



Agenda

Board of Commissioners Work Session

7:00 PM October 23, 2023

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

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

1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Presentations**
 - [A.](#) Presentation of the 2023 Fairview Youth in Action Program
 - [B.](#) Completion of 2023 Government 101
4. **Items for decision - consent agenda**
 - [A.](#) Miscellaneous budget amendments and transfers
 - [B.](#) Designation of Applicant's Agent for Federal Grant Awards
5. **In-depth discussion and topics**
 - [A.](#) Town Sponsorship for 2024 Earth Day Event
6. **Committee updates and reports**
7. **Adjournment**

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 23, 2023
Department:	Governing Body
Agenda Section:	Presentations
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Commissioner Kathleen Ferguson

ITEM TO BE CONSIDERED

Subject: Presentation of the 2023 Fairview Youth in Action Program

Attachments:

[2023 Fairview Youth in Action recap video](#)

Summary:

Since 2019, a passionate group of young residents have worked to examine ways they can promote active living in their neighborhood through the Fairview Youth in Action program. The Fairview Youth in Action Intern Program, sponsored by the UNC Food, Fitness, and Opportunity Research Collaborative, Habitat for Humanity, and Fairview Community Watch, is an annual program designed to nurture and develop leadership skills, community engagement, as well as personal development. The video shared this evening celebrates the highlights of this year's cohort.

In addition, the youth group adopted The Fairview Active Living Plan (Activate) that outlines goals, objectives, and recommendations to improve and make the Fairview neighborhood in Hillsborough, a healthier and more active place to live. The plan addresses six elements (three priority and three secondary) that work cumulatively to promote active communities. The plan is informed by research, meetings with stakeholders, and community feedback gathered during neighborhood events, community meetings, and conversations. The plan outlines five-year goals to guide residents, partners, and government officials in creating a healthier future for Fairview. Included in this plan are short-, mid-, and long-term action steps to be taken to activate the change needed to achieve these goals and make these aspirations a reality.

The Fairview Youth in Action organizers will be in attendance and depending on homework, youth members may attend the presentation as well.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Receive recap presentation of the 2023 Fairview Youth in Action Program and recognize its members.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 23, 2023
Department:	Administrative Services/Communications
Agenda Section:	Presentations
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Senior Communications Specialist Cheryl Sadgrove

ITEM TO BE CONSIDERED

Subject: Completion of 2023 Government 101

Attachments:

1. 2023 Participants List
2. 2023 Course Schedule

Summary:

This presentation recognizes the 31 community members who participated in the 2023 Government 101 program. Participants attended seven weekly sessions this fall, mostly on Thursday evenings with one Saturday utilities tour.

More than 20 staff members participated in the sessions, along with our Board of Commissioners and representatives from each appointed board. The Communications Division especially appreciated the assistance of Lead for NC Fellow Marshall Grayson this fall.

At the seventh session, Hillsborough University hats were given to participants. Many of the participants are attending the work session this evening to receive a certificate.

Action requested:

Staff would like to invite Government 101 participants in attendance to receive a certificate from the mayor and town manager.



HILLSBOROUGH
UNIVERSITY
GOVERNMENT 101

2023 Participants List

Beerman, John
Berkley, Mary Beth
Binkowski, Lewis
Blackburn, Jessie
Boilen, Zak
Dallas, Alyssa
Darab, Meaghun
Daryani, Nevin
Fernandez, Dajer
Fowler, Oliver
Godwin, Amanda
Griffin, Natalie
Hales, Derek
Hryniuk, Stanley
Jiang, Sharon
Karan, Cem
Kimbrough, Dakotah
Lakin, Margo
Lawrence, Sherra
Lott, Megan
Mays, Heather
Miller, Joelle
Mullens, Jo Beth
Rallis, Adam
Schillings, Kristin
Schmidt, Christian
Sengodan Guruswamy, Vijayakumar
Tracey, Lance
Watkins, Martha
Williams, Ryan
Wilson, Will



HILLSBOROUGH
UNIVERSITY
GOVERNMENT 101

2023 Course Schedule

Session	Date	Time	Location
Foundation of Town Government	Sept. 14	6 to 8:30 p.m.	Town Hall Annex
Stormwater and Environmental Services, Public Works and Fleet Maintenance	Sept. 21	6:30 to 8 p.m.	Gold Park
Planning and Economic Development	Sept. 28	6:30 to 8:30 p.m.	Town Hall Annex
Utilities Tour	Sept. 30	8:15 a.m. to noon	Adron F. Thompson Water/Sewer Facility*
Fire and Police	Oct. 5	6:30 to 8:30 p.m.	Downtown Fire Station
Budget and Financial Services	Oct. 12	6:30 to 8:30 p.m.	Town Hall Annex
Public Space and Sustainability	Oct. 19	6:30 to 8:30 p.m.	Town Hall Annex
Recognition and Certificates	Oct. 23	7 p.m.	Town Hall Annex

*Bus tour starts and ends at this location.

Adron F. Thompson Water/Sewer Facility

719 Dimmocks Mill Road, Hillsborough

Downtown Fire Station — Orange Rural Fire Department

206 S. Churton St., Hillsborough

Gold Park

415 Dimmocks Mill Road, Hillsborough

Town Hall Annex — Board Meeting Room

105 E. Corbin St., Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 23, 2023
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 10/23/2023 TO 10/23/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Admin. Services	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING For purchase of camera SD card.	41329	10/23/2023	JFernandez	0.00	28.00	28.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS For purchase of camera SD card.	41328	10/23/2023	JFernandez	57,553.00	-28.00	63,927.32
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV. To cover safety training expenses.	41318	10/23/2023	JFernandez	16,800.00	-306.00	16,494.00
Safety & Risk	10-10-6600-5300-570 MISCELLANEOUS To cover safety training expenses.	41317	10/23/2023	JFernandez	750.00	306.00	1,056.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover sludge removal project at WTP.	41331	10/23/2023	JFernandez	427,760.00	-2,323.00	426,087.00
WTP	30-80-8120-5300-550 ALUM SLUDGE REMOVAL To cover sludge removal project at WTP.	41332	10/23/2023	JFernandez	72,943.00	2,323.00	86,516.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS For purchase of spare pump at Patriots Po	41326	10/23/2023	JFernandez	193,000.00	-8,050.00	162,353.00
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS Cemetery PS control panel & valve replac	41333	10/23/2023	EBRADFORI	0.00	88,175.00	88,175.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT For purchase of spare pump at Patriots Po	41327	10/23/2023	JFernandez	20,000.00	8,050.00	202,477.79
W&S Contingency	30-80-9990-5300-000 CONTINGENCY Cemetery PS control panel & valve replac	41334	10/23/2023	EBRADFORI	400,000.00	-88,175.00	189,749.00
Gen. Cap. Res.	71-00-3850-3850-000 INTEREST EARNED Adj to actual	41320	10/23/2023	EBRADFORI	7,118.00	0.31	7,118.31
Gen. Cap. Res.	71-10-6300-5700-851 SUSTAINABILITY Adj to actual	41319	10/23/2023	EBRADFORI	627,118.00	0.31	627,118.31
Restr. Revenue	72-10-5000-5300-367 TOWN HALL GROUNDS Move giraffes to capital account	41336	10/23/2023	EBRADFORI	0.00	-15,000.00	7,000.00
Restr. Revenue	72-10-5000-5700-367 CAPITAL - TOWN HALL GROUNDS Move giraffes to capital account	41337	10/23/2023	EBRADFORI	0.00	15,000.00	15,000.00
Special Assessment	79-00-3100-3100-003 SPECIAL ASSESSMENT TAXES COLLECTED Adj to actual	41339	10/23/2023	EBRADFORI	533,363.00	16,500.00	549,863.00
Special Assessment	79-00-7900-5300-495 COLLECTION EXPENSE Est budget for OC collection expense	41340	10/23/2023	EBRADFORI	0.00	16,500.00	16,500.00
						<u>33,000.62</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 23, 2023
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Designation of Applicant's Agent for Federal Grant Awards

Attachments:

1. Resolution
2. Form NCDPS.DA

Summary:

The North Carolina Division of Emergency Management (Department of Public Safety) is the administrator of the Building Resilient Infrastructure and Communities grants the town is receiving and requires a Designation of Applicant's Agent on their Form NCDPS.DA by the elected body. We will designate Town Manager Eric Peterson as primary and Finance Director Dave McCole as secondary agent.

Financial impacts:

None – just an administrative action so the contract paperwork can be generated.

Staff recommendation and comments:

Authorize town manager and finance director to administer the grants.

Action requested:

As above, please.



RESOLUTION

Designation of Applicant's Agent for Federal Grant Awards North Carolina Division of Emergency Management

WHEREAS, the Town of Hillsborough is the recipient of two fiscal year 2021 Building Resilient Infrastructure and Communities grant awards through the Federal Emergency Management Agency and;

WHEREAS, the North Carolina Division of Emergency Management (Department of Public Safety) is the administrator of the above grants and requires a Designation of Applicant's Agent by the elected body;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners does hereby designate Town Manager Eric Peterson as Primary Agent and Finance Director Dave McCole as Secondary Agent to execute and file applications for federal and/or state assistance on behalf of the town, to represent and act for the town in all dealings with the state and federal agencies pertaining to the subject grant agreements, and to adhere to the assurances and to abide by the necessary conditions to serve as agent.

Approved this 23rd day of October of the year 2023.

Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Hillsborough	Disaster Number: BRIC21
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start 2024	Month: 7 Day: 01
Applicant's Federal Employer's Identification Number 56 - 6001246	
Applicant's Federal Information Processing Standards (FIPS) Number 37 - 316 - 20	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Eric Peterson	Agent's Name Dave McCole
Organization Town of Hillsborough	Organization Town of Hillsborough
Official Position Town Manager	Official Position Finance Director
Mailing Address PO Box 429	Mailing Address PO Box 429
City, State, Zip Hillsborough NC 27278	City, State, Zip Hillsborough NC 27278
Daytime Telephone (919) 296-9421	Daytime Telephone (919) 296-9451
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of _____, 20_____.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Jennifer Weaver, Mayor	Name Sarah Kimrey
Name and Title	Official Position Town Clerk
Name and Title	Daytime Telephone (919) 296-9443

CERTIFICATION

I, Sarah Kimrey, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Hillsborough, North Carolina (Organization) on the 23rd day of October, 2023.

Date: _____ **Signature:** _____

Rev. 06/02

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 23, 2023
Department: Governing Body
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Commissioner Mark Bell

ITEM TO BE CONSIDERED

Subject: Town Sponsorship for 2024 Earth Day Event

Attachments:

None

Summary:

Commissioner Mark Bell is working with a community member to develop a climate event for Earth Day next year and is requesting town sponsorship. The scope of sponsorship will be to help promote a series of 30 small steps or mini-events community members can perform over 30 days leading up to Earth Day on April 22, 2024. A few examples include an EV car show, tour of a Tesla Power Wall installation, climate-oriented books available at Purple Crow, composting examples, eating a local/organic meal at a restaurant in town, and a tour of the Cedar Grove recycling center. There will be a total of 30 events/tasks and the event will conclude with a picnic the Saturday before Earth Day. The intent is for this to become an annual event.

Financial impacts:

\$1000 to support the cost of marketing materials and 10-15 hours of Communications staff time over a 2-month period to promote events.

Staff recommendation and comments:

This “climate challenge” can help bring attention to our climate pledge as well as the Comprehensive Sustainability Plan and help citizens see small steps that anyone can take to help make a difference.

Action requested:

Approve town sponsorship for Earth Day 2024 event.