



Agenda

Board of Commissioners Regular Meeting

7:00 PM November 13, 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. Presentations

[A.](#) FY23 Employee Innovation, Customer Service and Endurance Awards

[B.](#) Introduction of Police Officers Brandon Alvarez and Madison Soltys and public reaffirmation of oaths of office

5. Appointments

[A.](#) Planning Board – Resolution to Orange County requesting appointment of Jeanette Benjey to an extraterritorial jurisdiction alternate member seat for a three-year term

6. Items for decision – consent agenda

[A.](#) Planning Board – Resolution to Orange County requesting appointment of Jeanette Benjey to an extraterritorial jurisdiction alternate member seat for a three-year term

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

[C.](#) Proclamation – Arbor Day 2023

[D.](#) Special Event Permit: 2023 Hillsborough Holiday Parade and Tree Lighting

[E.](#) 2024 Board of Commissioners Meeting Schedule amendment

[F.](#) Amendment to Town Code Section 14-71: Payment of System Development and Capital Facilities Fees

[G.](#) Amendment to Town Code Section 14-6: Application for Service – Meter Setting

[H.](#) Water and Sewer Extension Contract for Tryon III Project

[I.](#) Tourism Development Authority budget amendment

7. Items for decision - regular agenda

[A.](#) Resolution for the adoption of a Vision Zero Policy to eliminate traffic fatalities and serious injuries by 2040

[B.](#) Hot topics for work session Nov. 27, 2023

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

8. Updates

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

9. Adjournment

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: Nov. 13, 2023
Department: Administrative Services
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: FY23 Employee Innovation, Customer Service and Endurance Awards

Attachments:

Guidelines for making awards

Summary:

This is the thirteenth year of the town's Innovation, Customer Service, and Endurance Awards Program. Nominations are made throughout the year to recognize employee contributions that have gone beyond the normal call of duty and that serve as examples to their fellow employees. The awards program review committee consisted of Commissioner Mark Bell, Assistant Town Manager Matt Efird, Lead for NC Fellow Marshall Grayson, Town Clerk/HR Technician Sarah Kimrey, Hillsborough resident Linday Paynter, Town Manager Eric Peterson and Public Works Supervisor Brian Tatum.

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Recognize employees for outstanding efforts.



Awards Program Guidelines

Innovation, Customer Service and Endurance

Innovation Award

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

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

- *Gold Award* — \$500, award and one day of vacation leave
The recipient made the highest level of impact to the community and/or organization via the contribution made by implementation of the nominee's idea.
- *Silver Award* — \$250 and award
The recipient made a substantial impact to the community and/or organization via the contribution made by implementation of the nominee's idea.
- *Bronze Award* — \$100 and award
The recipient made a creative and/or noteworthy improvement to the community and/or organization via the contribution made by implementation of the nominee's idea.
- *Kudos Award* — \$50 and certificate
The recipient was innovative and set an example for fellow employees to follow.

Customer Service Award

A customer can be widely defined, such as a community member, business operator, tourist, coworker, appointed board, department, vendor, or other government or nonprofit agency. Customer service generally is considered an action or change that impacts the quality of service a community member receives. Examples of customer service include assisting a community member in need; implementing an idea that improves communications and the provision of critical information to the public; and assisting coworkers or other departments beyond the normal call of duty.

Award amounts are the same as described above.

- *Gold Award* — The recipient made the highest level of impact through customer service actions and serves as an outstanding example for fellow town employees to follow.
- *Silver Award* — The recipient made a substantial impact through customer service actions and serves as an example for fellow town employees to follow.
- *Bronze Award* — The recipient made a creative and/or noteworthy customer service response and serves as an example for fellow town employees to follow.
- *Kudos Award* — The recipient provided notable customer service and set an example for fellow employees to follow.

Endurance Award



Unusual situations may occur in which employees must endure sustained periods of a day to a year or more of extraordinary workloads or stressful circumstances that may impact their personal and family wellbeing. The Endurance Award recognizes employees who have exhibited calm in the face of a storm, showing resilience and endurance to provide exceptional service despite challenges, obstacles and adversity.

Award amounts are the same as described above.

- *Gold Award* — The recipient made the highest level of impact through actions during extraordinary circumstances and serves as an outstanding example for fellow town employees to follow.
- *Silver Award* — The recipient made a substantial impact through actions during extraordinary circumstances and serves as an example for fellow town employees to follow.
- *Bronze Award* — The recipient made a creative and/or noteworthy response during extraordinary circumstances and serves as an example for fellow town employees to follow.
- *Kudos Award* — The recipient showed notable endurance and set an example for fellow employees to follow.

Innovator of Distinction Award

The Innovator of Distinction Award recognizes exceptionally creative ideas and/or actions that encourage similarly bold thinking to become part of the Town of Hillsborough's organizational culture. Because the award recognizes especially unique ideas, it is awarded on a limited basis and may not be awarded annually. It was developed by the review committee in 2009.

The recipient receives \$250, award, and one day of vacation.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Police
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Police Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject: Introduction of Police Officers Brandon Alvarez and Madison Soltys and public reaffirmation of oaths of office

Attachments:

None

Summary:

Recently hired Police Officers Brandon Alvarez and Madison Soltys will be introduced to the board and will publicly reaffirm their oaths of office as administered by the mayor.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 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: Planning Board – Resolution to Orange County requesting appointment of Jeanette Benjey to an extraterritorial jurisdiction alternate member seat for a three-year term

Attachments:

1. Volunteer application
2. Draft Resolution

Summary:

There are two extraterritorial jurisdiction seat vacancies on the Planning Board. As the town grows and more residents are added into the incorporated areas and unincorporated areas are annexed, the pool of available ETJ seat applicants shrinks.

Jeanette Benjey lives on the northern side of town within the town’s extraterritorial jurisdiction limits and applied through the county’s website. Benjey has expressed an interest in serving on the Planning Board and will be attending the next regular Planning Board meeting.

Financial impacts:

None, beyond possible funds necessary for occasional training opportunities.

Staff recommendation and comments:

Adopt the resolution supporting appointment of Jeanette Benjey for a full three-year term as an extraterritorial jurisdiction Planning Board member.

Action requested:

Consider adoption of the attached resolution supporting appointment of Jeanette Benjey for a full three-year term as an extraterritorial jurisdiction Planning Board member.

Volunteer Application Orange County Advisory Boards and Commissions

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

Community Activities/Organizational Memberships:

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

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Affordable Housing Advisory Board

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

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

Please explain your reasons for wanting to serve on this board

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

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

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

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

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

None

Hillsborough Planning Board

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

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

Please explain your reasons for wanting to serve on this board

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

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

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

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

None

Boards/Commissions appointments:

Other Comments:

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

Date Printed: 4/20/2023



RESOLUTION

Requesting an Appointment to an Extraterritorial Jurisdiction Seat on the Hillsborough Planning Board

WHEREAS, as a result of a vacancy, it is necessary to appoint a person to a seat reserved on the Hillsborough Planning Board for persons residing within the town's extraterritorial jurisdiction; and

WHEREAS, as of the date of this resolution, a qualified applicant living within the extraterritorial jurisdiction has applied to serve on the Hillsborough Planning Board; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint extraterritorial jurisdiction members to the Hillsborough Planning Board;

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

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an extraterritorial jurisdiction seat on the Hillsborough Planning Board for a three-year term:

Jeanette Benjey
708 Cloverfield Drive
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days of receiving this resolution, the Hillsborough Board of Commissioners may make this appointment.

Section 3. The town clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following votes, and was duly adopted this 13th day of November 2023.

Jenn Weaver, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 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 Oct. 9, 2023
2. Regular meeting closed session Oct. 9, 2023
3. Work session Oct. 23, 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 Oct. 9, 2023, regular meeting closed session Oct. 9, 2023 and work session Oct. 23, 2023.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Oct. 9, 2023

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

Present: Mayor Pro Tempore 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, Budget and Management Analyst Josh Fernandez, Environmental Engineering Supervisor Bryant Green, Stormwater and Environmental Services Manager Terry Hackett, Police Chief Duane Hampton, Town Attorney Bob Hornik, Communications Specialist JC Leser, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

Mayor Pro Tempore Matt Hughes opened the meeting at 7 p.m. Hughes took a moment to recognize Oct. 9 as Indigenous Peoples Day and to acknowledge that Hillsborough sits on land that once belonged to the Occaneechi Band of the Saponi Nation.

1. Public charge

Hughes did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

There were none.

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

Vote: 5-0.

4. Appointments

A. Tree Board – Appointment of Thomas Darling to a term ending Oct. 30, 2026

B. Board of Adjustment – Resolution to Orange County requesting appointment of Carl Edward (Eddie) Sain to an extraterritorial jurisdiction alternate member seat for a three-year term

Motion: Ferguson moved to approve appointments as presented. Lloyd seconded.

Vote: 5-0.

5. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Sept. 11, 2023
 - Work session Sept. 25, 2023
- B. Miscellaneous budget amendments and transfers
- C. Changes to Police Career Progression and Adjustment to Classification and Pay Plan
- D. American Rescue Plan Update and Proposed Transfer for Reimbursements
- E. 2024 Board of Commissioners Meeting Schedule
- F. Request from Corbinton Commons residents regarding extension of a hold harmless agreement to allow the town to provide services on private streets

Motion: Ferguson moved to approve all items on the consent agenda as amended with revised Sept. 11, 2023, meeting minutes. Commissioner Mark Bell seconded.

Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Resolution approving the Falls Lake Consensus Principles II
Stormwater and Environmental Services Manager Terry Hackett provided a presentation to the board about the Falls Lake Consensus Principles II, an updated version of the original Falls Lake Consensus Principles. Hackett shared that Stage I of the state’s current Falls Lake rules are being met. He said current Stage II reductions are not feasible and would not significantly reduce nutrient loading to Falls Lake.

Hackett shared that Hillsborough did not sign on to the first Falls Lake Consensus Principles, but he supports the Falls Lake Consensus Principles II due to significant differences in the information that informs the principles, including a 10-year study conducted by the Upper Neuse River Basin Association. Hackett believes the Consensus Principles II are good for the town and Falls Lake.

Bell asked if the state needs to approve these principles as well. Hackett said the state will begin a formalized rule-making process next year, which could take up to three years.

Motion: Ferguson moved to adopt the resolution. Commissioner Robb English seconded.

Vote: 5-0.

- B. Unified Development Ordinance text amendment – Section 6.17, Sidewalks (staff initiated)
Planning and Economic Development Manager Shannan Campbell presented regarding an updated sidewalk section of the Unified Development Ordinance. The change gives guidance for when sidewalks need to be built by developers or when the town would accept a payment in lieu of a sidewalk.

Ferguson said accepting payment in lieu could negatively impact connectivity by limiting connection points. Campbell said that the town will accept payments in lieu and earmark those funds for future sidewalks.

Ferguson stated that 150% of the cost of a sidewalk for a payment in lieu would be unacceptable due to the rising cost of construction and general inflation. Town Attorney Bob Hornik said the town would not be taking a bond but accepting cash that it would earn interest on. He also shared that the town would not likely be able to require above 150% of the cost of a sidewalk, which is the higher end of current rates for payments in lieu.

Bell suggested setting a limit on the amount of time that the town can hold payments in lieu. Campbell said the town can set an internal policy, but that language would not be a part of the Unified Development Ordinance text amendment.

English asked how hard it is for developers to ask for payments in lieu instead of building. Campbell said developers tend to give up easily, but the Planning and Economic Development Division will require documentation from developers about the need for a payment in lieu.

When asked by English, Campbell said the farthest a sidewalk can be built from a development following a payment in lieu is half a mile. Ferguson said half a mile is not enough area for reasonable distance from a project. She said the town should recognize that development is occurring in the southern part of town but that the need for sidewalks may be spread across the town.

Bell said he does not like limiting sidewalk construction to a distance from the original project. He suggested priority zones for future improvements. Assistant Town Manager Matt Efirid shared that other towns do use the model Bell is suggesting and the town could investigate further after adoption of the proposed text amendment.

Motion: Ferguson moved to adopt the ordinance text amendment and consistency statement with the exception of the half-mile radius for a sidewalk payment in lieu and with direction for staff to research sidewalk construction distance further.

Public Space and Sustainability Manager Stephanie Trueblood said the board should adopt the amendment as presented so developers and the town have more flexibility in the near term. She said this is a significant need for current ongoing projects.

Motion: Ferguson rescinded the motion and moved to adopt the ordinance text amendment and consistency statement as presented with direction for staff to revisit the sidewalk radius during the Unified Development Ordinance rewrite. English seconded.

Vote: 5-0.

- C. Request from Forest Ridge residents regarding crosswalk safety improvements on U.S. 70A
Trueblood shared with the board that residents have requested improvements at current crosswalks.

Ferguson said Fairview residents asked for a crossing of U.S. 70. Trueblood said the requested improvements are at existing crosswalks, unlike the request from Fairview residents.

English asked how the town can get improved pedestrian crosswalks from the start rather than letting individuals get hurt and then implementing improvements.

Campbell said the requested enhancements would retrofit current crosswalks, but development of future crosswalks could be more comprehensive going forward. Trueblood said the current standards are North Carolina Department of Transportation standards, but those standards are much lower than what is being requested.

Bell asked if the town could do anything on state roads. Trueblood said the town will request that NCDOT conduct a study. She said the town has to follow the state process.

Motion: Bell moved to request staff to work with NCDOT to explore options for improvements for public safety at the Forest Ridge, Fiori Hills and Eno Haven Apartments crosswalk on U.S. 70A. Ferguson seconded.

Vote: 5-0.

- D. Hot topics for work session Oct. 23, 2023
The following topics were noted:

- A presentation of the 2023 Government 101 program
- A Youth in Action video

7. Updates

A. Board members

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

B. Town manager

No update.

C. Staff (written reports in agenda packet)

There were none.

Motion: Ferguson moved to go into closed session at 8:04 p.m. Bell seconded.

8. Closed session

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

Motion: Bell moved to return to open session at 9:25 p.m. Ferguson seconded.

Vote: 5-0.

9. Adjournment

Hughes adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

DRAFT



RESOLUTION

Requesting an Appointment to an Extraterritorial Jurisdiction Seat on the Hillsborough Board of Adjustment

WHEREAS, as a result of a vacancy, it is necessary to appoint a person to an alternate member seat reserved on the Hillsborough Board of Adjustment for persons residing within the town's extraterritorial jurisdiction; and

WHEREAS, if a resident of the extraterritorial jurisdiction cannot be identified to fill the position, the Orange County Board of Commissioners may appoint a resident of the county; and

WHEREAS, as of the date of this resolution, no person residing within the extraterritorial jurisdiction has applied to serve on the Board of Adjustment; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint extraterritorial jurisdiction members to the Board of Adjustment;

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

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an extraterritorial jurisdiction alternate member seat on the Hillsborough Board of Adjustment for a three-year term:

Mr. Carl Edward (Eddie) Sain
1010 US 70-A East
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days of receiving this resolution, the Hillsborough Board of Commissioners may make this appointment.

Section 3. The town clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following votes, and was duly adopted this 9th day of October 2023.



Jenn Weaver, Mayor
Town of Hillsborough

FY 2023-2024

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 10/09/2023 TO 10/09/2023

	<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>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	To cover Crescent Magnolia streetlights	41297	10/09/2023	EBRADFORI	450,000.00	-2,000.00	242,759.00
	To cover museum HVAC replacement	41301	10/09/2023	EBRADFORI	450,000.00	-433.00	242,326.00
Police	10-20-5100-5300-460 C.S./DRIVER SAFTEY TRAINING						
	To cover emergency K-9 vet treatment.	41298	10/09/2023	JFernandez	4,000.00	-4,000.00	0.00
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	To cover emergency K-9 vet treatment.	41300	10/09/2023	JFernandez	4,100.00	5,600.00	9,700.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
	To cover emergency K-9 vet treatment.	41299	10/09/2023	JFernandez	5,000.00	-1,600.00	2,032.00
Streets	10-30-5600-5300-130 UTILITIES						
	To cover Crescent Magnolia streetlights	41296	10/09/2023	EBRADFORI	146,410.00	2,000.00	148,410.00
Streets	10-30-5600-5300-455 C.S./ENGINEERING						
	To cover Lakeshore Dr repair	41262	10/09/2023	EBRADFORI	26,000.00	-13,970.00	52,252.50
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE						
	To cover Lakeshore Dr repair	41263	10/09/2023	EBRADFORI	239,000.00	13,970.00	299,485.00
Special Approp.	10-60-6900-5300-167 MAINTENANCE - MUSEUM						
	To cover museum HVAC replacement	41302	10/09/2023	EBRADFORI	10,000.00	433.00	17,000.00
W&S Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
	Correct FY23 Roll-Over POs Duplicate.	41273	10/09/2023	JFernandez	1,768,570.00	-17,207.50	2,537,284.91
WW Dist.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	Correct FY23 Roll-Over POs Duplicate.	41292	10/09/2023	JFernandez	20,000.00	-17,207.50	194,427.79
Storm-Water	35-30-5900-5300-000 CONTINGENCY						
	To cover trailer	41295	10/09/2023	EBRADFORI	25,000.00	-500.00	24,500.00
Storm-Water	35-30-5900-5700-741 CAPITAL - EQUIPMENT						
	To cover trailer	41294	10/09/2023	EBRADFORI	75,000.00	500.00	76,500.00
Cap Pro.	67-00-3850-3850-000 INTEREST EARNED						
WFER Carr Store	Close out project fund	41303	10/09/2023	EBRADFORI	6,796.39	-6,796.39	0.00
Cap Pro.	67-70-3980-3980-300 DEBT ISSUANCE PROCEEDS						
WFER Carr Store	Close out project fund	41304	10/09/2023	EBRADFORI	3,271,000.00	-3,271,000.00	0.00
Cap Pro.	67-80-8130-5700-000 CONTINGENCY						
WFER Carr Store	Close out project fund	41305	10/09/2023	EBRADFORI	150,875.39	-150,875.39	0.00
Cap Pro.	67-80-8130-5700-045 DESIGN						
WFER Carr Store	Close out project fund	41306	10/09/2023	EBRADFORI	132,468.00	-132,468.00	0.00
Cap Pro.	67-80-8130-5700-570 MISCELLANEOUS						
WFER Carr Store	Close out project fund	41307	10/09/2023	EBRADFORI	220,630.00	-220,630.00	0.00
Cap Pro.	67-80-8130-5700-710 LAND ACQUISITION						
WFER Carr Store	Close out project fund	41308	10/09/2023	EBRADFORI	5,500.00	-5,500.00	0.00
Cap Pro.	67-80-8130-5700-719 CONSTRUCTION ADMINISTRATION						
WFER Carr Store	Close out project fund	41309	10/09/2023	EBRADFORI	310,000.00	-310,000.00	0.00
Cap Pro.	67-80-8130-5700-720 CONSTRUCTION						
WFER Carr Store	Close out project fund	41310	10/09/2023	EBRADFORI	2,458,323.00	-2,458,323.00	0.00
Restr. Revenue	72-00-5000-3301-022 RESTRICTED REV-TOWN HALL GROUNDS						
	To adj to actual	41290	10/09/2023	EBRADFORI	0.00	22,000.00	22,000.00

JFernandez
fl142r03

10/02/2023 9:14:03AM

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FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 10/09/2023 TO 10/09/2023**

<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>
Restr. 72-10-5000-5300-367 TOWN HALL GROUNDS Revenue Adj to actual	41291	10/09/2023	EBRADFORI	0.00	22,000.00	22,000.00
					<u>-6,546,007.78</u>	

APPROVED: 5/0

DATE: 10/9/23

VERIFIED: *Sarah E. Kimrey*

DRAFT

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	35,705	47,167	58,628			
2	37,415	48,190	58,965	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	37,415	48,190	58,965	N	202	METER SERVICES TECHNICIAN
2	37,415	48,190	58,965	N	205	CUSTOMER SERVICE REPRESENTATIVE
3	39,211	50,524	61,838	N	302	EQUIPMENT OPERATOR I
3	39,211	50,524	61,838	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	41,097	52,976	64,855	N	401	SENIOR CUSTOMER SERVICE REPRESENTATIVE
4	41,097	52,976	64,855	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	41,097	52,976	64,855	N	403	WASTEWATER PLANT OPERATOR I
4	41,097	52,976	64,855	N	404	WATER PLANT OPERATOR I
5	43,076	55,549	68,022	N	502	EQUIPMENT OPERATOR II
5	43,076	55,549	68,022	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	43,076	55,549	68,022	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	43,076	55,549	68,022	N	505	WASTEWATER PLANT OPERATOR II
5	43,076	55,549	68,022	N	506	WATER PLANT OPERATOR II
6	45,155	58,252	71,348	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	45,155	58,252	71,348	N	605	EQUIPMENT OPERATOR III
6	45,155	58,252	71,348	N	601	PLANNING TECHNICIAN
6	45,155	58,252	71,348	N	602	PLANT MAINTENANCE MECHANIC I
6	45,155	58,252	71,348	N	604	UTILITY SYSTEMS MECHANIC I
6	45,155	58,252	71,348	N	607	STORMWATER TECHNICIAN
7	47,338	61,089	74,841	N	706	ACCOUNTING TECHNICIAN
7	47,338	61,089	74,841	N	701	CREW LEADER
7	47,338	61,089	74,841	N	702	PLANT MAINTENANCE MECHANIC II
7	47,338	61,089	74,841	N	703	UTILITY SYSTEMS MECHANIC II
7	47,338	61,089	74,841	N	704	WASTEWATER PLANT OPERATOR III
7	47,338	61,089	74,841	N	705	WATER PLANT OPERATOR III
8	49,630	64,069	78,508	N	801	FLEET MECHANIC
8	49,630	64,069	78,508	N	802	PLANT MAINTENANCE MECHANIC III
8	49,630	64,069	78,508	N	803	UTILITY SYSTEMS MECHANIC III
8	49,630	64,069	78,508	N	804	DIVERSION SOCIAL WORKER
9	52,036	67,197	82,358	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	52,036	67,197	82,358	N	902	METER SERVICES SUPERVISOR
9	52,036	67,197	82,358	N	903	UTILITIES INSPECTOR
9	52,036	67,197	82,358	E	904	PUBLIC WORKS SUPERVISOR
10	54,563	70,482	86,401	N	1001	BACKFLOW/FOG SPECIALIST
10	54,563	70,482	86,401	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	54,563	70,482	86,401	N	1003	COMMUNICATIONS SPECIALIST
10	54,563	70,482	86,401	N	1004	FACILITIES COORDINATOR
10	54,563	70,482	86,401	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	57,216	73,931	90,646	N	1101	PLANNER
12	60,002	77,553	95,104	E	1201	BUDGET & MANAGEMENT ANALYST
12	60,002	77,553	95,104	E	1202	FINANCIAL ANALYST
12	60,002	77,553	95,104	E	1203	FLEET MAINTENANCE SUPERVISOR
12	60,002	77,553	95,104	E	1204	HUMAN RESOURCES ANALYST
12	60,002	77,553	95,104	E	1205	MANAGEMENT ANALYST
12	60,002	77,553	95,104	N	1206	STORMWATER PROGRAM COORDINATOR

12	60,002	77,553	95,104	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	60,002	77,553	95,104	N	1208	SENIOR COMMUNICATIONS SPECIALIST
12	60,002	77,553	95,104	N	1209	PLANNER II
13	62,927	81,356	99,784	E	1301	CIVIL ENGINEERING TECHNICAN
13	62,927	81,356	99,784	E	1302	SENIOR PLANNER
13	62,927	81,356	99,784	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	62,927	81,356	99,784	E	1304	UTILITY SYSTEM SUPERVISOR
14	65,999	85,348	104,698	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	69,224	89,541	109,858	E	1501	SAFETY & RISK MANAGER
16	72,610	93,943	115,276	E	1601	WATER PLANT SUPERINTENDENT
17	76,165	98,565	120,965	E	1701	PUBLIC WORKS MANAGER
17	76,165	98,565	120,965	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	76,165	98,565	120,965	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	79,899	103,418	126,938	E	1802	COMMUNICATIONS MANAGER
19	83,819	108,514	133,210	E	1901	INFORMATION TECHNOLOGY MANAGER
20	87,934	113,865	139,795	E	2001	BUDGET DIRECTOR
20	87,934	113,865	139,795	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	87,934	113,865	139,795	E	2003	HUMAN RESOURCES MANAGER
20	87,934	113,865	139,795	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	87,934	113,865	139,795	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	87,934	113,865	139,795	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	92,256	119,483	146,710			
22	96,794	125,382	153,970			
23	101,559	131,576	161,594			
24	106,562	138,080	169,599	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	106,562	138,080	169,599	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	106,562	138,080	169,599	E	2403	FINANCE DIRECTOR
25	111,815	144,909	178,004	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	46,638	60,179	73,720	N	100	POLICE OFFICER TRAINEE
102	53,412	68,985	84,559	N	102	POLICE OFFICER/ POLICE OFFICER FIRST CLASS
201	56,008	72,360	88,712	N	203	SENIOR POLICE OFFICER POLICE OFFICER FIRST CLASS
202	58,733	75,903	93,073	N	204	POLICE CORPORAL
303	61,119	79,005	96,890	N	304	MASTER POLICE OFFICER
402	67,230	86,949	106,668	N	405	POLICE SERGEANT
502	73,967	95,707	117,447	E	507	POLICE LIEUTENANT
601	85,200	110,309	135,419	E	606	POLICE MAJOR
701	106,562	138,080	169,599	E	707	CHIEF OF POLICE



ORDINANCE

Grant Project Amendment

American Rescue Plan – Galvanized Water Main Replacement

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

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
American Rescue Plan	\$60,000	\$(60,000)	\$0

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
Galvanized Water Main Replacement	\$60,000	\$(60,000)	\$0


Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Hydrant and Valve Project

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
American Rescue Plan	\$400,000	\$(400,000)	\$0

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hydrant and Valve Project	\$400,000	\$(400,000)	\$0

Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Lawndale Basin Rehabilitation

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
American Rescue Plan	\$935,000	\$(935,000)	\$0

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Lawndale Basin Rehabilitation	\$935,000	\$(935,000)	\$0

Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – McAdams Road Water Main Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
American Rescue Plan	\$350,000	\$(350,000)	\$0

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
McAdams Road Water Main Replacement	\$350,000	\$(350,000)	\$0


Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
 Noes: 0
 Absent or excused: 0





 Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Transfer to Water and Sewer Fund

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

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

American Rescue Plan	\$1,973,914.40
American Rescue Plan - Interest	\$48,733.00

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

Transfer to Water and Sewer Fund	\$2,022,647.40
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Section 3. This grant project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Wastewater Treatment Plant Clarifier Coatings

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

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
American Rescue Plan	\$190,000	\$(13,800)	\$176,200

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
Wastewater Treatment Plant Clarifier Coatings	\$190,000	\$(13,800)	\$176,200


Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Water Treatment Plant Paving & Curbing Repair

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
American Rescue Plan	\$90,000	\$(90,000)	\$0

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
WTP Paving & Curbing Repair	\$90,000	\$(90,000)	\$0

Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Grant Project Amendment

American Rescue Plan – Water Treatment Plant SCADA Update

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
American Rescue Plan	\$50,000	\$(1,382)	\$48,618

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
WTP SCADA Update	\$50,000	\$(1,382)	\$48,618

Section 3. This grant project is hereby closed within Fund 77.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
 Noes: 0
 Absent or excused: 0





 Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Galvanized Water Main Replacement

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

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

Transfer from Water and Sewer Fund \$160,000

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

Galvanized Water Main Replacement \$160,000

Section 3. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Hydrant and Valve Project

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

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

Transfer from Water and Sewer Fund \$487,647.40

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

Hydrant and Valve Project \$487,647.40

Section 3. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Lawndale Basin Rehabilitation

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

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

Transfer from Water and Sewer Fund \$935,000

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

Lawndale Basin Rehabilitation \$935,000

Section 3. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

McAdams Road Water Main Replacement

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

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

Transfer from Water and Sewer Fund \$350,000

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

McAdams Road Water Main Replacement \$350,000


Section 3. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE
Capital Project Amendment
Water Treatment Plant Paving and Curbing Repair

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

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

Transfer from Water and Sewer Fund \$90,000

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

Water Treatment Plant Paving and Curbing Repair \$90,000

Section 3. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



RESOLUTION

Endorsing Falls Lake Consensus Principles II of the Upper Neuse River Basin Association for Revised Falls Lake Rules

WHEREAS, the North Carolina Environmental Management Commission adopted the Falls Lake Rules and the N.C. Rules Review Commission approved the rules at its Dec. 16, 2010, meeting, with an effective date of Jan. 15, 2011; and

WHEREAS, the jurisdictions of the Falls Lake watershed developed an original set of consensus principles in February 2010 to guide the development of the current rules; and

WHEREAS, the rules (15A NCAC 02B .0275 (5)(f)) allow for their reexamination using an evaluation process approved by the North Carolina Division of Water Resources and for the reexamination results to be presented to the division and the Environmental Management Commission; and

WHEREAS, the Upper Neuse River Basin Association has followed the rules' reexamination process, secured required approvals of the process, and invested in a 10-year, \$10 million study of Falls Lake and its watershed to establish an updated and comprehensive scientific basis for revisions to the rules; and

WHEREAS, on Sept. 20, 2023, the Board of Directors of the Upper Neuse River Basin Association approved revised consensus principles for the readoption of the rules; and

WHEREAS, the association's member local government jurisdictions desire to endorse the Falls Lake Consensus Principles II for the readoption of the rules;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners endorses Consensus Principles II as adopted by the Upper Neuse River Basin Association Board of Directors and recommends that the North Carolina Department of Environmental Quality and the Environmental Management Commission use these consensus principles as guidelines in developing the revised rules for Falls Lake.

Approved this 9th day of October in the year 2023.



Handwritten signature of Jenn Weaver.

Jenn Weaver, Mayor
Town of Hillsborough



ORDINANCE

Amending the Unified Development Ordinance

The Hillsborough Board of Commissioners ordains the following amendments:

6.17 SIDEWALKS AND PEDESTRIAN ACCESS

6.17.1 PURPOSE AND INTENT

The regulations in this subsection are designed to advance identified goals and strategies found in the Town's adopted Comprehensive Sustainability Plan, and promote the public health, safety, and welfare by improving air quality and the quality of life for town residents and visitors. Providing sidewalks and other multi-modal travel methods adjacent to and within developments furthers the purposes for which these regulations are intended.

6.17.2 APPLICABILITY

The requirements of this subsection apply to developments that are subject to the following review procedures:

- (a) Creation of New Lots/Division of Land involving a Conservation, Major or Special Subdivision,
- (b) Site Plan Review,
- (c) Special Use Permit, including their modification, or
- (d) Zoning Compliance Permit involving a non-residential change of use if required by subparagraph 7.3.3, *Nonconforming Characteristics of Non residentially Zoned Properties*.

6.17.3 EXCEPTIONS TO SIDEWALK CONSTRUCTION REQUIREMENTS

6.17.3.1 Sidewalk construction, payment in-lieu of sidewalk construction (pursuant to paragraph 6.17.5, *Sidewalk Payment In-lieu of Construction*), or a combination of the two, is required where:

- (a) the permit-issuing authority determines:
 - (1) the sidewalk will interfere with or disrupt drainage if constructed where required,
 - (2) construction is infeasible, impractical, or undesirable due to special circumstances including, but not limited to, topography, streams, or other environmental limitations such as the presence of regulatory floodplains and riparian buffers, or
 - (3) if constructed, the sidewalk will not provide any present or future public

safety benefit;

- (b) the sidewalk will be provided as part of a Town or State scheduled and funded roadway project to be built within three years of the proposed development's approval; or
- (c) an impending road widening project affecting the development is scheduled to begin within three years of the proposed development's approval.

6.17.4 EXEMPTIONS FROM SIDEWALK CONSTRUCTION AND PAYMENT IN-LIEU REQUIREMENTS

Sidewalk construction and/or payment in-lieu of construction is not required where:

- (a) the development project:
 - 1. does not front on, or lie between, a street segment(s) identified as "recommended" on the Comprehensive Sustainability Plan's Sidewalk System Map, and
 - 2. no sidewalk or other pedestrian accessway exists, or is planned to be constructed, within 500 feet of the boundary of the land to be developed,
- (b) only a change of use or occupancy will occur with no substantial site improvements required or proposed,
- (c) only site grading and/or utility improvements are involved,
- (d) vehicular access to lots or other development will be provided by alleys connecting to streets with existing sidewalks or streets that will be constructed with sidewalks as part of the proposed development,
- (e) the sidewalk would be located within unimproved right-of-way not requiring improvement as part of the development, or
- (f) the required sidewalk is committed as part of another development project's permit, provided the permit is still valid and unexpired.

6.17.5 SIDEWALK PAYMENT IN-LIEU OF CONSTRUCTION

6.17.5.1 Where allowed by paragraph 6.17.3, *Exceptions to Sidewalk Construction Requirements*, the applicant shall make a payment to the Town in lieu of sidewalk construction. A combination of construction and payment in-lieu may be made when an applicant chooses to construct a portion of sidewalk instead of making a full in-lieu payment. Nothing in this paragraph shall prevent an applicant from constructing sidewalks instead of making an in-lieu payment.

6.17.5.2 Payment shall be made to the Town at a rate set annually in the Town budget. Payment value shall equal the average linear foot of total sidewalk cost, including accessible ramps

and required shade tree installation, as determined by a professional engineer or other professional qualified to provide the estimate. The calculation shall include the time and material cost in place at the time of the request.

6.17.5.3 Payment shall be made prior to (i) issuance of a Certificate of Occupancy, or (ii) release of any financial security held in association with the development project. Payments shall be deposited in the Town's sidewalk construction capital fund and used for sidewalk installation or repair within a 0.5-mile radius of the property for which the fee was collected.

6.17.5.4 Acceptance of payment-in-lieu shall not remove the requirement for sidewalks under paragraph 6.17.2, *Applicability*, for future property development unless exempted under paragraph 6.17.4, *Exemptions from Sidewalk Construction and Payment In-lieu Requirements*.

6.17.6 DESIGN REQUIREMENTS

6.17.6.1 Sidewalks shall be provided for all new developments and shall:

- (a) be provided within street rights-of-way along all adjacent and perimeter public streets on which the development tract has frontage. Additional street right-of-way of a sufficient width to accommodate the required sidewalk shall be dedicated along the street frontage in cases where the existing right-of-way is not wide enough to accommodate a sidewalk;
- (b) be provided on both sides of all internal streets within a development;
- (c) align vertically and horizontally with abutting sidewalks;
- (d) connect via a direct link to primary building entrances;
- (e) within unsubdivided developments (e.g., attached dwelling projects), link buildings with other buildings, adjacent public streets, on-site activity centers such as parking areas, laundry facilities, and recreational areas and facilities,
- (f) accommodate sidewalk shade trees required by paragraph 6.17.11, *Sidewalk Shade Trees*,
- (g) avoid conflicts or obstruction with above-ground structures or trees, and
- (h) maintain required width around any existing or anticipated obstructing object in the sidewalk's path.

6.17.6.2 During the development review process, reviewing agencies may designate areas where prior approval is required for any alteration to sidewalk locations. No other changes are permitted without the approval of all agencies that approved the original plans.

- 6.17.6.3** The Public Works Manager may approve changes in sidewalk location for a maximum linear distance of 200 feet without the need for amended plans. The approved plans will be annotated to reflect any approved changes.

6.17.7 CONSTRUCTION REQUIREMENTS

Sidewalks shall be constructed:

- (a) behind curb and gutter or a roadside swale,
- (b) to meet standards found in Appendix A, *Street Construction Standards and Specifications*, of the Town Code of Ordinances and the Town's adopted Street Manual. NCDOT standards must be met for sidewalks constructed within state-maintained street rights-of-way,
- (c) to meet all applicable ADA (Americans with Disabilities Act) requirements,
- (d) of concrete with a width of at least five feet and thickness of at least five-inches (six-inches at driveway entrances), unless use of alternative materials is approved by the Public Works Manager,
- (e) with a constructed barrier wherever a sidewalk is located within five-feet of a retaining wall 30-inches or greater in height, or steep grades exceeding a 1:1 ratio, and
- (f) with sidewalk shade trees required by paragraph 6.17.11, *Sidewalk Shade Trees*.

6.17.8 ENCROACHMENT AGREEMENTS REQUIRED FOR STATE-MAINTAINED STREETS

Sidewalks constructed within State-maintained-street rights-of-way shall be subject to a three-party encroachment agreement between the developer, NCDOT and Town.

6.17.9 ALTERNATIVE SIDEWALK PLANS

The permit-issuing authority may approve alternative sidewalk plans where it is shown that the alternative provides equal or greater internal and external pedestrian circulation and connectivity through use of off-street trails or multi-use pathways connecting to sidewalks, off-street trails, or multi-use pathways on the perimeter of the development tract.

6.17.10 ADDITIONAL MEANS OF PEDESTRIAN ACCESS

- (a) Whenever the permit-issuing authority determines a means of pedestrian access is necessary to connect a residential development to schools, parks, open space, playgrounds, other streets or facilities, and access is not conveniently provided by sidewalks adjacent to the streets, the applicant may be required to provide an improved pedestrian accessway located within an easement of at least 10 feet in width to provide pedestrian access.
- (b) The pedestrian accessway must be either paved with concrete, asphalt, pervious pavement, gravel, or other suitable material approved by the permit-issuing authority. Gravel or other loose materials used for paving must be contained by framing to prevent

paving material wash-out.

(c) The accessway shall be owned and maintained by a property or homeowners' association.

6.17.11 SIDEWALK SHADE TREES

6.17.11.1 Shade trees shall be installed in front yards behind the sidewalk along all development street frontages and internal streets according to the following table. This requirement does not apply where non-residential buildings are built to within 10 feet of the street right-of-way or designed with front courtyards or other site features providing similar shading.

SIDEWALK SHADE TREE PLANTING REQUIREMENTS				
<i>Tree Size¹</i>	<i>Dbh at Planting (inches)²</i>	<i>Minimum Height at Installation (feet)</i>	<i>Minimum Distance from Sidewalk (feet – sidewalk edge to tree center point)</i>	<i>Spacing (feet on center)³</i>
Small	1.5	6	5	30
Large	3	10	10	40
¹ Refer to Town's recommended planting list for acceptable species. ² Dbh (Diameter at breast height) is defined in Section 9, <i>Definitions</i> . ³ Permit-issuing authority may approve varied spacing if there are conflicts between utilities and tree placement provided required number of trees are provided.				

6.17.11.2 Where shade trees are planted on the development property behind street rights-of-way, a minimum 10-foot wide, private tree easement shall be provided for the planting and maintenance of required trees. Tree easements must be shown on site plans and subdivision plats and subject to a tree easement, planting, and maintenance agreement to be recorded in the register of deeds office.

6.17.11.3 Where non-residential buildings are built within 10 feet of a street right-of-way, shade trees shall be installed in "tree lawns" between the curb and sidewalk as follows:

TREE LAWN PLANTING REQUIREMENTS					
<i>Lawn Width (feet)</i>	<i>Tree Size¹</i>	<i>Dbh at Planting (inches)²</i>	<i>Minimum Height at Installation (feet)</i>	<i>Minimum Distance from Sidewalk (feet - sidewalk edge to tree center point)</i>	<i>Spacing (feet on center)³</i>
4 – 8	Small	1.5	6	2 - 2.5	30
≥8	Large	3	10	3.5	40
¹ Refer to Town's recommended planting list for acceptable species. ² Dbh (Diameter at breast height) is defined in Section 9, <i>Definitions</i> . ³ Permit-issuing authority may approve varied spacing if there are conflicts between utilities and tree placement provided required number of trees are provided.					

6.17.11.4 All shade tree planting areas and tree lawns shall be planted with grass, ground cover, or treated with other suitable cover material.

6.17.11.5 The following table lists recommended distances to be maintained between planted trees

and various infrastructure and improvements:

RECOMMENDED MINIMUM DISTANCE FROM INFRASTRUCTURE AND IMPROVEMENTS	
<i>Use</i>	<i>Minimum Distance (feet)</i>
Back of curb/pavement	2
Catch basins	10
Driveways	10
Fire hydrants	10
Light poles	20
Manholes	10
Other trees	15 or 25 (depending on species)
Overhead and underground power distribution lines	½ average mature canopy width + 15 feet (measured from center of distribution corridor)
Sewer easements	Planting prohibited
Stop signs	30
Structures	10
Traffic signs (except Stop signs)	10
Utility boxes	3 feet sides and rear; 3 feet from doors
Water easements	Planting prohibited
Water meters	5
Water and sewer lines	Dependent on easement width; 10 feet where easement doesn't exist (measured from center of pipe)
All other services	10

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in 2023.

Ayes: 5
 Noes: 0
 Absent or excused: 0



Sarah E. Kimrey

 Sarah E. Kimrey, Town Clerk

**HILLSBOROUGH BOARD OF COMMISSIONERS
Consistency Statement per Section 160D-604(d)**

**Text Amendment Request from: Staff-Planning and Economic Development Division
Oct. 9, 2023**

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

Amend UDO §6.17 (Sidewalks and Walkways) to be re-titled and re-written in its entirety for better readability and to clarify that, with several exceptions, sidewalks are required in all new developments (as listed), and to expand upon the provisions for allowing limited acceptance of payment in-lieu of sidewalk construction in certain circumstances.

The Hillsborough Board of Commissioners has determined the proposed action is consistent with the Town of Hillsborough's Comprehensive Sustainability Plan for the following reason(s):


1. The amendments are consistent with the Transportation and Connectivity Chapter goal to "Develop and maintain a safe, efficient, and sustainable multimodal transportation system (including bicycle, pedestrian, and transit options) that offers alternatives to single-occupancy vehicle trips and promotes health and access to area jobs, destinations, and services."

Strategy: Adopt regulations that contribute to meeting identified transportation and connectivity needs in town.

The foregoing consistency statement having been submitted to a vote, received the following vote and was duly adopted this 9th day of October in the year 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Work Session

7 p.m. Oct. 23, 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

Staff: Assistant Town Manager and Community Services Director Matt Efird, Communications Specialist JC Leser, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove and Communications Manager Catherine Wright

1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7:01 p.m. Weaver acknowledged the current conflict between Israel and Palestinians in the Gaza Strip and the subsequent humanitarian crisis.

2. Agenda changes and approval

There were no changes.

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

Vote: 4-0.

3. Presentations

A. Presentation of the 2023 Fairview Youth in Action program

Ferguson acknowledged Judit Alvarado, Edith Sanchez and Kevin Giff from the Fairview Youth in Action program. She shared a brief history of the organization and highlighted the group's impact on the Fairview community.

Commissioner Evelyn Lloyd joined the meeting at 7:05 p.m.

Alvarado thanked the town for the support and guidance it has provided the program. Sanchez shared that the program members will join the town to plant pawpaw trees at the Dorothy N. Johnson Community Center for Arbor Day.

The board watched the Fairview Youth in Action video. Ferguson thanked Habitat for Humanity for its activity and support of the Fairview community.

B. Completion of 2023 Government 101

Senior Communications Specialist Cheryl Sadgrove presented to the board about this year's Government 101 program and changes to the program.

Changes included:

- Dinner and informal time with elected officials at the first session.
- A community services and planning and economic development session separate from the public space and sustainability session.

- Representatives from appointed boards at sessions relevant to their work.
- Extended evening sessions (from 1.5 hours to 2 hours for most).
- Outdoor evening session at the Public Works yard with Fleet Maintenance Operations and the public works and stormwater and environmental services divisions.

Sadgrove shared that this year's program attracted 36 applicants and 31 participants, with 30 attending five of the seven sessions.

After the presentation, participants received certificates of completion from Town Manager Eric Peterson and the mayor. Weaver thanked the participants for their effort in the program and the positive impacts that their participation may have.

4. Items for decision – consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Designation of applicant's agent for federal grant awards

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. Town sponsorship for 2024 Earth Day event

Bell shared he has received feedback that individuals feel they can't impact the climate crisis. The goal of this event series would be to highlight small things that individuals can do to help combat climate change. He said the event could be used to emphasize the town's comprehensive sustainability plan.

Bell said another entity would serve as the main organizer for the series. Hillsborough communications staff are being asked to support the marketing efforts for the event. Expenses would not be in this calendar year.

Weaver shared that the demands on town staff likely will be higher than estimated.

Motion: Ferguson moved to approve sponsorship and \$1,000 in funding for the 2024 Earth Day event. Commissioner Robb English seconded.

Vote: 5-0.

6. Committee updates and reports

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

7. Adjournment

Weaver adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2023-2024

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 10/23/2023 TO 10/23/2023

	<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	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING For purchase of camera SD card.	41329	10/23/2023	JFernandez	0.00	28.00	28.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS For purchase of camera SD card.	41328	10/23/2023	JFernandez	57,553.00	-28.00	63,927.32
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV. To cover safety training expenses.	41318	10/23/2023	JFernandez	16,800.00	-306.00	16,494.00
Safety & Risk	10-10-6600-5300-570 MISCELLANEOUS To cover safety training expenses.	41317	10/23/2023	JFernandez	750.00	306.00	1,056.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover sludge removal project at WTP.	41331	10/23/2023	JFernandez	427,760.00	-2,323.00	426,087.00
WTP	30-80-8120-5300-550 ALUM SLUDGE REMOVAL To cover sludge removal project at WTP.	41332	10/23/2023	JFernandez	72,943.00	2,323.00	86,516.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS For purchase of spare pump at Patriots Po	41326	10/23/2023	JFernandez	193,000.00	-8,050.00	162,353.00
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS Cemetery PS control panel & valve replac	41333	10/23/2023	EBRADFORI	0.00	88,175.00	88,175.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT For purchase of spare pump at Patriots Po	41327	10/23/2023	JFernandez	20,000.00	8,050.00	202,477.79
W&S Contingency	30-80-9990-5300-000 CONTINGENCY Cemetery PS control panel & valve replac	41334	10/23/2023	EBRADFORI	400,000.00	-88,175.00	189,749.00
Gen. Cap. Res.	71-00-3850-3850-000 INTEREST EARNED Adj to actual	41320	10/23/2023	EBRADFORI	7,118.00	0.31	7,118.31
Gen. Cap. Res.	71-10-6300-5700-851 SUSTAINABILITY Adj to actual	41319	10/23/2023	EBRADFORI	627,118.00	0.31	627,118.31
Restr. Revenue	72-10-5000-5300-367 TOWN HALL GROUNDS Move giraffes to capital account	41336	10/23/2023	EBRADFORI	0.00	-15,000.00	7,000.00
Restr. Revenue	72-10-5000-5700-367 CAPITAL - TOWN HALL GROUNDS Move giraffes to capital account	41337	10/23/2023	EBRADFORI	0.00	15,000.00	15,000.00
Special Assessment	79-00-3100-3100-003 SPECIAL ASSESSMENT TAXES COLLECTED Adj to actual	41339	10/23/2023	EBRADFORI	533,363.00	16,500.00	549,863.00
Special Assessment	79-00-7900-5300-495 COLLECTION EXPENSE Est budget for OC collection expense	41340	10/23/2023	EBRADFORI	0.00	16,500.00	16,500.00
						33,000.62	

APPROVED: 5/0

DATE: 10/23/23

VERIFIED: _____

Samuel E. Kinney



RESOLUTION

Designation of Applicant's Agent for Federal Grant Awards

North Carolina Division of Emergency Management

WHEREAS, the Town of Hillsborough is the recipient of two fiscal year 2021 Building Resilient Infrastructure and Communities grant awards through the Federal Emergency Management Agency and;

WHEREAS, the North Carolina Division of Emergency Management (Department of Public Safety) is the administrator of the above grants and requires a Designation of Applicant's Agent by the elected body;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners does hereby designate Town Manager Eric Peterson as Primary Agent and Finance Director Dave McCole as Secondary Agent to execute and file applications for federal and/or state assistance on behalf of the town, to represent and act for the town in all dealings with the state and federal agencies pertaining to the subject grant agreements, and to adhere to the assurances and to abide by the necessary conditions to serve as agent.

Approved this 23rd day of October of the year 2023.

A handwritten signature in black ink, appearing to read "Jenn Weaver".

Jenn Weaver, Mayor
Town of Hillsborough



Attestation:

A handwritten signature in black ink, appearing to read "Sarah Kimrey".

Sarah Kimrey, Town Clerk

RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Hillsborough	Disaster Number: BRIC21
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start 2024 Month: 7 Day: 01	
Applicant's Federal Employer's Identification Number 56 - 6001246	
Applicant's Federal Information Processing Standards (FIPS) Number 37 - 316 - 20	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Eric Peterson	Agent's Name Dave McCole
Organization Town of Hillsborough	Organization Town of Hillsborough
Official Position Town Manager	Official Position Finance Director
Mailing Address PO Box 429	Mailing Address PO Box 429
City, State, Zip Hillsborough NC 27278	City, State, Zip Hillsborough NC 27278
Daytime Telephone (919) 296-9421	Daytime Telephone (919) 296-9451
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this day of _____, 20_____.

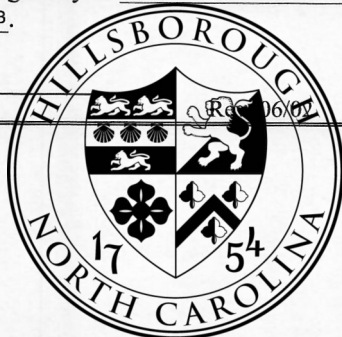
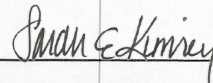
GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Jennifer Weaver, Mayor	Name Sarah Kimrey
Name and Title	Official Position Town Clerk
Name and Title	Daytime Telephone (919) 296-9443

CERTIFICATION

I, Sarah Kimrey, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Hillsborough, North Carolina (Organization) on the 23rd day of October, 2023.

Date: 10/25/23

Signature: _____



APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 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 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 11/13/2023 TO 11/13/2023

	<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>
Admin. Services	10-10-4200-5300-145 MAINTENANCE - BUILDINGS To cover building maintenance supplies	41344	11/13/2023	EBRADFORI	0.00	150.00	4,902.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS To cover building maintenance supplies	41346	11/13/2023	EBRADFORI	57,553.00	-150.00	63,777.32
Safety & Risk	10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL To est uniform budget	41342	11/13/2023	EBRADFORI	6,720.00	-500.00	19,221.80
Safety & Risk	10-10-6600-5300-350 UNIFORMS To est uniform budget	41343	11/13/2023	EBRADFORI	0.00	500.00	500.00
Police	10-20-5100-5300-110 TELEPHONE/INTERNET To cover cell phone costs for Social Work	41360	11/13/2023	JFernandez	15,120.00	50.00	15,170.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS To move PO from capital account	41355	11/13/2023	EBRADFORI	15,000.00	4,550.00	23,270.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS To cover cell phone costs for Social Work	41359	11/13/2023	JFernandez	5,000.00	-50.00	1,982.00
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS To move PO to operating account	41356	11/13/2023	EBRADFORI	0.00	-4,550.00	40,722.50
Utilities Admin.	30-80-7220-5300-570 MISCELLANEOUS To cover W&S Rate Model	41371	11/13/2023	EBRADFORI	3,600.00	45,000.00	68,600.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To cover W&S Rate Model	41372	11/13/2023	EBRADFORI	400,000.00	-45,000.00	144,749.00
Gen. Cap Projects	60-03-3870-3701-005 BELLEVUE MILLS CONTRIBUTION To close out project	41350	11/13/2023	EBRADFORI	8,000.00	-8,000.00	0.00
Gen. Cap Projects	60-03-3870-3870-402 TRANSFER FROM GF-CONNECTIVITY To close out project	41351	11/13/2023	EBRADFORI	84,500.00	-44,397.04	40,102.96
Gen. Cap Projects	60-03-6300-5700-728 CONNECTIVITY INFRASTRUCTURE To close out project	41352	11/13/2023	EBRADFORI	92,500.00	-52,397.04	40,102.96
						<u>-104,794.08</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Public Space/Sustainability
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject: Proclamation – Arbor Day 2023

Attachments:

Arbor Day 2023 Proclamation

Summary:

Each year the Town of Hillsborough and Hillsborough Tree Board celebrate Arbor Day by planting a tree and reading aloud the Arbor Day Proclamation. This year Arbor Day will be celebrated on Wednesday, Nov. 15, 2023, at 9 a.m. with a tree planting at the Dorothy N. Johnson Community Center.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

1. Schedule Arbor Day for Wednesday, November 15, 2023.
2. Approve Arbor Day Proclamation to be read by Mayor Pro Tem Matt Hughes at the Arbor Day celebration.



PROCLAMATION

Arbor Day

Nov. 15, 2023

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

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

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

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

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

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

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

NOW, THEREFORE, I, Matt Hughes, on behalf of Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Nov. 15, 2023, as **Arbor Day** in the Town of Hillsborough and urge all residents to support efforts to protect our trees and woodlands and encourage the community to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of November in the year 2023.

Jenn Weaver, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Special Event Permit: 2023 Hillsborough Holiday Parade and Tree Lighting

Attachments:

Special Event Permit Application including road closures and event layouts as well as new safety standards being implemented for 2023

Summary:

The annual Hillsborough Holiday Parade and Tree Lighting is proposed to be held on Sunday, Dec. 3 in much the same format as in previous years. The Hillsborough/Orange County Chamber of Commerce has adopted additional safety standards and protocols that were shared with those interested in being in the parade and had to be agreed to before participants could sign up for the parade.

Financial impacts:

Low to moderate; Public Works and Police assistance are being requested for street closures, trash collection/street sweeping.

Staff recommendation and comments:

Staff recommends approval.

Action requested:

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



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: "Light Up The Night" Holiday Parade and Tree Lighting Ceremony

Event Location Address: See online map: www.hillsboroughchamber.com/light-up-the-night-holiday-parade/

Date(s) of event: 12-3-2023

Event Set Up Time: 1:00 pm Event Hours: 4:00-6:00 pm Event Break Down: n/a

Date(s) of event: 12-3-2023

Event Set Up Time: 3:00 pm Event Hours: 4:00-7:15 pm Event Break Down: 7:30 pm

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough/Orange County Chamber of Commerce

Organization/Company mailing address: 200 North Churton Street

Organization Status: Formal Informal For-profit Not-for-profit

Event Organizer Name: Scott Czechlewski

Event Organizer Phone: 919-732-8156 Event Organizer Email: scott@hillsboroughchamber

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

Name: Scott Czechlewski

Cell Phone: 910-338-8203

Name: Erika Isley

Cell Phone: 336-567-5153

GENERAL EVENT INFORMATION

Type of Event:

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

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

Holiday parade lineup starting at Hwy 70/N. Churton St. Parade begins at Corbin St/Churton St. and ends at East

Margaret/Cameron. Tree lighting at Old Courthouse; food trucks, music, tree lighting, and singing. Running of

Elves road race (before the parade) begins at Mitchell Street to Corbin and joins parade route. Parade returns via N. Cameron St.

Estimated total number of people that will attend the event: 5,000

Estimated peak time(s) of attendance: 4:00-7:00 pm

Maximum capacity of event location (number of persons, if applicable): n/a

If the event is annual, the estimated attendance of the last event of this kind: 5,000

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? _____

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

Please Explain: PA system and lights

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? To be determined

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:

West Bend Mutual Insurance Company

Contact information for broker/agent providing coverage:

Adam Fryer / 608-410-3002 (coverage not finalized until 60 days from event date)

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:

Orange County Asset Management Services

919-245-2625

Name of Property Owner

Phone

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury 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.

Scott Czechlewski

9/1/2023

Applicant Signature

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: _____

Fee Paid: YES

Date information emailed out: 10/6/2023

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: _____

2023 Hillsborough Holiday Parade and Tree Lighting Map of Line-Ups and Services





Safety Guidelines for Drivers, Motorized Entries and Other Participants in the Hillsborough Holiday Parade

The Hillsborough/Orange County Chamber of Commerce places the utmost importance on the safety of all participants and spectators in the Hillsborough Holiday Parade and Tree Lighting Ceremony. The following safety guidelines have been established to help ensure a safe and enjoyable holiday parade for everyone involved, and will be distributed to all parade participants before the parade. It is crucial to prioritize safety, reduce the risk of accidents through education and vigilance, and be prepared for unexpected situations that may arise during the event.

1. Driver Qualifications

- a. All drivers operating ANY motorized vehicle (car, truck, motorcycle, tractor, firetruck, etc.) must be at least 25 years of age. Only experienced and legally licensed drivers will be allowed to operate a vehicle participating in the parade. The Hillsborough Police or a parade volunteer will check driver's licenses the day of the parade to ensure compliance.
- b. Drivers will be given a map to familiarize themselves with the parade route and ingress/egress from the parade.

2. Vehicle Inspection

- a. Entrants shall thoroughly inspect all vehicles prior to the parade to ensure good working condition, including: brakes, lights, steering, tires, wiper blades, defrosters, other critical systems, and fluid leaks.

3. Speed Limits and Safe Distances

- a. Drivers, cyclists, etc. must strictly obey parade route speed limits and maintain a safe following distance from other vehicles, walkers in the parade, floats, etc.

4. No Alcohol or Substance Use

- a. Drivers and passengers in all parade entries (motorized or otherwise) are not allowed to consume alcohol or any substances prior to or during the parade and tree lighting ceremony.

5. Seat Belts, Restraints and Float Safety

- a. All occupants in vehicles are required to wear seat belts or appropriate restraints, and secure any loose objects inside and outside of the vehicle.

b. All floats where children will be riding, shall have two (2) accompanying adults. Children under the age of eight should be harnessed or restricted on the float to avoid the chance they can fall off the float.

6. Vehicle Decorations

- a. Decorations must not obstruct the driver's view or interfere with vehicle controls.
- b. All decorations are to be examined by parade entrants to ensure they are securely fastened to the vehicle.

7. No Excessive Maneuvers

- a. Sudden starts, stops and sharp turns are forbidden, unless performed in the act to avoid an accident.
- b. Stunts, such as wheelies (whether motorcycle, bicycle, etc.), are strictly forbidden.

8. Throwing of Objects

- a. Throwing of any objects (candy, frisbees, balls, etc.) from vehicles or by other parade entrants is forbidden.

9. Animals

- a. Any animals participating in the parade must be properly and securely leashed/under rein any time they are on or near the parade route. Owners/handlers must maintain control of animals at all times.

10. Communication

- a. Parade volunteers will use communication devices to stay in contact with parade organizers and drivers.

11. Spectator Awareness

- a. Drivers will be instructed to be vigilant for spectators, especially children, who may step onto the parade route.
- b. Use of horn and lights to alert spectators, if necessary, is encouraged.

12. Weather Conditions

- a. Entrants will be advised to prepare for adverse weather conditions, including lowering speeds and exercising the utmost caution in rain, snow, or fog.

13. Parking and Staging

- a. Parade volunteers and Hillsborough Police will provide directions for moving floats and other entries into position.
- b. Parade entrants must follow the schedule for the parade line-up and adherence to assigned placement in the parade to avoid issues and excessive movements along on the established staging area.

14. Parade Officials' Instructions

- a. Entrants should follow the instructions and guidance of parade officials and volunteers.

15. Street Access

- a. Hillsborough Police and other Town employees will place and maintain barriers to close off various streets to limit and deny traffic interaction with the parade route and participants.

16. Vendors

- a. Only vendors approved by parade organizers are allowed near the parade route and tree lighting ceremony and must set up within the designated areas they are assigned.

17. Oversized Floats

- a. Oversized floats are not allowed. Discretion regarding size is determined by parade organizers. Check with organizers prior to parade for guidelines or to discuss allowable entries.

18. Firearms, Fireworks and Explosive Devices

- a. Firearms, weapons, firecrackers and any other explosive devices of any kind are strictly forbidden.

19. Additional Safety Precautions

Please Note: additional safety precautions besides those outlined in these guidelines should be taken by parade participants and spectators to ensure an accident-free event. Please err on the side of caution in all activities in and around the parade.

Questions? Call (919) 732-8156 or email membership@hillsboroughchamber.com.

From: noreply@municipalonlinepayments.com
To: [Evan Punch](#)
Subject: Payment Notification - Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)
Date: Tuesday, September 26, 2023 2:11:47 PM



Town of Hillsborough

This is your payment receipt.

Confirmation Number
F4H74KXKGV

Payer Contact Info
scott@hillsboroughchamber.com

Payment Method
*****9592

Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)

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

Sign/banner permit and special use permit for Hillsborough Holiday Parade.
Hillsborough/Orange County Chamber of Commerce, 200 N. Churton Street, Hillsborough, NC 27278

Base Price	\$80.00
Total	\$80.00

[Municipal Online Services](#)

[Login](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2024 Board of Commissioners Meeting Schedule amendment

Attachments:

2024 Board of Commissioners meeting schedule

Summary:

The 2024 Board of Commissioners meeting schedule amendment includes:

- Board of Commissioners regular meeting Tuesday, Nov. 12, 2024 (rescheduled from Nov. 11, 2024, due to the Veterans Day holiday).

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

To amend meeting schedule as presented.

Meeting Schedule: 2024

BOARD OF COMMISSIONERS



Meetings start at 7 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted. Times, dates and locations are subject to change.

The public will be able to view and listen to regular meetings and work sessions via live streaming video on the [town's YouTube channel](#).

Regular meetings

Regular meetings typically occur the second Monday of the month.

Jan. 8		Aug. 12
Feb. 12		Sept. 9
March 11		Oct. 14
April 8		Nov. 12
May 13	With budget presentation	Dec. 9
June 10	Tentative budget adoption	

Work sessions

Work sessions typically occur the fourth Monday of the month. The board generally does not make decisions or receive public comment at work sessions.

Jan. 22		June 24	Budget adoption, if needed
Feb. 26		Aug. 26	With joint WSAC meeting
March 25		Sept. 23	
April 22		Oct. 28	
May 28	Budget workshop, public hearing	Nov. 25	
June 3	Budget workshop, if needed		

Joint public hearings

Joint public hearings with the Planning Board typically occur the third Thursday of a month.

Jan. 18		Aug. 15
April 18		Oct. 17

Joint meetings

Meetings with the Water and Sewer Advisory Committee are planned biannually. The Orange County Assembly of Governments typically meets in January.

Jan. 23	Assembly of Governments Whitted Human Services Center 300 W. Tryon St.	Feb. 1	Water and Sewer Advisory Committee
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101 E. Orange St., PO Box 429, Hillsborough, NC 27278 | 919-732-1270
www.hillsboroughnc.gov | @HillsboroughGov

Amended: Nov. 13, 2023



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Environmental Engineering Supervisor Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Amendment to Town Code Section 14-71: Payment of System Development and Capital Facilities Fees

Attachments:

Ordinance amending town code Section 14-71

Summary:

The North Carolina Legislature passed the 2023 Regulatory Relief Act (House Bill 600) during the 2023 legislative session. This act provided additional guidance and requirements on how wastewater flows for new dwelling units may or shall be calculated. This guidance created some ambiguity in how system development fees would be calculated per North Carolina General Statute 162A-205(9), which is the methodology by which fees are calculated. The proposed ordinance amendment addresses this ambiguity by adopting a system engineering planning standard that is consistent with the town's already adopted system development fees and how the town will continue to plan for new water and sewer demands.

Financial impacts:

No financial impacts are anticipated with the proposed change.

Staff recommendation and comments:

Town staff recommends the proposed changes. The state legislature required through House Bill 600 that 75 gallons per day per bedroom of sewer flow be used for new dwelling units discharging into wastewater systems that are similar to the town's. This bill did not modify the existing general statute for system development fees referenced above, leaving intact language that states the local governmental unit must use the gallons per day per service it applies to its water or sewer system planning.

The proposed ordinance change clearly defines 120 gallons per day per bedroom as the standard the town uses for its water or sewer system planning for residential type units. This is the same flow rate used to calculate the recently adopted system development fees (based upon an average three-bedroom home, or 360 gallons per day), so additional revisions to the adopted system development fees will not be necessary at this time. The defined flow rate is consistent with the town's past hydraulic modeling and capacity tracking calculations and is therefore the most relevant standard to adopt.

Action requested:

Adopt the revisions to the code as presented.



ORDINANCE

Amending Section I4-71 of the Town Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Section 14-71 Payment of system development and capital facilities fees is amended to add item (a)(4) as follows:

- (a) System development fees or capital facilities fees set forth in the schedule of rates and charges referenced in section 14-9, and in appendix A to this chapter, shall be paid by the developer or owner of property being developed, or redeveloped.
- (1) The system development fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which increases the number of meters or increases the meter size which began after July 1, 2017.
 - (2) The capital facilities fee shall apply to existing development that connects to the system for the first time, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before February 12, 1990.
 - (3) The collection of the fees shall be in accordance with G.S. 162A-213.
 - (4) ***The basis of design the town utilizes for water or sewer system planning for water and wastewater projects is 120 gallons per day per bedroom pursuant to North Carolina General Statute 162A-205(9). This planning basis of design shall be used in the calculation of system development fees for Equivalent Residential Unit average daily consumption and shall be based upon a three-bedroom home (i.e., 360 gallon per day).***

Added text is in bold and italics.

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

Section 3. This ordinance shall become effective upon adoption.

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

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Environmental Engineering Supervisor Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Amendment to Town Code Section 14-6: Application for Service – Meter Setting

Attachments:

Ordinance amending town code Section 14-6

Summary:

The regulations associated with the town’s permits to operate a water distribution and sewer collection system prohibit water and sewer systems from being placed in service until new infrastructure is installed per approved permits, existing statutes, and to best industry practices. The attached language further clarifies this existing obligation in the town’s ordinances to provide further guidance to developers and contractors.

Financial impacts:

No financial impacts are anticipated with the proposed change.

Staff recommendation and comments:

Town staff recommends the proposed changes to ensure developers are aware that water meters will be held on new development until known issues with proposed infrastructure are addressed. “Holding meters,” or not installing water meters in new meter boxes, prevents residential and commercial developments from receiving Certificates of Completion and being sold. On recent developments, town staff was willing to allow meters to be installed at new residential or commercial projects with verbal or written understandings by developers or guarantees by sureties that the known and obvious defects will be addressed at a later date. Town staff’s past flexibility allowed Certificates of Completion to be issued more quickly by allowing water and sewer service to be established.

Unfortunately, this same flexibility created confusion in the development community as to whether the defects still need to be addressed while also undercutting the urgency to address the defects promptly. The amended ordinance will reinforce both the urgency of addressing known problems with proposed water and sewer infrastructure and provide additional clarity to impacted developments. This is one of the methods presented to the board regarding developments a few months ago and is supported by the town attorney as a leverageable method.

Action requested:

Adopt the revisions to the code as presented.



ORDINANCE

Amending Section I4-6 (c) of the Town Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Section 14-6. Application for Service

Section 14-6 (c), Application for Service is amended as follows:

- (a) Application for water or sewer service shall be submitted to the billing and collections department during normal business hours. Application shall be made on the forms prescribed, shall be made in the name of the customer who will be responsible for payment of bills, and shall be signed by the customer or by his authorized agent.
- (b) An applicant must, in writing or in person, notify the water department at least three days in advance of the date requested for commencement of service.
- (c) Except as provided in subsection 14-46(c), an application for service shall be accompanied by payment of the service initiation fee specified in section 14-9. Service shall be refused, ***including meter setting***, until this fee has been paid ***and all town requirements for extensions and connections are met.***

Added text is in bold and italics.

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 November in the year 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Environmental Engineering Supervisor Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Extension Contract for Tryon III Project

Attachments:

Draft Water and Sewer Extension Contract for Tryon III

Summary:

The Tryon III flex space project is located in the Meadowlands development. Once completed, the town will assume ownership of the sewer main per the terms of the executed Water and Sewer Extension Contract.

Financial impacts:

Continued operation and maintenance of this sewer main will be covered under rate setting activities.

Staff recommendation and comments:

The same initial developer has brought forth this project, East Village at Meadowlands (now Habitat). The Tryon III project could be served by the sewer along Meadowlands Drive with a sewer lateral. However, without the proposed sewer main extension, the other projects to the east (such as Habitat) would not have access to public gravity sewer service. This is the second authorization for a Tryon III Water and Sewer Extension Contract, the previous contract for this project expired.

Action requested:

Authorize the town manager to execute the contract for the public sewer main.

THIS WATER/SEWER EXTENSION CONTRACT (WSEC) is entered into this ____ day of _____, 2023 by and between 640 MEADOWLANDS DRIVE LLC. (hereinafter the “DEVELOPER”) and the Town of Hillsborough, a North Carolina municipal corporation (hereinafter the “Town”):

WHEREAS, the DEVELOPER proposes to extend the Town’s water and sewer system (hereinafter the “Work, or Improvements”) to serve its **TRYON INVESTMENTS PHASE III** project (hereinafter the “Project”); and

WHEREAS, the Work for the Project is more specifically identified in the appendices of this Contract; and

WHEREAS, DEVELOPER has agreed to pay certain costs associated with the proposed Work; and

WHEREAS, at its meeting held November 13, 2023, the Town Board of Commissioners authorized the proposed water and sewer main extension subject to execution of this WSEC and compliance with its terms.

NOW, THEREFORE, the DEVELOPER and the Town, and the successors, and assigns of each of them agree:

(1) Subject to DEVELOPER’s compliance with the terms and conditions set forth herein, and subject to DEVELOPER obtaining all necessary approvals from the State of North Carolina or any other agency or authority with jurisdiction over the Work, the Town will permit the connection of Improvements constructed for the above-referenced Project to the Town’s water and sewer systems.

a) The Town reserves the right to refuse to allow connection to, or to temporarily reduce the capacity reservation for the Project by, the Town water and/or sewer system when such connection would cause the Town’s system or the operation thereof to be in violation of any applicable state or federal requirement, or due to the lack of capacity of the water or sewer system to supply all system needs, not arising from the negligent acts or omissions of the Town. Additionally, the Town reserves the right to refuse to allow use of the Town water and/or sewer system if acts or omissions at the Project (including use of water and/or sewer above the Project’s capacity reservation) causes there to be lack of capacity of the water or sewer system to supply all system needs, for such period of time until such act or omission at the Project causing such lack of capacity is remedied. Reasons for refusal to allow connection shall include, but not be limited to, lack of water supply or lack of capacity of one or more components of the water or sewer system and/or failure to adhere to the terms of this WSEC.

b) The Town's authorization to connect to the Town's water and sewer system, including any

capacity reservations noted, under this Contract shall expire if (i) substantial (i.e. more than token) construction of the project has not begun within two-years of town board approval of the contract; (ii) after construction begins, construction ceases for a continuous period of more than one year (unless a result of an action by the Town); or (iii) the extension to be constructed pursuant to this contract has not been connected to the Town's system in accordance with the requirements set forth herein within three years from town board approval, unless extended by writing before the expiration.

(2) Nothing in this Contract shall be construed as constituting express or implied approval of the Project by the Town under any applicable Town zoning, subdivision, or other land use ordinance.

(3) The DEVELOPER agrees to comply with or satisfy the following terms and conditions as well as those set forth in Appendix A and acknowledges that the Town's authorization to connect the proposed extension to the Town's system is specifically contingent upon compliance with and satisfaction of the same. If these conditions are not met, this Contract will be rendered null and void and the DEVELOPER will need to re-negotiate a new Contract for extension of service from the Town, or the Town, in its sole discretion, may refuse ownership in which case the system will remain private, having to meet additional state regulations and town standards of private ownership.

A. General Conditions:

1. Unless otherwise explicitly and specifically stated, DEVELOPER shall bear the costs and expenses of all obligations and duties created by this Contract, including without limitation, engineering and legal fees incurred by the Town in connection with the proposed extension. The Town will invoice the Developer for such costs incurred, and payment is due within 30 days.
2. The Town will permit the use of the extension to the Town's water or sewer system only after the Improvements have been successfully tested pursuant to paragraph D.1, all the conditions set forth in Sections B, C, and D and any costs billed per A(1) and Section E, and any additional conditions appended hereto, have been satisfied.
3. The Town shall own and maintain the Improvements constructed under this contract after they are accepted by the Town Board of Commissioners pursuant to paragraph D.2 and until such time as the Improvements have been accepted by the Town Board, the DEVELOPER remains responsible for all maintenance and repairs to the Improvements.
4. DEVELOPER shall warrant all materials and workmanship of the Improvements pursuant to the Post-Construction Conditions of this Contract. Should defects in workmanship or materials be discovered in work done pursuant to this contract by or for the DEVELOPER during the warranty period as set forth in the Post-Construction Conditions, the DEVELOPER shall be responsible to see that all such defects are promptly corrected at the DEVELOPER's expense and written evidence of such, such as a stamped/sealed certification by the DEVELOPER'S engineer per paragraph A.12 above, is provided to the Town.

5. The Town may make or authorize extensions or connections to or from any of the Improvements constructed pursuant to this Contract without permission of the DEVELOPER.
6. Water and sewer service shall meet all minimum State and Town standards. The Town makes no warranty as to any water quality, quantity, or pressure to be provided.
7. This Contract may be assigned by the DEVELOPER, but such successor or assignee shall obtain no rights hereunder until after it has provided the Town with a written acknowledgment of the assignee's assumption of all DEVELOPER's obligations and responsibilities under this Contract.
8. This Contract is specific to the Project named above and described in Appendix A as approved by the Utilities Department and the Board of Commissioners. Any change or alteration in the approved intended use, i.e., residential, and commercial development, or configuration of the approved Improvements of such Project by the DEVELOPER or successor or assignee shall, absent the written consent of the Town, void this Contract.
9. DEVELOPER shall employ a licensed North Carolina engineering firm and engineer to prepare the design and to provide construction administration services throughout the entire Project.
10. The words "line" or "lines" shall include "main or "mains" unless the contract otherwise requires. "Sewer" means "sanitary sewer."
11. This Contract shall be deemed made in and shall be construed in accordance with the law of North Carolina.

B. Pre-Construction Conditions

1. Water and sewer capacity allocated to the Project will be noted in Appendix A and any changes in Project scope requiring more or less than the allocated amount will require an amendment to this Contract.
2. DEVELOPER shall engage a licensed North Carolina Professional Engineer to prepare plans and specifications for the construction of water improvements and/or sanitary sewer improvements to serve the Project. The Project shall not rely solely on the Town's Standard Utility Specifications, which may not cover all methods of construction or administrative matters (e.g., shoring, trenching, backfill, pipe laying, handling rock or hazardous wastes, bypass pumping, temporary water service, general and special conditions, site security, payment and change processes, geotechnical or other investigations, etc.). The licensed Professional Engineer shall make all necessary field observations to certify the record drawings and required permits, the Town's Inspector shall not provide this field observation on behalf of the Developer's Professional Engineer.
3. DEVELOPER shall secure formal approval of the water and sewer construction plans and specifications by the following agencies or authorities (and any other government agencies which may have jurisdiction over one or more elements of the Project), and provide approvals of such to

the Town, as applicable:

- Town Utilities Department
 - Town Public Works Street Cut Permit
 - North Carolina Department of Environmental Quality (if the Project entails any site infrastructure that is considered private, the plans and permit applications shall clearly delineate such and two applications may be required)
 - North Carolina Department of Transportation
4. DEVELOPER shall secure and record all required easements for the Work. The Town will provide a boilerplate easement document for utilization, or a general easement to reference on plat(s). DEVELOPER shall ensure no unauthorized encroachment into dedicated utility easements during the remaining course of construction.
 5. DEVELOPER shall schedule a pre-construction meeting with the Town to include the Contractor, major Subcontractors, and other pertinent stakeholders prior to commencement of the Work and at this time will provide the Town a list of all pertinent contacts for the Project (name, role, company, E-mail and mobile phone of engineer, surveyor, prime and subcontractors). This meeting is specific to utilities construction.
 6. DEVELOPER shall provide a copy of this WSEC to its engineer, surveyor, and licensed utilities contractor and submit proof to the Town of same in the form of written acknowledgement by recipients.
 7. DEVELOPER shall instruct its contractor to submit to its engineer all material and shop drawing submittals and for its engineer to share all approved submittals with the Town.
 8. DEVELOPER shall pay all fees for the Improvements due to the Town prior to construction of the Improvements.
 9. The Town will not accept new pumping stations except under extraordinary circumstances. If the Town accepts a pumping station in the Project design, the DEVELOPER shall pay the Town's Perpetual Maintenance Fees for such Improvements as required by the Town Code.
 10. DEVELOPER shall ensure that its engineer, surveyor, and contractor receive a copy of the final approved permits, plans and specifications for the Project and is aware of the Town's Utility Specifications, Standard Details and As-Built Digital Submittal Requirements prior to construction commencement, as applicable to each. Failure of the DEVELOPER or DEVELOPER'S project team responsible for preparing documentation or executing the Work for DEVELOPER to satisfy this WSEC, including not remedying construction deficiencies, will cause delay in setting of meters and Certificates of Completion.

C. Construction Conditions:

1. Unless otherwise provided in this Contract, all construction shall be in accordance with Town and State policy, standards, and specifications at the time of construction commencement.
 - a) The Town shall approve the size and type of material for all water and sewer lines and points of actual or future connection to the Town system.
 - b) The Town shall provide construction observation of the water and sewer Improvements by a competent and experienced inspector (Inspector) which may be Town staff, or an outside vendor contracted by the Town. Inspection by the Town does not consist of or imply supervision.
 - i. The role of the Town's construction observation is to ensure the Town's interests are met regarding construction of the Project for which it is to assume ownership but not to provide information to DEVELOPER's team for the preparation of record drawings or other acceptance documentation which remain the responsibility of the DEVELOPER.. DEVELOPER shall reimburse Town for observation services within 30 days of receipt of invoices.
 - c) All work on the extension of water or sewer lines shall be subject to inspection by the Town, and no Work may be covered up until such inspection has occurred. If any Work is covered up prior to inspection, the Town may require such Work to be uncovered or exposed for inspection at the DEVELOPER'S expense. If, in the judgment of the Town, there is a demonstrated lack of competent supervision by a Contractor, the Town may halt work until approved supervision is obtained and the work done in accordance with Town specifications and requirements.
 - d) The Town will require acceptance testing to determine whether the Work complies with State and Town standards and specifications. All such testing shall be at the DEVELOPER's expense, and a Town representative must be present when testing occurs unless declined or delegated in writing. The DEVELOPER or its Contractor must provide the Town at least 48 hours advance notice of any testing. The Contractor shall document the testing of each segment in detail (type of test, date, test conditions and results, pass/fail) on legible forms. Contractor's failure to document a test will require retesting and a retesting fee for each instance thereafter.
 - e) The Inspector shall be onsite each day that meaningful work is performed and shall prepare daily logs. The Inspector shall routinely communicate on progress and issues that arise.
 - i. Meaningful work means the installation of water or sewer infrastructure and appurtenances that will become part of the public system of the town, installation of water or sewer services, making taps to existing Town water or sewer mains, testing (including flushing and chlorinating of water mains) of water or sewer systems for acceptance, testing of soils for compaction around water and sewer

systems, pouring thrust blocking, constructing pumping stations, tanks or other water and sewer features.

- f) The Inspector shall consult with the DEVELOPER's engineer on any significant field changes. The DEVELOPER's engineer shall gain approval in writing from the Town's Utilities Director or delegated staff prior to making such changes. Changes shall be reflected on the record drawings.
 - i. Significant change may include but not be limited to adding or deleting or changing the alignment or grade of infrastructure; moving hydrants, manholes, valves, or backflow prevention device locations; adding additional services; changing pipe sizes or materials; adding couplings; or making other changes that will affect the layout or operation of the system as designed and approved.
- g) All Work on the Improvements shall be performed by a contractor currently licensed to perform this type of Work in North Carolina.
- h) DEVELOPER shall have their construction contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible to notification to customers of water disruptions with prior notification language approval by the Town.
- i) Town shall operate any existing system features (i.e., valves, hydrants) to accommodate Work by contractor, unless permission for others to operate such features is granted by the town in writing. Unauthorized operation of hydrants or valves or other system components by DEVELOPER or its contractor (or subcontractor(s)) without prior approval of the Town constitutes tampering and theft and will result in the Town assessing fees and civil penalties as outlined in town code Section 14-16.
 - i. Should DEVELOPER fail to pay an assessment imposed pursuant to this paragraph or if tampering occurs repeatedly on the Project, the Town may stop work on the Project until the assessment is paid, or some other arrangement is made to satisfy the Town that no further tampering will occur. Repeat instances of tampering may result in the Town nullifying this Contract.
- j) DEVELOPER shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work to the Town within one hour of issue becoming apparent and the appropriate regulatory agency if and as required.
 - i. DEVELOPER is solely responsible for any civil fines, penalties, or enforcement actions associated with the Work or performance.
- k) DEVELOPER shall ensure contractor checks and confirms line and grade throughout installation of future public gravity sewers to ensure proper slope and alignment per plan.

Failure to comply with minimum slope shall result in the removal and replacement of such sewers mains at proper grade, at DEVELOPER's cost.

- l) DEVELOPER shall provide proof of approved product submittals to the Town prior to construction commencement.
 - m) DEVELOPER shall require its contractor to provide 48-hours' notice to the Town Inspector in advance for any taps and acceptance testing.
 - n) DEVELOPER shall require that its water and sewer contractor have its field superintendent onsite during all construction of the Improvements. The field superintendent and a secondary field contact shall be identified at the preconstruction meeting.
 - o) The DEVELOPER shall ensure that the water and sewer contractor maintain field records of the Work as it progresses and shall have a registered land surveyor collect and seal as accurate, the location and survey attributes for all water and sewer features as required by the Town according to its As-Built Digital Submittal Requirements as Attached in Appendix B. Any missing information to meet the requirements shall be collected at the DEVELOPER expense and prior to Town acceptance of the system.
 - p) The DEVELOPER shall prepare and submit final as-built drawings of the Work which are sealed by a North Carolina registered Professional Engineer.
 - q) Off-road vehicles or metal tracked equipment is prohibited to be driven over installed utilities. The evidence or observation of off-road vehicles or metal tracked equipment driving over installed utilities after inspection may require reinspection and retesting at the costs listed in Section E at the discretion of the Town.
2. The DEVELOPER shall bear the total cost of all water and/or sewer observation, permit compliance, construction, security instruments, insurance, testing and dedication and acceptance documentation within the Project and all water and/or sewer construction required to extend service to the Project, unless negotiated otherwise and stated in this Contract.

D. Post-Construction Conditions:

The following stages shall be completed after construction of the Project:

- 1. Prior to use of the Project for any reason the Town shall have performed a pre-acceptance inspection and received from the DEVELOPER and approved:
 - a) sewer smoke testing and televising reports as required by the Town specifications and as attached as Appendix C,

- b) copies of all acceptance testing performed on the Improvements, including any testing of backflow prevention devices; fats, oils and grease interceptors or separators; fire flow or apparatus testing (as it relates to affecting the public water system); sewer manhole vacuum testing; sewer and water main pressure and leakage testing; mandrel testing; geotechnical compaction testing if utilized; and bacteriological testing of any water mains,
 - c) two printed copies (1 full D-size and 1 half-size) and one electronic PDF copy of the sealed as-built drawings (full as-built drawings should be presented unless the Town agrees to accept a series of partial as-built drawings),
 - d) a full CAD version of the final as-built drawings including all necessary X-references and font files to make a complete view of the data in Autodesk's AutoCad 2020 or other Autodesk CAD viewer software,
 - e) a contractor's notarized affidavit that the drawings accurately represent the as-built improvements,
 - f) the completed Engineering Certifications executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications and that the state has received such certifications and approved them (final certification should be provided unless the Town agrees to accept a series of partial certifications and then a final certification), and,
 - g) evidence the noted deficiencies, including any noted from the sewer televising and smoke testing, have been corrected by the DEVELOPER'S contractor and approved by the town, unless the Town has provided written permission for specific minor deficiencies not affecting the operation of the system to be corrected before acceptance of the system per Item D(2)(g).
2. Prior to the Town accepting the system for ownership, the Developer shall:
- a) provide a Contractor's Affidavit and Release of Liens from all subcontractors and materialmen,
 - b) provide digital data as required by the Town's As-Built Digital Submittal Requirements,
 - i. the digital data will be quality checked by the Town's surveying firm (typically 10% of the system). Additional time shall be accounted for this effort in DEVELOPER's schedule,
 - ii. the data shall be corrected at the DEVELOPER's expense if significant discrepancies exist between the survey data exist from the quality check,
 - iii. The charges for the Town to perform the quality check and input the data into the town GIS system will be billed to the DEVELOPER.

- c) convey to the Town and record or cause to have recorded in the Orange County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the Project,
 - d) provide an engineer-certified Statement of Value per bid line item of the final cost of the water and sewer Improvements,
 - e) have submitted all daily field reports and other pertinent Project records as requested such as approved submittals, Requests for Information, Field Work Orders and Change Orders,
 - f) ensure all Engineering Certifications are final,
 - g) All Town punch list items are completed and signed off upon,
 - h) provide developer completed state Change of Ownership forms to transfer the state-permitted sewer Improvements that are to become public to the Town (the Town will execute its portion and submit to the state upon Town Board of Commissioners acceptance),
 - i) formally dedicate to the Town by letter all physical Improvements constructed to serve the project that is the subject of this contract, which Improvements shall become part of the Town water and sewer system upon acceptance by the Town Board of Commissioners and will thereafter be owned and maintained by the Town, with exception of the warranty conditions, and
 - j) present a warranty in the name of the Town of Hillsborough for a minimum period of two years from the date of Town Board of Commissioner acceptance of the construction for the Project or phase of Project. The method of securing the warranty shall be by Maintenance Bond or Letter of Credit (preferred) from a viable surety with a rating of AA or above, or other form of security in a form acceptable to the Town. The security amount will be 25% of the total cost of the Improvements as certified in the Statement of Value prepared by a North Carolina licensed engineer.
3. Prior to the Town approving meter setting or final building permit sign-off for Certificate of Occupancy the DEVELOPER shall:
- a) Have met the conditions of this WSEC except for the warranty period.
 - b) Address any damaged utilities occurring after the Town's pre-acceptance walk through and state permit certifications that are a result of building out the development subsequent to the water and sewer installation to the Town's satisfaction.
 - c) All construction and post-construction phase utility fee invoices are paid in full.

4. It shall be the DEVELOPER's responsibility to request release of the warranty at a point not earlier than two years from the date of acceptance of the system by the Town. The warranty shall remain in effect until such time as all four of the following conditions are satisfied:
 - a) Town staff have evaluated the system for the end-of-warranty release and provided documented comments of defects to be corrected,
 - b) DEVELOPER has performed end-of-warranty sewer smoke testing and televising (CCTV) and provided such to the Town for review in accordance with the Town's specifications,
 - c) DEVELOPER has corrected any defects noted by the Town staff in its evaluation of the system and the Town has verified this, and
 - d) The Town has returned or noted cancellation of the warranty security instrument.

E. Fees:

1. All fees and charges to be paid pursuant to this Contract shall be calculated in accordance with the Town's fee schedule in effect when the fees and charges are paid, or if not in the fee schedule, as outlined in this section. Fees typically are adopted as part of the Town's budget process each year with an effective date of July 1 and are subject to change.
2. DEVELOPER's construction of Improvements pursuant to this Contract shall not relieve DEVELOPER of the obligation to pay applicable fees under the Town's water and sewer ordinances and policies in effect at the time the fees are paid, and this Section E, except as amended by Appendix A.
3. DEVELOPER's construction of Improvements pursuant to this Contract does not affect the Town's policy with respect to the fees to be paid to the Town by property owners other than DEVELOPER for connection to the improvements constructed by DEVELOPER pursuant to this Contract. Nor shall DEVELOPER have any right to collect fees from persons connecting onto or extending the improvements constructed under this Contract.
4. The following fees will be applicable to the Project:
 - a) Water and sewer system development, engineering review, inspection and meter fees as applicable and published in the fee schedule referenced in Section A(1) and herein.
 - b) Perpetual Maintenance Fees for any approved pumping station per town code calculations.
 - c) Tampering fees as outlined in Item C(1)(i).
 - d) DEVELOPER shall ensure its water and sewer contractor is prepared for acceptance testing by pre-testing items in advance. Reinspection fee for each recurring trip for previously failed tests, a call for testing that requires the Inspector to wait more than 30 minutes or observation by the Inspector that the items are not ready to be tested, or no timely notification of cancellation (4 hours

in advance) of testing will be charged to DEVELOPER at the fees established in the adopted town fee schedule.

- e) DEVELOPER shall ensure the construction is conducted in an orderly and organized fashion and that the Town's resources are efficiently utilized. Repeated and duplicative effort by the Town on a project will require reimbursement from the Developer for staff time and travel in accordance with Section 14-68 of the Town Code of Ordinances.
- f) Construction water for the Project will not be obtained from the Town's water system unless through rental of a hydrant meter, installation of a construction meter (for home building), or through bulk water purchase from the Town's Water Treatment Plant in accordance with policies and rates in place at the time of rental.
- g) DEVELOPER shall reimburse the Town for review of sewer CCTV tapes at the rate established in the town adopted fee schedule. CCTV that is submitted not in accordance with the Town CCTV specifications will be immediately rejected with a one-time charge as presented in the town adopted fee schedule.

[SIGNATURE PAGE FOLLOWS]

IN TESTIMONY WHEREOF, the parties hereto have executed this Contract in duplicate originals, as of the day and year first above written.

640 MEADOWLANDS DRIVE LLC

TOWN OF HILLSBOROUGH

By: _____
James W. Parker, Jr
Owner

By: _____
Eric J. Peterson
Town Manager

ATTEST:

ATTEST:

Sarah Kimrey
Town Clerk

This Contract is approved to as form:

Town Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Dave McCole, Finance Director

List of Appendices:
Appendix A

Tryon Phase III

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX A**

DEVELOPER agrees to satisfy the following conditions in addition to those set forth in the WATER/SEWER EXTENSION CONTRACT before the Town will permit the connection of Improvements constructed for the above referenced Project to the Town water and sewer system:

- ii. The Project has reserved 750 gpd of water and wastewater capacity, which is valid in accordance with the terms of this Contract. Additional reservations of capacity shall be requested and approved separately with supporting documentation.
- iii. All water meters for the project shall be purchased at once from the Town at the prevailing rate at the time meters are purchased.
- iv. Public Facilities for the project consist of 8-inch sewer main (440LF) including three manholes located with a 20' permanent utility easement (to serve adjacent parcel – capacity for which to be committed under that agreement).
- v. Developer shall ensure CONTRACTOR checks and confirms line so that the sewer main is centered within the easement. If the sewer line is not centered within the easement, the Developer shall revise all easement deeds and plats to dedicate new easement centered on the as-built condition.

Tryon Phase III

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX B – AS-BUILT DIGITAL SUBMITTAL REQUIREMENTS**

DRAFT

Town of Hillsborough As-Built Digital Submittal Requirements

Submit electronic drawings and data files as described further on CD or DVD computer media, subject to the following requirements:

1. Summary information file.
2. CAD file(s) that include all as-built structures within the project.
3. PDF files of each as-built drawing submitted for review.
4. Data files for water, sanitary sewer, and stormwater infrastructure.

The CD (or DVD) shall have a permanent typewritten label (hand written labels will not be accepted due the issues regarding legibility) that contains the project name, name of the firm that prepared the data, and date when the CD (or DVD) was prepared.

A. Summary Information File

The summary information file is to be an ASCII file that contains the following items:

1. Project name.
2. Name of the firm that prepared the data.
3. Date the CD (or DVD) was prepared.
4. Specification of two or more survey control monuments established and/or used for the project.

The preferred horizontal coordinate system for the digitally submitted data as described below shall be North Carolina State Plane (NAD83), U.S. Survey Feet. The preferred vertical coordinate system for the digitally submitted data as described below shall be North American Vertical Datum, 1988 (NAVD 1988), U.S. Survey Feet. This specification should include the following information for each survey control point:

- a. Easting – East coordinate value (+/- 0.01’).
- b. Northing – North coordinate value (+/- 0.01’).
- c. Elevation – Elevation (+/- 0.01’).
- d. Description – A brief description of the control monument (including what type of monument it is, such as USGS, NCGS, LEC, WKD, or monument located for the project).
- e. A statement that indicates the horizontal and vertical datum of the control monuments.

B. CAD File(s)

Submit one or more AutoCad/MicroStation (DGN, DWG, or DXF format) drawing files that contain the entire utility infrastructure (water, sewer, and stormwater) that was constructed during the project, as well as all other pertinent reference lines, project information, and survey control data. The infrastructure shall be drawn in the file at the **as-built locations** as surveyed and certified by the Professional Land Surveyor (except for buried features like bends, tees, crosses, and reducers whose locations can be derived from CAD data). The AutoCAD or MicroStation file(s) shall be placed into a folder named “CAD” on the submitted media. **Please note: the delivered CAD files should not be of the Plan/Profile sheets, but should be the overall working drawing in “model space” that is registered to North Carolina State Plane, NAD 1983.**

C. PDF Files of each As-built Drawing Submitted

Submit one PDF file for each hard copy as-built drawing submitted according to the town’s specifications. The PDF file(s) shall be placed into a folder named “PDF” on the submitted media. The PDF must include the signature and seal of the engineer.

D. Data files for Water, Sanitary Sewer, and Stormwater Infrastructure

Submit as-built data for direct import into the Town’s Geographic Information System (GIS). This data shall consist of files in an ASCII Comma Separated Value (CSV or TXT) file format. The preferred horizontal coordinate system for the digitally submitted data as described below shall be North Carolina State Plane (NAD83), U.S. Survey Feet. The preferred vertical coordinate system for the digitally submitted data as described below shall be North American Vertical Datum, 1988 (NAVD 1988), U.S. Survey Feet. All of these file(s) shall be placed into a folder named “DATA” on the submitted media.

Several of the data files require the recording of materials for various pipes and structures. Please use the following standard codes where required:

Table 1.1: Material Codes

Code	Description
ACP	Asbestos Coated
Block	Concrete Block
Brick	Brick
CA	Corrugated Aluminum
CI	Cast Iron
CM	Corrugated Metal
CONC	Concrete
CU	Copper
DI	Ductile Iron
Earth	Earth
Foam core	Foam core
GALV	Galvanized
GRAVEL	GRAVEL
HDPE	High Density Polyethylene
PAVEMENT	PAVEMENT
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete
STONE	Stone
VC	Vitrified Clay

Water Features– The file shall be named “WaterFeatures” and contains various elements that connect and control the distribution of water within and among various water lines. These features include both buried fittings (bends, crosses, end caps, reducers, and tees) and features that are accessible and/or visible at the surface (meters, valves, and hydrants). The Easting, Northing (X, Y) data for buried features are to be derived from the as-built CAD file(s).

Each line of the file shall contain the following information:

1. **ID, Type, Easting, Northing, Elevation, Description** (all on first line of the file).
2. Where:

- a. **ID** - A unique ID number assigned to each feature noted on the as-built plan and profile sheets (e.g. GV-1, HYD-1, etc.).
- b. **Type** - The type of feature. Provide the following codes as indicated in the table below:

Table 1.2: Water Features Descriptions

Feature Description	Type
Air Release Valve	ARV
Backflow Preventer	BFP, RPZ, RPA, etc
Bend	BEND
Blow Off	BLOWOFF
Cross	CROSS
End Cap	CAP
Fire Department Connection	FDC
Fire Hydrant	HYDRANT
Pressure Reducing Valve	PRV
Reducer/Inceaser	REDUCER
Tee/Tapping Sleeve	TEE
Water Valve	VALVE
Water Line	WATERLINE
Water Meter	METER

- c. **Easting** – East coordinate value (from CAD if buried, +/- 0.1’ otherwise).
- d. **Northing** – North coordinate value (from CAD if buried, +/- 0.1’ otherwise).
- e. **Elevation** – Elevation : N/A if buried, +/- 0.1’ otherwise), collected as follows:

Table 1.3: Water Feature Elevation Locations

Feature Type	Elevation Location
HYDRANT	Top of the fire hydrant.
METER/VALVE/BLOWOFF	Center of the access structure.

- f. **Description** - The description of the item for the feature; encoded as follows:

Table 1.4: Water Feature Descriptions

Feature Type	Description
BLOWOFF	Size (in inches) of the blow off.
HYDRANT	Manufacturer and year of manufacture. This information will be on the hydrant (e.g. “CLOW-2004”).
METER	The size (in inches).
VALVE	The size (in inches) and type of the valve (e.g. 6 GV, 12 BFV)
WATERLINE	No description required.

Water Lines – The file shall be named “WaterLines” and shall contain the following data. There is one line of data for each water line that connects two water features.

1. **ID, Material, Size, FeatureID1, FeatureID2** (all on first line of the file).
2. Where:
 - a. **ID** – A unique number assigned to each section of water line noted on the as-built plan and profile sheets (e.g. “WL-1”).
 - b. **Material** – Water line material (see Table 1.1: Material Codes above).
 - c. **Size** – The size (in inches) of the water line.
 - d. **FeatureID1** - The ID of the feature on the near end of the water line as shown on the as-built plans (e.g. “GV-1”).
 - e. **FeatureID2** - The ID of the feature on the far end of the water line as shown on the as-built plans (e.g. “HYD-1”).

Example data files:

Water Features.txt

ID, Type, Easting, Northing, Elevation, Description
 EXFH-1, HYDRANT, 2021678.31, 774030.93, 287.00, unknown make-model-year
 HYD-1, HYDRANT, 2021596.64, 774389.70, 284.55, AMERICAN DARLING-2013
 HYD-2, HYDRANT, 2021623.72, 774906.27, 274.37, AMERICAN DARLING-2013
 WV-1, VALVE, 2021673.39, 774026.22, 277.36, 6
 WV-2, VALVE, 2021671.72, 774005.17, 276.05, 6
 WV-3, VALVE, 2021613.65, 774389.86, 278.19, 6
 WV-4, VALVE, 2021640.29, 774604.05, 276.20, 8
 WV-5, VALVE, 2021635.25, 774610.46, 276.21, 8
 WV-6, VALVE, 2021640.09, 774615.21, 276.13, 8
 WV-7, VALVE, 2021643.96, 774903.70, 268.46, 6
 WV-8, VALVE, 2021672.35, 774959.34, 267.91, 8
 BO-1, BLOWOFF, 2021484.45, 774625.62, 289.45, 2
 WM-1, METER, 2021600.15, 774760.41, 280.08, 0.625
 WM-2, METER, 2021599.45, 774741.80, 279.78, 0.625
 WM-3, METER, 2021596.38, 774674.04, 278.79, 0.625
 WM-4, METER, 2021596.51, 774518.27, 278.96, 0.625
 WM-5, METER, 2021595.61, 774500.97, 279.59, 0.625
 WM-6, METER, 2021593.95, 774439.67, 281.98, 0.625
 WM-7, METER, 2021593.29, 774376.83, 283.53, 0.625
 WM-8, METER, 2021591.61, 774314.25, 284.33, 0.625
 WM-9, METER, 2021590.86, 774248.34, 285.25, 0.625
 WM-10, METER, 2021589.35, 774190.29, 285.80, 0.625
 WM-11, METER, 2021588.90, 774129.95, 288.31, 0.625
 WM-12, METER, 2021588.08, 774068.75, 288.87, 0.625
 WM-13, METER, 2021605.17, 774013.81, 286.71, 0.625
 WM-14, METER, 2021620.90, 774001.24, 285.49, 0.625
 WM-15, METER, 2021668.34, 774140.25, 284.37, 0.625

WaterLines.txt

ID, Material, Size, WaterFeatureID1, WaterFeatureID2
 WL-1, DI, 6, WV-1, EXFH-1
 WL-2, DI, 8, WV-2, WV-1
 WL-3, DI, 8, BEND-1, TEE-2
 WL-4, DI, 6, TEE-2, HYD-1
 WL-5, DI, 8, TEE-2, TEE-1
 WL-6, DI, 8, TEE-1, CAP-1
 WL-7, DI, 8, TEE-1, TEE-4
 WL-8, DI, 6, TEE-4, HYD-2
 WL-9, DI, 8, TEE-4, BEND-2
 WL-9, DI, 8, BEND-2, WV-8
 WL10, DI, 8, TEE-3, BEND-3
 WL11, DI, 8, WV-8, BEND-0

Sewer Features – The file shall be named “SewerFeatures” and shall contain information about manholes, cleanouts, and other features listed in the table below. There is one line of data for each sewer feature. The Easting, Northing (X, Y) data for buried features can be derived from the as-built CAD file(s).

1. **ID, Type, Easting, Northing, Elevation, Invert, Size, Material** (all on first line of file)
2. Where:
 - a. **ID** – If the feature is a manhole then the number as shown on the as-built drawings (e.g. “MH-1”). If feature is a clean out then a lot number or street address (e.g. “LOT10” or “123 Street Name”).
 - b. **Type** – The feature type, coded according to the following table:

Table 1.5: Sanitary Sewer Features Descriptions

Feature Description	Type
Clean Out	CLEANOUT
Drain	DRAIN
Force Main Valve	FMVALVE
Force Main Tee	FMTEE
Force Main Bend	FMBEND
Force Main	FORCEMAIN
Grease Trap	GREASETRAP
Manhole	MANHOLE
Oil-Water Separator	OWS

- c. **Easting** – East coordinate value (+/- 0.1’).
- d. **Northing** – North coordinate value (+/- 0.1’).
- e. **Elevation** – Elevation (+/- 0.1’), collected as follows:

Table 1.6: Sanitary Sewer Features Elevation Locations

Feature Type	Elevation Location
CLEANOUT	Surface adjacent to the cleanout.
DRAIN	Center of the drain grate.
FMVALVE	Center of the access structure.
GREASETRAP/OWS	Center of the structure
MANHOLE	Rim of the manhole.

- f. **Invert** – Invert elevation (+/- 0.1’, required only for manholes).
- g. **Size** – diameter of manhole or cleanout (inches)
- h. **Material** – Construction material (see Table 1.1: Material Codes above).

Sewer Pipes - The file shall be named "SewerPipes" and shall contain the following data. There is one line of data for each sewer pipe.

If the pipe is a force main, values for **Size**, **Material**, **USId**, and **DSId** only need to be provided.

1. **ID, Size, Material, USId, DSId, USInv, DSInv, Slope, Length** (all on first line of the file).
2. Where:
 - a. **ID** – A sequential pipe number as noted on the as-built drawings (e.g. "SSP-1").
 - b. **Size** – Inside pipe diameter (inches).
 - c. **Material** – Pipe material (see Table 1.1: Material Codes above).
 - d. **USId** – Upstream manhole number as shown on the as-built drawings (e.g. "MH-1").
 - e. **DSId** - Downstream manhole number as shown on the as-built drawings (e.g. "MH-2").
 - f. **USInv** – Invert elevation at the upstream end.
 - g. **DSInv** – Invert elevation at the downstream end. If downstream end is a drop connection provide both elevations separated by a slash (e.g. 344.10/340.03).
 - h. **Slope** – The as-built grade of the pipe, expressed as a percentage and carried out to two decimal places.
 - i. **Length** – The length (in linear feet) of the pipe as indicated on the as-builts carried out two decimal places.

Example data files:

SewerFeatures.txt

ID,Type,Easting,Northing,Elevation,Invert,Size,Material
SSMH-1,MANHOLE,2021869.21,774515.01,255.71,248.71,48,CONC
SSMH-2,MANHOLE,2021627.29,774521.95,277.32,265.07,48,CONC
SSMH-3,MANHOLE,2021624.41,774323.15,281.81,276.46,48,CONC
SSMH-4,MANHOLE,2021619.92,774064.44,284.86,279.51,48,CONC
SSMH-5,MANHOLE,2021635.93,774816.73,276.17,268.45,48,CONC
SSMH-6,MANHOLE,2021628.27,774583.69,276.42,265.67,48,CONC
SSMH-7,MANHOLE,2021482.89,774586.83,289.21,279.86,48,CONC
CO-1,CLEANOUT,2021602.12,774757.09,279.64,0.00,4,PVC
CO-2,CLEANOUT,2021601.25,774738.38,279.59,0.00,4,PVC
CO-3,CLEANOUT,2021598.65,774677.44,278.36,0.00,4,PVC
CO-4,CLEANOUT,2021597.22,774514.96,278.91,0.00,4,PVC
CO-5,CLEANOUT,2021596.64,774497.90,279.53,0.00,4,PVC
CO-6,CLEANOUT,2021595.35,774436.82,281.93,0.00,4,PVC
CO-7,CLEANOUT,2021594.58,774374.24,283.20,0.00,4,PVC
CO-8,CLEANOUT,2021592.77,774311.81,284.25,0.00,4,PVC
CO-9,CLEANOUT,2021592.37,774246.19,285.13,0.00,4,PVC
CO-10,CLEANOUT,2021590.28,774187.48,286.03,0.00,4,PVC
CO-11,CLEANOUT,2021589.75,774126.40,288.49,0.00,4,PVC
CO-12,CLEANOUT,2021588.82,774065.51,288.80,0.00,4,PVC
CO-13,CLEANOUT,2021611.72,774007.75,286.25,0.00,4,PVC
CO-14,CLEANOUT,2021627.22,773999.07,285.47,0.00,4,PVC
CO-15,CLEANOUT,2021667.72,774143.70,284.12,0.00,4,PVC
CO-16,CLEANOUT,2021669.03,774205.83,283.26,0.00,4,PVC
CO-17,CLEANOUT,2021670.19,774267.36,281.68,0.00,4,PVC
CO-18,CLEANOUT,2021671.77,774327.39,281.45,0.00,4,PVC
CO-19,CLEANOUT,2021672.69,774390.72,281.43,0.00,4,PVC
CO-20,CLEANOUT,2021673.02,774453.41,279.19,0.00,4,PVC
CO-21,CLEANOUT,2021673.72,774540.74,277.24,0.00,4,PVC

SewerPipes.txt

ID,Size,Material,USId,DSId,USInv,DSInv,Slope,Length
SSP-1,8.00,PVC,SSMH-1,SSMH-2,251.25,249.81,0.68,212.02
SSP-2,8.00,DI,SSMH-2,SSMH-3,261.39,254.80,3.33,198.18
SSP-3,8.00,PVC,SSMH-3,SSMH-4,264.69,261.64,3.47,88.01
SSP-4,8.00,PVC,SSMH-4,SSMH-5,268.44,264.89,3.76,94.36
SSP-5,8.00,PVC,SSMH-5,SSMH-6,266.74,265.95,0.57,137.43
SSP-6,8.00,PVC,SS-6,SSMH-7,268.01,266.79,0.83,147.21
SSP-7,8.00,PVC,SSMH-7,SSMH-1,268.19,266.84,0.74,183.48

Stormwater Features – The file shall be named “StormwaterFeatures.” A storm water feature is either a grated drop inlet, hooded catch basin, curb inlet, drop/yard/grate inlet (cast iron grate cover with slotted openings), flared end section outlet, flared end section inlet, headwall inlet, headwall outlet, junction box, manhole, riser pipe, open throat catch basin (solid concrete cover, supported on the corners with side flow entry) or weir box. There is one line of data for each storm water structure.

1. **ID, Type, Easting, Northing, Elevation, Invert, Material** (all on first line of the file).
2. Where:
 - a. **ID** – Structure number as shown on the as-built drawings (e.g. “SWMH-1”, “CB-2”, “YI-4”, “DI-3”).
 - b. **Type** – Type of storm water feature, to be encoded according to the following table:

Table 4.7: Stormwater Features Description

Feature Description	Type
Grated drop inlet	GDI
Hooded Catch Basin	HCB
Curb Inlet (frame, no grate)	CI
Drop/Grate/Yard Inlet (grate flush with ground)	DI
Flared End Section Inlet/Outlet	FESI, FESO
Headwall Inlet/Outlet	HWI, HWO
Junction Box	JBOX
Manhole	SWMH
Pond Outlet Riser	RISER PIPE
Slab Inlet/Open Throat Catch Basin	OTCB
Weir Box	WEIR BOX

- c. **Easting** – East coordinate value (+/- 0.1’).
- d. **Northing** – North coordinate value (+/- 0.1’).
- e. **Elevation** – Elevation (+/- 0.1’), collected as follows:

Table 4.8: Stormwater Features Elevation Locations

Feature Type	Elevation Location
GRATED DROP INLET	Back of curb, center of box
HOODED CATCH BASIN	Back of curb, center of box
CURB INLET	Back of curb, center of box
DROP INLET	Center of grate
FLARED END SECTION	Top of end section
HEADWALL	Center of the headwall
JUNCTION BOX	Center of cover
MANHOLE	Center of cover
RISER PIPE	Top of the riser
SLAB INLET	Top of slab, center of box
WEIR BOX	Top center of box

- f. **Invert** – The invert elevation.
- g. **Material** – Construction material (see Table 1.1: Material Codes above).

Stormwater Pipes – The file shall be named “StormwaterPipes” and shall contain the following data. There is one line of data for each stormwater pipe. .

1. **ID, Size, Material, USId, DSId, USInv, DSInv, Slope, Length** (all on first line of the file).
2. Where:
 - a. **ID** – A sequential pipe number as noted on the as-built drawings (e.g. “SWP-1”).
 - b. **Size** – Pipe diameter (inches). Non-circular pipe sizes can be indicated with two dimension values separated by an “X” (e.g. “4x6”).
 - c. **Material** – Pipe material (see Table 1.1: Material Codes above).
 - d. **USId** – Upstream feature ID number as shown on the as-built drawings (e.g. “SWMH-1”).
 - e. **DSId** - Downstream feature ID number as shown on the as-built drawings (e.g. “CB-2”).
 - f. **USInv** – Invert elevation at the upstream end.
 - g. **DSInv** – Invert elevation at the downstream end.
 - h. **Slope** – The as-built grade of the pipe, expressed as a percentage carried out to two decimal places.
 - i. **Length** – The length (in linear feet) of the pipe as indicated on the as-builts and carried out to two decimal places.

Stormwater Channels (constructed channels) – The file shall be named “StormwaterChannels” and shall contain the following data. Each line of the file shall correspond to a location collected at 25 foot stations along the centerline of the open channel. Each line of the file shall contain the following information:

1. **ID, Easting, Northing, Elevation** (all on first line of the file)
2. Where:
 - a. **ID** – is a unique number assigned to each section of open channel. The ID for an open channel changes at any intersection with another open channel and/or stormwater structure.
 - b. **Easting** – East coordinate value (+/- 0.1’).
 - c. **Northing** – North coordinate value (+/- 0.1’).
 - d. **Elevation** – Elevation at the bottom of the channel (+/- 0.1’).
 - e. **Material** – see table 1.1

StormwaterFeatures.txt

ID, Type, Easting, Northing, Elevation, Invert, Material

YI2B-588,DI,2063280.79,794463.69,419.54,416.95,HDPE
 CB2B-40,CI,2063259.89,794278.14,417.6,404.19,CONC
 CB2B-734,CI,2063250.51,794307.18,417.52,411.07,CONC
 CB2B-589E,CI,2063211.2,794324.37,417.47,414.19,CONC
 CB2B-588,CI,2063310.79,794384.15,417.42,413.28,CONC
 CB2B-589,CI,2063183.17,794312.32,417.4,414.7,CONC
 JB2B-589W,CI,2063077.31,794216.91,415.53,404.88,CONC
 CB2B-41,CI,2063099.31,794184.38,415.08,402.29,CONC
 CB2B-39,CI,2063358.56,794299.49,414.84,406.52,CONC
 CB3146,CI,2063536.22,794359.21,413.95,408.41,CONC
 CB2B-42,CI,2063020.9,794130.48,412.69,400.31,CONC
 CB2B-612S,CI,2063002.78,794154.94,412.69,402.13,CONC
 CB3044,CI,2063499.39,794298.24,412.44,408.03,CONC
 YI2B-610,DI,2062984.32,794349.5,412.42,410.15,HDPE
 CB3043,GDI,2063501.68,794328.1,412.09,409.05,CONC
 CB2B-623W,GDI,2062444.61,794474.19,411.21,404.46,CONC
 CB2B-612,GDI,2062958.96,794163.73,410.88,407.56,CONC
 CB2B-613,GDI,2062933.99,794146.18,410.82,407.9,CONC
 CB2B-624N,GDI,2062385.87,794402.84,410.26,403.04,CONC
 YI2B-612,DI,2063070.33,794225.16,409.86,405.23,HDPE
 YI2B-621,GDI,2062556.4,794381.02,409.63,407.52,CONC
 CB2B-638,GDI,2062369,794334.88,409.22,402.17,CONC
 CB2B-624,GDI,2062387.8,794359.01,409.17,402.44,CONC
 CB2B-43,GDI,2062888.68,794039.35,408.67,398.76,CONC
 CB2B-685,GDI,2062307.85,794356.56,408.41,402.1,CONC
 CB2B - 638N,GDI,2062324.38,794328.66,408.18,400.87,CONC
 YI2B-622,DI,2062504.45,794424.29,407.88,405.53,HDPE
 YI2B-631,GDI,2062775.97,794109.33,402.72,400.6,CONC
 CB2B-45,GDI,2062687.47,793911.45,402.62,392.63,CONC
 YI2B-637,DI,2062310.25,794188.07,395.79,393.04,HDPE
 CB2B-632S,GDI,2062549.89,793887.09,395.62,389.47,CONC
 CB2B-656,GDI,2062391.44,793853.12,393.52,391.46,CONC
 YI2B-643,GDI,2062498.28,793971.61,393.42,391.22,CONC
 CB2B-644,GDI,2062421.01,793863.49,393.21,389.82,CONC
 CB2B-693,CI,2062472.43,793822.27,391.82,386.38,CONC
 CB2B-644S,CI,2062459.83,793849.96,391.71,388.19,CONC
 CB2B-645,CI,2062453.48,793784.31,391.54,385.53,CONC
 CB2B-675,CI,2061985.47,793965.29,389.59,383.52,CONC
 CB2B-651,CI,2062013.96,793952.42,387.06,382.45,CONC
 JB2B-665,JBOX,2062453.26,793436.94,380.94,364.54,CONC
 YI2B-662,DI,2062064.69,793664.47,376.52,373.65,HDPE
 JB12,CI,2062645.51,793473.09,376.15,371.29,CONC
 JB13,CI,2062544.24,793458.62,374.41,370.03,CONC
 HW2B-664,HWO,2062326.4,793410.36,368.9,368.9,CONC
 YI2B-572,DI,2063098.6,794716.98,415.58,413.47,HDPE
 YI3143,DI,2063323.74,794938.28,415.02,411.81,HDPE
 YI3142,DI,2063286,794982.46,412.85,409.63,HDPE
 YI3141,DI,2063173.93,795094.46,409.3,406.22,HDPE
 YI2B-576,DI,2062950.47,794865.47,405.95,402.69,HDPE
 CB2B-600,CI,2062801.93,794791.3,405.71,400.1,CONC
 CB2B-578,CI,2062831.38,794805.33,405.47,400.39,CONC
 YI2B-600,DI,2062734.63,794679.41,404.91,401.96,HDPE
 YI2B-694,DI,2062524.66,794801.16,402.17,395.32,HDPE
 HW2B-34,HWO,2062472.16,794838.63,396.51,396.51,CONC

StormwaterPipes.txt

ID,Size,Material,USId,DSId,USInv,DSInv,Slope,Length

SDP2-103,15,CONC,CB3146,CB3043,410.41,409.05,2.93,46.49
SDP2-102,15,CONC,CB3043,CB3044,409.05,408.03,3.41,29.94
SDP2-104,18,CONC,CB3044,CB2B-39,408.03,406.62,1,140.84
SDP2B-688,18,CONC,CB2B-39,CB2B-40,406.52,404.69,1.81,100.95
SDP2B-689,24,CONC,CB2B-40,CB2B-41,404.19,402.5,0.91,185.95
SDP2B-690,24,CONC,CB2B-41,CB2B-42,402.29,400.81,1.56,95.15
SDP2B-691,30,CONC,CB2B-42,CB2B-43,400.31,399.16,0.72,160.58
SDP2B-692,30,CONC,CB2B-43,CB2B-44,398.76,395.99,1.8,153.61
SDP2B-693,30,CONC,CB2B-44,CB2B-45,395.84,392.82,3.55,85.08
SDP2B-694,30,CONC,CB2B-45,CB2B-693,392.63,386.48,2.64,232.8
SDP2B-695,36,CONC,CB2B-693,CB2B-645,386.38,385.63,1.77,42.43
SDP2B-696,36,CONC,CB2B-645,CB2B-647,385.53,378.38,4.92,145.3
SDP2B-697,36,CONC,CB2B-647,CB2B-658E,378.28,377.94,1.13,30.14
SDP2B-698,36,CONC,CB2B-658E,CB2B-658,377.84,377.6,0.49,49.07
SDP2B-699,36,CONC,CB2B-658,CB2B-663,376.7,376.24,1.56,29.57
SDP2B-700,42,CONC,CB2B-666,CB2B-663,368.63,366.56,0.74,278.89
SDP2B-701,48,CONC,CB2B-663,CB2B-663E,366.18,365.79,0.8,48.89
SDP2B-702,48,CONC,CB2B-663E,JB2B-665,365.59,364.7,0.81,109.31
SDP2B-706,15,CONC,CB2B-671,CB2B-650S,376.65,375.64,3.28,30.76
SDP2B-707,24,CONC,CB2B-650,CB2B-650S,377.04,373.83,3.13,102.65
SDP2B-708,30,CONC,CB2B-650S,CB2B-662,373.11,371.81,1.06,122.39
SDP2B-709,24,CONC,CB2B-668,CB2B-662,371.77,369.76,6.72,29.9
SDP2B-222,42,CONC,CB2B-662,CB2B-666,369.56,368.75,0.76,106.54
SDP2B-223,15,CONC,CB2B-589,CB2B-589E,414.7,414.24,1.51,30.51
SDP2B-224,15,CONC,CB2B-589E,CB2B-734,414.19,413.77,0.98,42.9
SDP2B-731,15,CONC,CB2B-734,CB2B-40,411.07,410.84,0.75,30.52
SDP2B-730,15,CONC,CB2B-588,CB2B-734,413.28,412.5,0.8,97.76
SDP2B-723,15,CONC,CB2B-613,CB2B-612,407.9,407.61,0.95,30.52
SDP2B-724,15,CONC,CB2B-612,CB2B-612S,407.56,407.13,0.96,44.69
SDP2B-725,18,CONC,CB2B-612S,CB2B-42,402.13,401.21,3.02,30.45
SDP2B-716,18,CONC,CB2B-631,CB2B-632,398.42,398.25,0.56,30.33
SDP2B-717,18,CONC,CB2B-631S,CB2B-631,398.87,398.68,0.38,50.3
SDP2B-718,24,CONC,CB2B-632,CB2B-45,397.91,394.92,4.34,68.84
SDP2B-710,15,CONC,CB2B-656,CB2B-644,391.46,389.92,4.91,31.34
SDP2B-711,15,CONC,CB2B-644,CB2B-644S,389.82,388.59,2.99,41.11
SDP2B-236,24,CONC,CB2B-644S,CB2B-693,388.19,387.48,2.33,30.41
SDP2B-728,15,HDPE,YI2B-610,YI2B-612,410.15,405.43,3.12,151.18
SDP2B-729,18,CONC,YI2B-612,JB2B-589W,405.23,404.93,2.78,10.81
SDP2B-721,15,CONC,YI2B-631,CB2B-613S,400.6,399.69,1,91.31
SDP2B-722,18,CONC,CB2B-613S,CB2B-631S,399.57,399.14,0.47,92.32
SDP2B-713,15,HDPE,YI2B-643,YI2B-644,391.22,390.29,1.27,72.94
SDP2B-714,15,CONC,YI2B-644,CB2B-632S,390.14,389.52,2.33,26.55
SDP2B-715,18,CONC,CB2B-632S,CB2B-644S,389.47,388.39,1.11,97.41
SDP2B-687,24,CONC,YI2B-662,CB2B-662,373.65,369.96,12.74,28.97
SDP2B-2,15,CONC,YI2B-588,CB2B-588,416.95,414.28,3.14,85.02
SDP2B-4,48,CONC,JB2B-665,HW2B-664,364.54,363.98,0.43,129.62
SDP2B-23,24,CONC,CB2B-639N,CB2B-639,390.18,389.15,1.88,54.7
SDP2B-24,24,CONC,CB2B-639,CB2B-653E,389.1,388.93,0.56,30.5
SDP2B-25,24,CONC,CB2B-653E,CB2B-653,388.88,388.49,0.69,56.9
SDP2B-5,24,CONC,CB2B-653,CB2B-651,388.17,383.29,2.7,180.89
SDP2B-6,24,CONC,CB2B-651,CB2B-650,382.45,376.74,5.15,110.93
SDP - 7,24,CONC,CB2B-638W,CB2B-639N,390.75,390.28,0.51,92.38
SDP2B-47,18,CONC,CB2B-624,CB2B-638,402.44,402.27,0.5,30.59
SDP2B-19,18,CONC,CB2B-624N,CB2B-624,403.04,402.62,0.96,43.87
SDP2B-18,15,CONC,CB2B-685,CB2B - 638N,402.1,401.75,1.08,32.43
SDP2B-20,24,CONC,CB2B - 638N,CB2B-638W,400.87,396.9,3.37,117.96
SDP2B-28,15,CONC,CB2B-681,CB2B-639N,391.98,391.48,1.45,34.58
SDP2B-41,15,CONC,YI2B-637,JB2B-639,393.04,392.11,1.32,70.31
SDP2B-40,15,HDPE,YI2B-636,YI2B-637,393.81,393.09,1.06,67.74

Tryon Phase III

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX C – SEWER SMOKE TESTING AND TELEVISION REQUIREMENTS**

DRAFT

TOWN OF HILLSBOROUGH
PRE-ACCEPTANCE AND PRE-WARRANTY EXPIRATION
VIDEO INSPECTION SPECIFICATIONS

PART 1 GENERAL

1.1 DESCRIPTION

- A. Scope: Provide all labor, materials, tools, equipment and incidentals as shown, specified, and required to perform video inspection of new piping, manholes and laterals (to cleanout), including all requirements to clean pipe, mains and/or lateral connections.

1.2 REFERENCES

- A. NASSCO's Assessment and Certification Program for pipelines, manholes and lateral (PACP/MACP/LACP), latest version, for standard TV inspection form and condition codes.

1.3 QUALITY ASSURANCE

- A. Videographer shall be certified through NASSCO's PACP/MACP/LACP program.
- B. Video inspection firm shall have a minimum of 5 years of experience in buried piping video inspection.
- C. Videographer shall conform to coding and reporting guidelines specified in PACP, including report annotations, pipe conditions, pipe defects, and severity ratings for all inspection types, regardless of the type of camera utilized.
- D. Contractor shall maintain a master copy of all reports and recordings for two years after Final Completion.
- E. Quality of inspection recording shall be acceptable to TOWN when viewed on a standard computer monitor.

1.4 SUBMITTALS

- A. Digital Video Disc (DVD) or USB Drive labeled with the following information:
 - 1. Contractor's name.
 - 2. Project or Contract number.
 - 3. Location and date of Inspection.
 - 4. Inspection type: pre, post, warranty, repair, etc.
- B. Upon request, CCTV may be submitted to the TOWN via a file sharing system.

C. Printed inspection reports:

1. Inspection reports shall include the following information:
 - a. CONTRACTOR's name.
 - b. Location of inspection. (road name, etc.)
 - c. Project name and phase, as applicable.
 - d. Inspection Type: Pre, post, warranty, repair, etc.
 - e. Upstream and downstream invert measurements.
 - f. Manhole depths.
 - g. Upstream and downstream manhole identification.
 - h. Pipe diameter.
 - i. Pipe material(s).
 - j. Length between manholes.
 - k. Lateral locations and associated address or lot number.
 - l. Date televised.
 - m. Video file name associated with the report.
2. Provide printed location records to clearly identify the location of each defect, or lateral connection, in relation to adjacent manholes, using a standard stationing system zeroed on the upstream manhole. Record all information requested using proper NASSCO PACP/MACP/LACP defect codes. Color still shot images of all major defects encountered shall be included with each pipe segment.
3. Provide a map of inspection locations.
4. Provide one inspection report per segment. If the conditions do not permit inspection of the entire segment from one direction, provide an additional inspection report from the opposite end to the point the initial inspection was abandoned.

C. Inspection Video and Audio Recordings:

1. Provide digital inspection recordings for all recordings.
2. Once the survey of the pipeline is under way, the following data shall be displayed. The size and position of the data display shall be such as not to interfere with the main subject of the picture yet shall be easily readable when the recording is replayed.
 - a. Camera's position, in feet, in the line segment from adjusted zero.
 - b. Pipe dimensions and type (8" VCP, etc.).
 - c. Upstream manhole and downstream manhole reference numbers per the construction drawings.
 - d. Direction of inspection (upstream or downstream).
 - e. Starting time of the inspection.

3. Recording shall be of a quality sufficient for TOWN to evaluate the condition of the pipe, locate service connections, and verify cleaning.
 4. Video Inspection recordings shall not be edited.
 5. If TOWN determines that the quality is not sufficient, re-televis the pipe segment and provide a new recording and report at no additional compensation.
 - a. Camera distortions, inadequate lighting, dirty lens, or steamy/blurred/hazy picture will be cause for rejection.
 - b. Pipe stationing not shown on the video or in a font style or color that is unreadable will be cause for rejection.
 6. Provide one electronic video file of each inspection.
- D. Provide submittals according to this article for all post-construction and repair inspections performed.
- E. Submittals for video inspection will require a minimum of 48 hours for review by the TOWN.

1.5 MEASUREMENT AND PAYMENT

- A. The TOWN is not responsible to pay for video inspection or other requirements set forth in this Section, regardless of inspection type, post-construction or repair.

1.6 REGULATORY REQUIREMENTS

- A. OSHA confined space requirements and other applicable health and safety requirements.

PART 2 PRODUCTS

2.1 TELEVISION EQUIPMENT

- A. TV Inspection System:
1. Audio visual digital encoding equipment and software with color pan-and-tilt, waterproof camera specifically designed and constructed for pipeline inspection and recording.
 2. Footage counter: Automatic, updatable metering device accurate to two tenths of a foot and which displays on the TV monitor the exact distance of the camera from the starting point of the TV inspection recording.
 3. Lighting system: Fixed intensity with an even distribution of the light around the pipe perimeter without the loss of color or contrast, flare out of picture, or shadowing. Sufficiently powered so that all features and condition of the pipe can be clearly seen.
 4. Camera features:

- a. Vertical resolution: Minimum 470-line colored image quality and definition; to the satisfaction of the TOWN.
 - b. Focus adjustment: Minimum focal range of 3 inches in front of the camera's lens.
 - c. Radial viewing with ± 275 degrees pan and 360 degree rotation.
 - d. Camera height: Adjustable so camera lens is always centered at one-half the inside diameter of pipe or higher.
 - e. Provide a reflector in front of the camera if necessary, to provide acceptable video image quality in large diameter pipes.
- 5. Operating conditions: 100 percent humidity.
 - 6. Inspection length: Minimum 1,500 feet of pipe.
 - a. Service connections: 90 feet into connection
 - 7. Self-propelled and capable of traversing minor off-set joints or pulled through with a tag line in more difficult circumstances.
- B. TV Studio:
- 1. Contained in an enclosed truck, trailer or van and insulated against noise and extremes in temperature with air conditioning and heating.
 - 2. Provided with means of controlling external and internal light sources to ensure monitor screen display is in accordance with the requirements of these Specifications.
- C. Digital Recordings:
- 1. Image Capture: Images shall be stored and be exportable as JPEG formats.
 - 2. Video Capture:
 - a. Capture full time live video and audio files for each pipe segment and service connections inspected.
 - b. File storage:
 - 1) Use industry standard Windows Media or MPEG-4 format.
 - 2) Viewable on a personal computer.
 - 3) Ensure compatibility of recordings and software with ENGINEER or provide compatible software for viewing.
 - c. Resolution: Minimum 640 pixels (x) by 480 pixels (y) with an encoded frame rate of 29.97 frames per second.
 - d. Software should be able to record a minimum of 120 minutes of recording on each file.
 - e. Clear and stable image free of electrical interference.
 - f. Clear and discernable audio recording free of background and electrical noise.
 - g. Cross-reference the digital recording and inspection data to allow instant

access to any point of interest within the digital recording.

3. Electronic recording file must allow snap scrolling to allow easy and quick access of the entire recording.

PART 3 EXECUTION

3.1 CLEANING

- A. Prior to TV inspection, clean pipe and manholes. Re-clean any segment or manhole found to be insufficiently cleaned during the TV inspection process.
- B. Clean pipelines to remove foreign materials, such as, rocks, grease, roots, gravel, settled sludge, or other materials that may prevent proper video inspection.
- C. Cleaning equipment may consist of hydraulically propelled, high-velocity jet, mechanically powered, or manual hand removal and should be provided, operated, and maintained by the CONTRACTOR. Other types of cleaning equipment may also be utilized for special applications with the TOWN's approval. Selection of the equipment used shall be based on the conditions of lines at the time the work commences. The equipment and methods selected shall be satisfactory to the TOWN.
- D. If cleaning of an entire section cannot be successfully performed from one manhole, the equipment shall be set up on the other manhole and cleaning again attempted. If, again, successful cleaning cannot be performed or the equipment fails to traverse the entire manhole section, it will be assumed that a major blockage exists, and the cleaning effort shall be abandoned.
- E. Damage to the sewer lines caused by the CONTRACTOR's operations shall be repaired prior to TOWN acceptance or release of warranty bond.
- F. Damage due to flooding of any public or private property being served by any line section which is over-filled by CONTRACTOR's cleaning operations shall also be repaired or otherwise paid for by the DEVELOPER/CONTRACTOR
- G. All sludge, dirt, sand, grease, roots, and other solid or semi-solid material resulting from the cleaning operation shall be removed from the Site and disposed of at a location permitted and approved by the TOWN. All materials and debris will be removed from the Site no less than the end of every workday. Passing material from manhole section to manhole section, which could cause line stoppages, accumulations of sand, or damage downstream, shall not be permitted. Under no circumstances shall this debris be dumped or spilled into the streets, ditches, storm drains, streams or sewer mains.
- H. The TOWN does not have a septage receiving station at its wastewater plant. Emptying the vacuum truck will need to be done at a nearby facility with the ability to accept the waste.

3.2 TELEVISION INSPECTION

- A. Provide inspection of both the upstream and downstream manholes beginning at the top of each manhole and panning down to inspect the manhole's interior walls.

Center camera in manhole invert to the extent allowed by the invert geometry. Pan and record the entire circumference of the pipe penetration/manhole wall.

- B. Inspect pipelines with pan and tilt conventional television imagery to record the condition, relevant features and defects of the pipeline under inspection. Notify the TOWN 48 hours in advance of any TV inspection so that the TOWN may observe inspection operations, if desired.
1. With camera rolling, perform the distance counter preset. If a preset point on the CCTV cable is used to set the counter, CONTRACTOR shall back up the camera after setting the preset and record the entry to the pipe.
 2. Use manual winches, power winches, TV cable, and powered rewinds or other devices that do not obstruct the camera view or interfere with proper documentation of the pipe conditions to move the camera through the segment.
 3. Pipeline inspection shall be from center of the starting manhole to the center of the ending manhole. Measure distances along the pipe from the inside of manhole wall of the starting manhole to inside of manhole wall of the downstream manhole.
 4. Position the camera head to reduce the risk of picture distortion. In circular pipes, the camera lens shall be positioned centrally, in prime position, within the pipe. Direct camera lens along the longitudinal axis of the pipe when in prime position.
 5. Inspect pipes during low flow conditions.
 6. Move the camera smoothly through the pipeline (in the downstream direction whenever possible) at a uniform rate not to exceed 30 feet per minute. Stop at every joint. When infiltration or other defects are evident, use pan and tilt when camera is not moving to document pipe condition. Stop elsewhere when necessary to ensure proper documentation of the pipe's condition and to record lateral locations.
 7. Prior to recording the location of defects, construction features and service connections, remove slack in the cable of the television inspection camera to ensure metering device is designating proper footage. Check accuracy of the measurement meters daily by use of a walking meter, roll-a-tape, or other suitable device.
 8. Capture color still shots of video recordings for all major defects encountered.
 9. If relevant, stop at every lateral connection. Center the camera on the lateral so that the lighting and the pan and tilt view can be used to inspect as far into the lateral connection as possible. Pan the circumference of the tap, recording all defects found in the lateral service connection. Where lateral flow is observed, observe flows from service connections for approximately two minutes to ascertain if the flow is sanitary or extraneous flow. The video recording may be paused during lateral observation. Record results of the flow observed on video recording and inspection logs.
 10. TV inspection recordings shall be continuous for each pipe segment. If during TV inspection of a pipe segment the camera is unable to pass an obstruction even though flow is unobstructed, televise the pipe segment from the opposite direction in order to obtain a complete recording of the line. Measure

the distance between the manholes (centerline to centerline) with a tape or wheel to accurately determine the total length of the manhole segment.

11. Adjust light levels, clean fouled or fogged lens, and allow vapor to dissipate from camera lights in order to produce acceptable recordings.
 12. TV inspection recordings that do not meet the specified requirements shall be re-televised. Examples of inadequate recordings include: too much shaking, too fast to clearly observe pipe, lacking or incorrect screen information, water/fog/debris on lens, problems with meter counter during video, technical glitches resulting in loss of screen view or unable to view video, not capturing all items as required, not coding apparent defects, or anything preventing the TOWN from fully examining and understanding the infrastructure for which it is to assume full responsibility.
- C. Televisé each lateral up to the cleanout at the right-of-way or easement. Record the length of each lateral and the lot or address for which it is associated. Identify any defects or deficiencies.

3.3 FLOW CONTROL

- A. For new installations, provide video inspection prior to placing pipe segments in service and after cleaning, not simultaneously.
- B. Provide flow control in the pipe segment as needed to ensure a clear and adequate video inspection. TOWN may reject video inspection if flow affects the quality of the video.
- C. Whenever flows in a pipeline are blocked, plugged, pumped, or bypassed, take sufficient precautions to protect the pipelines from damage that might be inflicted by excess pipe surcharging. Further, take precautions to ensure that pipe flow control operations do not cause flooding or damage to public or private property being served by the pipes involved. No overflows are permitted. The DEVELOPER/CONTRACTOR is responsible for all damages.
- D. CONTRACTOR is responsible for all damages to CONTRACTOR owned and operated equipment, TOWN facilities, and privately-owned facilities caused by malfunction of plugs, pumps or other CONTRACTOR equipment. In the event of a failure or malfunction of CONTRACTOR equipment, CONTRACTOR is responsible for all work necessary to restore facilities including, but not limited to, excavation and restoration of pipelines and roadways required to retrieve malfunctioning or stuck cameras, plugs and hoses.
- E. For portions of the pipe that are bowed or bellied, camera may submerge. Wherever the camera encounters a submerged condition, or where the flow depth negatively impacts the video quality, reduce the flow depth to an acceptable level by performing the video inspection during minimum flow hours, or by pulling a camera with swab, high-velocity jet nozzle or other acceptable dewatering device. Recordings made while floating the camera are not acceptable unless pre-approved by TOWN.

3.4 FIELD QUALITY CONTROL

- A. The CONTRACTOR shall operate a quality control system, to be approved by the TOWN or DEVELOPER's ENGINEER, which will effectively gauge the accuracy of all inspection reports produced by the operator.
- B. The TOWN shall be entitled to audit the control system and be present when assessments are being computed. Should any report or assessment be deemed unsatisfactory by the TOWN, the DEVELOPER/CONTRACTOR, shall re-record, re-code and re-submit any video, data or reports that the TOWN deems necessary to assess condition for acceptance or to release warranty bonds.

3.5 DOCUMENTATION

- A. The CONTRACTOR shall keep records (in a log-type form) of the Work accomplished in the cleaning of the sewer lines. Copies of the log shall be furnished to the TOWN documenting Work completed. The following information shall be required as a minimum:
 - 1. Location (manhole no. to manhole no.) and type of surface cover.
 - 2. Date and Time.
 - 3. Length of sewer.
 - 4. Condition and depth of manholes.
 - 5. Size and type of pipe.
 - 6. Type and condition of manholes.
 - 7. Type of cleaning performed, and various types of equipment used.
 - 8. Meter readings (fire hydrant use).
 - 9. Remarks as to type of materials removed, amount of materials removed, and number of hours spent to clean each pipe section.

3.6 ACCEPTANCE

- A. The TOWN shall not accept any infrastructure showing the following PACP/MACP/LACP defects:
 - 1. Fractures or cracks
 - 2. Protruding taps or otherwise improperly installed taps
 - 3. Infiltration
 - 4. Offset joints
 - 5. Sags/Bellies of over 5%
 - 6. Root intrusion or grease build up
 - 7. Manhole defects or improper pipe to manhole connections

8. Other structural, operation and maintenance, and miscellaneous observations that are detrimental to the proper operation and maintenance or longevity of the system.
- B. Any defects repaired shall be retested and re-televised under the same specifications as for initial construction and televising.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Administration and Tourism Development Authority
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director
Shannan Campbell, Tourism Program Manager

ITEM TO BE CONSIDERED

Subject: Tourism Development Authority budget amendment

Attachments:

Budget Changes Report

Summary:

To allocate Tourism Development Authority Fund Balance in the amount of \$8,000 and an expenditure of the same amount for the special project/partnership mural project at the Wooden Nickel.

Financial impacts:

Increase of \$8,000 to FY24 Tourism Development Authority budget.

Staff recommendation and comments:

To approve the attached budget amendment.

Action requested:

Consider approving the budget amendment.

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2023-2024

PRINT ONLY

2023-2024 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue					
73					
TDA 73-00-3900-3900-000 FUND BALANCE	11/13/2023	41367	3,500.00	8,000.00	11,500.00
APPROPRIATED					
Correction to mural project at Wooden Nickel.					
Total for 73			3,500.00	8,000.00	11,500.00
Total for Revenue			3,500.00	8,000.00	11,500.00
Expenditure					
73					
TDA 73-51-6250-5300-731 SPECIAL	11/13/2023	41368	42,000.00	8,000.00	50,000.00
PROJ/PARTNERSHIPS					
Correction to mural project at Wooden Nickel.					
Total for 73			42,000.00	8,000.00	50,000.00
Total for Expenditure			42,000.00	8,000.00	50,000.00
Grand Total			45,500.00	16,000.00	61,500.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 2023
Department: Public Space and Sustainability
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Resolution for the adoption of a Vision Zero Policy to eliminate traffic fatalities and serious injuries by 2040

Attachments:

1. Brochure: What is Vision Zero
2. Resolution

Summary:

Since 2012 two people died, two suffered severe injuries, and 22 experienced minor injuries while walking or biking on streets in Hillsborough. The town is committed to improving safety, accessibility and connectivity for all modes of travel and has prioritized actions to meet this goal through the Comprehensive Sustainability Plan and Strategic Plan.

Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. First implemented in Sweden in the 1990s, Vision Zero has proved successful across Europe and is now gaining momentum across the United States.

According to the Vision Zero Network, the Vision Zero framework recognizes that traffic deaths are preventable, and that the road system should be designed to ensure that inevitable mistakes do not result in severe injuries or fatalities. Vision Zero is a multidisciplinary approach, bringing together diverse and necessary stakeholders to address a complex problem. Vision Zero acknowledges that many factors contribute to safe mobility -- including roadway design, speeds, behaviors, technology, and policies -- and sets clear steps to achieve the shared goal of zero fatalities and severe injuries.

Additionally, the United States Department of Transportation released funding notice for the new Safe Streets and Roads for All Grant Program to support regional, local, and Tribal initiatives to prevent roadway deaths and serious injuries. To apply for future funding, official public Vision Zero commitments are required.

Financial impacts:

None

Staff recommendation and comments:

The adoption of a Vision Zero Policy is prioritized in both the Comprehensive Sustainability Plan and Strategic Plan.

Action requested:

Adopt Resolution for a Vision Zero Policy

A PRIMER ON VISION ZERO

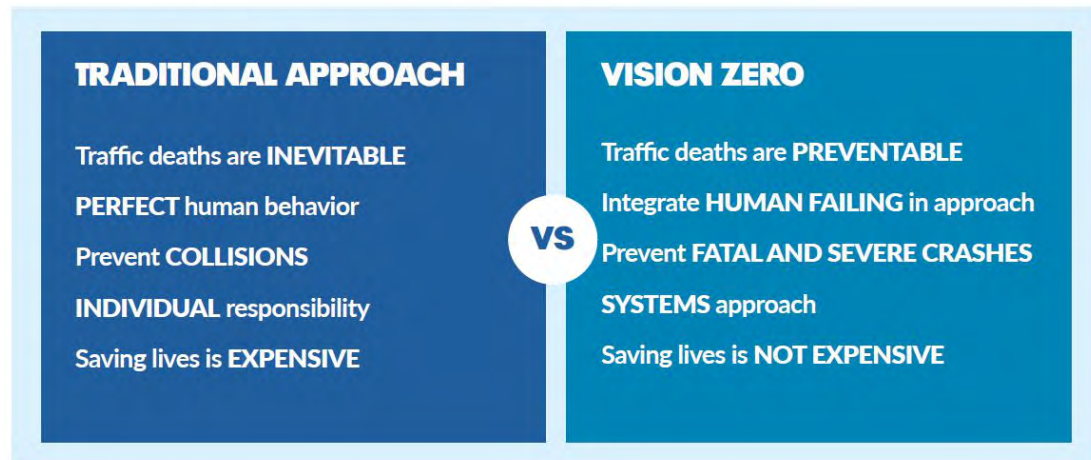
Advancing Safe Mobility for All

What is Vision Zero?

Vision Zero is a strategy to eliminate traffic fatalities and severe injuries among all road users, and to ensure safe, healthy, equitable mobility for all. First implemented in Sweden in the 1990s, where traffic deaths have been cut in half even while the number of trips increased, Vision Zero is gaining momentum across the globe, including in many U.S. communities.



Each year in the U.S., more than 40,000 people — an average of 100 people per day — are needlessly killed, and millions more are injured, in traffic crashes. While often referred to as “accidents,” the reality is that we can prevent these tragedies by taking a proactive, preventative approach that prioritizes traffic safety as a public health issue.

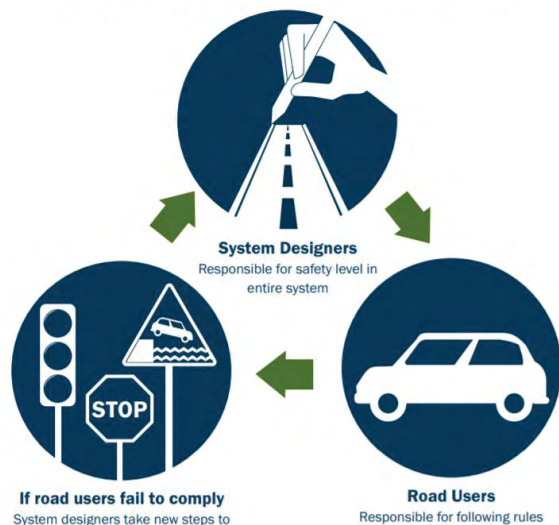


Changing the Status Quo - A New Vision for Safety

Vision Zero starts with the ethical belief that everyone has the right to move safely in their communities, and that system designers and policy makers share the responsibility to ensure safe systems for travel.

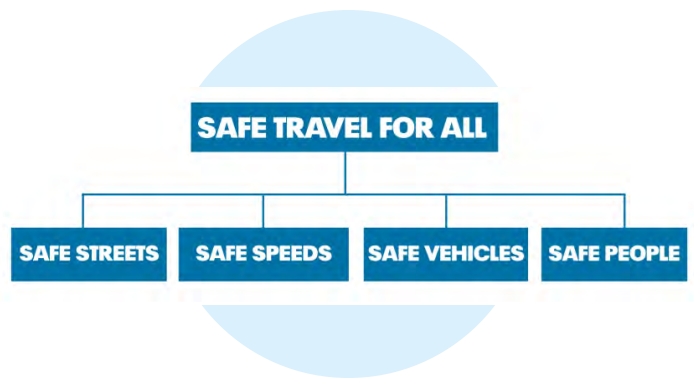
The Vision Zero approach recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure those inevitable mistakes do not result in severe injuries or fatalities. This means that system designers and policymakers are expected to improve the roadway environment, policies (such as speed management), and other related systems to lessen the severity of crashes.

Vision Zero Ethical Platform



What a Commitment to Vision Zero Means

Vision Zero is not a slogan, not a tagline, not even just a program. It is a fundamentally different way to approach traffic safety. Communities that want to succeed at Vision Zero need to acknowledge that business as usual is not enough and that systemic changes are needed to make meaningful progress. Effective communities will recognize and commit to core Vision Zero principles and strategies.



Committing to Vision Zero will take the following strategies:

- » Building and sustaining leadership, collaboration, and accountability – especially among a diverse group of stakeholders to include transportation professionals, policymakers, public health officials, police, and community members;
- » Collecting, analyzing, and using data to understand trends and potential disproportionate impacts of traffic deaths on certain populations;
- » Prioritizing equity and community engagement;
- » Managing speed to safe levels; and
- » Setting a timeline to achieve zero traffic deaths and serious injuries, which brings urgency and accountability, and ensuring transparency on progress and challenges.

Key among Vision Zero priorities are managing speed, centering equity, and engaging the community.



Managing Speed

Speeding kills more than 10,000 people each year in the U.S. – on par with drunk driving – yet, the act of speeding does not carry the same social consequences as drunk driving. Vision Zero calls on communities to prioritize safe speeds through safe street design, automated speed enforcement (or safety cameras), and setting safe speed limits.



Centering Equity

Safe mobility is a basic right, and Vision Zero is based on the premise that *all* people have the right to move about safely. Vision Zero communities should invest in proven safety strategies with a focus on ensuring equity. This includes identifying communities or populations that are disproportionately impacted by traffic deaths and serious injuries, and prioritizing roadway safety investments in these areas. It also means that *if* police are involved in Vision Zero, the community should make a public commitment to fair and equitable enforcement and ensure transparency and accountability on this commitment.



Engaging Communities

When it comes to experience and knowledge of how a neighborhood works, no one knows better than the people who live there. Assessing which needs are greatest requires complementing a data-driven approach with robust community engagement. The Vision Zero Network recommends working with and supporting community based organizations who have established trust and relationships with residents.

Find out more about Vision Zero and the nonprofit advocacy work of the Vision Zero Network at www.visionzeronetwork.org.



RESOLUTION

Adopting a Vision Zero Policy to Eliminate Traffic Fatalities And Serious Injuries by 2040

WHEREAS, according to data from the National Highway Traffic Safety Administration, each year approximately 40,000 people are killed in traffic collisions in the United States from accidents that are largely preventable; and

WHEREAS, from 2012 to 2021, two people died, two suffered severe injuries, and 22 experienced minor injuries while walking or biking on streets in Hillsborough; and

WHEREAS, one death or serious injury on town streets is one too many; and

WHEREAS, seniors, children, people of color, people with disabilities, people in low-income communities, and vulnerable road users such as pedestrians and bicyclists face a disproportionate risk of traffic injuries and fatalities; and

WHEREAS, town leadership is dedicated to eliminating deaths and serious injuries on streets in Hillsborough; and

WHEREAS, town leadership, staff, and appointed boards conduct public outreach and engagement to develop and recommend transportation and connectivity plans and projects that incorporate safety measures and best practices; and

WHEREAS, town staff engage in safety trainings, participate in safety initiatives, conduct safety programs, and respond to safety concerns from the community; and

WHEREAS, the Hillsborough Comprehensive Sustainability Plan incorporates goals, strategies, and actions to advance safety for all modes of transportation; and

WHEREAS, Vision Zero is a public health-based traffic-safety strategy to reduce and eventually eliminate traffic deaths and serious injuries using a data-driven, multi-disciplinary and safe systems approach that also increases safe, healthy equitable mobility for all; and

WHEREAS, making streets safer for all people using all modes of transportation will encourage people to travel on foot, by bicycle, and by public transit, which supports a healthier, more active lifestyle and reduces environmental pollution; and

WHEREAS, Vision Zero is a tool to unite stakeholders such as government entities, police and emergency personnel, public health and planning professionals, transportation and transit officials, developers, and community members in a coordinated approach to achieving safe streets for all; and

WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, of which the town is a member, is developing a Vision Zero Action Plan using funding from the Safe Streets for All Grant program; and

WHEREAS, Vision Zero resolutions have been adopted by numerous jurisdictions in North Carolina and across the United States;

NOW, THEREFORE, BE IT RESOLVED; by the Hillsborough Board of Commissioners, that the Town of Hillsborough pledges its intention of eliminating traffic deaths and serious injuries by 2040 and adopts this Vision Zero policy as a guiding principle for planning and implementing transportation projects, safety initiatives, maintenance of public rights-of-way, and traffic enforcement practices to achieve this goal; and

BE IT FURTHER RESOLVED, that the safety of all road users shall take priority over vehicular level of service and safety of vulnerable road users shall be given top priority in transportation decisions; and

BE IT FURTHER RESOLVED, that the Hillsborough Strategic Plan shall incorporate Vision Zero initiatives so that progress toward meeting the pledge can be measured, tracked, and reported.

Approved this 13th day of November of the year 2023.

Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 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 Nov. 27, 2023

Attachments:

None.

Summary:

Possible topics for the Nov. 27 work session include:

- Strategic Plan check-in
- FY25 budget retreat planning
- Closed session to conduct town manager's annual performance evaluation

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

None.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 13, 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

October 2023

Budget

- Continued to prepare for FY25 budget kickoff.
- Town residents are expected to receive community surveys by mail in November. Surveys can be completed online or by returning the survey in the envelope included in the packet.
- Received strategic plan updates from departments. The first check in with the board after plan adoption is schedule for the November work session.

Communications

- Branding — Worked on employee appreciation gift order for holidays.
- Town materials — Completed November print newsletter. Reviewed document for employee awards, 2024 curbside calendar brochure, community survey, cover letter and online landing pages. Created bioswales fact sheet and handout for Department on Aging event that listed opportunities to get involved.
- Website — Provided training to staff member for updating documents on intranet. Started website redevelopment process with design decisions, page audit and kick-off meeting.
- Utilities Outreach — Worked on revisions for utility bills, information for Harmony at Waterstone residents regarding town takeover of water and sewer lines.
- Other — Held final three Government 101 sessions and recognition. Helped with employee picnic. Hosted Engage Hillsborough: Connectivity event. Took photos at Bioswales & Breakfast stormwater event.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls
- Employee Appreciation Picnic
- Quarterly employee newsletter

RECRUITMENT AND SELECTION	
Position	Status
Diversion Social Worker	Started 10/9.
Equipment Operator	Start date: 11/27.
Planner II	Start date: 11/6.
Planning Technician	Started 10/23.
Police Lieutenant	Closed 10/29.
Police Officer	Continuous Recruitment
Utility Maintenance Supervisor	Interviews scheduled.
Utility Maintenance Technician (Locator)	Closed 10/15.
Utility Maintenance Technician I	Start date: 11/6.

Information Technology

- Completed Fleet Management software, RTA, migration to cloud-hosted option. Integration of WEX fuel data, phase 2, is in progress.
- Continuing server upgrade work on servers for NC86, WWTP, and Town Hall.
- Building alarm procedures restructuring project wrapping up. New procedure documentation to be submitted to Apple Security and Security Central Monitoring.
- Researching eFax options as replacement for fax module on new Town Hall, Town Hall Annex, and Admin Building KONICA Bizhubs. Efax is a more secure (SSL encryption and HIPAA compliant), lower cost, easy-to-use email to fax/print to fax service.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department visits x5, WTP visits, WWTP visits, HPD visits x4, Public Works Department visit.
- Meetings – HR Team Meetings, Division Meetings, NCDOL Meetings, Safety Committee Meeting, Drug Screen Meeting.
- Training – OSHA 10hr Training for town employees –Policy Review/Incident Reporting Refresher - WTP.
- Random drug screens — On target for 4th quarter drug screens random FMCA drug screens and completed pre-hire drug screens (Trial - Contracting collections).
- 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 —Orchestrated Annual Shoe Event. Modified SOP (Safe Operating Procedure) for SxS (Side by Side) Operation – Utilities. 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. Nominated 1 employee for innovation award.

Hillsborough Police Department

Quarterly Transparency Report

July – September 2023

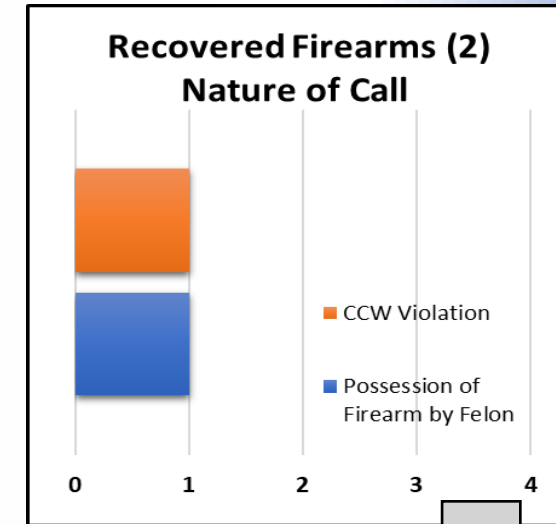
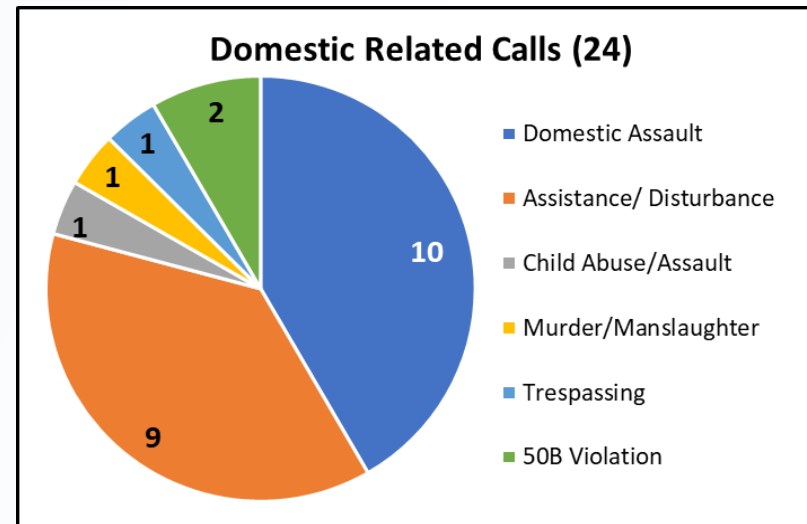
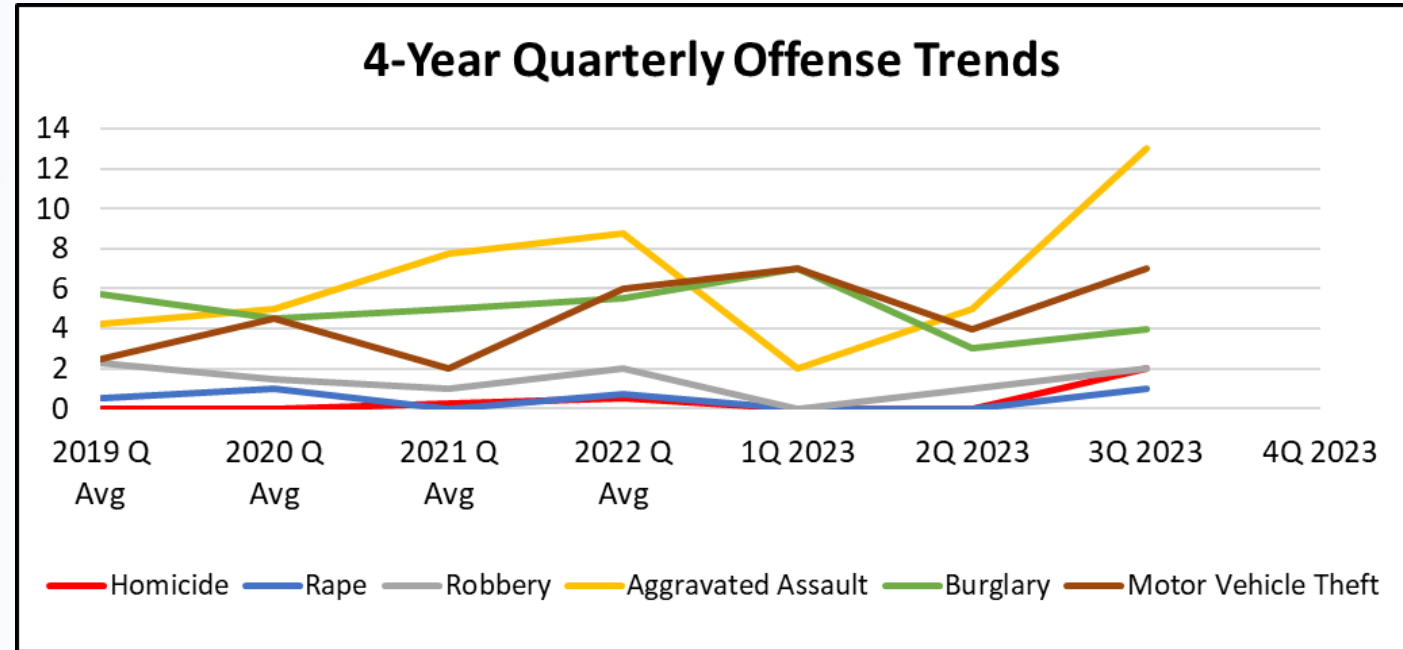


This report summarizes quarterly activity and data in the following areas:

- Reported Incidents and Crimes
- Arrest Data
- Internal Accountability
- Use of Force
- Mental Health Response
- Marijuana and Paraphernalia Enforcement
- Traffic Enforcement Focuses
- Traffic Stop Data
- Search Data
- Department Training
- Community Engagement
- Employee Accomplishments and Recognitions

Reported Incidents

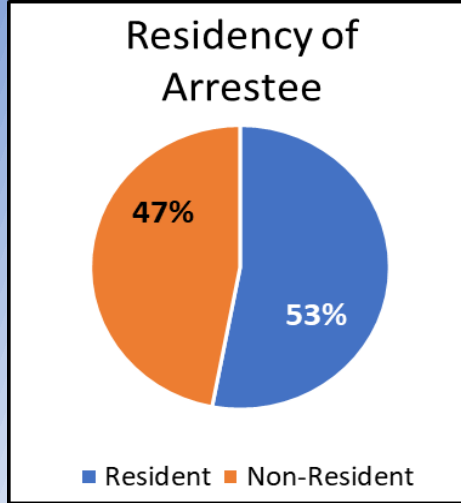
UCR Part 1 Reported Crimes	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Homicide	0	0	2		2
Rape	0	0	1		1
Robbery	0	1	2		3
Aggravated Assault	2	5	13		20
Part 1 Violent Crimes Total	2	6	18		26
Burglary	7	3	4		14
Larceny/Theft	88	87	116		291
Motor Vehicle Theft	7	4	7		18
Part 1 Property Crimes Total	102	94	127		323
Other Offenses Reported	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Drug Offenses	13	15	15		43
Simple Assault	24	24	20		68
Forgery/Counterfeit	0	3	1		4
Fraud	20	6	6		32
Embezzlement	3	2	2		7
Stolen Property	3	0	3		6
Vandalism	20	9	12		41
Prostitution	0	0	0		0
Other Sex Offenses	1	10	1		12
Gambling	0	0	0		0
Offense against family/child	0	1	1		2
DWI	4	4	8		16
Alcohol Violations	0	0	0		0
Disorderly Conduct	1	0	2		3



Note: Data is based on current reports in HPD system. Prior quarter's numbers may adjust as delayed reports are made.

Arrest Summary

HPD Officers made a total of 100 Criminal Arrests of individuals during this quarter, with a total of 140 separate charges.



Current Quarter Arrests					
	B	H	W	O/U	TOTAL
Custodial Arrest	14	2	11	0	27
Citation/Summons	17	2	15	0	34
Warrant Service	22	3	13	1	39
Total Arrests	53	7	39	1	100
Resident					
	26	4	23	0	53
Non-Resident					
	27	3	16	1	47

OCPAD	
Orange County Pre-Arrest Diversions	2
2 Larceny Incidents	

TOTAL OF ALL CHARGES	140
WARRANT SERVICE	37
LARCENY-MISDEMEANOR	11
DRIVING WHILE IMPAIRED	10
LARCENY-SHOPLIFTING/CONCEAL	8
POSSESS DRUG PARAPHERNALIA	8
RESIST DELAY OBSTRUCT	6
DRUG VIOLATION	5
LARCENY-SWITCHING PRICE TAG	5
POSSESSION OF COCAINE	5
ASSAULT-SIMPLE	4
TRESPASSING-2ND DEGREE	4
ASSAULT ON A LEO/GOVT OFFICIAL	2
B&E MISDEMEANOR	2
DRUNK AND DISRUPTIVE	2
INJURY TO PERSONAL PROPERTY	2
KIDNAPPING	2
LARCENY-FELONY	2
POSSESS OF MARIJUANA	2
POSSESS W/INTENT TO SELL/DELIVER	2
ROBBERY	2
VIOLATION OF 50-B ORDER	2
ALL OTHER OFFENCES	1
ASSAULT ON A FEMALE	1
B&E FELONY	1
CARRYING A CONCEALED WEAPON	1
COMMUNICATING THREAT	1
DISCHARGE OF WEAPONS	1
DISORDERLY CONDUCT	1
HIT AND RUN	1
INDECENT LIBERTIES WITH A MINOR	1
INJURY TO REAL PROPERTY	1
INTERFERE W/ EMERGENCY COMM	1
LARCENY BY EMPLOYEE	1
MURDER/NON-NEGLIGENT MANSLAUGHTER	1
OPEN CONTAINER WHILE DRIVING	1
POSSESSION OF FIREARM BY FELON	1
SIMPLE ASSAULT-ALL OTHER	1
TRAFFIC OFFENCE NOT DWI	1

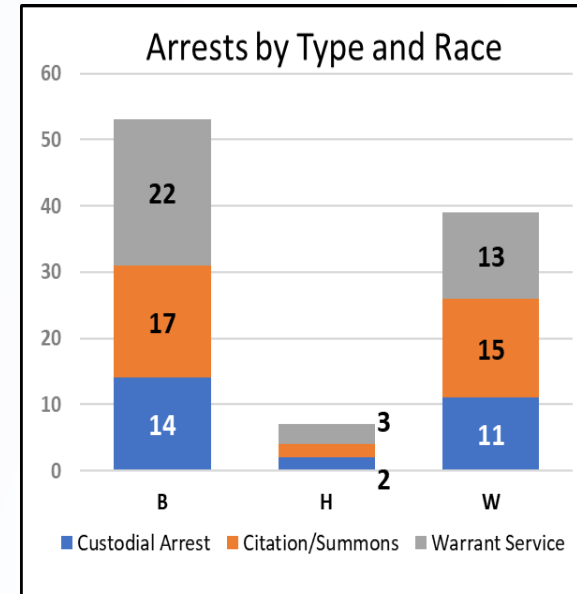
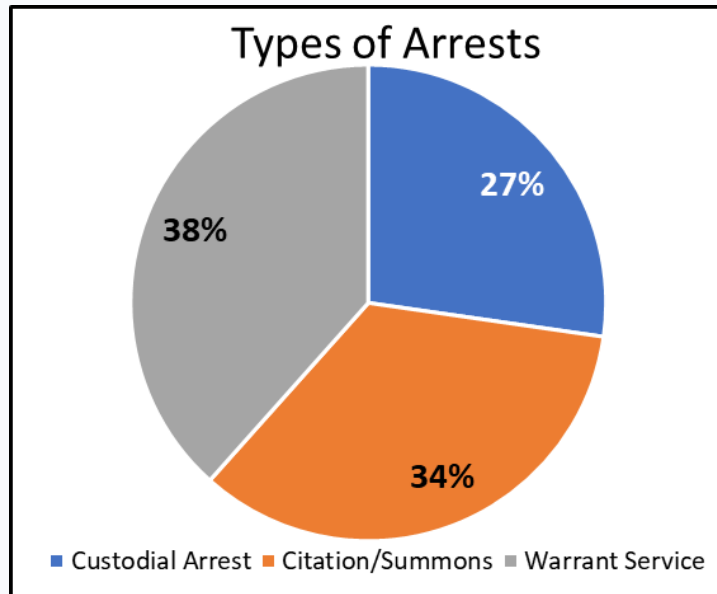
Definitions:

Custodial Arrests are typically on-view crimes for which an officer makes a physical arrest and takes the subject before a magistrate.

Warrant Service means an officer made a physical arrest for a previously existing warrant or order for arrest.

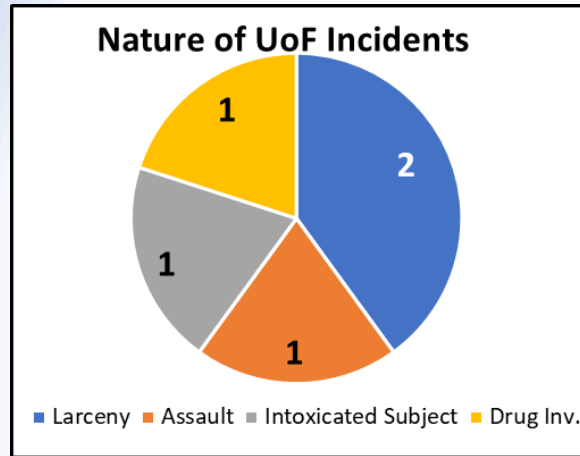
Citation/Summons means the offender was issued a citation or served a summons and was not taken into custody.

Section 8, Item C.



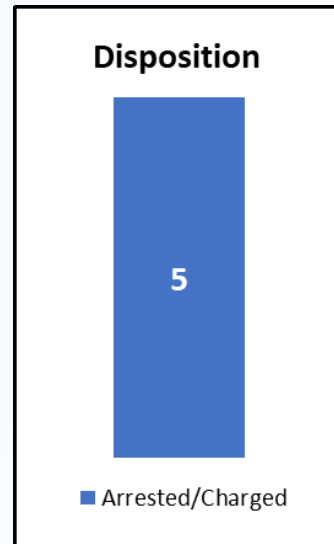
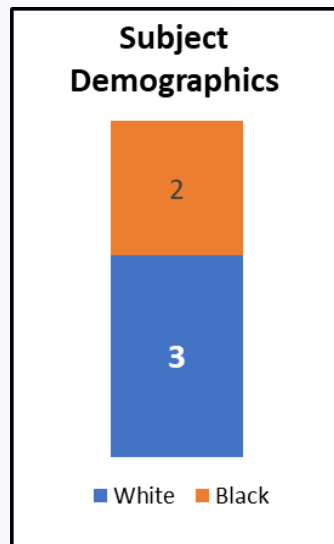
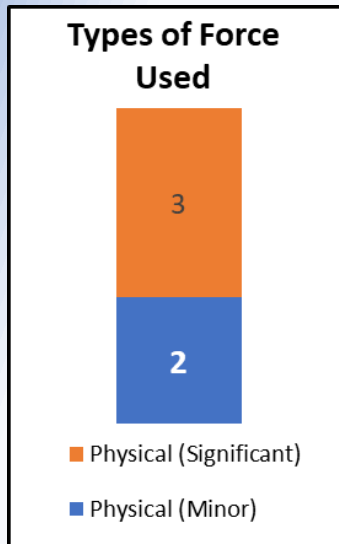
Use of Force

HPD's review of 7 force-related incidents this quarter found that force of some type was used in 5 of the incidents and involved 5 subjects and 9 officers.



Summary of Use of Force Incident

- Larceny suspect attempted to flee the scene. Officer grabbed the subject by the wrists, but they pulled away and left in a vehicle. (Physical – minor)
- Sexual assault suspect was walking away from the scene. After refusing commands, the subject was taken to the ground and secured in handcuffs. (Physical – significant)
- Officers attempted to stop a subject that kept walking into traffic. The subject refused commands, so they grabbed him and took him to the ground to apply handcuffs. (Physical – significant)
- Officers attempted to serve a warrant on a subject who tried to flee the area. The subject ran into a deputy and fell to the ground. Officers grabbed the subject's arms to remove them from being hidden under his body and placed them behind his back. (Physical – minor)
- Larceny suspect assaulted an officer while trying to leave Walmart. Officers grabbed the suspect by the arms and took them to the ground. (Physical – significant)



Internal Accountability

Details on Displays of Force

Internal Accountability Reviews	
Use of Force Reviews	7
Complaints	0
Pursuit/Refuse to Stop	3
Internal/Admin	1
PEWS	1
Safety/Accident	0
TOTAL IA REVIEWS	12

7 Use of Force Reviews
5 Uses of Force
<ul style="list-style-type: none"> • 2 <i>Physical (minor)</i> • 3 <i>Physical (significant)</i>
2 Displays of Force
<ul style="list-style-type: none"> • 2 <i>Firearm Displays</i>

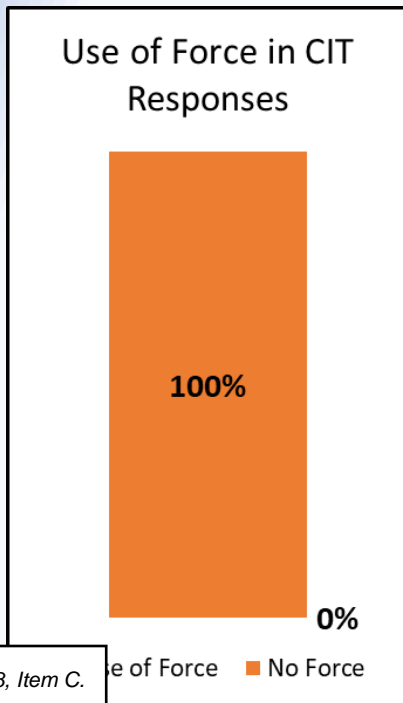
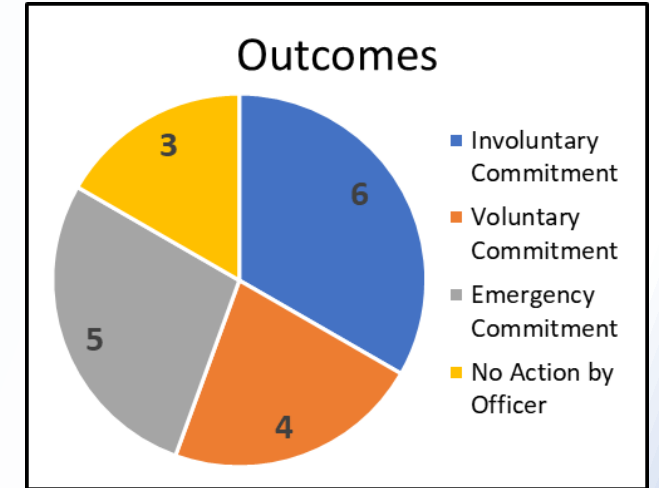
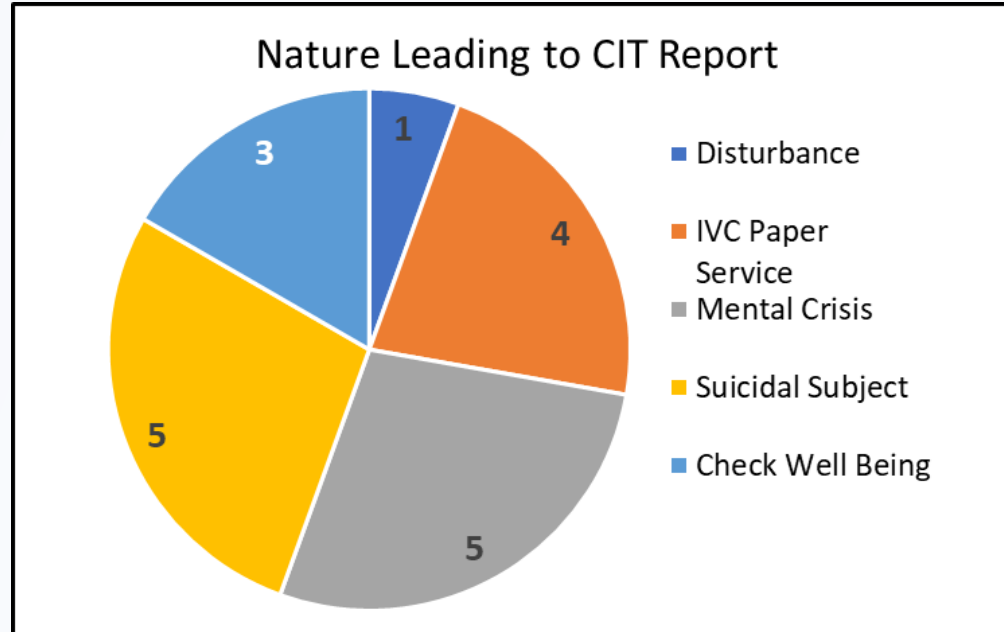
- Officers responded to a shooting incident and observed a vehicle matching the description of the suspect vehicle driving toward them. Subjects still on scene advised that it was the suspect vehicle and officers displayed their duty weapons as they ordered the subjects to exit the vehicle.
- Officers responded to an alarm call at a local business. They found an open door and all the lights were off in the business with the alarm going off. The officers checked through the building with their duty weapons displayed and found a subject still inside. They holstered their weapons when they confirmed the subject had permission to be on the premises.

% of Arrests w/ Use of Force		
	3Q	%
Total Arrests	100	5%
Arrests w/ UoF	5	
	YTD	%
Total Arrests	240	3%
Arrests w/ UoF	8	

Mental Health/Crisis Response Calls

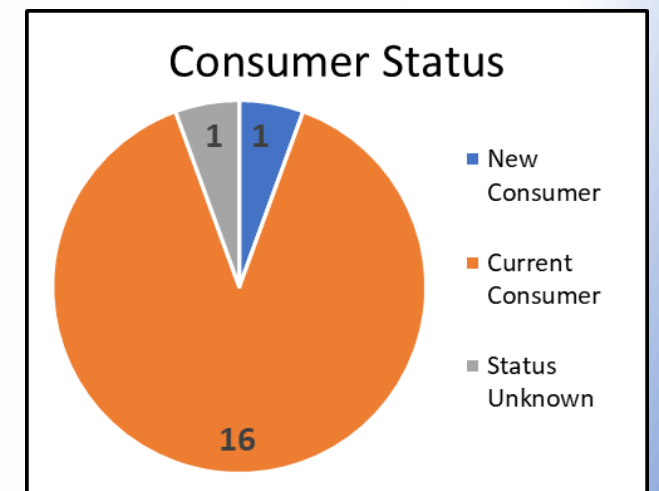
This section presents information on HPD responses to subjects having mental health issues or in crisis. The term “consumers” is used to describe these individuals. Data presented is based on reports in HPD’s records system.

3rd Quarter 2023	
<u>CIT Reports</u>	18
<u>Responses with Use of Force</u>	0
<u>Responses with Juvenile Consumer</u>	3



Details of Use of Force Situations:

- *There were no Use of Force Situations during mental health or crisis response calls this quarter.*



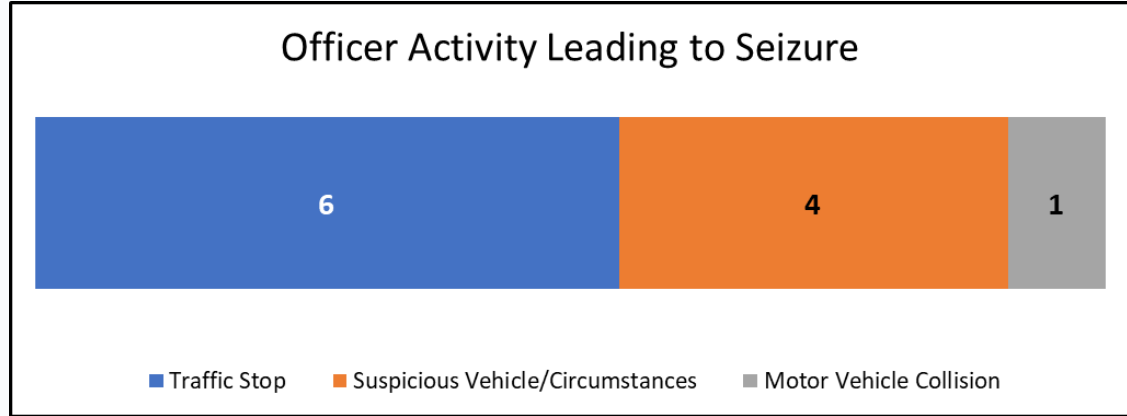
Multiple Reports: There were two adult consumers with multiple reports during this period. One consumer had two reports and one consumer had three reports.

Marijuana (Schedule VI) Seizures

This section presents information on seizures of marijuana (MJ) and marijuana-related paraphernalia (P).
Drugs and paraphernalia not related to marijuana are not included.

Current Quarter	
Individuals with MJ/P Seized	10
Disposition	
No Resulting MJ/P Charge	6
Referred to OCPAD	0
Charged with MJ/P Only	2
Charged MJ/P w/ other criminal charges	2

Demographics			
B	W	H	O
5	5	0	0
Disposition			
2	4	0	0
0	0	0	0
1	1	0	0
2	0	0	0

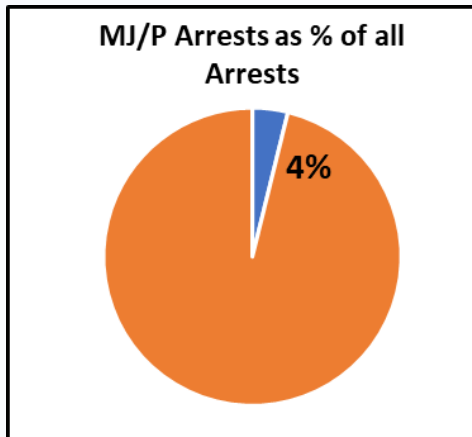
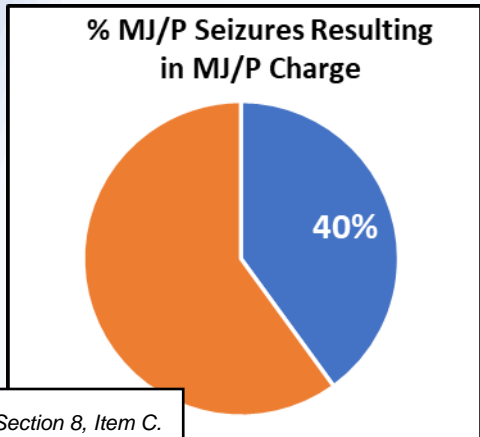


MJ/P Arrests as % of total arrests	
MJ/P Seizures	10
Arrests with MJ/P Charges	4
All Other Criminal Arrests	100

% MJ/P Seizure w/ arrest	MJ/P Arrests as % of all Arrests
40%	4%

Detail on cases Charged (4):

- Man charged with possessing MJ with intent to sell and possessing Cocaine, Cocaine paraphernalia and traffic charges.
- Man charged with possessing MJ with intent to sell, trafficking Cocaine and traffic charges.
- Man charged with possessing with intent to sell a large amount of THC edibles.
- Juvenile petition filed against 16 yr old for possessing several ounces of MJ packaged for sale.



Traffic Enforcement Efforts

The Hillsborough Police Department spends time focusing on traffic issues that are received directly from our citizens and as part of the statewide Governor’s Highway Safety Program. HPD also incorporates locations where there have been accident trends as focus areas for enforcement efforts.

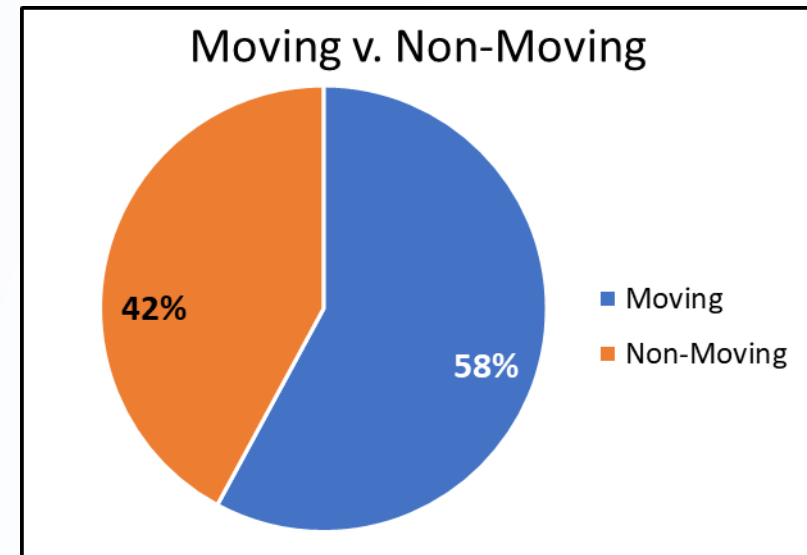
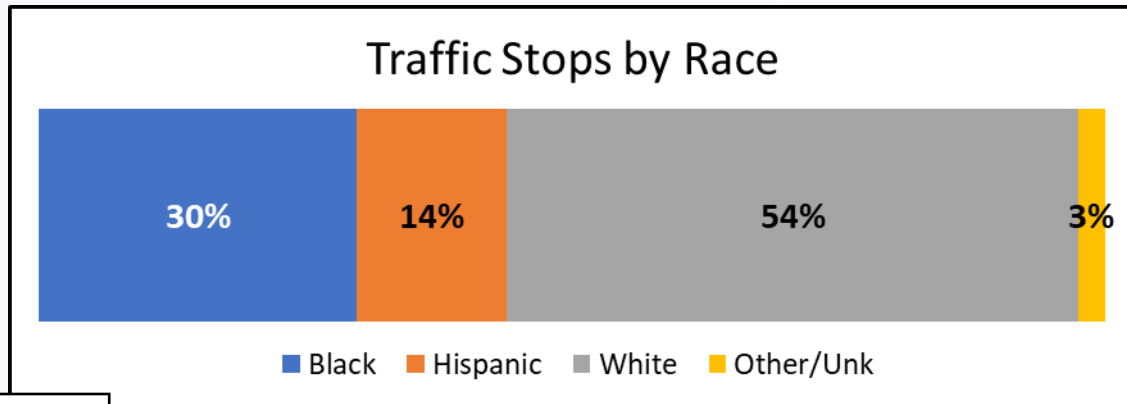
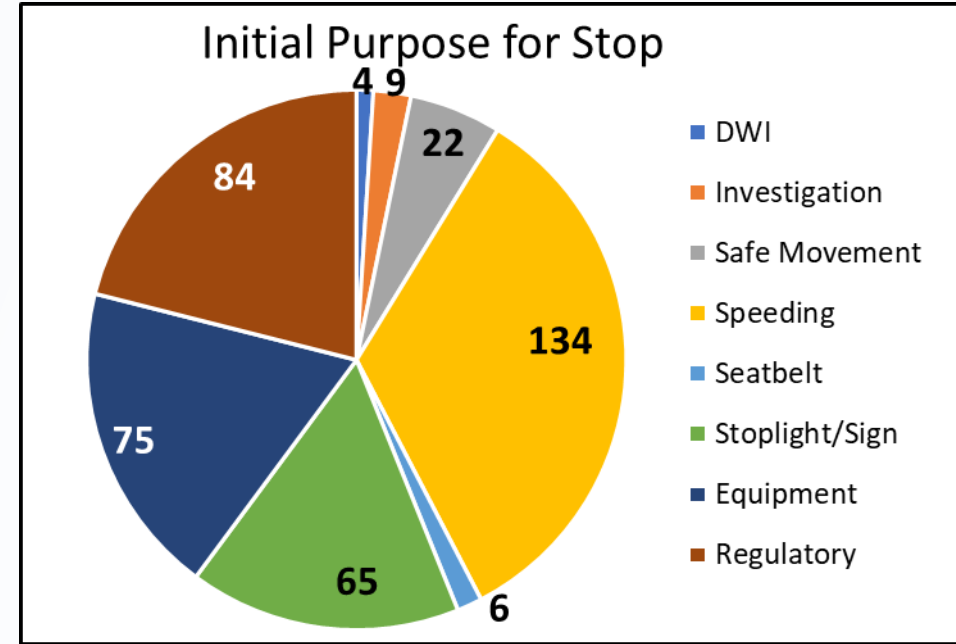
Local Complaints and Focus Areas			
Location	Complaint	Time Spent	Actions
Becketts Ridge	Speeding/Stop Signs	3 hrs, 30 mins	6 Stops, 2 Cit, 1 VW, 3 WW
Cornwallis Hills	Stop Signs	3 hrs, 45 mins	4 Stops, 4 VW
Fairview Community	Speeding/Stop Signs	6 hrs	No Action
Nash & Eno	Stop Signs	4 hrs	8 Stops, 1 VW, 7 WW
Lakeshore Dr.	Speeding	8 hrs, 30 mins	13 Stops, 4 Cit, 6 VW, 3 WW
West Hill Ave.	Speeding	7 hrs, 15 mins	2 Stops, 2 Cit
Forrest Ridge	Speeding/Stop Signs	10 hrs, 15 mins	10 Stops, 1 Cit, 8 VW, 1 WW
S. Bellvue St.	Truck Route Violations	3 hrs, 30 min	No Action
Collins Ridge	Stop Signs	2 hrs	2 Stops, 2 VW
Cates Creek/Becketts	Speeding/Stops Signs	2 hrs, 30 mins	1 stop, 1 VW
TOTALS		51 hrs 15 mins	46 Stops, 9 Cit, 23 VW, 14 WW

Cit=Citation
 WW=Written Warning
 VW=Verbal warning

Governor’s Highway Safety Program Participation	
Campaigns	
Operation Firecracker	34 traffic violation charges (1 DWI), 2 criminal charges
Speeding Wrecks Lives	13 traffic violations, 3 criminal charges
Booze it and Loose it	10 traffic violations
Non-Campaigns (Hillsborough Specific)	
Daytime Enforcement	12 hours, 8 Operations
Nighttime Enforcement	6 hours, 3 operations

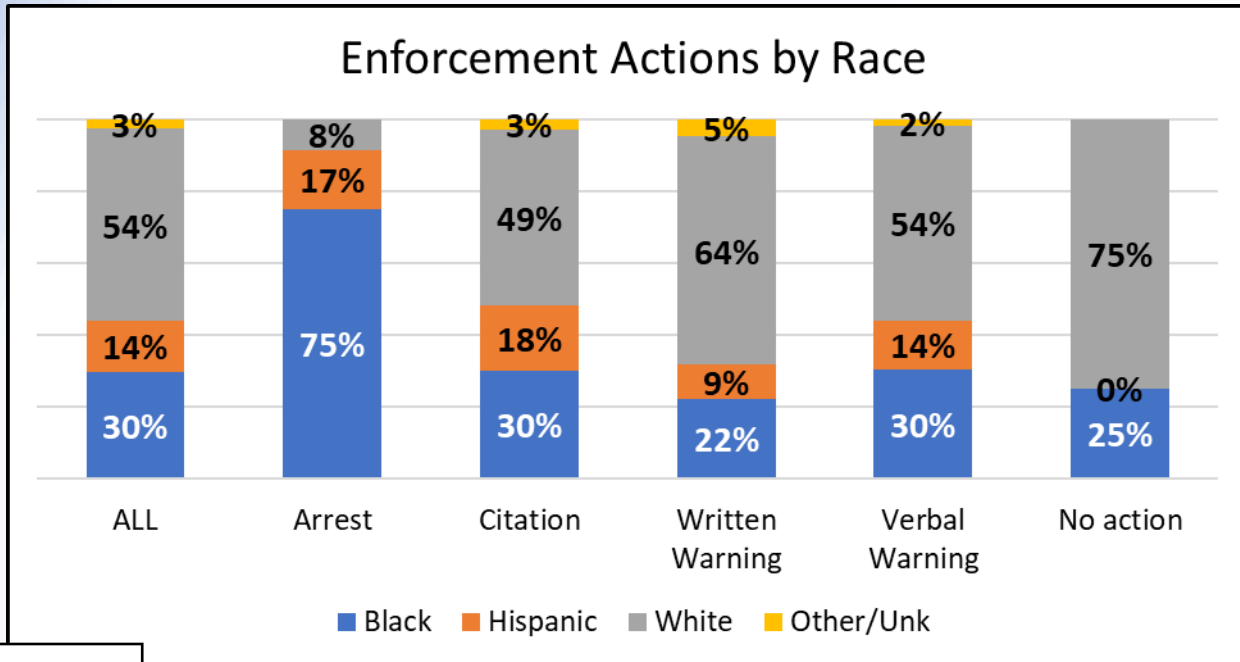
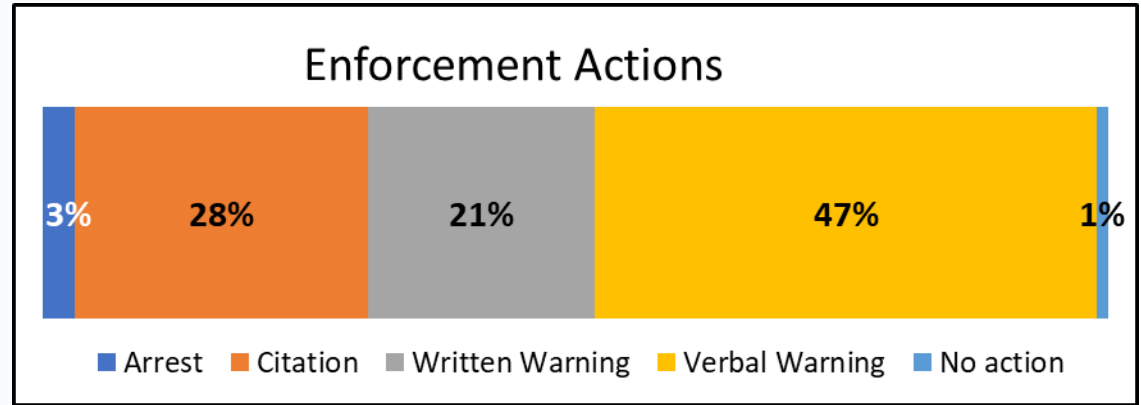
Traffic Stop Data (General)

Current Quarter	Traffic Stops and Initial Reason				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	399	119	56	214	10
DWI	4	0	2	2	0
Investigation	9	5	1	3	0
Safe Movement	22	3	3	16	0
Speeding	134	40	19	69	6
Seatbelt	6	2	1	3	0
Stoplight/Sign	65	4	11	47	3
Equipment	75	35	11	28	1
Regulatory	84	30	8	46	0

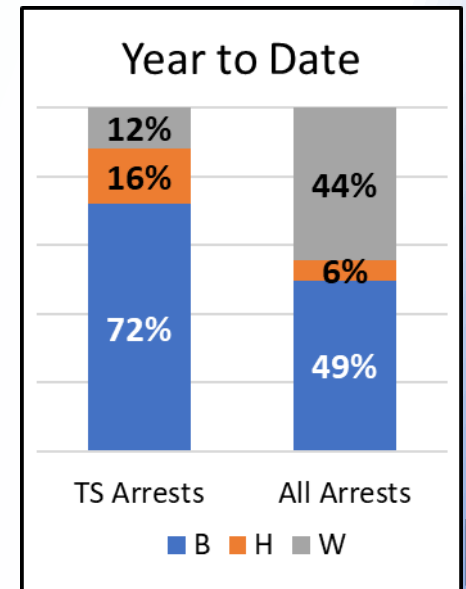
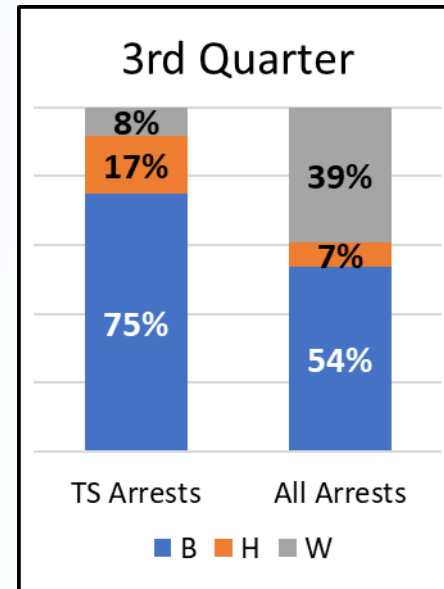


Traffic Stop Data (Enforcement)

Current Quarter	Enforcement				
	Total	Black	Hispanic	White	Other/Unk
All Enforcement	399	119	56	214	10
Arrest	12	9	2	1	0
Citation	110	33	20	54	3
Written Warning	85	19	8	54	4
Verbal Warning	188	57	26	102	3
No action	4	1	0	3	0

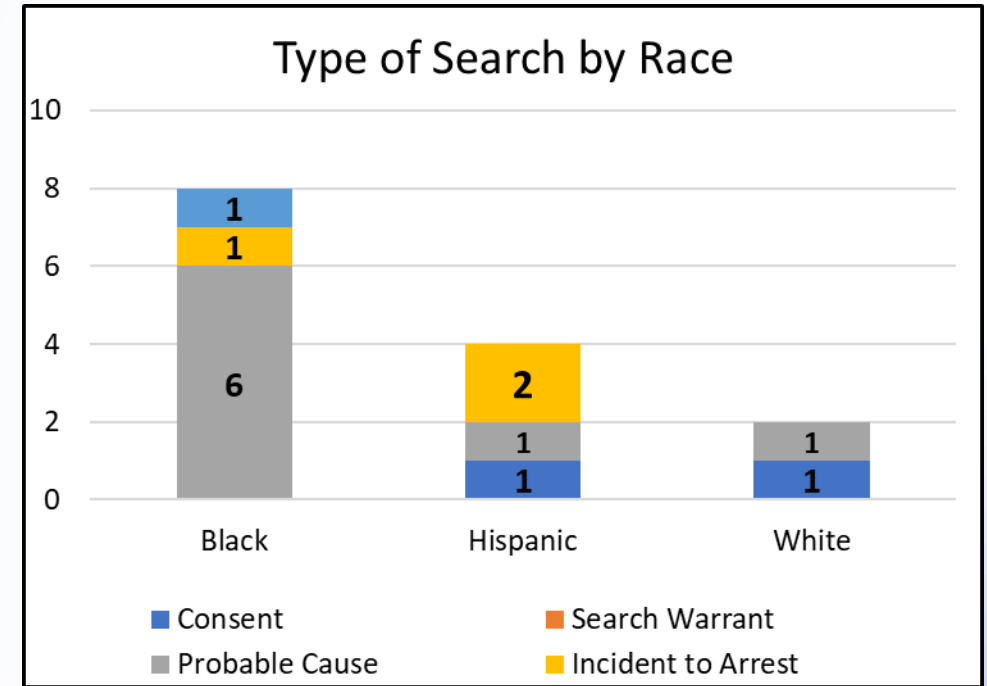


Traffic Stop Arrests Compared to All Arrests

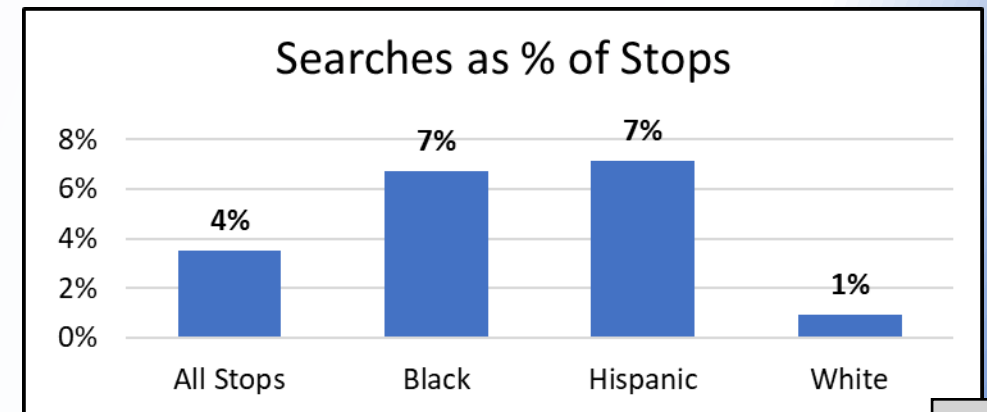


Search Data

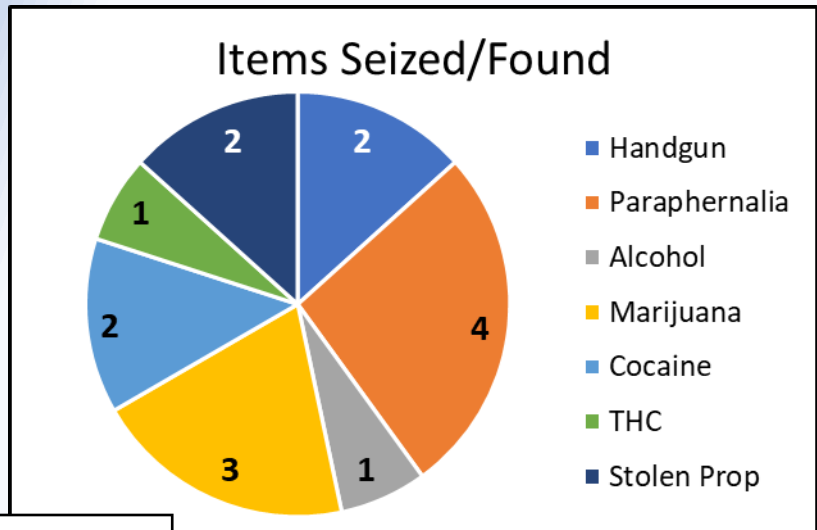
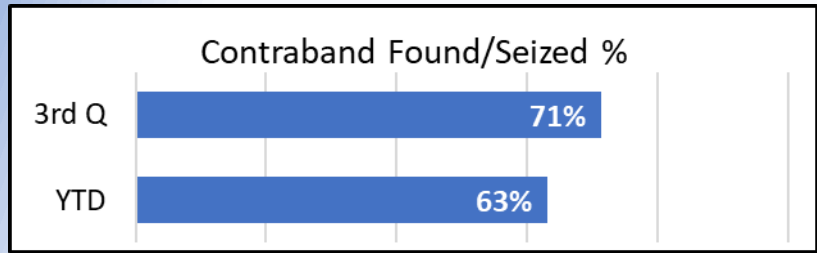
Current Quarter	Search Data – Search Types				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	399	119	56	214	10
Total Searches	14	8	4	2	0
Consent	2	0	1	1	0
Search Warrant	0	0	0	0	0
Probable Cause	8	6	1	1	0
Incident to Arrest	3	1	2	0	0
Protective Frisk	1	1	0	0	0



Current Quarter	Search Data – Basis/Reason for Search				
	Total	Black	Hispanic	White	Other/Unk
Total Searches	14	8	4	2	0
Erratic/Suspicious Behavior	1	0	1	0	0
Observed suspected Contraband	5	3	0	2	0
Other Official Information	2	2	0	0	0
Suspicious Movements/Actions	0	0	0	0	0
Informant Tip	0	0	0	0	0
Multiple Basis Noted	6	3	3	0	0



Contraband Found?				
		Yes	No	Hit%
Total Searches	14	10	4	71%
Consent	2	1	1	50%
Search Warrant	0	0	0	na
Probable Cause	8	7	1	88%
Incident to Arrest	3	1	2	33%
Protective Frisk	1	1	0	100%



Search Data (continued)

Search Details

- 1 search was done after (incident to) an arrest.
- 1 search was done as a protective frisk after driver admitted to having gun in vehicle.
- 2 searches were based on consent
 - In one case officer had suspicious of drug activity
 - In the other officer asked for consent after an arrest due to suspicion of drug activity.
- 8 searches were based on Probable Cause
 - 3 were due to officer smelling marijuana and driver admitting to having it or having recently used it. In one case driver also admitted to having a gun.
 - 1 was due to officer seeing evidence of cocaine use.
 - 2 were larceny suspect who were stopped and officer observed stolen property in car.
 - 2 were result of a K9 alert on vehicle.

Of the 14 incidents with searches, 10 (71%) involved an arrest or criminal charge. Of those 10, only 6 involved charges connected with contraband found during the search. The other 4 arrests/charges were not connected with the search, or the search was done as a result of the arrest.

Department Training

Elective Trainings Completed

- Evans - CIT (40 hours)
- White - Command Leadership Institute (40 hours)
- Senter - West Point Leadership (60 hours)
- West - Police Law Institute (76 hours)
- Soltys/Alvarez/Burnette - SFSTs (32 hours)
- Morales - Radar (40 hours)
- Evans/Mendoza - INTOX (35 hours)
- Senter - Supervisor Leadership Institute (40 hours)
- Spragins - Robbery Response and Tactics (24 hours)
- Duran/West - Patrol Rifle (24 hours)
- Darden - Background Investigations (16 hours)
- Darden - Fundamentals of Investigative Process (24 hours)
- Darden - ARIDE (16 hours)
- Duran - K-9 Recertification (16 hours)
- Foster/Blackwell - LAP Certificate (8 hours)

Mandatory Training

- In-Service Driving Online (8 hours, 30 employees)
- FEMA ICS 800 (1 hour, 1 employee)
- DCI Module 1 (1 hour, 1 employee)
- CPR BLS AED Certificate (4 hours, 30 employees)
- 2023 Ethics and Duty to Intervene (2 hours, 30 employees)
- 2023 Recognizing Assaultive Behaviors (2 hours, 30 employees)
- 2023 Critical Stress on the Job (2 hours, 30 employees)
- 2023 Liability of Patrol Vehicle Operation (1 hour, 30 employees)
- CLM Fire Prevention (1 hour, 30 employees)

Section 8, Item C.

Training Hours	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD
Mandatory	402	388	602		1392
Non-Mandatory	640	871	756		2267
Goal: >40 hrs/employee of non-mandated training annually					
Avg hrs/employee	21.3	29	25.2		75.6

Highlight: Training Division

HPD's Training Division is now holding weekly training sessions when the schedule permits.

Type	Hours	Attendance
Gracie Survival Tactics Training	1.5	18
VR Training	3	3
Handcuffing Techniques	2	19
Frisks and Firearm Familiarization	3	13
Building Searches	1	12
Course of Fire Refresher	1	9

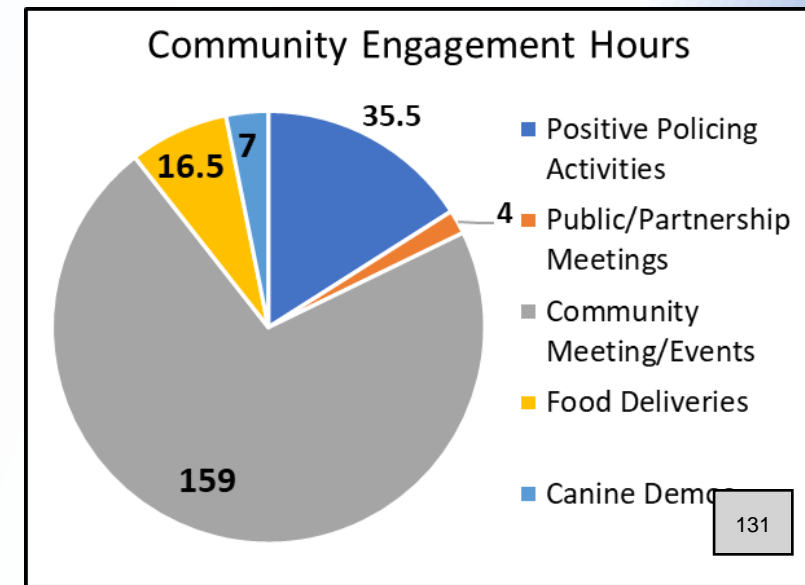
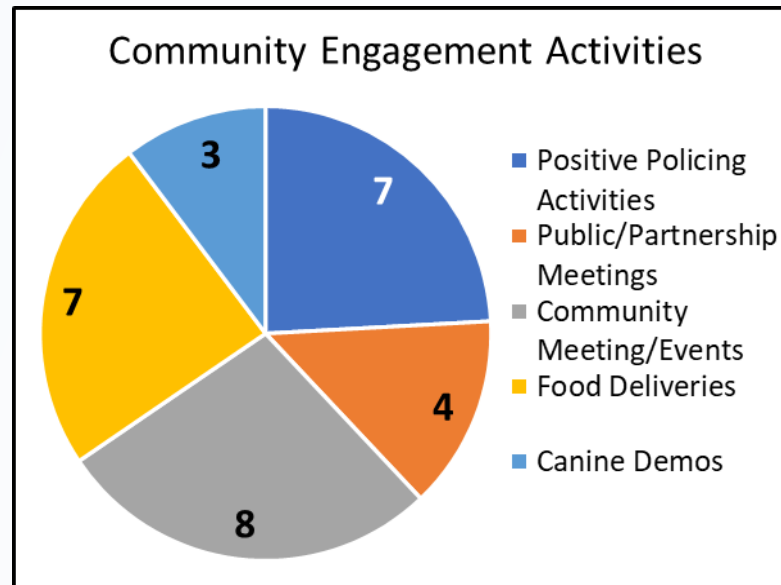
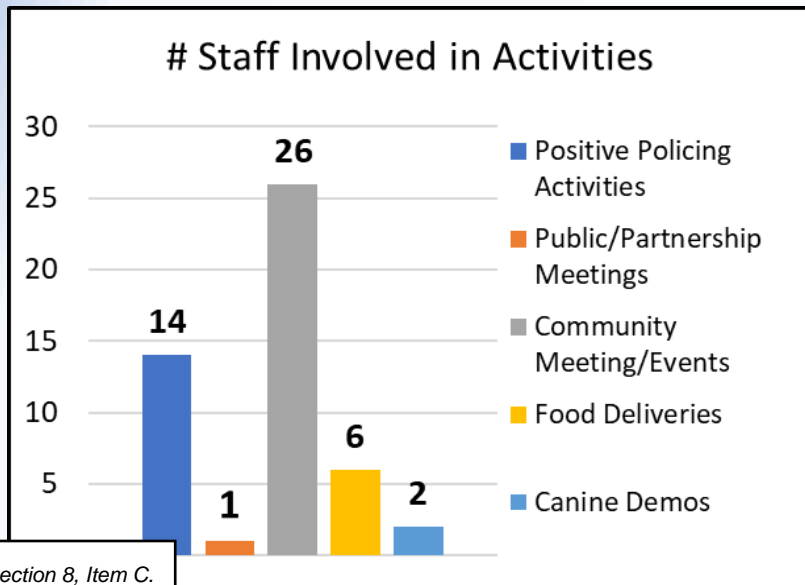
Community Engagement

Definitions

- Positive Policing Activity – Services and actions by officers that go beyond the typical definition of policing. This can include acts of kindness and service, helping with problems, and providing meals or support to community members.
- Public/Partnership Meetings – Meetings with an agenda focused on community issues that intersect with policing such as Board of Commissioners or Project Safe Kids meetings.
- Community Meetings/Events – Community-based activities organized by the department or the community where officers attend, collaborate and/or coordinate, such as community watch meetings or events like Fairview Live.
- Food Deliveries – Assisting with food delivery to Hillsborough residents with mobility challenges such as Meals on Wheels and Passmore Center food box deliveries.
- Canine Demos – Educational demonstrations put on by HPD canine teams.

Community Engagement Activities		
Activity	#	hours
Positive Policing Activities	7	35.5
Public/Partnership Meetings	4	4
Community Meeting/Events	8	159
Food Deliveries	7	16.5
Canine Demos	3	7
TOTALS	29	222

Total Staff Participating in Community Engagement Activities this Quarter	Number	% of staff
	29	97%



Community Engagement

Community Events/Activities

- Visit with a Child Supporter (7/20)
- Blood Drive Participation (7/26)
- National Night Out (8/1)
- First Responder Appreciation Event (8/2)
- Back to School Supply Drive (8/11)
- Walk Fairview Day (8/12)
- Gateway Apartments Back to School Celebration (8/24)
- Visit with a Child to Describe Police Work (9/9)
- Meal Box Deliveries (7/7, 7/2, 8/4, 8/17, 9/1, 9/21, 9/29)
- Class Field Trip to the Police Department (9/21)
- K9 Demonstrations (7/18, 8/2)



Positive Policing Activities

- An officer learned that a citizen that is blind had lost her dog due to fireworks. The officer searched the neighborhood for the dog and was unable to locate it. Once the officer got home after his shift, he located the lost dog on a social media post. The on-duty supervisor was notified to pick the dog up and return it to the owner.
- Officers froze milk jugs of water and chicken broth to deliver to dogs throughout the community during extreme heat. When a kennel was located without adequate shade, the homeowner allowed officers to build a shade structure for the dogs. (7/28)
- An employee partnered with a local organization to collect donations for the homeless. (8/3)
- An officer partnered with the Department of Social Services and Health Department to take underprivileged children on a field trip. (8/22)
- While investigating a report of larceny, officers learned that the offender was struggling to feed her family. Officers collected donations of food and delivered it to the family. (8/23)
- Officers met with a 9-year-old who had questions about what police do after observing officers looking at a vehicle that had possibly been broken into the evening prior. (9/9)
- Officers learned that a citizen was celebrating her 100th birthday. To help celebrate the occasion, officers delivered a birthday card and a handmade quilt. (9/30)



Employee Accomplishments/Awards

Officer of the Quarter



Sergeant William Felts

Sergeant Felts completed the downstairs evidence room renovation project while demonstrating great leadership taking the lead over a homicide investigation.

Quarterly Community Engagement Award



Officer Noelia Mendoza

Officer Mendoza attends most of our community events and always makes sure to capture our best moments by taking pictures. Her presence has been recognized by the community and our department.

Other Accomplishments/Awards:

- Officer Evans completed Orange County's CIT program.
- Sergeant Senter completed FBI LEEDA's Supervisor Leadership Institute.
- Officer West completed Police Law Institute.
- Lieutenant White completed FBI LEEDA's Command Leadership Institute and attained the FBI LEEDA Trilogy award.
- Lieutenant Chestnut, Sgt. Senter, Inv. St. Pierre, Officer Duran and retired Lt. Parker all received a Certificate of Excellence from Orange County Emergency Services for exceptional patient care and life saving efforts during cardiac arrest calls.





Public Works Report: October 2023

Work Orders

8 completed within two days.

Public Spaces

90 staff hours

Stormwater Maintenance

1621 linear feet, 64 staff hours.

Inspections

3 Driveway Permits, 5 Utility Cut Permits

Special Events

Last Friday's – 4 staff hours, 2 staff hours for bike fest.

Training

2 staff attended Flagger training, 1 Staff attended Confined Space training through ITRE, and 1 staff attended SWANA Conference

Cemetery

1 grave marked

Asphalt Repairs

2 Utility Cuts, 2 Potholes

Leaf Collection

4 Loads



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Nov. 2023 (covering Oct. 2023)

PROJECT/CATEGORY	STATUS
WTP	Nothing to report.
WWTP	Nothing to report.
West Fork of the Eno Reservoir	<p>The reservoir is around 46.5 feet. Phase II normal pool is 53 feet.</p> <p>Inspections were completed on Lake Ben Johnson and WFER dams by our consultant and the water quality ponds. Recommendations were mainly maintenance related and clearing of growth in critical areas.</p>
Water Restrictions	<p>We are on Stage 2 low flow water withdraw restrictions as of Sunday September 21. Withdraw from the Eno is limited to 1.36 mgd unless the town releases more to make up the difference. Our minimum release requirement is 1.0 cfs but we have been releasing between over 6 cfs due to additional demand and low flow in the Eno. Without rain, we may be to Stage 3 restrictions soon and we may need to consider a proclamation for voluntary water restrictions for customers to conserve.</p>
Pumping Stations	<p>Progressing with emergency Cemetery pumping station repairs (broken check valve and leaning control panel board).</p>
Developments	<p>Settlements with Forest Ridge and Fiori Hill regarding water and sewer defects are being negotiated.</p> <p>We have invoiced Collins Ridge developer for two proffers in the amount of \$115,000. One is for flow monitoring. The other is a participatory share in our water main interconnects project which benefitted the development. That project was completed a few years ago. The developer still has not paid and has not responded to inquiries about payment.</p> <p>Changes to utilities ordinances are being made to address some of the development issues presented to the board in September and also due to recently passed legislation. See 11/13 agenda packet.</p>
Fiber Installs	<p>Permits are being issued to Google for in-town work. Hydrant tampering by fiber contractors has slowed. Over \$50,000 in fees and penalties have been levied.</p>
Staffing	<p>A utility technician is pending a start date after accepting an offer. We still have a locator and mechanic supervisor. Four people will be interviewed for the supervisor position.</p> <p>Lucas Cates obtained his C-Distribution certification and Curtis Watkins obtained his B-Surface certification.</p>

	The engineering team attended the NC One Water conference to earn continuing education and to network.
Backflow Code	Hope to bring forth to BOC in December along with reimbursement recommendation.
Flow Monitoring	We are gearing up to insert flow monitors in our outfalls to monitor capacity.
McAdams Road Watermain	We have received both the state permit and DOT encroachment. Will prepare bid dates and customer notices.
Funding	Still working on grant paperwork to receive awards.
Water and Sewer Advisory Committee (WSAC) Activities	There is one out of town member vacancy that is being solicited. Another will be open after December. WSAC is working on a change in format to the paper bill that will detail more of the rate calculation.