



Agenda

Board of Commissioners Regular Meeting

7:00 PM February 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. Planning, Tourism, and Economic Development Updates

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 term(s) expiring Jan. 31, 2026

C. Tree Board – Reappointment of Mixon Nelson for a second term expiring March 1, 2028

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. Award construction contract for N.C. HWY 86/Fleet Renovation Project

7. Items for decision - regular agenda

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

- [A.](#) Annexation interest letter for 224 Oakdale Drive (voluntary, contiguous request)
- [B.](#) Hot topics for work session Feb. 24, 2025

8. Updates

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

9. Adjournment

Interpreter services or special sound equipment for compliance with the 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: Feb. 10, 2025
Department: Planning & Economic Development
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Planning, Tourism, and Economic Development Updates

Attachments:

Presentation PDF

Summary:

Presentation to update the town board on current Planning, Tourism, and Economic Development projects, happenings, and initiatives.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

N/A

Planning, Tourism, & Economic Development Update

February 2025



1

Planning

- **Comprehensive Sustainability Plan**
 - Joint effort with Stephanie Trueblood, Public Space and Sustainability Manager
 - We won an award!

- **Hired a (new position) Planner II**

-  **Town Government & Public Services:** covers the roles of government and services provided by the town, as well as revenue streams and agency partnerships.
-  **Social Systems & Public Space:** explores ideas for arts and culture events and installations in the town's public spaces, as well as opportunities for community gathering and placemaking.
-  **Land Use & Development:** promotes sustainable, progressive principles for the development of land in Hillsborough to manage growth pressures and maintain a prosperous town with strong sense of place.
-  **Housing & Affordability:** highlights opportunities to increase Hillsborough's supply of housing to promote stability in the community.
-  **Environment & Natural Systems:** outlines plan for the continued stewardship of Hillsborough's natural resources to promote the community's overall health and function.
-  **Economic Systems & Tourism:** incorporates sustainability values into economic development strategies to ensure the resilience of the business community and illustrates various development and tourism opportunities.
-  **Transportation & Connectivity:** details existing transportation infrastructure and needs, as well as proposed improvements in access and mobility.
-  **Climate & Energy:** covers climate impacts and conservation needs, including the town's clean energy resolution and a three-pronged sustainability approach including social equity, ecological responsibility, and economic efficiency.



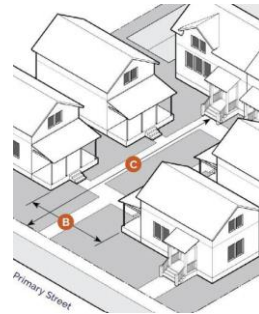
American Planning Association
North Carolina Chapter

Creating Great Communities for All

2

Planning

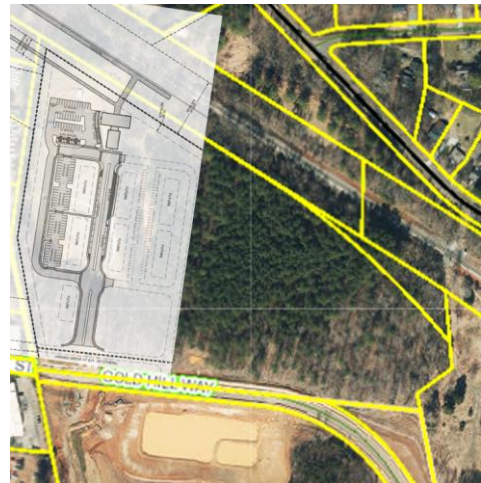
- **Parking Study**
 - Internal kick-off, information/data sharing from last study, public engagement plan development
- **Code Enforcement**
- **UDO Re-write**
 - RFP released, responses in, staff scoring/interviewing finalist firms
- Implementation of CSP and Town Board Strategic Goals (on-going)



3

Planning

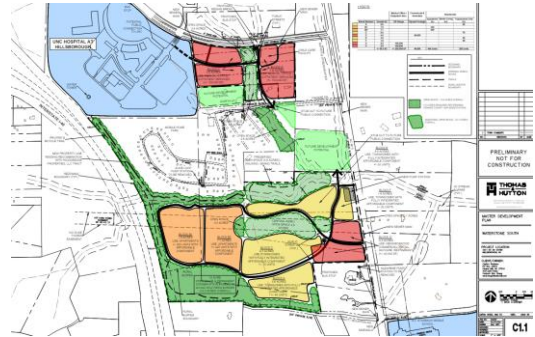
- **Hillsborough Station TOD Project**
 - We have 18+/- ac to plan
 - Train station anchor, other uses TBD- lots of good ideas out there
 - More to come!



4

Planning

- **Annexations, Rezoning, New Development Ideas**
 - A lot of interest in residential infill, apartments, and storage unit complexes
 - Working with Utilities/Eng Services to keep up with new water and sewer system demands on our system
- **Where?**
 - Oakdale, Meadowlands, Owls Woods, Paliouras, Waterstone, next phases of Collins Ridge, Persimmon Phase 2, and now Waterstone South build out



5

Tourism

- Food and Beverage Tax continues to grow as does support for our tourism contract partners (Burwell, Museum, Hillsborough Arts Council)
- And subsequent support for events grows: Solstice Lantern Walk, Holiday Parade & Tree Lighting so large it was split into two events, Last Fridays continues to thrive and grow
- More and bigger marketing opportunities (both paid and unpaid) WRAL [Out & About](#), Southern Living Magazine, and more...

Gross Receipts Revenues- 1% Prepared Food and Beverage Tax
Hillsborough Tourism Board

Month	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
July	\$30,453.70	\$31,257.81	\$30,716.14	\$33,289.37	\$30,141.73	\$36,934.94	\$39,681.23	\$50,598.52
August	\$28,976.05	\$30,831.82	\$33,373.27	\$32,927.99	\$27,747.34	\$34,194.86	\$42,952.36	\$44,315.18
September	\$27,050.52	\$30,232.18	\$30,144.31	\$31,530.78	\$28,978.57	\$32,071.32	\$41,000.07	\$40,292.48
October	\$29,910.50	\$30,910.25	\$31,212.46	\$32,507.15	\$32,439.75	\$42,225.31	\$47,306.55	\$42,885.73
November	\$28,563.38	\$28,064.84	\$27,845.69	\$32,791.66	\$26,556.92	\$33,296.27	\$38,487.16	\$31,463.71
December	\$29,221.43	\$33,632.97	\$34,700.52	\$35,102.52	\$32,051.89	\$32,841.50	\$43,540.72	\$50,623.98
January	\$24,142.18	\$24,189.98	\$30,528.22	\$33,471.34	\$27,658.67	\$31,213.91	\$35,566.32	\$38,269.81
February	\$26,610.30	\$29,746.09	\$27,012.88	\$27,360.99	\$27,666.32	\$33,829.54	\$45,426.08	\$41,900.67
March	\$31,319.16	\$35,203.76	\$32,737.49	\$26,125.77	\$33,038.95	\$36,250.16	\$39,965.61	\$42,895.16
April	\$28,317.73	\$31,415.35	\$31,713.63	\$27,325.30	\$34,293.11	\$44,108.70	\$46,018.28	\$57,121.69
May	\$33,371.01	\$31,731.17	\$31,266.83	\$26,026.84	\$34,501.60	\$41,870.82	\$43,563.55	\$53,602.69
June	\$29,256.32	\$35,870.73	\$31,034.18	\$27,227.52	\$33,630.05	\$39,865.00	\$38,687.15	\$43,771.74
YTD total	\$347,192.28	\$373,086.95	\$372,285.62	\$365,687.23	\$368,704.90	\$438,702.33	\$502,195.08	\$537,741.36



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Tourism

- Occupancy Tax remains steady, with growth when Colonial Inn came online
- TDA continues to support public/private art installations, marketing for established events, and growing events like FlushFest
- Investments made in holiday décor this fiscal year, continued desire to support a performing/cultural arts venue



2021



Now



7

Economic Development (2021)

Pre-development meetings and inquiries for vacant parcels and buildings including:

100 S Churton Street
 Paliouras Outparcel(s)
 633 Cornelius St



8

Economic Development

Moving and shaking in Downtown & West Hillsborough, Hampton Pointe, and more:

- Eno Arts Mill (OCAC)
- Eno River Brewing
- Annie & Arthur Fine Art Supplies
- Melissa Designer Jewelry moved to larger location
- Dwell
- Vesta
- The Rookery

- River Cycles
- Aldi

- La Muneca Ice Cream

- Lupita's Taqueria

(list is not exhaustive, just some examples of new and growing small businesses)



Economic Development

- Durham Tech Expansion
- OC Crisis Diversion Facility and/or additional Medical and/or Office development as part of Waterstone South
- Working with the Chamber on both small and large business initiatives including identifying our BIPOC and woman owned enterprises and learning what their business needs are





Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Tourism Board – Reappointment of Eryk Pruitt for a term expiring Feb. 10, 2027

Attachments:

Volunteer Board Application

Summary:

Eryk Pruitt lives on Tuscarora Drive and co-owns and operates Yonder Southern Cocktails, a bar located on King Street that serves as a watering hole, local music venue, and hosts special arts installations and comedy shows, among other things. Eryk has an interest in continuing to promote Hillsborough’s unique brand and bringing more visitors into town. He has been a communicative board member with good attendance.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

None.

Action requested:

Reappointment.



Appointed Boards Application

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

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

Eryk

Last name (required):

Pruitt

Home address (required):

115 Tuscarora Dr

Home phone number:

919.452.4536

Work phone number:

Email address (required):

reverenderyk@gmail.com

Place of employment:

Yonder: Southern Cocktails & Brew

Job title:

co-owner

Birth date (required):

April 16, 1975

Gender (required):

Male

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

White

First choice (required):

Tourism Board

Second choice (required):

Tourism Board

Third choice (required):

Tourism Board

Reasons for wanting to serve (required):

I am interested in helping Hillsborough put its best foot forward in order to attract more business from out of town.

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

This will be my first board.

Relevant work, volunteer or educational experience (required):

I have promoted brands, developed media contacts, and written or been the subject of several articles which promote Hillsborough.

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

I own Yonder in downtown Hillsborough and live just outside of town limits.

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

I would be excited to find out where I might be able to help implement the ideas presented in the Vision 2030 plan and beyond.

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

I have not, but I would look forward to the opportunity to learn more about them.

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

I think of Hillsborough's special and unique character as a brand and would love the opportunity to help define it and promote it throughout the Triangle, the state, and beyond, in order to attract more visitors.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Tourism Development Authority – Reappointment of Dani Black, Victoria Pace, and Meaghun Darab for term(s) expiring Jan. 31, 2026

Attachments:

1. Dani Black’s Volunteer Application
2. Victoria Pace’s Volunteer Application

Summary:

Dani Black serves on the TDA in the seat reserved for “individuals who are affiliated with businesses that collect the tax in the town.” She operates an AirBnB in her residence and AirBnB is collecting and remitting occupancy tax on behalf of their users. Dani has been actively engaged in the TDA with good attendance.

Victoria Pace currently serves on the Hillsborough Tourism Board as an at-large member and current board chair, and the TDA in the Tourism Board representative seat. She has been on the Tourism Board since December 2021 and has a good attendance record on both boards.

Meaghun Darab is the town board’s representative to the Tourism Development Authority. She has been an active and engaged tourism advocate with good attendance and communication.

Financial impacts:

None.

Staff recommendation and comments:

Staff recommends reappointment of all members.

Action requested:

Reappointment.

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:

dani black

Home address:

110 collins avenue

Work phone number:

919-960-1331

Email address:

daniblack@biggertables.com

Place of employment:

bigger tables consulting and piedmont community college/orange correctional center

Job title:

consultant, chef, instructor

Birth date:

June 5, 1965

Gender:

Female

Ethnic origin:

Caucasian

Boards you would be willing to serve on:

First choice — Tourism Development Authority

Reasons for wanting to serve:

I'm interested to participate in how our town is using the collected tax to bring more hospitality trade to Hillsborough.

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

Many years ago when I owned a restaurant downtown, served on the Tourism Board.

Relevant work, volunteer or educational experience:

I've worked in the culinary and hospitality fields almost all my life, and several years ago added small business entrepreneurship consulting to that work. I enjoy the intersections of building connections between businesses and welcoming and feeding visitors!

Have served with local organizations working to improve our communities (OCIM, Local Re-Entry Council, Food Council Local Food Economy workgroup, etc.)

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

Have owned a home and lived here for over 20 years, raised two kids, owned four businesses (still have one). I live, work, play, learn, eat, do whatever I can in the town I love :)

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

I've read bits of it, but didn't make time for all of it before.

I trust and am grateful for the work of the people who've developed it.

Now that I'm throwing my name in this hat, I will sit down and review in detail to see what piece this board has in the overall picture.

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

Have read many over the years. It can be overwhelming, as a citizen (or even, I imagine, as a Town worker or board member) to stay on top of all! I'm super-grateful for the work the Town does to get this information out there to people in a timely and appealing fashion.

It's awesome to have access to so much material for planning purposes.

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

Hillsborough is facing challenges of growing wisely while maintaining its unique, important, lovely character and vibrant, connected community. If there are tensions or challenges in the community, I see them all going back to that, which is at its root, an abundance of blessings.

The town and surrounding area have so many gifts of resources, including people, that the work seems to be how best to use these for the good of all.

I'm encouraged by the great work of employees and volunteers in many inter-related areas, and will enjoy an opportunity to work on one tiny piece of the picture.

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.



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:

Victoria Pace

Home address:

220 S Bellvue St

Home phone number:

9199610027

Email address:

vpace627@gmail.com

Place of employment:

Engineering World Health

Job title:

Operations Manager

Birth date:

June 27, 1992

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tourism Board

Second choice — Historic District Commission

Third choice — Water and Sewer Advisory Committee

Reasons for wanting to serve:

I moved to Hillsborough in 2016 and have loved every minute of it. I find something new each week that makes me love living here even more. The town, the community, the level of civic involvement. I'd like to give back to a town that I enjoy and be a part of its continued success.

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

I have not served on a board, but would love to (as you can see)!

Relevant work, volunteer or educational experience:

I've worked for a Chapel Hill based non-profit (Engineering World Health) for over 4 years, so I have experience managing non-profits, applying for grants, and working within a budget. Previously I worked in the UNC Chapel Hill admissions office, where my main duties included overseeing and curating the visitor experience. I volunteered with the Alliance for Historic Hillsborough (albeit in a very limited capacity) a few years ago.

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

I've lived here since 2016, owned a home here since 2019, and own two businesses that operate out of Hillsborough (one is a flooring contracting company and the other is a supply company).

I spend most of my spare time here and shop local every chance I get.

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

I have. I think it is a well written plan with a clear strategy and I would be enthusiastic about working towards fulfilling the Vision. Most of the goals seem attainable within the next 8 years. Some will likely need to be re-worked or included in the next plan, which is understandable.

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

I have, namely the 5 Year Strategic Tourism Plan and the Community Connectivity/Corridor plans. I think the Strategic Tourism plan is great- the Tourism Board has clearly had success since the plan's adoption in 2017. Last Fridays are always well attended, even in the COVID era, and it seems other visitor organizations in town have experienced growth.

I feel the community connectivity/corridor plans are an important part of increasing town tourism. If more residents are able to conveniently access town businesses, they may be more likely to stay in town while hosting visitors (rather than travel to Durham/Chapel Hill for meals and events), thus those visitors may be more likely to return or mention Hillsborough as a lively spot to visit.

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

Currently, the limited variety of shops and open commercial space downtown. I think the Tourism Board could work with other boards to encourage new businesses and get the downtown spaces filled. If there is a unique store that is interesting enough for people to come from out of town, it could add significantly to our visitor numbers (for example, I have often traveled to Pittsboro just to go to Screaming for Vintage, but usually stop by other shops while I'm there).

I wanted to keep my answers brief for the sake of a non-strenuous review, but I'm happy to provide more information if needed! I'm very enthusiastic about Hillsborough and would love to be a part of a board. Thank you so much for your consideration!

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: Feb. 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 – Reappointment of Mixon Nelson for a second term expiring March 1, 2028

Attachments:

Application

Summary:

Mixon Nelson is recommended to be appointed for a second three-year term. Mixon has served on the Tree Board for one full term. She has years of experience working on Tree Board initiatives such as the board's Tree City and Bee City USA activities as well as serving as lead on Tree Board subcommittees.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Reappoint Mixon Nelson to a second term beginning March 1, 2025, and ending March 1, 2028.



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:

mixon nelson

Home address:

2200 pleasant green road durham, nc 27705

Home phone number:

919-448-4141

Email address:

mixon@transformativegardens.com

Birth date:

Dec. 2, 1975

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tree Board

Reasons for wanting to serve:

hillsborough is doing a good job of making smart, progressive decisions. the tree board is an opportunity for service in a realm where i feel strongly about the impact of the choices being made and also one in which i feel i might contribute positively.

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:

most recently i have spent the last decade with the north carolina botanical garden as curator. i have a degree in landscape architecture and have been building gardens, doing design+install, and perhaps most relevantly_maintaining high end public and private garden spaces for the past thirty years. experience in problem-solving and ground truth.

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

orange county resident_work+play, grocery, post office, bar, town center

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

im impressed by what i see as a compassionate and thoughtful forward-look_taking deliberate actions, making smart modifications, protecting fragile resources, front-lining the need for inclusivity, attempting nuanced approaches to a spectrum of interconnected responsibilities.

it seems that hillsborough is making an earnest attempt to evolve in an intelligent way.

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

not yet

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

one challenge might be staying ahead of the curve in terms of model choices_ making plant species selections for introductions that accommodate need+function, are sustainably manageable, and that also have the highest ecological value+benefit; implementing (and interpreting) a wider variety of native species that are highest caliber providers of biodiversity (host plants+specialists, keystone lepidopteran species, et.al); increasing community awareness of problematic issues from exotic invasive species and creating more opportunities for engagement+education on invasive removal methodologies, practices and strategies.

How you heard about this opportunity:

Current volunteer

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: Feb. 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 Jan. 13, 2025
2. Regular meeting closed session Jan. 13, 2025
3. Work session Jan. 27, 2025

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

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



Minutes

Board of Commissioners Regular Meeting

7 p.m. Jan. 13, 2025

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

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

Staff: 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, Finance Director Dave McCole, 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 7:04 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Request to add Item 5G: Special Event Permit: 2025 MLK March

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

Vote: 5-0.

4. Presentations

A. Employee Service Milestone Awards

Town Manager Eric Peterson gave a presentation on the service milestone award recipients for 2024. Employees are recognized for every five years of service with a coin and \$75.

- 5 years of service — Commissioner Robb English, Crew Leader Jacob Goode, Police Officer 1st Class Andrew Jones, Water Plant Operator III Lynn Reagan, Senior Administrative Support Specialist Lindsay Rhew and Human Resources Analyst Eli Valsing.
- 10 years of service — Administrative Services Director Jen Della Valle, Police Maj. Andy Simmons and Police Sgt. Candace Spragins.
- 15 years of service — Police Lt. Nick Chelenza and Operator in Responsible Charge Sam Dunevant.

- B. Fiscal Year 2024 Audit Presentation
Robert Bittner from the accounting firm PB Mares presented the annual audit report to the board. He said PB Mares issued an unmodified opinion, which is the highest level of assurance an auditor can provide. Additionally, there were no indicators requiring a response from the Board of Commissioners.

5. Items for decision – consent agenda

- A. Minutes
– Regular meeting Dec. 9, 2024
– Regular meeting closed session Dec. 9, 2024
- B. Miscellaneous budget amendments and transfers
- C. 2025 Board of Commissioners Meeting Schedule Amendment
- D. Acceptance of water mains at UNC Hospital in Waterstone/adjustment of prior acceptance action
- E. Acceptance of land donation from Classical American Homes Preservation Trust for Elizabeth Brady pumping station site
- F. Special Event Permit: 2025 Oconeechee Mountain Challenge 10-Mile Run
- G. Special Event Permit: 2025 MLK Jr. Day March

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.
Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Turkey vulture problem on West Queen Street
Resident Michael Beanland requested the board address a problem with vultures congregating at his neighbor's house on West Queen Street.

Assistant Town Manager and Community Services Director Matt Efird shared that town staff is currently working on a wildlife resource guide to provide to the board for approval. Additionally, he said that town staff are researching ordinances that prohibit the feeding of wildlife, but most examples exclude birds.

Public Space and Sustainability Manager Stephanie Trueblood shared that a food source is the reason that the vultures are congregating, which is also why there are black vultures congregating around the Police Station. Trueblood highlighted the protected status of the vultures and the limited actions that individuals can take to remove them without federal permitting, which the town has tried around the Police Station.

Trueblood said that due to the vultures protected status, the town is unable to relocate, harass, harm or kill vultures. However, the town could apply for a depredation permit from the United States Fish and Wildlife Service to kill a select number of vultures. She also shared that the congregation of wild animals can create public health and safety concerns from excrement to aggressive behavior.

Board members expressed support for an ordinance that prohibits the feeding of wild animals.

- B. Water and Sewer Advisory Committee conversion to ad hoc committee
The town manager highlighted that the Water and Sewer Advisory Committee and town staff believe the committee has served its purpose.

Utilities Director Marie Strandwitz reviewed the history of the committee and read a statement from Water and Sewer Advisory Committee Chair Jenn Sykes. The statement explains that the committee would serve the public better by discussing critical water and sewer topics rather than reviewing mandatory items, as it does in its current form.

Commissioners English and Hughes shared their experiences serving on the committee as the mayor pro tempore. Both commissioners said the committee discussed the same topics frequently, and the committee expressed frustration regarding its limitations.

The town board affirmed that the committee could be converted to an ad hoc committee after its next meeting.

- C. Select 2025-2026 biennium legislative goals and voting delegate
The board discussed narrowing the 16 proposed policy goals to 10 to serve as the North Carolina League of Municipalities' agenda for the 2025-2026 legislative biennium.

Ferguson suggested that Hughes be the delegate to vote since he is on the legislative committee for the North Carolina League of Municipalities.

Motion: Commissioner Robb English moved to approve the amended priorities lists and to delegate Hughes as Hillsborough's voting delegate. Lloyd seconded.
Vote: 5-0.

- D. Discussion of possible topics for the Feb. 17 joint meeting with Orange County
Ferguson suggested discussing the use of Orange County's downtown facilities.

English suggested discussing parks and recreation with the county, including the county's park in the Fairview community. Hughes suggested including the county in the planning for the Ridgewalk greenway.

Efird suggested transportation and the train station would be valuable to discuss.

- E. Hot topics for work session Jan. 27, 2025
An update on water and sewer capacity is scheduled for the Jan. 27 work session.

7. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager
There were no additional updates.
- C. Staff (written reports in agenda packet)
There were no additional updates.

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

8. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters

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

9. Adjournment

The mayor adjourned the meeting at 9:46 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: 01/13/2025 TO 01/13/2025

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF 10-00-9990-5300-000 CONTINGENCY						
Contingency To cover garbage truck repair	45748	01/13/2025	EBRADFORI	450,000.00	-6,000.00	365,596.35
To cover maintenance & gas for transferre	45758	01/13/2025	JFernandez	450,000.00	-4,000.00	361,596.35
To cover 3rd party inspections	45774	01/13/2025	EBRADFORI	450,000.00	-15,000.00	346,596.35
Admin. 10-10-4200-5300-080 TRAINING/CONF./CONV.						
To cover Communications training	45761	01/13/2025	EBRADFORI	17,730.00	-2,250.00	13,230.00
Comms. 10-10-4600-5300-080 TRAINING/CONF./CONV.						
To cover Communications training	45762	01/13/2025	EBRADFORI	4,500.00	2,250.00	2,364.00
Comms. 10-10-4600-5300-454 CONTRACT SERVICES						
To cover utilities photo/video services.	45779	01/13/2025	JFernandez	0.00	260.00	1,260.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS						
To cover utilities photo/video services.	45778	01/13/2025	JFernandez	6,200.00	-260.00	2,325.00
Planning 10-10-4900-5300-310 GASOLINE						
To cover gas for transferred vehicle	45759	01/13/2025	JFernandez	0.00	2,000.00	2,000.00
Public Space 10-10-6300-5100-020 SALARIES						
Move PW Intern to Public Space.	45783	01/13/2025	JFernandez	168,072.00	7,800.00	175,872.00
Public Space 10-10-6300-5120-050 FICA						
Move PW Intern to Public Space.	45784	01/13/2025	JFernandez	12,858.00	616.00	13,474.00
Police 10-20-5100-5300-161 MAINTENANCE - VEHICLES						
To cover vehicle upgrades	45750	01/13/2025	EBRADFORI	3,000.00	5,400.00	8,400.00
Police 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
Move Finger-Print Scanner to Dept-Suppl	45755	01/13/2025	EBRADFORI	57,375.00	12,500.00	117,695.00
Police 10-20-5100-5300-350 UNIFORMS						
To cover uniform costs.	45772	01/13/2025	JFernandez	21,840.00	2,000.00	23,840.00
Police 10-20-5100-5300-470 HIRING SELECTION PROCESS						
To cover hiring selection process.	45773	01/13/2025	JFernandez	3,400.00	2,000.00	5,400.00
Police 10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
To cover uniform costs and hiring selectic	45771	01/13/2025	JFernandez	5,000.00	-4,000.00	1,000.00
Police 10-20-5100-5700-740 CAPITAL - VEHICLES						
To cover vehicle upgrades	45751	01/13/2025	EBRADFORI	200,000.00	-5,400.00	194,600.00
Police 10-20-5100-5700-741 CAPITAL - EQUIPMENT						
Move Finger-Print Scanner to Dept-Suppl	45754	01/13/2025	EBRADFORI	65,000.00	-12,500.00	2,900.00
Fleet Maint. 10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE						
To cover garbage truck repair	45749	01/13/2025	EBRADFORI	30,000.00	6,000.00	36,000.00
Fleet Maint. 10-30-5550-5300-203 VEHICLE REPAIR - PLANNING						
To cover maintenance for transferred vehi	45760	01/13/2025	JFernandez	0.00	2,000.00	2,000.00
Streets 10-30-5600-5100-020 SALARIES						
Move PW Intern to Public Space.	45780	01/13/2025	JFernandez	227,252.00	-7,800.00	219,452.00
Streets 10-30-5600-5120-050 FICA						
Move PW Intern to Public Space.	45781	01/13/2025	JFernandez	17,385.00	-616.00	16,769.00
Streets 10-30-5600-5300-455 C.S./ENGINEERING						
To cover 3rd party inspections	45775	01/13/2025	EBRADFORI	41,000.00	15,000.00	116,461.33
Utilities Admin. 30-80-7220-5300-350 UNIFORMS						
JFernandez		01/07/2025	9:07:52AM			
f1142r03						

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/13/2025 TO 01/13/2025

	<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>
	To cover uniforms	45785	01/13/2025	EBRADFORI	500.00	400.00	900.00
Water Dist.	30-80-8140-5300-080 TRAINING/CONF./CONV. To cover Backflow Test Certification	45757	01/13/2025	EBRADFORI	4,000.00	-310.00	3,690.00
Water Dist.	30-80-8140-5300-326 SUPPLIES - PATCH To cover patch supplies in Water Dist.	45768	01/13/2025	JFernandez	4,000.00	500.00	12,500.00
	Current & future concrete/driveway winte	45770	01/13/2025	JFernandez	4,000.00	3,000.00	15,500.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL Current & future concrete/driveway winte	45769	01/13/2025	JFernandez	120,000.00	-3,000.00	87,024.00
Water Dist.	30-80-8140-5300-530 DUES & SUBSCRIPTIONS To cover Backflow Test Certification	45756	01/13/2025	EBRADFORI	2,500.00	310.00	2,810.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover patch supplies in Water Dist.	45767	01/13/2025	JFernandez	6,000.00	-500.00	7,500.00
WWTP	30-80-8220-5300-162 MAINTENANCE - LAB EQUIPMENT Move to correct account.	45752	01/13/2025	JFernandez	4,770.00	-1,100.00	3,670.00
WWTP	30-80-8220-5300-164 MAINTENANCE - INSTRUMENTATION Move to correct account.	45753	01/13/2025	JFernandez	20,760.00	1,100.00	23,660.00
WSF Contingency	30-80-9990-5300-000 CONTINGENCY To cover uniforms	45786	01/13/2025	EBRADFORI	400,000.00	-400.00	93,621.65
						<u>0.00</u>	

DRAFT

APPROVED: 5/0

DATE: 1/13/25

VERIFIED: _____ *Smahn & Kimrey*



Minutes

Board of Commissioners Work Session

7 p.m. Jan. 27, 2025

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

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

Staff: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

1. Opening of the work session

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

2. Agenda changes and approval

There were no changes.

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

Vote: 4-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Black History Month 2025

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

Vote: 4-0.

4. In-depth discussion and topics

- A. Update on Water and Sewer System Capacity

Commissioner Robb English joined the meeting at 7:04 p.m.

Utilities Director Marie Strandwitz reviewed the sewer capacity model shared with the board in 2021 and 2022. The model noted that the town's river basin is constrained by inflow and infiltration during wet weather. She said the Utilities Department is working on water capacity model and long-term wastewater options.

Strandwitz said the town knows its water supply by tracking the West Fork Eno River Reservoir. When the reservoir is full, the town has 645 days of water, when not accounting for evaporation. She said the town also has access to an allocation of 1 million gallons of water per day from Jordan Lake. Strandwitz shared that the town currently uses around 1.8 million gallons of water per day.

Strandwitz said the main limitation for the town's wastewater treatment is the nutrient limitations in the Falls Lake Rules. The town could reach the nutrient discharge limitation in five to seven years.

Strandwitz highlighted that water and sewer capacity is no longer a static number. The Utilities Department has to consider multiple physical and regulatory considerations.

Strandwitz said the Utilities Department prioritizes capacity concerns in the following order:

1. Collection system
2. Distribution system
3. Nutrient wastewater limits
4. Water treatment process limits
5. Water storage and fire protection
6. Water supply

Planning and Economic Development Manager Shannan Campbell highlighted how the Comprehensive Sustainability Plan aligns with the capacity plans of the Utilities Department. Campbell shared that there are 1,532 units approved that have not yet been built.

Environmental Engineering Manager Bryant Green reviewed eight projects that would improve the utilities system. Six of the projects would improve the sewer system to allow for growth and reduce inflow and infiltration. The two remaining projects are improvements to the water distribution system.

Strandwitz shared different concepts to expedite and accommodate capacity, including:

- Forward-looking, capital improvement plan-based system development fees.
- Approve allocation earlier in the development process.
- Improve alignment of water and sewer extension contract and land use entitlement deadlines
- Utilize Jordan Lake allocation.
- Advocate for revised Falls Lake rules that would provide more nutrient allocation based on permitted flow.

Assistant Town Manager and Community Services Director Matt Efirm reviewed the takeaways for developers:

- There is limited capacity for large development projects, but there is capacity for small infill development.
- Water and sewer capacity is not guaranteed until a water and sewer extension contract is executed.
- There are options for developer cost sharing.

Bell suggested having a water and sewer capacity update annually in January to review capacity and inform the planning and budget processes.

B. Community Reinvestment Program Review

Administrative Services Director Jen Della Valle presented the updated Community Reinvestment Program to the board.

She proposed three phases to the program:

- Phase 1: Spring 2025
 - First round of updates to policy and application, which incorporated many of the modifications the town board proposed.
 - Funding amount.
- Phase 2: Fall 2025
 - Funding process for nonprofits.
 - Audit and financial requirements.
 - Reporting requirements.
 - 501 nonprofit designations.
 - Orange County application.
- Phase 3: Winter 2025
 - Evaluation.
 - Rubric, guiding questions or framework.

Della Valle shared that the Budget team wants to create a user-friendly process, which includes:

- Checklist of required items.
- Consistent application window.
- Virtual kickoff.

The board agreed with the phased approach since it allows for many recommendations to be implemented now, but it also allows for modifications to be made in the future.

Additionally, the board clarified that groups applying for funds must prove they currently have 501(c)(3) status or have a fiscal sponsor that has 501(c)(3) status.

Motion: Commissioner Ferguson moved to approve the program policy as amended. Commissioner Matt Hughes seconded.

Vote: 5-0.

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 9:27 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: 01/27/2025 TO 01/27/2025

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF Revenues 10-00-3800-3800-350 MISCELLANEOUS NC Comm Foundation Grant	45793	01/27/2025	EBRADFORI	20,000.00	300.00	20,300.00
GF Contingency 10-00-9990-5300-000 CONTINGENCY To cover HPD handgun sights.	45810	01/27/2025	JFernandez	450,000.00	-8,500.00	338,096.35
3rd party inspections for Collins Ridge	45845	01/27/2025	EBRADFORI	450,000.00	-20,000.00	318,096.35
Human Resources 10-10-4500-5300-330 SUPPLIES - DEPARTMENTAL To cover overage in recruiting and future:	45787	01/27/2025	JFernandez	16,000.00	-5,000.00	11,000.00
Human Resources 10-10-4500-5300-474 RECRUITMENT To cover overage in recruiting and future:	45788	01/27/2025	JFernandez	32,000.00	5,000.00	37,000.00
Comms. 10-10-4600-5300-081 TRAINING - HILLSBOROUGH UNIVERSITY To cover remaining Government 101 exp	45800	01/27/2025	JFernandez	2,000.00	184.00	2,389.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS To cover remaining Government 101 exp	45799	01/27/2025	JFernandez	6,200.00	-184.00	2,141.00
Police 10-20-5100-5300-321 SUPPLIES - COMMUNITY POLICING NC Comm Foundation Grant	45794	01/27/2025	EBRADFORI	2,000.00	300.00	2,300.00
Police 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL To cover red dot handgun sights.	45790	01/27/2025	JFernandez	57,375.00	2,000.00	119,695.00
To cover HPD handgun sights.	45809	01/27/2025	JFernandez	57,375.00	8,500.00	128,195.00
Police 10-20-5100-5700-741 CAPITAL - EQUIPMENT To cover red dot handgun sights.	45789	01/27/2025	JFernandez	65,000.00	-2,000.00	900.00
Streets 10-30-5600-5300-455 C.S./ENGINEERING 3rd party inspections for Collins Ridge	45844	01/27/2025	EBRADFORI	41,000.00	20,000.00	136,461.33
Streets 10-30-5600-5300-583 MISC-TAX, TAGS, ETC. Tax & tags for Truck #214 replacement	45797	01/27/2025	EBRADFORI	2,006.00	5.00	2,061.00
Streets 10-30-5600-5700-740 CAPITAL - VEHICLES Tax & tags for Truck #214 replacement	45798	01/27/2025	EBRADFORI	67,100.00	-5.00	69,095.00
Utilities Admin. 30-80-7220-5300-479 C.S./UTILITY LOCATES To cover 3rd party locates	45807	01/27/2025	EBRADFORI	200,000.00	60,000.00	305,898.20
WTP 30-80-8120-5300-310 GASOLINE To cover gasoline through year-end.	45796	01/27/2025	JFernandez	2,625.00	2,000.00	4,625.00
WTP 30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover gasoline through year-end.	45795	01/27/2025	JFernandez	219,700.00	-2,000.00	217,700.00
Water Dist. 30-80-8140-5300-154 MAINTENANCE - GROUNDS To cover pump & motor for Mayo BPS.	45804	01/27/2025	JFernandez	27,000.00	-1,952.00	33,048.00
Water Dist. 30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover pump & motor for Mayo BPS.	45805	01/27/2025	JFernandez	120,000.00	-3,419.00	83,605.00
Water Dist. 30-80-8140-5300-351 RENTAL - EQUIPMENT To cover pump & motor for Mayo BPS.	45801	01/27/2025	JFernandez	2,000.00	-7,180.00	14,820.00
Water Dist. 30-80-8140-5300-444 C.S./TANK MAINT PROGRAM To cover pump & motor for Mayo BPS.	45802	01/27/2025	JFernandez	48,000.00	-697.00	47,303.00
Water Dist. 30-80-8140-5300-570 MISCELLANEOUS To cover pump & motor for Mayo BPS.	45803	01/27/2025	JFernandez	3,000.00	-1,705.00	1,295.00
Water Dist. 30-80-8140-5700-741 CAPITAL - EQUIPMENT JFernandez		01/21/2025	9:47:36PM			
fl142r03						

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/27/2025 TO 01/27/2025

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
To cover pump & motor for Mayo BPS.	45806	01/27/2025	JFernandez	0.00	14,953.00	74,953.00
WSF 30-80-9990-5300-000 CONTINGENCY						
Contingency To cover 3rd party locates	45808	01/27/2025	EBRADFORI	400,000.00	-60,000.00	33,621.65
Restr. Revenue 72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT						
Allocate FY25 Q3 ABC Board payment.	45818	01/27/2025	JFernandez	27,157.85	3,500.00	37,657.85
Restr. Revenue 72-00-6610-3301-070 RESTRICTED REV-CYBERSECURITY SLCGP						
Allocate award of SLCGP Cybersecurity	45792	01/27/2025	JFernandez	0.00	98,145.00	98,145.00
Restr. Revenue 72-10-6610-5300-370 CYBERSECURITY SLCGP						
Allocate award of SLCGP Cybersecurity	45791	01/27/2025	JFernandez	0.00	98,145.00	98,145.00
Restr. Revenue 72-20-5100-5300-052 ABC BOARD EXPENDITURES						
Allocate FY25 Q3 ABC Board payment.	45819	01/27/2025	JFernandez	27,157.85	3,500.00	37,657.85
Special Assessment Dist. 79-00-3100-3100-003 SPECIAL ASSESSMENT TAXES COLLECTED						
Adj per actual	45813	01/27/2025	EBRADFORI	549,863.00	-130,916.21	418,946.79
Special Assessment Dist. 79-00-3100-3100-004 EXTRAORDINARY ITEMS						
Adj per actual	45811	01/27/2025	EBRADFORI	0.00	1,158,999.47	1,158,999.47
Special Assessment Dist. 79-00-7900-5300-047 PMTS.REGIONS BANK (SAD)						
Adj per actual	45812	01/27/2025	EBRADFORI	533,363.00	-429,221.44	104,141.56
Adj.	45843	01/27/2025	EBRADFORI	533,363.00	1,457,304.70	1,561,446.26
Special Assessment Dist. 79-71-7900-5982-001 TRANSFER TO UTIL CAP IMPROV FUND						
Allocate SAD funds	45816	01/27/2025	EBRADFORI	0.00	728,652.35	728,652.35
Reverse amendment	45841	01/27/2025	EBRADFORI	0.00	-728,652.35	0.00
Special Assessment Dist. 79-71-7900-5982-006 TRANSFER TO GEN CAP IMPROV FUND						
Allocate SAD funds	45817	01/27/2025	EBRADFORI	0.00	728,652.35	728,652.35
Reverse amendment	45842	01/27/2025	EBRADFORI	0.00	-728,652.35	0.00
					<u>2,260,056.52</u>	

APPROVED: 4/0

DATE: 1/27/25

VERIFIED: *Sam E. Kimrey*



PROCLAMATION In Honor of Black History Month 2025

WHEREAS, the Hillsborough Board of Commissioners takes pride in recognizing February 2025 as Black History Month, celebrating the many notable contributions that people of African descent have made to our community, state, and country; and

WHEREAS, African Americans have played significant roles in the history of North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black history throughout our American experience, which dates thousands of years and includes some of the greatest, most advanced and innovative societies that we can all draw inspiration from; and

WHEREAS, since 1976, every American president has designated February as Black History Month; and

WHEREAS, this year's Black History Month theme of "African Americans and Labor," as denominated by the Association for the Study of African American Life and History (ASALH) focuses on the various and profound ways that work of all kinds intersects with the collective experiences of Black people; and

WHEREAS, because of their determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to Hillsborough and our state, achieving exceptional success in all aspects of society, including business, education, politics, science, athletics and the arts; and

WHEREAS, African Americans living and working in Hillsborough — from the time of legalized slavery to the present day — have shown a steadfast determination to live freely and equally and to press the town and the community to make manifest an equitable Hillsborough where race is not a determining factor of outcomes; and

WHEREAS, this observance presents a special opportunity to become more knowledgeable about black heritage and to honor the many black leaders who have played a part in the progress of our community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim February 2025 as Black History Month in Hillsborough.

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



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 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: 02/10/2025 TO 02/10/2025

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 10, 2025
Department: Utilities (WSAC)
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Section 3.71 – Water and Sewer Advisory Committee

Attachments:

Ordinance Repealing Section 3.71

Summary:

A formal motion was held amongst the Water and Sewer Advisory Committee members to recommend disbanding the Water and Sewer Advisory Committee as it currently stands and to allow future ad hoc advisory committees as summoned by the Board of Commissioners for critical water and sewer issues. At its Jan. 13, 2025 regular meeting, the Board of Commissioners signaled agreement with the committee's recommendations. Staff indicated that one final meeting will be held on Feb. 6, 2025, to finish outstanding business and to hold a joint meeting with the town board as previously scheduled to allow for recognition by the board of the committee and its members. This agenda item proposes edits to the town code to state disbandment of the Water and Sewer Advisory Committee effective Feb. 28, 2025.

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Adopt ordinance to repeal the town code related to this committee.



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:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Public Space & Sustainability Manager Stephanie Trueblood

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Chapter 10 – Regulation and Control of Animals

Attachments:

1. Draft ordinance
2. Draft Wildlife Resource Guide

Summary:

Following a town board discussion on deer overpopulation and urban archery programs in March 2024, staff began working on a wildlife resource guide to provide residents with an overview of common wildlife species in town, education about wildlife management resources, and strategies to minimize conflicts between residents and wildlife. The culmination of the development of the resource guide coincided with an emerging community discussion about the impacts of feeding vultures in town. In January 2025, the board directed staff to draft an ordinance prohibiting the feeding of vultures in town. In accordance with the recommendations in the draft wildlife resource guide, the focus of the draft ordinance was expanded to prohibit the feeding of all wildlife* in town.

* Exception is made in the draft ordinance for bird feeders or feeding of common small birds as recommended by NC Wildlife and used in other municipal ordinances.

Financial impacts:

None.

Staff recommendation and comments:

The draft ordinance is modeled on another locally adopted deer feeding ordinance, and more fully informed by other ordinances throughout the state and with consultation with NC Wildlife.

Action requested:

Adopt ordinance as presented.



ORDINANCE

Amending Chapter 10, Section 10-5 – Regulation and Control of Animals

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.

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:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Wildlife Management Resource Guide

INTRODUCTION

Wildlife refers to all animals neither human nor domesticated that inhabit a region or area.

Increasing development across North Carolina causes the loss of open lands and forests, resulting in wildlife habitat fragmentation. Habitat fragmentation is the process of breaking large habitats into smaller, disconnected pieces and is often caused by construction and development. For wildlife species to survive habitat fragmentation, they must adapt to being in closer proximity to humans. This forces wildlife into smaller and more crowded spaces, including towns and yards. Yards make up a significant portion of land in urbanized environments and increasingly are used by wildlife for habitat and food.

The impression that some wildlife species are overpopulated generally overlooks that they have lost natural habitat, connectivity and predators. While many people view wildlife in neighborhoods as a nuisance, it is important to remember they are simply trying to survive.

Wildlife is a key part of the ecological balance and biodiversity of the natural world. Protecting wildlife is essential for maintaining and preserving the environment for future generations. Habitat conservation, sustainable land use and management practices, and public awareness and education are all important components to wildlife management.

The presence of wildlife in developed areas can negatively impact the environment and property and public health in some cases. In recent years, Hillsborough residents have experienced increasing problems with wildlife populations, especially Canada geese, gray squirrels, groundhogs, vultures and white-tailed deer.

This resource guide establishes sustainable practices for managing wildlife by combining various tools to minimize health, economic and environmental risks. It also includes resources for managing wildlife conflicts in town. The guide's objectives are to:

- Educate the public about wildlife management resources.
- Offer strategies to minimize conflicts and threats between people and wildlife.

The guide uses information and language from the following sources:

- North Carolina Wildlife Resources Commission, ncwildlife.org, including resources to reduce conflicts with wildlife.
- Humane Society, humanesociety.org. See promoting smarter wildlife management.

GUIDANCE

Helping Wildlife

Leaving food for wild animals can contribute to harmful outcomes, including the spread of disease, overpopulation and preventable conflicts between people and wildlife. Feeding wildlife — except for common backyard or perching birds — is prohibited within town limits as of February 2025. Fed wildlife

can lose their natural, healthy fear of people, putting them at risk and leading to aggressive behavior that can put people at risk. The best way to help wildlife is to add native plants to landscapes to provide natural food and shelter.

See the North Carolina Wildlife Resources Commission's frequently asked questions on wildlife problems at ncwildlife.org.

Planning a Wildlife Habitat

Individual yards are islands that can be connected within neighborhoods and towns to provide viable habitat for wildlife, such as frogs, bats, birds, bees, lizards, salamanders, moths, migratory birds and butterflies. A humane back yard is a natural habitat offering wildlife plenty of food, water and cover and a place to live free from pesticides, chemicals, free-roaming pets, inhumane practices and other threats. Such a habitat benefits animals, is healthier for the environment, supports a robust ecosystem free of toxins, saves water and connects people with their wild neighbors.

The Town of Hillsborough is a Bee City USA community and promotes sustainable activities. Simple adjustments to yard maintenance can help create an environment welcoming to beneficial wildlife. Tips for cultivating a humane back yard include:

- Reduce your turf grass lawn and let a variety of native plants flourish, providing food, nesting materials and shelter.
- Let fallen leaves remain in place or collect them beneath shrubs, trees and perennials. Both create winter refuge for amphibians and insects and also return nutrients to the soil as the leaves decompose.
- Leave plant stalks and stems instead of pruning plants to the ground. The hollow stalks and stems harbor chrysalises and bee larvae.

Preventing Wildlife Conflicts

Wild animals are looking for food, water, shelter and safety. If a wild animal is regularly visiting your property, removing access to one or more of those resources can make the area less attractive. Below are techniques that can help ensure most interactions between wildlife and people are positive. Strategies specific to a species of wildlife are provided in the Resources for Specific Wildlife Species section.

- Do not feed wildlife or throw food scraps into the yard. This causes animals to lose their natural fear of humans and is prohibited in town limits.
- Do not leave pet food outside. Remove bowls when pets are not eating and store food inside or in a secure container.
- Attract birds by adding native plants to your property. Plants provide natural food and shelter for birds.
- Close crawl spaces and openings under houses, porches and outbuildings to prevent wild animals from hiding or raising their young there.
- Trim tree limbs around buildings to prevent wild animals from gaining access to roofs or attics.
- Protect gardens, beehives and chickens from predators with fencing and other techniques. Bury chicken wire underground with an outward-facing, 90-degree bend on the bottom to prevent animals from burrowing underneath. String electric wire above fencing to prevent animals from climbing over the fence.
- Keep pets inside a fence, leashed or supervised when outside to protect them from wild predators, diseased animals and fights over territory.

- Use basic harassment to show wild animals where they are not welcome. Harassment disturbs an animal's sense of security, convincing it to leave its shelter or food source.
- Talk to neighbors about wildlife issues you are experiencing to work together to solve wildlife problems.

Performing Wildlife Damage Control

Most wild animals prefer to avoid people. In some cases, they take advantage of food or shelter provided by humans, which can lead to conflicts. The North Carolina Wildlife Resources Commission provides technical guidance and resources to help prevent or manage wildlife conflicts.

Note that relocation is not an environmentally responsible or humane method of resolving wildlife conflicts due to:

- High mortality — Wildlife removed from their home territory have a low chance of survival.
- Ineffectiveness — Strong homing instincts drive relocated wildlife to return to their home territory or to die trying. Relocation also does not solve the underlying issue that attracted the animal.
- Spread of disease — Relocating wild animals helps spread any diseases or parasites they are carrying to new areas.
- Relocation of the problem — Wildlife that have become habituated to humans will continue to cause issues wherever they are relocated.

Staff from the North Carolina Wildlife Resources Commission do not solve wildlife conflicts directly but, in some cases, they can issue depredation permits for animal removal or provide referrals to licensed professionals who can provide direct assistance.

Wildlife control agents are trained and certified by the commission and are authorized to issue depredation permits to North Carolina residents having wildlife damage problems. Where damage is occurring, the agents can issue immediate permits for certain species and may remove the animal directly.

See the North Carolina Wildlife Resources Commission's wildlife problem page at ncwildlife.org.

RESOURCES FOR SPECIFIC WILDLIFE SPECIES

Resources to reduce conflicts with certain wildlife species are provided below and drawn largely from the North Carolina Wildlife Resources Commission. For more information, see the page for each species on the commission's website, ncwildlife.org.

Canada Goose

The Canada goose is a waterfowl species easily distinguished by its "honking" call. Most are migratory; however, non-migratory populations have been increasing in North Carolina and elsewhere over the last 20 years. These geese often make their home in cities and suburbs and can be found in parks, golf courses and parking lots. They can be very tolerant of humans and sometimes conflict with them.

Canada geese are classified as migratory birds under the Migratory Bird Treaty Act. As such, they are protected by federal law and managed by the U.S. Fish and Wildlife Service.

Resources That Attract Canada Geese

Parks and neighborhoods unintentionally attract Canada geese by supplying:

- Walking access to open water — Geese retreat to water when they feel threatened but prefer to walk short distances rather than fly.
- Wide open space that provides security by allowing potential threats to be seen from a distance.
- Short vegetation under 6 inches, like a mowed lawn, that is easy for geese to walk on and see over.
- Lack of predators or other potential threats.
- New plant growth, such as a mowed lawn that grows constantly, providing tender shoots preferred by geese.
- Intentional feeding — Geese develop wing deformities from malnutrition due to eating too little natural vegetation and too much human-supplied food while developing. The birds become incapable of flight. A goose’s natural diet consists mostly of green vegetation. Avoid providing any food to geese as this can lead to overcrowding, pollution and disease.

Managing Conflicts with Canada Geese

The strategies below have varying levels of success depending on the time of year and how long the birds have been in the area.

- Properly maintain stormwater control measures, like stormwater ponds and wetlands, to manage geese in these areas. Geese can damage vegetation required for meeting local stormwater regulations and can contribute to nutrient buildup within the stormwater control measure, reducing its effectiveness in removing pollutants. This may result in the property owner failing to comply with local stormwater management standards. For more information, contact the [Hillsborough Stormwater and Environmental Services Division](#).
- Use hazing to scare geese away in a way that does not make physical contact with the birds. Repeated hazing can cause geese to avoid an area. Effective strategies are:
 - Make loud noises like yelling, clapping your hands or blowing an air horn while chasing geese away.
 - Hire a company that uses professionally trained herding dogs to chase away geese without touching or injuring them.
 - Install predator decoys. Those that move in the wind or that are moved to new locations periodically are more effective than stationary ones. Pairing decoys with active hazing can be more effective.
 - Use toys such as remote-control boats to regularly chase geese out of the water.
- Install barriers around shorelines, like short fencing or vegetation, to remove walking access from water to feeding or resting locations.

- Apply chemical repellants to vegetation to deter grazing. These products contain methyl anthranilate or anthraquinone and are most practical for small areas because of cost and application frequency. Some must be applied by a certified pesticide applicator.
- Destroy nests and eggs to reduce the local population over time. If any eggs are present, a free federal permit is required. Oiling or addling eggs and leaving them in the nest is often preferred to encourage continued incubation rather than laying another clutch. All individuals must be registered prior to destroying any nests or eggs, and all destroyed nests and eggs must be reported to the commission by Oct. 31.

Targeted Removal of Canada Geese

The North Carolina Wildlife Resources Commission does not allow relocation of problem geese. The following strategies may be used:

- If geese are damaging stormwater control measures, seek assistance by contacting private companies that specialize in inspecting and maintaining the measures or by contacting the [Hillsborough Stormwater and Environmental Services Division](#).
- If geese are damaging agricultural crops, acquire a depredation permit between May 1 and Aug. 31, outside of hunting season. Depredation cases related to agricultural or crop damage do not require an additional federal permit during this time period.
- Lethal removal may be an option where hunting is not possible and crop damage is not involved if landowners can demonstrate that non-lethal control methods are ineffective and that the geese are directly causing economic loss or a threat to human health or safety. Property owners must acquire a state and federal permit.

Gray Squirrel

The eastern gray squirrel is the most common and frequently observed of North Carolina's tree squirrels. It is found in every county and was adopted as the state mammal in 1969. Gray squirrels are common in rural, suburban, and urban woodlots and are most abundant in hardwood forests containing a variety of trees that produce nuts. When food is in short supply, squirrels that survive the winter often produce fewer young. The squirrels are extremely adaptable and can thrive in urban areas. They can be a nuisance when they cause property damage.

Resources That Attract Gray Squirrels

Squirrels thrive where they have access to an abundance of unnatural food sources around people's homes, including bird seed, pet food and garbage.

Preventing Conflicts with Gray Squirrels

- Remove access to food sources to minimize squirrel activity:
 - Remove bird feeders or use feeders that prevent squirrels from having access. Baffles and trays can be placed on feeders to keep squirrels from getting to the seed.
 - Avoid feeding pets outside or supervise the food and prevent access from any wildlife. Bring bowls inside after pets have eaten or wash the bowls before putting them back out.
 - Secure garbage using ratchet straps, bungee cords or latches.

- Close entry points into the home using half-inch hardware cloth or chicken wire.
- Trim tree limbs at least 6 feet from a residence to prevent squirrels from jumping onto the roof and accessing or nesting inside buildings and attic spaces.
- Encircle isolated trees with a 2-foot-wide collar of smooth metal 6 feet above the ground to prevent squirrels from taking fruit from trees.

Targeted Removal of Gray Squirrels

If a squirrel has caused damage to your property, consider:

- Contacting and hiring a licensed wildlife damage control agent to remove the animal.
- Obtaining a depredation permit to trap and remove wildlife. Squirrels can be relocated onto private property with the permission of the landowner.

Groundhog

The groundhog, often referred to as a woodchuck, is the largest member of the squirrel family. It is a terrestrial mammal that prefers to seek cover in an underground burrow. It is a good swimmer and can climb trees to escape danger. Groundhogs have adapted well to human activities, such as agriculture and urban development, and are often considered a nuisance because they forage on crops and gardens and burrow on people's properties.

Groundhogs sometimes use stormwater pipes and culverts as burrows and can clog the pipes. If you see groundhogs using stormwater pipes within street rights of way in Hillsborough, contact the [Hillsborough Public Works Division](#).

Preventing Conflicts with Groundhogs

Hazing methods nearly always fail. Use these techniques:

- Install simple fencing to keep groundhogs out of small areas, such as backyard gardens and spaces under buildings. Install a 3- to 4-foot-high fence of hardware cloth or chicken wire with a 1-foot underground footer and at least 1 foot at the top that will wobble when climbed. Provide additional deterrence by placing a single strand of electric wire 4 inches off the ground on the outside of a non-electric fence. Similar fencing can be installed against buildings to prevent groundhogs and other burrowing animals from gaining access.
- Install motion-detecting sprinklers to deter groundhogs from small areas.
- Block a burrow entrance for groundhogs that are just starting to dig a burrow. Repeatedly place large stones or bricks into the entrance or install a wire mesh barrier over an entrance. Note that the groundhog may be able to dig around it, and its burrow system can have many entrances. Only attempt to block a burrow entrance when groundhogs are normally active and not likely to be raising young. The best time is in early spring when they are emerging from their winter dens (March) or in late summer after their young are weaned (August).

Targeted Removal of Groundhogs

The groundhog is considered a nongame species. It can only be trapped during the regulated trapping season or by acquiring a free depredation permit from the North Carolina Wildlife Resources Commission. Licensed wildlife control agents can provide direct assistance for a fee.

Groundhogs cannot be relocated in North Carolina. Trapped groundhogs must be euthanized or released at the site of capture.

Vulture

The turkey vulture is the most populous vulture in North America. It is sometimes confused with the black vulture, whose wings and head are uniformly dark and whose tail is shorter and square. The turkey vulture has a red, bare head.

Preventing Conflicts with Vultures

- Disrupt roost sites in woodlots by removing roost trees and branches.
- Remove garbage or place it in enclosed containers.
- Do not feed vultures. Vultures are carrion eaters and mostly eat dead animals, like roadkill.
- Discourage vultures by using nets to prevent them from accessing rooftops, overhangs and other structures; installing bird spikes and lines to keep them off ledges; and hanging vulture effigies from structures to discourage the birds.

Targeted Removal of Vultures

The black and turkey vultures are nongame species with no open hunting season. Under federal and state law, it is illegal for anyone to injure, harass, kill or possess a bird of prey or any parts of a bird of prey. This includes harming or removing a nest.

Both species of vulture in North Carolina are federally protected. Wildlife professionals with the Wildlife Services Division of the U.S. Department of Agriculture can help residents manage vulture damage or provide guidance on applying for a federal depredation permit for lethal removal if control methods have failed.

Federal permits are issued under limited circumstances by the U.S. Fish and Wildlife Service.

White-Tailed Deer

The white-tailed deer is an herbivorous animal. It will eat many green-leaved succulent plants, the tender new growths of stems and fruits and a variety of agricultural crops. Acorns are an important food source. The deer are so adaptable that they are found in almost any type of habitat. They like creek and river bottoms, oak ridges, pine forests, farmlands or any other type of habitat that offers food, water and cover.

For most areas of the state, the population trend has started to decrease. There are areas where localized populations continue to increase. These are typically urban and suburban areas where hunting as a management tool is greatly hindered.

Resources That Attract White-Tailed Deer

- Ornamental plants — Deer find many of the most popular landscaping plants tasty because of their high nutritional value, accessibility and tender new growth. Azaleas and flowers are among the plants most susceptible to damage from deer. Landscaping plans should be adapted to utilize fences, rocks and other materials instead of ornamental plants whenever possible. Plants should be selected for their resistance to deer damage.

- Intentional feeding — Feeding deer causes more harm than good. It will attract other wildlife to the area, result in damage to area gardens and landscaping, increase noise issues from barking dogs, and harm deer and others through increased risk of collision with vehicles and spread of contagious and deadly diseases. Chronic wasting disease was detected in 2022 in North Carolina. Once an area is contaminated, disinfection is not possible. Unnatural food also can cause painful ailments in deer, leading to severe diarrhea and dehydration that can be deadly.

To stop feeding deer, slowly decrease the amount of food offered over a period of several weeks. This allows deer to adjust their browsing habits and focus on more healthy, natural foods.

Preventing Conflicts with White-Tailed Deer

Most deer problems in residential areas are seasonal and worse in winter months. During years with poor acorn crops, deer primarily feed on herbaceous plants, making problems in residential areas more severe. The problems usually decrease in spring when native vegetation emerges. The following strategies can help prevent conflicts.

- Exclusion — Many types of deer fences and barriers are effective in certain situations. Permanent or temporary electric fences work best. Smaller woven wire fencing can protect individual plants until they are large enough to be less desirable to deer. Deer generally eat only new growth on tips of branches.
- Repellants — Many types of commercial and home remedy repellants may work on deer if used early before the deer become accustomed to eating a property's plants. Repellants may not work if the deer are hungry enough. Most repellants are short-lived and wash off with rain or wear off in a short period of time.
- Frightening — Dogs can keep deer out of a yard. Most frightening devices for deer involve loud noises that may not be suitable in a residential environment.
- Avoiding traffic collisions — Reduce speed during daylight and dusk and on dark, overcast or foggy nights, especially in areas known to be frequented by deer. Drive with headlights on high beam when possible. Watch for eyes reflected in headlights, especially at field edges or posted deer crossing areas. Immediately reduce speed even if deer are a considerable distance from the road as they may panic and run. Deer often travel in groups and cross roads one behind another. No scientific evidence shows effectiveness of deer whistles or other ultrasonic devices.

Targeted Removal of White-Tailed Deer

There is not a safe and effective way to catch and relocate deer from a residential area, and moving deer will not solve the problem of what attracted deer to the area.



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Capital Project Ordinance – Elizabeth Brady Road Culvert Replacement

Attachments:

1. Capital Project Ordinance – Elizabeth Brady Road Culvert Replacement
2. Budget Changes Report

Summary:

The Fiscal Year 2025 budget called for allocating funds toward the Elizabeth Brady Road Culvert Replacement project over 3 years. This ordinance establishes the project, setting it up to receive the funds allocated in the FY25 budget.

Financial impacts:

The FY25 budget allocated \$75,000 toward this project.

Staff recommendation and comments:

Adopt the project ordinance and associated budget amendments.

Action requested:

Adopt the project ordinance and associated budget amendments.



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:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 02/11/2025 TO 02/11/2025

<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>
61-46-3870-3870-602 TRANSFER FROM SWF-ELIZ BRADY CULVER Establish budget	45881	02/11/2025	EBRADFORI	0.00	75,000.00	75,000.00
61-46-5900-5700-864 ELIZABETH BRADY RD CULVERT REPLC Establish budget	45882	02/11/2025	EBRADFORI	0.00	75,000.00	75,000.00
					<u>150,000.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Capital Project Ordinance Amendment – Exchange Club Interceptor

Attachments:

1. Capital Project Ordinance – Exchange Club Interceptor
2. Budget Changes Report

Summary:

The Fiscal Year 2025 budget called for allocating surplus funds from completed capital projects to the Exchange Club Interceptor project. This ordinance amends the project per the FY25 budget.

Financial impacts:

The FY25 budget allocated \$170,000 toward this project.

Staff recommendation and comments:

Adopt the project ordinance amendment and associated budget amendments.

Action requested:

Adopt the project ordinance amendment and associated budget amendments.



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>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>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:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 02/11/2025 TO 02/11/2025

<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>
69-37-3870-3870-514 TRANSFER FROM WSF-EXCHANGE CLUB INT						
Apply remaining project funds	45922	02/11/2025	EBRADFORI	190,000.00	170,000.00	360,000.00
69-37-8200-5700-856 EXCHANGE CLUB INTERCEPTORS						
Apply remaining project funds	45923	02/11/2025	EBRADFORI	190,000.00	170,000.00	380,000.00
					<u>340,000.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 10, 2025
Department: Financial Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Finance Director Dave McCole

ITEM TO BE CONSIDERED

Subject: Resolution – Adron F. Thompson Facility Project Reimbursement

Attachments:

Resolution

Summary:

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 at 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.

Financial impacts:

This process will allow the town to recover any initial cost incurred from the project before the debt is issued.

Staff recommendation and comments:

None.

Action requested:

Approve the reimbursement resolution.



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, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 10, 2025
Department: Financial Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Finance Director Dave McCole

ITEM TO BE CONSIDERED

Subject: Resolution – Lawndale Basin Rehabilitation Project Reimbursement

Attachments:

Resolution

Summary:

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 at 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.

Financial impacts:

This process will allow the town to recover any initial cost incurred from the project before the debt is issued.

Staff recommendation and comments:

None.

Action requested:

Approve the reimbursement resolution.



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, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Extension of Capacity Reservation for East Village (Auman Village) at Meadowlands Project

Attachments:

Draft Water and Sewer Extension Agreement for Auman Village at Meadowlands

Summary:

In December 2020, the town board approved the East Village at Meadowlands project, including the execution of the associated Water and Sewer Extension Contract. At the time, the development was presented by Summit Consulting and Engineering and its owner/developer, Jim Parker, and billed as a Habitat for Humanity project. Since this time, the project has been idle. In 2022 when the original capacity reservation and planning approvals had expired or were about to expire, Habitat requested and received another reservation of water and sewer capacity and planning related approvals for their project through Dec. 31, 2024. The project name has recently changed to Auman Village at Meadowlands from East Village at Meadowlands.

Late in 2024, Habitat received another extension of their planning related permits through June 14, 2025 and has requested the same for their capacity reservation under their Water and Sewer Extension Agreement, which expired Dec. 31, 2024. Understanding that the board has supported this affordable housing project and that Habitat's representative has assured construction can begin by June 14, 2025, the utilities department is putting forth another extension to match that provided by the planning department. Note that Habitat has also agreed to utilize our most current version of the Water and Sewer Extension Contract for approval.

Financial impacts:

No direct financial impacts of extending the capacity reservation. Indirect impacts are generally if we have another attractive project presented but are unable to accommodate it due to holding capacity for this project. This would delay collection of revenue if the other project came online before this one.

Staff recommendation and comments:

None.

Action requested:

Approve the extension and revised draft of the Water and Sewer Extension Contract, allowing the town manager to execute it when approved.

**ORANGE COUNTY
NORTH CAROLINA**

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

THIS WATER/SEWER EXTENSION CONTRACT (WSEC) is entered into this 10th day of February 2025 by and between HABITAT FOR HUMANITY OF ORANGE COUNTY, NC (hereinafter the “DEVELOPER”) and the Town of Hillsborough, a North Carolina municipal corporation (hereinafter the “Town”):

WHEREAS, the DEVELOPER proposes to extend the Town’s water and sewer system (hereinafter the “Work, or Improvements”) to serve its **AUMAN VILLAGE AT MEADOWLANDS (ORIGINALLY APPROVED AS EAST VILLAGE AT MEADOWLANDS)** project (hereinafter the “Project”); and

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

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

WHEREAS, at its meeting held December 14, 2020, the Town Board of Commissioners originally authorized the proposed water and sewer main extension subject to execution of a WSEC and compliance with its terms; and

WHEREAS, at its meeting held September 12, 2022, the Town Board of Commissioners voted to extend the initial capacity reservation for this project through December 31, 2024, and on November 4, 2024, DEVELOPER inquired about another extension to align with a recent extension granted for the associated Special Use Permit; and

WHEREAS, the Town desires to execute an updated WSEC that aligns with its current standards; and

WHEREAS, at its meeting held February 10, 2025, the Town Board of Commissioners voted to execute this revised WSEC including an additional extension of water and sewer capacity reservation until June 14, 2025; and

WHEREAS, all prior versions of this WSEC are hereby nullified and voided and replaced with this version.

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

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

- a) The Town reserves the right to refuse to allow connection to or to temporarily reduce the capacity reservation for the Project by, the Town water and/or sewer system when such connection would cause the Town’s system or the operation thereof to be in violation of any

applicable state or federal requirement; or (ii) for reasons not known or foreseen by the Town at the time this contract was executed that would create a clear and present danger to the public health or safety. Reasons for refusal to allow connection shall include, but not be limited to, lack of water supply or lack of capacity of one or more components of the water or sewer system.

- b) The Town's authorization to connect to the Town's water and sewer system, including any capacity reservations noted, under this Contract shall expire if (i) substantial (i.e. more than token) construction of the project has not begun by **June 14, 2025**; (ii) after construction begins, construction ceases for a continuous period of more than one year (unless a result of an action by the Town); or (iii) the extension to be constructed pursuant to this contract has not been connected to the Town's system in accordance with the requirements set forth herein within two years from water or sewer construction commencement, unless extended by writing before the expiration.

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

(3) The DEVELOPER agrees to comply with or satisfy the following terms and conditions as well as those set forth in Appendix A and acknowledges that the Town's authorization to connect the proposed extension to the Town's system is specifically contingent upon compliance with and satisfaction of the same. If these conditions are not met, this Contract will be rendered null and void and the DEVELOPER will need to re-negotiate a new Contract for extension of service from the Town.

A. General Conditions:

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

period as set forth in the Post-Construction Conditions, the DEVELOPER shall be responsible for seeing that all such defects are promptly corrected at the DEVELOPER's expense and written evidence of such in a format acceptable to the Town.

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

B. Pre-Construction Conditions

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

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

C. Construction Conditions:

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

- i. Meaningful work means the installation of water or sewer infrastructure and appurtenances that will become part of the public system of the town, installation of water or sewer services, making taps to existing Town water or sewer mains, testing (including flushing and chlorinating of water mains) of water or sewer systems for acceptance, testing of soils for compaction around water and sewer systems, pouring thrust blocking, constructing pumping stations, tanks or other water and sewer features.
- f) The DEVELOPER's engineer/construction team shall consult with the Inspector about any significant field changes. The DEVELOPER's engineer shall gain approval in writing from the Town's Utilities Director or delegated staff (which is not the Inspector) prior to making such changes. Changes shall be reflected on the record drawings.
 - i. Significant change may include but not be limited to adding or deleting or changing the alignment or grade of infrastructure; moving hydrants, manholes, valves or backflow prevention device locations; adding additional services; changing pipe sizes or materials; adding couplings; or making other changes that will affect the layout or operation of the system as designed and approved. In some cases, changes may necessitate a modification of a permit or encroachment. DEVELOPER is responsible for initiating such modifications.
- g) All Work on the Improvements shall be performed by a contractor currently licensed to perform this type of Work in North Carolina.
- h) DEVELOPER shall have their construction contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible for notification to customers of water disruptions with prior notification language approval by the Town.
- i) Town shall operate any existing system features (i.e., valves, hydrants) to accommodate Work by contractor, unless permission for others to operate such features is granted by the town in writing. Unauthorized operation of hydrants or valves or other system components by DEVELOPER or its contractor (or subcontractor(s)) without prior approval of the town constitutes tampering and theft and will result in the Town assessing fees and civil penalties as outlined in town code Section 14-16.
 - i. Should DEVELOPER fail to pay an assessment imposed pursuant to this paragraph or if tampering occurs repeatedly on the Project, the Town may stop work on the Project until the assessment is paid, or some other arrangement is made to satisfy the Town that no further tampering will occur. Repeat instances of tampering may result in the Town nullifying this Contract.
- j) DEVELOPER shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work to the Town within one hour of issue becoming

apparent and the appropriate regulatory agency if and as required.

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

D. Post-Construction Conditions:

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

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

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

- b) Address any damaged utilities occurring after the Town’s pre-acceptance walk through and state permit certifications that are a result of building out the development subsequent to the water and sewer installation to the Town’s satisfaction.
 - c) All construction and post-construction phase utility fee invoices are paid in full.
4. It shall be the DEVELOPER’s responsibility to request release of the warranty at a point not earlier than two years from the date of acceptance of the system by the Town. The warranty shall remain in effect until such time as all four of the following conditions are satisfied:
- a) Town staff have evaluated the system for the end-of-warranty release and provided documented comments of defects to be corrected,
 - b) DEVELOPER has performed end-of-warranty sewer smoke testing and televising (CCTV) and provided such to the Town for review in accordance with the Town’s specifications,
 - c) DEVELOPER has corrected any defects noted by the Town staff in its evaluation of the system and the Town has verified this, and
 - d) The Town has returned or noted cancellation of the warranty security instrument.
5. As water and sewer mains along with stormwater infrastructure are typically the first to be installed in a development, they are not operational and subject to damage during the subsequent construction process. Submittal of an engineering certification related to a state water or sewer extension permit to satisfy its requirement does not constitute full acceptance by the Town. The engineering certification required by state extension permits is not all inclusive of town acceptance requirements and is not reflective of future damages to or proper operation of an installed water and sewer system after construction of the development. The Town reserves the right to require repair of damages and correction of other unauthorized modifications or encroachments prior to accepting the water and sanitary sewer systems for town ownership.

E. Fees:

- 1. All fees and charges to be paid pursuant to this Contract shall be calculated in accordance with the Town’s fee schedule or outside vendor contractor fee schedule in effect when the fees and charges are paid, or if not in the fee schedule, as outlined in this section. Fees typically are adopted as part of the Town’s budget process each year with an effective date of July 1 and are subject to change.
- 2. DEVELOPER's construction of Improvements pursuant to this Contract shall not relieve DEVELOPER of the obligation to pay applicable fees under the Town's water and sewer ordinances and policies in effect at the time the fees are paid, and this Section E, except as amended by Appendix A.

3. DEVELOPER's construction of Improvements pursuant to this Contract does not affect the Town's policy with respect to the fees to be paid to the Town by property owners other than DEVELOPER for connection to the improvements constructed by DEVELOPER pursuant to this Contract. Nor shall DEVELOPER have any right to collect fees from persons connecting onto or extending the improvements constructed under this Contract.
4. The following fees will be applicable to the Project:
 - a) Water and sewer system development, engineering review, inspection and meter fees as applicable and published in the fee schedule referenced in Section A(1) and herein.
 - b) Perpetual Maintenance Fees for any approved pumping station per town code calculations.
 - c) Tampering fees as outlined in Item C(1)(i).
 - d) DEVELOPER shall ensure its water and sewer contractor is prepared for acceptance testing by pre-testing items in advance. Reinspection fee for each recurring trip for previously failed tests, a call for testing that requires the Inspector to wait more than 30 minutes or observation by the Inspector that the items are not ready to be tested, or no timely notification of cancellation (4 hours in advance) of testing will be charged to DEVELOPER at the fees established in the adopted town fee schedule.
 - e) DEVELOPER shall ensure the construction is conducted in an orderly and organized fashion and that the Town's resources are efficiently utilized. Repeated and duplicative effort by the Town on a project will require reimbursement from the Developer for staff time and travel in accordance with Section 14-68 of the Town Code of Ordinances.
 - f) Construction water for the Project will not be obtained from the Town's water system unless through rental of a hydrant meter, installation of a construction meter (for home building), or through bulk water purchase from the Town's Water Treatment Plant in accordance with policies and rates in place at the time of rental.
 - g) DEVELOPER shall reimburse the Town for review of sewer CCTV tapes at the rate established in the town adopted fee schedule. CCTV that is submitted not in accordance with the Town CCTV specifications will be immediately rejected with a one-time charge as presented in the town adopted fee schedule.

[SIGNATURE PAGE FOLLOWS]

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

**HABITAT FOR HUMANITY
OF ORANGE COUNTY, NC**

TOWN OF HILLSBOROUGH

By: _____
Signatory Title

By: _____
Eric J. Peterson
Town Manager

ATTEST:

ATTEST:

Town Clerk
Sarah Kimrey

This Contract is approved to as form: _____
Town Attorney

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

Dave McCole, Finance Director

List of Appendices:
Appendix A - C

AUMAN VILLAGE AT MEADOWLANDS

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

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

1. The Project has reserved 30,480 gpd of water and wastewater capacity (50 – 3-bdr and 26 – 4-bdr), which is valid in accordance with the terms of this Contract. Additional reservations of capacity to project or external lots shall be requested and approved separately with supporting documentation.
2. All water meters for the project shall be purchased at once from the Town at the prevailing rate at the time meters are purchased.
3. Public water and sanitary sewer facilities for the project includes 8-inch sewer main (2,760 LF), 8-inch water main (2,330 LF) and 4” water main (150 LF) including necessary fire hydrants, valves and other appurtenances as designed by Summit Consulting and Engineering, PLLC.
4. The Project is approved for 76 water services and 76 sewer services.
5. Developer shall have Contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible to notification to customers of water disruptions in a manner approved by the Town.
6. Developer’s CONTRACTOR shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work.
7. Developer shall ensure CONTRACTOR checks and confirms line and grade throughout installation of future public gravity sewers to ensure proper slope and alignment and the utilities are centered within the easement.
8. The public utility easement required to serve this project across the adjacent Tryon Place III parcel shall be executed and recorded prior to construction Commencement.
9. The approved plans depict common areas over water or sewer easements. The following features shall not be permitted in Town of Hillsborough utility easements:
 - Structures, buildings, foundations, footers, caissons, hardscapes, pools, ponds, lighting, etc.
 - Trees, bushes, and other perennial large plantings.
 - Retaining walls and retaining wall support systems such as geogrids, soil anchors, etc., unless specifically approved by the Town.

- Stormwater control systems and best management practices such as wet ponds, stormwater impoundments, dams, berms, sand filters, catch basins, or similar. Discharge of level spreaders or other diffuse flow devices into Town sewer easements shall not be permitted.
- Overhangs or vertical structural elements such as second floor decks, gazebos, or bridges that span the easement, etc.
- Fences, longitudinally or perpendicular unless an encroachment agreement is executed with the Town which requires certain clearances and access terms.
- Well or septic system piping, gutter outlets or yard drain piping, etc.
- Private water or sewer system components.
- Material storage areas.

APPENDIX B

[INSERT AS-BUILT DIGITAL SUBMITTAL REQUIREMENTS]

APPENDIX C
[INSERT CCTV SPECIFICATIONS]



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Award construction contract for N.C. HWY 86/Fleet Renovation Project

Attachments:

1. Recommendation letter from consulting architect
2. Bid tabulations
3. Capital Project Ordinance

Summary:

On Nov. 11, 2024, the town posted notice seeking competitive bid proposals for the renovation of an existing building and the construction of new buildings at the town's N.C. HWY 86 North Facility. The project provides adequate space for Public Works to relocate staff and equipment to the facility, which will serve as the base for their operations. It also allows expansion of fleet facilities, additional storage, and updated restroom facilities. The bid posting was advertised in the Herald-Sun, News and Observer, and Greater Diversity Newspapers. A mandatory pre-bid meeting was held at the project site on Nov. 18, 2024. Drawings were made available at Dodge and Construction Connect plan rooms. On the date of the bid opening only two contractors provided bids. These bids were not opened and were returned to bidders since only two of the required three bids for formal bid projects were received. Attendees at the bid opening were informed the project would be re-bid.

The notice to the bidders and the advertisement for bids were modified to state another pre-bid meeting would be held and the new bid date and time was posted. The project was advertised again in the Herald-Sun, News and Observer, and Greater Diversity Newspapers. A mandatory pre-bid was held for any contractors wishing to bid on the project but did not attend the first mandatory pre-bid. No additional contractors showed up for the second pre-bid meeting.

On the second bid date, Jan. 28, 2025, three eligible bidders provided sealed bids. The bids were opened and read aloud at the bid opening.

The apparent low bidder from the bid opening is H.M. Kern Corporation (GC License #8542). The base bid amount of \$3,696,000 and the acceptance of add alternate #1, for \$5,000 to provide galvanized steel at the wash bay platform, makes the total contract amount \$3,701,000.

MHAWorks, PA, consulting architect for the town and project designer, has reviewed the bid proposal to confirm that all requirements are met and recommends proceeding with construction contracts with H.M. Kern Corporation.

Financial impacts:

The Hwy 86/Fleet Renovation was funded through a project ordinance approving \$4,825,982 on June 12, 2023. \$4.5 million of this total is planned for construction. Any additional costs incurred would be addressed through a project ordinance amendment.

Staff recommendation and comments:

None.

Action requested:

Award the construction contract to HM Kern, proceed with contract preparation.



800 Taylor Street, Suite 9A-154
Durham, North Carolina 27701
P 919.682.2870 - F 919.682.5369

January 30, 2025

Ms. Stephanie Trueblood
Public Space and Sustainability Manager
Town of Hillsborough
101 E. Orange Street, Hillsborough, N.C.

Re: Hwy 86 – Public Works / Fleet Maintenance - **Recommendation to Award Letter**

Dear Ms. Trueblood,

The apparent low bidder from the bid opening on January 28, 2025, is **H.M. Kern Corporation** (GC License #8542). MHAworks, PA recommends proceeding with construction contracts with **H.M. Kern Corporation**. The base bid amount of \$3,696,000.00 and the acceptance of add alternate #1, for \$5,000.00 to provide galvanized steel at the wash bay platform, makes the total contract amount **\$3,701,000.00**.

If you need any additional information, please do not hesitate to contact me.

Sincerely,

William A. McCaffrey

Attachments: Certified Bid Tab.

Copy: MHAworks File

BID TABULATION SHEET – SINGLE PRIME SYSTEM

Project Name: Hwy 86 Public Works / Fleet Maintenance

Location: Hillsborough, NC

Architect's Project Number: 21167

Bid Date: 1/28/2025

Contractor	License No.	MBE	Bid Bond	Add #1	Add #2	Add #3	Add #4	Allo #1	Allo #2	Alternate #1	Alternate #2	Alternate #3	Base Bid
H.M. Kern Corporation	8542	yes	yes	yes	yes	yes	yes	yes	yes	\$5,000	(-\$12,500)	(-\$26,400)	\$3,696,000.00
Hamlett Associates Inc.	9628	yes	yes	yes	yes	yes	yes	yes	yes	\$5,900	\$21,500	(-\$40,000)	\$4,800,000.00
CT Wilson Construction Co.	2443	yes	yes	yes	yes	yes	yes	yes	yes	\$6,353	(-\$6,951)	(-\$22,997)	\$4,389,075.00
Landmark Design Build, LLC													No Bid Provided

Alternates:

- Alternate No. 1: Galvanized wash bay stairs and platform.
- Alternate No. 2: Floor finish at Fleet Building office area first floor.
- Alternate No. 3: Remove Picnic Shelter

I certify that the above is a true and accurate tabulation of the bids received at 1:00p.m. on January 28, 2025.

William A. McCaffrey

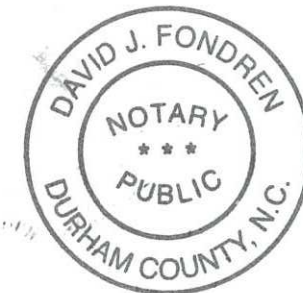
William A. McCaffrey
MHAworks, PA

Sworn to and subscribed before me this 28th day of January, 2025.

David J. Fondren

Notary Public Wake County

My Commission Expires: 6/4/28





ORDINANCE
Capital Project Amendment
NC-86 Facility Renovation

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>
NC-86 Facility Renovation	\$2,325,982	\$2,500,000	\$4,825,982

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
NC-86 Facility Renovation	\$2,325,982	\$2,500,000	\$4,825,982

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of June in the year 2023.

Ayes: 5
 Noes: 0
 Absent or excused: 0



Sarah E. Kimrey

 Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 10, 2025
 Department: Planning & Economic Development Division
 Agenda Section: Regular
 Public hearing: No
 Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Annexation interest letter for 224 Oakdale Drive (voluntary, contiguous request)

Attachments:

1. Vicinity, Zoning, and Future Land Use Maps
2. Annexation interest letter

Summary:

Annexation Interest - 224 Oakdale Drive	
Interested party	Nasser Massry with Starlight Construction LLC
Annexation type	Voluntary, contiguous
Parcel ID Number & address	9863-86-4896, 224 Oakdale Drive
Acreage	+/- 4.62 acres
Future Land Use designation	Medium Density Residential
Current zoning	R1 in Orange County
Proposed zoning	R10 in the Town of Hillsborough
Proposed land use	Residential subdivision (19 lots max)

Financial impacts:

None anticipated other than the standard impacts associated with in-fill residential development. For example, the subdivision properties would be subject to town taxes, and the town would provide municipal services.

Staff recommendation and comments:

Zoning designation

The applicant wants to rezone to R10. This would be consistent with Section 4.1.1, *Residential Districts* in the Unified Development Ordinance. The R10 district is intended for moderate intensity neighborhoods and has a minimum lot size of 10,000 sq. ft. (approximately 0.23 acres). Lots zoned R10 are to have water and sewer service, as well as direct access to a local or collector street.

Future Land Use Map designation

The Future Land Use Map designates this property as Medium Density Residential, which is compatible with the R10 zoning district and defined as follows:

“These areas include existing and future areas for development of more dense residential neighborhoods that provide a diversity of housing types and housing options. Areas include single-family detached units, mobile homes, townhouses, duplexes, condominiums, apartments, senior housing, and other multi-family dwelling units. Housing densities should range from 3-8 dwelling units per acre. Other types of uses that may occur are schools, parks, and other public facilities.”

Water and sewer availability

Capacity will need to be evaluated at the time a formal annexation petition is made. Timing is important relative to downstream Capital Improvement Plan project schedules. As of now, staff anticipates being able to serve the project assuming certain improvements are made at the developer’s expense (e.g., upsizing outfalls).

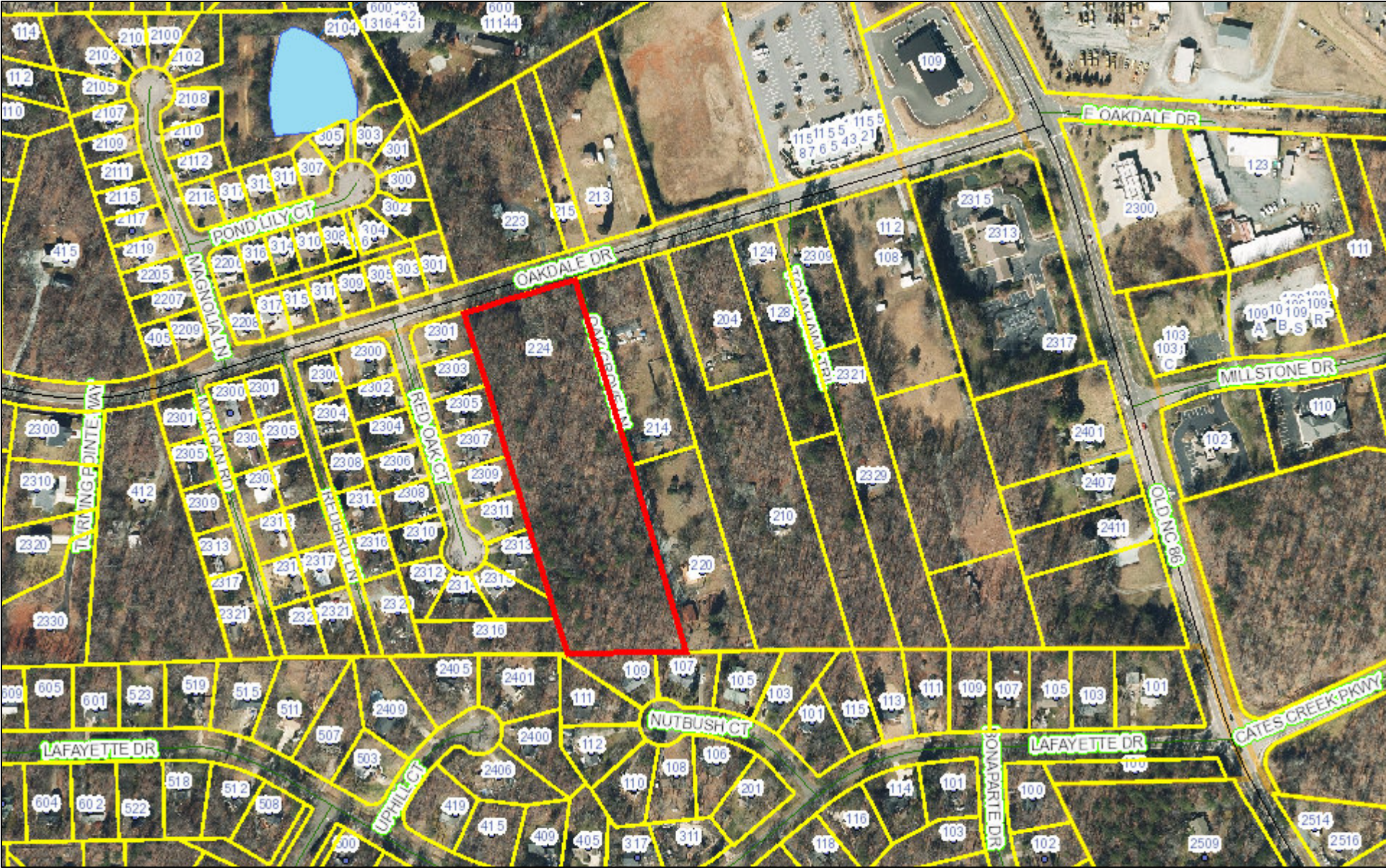
Staff recommendation

Staff recommends allowing the applicant to proceed with annexation and rezoning requests.

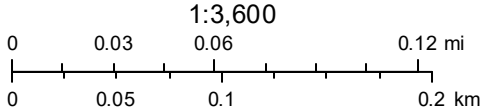
Action requested:

Indicate whether the applicant may proceed with annexation and rezoning requests.

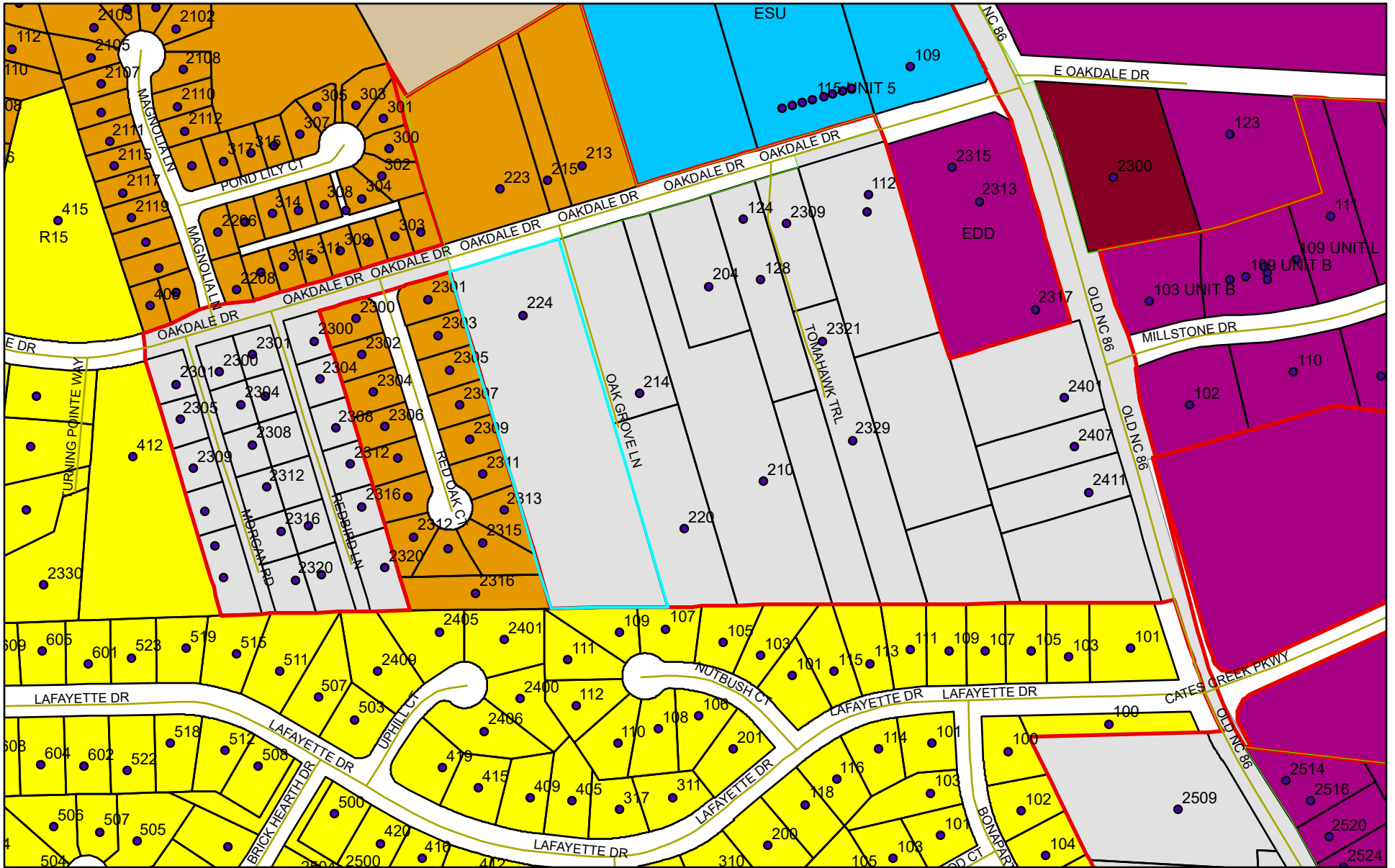
Vicinity Map



January 28, 2025

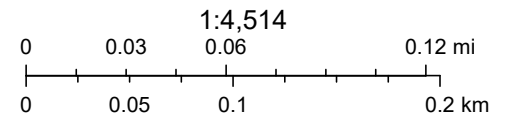


Zoning Map



1/28/2025, 4:47:52 PM

- Streets
- Hillsborough Town Limits
- ESU Entranceway Special Use
- R10 Residential 10,000 sf min
- Parcels
- HIC High Intensity Commercial
- R15 Residential 15,000 sf min
- Hillsborough ETJ
- MF Multi-Family
- Orange County
- EDD Economic Development District



Section 7, Item A.

Map: National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; USGS Global

STARLIGHT CONSTRUCTION, LLC

1132 LochShire Drive, Burlington NC 27215

Hillsborough Board of Commissioners

Town of Hillsborough Planning Department

101 E. Orange St.

Hillsborough, NC 27278

RE: Annexation Interest Letter

Dear Board of Commissioners Members,

Recently we put the Orange County property PIN 9863864896 located at 224 Oakdale Drive, Hillsborough, NC under contract to develop into single family. On behalf of Starlight Construction, LLC, I am formally requesting the Town of Hillsborough consider the annexation, water and sewer extension and rezoning to R10 the property identified by Orange County PIN 9863864896 located at 224 Oakdale Drive, Hillsborough, NC. We have an interest to develop the property into a single-family subdivision maximum 19 lots. I ask that this topic be placed on the upcoming agenda for consideration. Should you have any questions or concerns, please do not hesitate to let me know.

Best Regards,

Nasser Massry

Starlight Construction, LLC

336-345-1177



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 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 Feb. 24, 2025

Attachments:

None

Summary:

The following discussion topic is scheduled for the Feb. 24 work session:

- Economic and budget update.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 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 January 2025

Budget

- Held budget review meetings and started budget balancing.
- Continued collecting data for Raftelis rate structure study.
- Continued non-profit process research, discussion and policy revisions.

Communications

- Website — Continued work on converting PDFs to page content for accessibility.
- Utilities Outreach — Included bill insert and message on annual chlorine disinfection.
- Other — Launched Bluesky social media account. Continued Get the Alert campaign to increase OC Alerts subscriptions and ensure registrations are updated. Specialist and senior specialist completed basic public information officer training.

Fleet Maintenance

- Helped Public Works prepare for winter weather events.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Graduate Intern	Closes 2/23.
Meter Services Technician	Start date: 2/10.
Part-time Customer Service Representative	Closes 2/9.
Police Officer	Continuous recruitment.

Diversity, Equity and Inclusion

- Held the equity plan kickoff meeting on January 9.
- Held the first expanded internal DEI Core Team meeting held on January 23.
- Continued collaboration with Central Pines Regional Council regarding next steps for the development of the town’s equity plan.
- Continued collaboration with the OneOrange team.

Information Technology

- Completed discovery phase for Brightly Asset Essentials project for Public Works. User training is scheduled for February 11. Account administrator training date is to be determined.
- Completed HR records retention Laserfiche project.

Safety and Risk Management

- Developed the town’s safety training calendar. Every month there will be a safety training topic, and employees will be assigned courses based on job assignments.

- As part of the town's Emergency Operations Team winter weather kickoff, a winter weather safety training and handout was rolled out.

Hillsborough Police Department



Quarterly Transparency Report

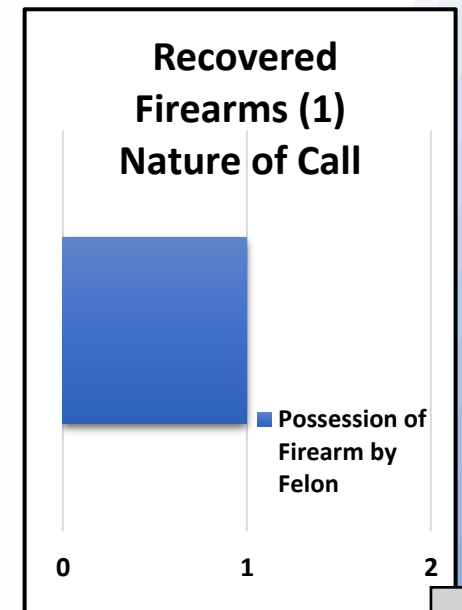
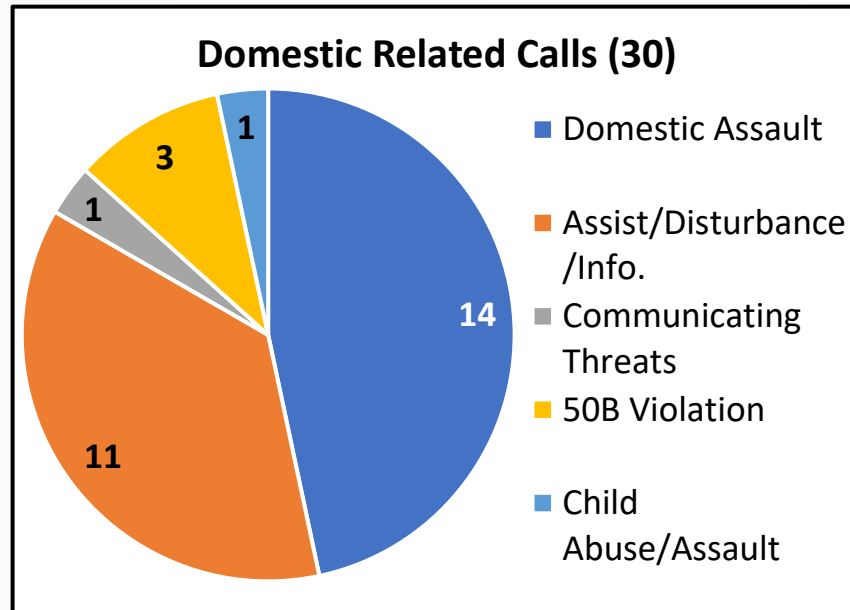
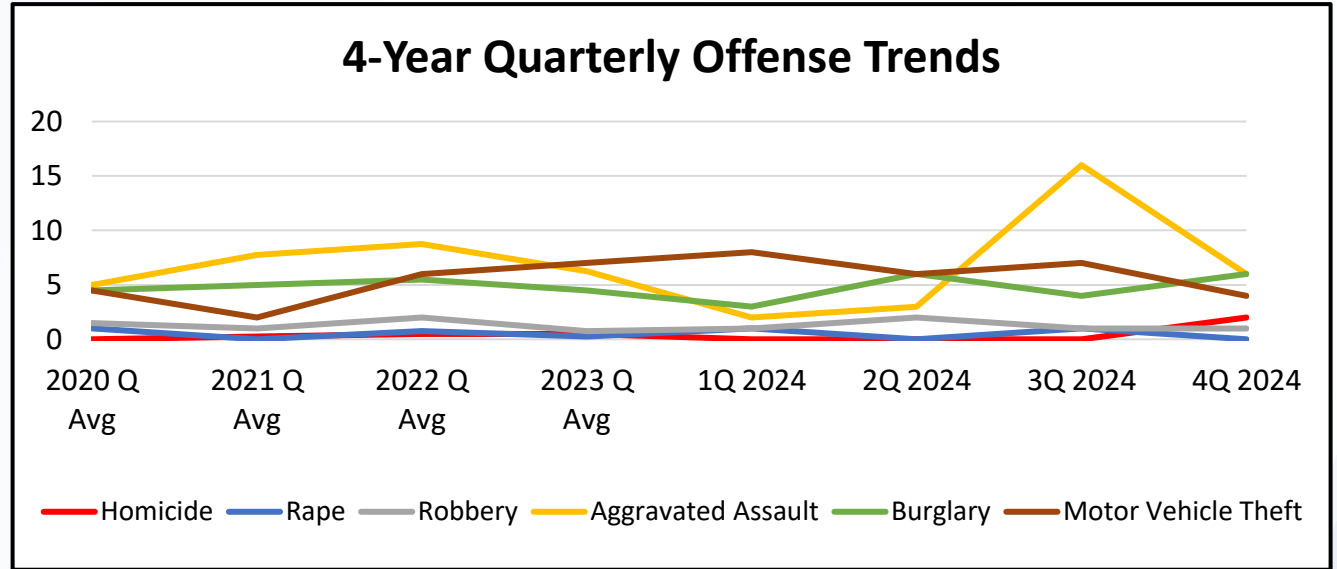
October-December 2024

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

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

Reported Incidents

UCR Part 1 Reported Crimes	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Homicide	0	0	0	2	2
Rape	1	0	1	0	2
Robbery	1	2	1	1	5
Aggravated Assault	2	3	16	6	30
Part 1 Violent Crimes Total	4	5	18	9	39
Burglary	3	6	4	6	19
Larceny/Theft	132	102	83	76	393
Motor Vehicle Theft	8	6	7	4	25
Part 1 Property Crimes Total	143	114	94	86	464
Other Offenses Reported	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Drug Offenses	25	15	19	15	73
Simple Assault	33	39	17	41	130
Forgery/Counterfeit	2	0	18	0	20
Fraud	17	14	9	16	56
Embezzlement	1	2	0	0	3
Stolen Property	1	3	2	0	6
Vandalism	12	14	6	8	40
Prostitution	0	0	0	0	0
Other Sex Offenses	1	0	0	1	2
Gambling	0	0	0	0	0
Offense against family/child	0	3	3	1	7
DWI	3	6	3	3	15
Alcohol Violations	1	0	1	1	3
Disorderly Conduct	0	1	3	2	6

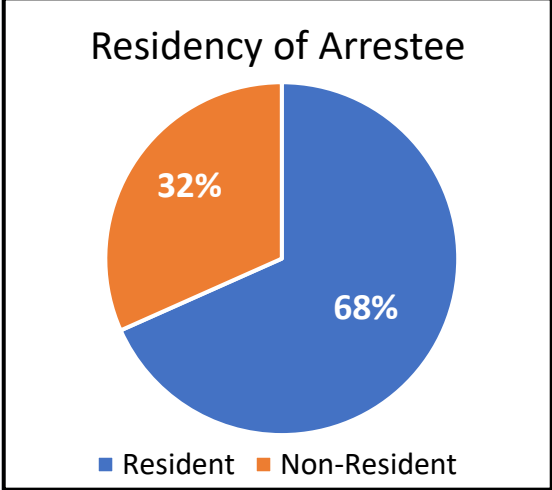


Arrest Summary

HPD Officers made a total of 60 Criminal Arrests of individuals during this quarter totaling 93 charges.

OCPAD	
Orange County Pre-Arrest Diversions	0
0 Incidents	

	B	H	W	A	TOTAL
Custodial Arrest	8	2	4	1	15
Citation/Summons	15	0	8	0	23
Warrant Service	14	3	4	1	22
Total Arrests	37	5	16	2	60
Residency					
Resident	27	1	12	1	41
Non-Resident	10	4	4	1	19



Total of All Charges	93
WARRANT SERVICE	29
LARCENY-MISDEMEANOR	6
LARCENY-SHOPLIFT/CONCEALING	5
SIMPLE ASSAULT-ALL OTHER	5
POSSESSION OF DRUG PARAP	4
ALL OTHER OFFENCES	4
VIOLATION OF 50-B ORDER	4
INJURY TO PERSONAL PROPERTY	3
RESIST DELAY OBSTRUCT	3
POSSESSION OF COCAINE	3
DRIVING WHILE IMPAIRED	3
B&E FELONY	2
INJURY TO REAL PROPERTY	2
DRUNK AND DISRUPTIVE	2
ASSAULT-SIMPLE	2
SELL/GIVE TO UNDERAGE PERSONS	2
INDECENT EXPOSURE	1
LARCENY-FELONY	1
POSSESSION OF MARIJUANA	1
OPEN CONTAINER WHILE DRIVING	1
TRESPASSING-2ND DEGREE	1
ASSAULT ON A FEMALE	1
B&E TO A VEHICLE	1
FORGERY-UTTERING FORGED ITEM	1
FORGERY-ALL OTHER	1
CHILD ABUSE-SIMPLE ASSAULT	1
POSS OF CONTROLLED SUBSTANCE	1
CHILD ABUSE-AGG ASSAULT FELONY	1
HIT AND RUN	1
DRUG VIOLATION	1

Definitions:
Custodial Arrests

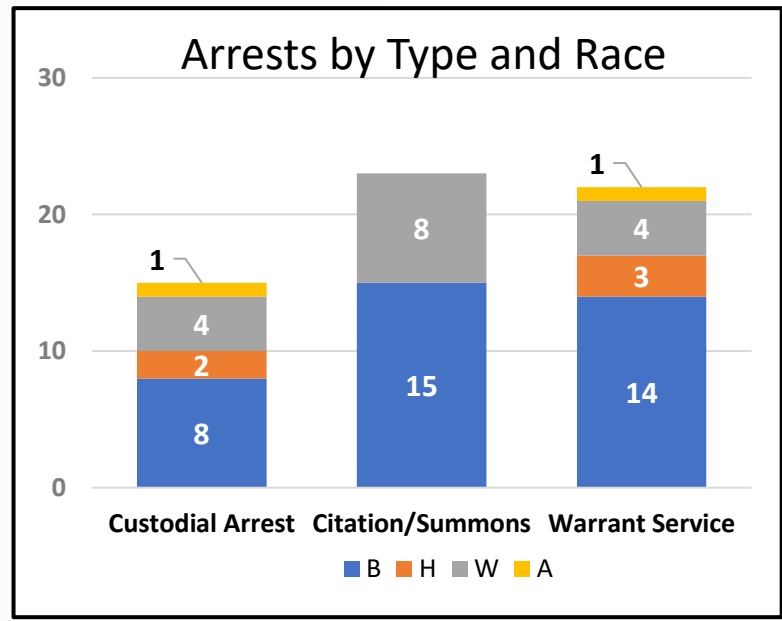
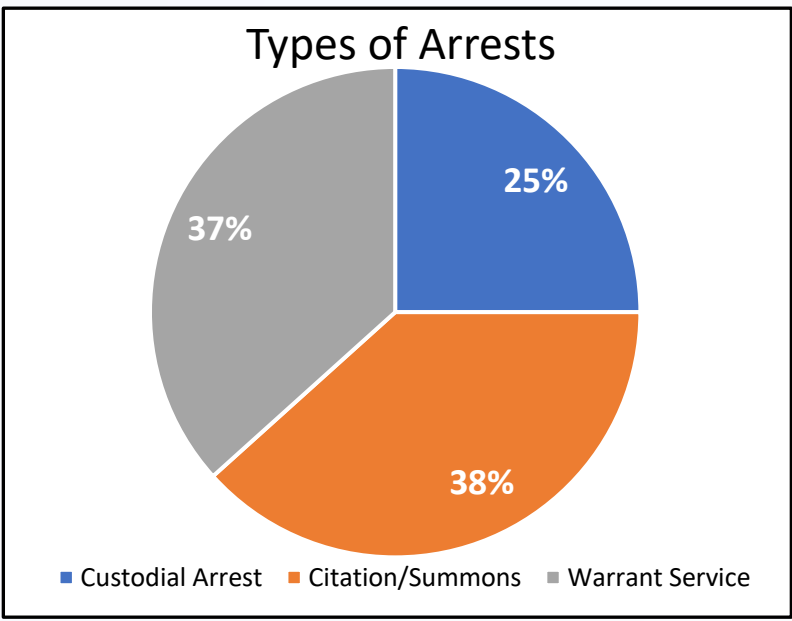
Typically on-view crimes for which an officer makes a physical arrest and takes the subject before a magistrate.

Warrant Service

When an officer made a physical arrest for a previously existing warrant or order for arrest.

Citation/Summons

When the offender was issued a citation or served a summons and was not physically taken into custody.



Internal Accountability

Internal Accountability Reviews

Use of Force Reviews	11
Complaints	2
Pursuit/Refuse to Stop	0
Internal/Admin	1
PEWS	0
Safety/Accident	5
TOTAL IA REVIEWS	19

11 Use of Force Reviews

5 Uses of Force

- 2 *Physical (minor)*
- 2 *Physical (moderate)*
- 1 *Physical (significant)*

6 Displays of Force

- 4 *Firearm Displays*
- 2 *Taser Displays*

% of Arrests w/ Use of Force

	4Q	%
Total Arrests	60	7%
Arrests w/ UoF	4	
	YTD	%
Total Arrests	316	5%
Arrests w/ UoF	15	

Details on Displays of Force

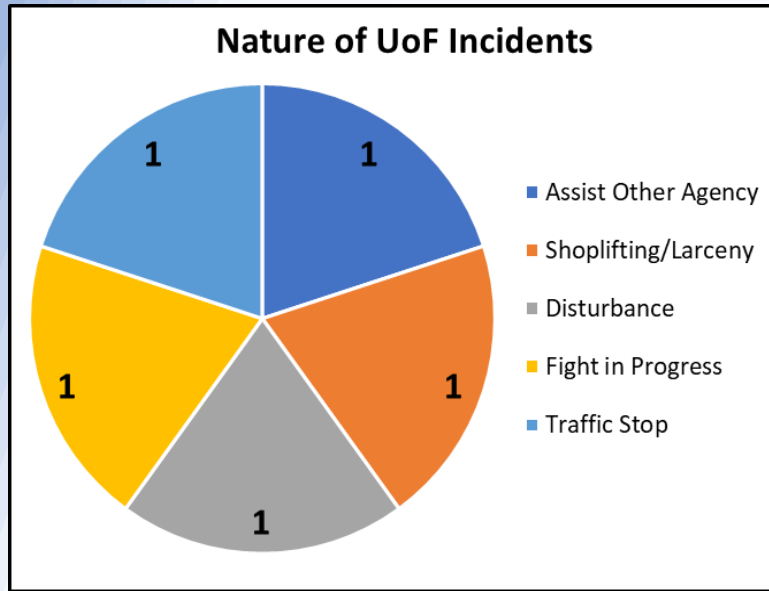
- Officers responded to a domestic involving a knife. When conducting a safety sweep of the residence, a subject ran inside irate. An officer displayed their taser to gain compliance.
- Officers conducted a felony vehicle stop on a vehicle that came back stolen.
- Officers responded to a domestic disturbance involving a firearm. Officers entered the residence with their duty weapons displayed to conduct a safety sweep. Once they determined the scene was safe, they holstered their duty weapons.
- Officers entered a residence to serve arrest warrants on a subject known to be violent and carry weapons. They had their duty weapons displayed until the subject was taken into custody.
- Officers assisted Orange County with arresting robbery suspects who were running through the woods. Once they made contact with one of the subjects, they had their duty weapons displayed while taking them into custody.
- Officers responded to a call of a large family disturbance. Upon arrival, officers were being surrounded by groups of individuals. A taser was displayed at the group until they backed away.

Summary of Complaints

- A subject complained that an officer made comments about him that could harm his reputation. (Sustained)
- A subject complained that they received a stop sign citation when they believed they did stop. (Not Sustained)

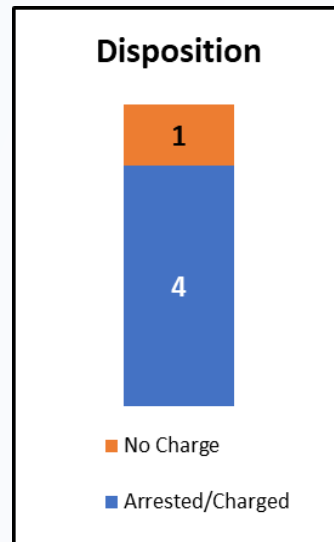
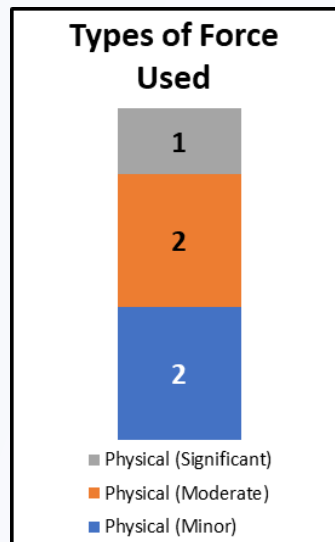
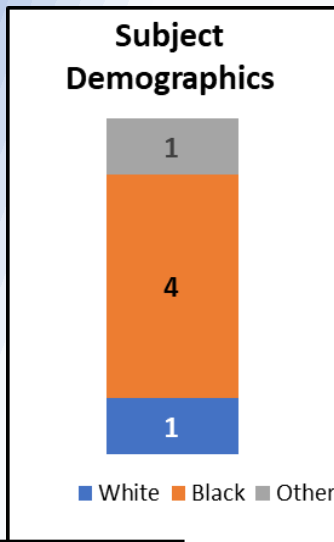
Use of Force

HPD's review of 11 force-related incidents this quarter found that force of some type was used in 5 of the incidents and involved 6 subjects and 15 officers.



Summary of Use of Force Incidents

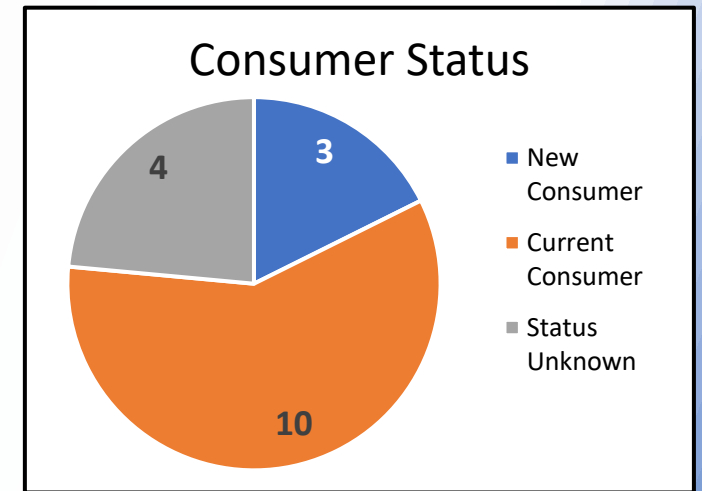
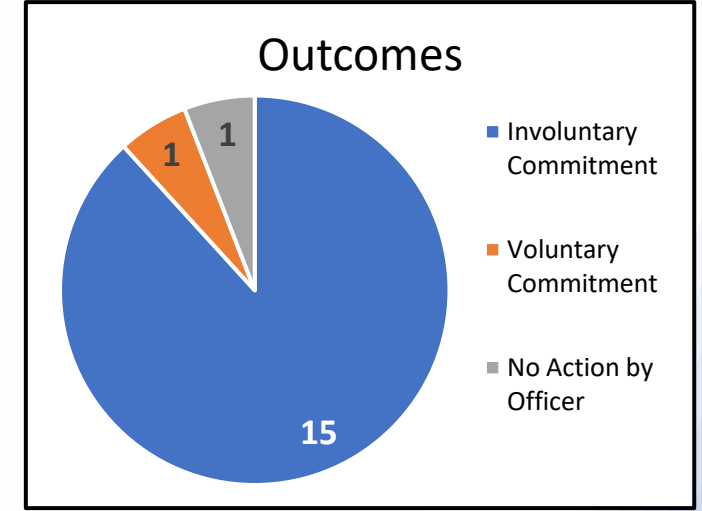
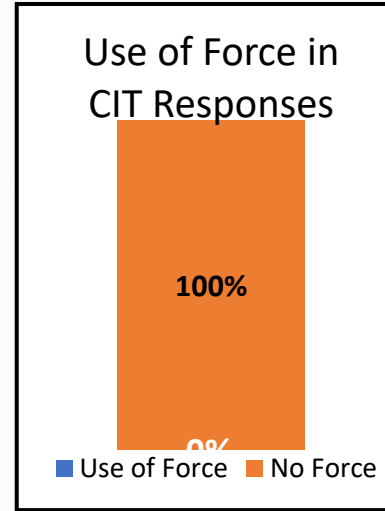
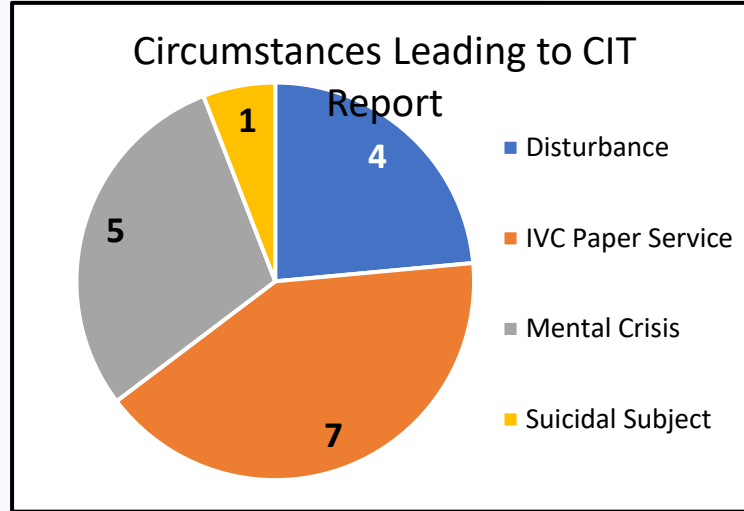
- A subject who was under arrest was acting disorderly in the magistrate's office. An officer grabbed the subject by the arm and pulled them up to take them to a holding cell. *(Physical – minor)*
- Officers attempted to stop a subject who was walking away from the scene of a fight who was said to have been armed with a firearm. Officers gave commands to the subject who refused to comply, so they grabbed his arms to place him in handcuffs. He resisted by pulling away, so officers took him to the ground where they had to pull his arms out from under her body to apply handcuffs. *(Physical – significant)*
- A subject was stopped when they were suspected of using counterfeit money. An officer grabbed their arm, and they took off running. The subject then entered a person's vehicle and was removed from the vehicle and laid on the ground to be placed under arrest. *(Physical – minor)*
- Officers were requested to assist a state trooper with an intoxicated subject who was refusing commands. Officers helped remove the subject from the vehicle by grabbing the subject's arms and grabbing their legs to control them while securing handcuffs. Officers then helped carry the subject to the patrol vehicle to be transported to jail. *(Physical – moderate)*
- Officers conducted a traffic stop after observing a subject make suspicious behaviors at a gas station. The subject appeared overly nervous and was asked to exit the vehicle for further investigation. When about to perform a terry frisk, the subject grabbed a firearm in their hoodie. The subject's arms were grabbed and was taken to the ground where their arms were secured, and the firearm was taken into custody. *(Physical significant)*



Mental Health/Crisis Response Calls

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

Current Quarter	
<u>CIT Reports</u>	17
<u>Responses with Use of Force</u>	0
<u>Responses with Juvenile Consumer</u>	3



Details of Use of Force Situations:

- Officers did not have to Use Force during CIT related calls this quarter.

Traffic Enforcement Efforts

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

Local Complaints and Focus Areas			
	Complaint	Time Spent	Actions
Hwy 70/86 N	Safe Movement	10 hrs 46 mins	1 Stop, 1 VW
Hampton Pointe Blvd/NC 86	Stop Light	23 hrs 39 mins	2 Stops, 2 VW
Waterstone Dr./College Park Drive	Speeding	9 hrs 55 mins	13 Stops, 4 Cit, 2 WW, 7 VW
S. Bellvue St.	Truck Violations	4 hrs 41 mins	0 Stops
Other Residential Traffic Enforcement	Officer Observed	68 hrs 6 mins	62 Stops, 13 Cit, 6 WW, 43 VW
Totals		117 hrs 7 mins	78 Stops, 17 Cit, 8 WW, 53 VW

Cit=Citation
 WW=Written Warning
 VW=Verbal warning



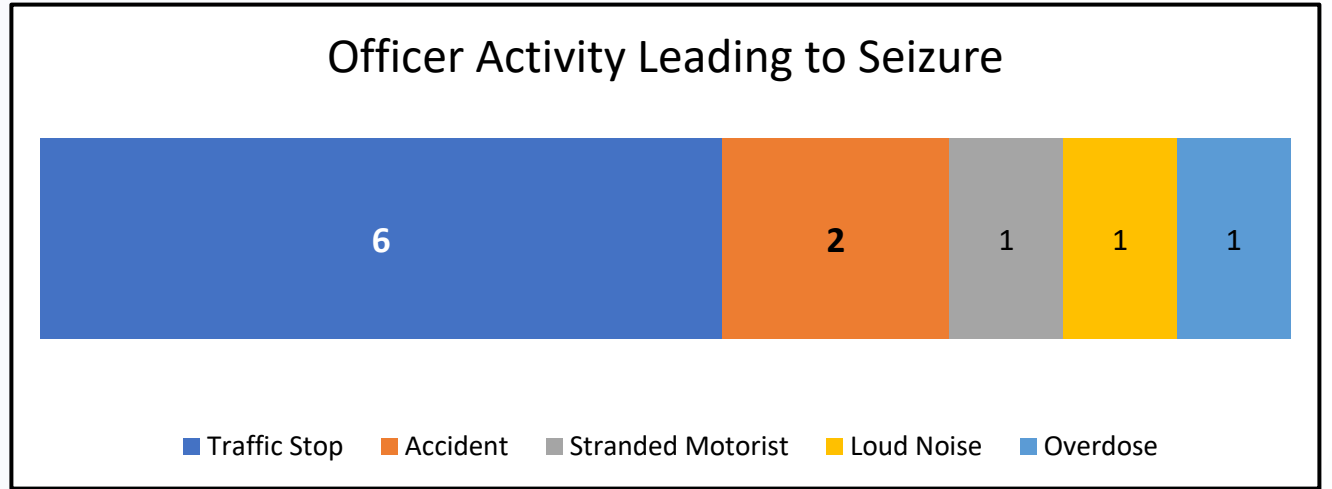
Governor’s Highway Safety Program Participation (1550 points)	
Campaigns	
2024 Thanksgiving Click It or Ticket	4 Citations Issued
Day Time Speed Enforcement (2 Operations)	6 Citations Issued
Saturation Enforcement (1 Operations)	1 Citation Issued

Marijuana (Schedule VI) Seizures

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

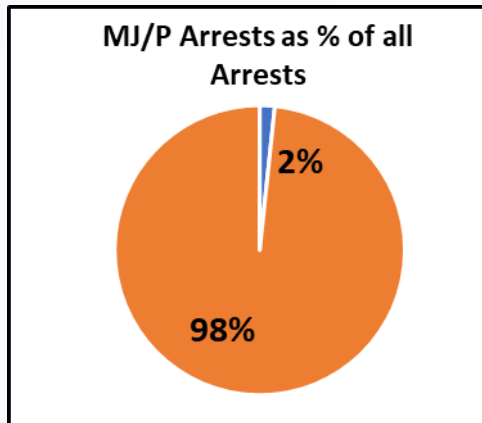
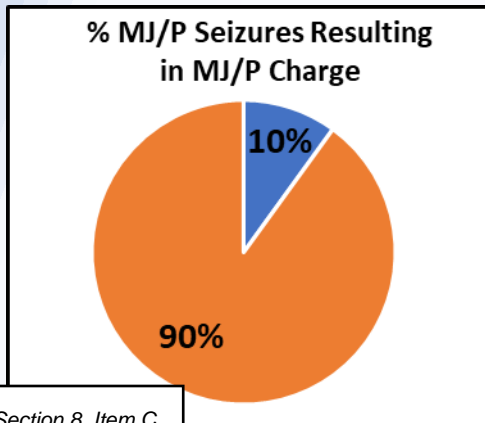
Current Quarter	
Individuals with MJ/P Seized	11
Disposition	
No Resulting MJ/P Charge	10
Referred to OCPAD	0
Charged with MJ/P Only	0
Charged MJ/P w/ other criminal charges	1

Demographics			
B	W	H	O
4	3	4	0
Disposition			
4	3	3	0
0	0	0	0
0	0	0	0
0	0	1	0



MJ/P Arrests as % of total arrests	
MJ/P Seizures	11
Arrests with MJ/P Charges	1
All Other Criminal Arrests	59

% MJ/P Seizure w/ arrest	MJ/P Arrests as % of all Arrests
9%	1%

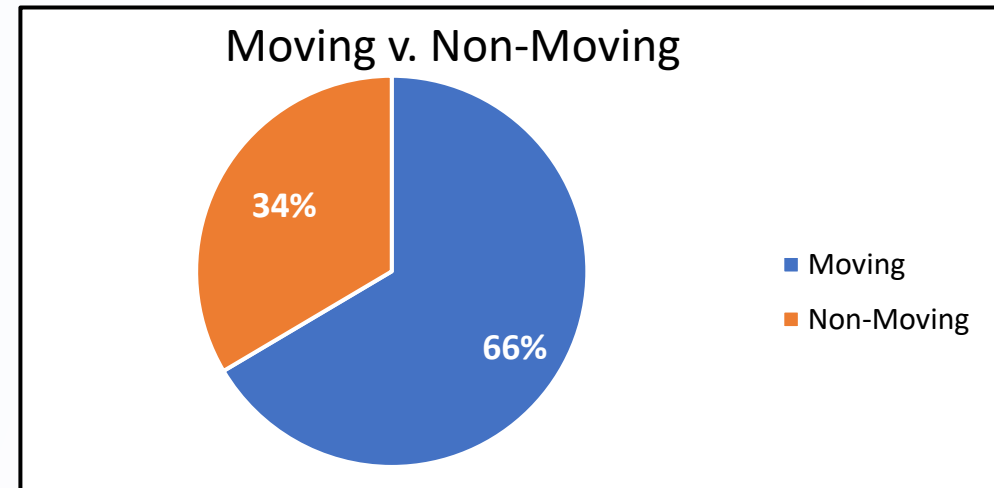
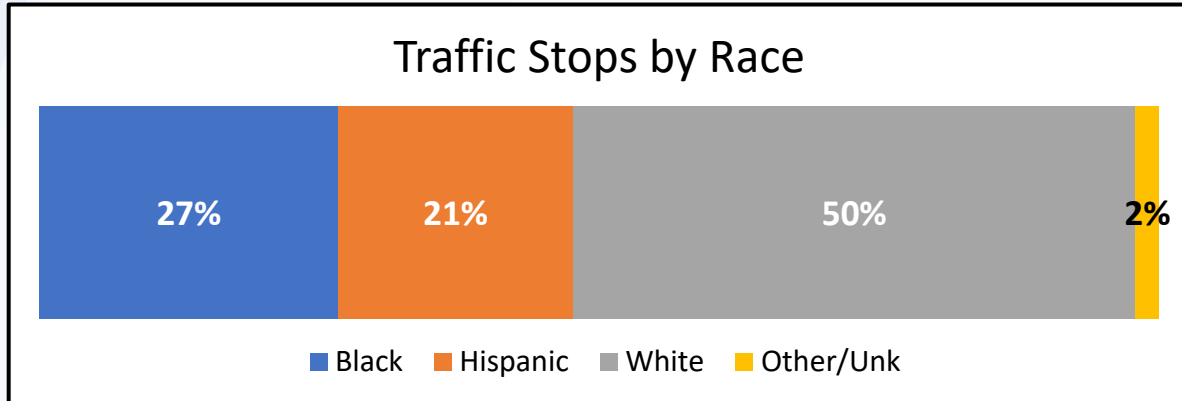
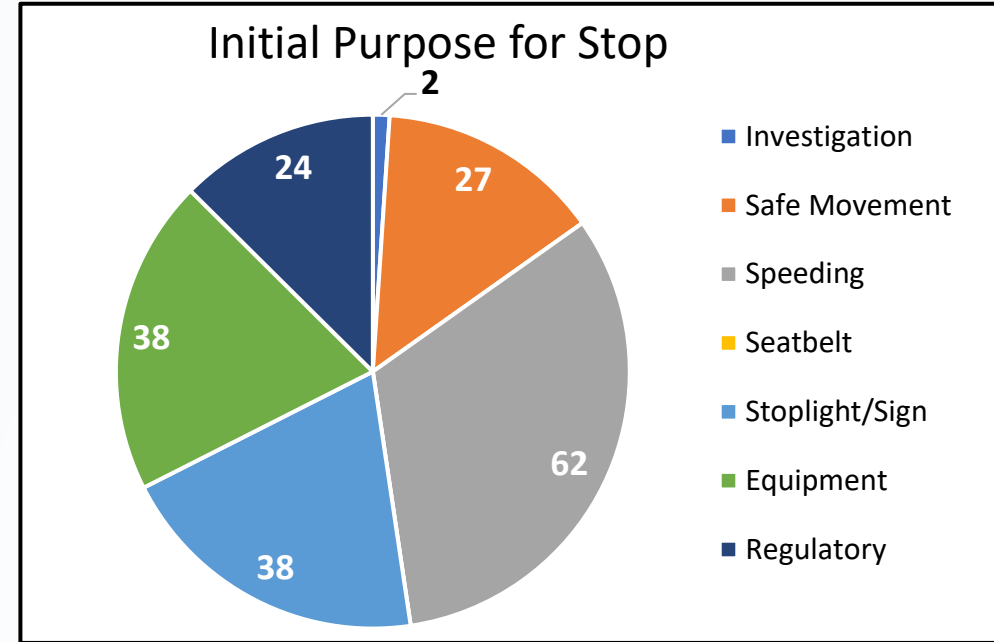


Details on cases Charged:

- One subject was arrested for DWI, open container and possession of marijuana.
- 4 individuals were charged with possession of drug paraphernalia, but all of these charges were related to felony drug possession/charges so they were not included in this data.

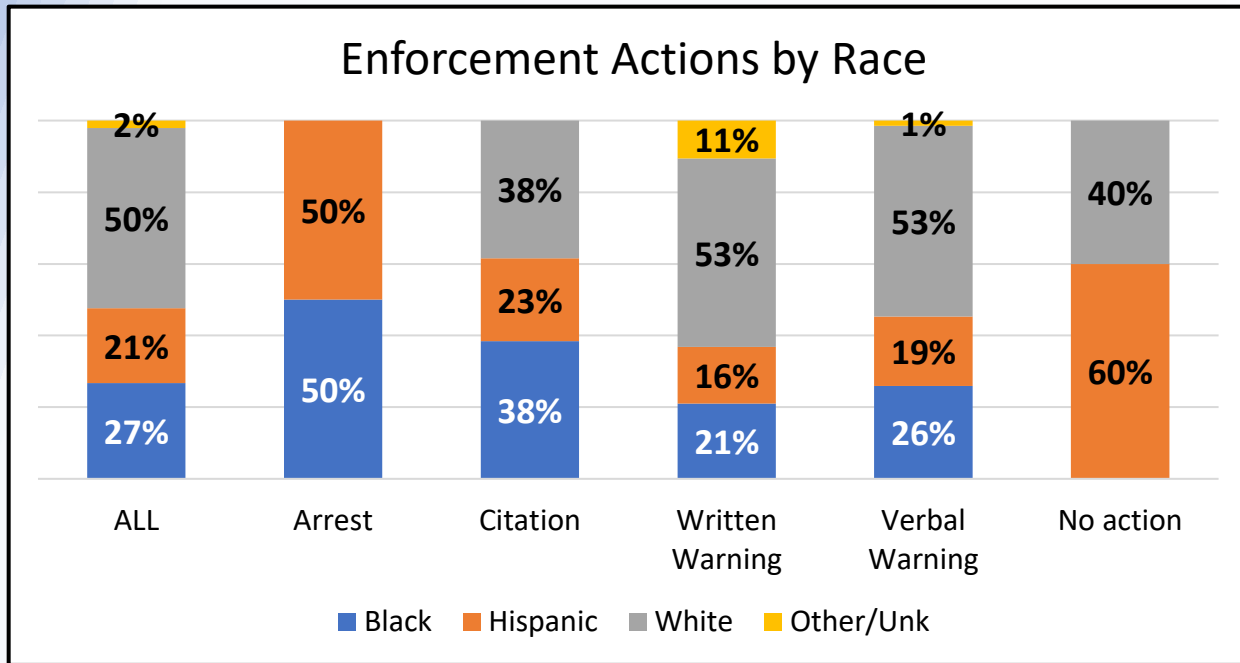
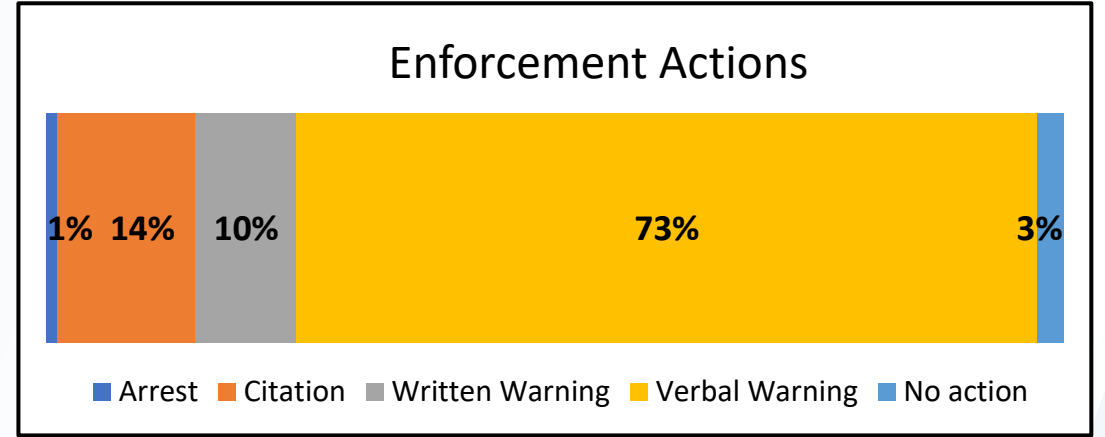
Traffic Stop Data (General)

Current Quarter	Traffic Stops and Initial Reason				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	191	51	40	96	4
DWI	0	0	0	0	0
Investigation	2	0	1	1	0
Safe Movement	27	7	6	14	0
Speeding	62	14	13	31	4
Seatbelt	0	0	0	0	0
Stoplight/Sign	38	8	12	18	0
Equipment	38	12	6	20	0
Regulatory	24	10	2	12	0

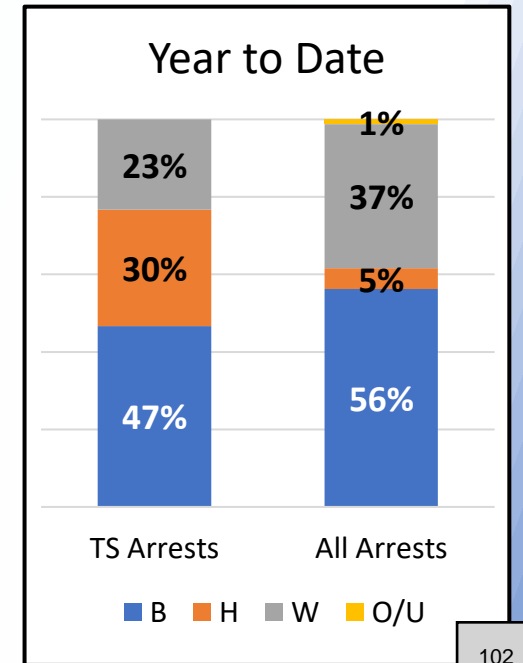
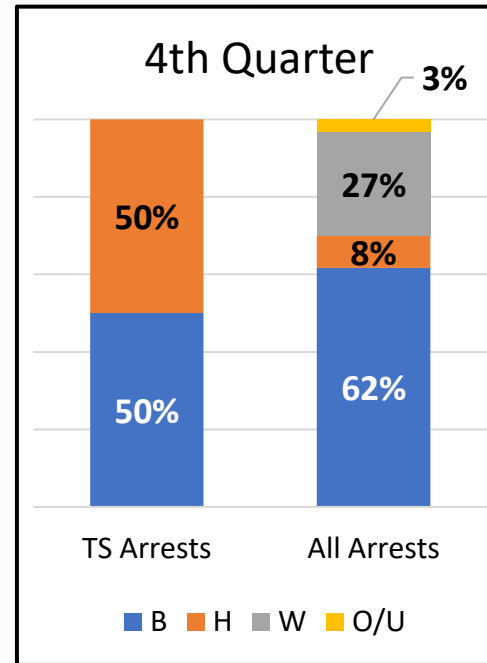


Traffic Stop Data (Enforcement)

Current Quarter	Enforcement				
	Total	Black	Hispanic	White	Other/Unk
All Enforcement	191	51	40	96	4
Arrest	2	1	1	0	0
Citation	26	10	6	10	0
Written Warning	19	4	3	10	2
Verbal Warning	139	36	27	74	2
No action	5	0	3	2	0

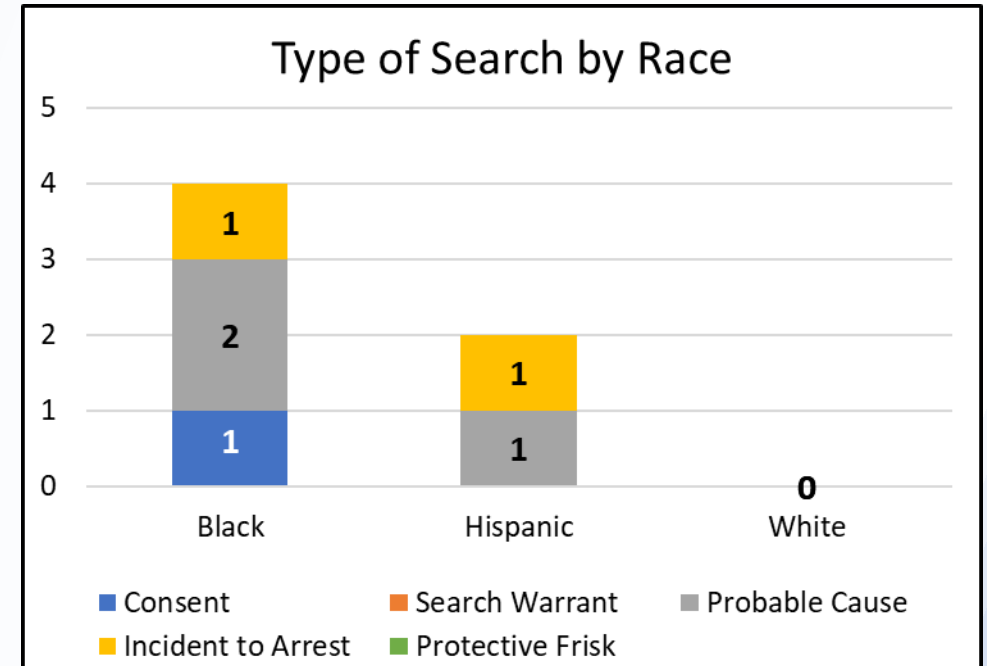


Traffic Stop Arrests Compared to All Arrests

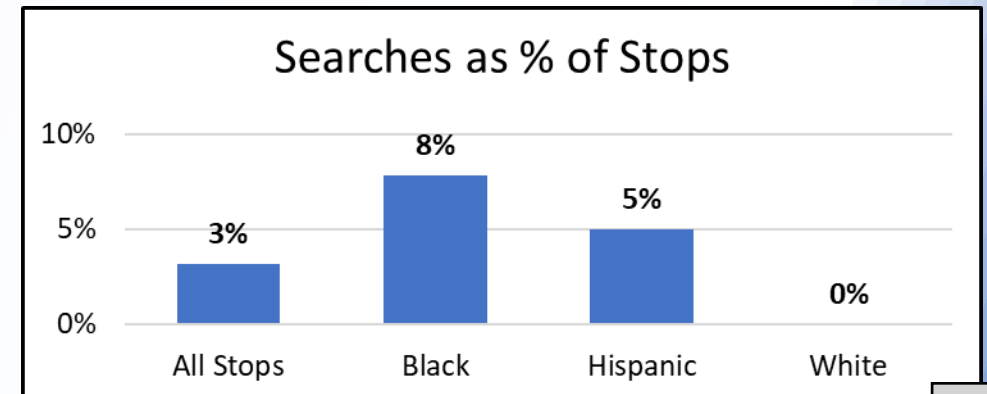


Search Data

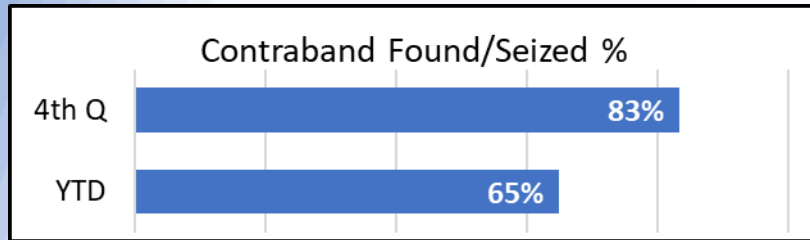
Current Quarter	Search Data – Search Types				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	191	51	40	96	4
Total Searches	6	4	2	0	0
Consent	1	1	0	0	0
Search Warrant	0	0	0	0	0
Probable Cause	3	2	1	0	0
Incident to Arrest	2	1	1	0	0
Protective Frisk	0	0	0	0	0



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



Contraband Found?				
		Yes	No	Hit%
Total Searches	6	5	1	83%
Consent	1	0	1	0%
Search Warrant	0	0	0	na
Probable Cause	3	3	0	100%
Incident to Arrest	2	2	0	100%
Protective Frisk	0	0	0	na



Search Data (continued)

Search Details

- 2 searches were done after (incident to) an arrest.
- 1 searches were based on consent after officer smelled odor of marijuana
- 3 searches were based on Probable Cause
 - All three were the result of officers smelling/seeing evidence of marijuana use and/or driver admitting to having marijuana in the car.

Of the 6 incidents with searches, 2 (33%) involved an arrest or criminal charge. Of those 2, none involved charges connected with contraband found during the search. The two arrests were for DWI offenses and the contraband was found subsequent to the arrest.

Department Training

Elective Trainings Completed

- Blackwell- NTOA Supervising Patrol Critical Incidents (8 hours)
- Blackwell, Jannetta, and Phuong- Patrol Rifle (16 hours)
- Felts- CLI through FBI-LEEDA (40 hours)
- Hooks and Chelenza- Red Dot Training (8 hours)
- Gregory- Basic Crime Scene Investigations (24 hours)
- Hall and West- Radar Recertification (10 hours)
- Hooks- SFST Instructor Refresher (8 hours)
- Morales- Suicide Investigations (16 hours)
- Spragins and King- TRACS Admin Training (6 hours)
- West- INTOX Recertification (7 hours)
- King- CJIS Security and Privacy Training (4 hours)
- Spragins- E-FLETC Counter Terrorism Training (4 hours)
- Simmons- FEMA NIMS ICS 235.c (5 hours)
- Simmons- FEMA NIMS ICS 230.e (6 hours)
- Simmons- FEMA NIMS ICS 120.c (3 hours)

Mandatory Training Completed

- FEMA NIMS ICS 100 (6 hours, 15 employees)
- FEMA NIMS ICS 200 (4 hours, 15 employees)
- FEMA NIMS ICS 700 (4 hours, 15 employees)
- FEMA NIMS ICS 800 (3 hours, 15 employees)
- DCI Module 1 Recertification (2 hours, 2 employees)

Training Hours	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD
Mandatory	328	369	436.5	337.5	1,471
Non-Mandatory	722	429	290	245	1,686
Goal: >40 hrs/employee of non-mandated training annually					
Avg hrs/employee	24.1	14.3	9.7	6.1	54

Highlights: Training Division

- Officers completed mandatory FEMA training during the 4th quarter of 2024.
- Annual patrol rifle training was completed. Training included drills and new techniques to safely operate a rifle when given limited space/cover.

- DCI Module 2 Training (2 hours, 1 employee)
- DCI Module 7 Training (2 hours, 1 employee)
- NCLM Fire Prevention (.5 hours, 1 employee)
- Taser 7 Recertification (2 hours, 12 employees)
- Annual Patrol Rifle Training (5 hours, 10 employees)

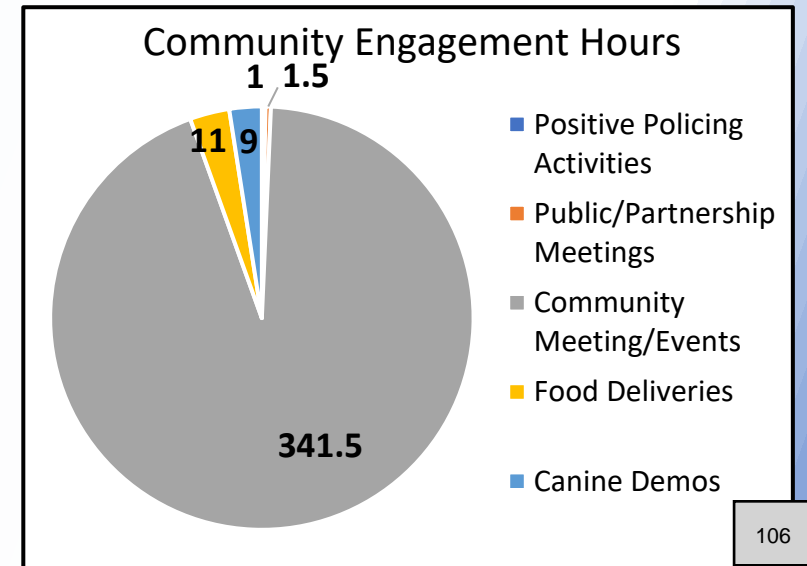
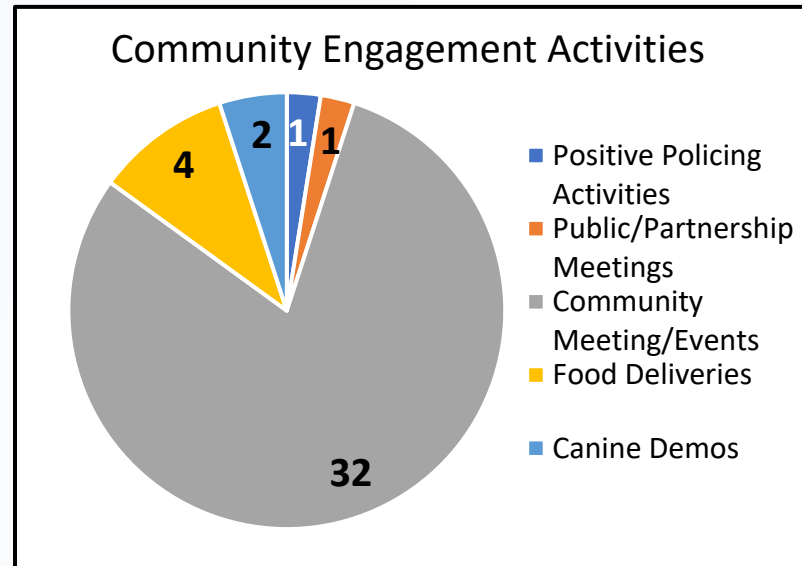
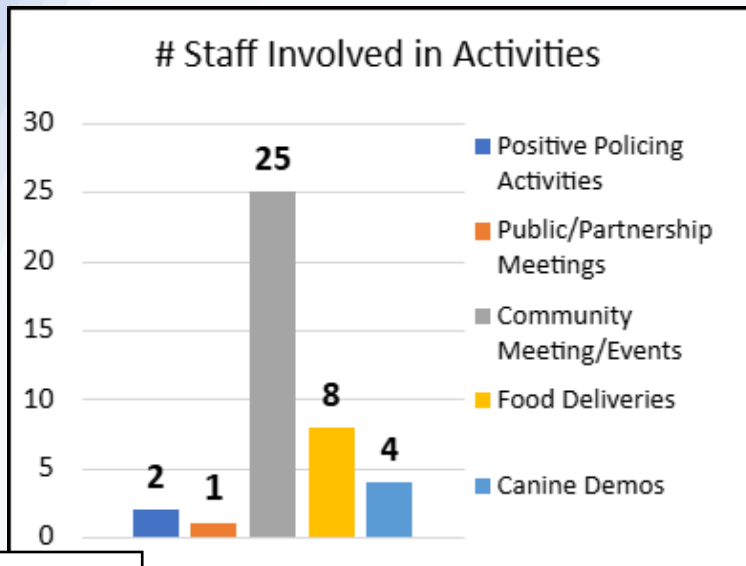
Community Engagement

Definitions

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

Community Engagement Activities		
Activity	#	hours
Positive Policing Activities	1	1
Public/Partnership Meetings	1	1.5
Community Meeting/Events	32	341.5
Food Deliveries	4	11
Canine Demos	2	9
TOTALS	40	364

Total Staff Participating in Community Engagement Activities this Quarter	Number	% of staff
	25	83



Community Engagement

Community Events/Activities

- Meal Deliveries (10/04, 10/17, 11/1, 11/21, 12/6, 12/19)
- First Responders Trust Program (10/15, 11/19)
- Community Watch Meetings (10/7, 11/1, 12/2)
- Public/Partnership Meetings (10/14, 11/11, 11/14, 12/9)
- National Walk to School Day (10/02)
- K9 Demonstrations (10/5, 11/20)
- First Responders Appreciation Day (10/5)
- Supply Drive for Western N.C. (10/05)
- School Visit (10/8, 10/11, 10/31)
- HES Fall Festival (10/12)
- Hillsborough Police Trunk-or-Treat (10/25)
- Mobile Prescription Medicine Drop Off (10/26)
- Hometown Hero Event (10/26)
- Fairview Fall Bash (10/26)
- Halloween Safety Presentation (10/29)
- First Baptist Church Halloween Festival (10/31)
- Senior Citizens “Crafts with a Cop” (11/5)
- Christmas Food/Toy Drive (11/23)
- Animal Shelter “Adopt with a Cop” (12/13)
- Children’s “Shop with a Cop” (12/16)
- HPD Toy Give-A-Way (12/19)



Positive Policing Activities

- While on patrol, an officer observed a juvenile who needed help fixing his radio-controlled car. The officer helped the juvenile fix the car and spent time talking with other residents about any concerns they had in their neighborhood.

Employee Accomplishments/Awards

Officer of the Year



Investigator Vidal Morales

Investigator Morales has been a great asset to HPD and the community this past year. His ability to help others, as well as the hard work he has put into solving crimes as an investigator has shown through over the past 12 months.

Annual Community Engagement Award



Corporal Amber West

Corporal West has been a tremendous asset to HPD's community engagement efforts. She is always lending a helping hand, loves assisting with anything involving dogs, and can always be counted on to help connect with the members of our town.

Additional 2024 awards/recognitions:

DWI Enforcement Award	Based on the total number of DWI apprehensions
Corporal Amber West	
Patrol Narcotics Award	Based on the quantity and types of drugs seized during encounters
Officer Curry Hall	
Narcotics Recognition	Additional officers recognized for narcotics enforcement efforts
Sgt. Heather Blackwell Sgt Nicole Senter Officer Argie Burnette	
Top Gun	Based on average of both day and night qualification scores
Officer Matthew Lorenson	
Fitness Award	Based on lowest time to complete annual fitness course
Corporal Juan Duran	
Community Service Recognition	Additional employee recognized for their community engagement contributions
Mrs. Danielle King	



Public Works Report: January 2025

Work Orders

5 completed within two days.

Public Spaces

74 staff hours

Stormwater Maintenance

64 Storm drains cleaned, 275 linear feet, and 32 staff hours

Inspections

3 Utility inspections, and 1 driveway inspection

Special Events

Removed holiday décor – 25 staff hours, installed and removed banners for MLK – 14 staff hours, winter weather events – 386 staff hours

Training

2 Staff attended training through ITRE. And 8 staff completed ladder safety through NEOGOV

Cemetery

2 graves marked

Asphalt Repairs

2 Utility cuts

Leaf Collection

8 Loads of leaves



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Feb. 2025 (covering Jan. 2025)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> • Finish water pump 1 is still out for rebuild and expected back the first week of March. • We are planning for the March chlorine switchover (the burnout) and coordinating with other jurisdictions in case of emergency mutual aid needs.
WWTP	<ul style="list-style-type: none"> • Working on communication issues with the tertiary filter control valves. • New security cameras were scheduled to be installed last month. However, this project has had many setbacks and is not yet completed. The cameras will allow staff to better monitor the main entrance gate. The project should now be completed by the end of February. • The manufacturer of the sludge press was here to help staff do major maintenance work, including new bearings installed and belt carriages adjustments were made. • The state had several comments and requests for our new permit renewal that was submitted in June of 2024. It sounds like they are getting close to sending the draft NPDES permit out for public comments. • The comments from the UNRBA on the Falls Lake Rules is SLOWLY coming together. We hope to have UNRBA consensus on the content of our comments sometime next month. • In 2024, we discharged 7,062 pounds of Total Nitrogen. That means we discharged only 67.8% of our allowable allocation. • In 2024, we discharged 1,273 pounds of Total Phosphorous. That means we discharged 94.1% of our allowable allocation. <i>Changes in operations have been made to get that down to around 50%.</i> • The power monitors project is going well. We hope to have the project completed by the end of June.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> • The reservoir is at approximately 52.27'. 53' is the normal Phase 2 pool elevation. • We are looking at surveillance options for the reservoir for trespassing purposes and also to monitor the actual spillway, perhaps linked to a live feed on our website with WFER stats.
Developments/ Other	<ul style="list-style-type: none"> • Outstanding utilities fee invoices: <ul style="list-style-type: none"> ○ Persimmon at Cates Creek (system development fees \$1,149,193) ○ Tryon III project (completed engineering review \$3,676) ○ Hyper networks (hydrant tampering Nov 2024, \$3,500) • The two BRIC projects have produced some design plans. Starfield BPS 60% design drawings were discussed with the consultant. A 50% design review meeting for River PS was held on 1/13. Negotiations with property owners needs to begin. • Google plans on completing their fiber installation by the end of the 2Q 2025. This means they will be ramping up crew activity again. Hyper Networks, the main contractor for Google, has offered to pay/reimburse for a dedicated locator through the town's 3rd party contract with McKim and Creed who is assisting us with locates.

	<ul style="list-style-type: none"> • Future reports on developments and capital projects overseen by the new Engineering Services Division will be in the Community Services monthly report.
Staffing	<ul style="list-style-type: none"> • The Utilities Director remains on intermittent FMLA to assist her husband with a recent cancer diagnosis. During times of extended absence, she will designate key contacts in her stead, but generally will be on E-mail, regardless.
Water and Sewer Advisory Committee (WSAC) Activities	The board will be voting on 2/10/2025 to change Section 3.71 of the town code regarding WSAC to disband the committee effective 2/28/2025 after discussion at its general meeting of 1/13/2025. A joint BOC/WSAC meeting on 2/6/25 will recognize the WSAC and its members.