Board of Commissioners
7 p.m. Jan. 11, 2021
Town of Hillsborough YouTube channel

Due to current public health concerns, the Board of Commissioners will conduct this meeting remotely using Zoom. The public can view and listen to the meeting via live streaming video on the town’s YouTube channel. Two methods for public comment are available, with detailed instructions provided at the bottom of this agenda:

- Written submittals by website contact form
- Speaking during the remote meeting (Preregistration is required.)

Compliance with the American with Disabilities Act interpreter services and/or special sound equipment is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk’s Office at 919-296-9443.

Please use the bookmark feature to navigate and view the item attachments.

1. Public charge
The Hillsborough Board of Commissioners pledges to the citizens of Hillsborough its respect. The board asks citizens to conduct themselves in a respectful, courteous manner with the board and with fellow citizens. At any time should any member of the board or any citizen 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 the mayor’s designee will recess the meeting until such time that a genuine commitment to this public charge is observed.

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations
   A. Employee Service Milestone Awards

5. Appointments
   A. Committee appointments review – mayor and commissioners
   B. Tourism Board — Reappoint Mark Bateman to a Restaurant/Pub Seat for term expiring Dec. 14, 2022
   C. Tourism Development Authority— Reappoint Mark Bateman to Tourism Board seat for a term expiring Jan. 31, 2022

6. Items for decision — consent agenda
   A. Minutes
      1. Regular meeting Dec. 14, 2020
   B. Miscellaneous budget amendments and transfers

Interim Town Clerk and Human Resources Technician Sarah Kimrey
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9443 | sarah.kimrey@hillsboroughnc.gov
www.hillsboroughnc.gov | @HillsboroughGov
C. Proclamation declaring January as National Mentoring Month
D. Proclamation declaring Jan. 12, 2021 as Dr. Kizzmekia “Kizzy” Corbett Day in Hillsborough
E. COVID Paid Sick Leave

7. Items for decision — regular agenda
   A. Conceptual project introduction and process discussion – potential tax credit
   B. Reconsideration of Order to close two unopened rights of way on the west side of Lakeshore Drive due to written comments received following the public hearing
   C. Loading Zone and 15-Minute Parking on West King Street
   D. NCLM Legislative Policy Goals for the 2021-2022 Biennium
   E. Ordinance prohibiting discrimination within the Hillsborough town limits
   F. Hot topics for work session Jan. 25, 2021

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

9. Adjournment

Public Comment Instructions
For items not on the agenda, agenda items and public hearings

Public Comment — Written
Members of the public may provide written public comment by submitting it via the Board of Commissioners contact form by noon the day of the meeting. Public hearing comments may be submitted for 24 hours following a public hearing. Members of the Board of Commissioners, town manager, assistant town manager/planning director and town clerk will receive all comments submitted.

When submitting the comment, include the following:

- Date of the meeting
- Agenda item you wish to comment on (Example: 5.C)
- Your name, address, email and phone number

Public Comment — Verbal
Members of the public can indicate they wish to speak during the meeting by contacting the town clerk using the town clerk contact form no later than noon the day of the meeting.

When submitting the request to speak, include the following:

- Date of the meeting
- Agenda item you wish to speak on (Example: 5.C)
- Your name, address, email and phone number (The phone number must be the number you plan to call in from if participating by phone.)

Prior to the meeting, speakers will be emailed a Zoom participant link to be able to make comments during the live meeting. Speakers may use a computer (with camera and/or microphone) or phone to make comments. Speakers using a phone for comments must use the provided PIN/password number.
The public speaker’s audio and video will be muted until the board gets to the respective agenda item. Individuals who have pre-registered will then be brought into the public portion of the meeting one at a time.

If a member of the public encounters any concerns prior to the meeting related to speaking, please contact Interim Town Clerk and Human Resources Technician Sarah Kimrey at 919-296-9443.
**ITEM TO BE CONSIDERED**

**Subject:** Employee Service Milestone Awards

**Attachment(s):**
1. List of the 17 employees reaching 5-year service milestones in 2020

**Brief Summary:**
This is the eighth year of the town’s employee milestone program. Each January, employees who reached a five-year service milestone in the prior year are recognized for their dedication and tenure. Employees will receive a certificate, Town of Hillsborough coin signifying their years of service, and a $75 bonus to celebrate their milestone, such as having dinner out.

**Action Requested:**
N/A

**ISSUE OVERVIEW**

**Background Information & Issue Summary:**
None

**Financial Impacts:**
N/A

**Staff Recommendations/Comments:**
N/A
<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Department</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell, Mark</td>
<td>Commissioner</td>
<td>Governing Body</td>
<td>5</td>
</tr>
<tr>
<td>Campbell, Shannan</td>
<td>Economic Development Planner</td>
<td>Planning</td>
<td>5</td>
</tr>
<tr>
<td>Carnes, Keri</td>
<td>Financial Analyst</td>
<td>Accounting</td>
<td>5</td>
</tr>
<tr>
<td>Dodson, Graham</td>
<td>Equipment Operator II</td>
<td>Street</td>
<td>5</td>
</tr>
<tr>
<td>King, Danielle</td>
<td>Senior Administrative Support Specialist</td>
<td>Police-Administration</td>
<td>5</td>
</tr>
<tr>
<td>Miller, Troy</td>
<td>Backflow/Fog Specialist</td>
<td>Water Distribution</td>
<td>5</td>
</tr>
<tr>
<td>Rickard, Jonathan</td>
<td>Web Developer/Assistant PIO</td>
<td>Administration</td>
<td>5</td>
</tr>
<tr>
<td>Hampton, Duane</td>
<td>Chief of Police</td>
<td>Police-Administration</td>
<td>10</td>
</tr>
<tr>
<td>Painter, Lacy</td>
<td>Utility Maintenance Supervisor</td>
<td>Water Distribution</td>
<td>10</td>
</tr>
<tr>
<td>Scarboro, Keith</td>
<td>Utility mechanic I</td>
<td>Water Distribution</td>
<td>10</td>
</tr>
<tr>
<td>Jacobs, Waddell</td>
<td>Utility Maintenance Technician III</td>
<td>Water Distribution</td>
<td>15</td>
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<tr>
<td>Moore, Frank</td>
<td>Fleet Mechanic</td>
<td>Fleet Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>Foster, Scott</td>
<td>Master Police Officer</td>
<td>Police-Patrol</td>
<td>20</td>
</tr>
<tr>
<td>Matthews, Tereasa</td>
<td>Master Police Officer</td>
<td>Police-Investigations &amp; C</td>
<td>20</td>
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<tr>
<td>Moore, David</td>
<td>Safety &amp; Risk Manager</td>
<td>Safety &amp; Risk Management</td>
<td>20</td>
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<tr>
<td>Parker, Buddy</td>
<td>Police Sergeant</td>
<td>Police-Administration</td>
<td>25</td>
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<tr>
<td>Glasgow, Carolyn</td>
<td>Accounting Technician</td>
<td>Accounting</td>
<td>35</td>
</tr>
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</table>
ITEM TO BE CONSIDERED

Subject: Committee appointments review – mayor and commissioners

Attachment(s):
1. Committee Seat Appointments 2020-2021

Brief Summary:
The board is being asked to review and confirm committee seat and alternate appointments for 2021. The attached list is unchanged from 2020.

Action Requested:
Review and confirm board appointments; determine if any adjustments are needed.

ISSUE OVERVIEW

Background Information & Issue Summary:
N/A

Financial Impacts:
N/A

Staff Recommendations/Comments:
N/A
## Town of Hillsborough
### Board of Commissioners
#### Committee Appointments
2020-2021

<table>
<thead>
<tr>
<th>Committee Appointment</th>
<th>Frequency</th>
<th>Day of Week</th>
<th>Time</th>
<th>Meetings/Year</th>
<th>Board Representative</th>
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</thead>
<tbody>
<tr>
<td>Community Home Trust</td>
<td>Monthly</td>
<td>2nd Thurs</td>
<td>6 p.m.</td>
<td>8</td>
<td>Bell</td>
</tr>
<tr>
<td>Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board</td>
<td>Monthly</td>
<td>2nd Wed</td>
<td>9 a.m.</td>
<td>11</td>
<td>Weaver/Bell (alternate)</td>
</tr>
<tr>
<td>Family Success Alliance Advisory Council</td>
<td>Bimonthly</td>
<td>3rd Mon</td>
<td>2 p.m.</td>
<td>6</td>
<td>Hughes</td>
</tr>
<tr>
<td>Fire Department Relief Fund</td>
<td>Quarterly as needed</td>
<td></td>
<td></td>
<td></td>
<td>Lloyd</td>
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<tr>
<td>Hillsborough Parks and Recreation Board</td>
<td>Monthly</td>
<td>3rd Tues</td>
<td>7 p.m.</td>
<td>12</td>
<td>Hughes</td>
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<td>Hillsborough Tourism Board</td>
<td>Monthly</td>
<td>1st Mon</td>
<td>5:30 p.m.</td>
<td>12</td>
<td>Hughes</td>
</tr>
<tr>
<td>Hillsborough Water and Sewer Advisory Committee</td>
<td>Monthly</td>
<td>1st Thurs</td>
<td>7 p.m.</td>
<td>12</td>
<td>Hughes</td>
</tr>
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<td>Intergovernmental Collaboration Work Group</td>
<td>Periodic</td>
<td>TBA</td>
<td></td>
<td></td>
<td>Weaver/Bell</td>
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<tr>
<td>Orange County HOME Review Committee</td>
<td>Quarterly</td>
<td>TBA</td>
<td>a.m.</td>
<td>4</td>
<td>Ferguson (New name Housing Collaborative)</td>
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<tr>
<td>Orange County Intergovernmental Parks Work Group</td>
<td>Quarterly</td>
<td>2nd Wed</td>
<td>5:30 p.m.</td>
<td>3</td>
<td>English</td>
</tr>
<tr>
<td>Orange County Transit Plan Policy Steering Committee</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td>Bell</td>
</tr>
<tr>
<td>Orange County Visitors Bureau</td>
<td>Monthly</td>
<td>3rd Wed</td>
<td>8 a.m.</td>
<td>10</td>
<td>Bell</td>
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<tr>
<td>Orange County Climate Committee</td>
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<td></td>
<td>English</td>
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<tr>
<td>Orange County Food Council</td>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
<td>Bell</td>
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<tr>
<td>Orange County Partnership to End Homelessness (OCPEH)</td>
<td>Monthly</td>
<td>1st Wed</td>
<td>5:30 p.m.</td>
<td>11</td>
<td>Ferguson</td>
</tr>
<tr>
<td>Orange Rural Fire Department</td>
<td>Monthly</td>
<td>3rd Thurs</td>
<td>TBA</td>
<td>12</td>
<td>Lloyd</td>
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<tr>
<td>Solid Waste Advisory Group (SWAG)</td>
<td>Monthly</td>
<td></td>
<td>TBA</td>
<td></td>
<td>Hughes/English</td>
</tr>
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<td>Hillsborough Tourism Development Authority (TDA)</td>
<td>Quarterly</td>
<td>TBA</td>
<td></td>
<td>4</td>
<td>Hughes</td>
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<tr>
<td>TJCOG Board of Delegates</td>
<td>Bimonthly</td>
<td>4th Wed</td>
<td>5:30 p.m.</td>
<td>6</td>
<td>Ferguson/Hughes (alternate)</td>
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<tr>
<td>Upper Neuse River Basin Association (UNRBA)</td>
<td>Quarterly</td>
<td>3rd Wed</td>
<td>9:30 a.m.</td>
<td>4</td>
<td>Weaver</td>
</tr>
</tbody>
</table>

**Inactive committees**

If reactivated, mayor will attend or appoint representative

Approved: 12/9/19
Board of Commissioners
Agenda Abstract Form

Meeting Date: Jan. 11, 2021
Department: Planning/ED
Public Hearing: ☐ Yes ☒ No
Date of Public Hearing: ___________________________

PRESENTER/INFORMATION CONTACT: Shannan Campbell, Economic Development Planner

ITEM TO BE CONSIDERED

Subject: Tourism Board - Reappoint Mark Bateman to a Restaurant/Pub Tourism for term expiring Dec. 14, 2022

Attachment(s):
1. Bateman original application

Brief Summary:
At the Dec. 15, 2020 Tourism Board meeting the board voted unanimously to recommend re-appointment of Mr. Bateman to a Restaurant/Pub Seat representing Hot Tin Roof.

Action Requested:

ISSUE OVERVIEW

Background Information & Issue Summary:
None

Financial Impacts:
None

Staff Recommendations/Comments:
None
Advisory Board Application

If you are a Town of Hillsborough resident, at least 18 years old and willing to volunteer your time and expertise to your community, please complete this form.

**Name:**
Mark Bateman

**Home address:**
311 St Marys Rd

**Home phone number:**
919 619 6773

**Email address:**
mbateman@nc.rr.com

**Place of employment:**
Duke

**Birth date:**
June 4, 1959

**Ethnic origin:**
Caucasian

**Boards you would be willing to serve on:**
Tourism Board  
(Must own or operate restaurant or must reside, own property or be employed in town)

**Reason for wanting to serve:**
Life long resident who wants to see the town continue to grow and become a destination spot in the Triangle. I feel Hillsborough has its own unique identity in the area, and through the Tourism Board, I can help shape that. I'm very much want to see Hillsborough progress, while holding on to historical roots. In other words, I want to embrace our history, not be restricted by it.

**Work experience:**
Owner/Operator Critics Choice 20+ years.
Managing Member Santosha Corp, A Servicemaster franchise 5 years
Managing Memeber Hillsborough Bar Group LLC, dba Hot Tin Roof 4 years

**Educational experience:**
Orange High School Hillsborough NC Class of '77
UNC-CH Chapel Hill NC  
BS Industrial Relations w/Econ  
Class of '83

**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.
**Board of Commissioners**  
**Agenda Abstract Form**

**Meeting Date:** Jan. 11, 2021  
**Department:** Planning/Econ Dev  
**Public Hearing:** ☐ Yes ☒ No  
**Date of Public Hearing:**

---

**PRESENTER/INFORMATION CONTACT:** Shannan Campbell, Economic Development Planner

**ITEM TO BE CONSIDERED**

**Subject:** Tourism Development Authority—Reappoint Mark Bateman to Tourism Board seat for a term expiring Jan. 31, 2022

**Attachment(s):**
1. Mark Bateman's Original Tourism Board Application

**Brief Summary:**
Mr. Bateman currently serves as an active member of the Tourism Board serving in a 'restaurant/pub' seat. At the Tourism Board meeting on Dec. 15, 2020 the board unanimously voted to recommend the re-appointment of Bateman to the TDA seat reserved for "individuals who are currently active in the promotion of the travel and tourism in the town" with a term ending Jan. 31, 2022.

**Action Requested:**
Appointment of Mark Bateman to the TDA for a term ending Jan. 31, 2022.

**ISSUE OVERVIEW**

**Background Information & Issue Summary:**
None

**Financial Impacts:**
None

**Staff Recommendations/Comments:**
None
Advisory Board Application

If you are a Town of Hillsborough resident, at least 18 years old and willing to volunteer your time and expertise to your community, please complete this form.

Name: Mark Bateman

Home address: 311 St Marys Rd

Home phone number: 919 619 6773

Email address: mbateman@nc.rr.com

Place of employment: Duke

Birth date: June 4, 1959

Ethnic origin: Caucasian

Boards you would be willing to serve on:
Tourism Board
(Must own or operate restaurant or must reside, own property or be employed in town)

Reason for wanting to serve:
Life long resident who wants to see the town continue to grow and become a destination spot in the Triangle. I feel Hillsborough has its own unique identity in the area, and through the Tourism Board, I can help shape that. I'm very much want to see Hillsborough progress, while holding on to historical roots. In other words, I want to embrace our history, not be restricted by it.

Work experience:
Owner/Operator Critics Choice 20+
years.

Managing Member Santosha Corp, A Servicemaster franchise 5 years

Managing Memeber Hillsborough Bar Group LLC, dba Hot Tin Roof 4 years

Educational experience:
Orange High School Hillsborough NC Class of '77

UNC-CH Chapel Hill NC
BS Industrial Relations w/Econ
Class of '83

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.
Board of Commissioners
Agenda Abstract Form

Meeting Date: Jan. 11, 2021
Department: Administration
Public Hearing: ☐ Yes ☒ No
Date of Public Hearing: ____________

For Clerk’s Use Only
AGENDA ITEM #

6.A
Consent Agenda Regular Agenda Closed Session

ITEM TO BE CONSIDERED

Subject:
Minutes

Attachment(s):
1. Regular meeting Dec. 14, 2020

Brief Summary:
None

Action Requested:
Approve minutes of the Board of Commissioners regular meeting Dec. 14, 2020.

ISSUE OVERVIEW

Background Information & Issue Summary:
None

Financial Impacts:
None

Staff Recommendations/Comments:
Approve minutes as presented.
Minutes
Board of Commissioners
7 p.m. Dec. 14, 2020
Town of Hillsborough YouTube channel

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

Staff: Assistant to the Town Manager/Deputy Budget Director Jen Della Valle, Police Chief Duane Hampton, Assistant Town Manager/Planning Director Margaret Hauth, Town Attorney Bob Hornik, Interim Town Clerk/Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Finance Director Daphna Schwartz, Utilities Director Marie Strandwitz and Public Space Manager Stephanie Trueblood

Absent (excused): None.

Opening of the meeting
Mayor Jenn Weaver opened the meeting at 7 p.m.

1. Public Charge
Weaver did not read the public charge but acknowledged that all would try to abide by it.

2. Audience comments not related to the printed agenda
There was none.

3. Agenda changes and approval
Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Mark Bell seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, Robb English, Ferguson, Matt Hughes and Evelyn Lloyd. Nays: None.

4. Public hearings
A. Potential closure of two unopened rights of way shown as Hall Avenue and Lakeshore Drive extension on recorded maps

Weaver opened the public hearing.

Planning Director Margaret Hauth shared a site map and explained that the 60-foot right of way would be split in half, north to south, and given to two adjacent residential property owners. Also, Orange County Schools would receive a portion adjacent to Central Elementary School.

Ezequiel Espitia, one of the neighboring property owners, asked if staff recommended Option 2 in the agenda packet.

Hauth then shared the options and explained that the board had to choose an option that would not landlock Espitia’s property. Option 1 would be to close Hall Avenue only west of Lakeshore Drive extension so that 315 Lakeshore Drive retains legal access to Lakeshore Drive. Option 2 would close more of the right of way, closing...
Hall Avenue west of Lakeshore Drive Extension and closing Lakeshore Drive Extension south of the extension but leaves Espitia a way to retain a legal access to his property.

Espitia said he would want to acquire the portion of land that would belong to the school district.

Hauth said the school district did not seem to make property decisions quickly.

Hughes asked how many more streets Hauth had identified that do not really exist.

Hauth said the town has addressed most of these during her tenure with the town. She thinks there are fewer than five remaining.

Motion: Hughes moved to close the public hearing. Ferguson seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

Tom Range, an adjacent property owner, addressed the board. He asked questions about taxes on the newly acquired property, which Hauth answered.

B. Installment financing contract to fund a Peterbilt Garbage Truck

Weaver opened the public hearing for this item.

Finance Director Daphna Schwartz said the purchase of a garbage truck was in the approved budget for 2021.

Weaver asked why items such as garbage trucks were financed.

Town Manager Eric Peterson answered that it helped keep expenses steady over time.

Motion: Ferguson moved to close the public hearing for this item. Lloyd seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

5. Presentations
Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) and independent audit report

April Adams, with accounting firm Cherry Bekaert, gave a presentation. She reported that the town had received a favorable audit report.

6. Appointments
A. Tourism Board — Appoint Nic Beery to a two-year term ending Dec. 14, 2022
B. Tourism Development Authority — Reappoint Dani Black to a term ending Jan. 31, 2022
C. Historic District Commission — Reappoint Max Dowdle to a term ending Dec. 31, 2023
D. Planning Board — Appoint Chris Austin to first term, ending Nov. 30, 2023

Motion: Ferguson moved to appoint and reappoint as presented in items 6A through 6D. Hughes seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.
7. Items for decision — consent agenda
A. Minutes
2. Regular meeting Nov. 9, 2020
3. Work session Nov. 23, 2020 (canceled)
B. Miscellaneous budget amendments and transfers
C. CARES Act Funding Redirection
D. Resolution to approve installment financing of a Peterbilt Garbage Truck
E. Memorandum of Agreement Renewal with Orange County for Fairview Park
F. Orange County Historical Museum Lease
G. Town code amendment to Article VI, Sec. 6-29 regarding parking pads
H. Resolution exempting Eno River Floating Dock from Mini-Brooks Act requirements for qualification-based selection
I. Resolution to adopt Title VI policy to prohibit discrimination in programs, services and activities receiving federal financial assistance

Hughes requested that Item 7F be approved separately because he wished to be excused from voting on that item due to a conflict of interest. Hughes explained that he sits on the board of directors for the Orange County Historical Museum.

There was some discussion about whether Hughes’ concern was a true conflict of interest.

Town Attorney Bob Hornik said the Hillsborough boards allow a member to be excused from voting whether the conflict is real or perceived, with a vote from the board.

Motion: Bell moved to approve all items except 7F on the consent agenda. Ferguson seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

Motion: Bell moved to excuse Hughes from voting on Item 7F. English seconded.
Vote: The motion passed upon a unanimous vote of 4-0. Ayes: Commissioners Bell, English, Ferguson and Lloyd. Nays: None.

Motion: Ferguson moved to approve Item 7F as presented. Bell seconded.
Vote: The motion passed upon a unanimous vote of 4-0. Ayes: Commissioners Bell, English, Ferguson and Lloyd. Nays: None.

8. Items for decision — regular agenda
A. Order regarding the closure of two unopened rights of way on the west side of Lakeshore Drive

Motion: Ferguson moved to approve Option 2. Bell seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

B. Decisions related to the East Village at Meadowlands development application
1. Water and Sewer Extension Contract
Utilities Director Marie Strandwitz and those involved with or affected by the project joined the virtual meeting including Tim Smith of Summit Design and Engineering, Richard Turlington of Habitat for Humanity of Orange County, and neighboring property owners Marie Nadworny and Alexandra Bursuc.

Strandwitz said some language had been added to the water and sewer extension contract. The final utilities plan had not yet been reviewed. She had no objections to the project. Her department is working on serving two homeowners (the Nadwornys and the Bursucs) outside the development with sewer services. One does not yet use town water, which is a requirement to have town sewer service.

Motion: Ferguson moved to approve the contract. Lloyd seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

2. Ordinance annexing

Motion: Ferguson moved to approve the ordinance regarding annexation. Hughes seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

3. Consistency finding and ordinance zoning the property Residential Special Use

Motion: Ferguson moved to approve the consistency finding and the ordinance zoning the property Residential Special Use. Hughes seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

4. Resolution regarding Special Use Permit application for 76 townhomes

Motion: Hughes moved approval of the resolution. Ferguson seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

C. Resolution granting a Special Use Permit for Waterstone Fire and EMS station

Motion: Hughes moved approval of the resolution. Ferguson seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

D. Informational update regarding Efland Station project under review by Orange County

Hauth noted that there would be an opportunity for public comments before the Orange County Board of Commissioners the following evening.

Hughes shared that some Hillsborough Tourism Board members hoped that the project would draw visitors to Hillsborough, but he is skeptical that it would do so.

Ferguson said creating more conversation may not be helpful.
Bell said he has traffic concerns. He would like to convey to the Orange County Board of Commissioners that the Hillsborough Board of Commissioners has questions.

Hughes expressed concern about gas storage underground in an area with so many residential wells.

Ferguson said the corridor from Greensboro to Raleigh is developing and will be a megapolis. Mebane will be larger than Cary. There is a larger conversation that needs to take place to be sure that Hillsborough melds into the greater community, supporting our residents and the surrounding area.

Weaver suggested that topic on an agenda for the next joint meeting with the county elected officials.

Hauth answered questions from the board. She has a high level of confidence that this application is as safe as it can be regarding water quality, fire, stormwater and environmental regulations. Regarding transportation, the project will be an inconvenience to those who use the U.S. 70 connector. She doesn’t know if it would draw tourism to Hillsborough. She is aware that there is an Efland Small Area plan but because Hillsborough’s water and sewer boundary is not involved, she is not familiar with the plan. The board should read the documents before stating whether it agrees with the plans. Mebane is undertaking planning process regarding how to grow in Orange County. The property is in the Orange County Primary Service Area.

English said he could see the project generating traffic and he couldn’t say whether gas pumps are needed there.

Weaver said while project approval is Orange County’s decision, she is concerned about the signal this project sends with regards to fossil fuels and climate change. She wonders how it impacts future opportunities for development in that area. Other Buc’cees have created traffic nightmares. She is worried about how that exit would be affected because now it keeps some traffic off Churton Street. Also, the community has spent months talking about the importance of smaller, local businesses. She would be wary of an entryway that feels generic. She is hearing from the board concerns about traffic and the watershed.

Hughes said the Tourism Board could raise some good aspects of the project and Hillsborough Board of Commissioners could raise some concerns.

Ferguson said it is appropriate to raise some concerns but what is heard is “no” and not the reasons why. We need new jobs, she added.

Hughes wondered if there is more time than submitting public comment the following day.

Weaver said she would draft a letter, circulate it for edits, and submit it the following day.

E. Update on participatory budgeting

Assistant to the Town Manager/Deputy Budget Director Jen Della Valle gave a brief history and overview of participatory budgeting. She noted that larger governments can offer many locations for people to give input. She said it would be challenging for Hillsborough to implement this type of budget process right now due to lack of funds, the implementation of new budget software, and budget strategic planning that is currently underway.
Ferguson expressed support for participatory budgeting on Hillsborough’s scale.

Hughes said he is passionate about participatory budgeting and acknowledged that there would likely be low participation the first couple of years.

Bell expressed interest in starting this in a couple of years.

Weaver said scale is important.

F. Update on Comprehensive Sustainability Plan consultant selection and schedule

Public Space Manager Stephanie Trueblood reported that there were six bids from reputable firms. The chosen firm is VHB, a Raleigh consulting company. The company feels the project can be completed in 18 months.

The board expressed enthusiasm for the project and schedule.

G. Consideration of Travel and Professional Development Policy for the Board of Commissioners

Motion: Ferguson moved to adopt the policy. English seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

9. Updates
A. Board members
Board members gave brief updates about committees and boards on which they serve.

B. Town manager
There was no oral update.

C. Staff (written reports in agenda packet)
Chief Duane Hampton shared that the Police Department would be distributing toys at the Fairview Police Substation and also offer a holiday light display.

10. Adjournment
Motion: Hughes moved to adjourn at 10:19 p.m. Ferguson seconded.
Vote: The motion passed upon a unanimous vote of 5-0. Ayes: Commissioners Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

Respectfully submitted,

Sarah E. Kimrey
Interim Town Clerk
## TOWN OF HILLSBOROUGH
### BUDGET CHANGES REPORT
#### DATES: 12/14/2020 TO 12/14/2020

<table>
<thead>
<tr>
<th>REFERENCE</th>
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## TOWN OF HILLSBOROUGH
### BUDGET CHANGES REPORT
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**78,798.00**

**APPROVED: 5/0**

**DATE: 12/14/20**

**VERIFIED: Sarah E. Kinney**
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APPROVED: 5/0
DATE: 12/14/20

VERIFIED: [Signature]
Resolution Approving Financing Terms

WHEREAS: The Town of Hillsborough, North Carolina (the “Town”) has determined to purchase a 2020 Peterbilt Garbage Truck (the “Truck”), and the Finance Director has now presented a proposal for the financing of such Truck.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Truck through U.S. Bancorp Government Leasing and Finance, Inc. (USBGLF), in accordance with the proposal dated November 9, 2020. The amount financed shall not exceed $300,000, the tax-exempt interest rate shall not exceed 1.44%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Truck as contemplated by the proposal and this resolution.

3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on the tax-exempt portion of this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. For bank qualified transactions, the Town hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code e

5. The Financing shall not be executed until 24 hours after the approval of this resolution AND that if any written public comments are received during that time, the Hillsborough Town Board of Commissioners shall reconvene to consider the comments and adopt a new resolution authorizing the Financing, consistent with NCGS 166A-19.24(e).

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 14th day of December, 2020.

By: ___________________________ By: ___________________________
  (Clerk)   (Mayor)
AN ORDINANCE AMENDING Chapter 6, Parking Pads

SEC. 6-29

The Board of Commissioners of the Town of Hillsborough ordains:

Sec. 6-29. - Parking pads prohibited.

(a) The term "parking pad" shall be defined as an area constructed by a private person or entity in the public right-of-way for the purpose of creating an area designed or intended for use as a parking space for motor vehicles.

(b) Except as provided herein, no person or entity shall create or construct, or allow the creation or construction of, any parking pad within the public right-of-way.

(c) All parking pads which existed as of March 9, 2015 (the "effective date") may remain, provided that the parking pads are of sufficient dimension to accommodate the entire length and width of the vehicle(s) (and all tires) parking on the parking pad. No portion of any vehicle parking on a parking pad situated in the public right-of-way may extend beyond the footprint of the parking pad, and no portion of any vehicle parked on a parking pad may extend or overhang into the improved roadway area. No parking pad existing as of the effective date may be expanded or altered in any way. Existing parking pads which do not meet these requirements must be removed, and failure to remove non-compliant parking pads constitutes a violation of this section.

(d) Upon the determination that a parking pad does not comply with this section, the public works director or his designee will notify the owner of the property lying adjacent to the parking pad in writing of the violation, including a clear written description of the necessary corrective actions. This notice will be delivered by certified mail with a return receipt or personal delivery. A certificate of mailing or a written certificate of personal delivery shall be kept with the town's records concerning the violation. The property owner shall have 60 days from the date of the notice to correct the violation and if corrective action has not been completed within such time, the town may proceed with the abatement procedure in subsection (f) of this section.

(e) In the case where delivery of notice by certified mail or by personal delivery as provided by subsection (d) above is unsuccessful, the public works director shall post a notice of violation on the parking pad and place a certificate of posting in the town's record concerning the violation. In such case, the property owner shall have 30 days to take corrective action. If corrective action has not been taken within such time, the town may proceed with abatement procedure described in subsection (f) of this section.

(f) The town may take one or more of the following actions to abate non-compliant parking pads:

a. Arrange for town staff to bring the property into compliance, the cost of which work (including the town's expenses for labor, equipment, and materials) shall be assessed against the property owner; or

b. Arrange for a private contractor to bring the property into compliance for a negotiated fee, the amount of which shall be assessed against the property owner.
(g) The public works director shall send written notice of the town's intention to take corrective action and cost of such action at least five business days (not including Saturdays, Sundays or legal holidays) before corrective action is taken.

(h) The cost of such corrective action, unless paid by the property owner, shall be a lien on the adjoining property and the town may enforce and collect the amount due as provided by law.

(i) The town may consider requests for new parking pads only in situations where there is no reasonable alternative for parking at an existing residence. The following circumstances must exist on the property of the person requesting a parking pad in order for a property to be eligible for parking pad consideration:
   a. The street on which the property fronts is public and not bounded by curb and gutter. Streets with roll curb may be considered acceptable.
   b. There is no existing garage or carport, either attached or detached, at the property for which a parking pad is requested.
   c. The existing driveway on the property for which a parking pad is requested is less than 25 feet long and cannot be widened or lengthened without impacting an existing permanent structure or a tree measuring 12” DBH or encroaching into a regulatory buffer or otherwise protected area.

(j) Requests for new parking pads will be reviewed for consistency with the technical specifications included in the application form by the impacted departments. If the application meets all standards, an encroachment agreement will be placed on the consent agenda of the next town board meeting for formal approval. The applicant will be required to record the encroachment agreement, on the form provided by the town, in the Register of Deeds within 30 days of approval by the town board.

(k) The board may establish a reasonable fee for the review of parking pad request.

The foregoing ordinance having been submitted to a vote, receiving the following vote and was duly adopted the 14th day of December, 2020.

Ayes: 5
Noes: 0
Absent or Excused: 0
(Prior Code, Sec 6-29; Ord. of 3-9-2015)

Sarah E. Kimrey, Interim Town Clerk
RESOLUTION EXEMPTING ENO RIVER FLOATING DOCK
FROM G.S. 143-64.31

WHEREAS, N.C.G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee;

WHEREAS, the town proposes to enter into one contract for design services for work on the Eno River Floating Dock; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than $50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than $50,000.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

Adopted this 14th day of December, 2020, in Hillsborough, North Carolina.

Jenn Weaver, Mayor
Hillsborough

ATTEST: 

Sarah E. Kimrey, Interim Town Clerk
RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE TOWN OF HILLSBOROUGH TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

WHEREAS, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

WHEREAS, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of “federal financial assistance” and what entities are affected and controlled by Title VI; and

WHEREAS, the Town of Hillsborough has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

WHEREAS, the interpretation and application are not intuitive or readily understood, requiring an understanding of what “federal financial assistance” might be in any particular situation and what persons or entities must comply with Title VI; and

WHEREAS, a policy and procedure for reporting violations will provide guidelines for the town, town departments and private persons and companies doing business with the town and receiving federal financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Hillsborough that the attached “Title VI Policy” is hereby adopted as the official policy of the Town of Hillsborough for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

IT IS FURTHER RESOLVED that the town manager is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this 14th day of December, 2020

__________________________
Jennifer Weaver, Mayor

Attest:

__________________________
Sarah Kimrey, Interim Town Clerk
Title VI Nondiscrimination Policy Statement

It is the policy of the Town of Hillsborough to ensure that no person shall, on the ground of race, color, national origin, limited English Proficiency, income level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Hillsborough program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964, United States Department of Transportation (DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) Part 21, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Hillsborough to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service or other program benefit without good cause;
- Providing any service or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of Administration, which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.
ORDER

Return to: Town of Hillsborough
P.O.Box 429
Hillsborough, NC  27278

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

ORDER CLOSING TWO UNOPENED Rights of Way
ON THE WEST SIDE OF LAKESHORE DRIVE PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-299

WHEREAS, a request was made to the town of Hillsborough Board of Commissioners to permanently close two unopened rights of way on the west side of Lakeshore Drive shown on recorded maps as Hall Avenue and Lakeshore Drive extension;

WHEREAS, on December 14, 2020, the Hillsborough Town Board conducted a public hearing after giving due notice thereof as required by North Carolina General Statutes Section 160A-299(a), at which all those wishing to be heard on the issue were given an opportunity to speak.

NOW, THEREFORE, the Hillsborough Board of Commissioners find as follows:

1. It appears to the satisfaction of the Town Board that closing the unopened right of way known as Hall Avenue west of Lakeshore Drive extension and closing the unopened right of way known as Lakeshore Drive extension south of Hall Avenue, is not contrary to the public interest; and
2. No individual owning property in the vicinity of the portion of the rights of way to be closed will be deprived of a reasonable means of ingress and egress to their property.

Based on the foregoing findings, it is ORDERED that the unopened right of way known as Hall Avenue west of Lakeshore Drive extension and the unopened right of way known as Lakeshore Drive extension south of Hall Avenue, shall be closed in accordance with North Carolina General Statutes § 160A-299(a) effective upon the recording of an instrument in the Orange County Register of Deeds Office, as shown in plat book _____ page _______.

BE IT FURTHER ORDERED, that this Order and the related map shall not be finalized and available for recording in the Orange County Register of Deeds until 24 hours after the approval of this Order AND that if any written public comments are received during that time, the Hillsborough Board of Commissioners shall reconvene to consider the comments and adopt a new Order, consistent with S.L. 2020-3, SB 704.
WHEREFORE, the foregoing Order was put to a vote of the members of the Town of Hillsborough Board of Commissioners on the 14th day of December, 2020, the result of which vote were as follows:

Ayes: 5
Noes: 0
Absent or Excused: 0

Dated: Dec. 14, 2020

Sarah E. Kimrey, Interim Town Clerk
Ordinance No. 20201214-8.B

Return to: Hillsborough Planning Department, P.O. Box 429, Hillsborough, NC 27278

The following ordinance was introduced by Commissioner Kathleen Ferguson, and duly seconded by Commissioner Matthew Hughes.

AN ORDINANCE ANNEXING CERTAIN CONTIGUOUS PROPERTY

WHEREAS, a petition was received requesting the annexation of;

WHEREAS, the Parcel Identification Numbers (PIN) for the requesting properties are 9874-80-9603, 9874-81-6134, and 9874-81-8049;

WHEREAS, the petition was signed by the owners of all the real property located within such area; and

WHEREAS, a public hearing on the annexation was held on October 19, 2020 following notice of such hearing published in the News of Orange County on October 7 and 14, 2020.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Board of Commissioners finds that a petition requesting the annexation of the area described in Section 2 was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the town of Hillsborough, as the term "contiguous" is defined in G.S. 160A-31(f).

Section 2. The following area is hereby annexed to and made a part of the Town of Hillsborough:
Brockman and Debra Brockman (see plat book 15, page 120 lot 2 and deed book 6642, page 2375 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits and the southern line of Henrietta C. Auman Trust and with the north line of Brockman N.75°16'17"W. 99.42' to an existing iron pin at the northeastern corner of Marta Mares (see plat book 15, page 120 lots 3 and 4 and deed book 6641, page 1663 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits and the southern line of Henrietta C. Auman Trust and with the north line of Mares N.75°22'48"W. 198.60' to an existing iron pin at the northeast corner of Lisa C. Wagoner Trustee (see plat book 15, page 120 lot 5 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits and the southern line of Henrietta C. Auman Trust and with the north lines of Wagoner and Faye T. Smith (see plat book 15, page 120 lot 6 and deed book 810, page 524 Orange County Registry) N.75°26'28"W. 263.64' to an existing iron pin in the existing town of Hillsborough corporate limits, the southwestern corner of Henrietta C. Auman and the northeastern corner of 320 Executive Court (see plat book 121, page 43 and deed book 6640, page 1966 Orange County Registry) at the southeast corner of Barlow Meadowlands LLC (see plat book 75, page 146 and deed 6541, page 337 Orange County Registry); thence continuing with the existing town of Hillsborough corporate limits and the west line of Henrietta C. Auman Trust and with the east line of Barlow Meadowlands LLC N.04°48'35"E. 200.20' to an existing iron pin at the southeast corner of Orange County (see plat book 75, page 146 and deed book 4013, page 40 Orange County Registry); thence continuing with the existing town of Hillsborough corporate limits and the west line of Henrietta C. Auman Trust and with the east line of Orange County N.04°48'06"E. 257.91' to an existing iron pin at the southwest corner of Henrietta C. Auman Trust (see plat book 1, page 59 and deed book 114, page 124 Orange County Registry); thence continuing with the existing town of Hillsborough corporate limits and the west line of Henrietta C. Auman Trust and with the east line of Orange County N.04°44'50"E. 71.94' to an existing iron pin at the southeast corner of Burkeshire Properties LLC (see plat book 83, page 74 and deed book 6647, page 96 Orange County Registry); thence continuing with the existing town of Hillsborough corporate limits and the west line of Henrietta C. Auman Trust and the east lines of Burkeshire Properties LLC along three (3) courses as follows: (1) N.04°49'54"E. 51.13' to an existing iron pin, (2) N.04°31'36"E. 40.75' to an existing iron pin and (3) N.04°30'41"E. 43.51' to an existing iron pin at the southeast corner of 640 Meadowlands Drive LLC (see plat book 83, page 74 and deed book 6020, page 543 Orange County Registry); thence continuing with the existing town of Hillsborough corporate limits and the west line of Henrietta C. Auman Trust and along with the eastern line of 640 Meadowlands Drive LLC N.04°34'23"E. 183.04' to the point and place of beginning, containing 10.895 acres more or less, and being the property of Henrietta C. Auman Trust (see plat book 1, page 59 lots 1,2,3,4 and deed book 114, page 124 and plat book 1, page 59 lots 5-15 and 100-103 and deed book 133, page 419 Orange County Registry) and the property of Hart P. Griffith-Zill (see plat book 97, page 71 and deed book 4724, page 116 Orange County Registry). Description taken from an actual field survey by Brantley W. Wells, PLS, no. 4544 dated March 6, 2020. Description prepared December 2, 2020 by William H. McCarthy, Jr. PLS, Summit Design and Engineering Services project number 20-0044.
Beginning at an existing iron pin in the existing town of Hillsborough corporate limits line (NC grid coordinates NAD 83/11 as derived from a survey performed by Brantley W. Wells, PLS, dated March 6, 2020, N. 841,316.02', E. 1,978,598.18') in the south right of way line of US 70-A east at the northeast corner of 640 Meadowlands LLC (see plat book 83, page 74 and deed book 6020, page 543, Orange County Registry); thence leaving the existing town corporate limits line and proceeding with the new town corporate limits line along and with the south right of way line of US 70-A N.04°*40'53"E. 18.82' to an existing iron pin at the northwest corner of Henrietta C. Auman Trust (see plat book 1, page 59 and deed book 114, page 124 Orange County Registry); thence continuing along and with the south right of way line of US 70-A and continuing with the new town of Hillsborough corporate limits line S.73°34'30"E. 171.05' to an iron pin set on the southern right of way line of US 70-A in the western line of Hart P. Griffith-Zill (see plat book 97, page 71 and deed book 4724, page 116 Orange County Registry); thence continuing along and with the south right of way line of US 70-A and continuing with the new town of Hillsborough corporate limits line S.73°34'30"E. 274.02' to an iron pin set on the southern right of way line of US 70-A in the eastern line of Hart P. Griffith-Zill at the northwest corner of Henri C. Nadworny and Marie Nadworny (see plat book 1, page 59 and deed book 2064, page 381 Orange County Registry); thence leaving the south right of way line of US 70-A and continuing with the new town corporate limits line along and with the west line of Nadworny S.16°12'26"W. 327.01' to an existing iron pin at the southeastern corner of Hart P. Griffith-Zill and a corner of Henrietta C. Auman Trust (see plat book 1, page 59 and deed book 133, page 419 Orange County Registry); thence continuing with the new town corporate limits line along and with the west line of Nadworny S.16°12'26"W. 72.84' to an existing iron pin at the southwestern corner of Henri C. Nadworny and Marie Nadworny (see plat book 1, page 59 and deed book 2064, page 381 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits along and with the south lines of Nadworny and Sandra M. Sharpe (see plat book 1, page 59 lots 20,21,22,23 and deed book 6118, page 90 Orange County Registry) S.73°48'57"E. 199.78' to an existing iron pin at the southwest corner of Gabriel and Alexandra Bursuc (see plat book 1, page 59 lots 24,25,26,27,28,29,30,31 and deed book 6082, page 53 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits and the north line of Henrietta C. Auman Trust along and with the south line of Bursuc S.73°17'54"E. 200.17' to an existing iron pin at the northwest corner of Paul E. and Janice Holder; thence continuing with the new town of Hillsborough corporate limits and the eastern line of Henrietta C. Auman Trust along and with the west lines of Holder (see plat book 14, page 54 lot 5, deed book 241, page 465 and plat book 14, page 54 lot 6, deed book 369, page 68 Orange County Registry) S.17°43'06"W. 258.53' to an existing iron pin at the northwest corner of Charles A. and Melanie K. Bartee (see plat book 14, page 54 lot 7 and deed book 5914, page 262 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits line and the eastern line of Henrietta C. Auman Trust along and with the west lines of Bartee and Ernesto Ponce and Refugio M. Viramontes (see plat book 14, page 54 lot 8 and deed book 5983, page 135 Orange County Registry) S.17°43'06"W. 170.14' to an iron pin set at the northeast corner of Lisa C. Wagoner Trustee (see plat book 15, page 120 lot 1 Orange County Registry); thence continuing with the new town of Hillsborough corporate limits and the southern line of Henrietta C. Auman Trust along and with the north line of Wagoner N.75°16'17"W. 99.60' to an existing iron pin at the northeastern corner of Michael
Section 3. This Ordinance shall become effective on adoption.

Section 4. The Town Clerk shall cause to be recorded in the Office of the Register of Deeds of Orange County and in the Office of the Secretary of State an accurate map of the annexed territory described in Sections 2 together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Orange County Board of Elections as required by G.S. 163-288.1.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of December 2020.

Ayes: 5  
Noes: 0  
Absent or Excused: 0  

Sarah E. Kimrey  
Interim Town Clerk  

STATE OF NORTH CAROLINA  
COUNTY OF ORANGE  

I, Lindsay Zhu, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the Interim Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Interim Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 17th day of December, 2020.

(Official Seal)  

My commission expires.  
11-30-2025  

Lindsay Zhu  
Notary Public
Town Board’s Statement per N.C. Gen. Stat. 160A-383

The Town of Hillsborough Town Board has received and reviewed the application of Highway 70 A, LLC to amend the Town of Hillsborough Zoning Map as follows (insert general description of proposed amendment):

to zone approximately 10.89 acres on US 70 A east of Meadowlands as Residential Special Use following annexation

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough’s comprehensive plan, and the Town Board’s proposed action on the amendment is reasonable and in the public interest for the following reason(s):

- The zoning is filed concurrently with an annexation request. The area is located within the town’s urban services boundary.

- The vicinity is designated as Mixed Density Residential Neighborhood in the Future Land Use Plan. That designation establishes a density of 3-8 units per acre. The development plan submitted with this request has a density of approximately 7 units per acre.

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of December, 2020.

Ayes: 5
Noes: 0
Absent or Excused: 0

Sarah E. Kimrey, Interim Town Clerk
TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

RESOLUTION GRANTING A SPECIAL USE PERMIT SUBJECT TO
SPECIAL CONDITIONS AFFECTING 10.89 acres on US 70A east of Meadowlands
(OC PINs 9874-80-9603, 9874-81-6134, and 9874-81-8049)

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from Hwy 70 A, LLC for a Special Use Permit to allow the development of approximately 10.89 acres of land on the south side of US 70 A, immediately east of Meadowlands as a townhome community with 76 units and related parking and amenities; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted joint public hearings to consider the application on October 19, 2020 after giving notice thereof as required by law; and

WHEREAS, at the aforesaid public hearings, the Applicant and all others wishing to be heard in connection with the Application were given an opportunity to do so; and

WHEREAS, the Town of Hillsborough Planning Board has made its recommendation to the Town of Hillsborough Board of Commissioners regarding the Application;

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the recommendation of the Planning Board and all the information and testimony presented to it at the public hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of Matthew Hughes, seconded by Kathleen Ferguson, this 14th day of December, 2020 as follows;

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition to the application at the October public hearing;

2. The Board of Commissioners finds that the requested permit is within its jurisdiction according to the Table of Permissible Uses, that the application is complete, and that if the proposed development is completed as proposed in the application, subject to the Special Conditions attached hereto, it will comply with the requirements of the Unified Development Ordinance.

3. The Special Conditions attached hereto are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general, and to insure that the provisions established by Section 3.8 and 5.2.9.2 of the Unified Development Ordinance are met.
4. Upon adoption of this Resolution, the Town of Hillsborough shall issue a Special Use Permit in the standard form with the Special Conditions attached and notice of this decision and issuance of the special use permit shall be transmitted forthwith in accordance with Section 3.8.16 of the Unified Development Ordinance.

5. The Special Conditions applying to this Special Use Permit are:
   a. The application materials including but not limited to the site plan, building elevations, and narrative presented at the October 19, 2020 public hearing, plus the revised site plan sheets discussed at the November 19, 2020 Planning Board meeting are those approved with this permit.
   b. The five waivers requested in the application are granted.
   c. The construction drawings submitted for the project will comply to the ordinance requirements related to recreation requirements for attached dwellings in terms of both points and age appropriate options. The applicant may meet these requirements with a combination of land, improvements, and fees in lieu.
   d. Certificate of Adequate Public Schools issued by School Superintendent must be provided to the town prior to the approval of a final plat for the development or each phase within the development.

The foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes: 5
Noes: 0
Absent or Excused: 0

Dated: Dec. 14, 2020

Sarah E. Kimrey, Interim Town Clerk
Resolves #20201214-8.C

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

RESOLUTION GRANTING A SPECIAL USE PERMIT SUBJECT TO SPECIAL CONDITIONS AFFECTING 2 acres at 350 College Park Road (OC PIN 9873-24-1850)

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from Orange Rural Fire Department for a Special Use Permit to allow the development of approximately 2 acres of land at 350 College Park Road to develop a public safety station for the department and Orange County Emergency Services; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted joint public hearings to consider the application on October 15, 2020 after giving notice thereof as required by law; and

WHEREAS, at the aforesaid public hearings, the Applicant and all others wishing to be heard in connection with the Application were given an opportunity to do so; and

WHEREAS, the Town of Hillsborough Planning Board has made its recommendation to the Town of Hillsborough Board of Commissioners regarding the Application;

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the recommendation of the Planning Board and all the information and testimony presented to it at the public hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of Matthew Hughes, seconded by Kathleen Ferguson, this 14th day of December, 2020 as follows;

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition to the application at the October public hearing;

2. The Board of Commissioners finds that the requested permit is within its jurisdiction according to the Table of Permissible Uses, that the application is complete, and that if the proposed development is completed as proposed in the application, subject to the Special Conditions attached hereto, it will comply with the requirements of the Unified Development Ordinance.

3. The Special Conditions attached hereto are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general, and to insure that the provisions established by Section 3.8 and 5.2.9.2 of the Unified Development Ordinance are met.
Resolution #20201214-8.C

4. Upon adoption of this Resolution, the Town of Hillsborough shall issue a Special Use Permit in the standard form with the Special Conditions attached and notice of this decision and issuance of the special use permit shall be transmitted forthwith in accordance with Section 3.8.16 of the Unified Development Ordinance.

5. The Special Conditions applying to this Special Use Permit are:
   a. The application materials including but not limited to the site plan, building elevations, and narrative presented at the October 15, 2020 public hearing.
   b. The nine waivers requested by the applicant are granted.

The foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes: 5
Noes: 0
Absent or Excused: 0

Dated: Dec. 14, 2020

Sarah E. Kimrey, Interim Town Clerk
**Board of Commissioners**  
**Agenda Abstract Form**

**Meeting Date:**   Jan. 11 2021  
**Department:**   Administration - Budget  
**Public Hearing:**   ☐ Yes  ☒ No  
**Date of Public Hearing:**   __________________________

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**PRESENTERS/INFORMATION CONTACT:** Emily Bradford, Budget Director

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**ITEM TO BE CONSIDERED**

- **Subject:**  
  Miscellaneous budget amendments and transfers

- **Attachment(s):**  
  1. Description and explanation for budget amendments and transfers

- **Brief Summary:**  
  To adjust budgeted revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

- **Action Requested:**  
  Consider approving budget amendments and transfers.

---

**ISSUE OVERVIEW**

- **Background Information & Issue Summary:**  
  N/A

- **Financial Impacts:**  
  As indicated by each budget amendment.

- **Staff Recommendations/Comments:**  
  To approve the attached list of budget amendments.
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ITEM TO BE CONSIDERED

Subject:
Proclamation declaring January as National Mentoring Month

Attachment(s):
1. Proclamation

Brief Summary:
See below.

Action Requested:
Approve proclamation declaring January as National Mentoring Month in Hillsborough.

ISSUE OVERVIEW

Background Information & Issue Summary:
January 2021 will mark the 19th anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people. The Town of Hillsborough honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive.

Financial Impacts:
None

Staff Recommendations/Comments:
As stated above.
PROCLAMATION
National Mentoring Month
January 2021

WHEREAS, January 2021 will mark the 19th anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people; and

WHEREAS, the Town of Hillsborough, North Carolina, honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

WHEREAS, mentoring programs like MBSK Orange County and MentorNC make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

WHEREAS, during the COVID-19 pandemic, mentoring programs have stepped up to fill gaps for young people and families, connecting them with resources and ensuring that mentoring relationships continue virtually to ensure that physical distancing does not mean social disconnection; and

WHEREAS, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equips mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

WHEREAS, quality mentoring promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of young people and their relationships with other adults; and

WHEREAS, students who meet regularly with their mentors are more than 52 percent less likely than their peers to skip a day of school; and

WHEREAS, youth who face an opportunity gap but have a mentor are 55 percent more likely to be enrolled in college than those who did not have a mentor; and

WHEREAS, youth who meet regularly with their mentors are 46 percent less likely than their peers to start using drugs and 27 percent less likely to start drinking; and
WHEREAS, almost half of today’s young adults report having a mentor in their youth and those rates appear to have been rising steadily over the past several decades; and

WHEREAS, National Mentoring Month is the time of year to celebrate, elevate, and encourage mentoring across our state and recruit caring adult mentors in Hillsborough, North Carolina; and

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim January 2021 as National Mentoring 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 _________ day of __________ in the year __________.

Jenn Weaver, Mayor
Town of Hillsborough
Board of Commissioners Agenda Abstract Form

Meeting Date: Jan. 11, 2021
Department: Board
Public Hearing: No
Date of Public Hearing: 

For Clerk's Use Only
AGENDA ITEM #

6.D
Consent Agenda Regular Agenda Closed Session

PRESENTER/INFORMATION CONTACT: Commissioner Matt Hughes

ITEM TO BE CONSIDERED

Subject:
Proclamation declaring Jan. 12, 2021 as Dr. Kizzmekia “Kizzy” Corbett Day in Hillsborough

Attachment(s):
1. Proclamation

Brief Summary:
See below.

Action Requested:
Approve proclamation declaring Jan. 12 as Dr. Kizzmekia “Kizzy” Corbett Day in Hillsborough.

ISSUE OVERVIEW

Background Information & Issue Summary:
Dr. Kizzmekia “Kizzy” Corbett was born in Hurdle Mills and raised in Hillsborough. She attended A.L. Stanback Middle School and graduated from Orange High School. She earned a bachelor of science degree in biological sciences and sociology from the University of Maryland, Baltimore County and was conferred a doctorate in microbiology and immunology from the University of North Carolina at Chapel Hill in 2014. Dr. Corbett’s research has been focused on the development of vaccines for novel coronaviruses, including severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). Dr. Corbett and her team at the National Institutes of Health partnered with Moderna as part of Operation Warp Speed to develop a vaccine for COVID-19 in record time and was recognized by President Donald Trump and the Coronavirus Task Force.

Financial Impacts:
None

Staff Recommendations/Comments:
As stated above.
PROCLAMATION
Dr. Kizzmekia “Kizzy” Corbett Day
Jan. 12, 2021

WHEREAS, Dr. Kizzmekia “Kizzy” Corbett was born in Hurdle Mills, North Carolina, and raised in Hillsborough, North Carolina; and

WHEREAS, Dr. Corbett attended A.L. Stanback Middle School and graduated from Orange High School; and

WHEREAS, Dr. Corbett earned a bachelor of science degree in biological sciences and sociology from the University of Maryland, Baltimore County; and

WHEREAS, Dr. Corbett was conferred a doctorate in microbiology and immunology from the University of North Carolina at Chapel Hill in 2014; and

WHEREAS, upon receiving her doctorate, Dr. Corbett joined the National Institutes of Health with a research focus on the mechanisms of viral pathogens and host immunity; and

WHEREAS, Dr. Corbett’s research has been focused on the development of vaccines for novel coronaviruses, including severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS); and

WHEREAS, Dr. Corbett recognized that COVID-19 was a coronavirus and similar to the SARS virus, allowing she and her team to understand how to tackle vaccine development; and

WHEREAS, Dr. Corbett and her team at the National Institutes of Health partnered with Moderna as part of Operation Warp Speed to develop a vaccine for COVID-19 in record time; and

WHEREAS, due to the work of Dr. Corbett, the Food and Drug Administration granted Moderna an emergency use authorization for vaccinations; and

WHEREAS, the work of Dr. Corbett and her team was recognized by President Donald Trump and the Coronavirus Task Force; and

WHEREAS, Dr. Anthony Fauci has publicly praised the work of Dr. Corbett on the development of a coronavirus vaccine; and
WHEREAS, Dr. Corbett has used her position as a prominent Black scientist to educate the public about COVID-19 generally but also the Black community specifically; and

WHEREAS, the Board of Commissioners recognizes the work of Dr. Corbett in leading the way against the COVID-19 global pandemic as a member of our greater Hillsborough community and recognizes the role of young people and public schools in shaping the future of our nation; and

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Jan. 12, 2021, as Dr. Kizzmekia “Kizzy” Corbett Day in Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 11th day of January in the year 2021.

__________________________________________
Jenn Weaver, Mayor
Town of Hillsborough
PRESENTER/INFORMATION CONTACT: Haley Bizzell, Interim Human Resources Director

ITEM TO BE CONSIDERED

Subject:
COVID Paid Sick Leave

Attachment(s):
1. COVID Paid Sick Leave Policy

Brief Summary:
Under the Families First Coronavirus Response Act (FFCRA), the town has been required to provide 80 hours of emergency paid sick leave to employees for COVID-19 related reasons. The stimulus bill that passed Dec. 21, did not extend the Emergency Paid Sick Leave Act therefore the federally required leave benefit expired at midnight on Dec. 31, 2020. The COVID paid sick leave policy will allow employees to receive 80 hours of town-paid leave for COVID related reasons Jan. 1, 2021 through June 30, 2021. This benefit is intended to be an extension of the emergency paid sick leave, so employees do not have to use their own accrued leave for COVID reasons. Offering COVID paid sick leave will encourage employees to report when they are not feeling well and to report when they have been exposed to someone who has tested positive for COVID-19.

Action Requested:
Approve COVID Paid Sick Leave.

ISSUE OVERVIEW

Background Information & Issue Summary:
The Families First Coronavirus Response Act (FFCRA), passed in March 2020 as the federal government’s first response to the COVID-19 crisis, is a law with many parts. The Emergency Sick Leave Act and the Emergency Family and Medical Leave Expansion Act are the two most familiar to public employers. The stimulus bill that passed Dec. 21, 2020 extended portions of the FFCRA. It did not extend the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. Those laws and the benefits they provided to employees expired at midnight on Dec. 31, 2020. Therefore, employees are no longer eligible for paid leave when they have been exposed, have symptoms of COVID-19 and/or test positive, or have to stay home to care for a child whose daycare or school is closed.

Financial Impacts:
None.

Staff Recommendations/Comments:
Approve town paid COVID Sick Leave.
COVID Paid Sick Leave (effective January 1, 2021)

The Town of Hillsborough will provide eligible employees with COVID paid sick leave under certain conditions.

1. Eligibility
   All employees (full-time, part-time, temporary) are eligible for COVID paid sick leave.

2. Reason for Leave
   You may take COVID paid sick leave if you are unable to work (or telework) because of any of the following:
   - Reason #1: You are subject to a federal, state, or local quarantine or isolation order related to COVID-19.
   - Reason #2: You have been advised by a health care provider to self-quarantine because of COVID-19.
   - Reason #3: You are experiencing symptoms and/or have been directly exposed to COVID-19 and are seeking a medical diagnosis.
   - Reason #4: You are caring for an individual who is either subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
   - Reason #5: You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions.
   - Reason #6: You are experiencing adverse effects after receiving the COVID-19 vaccine.

3. Duration/Compensation
   a. Employees are entitled to:
      - Full-time employees: 80 hours of COVID sick leave at their regular rate of pay.
      - Part-time employees: Pay for the number of hours the employee works, on average, over a two-week period at their regular rate of pay.
      - Sworn law enforcement officers: Additional 4 hours of leave for employees who are subject to the FLSA’s Section 7(k) exemption (pro-rated for part-time employees).
   b. Emergency paid sick leave under this policy is limited to $511 per day ($5,110 in total)
   c. Based on operational needs, the town manager may later elect to apply partial or full exclusions for emergency responders.

4. Leave Rules
   a. You may elect to use COVID paid sick leave before using any accrued paid leave.
   b. Intermittent COVID paid sick leave may be permitted in certain situations (for example: while telecommuting and while providing childcare).
   c. No leave provided by the town before April 1, 2020 may be credited against your COVID
paid sick leave entitlement. In addition, COVID paid sick leave cannot be carried over after June 30, 2021.

5. Requesting Leave
   a. If you need to take COVID paid sick leave, provide notice to your supervisor as soon as possible. Normal call-in procedures apply to all absences from work.
   b. A copy of your leave request and supporting documentation (note from health care provider, isolation/quarantine order, etc.) must be provided to Human Resources prior to the payroll deadline or as soon as possible if the deadline has already passed.

6. Retaliation
   The town will not retaliate against employees who request or take leave in accordance with this policy.

7. Expiration
   This policy expires June 30, 2021.
**PRESENTER/INFORMATION CONTACT:** Margaret A. Hauth, Planning Director/Assistant Town Manager

**ITEM TO BE CONSIDERED**

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**Attachment(s):**

1.  Request
2.  Map

**Brief Summary:**

The town has been approached by a developer interested in constructing an 84 to 100-unit apartment complex and submitting for this year’s affordable housing tax credits. This will require a rezoning and some adjustments to our usual schedule to accommodate the state’s process and deadlines. The applicant wanted to touch base briefly with the board in terms of general support and willingness to adjust review processes to help them meet project deadlines.

**Action Requested:**

Discussion and indication of willingness to adjust deadlines or call special meetings.

**ISSUE OVERVIEW**

**Background Information & Issue Summary:**

The possible applicant property is known locally as Owl’s Woods. It is about 15 acres on NC 86 across from Tractor Supply and Leland Little Auctions. The property is currently zoned Limited Office and designated for retail activities in the Future Land Use Plan. The site is well-located to make a competitive tax credit submittal.

The applicants would need zoning and development approval in hand by mid-May, which may require special meetings or an altered schedule from the town. The town has made schedule adjustments for two other tax credit submittals (Hampton Pointe apartments and Eno Haven). The applicants are attempting to put the property under contract at this time. There is no guarantee that tax credits will be awarded in this cycle.

Whether this will be submitted as a Special Use Permit or general-purpose zoning has not been decided yet.

**Financial Impacts:**

**Staff Recommendations/Comments:**
Margaret,

I apologize for the delay in sending you this email. I am still in conversation with the land seller but also remembered you have a deadline for the agenda. As mentioned yesterday, we are looking at the 15 acre parcel for sale at the corner of 70 and 86 and would be looking to build 84-100 units of affordable multifamily housing. We would need zoning approval by May 13\textsuperscript{th} of this year. Our website is below which tells you a little bit about our company as well some of the developments we have built and are in the process of building. Please let me know if you have any questions. Thank you.

[Website Link]

Charlie Heritage | Managing Partner
South Creek Development, LLC
PO Box 543 | Summerfield, NC 27358
C 336-669-3587
charlie@southcreekdevelopment.com
www.southcreekdevelopment.com
Hillsborough Future Land Use Map

Applicant parcel is cross-hatched.

Hillsborough Zoning Map
**Board of Commissioners**

**Agenda Abstract Form**

**Meeting Date:** Jan. 11, 2021  
**Department:** Planning  
**Public Hearing:** Yes No  
**Date of Public Hearing:** Dec. 14, 2020

**PRESENTER/INFORMATION CONTACT:** Margaret A. Hauth, Planning Director/Assistant Town Manager

**ITEM TO BE CONSIDERED**

**Subject:**
Reconsideration of Order to close two unopened rights of way on the west side of Lakeshore Drive due to written comments received following the public hearing

**Attachment(s):**
1. Maps  
2. Emails  
3. Draft closure order

**Brief Summary:**
In December, the board held a public hearing and adopted an order to close portions of two unopened rights of way. The town received written comments after the meeting, which triggers the need for the board to reconsider the closure.

**Action Requested:**
Consider the closure request and public comments and take any action desired by the board.

**ISSUE OVERVIEW**

**Background Information & Issue Summary:**
Staff received the attached emails from the applicant during last month’s meeting. As staff is engaged during the meeting, the emails were not read until the next business day. It is likely the applicant would have spoken up during the meeting if this had been an in-person meeting but had left the virtual meeting prior to the board’s action. Staff have unsuccessfully reached out to the applicant to get further clarity about his preference between taking no action or enacting closure option one.

Closure of a right of way requires the preparation of a recordable map to put on record along with the order, triggering an expense to the applicant. As it may be some time before both rights of way can be fully closed, staff can see some benefit to the no action option. However, documenting at least the partial closure does give the applicant and adjoining neighbor to the north some certainty about the future of the rights of way, so staff also sees benefit to Option 1, if the board wants to accommodate the applicant’s request for something other than the board’s action for Option 2.

**Financial Impacts:**

**Staff Recommendations/Comments:**
Option 1 – close west portion of Hall Ave only

Option 2 – close portions of both rights of way
Hey Margaret,

I would like to go with option 1. Thank you!

Sent from my iPhone

---

Hey Margaret,

Thank you for the meeting. Can we delay the recording? After thinking about it, I need time to analyze things properly. It seems like for now my best option is 1 or option 3 (not closing).

Best Regards,
Zeke
ORDER

Return to: Town of Hillsborough
P.O.Box 429
Hillsborough, NC  27278

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS
ORDER CLOSING TWO UNOPENED Rights of Way
ON THE WEST SIDE OF LAKESHORE DRIVE PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-299

WHEREAS, a request was made to the town of Hillsborough Board of Commissioners to permanently close two unopened rights of way on the west side of Lakeshore Drive shown on recorded maps as Hall Avenue and Lakeshore Drive extension;

WHEREAS, on December 14, 2020, the Hillsborough Town Board conducted a public hearing after giving due notice thereof as required by North Carolina General Statutes Section 160A-299(a), at which all those wishing to be heard on the issue were given an opportunity to speak.

NOW, THEREFORE, the Hillsborough Board of Commissioners find as follows:
1. It appears to the satisfaction of the Town Board that closing the unopened right of way known as Hall Avenue west of Lakeshore Drive extension and closing the unopened right of way known as Lakeshore Drive extension south of Hall Avenue, is not contrary to the public interest; and
2. No individual owning property in the vicinity of the portion of the rights of way to be closed will be deprived of a reasonable means of ingress and egress to their property.

Based on the foregoing findings, it is ORDERED that the unopened right of way known as Hall Avenue west of Lakeshore Drive extension (and the unopened right of way known as Lakeshore Drive extension south of Hall Avenue,) shall be closed in accordance with North Carolina General Statutes § 160A-299(a) effective upon the recording of an instrument in the Orange County Register of Deeds Office, as shown in plat book ______ page ________.

BE IT FURTHER ORDERED, that this Order and the related map shall not be finalized and available for recording in the Orange County Register of Deeds until 24 hours after the approval of this Order AND that if any written public comments are received during that time, the Hillsborough Board of Commissioners shall reconvene to consider the comments and adopt a new Order, consistent with S.L. 2020-3, SB 704.
WHEREFORE, the foregoing Order was put to a vote of the members of the Town of Hillsborough Board of Commissioners on the 11th day of January, 2021, the result of which vote were as follows:

Ayes: ______
Noes: ______
Absent or Excused: ______

Dated: _________________  ____________________________________

Sarah E. Kimrey, Interim Town Clerk
Board of Commissioners
Agenda Abstract Form
Meeting Date: Jan. 11, 2021
Department: Public Space
Public Hearing: No
Date of Public Hearing: 

PRESENTATION INFORMATION CONTACT: Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject: Loading Zone and 15-Minute Parking on West King Street

Attachment(s):
1. Photos of area

Brief Summary:
There is a growing need for a dedicated loading zone for delivery vehicles and short-term parking for patrons on West King Street in the vicinity of the Colonial Inn. There are few options for locating a loading zone in the vicinity due to numerous constraints like driveways and fire hydrant locations. If a loading zone is desired, the area needs to be surveyed and studied to see if it is possible to locate a loading zone in a convenient location that meets all standards and regulations.

Several downtown businesses have asked that short-term or 15-minute parking be considered. Short-term parking can be installed in existing on-street parking stalls. The number and location of short-term parking spaces needs to be discussed.

Action Requested:
Discuss options and give direction to staff.

ISSUE OVERVIEW

Background Information & Issue Summary:
There are two dedicated loading zones on West King Street near the intersection with Churton Street and one on West Margaret Lane that were added in 2015 by the town. The existing loading zones are used frequently by delivery vehicles for area restaurants, bars, and shops.

Further down on West King Street there are no dedicated loading zones. Delivery vehicles often park in a travel lane to unload. This creates a serious safety hazard for vehicles and pedestrians and contributes to traffic congestion and delays. The town board formerly discussed adding a loading zone as part of the Colonial Inn Special Use Permit application, but the topic was put on hold and separated from the project approval. Now that the Inn is operational and new restaurants have opened downtown there is an increasing need for a loading zone.

West King Street is a state road but parking and sidewalks in the right-of-way are maintained by the town. Any changes to the parking configuration must meet NCDOT standards and receive an encroachment agreement. There are numerous constraints to adding a full-size loading zone on West King Street. The area has not been formally surveyed or studied for design of a loading zone. It will take significant time and coordination to study the area, develop plans and apply for permits for a loading zone.

Most of the on-street parking spaces on West King Street closest the downtown shops are marked as 3-hr parking. The parking spaces further west on West King Street do not have a time limit. Years ago, there were five different time limits on parking.
spaces downtown: 15-minute, 30-minute, 2-hour, 3-hour, and unregulated. In 2014, the town changed parking closest to downtown businesses to 3-hr and parking further out to all-day to encourage employees to park at the edges of downtown and leave the most convenient parking to customers. The change was meant to simplify the parking regulations. But recently, some businesses have expressed a desire for several short-term parking spaces on West King Street. Short-term parking would allow quicker turnover of customers and more convenient parking for quick purchases or pick-ups.

<table>
<thead>
<tr>
<th><strong>Financial Impacts:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds will be needed for design/engineering and construction of the loading zone and new signage for parking spaces.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Staff Recommendations/Comments:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to many constraints it may take considerable time to develop a plan and get approval for a loading zone. The sooner we start the sooner we can know if a loading zone is possible and can develop an estimate of the construction costs.</td>
</tr>
<tr>
<td>If directed, staff can identify a few spaces where 15-minute parking makes sense and bring it back to the board for final decision.</td>
</tr>
</tbody>
</table>
Full size truck = 65 feet (+10-foot ramp)
PRESENTER/INFORMATION CONTACT: Commissioner Kathleen Ferguson

ITEM TO BE CONSIDERED

Subject:
NCLM Legislative Policy Goals for the 2021-2022 Biennium

Attachment(s):
1. Proposed policy goals

Brief Summary:
See below.

Action Requested:
1. Select 10 of the 17 proposed policy goals to serve as NC League of Municipalities state and federal policy agenda for the 2021-2022 legislative biennium, which begins in January at the NC General Assembly.

2. Appoint Commissioner Kathleen Ferguson to serve as the NCLM Voting Delegate who will cast the Town of Hillsborough’s vote for its top 10 policy goals.

ISSUE OVERVIEW

Background Information & Issue Summary:
The NCLM Legislative Policy Committee received over 450 ideas from 165 individuals representing 114 municipalities, reviewed and refined them, and whittled down to 17 proposed advocacy goals for consideration. The NCLM Board of Directors has reviewed, approved, and now submits the following proposed goals. Each municipality will designate a single voting delegate who will cast the municipality’s vote for 10 policy goals by Jan. 14, 2021. The top 10 goals selected by voting delegates will serve as NCLM’s state and federal policy agenda for the 2021-2022 legislative biennium, which begins in January at the NC General Assembly.

Financial Impacts:
None

Staff Recommendations/Comments:
As stated above.
The 17 Proposed Policy Goals in No Particular Order are as follows:

1. Grant local governments the authority to build broadband infrastructure in order to partner with private providers, and provide additional funding to help close the digital divide.
   - The COVID-19 pandemic has demonstrated the need for additional steps to improve broadband access.
   - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
   - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.

2. Secure federal and state aid directly to municipalities to offset all lost revenues due to the Covid-19 pandemic.
   - Municipalities saw large drops in sales and occupancy taxes and utility revenues last spring; the current surge in the virus is likely to produce more economic disruption and further erosion in revenues.
   - Earlier federal assistance to state and local governments was neither direct nor flexible, preventing revenue holes from being filled.
   - NC municipalities received only a fraction of the federal CARES Act state and local dollars allocated to North Carolina in March.

3. Expand incentives and funding for local economic development.
   - Funding is simply inadequate in many cities and towns to encourage job growth.
   - A lack of state funding is seen in grants or incentives for major job creation projects as well as programs to boost small business growth.
   - Among the needs are restoring cuts or additional funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits.

4. Refine economic tier designation system to more accurately reflect conditions at sub-county level.
   - The existing criteria does not seem to reflect the status of many communities.
   - The current tier designations fail to take into account the disparate levels of wealth within individual counties.
   - The county-focused system means that municipalities can lose out on state grants and other types of funding when they fail to adequately reflect community’s wealth.

5. Revitalize vacant and abandoned properties with enhanced legal tools and funding.
   - Many towns and cities do not have the funding to address abandoned properties.
   - These properties affect surrounding home and business property values, economic development opportunities and crime rates.
   - With funding and additional legal tools, such as those allowing for properties to be more easily condemned and to address multiple heirs, these properties could serve to addressing local housing needs.

6. Increase state and federal funding for affordable housing.
   - Ongoing revenue sources to meet affordable housing needs is extremely limited; the two primary state programs to meet those needs – the N.C. Housing Trust Fund and the Workforce Housing Loan Program – have received less than $30 million annually in recent years.
   - More than one-in-four North Carolina households are considered “cost-burdened” when it comes to paying for housing, meaning they pay at least 30 percent of their income in housing costs.
○ Affordable housing is not an issue only in larger cities; a growing number of smaller cities and towns have recognized a lack of affordable housing as major problem facing residents and an impediment to workforce recruitment.

7. Create a permanent and adequate funding stream for local infrastructure needs.
○ Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
○ Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
○ Creating a more permanent funding stream for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.

8. Provide funding to keep aging water and sewer systems financially solvent today and viable for the future.
○ According to a state study, North Carolina will need at least $17 billion to meet water and wastewater infrastructure needs over the next two decades.
○ Several dozen towns in the state have financially distressed water or sewer operations, threatening the towns’ overall financial viability.
○ These stresses to water and sewer operations have coincided with population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.

9. Ensure state funding for any new, state-mandated benefits for municipal employees.
○ In recent years, legislators have considered additional post-retirement benefits for certain classes of municipal employees.
○ Often, proposed legislation would act as an unfunded mandate on municipalities, as it fails to include a state-funding source.
○ Proposals, many focused on firefighter benefits, fail to consider that municipalities already enjoy the authority to provide these benefits individually without legislative action.

10. Improve state-wide funding and support for LEO training focused on use of force, mental health and de-escalation skills.
○ Highly-publicized incidents of police use of force in 2020 have underscored the need for enhanced and expanded law enforcement training.
○ Improved training is needed to build trust and legitimacy in the community while serving the public in a professional and equitable manner.
○ Numerous studies show that additional and effective training focused on conflict de-escalation can significantly reduce police use of force.

11. Permit all cities to establish a police department citizen review board.
○ Current state law requires cities to seek local legislation approved by the General Assembly to establish a police citizen review board.
○ A statewide law providing cities and towns the option of establishing such boards would allow more flexibility to meet local needs.
○ Establishing these review boards, when sought by and supported by local residents, can create another avenue to build trust with the community.

12. Allow a short grace period for online posting of local emergency declarations while allowing them to take effect immediately.
○ Current state law requires immediate online posting of local emergency declarations in order to take effect.
○ Recent disasters and emergencies have demonstrated the difficulties meeting the requirement.
○ Weather issues and power outages are among the problems that can hamper compliance.

13. Increase public safety grant funding and expand allowable uses.
○ Improving policing will require additional public safety grant funding and more flexibility in its uses.
○ More effective and equitable policing can be achieved by additional funding of community policing programs, as well as putting more dollars toward alternative programs that seek to address mental health calls and other issues through non-uniformed personnel.
○ Additional funding is also needed to meet public safety communication needs.

14. Extend notification timeline for any changes to sales tax revenue disbursement.
○ Under current law, counties are able to shift the method of local sales tax disbursement in April, providing notice to municipalities just two months ahead of the new fiscal year.
○ These shifts, from per-capita to ad valorem distribution methods, or vice versa, can mean significant losses of sales tax revenue for municipalities, with little time to consider the budget implications.
○ County governments enjoy this power even though a majority of sales tax revenues are generated within municipal borders.

15. Reduce pressure on property tax payers by expanding locally-controlled options for revenue generation.
○ Property taxes remain the primary revenue stream over which municipal governments exercise control.
○ Cities have little or no authority to raise significant revenue in other ways.
○ A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.

16. Increase in state funding to support public transportation development and operations.
○ Growing areas require public transportation options to effectively allow people to work, live and play.
○ When quality of life suffers due to traffic congestion, areas lose their attractiveness as places to live and work; that can affect the larger economic growth of the entire state.
○ The state needs to be a full partner in public transit solutions.

17. Improve processes and payments for moving utility lines located in the right-of-way during transportation projects.
○ NCDOT charges to cities to move utility lines for road projects can be costly.
○ Due to uncertain construction timelines, these charge often come with little notice or ability to budget.
○ Increased transparency and communication would allow cities to better plan for these projects.
**Board of Commissioners**

**Agenda Abstract Form**

**Meeting Date:** Jan. 11, 2021  
**Department:** Board  
**Public Hearing:** No  
**Date of Public Hearing:**

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**PRESENTER/INFORMATION CONTACT:** Mayor Jenn Weaver

**ITEM TO BE CONSIDERED**

**Subject:** Ordinance prohibiting discrimination within the Hillsborough town limits

**Attachment(s):**
1. Ordinance

**Brief Summary:**
The suggested ordinance prohibits discrimination in places of public accommodations and in employment within the Hillsborough town limits.

**Action Requested:**
Approve addition of Town Code Section 5-11.a and ordinance prohibiting discrimination in the Hillsborough town limits.

**ISSUE OVERVIEW**

**Background Information & Issue Summary:**
See above.

**Financial Impacts:**
None

**Staff Recommendations/Comments:**
As stated above.
ORDINANCE
New Town Code Section 5-11.a
Prohibiting Discrimination within Hillsborough Town Limits

It is hereby ordained by the Hillsborough Board of Commissioners as follows:

Section 1. The following Section 5-11.a shall be added to the Code of Ordinances.

5-11.a Prohibition on discrimination in places of public accommodation and in employment.

1. Definitions.

The following definitions apply to this ordinance:

(a) “Discrimination” means any difference in treatment based on race, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief, age, or disability.

(b) "Employer" includes any person employing one or more persons within the Town of Hillsborough and any person acting in the interest of an employer, directly or indirectly.

(c) “Gender identity or expression” means having or being perceived as having gender-related identity, expression, appearance, or behavior, whether or not that identity, expression, appearance, or behavior is different from that traditionally associated with the sex assigned to that individual at birth.

(d) “Person” includes one or more individuals, partnerships, associations, organizations, corporations, legal representatives, unincorporated organizations, fiduciaries, and other organized groups of persons.

(e) “Place of public accommodation” includes, but is not limited to, any place, facility, store, other establishment, hotel, or motel that supplies goods or services on the premises to the public or which solicits or accepts the patronage or trade of any person.

2. Discrimination in places of public accommodations prohibited.

It shall be unlawful for any proprietor or his/her employer, keeper, or manager in a place of public accommodation to deny any person, except for reasons applicable alike to all persons, regardless of race, creed, color, sex, sexual orientation, gender identity or
expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief, age, or disability the full enjoyment of the accommodations, advantages, facilities or privileges thereof.

3. **Discrimination in employment prohibited.**

   It shall be unlawful for any employer, because of the race, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief, age or disability or of any person to refuse to hire or otherwise discriminate against him/her with respect to hire, tenure, conditions, or privileges of employment, or any matter directly or indirectly related to employment.

4. **Penalties and Enforcement.**

   (a) Any person, firm, or corporation violating any provisions of this ordinance shall, under G.S. 14-4(a), be guilty of a Class 3 misdemeanor and shall be fined five hundred dollars ($500.00). Each and every day during which such discrimination continues shall be deemed a separate offense.

   (b) In addition to, or in lieu of the remedy provided in subsection (a), any person, firm, or corporation violating any provisions of this ordinance may be subject to an enforcement action brought by the Town under G.S. 160A-175(d) and (e) for an appropriate equitable remedy, including for a mandatory or prohibitory injunction commanding the defendant to correct the discrimination prohibited under this ordinance.

Section 2. Any provision contained in the Code of Ordinances that is inconsistent with Section 5-11.a is repealed.

Section 3. 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 ____ day of ____________, 2021.

Ayes: ____  
Noes: ____  
Absent or Excused: ____  

___________________________________  
Sarah E. Kimrey, Interim Town Clerk
ITEM TO BE CONSIDERED

Subject: Hot topics for work session Jan. 11, 2021

Attachment(s): None

Brief Summary:

FY22-24 Budget & Financial Plan:

1. Strategic Plan & Strategy Map – Review the five focus areas and corresponding objectives the board selected last spring for the updated strategy map. Confirming these are still the board’s priorities seems appropriate given how much change has happened in our world over the past year (e.g., climate, COVID, race and equity, and more). Once the board provides any updates, changes, and/or confirmation to the focus areas and strategic objectives this will allow staff to use this information to 1) further work on the strategic plan, and 2) develop the FY22-24 budget/financial plan. The next step for the budget team will then convene work groups to develop action plans for each of the focus areas then present them to the board for feedback at the budget retreat(s).

   a. Consider, discuss, and deliberate recommendation from the town manager on how to approach development of the upcoming budget & financial plan.
   b. Identify key topics, decision points, information/updates/reports for presentation, and anything else the board may wish to have included on the agenda for the FY22-24 retreat(s).
   c. Retreat: when, how, and how many meetings to have? Since the retreat will have to be done remotely, the board may want to consider formats different than the traditional six hours on a Saturday since the Zoom format can be more fatiguing that being in-person. Doing multiple shorter Zoom meetings (maybe two) is worth consideration. This approach may assist staff by spreading the workload out and providing more time to responding to board requests. For example, holding one or both the “mini-retreats” on weeknights may be easier to schedule. If the board supports approach recommended by the manager (Item A), it may be that only one retreat meeting may be necessary to go over the proposed action plans for each of the five focus areas. Since it’s hard to predict how long that will take, it may be wise to still schedule two mini-retreats in case additional time is needed.

3. Interaction and Relationship Between the Strategic Plan, Budget, Comprehensive Plan, & Other Key Documents. How do these various documents link, overlap, and are used in relation to the budget process? There will be a brief explanation of these relationships. Discussion, ideas, questions, and concerns will be welcomed.

Action Requested:
Discuss and provide direction.

<table>
<thead>
<tr>
<th>ISSUE OVERVIEW</th>
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<tbody>
<tr>
<td>Background Information &amp; Issue Summary: None</td>
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<tr>
<td>Financial Impacts: N/A</td>
</tr>
<tr>
<td>Staff Recommendations/Comments: N/A</td>
</tr>
</tbody>
</table>
**Board of Commissioners**  
**Agenda Abstract Form**

**Meeting Date:** Jan. 11, 2021  
**Department:** All  
**Public Hearing:** ☐ Yes ☒ No  
**Date of Public Hearing:**

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**PRESENTER/INFORMATION CONTACT:** Department Heads

**ITEM TO BE CONSIDERED**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Departmental Reports</th>
</tr>
</thead>
</table>

**Attachment(s):**

| Monthly departmental reports |

**Brief Summary:**

| n/a |

**Action Requested:**

| Accept reports |

**ISSUE OVERVIEW**

| Background Information & Issue Summary: | n/a |

| Financial Impacts: | n/a |

| Staff Recommendations/Comments: | n/a |
ADMINISTRATION DEPARTMENTAL REPORT

Human Resources/Town Clerk Report: December 2020

Meetings and events
- Board of Commissioners regular meeting (remote) (12/14/20)
- Countywide Racial Equity Framework co-lead meeting (12/8/20; 12/15/20)
- NCHIP Board meeting (12/16/20)
- Weekly human resources team meeting
- Monthly Triangle J Council of Government HR Roundtable conference calls
- Monthly management team meeting

Employee Events and Training
- None

Recruitment and Selection (* = filled)
- Police Officer
  - Recruitment opened (2/19/20)
  - Continuous recruitment (152 applicants to date)
  - Start date (trainee): 3/2/20
  - Start date: 9/14/20
  - Start date: 10/12/20
  - Start date: 11/09/2020
  - Start date: 01/04/2021

- Equipment Operator Trainee/Equipment Operator I*
  - Recruitment opened (9/3/20)
  - Recruitment closed (9/17/20) (23 total applicants)
  - Interviews scheduled (10/8/20)
  - Recruitment extended (10/12/20)
  - Recruitment closed (10/26/20) (59 total applicants)
  - Start date: 12/07/2020

- Customer Service Representative
  - Recruitment open (11/17/2020)
  - Recruitment closed (12/03/2020) (248 applicants)

- Hiring freeze in place due to COVID-19

Pay and Benefits
- Biweekly payroll (2)
- FMLA – 8 Notice of Eligibility and Rights & Responsibilities sent (2020)
Wellness
- Weekly onsite nutrition counseling (offered remotely)
- Wellness mini-grant program

Performance Evaluation
- Maintained NEOGOV PE system

Professional Development
- None

Miscellaneous
- None

Public Information Office Report: December 2020

News Releases/Minutes
- Issued 16 news releases.
- Completed minutes for 2 town board and 5 advisory board meetings.

<table>
<thead>
<tr>
<th>EMAIL SUBSCRIPTIONS (as of Dec. 31)</th>
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<tbody>
<tr>
<td><strong>List</strong></td>
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<tr>
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<tr>
<td>News releases</td>
</tr>
<tr>
<td>Meeting notices</td>
</tr>
<tr>
<td>Bid postings</td>
</tr>
<tr>
<td>Citizens newsletter</td>
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</tbody>
</table>

TOP 10 MOST-VIEWED NEWS RELEASES: WEBSITE

<table>
<thead>
<tr>
<th>Headline</th>
<th>Views</th>
</tr>
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<tbody>
<tr>
<td>Orange County Plans for Phased, Equitable Distribution of COVID-19 Vaccine</td>
<td>843</td>
</tr>
<tr>
<td>More Toys Needed for Police Department’s Annual Holiday Event</td>
<td>151</td>
</tr>
<tr>
<td>Police to Offer Holiday Wonderland for Kids on Dec. 17</td>
<td>144</td>
</tr>
<tr>
<td>Daily Weekday COVID-19 Testing to Be Offered in Hillsborough (October release)</td>
<td>122</td>
</tr>
<tr>
<td>Virtual Parade, Tree Lighting Happening Sunday</td>
<td>119</td>
</tr>
<tr>
<td>Traffic to Be Detoured in Fairview for Police Department’s Holiday Wonderland</td>
<td>116</td>
</tr>
<tr>
<td>Local Restauranteurs Need Help</td>
<td>101</td>
</tr>
<tr>
<td>North Carolina to Begin Modified Stay at Home Order to Slow COVID-19 Spread</td>
<td>96</td>
</tr>
<tr>
<td>Solid Waste Collection Rescheduled due to Christmas</td>
<td>94</td>
</tr>
<tr>
<td>Hillsborough Public Works Director to Retire (November release)</td>
<td>76</td>
</tr>
</tbody>
</table>

TOP 10 MOST-VIEWED NEWS RELEASES: EMAILS

<table>
<thead>
<tr>
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<th>Views</th>
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<tbody>
<tr>
<td>Local Restauranteurs Need Help</td>
<td>552</td>
</tr>
<tr>
<td>Orange County Plans for Phased, Equitable Distribution of COVID-19 Vaccine</td>
<td>533</td>
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<tr>
<td>Expect Traffic Delays on South Churton Street</td>
<td>503</td>
</tr>
<tr>
<td>Virtual Parade, Tree Lighting Happening Sunday</td>
<td>503</td>
</tr>
<tr>
<td>Protect Yourself and Your Property During Cold Weather</td>
<td>486</td>
</tr>
</tbody>
</table>
North Carolina to Begin Modified Stay at Home Order to Slow COVID-19 Spread 473
Police to Offer Holiday Wonderland for Kids on Dec. 17 466
Board of Commissioners Meeting Summary (Dec. 14 meeting) 436
’Tis the Season to Celebrate Safely 414
Solid Waste Collection Rescheduled due to Christmas 412

Social Media

FACEBOOK STATISTICS (as of Dec. 31)

<table>
<thead>
<tr>
<th>56 posts</th>
<th>4 responses to comments</th>
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<tbody>
<tr>
<td><strong>Follows</strong></td>
<td><strong>Change</strong></td>
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<tr>
<td>4,252 likes</td>
<td>↑ 22</td>
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<tr>
<td>4,414 follows</td>
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TOP 5 POSTS

<table>
<thead>
<tr>
<th>Post</th>
<th>People reached</th>
<th>Link clicks</th>
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</thead>
<tbody>
<tr>
<td>Final Week of Survey: Rank Strategies for Pandemic Recovery</td>
<td>1,825</td>
<td>58</td>
</tr>
<tr>
<td>Socially distanced retirement sendoff for public works director (photos)</td>
<td>1,297</td>
<td>2</td>
</tr>
<tr>
<td>County starts vaccinations of frontline health care workers (photos)</td>
<td>992</td>
<td>81</td>
</tr>
<tr>
<td>Reminder of takeout pledge: Local Restauranteurs Need Help</td>
<td>956</td>
<td>8</td>
</tr>
<tr>
<td>Spotlight on interim town clerk</td>
<td>867</td>
<td>2</td>
</tr>
</tbody>
</table>

TWITTER STATISTICS (as of Dec. 31)

<table>
<thead>
<tr>
<th>53 tweets</th>
<th>0 responses to tweets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Follows</strong></td>
<td><strong>Change</strong></td>
</tr>
<tr>
<td>2,555</td>
<td>↑ 6</td>
</tr>
</tbody>
</table>

TOP 5 TWEETS

<table>
<thead>
<tr>
<th>Tweet</th>
<th>Impressions</th>
<th>Link clicks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanks to arts council and state museum for keeping solstice lantern walk going during pandemic</td>
<td>2,566</td>
<td>0</td>
</tr>
<tr>
<td>Ash tree on Town Hall Campus being removed due to Emerald ash borer damage</td>
<td>1,651</td>
<td>1</td>
</tr>
<tr>
<td>Protect Yourself and Your Property During Cold Weather</td>
<td>1,489</td>
<td>4</td>
</tr>
<tr>
<td>Sgt. Nick Chelenza named Carrboro-Chapel Hill chamber’s Hillsborough officer of the year</td>
<td>1,434</td>
<td>0</td>
</tr>
<tr>
<td>Expect Traffic Delays on South Churton Street</td>
<td>1,333</td>
<td>0</td>
</tr>
</tbody>
</table>

Videos

- Filmed town manager’s 12 Days of Thank You videos.

YOUTUBE STATISTICS (as of Dec. 31)

<table>
<thead>
<tr>
<th>Subscribers</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,848</td>
<td>↑ 7</td>
</tr>
</tbody>
</table>

NEW VIDEOS

<table>
<thead>
<tr>
<th>Video</th>
<th>YouTube Views</th>
<th>Facebook Reach</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic District Commission Meeting</td>
<td>30</td>
<td>N/A</td>
<td>Dec. 2</td>
</tr>
</tbody>
</table>
Website/Employee Section

- Began the transition to a new, more easily managed forms system for the town website with 63 forms and over 4,900 database records migrated. Forms migrated so far include contact forms, code enforcement complaints, Water Assistance Program donations and police policy comments.
- Updated COVID-19 pages and various pages for town website.

DECEMBER WEBSITE STATISTICS

<table>
<thead>
<tr>
<th>Unique visitors</th>
<th>7,672</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of visits</td>
<td>10,252</td>
</tr>
<tr>
<td>Page views</td>
<td>19,386</td>
</tr>
<tr>
<td>Visits per visitor</td>
<td>1.34</td>
</tr>
<tr>
<td>Pages viewed per visit</td>
<td>1.89</td>
</tr>
</tbody>
</table>

TOP 10 MOST-VIEWED PAGES

<table>
<thead>
<tr>
<th>Page title</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>3,170</td>
</tr>
<tr>
<td>Water and Sewer Billing and Collections</td>
<td>1,607</td>
</tr>
<tr>
<td>News release: Orange County Plans for Phased, Equitable Distribution of COVID-19 Vaccine</td>
<td>843</td>
</tr>
<tr>
<td>Employment Opportunities</td>
<td>631</td>
</tr>
<tr>
<td>Police</td>
<td>609</td>
</tr>
<tr>
<td>Riverwalk</td>
<td>583</td>
</tr>
<tr>
<td>Garbage Collection</td>
<td>525</td>
</tr>
<tr>
<td>Board of Commissioners</td>
<td>358</td>
</tr>
<tr>
<td>Development Projects</td>
<td>313</td>
</tr>
<tr>
<td>COVID-19 (Coronavirus)</td>
<td>289</td>
</tr>
</tbody>
</table>

Other Work

- Completed work related to COVID-19, including:
News releases and updates to COVID-19 pages and materials, including providing guidance on upcoming holidays, raising awareness of governor’s COVID-19 restrictions changes, and promoting the recovery prioritization strategies survey.

Communication with community liaisons and contacts for help in sharing information.

Social media posts, shares and monitoring.

- Created December e-community newsletter and two-page January newsletter in English for insertion in utility bills.
- Assisted Police Department with streaming from Zoom to the town’s YouTube channel.
- Resolved OC Alerts dispatcher test issues.
- Worked on various templates with new logo and seal.
- Edited Fiscal Year 2020 citizens annual financial report.

Meetings/Events/Training

<table>
<thead>
<tr>
<th>MEETINGS, EVENTS and TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Officer</strong></td>
</tr>
<tr>
<td>Dec. 2 Management team meeting</td>
</tr>
<tr>
<td>Dec. 3 Government Alliance on Race and Equity information session</td>
</tr>
<tr>
<td>Dec. 4 NC3C webinar: Police Community Outreach: Building Bridges in Troubled Times</td>
</tr>
<tr>
<td>Dec. 8 Retirement farewell to public works director</td>
</tr>
<tr>
<td>Dec. 8 Vaccination planning meeting with core communicators</td>
</tr>
<tr>
<td>Dec. 28 Logo templates and wrap-up meeting</td>
</tr>
<tr>
<td><strong>Specialist</strong></td>
</tr>
<tr>
<td>December Town board and advisory board meetings via YouTube</td>
</tr>
<tr>
<td>December Risk Reduction Committee meeting</td>
</tr>
<tr>
<td>December Filming town manager for 12 Days of Thank You for employees</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
</tr>
<tr>
<td>December COVID-19 communicators conference calls on Thursdays, Dec. 3, 17 and 31</td>
</tr>
<tr>
<td>Dec. 8 COVID-19 staff meeting on Tuesdays, Dec. 1, 8 and 15</td>
</tr>
<tr>
<td>Dec. 8 Mid-year reviews on Dec. 16 and 17</td>
</tr>
<tr>
<td>Dec. 2 Joint Information Center planning meeting</td>
</tr>
</tbody>
</table>

Safety and Risk Manager Report: December 2020

Meetings Attended/Conducted

- Departmental Meetings X 2
- HR Team Meetings X 4
- NCDOL/OSHA Auditor Meeting

Site Inspections

- Water Treatment Plant – NCDOL/OSHA Safety Audit
- Wastewater Treatment Plant – NCDOL/OSHA Safety Audit
- Utilities department – NCDOL/OSHA Safety Audit
- Public Works department – NCDOL/OSHA Safety Audit
- HPD – NCDOL/OSHA Safety Audit X 3
- Finance Department – NCDOL/OSHA Safety Audit
- Town Hall Campus – NCDOL/OSHA Safety Audit
• NC 86 Facility – NCDOL/OSHA Safety Audit
• Safety records NCDOL/OSHA Audit i.e. employee trainings, ongoing facility inspections, policy/SOP (Standard Operating Procedures) inspections, records retention
• Gold Park
• Turnip Patch Park
• Murray Street Park
• Hillsborough Heights Park
• Cates Creek Park

Miscellaneous
• Completed 4th quarter DOT random drug screens
• Working on pandemic related items i.e. safety recommendations, PPE, Back to Work Policy
• Worked on employee training schedule
• Working on workers comp. claims
• Working on completion of incident reviews (Safety Committee)
• Stocked/Distributed safety gear
• Working on inspection requirements with Safety Committee members
• Distributed updated safety wear
• General duties concerning new facility at Hwy 86 North
• Forwarded Safety Inspection results to departments
• Collecting Fire Extinguisher Monthly check sheets
• Forwarded recommendations (work orders) generated from Park Inspections and facility inspections
FINANCE DEPARTMENTAL REPORT FOR DECEMBER 2020

SUMMARY OF ACTIVITIES:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Collections</td>
<td>$940,186.35</td>
</tr>
<tr>
<td>Tax &amp; Vehicle License</td>
<td>$1,855,683.70</td>
</tr>
<tr>
<td>Stormwater Fees</td>
<td>$230,160.40</td>
</tr>
<tr>
<td>Solid Waste Disposal Tax</td>
<td>$ -</td>
</tr>
<tr>
<td>Beer &amp; Wine Receipt</td>
<td>$ -</td>
</tr>
<tr>
<td>Franchise Tax</td>
<td>$185,182.61</td>
</tr>
<tr>
<td>Powell Bill</td>
<td>$98,981.06</td>
</tr>
<tr>
<td>Sales &amp; Use Tax</td>
<td>$171,341.35</td>
</tr>
<tr>
<td></td>
<td><strong>$3,481,535.47</strong></td>
</tr>
</tbody>
</table>

Expenditures: General Fund/Water Fund $1,802,684.55

FINANCE:

- Compiled and submitted all monthly reports.
- Issued 65 purchase orders.
- Processed 461 vendor invoices, issued 203 accounts payable checks.
- Collected and processed 60 payments for food and beverage tax.
- Collected and processed 11 payments for fire inspection fees and permits.
- Prepared and mailed 1 delinquent occupancy tax letter.
- Prepared and processed 2 payrolls.
- Issued no new special event permits.

METER READING:

- Terminated 70 services and connected upon request.
- Rechecked 129 meter readings, responded to 1 call back.
- Installed 6 new meters, changed 1 old meter, performed no pressure tests.
- Identified no hydrant tamperings and 3 meter tamperings.
- Changed 13 meter registers.

BILLING & COLLECTION:

- Corrected 33 bills that were rechecked before the 01-01-21 billing.
- Bills adjusted after 12-01-20: 17 leaks; 7 late fees; no pools;
- Prepared 5,640 water bills; processed.
- Disconnected 95 services for non-payment, reconnected 135.
- Prepared 5,640 water bills; processed.
- Processed 936 utility bank drafts.
- Processed 0 debt set-off letters.
- Processed on-line bill pays.

FINANCE DIRECTOR

- Management Team Meeting - December 2
- NCGFOA Fall Conference - December 8 & 9
- Board of Commissioners Regular Meeting, December 14
- NCHIP Board Meeting - December 16
- Garbage truck installment loan closing - December 18
### GENERAL FUND REVENUE

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current &amp; Prior Year Property Taxes</td>
<td>6,849,000.00</td>
<td>6,849,000.00</td>
<td>1,854,872.68</td>
<td>5,935,448.82</td>
<td>-</td>
<td>913,551.18</td>
<td>13.34%</td>
</tr>
<tr>
<td>Local Option Sales Tax</td>
<td>1,448,000.00</td>
<td>1,448,000.00</td>
<td>171,341.35</td>
<td>502,668.21</td>
<td>-</td>
<td>945,331.79</td>
<td>65.29%</td>
</tr>
<tr>
<td>Licenses, Permits and Fees</td>
<td>112,900.00</td>
<td>112,900.00</td>
<td>25,713.58</td>
<td>63,443.88</td>
<td>-</td>
<td>49,456.12</td>
<td>43.81%</td>
</tr>
<tr>
<td>Unrestricted Intergovernmental Revenue</td>
<td>862,000.00</td>
<td>862,000.00</td>
<td>201,097.79</td>
<td>346,996.00</td>
<td>-</td>
<td>515,004.00</td>
<td>59.75%</td>
</tr>
<tr>
<td>Restricted Intergovernmental Revenue</td>
<td>151,000.00</td>
<td>237,449.00</td>
<td>98,981.06</td>
<td>284,410.56</td>
<td>-</td>
<td>(46,961.56)</td>
<td>-19.78%</td>
</tr>
<tr>
<td>Other</td>
<td>25,500.00</td>
<td>24,000.00</td>
<td>148.58</td>
<td>2,389.68</td>
<td>-</td>
<td>21,610.32</td>
<td>90.04%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>24,000.00</td>
<td>24,000.00</td>
<td>(56,068.22)</td>
<td>33,614.62</td>
<td>-</td>
<td>(8,114.62)</td>
<td>-31.82%</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Debt Issuance Proceeds</td>
<td>310,000.00</td>
<td>310,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>310,000.00</td>
<td></td>
</tr>
<tr>
<td>Fund Balance Appropriation</td>
<td>749,550.00</td>
<td>1,003,270.89</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,003,270.89</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>10,531,950.00</td>
<td>10,872,119.89</td>
<td>2,296,086.82</td>
<td>7,168,971.77</td>
<td>-</td>
<td>3,703,148.12</td>
<td>34.06%</td>
</tr>
</tbody>
</table>

### GENERAL FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governing Body</td>
<td>133,393.00</td>
<td>140,348.00</td>
<td>71,776.50</td>
<td>126,577.33</td>
<td>91,684.08</td>
<td>(77,913.41)</td>
<td>(0.56)</td>
</tr>
<tr>
<td>Administration</td>
<td>762,335.00</td>
<td>794,908.00</td>
<td>74,871.60</td>
<td>135,290.68</td>
<td>203,288.69</td>
<td>31.73%</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>260,409.00</td>
<td>274,537.80</td>
<td>36,430.82</td>
<td>54,569.43</td>
<td>87,123.79</td>
<td>87.123.79</td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>437,673.00</td>
<td>469,173.00</td>
<td>25,008.51</td>
<td>96,293.86</td>
<td>241,942.63</td>
<td>51.57%</td>
<td></td>
</tr>
<tr>
<td>Town Hall Campus</td>
<td>175,819.00</td>
<td>178,620.00</td>
<td>206,703.24</td>
<td>219,912.73</td>
<td>333,436.21</td>
<td>36.74%</td>
<td></td>
</tr>
<tr>
<td>Public Space</td>
<td>728,207.00</td>
<td>738,593.00</td>
<td>36,430.82</td>
<td>49,478.39</td>
<td>133,836.58</td>
<td>61.38%</td>
<td></td>
</tr>
<tr>
<td>Safety &amp; Risk Management</td>
<td>89,365.00</td>
<td>108,962.00</td>
<td>11,872.43</td>
<td>27,569.81</td>
<td>31,893.80</td>
<td>29.27%</td>
<td></td>
</tr>
<tr>
<td>Information Services</td>
<td>260,406.00</td>
<td>277,018.73</td>
<td>33,115.99</td>
<td>162,352.09</td>
<td>22,337.57</td>
<td>8.06%</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>3,212,429.00</td>
<td>3,221,221.16</td>
<td>269,935.34</td>
<td>668,349.93</td>
<td>1,636,585.62</td>
<td>50.81%</td>
<td></td>
</tr>
<tr>
<td>Fire Marshal &amp; Emergency Management</td>
<td>183,765.00</td>
<td>184,151.00</td>
<td>4,909.16</td>
<td>6,577.88</td>
<td>57,634.15</td>
<td>26.31%</td>
<td></td>
</tr>
<tr>
<td>Fire Protection</td>
<td>1,270,488.00</td>
<td>1,480,488.00</td>
<td>467.30</td>
<td>603,152.50</td>
<td>220,444.11</td>
<td>41.89%</td>
<td></td>
</tr>
<tr>
<td>Fleet Maintenance</td>
<td>350,202.00</td>
<td>350,509.00</td>
<td>40,106.16</td>
<td>161,965.45</td>
<td>271,325.78</td>
<td>36.47%</td>
<td></td>
</tr>
<tr>
<td>Streets/Powell Bill</td>
<td>996,879.00</td>
<td>1,023,710.20</td>
<td>48,773.20</td>
<td>387,064.70</td>
<td>716,918.11</td>
<td>70.03%</td>
<td></td>
</tr>
<tr>
<td>Solid Waste</td>
<td>736,002.00</td>
<td>736,002.00</td>
<td>875.31</td>
<td>148,145.27</td>
<td>271,325.78</td>
<td>36.47%</td>
<td></td>
</tr>
<tr>
<td>Cemetery</td>
<td>7,350.00</td>
<td>7,350.00</td>
<td>875.31</td>
<td>271,325.78</td>
<td>148,145.27</td>
<td>20.13%</td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td>370,879.00</td>
<td>370,879.00</td>
<td>(11,997.86)</td>
<td>92,777.65</td>
<td>277,631.35</td>
<td>74.86%</td>
<td></td>
</tr>
<tr>
<td>Special Appropriations</td>
<td>258,474.00</td>
<td>350,645.00</td>
<td>11,442.16</td>
<td>81,015.64</td>
<td>107,589.13</td>
<td>30.68%</td>
<td></td>
</tr>
<tr>
<td>Disaster Relief</td>
<td>47,875.00</td>
<td>30,840.00</td>
<td>881.92</td>
<td>9,032.81</td>
<td>5,728.37</td>
<td>11.36%</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>250,000.00</td>
<td>134,164.00</td>
<td>-</td>
<td>134,164.00</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>10,531,950.00</td>
<td>10,872,119.89</td>
<td>927,215.14</td>
<td>4,720,531.52</td>
<td>2,041,051.77</td>
<td>37.81%</td>
<td></td>
</tr>
</tbody>
</table>
## WATER & SEWER FUND REVENUE

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses, Permits and Fees</td>
<td>9,432,502.00</td>
<td>9,432,502.00</td>
<td>909,741.08</td>
<td>5,169,811.17</td>
<td>-</td>
<td>4,262,690.83</td>
<td>45.19%</td>
</tr>
<tr>
<td>Other</td>
<td>15,000.00</td>
<td>27,000.00</td>
<td>49,503.96</td>
<td>63,987.79</td>
<td>-</td>
<td>(36,987.79)</td>
<td>-136.99%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>10,300.00</td>
<td>10,300.00</td>
<td>7.74</td>
<td>351.99</td>
<td>-</td>
<td>9,948.01</td>
<td>96.58%</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,099,404.00</td>
<td>1,099,404.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,099,404.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Retained Earnings Appropriated</td>
<td>547,312.00</td>
<td>819,537.87</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>819,537.87</td>
<td>100.00%</td>
</tr>
<tr>
<td>Unrestricted Intergovernmental</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>11,104,518.00</strong></td>
<td><strong>11,388,743.87</strong></td>
<td><strong>959,252.78</strong></td>
<td><strong>5,234,150.95</strong></td>
<td><strong>-</strong></td>
<td><strong>6,154,592.92</strong></td>
<td><strong>54.04%</strong></td>
</tr>
</tbody>
</table>

## WATER & SEWER FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Enterprise</td>
<td>1,888,142.00</td>
<td>1,901,335.41</td>
<td>7,145.52</td>
<td>883,180.48</td>
<td>26,786.48</td>
<td>991,368.45</td>
<td>52.14%</td>
</tr>
<tr>
<td>Utilities Administration</td>
<td>598,867.00</td>
<td>651,418.75</td>
<td>40,195.48</td>
<td>242,785.31</td>
<td>88,531.46</td>
<td>320,101.98</td>
<td>49.14%</td>
</tr>
<tr>
<td>Billing &amp; Collections</td>
<td>765,923.00</td>
<td>767,230.00</td>
<td>91,946.79</td>
<td>310,096.57</td>
<td>210,106.64</td>
<td>247,026.79</td>
<td>32.20%</td>
</tr>
<tr>
<td>Water Treatment Plant</td>
<td>1,098,734.00</td>
<td>1,239,677.38</td>
<td>65,200.26</td>
<td>475,584.00</td>
<td>227,835.80</td>
<td>536,257.58</td>
<td>43.26%</td>
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<tr>
<td>West Fork Eno Reservoir</td>
<td>882,985.00</td>
<td>885,835.00</td>
<td>3,544.70</td>
<td>322,885.41</td>
<td>8,600.06</td>
<td>554,349.53</td>
<td>62.58%</td>
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<tr>
<td>Water Distribution</td>
<td>1,637,243.00</td>
<td>1,661,853.50</td>
<td>107,373.01</td>
<td>362,641.65</td>
<td>110,951.88</td>
<td>1,188,259.97</td>
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<tr>
<td>Wastewater Collection</td>
<td>1,600,740.00</td>
<td>1,665,111.83</td>
<td>72,270.48</td>
<td>359,980.37</td>
<td>100,042.39</td>
<td>1,205,089.07</td>
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<tr>
<td>Wastewater Treatment Plant</td>
<td>2,299,975.00</td>
<td>2,353,600.00</td>
<td>62,179.57</td>
<td>584,455.24</td>
<td>115,420.94</td>
<td>1,653,723.82</td>
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<td>Disaster Relief</td>
<td>31,909.00</td>
<td>22,744.00</td>
<td>-</td>
<td>5,217.22</td>
<td>8,579.04</td>
<td>8,947.74</td>
<td>0.39</td>
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<tr>
<td>Contingency</td>
<td>300,000.00</td>
<td>239,938.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>239,938.00</td>
<td>100.00%</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>11,104,518.00</strong></td>
<td><strong>11,388,743.87</strong></td>
<td><strong>449,855.81</strong></td>
<td><strong>3,546,826.25</strong></td>
<td><strong>896,854.69</strong></td>
<td><strong>6,945,062.93</strong></td>
<td><strong>60.98%</strong></td>
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</table>
### STORMWATER FUND REVENUE

<table>
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<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses, Permits and Fees</td>
<td>617,500.00</td>
<td>617,500.00</td>
<td>230,160.40</td>
<td>550,005.83</td>
<td>-</td>
<td>67,494.17</td>
<td>10.93%</td>
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<tr>
<td>Retained Earnings Appropriated</td>
<td>40,798.00</td>
<td>40,798.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40,798.00</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>658,298.00</strong></td>
<td><strong>658,298.00</strong></td>
<td><strong>230,160.40</strong></td>
<td><strong>550,005.83</strong></td>
<td>-</td>
<td><strong>108,292.17</strong></td>
<td><strong>16.45%</strong></td>
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### STORMWATER FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Period Activity</th>
<th>Year to Date Activity</th>
<th>Encumbrances</th>
<th>Variance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Relief</td>
<td>1,755.00</td>
<td>1,158.00</td>
<td>0.00</td>
<td>205.64</td>
<td>343.17</td>
<td>609.19</td>
<td>52.61%</td>
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<tr>
<td>Stormwater</td>
<td>656,543.00</td>
<td>657,140.00</td>
<td>65,508.33</td>
<td>233,985.30</td>
<td>57,191.10</td>
<td>365,963.60</td>
<td>55.69%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>658,298.00</strong></td>
<td><strong>658,298.00</strong></td>
<td><strong>65,508.33</strong></td>
<td><strong>234,190.94</strong></td>
<td><strong>57,534.27</strong></td>
<td><strong>366,572.79</strong></td>
<td><strong>55.68%</strong></td>
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</table>
Town of Hillsborough Fiscal YTD Revenues & Expenditures
As of December 31, 2020

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget</th>
<th>Revenue</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>10,872,120</td>
<td>7,168,972</td>
<td>4,720,532</td>
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<tr>
<td>Water &amp; Sewer Fund</td>
<td>11,388,744</td>
<td>5,234,151</td>
<td>3,546,826</td>
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<tr>
<td>Stormwater Fund</td>
<td>658,298</td>
<td>550,006</td>
<td>233,985</td>
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</table>
Planning Department Report
December 2020

**Revenues Collected**

<table>
<thead>
<tr>
<th>Development Review fees</th>
<th>December 2020</th>
<th>FY Year to Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$ 150.00</td>
<td>$ 1,900.00</td>
</tr>
<tr>
<td>Zoning Permits &amp; HDC reviews</td>
<td>$ 8,368.87</td>
<td>$34,151.43</td>
</tr>
<tr>
<td><strong>Planning Total</strong></td>
<td><strong>$ 8,518.87</strong></td>
<td><strong>$36,051.43</strong> - 72% of budget projection ($50,000)</td>
</tr>
</tbody>
</table>

Affordable housing payment in lieu $4,000

Data is through December 31, 2020 for both permits and Certificates of Occupancy. Data for completed developments has been removed but totals still reflect all previous activity.

### Approved & Under Construction

<table>
<thead>
<tr>
<th>Project name</th>
<th>Approved units</th>
<th>Permitted</th>
<th>Completed</th>
<th>Approved but not complete</th>
<th>permits remaining</th>
<th>Under construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collins Ridge (Phase 1A-1) sfd</td>
<td>59</td>
<td>39</td>
<td>0</td>
<td>59</td>
<td>20</td>
<td>39</td>
</tr>
<tr>
<td>Collins Ridge (Phase 1A-2) townhome</td>
<td>89</td>
<td>26</td>
<td>0</td>
<td>89</td>
<td>63</td>
<td>26</td>
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<tr>
<td>Crescent Magnolia (Habitat Waterstone)</td>
<td>24</td>
<td>24</td>
<td>23</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fiori Hill</td>
<td>46</td>
<td>41</td>
<td>32</td>
<td>14</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Forest Ridge</td>
<td>235</td>
<td>222</td>
<td>197</td>
<td>38</td>
<td>13</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1493</td>
<td>1391</td>
<td>1291</td>
<td>202</td>
<td>102</td>
<td>100</td>
</tr>
</tbody>
</table>

| Misc. infill lots                  | na             | 126       | 88        | na                        |                   | 38                 |
| **Grand Total**                    | 1517           | 1379      |           |                           |                   |                    |

### Development Build-out Status

- **Completed**
- **Permitted**
- **Approved units**

- **Forest Ridge**
  - Completed: 197
  - Permitted: 222
  - Approved units: 235

- **Fiori Hill**
  - Completed: 32
  - Permitted: 41
  - Approved units: 46

- **Crescent Magnolia (Habitat Waterstone)**
  - Completed: 23
  - Permitted: 24
  - Approved units: 24

- **Collins Ridge (Phase 1A-2) townhome**
  - Completed: 0
  - Permitted: 26
  - Approved units: 89

- **Collins Ridge (Phase 1A-1) sfd**
  - Completed: 0
  - Permitted: 39
  - Approved units: 59
## REPORTED OFFENSES - UCR

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2020</th>
<th>2019</th>
<th>2018</th>
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<tbody>
<tr>
<td><strong>Part I Offenses</strong></td>
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<td></td>
<td></td>
<td></td>
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<td>Homicide</td>
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<td>0</td>
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<td>Rape</td>
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<td>Robbery</td>
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<td>Larceny/Theft</td>
<td>25</td>
<td>23</td>
<td>27</td>
<td>29</td>
<td>35</td>
<td>28</td>
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<td>Motor Vehicle Theft</td>
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<td>0</td>
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<td>18</td>
<td>12</td>
<td>12</td>
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<td><strong>Total Part I</strong></td>
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<td>33</td>
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<td><strong>Other Offenses</strong></td>
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<td>8</td>
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<td>7</td>
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<td>3</td>
<td>4</td>
<td>0</td>
<td>1</td>
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<td>Damage to Property</td>
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<td>8</td>
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<td>9</td>
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<td>2</td>
</tr>
<tr>
<td>Drug Violations</td>
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<td>15</td>
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<td>Driving While Impaired</td>
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<td>Trespassing</td>
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<td>14</td>
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<td>0</td>
<td>6</td>
<td>1</td>
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<td></td>
</tr>
</tbody>
</table>

### Summary of Select Offenses:

On 12/01/2020, a Larceny of a Motor Vehicle was reported in the 200-block of Ellsworth Manor Dr. The victim advised that their vehicle, valued at $5,000.00, was taken overnight. The vehicle was later located by Graham Police Department and returned to the owner.

On 12/09/2020, a Larceny of a Motor Vehicle was reported at 500 Patriots Pointe Dr. The owner advised that their vehicle, valued at $7,000.00, was taken along with over $2,500.00 in valuables/electronics. The vehicle and items were later located by Durham Police, and returned to the owner.

On 12/22/2020, a Breaking and Entering and Larceny were reported at 110 Boone Square St., Hillsborough Pharmacy. The reporting party advised that $12,023.97 worth of narcotic medication was taken from a safe.

On 12/24/2020, a Larceny of a Motor Vehicle was reported in the 700-block of Patriots Pointe Dr. The victim advised their vehicle, valued at $15,000.00, was taken. The vehicle was later located by Durham Police and returned to the owner.
34 Larcenies were reported at various locations including:

- 9 larcenies were shoplifting related incidents at Hampton Pointe- Walmart.
- 21 Larcenies from unlocked motor vehicles– 1 at 815 US 70A where nothing was taken. 2 in the 200-block of Ellsworth Manor Dr. where $125.00 in jewelry and $40 in money were taken. 1-in the 1100-block of Quincy Cottage Rd. where nothing was taken. 2-in the 500-block of Lafayette Dr. where a $10.00 medal and $5 in change were taken. 1-in the 200-block of Prestwood Dr. where nothing was taken. 1-110 John Earl St. where a $250.00 handgun was taken. 10 in the 700-block of Patriots Pointe Dr. 1-$10 in OTC medication was taken. 1-$140.00 in cash was taken. 3-nothing was taken. 1-$4.00 pack of cigarettes were taken. 1-$250.00 handgun, $5 tree topper, and $300.00 laptop were taken. 1-$15 bookbag was taken. 1-$500.00 handgun, $20.00 in OTC medication, and $250.00 in clothing were taken. 1-1100-block of Ranger Dr. nothing was reported taken. 1-500-block of Patriots Pointe Dr. where nothing was taken. 1 in the 800-block of Patriots Pointe Dr. where nothing was taken.
- 1 Larceny from locked motor vehicle–120 Old Dogwood St., Microtel, where two windows were broken, valued at $150.00 each, and approximately $445.00 worth of groceries and personal items were taken.

Narcotics/weapons related incidents:
- During the month of December, Officers recovered small amounts of marijuana, paraphernalia, and THC gummies.
Hillsborough Public Works
December 2020 Monthly Report

Work Orders: 7 completed within two days

Public Spaces: 45 staff hours

Leaf Collection: 29 Loads of leaves

Stormwater Maintenance: 10 staff hours

Cemetery: 1 grave marked, 1 monument marked
**TOWN OF HILLSBOROUGH UTILITIES STATUS REPORT**

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTP Compliance</td>
<td>Currently compliant. TTHM levels from November's sampling were all good (prior quarter samples were high).</td>
</tr>
<tr>
<td>West Fork of the Eno Reservoir</td>
<td>The reservoir is just over 2 feet below Phase 1 normal pool, at 40.6 feet. The December releases met or exceeded the minimum release of 2.6 cubic feet per second (cfs). Both Lake Orange and Lake Ben Johnson are spilling. January minimum release is 3.5 cfs.</td>
</tr>
<tr>
<td>WFER Phase 2 Construction Project</td>
<td>Progressing with no current issues except rain and getting the reservoir level lower for upcoming bridge work.</td>
</tr>
<tr>
<td>Water Restrictions</td>
<td>There are currently no water withdraw restrictions. Our monthly water production average is currently 1.336 MGD.</td>
</tr>
<tr>
<td>&quot;Unaccounted-for&quot; Water</td>
<td>We had one water main break in December on the 16&quot; OWASA interconnection main. There were approximately 10 water service leaks repaired. Miscellaneous repairs have been proceeding as needed.</td>
</tr>
<tr>
<td>Miscellaneous Projects</td>
<td>Town projects are proceeding. Lots of development inquiries. Staff and the Utilities Director are spending a lot of time on Collins Ridge water and sewer inspections and various items. We are preparing for acceptance of the water and sewer systems for Harmony at Waterstone, Daphine Drive development, and Forest Ridge. We are awaiting the contractor to perform one year warranty punch list items on Corbinton Commons and Elfin Pond to release those bonds. McDams Street water main project is ready to be permitted. Originally, town forces was planned for the project, but staff may not have the resources due to some of the touchy obstacles in the alignment. Informal bid dates are being set for the water main interconnection project.</td>
</tr>
<tr>
<td>Modeling Projects</td>
<td>Sewer system modelers are waiting on updated development data from the Utilities Director. A design storm has been chosen. The water redundancy modeling is awaiting an executive summary after determining if any more tasks are desired. The River Pumping Station conceptual plan has been drafted. During the study, one of the recommended locations for a new station went up for sale so another potential location may need to be sited.</td>
</tr>
<tr>
<td>Staffing</td>
<td>All staff are continuing essential operations and following protective guidelines. No COVID cases reported in Utilities. We are fully staffed now except for one frozen position for the pump station group. Howard Hobson has announced his retirement at the end of January after 32 years with the town. An action plan is being developed for the interim and posting of this position.</td>
</tr>
<tr>
<td>Water and Sewer Advisory Committee (WSAC) Activities</td>
<td>WSAC meetings have been cancelled during the COVID-19 pandemic. A virtual meeting was held in October 2020 and the next meeting will now be held in February 2021.</td>
</tr>
</tbody>
</table>

Prepared by Marie Strandwitz 1/5/2021