

Agenda

Board of Commissioners Regular Meeting

7:00 PM November 10, 2025

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



1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Appointments

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

5. Items for decision – consent agenda

A. Minutes

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

B. Miscellaneous budget amendments and transfers

C. Proclamation – Arbor Day 2025

D. Special Event Permit – 2025 Hillsborough Holiday Tree Lighting Ceremony

E. Special Event Permit – 2025 Light up the Night Hillsborough Holiday Parade

6. Items for decision – regular agenda

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

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

7. Updates

A. Board members

B. Town manager

C. Staff (written reports in agenda packet)

8. Adjournment

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 10, 2025
Department:	Public Space and Sustainability
Agenda Section:	Appointments
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

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

Attachments:

Appointed board application

Summary:

Magnolia Brown is recommended to be appointed for a three-year term. Magnolia is a youth candidate at age 14. She has been attending the Parks and Recreation Board meetings as a guest for months and participates regularly in discussions. The Parks and Recreation Board has one youth member currently serving. An additional youth representative will benefit parks, recreation, and connectivity initiatives and the board in general.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Magnolia Brown to a term beginning Nov. 11, 2025, and ending Nov. 11, 2028.



TOWN OF HILLSBOROUGH

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Personal Information

*** Full name**

Miss Magnolia Brown

*** Home address**

212 Murray Street
Hillsborough NC 27278

*** Primary phone**

[REDACTED]

Secondary phone

****SKIPPED****

*** Email**

[REDACTED]

Employer

none

Job title

****SKIPPED****

*** Birth date**

September 07, 2011

*** Gender**

Female

*** Preferred pronouns**

She/her/hers

*** Hispanic, Latino or Spanish ancestry**

No

*** Race**

White

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

No

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Board Selection

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

Board of Adjustment

- Live in town
- Live in the extraterritorial jurisdiction area

Historic District Commission

- Live in town
- Live in the extraterritorial jurisdiction area

Parks and Recreation Board

- Live in town

Planning Board

- Live in town
- Live in the extraterritorial jurisdiction area

Tourism Board

- Operate a restaurant in town
- Own property or be employed in town

Tourism Development Authority
- Be affiliated with a business collecting lodging tax

*** First choice board**

Parks and Recreation Board

Second choice board

****SKIPPED****

Third choice board

****SKIPPED****

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Short-Answer Questions

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

I have not served on a town board.

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

I have attended Parks and Rec meetings. I have learned a lot. I think I have something to contribute from the youth perspective.

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

My Girl Scout troop does a lot of volunteer work around town and currently is working with certain parks on the topic of accessibility and art inclusivity.

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

I have lived in Hillsborough all my life.

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

Yes, but I will look deeper at certain plans before attending future meetings.

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

How to spend money wisely on needed services like recreation when funds may be limited in the future.

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

Town staff member or elected official

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

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

Confirm understanding of attendance policy

Confirm



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting Oct. 13, 2025
2. Regular meeting closed session Oct. 13, 2025
3. Work session Oct. 27, 2025
4. Work session closed session Oct. 27, 2025

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting Oct. 13, 2025, regular meeting closed session Oct. 13, 2025, work session Oct. 27, 2025, and work session closed session Oct. 27, 2025.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Oct. 13, 2025

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

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

Staff: Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

Opening of the meeting

Mayor Mark Bell called the meeting to order at 7:07 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Item 2 was addressed after Item 4A. Four community members voiced opposition to automated license plate readers, citing privacy concerns, ineffective protection for marginalized communities, data management issues and previous cybersecurity breaches. They said such surveillance technology encourages over-policing and misuse by authorities and fails to provide evidence of enhancing community safety.

3. Agenda changes and approval

- Move Item 4A – Presentations to before Item 2.
- Add Item 8B – 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 – KEPSC Hillsborough LLC litigation.

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

Vote: 5-0.

4. Presentations

A. Chief of Police Swearing-In Ceremony

The mayor administered the oath of office to Jason Winn as the new Hillsborough police chief. Winn thanked his family, law enforcement colleagues and town officials for their support. He expressed gratitude to his wife for her encouragement and said he considered it an honor to serve the community.

5. Items for decision – consent agenda

A. Minutes

– Regular meeting Sept. 8, 2025

- Work session Sept. 22, 2025
- Work session closed session Sept. 22, 2025

- B. Miscellaneous budget amendments and transfers
- C. Ordinance Amending Chapter 14 Article 3 – Modify Town and Customer Sewer Lateral Responsibilities
- D. Water and Sewer Extension Contract Renewal for Tryon III Project
- E. Special Event Permit – Team PHenomenal Hope 5K Run/Walk
- F. Special Event Permit – Hillsborough Holiday Bazaar
- G. Communities on the Move temporary funding request

Motion: Hughes moved to approve all items on the consent agenda, including the revised memorandum of understanding that was provided to the commissioners. Ferguson seconded.
Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Orange County Land Use Plan Coordination

Assistant Town Manager Matt Efird presented information regarding Orange County's land use plan update. He said the Board of County Commissioners was holding workshops to address specific questions, and town staff would be presenting to the county board the following day.

The presentation included information previously shared with the town board, with additions emphasizing:

- The impact of county development decisions on town infrastructure, particularly traffic north of U.S. 70.
- Utility capacity constraints and the town's financial limitations regarding expansion.
- The high cost of adding capital projects to the utility system.
- The town's prioritization of infill and redevelopment rather than expansion.
- The Falls Lake Rules as a major constraint on wastewater capacity.
- Opposition to additional point discharges, including wastewater treatment plants, in the upper Neuse River Basin.

Board members expressed support for staff's approach to the upcoming meeting with the county commissioners and stressed the importance of clearly communicating Hillsborough's position on growth, utilities and land use.

- B. Hot topics for work session Oct. 27, 2025

The town manager said the upcoming work session would include a progress report on the Comprehensive Sustainability Plan.

7. Updates

- A. Board members

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

- B. Town manager

The manager had no additional updates.

- C. Staff (written reports in agenda packet)

There were no additional updates.

Motion: Ferguson moved to go into closed session. Hughes seconded.
Vote: 5-0.

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 in order to preserve the attorney-client privilege (potential litigation)
- B. 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 – KEPSC Hillsborough LLC litigation

Motion: Commissioner Meaghun Darab moved to return to open session. Ferguson seconded.
Vote: 5-0.

9. Adjournment

Motion: Darab moved to adjourn at 9:23 p.m. Ferguson seconded.
Vote: 5-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

Budget Adjustment Report**Adjustment Detail**

For Date Range: 10/13/2025 - 10/13/2025

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-30,000.00	-237,819.00
BA0000192	Chantal Expense	GLPKT01410	10/13/2025		-30,000.00	
Department 3900 Total:				-207,819.00	-30,000.00	-237,819.00
Department: 4000 - DISASTER						
10-10-4000-5300155	MAINT - PARKS			0.00	1,350.00	1,350.00
BA0000193	TS Chantal: Cover Overages	GLPKT01424	10/13/2025		1,350.00	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	4,000.00	4,000.00
BA0000193	TS Chantal: Cover Overages	GLPKT01424	10/13/2025		4,000.00	
10-10-4000-5300570	MISCELLANEOUS			0.00	24,650.00	24,650.00
BA0000192	Chantal Expense	GLPKT01410	10/13/2025		30,000.00	
BA0000193	TS Chantal: Cover Overages	GLPKT01424	10/13/2025		-5,350.00	
Department 4000 Total:				0.00	30,000.00	30,000.00
Department: 4200 - ADMINISTRATION						
10-10-4200-5300113	LICENSE FEES			30,117.00	1,200.00	31,317.00
BA0000182	Clerk minutes software subscription	GLPKT01241	10/13/2025		1,200.00	
10-10-4200-5300467	CS - MINUTES PREPARER			10,000.00	-1,200.00	8,800.00
BA0000182	Clerk minutes software subscription	GLPKT01241	10/13/2025		-1,200.00	
Department 4200 Total:				40,117.00	0.00	40,117.00
Department: 5100 - POLICE						
10-20-5100-5300158	MAINT - EQUIPMENT			2,000.00	3,700.00	5,700.00
BA0000191	Radio Flashing	GLPKT01387	10/13/2025		3,700.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			95,477.00	-20,000.00	75,477.00
BA0000190	Body Cameras	GLPKT01386	10/13/2025		-16,300.00	
BA0000191	Radio Flashing	GLPKT01387	10/13/2025		-3,700.00	
10-20-5100-5300458	DATA PROCESSING SERVICES			39,515.00	16,300.00	55,815.00
BA0000190	Body Cameras	GLPKT01386	10/13/2025		16,300.00	
Department 5100 Total:				136,992.00	0.00	136,992.00
Fund 10 Total:				-30,710.00	0.00	-30,710.00
Fund: 30 - WATER/SEWER						
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-2,225.00	-677,891.00
BA0000185	WTP Sludge Removal	GLPKT01275	10/13/2025		-1,375.00	
BA0000186	Concrete repair at Churton Grove	GLPKT01276	10/13/2025		-850.00	
Department 3900 Total:				-675,666.00	-2,225.00	-677,891.00
Department: 4000 - DISASTER						
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	2,348.00	2,348.00
BA0000180	Chantal Expenses	GLPKT01238	10/13/2025		2,348.00	
30-80-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	-2,348.00	-2,348.00
BA0000180	Chantal Expenses	GLPKT01238	10/13/2025		-2,348.00	
30-80-4000-5300570	MISCELLANEOUS			0.00	850.00	850.00
BA0000186	Concrete repair at Churton Grove	GLPKT01276	10/13/2025		850.00	
Department 4000 Total:				0.00	850.00	850.00

Budget Adjustment Report**For Date Range: 10/13/2025 - 10/13/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300485	CS - INSTRUMENT MAINT			6,000.00	-14.00	5,986.00
BA0000183	Pump Station Monitoring	GLPKT01263	10/13/2025		-14.00	
30-80-8120-5300550	SLUDGE REMOVAL			90,900.00	1,375.00	92,275.00
BA0000185	WTP Sludge Removal	GLPKT01275	10/13/2025		1,375.00	
Department 8120 Total:				96,900.00	1,361.00	98,261.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300478	CS - PUMP STA MONITORING			5,000.00	14.00	5,014.00
BA0000183	Pump Station Monitoring	GLPKT01263	10/13/2025		14.00	
Department 8140 Total:				5,000.00	14.00	5,014.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300330	SUPPLIES - DEPARTMENTAL			70,000.00	-11,527.00	58,473.00
BA0000184	Adjust overages	GLPKT01266	10/13/2025		-11,527.00	
30-80-8200-5300458	DATA PROCESSING SERVICES			0.00	9,867.00	9,867.00
BA0000184	Adjust overages	GLPKT01266	10/13/2025		9,867.00	
30-80-8200-5300530	DUES & SUBSCRIPTIONS			2,500.00	1,660.00	4,160.00
BA0000184	Adjust overages	GLPKT01266	10/13/2025		1,660.00	
Department 8200 Total:				72,500.00	0.00	72,500.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	3,000.00	8,000.00
BA0000184	Adjust overages	GLPKT01266	10/13/2025		3,000.00	
30-80-8220-5300158	MAINT - EQUIPMENT			130,380.00	-3,000.00	127,380.00
BA0000184	Adjust overages	GLPKT01266	10/13/2025		-3,000.00	
Department 8220 Total:				135,380.00	0.00	135,380.00
Fund 30 Total:				-365,886.00	0.00	-365,886.00
Fund: 78 - COMMITTED FUNDS - GENERAL FUND						
Department: 5100 - POLICE						
78-71-5100-5970010	TRANSFER TO FUND 60 - POLICE STATION			50,000.00	-50,000.00	0.00
BA0000188	Adj per actual	GLPKT01282	10/13/2025		-50,000.00	
78-71-5100-5970919	TRANSFER TO GF - POLICE STATION			0.00	50,000.00	50,000.00
BA0000188	Adj per actual	GLPKT01282	10/13/2025		50,000.00	
Department 5100 Total:				50,000.00	0.00	50,000.00
Fund 78 Total:				50,000.00	0.00	50,000.00
Budget Code 2025-2026 Total:				-346,596.00	0.00	-346,596.00

Budget Adjustment Report

Description

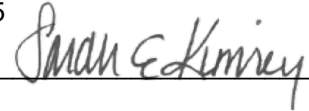
Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-30,710.00	0.00	-30,710.00
	30	-365,886.00	0.00	-365,886.00
	78	50,000.00	0.00	50,000.00
Budget Code 2025-2026 Total:		-346,596.00	0.00	-346,596.00

APPROVED: 5/0

DATE: 10/13/25

VERIFIED: _____



DRAFT



ORDINANCE

Chapter 14 - Article III Town and Customer Responsibilities

Modifications to Sewer Lateral Ownership and Other Clarifications

WHEREAS, the following modifications to the code language seek to clarify town and customer responsibilities related to the water and wastewater system owned by the town; and

WHEREAS, the most significant modification is to change sewer lateral ownership responsibility of a sewer lateral serving a customer between the sewer main and right-of-way or easement regardless of presence of a sewer clean out to the town where formerly the customer would own to the sewer main where no sewer clean out was present.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. Section 14-21. Town's responsibility and liability is modified as follows:

The town shall:

- (1) Own and maintain the town's water mains, including water service connections, within the public right-of-way or easement, to the water meter;
- (2) Own and maintain the town's sewer mains and sewer laterals existing within the public right-of-way or easement;
- (3) Refuse or terminate service if there is a cross connection to a private water supply, no backflow protection, or no sewer cleanout if one has been required under section 14-22(7) or other town policies or specifications;
- (4) Assume liability for damage only if such damage results directly from the town's negligence;
- (5) Assume no liability for damage done by or resulting from any defects in the piping, fixtures, or appliances on the customer's premises or improper use of the system by the customer, guest or tenant;
- (6) Assume no liability for the negligence of third persons;
- (7) Be responsible for water services from the water main to the public right-of-way or easement, unless the water meter is located beyond the property line. In such cases, the town will be responsible for the water service to the meter, yet will reserve the right to relocate, or require relocation by the owner in the case of redevelopment, said water meter to the right-of-way or easement in accordance with the town specifications and standard details;
- (8) Be responsible for sewer laterals from the public sewer main to the public right-of-way or easement. If an existing sewer cleanout is not present at the public right-of-way or easement for ownership delineation, the town reserves the right to require installation of one by the owner in accordance with town specifications and standard detail. The town may agree to perform this work if resources allow but may require reimbursement and grant of property access from the customer.

Section 2. Section 14-22. Customer's responsibilities is modified as follows:

The customer shall:

- (1) Maintain the private water and sewer system at the customer's expense in a safe and efficient manner in accordance with the applicable state and local regulations.
 - a. The town shall not undertake to repair the town's water or sewer mains until it has been determined that the disrepair, stoppage, or other impediment to the proper functioning of such main exists within the town's system or that the town is otherwise responsible for having caused, created, or aggravated the disrepair, stoppage or other impediment.
 - b. If the customer claims that the cause of a disturbance or stoppage exists within the town's system and an investigation discloses that such disturbance was caused by or exists in the private system for which the customer is responsible, the customer shall pay to the town the actual cost of making such investigation.
 - c. If the investigation discloses that the cause of such disturbance or stoppage is in a part of the system for which the town is responsible and due to a defect in or failure of the piping for which the customer was not responsible, the town shall make such repair without charging the property owner for the repair or investigation.
- (2) Guarantee protection of town facilities or equipment located on the customer's property;
- (3) Pay the cost of relocating town owned facilities and equipment if performed at the customer's request;
- (4) Not make or cause to be made any cross connection with a private water supply;
- (5) Install proper and adequate backflow prevention devices where required by town code;
- (6) Install a pressure-reducing valve if deemed necessary by the town;
- (7) Install a sewer cleanout to town specifications and standard detail at the public right-of-way or easement when deemed required by the town for proper delineation and functioning of the system;
- (8) Be responsible to the town for damage to town property that is the fault of the customer, their guest or tenant. The cost of repairing or replacing such property will be added to the customer's monthly water bill or invoiced separately;
- (9) Secure and record any easements required to extend the public system or provide service to customer property, providing proof of recordation, if allowable by the town and in accordance with established town requirements;
- (10) Convey to the town, at no cost to the town, a perpetual easement or right-of-way across any property owned by the customer that is necessary to allow town access and maintenance of the public system as requested by such customer or developer with such easement or right-of-way satisfying established town requirements;
- (11) Be responsible for the water service and plumbing from the discharge end of the water meter to the served structure(s) and plumbing termination. If the existing water meter is not at the property line, the customer shall allow the town to access the property to relocate said water meter to the right-of-way or edge of easement.
- (12) Be responsible for the sewer lateral and plumbing from the boundary of the public right-of-way or easement to the served structure(s) and plumbing termination.

- (13) Be responsible for evaluation and full renewal or relocation of an existing water service or sewer lateral as deemed necessary in the case of redevelopment, or installation of any new water service and sewer lateral in the case of new development. Both scenarios require adherence to established town requirements.
- (14) Maintain sufficient clearances around town water and sewer apparatus located near or on customer's property to enable access, operation, and maintenance of said apparatus. No plants, objects, or structures shall be located within the required clearances. If any grading (raising or lowering of the existing ground level) is desired within this clearance, the customer shall coordinate with the town utilities department to ensure that the utility devices remain accessible, and customer shall be responsible for any costs of related modifications. Clearance requirements shall include the area completely surrounding each apparatus, as measured from the center point of the device (radius), as follows:
- a. Fire hydrants: Three feet;
 - b. Manholes and concrete vaults: Six feet;
 - c. Water meters, valve boxes, sewer cleanouts, and other utilities apparatus not listed: Two feet.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. 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 October in the year 2025.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Work Session

7 p.m. Oct. 27, 2025

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

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

Staff: Senior Planner Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole, Senior Communications Specialist Cheryl Sadgrove, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood and Chief of Police Jason Winn

1. Opening of the work session

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

2. Agenda changes and approval

- Move Item 7B – 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 to Item 2A.
- Move Item 7A – 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 (KEPSC Hillsborough LLC litigation) to Item 2B.

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

Vote: 5-0.

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

Motion: Ferguson moved to return to open session. Commissioner Meaghun Darab seconded.

Vote: 5-0.

Mayor Bell reported that the closed session discussion centered on data privacy concerns of the Flock Safety license plate reader system, specifically secondary data use rights by Flock Safety and privacy expectations of the community and town board. After consulting with the town attorney, board members voiced their concern in open session, noting that there is a significant gap between the town's expectations and what protections Flock Safety provides to Hillsborough.

Motion: Ferguson moved to terminate the contract with Flock Safety and to remove license plate readers in town. Commissioner Matt Hughes seconded.

Vote: 5-0.

Motion: Hughes moved to go into closed session. Ferguson seconded.
Vote: 5-0.

- B. 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 (KEPSC Hillsborough LLC litigation)

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 5-0.

3. Presentations

- A. Presentation of the Hasell Street Water Tank and U.S. 70A Water Main Evaluation and Replacement Recommendations

Utilities Director Marie Strandwitz introduced two projects funded by state grants for evaluation, highlighting their place in the town's capital improvement plan. Krista Paredes, a consultant with Freese and Nichols, presented findings on the two projects.

Hasell Street Tank:

- The 200,000-gallon tank was constructed in 1936 and is the oldest and smallest in the system. The tank cycles frequently, causing inefficiency.
- Modeling recommended upsizing it to 500,000 gallons to meet 2050 demands.
- Two sites were evaluated: the current smaller site at Hasell and Orange Streets, and a larger parcel set back from the road. The latter was chosen for its space and setback compliance.
- A spheroid tank was recommended due to low maintenance costs, with an estimated project cost of \$4.25 million.

U.S. 70A Water Main Replacement:

- The existing 1.5-mile, 12-inch asbestos cement pipe needs replacing due to breakage.
- The water main is crucial for the town's connection to Durham.
- Recommendation to replace with a 16-inch ductile iron pipe for 2-million-gallon capacity.
- Two construction routes were considered. The south side route was favored for less disruption and road crossings, costing an estimated \$5.16 million.

- B. Presentation on Water System Master Planning Work

Chris Evans, a consultant with Hazen and Sawyer, presented on the town's water system master plan, another project funded by a state grant.

The scope of the water system master plan included:

- Working with town planning staff to project growth over the next 15 years.
- Incorporating existing GIS and distribution system data into the model.
- Allocating new demands and analyzing potential deficiencies.
- Evaluating storage requirements.
- Developing project recommendations.

The analysis evaluated whether the system could maintain adequate pressure, provide sufficient fire flow, and ensure redundancy as the town grows.

He presented a map showing suggested timelines for system upgrades through 2040.

Evans highlighted the development of a digital dashboard that will allow staff to visualize results across all phases and includes capital improvement plan project sheets summarizing all recommendations with estimated costs and descriptions. The dashboard will enable staff to modify parameters such as timing and cost and will ultimately be used to identify projects for the Fiscal Year 2027 budget process.

The utilities director said the dashboard would be a long-term benefit for the town and something they could potentially expand upon after the project is complete.

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Operation Green Light for Veterans
- C. 2026 Board of Commissioners Meeting Schedule
- D. Fiscal Year 2026 Planning and Economic Development Division Fee Schedule Updates
- E. Memorandum of Understanding between Orange County and the Town of Hillsborough for Solar Feasibility Study

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

Vote: 5-0. Nays: 0.

5. In-depth discussion and topics

- A. Comprehensive Sustainability Plan Progress and Update
Public Space and Sustainability Manager Stephanie Trueblood provided a detailed update on the implementation of the town’s comprehensive sustainability plan, adopted in June 2023. This plan coordinates the town’s regulatory documents, focusing on equity, affordability, safety, connectivity and health using smart growth principles.

Using a master spreadsheet, Trueblood tracked all 397 plan actions to identify progress, priorities and future focus areas and reported that 67% of priority actions started or completed. She presented key highlights by chapter.

The board members noted their appreciation for the comprehensive update, including the accessible visual tools.

6. Committee updates and reports

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

~~**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 (KEPSC Hillsborough LLC litigation)~~
- ~~B. 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~~

7. Adjournment

Motion: Hughes moved to adjourn at 9:55 p.m. Ferguson seconded.

Vote: 5-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 10/27/2025 - 10/27/2025

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	2,400.00	2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		2,400.00	
10-10-4000-5300154	MAINT - GROUNDS			0.00	-2,400.00	-2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-2,400.00	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	-3,000.00	-3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		-3,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	3,000.00	3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		3,000.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5100010	OVERTIME COMPENSATION			0.00	40.00	40.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		40.00	
10-10-4500-5300080	TRAINING/CONF/CONV			8,700.00	-40.00	8,660.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-40.00	
Department 4500 Total:				8,700.00	0.00	8,700.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300320	SUPPLIES - OFFICE			1,000.00	-813.00	187.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-813.00	
10-30-5400-5300330	SUPPLIES - DEPARTMENTAL			300.00	1,613.00	1,913.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,613.00	
10-30-5400-5300455	CS - ENGINEERING			0.00	45,000.00	45,000.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		45,000.00	
10-30-5400-5300479	CS - UTILITY LOCATES			45,000.00	-45,000.00	0.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		-45,000.00	
10-30-5400-5300570	MISCELLANEOUS			500.00	-800.00	-300.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-800.00	
Department 5400 Total:				46,800.00	0.00	46,800.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5100010	OVERTIME COMPENSATION			500.00	1,130.00	1,630.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,130.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-1,130.00	28,870.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-1,130.00	
Department 5550 Total:				30,500.00	0.00	30,500.00
Fund 10 Total:				86,000.00	0.00	86,000.00
Fund: 30 - WATER/SEWER						
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	-2,070.00	-2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		-2,070.00	
30-80-4000-5300154	MAINT - GROUNDS			0.00	2,070.00	2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		2,070.00	
Department 4000 Total:				0.00	0.00	0.00

Budget Adjustment Report**For Date Range: 10/27/2025 - 10/27/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300485	CS - INSTRUMENT MAINT			6,000.00	-14.00	5,986.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-14.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,760.00	14.00	1,774.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		14.00	
Department 8120 Total:				7,760.00	0.00	7,760.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300165	MAINT - INFRASTRUCTURE			190,000.00	-9,867.00	180,133.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-9,867.00	
30-80-8140-5300458	DATA PROCESSING SERVICES			0.00	9,867.00	9,867.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		9,867.00	
Department 8140 Total:				190,000.00	0.00	190,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	22.00	5,022.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		22.00	
30-80-8220-5300080	TRAINING/CONF/CONV			2,750.00	-22.00	2,728.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-22.00	
Department 8220 Total:				7,750.00	0.00	7,750.00
Fund 30 Total:				205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:				291,510.00	0.00	291,510.00

Budget Adjustment Report

Description

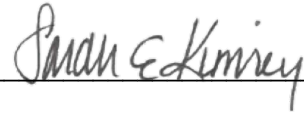
Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	86,000.00	0.00	86,000.00
	30	205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:		291,510.00	0.00	291,510.00

APPROVED: 5/0

DATE: 10/27/25

VERIFIED: _____



DRAFT



PROCLAMATION

Supporting Operation Green Light for Veterans

WHEREAS, the people of Hillsborough respect, admire, and appreciate the individuals who selflessly have served the United States of America in the armed forces by placing themselves in challenging or perilous situations; and

WHEREAS, the contributions and sacrifices of those individuals who served in the armed forces have been vital in maintaining the freedoms and ways of life that we enjoy in our local communities; and

WHEREAS, Operation Green Light is a nationwide initiative to support veterans and raise awareness about the challenges many veterans face in accessing benefits and services; and

WHEREAS, approximately 70 percent of veterans experiencing homelessness also experience substance use disorders and 50 percent live with mental illnesses such as post-traumatic stress disorder; and

WHEREAS, studies indicate that 44 to 72 percent of service members experience high levels of stress during transition from military to civilian life and that active service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, veterans continue to serve our communities in the American Legion, Veterans of Foreign Wars, religious groups, community organizations, and civil service and as county veteran service officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS, Town of Hillsborough veterans include Police Officer 1st Class Curry Hall (U.S. Army), Meter Reader Supervisor Tyrone Hodge (U.S. Army), and Police Officer 1st Class Matthew Lorensen (U.S. Marine Corps) and former Reservists and National Guard, including Mayor Mark Bell (U.S. Naval Reserve); and

WHEREAS, the Town of Hillsborough seeks to join other communities through Operation Green Light for Veterans to shine a light on the plight of veterans across the country who are having a hard time connecting with benefits after serving their country;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of Nov. 4-11, 2025, which includes Veterans Day on Nov. 11, to be a time to honor the service and sacrifice of individuals in uniform transitioning from active service;

FURTHERMORE, in observance of Operation Green Light for Veterans, the Hillsborough Board of Commissioners encourages community members to show their support for veterans by displaying a green light in a window of their place of business or residence from Nov. 4 through Nov. 11.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 27th day of October in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

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

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



Planning Fees & Charges Schedule (Amended 10/27/2025)

FY2026 Operating & Capital Budget

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one business use to another or change in ownership)	\$	20.00
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	\$	50.00
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00
After-the-Fact Zoning Compliance Permit	\$	200.00
Home Occupation Permit	\$	35.00
Zoning Compliance/Verification Letter	\$	50.00
Final Site Inspection		No Charge
Final Site Re-Inspection	\$	50.00 each
New Residential or Commercial Construction		
New Detached Residential Unit(s)	\$	350.00
New Attached Residential Unit(s)	\$	400.00 per building
New Commercial Construction	\$	500.00
Signs (New or Replacement)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00
Free-Standing	\$	150.00
Sandwich Board	\$	15.00
Wall Mounted	\$	75.00
Special Event Permits		
Public or Private Events on Private Property	\$	30.00
Public or Private Events on Public Property	\$	50.00
Street or Greenway Use Events	\$	75.00
Construction & Site Plans		
Predevelopment Meeting/Concept Plan Review		No Charge
Site Plan Review (includes first 3 reviews)	\$	800.00
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	300.00
Construction Drawing Plan Review	\$	1,000.00
Subdivisions & Plat		
Additional Plat Review (4th review and subsequent additional reviews)	\$	200.00
Exempt (exempt under NCGS 160D-802)	\$	50.00
Easement and Right-of-Way Plats	\$	100.00
Final Plat Review Fee	\$	100.00

Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00	Board of Commissioners Work Session
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00	Approved: + \$100.00 per lot
			Page 11 of 12

Map, Plan & Unified Development Ordinance Amendments

Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00	
Master Plan or Planned Development Amendments	\$	750.00	
Unified Development Ordinance Text Amendment	\$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00	+ \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00	+ \$50.00 per acre

Board of Adjustment

Appeals	\$	400.00	
Special Use Permits	\$	1,500.00	+ \$200.00 per acre
SUP Modifications	\$	1,000.00	
Variance	\$	600.00	

Historic District

Certificates of Appropriateness

Minor Work (Staff Approval)	\$1.00 per \$1,000 in construction costs	\$25.00 minimum
Major Work (Historic District Commission Approval)	\$1.00 per \$1,000 in construction costs	\$150.00 minimum

NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Demolition Request Review	\$	50.00
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	500.00

Other Requests & Fees

Annexation	\$	75.00	
Development Agreement Review	\$	400.00	
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation

	\$	350.00	
Street or Right-of-Way Closing Request		650.00	
Street Renaming Request	\$	350.00	
Consultant Fee Reimbursement		Consultant Fee Reimbursement	

Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.

Zoning Compliance Penalty Fee	No-Permit Penalty
Local Landmark Designation	\$ 500.00

Documents & Maps¹

Unified Development Ordinance	\$	25.00
Historic District Design Guidelines	\$	25.00
Community Connectivity Plan	\$	15.00
Administrative Manual	\$	10.00
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00

Town Street Map with Street Grid (11x17 Black & White)	\$	2.00	Board of Commissioners Work Session
Future Land Use Map & Other 11x17 Color Maps	\$	2.00	Approved: _____
Photocopies	\$	0.10	per page

¹ All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report
Adjustment Detail

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

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

Budget Adjustment Report

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

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

Description

Fund Summary

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
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 2025

Attachments:

Arbor Day 2025 Proclamation

Summary:

This year Arbor Day will be celebrated at 9 a.m. Wednesday, Nov. 19 at the Dorothy N. Johnson Community Center with a tree planting ceremony.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

1. Schedule Arbor Day for Wednesday, Nov. 19, 2025.
2. Approve Arbor Day Proclamation to be read by Mayor Mark Bell at the Arbor Day celebration.



PROCLAMATION

Arbor Day

Nov. 19, 2025

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

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

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

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

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

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

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

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

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

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2025 Hillsborough Holiday Tree Lighting Ceremony

Attachments:

1. Special Event Permit Application
2. Road Closure Information

Summary:

The Hillsborough Holiday Tree Lighting Ceremony is to be held on Saturday, Dec. 6, from 6 to 7 p.m. Event setup will begin at 4 p.m. and breakdown will commence at 7 p.m.

The mayor and other elected officials will be present. This event will be held in conjunction with the "Photos with Santa" event at the Visitor's Center and will feature carolers in addition to the tree lighting. An estimated 250 people will be in attendance.

The event organizer is requesting that Court St. be closed for the duration of the event and police coverage provided.

Financial impacts:

Low to moderate; Public Works and Police Department assistance are requested for street closure consisting of barricades and coverage.

Staff recommendation and comments:

Staff recommends approval. We are waiting for a finalized Certificate of Insurance.

Action requested:

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



TOWN OF
HILLSBOROUGH

APPLICATION Special Event Permit

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

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

Name of event: Hillsborough Holiday Tree Lighting Ceremony

Event location address: 104 E. King Street (Old Courthouse)

Date(s) of event: 12/06/2025

Event setup time: 4:00 pm Event hours: 6:00-7:00 pm Event breakdown: 7:00 pm

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough/Orange County Chamber of Commerce

Organization/company mailing address: 200 N. Churton Street, Hillsborough, NC 27278

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.com

On-site contact(s) during the 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 ☒ Public event on public property
☐ Private event on public property ☐ Public event on private property
☐ Street or greenway event (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
Official holiday tree lighting ceremony for the Town of Hillsborough. Mayor and other elected officials will be in attendance.
Event is being conducted in conjunction with the Hillsborough Visitors Center's "Photos with Santa" that will take place from
3:00-6:00 pm at the Visitors Center. The old courthouse site will have carolers (probably from local high school) and the tree
lighting.

Estimated number of people who will attend the event: 250

Estimated peak time(s) of attendance: 6:00 pm

Maximum capacity of event location (number of persons, if applicable): 250

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

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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

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

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

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

List name(s) of the vendors:

No food or craft vendors...form is not working correctly for me to check those boxes above.

On next page: request closing Court St. to traffic (form is checking both yes and no).

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

If yes, for what cause or organization? _____

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

Please explain: Portable sound system

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

Please explain: _____

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

Will the event require any street closures or change in traffic flow? ☒ Yes ☒ No

Will the event require additional trash and recycling facilities? ☐ Yes ☐ No

Will you request that the town board sponsor specific services in conjunction with this event? ☒ Yes ☐ No

☒ Road closures

☐ Traffic control

☒ Police coverage

☐ Trash and recycling rollouts

Number of rollouts none

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

Note: A street map and Gold Park map are available on the town's website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure themselves during the course of the event. Events occurring on public property (town or county) are required to carry event liability insurance with the public property owner listed as "additionally insured."

Copy of event liability Certificate of Insurance is attached: ☐ Yes ☒ No

Name of insurance company providing liability coverage for the event:

West Bend Mutual Insurance Company

Contact information for broker/agent providing coverage:

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

EVENT PROPERTY USE PERMISSION

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

Brenda Taylor/AMS, Orange County

Name of property owner

919-245-2630

Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

12b8a5d0-9747-4949-
be0c-4708942d57b9

Digitally signed by 12b8a5d0-9747-4949-
be0c-4708942d57b9
Date: 2024.09.16 10:47:12 -04'00'

Applicant signature

9/24/2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 9/24/2025 Fee paid: RXPQ6G6GPVDate information emailed out: 10/17/2025**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

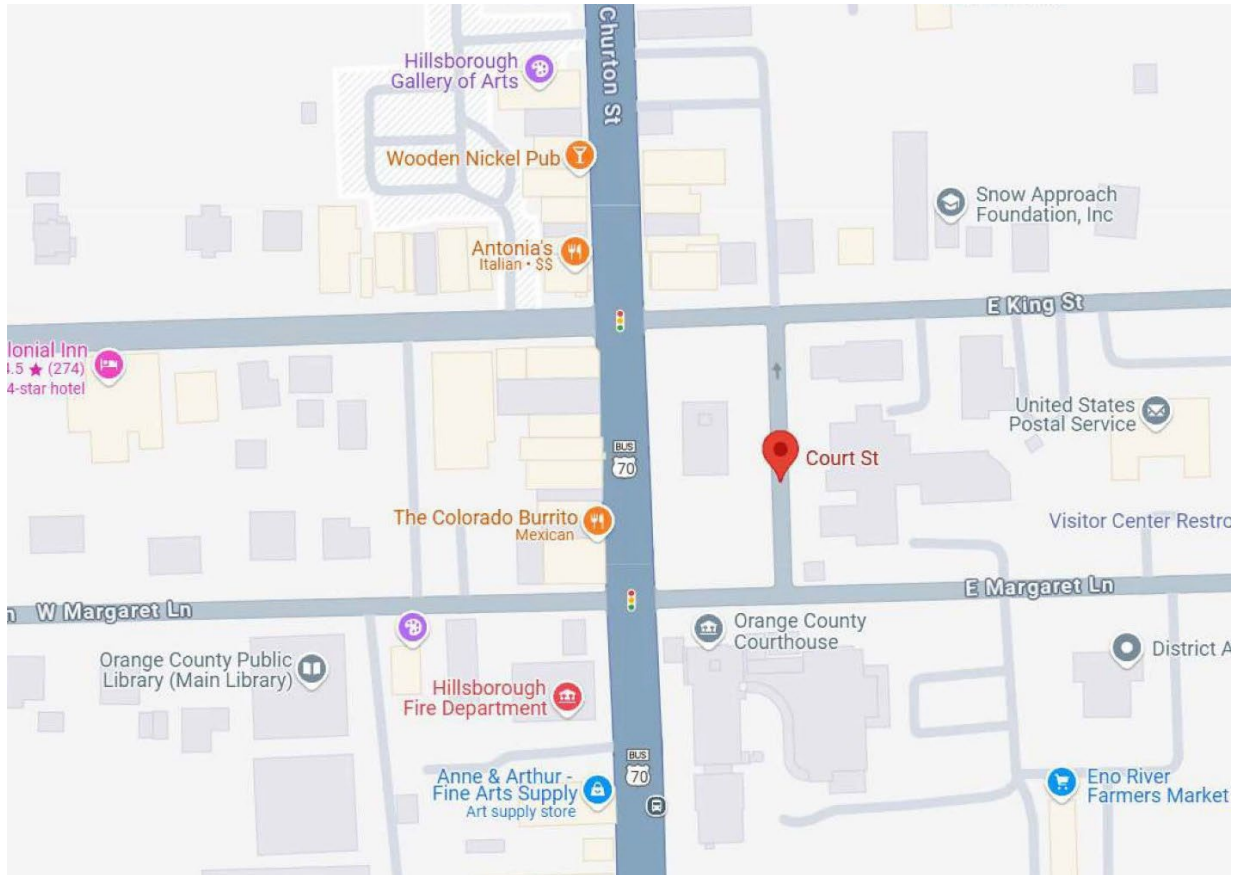
Approved with any conditions: _____

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

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

Requested Street Closure for Holiday Tree Lighting Ceremony

Close the entire length of Court Street from E. King Street to E. Margaret Lane from 2:30 pm to 7:30 pm on Saturday, December 6th, 2025.





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2025 Light up the Night Hillsborough Holiday Parade

Attachments:

1. Special Event Permit Application
2. Holiday Parade Lineup
3. Holiday Parade Route

Summary:

The annual Hillsborough Holiday Parade will be held on Sunday, Dec. 7, from 4 to 6 p.m. Setup will begin at 1 p.m. and breakdown will be completed by 7 p.m. Organizers estimate about 5,000 people to attend, with peak attendance between 4 to 7 p.m.

The lineup for floats and participants will be on North Churton Street from Hwy 70 to the intersection of Corbin Street, and then along East Corbin Street to North Mitchell Street. Lineup for the Elves on Parade race, which will precede the floats and community groups, will be on Mitchell Street between East Queen Street and Caine Street. The parade route will proceed down North Churton Street from the intersection of Corbin Street and take a left turn onto East Margaret Lane. From there, participants will either proceed along St. Mary's Road away from the parade or take North Cameron Street so that participants on floats can disembark safely.

Organizers are requesting road closures, traffic control, police coverage, and trash rollout carts. Churton Street will need to be closed from the intersection of Hwy 70 to Margaret Lane, and East Margaret Lane to South Cameron Street.

Financial impacts:

Low to moderate; departmental costs associated with Public Works and the Police Department for assistance with trash rollout carts, barricades, street sweeping, and police coverage.

Staff recommendation and comments:

Staff recommends approval. We are waiting for a finalized Certificate of Insurance.

Action requested:

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



TOWN OF
HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: "Light Up The Night" Hillsborough Holiday Parade

Event location address: Churton St. (from HWY 70 to Margaret St.), E. Corbin St, and N. Cameron

Date(s) of event: Dec 7, 2025

Event setup time: 1:00 pm Event hours: 4:00-6:00 pm Event breakdown: 6:00-7:00 pm

Date(s) of event: _____

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

EVENT ORGANIZER AND 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.com

On-site contact(s) during the 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 ☐ Public event on public property
☐ Private event on public property ☐ Public event on private property
☒ Street or greenway event (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
Holiday parade lineup starting at Hwy 70/N. Churton St. Parade begins at Corbin St/Churton St. and ends at East Margaret/Cameron. Running of Elves road race before the parade, begins at Mitchell Street to Corbin St., then joins parade route. Parade floats with riders that need to exit the entry/float will return via N. Cameron St. to E. Corbin. Those entries without riders who need to get off the float/entry will exit via St. Mary's Rd. (away from the parade route).

Estimated number of people who 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

For annual events, the estimated attendance of the last event of this kind: 5,000

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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

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

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

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

List name(s) of the vendors:

Drizzle D Donuts and possibly one more (not confirmed yet)

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

If yes, for what cause or organization? _____

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

Please explain: _____

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

Please explain: port-a-johns along parade route in adjacent parking lots

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

Will the event require any street closures or change in traffic flow? ☒ Yes ☐ No

Will the event require additional trash and recycling facilities? ☐ Yes ☒ No

Will you request that the town board sponsor specific services in conjunction with this event? ☒ Yes ☐ No

☒ Road closures

☒ Traffic control

☒ Police coverage

☐ Trash and recycling rollouts

Number of rollouts TBD by Public Works _____

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

Note: A street map and Gold Park map are available on the town's website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure themselves during the course of the event. Events occurring on public property (town or county) are required to carry event liability insurance with the public property owner listed as "additionally insured."

Copy of event liability Certificate of Insurance is attached: ☐ Yes ☒ No

Name of insurance company providing liability coverage for the event:

West Bend Mutual Insurance Company

Contact information for broker/agent providing coverage:

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

EVENT PROPERTY USE PERMISSION

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

Name of property owner

Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

12b8a5d0-9747-4949-
be0c-4708942d57b9

Digitally signed by 12b8a5d0-9747-4949-
be0c-4708942d57b9
Date: 2024.09.12 11:51:11 -04'00'

Applicant signature

9/24/2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 9/24/2025 Fee paid: JHCL44DQLXDate information emailed out: 10/20/2025**Permit Status**Approved: ☐ Yes ☐ No

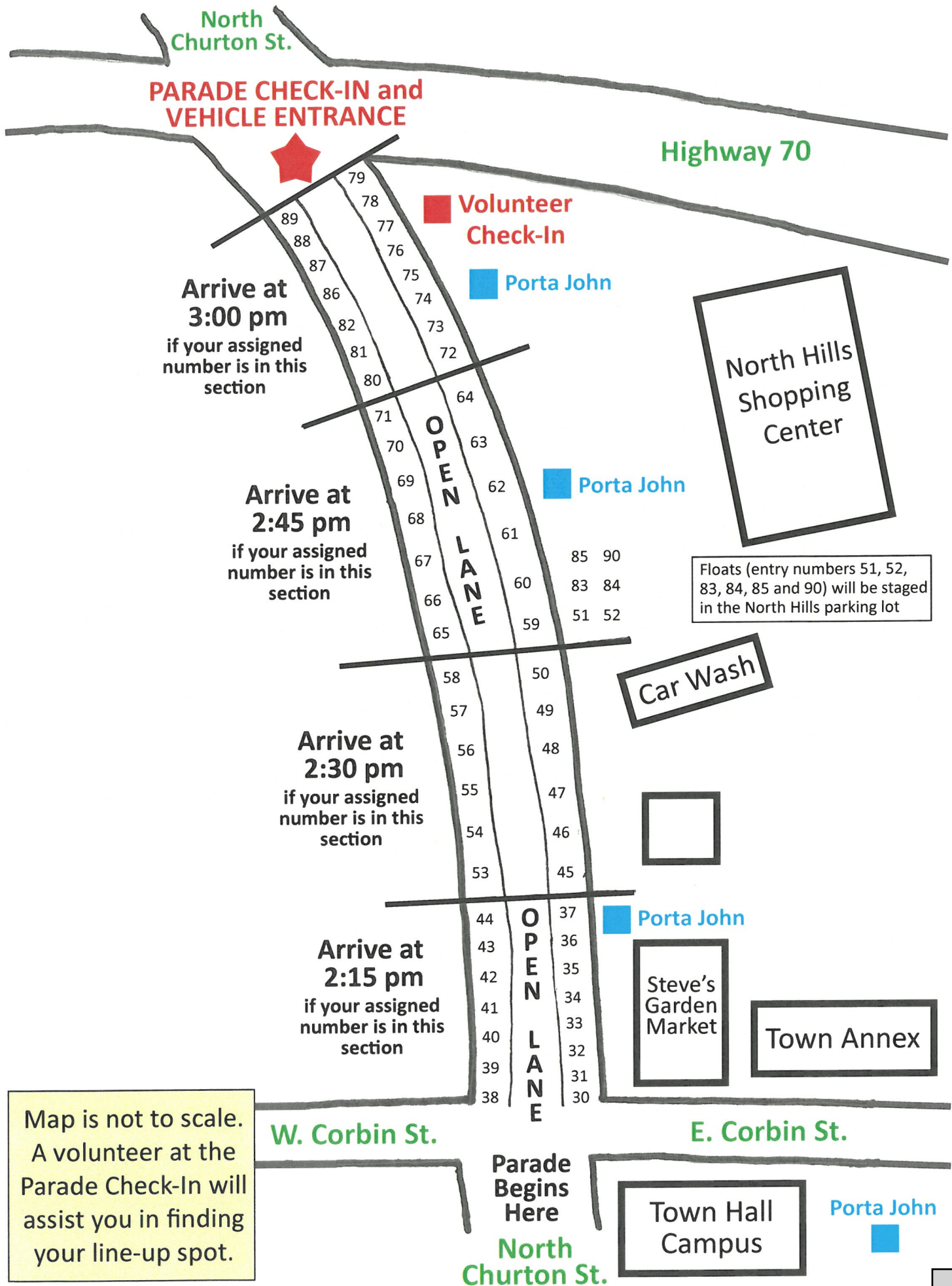
Explanation: _____

Date permit issued: _____

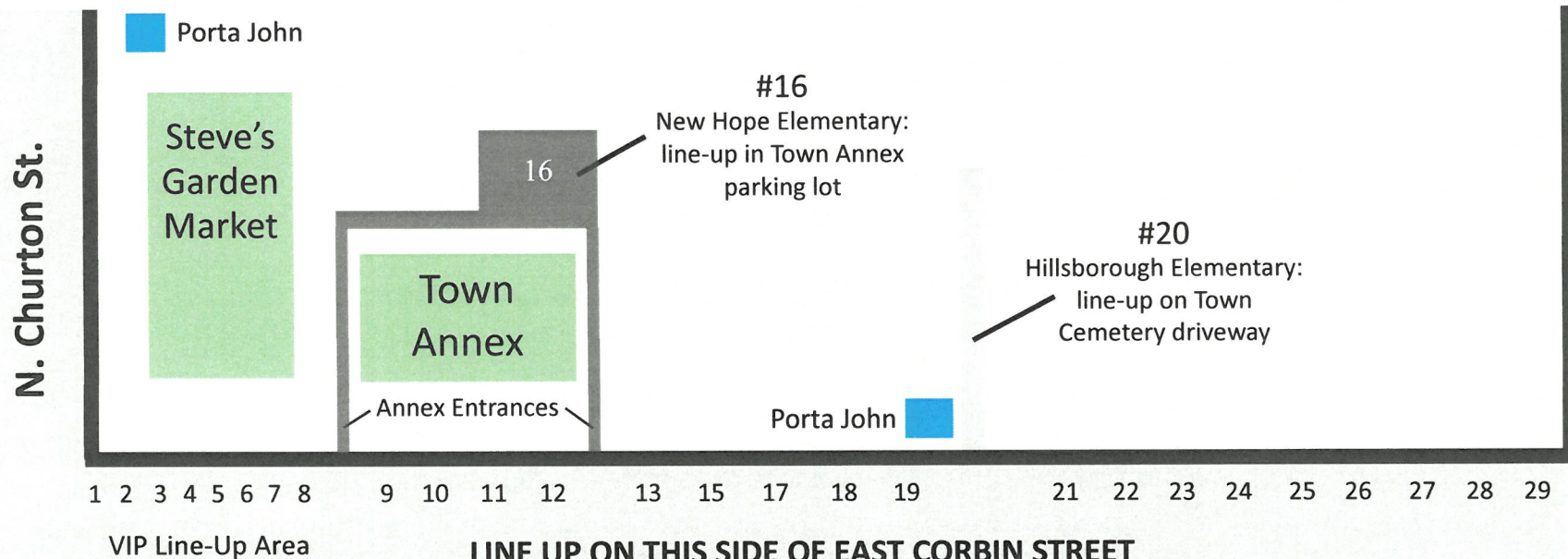
Approved with any conditions: _____

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

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



Map is not to scale.
A volunteer at the
Parade Check-In will
assist you in finding
your line-up spot.

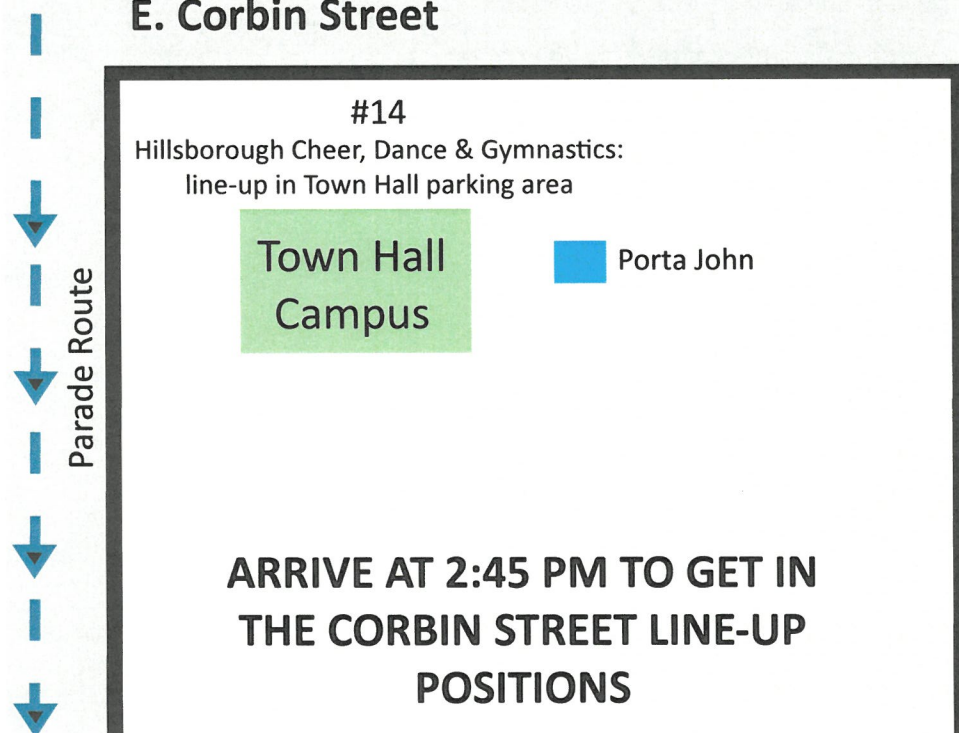


**LINE UP ON THIS SIDE OF EAST CORBIN STREET
and leave other lane clear for cars to pass**

Parade Check-In



E. Corbin Street

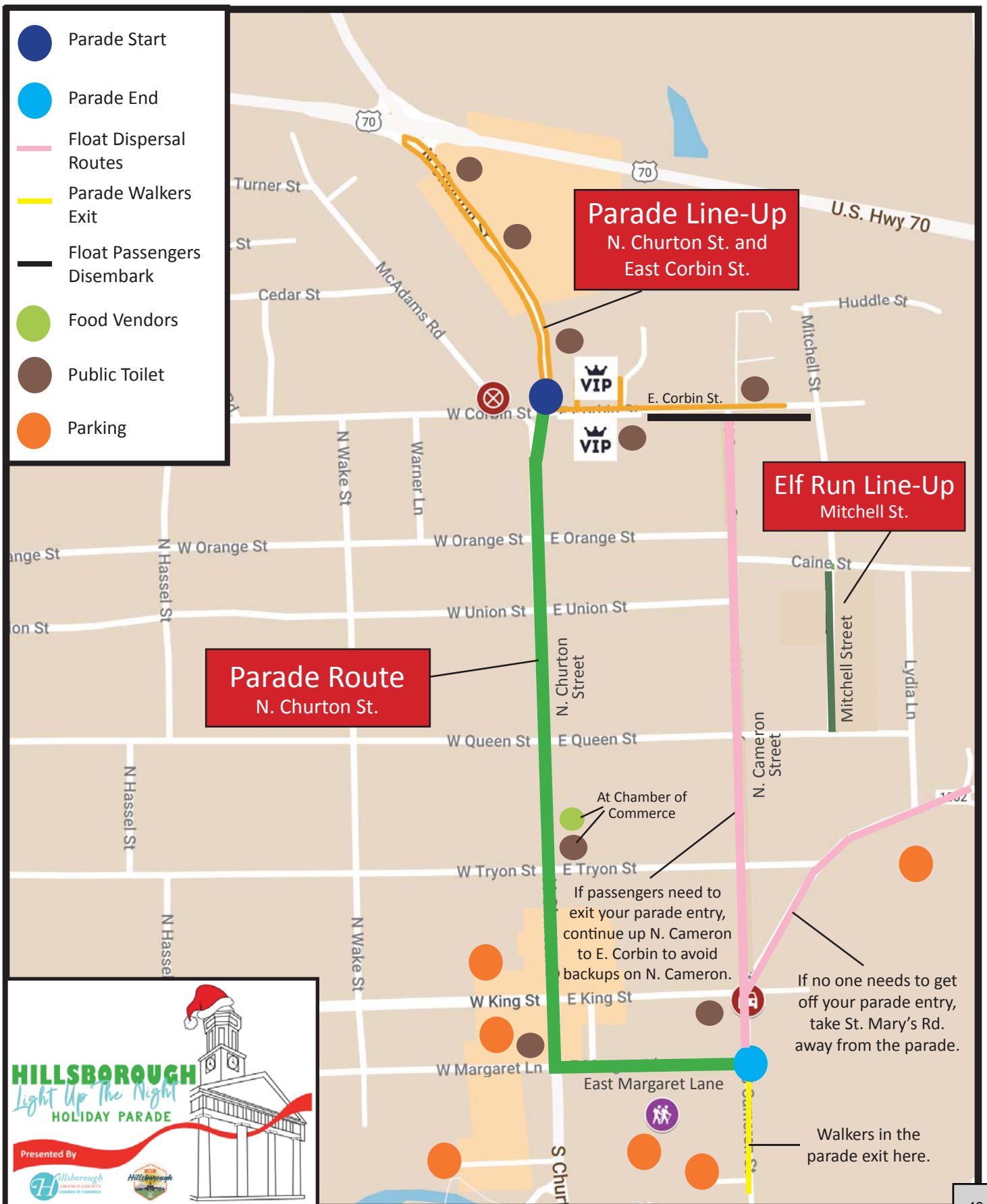


TO GET TO THE LINE-UP AREA
Take Lydia Lane to Caine Street. Then take Caine St. to Mitchell St. to E. Corbin St. (Mitchell St., south of Caine St., will be closed for the Elf Run line-up.) **DO NOT** take N. Churton St. to E. Corbin St. There is not enough room to turn a vehicle to get into the line-up from that direction. EXIT using N. Cameron Street.

N. Mitchell St.

2025 Hillsborough Holiday Parade Map

www.hillsboroughchamber.com





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Community Services
Agenda Section: Regular Agenda
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Assistant Town Manager Matt Efir
Engineering Services Manager Bryant Green, PE
Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Water Extension to Residential Subdivision on N.C. 86 North

Attachments:

Site Plan for Proposed Residential Subdivision in Orange County's jurisdiction

Summary:

Orange County received a development application from Forestar Group, Inc for a 49-lot residential subdivision on N.C. 86 North. This development, adjacent to the Eno River Academy on the north side of town, is outside the town's recommended urban service boundary shown in Hillsborough's 2023 Comprehensive Sustainability Plan but is currently located in the urban service boundary. The developer inquired about the availability of public utilities. Staff is unable to definitively agree or decline to serve the development given its location outside of the proposed urban service boundary. The developer requested presentation of this item to the Board of Commissioners and is scheduled to be available for questions. This step also addressed a proposed condition of the Orange County rezoning process which would require a petition for town utility service.

From an engineering perspective, there could be some benefits to offering water-only service at this site. The town currently actively flushes water at a water quality flushing site at the Pathways Elementary school near the proposed development. Water flushed at this site is unbilled, nonrevenue water with no cost recovery. This flushing site is necessary to ensure water remains fresh in this part of the distribution system due to low demand. To potentially assist with this water turnover issue, the town did comment through the Hillsborough/Orange County courtesy plan review process that it may be able to provide water only service to this development due to the low density, without annexation, if the developer desires. This comment was informational in nature and was not an offer to serve. The developer was informed that the property was outside of the recommended urban service boundary in the comprehensive sustainability plan and that the town board would need to weigh in on the decision to serve it. Sewer capacity and access is much more challenging at this site, thus there has been no discussion of a full annexation and provision of utility service.

The comprehensive sustainability plan recommended a smaller urban service boundary area than what was established as the "primary service area" in 2001 with the "WATER AND SEWER MANAGEMENT, PLANNING AND BOUNDARY AGREEMENT" entered into with Orange County, OWASA, Chapel Hill, and Carrboro. The recommendation was made after the comprehensive sustainability plan research indicated that extending town services this far out into the county would result in service delivery issues and high infrastructure maintenance costs for the town over time. The plan recommended a smart growth policy which would encourage and

concentrate development closer to the existing urban core, within town limits and annexed areas, to avoid development sprawl, additional traffic issues at known problem intersections, and rising costs of running and maintaining water and sewer lines out into the county.

Town staff have been working on formalizing this recommended urban service boundary for adoption by the town board along with updated town code language, with some delays and updates needed due to changes in state law as well as federal funding setbacks. Adoption of the recommended urban service boundary is anticipated to come at a future meeting.

This residential subdivision is outside of the recommended urban service boundary, and the Hillsborough Board of Commissioners has rejected past annexation interests for this parcel due to its lack of proximity to town.

From a planning perspective, development should not be encouraged outside of town limits. If proposed, they should develop in the county on wells and septic systems or wait to be developed until municipal services are available. Giving some developments partial town services without annexation may cause issues with long term service delivery and future residents may feel misled after buying a home in what they think is the town limits, only to discover that they pay higher out-of-town water rates, and do not receive town trash pickup, etc.

The town is not being asked to judge the merits of the development or the proposed land use, which is within the jurisdiction of Orange County. However, if the project is to be approved by Orange County, the board should be aware of the potential financial and operational considerations that may benefit the town as a compliment to the potential negative impacts of traffic and sprawl that will occur if the development is approved whether the town is involved or not.

Financial impacts:

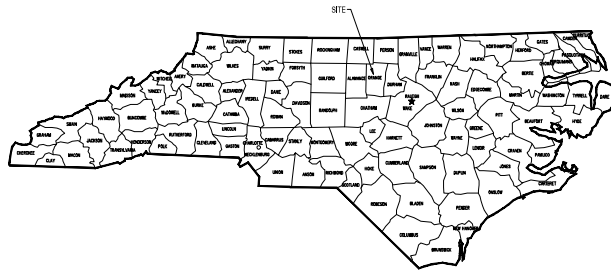
The proposed development would be obligated to pay System Development Fees and out of town water rates for domestic customers. This additional revenue could be used to cover associated capital and operational expenses. The town would not incur costs to extend service to the proposed development.

Staff recommendation and comments:

Receive a request from the developer for service and provide feedback.

Action requested:

Authorize staff to adjust the recommended urban service boundary to include the proposed project and provide water-only service or decline the developer's request for water-only service and proceed with finalizing the proposed boundary per the comprehensive sustainability plan.



SITE PLAN DOCUMENTS

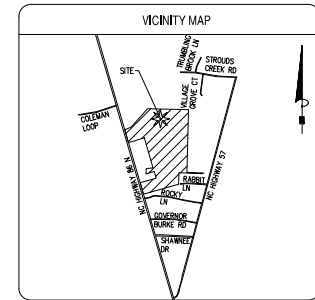
Proposed

HWY 86 SUBDIVISION

NC Hwy 86 N

Hillsborough, North Carolina

Orange County



DEVELOPER
Forestar, Inc.
Attn: Laura Haywood
8041 Arco Corporate Drive
Raleigh, NC 27617
(919) 804-7220
laurahaywood@forestar.com

SURVEY
Canoy Surveying
1154 Shonele Ln
Stem, NC 27581
(984) 377-2626
canoysurveying@gmail.com

ENVIRONMENTAL CONSULTANT
Spangler Environmental, Inc.
4338 Bland Road
Raleigh, NC 27609
(980) 308-9888
ward@spanglerenvironmental.com

TRAFFIC CONSULTANT
Bolton & Menk, Inc.
418 S Dawson Street
Raleigh, NC 27596
(919) 719-1800
allison.wise@bolton-menk.com

WELL DESIGNER
MacCONNELL & Associates, P.C.
501 Cascade Pointe Lane
Suite 103
Cary, NC 27513
(919) 467-1239
david@macconnellandassoc.com

LANDSCAPE ARCHITECT
Weston & Sampson Engineers, Inc.
424 S. Dawson Street
Raleigh, NC 27601
(978) 532-1900
steale.nicole@wseinc.com

CIVIL ENGINEER
Bowman North Carolina, Ltd.
4006 Barrett Drive
Suite 104
Raleigh, NC 27609
(919) 553-6570
donald.sever@bowman.com
FIRM# F-1445

CURRENT PROPERTY OWNERS
Estate of Lanie Brown (B.) Powell
C/O Hughes B. Powell Jr., Executor
P.O. Box 636
Smithfield, NC 27577
(919) 901-5374

Amy L. Powell
1234 Aken Street
Port Charlotte, FL 33952
910.895.1500
Jenny Powell Parks and Russell Michael Parks
560 Parkertown Road
Four Oaks, NC 27524
919.963.3733

DEVELOPMENT DATA	
LOCATION:	HWY 86 N
COUNTY:	HILLSBOROUGH, NC 27278
FILE:	090507000
DEED BOOK/PAGE:	6847 / 744
CURRENT ZONING:	AR
PROPOSED ZONING:	R-1D
ORIGINAL ACREAGE:	79.76 AC
AFTER FIRM DEDICATION ACREAGE:	78.30 AC
LAND CLASS:	VACANT
WATERSHED:	LOWER END UNPROTECTED
LOWER END UNPROTECTED HAS NO IMPROVED SURFACE LIMIT:	
PROPOSED USE:	SINGLE FAMILY RESIDENTIAL
ESTIMATED TRAFFIC GENERATED:	524 TRIPS/DAY
PROPOSED MINIMUM BUILDING SETBACKS:	
FRONT YARD:	20'
SIDE YARD:	10'
REAR YARD:	15'
CORNER YARD:	20'
MAXIMUM HEIGHT:	40 FT
MINIMUM WIDTH:	1/2" - 2" FROM STREET LEVEL
LOT ACREAGE:	
TOTAL NUMBER PROPOSED LOTS:	49
MAXIMUM PROPOSED DENSITY:	0.61 UNITS PER ACRE
MINIMUM PROPOSED LOT SIZE:	20,000 SF
MINIMUM PROPOSED LOT WIDTH:	40 FT
OPEN SPACE PROVIDED:	42.25 ACRES
% OPEN SPACE PROVIDED:	53.07%

COMMITMENTS

PLEASE SEE THE NARRATIVE OF ZONING CONDITIONS OFFERED INCLUDED IN THE SUBMITTAL PACKAGE

FIRE & LIFE SAFETY DIVISION: CHRIS PENDERGRASS
(919) 245-6125
cpendergrass@orangecountync.gov
SHERIFF: CHARLES S. BLACKWOOD
(919) 245-2900
csblackwood@orangecountync.gov

UTILITY PROVIDERS
ELECTRICITY - DUKE ENERGY
WATER - PRIVATE COMPANY (TBD)
SEPTIC - ON LOT
NATURAL GAS - PUBLIC SERVICE COMPANY OF NORTH CAROLINA

SOLID DISPOSAL SERVICES:
ORANGE COUNTY WASTE MANAGEMENT



Index of Drawings	
Sheet Number	Sheet Title
C1.0	COVER SHEET
C2.0	EXISTING CONDITIONS
C3.0	EXISTING OPEN SPACE AREAS
C4.0	PRELIMINARY SITE PLAN
L100	LANDSCAPE AND OPEN SPACE PLAN
L000	CONCEPT PLAN RENDERING

Bowman

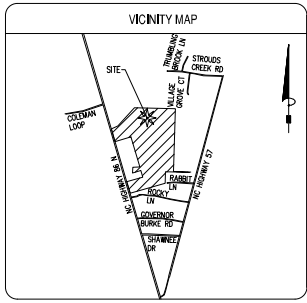
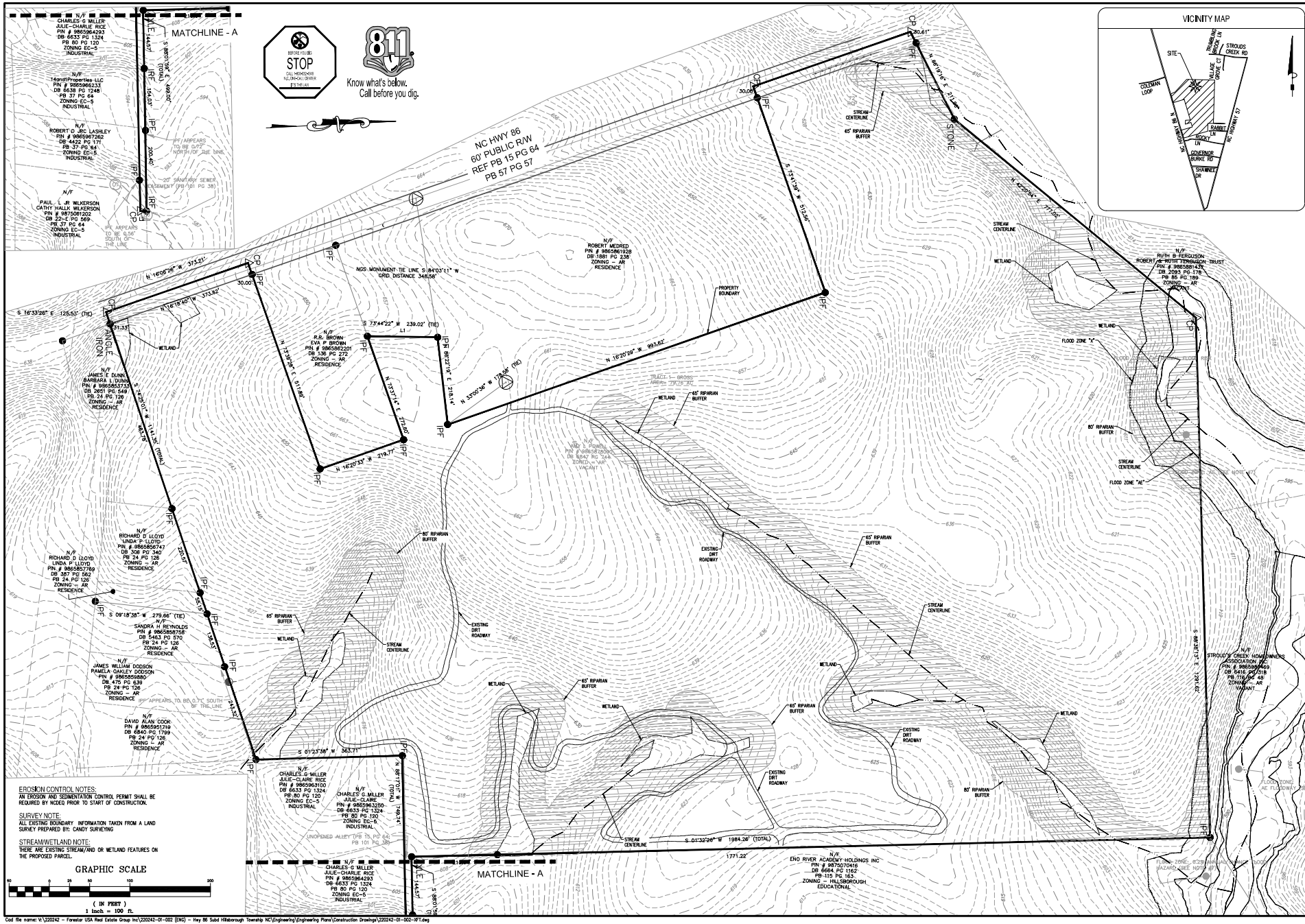
Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919) 553-6570
bowman.com
Bowman North Carolina Ltd.

COVER SHEET
Hwy 86
HIGHWAY 86 N
HILLSBOROUGH, NC
ORANGE COUNTY

PRELIMINARY
DO NOT
USE FOR
CONSTRUCTION



PLAN STATUS		
DATE	REVISED PER COUNTY'S COMMENT	
DATE	DESCRIPTION	
DC SIGN	DC DRAWN	DS CHKD
SCALE	HE VS	
No. 220242-01-002		
DATE SEPTEMBER 24, 2025		
No.		
C1.0		



Bowman

Bowman North Carolina Ltd.
4008 BARRETT DR
Suite 104
HILLSBORO, NC 27608
Phone: (919) 555-5570
bowman.com

EXISTING CONDITIONS
Hwy 86
HIGHWAY 86 N
HILLSBOROUGH, NC
ORANGE COUNTY

PRELIMINARY
DO NOT
USE FOR
CONSTRUCTION



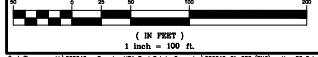
PLAN STATUS		
DATE	DESIGN	DESCRIPTION
9/24/25	DC	DESIGN
	DS	DS
	CHD	CHD
	SCALE	1" = 100'
	JOB No.	220242-01-002
	DATE	SEPTEMBER 24, 2025
	FILE No.	
	SHEET	C-2.0

EROSION CONTROL NOTES:
AN EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE
OBTAINED PRIOR TO START OF CONSTRUCTION.

SURVEY NOTE:
ALL EXISTING BOUNDARY INFORMATION TAKEN FROM A LAND
SURVEY PREPARED BY: CANTY SURVEYING

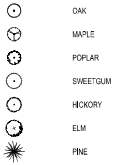
STREAM/WETLAND NOTE:
THERE ARE EXISTING STREAM/WETLAND FEATURES ON
THE PROPOSED PARCEL.

GRAPHIC SCALE



Plot file name: V:\220242 - Foxboro USA Race Little Group Inc\220242-01-002 (811) - Hwy 86 Sub Hillsborough Township, NC\Engineering\Engineering Plan\Construction Drawings\220242-01-002-V1.dwg

TREE SYMBOL LEGEND



INDIVIDUAL TREES IDENTIFIED WERE ALL HARDWOOD SPECIES GREATER THAN 18" DBH AND PINE SPECIES GREATER THAN 12" DBH ANYWHERE ON SITE, OR ALL TREES GREATER THAN 12" IN ANY PROTECTED BUFFER AREA.

TOTAL SITE AREA: 78.3 ACRES
PRIMARY OPEN SPACE: 17.4 ACRES (22.25%)



THIS PROPERTY WAS PREVIOUSLY OPEN FIELD OR PASTURE LAND IN THE CENTER OF THE SITE. A MAJORITY OF LARGE TREES ALONG THE EDGES WERE DESTROYED BY AN F3 TORNADO IN 1992. EVIDENCE OF THIS DAMAGE IS STILL VISIBLE TODAY WITH THE NUMBER OF FALLEN TREES AND NATURAL LOGS SCATTERED IN THE WOODED AREAS. THE EXISTING TREES TO REMAIN ON SITE ARE PREDOMINATELY SMALL HARDWOODS RANGING FROM APPROXIMATELY 20" TO 38" DBH, NO UNIQUE OR EXCEPTIONALLY LARGE TREES HAVE BEEN IDENTIFIED IN AREAS THAT ARE PROPOSED TO BE DEVELOPED.



Call the number 1-800-4-A-DIG or 1-800-4-A-DIG for more information.

Bowman

Bowman North Carolina Ltd.
4008 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919) 555-5870
bowman.com
Bowman North Carolina Ltd.

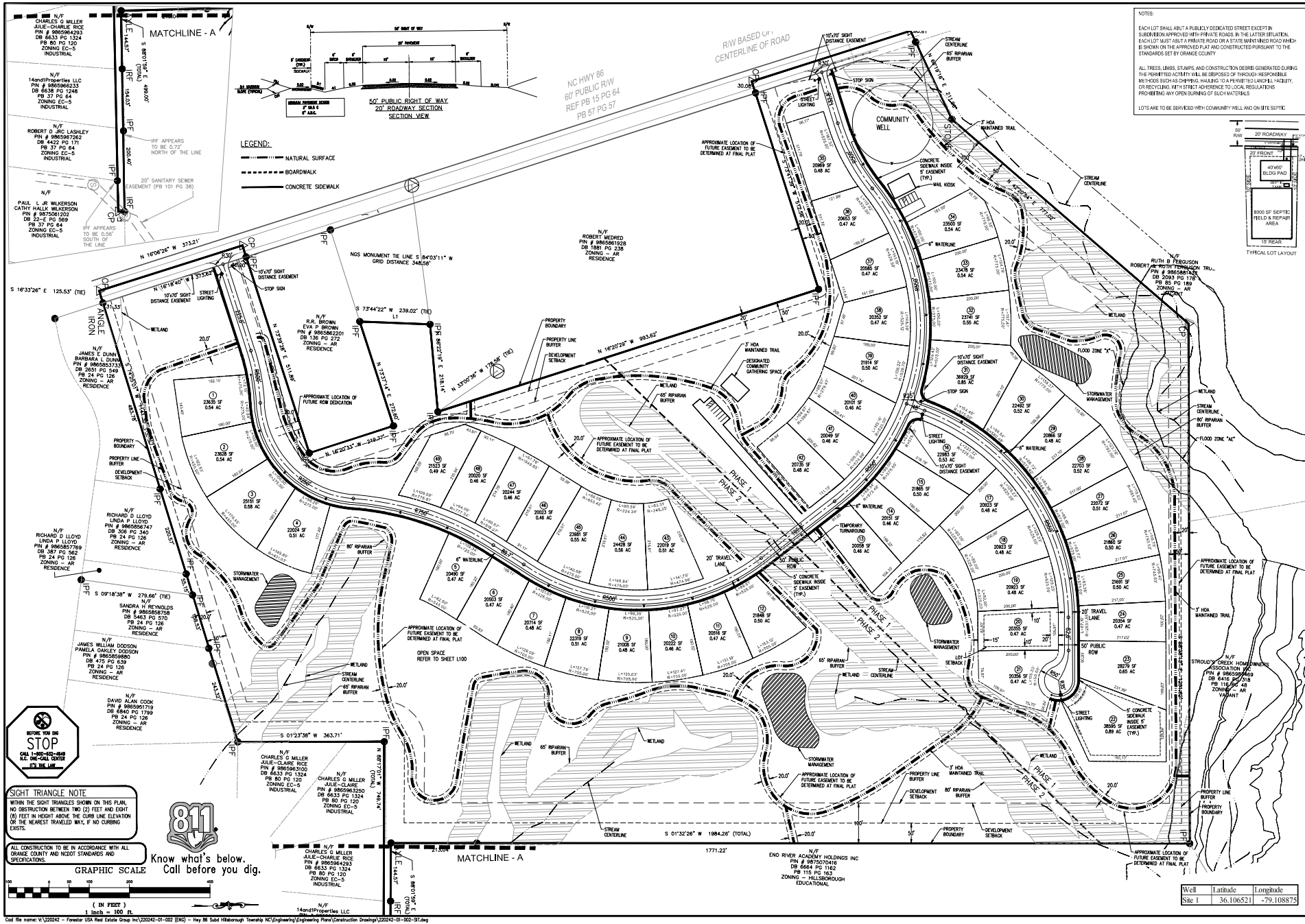
EXISTING OPEN SPACE AREA PLAN

Hwy 86
HIGHWAY 86 N
HILLSBOROUGH, NC
ORANGE COUNTY

Weeks & Simpson

Water & Land Engineers, Inc.
425 E. Green Street
Raleigh, NC 27601
754-252-1900
www.weeksandsimpson.com

PLAN STATUS		
DATE	REVIEW	APPROVAL
DATE	DESCRIPTION	
NS	DESIGN	RC
NS	DRAWN	CHKD
SCALE	1" = 100'	
JOB No.	220242-01-002	
DATE	SEPTEMBER 24, 2025	
FILE No.		
SHEET	C2.1	



Bowman

Bowman North Carolina Ltd.
4008 BARRETT DR
Suite 104
HILLSBOROUGH, NC 27609
Phone: (919) 555-6079
bowman.com
Bowman North Carolina Ltd.

PRELIMINARY PLAN OF

Hwy 86
HIGHWAY 86 N.
HILLSBOROUGH, NC
ORANGE COUNTY

PRELIMINARY
DO NOT
USE FOR
CONSTRUCTION

PLAN STATUS

DATE	DESCRIPTION
DC DESIGN	DC DESIGN
DS DRAWING	DS DRAWING
FILE NO.	FILE NO.

DATE SEPTEMBER 24, 2025

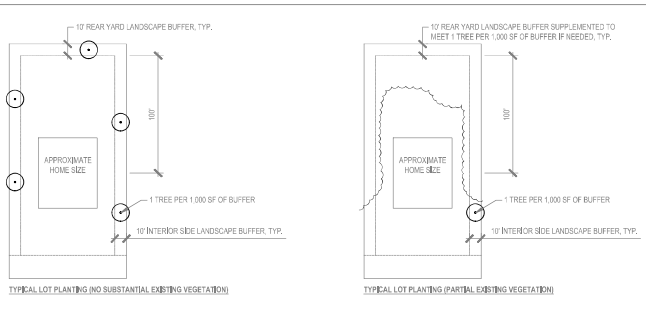
FILE No. C3.0

PLAN STATUS

DATE	DESCRIPTION
DC DESIGN	DC DESIGN
DS DRAWING	DS DRAWING
FILE NO.	FILE NO.

DATE SEPTEMBER 24, 2025

FILE No. C3.0

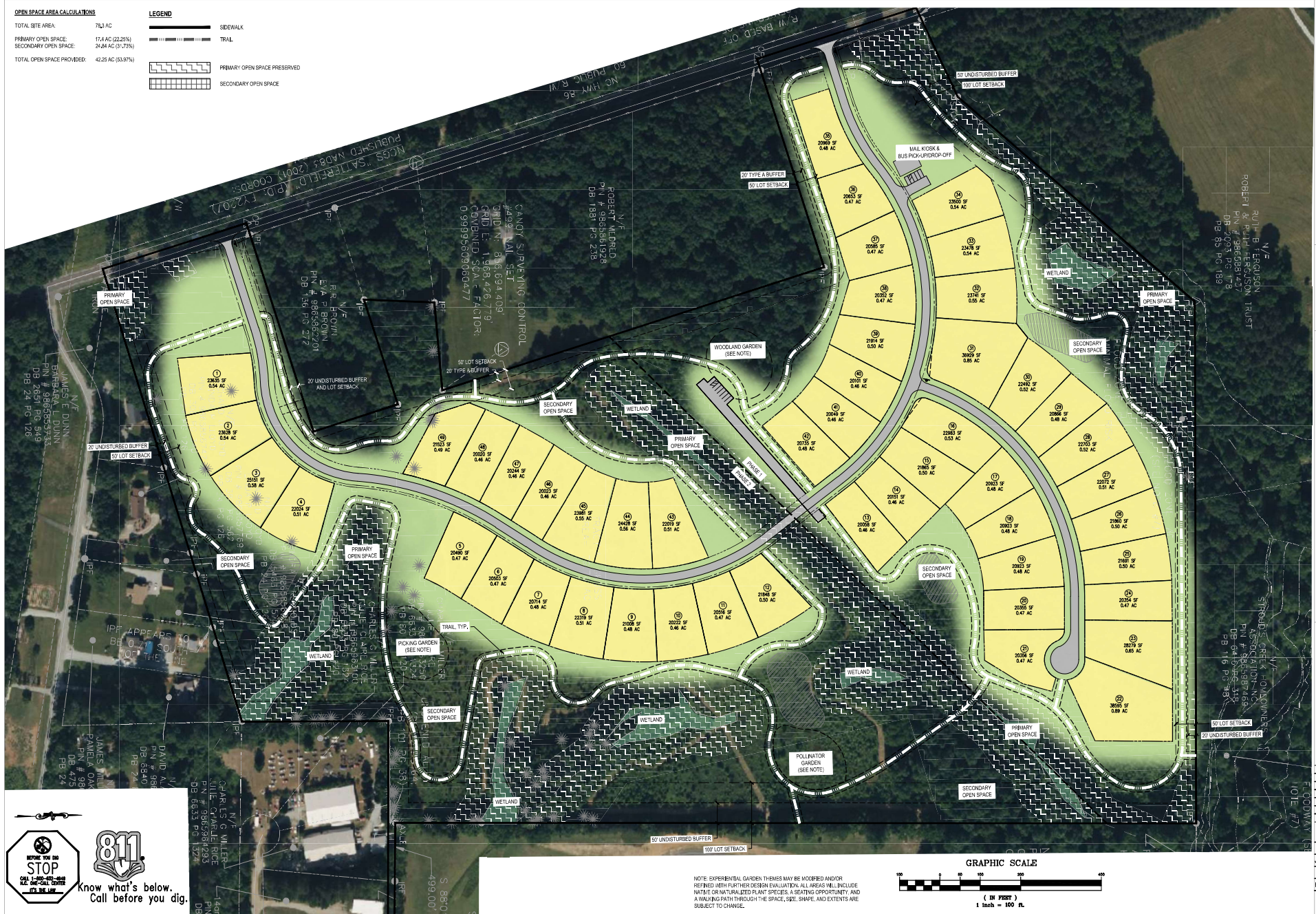


OPEN SPACE AREA CALCULATIONS

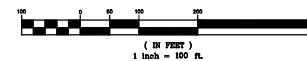
TOTAL SITE AREA: 78.3 AC
 PRIMARY OPEN SPACE: 11.4 AC (22.25%)
 SECONDARY OPEN SPACE: 24.34 AC (31.07%)
 TOTAL OPEN SPACE PROVIDED: 42.25 AC (53.97%)

LEGEND

— SIDEWALK
 - - - - - TRAIL
 [Pattern] PRIMARY OPEN SPACE PRESERVED
 [Pattern] SECONDARY OPEN SPACE



GRAPHIC SCALE



NOTE: EXPERIMENTAL GARDEN THEMES MAY BE MODIFIED AND/OR REFINED WITH FURTHER DESIGN EVALUATION. ALL AREAS WILL INCLUDE NATIVE OR NATURALIZED PLANT SPECIES. A SEATING OPPORTUNITY AND A WALKING PATH THROUGH THE SPACE, SIZE, SHAPE, AND EXTENTS ARE SUBJECT TO CHANGE.



Call the number 811 or visit the website 811.org. The number 811 is a toll-free number that can be used to request utility location information. The website 811.org is a website that provides information about the 811 service.

Bowman

Bowman North Carolina Ltd.
 4008 BARRETT DR
 Suite 104
 RALEIGH, NC 27609
 Phone: (919) 555-5872
 bowman.com
 Bowman North Carolina Ltd.

CONCEPT OPEN SPACE RENDERING

Hwy 86
 HIGHWAY 86 N
 HILLSBOROUGH, NC
 ORANGE COUNTY

Weeks & Simpson

Weeks & Simpson Engineers Inc.
 421 E. Green Street
 Raleigh, NC 27601
 919.252.1900
 www.weeksandsimpson.com

PLAN STATUS			
DATE	BY	REVIEWED BY	COMMENTS
DATE	DESCRIPTION		
NS	NS	RC	
DESIGN	DRAWN	CHKD	
SCALE	1" = 100'		
JOB No. 220242-01-002			
DATE SEPTEMBER 24, 2025			
FILE No.			
SHEET L000			



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Nov. 24, 2025

Attachments:

None

Summary:

Possible topics for the Nov. 24 work session include:

- Strategic Plan update.
- Urban Service Boundary approval.
- Closed session to conduct the town manager's annual evaluation.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 10, 2025
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report

October 2025

Budget

- FY27 budget development has begun. Capital Improvement Plan requests are due mid-November.
- Water & Sewer rate structure study is on-going.

Communications

- Website — Changed about Water Alerts page to Emergency Alerts page.
- Utilities Outreach — Bill message on irrigation rules and water theft. Bill insert on spray irrigation and calling 811 before digging.
- Government 101 —
 - Statistics — Attracted 35 applicants and engaged 29 participants (30 and 24, respectively, in 2024). Had 23 participants miss two or fewer sessions (22 in 2024).
 - Changes included — Starting with transportation planning and communications. Ending with a panel discussion with elected leaders on decision-making and adding dinner to the last session. Increasing sessions from seven to eight.
 - Changes we are considering — Returning to shorter sessions, with most reduced to 1.5 hours instead of 2. Returning to providing a staff overview of the town's structure at the first session, with Strategic Plan and Community Survey included. Returning to a session that combines public space, sustainability and transportation planning.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payroll.
- Quarterly employee newsletter.
- Annual employee appreciation picnic.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Job ad closed 10/28.
Information Technology Manager	Started: 10/20.
Police Officer	Continuous Recruitment.
Utility Maintenance Technician I	Started 10/6.

Diversity, Equity and Inclusion:

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

Information Technology

- New IT Manager, Chris Johnston, being onboarded and is getting up to speed on active projects and other IT operational needs.

Safety and Risk Management

- Completed the second quarter DOT & Random drug testing.
- Completed the first quarter Safety & Risk Quarterly Report.
- Updated and uploaded the new Safety & Risk Incident Reporting forms onto the share drive.
- Updated and uploaded the new Volunteer Waiver form onto the Share drive.



Hillsborough Police Department

Q3 (July – September) 2025 Summary

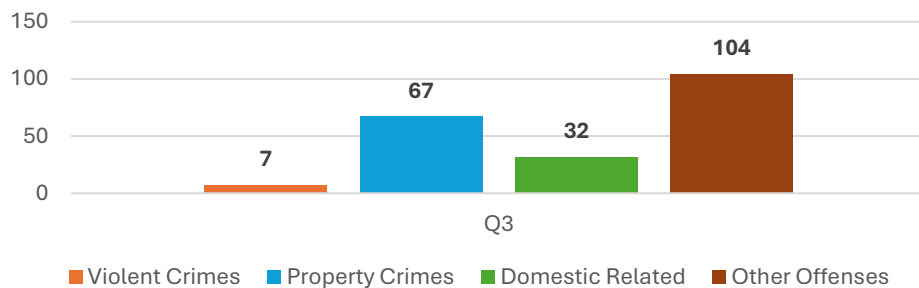


Total Activity:

1,320 Dispatched Calls
3,307 Self-Initiated

Reported Incidents	Q3	%
Violent Crimes	7	3%
Property Crimes	67	32%
Domestic Related	32	15%
Other Offenses	104	50%
Total	210	100%

Reported Incidents

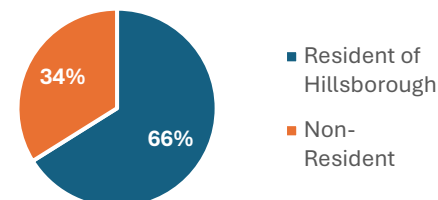


“Other Offenses” refers to a variety of reported activity including but not limited to drug offenses, alcohol violations, simple assault, fraud, vandalism and disorderly conduct.

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

Arrest Summary: 59 Total Arrests

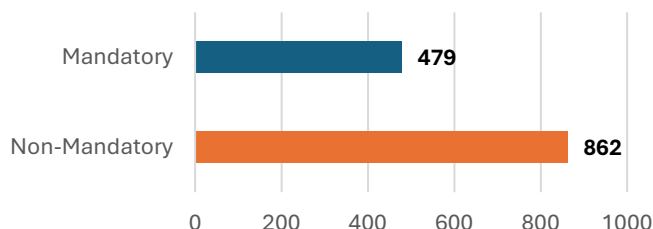
Residency of Arrestees



Arrest Summary	Q3	%
Custodial Arrest	27	46%
Citation/Summons	6	10%
Warrant Service	26	44%
Total Arrests	59	100%

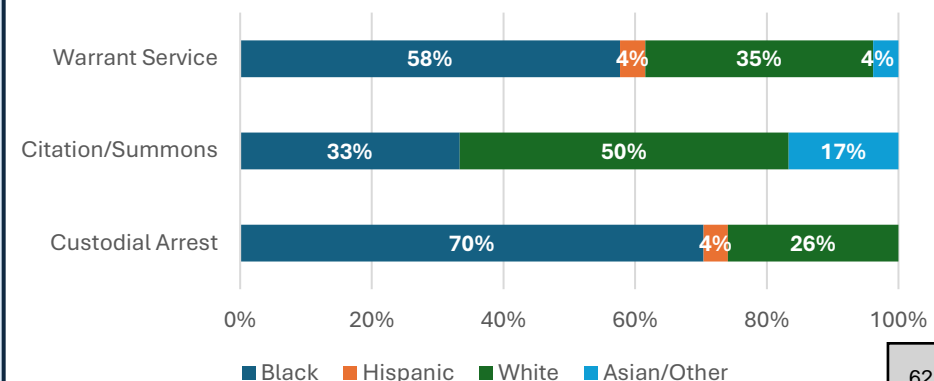
Training and Community Engagement

Training Hours

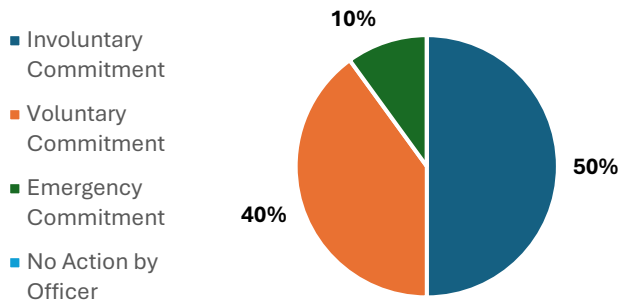


28
Community
Engagement
Events
Attended

Arrests by Type and Race

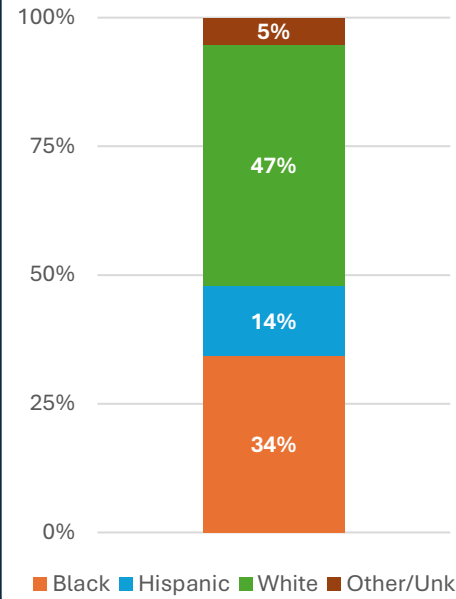


Mental Health Outcomes



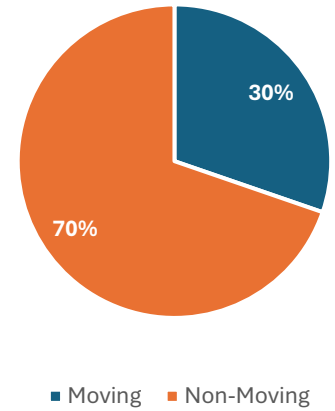
Mental Health:
10 Total Outcomes

Traffic Stops by Race



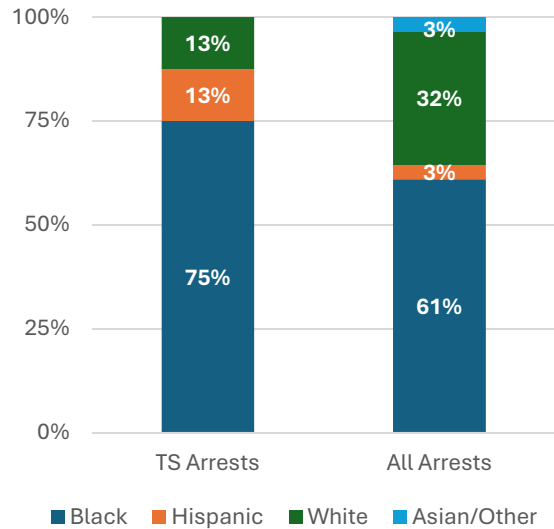
Traffic Stop Data:
251 Total Stops

Moving vs Non-Moving

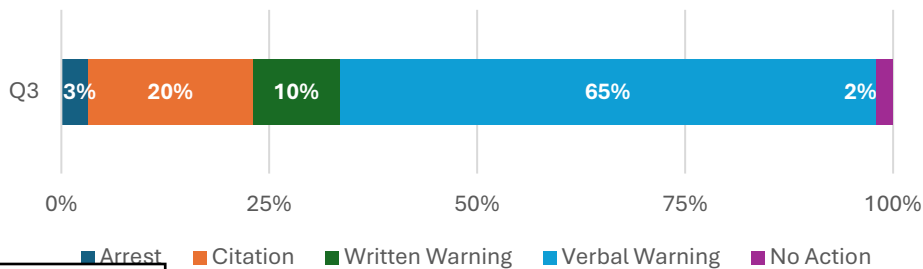


Traffic Stop Enforcement:
8 Traffic Stop Arrests vs 59 Total Arrests

TS Arrests vs All Arrests by Race



Enforcement Actions

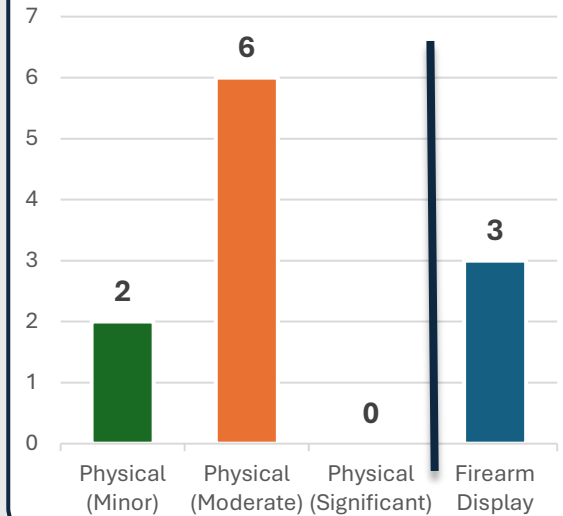


Internal Accountability Reviews

Q3

Response to Resistance Reviews	11
PEWS	0
Safety/Accident	0
Complaints	1
Pursuit/Refuse to Stop	2
Internal/Admin	1
Total	15

Responses to Resistance



Internal Accountability and Use of Force
8 Uses of Force and 3 Preventative Displays

63



Public Works Report: October 2025

Work Orders

51 completed

Public Spaces

101 staff hours

Stormwater Maintenance

128 Storm drains cleaned, 960 linear ft, and 78 staff hours

Inspections

6 Utility inspections, 3 sidewalk inspections, and 4 driveway inspections

Special Events

Last Friday's 3 staff hours, 3 staff hours for running club event, and 3 staff hours for river park concert

Training

3 staff completed training through NEOGOV

Cemetery

1 grave marked

Asphalt Repairs

1 utility cut



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Nov. 2025 (covering Oct. 2025)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none">Dredging of the alum pond is completed for the year.
WWTP	<ul style="list-style-type: none">Getting River pumping station back online is of top priority. Carolina Civilworks has begun work on this job.Rep. Renee Price toured the plant and pumping station on October 17.Deputy Utilities Director of Water Treatment Jeff Mahagan reports that the WWTP plant is running very well. The average Total Nitrogen concentration in September was 1.67 ppm and the Total Phosphorous was 0.218 ppm. So far in October continued with similar concentrations.No credible information to report on the Falls Lake Rules Readoption. Currently, the State is reviewing the UNRBA lake model results to evaluate nutrient removal needs from the wastewater plants. We hope to hear something back from the State soon.Some projects such as the treatment basins grit removal project and asphalt sealing project have been delayed until spring. We do not want these projects to interfere with the River PS repairs.
West Fork of the Eno Reservoir	<ul style="list-style-type: none">The reservoir is at approximately 51' as it was lowered some in anticipation of another storm which ended up a non-event. 53' is the normal Phase 2 pool elevation.On Oct. 6 inspections of both WFER and LBJ were performed by our dam consultant. WFER has some spillway washout which preliminarily will be costly to repair. Further investigations are warranted, and a CIP project will be added to the next budget.<ul style="list-style-type: none">Part of the noted issues were caused by TS Chantal. As such, we are including the information in our public assistance expected reimbursement request.
Misc	<ul style="list-style-type: none">The Lawndale sewer rehabilitation project should be kicking off in late November, early December. Customer notices for the area should go out late next week.Draft HMGP applications were uploaded to the state system for the River PS and the Starfield BPS.We have received a valuation for the intended Starfield BPS site and will discuss with the property owner. Final easement exhibits have been received for River PS site and we are considering utilizing the property acquisition subconsultant to perform negotiations with the impacted owners, including the school board.A request for FEMA public assistance was submitted to the state for TS Chantal damages. A scoping meeting and site inspections have been held with FEMA and state representatives.



TOWN OF
HILLSBOROUGH

	<ul style="list-style-type: none">• Additional documentation for STAG funding for Starfield Booster Station has been finalized and will be submitted shortly.• An annual notice is required to be sent to all customers with unknown service line material as part of the federal and state lead service line inventory requirements. The initial letters were sent a year ago and as we work to identify private side service line materials, have reduced the initial number of letters mailed. The next round of remaining unknown service line material letters is due by December 31 and will be to approximately 2,100 customers. The town is keeping an eye out for grant opportunities to assist with service line identification. The final inventory is due in late 2027.
Staffing	<ul style="list-style-type: none">• We are fully staffed yet a few staff members will be out on FMLA over the next few months.• The Utilities Director will be out intermittently using FMLA or vacation and working remotely through the end of the year.• Nathan Cates and Jacob Hamlin obtained their A-Surface water operator certifications! This is the highest certification for water operators and a very complex test to pass! Joey Smith obtained the highest level of biological wastewater operator certification (Grade IV) and has been reclassified to Operator 3!• The Utilities Director and Deputy Utilities Director of Water Treatment attended the NC One Water conference to attend technical sessions, earn continuing education and network with peers.