-8120-5300158	MAINT - EQUIPMENT			163,450.00	34,770.00	198,220.00
BA0000029	To cover WTP equipment maintenance thro...	GLPKT00206	06/23/2025		8,000.00	
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		15,000.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		11,770.00	
30-80-8120-5300310	GASOLINE			2,625.00	500.00	3,125.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		500.00	
30-80-8120-5300323	SUPPLIES - CHEMICALS			219,700.00	-9,952.00	209,748.00
BA0000029	To cover WTP equipment maintenance thro...	GLPKT00206	06/23/2025		-8,000.00	
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		10,000.00	
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		-1,000.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		-10,952.00	
30-80-8120-5300327	SUPPLIES - LAB			40,000.00	1,800.00	41,800.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-1,000.00	
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		2,800.00	
30-80-8120-5300331	SUPPLIES - SAFETY			500.00	-400.00	100.00
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		-400.00	
30-80-8120-5300340	OUTSIDE LAB SERVICES			14,500.00	1,300.00	15,800.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		1,300.00	
30-80-8120-5300441	CS - ENGINEERING			0.00	2,000.00	2,000.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		2,000.00	
30-80-8120-5300443	CS - GENERATOR LOAD TESTING			19,090.00	-6,000.00	13,090.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		-6,000.00	
30-80-8120-5300473	MAINT - CONTRACTS			6,340.00	900.00	7,240.00
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		900.00	
30-80-8120-5300485	CS - INSTRUMENT MAINT			6,000.00	-48.00	5,952.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		550.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		-598.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,650.00	0.00	1,650.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		220.00	
BA0000059	Yr-end Adjustment	GLPKT00319	06/24/2025		-220.00	
30-80-8120-5300530	DUES & SUBSCRIPTIONS			3,800.00	425.00	4,225.00
BA0000042	FY25 Year-End Adjustments	GLPKT00265	06/23/2025		425.00	
30-80-8120-5300570	MISCELLANEOUS			1,000.00	-275.00	725.00
BA0000050	FY25 Year-End Adjustments	GLPKT00282	06/23/2025		-275.00	
30-80-8120-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	28,065.00	28,065.00
BA0000035	Concrete Roof Repair	GLPKT00246	06/23/2025		28,065.00	
30-80-8120-5700741	CAPITAL - EQUIPMENT			100,000.00	65,138.00	165,138.00
BA0000039	WTP Control Panel Replacement	GLPKT00262	06/23/2025		65,138.00	
Department 8120 Total:				1,324,127.00	140,323.00	1,464,450.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 8130 - WEST FORK ENO RESERVOIR						
30-80-8130-5300152	AQUATIC WEED CONTROL			4,500.00	750.00	5,250.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		750.00	
30-80-8130-5300154	MAINT - GROUNDS			16,000.00	-800.00	15,200.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		-800.00	
30-80-8130-5300330	SUPPLIES - DEPARTMENTAL			2,500.00	-2,000.00	500.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		-2,000.00	
30-80-8130-5300412	CS - MONITORING MISSION UNIT			660.00	75.00	735.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		75.00	
30-80-8130-5300570	MISCELLANOUS			2,600.00	600.00	3,200.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		600.00	
30-80-8130-5300921	WATER QUALITY MONITORING			25,000.00	2,500.00	27,500.00
BA0000043	FY25 Year-End Adjustments	GLPKT00266	06/23/2025		2,500.00	
Department 8130 Total:				51,260.00	1,125.00	52,385.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5100010	OVERTIME COMPENSATION			20,000.00	-625.00	19,375.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-625.00	
30-80-8140-5100020	SALARIES			483,455.00	30,625.00	514,080.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		625.00	
BA0000063	Yr-end Adjustment	GLPKT00321	06/24/2025		30,000.00	
30-80-8140-5125060	HOSPITALIZATION			100,987.00	213.00	101,200.00
BA0000063	Yr-end Adjustment	GLPKT00321	06/24/2025		213.00	
30-80-8140-5300080	TRAINING/CONF/CONV			4,000.00	69.00	4,069.00
BA0000099	FY25 Year-End Adjustments	GLPKT00372	06/24/2025		69.00	
30-80-8140-5300145	MAINT - BUILDINGS			2,000.00	175.00	2,175.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		175.00	
30-80-8140-5300154	MAINT - GROUNDS			27,000.00	3,250.00	30,250.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		3,250.00	
30-80-8140-5300158	MAINT - EQUIPMENT			21,000.00	-13,978.05	7,021.95
BA0000030	To cover two hatch replacements at HWY 70...	GLPKT00209	06/23/2025		-7,200.00	
BA0000036	To cover materials and stock inventory	GLPKT00250	06/23/2025		-7,253.05	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		475.00	
30-80-8140-5300165	MAINT - INFRASTRUCTURE			50,000.00	11,690.00	61,690.00
BA0000030	To cover two hatch replacements at HWY 70...	GLPKT00209	06/23/2025		7,200.00	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		5,250.00	
BA0000099	FY25 Year-End Adjustments	GLPKT00372	06/24/2025		-760.00	
30-80-8140-5300310	GASOLINE			23,730.00	1,152.32	24,882.32
BA0000031	To cover purchase of materials and stock inv...	GLPKT00230	06/23/2025		-1,147.68	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		2,300.00	
30-80-8140-5300320	SUPPLIES - OFFICE			2,000.00	100.00	2,100.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		100.00	
30-80-8140-5300326	SUPPLIES - PATCH			4,000.00	1,800.00	5,800.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		1,800.00	
30-80-8140-5300330	SUPPLIES - DEPARTMENTAL			120,000.00	17,979.33	137,979.33
BA0000031	To cover purchase of materials and stock inv...	GLPKT00230	06/23/2025		1,726.28	
BA0000036	To cover materials and stock inventory	GLPKT00250	06/23/2025		7,253.05	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		9,000.00	
30-80-8140-5300331	SUPPLIES - SAFETY			1,500.00	30.00	1,530.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		30.00	
30-80-8140-5300350	UNIFORMS			6,500.00	675.00	7,175.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		675.00	
30-80-8140-5300351	RENTAL - EQUIPMENT			2,000.00	1,550.00	3,550.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		1,550.00	
30-80-8140-5300441	CS - ENGINEERING			0.00	7,750.00	7,750.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		7,750.00	
30-80-8140-5300444	CS - TANK MAINT PROGRAM			48,000.00	4,500.00	52,500.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		4,500.00	
30-80-8140-5300450	CS - INMATES			3,000.00	-3,000.00	0.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		-3,000.00	
30-80-8140-5300457	CS - NC ONE CALL CENTER			3,000.00	400.00	3,400.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		400.00	
30-80-8140-5300458	DATA PROCESSING SERVICES			10,250.00	1,300.00	11,550.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		1,300.00	
30-80-8140-5300478	CS - PUMP STA MONITORING			5,000.00	-58.00	4,942.00
BA0000031	To cover purchase of materials and stock inv...	GLPKT00230	06/23/2025		-558.00	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		500.00	
30-80-8140-5300490	CS - ALARM			500.00	39.40	539.40
BA0000031	To cover purchase of materials and stock inv...	GLPKT00230	06/23/2025		-20.60	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		60.00	
30-80-8140-5300505	CS - PLUMBING			0.00	4,200.00	4,200.00
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		4,200.00	
30-80-8140-5300530	DUES & SUBSCRIPTIONS			2,500.00	-190.00	2,310.00
BA0000024	Move Conex/storage container from motor ...	GLPKT00164	06/23/2025		-440.00	
BA0000044	FY25 Year-End Adjustments	GLPKT00267	06/23/2025		250.00	
30-80-8140-5300570	MISCELLANEOUS			3,000.00	440.00	3,440.00
BA0000024	Move Conex/storage container from motor ...	GLPKT00164	06/23/2025		440.00	
Department 8140 Total:				943,422.00	70,087.00	1,013,509.00
Department: 8200 - WASTEWATER COLLECTION						
30-71-8200-5982001	TRANSFER TO UTIL CAP IMPROV FUND			114,432.00	-66,192.00	48,240.00
BA0000056	Adj per actual	GLPKT00313	06/23/2025		-66,192.00	
30-80-8200-5100020	SALARIES			538,023.00	29,660.00	567,683.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-340.00	
BA0000064	Yr-end Adjustment	GLPKT00322	06/24/2025		30,000.00	
30-80-8200-5300080	TRAINING/CONF/CONV			5,000.00	125.00	5,125.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		125.00	
30-80-8200-5300110	TELEPHONE/INTERNET			4,080.00	340.00	4,420.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		340.00	
30-80-8200-5300113	LICENSE FEES			15,200.00	1,575.00	16,775.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		1,575.00	
30-80-8200-5300130	UTILITIES			56,000.00	-3,575.00	52,425.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		-3,575.00	
30-80-8200-5300151	FOG PROGRAM			7,000.00	691.00	7,691.00
BA0000099	FY25 Year-End Adjustments	GLPKT00372	06/24/2025		691.00	
30-80-8200-5300154	MAINT - GROUNDS			35,000.00	3,750.00	38,750.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		3,750.00	
30-80-8200-5300165	MAINT - INFRASTRUCTURE			137,000.00	-41,336.00	95,664.00
BA0000041	Pump Station Base Plates	GLPKT00264	06/23/2025		-41,336.00	
30-80-8200-5300310	GASOLINE			24,990.00	2,375.00	27,365.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		2,375.00	
30-80-8200-5300322	SUPPLIES - LIFT STATION PUMPS			40,000.00	-3,250.00	36,750.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		-3,250.00	
30-80-8200-5300331	SUPPLIES - SAFETY			1,500.00	-800.00	700.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		-800.00	
30-80-8200-5300351	RENTAL - EQUIPMENT			5,000.00	-2,000.00	3,000.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		-2,000.00	
30-80-8200-5300450	CS - INMATES			3,000.00	-3,000.00	0.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		-3,000.00	
30-80-8200-5300458	DATA PROCESSING SERVICES			0.00	100.00	100.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		100.00	
30-80-8200-5300494	CS - PUMP STA MONITORING			11,000.00	700.00	11,700.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		700.00	
30-80-8200-5300505	CS - PLUMBING			0.00	4,000.00	4,000.00
BA0000045	FY25 Year-End Adjustments	GLPKT00269	06/23/2025		4,000.00	
30-80-8200-5700741	CAPITAL - EQUIPMENT			0.00	41,336.00	41,336.00
BA0000041	Pump Station Base Plates	GLPKT00264	06/23/2025		41,336.00	
Department 8200 Total:				997,225.00	-35,501.00	961,724.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	-750.00	4,250.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-750.00	
30-80-8220-5100020	SALARIES			548,755.00	32,500.00	581,255.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		2,500.00	
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		30,000.00	
30-80-8220-5120050	FICA			41,980.00	-625.00	41,355.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-625.00	
30-80-8220-5125060	HOSPITALIZATION			70,864.00	136.00	71,000.00
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		136.00	
30-80-8220-5127070	RETIREMENT			72,547.00	-500.00	72,047.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-500.00	
30-80-8220-5127071	401(K) RETIREMENT SUPP			27,036.00	-625.00	26,411.00
BA0000040	FY25 Year-End Adjustments	GLPKT00263	06/23/2025		-625.00	
30-80-8220-5300130	UTILITIES			170,000.00	1,000.00	171,000.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		-2,525.00	
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		3,525.00	
30-80-8220-5300145	MAINT - BUILDINGS			4,140.00	214.00	4,354.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		100.00	
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		114.00	
30-80-8220-5300158	MAINT - EQUIPMENT			103,700.00	2,200.00	105,900.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		-10,000.00	
BA0000053	Replace influent grinder	GLPKT00299	06/24/2025		2,200.00	
BA0000054	Restore funds for influent grinder	GLPKT00300	06/24/2025		10,000.00	
30-80-8220-5300165	MAINT - INFRASTRUCTURE			9,000.00	-2,000.00	7,000.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		-2,000.00	
30-80-8220-5300310	GASOLINE			5,775.00	500.00	6,275.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		500.00	
30-80-8220-5300320	SUPPLIES - OFFICE			500.00	150.00	650.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		150.00	
30-80-8220-5300323	SUPPLIES - CHEMICALS			65,000.00	-750.00	64,250.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		1,450.00	
BA0000053	Replace influent grinder	GLPKT00299	06/24/2025		-2,200.00	
30-80-8220-5300327	SUPPLIES - LAB			14,000.00	2,550.00	16,550.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		1,750.00	
BA0000052	Restock lab supplies for ammonia tests	GLPKT00295	06/24/2025		800.00	
30-80-8220-5300330	SUPPLIES - DEPARTMENTAL			4,000.00	-800.00	3,200.00
BA0000052	Restock lab supplies for ammonia tests	GLPKT00295	06/24/2025		-800.00	
30-80-8220-5300338	SUPPLIES - DATA PROCESSING			250.00	50.00	300.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		50.00	

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
30-80-8220-5300340	OUTSIDE LAB SERVICES			29,530.00	1,475.00	31,005.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		1,475.00	
30-80-8220-5300413	CS - DI WATER SYSTEM SERVICE			4,300.00	525.00	4,825.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		525.00	
30-80-8220-5300441	CS - ENGINEERING			0.00	2,500.00	2,500.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		7,750.00	
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		-5,250.00	
30-80-8220-5300445	CS - DUMPSTER SERVICE			1,600.00	300.00	1,900.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		300.00	
30-80-8220-5300458	DATA PROCESSING SERVICES			1,000.00	200.00	1,200.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		200.00	
30-80-8220-5300490	CS - ALARM MONITORING			2,160.00	275.00	2,435.00
BA0000046	FY25 Year-End Adjustments	GLPKT00270	06/23/2025		275.00	
30-80-8220-5300550	SLUDGE REMOVAL			100,000.00	1,611.00	101,611.00
BA0000065	Yr-end Adjustment	GLPKT00323	06/24/2025		1,611.00	
30-80-8220-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	30,900.00	30,900.00
BA0000035	Epoxy Floor Project	GLPKT00246	06/23/2025		30,900.00	
Department 8220 Total:				1,281,137.00	71,036.00	1,352,173.00
Expense Total:				8,716,361.00	1,774,544.15	10,490,905.15
Fund 30 Total:				7,383,957.00	0.00	7,383,957.00
Fund: 35 - STORMWATER FUND						
Revenue						
Department: 3850 - 3850						
35-00-3850-3850000	INTEREST EARNED			-25,000.00	-2,558.00	-27,558.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		-2,558.00	
Department 3850 Total:				-25,000.00	-2,558.00	-27,558.00
Department: 3900 - 3900						
35-30-3900-3900050	FUND BALANCE APPROPRIATED			-268,561.00	-15,374.00	-283,935.00
BA0000062	HVAC Replacement	GLPKT00283	06/24/2025		-12,200.00	
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		-3,174.00	
Department 3900 Total:				-268,561.00	-15,374.00	-283,935.00
Revenue Total:				-293,561.00	-17,932.00	-311,493.00
Expense						
Department: 5900 - 5900						
35-30-5900-5300041	ATTORNEY FEES			10,000.00	1,200.00	11,200.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		1,200.00	
35-30-5900-5300080	TRAINING/CONF/CONV			3,000.00	275.00	3,275.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		275.00	
35-30-5900-5300165	MAINT - INFRASTRUCTURE			184,000.00	-4,650.00	179,350.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		-4,650.00	
35-30-5900-5300310	GASOLINE			665.00	125.00	790.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		125.00	
35-30-5900-5300495	COLLECTION EXPENSE			26,000.00	2,750.00	28,750.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		2,750.00	
35-30-5900-5300572	SAFETY AWARDS PROGRAM			0.00	100.00	100.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		100.00	
35-30-5900-5300589	CLEAN WATER EDUCATION PARTNERSHIP			2,500.00	200.00	2,700.00
BA0000047	FY25 Year-End Adjustments	GLPKT00275	06/23/2025		200.00	
35-30-5900-5350610	SERVICE CHARGE - GOVERNING BODY			5,850.00	124.00	5,974.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		124.00	
35-30-5900-5350611	SERVICE CHARGE - ADMINISTRATION			18,378.00	600.00	18,978.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		600.00	
35-30-5900-5350612	SERVICE CHARGE - ACCOUNTING			19,321.00	659.00	19,980.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		659.00	
35-30-5900-5350613	SERVICE CHARGE - FLEET MAINTENANCE			5,368.00	191.00	5,559.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		191.00	
35-30-5900-5350614	SERVICE CHARGE - FACILITY MGMT			114,970.00	2,600.00	117,570.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		2,600.00	
35-30-5900-5350615	SERVICE CHARGE - SAFETY & RISK MGMT			11,582.00	643.00	12,225.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		643.00	
35-30-5900-5350616	SERVICE CHARGE - INFORMATION TECH			24,582.00	-1,000.00	23,582.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		-1,000.00	
35-30-5900-5350622	SERVICE CHARGE - HUMAN RESOURCES			10,127.00	1,175.00	11,302.00
BA0000076	FY25 Year-End Adjustments	GLPKT00342	06/24/2025		1,175.00	
35-30-5900-5350623	SERVICE CHARGE - COMMUNICATIONS			7,695.00	422.00	8,117.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		422.00	
35-30-5900-5350624	SERVICE CHARGE- ENGINEERING SERVICE			0.00	318.00	318.00
BA0000095	Yr-end Adjustment	GLPKT00362	06/24/2025		318.00	
35-30-5900-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	12,200.00	12,200.00
BA0000062	HVAC Replacement	GLPKT00283	06/24/2025		12,200.00	
Department 5900 Total:				444,038.00	17,932.00	461,970.00
Expense Total:				444,038.00	17,932.00	461,970.00
Fund 35 Total:				150,477.00	0.00	150,477.00
Fund: 66 - WFER-WEST FORK ENO RESERVOIR						
Revenue						
Department: 3850 - 3850						
66-00-3850-3850000	INTEREST EARNED			0.00	-272,252.87	-272,252.87
BA0000097	Adj per actual	GLPKT00365	06/24/2025		-272,252.87	
Department 3850 Total:				0.00	-272,252.87	-272,252.87
Department: 3870 - 3870						
66-71-3870-3870300	TRANSFER FROM WATER/SEWER FUND			0.00	-521,941.00	-521,941.00
BA0000097	Adj per actual	GLPKT00365	06/24/2025		-521,941.00	
Department 3870 Total:				0.00	-521,941.00	-521,941.00
Department: 3900 - 3900						
66-00-3900-3900000	FUND BALANCE APPROPRIATION			-222,609.38	222,609.38	0.00
BA0000060	Apply Bond Proceeds to WFER Debt Payment	GLPKT00320	06/24/2025		-474,469.00	
BA0000097	Adj per actual	GLPKT00365	06/24/2025		697,078.38	
Department 3900 Total:				-222,609.38	222,609.38	0.00
Revenue Total:				-222,609.38	-571,584.49	-794,193.87
Expense						
Department: 8130 - WEST FORK ENO RESERVOIR						
66-71-8130-5970910	DEBT SERVICE - PRINCIPAL			0.00	30,000.00	30,000.00
BA0000060	Apply Bond Proceeds to WFER Debt Payment	GLPKT00320	06/24/2025		30,000.00	
66-71-8130-5970920	INTEREST PAYMENT			222,609.38	541,584.49	764,193.87
BA0000060	Apply Bond Proceeds to WFER Debt Payment	GLPKT00320	06/24/2025		444,469.00	
BA0000097	Adj per actual	GLPKT00365	06/24/2025		97,115.49	
Department 8130 Total:				222,609.38	571,584.49	794,193.87
Expense Total:				222,609.38	571,584.49	794,193.87
Fund 66 Total:				0.00	0.00	0.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 67 - WFER-CARRSTORE/MILL CREEK ROAD PROJECT						
Revenue						
Department: 3850 - 3850						
67-00-3850-3850000	INTEREST EARNED			0.00	-83,628.36	-83,628.36
BA0000098	Adj per actual	GLPKT00369	06/24/2025		-83,628.36	
Department 3850 Total:				0.00	-83,628.36	-83,628.36
Department: 3980 - 3980						
67-70-3980-3980300	DEBT ISSUANCE PROCEEDS			0.00	-3,271,000.00	-3,271,000.00
BA0000098	Adj per actual	GLPKT00369	06/24/2025		-3,271,000.00	
Department 3980 Total:				0.00	-3,271,000.00	-3,271,000.00
Revenue Total:				0.00	-3,354,628.36	-3,354,628.36
Expense						
Department: 8130 - WEST FORK ENO RESERVOIR						
67-80-8130-5700570	MISCELLANEOUS			0.00	200,571.86	200,571.86
BA0000098	Adj per actual	GLPKT00369	06/24/2025		200,571.86	
67-80-8130-5700719	CONSTRUCTION ADMINISTRATION			0.00	295,330.38	295,330.38
BA0000098	Adj per actual	GLPKT00369	06/24/2025		295,330.38	
67-80-8130-5700720	CONSTRUCTION			0.00	2,433,605.69	2,433,605.69
BA0000098	Adj per actual	GLPKT00369	06/24/2025		2,433,605.69	
67-80-8130-5700745	DESIGN			0.00	120,689.77	120,689.77
BA0000098	Adj per actual	GLPKT00369	06/24/2025		120,689.77	
67-80-8130-5700746	LAND ACQUISITION			0.00	5,202.00	5,202.00
BA0000098	Adj per actual	GLPKT00369	06/24/2025		5,202.00	
Department 8130 Total:				0.00	3,055,399.70	3,055,399.70
Department: 8280 - CATES CREEK SEWER PROJECT						
67-71-8280-5970920	PRINCIPAL PAYMENT			0.00	299,228.66	299,228.66
BA0000098	Adj per actual	GLPKT00369	06/24/2025		299,228.66	
Department 8280 Total:				0.00	299,228.66	299,228.66
Expense Total:				0.00	3,354,628.36	3,354,628.36
Fund 67 Total:				0.00	0.00	0.00
Fund: 70 - CRF- WATER & SEWER						
Revenue						
Department: 3850 - 3850						
70-00-3850-3850000	INTEREST EARNED			-937,524.75	-120,792.18	-1,058,316.93
BA0000101	Adj per actual	GLPKT00375	06/24/2025		-120,792.18	
Department 3850 Total:				-937,524.75	-120,792.18	-1,058,316.93
Revenue Total:				-937,524.75	-120,792.18	-1,058,316.93
Expense						
Department: 6900 - SPECIAL APPROPRIATIONS						
70-71-6900-5970001	TRANSFER TO UTILITY CAP IMPROV FUND			4,680,469.75	120,792.18	4,801,261.93
BA0000101	Adj per actual	GLPKT00375	06/24/2025		120,792.18	
Department 6900 Total:				4,680,469.75	120,792.18	4,801,261.93
Expense Total:				4,680,469.75	120,792.18	4,801,261.93
Fund 70 Total:				3,742,945.00	0.00	3,742,945.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Expense						
Department: 5100 - POLICE						
71-20-5100-5700924	POLICE STATION			50,000.00	-50,000.00	0.00
BA0000102	PD Elevator	GLPKT00377	06/24/2025		-50,000.00	
Department 5100 Total:				50,000.00	-50,000.00	0.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 5800 - SOLID WASTE / STORMWATER						
71-30-5800-5700951	VEHICLES - SOLID WASTE			144,822.00	-144,822.00	0.00
BA0000102	Leaf Truck	GLPKT00377	06/24/2025		-144,822.00	
Department 5800 Total:				144,822.00	-144,822.00	0.00
Department: 6300 - PUBLIC SPACE						
71-10-6300-5700851	SUSTAINABILITY			600,000.00	-35,000.00	565,000.00
BA0000102	Energy Mgmt Software	GLPKT00377	06/24/2025		-20,000.00	
BA0000102	LED Street Lights	GLPKT00377	06/24/2025		-15,000.00	
Department 6300 Total:				600,000.00	-35,000.00	565,000.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO GENERAL FUND			100,148.00	229,822.00	329,970.00
BA0000102	PD Elevator, Energy Mgmt Soft, Street Lights,...	GLPKT00377	06/24/2025		229,822.00	
Department 6900 Total:				100,148.00	229,822.00	329,970.00
Expense Total:				894,970.00	0.00	894,970.00
Fund 71 Total:				894,970.00	0.00	894,970.00
Fund: 78 - COMMITTED FUNDS - GENERAL FUND						
Revenue						
Department: 3870 - 3870						
78-71-3870-3870402	TRANSFER FROM GF - CONNECTIVITY			-20,000.00	-20,000.00	-40,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		-20,000.00	
78-71-3870-3870410	TRANSFER FROM GF - SUSTAINABILITY			-327,000.00	-320,000.00	-647,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		-320,000.00	
78-71-3870-3870413	TRANSFER FROM GF - AFFORDABLE HOUSING			-32,884.00	-114,309.00	-147,193.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		-114,309.00	
78-71-3870-3870420	TRANSFER FROM GF - VEH-STREETS			-81,000.00	-13,648.00	-94,648.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		-13,648.00	
78-71-3870-3870421	TRANSFER FROM GF - VEH-SOLID WASTE			-145,000.00	-335,000.00	-480,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		-335,000.00	
Department 3870 Total:				-605,884.00	-802,957.00	-1,408,841.00
Revenue Total:				-605,884.00	-802,957.00	-1,408,841.00
Expense						
Department: 5600 - STREETS						
78-71-5600-5970912	TRANSFER TO GF - VEH-STREETS			81,000.00	13,648.00	94,648.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		13,648.00	
Department 5600 Total:				81,000.00	13,648.00	94,648.00
Department: 5800 - SOLID WASTE / STORMWATER						
78-71-5800-5970913	TRANSFER TO GF - VEH-SOLID WASTE			145,000.00	335,000.00	480,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		335,000.00	
Department 5800 Total:				145,000.00	335,000.00	480,000.00
Department: 6300 - PUBLIC SPACE						
78-71-6300-5970911	TRANSFER TO GF - SUSTAINABILITY			327,000.00	320,000.00	647,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		320,000.00	
78-71-6300-5970917	TRANSFER TO GF - CONNECTIVITY			20,000.00	20,000.00	40,000.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		20,000.00	
Department 6300 Total:				347,000.00	340,000.00	687,000.00

Budget Adjustment Report**For Date Range: 06/23/2025 - 06/25/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 6900 - SPECIAL APPROPRIATIONS						
78-71-6900-5970918	TRANSFER TO GF - AFFORDABLE HOUSING			32,884.00	114,309.00	147,193.00
BA0000103	Adj per actual	GLPKT00379	06/24/2025		114,309.00	
Department 6900 Total:				32,884.00	114,309.00	147,193.00
Expense Total:				605,884.00	802,957.00	1,408,841.00
Fund 78 Total:				0.00	0.00	0.00
Budget Code 2024-2025 Total:				9,553,215.00	0.00	9,553,215.00

DRAFT

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	-2,619,134.00	0.00	-2,619,134.00
	30	7,383,957.00	0.00	7,383,957.00
	35	150,477.00	0.00	150,477.00
	66	0.00	0.00	0.00
	67	0.00	0.00	0.00
	70	3,742,945.00	0.00	3,742,945.00
	71	894,970.00	0.00	894,970.00
	78	0.00	0.00	0.00
Budget Code 2024-2025 Total:		9,553,215.00	0.00	9,553,215.00

APPROVED: 3/0

DATE: 6/23/25

VERIFIED: 

DRAFT



ORDINANCE

Amending Section 5-10: No Trespassing Regulations

The Hillsborough Board of Commissioners ordains:

Section 1. The Code of Ordinances shall be amended as follows:

Section 5-10. – Trespassing.

Section 5-10.a. – Trespassing on private property.

- (a) The Hillsborough Police Department is hereby authorized to act as agents for property owners and tenants to enforce regulations against trespassing on private property located within the corporate limits of the town of Hillsborough, upon specific request by such owners or tenants.
- (b) This section may be repealed at any time by the Hillsborough Board of Commissioners, without notice to any of the parties involved.

Section 5-10.b. – Trespassing on Town of Hillsborough premises.

- a) Pursuant to the town's authority to preserve and protect the health, safety and welfare of the public and the peace and dignity of the town, the Hillsborough Police Department is hereby authorized, to the extent permitted by state and federal law, to trespass individuals from Town of Hillsborough premises who engage in dangerous, unlawful or unreasonably disruptive conduct and activities.
- b) This section of the ordinance does not prohibit individuals from exercising their First Amendment rights at public forums or from exercising their rights to engage in legitimate activities protected by state and federal law.
- c) The town manager is authorized to adopt rules and procedures consistent with this section of the ordinance.

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 23rd day of June in the year 2025.

Ayes: 3

Noes: 0

Absent or excused: 2



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Sec. 14-7I (a)(I) –

Payment of System Development and Capital Facilities Fees

The Hillsborough Board of Commissioners ordains:

Section 1. Payment of system development and capital facilities fees

- a) System development fees or capital facilities fees set forth in the schedule of rates and charges referenced in Section 14-9 and in Appendix A to this chapter shall be paid by the developer or owner of property being developed or redeveloped.
 - 1) The system development fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: the subdivision of land or the construction, reconstruction, redevelopment, conversion, structural alteration, relocation or enlargement of any structure, which began after July 1, 2017, that increases the number of meters or increases the meter size. The system development fee shall not be applied to any manufactured home as defined by G.S. 143-145(7) unless or until the manufactured home is converted to real property as defined by G.S. 105-273(13), provided an existing water and or sewer connection is available. Any new water or sewer tap established for the use of a manufactured home shall pay a system development fee calculated from flow rates available in the North Carolina Administrative Code in Title 15A, Subchapter 2T: Waste Not Discharged to Surface Waters.

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 23rd day of June in the year 2025.

Ayes: 3

Noes: 0

Absent or excused: 2



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the Town of Hillsborough, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the Lawndale Basin Sewer Rehabilitation and Replacement Project, and

WHEREAS, the Taylor Engineering & Consulting, PLLC Consulting Engineers have reviewed the bids; and

WHEREAS, Hinterland Group, Inc was the lowest bidder for the Lawndale Basin Sewer Rehabilitation and Replacement Project, in the total bid amount of \$1,479,623, and

WHEREAS, the consulting Engineers recommend **TENTATIVE AWARD** to the lowest bidder(s).

NOW, THERE FORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder(s) in the Total Bid Amount of \$1,479,623.00.

Name of Contractor	Amount
1. Hinterland Group, Inc	\$1,479,623.00
2. SAK	\$1,923,890.25
3. InLiner Solutions, LLC	\$2,557,330.00

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of Commissioner Kathleen Ferguson, seconded by Commissioner Matt Hughes, the above **RESOLUTION** was unanimously adopted.

This is 23rd day of June, 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk



PROCLAMATION

Recognizing the 35th Anniversary of the Americans with Disabilities Act

WHEREAS, July 26, 2025, marks the 35th anniversary of the Americans with Disabilities Act (ADA), landmark civil rights legislation signed into law on July 26, 1990, which prohibits discrimination against individuals with disabilities in all areas of public life, including employment, education, transportation, and access to public and private places that are open to the general public; and

WHEREAS, the ADA protects individuals with a wide range of disabilities, including physical, sensory, cognitive, intellectual, neurological, and mental health conditions, and acknowledges that not all disabilities are visible or immediately apparent; and

WHEREAS, the ADA has helped to increase access and opportunity for people with disabilities across the United States, including in the Town of Hillsborough, by ensuring greater inclusion and equity in civic life; and

WHEREAS, the Town of Hillsborough recognizes the importance of continuing to build on the progress of the ADA by promoting policies, infrastructure, and community practices that affirm the dignity, independence, and full participation of people with disabilities; and

WHEREAS, Hillsborough affirms its commitment to being a welcoming and inclusive community, where all residents, regardless of ability, can live, work, and thrive with dignity and respect; and

WHEREAS, the 35th anniversary of the ADA provides an opportunity to honor the contributions of disability rights advocates, leaders, and community members who have fought for equity and accessibility and to recommit ourselves to advancing the goals of the ADA;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby commemorate the 35th anniversary of the Americans with Disabilities Act and reaffirm the town's commitment to advancing equity, inclusion, and accessibility for people with disabilities and recognize the full spectrum of visible and invisible disabilities in Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 23rd day of June in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



RESOLUTION

Approving the 2025-2029 Orange County Consolidated Plan

WHEREAS, the Town of Hillsborough is a member of the Orange County HOME Consortium; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires the adoption of a Five-Year Consolidated Plan for housing and community development activities for HOME funding recipients; and

WHEREAS, it is necessary that all member jurisdictions of the Orange County HOME Consortium approve the Consolidated Plan before the document can be submitted to HUD.

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

- 1) The 2025-2029 Orange County Consolidated Plan is approved as required by HUD, including all understandings, assurances, and certifications required therein, for federal HOME program funds.
- 2) Orange County, as the lead agency for the Orange County HOME Consortium, is authorized to submit the Consolidated Plan to HUD.

Approved this 23rd day of June of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk



RESOLUTION

Authorizing the Submission of the Fiscal Year 2025-26 HOME Annual Action Plan and Program Design for Orange County, North Carolina

WHEREAS, the Hillsborough Board of Commissioners as a member of the Orange County HOME Consortium authorize the town manager to submit the Orange County Annual Action Plan for fiscal year 2026 to the U.S. Department of Housing and Urban Development, including all understandings, assurances, and certifications required therein; and

WHEREAS, the board approves the following activities for the Fiscal Year 2025-26 HOME Program:

<u>Tenant Based Rental Assistance</u>	\$147,628
<i>Funds will be allocated to the Orange County Partnership to End Homelessness to provide rental assistance for people experiencing homelessness or low-income households (at or below 30% AMI).</i>	
<u>Home Repair and Rehabilitation</u>	\$147,628
<i>Funds will be allocated for repair and rehabilitation for 15 owner-occupied units at or below 80% AMI currently experiencing homelessness. Ten of these households will be 50% AMI and below.</i>	
<u>Community Housing Development Organization (CHDO) Set-Aside</u>	\$56,395.70
<i>HOME CHDO set-aside funds for EmPOWERment. Acquisition to preserve one unit of naturally occurring affordable housing in Carrboro.</i>	
<u>Program Administration (10%)</u>	\$37,593.97
<u>Total Funding</u>	\$389,245.67

WHEREAS, the town manager is hereby designated as the authorized representative of the town to act in connection with the submission of these plans, to act in connection with the HOME program, and to provide such additional information as may be required by the U.S. Department of Housing and Urban Development.

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that this resolution is effective upon approval.

Approved this 23rd day of June of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah Kimrey, Town Clerk



RESOLUTION

Affirming the American Principle that We Are a Nation of Laws, Not Kings

WHEREAS, the United States was founded on the principle that government derives its just powers from the consent of the governed, not from divine right or royal decree; and

WHEREAS, the Town of Hillsborough holds a unique place in the American story as the epicenter of the Regulator Movement, an early rebellion against unchecked authority and colonial injustice that helped lay the groundwork for the American Revolution; and

WHEREAS, in 1775, Hillsborough hosted the Third North Carolina Provincial Congress, which organized resistance to His Majesty's government and laid the foundation for independence, and whose delegates included Hillsborough resident Thomas Burke, a future governor of North Carolina; and

WHEREAS, William Hooper, a prominent North Carolinian and one of Hillsborough's most notable historical figures, served as a delegate to the Continental Congress and was among the original signers of the Declaration of Independence in 1776, affirming that all people are created equal and entitled to liberty under law; and

WHEREAS, in 1788, Hillsborough hosted North Carolina's second Constitutional Convention, where delegates refused to ratify the United States Constitution without the addition of a Bill of Rights, recognizing the importance of explicitly protecting individual freedoms and liberties against governmental overreach; and

WHEREAS, these historic acts reflect Hillsborough's 254-year commitment to the rule of law, to holding power accountable, and to upholding the rights and responsibilities of democratic governance;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners reaffirms our town's commitment to the founding American principle that ours is a nation of laws, not kings; a nation where democratic institutions and constitutional protections must be continually defended; and

BE IT FURTHER RESOLVED, that as elected officials who have sworn an oath to support and defend both the Constitution of the United States and the Constitution of the State of North Carolina, we take that responsibility seriously; not as a formality, but as a solemn promise to uphold the rule of law, protect the rights of all people, and carry forward the legacy of those who, in Hillsborough and throughout our state, have and will continue to stand for liberty, justice, and democratic self-government.

Approved this 23rd day of June in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



Minutes

Board of Commissioners Special Meeting

7 p.m. July 16, 2025

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English and Evelyn Lloyd
Absent: Commissioners Matt Hughes and Kathleen Ferguson (remote)
Staff: Budget Director Emily Bradford, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Town Clerk and Human Resources Technician Sarah Kimrey, Finance Director Dave McCole, Town Manager Eric Peterson, Police Maj. Andy Simmons, Fleet Maintenance Supervisor David Wisely and Communications Manager Catherine Wright

1. Opening of the special meeting

Mayor Mark Bell called the meeting to order at 7:15 p.m.

The mayor acknowledged the unusual and unfortunate circumstances that Hillsborough had been facing for the past 10 days, noting the town had transitioned from emergency response to recovery mode while still in a state of emergency. He said a declaration of disaster was in progress at the county level.

Bell recognized the impact on residents and businesses and on town staff who had been working tremendously hard on the storm response. He emphasized that this was a special meeting with a focused agenda on approving financial requirements to meet the storm response.

2. Agenda changes and approval

Motion: Commissioner Meaghun Darab moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 3-0.

3. In-depth discussion and topics

- A. Appropriation of funds for emergency vehicle replacements and other costs associated with Tropical Storm Chantal, feedback from Board of Commissioners

Assistant Town Manager Matt Efird presented a report on the damage caused by Tropical Storm Chantal and the need for vehicle and equipment replacements. He showed images of flooded areas, including the Public Works Facility, and damage to Gold Park and the Riverwalk Greenway.

Efird explained that as of the previous day, 10 public works vehicles were permanently out of service, down from 14 initially. He provided a breakdown of the affected vehicles, noting that the Public Works fleet was operating at about two-thirds strength overall but with significant losses in certain categories, particularly brush trucks.

The total loss and need for replacement of public works vehicles and equipment was around \$2.3 million, Efird reported. He said a fund balance appropriation of slightly over \$1 million was needed to move forward with the replacements. Efird presented scenarios of potential insurance recovery and its impact on the town's fund balance over the next three fiscal years.

Motion: Lloyd moved to approve budget amendments and transfers included in the agenda packet related to damage from Tropical Storm Chantal. Commissioner Robb English seconded.
Vote: 5-0.

In addition to vehicle replacements, Efird discussed medium- and long-term recovery expenses, including repairs to Gold Park and Riverwalk, ongoing expenses for bypass pumps at the Wastewater Treatment Plant, and the need to reevaluate the planned renovation of the Adron Thompson Water/Sewer Facility to determine whether changes are needed due to the flood risk.

He also provided updates on the status of the Riverwalk bridges and boardwalks and on repairs planned for Gold Park. He said stormwater assessments around town were ongoing, with no significant issues found in privately owned stormwater control measures.

Town Manager Eric Peterson provided additional updates from a countywide meeting held earlier that day. He discussed the timeline for potential state and federal disaster declarations, which would unlock various assistance programs, including Small Business Administration loans.

Peterson also shared information about resources available through the Orange County Department of Social Services and efforts to create a comprehensive list of volunteer organizations active in disaster recovery.

The board asked questions about the response, suggested revisiting emergency planning and tabletop exercises based on lessons from the storm, and asked about the duration of the current state of emergency.

The mayor opened the floor for questions from residents. Residents asked about creek maintenance, emergency check-ins with each household, immediate direction after flooding events, engaging the community in cleanup efforts, and implementing a flood alert system similar to amber alerts.

4. Adjournment

The mayor adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/11/2025 - 08/11/2025

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						
Revenue						
Department: 3870 - 3870						
10-71-3870-3870900	TRANSFER FROM FUND 78 GF COMMITTED			-691,174.00	-320,000.00	-1,011,174.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-320,000.00	
Department 3870 Total:				-691,174.00	-320,000.00	-1,011,174.00
Department: 3900 - 3900						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-1,067,520.00	-1,275,339.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-1,067,520.00	
Department 3900 Total:				-207,819.00	-1,067,520.00	-1,275,339.00
Revenue Total:				-898,993.00	-1,387,520.00	-2,286,513.00
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	10,000.00	10,000.00
BA0000122	Chantel Expenses	GLPKT00595	08/11/2025		10,000.00	
10-10-4000-5300154	MAINT - GROUNDS			0.00	20,000.00	20,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		20,000.00	
10-10-4000-5300155	MAINT - PARKS			0.00	30,000.00	30,000.00
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		30,000.00	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300161	MAINT - VEHICLES			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300310	GASOLINE			0.00	5,000.00	5,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		5,000.00	
10-10-4000-5300324	SUPPLIES - DISASTER			0.00	10,000.00	10,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		10,000.00	
10-10-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	10,000.00	10,000.00
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		10,000.00	
10-10-4000-5300351	RENTAL - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300361	RENTAL - VEHICLES			0.00	20,000.00	20,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		20,000.00	
10-10-4000-5300441	CS - ENGINEERING			0.00	5,000.00	5,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		5,000.00	
10-10-4000-5300570	MISCELLANEOUS			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300583	MISC - TAX, TAGS, ETC			0.00	50,520.00	50,520.00
BA0000124	Chantel Expenses	GLPKT00604	08/11/2025		50,520.00	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	120,000.00	120,000.00
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		120,000.00	
10-10-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	20,000.00	20,000.00
BA0000116	Chantel Expenses	GLPKT00532	08/11/2025		20,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	1,722,000.00	1,722,000.00

Budget Adjustment Report**For Date Range: 08/11/2025 - 08/11/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		1,722,000.00	
Department 4000 Total:				0.00	2,062,520.00	2,062,520.00
Department: 5800 - SOLID WASTE						
10-30-5800-5300361	RENTAL - VEHICLES			0.00	10,000.00	10,000.00
BA0000110	Garbage Truck Rental	GLPKT00508	08/11/2025		10,000.00	
10-30-5800-5300484	LANDFILL FEES			135,000.00	10,000.00	145,000.00
BA0000107	Add funds for solid waste tonnage fees	GLPKT00452	08/11/2025		10,000.00	
10-30-5800-5700740	CAPITAL - VEHICLES			385,000.00	-385,000.00	0.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-385,000.00	
Department 5800 Total:				520,000.00	-365,000.00	155,000.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5100020	SALARIES			143,159.00	-763.00	142,396.00
BA0000117	Cyber Security Insurance	GLPKT00538	08/11/2025		-763.00	
10-10-6610-5300540	INSURANCE			13,000.00	763.00	13,763.00
BA0000117	Cyber Security Insurance	GLPKT00538	08/11/2025		763.00	
Department 6610 Total:				156,159.00	0.00	156,159.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-310,000.00	140,000.00
BA0000107	Add funds for solid waste tonnage fees	GLPKT00452	08/11/2025		-10,000.00	
BA0000110	Garbage Truck Rental	GLPKT00508	08/11/2025		-10,000.00	
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-10,000.00	
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		-90,000.00	
BA0000116	Chantel Expenses	GLPKT00532	08/11/2025		-20,000.00	
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		-10,000.00	
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		-150,000.00	
BA0000122	Chantel Expenses	GLPKT00595	08/11/2025		-10,000.00	
Department 9990 Total:				450,000.00	-310,000.00	140,000.00
Expense Total:				1,126,159.00	1,387,520.00	2,513,679.00
Fund 10 Total:				227,166.00	0.00	227,166.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5300151	FOG PROGRAM			0.00	5,000.00	5,000.00
BA0000113	Chantel Expenses	GLPKT00527	08/11/2025		5,000.00	
30-80-4000-5300154	MAINT - GROUNDS			0.00	15,000.00	15,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		15,000.00	
30-80-4000-5300158	MAINT - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5300310	GASOLINE			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300327	SUPPLIES - LAB			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300331	SUPPLIES - SAFETY			0.00	2,500.00	2,500.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		2,500.00	
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	10,000.00	10,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		10,000.00	
30-80-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	10,000.00	10,000.00
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		10,000.00	
30-80-4000-5300340	OUTSIDE LAB SERVICES			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	

Budget Adjustment Report

For Date Range: 08/11/2025 - 08/11/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
30-80-4000-5300351	RENTAL - EQUIPMENT			0.00	170,000.00	170,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		150,000.00	
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		20,000.00	
30-80-4000-5300361	RENTAL - VEHICLES			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300480	PURCHASE WATER/& RESALE			0.00	20,000.00	20,000.00
BA0000118	Chantel Expenses	GLPKT00541	08/11/2025		20,000.00	
30-80-4000-5300570	MISCELLANEOUS			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	100,000.00	100,000.00
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		100,000.00	
30-80-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	10,000.00	10,000.00
BA0000123	Chantel Expenses	GLPKT00600	08/11/2025		10,000.00	
Department 4000 Total:				0.00	392,500.00	392,500.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300310	GASOLINE			24,000.00	1,500.00	25,500.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		1,500.00	
30-80-8140-5300330	SUPPLIES - DEPARTMENTAL			120,000.00	-2,700.00	117,300.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		-2,700.00	
30-80-8140-5300457	CS - NC ONE CALL CENTER			3,000.00	1,200.00	4,200.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		1,200.00	
Department 8140 Total:				147,000.00	0.00	147,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300310	GASOLINE			22,300.00	3,200.00	25,500.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		3,200.00	
30-80-8200-5300330	SUPPLIES - DEPARTMENTAL			70,000.00	-3,200.00	66,800.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		-3,200.00	
Department 8200 Total:				92,300.00	0.00	92,300.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			130,380.00	-2,940.00	127,440.00
BA0000115	WWTP Pump Replacement	GLPKT00531	08/11/2025		-2,940.00	
30-80-8220-5300340	OUTSIDE LAB SERVICES			32,050.00	-300.00	31,750.00
BA0000108	To cover DI Water System contract FY26	GLPKT00468	08/11/2025		-300.00	
30-80-8220-5300413	CS - DI WATER SYSTEM SERVICE			4,720.00	300.00	5,020.00
BA0000108	To cover DI Water System contract FY26	GLPKT00468	08/11/2025		300.00	
30-80-8220-5700741	CAPITAL - EQUIPMENT			65,000.00	2,940.00	67,940.00
BA0000115	WWTP Pump Replacement	GLPKT00531	08/11/2025		2,940.00	
Department 8220 Total:				232,150.00	0.00	232,150.00
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-392,500.00	7,500.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-10,000.00	
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		-217,500.00	
BA0000113	Chantel Expenses	GLPKT00527	08/11/2025		-5,000.00	
BA0000118	Chantel Expenses	GLPKT00541	08/11/2025		-20,000.00	
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		-10,000.00	
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		-120,000.00	
BA0000123	Chantel Expenses	GLPKT00600	08/11/2025		-10,000.00	
Department 9990 Total:				400,000.00	-392,500.00	7,500.00
Expense Total:				871,450.00	0.00	871,450.00
Fund 30 Total:				871,450.00	0.00	871,450.00

Budget Adjustment Report**For Date Range: 08/11/2025 - 08/11/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 35 - STORMWATER						
Expense						
Department: 4000 - DISASTER						
35-30-4000-5300335	SUPPLIES - DISASTER			0.00	5,000.00	5,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		5,000.00	
Department 4000 Total:				0.00	5,000.00	5,000.00
Department: 5900 - STORMWATER						
35-30-5900-5300000	CONTINGENCY			25,000.00	-5,000.00	20,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-5,000.00	
Department 5900 Total:				25,000.00	-5,000.00	20,000.00
Expense Total:				25,000.00	0.00	25,000.00
Fund 35 Total:				25,000.00	0.00	25,000.00
Budget Code 2025-2026 Total:				1,123,616.00	0.00	1,123,616.00

DRAFT

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	227,166.00	0.00	227,166.00
	30	871,450.00	0.00	871,450.00
	35	25,000.00	0.00	25,000.00
Budget Code 2025-2026 Total:		1,123,616.00	0.00	1,123,616.00

APPROVED: 3/0

DATE: 7/16/25

VERIFIED: *Sharon E. Kimrey*

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 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: 08/12/2025 - 08/12/2025

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						
Revenue						
Department: 3870 - 3870						
10-71-3870-3870150	TRANSFER FROM GENERAL CRF			-20,500.00	-25,000.00	-45,500.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		-25,000.00	
Department 3870 Total:				-20,500.00	-25,000.00	-45,500.00
Revenue Total:				-20,500.00	-25,000.00	-45,500.00
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	3,500.00	3,500.00
BA0000125	Chantal Expenses	GLPKT00617	08/12/2025		3,500.00	
10-10-4000-5300155	MAINT - PARKS			0.00	10,000.00	10,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		10,000.00	
Department 4000 Total:				0.00	13,500.00	13,500.00
Department: 4200 - ADMINISTRATION						
10-10-4200-5300458	DATA PROCESSING SERVICES			0.00	46,210.00	46,210.00
BA0000134	OpenGov Chart of Accounts Configuration	GLPKT00646	08/12/2025		46,210.00	
Department 4200 Total:				0.00	46,210.00	46,210.00
Department: 5100 - POLICE						
10-20-5100-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	12,557.00	12,557.00
BA0000137	To cover missed FY25 PO for HPD HVAC repl...	GLPKT00688	08/12/2025		12,557.00	
Department 5100 Total:				0.00	12,557.00	12,557.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300583	MISC - TAX, TAGS, ETC			0.00	2,006.00	2,006.00
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		2,006.00	
10-30-5400-5700740	CAPITAL - VEHICLES			0.00	31,000.00	31,000.00
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		31,000.00	
Department 5400 Total:				0.00	33,006.00	33,006.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5300180	VEHICLE REPAIR - SOLID WASTE			25,000.00	21,583.00	46,583.00
BA0000136	2015 Mack Truck Repair	GLPKT00676	08/12/2025		10,583.00	
BA0000139	Garbage Truck Repair	GLPKT00704	08/12/2025		11,000.00	
Department 5550 Total:				25,000.00	21,583.00	46,583.00
Department: 6300 - PUBLIC SPACE						
10-10-6300-5300441	CS - ENGINEERING			0.00	25,000.00	25,000.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		25,000.00	
Department 6300 Total:				0.00	25,000.00	25,000.00

Budget Adjustment Report

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

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-126,856.00	323,144.00
BA0000125	Chantal Expenses	GLPKT00617	08/12/2025		-3,500.00	
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		-33,006.00	
BA0000134	OpenGov Chart of Accounts Configuration	GLPKT00646	08/12/2025		-46,210.00	
BA0000136	2015 Mack Truck Repair	GLPKT00676	08/12/2025		-10,583.00	
BA0000137	To cover missed FY25 PO for HPD HVAC repl...	GLPKT00688	08/12/2025		-12,557.00	
BA0000139	Garbage Truck Repair	GLPKT00704	08/12/2025		-11,000.00	
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		-10,000.00	
Department 9990 Total:				450,000.00	-126,856.00	323,144.00
Expense Total:				475,000.00	25,000.00	500,000.00
Fund 10 Total:				454,500.00	0.00	454,500.00
Fund: 30 - WATER/SEWER						
Revenue						
Department: 3900 - 3900						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-387,500.00	-1,063,166.00
BA0000133	Chantal Expenses	GLPKT00641	08/12/2025		-150,000.00	
BA0000138	Chantal Expenses	GLPKT00698	08/12/2025		-75,000.00	
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		-12,500.00	
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		-150,000.00	
Department 3900 Total:				-675,666.00	-387,500.00	-1,063,166.00
Revenue Total:				-675,666.00	-387,500.00	-1,063,166.00
Expense						
Department: 4000 - DISASTER						
30-80-4000-5300158	MAINT - EQUIPMENT			0.00	150,000.00	150,000.00
BA0000133	Chantal Expenses	GLPKT00641	08/12/2025		150,000.00	
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	5,000.00	5,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		5,000.00	
30-80-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	95,000.00	95,000.00
BA0000138	Chantal Expenses	GLPKT00698	08/12/2025		75,000.00	
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		20,000.00	
30-80-4000-5700741	CAPITAL - EQUIPMENT			0.00	145,000.00	145,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		145,000.00	
Department 4000 Total:				0.00	395,000.00	395,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300165	MAINT - INFRASTRUCTURE			160,000.00	-13,782.00	146,218.00
BA0000130	Churton Grove 6" Bypass Line Stop	GLPKT00620	08/12/2025		-13,782.00	
30-80-8200-5700729	CAPITAL - INFRASTRUCTURE			0.00	13,782.00	13,782.00
BA0000130	Churton Grove 6" Bypass Line Stop	GLPKT00620	08/12/2025		13,782.00	
Department 8200 Total:				160,000.00	0.00	160,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			130,380.00	-3,240.00	127,140.00
BA0000131	Cover pump replacement at WWTP	GLPKT00622	08/12/2025		-3,240.00	
30-80-8220-5700741	CAPITAL - EQUIPMENT			65,000.00	3,240.00	68,240.00
BA0000131	Cover pump replacement at WWTP	GLPKT00622	08/12/2025		3,240.00	
Department 8220 Total:				195,380.00	0.00	195,380.00
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-7,500.00	392,500.00
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		-7,500.00	
Department 9990 Total:				400,000.00	-7,500.00	392,500.00
Expense Total:				755,380.00	387,500.00	1,142,880.00
Fund 30 Total:				79,714.00	0.00	79,714.00

Budget Adjustment Report

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

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 60 - GENERAL CAPITAL IMPROVEMENTS						
Expense						
Department: 5600 - STREETS						
60-05-5600-5700570	MISCELLANEOUS			0.00	100,000.00	100,000.00
BA0000129	Debt Issuance Costs	GLPKT00619	08/12/2025		100,000.00	
60-05-5600-5700775	NC86 - CONSTRUCTION			4,500,000.00	-100,000.00	4,400,000.00
BA0000129	Debt Issuance Costs	GLPKT00619	08/12/2025		-100,000.00	
Department 5600 Total:				4,500,000.00	0.00	4,500,000.00
Expense Total:				4,500,000.00	0.00	4,500,000.00
Fund 60 Total:				4,500,000.00	0.00	4,500,000.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Expense						
Department: 6300 - PUBLIC SPACE						
71-10-6300-5700851	SUSTAINABILITY			565,000.00	-25,000.00	540,000.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		-25,000.00	
Department 6300 Total:				565,000.00	-25,000.00	540,000.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO GENERAL FUND			397,322.00	25,000.00	422,322.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		25,000.00	
Department 6900 Total:				397,322.00	25,000.00	422,322.00
Expense Total:				962,322.00	0.00	962,322.00
Fund 71 Total:				962,322.00	0.00	962,322.00
Budget Code 2025-2026 Total:				5,996,536.00	0.00	5,996,536.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	454,500.00	0.00	454,500.00
	30	79,714.00	0.00	79,714.00
	60	4,500,000.00	0.00	4,500,000.00
	71	962,322.00	0.00	962,322.00
Budget Code 2025-2026 Total:		5,996,536.00	0.00	5,996,536.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Thore

ITEM TO BE CONSIDERED

Subject: Classification and Pay Amendment

Attachments:

Pay Schedule

Summary:

The Public Works Crew Leader performs supervisory responsibilities in the field including directing work, fielding questions and making on the spot decisions when unexpected challenges arise. The crew leader also trains staff and requires thorough knowledge of how to safely and efficiently operate all Public Works equipment. The crew leader works closely and reports directly to the Public Works Supervisor. Due to the higher level of knowledge, skills and responsibilities required, it's proposed to move the crew leader classification from grade 8 to grade 9. The crew leader is currently in grade 8 with a salary range of \$52,772 to \$84,435. Moving the crew leader classification to grade 9 will increase the salary range to \$55,278 - \$88,446.

Financial impacts:

2.5% salary increase for the current employee in the crew leader position.

Staff recommendation and comments:

Approve attached pay schedule.

Action requested:

Approve attached pay schedule.

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	\$38,135.22	\$49,575.79	\$61,016.36			
2	\$39,946.65	\$51,930.64	\$63,914.63			
3	\$41,844.11	\$54,397.34	\$66,950.58			
4	\$43,831.71	\$56,981.22	\$70,130.73	N		ADMINISTRATIVE SUPPORT SPECIALIST
4	\$43,831.71	\$56,981.22	\$70,130.73	N		CUSTOMER SERVICE REPRESENTATIVE
4	\$43,831.71	\$56,981.22	\$70,130.73	N		EQUIPMENT OPERATOR I
4	\$43,831.71	\$56,981.22	\$70,130.73	N		UTILITY MAINTENANCE TECHNIAN I
5	\$45,913.71	\$59,687.83	\$73,461.94	N		METER SERVICES TECHNICIAN
5	\$45,913.71	\$59,687.83	\$73,461.94	N		SENIOR CUSTOMER SERVICE REPRESENTATIVE
5	\$45,913.71	\$59,687.83	\$73,461.94	N		UTILITY MAINTENANCE TECHNICIAN II
6	\$48,094.61	\$62,523.00	\$76,951.38	N		ACCOUNTS PAYABLE TECHNICIAN
6	\$48,094.61	\$62,523.00	\$76,951.38	N		EQUIPMENT OPERATOR II
6	\$48,094.61	\$62,523.00	\$76,951.38	N		PLANT MAINTENANCE MECHANIC I
6	\$48,094.61	\$62,523.00	\$76,951.38	N		SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
6	\$48,094.61	\$62,523.00	\$76,951.38	N		UTILITY MAINTENANCE TECHNICIAN III
6	\$48,094.61	\$62,523.00	\$76,951.38	N		WATER PLANT OPERATOR I
7	\$50,379.11	\$65,492.84	\$80,606.57	N		BILLING & CUSTOMER SERVICE SPECIALIST
7	\$50,379.11	\$65,492.84	\$80,606.57	N		EQUIPMENT OPERATOR III
7	\$50,379.11	\$65,492.84	\$80,606.57	N		PLANNING TECHNICIAN
7	\$50,379.11	\$65,492.84	\$80,606.57	N		PLANT MAINTENANCE MECHANIC II
7	\$50,379.11	\$65,492.84	\$80,606.57	N		STORMWATER TECHNICIAN
7	\$50,379.11	\$65,492.84	\$80,606.57	N		UTILITY SYSTEMS MECHANIC I
7	\$50,379.11	\$65,492.84	\$80,606.57	N		WASTEWATER PLANT OPERATOR I
8	\$52,772.12	\$68,603.75	\$84,435.39	N		ACCOUNTING SPECIALIST
8	\$52,772.12	\$68,603.75	\$84,435.39	N		CREW LEADER
8	\$52,772.12	\$68,603.75	\$84,435.39	N		FLEET MECHANIC
8	\$52,772.12	\$68,603.75	\$84,435.39	N		PLANT MAINTENANCE MECHANIC III
8	\$52,772.12	\$68,603.75	\$84,435.39	N		UTILITY SYSTEMS MECHANIC II
8	\$52,772.12	\$68,603.75	\$84,435.39	N		WASTEWATER PLANT OPERATOR II
8	\$52,772.12	\$68,603.75	\$84,435.39	N		WATER PLANT OPERATOR II
9	\$55,278.79	\$71,862.43	\$88,446.07	N		CREW LEADER
9	\$55,278.79	\$71,862.43	\$88,446.07	N		DIVERSION SOCIAL WORKER
9	\$55,278.79	\$71,862.43	\$88,446.07	N		UTILITY SYSTEMS MECHANIC III
10	\$57,904.53	\$75,275.89	\$92,647.25	E		BILLING & CUSTOMER SERVICE SUPERVISOR
10	\$57,904.53	\$75,275.89	\$92,647.25	N		COMMUNICATIONS SPECIALIST
10	\$57,904.53	\$75,275.89	\$92,647.25	N		FACILITIES COORDINATOR
10	\$57,904.53	\$75,275.89	\$92,647.25	E		METER SERVICES SUPERVISOR
10	\$57,904.53	\$75,275.89	\$92,647.25	E		PUBLIC WORKS SUPERVISOR
10	\$57,904.53	\$75,275.89	\$92,647.25	N		UTILITES INFRASTRUCUTURE PROTECTION COORDINATOR
10	\$57,904.53	\$75,275.89	\$92,647.25	N		WASTEWATER PLANT OPERATOR III
10	\$57,904.53	\$75,275.89	\$92,647.25	N		WATER PLANT OPERATOR III

11	\$60,655.00	\$78,851.50	\$97,048.00	N	PLANNER
12	\$63,536.11	\$82,596.95	\$101,657.78	E	HUMAN RESOURCES ANALYST
12	\$63,536.11	\$82,596.95	\$101,657.78	N	PLANNER II
12	\$63,536.11	\$82,596.95	\$101,657.78	N	SENIOR COMMUNICATIONS SPECIALIST
12	\$63,536.11	\$82,596.95	\$101,657.78	N	STORMWATER PROGRAM COORDINATOR
12	\$63,536.11	\$82,596.95	\$101,657.78	N	UTILITIES INSPECTOR
13	\$66,554.08	\$86,520.30	\$106,486.52	N	CHIEF WASTEWATER PLANT OPERATOR
13	\$66,554.08	\$86,520.30	\$106,486.52	N	OPERATOR IN RESPONSIBLE CHARGE
13	\$66,554.08	\$86,520.30	\$106,486.52	E	UTILITY SYSTEM SUPERVISOR
13	\$66,554.08	\$86,520.30	\$106,486.52	N	WASTEWATER LABORATORY SUPERVISOR
14	\$69,715.40	\$90,630.01	\$111,544.63	E	FINANCIAL ANALYST
14	\$69,715.40	\$90,630.01	\$111,544.63	E	SENIOR PLANNER
14	\$69,715.40	\$90,630.01	\$111,544.63	E	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
14	\$69,715.40	\$90,630.01	\$111,544.63	E	UTILITY MECHANIC SUPERVISOR
15	\$73,026.88	\$94,934.94	\$116,843.00	E	BUDGET & MANAGEMENT ANALYST
15	\$73,026.88	\$94,934.94	\$116,843.00	E	CONSTRUCTION PROJECT COORDINATOR
15	\$73,026.88	\$94,934.94	\$116,843.00	E	FLEET MAINTENANCE SUPERVISOR
15	\$73,026.88	\$94,934.94	\$116,843.00	E	POLICE MANAGEMENT AND ACCREDITATION COORDINATOR
16	\$76,495.65	\$99,444.35	\$122,393.05	E	SAFETY & RISK MANAGER
16	\$76,495.65	\$99,444.35	\$122,393.05	E	WATER PLANT SUPERINTENDENT
17	\$80,129.20	\$104,167.96	\$128,206.72		
18	\$83,935.33	\$106,454.57	\$134,296.53	E	PUBLIC WORKS MANAGER
18	\$83,935.33	\$106,454.57	\$134,296.53	E	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
19	\$87,922.26	\$114,298.94	\$140,675.62	E	UTILITY SYSTEM SUPERINTENDENT
20	\$92,098.57	\$119,728.14	\$147,357.71		
21	\$96,473.25	\$125,415.23	\$154,357.20		
22	\$101,055.73	\$131,372.45	\$161,689.17	E	BUDGET DIRECTOR
22	\$101,055.73	\$131,372.45	\$161,689.17	E	COMMUNICATIONS MANAGER
22	\$101,055.73	\$131,372.45	\$161,689.17	E	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
22	\$101,055.73	\$131,372.45	\$161,689.17	E	ENGINEERING SERVICES MANAGER
22	\$101,055.73	\$131,372.45	\$161,689.17	E	INFORMATION TECHNOLOGY MANAGER
23	\$105,855.88	\$137,612.64	\$169,369.41	E	HUMAN RESOURCES MANAGER
23	\$105,855.88	\$137,612.64	\$169,369.41	E	PLANNING & ECONOMIC DEVELOPMENT MANAGER
23	\$105,855.88	\$137,612.64	\$169,369.41	E	PUBLIC SPACE & SUSTAINABILITY MANAGER
24	\$110,884.03	\$144,149.24	\$177,414.45		
25	\$116,151.02	\$150,996.33	\$185,841.64	E	FINANCE DIRECTOR
26	\$121,668.20	\$158,168.66	\$194,669.12	E	ADMINISTRATIVE SERVICES DIRECTOR
26	\$121,668.20	\$158,168.66	\$194,669.12	E	UTILITIES DIRECTOR

27	\$127,447.44	\$165,681.67	\$203,915.90	E	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
28	\$130,245.06	\$169,318.58	\$208,392.10		
29	\$133,501.19	\$173,551.55	\$213,601.91		
30	\$146,485.02	\$190,430.52	\$234,376.03		

Sworn Law Enforcement Officer Positions
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Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
101	\$51,691.26	\$67,198.64	\$82,706.01	N		POLICE OFFICER TRAINEE
103	\$58,965.56	\$76,655.22	\$94,344.89	N		POLICE OFFICER
202	\$61,738.70	\$80,260.31	\$98,781.92	N		POLICE OFFICE FIRST CLASS
203	\$64,679.33	\$84,083.12	\$103,486.92	N		POLICE CORPORAL
403	\$73,803.51	\$95,944.56	\$118,085.61	N		POLICE SERGEANT
503	\$81,038.17	\$105,349.62	\$129,661.07	E		POLICE LIEUTENANT
601	\$88,867.01	\$115,527.11	\$142,187.21	E		POLICE MAJOR
703	\$121,565.83	\$158,035.58	\$194,505.33	E		CHIEF OF POLICE



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 11, 2025
Department:	Public Space and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Selection of Artwork from Uproar Festival of Public Art for Town Hall Campus

Attachments:

1. Photos and description of proposed artworks
2. Plan showing artwork and proposed location

Summary:

In December 2022, the town received a donation of \$20,000 from Tom Stevens to purchase artwork to start a sculpture garden/walk at the Town Hall Campus. The town board accepted the donation which had very few limitations other than its use at the Town Hall property.

In Summer 2023, Orange County hosted the Uproar Festival of Public Art, the first event of its kind in North Carolina. The festival included 60 pieces of work installed for one month in the downtown areas of Chapel Hill, Carrboro, and Hillsborough. The festival presented an excellent opportunity to select a piece of art for permanent installation at the town hall and the town's commitment to purchase a piece of art was an additional incentive for Uproar artists.

After a recommendation was made by a selection team, the town board authorized the purchase of "*Perpetual Bond*" by TJ Christiansen, a Durham, North Carolina artist. The artwork is made of reclaimed steel and depicts a mother and child giraffe. The work was installed on the east side of the front lawn at Town Hall in Fall 2023.

This summer, Uproar returns to Orange County and presents another opportunity for the town to purchase art for the Town Hall sculpture garden. A balance of \$7,000 from the original donation remains available and the Hillsborough Tourism Board has authorized \$4,000 in additional funds for the project.

A selection team including Gail Cooley, arts supporter/enthusiast, Commissioner Robb English, Victoria Pace, Tourism Board and Tourism Development Authority, and Stephanie Trueblood, Public Space and Sustainability Manager reviewed eligible 2025 Uproar artworks and unanimously recommends to the town board two pieces for the Town Hall campus. The available funding allows for the purchase of two art works this year.

The first piece is "*A Feather in Time*" by Stewart Beavers, a Durham, North Carolina artist. It depicts an owl and is made of scrap metal, weighs 150lbs., and stands 59" tall. The selection team recommends locating this piece on the east side of Town Hall near the picnic area and woods line but suggests working with the artist to identify the final location and orientation.

The second piece is *“The Sound of Tranquility”* by Jason Smith, a Hillsborough, North Carolina artist. It is an interactive structure made of steel and reclaimed materials, weighs 250 lbs. and stands 7’ tall. The selection team recommends locating this piece adjacent to the sidewalk on the east side of the Town Hall but suggest working with the artist to identify the final location and orientation.

The works have been approved by Historic District Commission staff. No further permits are required.

Financial impacts:

A balance of \$7,000 remains of the donated funds. The Tourism Board has allocated \$4,000 toward the project for a total of \$11,000 available. The total costs for the artworks are \$8,700, leaving ample funding for any sitework required for installation.

Staff recommendation and comments:

No additional comments.

Action requested:

Approve use of the donated funds for the purchase of *“A Feather in Time”* by Stewart Beavers and *“The Sound of Tranquility”* by Jason Smith to be installed at Town Hall.

Photos and description of proposed artworks:



Stewart Beavers (Durham NC)

A Feather in Time

Scrap metal

59" x 32" x 22"

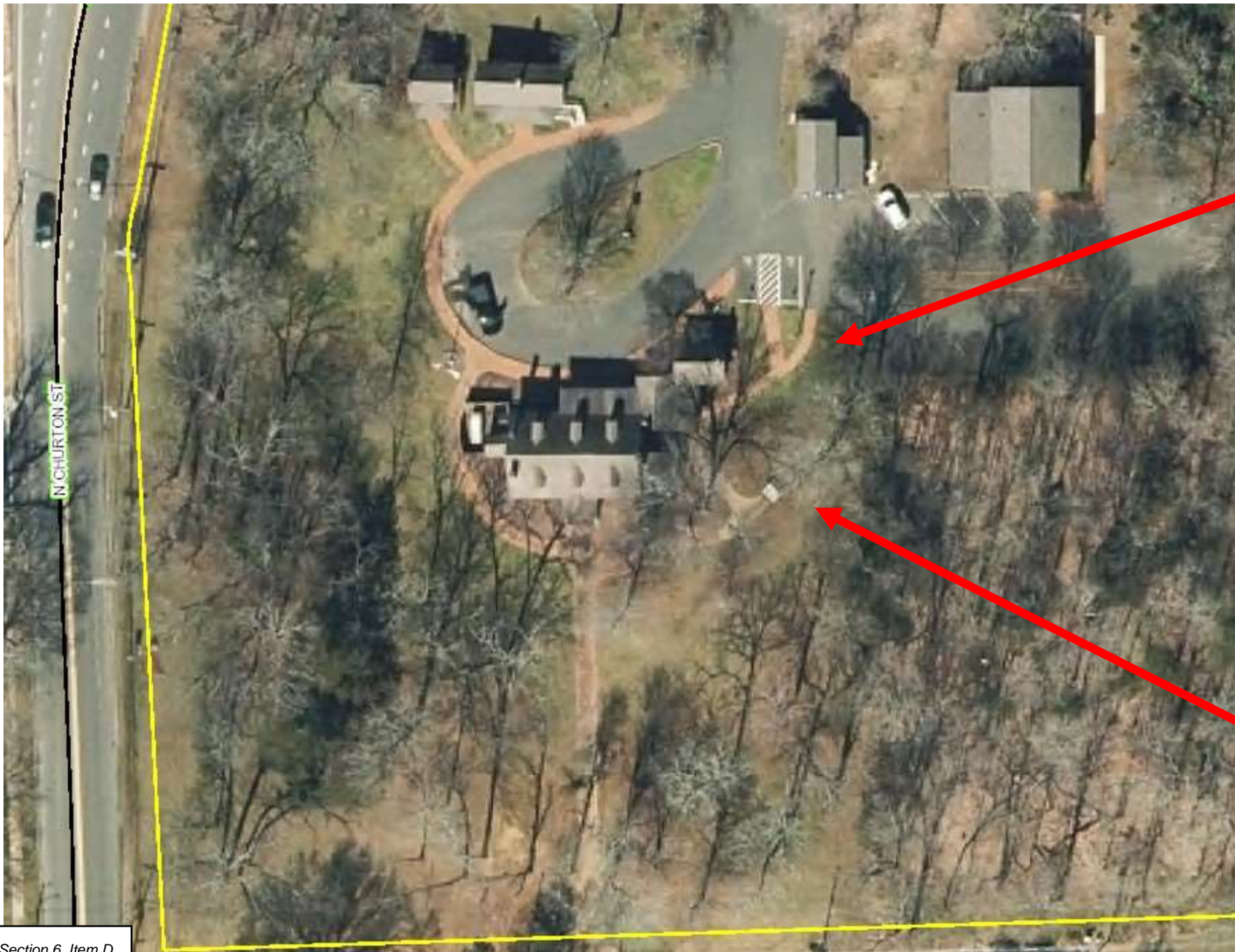
125 lbs.

Needs cement pad

\$4500



Jason Smith (Hillsborough NC)
The Sound of Tranquility
Steel
7' x 3' x 1'
250 lbs.
Needs cement pad
\$4200



Jason Smith (Hillsborough NC)
The Sound of Tranquility
Steel
7' x 3' x 1'
250 lbs.



Stewart Beavers (Durham NC)
A Feather in Time
Scrap metal
59" x 32" x 22"
125 lbs.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Ordinance amending Sections 14-40.1 – 14-41.2(e) of the town code to add Water Emergency Restriction Provisions

Attachments:

1. Ordinance
2. Redline code
3. Clean code

Summary:

Adding provisions for water emergency declarations to the drought water restriction section of town code.

Financial impacts:

None.

Staff recommendation and comments:

Action requested:

Adopt ordinance.



ORDINANCE

Amending Town Code Sections 14-40.I – 14-41.2(e) Adding Water Emergency Restriction Provisions

WHEREAS, Section 14-40.1. Water shortage and withdrawal/conservation restrictions of the existing town code addresses water supply shortages but not water emergency shortages; and

WHEREAS, the town needs to state other situations such as water emergencies whereby a water restriction, voluntary or mandatory, can be declared and who is authorized to make such declaration.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. Section 14-40.1 Water shortage and withdrawal/conservation restrictions.

(a) Item (a) is revised to read as follows and adds item (a)(1):

The town may declare water shortage and withdrawal/conservation restrictions as deemed necessary due to drought conditions or a water emergency. The Utilities Director, their designee, town manager, or mayor are authorized to make the declaration in writing and indicate the effective stage per Sec. 14-40.3.

(1) A water emergency exists when the town's water treatment plant cannot produce water, the town needs to supplement or rely upon water from another jurisdiction, or there is contamination of the water supply such that the water supply is limited or needed for mitigation of contamination.

(b) Item (b) is revised to read as follows and adds item (b)(1):

In the event of a water shortage in Lake Orange and West Fork Eno Reservoir or diminished stream flows in the Eno River, the persons identified in item (a) are authorized, empowered, and directed to issue a declaration to all persons the existence of such state and the severity thereof, and place in effect the restrictive provisions authorized in section 14-40.3 of this article.

(1) A water supply shortage exists when the reservoir water supply reaches volumes stated in this Code and the Eno is flowing less than ten cubic feet per second.

Section 14-40.2 Unlawful to use water contrary to provisions of this article.

(a) Item (a) is revised to read as follows:

When a water shortage and withdrawal/conservation restrictions are declared pursuant to section 14-40.1, it shall be unlawful for any person to use or permit the use of water supplied through the facilities of the Town of Hillsborough, in violation of any of the restrictions contained in the declaration until the town has declared a particular stage of the water shortage to be over and the applicable restrictions are no longer in effect.

(b) Item (b) is revised to read as follows:

In light of the many benefits that can be derived by conserving water, all persons, firms, or corporations served by the town's water system should follow water conservation practices and irrigation requirements in Section 14-19 regardless of the time of year or whether or not a water shortage or emergency exists. Water conservation should be followed during all phases of construction-related activities. Where appropriate, water needed should be obtained from supplemental sources. Nonessential construction-related activities which require water should not be undertaken during a declared water shortage."

Section 14-40.3 Restrictive measures in effect at each stage of water shortage.

- (a) The introductory paragraph is revised to read as follows:

The severity of a water supply shortage shall be determined by the usable water capacity for the Town of Hillsborough available in the West Fork Eno Reservoir, Lake Orange, and the Eno River combined, or in an emergency, also in its water quality testing, storage and distribution systems, or through system interconnections with neighboring jurisdictions. These restrictions apply to Town of Hillsborough municipal water supply usage only.

- (b) Item 2(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (c) Item 2(b) deletes item (i) and renumbers the remaining items accordingly.
- (d) Item 2(b) new item (i) now reads, "For reservoir supply issues, provide weekly (or more frequent) reservoir level and water usage statistics. For a water emergency, maintain daily updates to the public through website, social media, alert system and press releases."
- (e) Item 3(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (f) Item 4(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (g) Item 4(b)(ii) adds to the end of the sentence, "or by the town as necessary."
- (h) Item 4(d)(iii) adds after "other water utilities," the addition of "interconnections with neighboring jurisdictions..."
- (i) Item 4(d)(iv) changes "local daily newspapers" to "the public" and deletes the last sentence stating, "This information will also be posted periodically on the town website."

Section 14-41 Violations.

- (a) Item (a) adds after "...this article by" the words "visual observation and" ...

Section 14-41.1 Penalties.

- (a) Items (d) and (g) are deleted and remaining items are renumbered accordingly.

Section 14-41.2 Notification, public comment, variance protocols, effectiveness, and revision.

- (a) Item (a)(1) adds following, "...information box" the words "if time permits (as messaging must be provided to the vendor well in advance of bill printing."
- (b) Item (a)(3) adds the word "the" before town and deletes "engineer and PIO".

- (c) Adds new Item (a)(6) to read, "The towns available alert messaging system (i.e., OC Alerts, reverse 911, etc.)"
- (d) Changes "engineer" to "utilities director" in item (c).
- (e) Adds "such as but not limited to" at the end of item (c)(1).
- (f) Changes Item (e) to say "periodically" after "...will be reviewed" and deletes the rest of the existing language.

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 11th day of August in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Sec. 14-40.1. Water shortage and withdrawal/conservation restrictions.

(a) ~~(a)~~ The town may declare water shortage and withdrawal/conservation restrictions as deemed necessary due to drought conditions or a water emergency. The Utilities Director, their designee, town manager, or mayor are authorized to make the declaration in writing and indicate the effective stage per Sec. 14-40.3.

(1) A water emergency ~~exists when~~~~is if~~ the town's water treatment plant cannot produce water, the town needs to supplement or rely upon water from another jurisdiction, or there is contamination of the water supply such that the water supply is limited or needed for mitigation of contamination.

~~While water is flowing over the Lake Orange and West Fork Eno Reservoir spillway and the Eno is flowing at greater than ten cfs, normal conditions will be deemed to exist with no withdrawal or conservation restrictions to be enforced. Conservation measures shall be instituted when the water supply in Lake Orange and West Fork Eno Reservoir reach volumes stated in this Code and made more restrictive through successive stages of drought in an effort to prolong the availability of water.~~

(b) In the event of a water shortage in Lake Orange and West Fork Eno Reservoir or diminished streamflows in the Eno River, the ~~persons identified in item (a)~~ ~~mayor is~~ ~~are~~ authorized, empowered, and directed to issue a ~~public proclamation~~ ~~declaration~~ ~~declaring~~ to all persons the existence of such state and the severity thereof, and place in effect the restrictive provisions authorized in section 14-40.3 of this article.

(1) A water supply shortage exists when the reservoir water supply reaches volumes stated in this Code and the Eno is flowing less than ten cubic feet per second.

(c) Any car wash business (i.e., a business involved primarily in the washing of cars, trucks or other vehicles) whose operations are suspended through the operation of the mandatory water restrictions set forth in this article shall be entitled to credits on its subsequent monthly bills in accordance with the following formula: For each week which such businesses' operations are suspended, that business shall receive a 50 percent discount on a subsequent monthly water and sewer bill after the restrictions are lifted. For periods of restriction which are less than a week, the amount of the discount shall be determined by multiplying 50 percent by the number of days of such restriction and dividing the product obtained by seven.

(Prior Code, § 14-40.1; Ord. of 6-14-2004)

Sec. 14-40.2. Unlawful to use water contrary to provisions of this article.

(a) ~~When a water shortage and withdrawal/conservation restrictions are declared pursuant to section 14-40.1 in the event that the Mayor of Hillsborough~~ ~~an authorized person per Item 14-40.1~~ ~~issues any proclamation~~ ~~declaration~~ ~~authorized by section 14-40.1 of this article,~~ ~~then~~ it shall be unlawful for any person to use or permit the use of water supplied through the facilities of the Town of Hillsborough, in violation of any of the ~~mandatory~~ restrictions contained in the ~~proclamation~~ ~~declaration~~ until the ~~mayor, by public proclamation, town~~ has declared a particular stage of the water shortage to be over and the ~~applicable~~ restrictions ~~applicable to it~~ ~~are~~ no longer are in effect.

(b) In light of the many benefits that can be derived by conserving water, all persons, firms, or corporations served by the town's water system should follow water conservation practices ~~and irrigation requirements in Section 14-19~~ regardless of the time of year or whether or not a water shortage ~~or emergency~~ exists. Water conservation should be followed during all phases of construction-related activities. Where appropriate, water needed should be obtained from supplemental sources. Nonessential construction-related activities which require water should not be undertaken during a declared water shortage.

(Prior Code, § 14-40.2)

Sec. 14-40.3. Restrictive measures in effect at each stage of water shortage.

The severity of ~~the a~~ water supply shortage shall be determined by the usable water capacity for the Town of Hillsborough available in the West Fork Eno Reservoir, Lake Orange, and the Eno River combined, or in an emergency, also in its water quality testing, storage and distribution systems, or through system interconnections with neighboring jurisdictions. These restrictions apply to Town of Hillsborough municipal water supply usage only.

(1) *Stage 0. No stage—Normal conditions.*

(2) *Stage 1. Voluntary restrictions.*

- a. Implementation: This stage begins when the usable water capacity remaining is less than 180 days of supply or as otherwise declared for a water emergency.
- b. Recommendations: The town shall:
 - ~~(i) Provide water saving devices to the public.~~
 - (ii) For reservoir supply issues, provide ~~daily or~~ weekly (or more frequent) reservoir level and water usage statistics. For a water emergency, maintain daily updates to the public through website, social media, alert system and press releases.
 - (iii) Recommend water usage reduction techniques through water bills, fliers, notices, town web page and media.
 - ~~(iii)~~ (iv) Recommend a usage reduction of ten percent for all customers.

(3) *Stage 2. Mandatory restrictions.*

- a. Implementation: This stage begins when the usable water capacity remaining is less than 135 days of supply or as otherwise declared for a water emergency.
- b. Requirements and recommendations:
 - (i) Water usage reduction techniques listed in stage 1 shall be required and customers shall limit outdoor water use.
 - (ii) Usage reduction of 20 percent for all customers is recommended.
 - (iii) No private car washing allowed; commercial car washing is permitted.
 - (iv) No pressure washing allowed.
 - (v) Two-days per week outdoor water use based upon street address (Saturday, Sunday, Tuesday, and Wednesday only, based on section 14-19 requirements, odd or even).

(4) *Stage 3. Rationing.*

- a. Implementation: This stage begins when the usable water capacity remaining is less than 90 days of supply or as otherwise designated for a water emergency.
- b. Requirements and recommendations:
 - (i) Usage reduction of 30 percent for both residential and business is required (allowing for special medical exemptions).
 - (ii) No outdoor water usage allowed, other than emergency/fire protection or by the town as necessary.
 - (iii) Customers will not be required to use less than the billing minimum allowance.
- c. Irrigation water meters will be ~~turned off~~ turned off or removed by the town.

-
- d. The town will further curtail usage or enhance water availability with the following practices:
- (i) Water pressure in the town distribution system shall be lowered by decreasing tank holding levels, to the extent possible.
 - (ii) If flushing of water lines is required for water quality concerns, the water will be captured in a tanker and transported upstream of the raw water intake for reintroduction into the river.
 - (iii) Other potential water sources will be elevated and utilized, if feasible (investigate rock quarries, ponds, springs, other water utilities, interconnections with neighboring jurisdictions, etc.).
 - (iv) Inform the public ~~local daily newspapers~~ of the daily water usage, reservoir level, and goal for water usage for daily publication, to enhance public awareness. ~~This information will also be posted periodically on the town website.~~

(Prior Code, § 14-40.3; Ord. of 6-14-2004; Ord. No. 20090608-10.I, § 1, 6-8-2009)

Sec. 14-41. Violations.

- (a) The town shall enforce the limits established by this article by visual observation and reading meters as often as the town deems necessary and, if necessary, terminating service to customers.
- (b) Use billing system stop checks to catch violators (1,000 bills per month).
- (c) Allow deferral of the first violation if achieved 50 percent of goal. Waive this fine if goal is reached in the second month.

(Prior Code, § 14-41; Ord. of 6-14-2004)

Sec. 14-41.1. Penalties.

- (a) A violation of any of the provisions of this article shall also subject the offender to a civil penalty.
- (b) The town may seek to enforce this article through any appropriate equitable action.
- (c) Each day that a violation continues after the offender has been notified of the violation shall constitute a separate offense.
- (d) ~~With respect to customers of the town's water system that are located outside the town's corporate limits, and who are therefore not subject to the penalties set forth in subsections (a) and (f) of this section, the town may discontinue service to such customers upon a determination by the board of commissioners that any such customer has violated the provisions of this article.~~
- ~~(e)~~—The town may seek to enforce this ordinance by using any one or any combination of the foregoing remedies for violations during stage 2 or 3 (mandatory restriction stages).
- ~~(e)~~f) Graduated fines:
 - (1) First offense = \$50.00 fine plus Y civil penalty, not to exceed \$200.00;
 - (2) Second offense = \$50.00 fine plus 2Y civil penalty, not to exceed \$400.00;
 - (3) Third offense = \$50.00 fine plus 3Y civil penalty, not to exceed \$600.00;
 - (4) Fourth offense = Discontinuation of water service until restrictions end, or until all fines are paid and assurance given that they will not violate restriction again, and subject to town board approval.

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(Supp. No. 52)

"Y" equals the violating customer's average water bill.

~~(g) Out of town violator enforcement.~~

~~(1) Town of Hillsborough to notify Orange County Sheriff's Department for citations to be issued.~~

~~(2) Orange County Sheriff's Department issues citation only upon complaint from the Town of Hillsborough.~~

~~(3) Orange County to notify the Town of Hillsborough (732-2104) about complaints received regarding water restriction violators, applies to any department that receives complaint.~~

(Prior Code, § 14-41.1; Ord. of 8-27-2002; Ord. of 6-14-2004; Ord. No. 20090608-10.I, § 1, 6-8-2009)

Sec. 14-41.2. Notification, public comment, variance protocols, effectiveness, and revision.

(a) *Notification.* Water users and system employees will be notified when the plan is enacted at all stages, and will be notified of required response measures, through the following methods.

(1) Notice will be placed on water bills in the information box if time permits (as messaging must be provided to the vendor well in advance of bill printing).

(2) Temporary signs will be placed at strategic locations in the system.

(3) E-mail notice to distribution lists maintained by the town ~~engineer and PIO~~ (customers may be added to lists upon request).

(4) Town web page.

(5) Press release to local media through town public information officer.

(6) The towns available alert messaging system (i.e., OCAAlerts, reverse 911, etc.)

(b) *Public comment.* This plan is reviewed and adopted by the town board at public town meetings. The public is notified through existing laws regarding notification of public meetings. Public comment is available to interested parties at the meeting prior to adoption of the plan or revisions.

(c) *Variance protocols.* Requests for variances shall be directed to the town ~~engineer~~ utilities director, and shall be issued at his/her discretion, based on need and justification. Criteria considered for approval shall be as follows:

(1) Significant financial hardship, such as but not limited to:

a. New sod installed prior to the start of mandatory restrictions.

b. Business use that is totally dependent on water use.

c. Other reasons to be determined on a case-by-case basis.

(2) Health endangerment.

(3) No other water source is available for stated use (non-potable sources exhausted or not appropriate).

(4) Non-refundable payment of variance fee of \$200.00 (stage 2) or \$500.00 (stage 3).

(5) Previously issued variance approvals shall be void when restriction stage increases or mandatory restrictions end. Reapplication is required for variance extensions.

(d) *Effectiveness.* The effectiveness of these restrictions shall be measured through comparison of actual water use records on a weekly basis. Water use comparisons will be published in the weekly West Fork Eno Reservoir Update.

-
- (e) *Revision.* This water shortage response plan will be reviewed ~~by the town engineer and water sewer advisory committee periodically after implementation of any emergency restrictions, upon the operation of new facilities or water sources, and at minimum every five years.~~

(Ord. No. 20090608-10.I, § 1, 6-8-2009)

Sec. 14-40.1. Water shortage and withdrawal/conservation restrictions.

- (a) The town may declare water shortage and withdrawal/conservation restrictions as deemed necessary due to drought conditions or a water emergency. The Utilities Director, their designee, town manager, or mayor are authorized to make the declaration in writing and indicate the effective stage per Sec. 14-40.3.
 - (1) A water emergency exists when the town's water treatment plant cannot produce water, the town needs to supplement or rely upon water from another jurisdiction, or there is contamination of the water supply such that the water supply is limited or needed for mitigation of contamination.
- (b) In the event of a water shortage in Lake Orange and West Fork Eno Reservoir or diminished streamflows in the Eno River, the persons identified in item (a) are authorized, empowered, and directed to issue a declaration to all persons the existence of such state and the severity thereof, and place in effect the restrictive provisions authorized in section 14-40.3 of this article.
 - (1) A water supply shortage exists when the reservoir water supply reaches volumes stated in this Code and the Eno is flowing less than ten cubic feet per second.
- (c) Any car wash business (i.e., a business involved primarily in the washing of cars, trucks or other vehicles) whose operations are suspended through the operation of the mandatory water restrictions set forth in this article shall be entitled to credits on its subsequent monthly bills in accordance with the following formula: For each week which such businesses' operations are suspended, that business shall receive a 50 percent discount on a subsequent monthly water and sewer bill after the restrictions are lifted. For periods of restriction which are less than a week, the amount of the discount shall be determined by multiplying 50 percent by the number of days of such restriction and dividing the product obtained by seven.

(Prior Code, § 14-40.1; Ord. of 6-14-2004)

Sec. 14-40.2. Unlawful to use water contrary to provisions of this article.

- (a) When a water shortage and withdrawal/conservation restrictions are declared pursuant to section 14-40.1, it shall be unlawful for any person to use or permit the use of water supplied through the facilities of the Town of Hillsborough, in violation of any of the restrictions contained in the declaration until the town has declared a particular stage of the water shortage to be over and the applicable restrictions are no longer in effect.
- (b) In light of the many benefits that can be derived by conserving water, all persons, firms, or corporations served by the town's water system should follow water conservation practices and irrigation requirements in Section 14-19 regardless of the time of year or whether or not a water shortage or emergency exists. Water conservation should be followed during all phases of construction-related activities. Where appropriate, water needed should be obtained from supplemental sources. Nonessential construction-related activities which require water should not be undertaken during a declared water shortage.

(Prior Code, § 14-40.2)

Sec. 14-40.3. Restrictive measures in effect at each stage of water shortage.

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(Supp. No. 52)

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 - b. Recommendations: The town shall:
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 - c. Irrigation water meters will be turned off or removed by the town.
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 - (ii) If flushing of water lines is required for water quality concerns, the water will be captured in a tanker and transported upstream of the raw water intake for reintroduction into the river.

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- (iii) Other potential water sources will be elevated and utilized, if feasible (investigate rock quarries, ponds, springs, other water utilities, interconnections with neighboring jurisdictions, etc.).
 - (iv) Inform the public of the daily water usage, reservoir level, and goal for water usage for daily publication, to enhance public awareness.

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- (c) Each day that a violation continues after the offender has been notified of the violation shall constitute a separate offense.
- (d) The town may seek to enforce this ordinance by using any one or any combination of the foregoing remedies for violations during stage 2 or 3 (mandatory restriction stages).
- (e) Graduated fines:
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"Y" equals the violating customer's average water bill.

(Prior Code, § 14-41.1; Ord. of 8-27-2002; Ord. of 6-14-2004; Ord. No. 20090608-10.I, § 1, 6-8-2009)

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 - (2) Temporary signs will be placed at strategic locations in the system.

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 - (4) Town web page.
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 - (6) The towns available alert messaging system (i.e., OCAAlerts, reverse 911, etc.)
- (b) *Public comment.* This plan is reviewed and adopted by the town board at public town meetings. The public is notified through existing laws regarding notification of public meetings. Public comment is available to interested parties at the meeting prior to adoption of the plan or revisions.
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 - b. Business use that is totally dependent on water use.
 - c. Other reasons to be determined on a case-by-case basis.
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 - (3) No other water source is available for stated use (non-potable sources exhausted or not appropriate).
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- (d) *Effectiveness.* The effectiveness of these restrictions shall be measured through comparison of actual water use records on a weekly basis. Water use comparisons will be published in the weekly West Fork Eno Reservoir Update.
- (e) *Revision.* This water shortage response plan will be reviewed periodically.
- (Ord. No. 20090608-10.I, § 1, 6-8-2009)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Carolina Tarwheels Bikefest 2025

Attachments:

Special Event Permit Application

Summary:

The Carolina Tarwheels Bikefest 2025 returns for its 27th year. The event will be held Saturday, Sept. 27, from 7 a.m. to 4 p.m., with setup beginning at 5 a.m. and breakdown completed by 6 p.m. It is projected to have 850 participants who will cycle throughout Orange County and return individually at their own pace. All proceeds, net expenses, are donated to support cycling-related activities in the community. Event organizers are requesting that East Margaret Lane be closed and for traffic control at the intersection of East Margaret Lane and South Churton Street for the start of the race, as well as 6 trash and recycling rollout carts.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with Public Works and Police event assistance.

Staff recommendation and comments:

None.

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.



TOWN OF
HILLSBOROUGH

APPLICATION Special Event Permit

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: Caolina Tarwheels - 2025 Bikefest

Event location address: Superior Courthouse Hillsbourough / Visitot Center

Date(s) of event: 09/27/2025

Event setup time: 5-7AM Event hours: 7am to 4PM Event breakdown: 4-6PM

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Carolina Tarwheels Bicycle Club

Organization/company mailing address: PO Box 111, Durham, NC 27702

Organization status: ☒ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit

Event organizer name: Mark Olsen

Event organizer phone: 708-203-9973 Event organizer email: markmaypo57@gmail.com

On-site contact(s) during the event:

Name: Mark Olsen Cell phone: 708-203-9973

Name: John Rees Cell phone: 919-599-0502

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 (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.

This event will be our 27th annual Bikefest event. All proceeds, net expenses, are donated to
support cycling related activities in our community. Since 2006 we hav donated nore thean \$150,000.

Estimated number of people who will attend the event: 850

Estimated peak time(s) of attendance: 850

Maximum capacity of event location (number of persons, if applicable): 850

For annual events, the estimated attendance of the last event of this kind: 850

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? ☐ Yes ☒ No

Will alcohol be sold or provided as a part of this event? ☐ Yes ☒ No

If yes regarding alcohol:

Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

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 and beverage tax.

Will vendors be on site selling goods, crafts or wares during the event? ☐ Yes ☒ No

Will vendors be on site selling food or beverages during the event? ☐ Yes ☒ No

Note: Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, hillsboroughnc.gov.

List name(s) of the vendors:

Will you solicit donations as part of the event? ☐ Yes ☒ No

If yes, for what cause or organization? _____

Will you bring additional equipment, such as stages, microphones and amplification? ☒ Yes ☐ No

Please explain: Canopies, tables and chairs

Will any items be left at the event site overnight? ☒ Yes ☐ No

Please explain: Two canopies, tables and chairs set up the night before the event.

Will signs or banners be displayed on site or around town? ☒ Yes ☐ No

Note: Special event signage must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.

Will tents be erected for the event? ☒ Yes ☐ No

If yes, how many and what size? Two canopies without sidewalls (15'x15' & 6'x20')

Note: Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.

Will you provide (portable) restroom facilities? ☒ Yes ☐ No

Note: Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities? ☒ Yes ☐ No

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? ☐ Yes ☐ No

☒ Road closures

☒ Police coverage

☒ Traffic control

☒ Trash and recycling rollouts

Number of rollouts 6

EVENT MAP AND LAYOUT REQUIREMENTS

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

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
 - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
 - Proposed fences, stands, platforms, benches, or bleachers.
 - Restroom and handwashing facilities.

Note: A street map and Gold Park map are available on the town's website. Google Maps is another 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 event attendees injure 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:

CPH Insurance

Contact information for broker/agent providing coverage:

Linda Charles (laccharles@outlook.com)

EVENT PROPERTY USE PERMISSION

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

Name of property owner

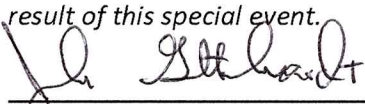
Phone

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 that 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

6/20/2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Dakotah Kimbrough at dakotah.kimbrough@hillsboroughnc.gov
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Dakotah Kimbrough
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: June 20, 2025 Fee paid: 7HCWRLM6PDDate information emailed out: July 28, 2025**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____

Name of town staff member

Date

Forwarded to:

- ☒ Hillsborough Communications Division
- ☐ Hillsborough Financial Services Department (Food and Beverage Tax)
- ☒ Hillsborough Police Department
- ☐ Hillsborough Public Space Manager
- ☒ Hillsborough Public Works Division
- ☒ North Carolina Department of Transportation (DOT road closures)
- ☒ Orange County Asset Management Services (Visitors Center, library, courthouses)
- ☐ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)
- ☒ Orange County Fire and Life Safety Division
- ☒ Orange County Sheriff's Office
- ☒ Orange Rural Fire Department



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/11/2025

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 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).


PRODUCER: CPH Insurance 711 S Dearborn St, Ste 205 Chicago, IL 60605	CONTACT NAME: C. Philip Hodson PHONE (A/C, No, Ext): 312-987-9923 FAX (A/C, No, Ext): 312-987-0902 E-MAIL ADDRESS: info@cphins.com																					
INSURED: Carolina Tarwheels 213 Greenway Lndg Chapel Hill, NC 27516	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Philadelphia Indemnity Insurance Company</td><td>18058</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Insurance Company	18058	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER** **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.

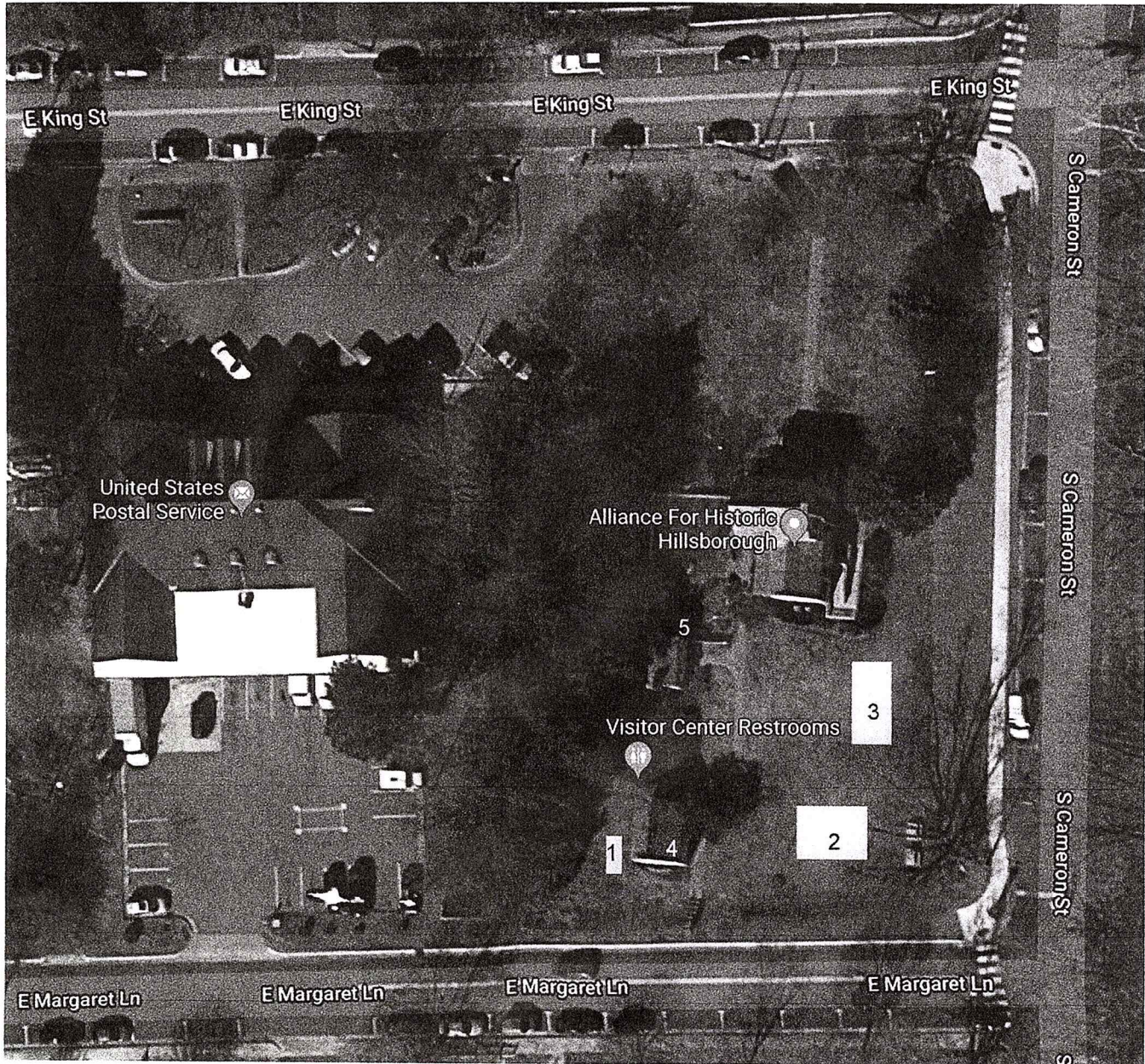
INSR LTD	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$0
	<input checked="" type="checkbox"/> Host Liquor Liability included						PERSONAL & ADV INJURY \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$4,000,000
	AUTOMOBILE LIABILITY:						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED <input type="checkbox"/> SCHEDULED						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTIONS \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUS: <input type="checkbox"/> TORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: Bicycle Races or Rides (on paved road only) Effective Date: 09/27/2025 End Date: 09/28/2025 Venue Location: Orange County Alliance for Historical Hillsborough, 105 King Street, Hillsborough, NC 27278

Certificate Holder is also added as Additional Insured.

CERTIFICATE HOLDER Town of Hillsborough, 101 East Orange Street, Hillsborough, NC 27278	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  C. Philip Hodson AUTHORIZED REPRESENTATIVE
---	--

BikeFest



I. E. Margaret Lane will be closed for a brief time at the start of the ride (~10-15 minutes). Police assist with traffic at start of ride between 7:30-8:30am at intersection of Margaret Lane and Churton St.

II. Additional port-a-potties will be rented and delivered the afternoon before the event and removed the evening of the event. They will be located between the site restrooms and E. Margaret Lane. Hand washing facilities at the site restrooms.

III. A participant check-in tent will be set up about 50' to the right of the site restrooms. This will also house safety and radio control for the event checking in with and tracking safety vehicles and the number rest stop along the route.

IV. A food tent will be set up in the park in the area beneath S. Cameron St and E. Margaret Lane.

V. Water hose facilities available nearby for cleaning purposes.

VI. Parking locations:

- a. Eno River Parking Deck
- b. Cameron Park School lots
- c. Board of Education Lot
- d. Government Annex Parking lots on Cameron St.

- 1 – Porta-potties
- 2 – Rental Tent
- 3 – Tarwheels Food tents
- 4 – Restrooms
- 5 – Hose bib



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2025

Attachments:

1. Special Event Permit Application
2. Certificate of Insurance
3. Event/Emergency Management Plan

Summary:

The Historic Hillsborough Half-Marathon and 5K is an annual event that brings a large crowd to town. The event will be held on Sunday, Oct. 5 from 7:30 a.m. to 1 p.m. in River Park. The race starts at 7:30 a.m. from the Farmer's Market Pavilion on Margaret Lane, goes around town, onto the Riverwalk, then out to Dimmock's Mill Road and Ben Johnson Road, returns via Riverwalk to the Speedway track for one loop, and returns to the Pavilion. The event concludes with a gathering/celebration in River Park starting at noon with alcohol provided by Eno River Brewing. The Hillsborough Police Department and the Orange County Sheriff's Office assists with intersections and street closures, and Public Works provides additional trash rollout carts.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with Public Works and Police event assistance. The event organizer pays for the Hillsborough Police Department's time the day of the event but there is coordination/logistics and meetings leading up to the event as well.

Staff recommendation and comments:

Staff have the following concerns that are expected to be resolved or included as conditions before the event permit will be issued:

1. ABC permit holder (Eno River Brewing) must provide a copy of their ABC permit.
2. The applicant must obtain property use permission from all impacted property owners.
3. No paint can be used on Riverwalk, roadways, or sidewalks. Only chalk or yard signs can be used.
4. If repairs to Riverwalk and other public spaces are not complete, the applicant **will need to adjust their routes. The applicant is already working on alternative route plans.**

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.



TOWN OF
HILLSBOROUGH

APPLICATION
Special Event Permit

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: Historic Hillsborough Half Marathon and 5K

Event location address: Start/Finish: Eno River Farmers Market Pavilion

Date(s) of event: 05 October 2025

Event setup time: 5.30am Event hours: 7.30-11.30am Event breakdown: 11am-1pm

Date(s) of event: 04 October 2025

Event setup time: Noon Event hours: Noon-8pm Event breakdown: NA

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough Running Club

Organization/company mailing address: PO Box 5, Hillsborough, NC 27278

Organization status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit

Event organizer name: Martin Wileman

Event organizer phone: 919-536-2444 Event organizer email: wileman208@live.com

On-site contact(s) during the event:

Name: Martin Wileman Cell phone: 919-536-2444

Name: Lynda Wileman Cell phone: 919-450-6321

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 (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
Road race through Hillsborough, this is the 7th time holding this event. Start and finish at the Farmers Mkt Pavilion on Margaret Lane.
Race goes around town, onto the Riverwalk, then out on Dimmocks Mill and Ben Johnson Roads then returns via Riverwalk to the Speedway
track, one loop of track then finishes at the Farmers Mkt pavilion. No change in Half marathon course from past years.
Only change is to the start time - changed from 7.00am start to 7.30am start, to allow the event to start fully in daylight.

Estimated number of people who will attend the event: 700

Estimated peak time(s) of attendance: 7.30am, 10am

Maximum capacity of event location (number of persons, if applicable): 800

For annual events, the estimated attendance of the last event of this kind: 800

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? ☒ Yes ☐ No

Will alcohol be sold or provided as a part of this event? ☒ Yes ☐ No

If yes regarding alcohol:

Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

Alcohol given free to runners >21 years old in fenced beer garden

Alcohol paperwork will be sent in nearer to the event (Eno River Brewing)

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 and beverage tax.

Will vendors be on site selling goods, crafts or wares during the event? ☐ Yes ☐ No

Will vendors be on site selling food or beverages during the event? ☐ Yes ☒ No

Note: Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, hillsboroughnc.gov.

List name(s) of the vendors:

Will you solicit donations as part of the event? ☒ Yes ☐ No

If yes, for what cause or organization? Local Schools, Kiwanis, other local groups/charities

Will you bring additional equipment, such as stages, microphones and amplification? ☒ Yes ☐ No

Please explain: Timing equipment, music, lights, barriers, tables, banners

Will any items be left at the event site overnight? ☒ Yes ☐ No

Please explain: Barrier fencing, tables, lights

Will signs or banners be displayed on site or around town? ☒ Yes ☐ No

Note: Special event signage *must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.*

Will tents be erected for the event? ☒ Yes ☐ No

If yes, how many and what size? 5-10, 10x10 canopies close to the Farmers Mkt Pavilion

Note: Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.

Will you provide (portable) restroom facilities? ☒ Yes ☐ No

Note: Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities? ☒ Yes ☐ No

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? ☒ Yes ☐ No

☒ Road closures

☒ Traffic control

☒ Police coverage

☒ Trash and recycling rollouts

Number of rollouts 5

EVENT MAP AND LAYOUT REQUIREMENTS

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

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
 - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
 - Proposed fences, stands, platforms, benches, or bleachers.
 - Restroom and handwashing facilities.

Note: A street map and Gold Park map are available on the town's website. Google Maps is another 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 event attendees injure 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:

Road Runners Club of America, certs provided

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

Name of property owner

Phone

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 that 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.

mwileman@biocryst.com Digitally signed by mwileman@biocryst.com
Date: 2024.05.26 21:25:26 -04'00'

Applicant signature

13 July 2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Kelsey Carson at kelsey.carson@hillsboroughnc.gov.
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Kelsey Carson
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 7/13/2025 Fee paid: 5V3V4MNVDPDate information emailed out: 7/29/2025**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____
Name of town staff member Date**Forwarded to:**

- ☒ Hillsborough Communications Division
- ☐ Hillsborough Financial Services Department (Food and Beverage Tax)
- ☒ Hillsborough Police Department
- ☒ Hillsborough Public Space Manager
- ☒ Hillsborough Public Works Division
- ☒ North Carolina Department of Transportation (DOT road closures)
- ☐ Orange County Asset Management Services (Visitors Center, library, courthouses)
- ☒ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)
- ☒ Orange County Fire and Life Safety Division
- ☒ Orange County Sheriff's Office
- ☒ Orange Rural Fire Department



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/20/2025

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).

PRODUCER Insurance Management Group 959 E 4th St Marion IN 46952	CONTACT NAME: Tabitha Messersmith PHONE (A/C, No, Ext): (765) 997-1489 E-MAIL ADDRESS: tmessersmith@insmgt.com FAX (A/C, No): (765) 997-1489
INSURED Road Runners Club of America/2025 and Its Member Clubs 100 W Jefferson St. Ste. 202 Falls Church VA	INSURER(S) AFFORDING COVERAGE INSURER A: Granite State Insurance Company INSURER B: National Union Fire Insurance Company of Pittsburgh, PA INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 23809 19445

COVERAGES**CERTIFICATE NUMBER:** 2025 \$2M AI Liability**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.

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event Basis			AIL0003450335201	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AIL0003450335201	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			AID0003450335801	12/31/2024	12/31/2025	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.

DATE OF EVENT(S): 10/05/25 Historic Hillsborough Half Marathon and 5K

INSURED RRCA CLUB/EVENT MEMBER: Hillsborough Running Club, Attn: Martin Wileman, 208 Enstone Court, Hillsborough, NC, 27278

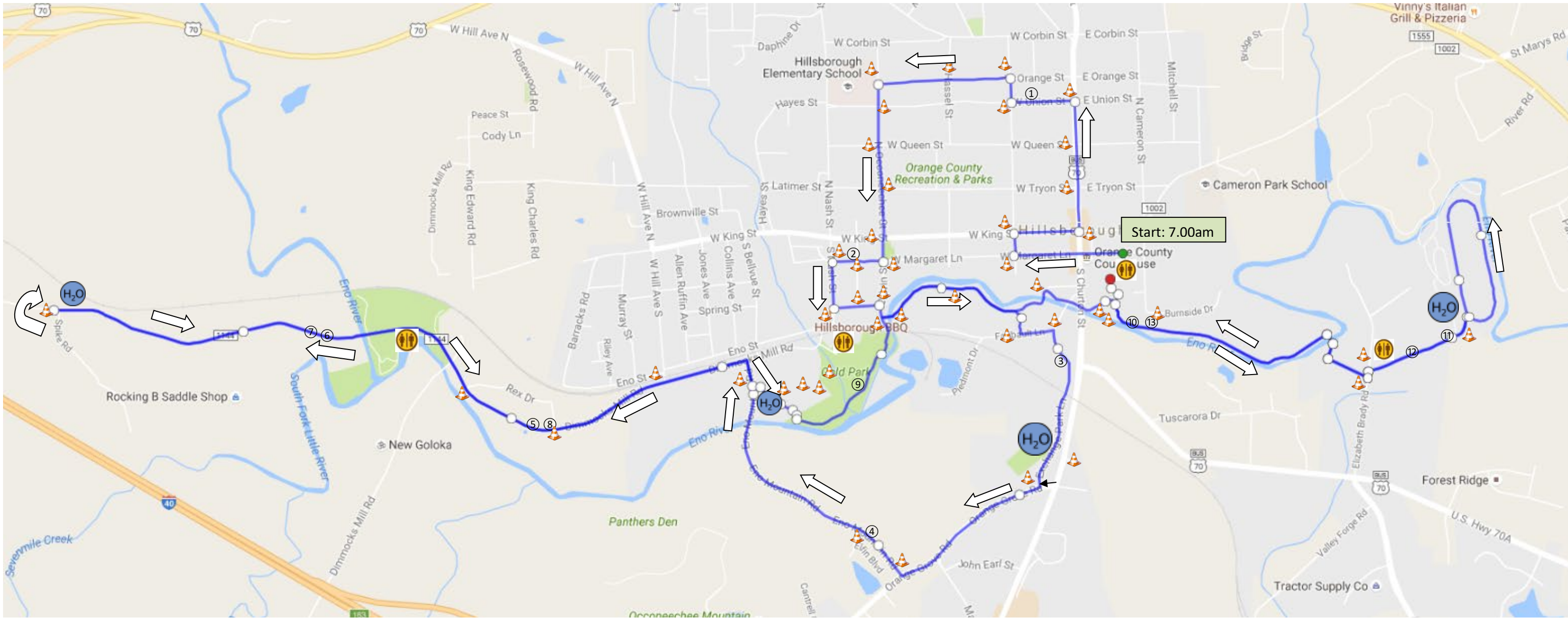
CERTIFICATE HOLDER**CANCELLATION**

10/05/25 Town of Hillsborough 101 East Orange Street Hillsborough NC 27278	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
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136

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 2025
Department: Community Services
Agenda Section: Consent Agenda
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager
Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Resolution Authorizing the Town Manager to Enter into a Lease Agreement for Temporary Public Works Facility

Attachments:

1. Resolution
2. Budget Adjustments
3. Staff Review Memo
4. Property Options Review

Summary:

In the overnight hours of Sunday, July 6, Tropical Storm Chantal dropped an estimated 10.5 inches of rain in Hillsborough and as much as 13 inches farther upstream in the Eno River watershed. This amount of rainfall, on par with previous serious events such as Hurricane Fran, occurred in a much shorter time period — leading to a rapid increase in the level of the Eno River, far exceeding the mapped 500-year floodplain. In addition to the other damage to town facilities, the Public Works facility was inundated, causing the total loss of the operations building and administration trailer.

The operations building was a combination office, locker room, work area and assembly point for the Public Works crews, and the administration trailer was used by the Public Works Manager and Supervisor for administrative duties. As a replacement facility is currently under construction, it does not make financial sense to attempt to replace the losses at Dimmock's Mill for the approximately 14 months needed for construction.

Staff from multiple departments reviewed several options for a temporary replacement facility, and are recommending proceeding with a three year lease at 604-A Cornerstone Court in town. This facility offers the large amount of secure parking necessary for the Public Works equipment, and once the Highway 86 facility is completed will allow for Utilities staff to use the space instead of renting temporary trailers during the renovation of the Adron Thompson facility. As part of the review, staff also discussed flood mitigation options for the Adron Thompson renovation and is working with the project architect to adjust the plans to reduce future flood risk.

Financial impacts:

The estimated monthly cost for the lease is about \$7,000, including the rent, utilities and miscellaneous needs. For fiscal year 2026, the impact to the budget is approximately \$70,000. The budget impact for fiscal years 2027 and 2028 is approximately \$84,000 per year. This move will reduce the need for temporary trailer rentals for the Adron

Thompson renovation and Public Works administration, saving about \$10,000 in fiscal year 2026 and about \$44,000 in fiscal years 2027 and 2028, reducing the net cost.

Staff recommendation and comments:

Staff recommends approval of the proposed budget appropriation in order to move forward with the lease in order to avoid a delay in the Highway 86 facility construction.

Action requested:

Staff requests the town board review and approve the attached resolution authorizing the town manager to enter into a lease for a temporary public works facility.



RESOLUTION

Authorizing the Town Manager to Enter into a Lease Agreement for a Temporary Public Works Facility

WHEREAS, the Town of Hillsborough experienced substantial flood damage by Tropical Storm Chantal from July 5 to July 6, 2025; and

WHEREAS, the Public Works Operations Facility on Dimmocks Mill Road was flooded, causing a total loss of two occupied buildings at the site; and

WHEREAS, a replacement facility at Highway 86 North was already in progress, but the Public Works crews need an operational base for approximately 14 months during the construction period; and

WHEREAS, town staff have reviewed multiple options for available space and are recommending a lease at 604-A Cornerstone Court; and

WHEREAS, the board approves the appropriation of funds for the lease and, by adopting this resolution, delegates to the town manager the authority to finalize lease documents for the facility;

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

- 1) The town manager is authorized to execute a lease agreement under terms that are judged to be fair and reasonable in their judgement for use as a temporary public works facility.
- 2) Funding for the lease agreement is hereby approved as reflected in the attached budget amendment.

Approved this 11th day of August of the year 2025.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT00818 - Auto Process - GL Budget Adjustment

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000143	Budget 2025-2026	Public Works Building Lease	8/13/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
10-00-3900-39000000	FUND BALANCE APPROPRIATI...	Public Works Building Lease	-1,275,339.00	-69,750.00	-1,345,089.00
July: -5,812.50	October: -5,812.50	January: -5,812.50	April: -5,812.50		
August: -5,812.50	November: -5,812.50	February: -5,812.50	May: -5,812.50		
September: -5,812.50	December: -5,812.50	March: -5,812.50	June: -5,812.50		
10-10-4000-5300363	RENTAL - BUILDING	Public Works Building Lease	0.00	69,750.00	69,750.00
July: 5,812.50	October: 5,812.50	January: 5,812.50	April: 5,812.50		
August: 5,812.50	November: 5,812.50	February: 5,812.50	May: 5,812.50		
September: 5,812.50	December: 5,812.50	March: 5,812.50	June: 5,812.50		

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2025-2026	Budget 2025-2026	10-00-3900-39000000	FUND BALANCE APPROPRIATION	-1,275,339.00	-69,750.00	-1,345,089.00
		10-10-4000-5300363	RENTAL - BUILDING	0.00	69,750.00	69,750.00
2025-2026 Total:				-1,275,339.00	0.00	-1,275,339.00
Grand Total:				-1,275,339.00	0.00	-1,275,339.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2025-2026 - Budget 2025-2026 Fiscal: 2025-2026			
10	-1,275,339.00	0.00	-1,275,339.00
Budget Code 2025-2026 Total:	-1,275,339.00	0.00	-1,275,339.00
Grand Total:	-1,275,339.00	0.00	-1,275,339.00



Tropical Storm Chantal Mid-Term Operations Facilities Strategy Options Review: July 22, 2025

Participants: Town Manager Eric Peterson, Assistant Town Manager Matt Efird, Utilities Director Marie Strandwitz, Planning & Economic Development Manager Shannan Campbell, Public Space & Sustainability Manager Stephanie Trueblood, Engineering Services Manager Bryant Green, Public Works Manager Dustin Hill, Utility System Superintendent Joel Lashley, Budget & Management Analyst Josh Fernandez, and Administrative Intern Sheala James

1. Objective

- a. Determine the most efficient and effective location for a Public Works Operations base during the construction of the Highway 86 North Facility, and the appropriate next steps for the Adron Thompson building.

2. Topics of Discussion

- a. PW Operations
 - i. Construction timeline of NC-86 facility
 1. NC 86 facility target completion date is 9/9/26, about 14 months out
 2. Current construction timeline requires PW and Fleet to vacate site in about 30 days (late August)
 3. PM very hesitant to delay construction as subs are lined up and there may be issues with the contractor – liquidated damages, etc.
 - ii. Option to use current Dimmock's Mill site?
 1. Option had previously not been considered as this site was to be demolished in about a year as part of the Adron Thompson project, so it did not make sense to put money into repair/renovation.
 2. Site has not had any mold or moisture remediation post-Chantal, and the cost of cleaning/sanitizing, replacing the electrical system, furnishing and outfitting is likely higher than moving to another site considering the plans to demolish.
 3. Additionally, the Admin trailer would have to be replaced. Still exploring insurance coverage on the previous trailer and what might be owed to

the owner. Cost to rent was about \$800/month, but there will be haul-off and set-up charges related to replacing.

4. Staff noted that OC was currently accepting construction debris related to storm damage for free, so it might make sense to go ahead and demo the building.

iii. PW operations site needs

1. For daily operations, PW needs 2-3 office spaces (supervisory staff), a large break/assembly space for the crews (9-10 seats), restroom access (more than one if possible), parking for about 7 personal vehicles and 15-20 work vehicles (solid waste, brush trucks, pickups, excavators, trailers, etc.), storage for materials & supplies and small equipment, and access 24/7 for emergency situations.
2. It was noted that depending on the intensity of use, this could be considered a “Government Maintenance Yard” for zoning purposes, making it necessary to locate in a Light Industrial zone. Could potentially fit in a High Intensity Commercial zone if similar to surrounding uses.
3. Staff discussed how large of a space was really necessary. Logistics of ferrying employees from a central office to a separate parking area were discussed, and the need for active management and supervision of employees. It was recommended to try to co-locate as much as possible.

iv. Alternatives Analysis

1. Staff reviewed a number of commercial spaces available for lease or purchase (see attached slides). Other suggestions to review included potential to share space at NCDOT maintenance facility on Churton, Chapel Hill operations facility on Millhouse Road, the Thalle site adjacent to NC-86 N.
2. Staff also reviewed and discussed options related to abandoning the current NC-86 project and finding a site to build a larger operations facility to house both PW and Utilities (currently co-located at Adron Thompson/Dimmock’s Mill site). It was determined that a site could likely not be located, purchased and constructed for less than the planned cost of both proposed projects (approximately \$10 million).
3. Based on feedback and review of the current options, the group determined that a three year lease at 604-A Cornerstone Dr. was the best option to house Public Works temporarily and then Utilities staff during the Adron Thompson project.

b. Adron Thompson Facility

i. Flood mitigation options

1. Based on flooding experienced during Tropical Storm Chantal, it is appropriate to review the planned renovation/expansion of the Adron Thompson facility in order to mitigate potential future damage in flood events. The architect for the project has provided options for consideration.

ii. Alternatives Analysis

1. Staff reviewed the five options prepared by the architect, summarized in the attached slides.
2. A big risk associated with the continued use of the site remains with parking vehicles and equipment in the floodplain, regardless of building renovation options.
 - a. It was suggested that a parking area be created on the Water Treatment Plant site in space that is not a flood risk currently used as “dry ponds” or “alum ponds” to be used in future storm events to reduce risk to vehicles and equipment.
 - b. Additionally, as a part of a future project (potentially Sodium Hypochlorite conversion) a loop road would be built around the WTP (if feasible due to topography).
3. After discussion, staff felt that Option 1 was the best fit for Adron Thompson facility.
 - a. This option raises the elevation of the proposed addition and vehicle storage building, will likely increase construction and design costs, and delay the project by about six months, but reduces the risk of future flood damage to the facility.
 - b. Staff discussed flood wall options for this site and the adjacent WTP, both will be further reviewed.
 - c. Further discussion will be had between Planning and Engineering staff on next steps regarding SUP or other administrative approval options.
4. Based on the timeline for design and construction, Utilities staff would need temporary facilities about a year from now for approximately two years. The current plan is to rent trailers, which would cost \$3,700/month plus about \$40k in set-up and removal fees. Given that information, it supports the recommendation to pursue the Cornerstone property as it is big enough to accommodate Utilities and PW temporarily and as PW moves to NC86, Utilities can fully occupy Cornerstone, avoiding the cost of the trailer rentals.

3. Next Steps

- a.** Matt to reach out to the property broker for Cornerstone to discuss lease terms and work out details on parking, IT needs, furniture, etc.
 - i.** Board approval needed for budget amendment. Josh provided information regarding LGC treatment of leases. Per Town Code it appears Town Manager can approve the lease but budget authorization still needed.
- b.** Bryant to release architect to adjust Adron Thompson site plans based on Option 1, and begin working on plans for additional parking and access road on WTP site
 - i.** Bryant and Shannan to discuss zoning compliance for project

Potential Public Works Temporary Sites

July 22, 2025



TOWN OF
HILLSBOROUGH

Topics

- PW Operations
 - Construction Timeline – NC86 Facility
 - Site Needs
 - Alternatives
 - Broker/CRE Assistance
- Adron Thompson Facility
 - Flood Mitigation options
 - Alternatives

PW Operations – NC 86 Facility

- Construction timeline – current target completion date is 9/9/26, about 14 months from now.
 - Timeline to vacate Hwy 86 property is end of August 2025
- Options to delay?
- Option to use existing Dimmock's Mill site?

PW Operations – Site Needs

- 2-3 offices
- Break/assembly space for crews
- Restroom(s)
- Parking for ~7 personal vehicles, ~15 work vehicles (solid waste, brush, pickups, excavators, trailers, etc)
- Storage for materials & supplies, small equipment
- Access 24/7 if needed in emergency situation

PW Operations – Site Options

Site	Zoning	Cost/Mo	Cost/Yr	Interior SF	Site Size (ac)	Notes
960 Corporate Dr. Unit 360	HIC	\$1,865	\$22,383	920	1.9	Office only
960 Corporate Dr. Unit 100/200	HIC	\$3,700	\$44,400	1,928	1.9	Office Only
1000 Corporate Dr. Unit 309	HIC	\$2,425	\$29,100	1,439	1.44	Office Only
360 Executive Ct. Units 101/102	HIC	\$6,900 + utl	\$82,800 +	3,938	5.36	Office and storage, limited parking
604-A Cornerstone Ct.	HIC	\$5,525	\$66,300	3,900	1.9	Avail. Oct, temp office before if needed. Lots of parking & storage
416 Millstone Dr.	HI	\$20,152 +	\$241,824	14,656	2.32	
416 Millstone Dr.	HI	For Sale \$2,950,000		14,656	2.32	
259 S. Churton St.	HIC	\$17,500	\$210,000	12,500	2.68	
165 Mayo St.	HIC	\$7,800	\$93,600	5,200	0.88	Long-term lease needed
Summit Office	HIC			~1,000	5.36	Not advertised



PW Operations – Site Options

- Corporate Drive
 - Multiple office spaces for lease at 960 and 1000 Corporate Dr.
 - <https://dg0iv45mg3cab.cloudfront.net/property-attachments/hillsborough-office-for-lease/960-Corporate-Drive-310.pdf>
- Zoning – HIC
- Lease Cost - \$23.09/SF + Utilities
 - \$1,865/mo - \$22,383/yr
- Interior Space
 - Unit 310 - 920 SF, open space, 2 offices, restroom.
- Exterior Space
 - Site total 1.9ac, about 0.72ac is parking
 - Unsure of parking capacity for large PW vehicles



PW Operations – Site Options

- Corporate Drive
 - Multiple office spaces for lease at 960 and 1000 Corporate Dr.
 - https://dg0iv45mg3cab.cloudfront.net/property-attachments/hillsborough-offices-for-lease/Property-Flyer_2025-02-17-151702_szxb.pdf
- Zoning – HIC
- Lease Cost - \$23.03/SF
 - \$3,700/mo - \$44,400/yr
- Interior Space
 - Unit 100/200- 1,928 SF, 6 offices, break area, conference room, shared restrooms.
- Exterior Space
 - Site total 1.9ac, about 0.72ac is parking
 - Unsure of parking capacity for large PW vehicles



PW Operations – Site Options

- Corporate Drive
 - Multiple office spaces for lease at 960 and 1000 Corporate Dr.
 - <https://dg0iv45mg3cab.cloudfront.net/property-attachments/hillsborough-office-suite-for-lease/Property-Flyer-309.pdf>
- Zoning – HIC
- Lease Cost - \$18.95/SF + utilities
 - \$2,425/mo - \$29,100/yr
- Interior Space
 - Unit 309 - 1,439 SF, 2 offices, open space, restroom.
- Exterior Space
 - Site total 1.44ac, about 0.65ac is parking
 - Unsure of parking capacity for large PW vehicles



PW Operations – Site Options

- 360 Executive Ct. (previously used by HPD)
 - Suite 101 Available September, Suite 102 available now
 - <https://dg0iv45mg3cab.cloudfront.net/property-attachments/hillsborough-flex-warehouse-units-for-lease/360-Executive-Court-Ste-101-2.pdf>
- Zoning – HIC
- Lease Cost - \$21.03/SF (does not include utilities)
 - \$6,900/mo - \$82,800/yr ++
- Interior Space
 - 3,938 SF, 3 offices, break area, lots of storage and open space, roll-up doors, 2 restrooms.
- Exterior Space
 - Site total 5.36ac, about 1.75ac is parking
 - Unsure of parking capacity for large PW vehicles



PW Operations – Site Options

- 604-A Cornerstone Ct.
- <https://dg0iv45mg3cab.cloudfront.net/property-attachments/hillsborough-flex-warehouse-unit-for-lease/604-A-Cornerstone-Court-Flyer.pdf>
 - Available Oct 1, landlord can provide temporary space quicker if needed.
- Zoning – HIC
- Lease Cost - \$17.00/SF
 - \$5,525/mo - \$66,300/yr
- Interior Space
 - 3,900 SF (2,070 SF office, 1,830 SF warehouse)
6 offices, breakroom, restrooms, rollup door, loading dock, storage, secured parking.
- Exterior Space
 - Site total 1.9ac, about 0.72ac is parking



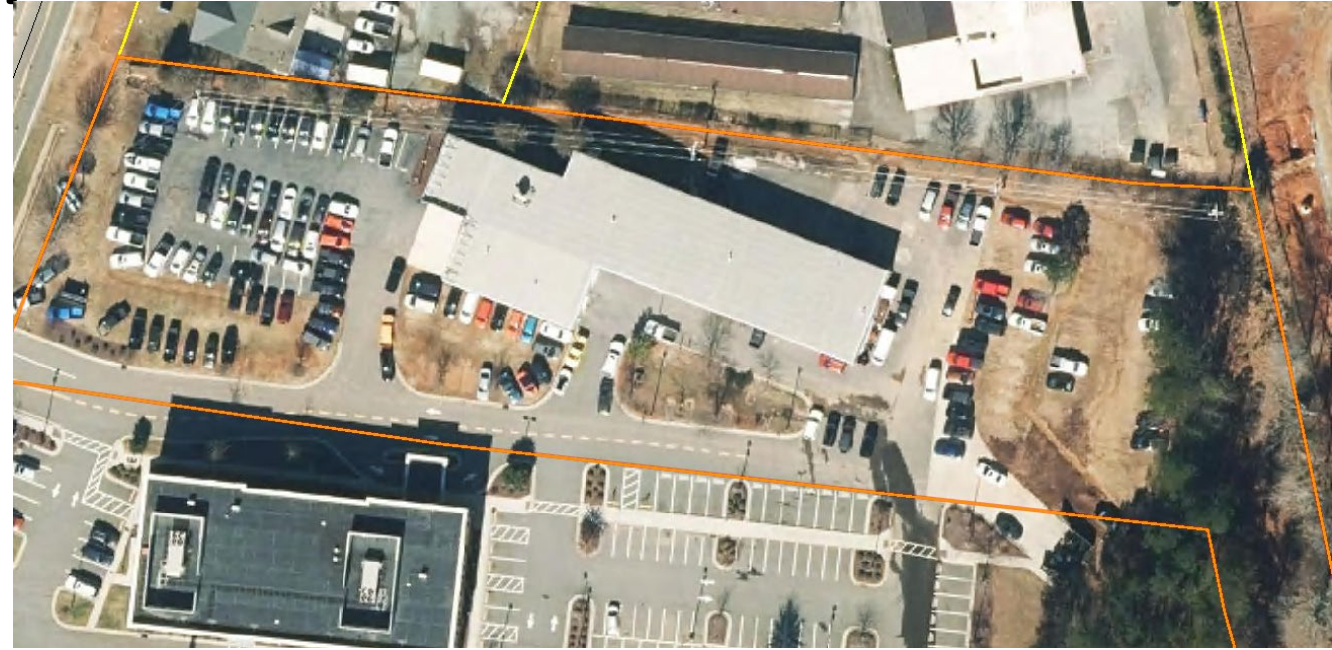
PW Operations – Site Options

- 416 Millstone Dr. (formerly Johnny T-Shirt)
- <https://www.loopnet.com/viewer/pdf?file=https%3a%2f%2fimages1.loopnet.com%2fd2%2faZiEejuQBU3Ruwpvk-yaFLOlp6WluWT5dg-jHrbTENI%2f416%2520Millstone%2520Drive%2520flyer.pdf>
- Zoning – HI
- Lease Cost - \$16.50/SF + utilities and expenses
 - \$20,152/mo - \$241,824/yr
 - Also for sale - \$2,950,000
- Interior Space
 - 14,656 SF – 2,000 SF office, open space, 4 restrooms, 32 parking spaces
- Exterior Space
 - Site total 2.32 ac, about 0.4 ac is parking



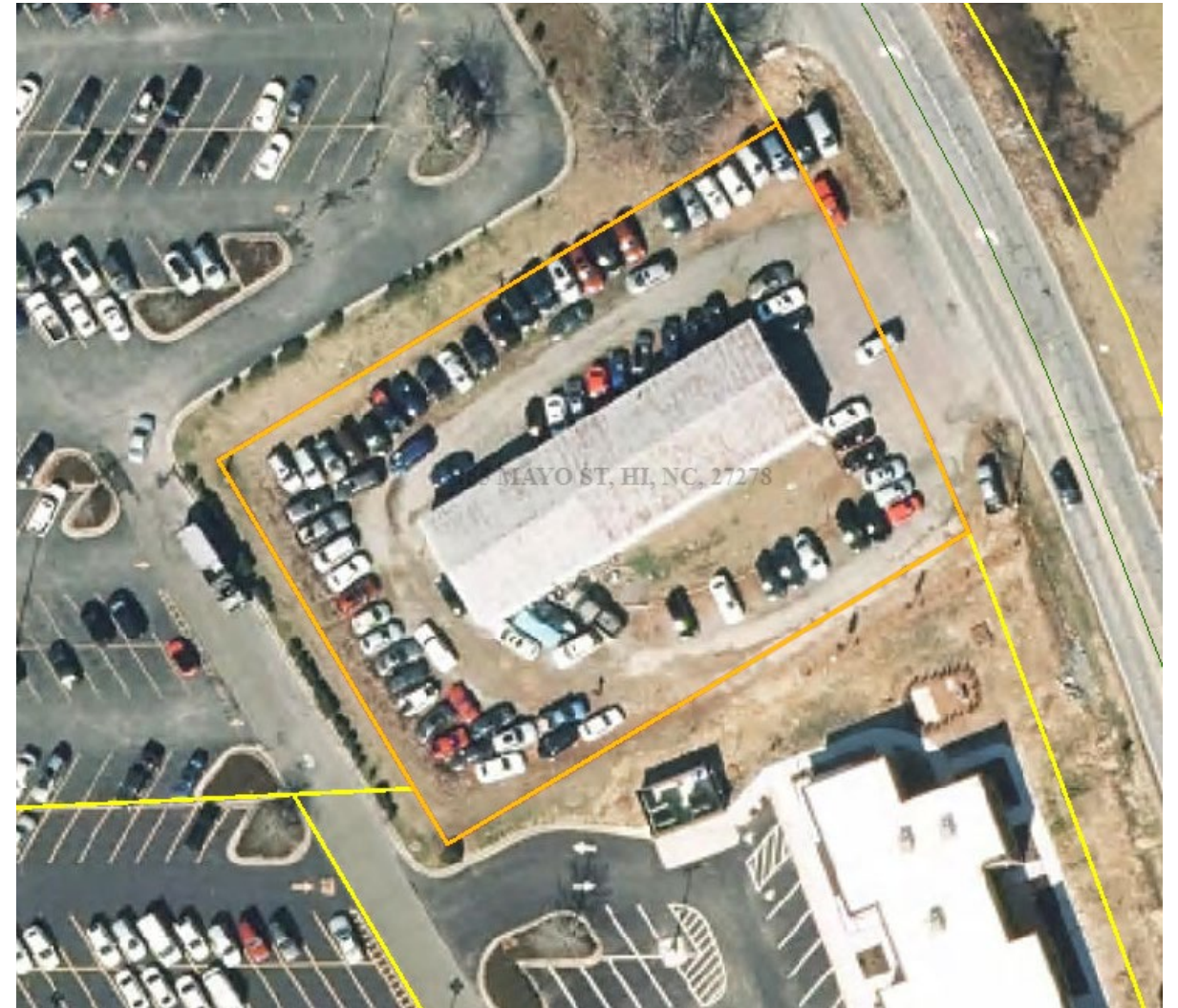
PW Operations – Site Options

- 259 S. Churton St.
- <https://buildout.com/sharing/1512102-lease?file=3783114>
- Zoning – HIC
- Lease Cost - \$16.80/SF
 - \$17,500/mo - \$210,000/yr
- Interior Space
 - 12,500 SF – 2,500 SF Office, 27 parking spaces, 16 roll-up doors, 3 restrooms, fleet maintenance space, storage
- Exterior Space
 - Site total 2.68ac, about 0.8 ac is parking



PW Operations – Site Options

- 165 Mayo St.
- https://dg0iv45mg3cab.cloudfront.net/property-attachments/commercial-building-for-lease/165-Mayo-Street-Flyer_2025-07-18-151844_orcs.pdf
- Zoning – HIC
- Lease Cost - \$18.00/SF
 - \$7,800/mo - \$93,600/yr
 - Min 5 year term
- Interior Space
 - 5,200 SF, 2 offices, open space, open space, 2 restrooms, 3 roll-up doors
- Exterior Space
 - Site total 0.88ac, about 0.6 ac is parking



PW Operations – Site Options

- Summit Office
- Zoning – HIC
- Lease Cost - TBD
- Interior Space
 - ~1,000 SF, 4-5 offices, break room, restrooms
- Exterior Space
 - Site total 5.36ac, about 1.75ac is parking
 - Unsure of parking capacity for large PW vehicles



Adron Thompson – Flood Mitigation Options

- RND Architects has reviewed AT plans and provided several mitigation options in response to flooding experienced from Chantal (see attached)

Option	Original Bldg	Planned Addition	Other	Cost Impact	Schedule Impact
1	As planned	Raise elevation 12"	Raise vehicle storage by 6"	Design (+), grading (+)	6 months+ delay
2	As planned	Main level only, no basement occupied space	Raise vehicle storage by 6"	Construction (-), design (+), grading (+)	6 months+ delay
3	Main level only	Redesign to West side	Raise vehicle storage by 6"	Construction (+), design (+), grading (+)	12+ months delay
4	Main level only	Locate off site	Locate off site	Design (+)	18+ months delay
5	Main level only	Move to WTP site	Locate off site	Construction (+), design (+)	18+ months delay

Adron Thompson – Alternatives

- Redesign of current site?
- Look for potential new site?
- Temporary options during delays?



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 11, 2025
Department:	Police
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Interim Police Chief Jason Winn

ITEM TO BE CONSIDERED

Subject: Sole Source Purchases – Flock Group, Inc.

Attachments:

Justification form

Summary:

The Police Department is purchasing 10 Flock cameras for automatic license plate detection and improved investigations. These items were approved in the Fiscal Year 2026 Budget.

Per North Carolina General Statute 143-129(e)(6) the Board of Commissioners must approve any sole source purchases over \$29,999. Per the statute, the sole source purchasing exception only applies if performance or price competition for a product is not available, a needed product is available from only one source of supply, or standardization or compatibility is the overriding consideration.

Financial impacts:

None; these expenditures are part of the annual budget.

Staff recommendation and comments:

Provide brief recommendation and comments here.

Action requested:

Approve sole source purchases.



JUSTIFICATION Sole Source Form

Financial Services Department
105 E. Corbin St., PO Box 429, Hillsborough, NC 27278
919-296-9454
finance@hillsboroughnc.gov
www.hillsboroughnc.gov

Sole source purchases are purchases of apparatus, supplies, materials, equipment or services limited to a single supplier. Such purchases should be authorized only based upon operational compatibility with existing equipment, strong technological grounds, or a clearly unique and cost-effective service feature requirement. The use of such purchases shall be limited only to specific instances that are justified to satisfy compatibility, technical performance needs or service availability from only one or a limited number of sources. Justification cannot be based on quality or price.

Department: 5100 - POLICE Requestor: MARSHALL GRAYSON
Requisition Number: REQ00340 Estimated Contract Amount: \$36,900
Vendor: FLOCK GROUP, INC.

Describe the item or service and its function:

We are purchasing 10 Flock Cameras for automatic license plate detection and improved investigations. This item was approved by the Board of Commissioners for the FY26 budget cycle.

Check the boxes that best describe your reason for requesting a sole source purchase:

- ☒ Sole source request is for the original manufacturer or provider. There are no area distributors.
- ☒ The parts or equipment are not interchangeable with similar parts of another manufacturer.
- ☒ This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
- ☒ This is the sole provider of a licensed service or patented good.
- ☐ This is the sole provider of items that are compatible with existing equipment, inventory, systems, programs, research or services.
- ☐ This is the sole provider of goods to permit/continue standardization.
- ☒ This is the sole provider of factory-authorized warranty service.
- ☐ This vendor has a used item that would represent good value to the town. *Provide cost for new item:* \$ _____
- ☐ None of the above applies. *Attach a detailed explanation and justification for this sole source request.*

Complete this section for purchases (goods) in excess of \$30,000 that require Board of Commissioners approval:

Attach a page explaining why the product or service requested is the only product or service that can satisfy your requirements and why alternatives are unacceptable. Be specific regarding specifications, features, characteristics, requirements, capabilities, service scope and compatibility.

Authorization

I hereby request that a sole source be approved for the procurement of the above stated equipment, commodity or service.

Department Head/Authorized Person:  Date: 8-6-25

Finance Department Authorized Person:  Date: 8-6-25

Last revised: July 2023

Flock Camera Sole Source Justification (for items in excess of \$30,000):

We can deploy Flock cameras strategically around town to assist in both preventative and reactive public safety. Utilizing Flock Safety can provide evidence we will need to solve, deter and reduce crime across neighborhoods, schools, businesses and the entire town. This system will allow for collecting objective evidence free from human bias to prevent, deter and solve crime. The system is designed with checks and balances to ensure ethical use of its technology.

Flock Safety goes beyond capturing license plates. Unlike traditional license plate readers, the unique Vehicle Fingerprint technology accelerates investigations by allowing us to filter our search based on the vehicle's specific characteristics, including body type, make, color, and more. This is key in producing investigative leads for law enforcement when a suspect vehicle has no visible plates. Flock Safety is proven to help solve and reduce violent and non-violent crime. Some of the main types of property crime Flock Safety addresses include mail and package theft, home invasions, vandalism, trespassing, and burglary. This system is also used to solve violent crimes such as assaults, kidnappings, shootings and homicides.

Once deployed we will be linked not only with our neighboring communities, but communities through the state, surrounding states, and the country who also utilize Flock cameras. Currently, our neighboring communities utilizing this system include Burlington, Durham, Roxboro, Greensboro, Raleigh, and Elon. More than 50 agencies (2000+ cameras) in NC have Flock cameras deployed.

Once the system is active, we can increase our partnerships with our community stakeholders and businesses by providing them with the ability to install their own Flock cameras that will connect to our system. This will be a great asset to solving and preventing the numerous and ever rising vehicle thefts and break-ins the Town has experienced over the past few years. In doing so, this will increase the number of cameras without increasing cost to the Town. The Flock System is scalable. For example, motion activated cameras installed in our parks and the Riverwalk areas could be programmed to only activate after closing. Officers would get alerts that people have entered these restricted areas allowing them to respond before dispatch.

The current cost includes an upgraded package (FlockOS Advanced) that would expand our ability to access business security systems with their permission.

If unable to move forward with Flock Safety, we will miss out on opportunities to more effectively and efficiently investigate and solve crimes with this technology. Flock Group is the only provider of the Flock camera system.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 11, 2025
Department:	Police
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Interim Chief Jason Winn

ITEM TO BE CONSIDERED

Subject: Police Department Reorganization Presentation

Attachments:

Proposed Reorg Chart

Summary:

Proposal to reclassify two Major positions into one Assistant Chief position, as well as create two new Captain positions by utilizing currently allotted staffing. Proposal will also shift positions around the agency to improve internal opportunities, as well as clarify roles.

Financial impacts:

Minor adjustments to Major pay band to accommodate new Assistant Chief responsibilities. Promoted personnel from Lieutenants to Captains will need new pay bands between Lieutenant and Assistant Chief. No new vehicles, offices, or equipment will be needed.

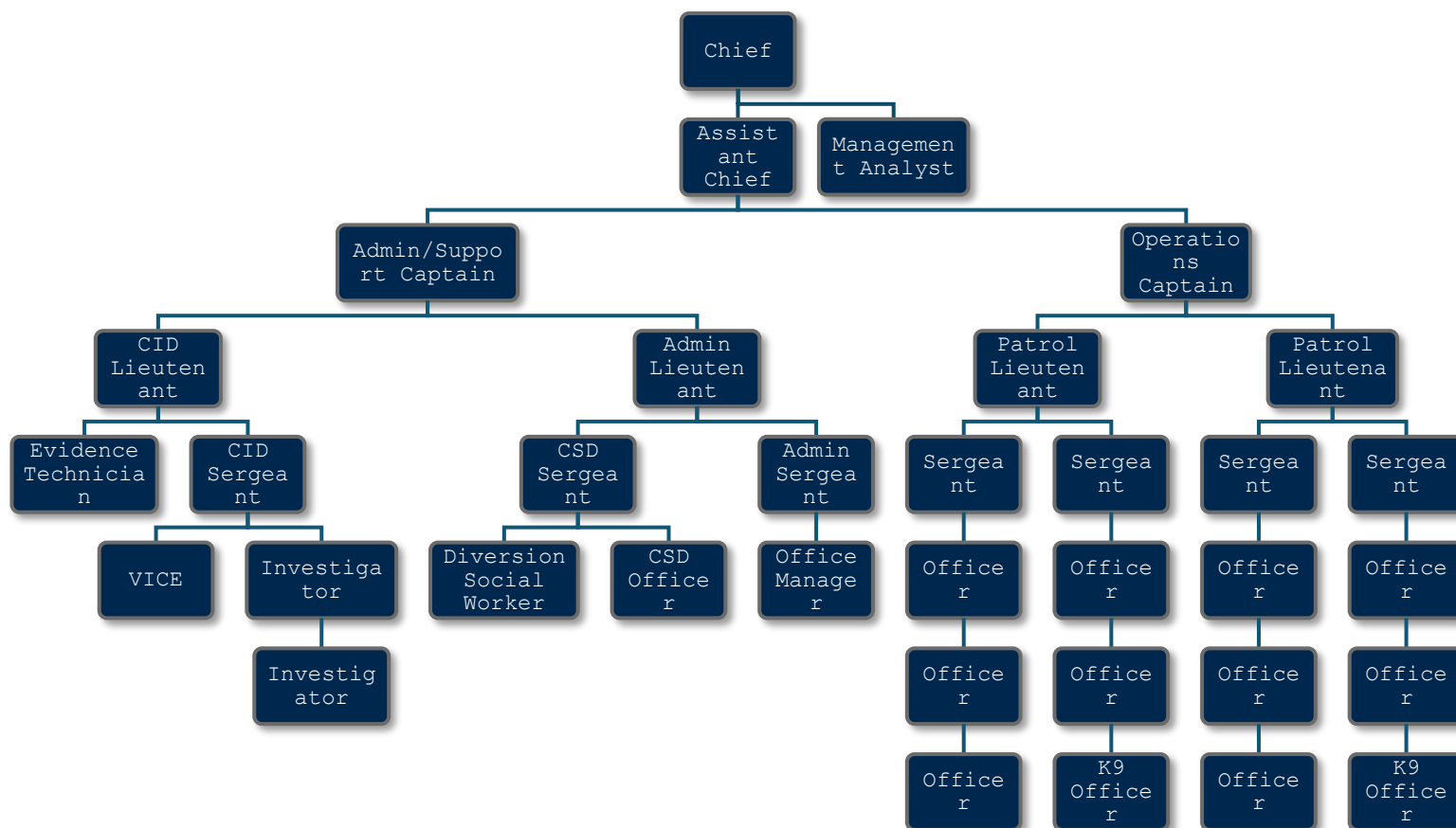
Staff recommendation and comments:

To approve the reorganization presented in the proposal.

Action requested:

To approve the reorganization presented in the proposal.

Police Department Proposed Reorg Chart





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 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 Aug. 25, 2025

Attachments:

None

Summary:

Possible topics for the Aug. 25, 2025 work session include:

- Rezoning request for Alterra Apartments development at Meadowlands.
- Request from the Orange County Historic Museum to install a marker for Anne Hooper (wife of William Hooper).
- Draft parking study presentation (tentative).
- Tropical Storm Chantal after action survey results (tentative).

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 11, 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

June 2025

Budget

- FY26 budget adopted.

Communications

- Website — Updated Contact Us page to provide contact form categories for utilities on the landing page. Updated budget-related pages with Fiscal Year 2026 budget information. Added banner schedule to the About Hillsborough page. Created separate Social Media page for easier sharing of site links and policies and disclaimers. Worked on converting proclamations and resolutions to webpages for accessibility.
- Other — Finalized public access policy and guidelines. Attended library summer reading kickoff and Fire Department open house to share information on OC Alerts and communications information.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Started 6/16.
Equipment Operator	Closed 8/3.
Graduate Intern – Admin	Started 6/2.
Information Technology Manager	Assessment center scheduled for late August.
Police Officer	Continuous recruitment
Utility Systems Mechanic	Closed 7/29.

Diversity, Equity and Inclusion

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

Information Technology

- No updates.

Safety and Risk Management

- No updates.



Administrative Services Report July 2025

Budget

- Kicked off OpenGov – Tyler integration and chart of accounts project.
- Water & Sewer Rate Structure Study – Raftelis continuing analysis.

Communications

- Website — Converted Reservations button to Storm Recovery button on home page. Published town recovery page. Between July 7 and 13:
 - News releases related to the boil water notice and Water Treatment Plant reconnection received 21,333 views.
 - Home page received 14,081 views.
 - About Water Advisories and Notices page received 6,315 views.
- Other — Weekend, after-hours and emergency management work due to Tropical Storm Chantal. Included Water Quality Report information in utilities bill message and Budget at a Glance as bill insert. Facilitated town news conference on July 11 and attorney general tour and news conference on July 24 at Wastewater Treatment Plant. Participated in Lead for North Carolina Fellows site visit on July 21. Helped with storm response survey for the community.
- Subscriptions — Between May 30 and July 12, subscriptions increased by 267 people for town news releases and by 783 people for Hillsborough water and sewer alerts through OC Alerts. Between July 7 and July 12, social media follows increased by at least 920 people across the platforms.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payrolls, pay study results, cost of living allowances, and merit increases.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator	Closed 8/3.
Information Technology Manager	Assessment center scheduled for late August.
Police Officer	Continuous recruitment
Utility Systems Mechanic	Closed 7/29.

Diversity, Equity and Inclusion

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

Information Technology

- No updates.

Safety and Risk Management

- Compiling TS Chantal damage claim information for insurance reimbursement.



Hillsborough Police Department

Q2 (April – June) 2025 Summary

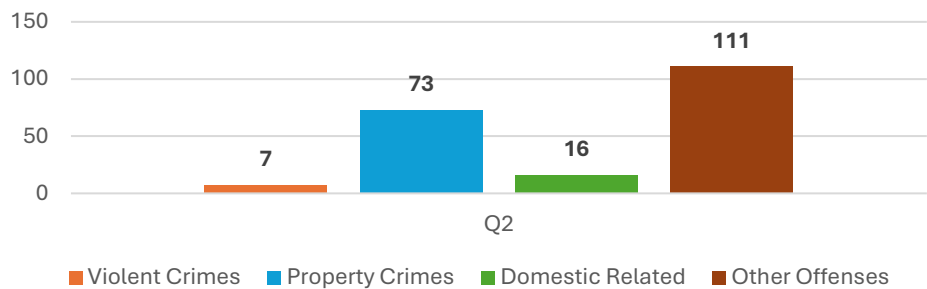


Total Activity:

1,450 Dispatched Calls
3,336 Self-Initiated

Reported Incidents	Q2	%
Violent Crimes	7	3%
Property Crimes	73	35%
Domestic Related	16	8%
Other Offenses	111	54%
Total	207	100%

Reported Incidents

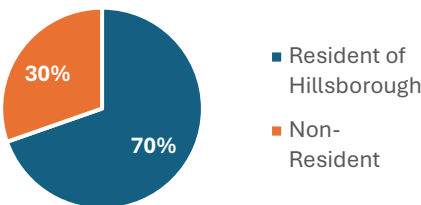


“Other Offenses” refers to a variety of reported activity including but not limited to drug offenses, alcohol violations, simple assault, fraud, vandalism and disorderly conduct.

This summary provides a high-level overview of values related to HPD’s work during the second quarter of 2025.

Arrest Summary: 56 Total Arrests

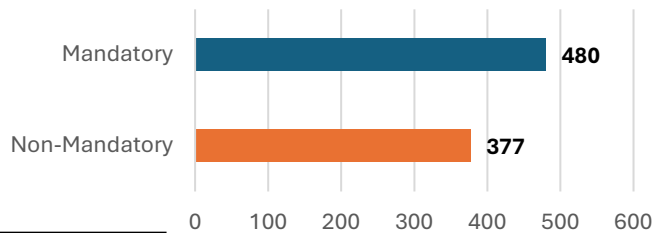
Residency of Arrestees



Q2	#	%
Custodial Arrest	17	30%
Citation/Summons	6	11%
Warrant Service	33	59%
Total Arrests	56	100%

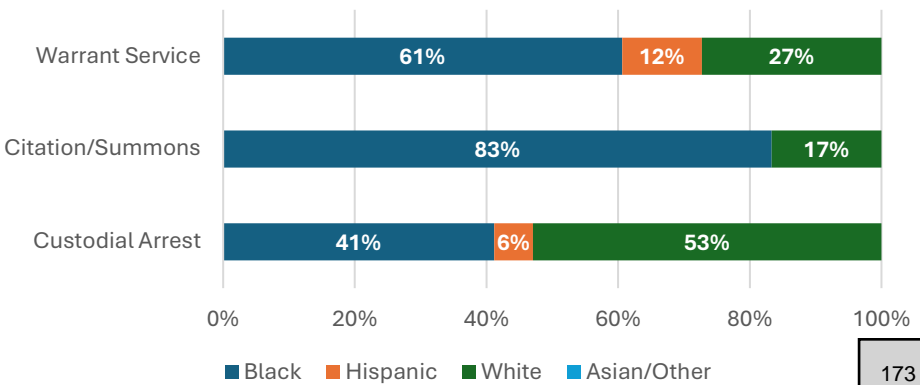
Training and Community Engagement

Training Hours



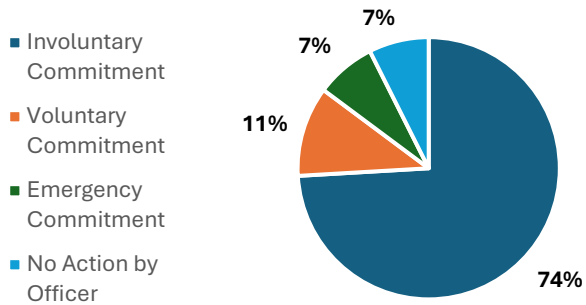
39
Community
Engagement
Events
Attended

Arrests by Type and Race



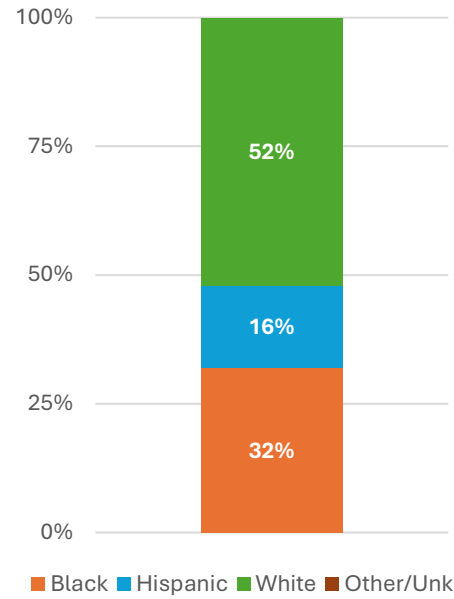
173

Mental Health Outcomes



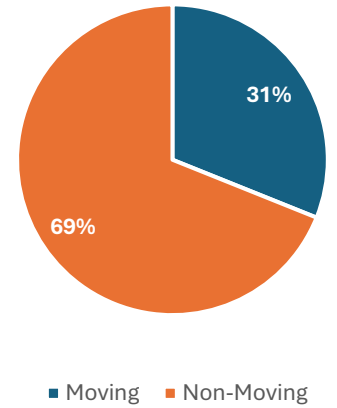
Mental Health:
27 Total Outcomes

Traffic Stops by Race



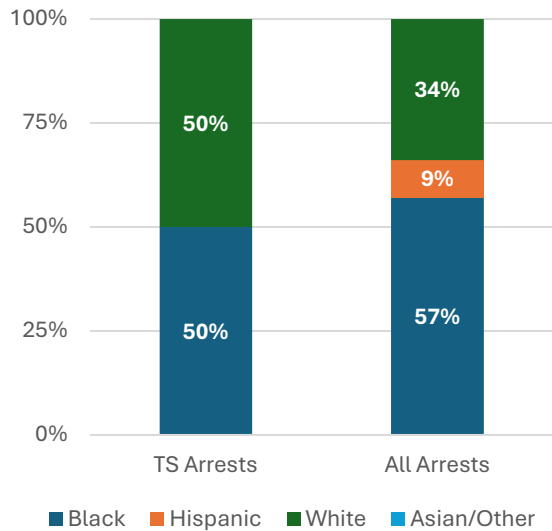
Traffic Stop Data:
325 Total Stops

Moving vs Non-Moving



Traffic Stop Enforcement:
6 Traffic Stop Arrests vs
56 Total Arrests

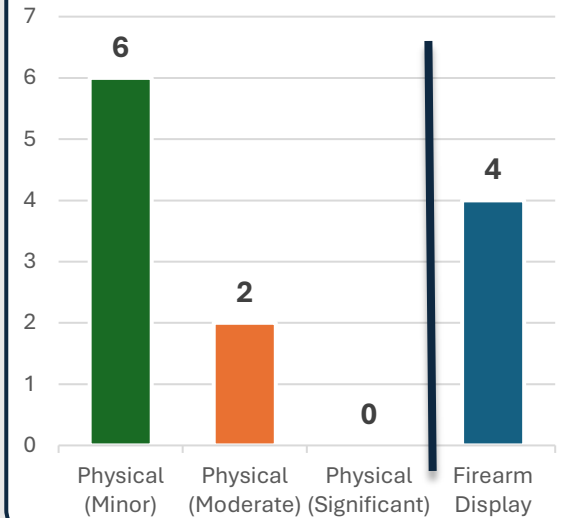
TS Arrests vs All Arrests by Race



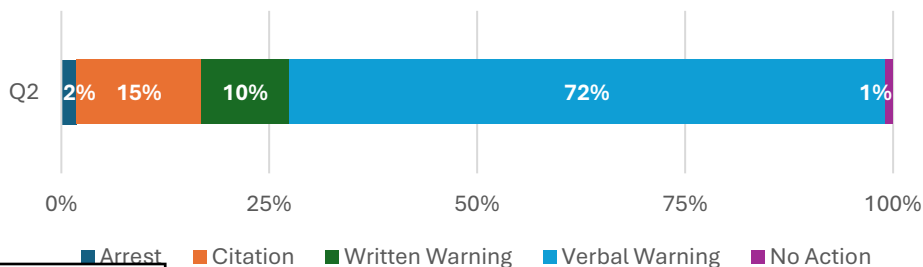
Internal Accountability Reviews

Q2	
Response to Resistance Reviews	12
PEWS	0
Safety/Accident	3
Complaints	2
Pursuit/Refuse to Stop	3
Internal/Admin	0
Total	20

Responses to Resistance



Enforcement Actions



Internal Accountability and Use of Force
8 Uses of Force and 4 Preventative Displays

174



Public Works Report: June 2025

Work Orders

26 completed

Public Spaces

71 staff hours

Stormwater Maintenance

64 Storm drains cleaned, 220 linear feet, and 128 staff hours

Inspections

19 Utility inspections

Special Events

Last Friday's, 3 staff hours, installed and removed banners for Flag Day and Juneteenth – 7.5 hrs., installed and removed pride banners for Pride Month – 7.5 hrs., and installed and removed banners for Independence Day – 7.5 hrs.

Training

3 staff attended training through ITRE

Cemetery

2 graves marked

Asphalt Repairs

1 utility repair



Public Works Report: July 2025

Work Orders

27 completed

Public Spaces

412 staff hours

Stormwater Maintenance

194 Storm drains cleaned, 20 linear feet, and 183 staff hours

Inspections

7 Utility inspections, 2 driveway inspections, 2 proof rolls, and 1 pavement marking inspection

Special Events

Last Friday's 3 staff hours

Tropical Storm Chantal - 719 staff hours

Training

6 completed training through NEOGOV

Cemetery

1 grave marked

Asphalt Repairs



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Aug. 2025 (covering Jul. 2025)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> Most all major repairs due to damage from TS Chantal are complete. More minor repairs such as fencing, filling in washed out areas and moving controls to higher ground are underway. Aesthetic complaints have been received around town, and the carbon feed has been increased to address the probable cause of increased algae in the raw water. Flushing is also occurring.
WWTP	<ul style="list-style-type: none"> Status about the UNRBA comments and suggestions to revise the Falls Lake rules will be presented to the board when a clear direction is evident. <ul style="list-style-type: none"> It appears that there is a good chance that the updates to the Falls Lake Rules will include the point-source effluent limits going to the limit of technology (LOT) for biological wastewater treatment plants with effluent filtration. The LOT for Total Nitrogen is 3.0 mg/L and 0.1 mg/L for Total Phosphorous. What this will mean is that no exotic treatment (e.g. reverse osmosis) will be needed. We will need to upgrade the chemical feed system to the filters and install the mixers to reliably achieve Total Phosphorous levels below 0.1 mg/L. Our current permit requires Total Nitrogen concentrations of 1.2 mg/L at 3.0 mgd, which is likely not achievable. River pumping station was inundated by TS Chantal. Replacement pumps, motors, controls and electrical have been ordered. The station is still being bypassed and a contractor to demo and replace the newly procured equipment is being sought. An update about the FEMA BRIC funding for relocating the River pumping station and also Starfield Circle booster pumping station is on the Aug. 11 board agenda. A lot of media and elected officials have visited the wastewater plant to view the River Pumping Station. The attention on the situation is good.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> The reservoir is at approximately 52.73'. 53' is the normal Phase 2 pool elevation. Water has been hovering just below spilling for a few months now. Staff is evaluating placing live cameras at the WFER for observation and eventual live feed to a website.
Misc	<ul style="list-style-type: none"> The Lawndale sewer rehabilitation project has been bid. The selected contractor is approximately \$400,000 less than anticipated. The LGC will evaluate award of the SRF loan on September 9. Will be working on resident outreach.

	<ul style="list-style-type: none"> • 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. • An update on the funding status of both Starfield and River pumping station projects will be received by the BOC on Aug. 11 agenda. • 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. A workplan has been prepared and submitted. A similar amendment has been executed for them to prepare Hazard Mitigation Grant Program applications as well. • Billing for contractor damages from fiber installation strikes to our assets has been presented to Google and is under negotiation. The town's estimated value is over \$55,000. • A CWSRF loan application was submitted for the Eno River Outfall-East project for the Spring 2025 funding round. The project was not selected and scored low compared to the nine wastewater projects selected. • We have all been tracking the slew of proposed legislation that will severely impact our current capacity allocation and planning authority and processes. • Adron Thompson facility design is progressing through planning approvals. Revisions to the design to provide more flood proofing after TS Chantal is being completed. This has caused cancellation of the temporary trailer placement and likely another six-month project delay.\ • Public notices posted for the estimated sanitary sewer discharge from TS Chantal as required by state statute.
Staffing	<ul style="list-style-type: none"> • C&D is interviewing for two maintenance mechanic positions after the loss of two staff members to the gas company. We will be advertising for a maintenance technician position due to the loss of a staff member due to a personnel matter. • Utilities Director to attend part of the NCRWA leadership summit in Beaufort 8/14-8/16.