



Agenda

Board of Commissioners Regular Meeting

7:00 PM April 08, 2024

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

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

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

- [A.](#) Introduction of Police Lt. Richard Hooks and public reaffirmation of his oath of office
- [B.](#) Stormwater Program Update

5. Items for decision – consent agenda

- [A.](#) Minutes
 - Regular meeting March 11, 2024
 - Work session March 25, 2024
- [B.](#) Miscellaneous budget amendments and transfers
- [C.](#) Proclamation in Recognition of Volunteer Appreciation Week
- [D.](#) Appoint Commissioner Kathleen Ferguson as the voting delegate for the North Carolina League of Municipalities 2024-2025 Board of Directors Election
- [E.](#) Cates Creek Park Skate Spot Contingency Allocation

6. Updates

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

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.

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Police
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Police Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject: Introduction of Police Lt. Richard Hooks and public reaffirmation of his oath of office

Attachments:

None

Summary:

Recently hired Police Lt. Richard Hooks will be recognized before the board and will publicly reaffirm his oath of office as administered by the mayor.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Community Services
Agenda Section: Presentation
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stormwater and Environmental Services Manager, Terry Hackett

ITEM TO BE CONSIDERED

Subject: Stormwater Program Update

Attachments:

1. Stormwater Program Update April 2024
2. PowerPoint slides

Summary:

An update will be provided on the status of the town's National Pollutant Discharge Elimination System (NPDES) stormwater permit renewal, status of the Falls Lake Rule readoption process and to discuss future needs of the stormwater program.

Financial impacts:

There are no financial impacts for the presentation, but future stormwater program needs will be discussed.

Staff recommendation and comments:

Staff recommend that the board receive the presentation and provide feedback and input to staff as desired.

Action requested:

Receive information and provide feedback as necessary.

1. Introduction

The Town of Hillsborough stormwater management program has had a very busy and successful FY24, with the completion of a state audit, approval of a new Stormwater Management Plan (SWMP), hiring of additional staff and completion of a successful Creek Week public engagement effort. This report is intended to provide an update to the Board and public of ongoing progress and future needs of the stormwater program.

2. Improved Compliance with Stormwater Permit

The state completed the town’s first ever stormwater program audit in August 2023. The audit identified some minor improvements to the town’s stormwater program to be addressed with its new stormwater permit expected to be issued in July 2024. This includes:

- Update written procedures for all minimum measures;
- Expand public input process, IDDE education/outreach, and stormwater training program;
- Stormwater technician position was funded for half of FY24 using fund balance to assist with workload and improvements identified in the audit. This position has been filled as of February 2024.

3. Approval of new Stormwater Management Plan

In January 2024, staff submitted a new Stormwater Management Plan (SWMP) in response to audit comments. In March 2024, staff received notice that the plan had been approved by the state. The SWMP covers background information on the town’s Municipal Separate Storm Sewer System (MS4) permit, stormwater program administration, public education/outreach/involvement/participation, illicit discharge control, construction site and post-construction runoff control and pollution prevention efforts. This plan will drive the workload of the Stormwater and Environmental Services division over the next few years, as well as influence the stormwater maintenance efforts of the Public Works division.

4. Stormwater Infrastructure Maintenance

The Public Works Division is responsible for operation and maintenance of town-owned stormwater infrastructure. The division also supports various water quality and watershed improvement projects implemented by Stormwater and Environmental Services. As such the stormwater utility fees currently fund one full-time position in Public Works. In order to improve level of service and meet stormwater permit requirements, additional needs and considerations include:

- Development of a stormwater capital improvement plan (CIP) and set aside funds for the future capital improvement projects;
- Addition of another Equipment Operator funded by stormwater to improve level of service;
- Dedicated jet vac truck for cleaning catch basins and pipes.

Stormwater Program Update – April 2024

5. Stormwater Fee Structure and Rate Analysis

Stormwater and Environmental Services staff have developed some background information on the current stormwater fee structure and rates and have some recommendations:

- Average collection rate for stormwater fees is 98%;
- Recommend keeping residential fees as a flat, annual rate;
- Recommend adding a sixth tier to the non-residential rates to address properties with significantly higher impervious surface.
- Since adding a new-tier would alter the midpoint of tier 5, recommend raising non-residential rates based on percentage of the residential rate increase as the most equitable solution;
- Analysis shows a budget deficit in each fiscal year if no rate increase.

It is important to note that the stormwater fund currently has a significant fund balance. One reason for the fund balance is due to Public Works being understaffed in recent years. Being understaffed did not allow Public Works to be as proactive in assessing stormwater maintenance needs. While they were able to address, smaller and some critical stormwater infrastructure maintenance projects, the desire is to create a true capital improvement plan for stormwater infrastructure maintenance. This proactive approach will identify larger projects that will require significant planning and funding. Doing so will increase level of service to the public. In addition, the Stormwater Fund is expected to make a significant contribution to the Ridgewalk Greenway project to cover drainage and water-quality aspects of that project, so some of the accumulated funds are being accrued for that purpose.

It is also important to note that a portion of the current fund balance will be used in FY24 to cover budget deficits. This includes paying salary and benefits for the recently hired Stormwater Technician position. This position was approved in the FY24 budget and will be instrumental in allowing the Stormwater and Environmental Services Division to improve compliance with the town's new stormwater permit expected to be issued July 1, 2024.

Staff analyzed various scenarios to determine a recommended rate increase, which will be presented as part of the comprehensive town budget recommendations. As mentioned above, the analysis showed a budget deficit in each of the three fiscal years without a rate increase. The analysis and results presented assume that the proposed Equipment Operator will be approved for FY26. Obviously, if the additional FTE is not approved during this three-year period, increases would not need to be as high.

Potentially using fund balance does provide flexibility in determining when and how much to raise stormwater fees. However, depleting fund balance is not recommended because costs continue to go up and as stated earlier, there is a need to develop a capital improvement plan to ensure adequate funding levels to meet both regulatory requirements and maintain level of service.

While additional development is probable and will help by distributing the burden across more properties, banking on future development is somewhat risky. Staff used very conservative estimates in future development over the next three fiscal years in the analysis. With this information in mind, staff developed three options to help guide a decision on raising fees. The three options are:

Stormwater Program Update – April 2024

1. Raise rates in FY25 to meet each budget year (“All In” option).
2. Use fund balance in FY25 and FY26 but raise rates in FY27 to balance the budget (“Hold the Line” option).
3. Raise rates incrementally in each of the three years, but at a lower percentage (“Step by Step” option).

Staff also developed a separate document that is a detailed benchmark comparison of stormwater utility fees across North Carolina. The comparison includes the town’s current fee structure as well as comparisons showing the three options for raising rates. The rate benchmark document will be provided as part of the budget.

Discussion/Conclusion

FY24 has been a banner year for the Town of Hillsborough Stormwater and Environmental Services team. To build upon the success of this year and the history of the stormwater program, in order to improve compliance with the town’s stormwater permit, become more proactive in maintaining town-owned stormwater infrastructure and develop a stormwater capital improvement plan, stormwater utility fees will need to be increased in the near future. While the stormwater fund currently has a significant fund balance, it would be depleted if fees are not increased.

Three basic options were presented: raise fees this year in one large increase, wait until FY27 to raise fees in one large increase, or raise fees incrementally each year. The latter two options require appropriating fund balance to meet budget shortfalls. Using fund balance provides flexibility when determining when and how much to increase in any given year, especially if one large increase is unpalatable by citizens.

The three options provided are essentially a framework to be used for further discussion. Some combination of these options or amounts may be the most appropriate. These options will be discussed as part of the town’s consolidated budget process.

Stormwater & Environmental Services Update

April 2024



HILLSBOROUGH
NORTH CAROLINA

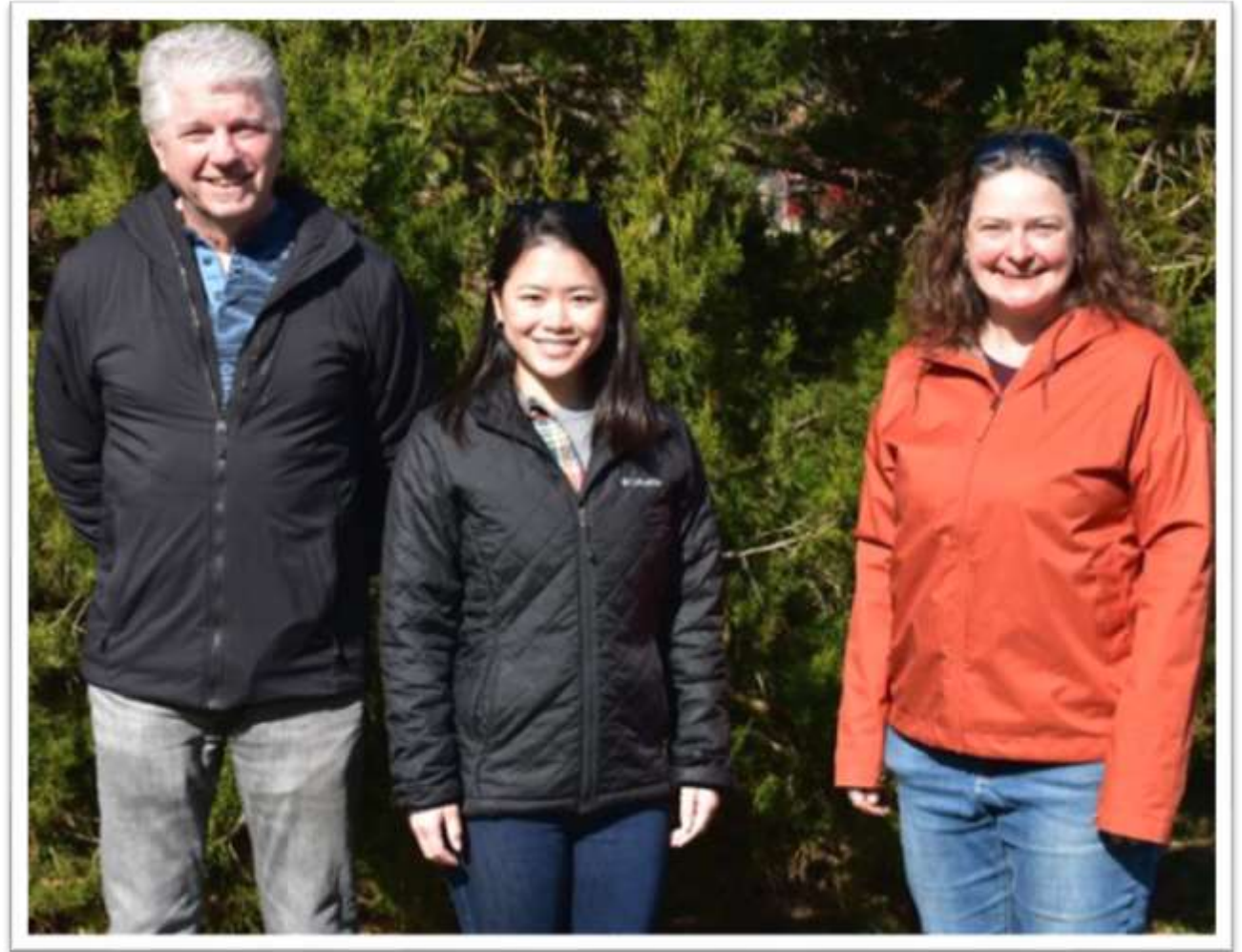
Updates and Discussion

- Staffing
- NPDES Stormwater Permit Renewal
- Falls Lake Rules Readoption Status
- Future Needs
- Questions/Discussion



Staffing Update

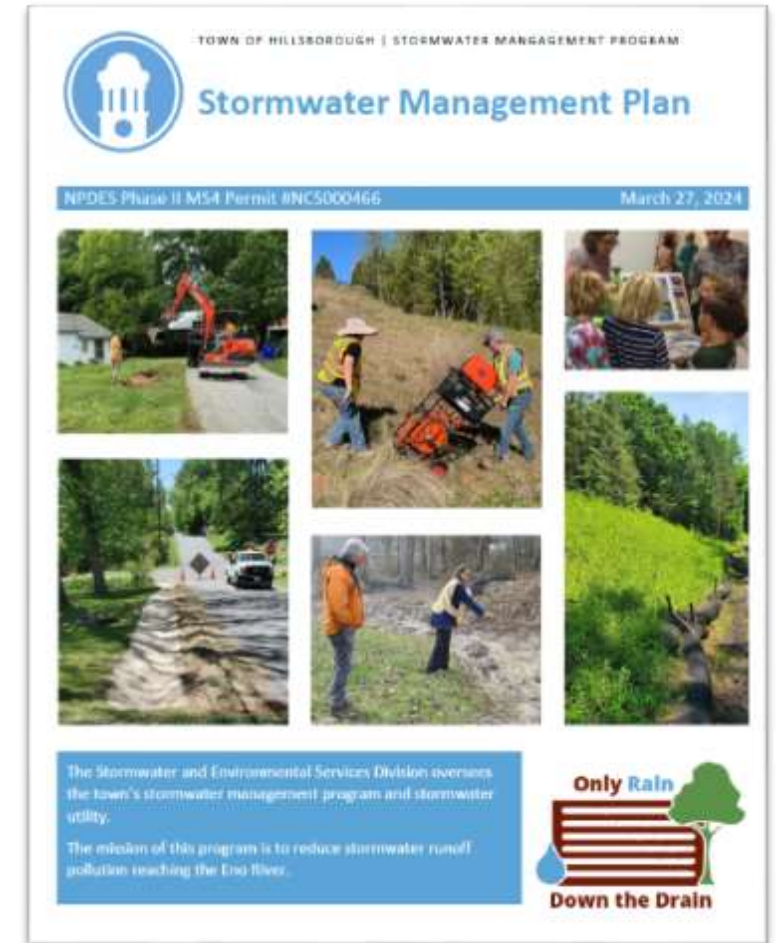
- 3 Full time staff!
- New Stormwater Technician, Claire Hansen
- Improve level of service
- Ensure compliance with new stormwater permit



*Stormwater & Environmental Division Staff
Terry Hackett, Claire Hansen and Heather Fisher (from left to right)*

NPDES Stormwater Permit Renewal Update

- Audit completed in August 2023
- New Stormwater Management Plan approved by DEQ in March 2024
- Public Notice for Permit Renewal expected in April 2024
- New Permit to be Issued July 1, 2024



NPDES Stormwater Permit Renewal Update (continued)

NPDES Phase II Minimum Measures:

1. Public Education and Outreach
2. Public Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention & Good Housekeeping



Public Works Staff Completing Stormwater infrastructure Maintenance

Falls Lake Rules – Readoption Process

- All UNRBA Members approved the Consensus Principals II
- DEQ is currently reviewing the UNRBA’s recommendations and modeling reports
- DEQ is currently reviewing the UNC Collaboratory report on Falls Lake and has 6 months to begin the rule readoption process as set out in SL 2016-94 & SL 2018-5.
- UNRBA will seek changes to GS § 77-141 to include “Developing and implementing a water quality protection plan”



Falls Lake Rules – IAIA Update

- IAIA Joint Compliance Program
 - Year 3 of the 5-year program
 - Over \$100,000 invested thus far
- Past Projects:
 - KHP Floating Wetlands and Dock
 - Odie St Green Infrastructure
 - Compost Blankets – GP, KHP, Riverwalk
 - Cistern at Cates Creek Park
 - Invasive Species Management (including hydrilla)
- Current Projects
 - Dorothy N. Johnson Rain Garden and Cistern
 - Riverwalk Bioswale
 - Odie St Stream Stabilization



*Creek Week Volunteers Planting
the Riverwalk Bioswale*

Odie Street Green Infrastructure

- Previously, a gravel road with old dilapidated trailers, incised ditches and overgrown vegetation
- In 2016, Habitat for Humanity of Orange County began redevelopment of Odie Street
 - Ultimately will build 25 homes



Community-Driven Design

- Achieve community acceptance
- Promote long-term stewardship
- Identify direct benefits to the community



Design Goal:
Maximize
Infiltration



Odie Street Green Infrastructure

5 bioswales, 6 treatment swales, 6 check dams
20 rain barrels and 4,000 SF native plant gardens



The Award-Winning Odie Street Stormwater Green Infrastructure Project



The Future of Stormwater

Stormwater Fund Goals:



- Improve level of service to customers
- Ensure compliance with the town's new NPDES Phase II MS4 stormwater permit
- Build a reserve to fund capital stormwater infrastructure and watershed improvement projects
- Enable the Public Works Division to be more “proactive” with stormwater infrastructure maintenance

The Future of Stormwater (continued)

Stormwater Needs:



- An additional equipment operator in Public works
- Additional equipment to keep pace with stormwater infrastructure maintenance
- Stormwater CIP
- Ridgeway Greenway Project

Questions/Discussion





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting March 11, 2024
2. Work session March 25, 2024

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting March 11, 2024 and work session March 25 2024.



Minutes

Board of Commissioners Regular Meeting

7 p.m. March 11, 2024

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

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

Staff: Planner II Molly Boyle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Lead for NC Fellow Marshall Grayson, Environmental Engineering Supervisor Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

Opening of the meeting

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

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

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

Vote: 5-0.

4. Presentations

- A. Introduction of recently hired Police Officers Megan Carter and Haiden Jannetta and public reaffirmation of oaths of office

Police Chief Duane Hampton introduced Police Officer Haiden Jannetta to the board to reaffirm his oath of office, with the mayor administering the oath. Jannetta's father affixed his badge.

Police Officer Megan Carter was absent.

5. Appointments

- A. Tree Board – Reappointment of Greg Yavelak for a term expiring March 30, 2027

Motion: Ferguson moved to approve the appointment. Commissioner Meaghun Darab seconded.

Vote: 5-0.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Feb. 12, 2024
 - Regular meeting closed session Feb. 12, 2024
 - Budget retreat Feb. 17, 2024
 - Work session Feb. 26, 2024
 - Work session closed session Feb. 26, 2024
- B. Miscellaneous budget amendments and transfers
- C. Tourism Development Authority Budget Amendments
- D. Special Event Permit – Hillsborough Art Council’s Last Fridays and Art Walk
- E. Acceptance of Remaining Phases of Forest Ridge Water and Sanitary Sewer
- F. Acceptance of Water and Sewer Utilities at UNC Hospital in Waterstone

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

7. Items for decision - regular agenda

- A. Unified Development Ordinance text amendment to Section 6.21.3 Design Standards – Public Streets (applicant-initiated)

Planner II Molly Boyle discussed an applicant-initiated text amendment asking for right of way reductions for local streets when on-street parking is removed.

The applicant initially requested a minimum of 48 feet for commercial projects. Following concerns noted during the joint public hearing, the proposed development amendment allows for right of way reductions only when:

- The proposed street is a commercial/industrial local or collector street.
- On-street parking is omitted in the design.
- The right of way is reduced to no more than the width of omitted on-street parking.
- The right of way reduction does not impact other design elements required in the town’s street manual.

Boyle provided additional information on travel lane definitions and requirements according to Central Pines Regional Council. She said street widening would be limited and additional space needed for utilities still would be required when constructing new roads.

Motion: Darab moved to approve the text amendment. Ferguson seconded.
Vote: 4-1.

- B. Potential Urban Archery Program

Assistant Town Manager and Community Services Director Matt Efird provided an update on the potential for an urban archery program to address deer overpopulation.

Efird explained that over 50 deer per square mile are within town limits. He said this can lead to a variety of safety concerns, including residents overfeeding deer and an increase in disease-spreading ticks. He clarified that the rise in deer-related vehicle accidents mostly occur outside town limits.

Efird said a resident research team met with a North Carolina Wildlife district biologist, who explained that urban archery programs have not been effective in mitigating deer populations. The biologist said the program often has a limited geographic scope, typically only addresses a small percentage of deer and adds a significant management burden to staff.

Efird presented a mock urban archery program for the town modeled from Chapel Hill. In the proposal, individuals in Hillsborough would be allowed to hunt on their own property with bow and arrow during designated hunting seasons. Town-owned property and open recreation spaces would be omitted from the program, and participants would be required to be at least 150 feet away from any structure. Participants could not use firearms, hire professional hunters or track wounded animals to adjacent private property. Efird showed a map of all locations in town that would be approved for urban archery under the program.

The mayor asked if commercial properties were included in the proposed plan. Efird clarified that commercial sites are eligible if the owners grant permission and have no current development.

Efird identified multiple concerns with the proposed program, including:

- The town's irregular geographic borders result in small and disjointed designated hunting locations.
- The parcels identified are not typically where most deer-related issues occur.
- Other municipalities have seen low effectiveness with urban archery.
- The proposed plan has almost no community feedback.

Efird offered other potential solutions to address deer overpopulation, including:

- Working with North Carolina Wildlife Commission and/or a consultant on comprehensive wildlife management.
- Providing additional education and outreach on the dangers of feeding deer and wildlife.
- Promoting deer-resistant landscaping.

The board decided against implementing the program given its limited impact but supported other proposed actions, including enhanced education and working with the North Carolina Wildlife Commission on a wildlife management plan.

C. Revisit backflow assembly reimbursement vote of Dec. 12 – Saru Salvi

Water customer Saru Salvi asked the town to reimburse the removal of a backflow assembly device she had installed following a town requirement for swimming pool owners.

Utilities Director Marie Strandwitz explained that after the board allowed a no-cost air gap cross connection alternative and stopped requiring annual assembly inspections, around \$16,000 in installation reimbursements were given to seven residents who had already installed assembly devices. This decision did not include reimbursements for removal and restoration as the town did not require assembly removal.

Salvi said she had not been informed of the decision to no longer require annual inspections for backflow assembly devices. Strandwitz clarified that the reimbursement notice issued to the seven affected residents clearly indicated that removal and restoration were not included and that the decision to no longer require annual inspections was made during a regular public board meeting on Feb. 12. Additionally, Strandwitz explained that Salvi was the only impacted resident who chose to remove her assembly.

The board did not issue a reimbursement.

D. Petition from Corbinton residents regarding acceptance of alleys

The board received a petition from the Corbinton Commons Homeowners Association asking the town to accept the neighborhood's alleys for public maintenance.

Efird provided a brief history of the development, explaining the town previously required that the alleys meet town standards before it accepts responsibility from the developer, KEPSC Hillsborough et al. There

have been ongoing challenges associated with the developer completing public infrastructure in the neighborhood.

Efird, alongside Corbinton Commons homeowner Eric Schneidewind and Homeowners Association Vice President Dorie Bargmann, explained that the developer recently deeded the alleys to the association, thereby transitioning maintenance requirements to the homeowners. Schneidewind and Bargmann expressed the association's inability to support the infrastructure without town assistance.

Efird discussed current issues with the alleys, such as a lack of proper curbs and gutters. He said costs would range between \$100,000 and \$150,000 to bring the alleys to town standards. Efird presented four strategies for the board to consider, including:

- The town accepts the current alleys and updates the infrastructure.
- The town accepts the alleys after the association brings the infrastructure into compliance.
- The association maintains ownership of the alleys and the town continues to provide services via a hold harmless agreement.
- The town and/or the association continue to pursue the developer bringing the alleys to compliance standards.

Schneidewind presented a fifth alternative of the town requiring the developer to perform work on the alleys as specified and the town accepting the alleys for public use following the updates.

The board asked questions concerning drainage on the current alleys, bond requirements and the possibility for future development issues. Efird clarified that private streets in developments are no longer allowed, thus a similar situation should not occur.

In addition to the alleys, Town Attorney Bob Hornik discussed various punch list items, explaining that the developer has yet to finalize a number of promised improvements to other infrastructure and maintenance items within the neighborhood, such as utility and stormwater additions.

The board expressed a desire to hold the developer accountable. Ferguson asked for clarification on the possibility of taking legal action against the developer. Hornik clarified that litigation may take a substantial amount of time. Schneidewind and Bargmann said the Corbinton Commons residents would be willing to wait.

The board decided to continue strategizing options for improving the alleys to meet town standards. The mayor asked staff to prepare additional information on outstanding punch list items, budget capacity, maintenance and legal strategies.

- E. Hot topics for work session March 25, 2024
Town Manager Eric Peterson noted the following topics:
- U.S. 70 project updates.
 - Updated cemetery regulations.
 - Remote participation policy for Board of Commissioners meetings.
 - Update on legislative priorities.

8. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager

No additional updates were provided.

- C. Staff (written reports in agenda packet)
Strandwitz shared that the town's reservoir had reached desired water levels.

9. Adjournment

Bell adjourned the meeting at 9:35 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 03/11/2024 TO 03/11/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Contingency	10-00-9990-5300-000 CONTINGENCY To cover property clean up	41684	03/11/2024	EBRADFORI	450,000.00	-2,450.00	10,578.00
Planning	10-10-4900-5300-501 C.S./NUISANCE ABATEMENT To cover property clean up	41683	03/11/2024	EBRADFORI	0.00	2,450.00	2,450.00
Public Space	10-10-6300-5300-113 LICENSE FEES Use sustainability funds for energy mgmt	41685	03/11/2024	EBRADFORI	0.00	20,000.00	20,000.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES To cover cost of trailer graphics.	41712	03/11/2024	JFernandez	1,000.00	3,800.00	45,772.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES To cover cost of trailer graphics.	41711	03/11/2024	JFernandez	190,000.00	-3,800.00	260,228.00
GF Transfers	10-71-3870-3870-150 TRANSFER FROM GENERAL CRF Use sustainability funds for energy mgmt	41686	03/11/2024	EBRADFORI	150,000.00	20,000.00	170,000.00
Billing & Collections	30-80-7240-5300-411 C.S./SOUTH DATA To cover temporary personnel costs.	41679	03/11/2024	JFernandez	43,100.00	-7,089.89	36,010.11
Billing & Collections	30-80-7240-5300-503 C.S./TEMPORARY PERSONNEL To cover temporary personnel costs.	41680	03/11/2024	JFernandez	0.00	7,089.89	22,089.89
WFER	30-80-8130-5300-152 AQUATIC WEED CONTROL To cover beaver control costs.	41701	03/11/2024	JFernandez	8,600.00	-3,000.00	5,600.00
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS To cover beaver control costs.	41702	03/11/2024	JFernandez	15,000.00	3,000.00	26,686.22
WFER	30-80-8130-5300-158 MAINTENANCE - EQUIPMENT To cover WFER transducer adjustment.	41694	03/11/2024	JFernandez	500.00	1,200.00	1,700.00
WFER	30-80-8130-5300-570 MISCELLANOUS To cover WFER transducer adjustment.	41693	03/11/2024	JFernandez	2,600.00	-1,200.00	1,400.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover rainsuits for distribution & colle	41697	03/11/2024	JFernandez	131,440.00	-665.00	130,079.64
	To cover rainsuits for distribution & colle	41703	03/11/2024	JFernandez	131,440.00	-500.00	129,579.64
Water Dist.	30-80-8140-5300-350 UNIFORMS To cover rainsuits for distribution & colle	41698	03/11/2024	JFernandez	5,800.00	665.00	6,465.00
	To cover rainsuits for distribution & colle	41704	03/11/2024	JFernandez	5,800.00	500.00	6,965.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL To cover rainsuits for distribution & colle	41699	03/11/2024	JFernandez	80,500.00	-655.00	80,650.06
WW Collect.	30-80-8200-5300-350 UNIFORMS To cover rainsuits for distribution & colle	41700	03/11/2024	JFernandez	6,300.00	655.00	6,955.00
WWTP	30-80-8220-5300-165 MAINTENANCE - INFRASTRUCTURE To cover lab services.	41707	03/11/2024	JFernandez	9,200.00	-3,800.00	16,840.00
WWTP	30-80-8220-5300-340 OUTSIDE LAB SERVICES To cover lab services.	41708	03/11/2024	JFernandez	26,540.00	3,800.00	30,340.00
Special Revenue	72-00-5100-3301-055 RESTRICTED REVENUE - STRAW FOR DOGS Adjust to actuals.	41681	03/11/2024	JFernandez	775.00	20.00	795.00
	To match actual donations.	41695	03/11/2024	JFernandez	775.00	300.00	1,095.00
	Allocate & consolidate with Emergency A	41709	03/11/2024	JFernandez	775.00	100.00	1,195.00

Special Revenue 72-20-5100-5300-365 STRAW FOR DOGS

JFernandez
fl142r03

03/04/2024 5:49:42PM

Page 1 of 2

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 03/11/2024 TO 03/11/2024

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
73-00-3900-3900-000 FUND BALANCE APPROPRIATED						
Flushfest 2024	41687	03/11/2024	EBRADFORI	0.00	10,000.00	25,500.00
River Park Concert Sponsorship	41689	03/11/2024	EBRADFORI	0.00	5,000.00	30,500.00
73-51-6250-5300-731 SPECIAL PROJ/PARTNERSHIPS						
Flushfest 2024	41688	03/11/2024	EBRADFORI	42,000.00	10,000.00	64,000.00
River Park Concert Sponsorship	41690	03/11/2024	EBRADFORI	42,000.00	5,000.00	69,000.00
					<u>30,000.00</u>	

APPROVED: 5/0

DATE: 3/11/24

VERIFIED: _____

Sam E. Kimrey

DRAFT

**HILLSBOROUGH BOARD OF COMMISSIONERS
Consistency Statement per Section 160D-604(d)**

**Text Amendment Request from: Oliver Kaija (Bohler Engineering)
March 11, 2024**

The Town of Hillsborough Board of Commissioners has received and reviewed the application from Oliver Kaija with Bohler Engineering to amend the Town of Hillsborough Unified Development Ordinance as follows:

Amend UDO §6.21.3 (Design Standards – Public Streets) to allow requests for reductions in rights-of-way for commercial/industrial local and collector streets when on-street parking is omitted; such a request shall be considered and granted only when the proposed right-of-way reduction a) is no more than the width of the omitted on-street parking, and b) does not impact any other design elements required in the town’s Street Manual (e.g., travel lanes, sidewalks).

The Hillsborough Board of Commissioners has determined the proposed action **is consistent** with the Town of Hillsborough’s Comprehensive Sustainability Plan (CSP) for the following reason(s):

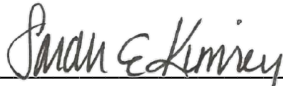
1. The amendment **is** with the *Transportation and Connectivity* chapter goal to “Develop and maintain a safe, efficient, and sustainable multimodal transportation system (including bicycle, pedestrian, and transit options) that offers alternatives to single-occupancy vehicle trips and promotes health and access to area jobs, destinations, and services.”

Strategy: Adopt regulations that contribute to meeting identified transportation and connectivity needs in town.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 11th day of March in the year 2024.

Ayes: 4
Noes: 1
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Hillsborough Unified Development Ordinance

Section 6.21.3 *Design Standards – Public Streets*

The Hillsborough Board of Commissioners ordains:

- Section 1.** The amendment to Section 6.21.3 *Design Standards – Public Streets* as attached hereto.
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are 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 11th day of March in the year 2024.

Ayes: 4
Noes: 1
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

6.21 STREETS

6.21.3 DESIGN STANDARDS – PUBLIC STREETS

6.21.3.3 Minimum right-of-way widths for public streets are as follows:

Minimum Right-of-Way (ROW) Widths by Public Street Type		
Public Street Type	Minimum ROW Width (ft.)	ROW Reduction Allowed
Arterial Street	100' (standard) or 150' (multi-lane boulevard)	No
Collector Street	70' (standard) or 120' (multi-lane boulevard)	New commercial/industrial streets only
Local Street	60'	New commercial/industrial streets only
Cul-de-sac	50'	No

6.21.3.4 In some cases, minimum right-of-way widths for new commercial/industrial streets may be reduced. Proposed cross-sections and dimensional standards must be submitted to the town for review and approval. A right-of-way reduction shall be granted only under the following conditions:

- 6.21.3.4.a The proposed street is either a commercial/industrial local street or a commercial/industrial collector street as defined in the town's Street Manual;
- 6.21.3.4.b On-street parking is omitted from the proposed street design;
- 6.21.3.4.c The right-of-way is reduced by no more than the width of the omitted on-street parking; and
- 6.21.3.4.d The right-of-way reduction does not impact any other design elements required in the Street Manual, including but not limited to minimum width requirements for travel lanes, planting strips, and/or sidewalks.



Minutes

Board of Commissioners Work Session

7 p.m. March 25, 2024

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English and Matt Hughes
Absent: Commissioners Kathleen Ferguson (remote) and Evelyn Lloyd
Staff: Assistant Town Manager and Community Services Director Matt Efird, Lead for NC Fellow Marshall Grayson, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson and Sustainability Manager Stephanie Trueblood

1. Opening of the work session

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

2. Agenda changes and approval

There were none.

Motion: Commissioner Matt Hughes moved to approve the agenda as presented. Commissioner Meaghun Darab seconded.

Vote: 3-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Amendment to Fiscal Year 2024 Fees and Charges Schedule
- C. Proclamation recognizing April 2024 as Native Plant Month
- D. Proclamation recognizing April 2024 as Sexual Assault Awareness Month
- E. Letter of support for the Occaneechi Band of the Saponi Nation for its efforts in rebuilding the Occaneechi Replica Village
- F. Special Event Permit – River Park Concert
- G. Special Event Permit – The Fast and the Furriest 5k for the Animals
- H. Ordinance amending Chapter 2, Section 2-17 of the Code of Ordinances – Audio and Video Recordings

Motion: Darab moved to approve all items on the consent agenda. Commissioner Robb English seconded.

Vote: 3-0. Nays: 0.

3. In-depth discussion and topics

Item 4B was discussed first.

- A. Presentation of draft final U.S. 70 Multimodal Corridor Study
Orange County Transportation Director Nish Trivedi presented an update on the final draft of the Orange County U.S. 70 Multimodal Corridor Study. The study covers U.S. 70 from Mebane to Durham, including U.S. 70 Business through Hillsborough. The study is intended to improve bicycle and pedestrian connections, transit access and intersection safety.

Trivedi provided information on the study's background and public engagement efforts throughout the development process. He also identified key recommendations, which included:

- Extending sidewalk connectivity to anticipated growth areas within Orange County.
- Updating the Efland-Buckhorn-Mebane Access Management Plan to include pedestrian, bicycle and transit connectivity recommendations.
- Reducing speed throughout Hillsborough, preferably to 35 mph.
- Improving intersections throughout town.
- Promoting transit-oriented development.

Trivedi said the recommendations were derived from Hillsborough's comprehensive sustainability plan and Fiscal Year 2024-26 strategic plan, highlighting collaboration between the county and town. He asked the board to approve two specific recommendations:

- Approving the U.S. 70 Multimodal Corridor Study for portions of segments C, D and F within town limits.
- Endorsing the study outside town limits.

The board asked questions on sidewalk requirements and on concerns from other governing bodies that have not yet approved the study. Trivedi said Orange County is working with the Orange County Unified Transportation Board to address concerns. The town board also asked for more public education to be provided once the study is enacted.

Public Space and Sustainability Manager Stephanie Trueblood stated her approval of the study, highlighting that the recommendations are in line with town goals. She also emphasized the importance of establishing an official study now to leverage federal and state funding in the future.

Motion: English moved to approve the U.S. 70 Multimodal Corridor Study for portions of segments C, D and F within Hillsborough town limits and outside of town limits, conditional of approval from the Orange County Unified Transportation Board.

Vote: 3-0.

B. Ordinance amending Section 13-4 of the Code of Ordinances – Disruptive Activity Prohibited

Public Space and Sustainability Manager Stephanie Trueblood presented a text amendment to the town code restricting active recreation, such as sports, on town-owned cemetery grounds. In addition, Trueblood explained that new cemetery rule signage will be installed at all town cemeteries and temporary signs addressing off-leash pets and pet waste will be placed at cemeteries and other prominent public spaces.

The board asked questions about restrictions for certain recreation, such as picnicking, and rules for animals related to burial procedures, such as the use of horses for military funerals. Commissioner Kathleen Ferguson requested more restrictive rules within the town code for the Old Town Cemetery and Margaret Lane Cemetery given their greater historical significance. The board also discussed allowing leashed pets within cemeteries grounds but not on the graves.

The board expressed a desire to provide more education on town cemeteries and their history. Bell asked Trueblood to add a preamble to the ordinance stating the town's view on cemeteries as important historic and cultural locations.

Bell asked Trueblood to continue updating the amendment by working with Town Attorney Bob Hornik and subject matter experts to clarify rules for each cemetery and to verify that restrictions do not conflict with cultural practices. Darab asked that educational efforts and temporary signage move forward before the

code is finalized. Trueblood said permanent cemetery rule signage will not be installed until the code is updated.

C. Ordinance amending Chapter 2, Section 2-18 of the Code of Ordinances – Remote Participation at Board of Commissioners Meetings

Town Clerk and Human Resources Technician Sarah Kimrey presented a draft ordinance that would allow board members to virtually join meetings when they cannot physically attend.

Kimrey explained that town staff have worked with town attorneys and the University of North Carolina School of Government staff to research state law related to remote board participation. Their research concluded that legal authority is not clear. Therefore, the proposed amendment allows board members to participate in official Board of Commissioners meetings only under specific conditions.

Board members may virtually participate in meetings only when:

- A quorum of the board is physically present at the meeting.
- Notice is given to the mayor, town manager and town clerk at least 24 hours in advance.
- The member has means to engage in clear, direct, and simultaneous communication with the board in a manner that those in attendance can hear that member.

Additionally:

- The member may engage in deliberations but not vote nor be counted for a quorum.
- The minutes must reflect that the remote board member was not physically present.
- The member may participate in a closed session if no other person can hear, see, or participate from the remote location.
- The member may not participate in any quasi-judicial or public hearing proceeding.
- The mayor pro tem or other physically present designee shall preside at the official meeting if the mayor is participating from a remote location.

Motion: Darab moved to approve the amendment as presented. Hughes seconded.

Vote: 3-0.

D. Update on legislative priorities for Hillsborough

The board discussed an updated list of town legislative priorities for 2024, which included:

- Affordable and workforce housing.
- Water and sewer affordability and infrastructure maintenance.
- Transportation and connectivity.
- Environmental sustainability and carbon reduction goals.
- Preemption of local government authority.
- Shortage of qualified finance professionals and auditors.

The board discussed preemption in relation to maintaining control over water systems. Town Manager Eric Peterson said preemption or a forced merger with another water system was unlikely given the town's unique geographic layout and the immense cost to transition control.

Motion: Hughes moved to adopt Hillsborough's legislative priorities. Darab seconded.

Vote: 3-0.

5. Committee updates and reports

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

Peterson provided an update on the budget. He said the town is facing large deficits within both the general and water and sewer funds.

6. Adjournment

Bell adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 03/25/2024 TO 03/25/2024

	REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	Revenue bond admin fees	41725	03/25/2024	EBRADFORI	450,000.00	-5,500.00	5,078.00
Public Space	10-10-6300-5300-155 MAINTENANCE - PARKS						
	To cover park repairs	41713	03/25/2024	EBRADFORI	25,000.00	10,000.00	72,744.38
Public Space	10-10-6300-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover park repairs	41714	03/25/2024	EBRADFORI	25,000.00	-10,000.00	27,494.11
Safety & Risk	10-10-6600-5300-158 MAINTENANCE - EQUIPMENT						
	To cover AED batteries and pads.	41715	03/25/2024	JFernandez	5,600.00	-5,300.00	300.00
Safety & Risk	10-10-6600-5300-332 SUPPLIES - OSHA						
	To cover AED batteries and pads.	41716	03/25/2024	JFernandez	50,775.00	5,300.00	63,994.55
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	Move to correct account - evidence room	41726	03/25/2024	JFernandez	115,325.00	-32,350.00	89,491.86
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS						
	Move to correct account - evidence room	41727	03/25/2024	JFernandez	0.00	32,350.00	77,622.50
Streets	10-30-5600-5300-530 DUES AND SUBSCRIPTIONS						
	To cover APWA dues	41717	03/25/2024	EBRADFORI	400.00	50.00	450.00
Streets	10-30-5600-5300-570 MISCELLANEOUS						
	To cover APWA dues	41718	03/25/2024	EBRADFORI	1,000.00	-50.00	472.00
Solid Waste	10-30-5800-5300-310 GASOLINE						
	Garbage Truck Graphics	41705	03/25/2024	EBRADFORI	58,000.00	-3,600.00	54,400.00
	To cover new SW truck graphics	41728	03/25/2024	EBRADFORI	58,000.00	-200.00	54,200.00
Solid Waste	10-30-5800-5300-330 SUPPLIES - DEPARTMENTAL						
	Garbage Truck Graphics	41706	03/25/2024	EBRADFORI	2,500.00	3,600.00	7,375.00
	To cover new SW truck graphics	41729	03/25/2024	EBRADFORI	2,500.00	200.00	7,575.00
W&S Revenue	30-00-3850-3850-000 INTEREST EARNED						
	Adj to actual	41723	03/25/2024	EBRADFORI	10,000.00	20,000.00	30,000.00
W&S Revenue	30-80-3500-3528-000 ENGINEERING REVIEW FEES						
	Adj to actual	41563	03/25/2024	EBRADFORI	2,000.00	16,000.00	18,000.00
Utilities Admin.	30-80-7220-5300-583 MISC-TAX, TAGS, ETC.						
	Replace Admin Escape	41722	03/25/2024	EBRADFORI	0.00	1,000.00	1,000.00
Utilities Admin.	30-80-7220-5700-740 CAPITAL - VEHICLES						
	Replace Admin Escape	41720	03/25/2024	EBRADFORI	0.00	35,000.00	35,000.00
WFER	30-80-8130-5300-570 MISCELLANEOUS						
	Revenue bond admin fees	41724	03/25/2024	EBRADFORI	2,600.00	5,500.00	6,900.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	For split purchase of lawn mower.	41730	03/25/2024	JFernandez	131,440.00	-610.00	128,969.64
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	For split purchase of lawn mower.	41731	03/25/2024	JFernandez	20,000.00	610.00	208,451.79
						<u>72,000.00</u>	

APPROVED: 3/0

DATE: 3/25/24

VERIFIED: _____

Samuel Kimrey

JFernandez
 fl142r03

03/18/2024 4:58:56PM

Page 1 of 1



PROCLAMATION Native Plant Month April 2024

WHEREAS, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

WHEREAS, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

WHEREAS, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

WHEREAS, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

WHEREAS, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

WHEREAS, 94 of those 969 imperiled plants have been found in Orange County;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2024 as **Native Plant Month** to recognize the many benefits of native plants to the environment and economy of the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 25th day of March in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Recognizing April 2024 as Sexual Assault Awareness Month

WHEREAS, the nonprofit Orange County Rape Crisis Center assisted over 900 survivors of sexual violence, their loved ones, and community professionals during 2023 and has served this community since 1974; and

WHEREAS, the Orange County Rape Crisis Center works with the county's two school systems and other groups to provide students with age-appropriate information about violence prevention, reaching over 10,000 youth and adults each year; and

WHEREAS, the Orange County Domestic Violence and Sexual Assault Response Committee is bringing together members of law enforcement, the medical community, the legal system and other community advocates to improve services for survivors of sexual assault who come forward; and

WHEREAS, one in five American women have been sexually assaulted at some point in their lives; and

WHEREAS, rape is the costliest crime to its survivors in the United States, totaling over \$3 trillion in lifetime costs considering factors such as medical cost, lost earnings, pain, suffering and lost quality of life; and

WHEREAS, 81% of women and 24% of men in the United States have experienced some form of sexual or physical violence committed by an intimate partner; and

WHEREAS, trans and gender non-conforming people, people with disabilities and children face the highest rates of sexual violence in our country; and

WHEREAS, victim-blaming continues to be an enormous problem in instances of rape and sexual assault; and

WHEREAS, the Orange County Rape Crisis Center is working to stop sexual violence and its impact through support, education and advocacy;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2024 as Sexual Assault Awareness Month in the Town of Hillsborough and encourage all residents to speak out against sexual violence and to support their local community's efforts to prevent and respond to these appalling crimes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 25th day of March in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



March 25, 2024

From: Mayor Mark Bell
Hillsborough Board of Commissioners
Re: Minnette C. Duffy Award Nomination

To: Preservation North Carolina

I am writing to express my wholehearted support for the Occaneechi Band of the Saponi Nation and their remarkable efforts in rebuilding the Occaneechi Replica Village for this year's Minnette C. Duffy Landscape Preservation Award. The significance of this project to the community of Hillsborough cannot be overstated.

Along with other members of the Hillsborough community, I have personally worked many hours on building and maintaining the Occaneechi Replica Village under the direction of tribal leaders and can attest that it stands not only as a testament to the rich cultural heritage of the Occaneechi people but also as a beacon of unity and understanding within our community. Through their meticulous reconstruction efforts, the Occaneechi Band of the Saponi Nation has brought to life a piece of history that serves as a valuable educational resource and a source of pride for all who call Hillsborough home.

Beyond its historical and cultural importance, the Occaneechi Replica Village serves as a gathering place for community members of all backgrounds. It fosters a sense of belonging and connection, offering a space where individuals can come together to celebrate diversity and learn from one another.

Moreover, the dedication and passion demonstrated by the Occaneechi Band of the Saponi Nation in preserving and sharing their heritage are truly commendable. Their commitment to honoring the traditions of their ancestors while embracing the evolving needs of the community inspires us all.

In conclusion, I wholeheartedly endorse the Occaneechi Band of the Saponi Nation's nomination for their work on rebuilding the Occaneechi Replica Village. Their efforts have not only enriched the cultural fabric of Hillsborough but have also strengthened the bonds of friendship and understanding among its residents. Thank you for the opportunity to offer my support for this important initiative.

Sincerely,

Mark Bell

Mayor Mark Bell

Cc:

Mayor Pro Tem Robb English
Commissioner Meaghun Darab
Commissioner Kathleen Ferguson
Commissioner Matt Hughes
Commissioner Evelyn Lloyd



ORDINANCE

Amending Chapter 2, Section 2-17 of the Code of Ordinances – Audio and Video Recordings of Board of Commissioners Meetings

The Hillsborough Board of Commissioners ordains:

- Section 1. Chapter 2, Article II, of the Hillsborough Code of Ordinance is amended to add Section 2-17, titled "Audio and video recordings of Board of Commissioners meetings," as follows:
- (a) Audio and video recordings of Board of Commissioners meetings shall be retained permanently.
 - (b) Audio recordings of Board of Commissioners closed session meetings shall be destroyed in office after approval of the official written minutes.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 25th day of March in the year 2024.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Chapter 2, Section 2-18 of the Code of Ordinances – Remote Participation at Board of Commissioners Meetings

WHEREAS, to promote full participation of board members while ensuring access and transparency for the public as required by the Open Meetings Law, G.S. § 143-318.9, the board desires to amend its rules of procedures in Chapter 2 of the town code to allow members to participate through electronic means when member(s) are unable to be physically present at an official meeting.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. Chapter 2, Article II, of the Hillsborough Code of Ordinances is amended to add Section 2-18, titled "Remote participation by board members," as follows:

Board members may participate remotely in any duly called Board of Commissioners meeting or workshop under the following conditions:

- (a) A quorum of the board is physically present at the meeting; and
- (b) Notice is given to the mayor, town manager and town clerk at least 24 hours in advance; and
- (c) The member may engage in deliberations but not vote nor be counted for a quorum; and
- (d) The member has means to engage in clear, direct, and simultaneous communication with the board in a manner that those in attendance can hear the member attending remotely; and
- (e) The minutes must reflect that the remote board member was not physically present; and
- (f) A member entitled to participate in open session deliberations may participate in a closed session if no other person can hear, see, or participate from the remote location; and
- (g) A remote member may not participate in any quasi-judicial or public hearing proceeding; and
- (h) If the mayor is participating from a remote location, the mayor pro tem or other physically present designee shall preside at the official meeting.

Section 2. All provisions of any town ordinance in conflict with this ordinance are 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 25th day of March in the year 2024.

Ayes: 3
Noes: 0
Absent or excused: 2



A handwritten signature in black ink that reads "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk



TOWN OF HILLSBOROUGH

2024 Legislative, Strategic, & Capital Priorities

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 04/08/2024 TO 04/08/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	Website accessibility license	41758	04/08/2024	EBRADFORI	450,000.00	-5,078.00	0.00
Admin. Services	10-10-4200-5300-080 TRAINING/CONF./CONV.						
	Website accessibility license	41759	04/08/2024	EBRADFORI	22,050.00	-302.00	21,748.00
Admin. Services	10-10-4200-5300-113 LICENSE FEES						
	Website accessibility license	41757	04/08/2024	EBRADFORI	17,872.00	5,380.00	24,177.68
Safety & Risk	10-10-6600-5300-332 SUPPLIES - OSHA						
	To cover paper scrubs order for Police.	41732	04/08/2024	JFernandez	50,775.00	-1,000.00	62,994.55
Safety & Risk	10-10-6600-5300-350 UNIFORMS						
	To cover paper scrubs order for Police.	41733	04/08/2024	JFernandez	0.00	1,000.00	1,500.00
Solid Waste	10-30-5800-5300-330 SUPPLIES - DEPARTMENTAL						
	To move decal expense	41750	04/08/2024	EBRADFORI	2,500.00	-5,075.00	2,500.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS						
	To move decal expense	41751	04/08/2024	EBRADFORI	1,000.00	1,900.00	2,900.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES						
	To move decal expense	41752	04/08/2024	EBRADFORI	130,000.00	3,175.00	497,329.06
W&S Revenue	30-71-3870-3870-066 TRANSFER FROM FUND 66-WFER						
	Apply Bond Proceeds to Debt Pymt	41741	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
Water Dist.	30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND						
	Air Release Valves & OWASA BPS	41740	04/08/2024	EBRADFORI	14,537.00	222,609.38	1,487,593.78
Water Dist.	30-80-8140-5300-130 UTILITIES						
	To correct account code for gasoline.	41753	04/08/2024	JFernandez	47,500.00	-2,500.00	45,000.00
Water Dist.	30-80-8140-5300-145 MAINTENANCE - BUILDINGS						
	To cover alarm cable replacement at AFT.	41765	04/08/2024	JFernandez	2,000.00	81.00	2,081.00
Water Dist.	30-80-8140-5300-310 GASOLINE						
	To correct account code for gasoline.	41754	04/08/2024	JFernandez	27,500.00	2,500.00	30,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover alarm cable replacement at AFT.	41764	04/08/2024	JFernandez	131,440.00	-81.00	128,888.64
WW Collect.	30-80-8200-5300-130 UTILITIES						
	To correct account code for gasoline.	41755	04/08/2024	JFernandez	57,500.00	-2,500.00	55,000.00
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS						
	To cover alarm cable replacement at AFT.	41767	04/08/2024	JFernandez	2,000.00	81.00	2,081.00
WW Collect.	30-80-8200-5300-310 GASOLINE						
	To correct account code for gasoline.	41756	04/08/2024	JFernandez	28,250.00	2,500.00	30,750.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover alarm cable replacement at AFT.	41766	04/08/2024	JFernandez	80,500.00	-81.00	80,569.06
WFER Cap. Proj.	66-00-3900-3900-000 FUND BALANCE APPROPRIATION						
	Apply bond proceeds to WFER debt pymt	41744	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
WFER Cap. Proj.	66-71-8130-5970-920 TRANSFER TO WATER SEWER FUND						
	Apply bond proceeds to WFER debt pymt	41742	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
Utilities Cap. Proj.	69-22-3300-3310-015 GRANT - FEMA - BRIC						
	To establish grant budget	41746	04/08/2024	EBRADFORI	0.00	5,732,175.00	5,732,175.00
Utilities Cap. Proj.	69-22-3800-3800-350 MISCELLANEOUS						
	JFernandez		04/02/2024	4:49:08PM			

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FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 04/08/2024 TO 04/08/2024

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
To establish grant budget	41747	04/08/2024	EBRADFORI	1,935,000.00	-5,732,175.00	0.00
Utilities 69-34-3870-3870-512 TRANSFER FROM WSF - OWASA BPS Cap. Proj. Adj per actual	41749	04/08/2024	EBRADFORI	90,000.00	565,600.00	655,600.00
Utilities 69-34-3980-3980-308 INSTALL. FIN./OWASA BPS Cap. Proj. Adj per actual	41748	04/08/2024	EBRADFORI	0.00	-565,600.00	0.00
Utilities 69-39-3870-3870-516 TRANSFER FROM WSF-AIR RELEASE VALVE Cap. Proj. Apply WFER Bond Proceeds	41739	04/08/2024	EBRADFORI	0.00	120,926.00	150,000.00
Utilities 69-39-3980-3980-300 DEBT ISSUANCE PROCEEDS Cap. Proj. Apply WFER Bond Proceeds	41738	04/08/2024	EBRADFORI	0.00	-120,926.00	0.00
TDA 73-51-6250-5300-540 INSURANCE To cover treasurer's bond invoice.	41735	04/08/2024	JFernandez	980.00	42.00	1,022.00
Change to TDA meeting date.	41760	04/08/2024	JFernandez	980.00	-42.00	980.00
TDA 73-51-6250-5300-570 MISCELLANEOUS To cover treasurer's bond invoice.	41734	04/08/2024	JFernandez	3,500.00	-42.00	3,458.00
Change to TDA meeting date.	41761	04/08/2024	JFernandez	3,500.00	42.00	3,500.00
					<u>890,437.52</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Governing Body
Agenda Section: Consent/Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation in Recognition of Volunteer Appreciation Week

Attachments:

Proclamation

Summary:

Each year a special week is designated in our nation to recognize the impact of volunteer service and the power of volunteers to tackle society's greatest challenges, to build stronger communities and be a force that transforms the world. We recognize the people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent and voice to make a difference in their communities.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Approve proclamation recognizing April 21-27, 2024, as Volunteer Appreciation Week in the Town of Hillsborough.



PROCLAMATION
Recognizing Volunteer Appreciation Week
April 21-27, 2024

WHEREAS, National Volunteer Week is an opportunity to recognize and honor the countless individuals who selflessly invest in the lives of others; and

WHEREAS, volunteers are finding unique and innovative ways to spread joy and meet the emotional, physical, and spiritual needs of others; and

WHEREAS, volunteering one's time, talents and resources has been an integral part of our heritage since the early days of our nation and it is essential that we continue this tradition of giving and sharing to preserve and improve the quality of life for all members of our community; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's problems; and the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, our volunteers are a great treasure; and

WHEREAS, each year a special week is designated in our nation for the dual purpose of recognizing those who give of themselves and of encouraging all to become involved in volunteer work; and it is fitting at this time that we say, "THANK YOU!" to all individuals, groups, boards and committees, and businesses who have given time, energy, and resources in the Town of Hillsborough through volunteer service;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 21-27, 2024 as Volunteer Appreciation Week in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 8th day of April in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Governing Body
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Commissioner Kathleen Ferguson

ITEM TO BE CONSIDERED

Subject: Appoint Commissioner Kathleen Ferguson as the voting delegate for the North Carolina League of Municipalities 2024-2025 Board of Directors Election

Attachments:

None

Summary:

The nomination period for the 2024-2025 North Carolina League of Municipalities (NCLM) Board of Directors is now open and will run through March 31. Each member municipality shall designate one voting delegate who is eligible to cast a single vote for the 2022-2023 League Board of Directors in advance of the annual business meeting. NCLM will hold an electronic voting process for board elections. During CityVision, held April 23-25, League members will attend the annual business meeting where the 2024-2025 electronic Board of Directors election results will be announced.

Financial impacts:

N/A

Staff recommendation and comments:

None

Action requested:

Appoint Commissioner Ferguson as the Town of Hillsborough voting delegate for the NCLM Board of Directors 2024-2025 election.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Public Space
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Josh Fernandez, Budget and Management Analyst
Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Cates Creek Park Skate Spot Contingency Allocation

Attachments:

1. Cates Creek Park Skate Spot Project Ordinance Amendment
2. Cates Creek Park Skate Spot Budget Amendment

Summary:

The Cates Creek Park Skate Spot project is currently active with an allocation of \$320,000. Of this amount, \$20,000 is for design and \$300,000 is for construction. The Public Space Division has requested an additional \$30,000, equivalent to 10%, in construction contingency funds for the project. If approved, this allocation will allow the Public Space Division to move forward with the contract approval process.

Financial impacts:

These amendments are facilitated by a transfer from the General Fund to the Project Fund, balanced by a revenue of the General Fund's Fund Balance Appropriation in the amount of \$30,000.

Staff recommendation and comments:

Recommendation to allocate the \$30,000 for Skate Park contingency, allowing Public Space to move forward with the contract approval process.

Action requested:

Consider approval and allocation.



ORDINANCE

Capital Project Amendment

Cates Creek Skate Park

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Skate Park	\$320,000	\$30,000	\$350,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Skate Park	\$320,000	\$30,000	\$350,000

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 8th day of April in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2023-2024

PRINT ONLY

2023-2024 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue					
10					
10-00-3900-3900-000 FUND BALANCE APPROPRIATION	4/8/2024	41768	2,023,552.61	30,000.00	2,053,552.61
Cover 10% construction contingency at Skate Park.					
Total for 10			2,023,552.61	30,000.00	2,053,552.61
60					
60-27-3870-3870-407 TRANSFER FROM GF - SKATE PARK	4/8/2024	41771	320,000.00	30,000.00	350,000.00
Cover 10% construction contingency at Skate Park.					
Total for 60			320,000.00	30,000.00	350,000.00
Total for Revenue			2,343,552.61	60,000.00	2,403,552.61
Expenditure					
10					
10-71-6300-5982-006 TRANSFER TO GEN CAP IMPROV FUND	4/8/2024	41769	425,003.00	30,000.00	455,003.00
Cover 10% construction contingency at Skate Park.					
Total for 10			425,003.00	30,000.00	455,003.00
60					
60-27-6300-5700-780 SKATE PARK	4/8/2024	41770	320,000.00	30,000.00	350,000.00
Cover 10% construction contingency at Skate Park.					
Total for 60			320,000.00	30,000.00	350,000.00
Total for Expenditure			745,003.00	60,000.00	805,003.00
Grand Total			3,088,555.61	120,000.00	3,208,555.61



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report

March 2024

Budget

- No updates.

Communications

- Branding — Helped with branding for solid waste trucks.
- Website — Content from current website migrated to new website. Training for staff with admin rights to start in April. Launch expected no later than June. Continued looking into web accessibility applications and have selected a vendor. Received new project representative.
- Other — Helped with Engage Hillsborough stormwater event and Hillsborough Climate Challenge.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payroll

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Closes 4/9.
Meter Services Technician	Closes 4/14.
Police Officer	Continuous recruitment.
Safety & Risk Manager	Assessment center held 3/29.
Senior Customer Service Representative	Closes 4/14.
Utility Systems Mechanic	Filled 3/25.

Diversity, Equity and Inclusion

- Continuing to make revisions to the racial equity assessment lens (REAL). Discussed the lens and additional revisions with the Operations Team on 3/24.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

Information Technology

- 2024 IT Security Awareness Training dates are scheduled for May 21 and June 12, 2024. There will be two in person sessions held both dates with one recorded session to be made available for individuals who are unable to attend any of the in-person sessions. Training sessions will be held in the Board Meeting Room. Session times to be announced soon.
- Continuing policy work on Electronic Records, CJIS Security Policy v5-9-3, IT department, and IT Acceptable Use updates.
- Developing building access and security project phases with A3 Communications.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department visit.
- Meetings – Mid-State Safety Council Meeting, NCDOL Meeting, HR Team Meeting, Division Meeting, Safety Committee Meeting.
- Random drug screens — First quarter drug screens completed, random FMCA drug screens and random breathalyzer tests completed (Trial - Contracting collections).
- Training performed – payment desk employees: Ergonomics training and advisements.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Worked on employee training schedule, workers compensation claims, property and liability claims and general duties pertaining to the Highway 86 facility, collected fire extinguisher monthly check sheets.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

To: Eric Peterson, Manager

From: David McCole, Finance Director *DM*

Ref: January 31, 2024, General Fund Financial Report

Revenues-January:

REVENUES	Budget	FY 23/24 Actual	FY 22/23 Actual	Increase/ (Decrease) over FY 22/23	% Increase/ (Decrease) over FY 22/23 Actual
Ad valorem	\$ 9,947,250	\$ 9,209,460	\$ 8,921,491	\$ 287,969	3.1%
Other taxes and licenses	7,300	2,887	3,310	(423)	-14.7%
Unrestricted Intergovernmental revenues	4,229,500	1,706,432	1,640,766	65,666	3.8%
Restricted intergovernmental revenues	272,500	306,425	272,524	33,901	11.1%
Use and rental fees	81,500	65,281	35,320	29,961	45.9%
Investment earnings	100,000	437,083	244,278	192,805	44.1%
Miscellaneous revenues	274,893	221,085	145,118	75,967	34.4%
Total revenues	14,912,943	11,948,653	11,262,807	685,846	5.7%

Revenues are up year over year through January by \$685,846. Ad Valorem taxes are up year over year by \$287,969. It should be noted that the budgeted 2023 tax levy collected is 95.7% through January. The same time last year the 2022 tax levy collected was 103% of the budgeted amount. Investments earnings are up year over year in the amount of \$192,805. The increase in interest revenue is the result of an increase in interest rates by the Federal Reserve to bring down inflation. Sales Tax, which is part of Unrestricted Intergovernmental Revenues, is up year over year by \$43,964. The increase in Miscellaneous Revenue is due to a refund from Hillsborough Automotive Group in the amount of \$67,390. The expenditure happened last fiscal year, but the refund occurred in the current fiscal year.

Expenditures January:

EXPENDITURES	Budget	FY 23/24 Actual	FY 22/23 Actual	Increase/ (Decrease) over FY 22/23	% Increase/ (Decrease) over FY 22/23 Actual
Current:					
General government	\$ 4,508,661	\$ 1,574,022	\$ 1,770,352	\$ (196,330)	-12.5%
Public safety	6,876,177	3,586,823	3,266,674	320,149	8.9%
Transportation	2,045,757	551,920	517,544	34,376	6.2%
Environmental protection	1,188,513	405,545	384,023	21,522	5.3%
Community activities and projects	693,259	124,247	92,578	31,669	25.5%
Parks and recreation	788,966	371,369	327,841	43,528	11.7%
Contingency	36,584	-	-	-	
Total expenditures	\$ 16,137,917	\$ 6,613,926	\$ 6,359,012	\$ 254,914	3.9%

Expenditures are up year over year through January by \$254,914. Public Safety has increased in the amount of \$320,149. The Police Department expenditures increased year over year by \$129,702 due to the increase in salaries & wages expenditures in FY 23/24. The Safety & Risk Management Department

increased year over by \$200,594. Most of the increase is attributable to including Property and Liability insurance within the Safety & Risk Management Department for FY 23/24. The decrease in General Government expenditures for FY 23/24 is attributable to the Administration Department. Most of the decrease can be attributed to moving Property and Liability insurance from the Administration Department to the Safety & Risk Department for FY 23/24.

Other Financing Sources (Uses) January:

	Budget	FY 23/24 Actual	FY 22/23 Actual	Increase/ (Decrease) over FY 22/23	% Increase/ (Decrease) over FY 22/23 Actual
OTHER FINANCING SOURCES (USES)					
Transfers from other funds	\$ 150,000	\$ -	\$ -	-	
Transfers to other funds	(1,421,579)	(1,421,579)		(1,421,579)	100.0%
IT subscription agreement	-	-	-	-	
Other financing sources (uses), net	\$ (1,271,579)	\$ (1,421,579)	\$ -	(1,421,579)	

The increase in transfers over last year is due to the timing of the journal entry being done earlier this year.

Fund Balance January:

	Budget	FY 23/24 Actual	FY 22/23 Actual	Increase/ (Decrease) over FY 22/23
APPROPRIATED FUND BALANCE	2,496,553			
Net change in fund balances	-	3,913,148	4,903,795	(990,647)
Fund balances, beginning of year	14,223,419	14,223,419	11,853,037	2,370,382
Fund balances, end of the year	\$ 14,223,419	\$ 18,136,567	\$ 16,756,832	\$ 1,379,735

Fund balance grew \$3.9 million month ended January 2024. This is \$990,647 less than last year at this point. The decrease in growth in the fund balance is due to the timing of transfers to other funds being done earlier this year. It should be noted that revenue over expenditures is \$5.3 million at January month end compared to \$4.9 million at this same point and time last year.



Public Works Report: March 2024

Work Orders

10 completed within two days.

Public Spaces

84 staff hours

Stormwater Maintenance

3,250 linear feet, 75 staff hours.

Inspections

2 utility cut inspections

Special Events

Training

2 staff attended training through ITRE, and 1 staff attended pesticide training for continuing education hours.

Cemetery

Marked 1 grave

Asphalt Repairs

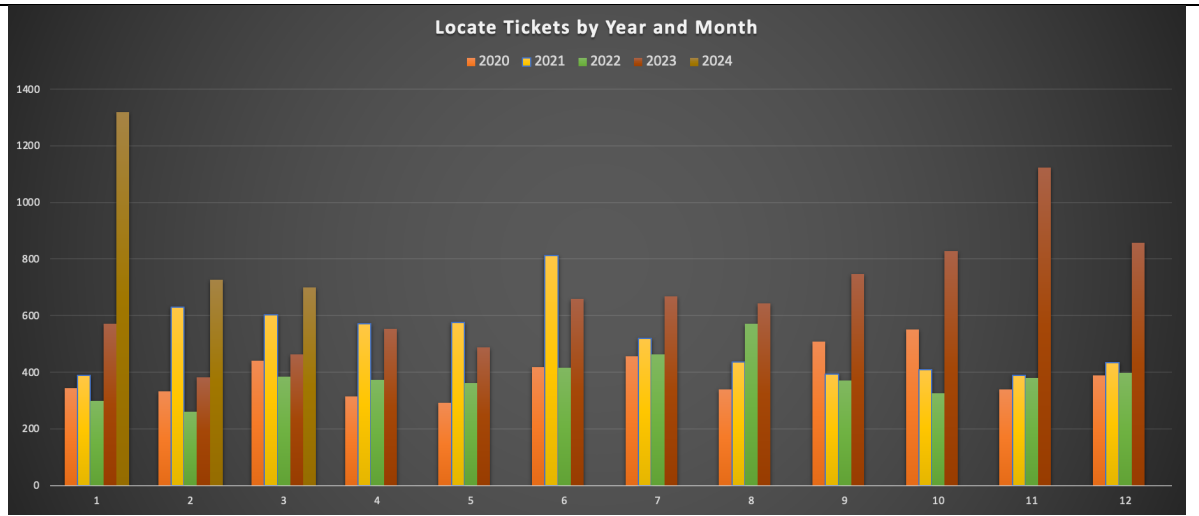
2 Road repairs, 3 Utility Cuts, and 2 potholes



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Apr. 2024 (covering Mar. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ The chemical pumps in the plant are all new and spares are on hand. Still awaiting parts for the raw water pump rebuild and a control board for the main generator. ○ A study kicked off to determine if the plant can utilize another form of disinfection rather than the chlorine gas that is so dangerous if mishandled or failed and requires extra regulatory compliance.
WWTP	<ul style="list-style-type: none"> ○ Influent grinder pump broke again and for several days staff had to manually clean the influent (River PS) bar screens which required confined space entry and overtime. ○ A climate challenge related tour will take place on April 8 with Mayor Bell as one of the leads in organizing it.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is spilling! ○ The state recently had a training session for their dam safety staff and visited the reservoir as part of the training. ○ The consultant who designed the dam is also looking to have an international conference in North Carolina that focuses on piano key and other alternative spillway designs. They have asked if they could use the reservoir as one of the tours.
Developments/ Other	<ul style="list-style-type: none"> ○ Collins Ridge developer still has not requested acceptance of Phase 1A well over a year after it was placed into service. There are still several items to address in Collins Ridge like a retaining wall placed within a sewer easement and several modified taps that now do not meet standards. ○ Staff is running some sewer hydraulic modeling scenarios related to the Capkov proposal. The financial rate model is underway. ○ The town attorney is helping staff work with the Nash Place developer on an acceptable water main layout for town acceptance to which they have been resistant. If an acceptable layout is determined, per town code the town would cost share in any upsized mains for town-wide needs. ○ No start date yet for McAdams Rd water main replacement but anticipate by end of April or early May. ○ Flow monitors will be placed in sewer outfalls for four months to compare flow to the prior modeling study completed a few years back the week of April 8 to help determine current capacity.
Lead Service Line Inventory	<p>Federal regulations require the town to inventory all water services on the public AND private side and report to the state by October 16, 2024. We have started a GIS/paper process to narrow down areas of further investigation. We also are having plumbers confirm private side water service material as they submit for building permits that involve plumbing. We know the town used to have galvanized mains and service lines, but nobody has yet to report seeing lead pipe material. Over the summer, additional public information and survey will need to be distributed regarding this assessment.</p>
Fiber Installs	<p>Google is ramping up again in neighborhoods to install services after a delay due to customer complaints. Locate tickets definitely higher than before the fiber projects started! We seem to be keeping up with outside assistance.</p>



Staffing	<ul style="list-style-type: none"> ○ The administrative position for utilities has requested to be advertised. ○ Utilities is fully staffed with the addition of Amos Morris to the collection crew and with exception of the admin position.
Funding	<p>RFQs for design/bid/construction services are due April 9 for the two FEMA Building Resilient Infrastructure and Communities funded projects. Awaiting word on a bump to the BRIC grants as they have offered an overrun grant. Should find out in a few months. Other funded projects (water system master planning, Hassell and US 70) are underway.</p>
Water and Sewer Advisory Committee (WSAC) Activities	<p>Two out of town vacancies are open. WSAC is scheduled April 4 and generally will receive updates to projects and budget.</p>