

Agenda

Board of Commissioners Regular Meeting

7:00 PM March 10, 2025

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



This meeting will be live streamed on the
[Town of Hillsborough YouTube channel](#)

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

- [A.](#) Introduction of recently hired police corporals Bradley Solomon and Ian Cantrell and public reaffirmation of their oaths of office

5. Appointments

- [A.](#) Parks and Recreation Board – Reappointment of Wendy Kuhn for a term expiring April 1, 2028
- [B.](#) Parks and Recreation Board – Appointment of Todd Cayton for a term expiring March 11, 2028
- [C.](#) Tree Board – Appointment of Matthew Archibald for a term expiring March 11, 2028
- [D.](#) Historic District Commission – Appointment of William Warren for a term expiring March 31, 2028
- [E.](#) Historic District Commission – Reappointment of Hannah Peele for a term expiring March 31, 2028

6. Items for decision – consent agenda

- [A.](#) Minutes
 - Regular meeting Feb. 10, 2025
 - Work session Feb. 24, 2025
- [B.](#) Miscellaneous budget amendments and transfers
- [C.](#) Waterstone South Masterplan Unit Numbers Shift
- [D.](#) Resolution Supporting Hillsborough's Immigrant Communities

7. Items for decision - regular agenda

- [A.](#) Police Department Update and 2024 Summary
- [B.](#) Repeal of 45 Miles Per Hour Speed Limit on U.S. 70 (Cornelius Street)
- [C.](#) Continued discussion of potential America 250th Anniversary Celebrations
- [D.](#) Hot topics for work session March 24, 2025

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

8. Updates

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

9. Closed session

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

10. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 10, 2025
Department: Police
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Police Chief Duane Hampton and Major Jason Winn

ITEM TO BE CONSIDERED

Subject: Introduction of recently hired police corporals Bradley Solomon and Ian Cantrell and public reaffirmation of their oaths of office

Attachments:

None

Summary:

Recently hired police corporals Bradley Solomon and Ian Cantrell will be introduced to the board and will publicly reaffirm their oaths of office as administered by the mayor.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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 – Reappointment of Wendy Kuhn for a term expiring April 1, 2028

Attachments:

Application

Summary:

Wendy Kuhn is recommended to be reappointed for a second three-year term. Kuhn has served on the Parks and Recreation Board for one full term.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Wendy Kuhn to a term beginning April 1, 2025, and ending April 1, 2028.



TOWN OF HILLSBOROUGH

Advisory Board Application

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

Name:

Wendy Kuhn

Home address:

709 Lorentello Circle, Hillsborough, NC 27278

Home phone number:

9196051069

Email address:

Wendylkuhn@gmail.com

Place of employment:

Break Through Consulting, LLC

Job title:

Owner

Birth date:

Dec. 14, 1963

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tourism Board

Second choice — Parks and Recreation Board

Third choice — Tourism Development Authority

Reasons for wanting to serve:

I want to be a part of the Town I live in and believe my skills, talents and experience will serve the Town well. I am convinced I can make a difference for the Board should I be fortunate enough to be chosen.

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

No

Relevant work, volunteer or educational experience:

Town of Cary Solid Waste Management Advisory Committee

Meals on Wheels Durham Board member and immediate Past President

Extensive local and state government consulting experience

Small business owner -Break Through Consulting, LLC

Masters of Public Administration

Masters in Economics

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

I own a home in Fiori Hill in Hillsborough

Previously, I lived in Chapel Hill and was a frequent visitor to the town

I own my own small consulting business based out of my home

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

I have reviewed it. I am excited about the ambitions for the town and pleased to see the commitment to diversity, the town's character, and the environment and intrigued by the complex public policy challenges to be addressed, especially as we grow. Recognition of the very real practicalities of, for example, traffic is a clear indication of the commitment the Town has to real, practical, and also visionary adjustments to help this Town achieve its truest potential

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

Yes.. I think the strategy map is a good clear vision for the future. However, as with all plans, it is the measurable objectives, the implementation plan and the drive to get things done that make a difference. I feel like the framework is strong and I would be excited by the opportunity to be part of its implementation

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

I think all of the Boards are facing significant challenges especially in the areas of COVID response (and what the world will look like post COVID) and addressing racism and systemic injustice which must be seriously visited in each Board and strategies adopted to ensure that we are actively taking steps in Hillsborough to be anti racist.

How you heard about this opportunity:

Internet

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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 Todd Cayton for a term expiring March 11, 2028

Attachments:

Application

Summary:

Todd Cayton is recommended to be appointed for a three-year term. Cayton lives in Collins Ridge, a neighborhood that has not had previous representation on the Parks and Recreation Board.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Todd Cayton to a term beginning March 11, 2025, and ending March 11, 2028.



TOWN OF HILLSBOROUGH

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Personal Information

*** Full name**

Todd Cayton

*** Home address**

444 Flat River Run
HILLSBOROUGH NC 27278-2293

*** Primary phone**

336-404-0647

Secondary phone

****SKIPPED****

*** Email**

toddcayton@gmail.com

Employer

LexiaLearning

Job title

Professional Learning Facilitator

*** Birth date**

May 28, 1969

*** Gender**

Male

*** Preferred pronouns**

He/him/his

*** 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

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

Tourism Development Authority

and with a business collecting lodging tax

Tree Board
- Live in town

*** First choice board**

Parks and Recreation Board

Second choice board

Board of Adjustment

Third choice board

Planning Board

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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 previously served on a town board.

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

I moved to Hillsborough three years ago and love the community. I want to be a part of preserving its quaint atmosphere while also helping to plan for its future. I am also interested in finding ways to be more active and involved with the town. Serving on a board would provide an important and direct way for me to serve my community, become more involved and to have a part in future planning and growth.

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

While I have not served on any government boards, my previous work as a school principal and district-level administrator for the third largest school system in NC provides with a strong understanding of systems. I understand how each subsystem plays a part in the overall smooth functioning of the larger system. As a principal, I had to guide staff and school community in the creation of a vision for excellence and in the development and implementation of a long term plan with short term goals to reach that reality. In my work as a district-wide administrator, I had a similar challenge but on a larger scale. Each board in the town government serves a purpose of contributing to the larger vision of the town.

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

In addition to being a citizen, I currently serve as an active member of the Orange Community Players. We work to provide opportunities for citizens of Hillsborough and Orange County access to opportunities for performing arts.

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

I have reviewed many of the documents.

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

One of the boards I have an interest in is the Parks and Recreation board. I think Riverwalk is an amazing resource our town has. I think the plan to expand access to surrounding neighborhoods, such as Collins Ridge, is a great opportunity better connect the communities of Hillsborough. Not only does this increase opportunities for a healthier and more active town, it provides pedestrian access for surrounding neighborhoods to the businesses downtown. Another opportunity for growth is the addition of Occaneechi Speedway as part of the Eno River State Park. There are many opportunities to capitalize on this via the River Walk connection. In addition, there also remains other parks in the town that may not be as utilized as River Walk. I see opportunities for highlighting those parks and increasing utilization.

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

Town social media

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: March 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: Tree Board – Appointment of Matthew Archibald for a term expiring March 11, 2028

Attachments:

Application

Summary:

Matthew Archibald is recommended to be appointed for a three-year term. Archibald is a certified arborist who lives out of town but has special expertise that will benefit the Tree Board. Archibald often works in town and is interested in moving into town.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Matthew Archibald to a term beginning March 11, 2025, and ending March 11, 2028.



TOWN OF HILLSBOROUGH

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Personal Information

*** Full name**

Matthew Archibald

*** Home address**

511 Nowell Road
Raleigh NC 27606

*** Primary phone**

919-602-0791

Secondary phone

****SKIPPED****

*** Email**

matta@leaflimb.com

Employer

Leaf & Limb

Job title

Consulting Arborist

*** Birth date**

January 24, 1991

*** Gender**

Male

*** Preferred pronouns**

He/him/his

*** 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

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

Tourism Development Authority

and with a business collecting lodging tax

Tree Board
- Live in town

Water and Sewer Advisory Committee
- Be a water system customer

*** First choice board**

Tree Board

Second choice board

Tree Board

Third choice board

Tree Board

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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 before

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

I wish to engage in my community and educate the public on the importance of trees and engage in projects/planning/events that leave an impact on the tree canopy in the community

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

Yes. ISA Board Certified Master Arborist (SO-9960B) ISA Tree Risk Assessment Qualified 12 years of experience in the Arboricultural Field

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

I work in Hillsborough and currently I am looking for a house within the area

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

Yes

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

Tree Pruning, Planting, Protection, Healthcare, and other tree related subjects that could be addressed.

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

Other: Employer
Television

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: March 10, 2025
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Joseph Hoffheimer, Planner

ITEM TO BE CONSIDERED

Subject: Historic District Commission – Appointment of William Warren for a term expiring March 31, 2028

Attachments:

Board Service Application

Summary:

William Warren has requested appointment to the Historic District Commission. If appointed, he will fill a seat that became vacant on Feb. 24, 2025.

Warren has demonstrated a long-standing interest in smart growth and historic preservation. His five years of experience building community coordination and engagement technologies as well as his prior experience as an attorney will bring related professional expertise to the commission.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff comments and recommendation:

Staff recommends appointing Warren to the Historic District Commission.

Action requested:

Appoint William Warren to the Historic District Commission for a three-year term expiring March 31, 2028.

View results

Respondent
4 Anonymous

43:53
Time to complete

Personal Information

1. First name *

William

2. Last name *

Warren

3. Home address *

1219 Eno St
Hillsborough, NC 27278

4. Primary phone number *

8045133921

5. Secondary phone number

6. Email address *

w.s.warren12@gmail.com

7. Place of employment

Game7 DAO

8. Job title

Head of Product - Summon

9. Birth date *

11/12/1987

10. Gender *

- ☒ Male
- ☐ Female
- ☐ Non-binary or third gender
- ☐ Prefer not to say

11. What are your preferred pronouns? *

- ☒ He/him/his
- ☐ She/her/hers
- ☐ They/them/theirs
- ☐ Other

12. Are you of Hispanic, Latino or Spanish ancestry? *

- ☐ Yes
- ☒ No

13. Race *

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☒ White
- ☐ Other

14. Have you previously attended Government 101 (town academy for community members)? *

☐ Yes

☒ No

Board Selection

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

- Board of Adjustment
 - Live in town
 - Live in the extraterritorial jurisdiction area
- Historic District Commission
 - Live in town
 - Live in the extraterritorial jurisdiction area
- Parks and Recreation Board
 - Live in town
- Planning Board
 - Live in town
 - Live in the extraterritorial jurisdiction area
- Tourism Board
 - Own or operate a restaurant in town
 - Live, own property or be employed in town
- Tourism Development Authority
 - Be affiliated with a business collecting lodging tax
- Tree Board
 - Live in town
- Water and Sewer Advisory Committee
 - Be a water system customer

15. Which board would you be willing to serve on as first choice? *

☐ Board of Adjustment

☐ Historic District Commission

☐ Parks and Recreation Board

☒ Planning Board

☐ Tourism Board

☐ Tourism Development Authority

☐ Tree Board

☐ Water and Sewer Advisory Committee

16. Which board would you be willing to serve on as second choice? *

- ☐ Board of Adjustment
- ☒ Historic District Commission
- ☐ Parks and Recreation Board
- ☐ Planning Board
- ☐ Tourism Board
- ☐ Tourism Development Authority
- ☐ Tree Board
- ☐ Water and Sewer Advisory Committee
- ☐ None

17. Which board would you be willing to serve on as third choice? *

- ☐ Board of Adjustment
- ☐ Historic District Commission
- ☒ Parks and Recreation Board
- ☐ Planning Board
- ☐ Tourism Board
- ☐ Tourism Development Authority
- ☐ Tree Board
- ☐ Water and Sewer Advisory Committee
- ☐ None

Short Answer Questions

18. Have you served or are you serving on a town board? If so, which ones and when? *

I have not.

19. What are some reasons you'd like to serve on a town board? Is there anything specific you'd like to accomplish in your time serving? *

Greater involvement in the community. Making sure that Hillsborough can find a balance between its historic small-town feel, growth, and affordability.

20. Do you have any relevant work, volunteer or educational experience you can share with us for the boards you selected? *

Have a long standing interest in smart growth and historic preservation. Have spent the last 5 years building community coordination and engagement technologies. Previously, a corporate attorney.

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

I live and work (from home) in Hillsborough. Our kids go to daycare here and use the parks. We do lots of shopping and eating downtown.

22. Have you reviewed other town documents, and what are your thoughts about them? Possible documents include the budget, Strategic Plan, Comprehensive Sustainability Plan, small area plans, and utilities (water and sewer) materials. Documents are available on the town website, hillsboroughnc.gov. *

Yes, several of these. I generally like where Hillsborough has invested its tax dollars to provide a safe, livable town with a focus on environmental stewardship. I think the Comprehensive Sustainability plan reflects that Hillsborough still has work to do on creating more affordable housing and reaching its environmental goals.

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

I think there's always some tension between maintaining a historic-feel, sustainability, growth, and affordability that need to be navigated through good zoning and planning.

24. How did you hear about this opportunity? *

- ☐ Current volunteer
- ☐ Town staff member or elected official
- ☒ Town website
- ☐ Town social media
- ☐ Other social media
- ☐ Newspaper
- ☐ Radio
- ☐ Television
- ☐ Other

25. 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.

For the complete code, view the Hillsborough Code of Ordinances Chapter 3, Article 8: Appointed Boards, Task Forces and Authorities, available through the town website, hillsboroughnc.gov.

Check the box to confirm understanding of the attendance policy: *

☒ Confirm



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Joseph Hoffheimer, Planner

ITEM TO BE CONSIDERED

Subject: Historic District Commission – Reappointment of Hannah Peele for a term expiring March 31, 2028

Attachments:

Application

Summary:

Hannah Peele has requested reappointment to the Historic District Commission. Peele's demonstrated leadership, enthusiasm, institutional knowledge, application of professional architectural and design expertise, and valuable input and interaction with the commission have made her a great commissioner and vice chair.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff comments and recommendation:

Staff recommend reappointing Peele to the Historic District Commission.

Action requested:

Reappoint Hannah Peele to the Historic District Commission for a three-year term expiring March 31, 2028.



TOWN OF HILLSBOROUGH

Advisory Board Application

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

Name:

Hannah Peele

Home address:

412 W King Street

Home phone number:

978-968-3245

Email address:

hana.peele@gmail.com

Place of employment:

Self Employed

Job title:

Designer/Consultant

Birth date:

Jan. 24, 1976

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Historic District Commission

Reasons for wanting to serve:

This is a way that I can be involved in the growth of my community. I'm interested in preserving the historic character of Hillsborough while at the same time fostering growth that will support and sustain that character. I love old buildings.

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

Never served on a town board.

Relevant work, volunteer or educational experience:

M.Arch, Assoc. AIA, Currently working as a Residential Designer and Universal Design consultant. Work includes additions/renovations to old houses.

Human Kindness Foundation- volunteer (2014-present)

Benevolence Farm- Facilities and Events, volunteer (2014- 2016)

The Scrap Exchange- Facilities Committee, member (2009-2010)

A Community Portrait of Durham- 2010 Core Organizing Group, member (2009)

Hillsborough Arts Council- Gallery and Office assistant, member, volunteer (2010-2011)

SEEDS, Durham, volunteer 2006-2010

NC Healthy Built Homes Intern 2005-2006

NESEA member/volunteer 2001--present

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

Yes to all of the above. Own a house in Hillsborough. Work from home, w/some of my projects located in Hillsborough. Love the River Walk--can be found running or walking along it and around town. Love that I can run/walk/bike to shops and restaurants.

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

Overall, great and I'm glad to see that these goals are being realized.

Things I am glad to see included:

An increase in resources going to "Finding ways to celebrate and maintain this diversity".

Prioritizing connectivity as it is lacking-as stated.

Still potential for commuter rail.

"Modify regulations to allow additional density while maintaining neighborhood character."

Big fan of Goals 2 and 3d

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

Not thoroughly, but I am impressed with how readily accessible this info is and how well the town govt communicates with the community.

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

Affordability. Can be addressed by encouraging/allowing more density in the form of smaller dwellings (ADUs, garage apartments, duplexes etc)

Scale creep. Preserving the scale of the street front.

How you heard about this opportunity:

Other

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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 Feb. 10, 2025
2. Work session Feb. 24, 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 Feb. 10, 2025 and work session Feb. 24, 2025.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Feb. 10, 2025

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

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

Absent: Commissioner Kathleen Ferguson

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

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

Before the meeting began, Bell addressed the residents of Hillsborough. He reassured them that many of the issues which impact daily life are decided at the local level. Additionally, Bell stated that town elected officials and staff serve the community with faithfulness to the constitutions of the United States and North Carolina, despite any distractions.

- 1. Public charge**
Bell did not read the public charge.
- 2. Audience comments not related to the printed agenda**
There were none.
- 3. Agenda changes and approval**
There were none.

Motion: Commissioner Matt Hughes moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 3-0.

4. Presentations

- A. Planning, Tourism and Economic Development Updates**
Planning and Economic Development Manager Shannan Campbell provided an update on the town's planning, tourism and economic development efforts.

Planning updates included:

- The hiring of a planner II, a new position.

- Ongoing parking study with Nelson Nygaard consulting firm.
- Proactive code enforcement with State Code Enforcement Inc.
- Rewriting of the town's unified development ordinance.
- Implementation of the Comprehensive Sustainability Plan and the board's strategic goals.
- Continued work on annexations, rezonings and new developments.
- Continued work on planning development adjacent to future train station.

Tourism updates included:

- Growth in food and beverage tax revenue and support for contract partners.
- Expanded programming and events, like the Solstice Lantern Walk and annual holiday parade.
- Increased free and paid marketing opportunities.
- Steady occupancy tax revenue.
- Investment of tourism funds in public art, holiday decor and event marketing.
- Continued desire to support a performing or cultural arts venue in town.

Economic development updates included:

- New businesses, including an art supply store and brewery.
- Growth in the Waterstone area, including:
 - Potential expansion of the Durham Technical Community College Orange County Campus.
 - Orange County plans for crisis diversion facility.
 - Medical or office development in Waterstone South.
- Work on business initiatives with the Hillsborough/Orange County Chamber of Commerce.
- Restart of Hillsborough Merchants Association.
- Identification and support of Black, Indigenous, people of color and women-owned businesses.

5. Appointments

- A. Tourism Board – Reappointment of Eryk Pruitt for a term expiring Feb. 10, 2027
- B. Tourism Development Authority – Reappointment of Dani Black, Victoria Pace, and Meaghun Darab for terms expiring Jan. 31
- C. Tree Board – Reappointment of Mixon Nelson for a second term expiring March 1, 2028

Motion: Commissioner Meaghun Darab moved to approve all appointments. Lloyd seconded.
Vote: 3-0.

Commissioner Robb English joined the meeting at 7:05 p.m.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Jan. 13, 2025
 - Regular meeting closed session Jan. 13, 2025
 - Work session Jan. 27, 2025
- B. Miscellaneous budget amendments and transfers
- C. Ordinance Amending Section 3.71 – Water and Sewer Advisory Committee
- D. Ordinance Amending Chapter 10 – Regulation and Control of Animals
- E. Capital Project Ordinance – Elizabeth Brady Road Culvert Replacement
- F. Capital Project Ordinance Amendment – Exchange Club Interceptor
- G. Resolution – Adron F. Thompson Facility Project Reimbursement
- H. Resolution – Lawndale Basin Rehabilitation Project Reimbursement

- I. Extension of Capacity Reservation for East Village (Auman Village) at Meadowlands Project
- J. Awarding of construction contract for N.C. 86/Fleet Renovation Project

Motion: Hughes moved to approve all items on the consent agenda, including a revised ordinance for Item 6D. Darab seconded.

Vote: 4-0. Nays: None.

7. Items for decision – regular agenda

- A. Annexation interest letter for 224 Oakdale Drive (voluntary, contiguous request)

Planner II Molly Boyle presented an annexation interest letter from Nassar Massry with Starlight Construction for 224 Oakdale Drive. The 4.62-acre property is zoned Residential-1 in Orange County. The applicant is seeking annexation and rezoning to Residential-10 to create a residential subdivision that could have a maximum of 19 lots.

Massry provided additional details on the proposed development:

- He plans for about 13 houses, each 1300-1500 square feet.
- The homes would have three bedrooms, two bathrooms and a two-car garage.
- The neighborhood would likely have a layout similar to the adjacent subdivision, with a street down the middle.

Engineering Services Manager Bryant Green noted the applicant would need to extend sewer service to the east and upsize some existing lines, with all costs paid for by the developer.

The board discussed the proposal and found it consistent with town goals and adjacent development.

Motion: English moved to allow the applicant to move forward with the annexation and rezoning request. Hughes seconded.

Vote: 4-0.

- B. Hot topics for work session Feb. 24, 2025

Town Manager Eric Peterson noted an economic outlook presentation was the only planned item and may be postponed to the budget retreat. The mayor suggested discussing plans for the 250th celebration of Independence Day in 2026 as a potential topic if the meeting is held.

8. Updates

- A. Board members

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

- B. Town manager

Peterson reminded the board of the upcoming joint meeting with Orange County. He also noted it was Lloyd's birthday and presented her with cupcakes.

- C. Staff (written reports in agenda packet)

The board commended the police chief's detailed report in the packet, particularly noting the extensive training completed by officers.

9. Adjournment

The mayor adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/10/2025 TO 02/10/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-------------|--|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| GF | 10-00-9990-5300-000 CONTINGENCY | | | | | | |
| Contingency | Establish Engineering Services | 45888 | 02/10/2025 | EBRADFORD | 450,000.00 | -105,540.00 | 212,556.35 |
| | Vehicle repair for Eng Services | 45928 | 02/10/2025 | EBRADFORD | 450,000.00 | -1,500.00 | 211,056.35 |
| | To cover fire alarm monitoring | 45930 | 02/10/2025 | EBRADFORD | 450,000.00 | -277.00 | 210,779.35 |
| Account- | 10-10-4400-5300-112 POSTAGE | | | | | | |
| ing | To cover postage. | 45931 | 02/10/2025 | JFernandez | 1,500.00 | 1,000.00 | 2,500.00 |
| Account- | 10-10-4400-5300-570 MISCELLANEOUS | | | | | | |
| ing | To cover postage. | 45932 | 02/10/2025 | JFernandez | 10,210.00 | -1,000.00 | 9,210.00 |
| Police | 10-20-5100-5127-075 SEPARATION ALLOWANCE | | | | | | |
| | Yr-end adj | 45869 | 02/10/2025 | EBRADFORD | 82,438.00 | 9,700.00 | 92,138.00 |
| Eng. | 10-30-5400-5100-010 OVERTIME COMPENSATION | | | | | | |
| Services | Establish budget | 45849 | 02/10/2025 | EBRADFORD | 0.00 | 500.00 | 500.00 |
| Eng. | 10-30-5400-5100-020 SALARIES | | | | | | |
| Services | Establish budget | 45848 | 02/10/2025 | EBRADFORD | 0.00 | 140,000.00 | 140,000.00 |
| Eng. | 10-30-5400-5120-050 FICA | | | | | | |
| Services | Establish budget | 45850 | 02/10/2025 | EBRADFORD | 0.00 | 10,000.00 | 10,000.00 |
| Eng. | 10-30-5400-5125-060 HOSPITALIZATION | | | | | | |
| Services | Establish budget | 45851 | 02/10/2025 | EBRADFORD | 0.00 | 15,000.00 | 15,000.00 |
| Eng. | 10-30-5400-5125-061 LIFE/DISABILITY/VISION | | | | | | |
| Services | Establish budget | 45852 | 02/10/2025 | EBRADFORD | 0.00 | 300.00 | 300.00 |
| Eng. | 10-30-5400-5125-062 INSURANCE - DENTAL | | | | | | |
| Services | Establish budget | 45853 | 02/10/2025 | EBRADFORD | 0.00 | 500.00 | 500.00 |
| Eng. | 10-30-5400-5127-070 RETIREMENT | | | | | | |
| Services | Establish budget | 45854 | 02/10/2025 | EBRADFORD | 0.00 | 20,000.00 | 20,000.00 |
| Eng. | 10-30-5400-5127-071 401(K) RETIREMENT SUPPLEMENT | | | | | | |
| Services | Establish budget | 45855 | 02/10/2025 | EBRADFORD | 0.00 | 7,000.00 | 7,000.00 |
| Eng. | 10-30-5400-5300-080 TRAINING/CONF./CONV. | | | | | | |
| Services | Establish budget | 45856 | 02/10/2025 | EBRADFORD | 0.00 | 4,000.00 | 4,000.00 |
| Eng. | 10-30-5400-5300-110 TELEPHONE/INTERNET | | | | | | |
| Services | Establish budget | 45857 | 02/10/2025 | EBRADFORD | 0.00 | 1,000.00 | 1,000.00 |
| Eng. | 10-30-5400-5300-112 POSTAGE | | | | | | |
| Services | Establish budget | 45858 | 02/10/2025 | EBRADFORD | 0.00 | 1,000.00 | 1,000.00 |
| Eng. | 10-30-5400-5300-140 TRAVEL/VEHICLE ALLOTMENT | | | | | | |
| Services | Establish budget | 45860 | 02/10/2025 | EBRADFORD | 0.00 | 2,000.00 | 2,000.00 |
| Eng. | 10-30-5400-5300-310 GASOLINE | | | | | | |
| Services | Establish budget | 45861 | 02/10/2025 | EBRADFORD | 0.00 | 3,000.00 | 3,000.00 |
| Eng. | 10-30-5400-5300-320 SUPPLIES - OFFICE | | | | | | |
| Services | Establish budget | 45862 | 02/10/2025 | EBRADFORD | 0.00 | 1,000.00 | 1,000.00 |
| Eng. | 10-30-5400-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| Services | Establish budget | 45863 | 02/10/2025 | EBRADFORD | 0.00 | 100.00 | 100.00 |
| Eng. | 10-30-5400-5300-350 UNIFORMS | | | | | | |
| Services | Establish budget | 45864 | 02/10/2025 | EBRADFORD | 0.00 | 900.00 | 900.00 |
| Eng. | 10-30-5400-5300-479 C.S./UTILITY LOCATES | | | | | | |
| Services | JFernandez | | 02/03/2025 | 2:41:44PM | | | |
| | n142r03 | | | | | | |

FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 02/10/2025 TO 02/10/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|---------------------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Establish budget | 45871 | 02/10/2025 | EBRADFORD | 0.00 | 140,000.00 | 140,000.00 |
| Eng. Services | 10-30-5400-5300-530 DUES & SUBSCRIPTIONS | | | | | | |
| | Establish budget | 45865 | 02/10/2025 | EBRADFORD | 0.00 | 5,000.00 | 5,000.00 |
| Eng. Services | 10-30-5400-5300-570 MISCELLANEOUS | | | | | | |
| | Establish budget | 45866 | 02/10/2025 | EBRADFORD | 0.00 | 500.00 | 500.00 |
| Eng. Services | 10-30-5400-5500-970 SERVICE CHARGE - WATER & SEWER FUND | | | | | | |
| | Establish budget | 45886 | 02/10/2025 | EBRADFORD | 0.00 | -175,900.00 | -175,900.00 |
| Eng. Services | 10-30-5400-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| | Establish budget | 45887 | 02/10/2025 | EBRADFORD | 0.00 | -70,360.00 | -70,360.00 |
| Fleet Maint. | 10-30-5550-5300-207 VEHICLE REPAIR - ENGINEERING SERV | | | | | | |
| | Est budget for Eng Services | 45927 | 02/10/2025 | EBRADFORD | 0.00 | 1,500.00 | 1,500.00 |
| Fleet Maint. | 10-30-5550-5300-490 C.S./ALARM | | | | | | |
| | To cover fire alarm monitoring | 45929 | 02/10/2025 | EBRADFORD | 2,750.00 | 277.00 | 3,027.00 |
| WSF Revenues | 30-71-3870-3870-010 TRANSFER FROM UTILITIES CAPITAL IMP | | | | | | |
| | Apply remaining proj funds per FY25 budget | 45920 | 02/10/2025 | EBRADFORD | 0.00 | 43,522.62 | 43,522.62 |
| | Apply remaining project funds | 45924 | 02/10/2025 | EBRADFORD | 0.00 | 170,000.00 | 213,522.62 |
| WSF Transfers Out | 30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND | | | | | | |
| | Move FY24 SDFs to Reserve Fund | 45890 | 02/10/2025 | EBRADFORD | 0.00 | 634,159.00 | 658,154.00 |
| | Record FY25 SDF Payment | 45895 | 02/10/2025 | EBRADFORD | 0.00 | 4,098.00 | 662,252.00 |
| WSF Transfers Out | 30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND | | | | | | |
| | Move FY24 SDFs to Reserve Fund | 45891 | 02/10/2025 | EBRADFORD | 0.00 | 668,510.00 | 690,672.00 |
| | Record FY25 SDF Payment | 45896 | 02/10/2025 | EBRADFORD | 0.00 | 874.00 | 691,546.00 |
| WD / WSF Transfers | 30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND | | | | | | |
| | Apply remaining proj funds per FY25 budget | 45921 | 02/10/2025 | EBRADFORD | 374,468.00 | 43,522.62 | 417,990.62 |
| WWC / WSF Transfers | 30-71-8200-5982-001 TRANSFER TO UTIL CAP IMPROV FUND | | | | | | |
| | Exchange Club Interceptors | 45925 | 02/10/2025 | EBRADFORD | 114,432.00 | 170,000.00 | 284,432.00 |
| WSF Revenues | 30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES | | | | | | |
| | Record FY25 SDF Payment | 45893 | 02/10/2025 | EBRADFORD | 0.00 | 4,098.00 | 28,093.00 |
| WSF Revenues | 30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES | | | | | | |
| | Record FY25 SDF Payment | 45894 | 02/10/2025 | EBRADFORD | 0.00 | 874.00 | 23,036.00 |
| WSF Fund Bal. | 30-80-3900-3900-000 FUND BALANCE APPROPRIATED | | | | | | |
| | Move FY24 SDFs to Reserve Fund | 45889 | 02/10/2025 | EBRADFORD | 406,244.00 | 1,302,669.00 | 3,093,583.61 |
| Utilities Admin. | 30-80-7220-5300-479 C.S./UTILITY LOCATES | | | | | | |
| | Move expense to Eng Services | 45872 | 02/10/2025 | EBRADFORD | 200,000.00 | -140,000.00 | 165,898.20 |
| Water Dist. | 30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| | For patching after water line repair Churton/M | 45867 | 02/10/2025 | JFernandez | 50,000.00 | -5,000.00 | 65,000.00 |
| Water Dist. | 30-80-8140-5300-326 SUPPLIES - PATCH | | | | | | |
| | For patching after water line repair Churton/M | 45868 | 02/10/2025 | JFernandez | 4,000.00 | 5,000.00 | 20,500.00 |
| WW Collect. | 30-80-8200-5300-080 TRAINING/CONF./CONV. | | | | | | |
| | To cover exams and training for line crew. | 45934 | 02/10/2025 | JFernandez | 5,000.00 | 1,600.00 | 8,100.00 |
| WW Collect. | 30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| | To cover exams and training for line crew. | 45933 | 02/10/2025 | JFernandez | 70,000.00 | -1,600.00 | 66,100.00 |
| WSF Contingency | 30-80-9990-5300-000 CONTINGENCY | | | | | | |
| | JFernandez | | 02/03/2025 | 2:41:44PM | | | |
| | n142r03 | | | | | | |

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/10/2025 TO 02/10/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|------------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Move Utility Locates to Eng Services | 45892 | 02/10/2025 | EBRADFORD | 400,000.00 | 140,000.00 | 173,621.65 |
| Storm-Water | 35-30-5900-5100-020 SALARIES | | | | | | |
| | Yr-end adj | 45873 | 02/10/2025 | EBRADFORD | 331,473.00 | 22,200.00 | 353,673.00 |
| Storm-Water | 35-30-5900-5120-050 FICA | | | | | | |
| | Yr-end adj | 45874 | 02/10/2025 | EBRADFORD | 25,358.00 | 1,242.00 | 26,600.00 |
| Storm-Water | 35-30-5900-5127-070 RETIREMENT | | | | | | |
| | Yr-end adj | 45875 | 02/10/2025 | EBRADFORD | 44,804.00 | 3,706.00 | 48,510.00 |
| Storm-Water | 35-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT | | | | | | |
| | Yr-end adj | 45876 | 02/10/2025 | EBRADFORD | 16,574.00 | 1,761.00 | 18,335.00 |
| Storm-Water | 35-30-5900-5300-000 CONTINGENCY | | | | | | |
| | Apply merit/COLA | 45878 | 02/10/2025 | EBRADFORD | 25,000.00 | -7,880.00 | 9,120.00 |
| | Yr-end adj | 45885 | 02/10/2025 | EBRADFORD | 25,000.00 | -1,302.00 | 7,818.00 |
| Storm-Water | 35-30-5900-5300-110 TELEPHONE/INTERNET | | | | | | |
| | Yr-end adj | 45884 | 02/10/2025 | EBRADFORD | 1,848.00 | 1,302.00 | 3,150.00 |
| Storm-Water | 35-30-5900-5300-570 MISCELLANEOUS | | | | | | |
| | Apply merit/COLA | 45877 | 02/10/2025 | EBRADFORD | 26,375.00 | -21,029.00 | 5,000.00 |
| WS Cap. Proj. | 69-13-3870-3870-500 TRANSFER FROM WSF-S ZONE BPS | | | | | | |
| | Adj to actual | 45908 | 02/10/2025 | EBRADFORD | 0.00 | 144,405.51 | 144,405.51 |
| WS Cap. Proj. | 69-13-8140-5970-920 TRANSFER TO WATER SEWER FUND | | | | | | |
| | Adj to actual | 45910 | 02/10/2025 | EBRADFORD | 0.00 | 144,405.51 | 144,405.51 |
| WS Cap. Proj. | 69-15-3870-3870-502 TRANSFER FROM WSF-EDD WTR LINE EXT | | | | | | |
| | Adj to actual | 45903 | 02/10/2025 | EBRADFORD | 0.00 | 222,562.53 | 222,562.53 |
| WS Cap. Proj. | 69-15-3870-3870-700 TRANSFER FROM FUND 75-EDD WATER LIN | | | | | | |
| | Adj to actual | 45904 | 02/10/2025 | EBRADFORD | 0.00 | 259,404.00 | 259,404.00 |
| WS Cap. Proj. | 69-15-8140-5970-920 TRANSFER TO WATER SEWER FUND | | | | | | |
| | Adj to actual | 45907 | 02/10/2025 | EBRADFORD | 0.00 | 250,000.00 | 250,000.00 |
| WS Cap. Proj. | 69-15-8140-5972-002 TRANSFER TO FUND 75-WATER SDF RESER | | | | | | |
| | Adj to actual | 45905 | 02/10/2025 | EBRADFORD | 0.00 | 231,966.53 | 231,966.53 |
| WS Cap. Proj. | 69-16-3870-3870-503 TRANSFER FROM WSF-CHURTON ST MAIN | | | | | | |
| | Adj to actual | 45911 | 02/10/2025 | EBRADFORD | 0.00 | 430,000.00 | 430,000.00 |
| WS Cap. Proj. | 69-16-8140-5970-920 TRANSFER TO WATER SEWER FUND | | | | | | |
| | Adj to actual | 45913 | 02/10/2025 | EBRADFORD | 0.00 | 430,000.00 | 430,000.00 |
| WS Cap. Proj. | 69-19-3870-3870-506 TRANSFER FROM WSF-ORANGE GR/CHURTON | | | | | | |
| | Adj to actual | 45915 | 02/10/2025 | EBRADFORD | 0.00 | 216,505.13 | 216,505.13 |
| WS Cap. Proj. | 69-19-8200-5970-920 TRANSFER TO WATER SEWER FUND | | | | | | |
| | Adj to actual | 45916 | 02/10/2025 | EBRADFORD | 0.00 | 216,505.13 | 216,505.13 |
| WS Cap. Proj. | 69-26-3870-3870-510 TRANSFER FROM WSF-WTP FILTERS #s2&3 | | | | | | |
| | Adj to actual | 45917 | 02/10/2025 | EBRADFORD | 0.00 | 5,000.00 | 5,000.00 |
| WS Cap. Proj. | 69-26-8120-5970-920 TRANSFER TO WATER SEWER FUND | | | | | | |
| | Adj to actual | 45919 | 02/10/2025 | EBRADFORD | 0.00 | 5,000.00 | 5,000.00 |
| WS Cap. Res. | 70-00-3850-3850-000 INTEREST EARNED | | | | | | |
| | Adj to actual | 45901 | 02/10/2025 | EBRADFORD | 937,524.75 | 387,827.08 | 1,325,351.83 |
| WS Cap. Res. | 70-71-6900-5970-001 TRANSFER TO UTILITY CAP IMPROV FUND | | | | | | |
| | JFernandez | 02/03/2025 | 2:41:44PM | | | | |
| | n142r03 | | | | | | |

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/10/2025 TO 02/10/2025

| <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|--|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| Adj to actual | 45902 | 02/10/2025 | EBRADFORD | 4,680,469.75 | 387,827.08 | 5,068,296.83 |
| Water 75-71-3870-3870-156 TRAN FR W/S US-70 WTR IMPROVEMENTS | | | | | | |
| SDF Res. Post FY24 & FY25 SDFs | 45897 | 02/10/2025 | EBRADFORD | 603,995.00 | 662,252.00 | 1,266,247.00 |
| Water 75-71-6900-5970-928 TRAN TO FUND 69 - US 70 PHASE I | | | | | | |
| SDF Res. Post FY24 & FY25 SDFs | 45898 | 02/10/2025 | EBRADFORD | 985,369.53 | 662,252.00 | 1,647,621.53 |
| Sewer 76-71-3870-3870-155 TRAN FR W/S - COLLECT SYS REHAB | | | | | | |
| SDF Res. Post FY24 & FY25 SDFs | 45899 | 02/10/2025 | EBRADFORD | 1,316,127.00 | 691,546.00 | 2,007,673.00 |
| Sewer 76-71-6900-5970-927 TRAN TO UTIL CAP IMP FD - COLL SYS | | | | | | |
| SDF Res. Post FY24 & FY25 SDFs | 45900 | 02/10/2025 | EBRADFORD | 1,316,127.00 | 691,546.00 | 2,007,673.00 |
| | | | | | <u>9,091,031.74</u> | |

APPROVED: 4/0

DATE: 2/10/25

VERIFIED: _____

Shan E. Kimrey



ORDINANCE

Amending Section 3.71 of the Code of Ordinances – Water and Sewer Advisory Committee

WHEREAS, the Water and Sewer Advisory Committee was established in 2001 and later codified into Section 3.71 of the Code of Ordinances in January 2023; and

WHEREAS, the Water and Sewer Advisory Committee has dutifully and voluntarily addressed many important policies impacting the town's water customers and enterprise fund in a beneficial manner for the last 25 years and there remain no current critical items that warrant continued membership and meetings as formally established; and

WHEREAS, the Hillsborough Board of Commissioners agrees with the Water and Sewer Advisory Committee members' recommendation to disband the Water and Sewer Advisory Committee as authorized by Section 3.71 of the Code of Ordinances effective Feb. 28, 2025;

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. Section 3.71 of the Code of Ordinances is hereby repealed effective Feb. 28, 2025.

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

Section 3. This ordinance shall become effective as stated in Section 1.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of February in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1



A handwritten signature in cursive script, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Chapter 10 – Regulation and Control of Animals

Section 10-5 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 10 – Regulation and Control of Animals, of the Hillsborough Code of Ordinances is amended by adding a new Section 10-5, to read as follows:

Section 10-5. Feeding of Wildlife Prohibited

- (a) Subject to subsection (h) below, no person within the corporate limits of the town may place or allow any device, attractant or other material to be placed outdoors on any public or private property for the purpose of feeding or attracting wildlife.
- (b) For the purposes of this section, an attractant means any substance which could reasonably be expected to feed or attract wildlife or does in fact attract wildlife, including, but not limited to food products, pet food, feed, or grain.
- (c) For the purposes of this section, wildlife refers to all non-domesticated animals that inhabit the area.
- (d) There is a rebuttable presumption that the placement of any attractant or other material edible by wildlife at a height of less than five (5) feet off the ground is for the purpose of feeding wildlife, which is prohibited.
- (e) There is a rebuttable presumption that the placement of any attractant or other material edible by wildlife in a drop feeder, automatic feeder or similar device regardless of height is for the purpose of feeding wildlife, which is prohibited.
- (f) Any property owner or resident shall remove any materials placed on their property in violation of this section within 48 hours of being notified by the town that such violation exists. Failure to do so shall constitute a separate violation of this section.
- (g) Any property owner or resident shall remove any device placed on their property to which wildlife are attracted or from which wildlife actually feeds. Alternatively, a property owner may modify such device or make other changes to the property that prevent wildlife from having access to or feeding from the device. Failure to remove the device or make necessary modifications within 48 hours of notice from the town shall constitute a separate violation of this section.
- (h) This section does not apply to:
 - (1) Naturally growing materials, including but not limited to fruits, grains, seeds, vegetables, or other crops or vegetation;
 - (2) Stored crops, provided that such crop materials are not intentionally made available to wildlife for feeding;

- (3) Feeders used to provide food to domestic animals or livestock.
- (4) Maintaining a bird feeder, or from feeding common backyard or perching birds in the orders Passeriformes, Piciformes, and Columbiformes unless said activity constitutes an attractant and its cessation is ordered by the town pursuant to this section.
- (5) Maintaining a feeder for invertebrate pollinators, unless said activity constitutes an attractant and its cessation is ordered by the town pursuant to this section.

Section 2. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of February in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk

DRAFT



ORDINANCE

Capital Project Adoption

Elizabeth Brady Road Culvert Replacement

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

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

| | |
|--|-----------------|
| Elizabeth Brady Road Culvert Replacement | <u>\$75,000</u> |
| TOTAL | \$75,000 |

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

| | |
|--|-----------------|
| Elizabeth Brady Road Culvert Replacement | <u>\$75,000</u> |
| TOTAL | \$75,000 |

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of February in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1



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

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Exchange Club Interceptors

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

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

| | <i>Current Budget</i> | <i>+/-</i> | <i>Amended Budget</i> |
|----------------------------|-----------------------|------------|-----------------------|
| Exchange Club Interceptors | \$210,000 | \$170,000 | \$380,000 |

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

| | <i>Current Budget</i> | <i>+/-</i> | <i>Amended Budget</i> |
|----------------------------|-----------------------|------------|-----------------------|
| Exchange Club Interceptors | \$210,000 | \$170,000 | \$380,000 |

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

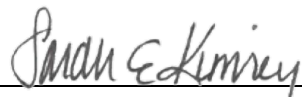
Section 4. This capital project will close automatically upon projection completion.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of February in the year 2025.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



RESOLUTION

Authorizing Reimbursement for Early Project Expenditures – Adron F. Thompson Facility Project

WHEREAS, the town intends to undertake a project (as described below), use its own funds to pay initial project costs, and then reimburse itself from financing proceeds for some or all of these early expenditures; and

WHEREAS, the finance director has advised the Hillsborough Board of Commissioners that it should adopt this resolution to document the town's plans for reimbursement, so as to comply with certain federal tax rules relating to reimbursement from financing proceeds;

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

- The project is the renovation of the Adron F. Thompson Facility, as previously discussed with the town board.
- The town intends to advance funds for initial project costs and then reimburse itself from financing proceeds for some or all of these early expenditures. The expected type of financing for the project (which is subject to change) is either revenue bonds or installment financing under Section 160A-20 of the General Statutes. The expected maximum amount of financing expected for the project (including allowances for reserves and financing costs) is currently estimated as approximately \$6,500,000.
- Funds for the early project expenditures may come from the town's General Fund, Water and Sewer Enterprise Fund, or any other appropriate town fund.
- The town intends for the adoption of this resolution to be a declaration of the town's official intent to reimburse itself from financing proceeds for project cost expenditures.

Approved this 10th day of February of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk



RESOLUTION

Authorizing Reimbursement for Early Project Expenditures – Lawndale Basin Rehabilitation Project

WHEREAS, the town intends to undertake a project (as described below), use its own funds to pay initial project costs, and then reimburse itself from financing proceeds for some or all of these early expenditures; and

WHEREAS, the finance director has advised the Hillsborough Board of Commissioners that it should adopt this resolution to document the town's plans for reimbursement, so as to comply with certain federal tax rules relating to reimbursement from financing proceeds;

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

- The project is the rehabilitation and replacement of sewer system components in the Lawndale community, as previously discussed with the town board.
- The town intends to advance funds for initial project costs and then reimburse itself from financing proceeds for some or all of these early expenditures. The expected type of financing for the project (which is subject to change) is revenue bonds through the state's low-cost revolving loan fund. The expected maximum amount of financing expected for the project (including allowances for reserves and financing costs) is currently estimated as approximately \$2,100,000.
- Funds for the early project expenditures may come from the town's General Fund, Water and Sewer Enterprise Fund, or any other appropriate town fund.
- The town intends for the adoption of this resolution to be a declaration of the town's official intent to reimburse itself from financing proceeds for project cost expenditures.

Approved this 10th day of February of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk



Minutes

Board of Commissioners Work Session

7 p.m. Feb. 24, 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: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey and Town Manager Eric Peterson

1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7:02 p.m.

2. Agenda changes and approval

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

Vote: 3-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Tourism Board Budget Amendments
- C. Special Event Permit – Orange County Senior Games archery event
- D. Special Event Permit – Kevin Dendy Memorial 5K

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

Vote: 3-0. Nays: 0.

4. In-depth discussion and topics

- A. Discussion of potential America 250 celebrations

Commissioner Matt Hughes joined the meeting at 7:07 p.m.

Commissioner Evelyn Lloyd joined the meeting at 7:13 p.m.

Bell introduced the topic of potential ideas to celebrate the 250th anniversary of the signing of the Declaration of Independence. He noted Hillsborough's special role in early American history and asked for discussion on what the town should do, if anything.

Planning and Economic Development Manager Shannan Campbell provided an overview of the America 250 initiative, mentioning that the state is encouraging municipalities and counties to plan their own

celebrations. She noted that the Tourism Board and Tourism Development Authority are starting their budget processes now, making it a timely conversation for how the board and the town want to be involved.

Campbell confirmed that various organizations in town are already involved and having meetings to discuss ideas.

Bell provided additional context, mentioning that there have been several meetings involving various local organizations and individuals.

Ideas for town involvement included:

- Fireworks show.
- Drone light show as an alternative to fireworks.
- Hometown child-oriented Fourth of July parade.
- Picnic in the park.
- Reading of the Declaration of Independence.
- Special banners for utility poles.

The board discussed the need for coordination and resources to organize events over a long period. Bell suggested the Alliance for Historic Hillsborough and the Orange County Historical Museum as potential partners for coordination but noted their limited staff capacity.

The consensus was to explore how to make this an event, coordinate with other organizations and municipalities, and look for partnership opportunities. The board recognized the need to consider budget implications and potentially share costs with the Tourism Board, Tourism Development Authority and the county or corporate sponsors.

Staff were asked to review the ideas discussed and return in two weeks with an outline of how to proceed to create a budget placeholder figure.

5. Committee updates and reports

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

6. Adjournment

The mayor adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/24/2025 TO 02/24/2025

| <u>REFERENCE</u> | | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|------------------|--|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| GF | 10-00-9990-5300-000 CONTINGENCY | | | | | | |
| Contingency | To cover Solid Waste repairs | 45936 | 02/24/2025 | EBRADFORD | 450,000.00 | -10,000.00 | 200,779.35 |
| | To cover Insurance | 46004 | 02/24/2025 | EBRADFORD | 450,000.00 | -36,000.00 | 164,779.35 |
| | Add funds for UDO re-write. | 46037 | 02/24/2025 | JFernandez | 450,000.00 | -65,000.00 | 99,779.35 |
| | To cover OC EM plan | 46057 | 02/24/2025 | EBRADFORD | 450,000.00 | -15,000.00 | 84,779.35 |
| | Norfolk Southern 2018 invoice | 46059 | 02/24/2025 | EBRADFORD | 450,000.00 | -1,058.00 | 83,721.35 |
| | To cover vehicle body repair | 46063 | 02/24/2025 | EBRADFORD | 450,000.00 | -6,000.00 | 77,721.35 |
| Admin. | 10-10-4200-5100-020 SALARIES | | | | | | |
| | Yr-end adj | 45957 | 02/24/2025 | EBRADFORD | 578,949.00 | 27,051.00 | 606,000.00 |
| Admin. | 10-10-4200-5120-050 FICA | | | | | | |
| | Yr-end adj | 45958 | 02/24/2025 | EBRADFORD | 40,645.00 | 5,655.00 | 46,300.00 |
| Admin. | 10-10-4200-5125-060 HOSPITALIZATION | | | | | | |
| | Yr-end adj | 45959 | 02/24/2025 | EBRADFORD | 47,454.00 | 200.00 | 47,654.00 |
| Admin. | 10-10-4200-5127-070 RETIREMENT | | | | | | |
| | Yr-end adj | 45960 | 02/24/2025 | EBRADFORD | 76,881.00 | 6,500.00 | 83,381.00 |
| Admin. | 10-10-4200-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 45961 | 02/24/2025 | EBRADFORD | 28,452.00 | 2,748.00 | 31,200.00 |
| Admin. | 10-10-4200-5500-970 SERVICE CHARGE - W&S FUND | | | | | | |
| | Yr-end adj | 46011 | 02/24/2025 | EBRADFORD | -459,439.00 | -19,952.00 | -481,843.00 |
| Admin. | 10-10-4200-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| | Yr-end adj | 46012 | 02/24/2025 | EBRADFORD | -18,377.00 | -798.00 | -19,274.00 |
| Account- | 10-10-4400-5100-020 SALARIES | | | | | | |
| ing | Yr-end adj | 45963 | 02/24/2025 | EBRADFORD | 458,234.00 | 17,966.00 | 476,200.00 |
| Account- | 10-10-4400-5120-050 FICA | | | | | | |
| ing | Yr-end adj | 45964 | 02/24/2025 | EBRADFORD | 34,720.00 | 680.00 | 35,400.00 |
| Account- | 10-10-4400-5125-060 HOSPITALIZATION | | | | | | |
| ing | Yr-end adj | 45965 | 02/24/2025 | EBRADFORD | 41,345.00 | 355.00 | 41,700.00 |
| Account- | 10-10-4400-5127-070 RETIREMENT | | | | | | |
| ing | Yr-end adj | 45966 | 02/24/2025 | EBRADFORD | 58,641.00 | 2,019.00 | 60,660.00 |
| Account- | 10-10-4400-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| ing | Yr-end adj | 45967 | 02/24/2025 | EBRADFORD | 21,496.00 | 1,064.00 | 22,560.00 |
| Account- | 10-10-4400-5300-458 DATA PROCESSING SERVICES | | | | | | |
| ing | To cover last quarter payment to SmartFusion] | 46061 | 02/24/2025 | JFernandez | 24,900.00 | 1,500.00 | 34,003.00 |
| Account- | 10-10-4400-5300-570 MISCELLANEOUS | | | | | | |
| ing | To cover last quarter payment to SmartFusion] | 46060 | 02/24/2025 | JFernandez | 10,210.00 | -1,500.00 | 7,710.00 |
| Account- | 10-10-4400-5500-970 SERVICE CHARGE - W&S FUND | | | | | | |
| ing | Yr-end adj | 46013 | 02/24/2025 | EBRADFORD | -483,008.00 | -11,043.00 | -494,051.00 |
| Account- | 10-10-4400-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| ing | Yr-end adj | 46014 | 02/24/2025 | EBRADFORD | -19,320.00 | -442.00 | -19,762.00 |
| Human | 10-10-4500-5127-070 RETIREMENT | | | | | | |
| Resources | Yr-end adj | 45969 | 02/24/2025 | EBRADFORD | 28,194.00 | 1,856.00 | 30,050.00 |
| Human | 10-10-4500-5127-071 401(K) RETIREMENT SUPPLEMENT | | | | | | |
| Resources | Yr-end adj | 45970 | 02/24/2025 | EBRADFORD | 10,515.00 | 855.00 | 11,370.00 |

JFernandez

02/17/2025

4:58:29PM

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FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/24/2025 TO 02/24/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|------------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| Human Resources | 10-10-4500-5500-970 COST ALLOCATION - W&S FUND Yr-end adj | 46015 | 02/24/2025 | EBRADFORD | -253,165.00 | -1,356.00 | -254,521.00 |
| Human Resources | 10-10-4500-5500-980 COST ALLOCATION - STORMWATER FUND Yr-end adj | 46016 | 02/24/2025 | EBRADFORD | -10,126.00 | -55.00 | -10,181.00 |
| Comms. | 10-10-4600-5125-060 HOSPITALIZATION Yr-end adj | 45971 | 02/24/2025 | EBRADFORD | 10,121.00 | 9,479.00 | 19,600.00 |
| Comms. | 10-10-4600-5125-062 INSURANCE - DENTAL Yr-end adj | 45972 | 02/24/2025 | EBRADFORD | 348.00 | 257.00 | 605.00 |
| Comms. | 10-10-4600-5127-070 RETIREMENT Yr-end adj | 45973 | 02/24/2025 | EBRADFORD | 35,034.00 | 1,586.00 | 36,620.00 |
| Comms. | 10-10-4600-5127-071 401(K) RETIREMENT SUPPLEMENT Yr-end adj | 45974 | 02/24/2025 | EBRADFORD | 12,993.00 | 607.00 | 13,600.00 |
| Comms. | 10-10-4600-5300-080 TRAINING/CONF./CONV. To cover Communications training through ye | 45949 | 02/24/2025 | JFernandez | 4,500.00 | 1,405.00 | 3,769.00 |
| Comms. | 10-10-4600-5300-570 MISCELLANEOUS To cover Communications training through ye | 45950 | 02/24/2025 | JFernandez | 6,200.00 | -1,405.00 | 736.00 |
| Comms. | 10-10-4600-5500-970 COST ALLOCATION - W&S FUND Yr-end adj | 46017 | 02/24/2025 | EBRADFORD | -192,361.00 | -7,090.00 | -202,858.00 |
| Comms. | 10-10-4600-5500-980 COST ALLOCATION - STORMWATER FUND Yr-end adj | 46018 | 02/24/2025 | EBRADFORD | -7,694.00 | -283.00 | -8,114.00 |
| Planning | 10-10-4900-5300-477 C.S./OTHER Move UDO re-write to C.S. account and add fi | 46053 | 02/24/2025 | JFernandez | 0.00 | 160,000.00 | 160,000.00 |
| Planning | 10-10-4900-5300-570 MISCELLANEOUS Move UDO re-write to C.S. account. | 46052 | 02/24/2025 | JFernandez | 109,000.00 | -95,000.00 | 15,600.00 |
| Facilities Mgmt. | 10-10-5000-5100-020 SALARIES Yr-end adj | 45975 | 02/24/2025 | EBRADFORD | 83,850.00 | 2,920.00 | 86,770.00 |
| Facilities Mgmt. | 10-10-5000-5120-050 FICA Yr-end adj | 45976 | 02/24/2025 | EBRADFORD | 6,415.00 | 225.00 | 6,640.00 |
| Facilities Mgmt. | 10-10-5000-5127-070 RETIREMENT Yr-end adj | 45977 | 02/24/2025 | EBRADFORD | 11,438.00 | 402.00 | 11,840.00 |
| Facilities Mgmt. | 10-10-5000-5127-071 401(K) RETIREMENT SUPP. Yr-end adj | 45978 | 02/24/2025 | EBRADFORD | 4,193.00 | 307.00 | 4,500.00 |
| Facilities Mgmt. | 10-10-5000-5300-145 MAINTENANCE - BUILDINGS Yr-end adj | 45980 | 02/24/2025 | EBRADFORD | 384,174.00 | -5,446.00 | 415,722.85 |
| Facilities Mgmt. | 10-10-5000-5300-158 MAINTENANCE - EQUIPMENT Yr-end adj | 45979 | 02/24/2025 | EBRADFORD | 5,000.00 | 2,000.00 | 7,000.00 |
| Facilities Mgmt. | 10-10-5000-5300-570 MISCELLANEOUS Yr-end adj | 45981 | 02/24/2025 | EBRADFORD | 2,000.00 | 3,446.00 | 16,689.16 |
| Facilities Mgmt. | 10-10-5000-5500-970 SERVICE CHARGE - W&S FUND Yr-end adj | 46019 | 02/24/2025 | EBRADFORD | -194,563.00 | -848.00 | -206,024.00 |
| Facilities Mgmt. | 10-10-5000-5500-980 SERVICE CHARGE - STORMWATER FUND Yr-end adj | 46020 | 02/24/2025 | EBRADFORD | -114,969.00 | -501.00 | -121,741.00 |
| Public Space | 10-10-6300-5300-140 TRAVEL/VEHICLE ALLOTMENT JFernandez | | 02/17/2025 | 4:58:29PM | | | |

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FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/24/2025 TO 02/24/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|---------------|--|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Yr-end adj | 46000 | 02/24/2025 | EBRADFORD | 0.00 | 3,614.00 | 3,614.00 |
| Safety & Risk | 10-10-6600-5125-060 HOSPITALIZATION | | | | | | |
| | Yr-end adj | 46001 | 02/24/2025 | EBRADFORD | 10,121.00 | 2,037.00 | 12,158.00 |
| Safety & Risk | 10-10-6600-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 46002 | 02/24/2025 | EBRADFORD | 5,198.00 | 1,552.00 | 6,750.00 |
| Safety & Risk | 10-10-6600-5300-540 INSURANCE | | | | | | |
| | Yr-end adj | 46003 | 02/24/2025 | EBRADFORD | 327,500.00 | 36,000.00 | 363,500.00 |
| Safety & Risk | 10-10-6600-5500-970 SERVICE CHARGE - W&S FUND | | | | | | |
| | Yr-end adj | 46023 | 02/24/2025 | EBRADFORD | -289,533.00 | -19,795.00 | -309,328.00 |
| Safety & Risk | 10-10-6600-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| | Yr-end adj | 46024 | 02/24/2025 | EBRADFORD | -11,581.00 | -792.00 | -12,373.00 |
| IT | 10-10-6610-5100-020 SALARIES | | | | | | |
| | Yr-end adj | 46006 | 02/24/2025 | EBRADFORD | 132,400.00 | 4,070.00 | 136,470.00 |
| IT | 10-10-6610-5120-050 FICA | | | | | | |
| | Yr-end adj | 46007 | 02/24/2025 | EBRADFORD | 10,129.00 | 181.00 | 10,310.00 |
| IT | 10-10-6610-5127-070 RETIREMENT | | | | | | |
| | Yr-end adj | 46008 | 02/24/2025 | EBRADFORD | 18,060.00 | 555.00 | 18,615.00 |
| IT | 10-10-6610-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 46009 | 02/24/2025 | EBRADFORD | 6,620.00 | 549.00 | 7,169.00 |
| IT | 10-10-6610-5500-970 SERVICE CHARGE - W&S FUND | | | | | | |
| | Yr-end adj | 46025 | 02/24/2025 | EBRADFORD | -614,530.00 | -2,677.00 | -651,458.00 |
| IT | 10-10-6610-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| | Yr-end adj | 46026 | 02/24/2025 | EBRADFORD | -24,581.00 | -107.00 | -26,058.00 |
| Police | 10-20-5100-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 45983 | 02/24/2025 | EBRADFORD | 131,141.00 | 429.00 | 131,570.00 |
| Police | 10-20-5100-5127-075 SEPARATION ALLOWANCE | | | | | | |
| | Yr-end adj | 45984 | 02/24/2025 | EBRADFORD | 82,438.00 | -429.00 | 91,709.00 |
| Police | 10-20-5100-5300-080 TRAINING/CONF./CONV. To cover Emergency Mgmt Training | | | | | | |
| | | 46064 | 02/24/2025 | EBRADFORD | 18,900.00 | 1,000.00 | 19,900.00 |
| Police | 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| | Yr-end adj | 45986 | 02/24/2025 | EBRADFORD | 57,375.00 | -155.00 | 128,040.00 |
| Police | 10-20-5100-5300-481 C.S./MOBILE DATA TERMINALS | | | | | | |
| | Yr-end adj | 45985 | 02/24/2025 | EBRADFORD | 5,500.00 | 155.00 | 655.00 |
| Police | 10-20-5100-5300-732 EMERGENCY OPERATIONS CENTER | | | | | | |
| | To cover OC EM plan | 46056 | 02/24/2025 | EBRADFORD | 10,000.00 | 15,000.00 | 65,000.00 |
| | To cover Emergency Mgmt Training | 46065 | 02/24/2025 | EBRADFORD | 10,000.00 | -1,000.00 | 64,000.00 |
| Fleet Maint. | 10-30-5550-5100-010 OVERTIME COMPENSATION | | | | | | |
| | Yr-end adj | 45951 | 02/24/2025 | EBRADFORD | 500.00 | 7,500.00 | 8,000.00 |
| Fleet Maint. | 10-30-5550-5100-020 SALARIES | | | | | | |
| | Yr-end adj | 45952 | 02/24/2025 | EBRADFORD | 262,688.00 | 20,000.00 | 282,688.00 |
| Fleet Maint. | 10-30-5550-5120-050 FICA | | | | | | |
| | Yr-end adj | 45953 | 02/24/2025 | EBRADFORD | 20,096.00 | 1,224.00 | 21,320.00 |
| Fleet Maint. | 10-30-5550-5127-070 RETIREMENT | | | | | | |
| | JFernandez | | 02/17/2025 | 4:58:29PM | | | |
| | n142r03 | | | | | | |

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 02/24/2025 TO 02/24/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-----------------|--|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Yr-end adj | 45954 | 02/24/2025 | EBRADFORD | 35,217.00 | 4,283.00 | 39,500.00 |
| Fleet Maint. | 10-30-5550-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 45955 | 02/24/2025 | EBRADFORD | 13,135.00 | 2,365.00 | 15,500.00 |
| Fleet Maint. | 10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE | | | | | | |
| | To cover Solid Waste repairs | 45935 | 02/24/2025 | EBRADFORD | 30,000.00 | 10,000.00 | 46,000.00 |
| Fleet Maint. | 10-30-5550-5300-201 VEHICLE REPAIR - WATER & SEWER | | | | | | |
| | To cover body repair | 46062 | 02/24/2025 | EBRADFORD | 35,000.00 | 6,000.00 | 42,414.40 |
| Fleet Maint. | 10-30-5550-5500-970 SERVICE CHARGE - W&S FUND | | | | | | |
| | Yr-end adj | 46021 | 02/24/2025 | EBRADFORD | -243,475.00 | -18,259.00 | -266,909.00 |
| Fleet Maint. | 10-30-5550-5500-980 SERVICE CHARGE - STORMWATER FUND | | | | | | |
| | Yr-end adj | 46022 | 02/24/2025 | EBRADFORD | -5,367.00 | -338.00 | -5,779.00 |
| Streets | 10-30-5600-5100-010 OVERTIME COMPENSATION | | | | | | |
| | Yr-end adj | 45987 | 02/24/2025 | EBRADFORD | 3,000.00 | 4,500.00 | 7,500.00 |
| Streets | 10-30-5600-5100-020 SALARIES | | | | | | |
| | Yr-end adj | 45988 | 02/24/2025 | EBRADFORD | 227,252.00 | 18,908.00 | 238,360.00 |
| Streets | 10-30-5600-5120-050 FICA | | | | | | |
| | Yr-end adj | 45989 | 02/24/2025 | EBRADFORD | 17,385.00 | 2,706.00 | 19,475.00 |
| Streets | 10-30-5600-5127-070 RETIREMENT | | | | | | |
| | Yr-end adj | 45990 | 02/24/2025 | EBRADFORD | 29,694.00 | 4,231.00 | 33,925.00 |
| Streets | 10-30-5600-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj | 45991 | 02/24/2025 | EBRADFORD | 10,960.00 | 5,695.00 | 16,655.00 |
| Streets | 10-30-5600-5300-483 C.S./RR CROSSINGS | | | | | | |
| | Norfolk Southern 2018 invoice | 46058 | 02/24/2025 | EBRADFORD | 1,100.00 | 1,058.00 | 2,158.00 |
| Solid Waste | 10-30-5800-5100-010 OVERTIME COMPENSATION | | | | | | |
| | Yr-end adj. | 45993 | 02/24/2025 | EBRADFORD | 4,000.00 | 13,500.00 | 17,500.00 |
| Solid Waste | 10-30-5800-5100-020 SALARIES | | | | | | |
| | Yr-end adj. | 45994 | 02/24/2025 | EBRADFORD | 283,538.00 | 16,462.00 | 300,000.00 |
| Solid Waste | 10-30-5800-5120-050 FICA | | | | | | |
| | Yr-end adj. | 45995 | 02/24/2025 | EBRADFORD | 21,691.00 | 2,959.00 | 24,650.00 |
| Solid Waste | 10-30-5800-5125-060 HOSPITALIZATION | | | | | | |
| | Yr-end adj. | 45996 | 02/24/2025 | EBRADFORD | 45,359.00 | 332.00 | 45,691.00 |
| Solid Waste | 10-30-5800-5127-070 RETIREMENT | | | | | | |
| | Yr-end adj. | 45997 | 02/24/2025 | EBRADFORD | 38,287.00 | 6,763.00 | 45,050.00 |
| Solid Waste | 10-30-5800-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | Yr-end adj. | 45998 | 02/24/2025 | EBRADFORD | 14,177.00 | 2,673.00 | 16,850.00 |
| Special Approp. | 10-60-6900-5300-570 MISCELLANEOUS | | | | | | |
| | Yr-end adj | 45956 | 02/24/2025 | EBRADFORD | 377,443.00 | -35,372.00 | 342,312.01 |
| | Yr-end adj | 45962 | 02/24/2025 | EBRADFORD | 377,443.00 | -42,154.00 | 300,158.01 |
| | Yr-end adj | 45968 | 02/24/2025 | EBRADFORD | 377,443.00 | -22,084.00 | 278,074.01 |
| | Yr-end adj | 45982 | 02/24/2025 | EBRADFORD | 377,443.00 | -18,494.00 | 259,580.01 |
| | Yr-end adj | 45992 | 02/24/2025 | EBRADFORD | 377,443.00 | -36,040.00 | 223,540.01 |
| | Yr-end adj. | 45999 | 02/24/2025 | EBRADFORD | 377,443.00 | -42,689.00 | 180,851.01 |
| | Yr-end adj | 46005 | 02/24/2025 | EBRADFORD | 377,443.00 | -7,203.00 | 173,648.01 |
| | Yr-end adj | 46010 | 02/24/2025 | EBRADFORD | 377,443.00 | -5,355.00 | 168,293.01 |

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FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 02/24/2025 TO 02/24/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-------------------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Yr-end adj | 46027 | 02/24/2025 | EBRADFORD | 377,443.00 | 84,336.00 | 252,629.01 |
| | Yr-end adj | 46040 | 02/24/2025 | EBRADFORD | 377,443.00 | -9,700.00 | 242,929.01 |
| W&S Fund Bal. | 30-80-3900-3900-000 FUND BALANCE APPROPRIATED Yr-end adj | 46038 | 02/24/2025 | EBRADFORD | 406,244.00 | 83,295.35 | 3,176,878.96 |
| Admin. of Enterprise | 30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION Yr-end adj | 46028 | 02/24/2025 | EBRADFORD | 459,440.00 | 19,952.00 | 481,843.00 |
| Admin. of Enterprise | 30-80-7200-5350-612 SERVICE CHARGE - ACCOUNTING Yr-end adj | 46029 | 02/24/2025 | EBRADFORD | 483,009.00 | 11,042.00 | 494,051.00 |
| Admin. of Enterprise | 30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE Yr-end adj | 46034 | 02/24/2025 | EBRADFORD | 243,476.00 | 18,259.00 | 266,909.00 |
| Admin. of Enterprise | 30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT Yr-end adj | 46032 | 02/24/2025 | EBRADFORD | 194,564.00 | 848.00 | 206,024.00 |
| Admin. of Enterprise | 30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT Yr-end adj | 46035 | 02/24/2025 | EBRADFORD | 289,534.00 | 19,794.00 | 309,328.00 |
| Admin. of Enterprise | 30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH Yr-end adj | 46036 | 02/24/2025 | EBRADFORD | 614,531.00 | 2,677.00 | 651,458.00 |
| Admin. of Enterprise | 30-80-7200-5350-622 SERVICE CHARGE - HUMAN RESOURCES Yr-end adj | 46030 | 02/24/2025 | EBRADFORD | 253,166.00 | 1,355.00 | 254,521.00 |
| Admin. of Enterprise | 30-80-7200-5350-623 SERVICE CHARGE - COMMUNICATIONS Yr-end adj | 46031 | 02/24/2025 | EBRADFORD | 192,361.00 | 7,090.00 | 202,858.00 |
| Admin. of Enterprise | 30-80-7200-5350-624 SERVICE CHARGE - ENGINEERING SERVIC Yr-end adj | 46033 | 02/24/2025 | EBRADFORD | 0.00 | 175,900.00 | 175,900.00 |
| Water Dist. | 30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL Valves, fittings, hydrants, repair materials, etc | 45948 | 02/24/2025 | JFernandez | 120,000.00 | 15,000.00 | 98,605.00 |
| WW Collect. | 30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL Valves, fittings, hydrants, repair materials, etc. | 45947 | 02/24/2025 | JFernandez | 70,000.00 | -15,000.00 | 51,100.00 |
| W&S Contingency | 30-80-9990-5300-000 CONTINGENCY Yr-end adj | 46039 | 02/24/2025 | EBRADFORD | 400,000.00 | -173,621.65 | 0.00 |
| SW Contingency | 35-30-5900-5300-000 CONTINGENCY Yr-end adj | 46050 | 02/24/2025 | EBRADFORD | 25,000.00 | -7,818.00 | 0.00 |
| Storm- water | 35-30-5900-5350-611 SERVICE CHARGE - ADMINISTRATION Yr-end adj | 46041 | 02/24/2025 | EBRADFORD | 18,378.00 | 798.00 | 19,274.00 |
| Storm- water | 35-30-5900-5350-612 SERVICE CHARGE - ACCOUNTING Yr-end adj | 46042 | 02/24/2025 | EBRADFORD | 19,321.00 | 441.00 | 19,762.00 |
| Storm- water | 35-30-5900-5350-613 SERVICE CHARGE - FLEET MAINTENANCE Yr-end adj | 46047 | 02/24/2025 | EBRADFORD | 5,368.00 | 338.00 | 5,779.00 |
| Storm- water | 35-30-5900-5350-614 SERVICE CHARGE - FACILITY MGMT Yr-end adj | 46045 | 02/24/2025 | EBRADFORD | 114,970.00 | 501.00 | 121,741.00 |
| Storm- water | 35-30-5900-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT Yr-end adj | 46048 | 02/24/2025 | EBRADFORD | 11,582.00 | 791.00 | 12,373.00 |
| Storm- water | 35-30-5900-5350-616 SERVICE CHARGE - INFORMATION TECH Yr-end adj | 46049 | 02/24/2025 | EBRADFORD | 24,582.00 | 107.00 | 26,058.00 |
| Storm- water | 35-30-5900-5350-622 SERVICE CHARGE - HUMAN RESOURCES | | | | | | |

JFernandez

02/17/2025

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FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

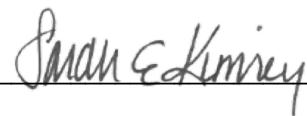
DATES: 02/24/2025 TO 02/24/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|----------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| | Yr-end adj | 46043 | 02/24/2025 | EBRADFORD | 10,127.00 | 54.00 | 10,181.00 |
| Storm-water | 35-30-5900-5350-623 SERVICE CHARGE - COMMUNICATIONS | | | | | | |
| | Yr-end adj | 46044 | 02/24/2025 | EBRADFORD | 7,695.00 | 283.00 | 8,114.00 |
| Storm-water | 35-30-5900-5350-624 SERVICE CHARGE - ENGINEERING SERVIC | | | | | | |
| | Yr-end adj | 46046 | 02/24/2025 | EBRADFORD | 0.00 | 70,360.00 | 70,360.00 |
| Storm-water | 35-80-3900-3900-000 FUND BALANCE APPROPRIATED | | | | | | |
| | Yr-end adj | 46051 | 02/24/2025 | EBRADFORD | 268,561.00 | 65,855.00 | 334,416.00 |
| Restr. Revenue | 72-00-5100-3301-003 RESTRICTED REV- K-9 DONATION | | | | | | |
| | Adj to actual | 45945 | 02/24/2025 | EBRADFORD | 3,100.85 | 0.15 | 3,101.00 |
| Restr. Revenue | 72-00-5100-3301-023 RESTRICTED REV-HILLSBOROUGH ROCKS | | | | | | |
| | Adj to actual | 45941 | 02/24/2025 | EBRADFORD | 2,539.51 | 253.15 | 2,792.66 |
| Restr. Revenue | 72-00-5100-3301-027 RESTRCITED REV-CHRISTMAS TOY DRIVE | | | | | | |
| | Adj to actual | 45937 | 02/24/2025 | EBRADFORD | 2,949.00 | 3,737.29 | 6,686.29 |
| Restr. Revenue | 72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT | | | | | | |
| | Adj to actual | 45939 | 02/24/2025 | EBRADFORD | 27,157.85 | -123.89 | 37,533.96 |
| Restr. Revenue | 72-00-5100-3301-054 RESTRICTED REV-DRUG SEIZURE | | | | | | |
| | Adj to actual | 45943 | 02/24/2025 | EBRADFORD | 0.00 | 554.07 | 554.07 |
| Restr. Revenue | 72-20-5100-5300-023 HILLSBOROUGH ROCKS EXPENDITURES | | | | | | |
| | Adj to actual | 45942 | 02/24/2025 | EBRADFORD | 2,539.51 | 253.15 | 2,792.66 |
| Restr. Revenue | 72-20-5100-5300-052 ABC BOARD EXPENDITURES | | | | | | |
| | Adj to actual | 45940 | 02/24/2025 | EBRADFORD | 27,157.85 | -123.89 | 37,533.96 |
| Restr. Revenue | 72-20-5100-5300-053 DRUG SEIZURE EXPENDITURES | | | | | | |
| | Adj to actual | 45944 | 02/24/2025 | EBRADFORD | 0.00 | 554.07 | 554.07 |
| Restr. Revenue | 72-20-5100-5300-328 K-9 DONATION SUPPLIES | | | | | | |
| | Adj to actual | 45946 | 02/24/2025 | EBRADFORD | 3,100.85 | 0.15 | 3,101.00 |
| Restr. Revenue | 72-20-5100-5300-357 CHRISTMAS TOY DRIVE EXPENDITURES | | | | | | |
| | Adj to actual | 45938 | 02/24/2025 | EBRADFORD | 2,949.00 | 3,737.29 | 6,686.29 |
| | | | | | | <u>297,442.24</u> | |

APPROVED: 3/0

DATE: 2/24/25

VERIFIED: _____



FY 2024-2025

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

PRINT ONLY

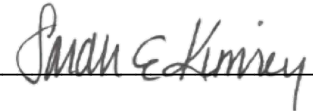
2024-2025 BUDGET

| <u>ACCOUNT</u> | <u>DATE</u> | <u>CHANGE NUMBER</u> | <u>CURRENT BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|--|-------------|--------------------------|---------------------------|--------------------------|---------------------------|
| Revenue | | | | | |
| 74 | | | | | |
| 74-00-3900-3900-000 FUND BALANCE | 2/25/2025 | 46054 | 84,151.00 | 20,000.00 | 104,151.00 |
| APPROPRIATED | | | | | |
| Allocate fund balance for contract w/ HAC Last Fri | | | | | |
| Total for 74 | | | <u>84,151.00</u> | <u>20,000.00</u> | <u>104,151.00</u> |
| Total for Revenue | | | <u>84,151.00</u> | <u>20,000.00</u> | <u>104,151.00</u> |
| Expenditure | | | | | |
| 74 | | | | | |
| 74-51-6250-5300-477 C.S./OTHER | 2/25/2025 | 46055 | 185,700.00 | 20,000.00 | 205,700.00 |
| Allocate fund balance for contract w/ HAC Last Fri | | | | | |
| Total for 74 | | | <u>185,700.00</u> | <u>20,000.00</u> | <u>205,700.00</u> |
| Total for Expenditure | | | <u>185,700.00</u> | <u>20,000.00</u> | <u>205,700.00</u> |
| Grand Total | | | <u>269,851.00</u> | <u>40,000.00</u> | <u>309,851.00</u> |

APPROVED: 3/0

DATE: 2/24/25

VERIFIED: _____





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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.

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 03/10/2025 TO 03/10/2025

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-------------|---|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| GF | 10-00-9990-5300-000 CONTINGENCY | | | | | | |
| Contingency | To cover Ford Police Hybrid Vehicle training | 46071 | 03/10/2025 | EBRADFORD | 450,000.00 | -349.00 | 77,372.35 |
| Fleet | 10-30-5550-5300-080 TRAINING/CONF./CONV. | | | | | | |
| | To cover Ford Police Hybrid Vehicle training | 46070 | 03/10/2025 | EBRADFORD | 8,000.00 | 349.00 | 8,349.00 |
| WSF | 30-80-3900-3900-000 FUND BALANCE APPROPRIATED | | | | | | |
| Fund Bal. | To cover aquatic weed control invoice. | 46067 | 03/10/2025 | JFernandez | 406,244.00 | 1,385.00 | 3,178,263.96 |
| Admin of | 30-80-7200-5300-570 MISCELLANEOUS | | | | | | |
| Enterprise | To re-appropriate lapsed WWTP master plan fi | 46075 | 03/10/2025 | EBRADFORD | 165,000.00 | -42,900.00 | 122,100.00 |
| WFER | 30-80-8130-5300-152 AQUATIC WEED CONTROL | | | | | | |
| | To cover aquatic weed control invoice. | 46066 | 03/10/2025 | JFernandez | 4,500.00 | 1,385.00 | 5,885.00 |
| Water | 30-80-8140-5300-158 MAINTENANCE - EQUIPMENT | | | | | | |
| Dist. | To cover NC811 call center invoice. | 46068 | 03/10/2025 | JFernandez | 21,000.00 | -1,100.00 | 22,015.00 |
| Water | 30-80-8140-5300-457 C.S./NC ONE CALL CENTER | | | | | | |
| Dist. | To cover NC811 call center invoice. | 46069 | 03/10/2025 | JFernandez | 3,000.00 | 1,100.00 | 4,100.00 |
| WW | 30-80-8200-5300-154 MAINTENANCE - GROUNDS | | | | | | |
| Collect. | To cover tree removal services at sewer outfall | 46077 | 03/10/2025 | JFernandez | 35,000.00 | 7,000.00 | 39,000.00 |
| WW | 30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS | | | | | | |
| Collect. | To cover tree removal services at sewer outfall | 46076 | 03/10/2025 | JFernandez | 40,000.00 | -7,000.00 | 49,872.00 |
| WWTP | 30-80-8220-5300-441 C.S./ENGINEERING | | | | | | |
| | To re-appropriate lapsed WWTP master plan fi | 46074 | 03/10/2025 | EBRADFORD | 0.00 | 42,900.00 | 81,157.00 |
| Storm- | 35-30-5900-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| water | To purchase hand tools | 46072 | 03/10/2025 | EBRADFORD | 184,000.00 | -1,000.00 | 183,000.00 |
| Storm- | 35-30-5900-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| water | To purchase hand tools | 46073 | 03/10/2025 | EBRADFORD | 500.00 | 1,000.00 | 1,500.00 |
| | | | | | | <u>2,770.00</u> | |

JFernandez

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Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Waterstone South Masterplan Unit Numbers Shift

Attachments:

Request to shift unit counts in Waterstone South

Summary:

The developer for the Waterstone South project has started to market their project to various builders and has received feedback that unit counts need to be adjusted for financing and project viability. The masterplan always indicated +/- on the unit counts with the assumption that the unit counts for each housing type may shift slightly.

For the sake of transparency staff and the developer wanted to apprise the Board of Commissioners of this update to the plans. The total unit count of +/- 655 units and unit per acre density are not going to change, however the developer would like the flexibility to build 40 less apartments and 40 more townhomes shifting unit counts from +/- 450 apartments to +/- 410 apartments and +/- 205 townhomes to +/- 245 townhomes. The developer would like to have flexibility in these ranges for unit counts, as long as the total number of units and density are not increased. 15% of the market rate townhomes and 15% of the market rate apartments will remain affordable at 80% AMI, per the masterplan conditions.

Financial impacts:

Low; taxable value remains roughly the same.

Staff recommendation and comments:

Staff recommends approval, as unit counts on such a large masterplan project were always bound to change depending on market conditions as the project builds out.

Action requested:

Approve flexibility in unit counts.



Shannan Campbell
Town of Hillsborough
Planning Director

2/20/2025

Dear Ms. Campbell,

Capkov Ventures, the permit holder for the Planned Development Waterstone South, formally request to be placed on the consent agenda for the next available Hillsborough Commissioners meeting to confirm that:

Capkov Ventures may increase the number of town home units in Waterstone South to a maximum increase of 40 units, with a corresponding reduction in the number of apartment units of at least the same number of units of the increase in town homes.

Two potential multi-family developers have said that a 350-unit single phase multi-family project is the best way to successfully underwrite the development of the multi-family apartments. In order to reduce the number of multi-family apartments and maintain financial feasibility, an increase in the number of town homes would be required. We would cap the increase in town homes to 40.

Thank you for your consideration.

Best Regards, Eric Chupp

Director of Development
Capkov Ventures Inc.
(919) 260-7262



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|----------------|
| Meeting Date: | March 10, 2025 |
| Department: | Governing Body |
| Agenda Section: | Consent |
| Public hearing: | No |
| Date of public hearing: | N/A |

PRESENTER/INFORMATION CONTACT

Commissioner Matt Hughes

ITEM TO BE CONSIDERED

Subject: Resolution Supporting Hillsborough's Immigrant Communities

Attachments:

Resolution

Summary:

The attached resolution is in response to state legislation requiring local sheriff's offices cooperation with the United States Immigration and Customs Enforcement (ICE) and is an effort to show support and appreciation for the important role immigrants play in the Hillsborough community.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Adopt resolution.



RESOLUTION

Supporting Hillsborough's Immigrant Communities

WHEREAS, the Town of Hillsborough recognizes and appreciates the important role that immigrants play in the vibrancy of Hillsborough's community, diversity and prosperity; and

WHEREAS, Hillsborough's community continually upholds the values of diversity, equity and inclusion as key pillars to the success of our community and our larger democracy; and

WHEREAS, Hillsborough prides itself as being a community that welcomes all individuals who live, work and play within the town; and

WHEREAS, an important culture of collaboration and cooperation exists between the Hillsborough Police Department and immigrant communities that upholds the safety and well-being of all residents; and

WHEREAS, access to municipal services and engagement for all our town's residents, regardless of one's immigration status, is essential for the operations of our town in promoting public safety, fostering economic vitality and uplifting the diversity of our community; and

WHEREAS, undocumented immigrants contribute greatly to North Carolina's community, including the payment of various forms of taxes, without receiving access to basic safety net programs; and

WHEREAS, the North Carolina General Assembly has passed House Bill 10 (Session Law 2024-55) to require cooperation of sheriff's offices with United States Immigration and Customs Enforcement (ICE), which will erode trust between our immigrant communities and undermine public safety;

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

- Commits to continuing to foster a welcoming environment for all immigrants living, working and contributing to our town, regardless of immigration status.
- Continues to support ways for all residents to access municipal services, including law enforcement protection.
- Empowers the Hillsborough Police Department to continue to engage with our immigrant communities to build upon existing trust and cooperation.
- Directs the Hillsborough Police Department to continue supporting the benefits provided through the U visa petition (Form I-918) process for victims of certain crimes to remain in the United States during investigations.
- Supports passage of federal legislation to provide a pathway to citizenship for undocumented residents, including those who are protected by Deferred Action for Childhood Arrivals. These people are also called dreamers.

Approved this 10th day of March in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|----------------|
| Meeting Date: | March 10, 2025 |
| Department: | Police |
| Agenda Section: | Presentations |
| Public hearing: | No |
| Date of public hearing: | N/A |

PRESENTER/INFORMATION CONTACT

Police Chief Duane Hampton and Major Jason Winn

ITEM TO BE CONSIDERED

Subject: Police Department Update and 2024 Summary

Attachments:

None

Summary:

The Police Department will present information to update the board on the status of the department and a summary of activities and trends in 2024.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|--------------------|
| Meeting Date: | March 10, 2025 |
| Department: | Community Services |
| Agenda Section: | Consent |
| Public hearing: | No |
| Date of public hearing: | N/A |

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space & Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Repeal of 45 Miles Per Hour Speed Limit on U.S. 70 (Cornelius Street)

Summary:

On Oct. 28, 2024, the Board of Commissioners discussed U.S. 70 safety concerns following a pedestrian fatality that occurred after a youth was hit by a car on Sept. 13, 2024. At that meeting, the board approved a staff recommendation to pursue the lowering of the speed limit on U.S. 70 within town limits.

Upon request of town staff, NCDOT Division 7 performed an investigation and based on the history of speed-related accidents concurred with the recommendation to reduce the speed to 35 miles per hour in town limits. In order to move forward with approving that change, the town has been asked to formally repeal the original 1980 request to increase the speed limit. Once that is done, the road will default to the statewide municipal speed limit of 35 miles per hour.

It will take several months to receive final NCDOT approval and for the signage to be updated, but this request should be completed by Fall 2025.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Adopt the attached ordinance repealing the request to increase the speed limit on U.S. 70 in town limits.



ORDINANCE

Repealing Request for 45 Mile Per Hour Speed Limit on U.S. 70 (Cornelius Street) in Town Limits

The Hillsborough Board of Commissioners ordains:

- Section 1.** The Ordinance adopted by the Town of Hillsborough Board of Commissioners on April 14, 1980 requesting that the speed limit on U.S. 70 (Cornelius Street) be set at 45 miles per hour in town limits is hereby repealed.
- Section 2.** The Board of Commissioners hereby requests that NCDOT Ordinances 1034555 and 1034556 are likewise repealed and the speed limit on U.S. 70 (Cornelius Street) within town limits be set at 35 miles per hour pursuant to N.C.G.S. §20-141.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of March in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Continued discussion of potential America 250th Anniversary Celebrations

Attachments:

None

Summary:

July 4, 2026 will commemorate the 250th anniversary of the signing of the Declaration of Independence. Per America250.org, Inc., “the journey toward this historic milestone is an opportunity to pause and reflect on our nation’s past, honor the contributions of all Americans, and look ahead toward the future we want to create for the next generation and beyond.” As a historic town with treasured revolutionary-era significance, there are opportunities for local events to celebrate and remember the past 250 years. Local non-profit historical and cultural organizations have already begun discussions about potential events.

At its Feb. 24 work session, the town board expressed an interest in potentially partnering with the Tourism Board and/or Tourism Development Authority to put together an event for July 4, 2026 as a culmination of the next 16 months of smaller America 250 events. Funding such an event is a consideration as well as what organization (if any) may have any capacity to put on such an event or if a third party would need to be hired to organize it.

Staff conferred with other organizations and learned that the Orange County Historical Museum is still awaiting confirmation on a potential grant from the state to do a play in the fall and the Alliance is going to theme the next two Revolutionary War Day events around America 250. There are other small events being discussed and still finalized.

Financial impacts:

Cost will depend on the level of town, Tourism Board, and Tourism Development Authority funding and the scale of the planned event, and if funding is needed for a staff person to organize it.

Staff recommendation and comments:

N/A

Action requested:

Advise staff on how to move forward based on the estimated costs and capacity available.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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 March 24, 2025

Attachments:

None

Summary:

A presentation recognizing Police Chief Duane Hampton is scheduled for the March 24 work session. There are no other discussion topics scheduled at this time.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 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 February 2025

Budget

- Held Community Re-Investment Kickoff on February 27. Applications are due March 31.

Communications

- Branding — Helped Billing and Collections with frosted decal design for glass enclosure.
- Town materials — Reviewed draft code enforcement courtesy letter, notice of violation and complaint form. Drafted A-frame sign for closures of areas with communication methods on other side.
- Website — Created online code enforcement complaint form and nonprofit partnerships application. Finalized converting curbside collections calendar information to plain text on Garbage Collection webpage. Added water and sewer bill insert to community newsletter linked on website to provide access to customers who receive bills electronically. Helped stormwater with rain barrel program pages and appointment registration.
- Utilities Outreach — Bill insert and message on March hydrant flushing and chlorine disinfection.
- Other — Drafted sign with hours, wayfinding and QR code to information on ways to pay utilities bills for Town Hall Annex exterior doors. Agreed to provide support for Hillsborough Climate Challenge through initial news release with link to calendar of events and through promotion of events that feature town staff, boards or facilities.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Feb. 13 Employee engagement event – Chili Cookoff.

| RECRUITMENT AND SELECTION | |
|---|-------------------------|
| Position | Status |
| Graduate Intern | Closed 2/23. |
| Meter Services Technician | Started 2/10. |
| Part-time Customer Service Representative | Closed 2/9. |
| Police Officer | Continuous recruitment. |

Diversity, Equity and Inclusion

- Continued collaboration with Central Pines Regional Council, the OneOrange countywide team and other leaders throughout the state.

Information Technology

- Held IT transition meetings to ensure continued coverage during interim period. IT point of contact will be Administrative Services Director Jen Della Valle until a new IT manager is hired.

Safety and Risk Management

- Held our annual 6-hour OSHA water and wastewater course.

- Met with NCDOL Carolina Star program coordinator. Filled out and submitted documents for renewing our membership.



Public Works Report: February 2025

Work Orders

53 completed

Public Spaces

90 staff hours

Stormwater Maintenance

64 Storm drains cleaned, 282 linear feet, and 16 staff hours

Inspections

15 Utility inspections

Special Events

Winter weather events – 106 staff hours

Training

1 Staff member attended training through ITRE.

Cemetery

2 graves marked

Asphalt Repairs

3 Utility cuts