

Agenda

Board of Commissioners Regular Meeting

7:00 PM April 10, 2023

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

This meeting will be live streamed on the

[Town of Hillsborough YouTube channel](#)



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. Appointments

[A.](#) Tourism Board – Appointment of Smita Patel with a term ending April 10, 2025

5. Items for decision – consent agenda

[A.](#) Minutes

– Regular meeting March 13, 2023

– Work session March 27, 2023

[B.](#) Miscellaneous budget amendments and transfers

[C.](#) Resolution Authorizing Memorandum of Agreement with North Carolina Emergency Management for Disaster Relief and Mitigation Grant for Valley Forge Road

[D.](#) Amendment to Town Code Sections 14-15 (Bill Adjustments) and 14-19 (Irrigation System Requirements)

[E.](#) Modification to Town Code Section Appendix 7B regarding Utility Cut Permits

[F.](#) Classification and pay amendment

[G.](#) Proclamation Recognizing April as Sexual Assault Awareness Month

6. Items for decision - regular agenda

[A.](#) Flush Fest community event and fundraiser for non-profit, After the Rain

[B.](#) Hot topics for work session April 24, 2023

7. Updates

A. Board members

B. Town manager

[C.](#) Staff (written reports in agenda packet)

8. Adjournment

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

Interpreter services or special sound equipment for compliance with the Americans 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 one business day in advance of the meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
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 – Appointment of Smita Patel with a term ending April 10, 2025

Attachments:

Volunteer Board Application

Summary:

The Tourism Board currently has a vacant seat reserved for those businesses who remit the food and beverage tax. Smita Patel is co-owner of The Nomad restaurant in Hillsborough, a newer cross cultural global cuisine restaurant located on West King Street. Patel wants to become actively involved with the growth of the town and wants to learn more about how the town and tourism program operates through service on the Tourism Board.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

None.

Action requested:

Appointment.



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):

Smita

Last name (required):

Patel

Home address (required):

616 Lemontree Lane

Home phone number:

9196993192

Work phone number:

Email address (required):

spatel2815@gmail.com

Place of employment:

Nomad

Job title:

Owner

Birth date (required):

Nov. 28, 1980

Gender (required):

Female

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

Asian

First choice (required):

Tourism Board

Second choice (required):

Tourism Development Authority

Third choice (required):

Parks and Recreation Board

Reasons for wanting to serve (required):

As a local small business owner, I hope to be actively involved in the growth of our town.

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):

High School Graduate
Volunteer with PORCH

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

My family and I live in Hillsborough, NC

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

No. Would love to see it.

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

No

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

None at the moment.

How did you hear about this opportunity (required)?

Other

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
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 March 13, 2023
2. Work session March 27, 2023

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 March 13, 2023 and work session March 27, 2023.



Minutes

Board of Commissioners Regular Meeting

7 p.m. March 13, 2023

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

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Absent: Commissioner Mark Bell

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove and Utilities Director Marie Strandwitz

Opening of the meeting

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

1. Public charge

Weaver did not read public charge.

2. Audience comments not related to the printed agenda

Jeff Martin addressed the board. He expressed a desire to see a sidewalk on U.S. 70/Cornelius Street and an interest in Orange County's multimodal study of the U.S. 70 corridor. He also told the board that he thinks the town's digital sign that informs drivers of their speed is helping to reduce speed. He has concerns about engine braking on Cornelius Street, and he would like the town to post a sign that engine braking is prohibited.

3. Agenda changes and approval

Item 6.C was moved from the consent agenda for discussion.

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

Vote: 3-0.

4. Presentations

A. Orange County Partnership to End Homelessness Presentation and Annual Report

Orange County Homeless Programs Manager Rachel Waltz gave a presentation highlighting information from the Orange County Partnership to End Homelessness annual report.

Commissioner Evelyn Lloyd joined the meeting at 7:09 p.m.

5. Appointments

A. Water and Sewer Advisory Committee — Appointment of Mohisin "Mo" Rasheed to fill vacancy for a term expiring March 13, 2027

Motion: Hughes moved to approve the appointment. Ferguson seconded.

Vote: 5-0.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Feb. 13, 2023
 - Regular meeting closed session Feb. 13, 2023
 - Special meeting Feb. 27, 2023
 - Work session Feb. 27, 2023
 - Work session closed session Feb. 27, 2023
- B. Miscellaneous budget amendments and transfers
- C. ~~Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems~~
- D. Unified Development Ordinance text amendment – Section 6.7.10 Roof Pitch
- E. Unified Development Ordinance text amendment – Adding Brewery and Micro-Brewery as land uses
- F. Water and Sewer Extension Contract (WSEC) for Research Triangle Logistics Park (RTLTP)
- G. Resolution to Authorize the Mayor to Execute a Memorandum of Understanding Creating the Intergovernmental Climate Council of Orange County
- H. Classification and pay amendment

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.
Vote: 4-0. Nays: None.

7. Items for decision - regular agenda

- A. General use rezoning: 1509 Orange Grove Rd. (PIN 9864924639); R-10 to Multifamily

The board considered approval of an ordinance amending the Zoning Map, rezoning a parcel on Orange Grove Road from R-10 to Multifamily. The board also considered approval of the consistency statement that the rezoning is consistent with the Future Land Use Map.

Ferguson expressed concern about the project. Lloyd agreed with her, particularly because it may be challenging for the town to provide sewer services to the site due to topographical challenges.

Hughes said he was in favor of approving the rezoning because right now single-family housing is already allowed on that land.

English agreed with Hughes and noted this is an opportunity to increase density within walking distance to downtown.

When the board asked for a summary of the sewer service possibility, Utilities Director Marie Strandwitz said the Utilities Department has told the developer that the town does not want another pumping station for sewage, so the developer would have to figure out how to make gravity work. Water is available, and the developer could explore installing a septic system. Strandwitz also said she had reminded the developer that there are sewer basin limits in place due to capacity issues, so duplexes may have to be built one or two at a time instead of all at once.

The board did not reach a unanimous decision to rezone. Ferguson and Lloyd decided to vote against the project, expressing concern that the land was not a good location for multifamily housing because of topography that could make a gravity sewer connection difficult or impossible. Commissioner Mark Bell was absent, so the mayor broke the tie with a vote in favor of the rezoning, noting that she was voting this way because of walkability to downtown and other locations along Churton Street.

Motion: Hughes moved to adopt rezoning ordinance and consistency statement. English seconded.

Vote: 3-2. Ayes: English, Hughes and Weaver. Nays: Ferguson and Lloyd.

B. Hot topics for work session March 27, 2023

At the work session on March 27, the board plans to review priority transportation projects.

C. Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

Motion: Hughes moved to adopt the revised document into town code Appendix F by reference and to note the document will be updated periodically, not requiring board approval. Ferguson seconded.

Vote: 4-0. Nays: None.

8. Updates

A. Board members

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

B. Town manager

There was none.

C. Staff (written reports in agenda packet)

There were no additional updates.

9. Adjournment

Mayor Weaver adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2022-2023

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 03/13/2023 TO 03/13/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Financial Services	10-10-4400-5100-020 SALARIES To cover accounting assistance	34236	03/13/2023	EBRADFORI	338,398.00	-35,000.00	352,199.00
	To cover accounting assistance	34242	03/13/2023	EBRADFORI	338,398.00	-18,000.00	334,199.00
Financial Services	10-10-4400-5300-459 C.S./ACCOUNTING ASSISTANCE To cover accounting assistance	34237	03/13/2023	EBRADFORI	25,200.00	35,000.00	285,754.16
	To cover accounting assistance	34243	03/13/2023	EBRADFORI	25,200.00	18,000.00	303,754.16
Public Space	10-10-6300-5300-080 TRAINING/CONF./CONV. To cover training	34238	03/13/2023	EBRADFORI	1,000.00	300.00	1,300.00
Public Space	10-10-6300-5300-154 MAINTENANCE - GROUNDS To cover tree removal	34241	03/13/2023	EBRADFORI	239,356.00	10,000.00	254,356.00
Public Space	10-10-6300-5300-155 MAINTENANCE - PARKS To cover tree removal	34240	03/13/2023	EBRADFORI	75,000.00	-10,000.00	70,853.19
Public Space	10-10-6300-5300-570 MISCELLANEOUS To cover training	34239	03/13/2023	EBRADFORI	7,000.00	-300.00	6,700.00
WTP	30-80-8120-5300-112 POSTAGE To cover postage costs.	34233	03/13/2023	JFernandez	150.00	100.00	250.00
WTP	30-80-8120-5300-570 MISCELLANEOUS To cover postage costs.	34232	03/13/2023	JFernandez	1,200.00	-100.00	611.94
Restr. Revenue	72-00-4900-3301-004 RESTRICTED REV- MPO To fund S Churton St Improv Cost Share	34234	03/13/2023	EBRADFORI	181,600.00	160,000.00	461,600.00
Restr. Revenue	72-10-4900-5300-359 METROPOLITAN PLANNING ORGANIZATION To fund S Churton St Improv Cost Share	34235	03/13/2023	EBRADFORI	181,600.00	160,000.00	461,600.00
						<u>320,000.00</u>	

APPROVED: 4/0

DATE: 3/13/23

VERIFIED: *Janet E. Kimrey*

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Hillsborough Board of Commissioners has received and reviewed the application of Planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows:

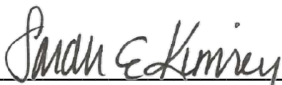
Amend UDO Section 6.7.5 to require that parapet walls be installed to screen rooftop equipment and to allow for flat and varied pitch roofs.

The Hillsborough Board of Commissioners has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the town board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

These amendments are consistent with Vision 2030 goal of ensuring that future development is compatible with the special character of Hillsborough

Adopted by the Hillsborough Board of Commissioners this 13th day of March 2023.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

6.7.10. ROOF PITCH

- 6.7.10.1** Flat roofs shall be capped by a parapet wall to *provide screening of rooftop equipment. The backside of a parapet wall shall not be visible from a street.*
- ~~**6.7.10.2** Sloped roof structures must maintain a pitch of at least 5:12, not including awning, canopy, entrance, or porch roofs.~~
- 6.7.10.2** Rooftop equipment shall be screened from view when standing at ground level 20 feet from the structure.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of March in 2023.

Ayes: 4
Noes: 0
Absent or excused: 1



A handwritten signature in black ink that reads "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Hillsborough Board of Commissioners has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:

Rezone approx. 1.7 ac at 1509 Orange Grove Road (PIN 9864924639) from R-10 to Multifamily.

The Hillsborough Board of Commissioners has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the town board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it provides increased and diverse housing options and supports future connectivity and connectedness in this area of town.

Adopted by the Hillsborough Board of Commissioners this 13th day of March, 2023.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS														
P = Permitted by Right SUP = Permitted with a Special Use Permit PA = Permitted as accessory use * = Refer to 5.2.47														
	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
Adult Day Care			P			P						SUP	SUP	SUP
Adult Use						SUP								
Artisan Studio	P	P	P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
Bank & Financial Institution	P		P	SUP	P	P		P	P			SUP		SUP
Bar				P	P	P		P	P			SUP		SUP
Bed and Breakfast Facility														
Botanical Garden & Arboretum		P	P	P	P	P	P				P	SUP		
Brewery		SUP			P	P	P	P	P	P	P			
Building/Trade Contractor's office		P			P	P		P	P	P	P	SUP		
Cemetery			SUP			SUP								
Child Day Care		P	P		P	P	P	P	P			SUP	SUP	SUP
Church, Place of worship		P	P	P			P		P			SUP	SUP	SUP

5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS														
P = Permitted by Right SUP = Permitted with a Special Use Permit PA = Permitted as accessory use * = Refer to 5.2.47														
	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
Food Preparation Business					P	P	P		P	P	P	SUP	SUP	
Funeral Home	P		P	P	P	P			P			SUP	SUP	SUP
Gallery/Museum	P	P	P	P	P	P	P					SUP	SUP	SUP
Government Maintenance Yard			SUP						SUP	SUP				
Greenhouses/Nursery						P				P	P	SUP	SUP	
Group Care Facility														
Health Care Facility			P	P	P	P	P	P	P			SUP	SUP	SUP
Health/Fitness Club					P	P	P	P	P			SUP	SUP	SUP
Homeless Shelter		SUP	SUP	SUP	SUP	SUP						SUP	SUP	SUP
Hospitals			SUP									SUP		
Hotels & Motels			P	P	P	P	P	P	P			SUP		SUP
Junkyard/Outside Storage of Junked or Wrecked Motor Vehicles											SUP			
Kennels, Boarding										SUP	SUP			
Library	P		P	P	P	P			P			SUP	SUP	SUP
Manufacturing Complex							P	P	P	P	P			
Meeting Facility	P		P	P	P	P	P	P	P			SUP	SUP	SUP
Microbrewery		SUP		P	P	P	P	P	P	P	P			
Mobile Home Park														
Motor Vehicle Fuel Station					SUP	P		SUP	SUP			SUP		SUP

6.13.3.4 Table: MINIMUM NUMBER OF PARKING SPACES REQUIRED	
Use Type	Parking Standard
Adult Day Care	1 per staff person plus 1 per 8 clients
Adult Use	1 per 200 sf GFA
Amusement arcade	1 per game table, video game or amusement device
Athletic Field	10 spaces
Artisan Studio	1 per 300 sf GFA
Bank & Financial Institution	1 per 300 sf GFA
Bar	1 per 2 seats
Bed and Breakfast Facility	1 per guest room + 2 for owner's residence
Billiard or Pool Hall	2 per table or lane
Botanical Garden & Arboretum	2 spaces per acre
<i>Brewery</i>	<i>1 space per employee + 1 space per every 2 seats in a public tasting room area + 1 space per 300 sf GFA of any retail/merchandise areas + 1 space per 75 sf GFA of any restaurant areas</i>
Building/Trade Contractor's office	1 per 300 sf GFA
Cemetery	None
Child Day Care	1 per staff person plus 1 per 8 students
Church, Place of worship	1 per 8 seats
Detention facility	1 per staff person on max employment shift plus 10 visitor spaces

6.13.3.4 Table: MINIMUM NUMBER OF PARKING SPACES REQUIRED	
Use Type	Parking Standard
Flex Space	1 per 300 sf GFA
Food Preparation Business	1 per staff person on max employment shift plus retail standard if direct retail sales allowed
Funeral Home	1 per 4 seats
Gallery/Museum	1 per 1000 sf GFA
Government Facilities & office Buildings	1 per 300 sf GFA
Government Maintenance Yard	1 per 375 sf GFA
Greenhouses/Nursery	1 per 375 sf GFA
Group Care Facility	0.3 per room
Health Care Facility	1 per 250 sf GFA
Health/Fitness Club	1 per 250 sf GFA
Homeless Shelter	1 per 3 residents at maximum capacity
Hospitals	1 per 400 sf GFA
Hotels & Motels	0.8 per room plus 1 per 800 sf public mtg and restaurant space
Junkyard/Outside Storage of Junked or Wrecked Motor Vehicles	1 per employee
Kennels, Boarding	1 per 300 sf GFA
Library	1 per 300 sf GFA
Mail Order Houses	1 per employee plus 3 visitor spaces
Manufacturing Complex	1 per employee plus 3 visitor spaces
Meeting Facility	1 per 6 seats or 1 per 30 sf GFA if no permanent seats
<i>Micro-brewery</i>	<i>1 space per employee + 1 space per every 2 seats in a public tasting room area + 1 space per 300 sf GFA of any retail/merchandise areas + 1 space per 75 sf GFA of any restaurant areas</i>
Mobile Home Park	2 spaces per dwelling unit, plus 1 visitor space per 5 units

9.2 DEFINITIONS

Brewery An establishment primarily engaged in the brewing of ale, beer, malt liquor, nonalcoholic beer, wine, and spirits that is licensed to do so in accordance with the regulations of the Alcoholic Beverage Control Commission, with a production of more than 15,000 barrels per year. Accessory uses can include a restaurant, a public tasting room, and retail sales of beverages produced onsite, or related products and merchandise.

Micro-Brewery An establishment primarily engaged in the brewing of ale, beer, malt liquor, nonalcoholic beer, wine, and spirits that is licensed to do so in accordance with the regulations of the Alcoholic Beverage Control Commission, with a production of less than 15,000 barrels per year. Accessory uses can include a restaurant, a public tasting room, and the retail sales of beverages produced onsite, or related products and merchandise.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of March in 2023.

Ayes: 4
Noes: 0
Absent or excused: 1



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



RESOLUTION

Authorizing the Mayor to Execute a Memorandum of Understanding to Create the Intergovernmental Climate Council of Orange County

WHEREAS, in January 2019, at the Assembly of Governments meeting, Orange County and the towns of Carrboro, Chapel Hill, and Hillsborough (herein "towns") discussed the creation of a climate committee; and

WHEREAS, in the fall of 2019, a climate council was formed by the county and towns and began meeting; and

WHEREAS, the county and towns agree that there is an opportunity to clarify the purpose and function of the climate council by formally establishing an Intergovernmental Climate Council; and

WHEREAS, the county and towns developed a Memorandum of Understanding that describes the charge, goals, terms, membership, meetings, staffing and responsibilities of an Intergovernmental Climate Council of Orange County;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners authorizes the mayor to execute a Memorandum of Understanding to create the Intergovernmental Climate Council of Orange County.

Approved this 13th day of March in the year 2023.



Jenn Weaver, Mayor
Town of Hillsborough

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
9	50,536	65,697	80,858	E	904	PUBLIC WORKS SUPERVISOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	58,502	76,053	93,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST

13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1801	ASSISTANT FINANCE DIRECTOR
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:

Rezone approx. 1.7 ac at 1509 Orange Grove Road (PIN 9864924639) from R-10 to Multifamily.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it provides increased and diverse housing options and supports future connectivity and connectedness in this area of town.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of March, 2023.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:


- Section 1. An application has been made for the zoning map amendment of the property herein.
- Section 2. The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3. The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.
- Section 4. The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 1.7 ac PIN 9864924639 from R-10 (Residential-10) to MF (Multifamily).
- Section 5. The legal description of the parcel area of PIN 9864924639 to be zoned MF is as follows:

BEING all of that tract or parcel of land labeled as "AREA LOT 3 OUTSIDE R/W 1.70 ACRES 74,012SF", as shown on plat of survey entitled "PROPERTY SURVEYED FOR CHRIS WACHOLZ" by Summit Consulting Engineers, which plat is recorded in Plat Book 101, Page 194, in the Orange County Registry and to which plat reference is hereby made for a more particular description of the same. A map of the property is located in Plat Book 101, Page 194.
- Section 6. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 7. 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 13th day of March in 2023.

Ayes: 3
Noes: 2
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

The Hillsborough Board of Commissioners ordains:

Section 1. Appendix F of Chapter 14 of the Town Code of Ordinances is amended as follows:

After the listing of the various amendment dates to this appendix, strike the remainder of the appendix language and replace with the following language:

“The Board of Commissioners has adopted the Town of Hillsborough Technical Specifications and Design Standards for Water and Sewer Systems on March 13, 2023. This document replaces any prior version of such specifications (previously entitled, “Technical Specifications for Water and Sewer Systems”) and shall be binding as town code. Due to length, this document is not reproduced here. Appendices to the document may be amended as necessary without board adoption, but significant changes to the main document body in the future will be brought for adoption. This document shall be filed in the office of the town clerk and the utilities department and posted on the town utilities department web page.”

Section 2. This ordinance shall become effective upon adoption.

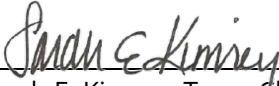
The foregoing ordinance having been submitted to a vote, received the following vote, and was duly adopted this 13th day of March in the year 2023.

Ayes: 4

Noes: 0

Absent or excused: 1





Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Work Session

7 p.m. March 27, 2023

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

Present: Mayor Pro Tem Matt Hughes and commissioners Mark Bell, Robb English, Kathleen Ferguson, and Evelyn Lloyd

Absent: Mayor Jenn Weaver

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

1. Opening of the work session

Mayor Pro Tem Matt Hughes called the meeting to order at 7 p.m.

2. Agenda changes and approval

Hughes asked if there were any changes to the agenda.

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

Vote: 5-0. Nays: 0.

3. Appointments

A. Tourism Board – Appointment of Rainbow Cabbage with a term ending March 27, 2025

Motion: Ferguson moved to approve the appointment. English seconded.

Vote: 5-0. Nays: 0.

4. Items for decision – consent agenda

A. Minutes – Joint public hearing Jan. 19, 2023

B. Miscellaneous budget amendments and transfers

C. Proclamation recognizing April 2023 as Native Plant Month

D. Special Event Permit: River Park Concert

E. Special Event Permit: Last Fridays Art Walk

F. Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

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

Vote: 5-0. Nays: 0.

5. In-depth discussion and topics

A. Letter of interest for contiguous annexation – Gatewood Property

Planning and Economic Development Manager Shannan Campbell introduced the item as an annexation interest with the applicant pursuing the general commercial zoning district. Members were provided a list of uses allowed in that zoning district.

Applicant Jennifer Spada addressed the board. She wants to change the zoning from special use to commercial to develop and renovate a house on the property.

Motion: Ferguson moved to move forward with the annexation process. Bell seconded.
Vote: 5-0. Nays: 0.

B. Review of Priority Transportation Projects

Assistant Town Manager and Community Services Director Matt Efird began by reviewing the process for transportation prioritization. Transportation priorities from 2021 were reviewed, and 2023 priorities were reaffirmed. Board members were asked to review the transportation projects, and a request was made to add the Orange Grove Extension project as a priority and to consider adding the Ridgewalk Greenway as a transportation priority. Guest speaker Nishith Trivedi, transportation director with Orange County Transportation Services, provided additional details on what transportation projects are high-scoring. Trivedi also shared what it means when a strategic prioritization of transportation project isn't eligible for Strategic Transportation Improvement Program funding.

Motion: Ferguson moved to adopt the resolution as amended. Bell seconded.
Vote: 5-0. Nays: 0.

6. Committee updates and reports

Commissioners shared the following updates:

- Surveying for the proposed skatepark at Cates Creek Park now provides a better idea of the project's scale.
- The Tree Board is working throughout Hillsborough to remove invasive plant species.
- Orange Rural Fire Department's new station is nearly finished.
- The Tourism Board is nearly at full membership.
- The Triangle J Council of Governments is rebranding as Central Pines Regional Council.

7. Adjournment

Hughes adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2022-2023

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 03/27/2023 TO 03/27/2023

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
Facilities 10-10-5000-5300-145 MAINTENANCE - BUILDINGS Mgmt. To cover generator repair	34260	03/27/2023	EBRADFORI	201,896.00	-4,277.00	184,010.00
Facilities 10-10-5000-5300-158 MAINTENANCE - EQUIPMENT Mgmt. To cover generator repair	34259	03/27/2023	EBRADFORI	0.00	4,277.00	17,886.00
WWTP 30-80-8220-5300-320 SUPPLIES - OFFICE For purchase of new office supplies at W\	34249	03/27/2023	JFernandez	500.00	3,500.00	4,000.00
WWTP 30-80-8220-5300-323 SUPPLIES - CHEMICALS For purchase of new office supplies at W\	34248	03/27/2023	JFernandez	92,500.00	-3,500.00	86,450.00
ARPA 77-00-3300-3310-006 GRANT - AMERICAN RESCUE PLAN (ARPA) Consolidate ARPA Revenues	34258	03/27/2023	EBRADFORI	0.00	1,958,460.00	1,958,460.00
ARPA 77-25-3001-3310-007 GRANT - ARPA - WTP FILTERS REPAIR-1 Consolidate ARPA Revenues	34250	03/27/2023	EBRADFORI	83,460.00	-83,460.00	0.00
ARPA 77-25-3001-3310-008 GRANT - ARPA - WTP PAVING & CURBING Consolidate ARPA Revenues	34251	03/27/2023	EBRADFORI	90,000.00	-90,000.00	0.00
ARPA 77-25-3001-3310-009 GRANT - ARPA - WTP SCADA UPDATE Consolidate ARPA Revenues	34252	03/27/2023	EBRADFORI	50,000.00	-50,000.00	0.00
ARPA 77-25-3001-3310-010 GRANT - ARPA - GALVANIZED WATER MAI Consolidate ARPA Revenues	34253	03/27/2023	EBRADFORI	0.00	-60,000.00	0.00
ARPA 77-25-3001-3310-011 GRANT - ARPA - HYDRANT & VALVE PROJ Consolidate ARPA Revenues	34254	03/27/2023	EBRADFORI	0.00	-200,000.00	0.00
ARPA 77-25-3001-3310-012 GRANT - ARPA - MCADAMS RD WTR MAIN Consolidate ARPA Revenues	34255	03/27/2023	EBRADFORI	0.00	-350,000.00	0.00
ARPA 77-25-3001-3310-013 GRANT - ARPA - LAWNSDALE PS & BASIN Consolidate ARPA Revenues	34256	03/27/2023	EBRADFORI	0.00	-935,000.00	0.00
ARPA 77-25-3001-3310-014 GRANT - ARPA - WWTP CLARIFIERS Consolidate ARPA Revenues	34257	03/27/2023	EBRADFORI	0.00	-190,000.00	0.00
					<u>0.00</u>	

APPROVED: 5/0

DATE: 3/27/23

VERIFIED: _____

Janet E. Kimrey



PROCLAMATION Native Plant Month April 2023

WHEREAS, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

WHEREAS, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

WHEREAS, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

WHEREAS, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

WHEREAS, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

WHEREAS, 94 of those 969 imperiled plants have been found in Orange County;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim April 2023 as Native Plant Month to recognize the many benefits of native plants to the environment and economy of the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 27th day of March in the year 2023.



Jenn Weaver, Mayor
Town of Hillsborough



ORDINANCE

Amending Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

The Hillsborough Board of Commissioners ordains:

Section 1. Appendix F of Chapter 14 of the Town Code of Ordinances is amended as follows:

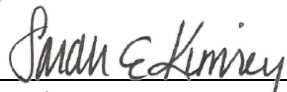
After the listing of the various amendment dates to this appendix, add March 13, 2023 to the end of the list and replace the date of March 13, 2023 in the remaining paragraph language with March 27, 2023.

Section 2. 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 27th day of March in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



RESOLUTION

Supporting the Town's Priority Transportation Projects for Inclusion in The SPOT 7 Ranking Process

WHEREAS, the town board previously reviewed and discussed priority transportation projects in September 2021 for inclusion in the SPOT 6 ranking process; and

WHEREAS, no SPOT 6 projects were funded due to NCDOT budgetary challenges; and

WHEREAS, the board has reviewed the town's list of priority transportation projects and the draft Orange County SPOT 7 list; and

WHEREAS, the board requests that the Orange Grove Road/86 Connector project be added to the Orange County SPOT 7 project list; and

WHEREAS, the board reaffirms its support for the following projects included in the draft SPOT 7 list:

- I-85/Old NC 86 Interchange
- I-85/NC 86 Interchange
- I-85 Widening
- I-40 Widening
- South Churton Street Improvements (including Lafayette/Cates Creek Intersection Improvements)
- Eno Mountain/Mayo/Orange Grove Road Roundabouts
- I-85 Pedestrian Bridge
- US-70 Corridor Projects; and

WHEREAS, in addition to the projects listed above, the board also affirms its support for the Ridgewalk Greenway as a priority transportation project;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that the above listed projects are the town's priority transportation projects for inclusion in the SPOT 7 ranking process.

Approved this 27th day of March of the year 2023.



Handwritten signature of Jenn Weaver.

Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

Handwritten signature of Sarah Kimrey.

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 04/10/2023 TO 04/10/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Admin. Services	10-10-4200-5300-467 C.S./MINUTES PREPARER & INDEXING SE For contract of minutes preparer.	34264	04/10/2023	JFernandez	0.00	1,500.00	1,500.00
Admin. Services	10-10-4200-5300-474 RECRUITMENT For contract of minutes preparer.	34263	04/10/2023	JFernandez	6,000.00	-1,500.00	72,000.00
Police	10-20-5100-5300-080 TRAINING/CONF./CONV. To cover filing cabinets and storage additi	34291	04/10/2023	JFernandez	26,900.00	-1,500.00	19,400.00
Police	10-20-5100-5300-320 SUPPLIES - OFFICE To cover filing cabinets and storage additi	34292	04/10/2023	JFernandez	5,000.00	1,500.00	8,000.00
W&S Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED For generators at pump stations.	34280	04/10/2023	JFernandez	486,586.00	101,000.00	969,130.56
W&S Billing	30-80-7240-5300-145 MAINTENANCE - BUILDINGS For purchase and install of fan: Billing & To cover building maintenance	34273 34275	04/10/2023 04/10/2023	JFernandez EBRADFORI	0.00 0.00	525.00 200.00	1,275.00 1,475.00
W&S Billing	30-80-7240-5300-320 SUPPLIES - OFFICE For purchase and install of fan: Billing &	34274	04/10/2023	JFernandez	1,200.00	-525.00	675.00
W&S Billing	30-80-7240-5300-334 DEPT SUPP-METER READING To cover building maintenance	34276	04/10/2023	EBRADFORI	125,000.00	-200.00	154,127.69
Water Dist.	30-80-8140-5300-145 MAINTENANCE - BUILDINGS To cover supplies for upcoming work and	34265	04/10/2023	JFernandez	6,000.00	-4,000.00	2,000.00
Water Dist.	30-80-8140-5300-154 MAINTENANCE - GROUNDS To cover supplies for upcoming work and	34267	04/10/2023	JFernandez	33,000.00	-4,000.00	27,000.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To cover supplies for upcoming work and	34268	04/10/2023	JFernandez	38,000.00	-15,000.00	63,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover supplies for upcoming work and	34266	04/10/2023	JFernandez	102,000.00	23,000.00	132,490.92
Water Dist.	30-80-8140-5300-350 UNIFORMS To cover Cintas services for uniforms.	34283	04/10/2023	JFernandez	5,600.00	1,100.00	6,900.00
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS To cover Cintas services for uniforms.	34281	04/10/2023	JFernandez	3,000.00	-1,100.00	1,900.00
WW Collect.	30-80-8200-5300-080 TRAINING/CONF./CONV. For supplies and ARVs for sewer force m	34272	04/10/2023	JFernandez	5,000.00	-1,000.00	4,000.00
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS For supplies and ARVs for sewer force m	34271	04/10/2023	JFernandez	4,500.00	-2,000.00	2,500.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover Cintas services for uniforms.	34282	04/10/2023	JFernandez	20,000.00	-1,100.00	14,900.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL For supplies and ARVs for sewer force m	34269	04/10/2023	JFernandez	60,000.00	10,000.00	66,610.00
WW Collect.	30-80-8200-5300-350 UNIFORMS To cover Cintas services for uniforms.	34284	04/10/2023	JFernandez	5,600.00	1,100.00	6,700.00
WW Collect.	30-80-8200-5300-351 RENTAL - EQUIPMENT For supplies and ARVs for sewer force m	34270	04/10/2023	JFernandez	9,200.00	-7,000.00	1,719.05
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT For generators at pump stations.	34279	04/10/2023	JFernandez	35,000.00	101,000.00	200,829.12

JFernandez
fl142r03

03/31/2023 1:09:45PM

Page 1 of 2

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 04/10/2023 TO 04/10/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS For costs of outside laboratory services.	34277	04/10/2023	JFernandez	92,500.00	-2,000.00	84,450.00
WWTP	30-80-8220-5300-340 OUTSIDE LAB SERVICES For costs of outside laboratory services.	34278	04/10/2023	JFernandez	18,100.00	2,000.00	20,350.00
Storm- Water	35-30-5900-5300-165 MAINTENANCE - INFRASTRUCTURE To move portable camera sys to Capital-E	34285	04/10/2023	EBRADFORI	147,000.00	-59,985.00	87,015.00
Storm- Water	35-30-5900-5700-741 CAPITAL - EQUIPMENT To move portable camera sys to Capital-E	34286	04/10/2023	EBRADFORI	0.00	59,985.00	59,985.00
						<u>202,000.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Resolution Authorizing Memorandum of Agreement with North Carolina Emergency Management for Disaster Relief and Mitigation Grant for Valley Forge Road

Attachments:

1. Resolution
2. Grant Award Letter
3. Memorandum of Agreement

Summary:

The town has received notification that North Carolina Emergency Management has awarded a grant of up to \$1,000,000 for the Valley Forge Road culvert replacement and road repair project. This action will authorize the town manager and town staff to execute the Memorandum of Agreement (MOA), fulfill the grant requirements and seek reimbursement for costs incurred in the project.

Financial impacts:

This grant will cover a substantial portion of the costs of the Valley Forge repair project, which was an unbudgeted emergency repair. This will increase the amount of funding available for other general fund priorities.

Staff recommendation and comments:

Staff recommends authorization for the town manager and staff to complete the grant process.

Action requested:

Staff requests adoption of the attached resolution.



RESOLUTION

Authorizing Memorandum of Agreement with North Carolina Emergency Management for Disaster Relief and Mitigation Grant for Valley Forge Road

WHEREAS, Valley Forge Road at the crossing of Cates Creek has suffered repetitive losses due to flood damage and insufficient storm drain infrastructure; and

WHEREAS, the town has undertaken a project to replace the storm drains, shore up the road bed and repave the road; and

WHEREAS, North Carolina Emergency Management (NCEM) has approved funding of up to \$1,000,000 from the Disaster Relief and Mitigation Fund (DRMF) for the Valley Forge Road culvert replacement project; and

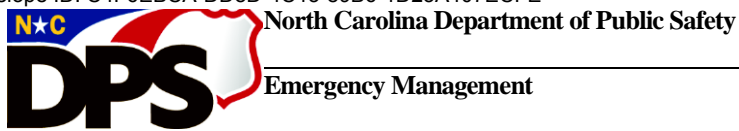
WHEREAS, a Memorandum of Agreement (MOA) between the town and NCEM must be executed by April 29, 2023 to accept the grant award; and

WHEREAS, town staff has reviewed the attached documents and are supportive of approval of the MOA;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners hereby authorizes the town manager to execute the Memorandum of Agreement with North Carolina Emergency Management for the Disaster Relief and Mitigation Fund award for the Valley Forge Road culvert repair project.

Approved this 10th day of April in the year 2023.

Jenn Weaver, Mayor
Town of Hillsborough



Roy Cooper, Governor
Eddie M. Buffalo Jr., Secretary

William C. Ray, Director

March 15, 2023

Emergency Management Disaster Relief and Mitigation Grant

North Carolina Appropriations – Senate Bill 105, Sections 5.2(a-d), and Section 5.9(a)(3)

Mr. Matt Efid
Assistant Town Manager
Town of Hillsborough
101 E. Orange St.
Hillsborough, NC 27278

Period of Performance: **11/21/2021 to 6/30/2023**
Project Title: **Valley Forge Road Culvert**
Total Amount of Award: **\$1,000,000**
MOA #: **NCEM-DRMG1040**

Dear Mr. Efid,

North Carolina Emergency Management (NCEM) is pleased to inform you that your grant application for the Emergency Management Disaster Relief and Mitigation Fund has been selected for funding up to the amount shown above. The final selection is conditioned on the return of the attached Memorandum of Agreement (MOA), signed by the appropriately authorized representative(s) within 45 days from the date of this letter to NCEMLTR.grant@ncdps.gov. The following completed documents must accompany the return of the MOA:

- [W-9 \(09 NCAC 03M .0202\)](#)
- [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)
- Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
- [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

Payment of funds: The grant shall be effective upon final approval of the MOA by NCEM. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.) per the terms of the MOA.

Conditions: Recipient agrees that funds will only be expended to complete the approved project not to exceed the funding amount during the designated period of performance. Recipient also agrees to comply with all terms, conditions and responsibilities specified in the MOA, and to comply with all applicable federal, state, and local laws, rules, and regulations in the performance of this grant.

Supplanting: Recipient confirms that these grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for this project.

Mailing Address:
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncdps.gov
www.ReadyNC.gov



Office Location:
1636 Gold Star Drive
Raleigh, NC 27607
Phone: 919-825-2500
Fax: 919-825-2685

An Equal Opportunity Employer

THIS AWARD IS SUBJECT TO FINAL APPROVE BY NCDPS.

If you have any questions please contact Jeff Welker, NCEM Long-Term Recovery at 984-222-4159 or Jeffrey.Welker@ncdps.gov.

Sincerely,

William C. Ray

William C. Ray
Director, North Carolina Emergency Management



North Carolina Department of Public Safety

Emergency Management

Roy Cooper, Governor
Eddie M. Buffaloe, Jr., Secretary

William C. Ray, Director

Emergency Management Disaster Relief and Mitigation Grant (DRMG) Memorandum of Agreement (MOA)

between

Grantor:

State of North Carolina
Department of Public Safety
Emergency Management

Recipient:

Town of Hillsborough
101 E. Orange Street
Hillsborough, NC 27278

MOA# NCEM-DRMG1040
NCAS Cost Center: 2E02

Award amount: \$1,000,000
Period of performance: 11/21/2021 to 6/30/2023

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish roles, responsibilities, and procedures to implement the terms and conditions for the above Grant. This MOA is to set forth terms by which Grantor, State of North Carolina through NC Department of Public Safety (NCDPS) / North Carolina Emergency Management (NCEM), shall provide funding to the Recipient to facilitate flood mitigation efforts and more specifically to accomplish the Scope of Work as outlined within the Grant Application (See Appendix 1)

2. Authority

This grant award and MOA are authorized under the provisions of: (1) NC Appropriations Act of 2021, *Sections 5.2(a-d), and Section 5.9(a)(3)* of Senate Bill 105 / SL 2021-180, and (2) N.C.G.S. §166A-19.12(13):

The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, the Recipient agrees to use these funds in a manner consistent with all applicable laws and regulations.

3. Compensation

Payment to Recipient for expenditures under this MOA will be reimbursed after Recipient's (Requests for Reimbursement) is submitted and approved for eligible scope of work activity.

Mailing Address:
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncdps.gov
www.ReadyNC.gov



Office Location:
1636 Gold Star Drive
Raleigh, NC 27607
Phone: 919-825-2500
Fax: 919-825-2685

An Equal Opportunity Employer

Grant funds will be disbursed upon receipt of evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided (as outlined in Appendix 3).

Recipient must meet all reimbursement requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or suspension/revocation of grant funds awarded for this project. See also paragraph 7 below regarding compliance.

4. **Conditions**

These funds are provided by Grantor (NCEM on behalf of State of North Carolina) The following conditions must be adhered to during the entire duration of the grant program:

A. Recipient must:

i. Have a DUNS number prior to any funds being released. DUNS numbers may be obtained from either of the following websites: www.dnb.com or <http://fedgov.dnb.com/webform>. After April 4, 2022, Recipient will be required to obtain a Unique Entity Identifier created in the System for Award Management (SAM), if they do not already have one. Current SAM registrants have already been assigned their Unique Entity Identifier and can view it within SAM. The Unique Entity ID is currently located below the DUNS Number on the entity registration record in SAM.

ii. Ensure their organization is registered with SAM. Every applicant is required to have their name, address, DUNS number and EIN up to date in SAM, and the DUNS number used in SAM must be the same one used to apply for all awards from Grantor. SAM information can be found at <http://www.sam.gov>. After April 4, 2022, the Unique Entity Identifier in SAM becomes the official identifier for doing business with the U.S. Government.

B. Recipient must submit the following documents to Grantor at NCEMLTR.Grant@NCDPS.gov upon execution and submission of this MOA:

i. [W-9 \(09 NCAC 03M .0202\)](#)

ii. [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)

iii. Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))

iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

C. File Retention

Recipient is required to maintain records and (invoices) of this grant for five years after termination of the grant, or audit if required, or longer where required by law. Recipient must maintain a separate file for each grant award. However, if any litigation, claim or audit has been initiated prior to the expiration of the five-year period, the records shall be

retained until all litigation, claims or audit findings involving the records have been resolved. The following files must be available for review by NCEM staff for site visits, project closeout and audits:

- i. Resolution or other official documentation relating to the acceptance or adoption of the grant award.
- ii. MOA, and supporting appendices.
- iii. Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and proof(s) of payment.
- iv. Audit findings and corrective action plans.
- v. Request for Reimbursements and documentation
- vi. Closeout Request and documentation
- vii. Pre and Post photo documentation for all permanent work projects

5. **Regulation**

Recipient certifies that it understands and agrees that funds will only be expended for the project as outlined in the grant application and incorporated by reference herein. The Recipient and Grantor certify that each understands and agrees to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the applicable laws, rules and policies governing these funds; that all information is correct; that there has been appropriate coordination with affected agencies; that the Grantor is duly authorized to commit the Recipient to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Recipient; and that all agencies involved with this project understand that all funds are limited to the period of performance.

6. **Supplanting**

Grant funds must be used to supplement existing federal, state and local funds for program activities and must not replace (supplant) those funds that have been appropriated for the same purpose. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/ financial procedures as requested.

7. **Compliance**

Recipient shall comply with applicable federal, state, local and/or tribal statutes, regulations, ordinances, licensing requirements, policies, guidelines, reporting requirements, certifications, and other regulatory matters for the conduct of its business and purchase requirements performed under this MOA. Recipient shall be wholly responsible for the purchases made under this MOA and for the supervision of its employees and assistants.

Failure to comply with the specified terms and conditions of this MOA may result in the return of funds and any other remedy for noncompliance and/or termination of the award per 09 NCAC 03M.0801. Additional conditions may also be placed on the Recipient for noncompliance with the specified terms and conditions of this MOA, including, but not limited to, additional monitoring and possible placement of Recipient on the Suspension of Funding List ([SOFL](#)) maintained by the State Office of State Budget & Management ([OSBM](#)) <https://www.osbm.nc.gov/stewardship-services/grants-management-system/suspension-funding-memos>.

8. Responsibilities

Grantor:

- A. Grantor shall provide the funding described herein to Recipient to perform the activities as described herein.
- B. Grantor shall conduct a review of the project to ensure Recipient is progressing toward completion of the SOW.
- C. Grantor shall verify the completion of the project thru the closeout process.

Recipient:

- A. This MOA must be signed and returned to NCEM within 45 days after Recipient receives notice of this award. The grant shall be effective upon return of the executed Grant Award (MOA) and date of final approval by the Director of Emergency Management.
- B. Recipient shall expend funds in accordance with this MOA.
- C. Recipient shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable state standards identified in [N.C.G.S. Chapter 143, Article 3, Purchases & Contracts](#).

If Recipient utilizes local procurement policies, Recipient is required to submit a copy of the applicable policies they followed and demonstrate that they complied with those policies, including competition as required.

Recipient is required to check the federal System for Awards Management (SAM), <https://sam.gov/content/exclusions> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors>, to verify that all vendors and contractors have not been suspended or debarred from doing business with the federal or state government.

- D. Provide quarterly progress reports to NCEM within 10 days from end of the calendar year quarter to the following email: NCEMLTR.Grant@ncdps.gov.
- E. Requests for Reimbursement (RFR)

Recipient must submit RFR, with all required documentation attached, to NCEM at NCEMLTR.grant@ncdps.gov. Grantor will reimburse Recipient for eligible costs as determined by Grantor. Recipient must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from Grantor. Recipient must submit Request for Reimbursement per appendix 3.

F. Closeout Reporting Requirements

Recipient must submit to Grantor, no later than 90 calendar days after the end date of the period of performance or completion of the project, whichever is sooner, all financial, performance, and other reports as required by the terms and conditions of the grant award, and this MOA.

This includes, at a minimum:

- i. A closeout letter indicating that the project is now 100% complete, that all funds were used for the purpose appropriated and ready for final inspection.
 - ii. A complete accounting of how all grant funds were used thru the Summary of Documentation (SOD)Form which lists all labor, material, equipment, and contract invoices with corresponding checks or other proof of payment making up the total spend for the project.
 - iii. Copies of all invoices and a copy of proof of payment (both front and back of cleared check is required) as listed on the SOD form.
 - iv. Bid documents (solicitation, bid evaluations, etc.), contracts.
 - v. Insurance documentation on equipment or property purchased under this award or letter indicating lack of insurability
 - vi. Pictures prior to the start of the project and when complete for permanent work type grants.
- G. Non-Supplanting Requirement. See paragraph 6 (Supplanting).
- H. Recipient shall have sole responsibility for the ownership, maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this MOA as follows:
- i. Recipient shall take and maintain a physical inventory of all equipment purchased with funds awarded under this grant. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Recipient may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$5,000 to be inventoried. If so, such equipment purchased under this award allocation shall be included on the report submitted to Grantor. The grant summary, cost reports with backup documentation, certificate of title, and any other Recipient reports or inventory reports that include information regarding the

grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement.

ii. Recipient must ensure a control system exists to ensure adequate safeguards to prevent loss, damage or theft. Recipient shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated, fully documented, and made part of the official project records.

iii. Recipient or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.

I. Property and Equipment. Property and equipment purchased with these funds shall be titled to Recipient, and Recipient shall be responsible for the custody and care of any property and equipment purchased with funds furnished for use in connection with this MOA. Grantor will not be held responsible for any property purchased under this MOA. Recipient must obtain any necessary insurance where said insurance can be reasonably obtain and provide proof of insurance as part of any Reimbursement Request or Closeout.

Recipient must utilize all property and equipment as intended in their project application to Grantor.

Failure to comply with these terms and conditions may result in the return of funds and any other remedy for noncompliance specified paragraph 7, Compliance, above.

J. Indirect Costs. No indirect or administrative costs will be charged to this award.

K. Conflict of Interest. Per [N.C.G.S. § 143C-6-23\(b\)](#), Recipient is required to file with Grantor a copy of Recipient's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before Grantor may disburse any grant funds.

In conjunction with providing the conflict of interest policy to Grantor, Recipient must disclose in writing to Grantor, and attempt to avoid, any real or potential conflict of interest that may arise during the administration of this grant award.

This includes Recipient's responsibility to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by this grant award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when

the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Recipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient. All Recipients must disclose in writing to Grantor, and attempt to avoid, any real or potential conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award. Upon request, Recipient must also provide a copy of their standards of conduct policy covering conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award.

L. Recipient must have an acceptable local travel regulation plan or accept the state travel regulations. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall not exceed state rates and must be supported by documentation. International travel is not eligible under this MOA.

9. **Funding**

Pursuant to N.C.G.S 143C-1-1, the Recipient understands and agrees that agreement funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, Grantor will pay for services and goods acquired and obligated on or before the notice of agreement termination.

10. **Taxes**

Recipient shall be considered to be an independent Recipient and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by the Recipient under this grant.

11. **Warranty**

Recipient will hold Grantor harmless for any liability and personal injury that may occur from or in connection with the performance of this MOA to the extent permitted by the North Carolina Tort Claims Act. Nothing in this MOA, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this MOA. This MOA does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This MOA is intended for the sole and exclusive benefit of the parties hereto. This MOA is not made for the benefit of any third person or persons. No third party may enforce any part of this MOA or shall have any rights hereunder. This MOA does not create, and shall not be construed as creating, any

rights enforceable by any person not a party to this MOA. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

12. State of North Carolina Reporting Requirements per NCGS 143C-6-23 and 09 NCAC 03M

North Carolina state law ([N.C.G.S. 143C-6-23](#) and [09 NCAC 03M](#)) requires every non-state entity (including non-profit organizations, counties and local governments) that receives state or federal pass-through grant funds from state agencies to file annual reports on how those grant funds were used no later than three months after the end of the non-state entity’s fiscal year.

Refer to “State Grant Compliance Reporting Forms” on the following website for instructions and applicable forms for Recipients to meet these requirements: <https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/grants-management-compliance>.

Level I (Less than \$25,000)

A grantee receiving less than \$25,000 (combined) in State or Federal pass through funds must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of Less than \$25,000.
- Level I form and reporting instructions are available on the above website.

Level II (\$25,000 - \$499,999)

A grantee that receives between \$25,000 - \$499,999 (combined) in State or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Schedule of Receipts and Expenditures.
- Program Activities and Accomplishments Reports.
- Level II form and reporting instructions are available on the above website.

Level III (\$500,000 - \$749,999)

A grantee that receives a combined \$500,000 or more in State funding or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.

- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end: Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards. See paragraph 15 below for audits.

Level III Continued (\$750,000+)

A grantee that receives a combined \$750,000 or more in funding from all Federal funding sources, even those passed through a state agency must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.
- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end:
- Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards.
- Post the single audit to the Federal Audit Clearinghouse (<https://harvester.census.gov/facweb/>).
- Make copies of the single audit available to the public. See paragraph 15 below for audits.

13. Audit Requirements

Per 09 NCAC 03M.0205, a Recipient that receives a combined **\$500,000** or more in **North Carolina state funding or federal funding passed through a state agency** must within 9 months of the Recipient's fiscal year end submit to DPS Internal Audit (AuditGrantsReport@ncdps.gov) a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (GAGAS): <https://www.gao.gov/yellowbook>.

If Recipient is a unit of local government in North Carolina, Recipient may also be subject to the audit and reporting requirements in [N.C.G.S. 159-34](#), Local Government Finance Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the Recipient and are subject to change (*see* [Local Government Commission](#) for more information).

14. Points of Contact (POC)

To provide consistent and effective communication between Recipient and Grantor, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. Grantor contact shall be the Grants Manager or as amended. Recipient POC shall be the person designated by the Recipient. Recipient is required

to keep Grantor informed of any changes in POC over the course of the period of performance. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.
- D. Is independently developed at the receiving party by someone not privy to the confidential information.

15. Public Records Access

All information maintained by Grantor in connection with this MOA and grant award is subject to the [North Carolina Public Records Act](#), Chapter 132 of the North Carolina General Statutes and is subject to [public records requests](#) through NCDPS.

16. Contracting/Subcontracting

If Recipient contracts/subcontracts any or all purchases or services under this MOA, then Recipient agrees to include in the contract/subcontract that the contractor/subcontractor is bound by the terms and conditions of this MOA. Recipient and any contractor/subcontractor agree to include in the contract/subcontract that the contractor/subcontractor shall hold Grantor harmless against all claims of whatever nature arising out of the contractors/subcontractor's performance of work under this MOA. If Recipient contracts/subcontracts any or all purchases or services required under this MOA, a copy of the executed contract/subcontract agreement must be forwarded to Grantor. A contractual arrangement shall in no way relieve Recipient of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements.

17. Situs

This MOA shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

18. Antitrust Laws

All signatories of this MOA will comply with all applicable state and federal antitrust laws.

19. Other Provisions/Severability

Nothing in this MOA is intended to conflict with current federal, state, local, or tribal laws or regulations. If a term of this MOA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.

20. Entire Agreement

This MOA and any annexes, exhibits and amendments annexed hereto, and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

21. Modification

This MOA may be amended only by written amendments duly executed by Recipient and Grantor.

22. Termination

Either party, upon sixty (60) days advance written notice to the other, may terminate this MOA.

23. Scope of Work

Recipient shall implement the project as described in the approved project application. That application is hereby incorporated into this MOA in Appendix 1.

24. Execution and Effective Date

This grant shall become effective upon return of this original Grant Award(MOA), properly executed on behalf of the Recipient, and upon execution of all parties to this MOA. The last signature shall be that of the Director of NC Emergency Management.

25. Certification of eligibility - Under the Iran Divestment Act

Pursuant to N.C.G. S§147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, N.C.G.S. § 147-86.55 et seq.* requires that each vendor, prior to contracting with the State certifies, and the undersigned on behalf of the Vendor does hereby certify, to the following:

- A. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran
- B. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List
- C. That the undersigned is authorized by the Vendor to make this Certification

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran->

[divestment-Act-resources.aspx](#) and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, direct questions to (919) 814-3852.

26. **Attachments**

All attachments to this Agreement are incorporated as if set out fully herein.

A. In the event of any inconsistency or conflict between the language of this MOA and the attachments hereto, the language of the MOA shall be controlling, but only to the extent of such conflict or inconsistency.

B. This MOA includes the following attachments or documents incorporated by reference as if fully set out herein:

- i. Appendix 1 - Scope of Work or Grant Application
- ii. Appendix 2 - Award letter
- iii. Appendix 3 – Required Documentation for Reimbursement Request.

IN WITNESS WHEREOF, the parties have each executed this MOA and the parties agree that this MOA will be effective upon signature of all parties with the signature of the Director of Emergency Management establishing the effective date.

**NC Department of Public Safety
Division of Emergency Management**

**1636 Gold Star Drive
Raleigh, NC 27607**

By: _____

Date: _____

William C. Ray
Director NC Emergency Management

APPROVED AS TO FORM:

By: _____

Date: _____

William Polk
Department of Public Safety
Deputy General Counsel

Town of Hillsborough

**101 E. Orange Street
Hillsborough, NC 27278**

By: _____

Date: _____

Name: _____
Title: _____

By: _____

Date: _____

Name: _____
Title: _____

By: _____

Date: _____

Name: _____
Title: _____

Appendix 1

TOWN OF HILLSBOROUGH

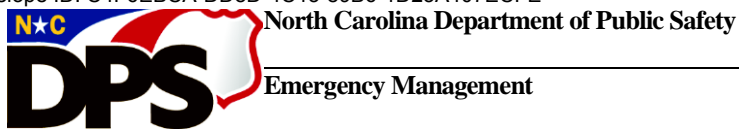
Description: Culvert Replacement on Valley Forge Rd over Cates Creek

The scope of work includes: Temporary diversion of Cates Creek, existing 96" CSP culvert removal, installation of pre-fabricated aluminum culvert/headwall/wingwall combination with 4 -90" culvert components, intermediate headwall, culvert backfill, relocation of existing water (12"), and new asphalt road installation. Throughout construction, one lane of travel must remain open for the business located west of the creek. The town also contracted for CEI services including: pre-construction bid assistance, construction administration including invoice verification and materials testing, and field inspections. Principle construction component are estimated below.

LINE ITEM	STD. ITEM NO.	SECT.	DESCRIPTION	QTY	UNIT
10	0000100000-N	800	Mobilization	1	LS
20	0000400000-N	801	Construction Surveying	1	LS
30	0036000000-R	225	Undercut Excavation	100	CY
40	0043000000-N	226	Grading	1	LS
50	0134000000-E	240	Drainage Ditch Excavation	70	CY
60	0194000000-E	265	Select Granular Material	100	CY
70	0318000000-E	300	Foundation Conditioning Mat'l, Minor Strs	50	Tons
80	0320000000-E	300	Foundation Conditioning Geotextile	130	SY
90	0360000000-E	310	12" RC Pipe Culverts, Class III	24	LF
100	0576000000-E	310	90" CS Pipe Culverts, 0.064"	360	LF
110	0995000000-E	340	Pipe Removal	252	LF
120	3628000000-E	876	Rip Rap Class I	155	Tons
130	3649000000-E	876	Rip Rap Class B	27	Tons
140	3656000000-E	876	Geotextile for Drainage	131	SY
150	1330000000-E	607	Incidental Milling	110	
160	1491000000-E	610	Asphalt Conc. Base Course, Type B25.0C	100	Tons
170	1519000000-E	610	Asphalt Conc. Surface Course, Type S9.5B	70	Tons
180	1575000000-E	620	Asphalt Binder for Plant Mix	10	Tons
190	4400000000-E	1110	Work Zone Signs (Stationary)	96	SF
200	4410000000-E	1110	Barricade Mounted Work Zone Signs	20	SF
210	4430000000-N	1130	Drums	18	EA
220	4445000000-E	1145	Barricades (Type III)	16	LF
230	5326200000-E	1510	12" Water Line	98	LF
240	5329000000-E	1510	Ductile Iron Water Pipe Fittings	860	LB
250	5558000000-E	1515	12" Valve	2	EA
260	5691700000-E	1520	18" Sanitary Gravity Sewer	309	LF
270	5775000000-E	1525	4' Diameter Utility Manhole	4	EA
280	5810000000-E	1530	Abandon 18" Utility Pipe	284	LF
290	6000000000-E	1605	Temporary Silt Fence	1,285	LF
300	6006000000-E	1610	Erosion Control Stone, Class A	35	Tons

310	6009000000-E	1610	Erosion Control Stone, Class B	30	Tons
320	6012000000-E	1610	Sediment Control Stone	30	Tons
330	6015000000-E	1615	Temporary Mulching	0.5	ACR
340	6018000000-E	1620	Seed for Temporary Seeding	100	LB
350	6021000000-E	1620	Fertilizer for Temporary Seeding	0.5	Tons
360	6024000000-E	1622	Temporary Slope Drains	200	LF
370	6029000000-E	SP	Safety Fence	200	LF
380	6030000000-E	1630	Silt Excavation	50	CY
390	6036000000-E	1631	Matting for Erosion Control	5,000	SY
400	6037000000-E	SP	Coir Fiber Mat	100	SY
410	6042000000-E	1632	1/4" Hardware Cloth	90	LF
420	6045000000-E	SP	15" Temporary Pipe	45	LF
430	6045000000-E	SP	36" Temporary Pipe	325	LF
440	6070000000-N	1639	Special Stilling Basins	2	EA
450	6084000000-E	1660	Seeding and Mulching	0.5	ACR
460	6087000000-E	1660	Mowing	0.5	ACR
470	6090000000-E	1661	Seed for Repair Seeding	50	LB
480	6093000000-E	1661	Fertilizer for Repair Seeding	0.25	Tons
490	6096000000-E	1662	Seed for Supplemental Seeding	50	LB
500	6108000000-E	1665	Fertilizer Topdressing	0.25	Tons
510	6111000000-E	SP	Impervious Dike	70	LF
520	6114500000-N	1667	Specialized Hand Mowing	10	MHR
530	6123000000-E	1670	Reforestation	0.1	ACR
540	6117500000-N	SP	Concrete Washout Structure	1	EA
550	8126000000-N		Removal of Existing Structures	255.00	LF
560	8042000000-N	402	Culvert Excavation, Sta. 12+57.75	1	LS
570	8133000000-E	414	Foundation Conditioning Material	330.00	Tons
580	8196000000-E	420	Class A Concrete (Wing Wall/Headwall)	64.80	CY
590	8245000000-E	425	Reinforcing Steel (Wing Wall/Headwall)	4,308.00	LB

Appendix 2



Roy Cooper, Governor
Eddie M. Buffalo Jr., Secretary

William C. Ray, Director

March 15, 2023

Emergency Management Disaster Relief and Mitigation Grant

North Carolina Appropriations – Senate Bill 105, Sections 5.2(a-d), and Section 5.9(a)(3)

Mr. Matt Efird
Assistant Town Manager
Town of Hillsborough
101 E. Orange St.
Hillsborough, NC 27278

Period of Performance: **11/21/2021 to 6/30/2023**
Project Title: **Valley Forge Road Culvert**
Total Amount of Award: **\$1,000,000**
MOA #: **NCEM-DRMG1040**

Dear Mr. Efird,

North Carolina Emergency Management (NCEM) is pleased to inform you that your grant application for the Emergency Management Disaster Relief and Mitigation Fund has been selected for funding up to the amount shown above. The final selection is conditioned on the return of the attached Memorandum of Agreement (MOA), signed by the appropriately authorized representative(s) within 45 days from the date of this letter to NCEMLTR.grant@ncdps.gov. The following completed documents must accompany the return of the MOA:

- [W-9 \(09 NCAC 03M .0202\)](#)
- [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)
- Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
- [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

Payment of funds: The grant shall be effective upon final approval of the MOA by NCEM. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.) per the terms of the MOA.

Conditions: Recipient agrees that funds will only be expended to complete the approved project not to exceed the funding amount during the designated period of performance. Recipient also agrees to comply with all terms, conditions and responsibilities specified in the MOA, and to comply with all applicable federal, state, and local laws, rules, and regulations in the performance of this grant.

Supplanting: Recipient confirms that these grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for this project.

Mailing Address:
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncdps.gov
www.ReadyNC.gov



Office Location:
1636 Gold Star Drive
Raleigh, NC 27607
Phone: 919-825-2500
Fax: 919-825-2685

An Equal Opportunity Employer

THIS AWARD IS SUBJECT TO FINAL APPROVE BY NCDPS.

If you have any questions please contact Jeff Welker, NCEM Long-Term Recovery at 984-222-4159 or Jeffrey.Welker@ncdps.gov.

Sincerely,

William C. Ray

William C. Ray
Director, North Carolina Emergency Management

Appendix 3

Quarterly Progress Report – Form LTR002/2022
Request for Reimbursement - Form LTR003
Summary of Documentation (SOD) – Form LTR001

Recipient should submit a single pdf with the above forms and all supporting information including invoices, proof of payment, bid documentation and contracts as necessary. PDF file should be ordered as follows:

1. Request for Reimbursement Form
2. Current Quarterly Progress Report Form
3. Summary of Document Form (SOD)
4. Supporting documentation in order as they appear on SOD. Please order invoices and matching checks together within the pdf.
5. Any Insurance documents, permits, or pictures of work progress as necessary or supportive.

**North Carolina Division of Emergency Management
Long Term Recovery Grant Program
QUARTERLY PROGRESS REPORT**

Progress Report Period: _____ to _____

Project Title: _____ MOA #: _____

Applicant: _____

Address: _____ County: _____

Contact Person: _____ Title: _____

Phone #(s): _____ Email Address: _____

Total Project Expenditures to Date: \$ _____

1. Date of Project Approval:

2. Start Date of the Project:

3. Percent of Work Completed to Date: _____ %

4. Anticipated Completion Date:

5. Actual Completion Date:

6. Summary of progress on project for this report period: *(Provide narrative summary on a monthly basis and relate activities to project budget.)*

7. Anticipated cost over-run/under-run: \$

8. Problems encountered:

9. Status: *(Please check pertinent information).*

- Project Status
- (1) Project on schedule
 - (2) Project completed
 - (3) Project delayed
 - (4) Project canceled

- Project Cost Status
- (1) Cost unchanged
 - (2) Cost overrun
 - (3) Cost under-run

Request for Reimbursement (RFR)

Form LTR003

Grantee: _____ Identification Number: _____

Mailing Address: _____ City, Zip: _____

MOA Grant #	Grant Amount \$	Previous Payments \$	Current RFR	SOD and supporting Docs attached (Y/N)*	State Approvals	
					Office Use only (GM approval)	Comment
Total of Current Request						

* SOD and Supporting documentation are required for all Requests for Reimbursements and need attached to the pdf of this request.

I certify that the above expenditures are accurate and in compliance with the associated MOA.

Authorized Representative: _____

Signature: _____

Date: _____

**NORTH CAROLINA DIVISION OF EMERGENCY MANAGEMENT
SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT
CLAIMED FOR ELIGIBLE WORK Form LTR001**

(1) Applicant:		(2) MOA Number:	
(3) FIPS/Duns or Tax ID/EIN No.			
(5) Applicant's Check No., Reference No., Warrant, Voucher, Claim, or schedule No.	(6) Delivery Date of articles or performance services	(7) DOCUMENTATION List Documentation (Applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor) by category	(8) Applicant Proposed Eligible Costs
Force Account Labor			
		Total	0.00
Equipment			
		Total	0.00
Materials			
		Total	0.00
Contract			
		Total	0.00
Other			
		Total	0.00
		(9) Grand TOTAL	\$0.00
		(10) -Grant AMOUNT	
		(11) ADJUSTED TOTAL (+ OR -)	\$0.00
Signature:			



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Utilities/Financial Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director, K. Marie Strandwitz, PE
Finance Director, Dave McCole

ITEM TO BE CONSIDERED

Subject: Amendment to Town Code Sections 14-15 (Bill Adjustments) and 14-19 (Irrigation System Requirements)

Attachments:

1. Ordinance amending town code Sections 14-15 and 14-19
2. Redline edits of code for reference

Summary:

It was determined that the code related to bill adjustments (Section 14-15) was not in accordance with the departmental practices. The Water and Sewer Advisory Committee took up discussion of the language and practices, including also within a joint board meeting. The attached language reflects the recommendation of the advisory committee and as vetted through the financial services staff. Section 14-19 was looped into the revision because the adjusted language in Section 14-15 impacted it, and it was also determined that for the restrictions outlined in this section, no penalties existed, so those were added.

Financial impacts:

Improved impact to the enterprise fund for not providing adjustments under certain conditions.

Staff recommendation and comments:

As mentioned, the modifications were discussed in great detail with the Water and Sewer Advisory Committee over several meetings, and with the board in a joint meeting. The Financial Services Department also is clear on the modifications.

Action requested:

Adopt the revisions to the code as presented.



ORDINANCE

Revisions to Sections I4-I5 and I4-I9 of Town Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Section 15 of Chapter 14 of the Town Code of Ordinances, "Calculation of bill where equipment fails and leak adjustments," is replaced in its entirety as follows:

Sec. 14-15. - Billing adjustments.

Wasted clean water results in high utility bills for individual customers and higher rates for all customers. The town strives to promptly notify customers when usage is higher than normal as flagged in its meter reading and billing system. Customers shall promptly address any visible or suspected leakage, including high usage notices from the town. Leakage may include visible standing water in a crawl space or yard, a dripping faucet, or a running toilet due to a failed flapper or valve. When a customer receives a higher-than-normal bill, it is recommended that detailed notes with dates of corrective investigation, repair activity and communication regarding the high usage be preserved by customers in anticipation of supporting an adjustment request. This would include tenant/landlord communications in which a tenant may not have control over the promptness of leak repairs yet is responsible for paying the utility bill.

- (a) **Meter Failure:** If the meter fails to register the use of water by the customer, the customer's bill will be recalculated based on the average of the previous six months of usage, or on the available usage data, if less than six months.
- (b) **Water Leak:** If the customer demonstrates to the reasonable satisfaction of the town that a break in the water line on the customer's side of the meter or other plumbing failure has resulted in extraordinary charges, the town may recalculate the customer's bill upon request using the procedures set forth in this section. Qualifications for an adjustment include:
 - (1) The customer will be allowed one leak adjustment per rolling 12-month period when sufficient documentation has been provided to support the claim for an adjustment. Documentation includes a plumber, customer, or facility maintenance person's invoice and paid receipt along with an explanation of the situation on form(s) prescribed by the town.
 - (2) If the timing of a leak happens to split billing periods and the leak was repaired promptly as supported through narrative and documentation, an adjustment could be made for up to two consecutive billing cycles.
 - (3) A request for a leak adjustment must be made no later than 60 days after receipt of the first bill in which high usage was noted.

- (c) Special Irrigation Needs: Irrigation for newly laid sod or landscaping shall only be considered once every five years per residential address and only for a non-commercial entity. The customer shall adhere to all conditions of Section 14-19. Credit shall only be provided to the sewer portion of a bill for the amount used over the past six months average use or available usage data, if less than six months, and only if the customer is billed for sewer service.
- (d) Situations that generally do not qualify and will be at the Financial Services Department Director's discretion for billing adjustments include:
 - (1) Vandalism or theft, unless documented through a police report.
 - (2) Avoidable circumstances such as leaving a faucet running or failure to repair a known leak in a timely manner.
- (e) The following will not be considered for billing adjustments:
 - (1) Pool filling.
 - (2) Pressure washing.
 - (3) Vehicle washing.
 - (4) Meter tampering.
 - (5) Situations that are reimbursable by others such as insurance or through restitution.
- (f) Customers requesting an adjustment shall complete the form prescribed by the town in detail and provide all requested documentation in support of their request. The town retains the right to reject all adjustment requests for incomplete or missing information, and for unallowable or careless situations. The Financial Services Department Director can use discretion in evaluating any unique circumstances presented.
 - (1) Customers requesting an adjustment shall have accounts in good standing and no instances of meter tampering by that customer.
 - (2) Appeals to denied adjustment requests may be presented by the customer to the Water and Sewer Advisory Committee, a citizen volunteer group making recommendations regarding the town's Water and Sewer (Enterprise) Fund, at a regularly scheduled meeting with advance request. The Committee shall review the adjustment request, hear any additional information from the customer, and make a recommendation back to the Financial Services Department Director to stay or reconsider the adjustment. The Water and Sewer Advisory Committee does not have authority to make the determination. The Financial Services Department Director has the final decision-making authority.
- (g) Customers shall continue paying all monthly bills in full while the adjustment is being reviewed. Standard billing practices will continue to apply regarding penalties, fees, and disconnections.
- (h) The Financial Services Department will only discuss billing accounts with the account holder unless the account holder provides written permission for others with which to discuss their account details.

- (i) All adjustments will be applied to the active water and sewer account and will only be refunded by check if the account is closed.
- (j) No adjustment shall result in the bill being lower than the minimum base charges for that account.

Section 2. Modify the first sentence of Section 19(a) of Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements," to read, "Spray irrigation, including temporary systems installed for the establishment of sod and landscaping, shall not occur more than three days per week."

Section 3. Replace Section 19(d)(2) of Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements," in its entirety with the following language:

"Supplemental irrigation permits may be purchased by customers who need to be released from the above regulations to protect new plantings. The permit price is in the town's annual adopted fee schedule. The duration of the permit is 90 days from the issue date. To be eligible to receive a permit, a property must have an active building permit, or have received a certificate of completeness (occupancy) permit issued within the previous 90 days, or once every five years per address. Permits shall not be issued during water restrictions of Stage 2 or higher as defined in Section 14-40.3. Adjustments to the sewer portion of a bill may be available to noncommercial entities pursuant to Section 14-15(c) during the period of the permit."

Section 4. Add Section 19(e) to Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements" as follows:

(e) Penalties.

(1) The following penalties shall be incurred for violations of this section:

Violation				
1 st	2 nd	3 rd	4 th	5 th
Warning	Warning	\$250	\$500	\$1000

(2) Should the violations reach beyond the 5th, the town may shut off the irrigation meter until compliance is demonstrated. Continued noncompliance may result in a civil suit.

Section 5. This ordinance shall become effective upon adoption.

[signature adoption page follows]

The foregoing ordinance having been submitted to a vote, received the following vote, and was duly adopted this 10th day of April in the year 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Sec. 14-15. - ~~Calculation of bill where equipment fails and leak~~ miscellaneous. Billing adjustments.

Wasted clean water results in high utility bills for individual customers and higher rates for all customers. The town strives to promptly notify customers when usage is higher than normal as flagged in its meter reading and billing system. Customers shall promptly address any visible or suspected leakage, including high usage notices from the town. Leakage may include visible standing water in a crawl space ~~or or~~ sometime yard, a dripping faucet, or a running toilet due to a failed flapper or valve. When a customer receives a higher-than-normal bill, it is recommended that detailed notes with dates of corrective investigation, repair activity and communication regarding the high usage be preserved by customers in anticipation of supporting an adjustment request. This would include tenant-landlord communications ~~wherein which~~ a ~~tenants~~ may not have control over ~~when a leak is repaired~~ the promptness ~~timing of leak repairs~~ yet is responsible for paying the utility bill.

- (a) Meter Failure: ~~In the event that~~ if the meter fails to register the use of water by the customer, the ~~customer~~ shall be charged the amount computed using the appropriate following formula for a period in which the meter failed to register:
- ~~(1) The customer's bill will be recalculated based on the average of the previous six months of usage, or on the available usage data, if less than six months.~~
- (b) Water Leak: If the customer demonstrates to the reasonable satisfaction of the town that a break in the water line on the customer's side of the meter or other plumbing failure has resulted in extraordinary charges ~~for a billing period~~, the town may recalculate the customer's bill upon request using the procedures set forth in ~~subsection (a) of~~ this section. Stipulations Qualifications for an adjustment include:
- (1) The customer will be allowed ~~a one~~ leak adjustment ~~to one bill per~~ per rolling -12-month period calendar year when sufficient documentation has been provided ~~from a plumber or maintenance person~~ to support the claim for an adjustment. Documentation includes a plumber, customer, or facility maintenance person's invoice and paid receipt along with an explanation of the situation on form(s) prescribed by the town.
- (2) If the timing of a leak happens to split billing periods and the leak was repaired promptly as supported through narrative and documentation, an adjustment ~~if the customer personally repaired the leak, the customer must provide a receipt for item(s) purchased.~~ could be made for up to two consecutive adjacent bills billing cycles.
- (3) The customer ~~A~~ must request for a leak adjustment must be made no later than ~~three months~~ 60 days after ~~the billing date on the bill to which the leak adjustment is to be made~~ receipt of the first bill in which high usage was noted.
- (c) Special Irrigation Needs: Irrigation for newly laid sod or landscaping shall only be considered once every five years per residential address and only for a non-commercial entity. The customer shall adhere to all conditions of Section 14-19. Credit shall only be provided to the sewer portion of a bill for the amount used over the past six months average use or available usage data, if less than six months, and only if the customer is billed for sewer service.
- (d) Situations that generally do not qualify and will be at the Financial Services Department Director's discretion for billing adjustments include:
- (1) Vandalism or theft, unless documented through a police report.

(2) Avoidable circumstances such as leaving a faucet running or failure to repair a known leak in a timely manner.

(e) The following will not be considered for billing adjustments:

(1) Pool filling.

(2) Pressure washing.

(3) Vehicle washing.

(3) Meter tampering.

(4) Situations that are reimbursable by others such as insurance or through restitution.

(f) Customers requesting an adjustment shall complete the form prescribed by the town in detail and provide all requested documentation in support of their request. The town retains the right to reject all adjustment requests for incomplete or missing information, and for unallowable or careless situations. The Financial Services Department Director can use discretion in evaluating any unique circumstances presented.

(1) Customers requesting an adjustment shall have accounts in good standing and no instances of meter tampering by that customer.

(2) Appeals to denied adjustment requests may be presented by the customer to the Water and Sewer Advisory Committee, a citizen volunteer group making recommendations regarding the town's Water and Sewer (Enterprise) Fund, at a regularly scheduled meeting with advance request. The Committee shall review the adjustment request, hear any additional information from the customer, and make a recommendation back to the Financial Services Department Director to stay or reconsider the adjustment. The Water and Sewer Advisory Committee does not have authority to make the determination. The Financial Services Department Director has the final decision-making authority.

(g) Customers shall continue paying all monthly bills in full while the adjustment is being reviewed. Standard billing practices will continue to apply regarding penalties, fees, and disconnections.

(h) The Financial Services Department will only discuss billing accounts with the **account holder customer** unless the **account holder customer** provides ~~xpress~~written permission for others with which to discuss their account details.

(i) All adjustment-~~credits~~ will be applied to the **active water and sewer account** and will ~~not~~**only be refunded by check unless if the account is closed.**

(j) No adjustment shall result in the bill being lower than the minimum base charges for that account.

Sec. 14-19. - Irrigation system requirements.

- (a) Spray irrigation, including temporary systems installed for the establishment of sod and landscaping, shall not occur more than three days per week. Even-numbered properties may be irrigated with spray systems only on Sundays, Wednesdays, and/or Fridays. Odd-numbered properties may be irrigated with spray systems only on Tuesdays, Thursdays, and/or Saturdays. All spray irrigation shall occur only between the hours of 8:00 p.m. and 9:00 a.m. These restrictions shall not apply to properties using underground, drip irrigation, micro spray, low precipitation bubblers, hand watering, or where watering of containerized plants and commercial plant stock in trade is maintained for resale.
- (b) Regardless of irrigation methods used, no more than one inch of water may be applied to plant material in any given week.
- (c) All irrigation systems shall be equipped with automatic controllers that activate the system according to a desired frequency and duration, and shall also be equipped with rain or soil moisture sensors that will prevent irrigation during periods of rainfall or when there is sufficient moisture in the ground for plant health and survival.
- (d) Miscellaneous.
 - (1) All hoses used for hand watering, car washing, or other allowable outdoor uses shall be equipped with shutoff nozzles.
 - (2) Supplemental irrigation permits may be purchased ~~from the utility~~ by customers who need to be released from the above regulations ~~in order to~~ protect new plantings. The permit prices ~~is are~~ in the town's annual adopted fee schedule. The duration of the permit is 90 days from the ~~purchase-issue~~ date. To be eligible to ~~purchase~~ receive ~~at~~ the permit, a property must have an active building permit, or ~~have received a certificate of completeness (occupancy)~~ ~~and a~~ permit issued within the previous 90 days, or once every five years per address. Permits shall not be unavailable ~~issued~~ during water restrictions of Stage 2 or higher as defined in Section 14-40.3. Adjustments to the sewer portion of a bill may be available to non-commercial entities pursuant to Section 14-15(c) during the period of the permit.

(e) Penalties.

(1) The following penalties shall be incurred for violations of this section:

<u>Violation</u>				
<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
<u>Warning</u>	<u>Warning</u>	<u>\$250</u>	<u>\$500</u>	<u>\$1000</u>

(2) Should the violations reach beyond the 5th, the town may shut off the irrigation meter until compliance is demonstrated. Continued noncompliance may result in a civil suit.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Modification to Town Code Section Appendix 7B regarding Utility Cut Permits

Attachments:

Ordinance Amending Town Code

Summary:

The purpose of this item is to align town code language with the intent and current application of Utility Cut Permits and associated fees. The town code language speaks specifically to pavement cuts requiring a Utility Cut Permit, whereas the permit has been applied to any outside entity cutting in the town's right of way. This process helps town staff review work before cuts occur that could damage town infrastructure and allows for tracking of contracted work so that staff can inspect.

Financial impacts:

There should be little to no financial impact, as this amended language matches how the permit is currently being applied.

Staff recommendation and comments:

N/A

Action requested:

Adopt the attached ordinance.



ORDINANCE

Amending Town Code Chapter 7, Appendix B, Section 3.I.6

The Hillsborough Board of Commissioners ordains:

Section 1. Purpose

Hillsborough Town Code Chapter 7, Appendix B sets out standards for outside entities performing work in the town's right of way. Section 3.1.6 requires an outside contractor to obtain a Utility Cut Permit for work that includes cuts to the pavement of town-owned streets. The intent of the requirement, and the actual application by staff, is that any work by an outside entity that requires cuts to the town's right of way, be it paved or unpaved, is subject to the Utility Cut Permit requirement.

Section 2. The town code is hereby amended as follows:

- (a) 3.1.6. ~~If pavement~~ any portion of the town's right of way will be cut as part of the project, a utility cut permit will also be required, which has additional provisions including an additional notification to the town 48 hours prior to the ~~pavement~~-cut.

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 10th day of April in the year 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Bizzell

ITEM TO BE CONSIDERED

Subject: Classification and pay amendment

Attachments:

Pay schedule

Summary:

Removing equipment operator III from the crew leader classification and adding a standalone equipment operator III classification will allow for additional career progression within the Public Works Division. Currently equipment operators only have the option to progress from an equipment operator I to II. Adding this classification will help retain employees within the Public Works Division and will allow for additional opportunities for training and the ability to expand the level of duties and responsibilities. The equipment operator III classification will be in grade 6 with a salary range of \$43,655 - \$69,848. Currently there are no employees who meet the equipment operator III requirements therefore there will be no immediate impact to the budget.

Financial impacts:

No significant financial impact.

Staff recommendation and comments:

Approve the proposed pay schedule.

Action requested:

Approve the proposed pay schedule.

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
	43,655	56,752	69,848	N	605	EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/ EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
9	50,536	65,697	80,858	E	904	PUBLIC WORKS SUPERVISOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR

12	58,502	76,053	93,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST
13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary	FLSA					
Grade	Minimum	Midpoint	Maximum	Status	Class Code	Classification
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
Department: Governing Body
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Mayor Jenn Weaver

ITEM TO BE CONSIDERED

Subject: Proclamation Recognizing April as Sexual Assault Awareness Month

Attachments:

Proclamation

Summary:

The Orange County Rape Crisis Center (OCRCC) requests the town proclaim April 2023 as “Sexual Assault Awareness Month”.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Adopt proclamation in recognition of Sexual Assault Awareness Month.



PROCLAMATION

Recognizing April 2023 as Sexual Assault Awareness Month

WHEREAS, the nonprofit Orange County Rape Crisis Center assisted over 900 survivors of sexual violence, their loved ones, and community professionals during 2022 and has served this community since 1974; and

WHEREAS, the Orange County Rape Crisis Center works with the county's two school systems and other groups to provide students with age-appropriate information about violence prevention, reaching over 15,500 youth and adults each year; and

WHEREAS, the Orange County Rape Crisis Center is meeting a community need by opening a second location in Hillsborough in 2023; and

WHEREAS, the Orange County Domestic Violence and Sexual Assault Response Committee is bringing together members of law enforcement, the medical community, the legal system and other community advocates to improve services for survivors of sexual assault who come forward; and

WHEREAS, one in five American women have been sexually assaulted at some point in their lives; and

WHEREAS, rape is the costliest crime to its survivors in the United States, totaling over \$3 trillion in lifetime costs considering factors such as medical cost, lost earnings, pain, suffering and lost quality of life; and

WHEREAS, 81% of women and 24% of men in the United States have experienced some form of sexual or physical violence committed by an intimate partner; and

WHEREAS, trans and gender non-conforming people, people with disabilities and children face the highest rates of sexual violence in our country; and

WHEREAS, victim-blaming continues to be an enormous problem in instances of rape and sexual assault; and

WHEREAS, the Orange County Rape Crisis Center is working to stop sexual violence and its impact through support, education and advocacy;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim April 2023 as Sexual Assault Awareness Month in the Town of Hillsborough and encourage all residents to speak out against sexual violence and to support their local community's efforts to prevent and respond to these appalling crimes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 10th day of April in the year 2023.

Jenn Weaver, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	April 10, 2023
Department:	Planning and Economic Development
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Evan Punch, Planning Tech
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Flush Fest community event and fundraiser for non-profit, After the Rain

Attachments:

1. Special event permit application and materials
2. Street closure request map

Summary:

The event organizer is requesting one block of Eno Street to be closed for food trucks and for people to congregate during the event. The town is being asked to assist with the road closure.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with HPD and Public Works conducting the closure.

Staff recommendation and comments:

Planning: This community event has grown exponentially over the years. It is growing to the point where staff has concerns that it may have outgrown appropriateness for being held at a private residence. The event goes on all day and late into the night. Adding food trucks, which are sometimes generator powered, will add to the noise and neighborhood impacts. The event is much loved by the community and raises funds for a good cause, but the town board should consider the impacts of allowing it to grow into the right of way. Planning is recommending conditions if the closure/event is approved including requirement to provide at least one handwashing and hand sanitizer station(s) at the food trucks; requirement to provide at least one regular and one ADA porta potty on site.

Police: The closing of Eno Street would prohibit travel on Eno Street for emergency vehicles, residents, and visitors. The amount of time that the applicant requests is more than 12 hours, and this is a through road, not a cul-de-sac or small side street. A detour would have to be set up due to traffic in either direction on Eno Street not being able to pass through, causing delays to the motoring public and potentially emergency vehicles. This would require police and public works personnel due to equipment, the detour, and safety concerns of attendees being allowed to bring beer/wine for this event (potentially being on a closed town owned/maintained street). It is not recommended to allow this street closure for those reasons.

Public Works: There is a lot that must go into closing a road for an event (not just barricades; there have to be detour signs, road closed signs and 911 notification). That would also require staff to assemble and take down at the end of the event, which is at 11:00 PM. We do not recommend allowing the road to be closed

Action requested:

Approve, approve with conditions, or deny the permit and road closure.



TOWN OF HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

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

Name of Event: FlushFest
Event Location Address: 711 Eno St
Date(s) of event: 6-3-2023
Event Set Up Time: 7am Event Hours: 10am-11pm Event Break Down: 10:45pm
Date(s) of event:
Event Set Up Time: Event Hours: Event Break Down:

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: After the Rain
Organization/Company mailing address: 301 Jones Ave Hillsborough, NC 27278
Organization Status: [] Formal [] Informal [] For-profit [x] Not-for-profit
Event Organizer Name: Grace Beeler
Event Organizer Phone: 919-259-1113 Event Organizer Email: gracebeeler1@gmail.com

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

Name: Peter Estep Cell Phone: 919-259-3159
Name: Grace Beeler Cell Phone: 919-259-1113

GENERAL EVENT INFORMATION

Type of Event:
[] Private Event on Private Property [] Public Event on Public Property
[] Private Event on Public Property [x] Public Event on Private Property
[] Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

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

A fundraiser for our non-profit (After the Rain) using musicians and other performers.
3 possibly 4 food trucks will be used -
as per the insurance attendees will be allowed to bring their own food and beverage incl
Bathroom on premise but a portable toilet(s) may be rented

Estimated total number of people that will attend the event: 300

Estimated peak time(s) of attendance: 3pm-7pm

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

If the event is annual, the estimated attendance of the last event of this kind: 180

GENERAL EVENT QUESTIONNAIRE

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

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

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

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

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

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

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

To be determined

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

If yes, for what cause or organization? After the Rain

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

Please Explain: small PA system

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

Please Explain: _____

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

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

Will tents be erected for the event? YES NO

If yes, how many and what size? 2 - 12x12

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

Will you provide (portable) restroom facilities?

YES NO

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

Will you provide (portable) handwashing facilities?

YES NO

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

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

YES NO

Will the event require additional trash and recycling facilities?

YES NO

Will you request that the Town Board sponsor specific services

in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)? YES NO

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

EVENT MAP/LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

Erie Insurance

Contact information for broker/agent providing coverage:

The Insurance Pros - Anna Herron agent (919) 294-6613

EVENT PROPERTY USE PERMISSION

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

Peter Estep

Name of Property Owner

919-732-1886

Phone

Peter Estep

Signature of Property Owner

2-20-2023

Date

TOWN LIABILITY AGREEMENT

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

Peter Estep

Applicant Signature

2-20-2023

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

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

FOR OFFICE USE ONLY:

Application received by: Evan Punch

Date: 3/2/2023

Fee Paid: YES

Date information emailed out: 3/30/2023

Permit Status

Approved YES NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Date: _____

Town Staff Member

Forwarded to others for review/information:

OC Fire Marshal: _____

Hillsborough Police Department: _____

OC Sheriff's Department: _____

OC Fire Department: _____

Hillsborough Public Works: _____

Hillsborough Public Space Manager: _____

OC DEAPR (River Park): _____

OC AMS (Visitors Center, Library, Old or New Courthouse): _____

NCDOT (DOT Road Closures): _____

Hillsborough Finance (Food & Beverage Tax 1 Day): _____

Hillsborough Public Information Office: _____

✎ Compose

📁 Inbox 703

▶ Sent

📄 Drafts 36

🕒 Spam 2

⌵ More

🏷️ Labels +

📁 Travel 1

⌵ More

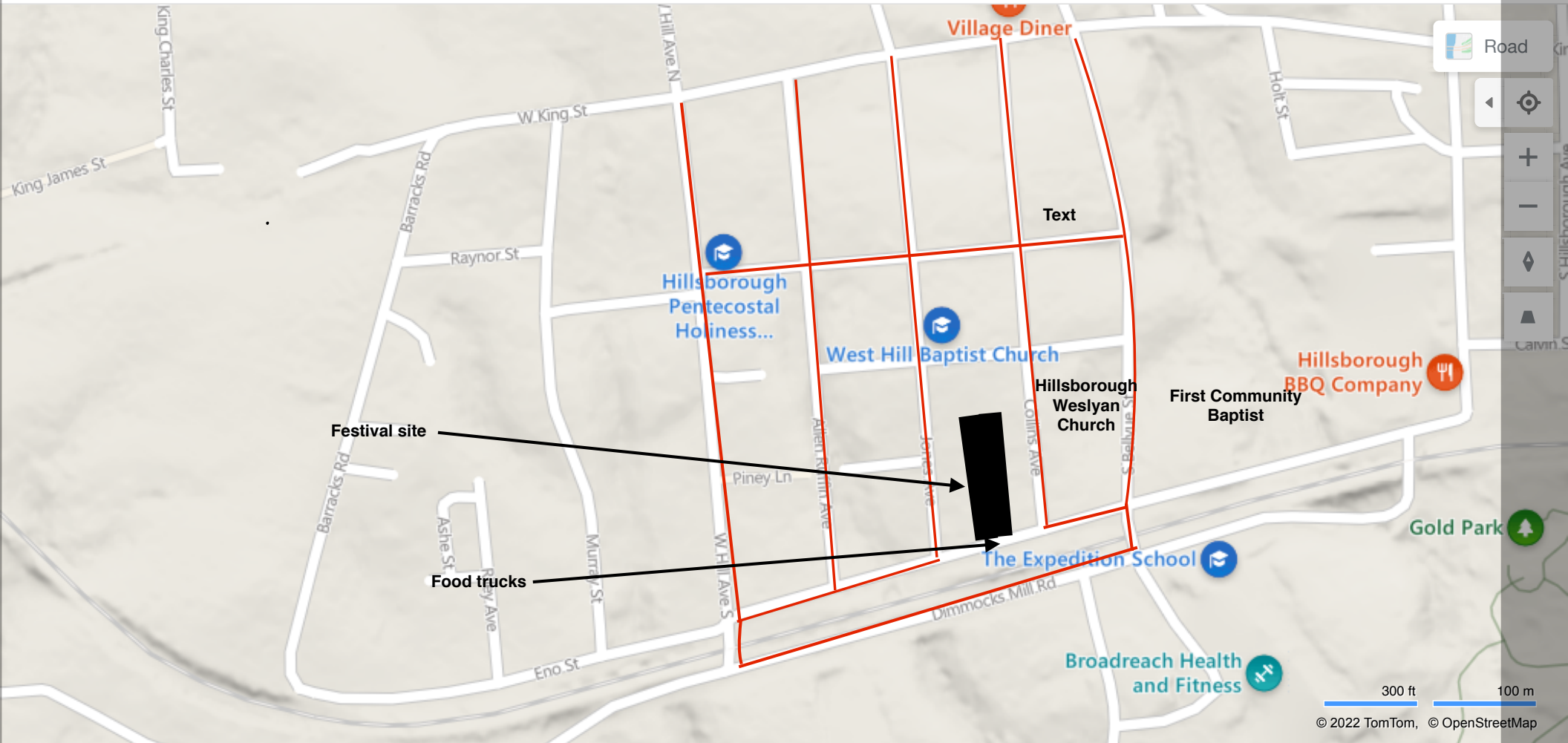
Proposal for Eno St detour on June 3rd, 2023 for the annual FlushFest celebration.

February 2023

We would like to request to block off Eno St in front of the festival grounds between Jones and Collins to accommodate up to 4 food trucks and give us more room on the festival site. (We currently do not have any trucks lined up but can update as we go along.) The road blockages would not be for the entire block - the neighbors on each side of 711 Eno would still have access to their driveways. We would need 2 sawhorse barricades for each end of the festival on Eno St. Directional signs would be placed on Collins and Jones.

ns to accommodate
lined up but can
ch side of 711 Eno
e festival on Eno St.





From: noreply@municipalonlinepayments.com
To: [Evan Punch](#)
Subject: Payment Notification - Pay a special event fee (permits and event signage)
Date: Thursday, March 2, 2023 11:39:14 PM



Town of Hillsborough

This is your payment receipt.

Confirmation Number
3DKD7CRGNT

Payer Contact Info
peterestep@gmail.com

Payment Method
*****4750

Pay a special event fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

FlushFest
application 6-3-2023
at 711 ENO ST

Base Price	\$20.00
Total	\$20.00

[Municipal Online Services](#)

[Login](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
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 April 24, 2023

Attachments:

None.

Summary:

The State of the Town Address is scheduled for the April 24 work session.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

None.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 10, 2023
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

March 2023

Budget

- Continued budget balancing.

Communications

- Website — Worked on project pages and updates to rates FAQs and development FAQs; added gigabit fiber FAQs and Diversity, Equity and Inclusion page.
- Utilities outreach — Created small insert on toilet flushing guide for April bill; shared information on EPA proposal for new regulations on PFAS and effect in Hillsborough; prepared feature of Water and Sewer Advisory Committee vice chair for National Volunteer Month; completed draft updates to rates FAQs with new study data from Environmental Finance Center.
- Other — Helped clerk with process, materials and promotions for contracting three minutes preparers; continued work and promotion on April safety engagement meeting, draft comprehensive sustainability plan review and comment period, and gigabit fiber project; hired and started training new communications specialist; tried out racial equity lens tool on promotion for safety engagement meeting; assisted with installation of compost blanket on Riverwalk.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Customer Service Representative	Recruitment on hold.
Equipment Operator I	Closes 4/16.
Police Officer	Continuous recruitment
Utility Maintenance Technician I	Start date 4/10.

Information Technology

- Worked with Finance Director, Dave McCole, to complete the annual PCI compliance renewal.
- Completed the first two 2023 IT Security Awareness Training sessions on Tuesday, March 28th. Two additional in person sessions will be held on Wednesday, April 5th.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings – HR Team Meetings, Division Meetings, NCDOL Meetings.

- Trainings – RMS (Risk Management Services) NCLM Workshop, Mid-state Safety Council Racial Equality Workshop OWASA.
- Random drug screens — Completed 1st quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — Incident reviews continue, working on inspection requirements and responsibilities with new Safety Committee members. Compiling data for IIRRP (Injury and Illness Rate Reduction Plan) for NCDOL.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Coordinated boiler inspection for museum with NCDOL, worked on employee training schedule, workers compensation claims, P&L claims and general duties pertaining to the Highway 86 building, collected fire extinguisher monthly check sheets.



Public Works Report: March 2023

Work Orders

14 completed within two days

Public Spaces

135 staff hours

Cemetery

4 graves marked

Stormwater Maintenance

1,039 linear feet, 57 staff hours

Inspections

2 Utility Cut Permits

Special Events

Last Friday's – 4 staff hours

Training

2 Staff completed NIMS training


Asphalt Repairs

7 Utility Cuts repaired, and 2 potholes



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Mar. 2023 (covering Feb. 2023)

PROJECT/CATEGORY	STATUS
WTP	All is well. The annual March chlorine only conversion and flushing is occurring (the “burn out”).
WWTP	All is well.
West Fork of the Eno Reservoir	<p>The reservoir is around 47 feet. Phase II normal pool is 53 feet. The required release for April is 4 cfs, one of the higher months which will counteract some of the filling.</p>  <p>Schnabel and the town are being nationally recognized for an engineering excellence award for the dam design (piano key weir). It’s design already won the state level award from the same organization last year.</p> <p><i>“West Fork Eno Reservoir Phase 2 Expansion” has earned a National Recognition Award in the American Council of Engineering Companies (ACEC) 2023 Engineering Excellence Awards (EEA) competition—the “Academy Awards of the engineering industry.”</i></p> <p><i>The National Recognition Award is a prestigious distinction honoring projects demonstrating exceptional engineering excellence at the national level.</i></p>
Water Restrictions	None
Billing Adjustments	On the April BOC consent agenda for adoption.
Specification Updates	New specifications were adopted 3/13 and tweaked 3/27. These are posted to our utilities web page.
New GIS Vendor	The Department put out an RFP for a GIS vendor and received 20 proposals! The selection committee is negotiating a contract with Bolton & Menk, whose proposal ranked in the top five of all the selection committee reviewers. They are a Raleigh based firm.
Developments	RTLPL extension contract was approved in March BOC meeting. Lawrence Road project County planning board meeting scheduled April 5. The BOC submitted a letter against the project.

<p>Lawndale Rehab Project</p>	<p>Bid documents are 99%. Embarking on mailer to residents and setting up to bid project. The project will be to rehabilitate most of the sewers by cured-in-place lining with a few excavations to fix point repairs.</p>
<p>McAdams Road Watermain Replacement</p>	<p>Doing a slight redesign of the water main and then will be able to submit for permits. The project involves about 700 feet of replacement water main from a 2" to a 6" and connecting to the watermain in Corbin St. which will increase fire flow.</p>
<p>Funding Opportunities</p>	<p>Nothing new to report. We are awaiting paperwork for our \$100,000 grant for water system master planning from the state and are ready to sign a contract with Hazen & Sawyer. We also have received \$70,000 in grant funds to perform a technical evaluation of Hasell St tank and US 70A Watermain Replacement. These technical reviews will provide high level recommendations and costs to move forward. Nothing formal received from the feds on the STAG or FEMA BRIC awards. Paperwork processing is slow.</p>
<p>Staffing</p>	<p>Waddell Jacobs has retired. Justin Parker will start April 10 in his position. New wastewater operator Joey Smith obtained his first wastewater operator certification. Thomas Smith was reclassified to a level 3 utility maintenance mechanic after obtaining his Mechanic I certification, bringing him to 7 certifications. Keith Scarboro obtained his Collection III certification. New night water operator Jacob Hamlin will be set to attend school for his first certification after April.</p>
<p>Water and Sewer Advisory Committee (WSAC) Activities</p>	<p>A new in-town member, Mo Rasheed, will join WSAC in April. The joint WSAC/BOC meeting will be in August at the BOC workshop.</p>