



Agenda

Board of Commissioners Regular Meeting

7:00 PM September 14, 2026

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

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

- A. Introduction of recently hired officers Mia Hildebrand and Jonathan Nelson and public reaffirmation of their oaths of office

5. Appointments

- A. Upper Neuse River Basin Association – Appointment of Heather Fisher as Secondary Alternate Director

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Aug. 10, 2026
 - Regular meeting closed session Aug. 10, 2026
 - Work session Aug. 24, 2026
 - Work session closed session Aug. 24, 2026
- B. Miscellaneous budget amendments and transfers
- C. Resolution to Approve the 2025 Local Water Supply Plan
- D. 420 West Tryon Street Waterline Acceptance
- E. Proclamation – Diaper Need Awareness Week
- F. Proclamation – Breast Cancer Awareness Month
- G. Proclamation – Hispanic Heritage Month 2026
- H. Demolition ordinance amendment for 380 Cornelius Street (OC PIN 9865801551) due to a scrivener's error in the parcel ID number in the demolition ordinance adopted Aug. 24, 2026
- I. 2026 Board of Commissioners Meeting Schedule Amendment

7. Items for decision - regular agenda

- A. Proposal for a veterans-themed patrol car wrap

8. Updates

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

- A. Board members
- B. Town manager

9. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Sept. 14, 2026
Department: Police
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Police Chief Jason Winn

ITEM TO BE CONSIDERED

Subject: Introduction of recently hired officers Mia Hildebrand and Jonathan Nelson and public reaffirmation of their oaths of office

Attachments:

None

Summary:

Recently hired officers Mia Hildebrand and Jonathan Nelson 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:	Sept. 14, 2026
Department:	Community Services and Sustainability
Agenda Section:	Appointments
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stormwater and Environmental Services Manager Terry Hackett

ITEM TO BE CONSIDERED

Subject: Upper Neuse River Basin Association – Appointment of Heather Fisher as Secondary Alternate Director

Attachments:

None

Summary:

The Town of Hillsborough is an active member of the Upper Neuse River Basin Association (UNRBA). The UNRBA Board of Directors is made up of one director from each member government. That director has voting rights regarding UNRBA business. The UNRBA bylaws also allow each member government to have a primary alternate director and a secondary alternate director. The primary alternate director has voting rights when the director is not present. The secondary alternate director has voting rights when the director and primary alternate director are both absent.

Currently, the Town of Hillsborough has designated a director (Meaghun Darab) and a primary alternate director (Terry Hackett), but has not designated a secondary alternate director. Given busy schedules and the significant work performed by the UNRBA, it is important to have redundancy. With that in mind, staff is recommending that the Board of Commissioners approve Heather Fisher as the secondary alternate director.

Financial impacts:

None

Staff recommendation and comments:

Staff recommends appointing Heather Fisher as the town's secondary alternate director to the UNRBA.

Action requested:

Consider appointing Heather Fisher as the town's secondary alternate director to the UNRBA.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
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 Aug. 10, 2026
2. Regular meeting closed session Aug. 10, 2026
3. Work session Aug. 24, 2026
4. Work session closed session Aug. 24, 2026

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 Aug. 10, 2026, regular meeting closed session Aug. 10, 2026, work session Aug. 24, 2026 and work session closed session Aug. 24, 2026.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Aug. 10, 2026

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson and Matt Hughes

Absent: Commissioner Evelyn Lloyd

Staff: Administrative Services Director Jen Della Valle, Assistant Town Manager Matt Efird, Police Management and Accreditation Coordinator Marshall Grayson, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove, Utilities Director Marie Strandwitz and Chief of Police Jason Winn

Opening of the meeting

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

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

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

Vote: 4-0.

4. Appointments

A. Board of Adjustment – Reappointment of David Blankfard as an in-town regular member for a term ending Sept. 30, 2029

B. Resolution requesting the Orange County Board of Commissioners reappoint Richard Chapple to the Board of Adjustment as an extraterritorial jurisdiction regular member

Motion: Ferguson moved to approve appointments. Hughes seconded.

Vote: 4-0.

5. Items for decision – consent agenda

A. Minutes

– Regular meeting June 8, 2026

– Work session June 22, 2026

B. Miscellaneous budget amendments and transfers

C. Water and Sewer Extension Contract for the Orange County Crisis Diversion Facility

D. Memorandum of Understanding with the North Carolina Department of Information Technology – Cloudflare Web Application Firewall Service

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

6. Items for decision – regular agenda

A. Fiscal Year 2026 Strategic Plan Annual Report and Proposed Fiscal Year 2028-30 Strategic Plan Process

Administrative Services Director Jen Della Valle reviewed the Fiscal Year 2024-26 Strategic Plan, highlighting initiatives across the plan's focus areas – sustainability, connected community, economic vitality, and community safety. The plan was extended through FY 2027 to allow for the completion of remaining initiatives.

The administrative services director provided an update on developing the next three-year strategic plan. The improved structure features SMART goals between objectives and initiatives for targeted, measurable outcomes. Planning involves eight phases with milestones like community data collection, vision/mission/values discussion, goal-setting, and a draft plan aimed for June 2027 adoption alongside the budget. Surveys sent to all households and specific surveys for nonprofits and businesses will include open-ended questions for new strategic plan ideas.

B. Hot topics for work session Aug. 24, 2026
Potential discussion topics for the upcoming work session include code enforcement, demolition ordinances, and housing strategy.

7. Updates

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

B. Town manager
There were no updates.

Motion: Ferguson moved to go into closed session. Hughes seconded.
Vote: 4-0.

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 involving claims against the town in order to preserve the attorney-client privilege

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 4-0.

9. Adjournment

Motion: Hughes moved to adjourn at 8:41 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners
This content was assisted by an artificial intelligence tool,
ClerkMinutes, and reviewed by town staff.

DRAFT



RESOLUTION

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

WHEREAS, in 2021, the Orange County Board of Commissioners appointed Richard Chapple to the Hillsborough Board of Adjustment, as an extraterritorial jurisdiction regular member, for a two-year period beginning October 5, 2021, and ending September 30, 2023; and

WHEREAS, in 2023, the Orange County Board of Commissioners reappointed Chapple for an additional three-year period to the Hillsborough Board of Adjustment beginning October 1, 2023, and ending September 30, 2026; and

WHEREAS, on September 30, 2026, Chapple will have served on the Hillsborough Board of Adjustment for a total of five years; and

WHEREAS, Chapple is eligible to serve one additional year on the Hillsborough Board of Adjustment to complete two full, three-year terms as allowed by the Hillsborough Unified Development Ordinance § 2.4.5; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town's 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 regular member seat on the Hillsborough Board of Adjustment for a one-year term:

Mr. Richard Chapple
202 South English Hill Lane
Hillsborough, NC 27278

Section 2. The Orange County Board of Commissioners is respectfully requested to appoint Richard Chapple for a one-year term ending September 30, 2027.

Section 3. 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 the 10th day of August 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/10/2026 - 08/10/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300324	SUPPLIES - DISASTER			10,000.00	-10,000.00	0.00
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		-10,000.00	
10-10-4000-5300363	RENTAL - BUILDING			0.00	10,583.00	10,583.00
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		10,583.00	
Department 4000 Total:				10,000.00	583.00	10,583.00
Department: 5600 - STREETS						
10-10-5600-5300110	TELEPHONE/INTERNET			2,220.00	1,140.00	3,360.00
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		1,140.00	
Department 5600 Total:				2,220.00	1,140.00	3,360.00
Department: 5800 - SOLID WASTE						
10-10-5800-5300110	TELEPHONE/INTERNET			2,160.00	1,620.00	3,780.00
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		1,620.00	
Department 5800 Total:				2,160.00	1,620.00	3,780.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5300113	LICENSE FEES			188,200.00	20,000.00	208,200.00
BA0000480	Cover DudeSolutions/Utility Cloud for FY27	GLPKT04309	08/10/2026		20,000.00	
Department 6610 Total:				188,200.00	20,000.00	208,200.00
Department: 6900 - SPECIAL APPROPRIATIONS						
10-10-6900-5300570	MISCELLANEOUS			285,000.00	2,100.00	287,100.00
BA0000488	A250 Volunteer T-Shirts	GLPKT04343	08/10/2026		600.00	
BA0000490	Coverage of OCSO for A250 Deputies	GLPKT04351	08/10/2026		1,500.00	
Department 6900 Total:				285,000.00	2,100.00	287,100.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-25,443.00	424,557.00
BA0000480	Cover DudeSolutions/Utility Cloud for FY27	GLPKT04309	08/10/2026		-20,000.00	
BA0000488	A250 Volunteer T-Shirts	GLPKT04343	08/10/2026		-600.00	
BA0000490	Coverage of OCSO for A250 Deputies	GLPKT04351	08/10/2026		-1,500.00	
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		-2,760.00	
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		-583.00	
Department 9990 Total:				450,000.00	-25,443.00	424,557.00
Expense Total:				937,580.00	0.00	937,580.00
Fund 10 Total:				937,580.00	0.00	937,580.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 7240 - BILLING AND COLLECTIONS						
30-80-7240-5300113	LICENSE FEES			50,740.00	-2,500.00	48,240.00
BA0000493	Letter Opener for Billing & Collections	GLPKT04563	08/10/2026		-2,500.00	
30-80-7240-5300330	SUPPLIES - DEPARTMENTAL			250.00	2,500.00	2,750.00
BA0000493	Letter Opener for Billing & Collections	GLPKT04563	08/10/2026		2,500.00	
Department 7240 Total:				50,990.00	0.00	50,990.00
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300158	MAINT - EQUIPMENT			100,200.00	-989.00	99,211.00
BA0000494	A-Z Equipment Rentals Invoice	GLPKT04567	08/10/2026		-989.00	

Budget Adjustment Report**For Date Range: 08/10/2026 - 08/10/2026**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
30-80-8120-5300351	RENTAL - EQUIPMENT			0.00	989.00	989.00
BA0000494	A-Z Equipment Rentals Invoice	GLPKT04567	08/10/2026		989.00	
30-80-8120-5300443	CS - GENERATOR LOAD TESTING			9,610.00	69.00	9,679.00
BA0000482	WTP generator load testing quote received ...	GLPKT04314	08/10/2026		69.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,800.00	80.00	1,880.00
BA0000483	Mission equipment (consolidated invoice) pe...	GLPKT04316	08/10/2026		80.00	
Department 8120 Total:				111,610.00	149.00	111,759.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300310	GASOLINE			23,400.00	600.00	24,000.00
BA0000481	WWC gasoline coverage FY27	GLPKT04313	08/10/2026		600.00	
Department 8200 Total:				23,400.00	600.00	24,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300413	CS - DI WATER SYSTEM SERVICE			4,840.00	170.00	5,010.00
BA0000489	Maintenance contract coverage	GLPKT04344	08/10/2026		170.00	
Department 8220 Total:				4,840.00	170.00	5,010.00
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-919.00	399,081.00
BA0000481	WWC gasoline coverage FY27	GLPKT04313	08/10/2026		-600.00	
BA0000482	WTP generator load testing quote received ...	GLPKT04314	08/10/2026		-69.00	
BA0000483	Mission equipment (consolidated invoice) pe...	GLPKT04316	08/10/2026		-80.00	
BA0000489	Maintenance contract coverage	GLPKT04344	08/10/2026		-170.00	
Department 9990 Total:				400,000.00	-919.00	399,081.00
Expense Total:				590,840.00	0.00	590,840.00
Fund 30 Total:				590,840.00	0.00	590,840.00
Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS						
Expense						
Department: 8100 - PROJECTS (W&S\SW) MULTI-YEAR						
69-00-8100-5300570	MISCELLANEOUS			407,335.00	3,000.00	410,335.00
BA0000495	Adron Thompson Reno	GLPKT04582	08/10/2026		3,000.00	
69-00-8100-5700720	CONSTRUCTION			20,200,263.70	-3,000.00	20,197,263.70
BA0000495	Adron Thompson Reno	GLPKT04582	08/10/2026		-3,000.00	
Department 8100 Total:				20,607,598.70	0.00	20,607,598.70
Expense Total:				20,607,598.70	0.00	20,607,598.70
Fund 69 Total:				20,607,598.70	0.00	20,607,598.70
Budget Code 2026-2027 Total:				22,136,018.70	0.00	22,136,018.70

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	937,580.00	0.00	937,580.00
	30	590,840.00	0.00	590,840.00
	69	20,607,598.70	0.00	20,607,598.70
Budget Code 2026-2027 Total:		22,136,018.70	0.00	22,136,018.70

APPROVED: 4/0

DATE: 8/10/26

VERIFIED: _____

Shawn E. Kimrey

DRAFT



Minutes

Board of Commissioners Work Session

7 p.m. Aug. 24, 2026

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson and Matt Hughes

Absent: Commissioner Evelyn Lloyd

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager Matt Efird, Police Management and Accreditation Coordinator Marshall Grayson, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Police Captain Chip White

1. Opening of the work session

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

2. Agenda changes and approval

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

Vote: 3-0.

3. Appointments

A. Historic District Commission – Reappointment of Sara Riek for a term expiring Aug. 31, 2029

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

Vote: 3-0.

4. Items for decision – consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Tourism Development Authority Fiscal Year 2027 Budget Amendments
- C. Proclamation – Women’s Equality Day 2026
- D. Sale and Indemnity agreement authorizing the retirement of Canine Officer Jett and transfer of ownership to Police Cpl. Juan Duran
- E. Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2026
- F. Special Event Permit – Cycle North Carolina Mountains to Coast Ride
- G. Special Event Permit – Carolina Tarwheels Bikefest 2026
- H. Special Event Permit – Outlandish Friday Night Ceilidh
- I. Hillsborough Police Department Quarterly Transparency Report
- J. Water and Sewer Extension Contract for Altera Meadowlands

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

Vote: 3-0. Nays: 0.

5. In-depth discussion and topics

- A. Demolition ordinances for 613 Buttonwood Drive and 380 Cornelius Street
Commissioner Matt Hughes joined the meeting at 7:04 p.m.

Planning and Economic Development Manager Shannan Campbell presented the status of ongoing code enforcement efforts targeting vacant and deteriorating structures. She said code enforcement originally identified five structures of concern, notified property owners via first-class and return-receipt mail, held hearings, and granted a 90-day compliance period. Of those, one property on Corbin Street received an extension from the Board of Adjustment and is actively being worked on, one property on Torain Street and another at 533 W. King Street were demolished by their owners voluntarily. The two remaining properties — 613 Buttonwood Drive and 380 Cornelius Street — were brought before the board because their owners have taken no action.

Campbell said staff is actively soliciting bids for demolition, with an estimated cost of \$17,000 for both properties. The scope of work includes structure removal, debris hauling, and seeding and straw stabilization of the sites. She noted that coordination with Orange County Building Inspections is underway to determine whether asbestos abatement will be required prior to demolition, given the advanced deterioration of the structures.

Motion: English moved to adopt both demolition ordinances. Ferguson seconded.
Vote: 4-0.

- B. Review and Discussion of Draft Affordable Housing Strategy
Assistant Town Manager Matt Efird presented a draft Affordable Housing Strategy, developed with Central Pines Regional Council Housing Program Manager Hunter Fillers. The work was delayed for several months due to Tropical Storm Chantal. This presentation was the board's first formal review of the draft framework.

Background and Data Highlights

Fillers presented key data points illustrating Hillsborough's housing pressures. Home values have grown 88% over the past decade. IRS migration data shows incoming households to Orange County earn approximately \$19,000–\$20,000 more annually than existing residents, intensifying upward price pressure. The town's population has grown more than 7% since 2020, and apartment occupancy rates exceed 95%. Approximately 79% of Hillsborough's housing stock is single-family, leaving a shortage of diverse housing types. Among renters, one in two households is cost-burdened (spending more than 30% of income on housing), and one in four spends more than 50%. The county-level housing wage needed to afford a two-bedroom unit is \$32.90 per hour, while average wages for key occupations fall around \$29.19. An estimated nine households compete for every one available affordable unit.

Strategic Framework

The strategy is organized around three overarching goals — increasing the supply of affordable housing, preserving existing units, and ensuring long-term affordability — supported by four pillars:

1. Preservation and Stability — Partnering with Orange County to expand tax relief programs for long-time homeowners, funding targeted rehabilitation of naturally occurring affordable units, and providing referral resources and access to small-dollar repair tools.
2. Regulatory and Land Use Reform — Reviewing development regulations and residential appearance ordinances for excessive burden on low-income residents, incorporating housing affordability priorities into the ongoing Unified Development Ordinance rewrite, and examining how Historic District standards affect maintenance costs for residents of limited means.

3. Developer Incentives and Tools — Standardizing and recalibrating the fee-in-lieu contribution formula so it reflects actual construction costs, exploring priority utility capacity allocations for affordable developments, and structuring permitting fee rebates for projects that include affordable units.
4. Permanent Affordability and Capacity — Establishing a formal special revenue fund to consolidate all town affordable housing dollars; dedicating at least 70% of those funds to households at or below 80% Area Median Income while retaining 30% flexibility for workforce housing opportunities; and building toward a dedicated staff position over a three- to five-year horizon.

Key Discussion Points

Commissioners discussed strengthening the local housing code beyond the county's standard, revising fee-in-lieu proportions, and maintaining early developer engagement to enhance housing commitments at the project idea stage. The board raised concerns regarding current staff capacity for implementing the proposed measures. The assistant town manager said that the reorganization of the community services department in Fiscal Year 2026-27 was designed in part to free up capacity, and that the approach will rely heavily on partnerships and contracted services rather than building an in-house affordable housing department.

Next Steps

Central Pines will finalize the draft document, incorporating feedback from tonight's session, and hand it off to town staff. Staff will create a plain-language summary and a public-facing survey. Direct outreach to the development community and nonprofit housing partners will follow. The board anticipates adoption within the next few months.

6. Committee updates and reports

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

Motion: Ferguson moved to go into closed session. Hughes seconded.
Vote: 4-0.

7. 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)
- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(5) regarding property acquisition
- C. 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 (potential litigation)

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 4-0.

8. Adjournment

Motion: Ferguson moved to adjourn at 10:07 p.m. Darab seconded.
Vote: 4-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

This content was assisted by an artificial intelligence tool,
ClerkMinutes and reviewed by town staff.

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/24/2026 - 08/24/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Revenue						
Department: 3980 - DEBT ISSUANCE PROCEEDS						
10-30-3980-3900100	POWELL BILL FUND BALANCE APPROPRIATION			0.00	-65,000.00	-65,000.00
BA0000500	Increase in street resurfacing cost: FY27 (use...	GLPKT04699	08/24/2026		-65,000.00	
Department 3980 Total:				0.00	-65,000.00	-65,000.00
Revenue Total:				0.00	-65,000.00	-65,000.00
Expense						
Department: 5600 - STREETS						
10-30-5600-5300310	GASOLINE			13,500.00	5,400.00	18,900.00
BA0000499	Cover refilling of new diesel tank at NC86 No...	GLPKT04676	08/24/2026		5,400.00	
10-30-5600-5300760	POWELL BILL			335,000.00	65,000.00	400,000.00
BA0000500	Increase in street resurfacing cost: FY27 (use...	GLPKT04699	08/24/2026		65,000.00	
Department 5600 Total:				348,500.00	70,400.00	418,900.00
Department: 6300 - PUBLIC SPACE						
10-10-6300-5100020	SALARIES			217,965.00	6,750.00	224,715.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		6,750.00	
10-10-6300-5120050	FICA			16,675.00	520.00	17,195.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		520.00	
Department 6300 Total:				234,640.00	7,270.00	241,910.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-12,670.00	437,330.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		-7,270.00	
BA0000499	Cover refilling of new diesel tank at NC86 No...	GLPKT04676	08/24/2026		-5,400.00	
Department 9990 Total:				450,000.00	-12,670.00	437,330.00
Expense Total:				1,033,140.00	65,000.00	1,098,140.00
Fund 10 Total:				1,033,140.00	0.00	1,033,140.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300505	CS - PLUMBING			45,000.00	40,000.00	85,000.00
BA0000496	Cover water meter work re: galvanized lines	GLPKT04609	08/24/2026		40,000.00	
Department 8140 Total:				45,000.00	40,000.00	85,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300505	CS - PLUMBING			45,000.00	-40,000.00	5,000.00
BA0000496	Cover water meter work re: galvanized lines	GLPKT04609	08/24/2026		-40,000.00	
Department 8200 Total:				45,000.00	-40,000.00	5,000.00
Expense Total:				90,000.00	0.00	90,000.00
Fund 30 Total:				90,000.00	0.00	90,000.00
Budget Code 2026-2027 Total:				1,123,140.00	0.00	1,123,140.00

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	1,033,140.00	0.00	1,033,140.00
	30	90,000.00	0.00	90,000.00
Budget Code 2026-2027 Total:		1,123,140.00	0.00	1,123,140.00

APPROVED: 3/0

DATE: 8/24/26

VERIFIED: Shawn E. Kimrey

DRAFT

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT04724 - Auto Process - GL Budget Adjustment

Town of Hillsborough, NC

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000502	Budget 2026-2027	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$5K)	8/24/2026

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
73-00-3900-3900000	FUND BALANCE APPROPRIATI...	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$...	-32,750.00	-25,000.00	-57,750.00
July: -2,083.33	October: -2,083.33	January: -2,083.33	April: -2,083.33		
August: -2,083.33	November: -2,083.33	February: -2,083.33	May: -2,083.33		
September: -2,083.33	December: -2,083.33	March: -2,083.33	June: -2,083.37		
73-51-6250-5300731	SPECIAL PROJ/PARTNERSHIPS	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$...	95,700.00	25,000.00	120,700.00
July: 2,083.33	October: 2,083.33	January: 2,083.33	April: 2,083.33		
August: 2,083.33	November: 2,083.33	February: 2,083.33	May: 2,083.33		
September: 2,083.33	December: 2,083.33	March: 2,083.33	June: 2,083.37		

APPROVED: 3/0

DATE: 8/24/26

VERIFIED: *Shan & Kimrey*

DRAFT

Budget Adjustment Register

Packet: GLPKT04724 - Auto Process - GL Budget Adjustment

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2026-2027	Budget 2026-2027	73-00-3900-3900000	FUND BALANCE APPROPRIATION	-32,750.00	-25,000.00	-57,750.00
		73-51-6250-5300731	SPECIAL PROJ/PARTNERSHIPS	95,700.00	25,000.00	120,700.00
2026-2027 Total:				62,950.00	0.00	62,950.00
Grand Total:				62,950.00	0.00	62,950.00

DRAFT

Budget Adjustment Register

Packet: GLPKT04724 - Auto Process - GL Budget Adjustment

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2026-2027 - Budget 2026-2027 Fiscal: 2026-2027			
73	62,950.00	0.00	62,950.00
Budget Code 2026-2027 Total:	62,950.00	0.00	62,950.00
Grand Total:	62,950.00	0.00	62,950.00

DRAFT



PROCLAMATION

Women's Equality Day 2026

WHEREAS, Women's Equality Day is celebrated annually on August 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender; and

WHEREAS, women of color fought for the right to vote for another four decades until the passage of the Voting Rights Act in 1965; and

WHEREAS, recognizing Women's Equality Day as a day of celebration emphasizes the importance of women's work for democracy and calls attention to women's continuing efforts toward full equality; and

WHEREAS, Hillsborough benefits from the leadership and representation of women who embody gender equality, including the Honorable Jennifer Weaver, the first woman Mayor of Hillsborough from 2019 to 2023; Commissioner Evelyn Lloyd, the longest-serving woman on the Hillsborough Board of Commissioners at 34+ years and newest Hillsborough Commissioner Meaghun Darab; Commissioner Phyllis Portie-Ascott, Orange County Board of Commissioners, District 2; Wendy Padilla, first Hispanic female member of the Orange County Board of Education; Congresswoman Valerie Foushee of North Carolina Congressional District 4; and Representative Renee Price of North Carolina General Assembly District 50; and

WHEREAS, Hillsborough is home to the Northern Orange Branch of the NAACP, an organization devoted to ending racial discrimination and which joins in a statewide effort to honor and acknowledge women annually, and as an organization has been led by numerous women leaders from our community; and

WHEREAS, Hillsborough honors organizations like the League of Women Voters, serving the people of Orange, Durham and Chatham Counties, that work to protect and expand voting rights and defend democracy through advocacy, education, and litigation, at the local, state and national levels; and

WHEREAS, Hillsborough is committed to advancing gender equity and protecting women's rights and to making equity and inclusion a reality in the town's policies and procedures and throughout the community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Aug. 26, 2026, as Women's Equality Day in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 24th day of August in the year 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

NORTH CAROLINA
ORANGE COUNTY

SALE AND INDEMNITY AGREEMENT

THIS AGREEMENT is made as of the date below by and between Corporal Juan Duran, Indemnitor, hereinafter known as "Cpl. Duran" and the Town of Hillsborough, North Carolina, a North Carolina municipality, Indemnitee, hereinafter known as "Hillsborough".

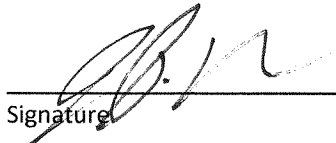
WHEREAS, "Jett" a canine owned by Hillsborough and heretofore used by the Hillsborough Police Department as a valuable member of its K-9 unit, has been retired from service because of her age and current health condition.

WHEREAS, the K-9 "Jett" has been declared surplus property, and the Hillsborough Town Board has authorized the sale of "Jett" to Cpl. Duran on the terms set forth herein; and

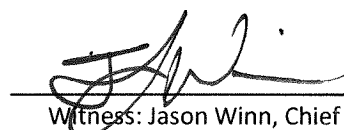
WHEREAS, Cpl. Duran agrees to purchase and acquire "Jett" for the consideration stated herein and to indemnify and hold harmless the Town of Hillsborough, North Carolina, a municipality, and its employees, agents or elected officials Hillsborough, from (1) veterinary and health related expenses for "Jett" and any and (2) all other claims, actions, suits, damages, costs, losses and expenses, including attorney's fees, in any manner arising related to "Jett's" activities and conduct subsequent to the sale; and

NOW, THEREFORE, in consideration of the agreements stated herein and the payment by Cpl. Duran to the Town of Hillsborough of One Dollar (\$1.00) and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, Cpl. Duran does hereby indemnify and hold harmless the Town of Hillsborough, North Carolina and its employees, agents or elected officials of Hillsborough from (1) veterinary and health related expenses for "Jett", and (2) all other claims, actions, suits, damages, costs, losses and expenses, including attorney's fees, in any manner arising related to "Jett's" activities and conduct subsequent to the date hereof.

This the 25 day of August, 2026.



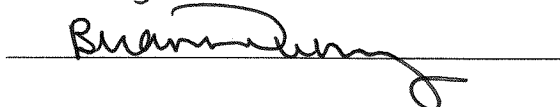
Signature



Witness: Jason Winn, Chief of Police

I have hereby received the sum of \$1.00 from Cpl. Duran for the sale of K-9 "Jett" which has been declared as surplus property by the Town of Hillsborough Board of Commissioners.

This the 08th day of August, 2026.
25th



ORDINANCE #20260824-5.A



ORDINANCE

Directing Removal or Demolishment of Structure and Notice Regarding Occupation

WHEREAS, the Hillsborough Board of Commissioners finds that the structure described herein is unfit for human habitation and dangerous to the health, safety and welfare of the residents of Hillsborough pursuant to the minimum housing code of the Town of Hillsborough, North Carolina; and

WHEREAS, the town's contracted code enforcement officer has verified that all of the procedures of the town's minimum housing ordinance have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the code enforcement officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners and parties in interest of this structure have been given a reasonable opportunity to bring the structure up to the standards of the town's minimum housing ordinance pursuant to an order issued by the code enforcement officer on March 31, 2026, and the owners have failed to comply with the order.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The code enforcement officer is hereby authorized and directed to place a placard on the structure located at **380 Cornelius Street**, Parcel ID 9865801221, in Hillsborough, Orange County, North Carolina, containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

Section 2. The code enforcement officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated March 31, 2026, and in accordance with the Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property 380 Cornelius Street. The lien shall be filed in all appropriate offices of the Town of Hillsborough, including the Orange County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of Chapter 160A of the General Statutes.

ORDINANCE #20260824-5.A

- Section 4.** Upon completion of the required removal or demolition, the code enforcement officer shall determine whether any of the materials have resale value and shall make a reasonable effort to sell the same if so. If any materials are sold, the code enforcement officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the code enforcement officer shall deposit the surplus in the Superior Court, where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.
- Section 5.** It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.
- Section 6.** 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 24th day of August in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

ORDINANCE #20260824-5.A2

Return to: Shannan Campbell, Town of Hillsborough, PO BOX 429 Hillsborough, NC 27278



ORDINANCE

Directing Removal or Demolishment of Structure and Notice Regarding Occupation

WHEREAS, the Hillsborough Board of Commissioners finds that the structure described herein is unfit for human habitation and dangerous to the health, safety and welfare of the residents of Hillsborough pursuant to the minimum housing code of the Town of Hillsborough, North Carolina; and

WHEREAS, the town's contracted code enforcement officer has verified that all of the procedures of the town's minimum housing ordinance have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the code enforcement officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners and parties in interest of this structure have been given a reasonable opportunity to bring the structure up to the standards of the Town's Minimum Housing Ordinance pursuant to an order issued by the Code Enforcement Officer on March 31, 2026, and the owners have failed to comply with the order.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The code enforcement officer is hereby authorized and directed to place a placard on the structure located at 613 Buttonwood Drive, Parcel ID: 9875417807 Town of Hillsborough, Orange County North Carolina, containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

Section 2. The code enforcement officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated March 31, 2026, and in accordance with the Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property 613 Buttonwood Drive. The lien shall be filed in all appropriate offices of The Town of Hillsborough, including the Orange County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of Chapter 160A of the General Statutes.

Section 4. Upon completion of the required removal or demolition, the code enforcement officer shall determine whether any of the materials have resale value and shall make a reasonable effort to sell the same if so. If any materials are sold, the code enforcement officer shall credit the process

ORDINANCE #20260824-5.A2

against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the code enforcement officer shall deposit the surplus in the Superior Court, where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.

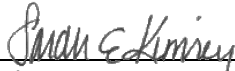
Section 5. It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.

Section 6. 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 24th day of August in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name of the property owner in the grantor.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: September 14, 2026
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 Adjustment Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

Town of Hillsborough, NC

For Date Range: 09/14/2026 - 09/14/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Expense						
Department: 5100 - POLICE						
10-20-5100-5300113	LICENSE FEES			26,722.00	35,000.00	61,722.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		35,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			83,320.00	45,000.00	128,320.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		45,000.00	
10-20-5100-5300458	DATA PROCESSING SERVICES			165,497.00	-80,000.00	85,497.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		-80,000.00	
Department 5100 Total:				275,539.00	0.00	275,539.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300455	CS - ENGINEERING			0.00	1,377.00	1,377.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		1,377.00	
10-30-5400-5300570	MISCELLANEOUS			55,600.00	-1,377.00	54,223.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		-1,377.00	
Department 5400 Total:				55,600.00	0.00	55,600.00
Department: 5600 - STREETS						
10-30-5600-5300330	SUPPLIES - DEPARTMENTAL			29,500.00	14,100.00	43,600.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		14,100.00	
Department 5600 Total:				29,500.00	14,100.00	43,600.00
Department: 5800 - SOLID WASTE						
10-30-5800-5700740	CAPITAL - VEHICLES			420,000.00	9,765.00	429,765.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		9,765.00	
Department 5800 Total:				420,000.00	9,765.00	429,765.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-23,865.00	426,135.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		-23,865.00	
Department 9990 Total:				450,000.00	-23,865.00	426,135.00
Expense Total:				1,230,639.00	0.00	1,230,639.00
Fund 10 Total:				1,230,639.00	0.00	1,230,639.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			82,470.00	200.00	82,670.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		-9,800.00	
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		10,000.00	
30-80-8220-5300164	MAINT - INSTRUMENTATION			28,303.00	-10,000.00	18,303.00
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		-10,000.00	
30-80-8220-5300165	MAINT - INFRASTRUCTURE			9,860.00	9,800.00	19,660.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		9,800.00	
Department 8220 Total:				120,633.00	0.00	120,633.00
Expense Total:				120,633.00	0.00	120,633.00
Fund 30 Total:				120,633.00	0.00	120,633.00

Budget Adjustment Report

For Date Range: 09/14/2026 - 09/14/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Revenue						
Department: 5100 - POLICE						
72-00-5100-3301052	RESTRICTED REV - ABC BOARD GRANT			-53,533.96	-2,000.00	-55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		-2,000.00	
Department 5100 Total:				-53,533.96	-2,000.00	-55,533.96
Revenue Total:				-53,533.96	-2,000.00	-55,533.96
Expense						
Department: 5100 - POLICE						
72-20-5100-5300052	ABC BOARD EXPENDITURES			53,533.96	2,000.00	55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		2,000.00	
Department 5100 Total:				53,533.96	2,000.00	55,533.96
Expense Total:				53,533.96	2,000.00	55,533.96
Fund 72 Total:				0.00	0.00	0.00
Budget Code 2026-2027 Total:				1,351,272.00	0.00	1,351,272.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027		Fiscal: 2026-2027		
	10	1,230,639.00	0.00	1,230,639.00
	30	120,633.00	0.00	120,633.00
	72	0.00	0.00	0.00
Budget Code 2026-2027 Total:		1,351,272.00	0.00	1,351,272.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Utilities
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Resolution to Approve the 2025 Local Water Supply Plan

Attachments:

1. Resolution
2. Completed 2025 Local Water Supply Plan

Summary:

Regulations require the town board to approve completed Local Water Supply Plans once every five years although they are completed annually. The last approval was in 2020.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Approve the resolution recognizing the completed plan was submitted to the state.



RESOLUTION

Approving Completed 2025 Local Water Supply Plan

WHEREAS, North Carolina General Statute 143-355(l) requires that each unit of local government that provides public water service prepare and submit a Local Water Supply Plan, annually; and

WHEREAS, as required by the statute and in the interests of sound local planning, the Local Water Supply Plan for the Town of Hillsborough, has been updated by the Utilities Department for calendar year 2025, submitted to and determined by the North Carolina Division of Environmental Quality (DEQ) to meet the minimum plan criteria; and

WHEREAS, the Board of Commissioners of the Town of Hillsborough finds that the 2025 Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Hillsborough, as well as useful information to the DEQ for the development of a state water supply plan as required by statute;

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

1. The completed 2025 Local Water Supply Plan for the Town of Hillsborough is hereby approved.
2. The Town of Hillsborough Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the department, in accordance with the statute and sound planning practice.

Approved this 14th day of September in the year 2026.

Mark Bell, Mayor
Town of Hillsborough

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name:	Hillsborough	PWSID:	03-68-015
Mailing Address:	PO Box 429 Hillsborough, NC 27278	Ownership:	Municipality
Contact Person:	K. Marie Strandwitz, PE	Title:	Utilities Director
Phone:	919-296-9631	Cell/Mobile:	--
Secondary Contact:	Kim Copeland	Phone:	919-296-9631
Mailing Address:	PO Box 429 Hillsborough, NC 27278	Cell/Mobile:	--

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-12	2.90 %
Cast Iron	2-12	7.10 %
Ductile Iron	3-20	32.40 %
Galvanized Iron	1-2	0.70 %
Other	1-12	3.60 %
Polyvinyl Chloride	2-12	53.30 %

What are the estimated total miles of distribution system lines? 153 Miles

How many feet of distribution lines were replaced during 2025? 987 Feet

How many feet of new water mains were added during 2025? 13,114 Feet

How many meters were replaced in 2025? 241

How old are the oldest meters in this system? 18 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 49

What is this system's finished water storage capacity? 2.4500 Million Gallons

Has water pressure been inadequate in any part of the system since last update? Line breaks that were repaired quickly should not be included. No

Programs

Does this system have a program to work or flush hydrants? Yes, Annually

Does this system have a valve exercise program? Yes, Annually

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? No

Does this system have a leak detection program? Yes

Third party leak detection is in the operations budget each year.

Water Conservation

What type of rate structure is used? Flat/Fixed, Uniform

How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

The town has interconnections with Durham, OWASA and Orange-Alamance Water System. The rate structure is fixed for the first 2,000 gallons then volumetric charges per 1,000 gallons over 2,000. The rates are the same no matter the type of customer (e.g., commercial, residential, institutional, manufacturing, irrigation).

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Neuse River (10-1)	100 %	Orange	100 %

What was the year-round population served in 2025? 15,770

Has this system acquired another system since last report? No

Population is based upon residential water accounts and latest census estimate of 2.26 people per household, rounded to nearest ten plus an assumed 1500 people who work or attend school served by our water system.

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	6,362	0.7497	1	0.0107
Commercial	368	0.4354	0	0.0000
Industrial	7	0.0013	0	0.0000
Institutional	130	0.3108	1	0.0001

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.2032 MGD

Irrigation accounts are incorporated into the use types. There are 49 irrigation accounts with a combined average of .0002 mgd. Commercial use includes rented hydrant meters (6) and consumption. Residential non-metered connections includes 1 for estimated service line leaks. Institutional includes fire department water use for training and firefighting counted as one unmetered connection in addition to water main breaks. System process includes hydrant and interconnection flushing, backwashing filters, basin cleaning, sewer jetting, and hydrant flow testing.

Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Durham	03-32-010	0.0000	0				Yes	12	Emergency
Orange-Alamance	03-68-020	0.0000	0			Yes	Yes	6	Emergency
OWASA	03-68-010	0.0000	0			Yes	Yes	16	Emergency

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	2.0589	2.3080	May	1.9365	2.3900	Sep	2.1937	2.6720
Feb	1.8709	2.2880	Jun	2.0161	2.2670	Oct	1.4226	1.7530
Mar	1.8782	2.2590	Jul	2.0632	2.4720	Nov	1.9816	2.3890
Apr	1.8847	2.3750	Aug	2.2324	2.6230	Dec	2.0329	2.3980



Surface Water Sources

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
Eno River	Lake Ben Johnston	1.9957	365	0.0000	1.2130	SY20	24.0000
West Fork of the Eno River	West Fork of the Eno Reservoir	0.0000	0	0.0000	3.0000	SY20	1,829.0000

* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

Surface Water Sources (continued)

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
Eno River	Lake Ben Johnston	65	Yes	Neuse River (10-1)	Orange		Regular
West Fork of the Eno River	West Fork of the Eno Reservoir	9	No	Neuse River (10-1)	Orange		Regular

What is this system's off-stream raw water supply storage capacity? 3 Million gallons

Are surface water sources monitored? Yes, Weekly

Are you required to maintain minimum flows downstream of its intake or dam? Yes

Does this system anticipate transferring surface water between river basins? No

The only intake for our water system is at Lake Ben Johnston on the Eno River. Past state advice is to leave West Fork of the Eno Reservoir in this plan even though water is only released from it.

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract		Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
				MGD	Expiration			
Durham	03-32-010	0.9451	8			Yes	12	Emergency
Orange-Alamance	03-68-020	0.0000	0			Yes	6	Emergency
OWASA	03-68-010	0.0000	0			Yes	16	Emergency

The Durham interconnection was utilized during TS Chantal to support the town over 8 days in July 2025. The 1.000 MGD is a rounded figure.

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Hillsborough WTP	3.0000	Yes	Yes	Eno River

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2025? No

If yes, was any water conservation implemented?

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2025? No

If yes, was any water conservation implemented?

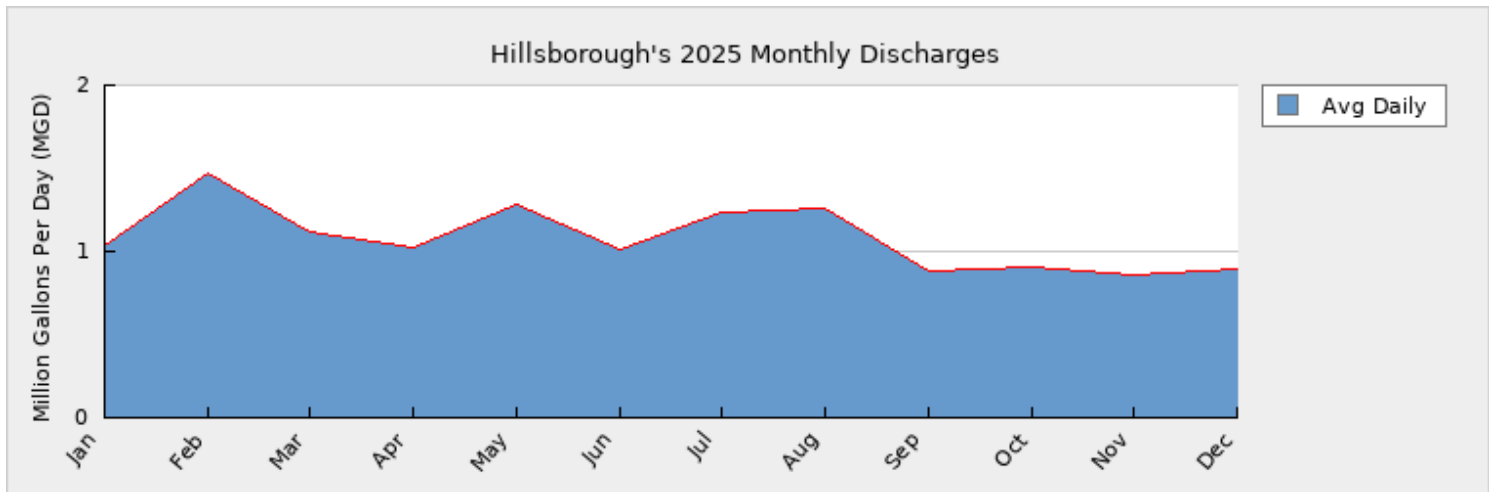
Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? No

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	1.0410	May	1.2770	Sep	0.8870
Feb	1.4710	Jun	1.0130	Oct	0.9050

Mar	1.1220	Jul	1.2360	Nov	0.8570
Apr	1.0270	Aug	1.2540	Dec	0.8910



How many sewer connections does this system have? 5,008

How many water service connections with septic systems does this system have? 1,307

Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

The town is completing a wastewater treatment master plan as it is currently nutrient discharge limited due to Falls Lake Rules. The town is an active participant in the Upper Neuse River Basin Association and is vying for a rules revision as to upgrade our treatment plant for more nutrient removal with little beneficial improvement to Falls Lake is an extreme monetary investment our customers and our financial benchmark obligations cannot support.

Wastewater Permits

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0026433	WWTP	3.0000	3.0000	1.1000	3.9000	Eno River	Neuse River (10-1)

5. Planning

Projections

	2025	2030	2040	2050	2060	2070
Year-Round Population	15,770	17,411	21,227	25,880	31,552	31,552
Seasonal Population	0	0	0	0	0	0
Residential	0.7604	0.7992	0.8829	0.9753	1.0780	1.0780
Commercial	0.4354	0.4464	0.4692	0.4932	0.5185	0.5185
Industrial	0.0013	0.0013	0.0013	0.0013	0.0013	0.0013
Institutional	0.3109	0.3187	0.3350	0.3522	0.3702	0.3702
System Process	0.2032	0.2042	0.2063	0.2083	0.2104	0.2104
Unaccounted-for	0.3052	0.3157	0.3379	0.3621	0.3885	0.3885

The town has a finite water and sewer system boundary established by intergovernmental agreement with surrounding jurisdictions. The wastewater plant is limited in nutrient discharge. The roads through town are limited by lack of space to widen and NCDOT's schedule. Only so much capacity can be accommodated in all infrastructure. Thus it is anticipated that the town will reach its desired capacity by 2060, if not before. A 2% growth rate in population was utilized for residential and 1500 persons was added to each for non-residential customers served by our water system. In the past, population was projected based upon the number of connections by the census population. However given there are non-residential users on the system, this may have been an overstatement. Census population has historically been lower than projected in the past. For this plan, we multiplied the residential connections by the census population per household and added 1500 non-residential population to account for being the county seat, having several schools and for commercial and retail.

The focus is now on upgrading linear assets. Increasing plant capacity to accommodate growth is not foreseen in the next 15-20 years unless the

town board determines it is desired and developers assist. Based on an analysis of new customer addresses and consumption, consumption is negative than five years earlier likely due to conservation because of high rates. The average residential growth over the last five years was almost 2% per year, however residential service consumption has gone down by a little over 1% per year since 2019. 1% growth is assumed for residential.

The non-residential portion reflects even worse on consumption, ranging from being between 10% - 35% less consumption than in 2019 for commercial, institutional and manufacturing accounts. As such, future projections are minimized. Little new industrial activity is anticipated so .01% was used. There may be mixed use developments coming to town so commercial growth consumption, being mostly office and retail, is projected at 0.5% per year as is institutional.

System process water is projected to increase by 0.1% each year. In 2025, TS Chantal flooded our finished water clearwell and it had to be drained, cleaned, sanitized and refilled. We also used a lot of water cleaning other flooded facilities which was unmetered. We still had several fiber crews in the area in 2025 that continually struck water services and mains whereby accurate calculations were hard to estimate.

Demand v/s Percent of Supply

	2025	2030	2040	2050	2060	2070
Surface Water Supply	4.2130	4.2130	4.2130	4.2130	4.2130	4.2130
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	4.2130	4.2130	4.2130	4.2130	4.2130	4.2130
Service Area Demand	2.0164	2.0855	2.2326	2.3924	2.5669	2.5669
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	2.0164	2.0855	2.2326	2.3924	2.5669	2.5669
Demand as Percent of Supply	48%	50%	53%	57%	61%	61%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is **48** gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? **Yes, The town has been a long standing member of the Triangle Water Supply Partnership which performs system modeling and water supply planning for the region.**

What major water supply reports or studies were used for planning? **Census, consumption and billing data , planning department development pipeline projects, MORs.**

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues: **In our CIP is a plan to increase capacity at our smallest water tank (Hasell St) by building a new tower at 500 MG.**

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Sept. 14, 2026
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Engineering Services Manager Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: 420 West Tryon Street Waterline Acceptance

Attachments:

Letter of dedication and request for acceptance.

Summary:

The development at 420 West Tryon Street required the extension of 250 linear feet of 2-inch public waterline. This line was installed per state and town standards and is now in service.

Financial impacts:

The operation and maintenance of the assets are factored into water rates. The town will be accepting approximately 250 linear feet of 2-inch waterline. The value of this water asset is \$4,600.

Staff recommendation and comments:

This request to accept this waterline is routine and will not require significant additional system maintenance or extend water service to additional, unserved areas.

Action requested:

Approve this asset for acceptance into the town's system for ownership, operation and maintenance.

WAIVER AND RELEASE OF LIENS (MLA APPOINTED)

POTENTIAL LIEN CLAIMANT [Hannah Utilities, Inc.],(hereinafter, "Potential Lien Claimant")

PROPERTY (Required): [420 W Tryon Street, Hillsborough, NC 27278]

DEFINITIONS: The following capitalized terms as used in this Waiver and Release of Liens ("Waiver") shall have the following meanings:

- **Company:** any title insurance company issuing a title policy or policies insuring title to the Property in reliance on this Waiver.
- **Lender:** a lender making a loan secured by a deed of trust encumbering the Property.

1. Certifications and Waiver:

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and other benefits accruing, Potential Lien Claimant certifies that (i) he/she/it has signed this Waiver in the correct legal capacity and has the authority to sign this Waiver; (ii) such Potential Lien Claimant has not received any Notice of Claim of Lien upon Funds or Claim of Lien on Real Property from any other person or entity.

Potential Lien Claimant waives and releases any lien, claim of lien or other interest whatsoever which such Potential Lien Claimant or anyone claiming by, through, or under such Potential Lien Claimant might have in the Property. Potential Lien Claimant waives and releases any right or protection Potential Lien Claimant may have arising out of any Notice to Lien Agent that Potential Lien Claimant has filed relating to the Property in accordance with the provisions of NCGS 44A-11.2 for work performed prior to and after execution of this Waiver.

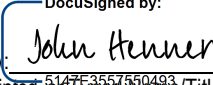
2. Reliance:

This Agreement may be relied upon by the purchaser in the purchase of the Property, Lender to make a loan secured by the Deed of Trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Potential Lien Claimant (and anyone claiming by, through or under them).

3. NCLTA Copyright :

THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Waiver, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

POTENTIAL LIEN CLAIMANT:	
[Hannah Utilities]. (SEAL)	
DocuSigned by:	
By: 	
Printed or Typed Name/Title: <u>John Henner</u>	
By: _____	
Printed or Typed Name/Title: _____	
DATE: <u>8/30/2024</u>	

Date September 06, 2024

TOWN OF HILLSBOROUGH
137 N. Churton Street
Hillsborough, NC 27278

RE: 420 West Tryon Street

To Whom it may concern:

BUILDSense, INC the current owner of the facilities mentioned hereafter does hereby dedicate and convey unto the Town of Hillsborough, its successors and assigns, all of its right and interest in and to the streets, water distribution lines, sewer collection lines in accordance with the plans titled 420 W Tryon Street Water Main Extension Orange County, NC prepared by MacCONNELL & Associates, P.C. dated August 14, 2024.

IN WITNESS WHEREOF, Alex Rudy, all on the day and year first above written.

BY: *Alex Rudy*
Project Manager

North Carolina
Alamance

I, Krystine Foster, a Notary Public of the Alamance County and State
aforesaid, certify that *Henry Allen Rudy* personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the 6th day of September, 2024

Krystine Foster
Krystine Foster
Notary Public

Notary Public Commission expires: 9/7/25

KRYSTINE FOSTER
Notary Public
North Carolina
Alamance County

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
RICHARD E. ROGERS, JR.
Director



September 13, 2024

BuildSense Design and Construction
ATTN: Alex Rudy
502 Rigsbee Avenue, Suite 201
Durham, NC 27701

Re: **Final Approval**
Final Approval Date: September 13, 2024
420 W TRYON STREET WATER LINE
Serial No.: 23-00872
Water System Name: HILLSBOROUGH, TOWN OF
Water System No.: NC0368015
Orange County

Dear Sir/Madam:

The Department received an Engineer's Certification statement and an Applicant's Certification concerning the above referenced project. The Engineer's Certification verifies that the construction of the referenced project has been completed in accordance with the engineering plans and specifications approved under Department Serial Number 23-00872. The Applicant's Certification verifies that an Operation and Maintenance Plan and Emergency Management Plan have been completed and are accessible to the operator at all times and available to the department upon request and that the system will have a certified operator as required by 15A NCAC 18C .1300.

The Department has determined that the requirements specified in 15A NCAC 18C .0303(a) and (c) have been met, and therefore, issues this **Final Approval** in accordance with Rule .0309(a).

Please contact us at (919) 707-9100 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Sadosky".

Rebecca Sadosky, Ph.D., Chief
Public Water Supply Section
Division of Water Resources, NCDEQ

cc: TRESHA PRICE, Regional Engineer
Orange County Health Department
MACCONNELL AND ASSOCIATES, PC



North Carolina Department of Environmental Quality | Division of Water Resources
512 North Salisbury Street | 1634 Mail Service Center | Raleigh, North Carolina 27699-1634
919.707.9100

THOMAS PERDUE, PE
MACCONNELL AND ASSOCIATES, PC
PO BOX 129
MORRISVILLE, NC 27560



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Diaper Need Awareness Week

Attachments:

Proclamation

Summary:

Diaper Need Awareness Week is Sept. 14 – 20, 2026. This event provides an excellent opportunity for our community to recognize Hillsborough children living in poverty whose access to a reliable supply of clean diapers is necessary for their health and wellbeing. Moreover, Diaper Need Awareness Week can help educate the public that diapers cannot be bought with food stamps or WIC vouchers, making a sufficient supply of diapers an economic hardship for families in need.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

To approve proclamation designating Sept. 14 – 20, 2026, as Diaper Need Awareness Week in the Town of Hillsborough.



PROCLAMATION

2026 Diaper Need Awareness Week

September 14 – 20

WHEREAS, diaper need, the condition of not having a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of babies, toddlers, and their families; and

WHEREAS, national surveys and research studies report that one in two families struggle with diaper need and 48 percent of families delay changing a diaper to extend their supply; and

WHEREAS, purchasing enough diapers to keep a baby or toddler clean, dry, and healthy can consume 14 percent of a low-wage family's post-tax income, making it difficult to obtain a sufficient supply; and

WHEREAS, a daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in childcare programs and quality early-education programs; and

WHEREAS, without enough diapers, babies and toddlers risk infections and health problems that may require medical attention, and may prevent parents from attending work or school, thereby hurting the family's economic prospects and well-being; and

WHEREAS, the people of Hillsborough recognize that diaper need is a public health issue, and addressing diaper need can lead to economic opportunity for the state's families and communities and improved health for children, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

WHEREAS, Hillsborough is proud to be home to trusted community-based organizations including Diaper Bank of North Carolina that recognize the importance of diapers in ensuring health and providing economic stability for families and thus distribute diapers to families through various channels; and

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of September 14 through September 20, 2026, as Diaper Need Awareness Week in the Town of Hillsborough, thank the aforementioned diaper bank, their staff, volunteers and donors, for their service and encourage the residents of Hillsborough to donate generously to diaper banks, diaper drives, and those organizations that collect and distribute diapers to those struggling with diaper need, so that all of Hillsborough's children and families can thrive and reach their full potential.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Breast Cancer Awareness Month

Attachments:

Proclamation

Summary:

National Breast Cancer Awareness Month is an annual campaign to increase awareness of this disease and increase public knowledge about the importance of early detection of breast cancer diagnosis and treatment.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Adopt proclamation declaring each month of October as Breast Cancer Awareness month in the Town of Hillsborough.



PROCLAMATION

Recognizing the Month of October as Breast Cancer Awareness Month

WHEREAS, National Breast Cancer Awareness Month is an annual campaign to increase awareness of the disease and increase public knowledge about the importance of early detection of breast cancer diagnosis and treatment; and

WHEREAS, one in eight women and one in 833 men will be diagnosed with breast cancer in their lifetime; and

WHEREAS, the American Cancer Society recommends annual breast cancer screening with mammograms starting at age 40. Early detection saves lives, so schedule your mammogram today — 15 minutes could save your life; and

WHEREAS, the American Cancer Society started "Making Strides Against Breast Cancer," the nation's largest and most impactful breast cancer movement — providing a supportive community for courageous breast cancer survivors and metastatic breast cancer thrivers, caregivers, and families alike; and

WHEREAS, many organizations continue to search for a cure through vital research, and physicians, public health professionals, and advocates continue to educate our community about awareness and innovative advancements in early detection and treatment; and

WHEREAS, the Hillsborough Board of Commissioners supports breast cancer research and recognizes the trauma breast cancer brings, and understands that this horrible disease strikes women and men within the Hillsborough community; and

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim each month of October as Breast Cancer Awareness Month in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Hispanic Heritage Month 2026

Attachments:

Proclamation

Summary:

Hispanic Heritage month is observed annually from Sept. 15 through Oct. 15 and recognizes the contributions and influence of Hispanic Americans to the history, culture, and achievements of the United States.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt a proclamation recognizing Sept. 15 through Oct. 15, 2026, as Hispanic Heritage month in the Town of Hillsborough.



PROCLAMATION

Hispanic Heritage Month 2026

WHEREAS, Sept. 15 is the anniversary of independence from the Spanish Empire for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico and Chile achieved independence on Sept. 16 and 18, respectively; and

WHEREAS, Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions that are part of the fabric of America; and

WHEREAS, between 1968 and 1988, Presidents Johnson, Nixon, Ford, Carter and Reagan issued a series of annual proclamations that designated a week in September containing Sept. 15 and 16 as National Hispanic Heritage Week; and

WHEREAS, in 1988, the United States Congress adopted a resolution designating Sept. 15 to Oct. 15 of each year as National Hispanic Heritage Month; and

WHEREAS, during National Hispanic Heritage Month, the United States highlights and celebrates the culture and traditions of Spanish-speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean; and

WHEREAS, the Hispanic communities of North Carolina have been integral in the history, culture, governance, and economy of the state and will be a critical part of its future as their communities continue to grow; and

WHEREAS, Hillsborough is home to a growing Hispanic community that is involved the civic, cultural, and economic fabric of the town and continues to make substantial contributions to the overall quality of life in town; and

WHEREAS, regional organizations such as El Centro Hispano, El Futuro, El Pueblo and the Refugee Community Partnership provide many valuable services to Hispanic and Latino residents in Hillsborough and further strengthen the town as a whole;

NOW, THEREFORE, the Town of Hillsborough does hereby proclaim Sept. 15 through Oct. 15, 2026, as Hispanic Heritage Month and calls upon all residents of Hillsborough to celebrate this month through activities and programs that enlighten and inspire our understanding of the amazing heritage of our Hispanic families, neighbors and friends.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Planning and Econ. Dev.
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager, Shannan Campbell
Code Enforcement Officer- Min. Housing, Eric Clem

ITEM TO BE CONSIDERED

Subject: Demolition ordinance amendment for 380 Cornelius Street (OC PIN 9865801551) due to a scrivener's error in the parcel ID number in the demolition ordinance adopted Aug. 24, 2026

Attachments:

Demolition ordinance amendment for 380 Cornelius Street

Summary:

The town board considered the demolition ordinance for this parcel at their August 24th meeting, however it was noted prior to recording the ordinance with the register of deeds that 2 digits in the parcel ID number in the ordinance were accidentally keyed in as '22' instead of '55'. The address, parcel ID number, and owner information is correct in all other places, but for transparency staff has corrected the ordinance and put it back on the agenda with the correct parcel ID number, before proceeding any further with the case.

Financial impacts:

The costs of demolishing the dilapidated structures were shared in the Aug. 24 meeting.

Staff recommendation and comments:

Staff recommends approval of the demolition ordinance as amended.

Action requested:

Approve, approve with conditions, or deny the ordinance amendment.

Return to: Shannan Campbell, PO BOX 429 Hillsborough, NC 27278



ORDINANCE

Directing Removal or Demolishment of Structure and Notice Regarding Occupation

WHEREAS, the Hillsborough Board of Commissioners finds that the structure described herein is unfit for human habitation and dangerous to the health, safety and welfare of the residents of Hillsborough pursuant to the minimum housing code of the Town of Hillsborough, North Carolina; and

WHEREAS, the town's contracted code enforcement officer has verified that all of the procedures of the town's minimum housing ordinance have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the code enforcement officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners and parties in interest of this structure have been given a reasonable opportunity to bring the structure up to the standards of the town's minimum housing ordinance pursuant to an order issued by the code enforcement officer on March 31, 2026, and the owners have failed to comply with the order.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The code enforcement officer is hereby authorized and directed to place a placard on the structure located at 380 Cornelius Street, Parcel ID 9865801551, in Hillsborough, Orange County, North Carolina, containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

Section 2. The code enforcement officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated March 31, 2026, and in accordance with the Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property 380 Cornelius Street. The lien shall be filed in all appropriate offices of the Town of Hillsborough, including the Orange County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of Chapter 160A of the General Statutes.

- Section 4.** Upon completion of the required removal or demolition, the code enforcement officer shall determine whether any of the materials have resale value and shall make a reasonable effort to sell the same if so. If any materials are sold, the code enforcement officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the code enforcement officer shall deposit the surplus in the Superior Court, where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.
- Section 5.** It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.
- Section 6.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted on the 24th day of August in the year 2026, and then a scrivener's error to correct the Parcel ID number was duly adopted this the 14th day of September in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name of the property owner in the grantor.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Sept. 14, 2026
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: 2026 Board of Commissioners Meeting Schedule Amendment

Attachments:

Amended schedule

Summary:

The 2026 Board of Commissioners meeting schedule is amended to include:

- Oct. 22 Government 101 – panel discussion

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To amend the meeting schedule as presented.

Meeting Schedule: 2026

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 and include a public comment period.

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

Work sessions

Work sessions typically occur the fourth Monday of the month.

Jan. 26	Budget mini-retreat part 1	June 22	Budget adoption, if needed
Feb. 23	Budget mini-retreat part 2	Aug. 24	
March 23		Sept. 28	
April 27		Oct. 26	
May 18	Budget workshop, public hearing	Nov. 23	
May 27 (Wed.)	With budget workshop, if needed		

Joint public hearings

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

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

Meetings with the Orange County Board of Commissioners are planned annually.

TBD	Orange County Board of Commissioners
	Location TBD

Government 101 (Panel discussion beginning at 6:45 p.m.)

Oct. 22	Whitted Human Services Center 300 W. Tryon Street
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101 E. Orange St., PO Box 429, Hillsborough, NC 27278 | 919-732-1270
www.hillsboroughnc.gov | @HillsboroughGov

Amended: 9/14/2026



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Sept. 14, 2026
Department:	Police
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Chief Jason Winn

ITEM TO BE CONSIDERED

Subject: Proposal for a veterans-themed patrol car wrap

Attachments:

Mock vehicle wrap draft

Summary:

Many agencies have police vehicles with veterans-themed graphics to recognize the contributions of our veterans. The Hillsborough Police Department wants to recognize the veterans that work for this agency and provide an opportunity for them to drive a patrol vehicle that shows our respect for those who have served.

Financial impacts:

Staff recommendation and comments:

None.

Action requested:

Approval of graphics design to wrap one of our newly acquired Hybrid Ford Explorers.



FordS_092

Ford Explorer

REFLECTIVE VINYL