



# Agenda

## Board of Commissioners Work Session

7:00 PM February 26, 2024

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

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

1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Items for decision - consent agenda**
  - [A.](#) Miscellaneous budget amendments and transfers
  - [B.](#) Board of Commissioners Fiscal Year 2024 training budget changes
  - [C.](#) 2024 Board of Commissioners Meeting Schedule Amendment
  - [D.](#) Fiber Loop capital project ordinance amendment and associated budget amendments
4. **In-depth discussion and topics**
  - [A.](#) Legislative priority meeting with Senator Graig Meyer and Representative Renee Price
  - [B.](#) Downtown Parking Update
  - [C.](#) Cemetery and Pet Waste Issues
5. **Committee updates and reports**
6. **Closed session**
  - A. Closed Session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters
7. **Adjournment**

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

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## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
Department: Administration  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

#### ITEM TO BE CONSIDERED

**Subject:** Miscellaneous budget amendments and transfers

**Attachments:**

Budget Changes Report

**Summary:**

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

**Financial impacts:**

As indicated by each amendment.

**Staff recommendation and comments:**

To approve the attached list of budget amendments and transfers.

**Action requested:**

Consider approving budget amendments and transfers.

FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 02/26/2024 TO 02/26/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-9990-5300-000 CONTINGENCY						
	ContingencyAdj Fire Marshal exp to contract amount	41604	02/26/2024	EBRADFORI	450,000.00	-4,000.00	31,348.00
	To re-budget garbage truck price adj fund:	41638	02/26/2024	EBRADFORI	450,000.00	-18,320.00	13,028.00
Admin. Services	10-10-4200-5100-020 SALARIES						
	Yr-end adjustment	41639	02/26/2024	EBRADFORI	995,712.00	19,000.00	1,014,712.00
Admin. Services	10-10-4200-5100-021 PERSONNEL EXPANSION - SALARIES						
	Yr-end adjustment	41640	02/26/2024	EBRADFORI	40,000.00	-32,500.00	0.00
Admin. Services	10-10-4200-5127-070 RETIREMENT						
	Yr-end adjustment	41641	02/26/2024	EBRADFORI	126,994.00	9,000.00	135,994.00
Admin. Services	10-10-4200-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adjustment	41642	02/26/2024	EBRADFORI	49,786.00	4,500.00	54,286.00
Planning	10-10-4900-5100-020 SALARIES						
	Yr-end adjustment	41643	02/26/2024	EBRADFORI	487,126.00	15,000.00	502,126.00
Planning	10-10-4900-5125-063 HOSPITALIZATION - RETIREE						
	Yr-end adjustment	41646	02/26/2024	EBRADFORI	0.00	8,505.00	8,505.00
Planning	10-10-4900-5127-070 RETIREMENT						
	Yr-end adjustment	41644	02/26/2024	EBRADFORI	62,404.00	2,000.00	64,404.00
Planning	10-10-4900-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adjustment	41645	02/26/2024	EBRADFORI	24,356.00	1,600.00	25,956.00
Facilities Mgmt.	10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
	To cover generator repair.	41653	02/26/2024	JFernandez	200,896.00	-1,620.00	268,691.25
Facilities Mgmt.	10-10-5000-5300-158 MAINTENANCE - EQUIPMENT						
	To cover generator repair.	41654	02/26/2024	JFernandez	0.00	1,620.00	18,541.35
Public Space	10-10-6300-5100-010 OVERTIME COMPENSATION						
	Yr-end Adjustment	41660	02/26/2024	EBRADFORI	500.00	900.00	1,400.00
Public Space	10-10-6300-5100-020 SALARIES						
	Yr-end Adjustment	41661	02/26/2024	EBRADFORI	160,939.00	22,000.00	182,939.00
Public Space	10-10-6300-5127-070 RETIREMENT						
	Yr-end Adjustment	41662	02/26/2024	EBRADFORI	20,479.00	3,400.00	23,879.00
Public Space	10-10-6300-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end Adjustment	41663	02/26/2024	EBRADFORI	8,047.00	2,000.00	10,047.00
IT	10-10-6610-5300-112 POSTAGE						
	To cover postage for returned laptop.	41600	02/26/2024	JFernandez	50.00	55.00	160.00
IT	10-10-6610-5300-570 MISCELLANEOUS						
	To cover postage for returned laptop.	41599	02/26/2024	JFernandez	5,000.00	-55.00	4,940.00
Police	10-20-5100-5125-060 HOSPITALIZATION						
	Yr-end adjustment	41648	02/26/2024	EBRADFORI	381,414.00	-21,000.00	360,414.00
	Yr-end adjustment	41651	02/26/2024	EBRADFORI	381,414.00	-25,000.00	335,414.00
Police	10-20-5100-5125-063 HOSPITALIZATION - RETIREE						
	Yr-end adjustment	41649	02/26/2024	EBRADFORI	0.00	21,000.00	21,000.00
Police	10-20-5100-5127-075 SEPARATION ALLOWANCE						
	Yr-end adjustment	41650	02/26/2024	EBRADFORI	34,618.00	42,100.00	76,718.00
Fire Protect.	10-20-5350-5300-498 C.S./ORANGE COUNTY						
	JFernandez		02/20/2024	9:45:59AM			
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FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 02/26/2024 TO 02/26/2024

	<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 contract amount	41603	02/26/2024	EBRADFORI	80,952.00	4,000.00	84,952.00
GF Revenue	10-30-3300-3301-000 POWELL BILL TAX Adj to actual	41605	02/26/2024	EBRADFORI	272,500.00	33,925.00	306,425.00
GF Revenue	10-30-3980-3900-100 POWELL BILL FUND BALANCE APPROPRIAT Adj per PB actual revenue	41606	02/26/2024	EBRADFORI	473,000.00	-33,925.00	439,075.00
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION Yr-end adjustment	41655	02/26/2024	EBRADFORI	2,000.00	4,000.00	6,000.00
Solid Waste	10-30-5800-5100-020 SALARIES Yr-end adjustment	41656	02/26/2024	EBRADFORI	267,931.00	13,000.00	280,931.00
Solid Waste	10-30-5800-5127-070 RETIREMENT Yr-end adjustment	41657	02/26/2024	EBRADFORI	34,343.00	2,500.00	36,843.00
Solid Waste	10-30-5800-5127-071 401(K) RETIREMENT SUPP. Yr-end adjustment	41658	02/26/2024	EBRADFORI	13,396.00	2,000.00	15,396.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To re-budget garbage truck price adj fund:	41637	02/26/2024	EBRADFORI	130,000.00	18,320.00	494,154.06
Special Approp.	10-60-6900-5300-570 MISCELLANEOUS Allocate Merit/COLA	41647	02/26/2024	EBRADFORI	373,001.00	-27,105.00	343,796.00
	Allocate Merit/COLA	41652	02/26/2024	EBRADFORI	373,001.00	-17,100.00	326,696.00
	Allocate Merit/COLA	41659	02/26/2024	EBRADFORI	373,001.00	-21,500.00	305,196.00
	Allocate Merit/COLA	41664	02/26/2024	EBRADFORI	373,001.00	-28,300.00	276,896.00
Police	10-71-5100-5982-004 TRANSFER TO PUBLIC SAFETY FACILITY Move Police Station to Committed Fund	41574	02/26/2024	EBRADFORI	50,000.00	-50,000.00	0.00
Police	10-71-5100-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Police Station to Committed Fund	41575	02/26/2024	EBRADFORI	0.00	50,000.00	50,000.00
Streets	10-71-5600-5982-005 TRANSFER TO GENERAL CRF Move Streets Vehicle Fund to Committed	41611	02/26/2024	EBRADFORI	81,000.00	-81,000.00	0.00
Streets	10-71-5600-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Streets Vehicle Fund to Committed	41612	02/26/2024	EBRADFORI	0.00	81,000.00	81,000.00
Solid Waste	10-71-5800-5982-005 TRANSFER TO GENERAL CRF Move Solid Waste Vehicle Fund to Comm	41614	02/26/2024	EBRADFORI	145,000.00	-145,000.00	0.00
Solid Waste	10-71-5800-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Solid Waste Vehicle Fund to Comm	41615	02/26/2024	EBRADFORI	0.00	145,000.00	145,000.00
Special Approp.	10-71-6900-5982-005 TRANSFER TO GENERAL CRF Move Aff Housing to Committed Fund	41608	02/26/2024	EBRADFORI	32,884.00	-32,884.00	0.00
Special Approp.	10-71-6900-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Aff Housing to Committed Fund	41609	02/26/2024	EBRADFORI	0.00	32,884.00	32,884.00
W&S Transfers	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND Adj to actual	41618	02/26/2024	EBRADFORI	0.00	18,808.00	62,714.00
W&S Transfers	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Adj to actual	41619	02/26/2024	EBRADFORI	0.00	11,955.00	54,740.00
W&S Revenues	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES Adj to actual	41616	02/26/2024	EBRADFORI	0.00	18,808.00	62,714.00
W&S Revenues	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						

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FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 02/26/2024 TO 02/26/2024

	<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	41617	02/26/2024	EBRADFORI	0.00	11,955.00	54,740.00
Admin. of Enterprise	30-80-7200-5300-570 MISCELLANEOUS Allocate Merit/COLA	41669	02/26/2024	EBRADFORI	164,999.00	-53,500.00	98,649.00
	Allocate Merit/COLA	41672	02/26/2024	EBRADFORI	164,999.00	-20,000.00	78,649.00
	Allocate Merit/COLA	41677	02/26/2024	EBRADFORI	164,999.00	-48,000.00	30,649.00
Utilities Admin.	30-80-7220-5100-020 SALARIES Yr-end Adjustment	41665	02/26/2024	EBRADFORI	368,043.00	40,000.00	410,543.00
Utilities Admin.	30-80-7220-5120-050 FICA Yr-end Adjustment	41666	02/26/2024	EBRADFORI	27,599.00	5,000.00	32,599.00
Utilities Admin.	30-80-7220-5127-070 RETIREMENT Yr-end Adjustment	41667	02/26/2024	EBRADFORI	47,247.00	5,500.00	52,747.00
Utilities Admin.	30-80-7220-5127-071 401(K) RETIREMENT SUPPL. Yr-end Adjustment	41668	02/26/2024	EBRADFORI	18,402.00	3,000.00	21,402.00
WTP	30-80-8120-5127-070 RETIREMENT Yr-end Adjustment	41670	02/26/2024	EBRADFORI	53,313.00	14,000.00	67,313.00
WTP	30-80-8120-5127-071 401(K) RETIREMENT SUPP. Yr-end Adjustment	41671	02/26/2024	EBRADFORI	21,051.00	6,000.00	27,051.00
WWTP	30-80-8220-5100-020 SALARIES Yr-end Adjustment	41673	02/26/2024	EBRADFORI	499,190.00	35,000.00	534,190.00
WWTP	30-80-8220-5120-050 FICA Yr-end Adjustment	41674	02/26/2024	EBRADFORI	38,188.00	3,000.00	41,188.00
WWTP	30-80-8220-5127-070 RETIREMENT Yr-end Adjustment	41675	02/26/2024	EBRADFORI	63,204.00	7,000.00	70,204.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. Yr-end Adjustment	41676	02/26/2024	EBRADFORI	24,960.00	3,000.00	27,960.00
Storm-Water	35-30-5900-5300-000 CONTINGENCY To cover safety dividends	41621	02/26/2024	EBRADFORI	25,000.00	-2.00	24,498.00
Storm-Water	35-30-5900-5300-320 SUPPLIES - OFFICE To cover office furniture	41602	02/26/2024	EBRADFORI	400.00	3,500.00	3,900.00
Storm-Water	35-30-5900-5300-570 MISCELLANEOUS To cover office furniture	41601	02/26/2024	EBRADFORI	26,374.00	-3,500.00	20,558.00
Storm-Water	35-30-5900-5300-571 SAFETY AWARDS PROGRAM To cover safety dividends	41620	02/26/2024	EBRADFORI	0.00	2.00	193.00
W&S Cap. Proj.	69-17-3870-3870-504 TRANSFER FROM WSF-16" OWASA WATER M To re-est project budget	41624	02/26/2024	EBRADFORI	100,000.00	100,000.00	100,000.00
W&S Cap. Proj.	69-17-3870-3870-701 TRANSFER FROM FUND 75-16" OWASA WAT To re-est project budget	41625	02/26/2024	EBRADFORI	465,000.00	465,000.00	465,000.00
W&S Cap. Proj.	69-17-8140-5700-748 16" OWASA WATER MAIN To re-est project budget	41626	02/26/2024	EBRADFORI	565,000.00	565,000.00	565,000.00
W&S CRF	70-00-3850-3850-000 INTEREST EARNED To record interest	41627	02/26/2024	EBRADFORI	100,889.20	36,395.07	937,524.75
W&S CRF	70-71-6900-5970-001 TRANSFER TO UTILITY CAP IMPROV FUND To record interest	41628	02/26/2024	EBRADFORI	1,830,000.00	36,395.07	4,680,469.75

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Section 3, Item A.

FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 02/26/2024 TO 02/26/2024

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF 78-71-3870-3870-412 TRANSFER FROM GF-POLICE STATION Committed Move Police Station to Committed Funds	41576	02/26/2024	EBRADFORI	0.00	50,000.00	50,000.00
GF 78-71-3870-3870-413 TRANSFER FROM GF-AFFORDABLE HOUSING Committed Move Affordable Housing to Committed l	41635	02/26/2024	EBRADFORI	0.00	32,884.00	32,884.00
GF 78-71-3870-3870-420 TRANSFER FROM GF-VEH-STREETS Committed Move Street Veh Replc Funds to Committ	41629	02/26/2024	EBRADFORI	0.00	81,000.00	81,000.00
GF 78-71-3870-3870-421 TRANSFER FROM GF-VEH-SOLID WASTE Committed Move Solid Waste Veh Replc Funds to Co	41631	02/26/2024	EBRADFORI	0.00	145,000.00	145,000.00
GF 78-71-5100-5970-010 TRANSFER TO FUND 60-POLICE STATION Committed Move Police Station to Committed Funds	41579	02/26/2024	EBRADFORI	0.00	50,000.00	50,000.00
GF 78-71-5600-5970-912 TRANSFER TO GF-VEH-STREETS Committed Move Street Veh Replc Funds to Committ	41630	02/26/2024	EBRADFORI	0.00	81,000.00	81,000.00
GF 78-71-5800-5970-913 TRANSFER TO GF-VEH-SOLID WASTE Committed Move Solid Waste Veh Replc Funds to Co	41632	02/26/2024	EBRADFORI	0.00	145,000.00	145,000.00
GF 78-71-6900-5970-918 TRANSFER TO GF-AFFORDABLE HOUSING Committed Move Affordable Housing to Committed l	41636	02/26/2024	EBRADFORI	0.00	32,884.00	32,884.00
					<u>1,882,084.14</u>	



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
Department: Governing Body  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Commissioner Matt Hughes

#### ITEM TO BE CONSIDERED

**Subject:** Board of Commissioners Fiscal Year 2024 training budget changes

**Attachments:**

None

**Summary:**

The following adjustments to the board's continuation budget were requested by Commissioner Hughes during the budget preparation process in January:

Training, Conferences, & Conventions

- NCLM City Vision: increase from \$1,245 to \$3,600 (from 2 to 3 registration fees and lodging expenses)
- Town & State Dinner: increase from \$100 to \$300 (from 1 to 3 registration fees)
- Addition of Visit NC Tourism Conference: \$1000 (1 registration fee and lodging expenses)

Per the Board of Commissioners Travel & Professional Development Policy, development opportunities that arise during the fiscal year and exceed \$500, require board approval at an official meeting.

**Financial impacts:**

None; absorbed by funds budgeted in FY24 for miscellaneous training for a remaining balance of \$945.

**Staff recommendation and comments:**

None

**Action requested:**

Approve adjustments to the board's training budget as presented.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
Department: Administrative Services  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

#### ITEM TO BE CONSIDERED

**Subject:** 2024 Board of Commissioners Meeting Schedule Amendment

**Attachments:**

Amended 2024 Board of Commissioners Meeting Schedule

**Summary:**

The 2024 Board of Commissioners meeting schedule amendment includes:

- Addition of the State of the Town Address at the April 22 work session.

**Financial impacts:**

None.

**Staff recommendation and comments:**

None.

**Action requested:**

To amend meeting schedule as presented.



# Meeting Schedule: 2024

## BOARD OF COMMISSIONERS



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

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

### Regular meetings

Regular meetings typically occur the second Monday of the month.

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

### Work sessions

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

Jan. 22		June 3	Budget workshop, if needed
Feb. 17	Budget retreat, 9 a.m. to 3:15 p.m.	June 24	Budget adoption, if needed
Feb. 26		Aug. 26	With joint WSAC meeting
March 25		Sept. 23	
April 22	State of the Town Address	Oct. 28	
May 28	Budget workshop, public hearing	Nov. 25	

### Joint public hearings

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

Jan. 18		Aug. 15
April 18		Oct. 17

### Joint meetings

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

Jan. 23	Assembly of Governments Southern Human Services Center 2501 Homestead Rd., Chapel Hill	Feb. 1	Water and Sewer Advisory Committee CANCELED
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Amended: Feb. 26, 2024



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
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:** Fiber Loop capital project ordinance amendment and associated budget amendments

**Attachments:**

1. Fiber Loop Capital Project Ordinance Amendment
2. Budget Changes Detail Report

**Summary:**

Amend the Fiber Loop capital project ordinance to reflect the \$50,000 budgeted in the FY24 budget. Funds were budgeted in Information Technology. This ordinance amendment and associated budget amendments move the funds to the fiber loop project fund for expenditure.

**Financial impacts:**

As indicated by each budget amendment.

**Staff recommendation and comments:**

Approve Fiber Loop project ordinance amendment and associated budget amendments.

**Action requested:**

Approve the Fiber Loop capital project ordinance amendment and associated budget amendments.



# ORDINANCE

## Capital Project Amendment

### Fiber Loop

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>
Fiber Loop	\$350,000	\$50,000	\$400,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$350,000	\$50,000	\$400,000

**Section 3.** 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 26<sup>th</sup> day of February in 2024.

Ayes:

Noes:

Absent or excused:

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Sarah E. Kimrey, Town Clerk

FY 2023-2024

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 02/27/2024 TO 02/27/2024

<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>
60-04-3870-3870-403 TRANSFER FROM GF-FIBER LOOP						
Adj per FY24 budget	41622	02/27/2024	EBRADFORI	350,000.00	50,000.00	400,000.00
60-04-6610-5700-747 FIBER LOOP						
Adj per FY24 budget	41623	02/27/2024	EBRADFORI	350,000.00	50,000.00	400,000.00
					<u>100,000.00</u>	



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
Department: Governing Body  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

#### ITEM TO BE CONSIDERED

**Subject:** Legislative priority meeting with Senator Graig Meyer and Representative Renee Price

**Attachments:**

2023 Legislative Priorities

**Summary:**

The board will meet with Senator Graig Meyer and Representative Renee Price to discuss short-term and long-term priorities for Hillsborough and potential partnerships with other municipalities and stakeholders.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

N/A

**Action requested:**

Discussion.



## **2023 Legislative, Strategic, & Capital Priorities**

- ✓ **Water & sewer affordability and system maintenance needs.** Assistance for water and sewer infrastructure upgrades and repairs, capital needs is a top priority, especially since this is a major equity issue.
  - The Town has \$40 million in just wastewater collection system needs, much of which needs to be installed in the next few years.
  - As rates increase to address aging infrastructure and system reliability, these actions have a disproportionate impact on those in our community struggling the most to pay for life's essentials, such as those on fixed, and low to moderate incomes.
  - Many parts of Hillsborough's water and sewer system are over 50 years old with some closer to 100 years old. For example, the Hassell Street water tank is over 90 years old and still in service. Replacing this one tank alone will cost approximately \$3.5 million.
- ✓ **Affordable housing.** The Town is doing what it can within our resource limitations (moving towards a two cents equivalent of property tax yield) to assist with homeless prevention and affordability but need assistance from the State.
- ✓ **Transportation and connectivity.** Funding assistance with bike, pedestrian, public transportation, roadways, and integrating them to build a coordinated multi-modal system. The train station, future projects, such as Ridgewalk (north to south bike/ped connector), EV stations, and other projects in the planning stages have the opportunity to be transformative for our community.
- ✓ **Environmental sustainability and meeting carbon reduction goals.** In addition to meeting the Town's aggressive carbon reduction goals, sustainability covers encouraging development that protects limited water and sewer availability, water quality through the stormwater management program, and guiding development through plans that help address these and other environment priorities.
- ✓ **Local government pre-emption.** Please keep an eye on potential legislation that would local government authority in all areas (e.g., planning and development related). This is particularly important to Hillsborough as a local government that has our own W/S utility with limited capacity.
- ✓ **Statewide shortage of qualified individuals to serve as finance directors, technical accounting and finance staff, and auditing firms.** The shortage of local government staff and accounting firms with resources to perform annual audits has become a crisis. Approximately 25% of local governments have found themselves on the State Treasurer's and Local Government Commission Unit Assistance List. This is often due to staff shortage and inability to get the annual audit and other key reports completed in a timely manner.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	Feb. 26, 2024
Department:	Community Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning & Economic Development Manager

#### ITEM TO BE CONSIDERED

**Subject:** Downtown Parking Update

**Attachments:**

Sign Images – Construction Parking

**Summary:**

In response to concerns from downtown businesses regarding parking availability, staff will provide an update to the board and public on recent and planned future activities.

**Downtown/West Hillsborough Business Owners Meeting (Jan. 22)** – staff and Mayor Bell heard various perspectives from business owners regarding parking experiences.

Notable comments included:

- Concern over the sustained parking of construction vehicles in on-street spaces
- Lack of lighting in the alley parking lot between King and Margaret, general safety concerns for late night staff
- Frustration with the availability of lower-level parking in the county garage (specifically on court days)
- Ready availability of accessible parking for mobility-limited people

Specific follow-up actions include:

- Creation of temporary “construction parking” spaces in the town-owned alley lot
- Ordering of additional lighting for that lot as a pathway between the parking deck and the King Street area
- Staff will explore the question of individual rental of lower-level spaces in the county deck as requested
- Staff will work with communications on additional education of available parking, time limitations and alternative transportation choices

Ideas that need further exploration:

- Is the current 3-hour limit suitable, does it need to be reduced?
- What level of enforcement is desired by the community and what can the town effectively provide?
- Is there an appetite for more paid parking options, such as metered spaces? (This was brought up at the meeting but received generally negative feedback).
- Is it possible to increase police presence at night to address safety concerns for staff and customers walking to further parking areas?
- Potential of a shuttle to and from the parking deck?
- Additional bike parking availability?

**Upcoming Parking Study**

Town staff is working towards advertisement for a consultant to engage in a comprehensive parking study covering downtown and the West Hillsborough business areas. The study is intended to provide data on current parking inventory, trends in public parking, strategies for event parking, options for accessible parking and potential options for additional parking if needed. Staff is exploring options for technical assistance from Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHCMPO) staff on procurement and administration of funding for the project, which could be a significant relief for town staff.

**Financial impacts:**

Minimal cost for signage fabrication and installation so far. Depending on the board’s interest in specific enforcement or other activities, there may be additional costs. The parking study is funded jointly by the town, Tourism Board, Tourism Development Authority and DCHCMPO and is already budgeted.

**Staff recommendation and comments:**

None.

**Action requested:**

Provide feedback on proposed plans and any additional follow-up items.



Attachment – Temporary Construction Parking Signage







## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Feb. 26, 2024  
Department: Community Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space & Sustainability Manager

#### ITEM TO BE CONSIDERED

**Subject:** Cemetery and Pet Waste Issues

**Attachments:**

Sign Images – cemetery rules, “poop fairy” and leash signage

**Summary:**

In response to resident concerns regarding behavior at the Margaret Lane Cemetery and overall concerns with increased off-leash dogs and uncollected pet waste, staff has prepared an update on current and upcoming activities and will solicit feedback from the board. A summary of the current information is below.

- Work is underway to place updated rules signs at all three cemeteries (see attached images).
- There is an active “poop fairy” campaign including signage (attached), WHUP interviews and press releases to address the town wide issue of pet waste. There was a WHUP interview that covered both topics on Feb. 16.
- A new leash sign will be rotated in identified problem areas (see attachment).
- There are not currently specific regulations in the town code regarding cemetery behavior, which limits enforcement options.
- Cemeteries have historically been used for socializing and passive recreation, and there are differing schools of thought in the recreation profession as to the appropriate level of activity.
- Leash laws are governed by Orange County, with no enforcement that town staff is aware of.
- Uncollected pet waste is a source of nonpoint pollution for our waterways and a concern for stormwater and environmental services.
- Staff will continue to provide community information via public space and stormwater related press releases, social media and other outlets, including an upcoming community newsletter.

**Financial impacts:**

Minimal cost for signage fabrication and installation. If the board desires other active enforcement, there will be additional costs.

**Staff recommendation and comments:**

None.

**Action requested:**

Provide feedback on proposed plans and any additional necessary regulations.

# MARGARET LANE CEMETERY

200 S. Occoneechee St.

Hours: sunrise to sunset

## Rules

- Dogs must be leashed at all times.
- Pet waste must be removed from site.
- Gravestone rubbings damage gravestones and are prohibited.
- All flowers must be placed on gravestones, not in grassy areas.
- Unauthorized planting of trees, shrubs and flowers is not permitted.
- No burials may take place.
- No markers may be placed without authorization from the town.
- Decorations are not permitted between March 1 and Nov. 1 due to grounds maintenance, with the exception of small flags on Memorial Day and Veterans Day.

## Maintenance

- This property is owned and maintained by the Town of Hillsborough.
- Mowing operations occur between March 1 and Nov. 1.
- Town staff may remove flowers and memorial accessories when their appearance has deteriorated or become unsightly or if they interfere with grounds maintenance.
- Report maintenance concerns to 919-296-9600.

**Please maintain a respectful attitude and volume  
to keep our cemetery a peaceful resting place.**

# OLD TOWN CEMETERY

205 N. Churton St.  
Hours: sunrise to sunset

## Rules

- Dogs must be leashed at all times.
- Pet waste must be removed from site.
- Gravestone rubbings damage gravestones and are prohibited.
- All flowers must be placed on gravestones, not in grassy areas.
- Unauthorized planting of trees, shrubs and flowers is not permitted.
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# TOWN CEMETERY

200 E. Corbin St.

Hours: sunrise to sunset

## Rules

- Dogs must be leashed at all times.
- Pet waste must be removed from site.
- Gravestone rubbings damage gravestones and are prohibited.
- All flowers must be placed on gravestones, not in grassy areas.
- Unauthorized planting of trees, shrubs and flowers is not permitted.
- No burials may take place without authorization from the town.
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**Please maintain a respectful attitude and volume  
to keep our cemetery a peaceful resting place.**



TOWN OF HILLSBOROUGH



**Sadly,  
there is no  
poop fairy.**

**Please clean up  
after your dog.**





TOWN OF HILLSBOROUGH

**Dogs, please leash your human.**



**It's the law!**