



# Minutes

## Board of Commissioners Work Session

7 p.m. April 28, 2025

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

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

Staff: Planner II Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn and Town Manager Eric Peterson

### 1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7 p.m. He noted the town's perpetual proclamation recognizing May as Asian American and Pacific Islander Heritage Month.

### 2. Agenda changes and approval

Add Item 6D – Feedback to Central Pines Regional Council on proposed legislation regarding development

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

Vote: 4-0. Absent: Commissioner Kathleen Ferguson

Ferguson joined the meeting at 7:02 p.m.

### 3. Public hearing

- A. Public hearing on closeout of Community Development Block Grant – Coronavirus  
The mayor opened the public hearing.

Assistant Town Manager and Community Services Director Matt Efird presented on the closeout of the Community Development Block Grant. He explained that the \$600,000 grant was used to provide emergency housing assistance through Orange County, with 10% used for administration and 90% for direct assistance to Hillsborough residents. He noted statistics on grant utilization were provided in the packet. Efird recognized retired Planning Director Margaret Hauth for securing the funds and Orange County housing staff for administering the program.

No speakers were present from the public, and no written comments were received prior to the hearing. Board members did not have any questions about the grant or data presented.

Motion: Ferguson moved to close the public hearing. Commissioner Evelyn Lloyd seconded.

Vote: 5-0.

#### **4. Appointments**

- A. Planning Board – Reappointment of John Giglia for a three-year term ending April 30, 2028

Motion: Ferguson moved to approve the appointment. Lloyd seconded.  
Vote: 5-0.

#### **5. Items for decision – consent agenda**

- A. Miscellaneous budget amendments and transfers  
B. Proclamation – Period Poverty Awareness Week  
C. Resolution to apply for Clean Water Revolving Loan funding for Eno River Outfall – East Sewer Replacement Project

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

#### **6. In-depth discussion and topics**

- A. Annexation interest letter for 618 and 700 N.C. 86 North  
Planner II Molly Boyle presented an annexation interest letter for 618 and 700 N.C. 86 North. The combined properties are 5.68 acres, zoned for light industrial uses in the town's extraterritorial jurisdiction. Annexation is proposed to develop a 40,000-square-foot, light industrial building for Green Zone, a textile recycler and wholesale distributor of secondhand apparel. The properties front an 8-inch water line but not a town sewer line. A septic system is planned.

Board members asked questions about septic system details and satellite annexation impacts. Brian Van Horn of Bobbitt Construction, which is working with the property owners on the site plan, clarified the septic system would be on the northwest corner of the site, crossing under a stream. Staff confirmed the annexation would not significantly affect the town's satellite annexation reserves.

The board indicated support for the annexation request to move forward through regular processes.

- B. Resident request – Presentation from Brynn and Melissa Schreiner on development issues with the property at 644 McAdams Road

Brynn and Melissa Schreiner presented on challenges they have faced in trying to develop their property at 644 McAdams Road. They explained their plan to build a 1,000-square-foot house with a 500-square-foot detached accessory dwelling unit. The property is on an unimproved private road, which has created complications with town requirements.

The Schreiners detailed how changes to the town's unified development ordinance over the past two years have impacted their plans, including a new requirement to improve the private road to town standards. This would require removing large trees and adding turnarounds for emergency vehicles. They expressed concerns about the costs and impacts of these improvements falling solely on them as new property owners.

Board members and staff discussed various aspects of the situation, including:

- The triggering of requirements due to the addition of an accessory dwelling unit.
- Challenges with private roads throughout town.
- Public safety and emergency access concerns.
- Potential options the Schreiners have for developing their property.
- Broader implications for other properties in similar situations.

Staff will confirm details with emergency services, explore variance options and bring additional information to a future meeting. The board also asked staff to draft a more detailed explanation of the town's position on these issues.

C. Budget approval for 2025 Leadership Chapel Hill-Carrboro Program

Motion: Hughes moved to approve the budget approval. Ferguson seconded.  
Vote: 5-0.

D. Feedback to Central Pines Regional Council on proposed legislation regarding development

The assistant town manager presented draft information on specific bills highlighted by Central Pines Regional Council as related to development regulations. He outlined broad themes illustrating potential impacts on the town and asked for board input on how to respond.

Board members discussed various aspects of the proposed legislation, including:

- Concerns about preemption of local control.
- Impacts on affordable housing and economic development.
- Desire for more detailed data and examples in the town's response.
- Support for working collaboratively with the state on land use reform.

The board reviewed a draft resolution expressing the town's position. They directed staff to refine the memo with more detailed explanations and data, with the memo reviewed by email before it is submitted to Central Pines Regional Council and the North Carolina League of Municipalities.

Motion: Ferguson moved to approve the resolution. Lloyd seconded.  
Vote: 4-1. Nays: Hughes.

**7. Committee updates and reports**

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

**8. Adjournment**

The mayor adjourned the meeting at 9:31 p.m.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

FY 2024-2025

## TOWN OF HILLSBOROUGH

## BUDGET CHANGES REPORT

DATES: 04/28/2025 TO 04/28/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
Fund Bal.	To cover PD vehicles	46191	04/28/2025	EBRADFORI	3,260,960.00	93,670.00	3,592,907.37
	To cover PD vehicles	46193	04/28/2025	EBRADFORI	3,260,960.00	891.00	3,593,798.37
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	Adj per reduced social worker grant fundi	46187	04/28/2025	EBRADFORI	450,000.00	-22,000.00	2,519.35
	To cover received fire alarm invoice.	46207	04/28/2025	JFernandez	450,000.00	-410.00	2,109.35
	Cover utility bills at cemeteries through y	46211	04/28/2025	JFernandez	450,000.00	-235.00	1,874.35
Comms.	10-10-4600-5300-080 TRAINING/CONF./CONV.						
	To cover School of Gov course and NC3C	46215	04/28/2025	JFernandez	4,500.00	1,152.00	4,921.00
Comms.	10-10-4600-5300-458 DATA PROCESSING SERVICES						
	To cover upcoming newspaper subscriptic	46197	04/28/2025	JFernandez	0.00	-37.00	2,850.00
	To cover School of Gov course and NC3C	46214	04/28/2025	JFernandez	0.00	-1,152.00	1,698.00
Comms.	10-10-4600-5300-530 DUES & SUBSCRIPTIONS						
	To cover upcoming newspaper subscriptic	46196	04/28/2025	JFernandez	1,105.00	37.00	1,277.00
Public	10-10-6300-5300-154 MAINTENANCE - GROUNDS						
Space	To cover tree and plant work.	46213	04/28/2025	JFernandez	253,556.00	2,000.00	255,556.00
Public	10-10-6300-5300-165 MAINTENANCE - INFRASTRUCTURE						
Space	To cover tree and plant work.	46212	04/28/2025	JFernandez	8,500.00	-2,000.00	6,500.00
Safety	10-10-6600-5300-080 TRAINING/CONF./CONV.						
& Risk	To cover insurance payments - NC Interlo	46183	04/28/2025	JFernandez	10,500.00	-5,000.00	5,500.00
Safety	10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL						
& Risk	To cover insurance payments - NC Interlo	46184	04/28/2025	JFernandez	76,000.00	-5,000.00	21,000.00
Safety	10-10-6600-5300-540 INSURANCE						
& Risk	To cover insurance payments - NC Interlo	46185	04/28/2025	JFernandez	327,500.00	10,000.00	373,500.00
GF	10-20-3800-3700-104 ORANGE COUNTY - SOCIAL WORKER						
Revenues	Adj per reduced grant funding	46186	04/28/2025	EBRADFORI	76,389.00	-22,000.00	54,389.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover unis, vests, dept shirts, & psych	46201	04/28/2025	JFernandez	57,375.00	-2,500.00	119,490.00
Police	10-20-5100-5300-350 UNIFORMS						
	To cover unis, vests, and dept shirts.	46202	04/28/2025	JFernandez	21,840.00	2,000.00	30,195.00
Police	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	To cover psych evaluations.	46203	04/28/2025	JFernandez	3,400.00	500.00	5,900.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES						
	To cover 2 hybrid police vehicles	46188	04/28/2025	EBRADFORI	200,000.00	118,670.00	313,270.00
	To cover PD vehicles	46192	04/28/2025	EBRADFORI	200,000.00	891.00	314,161.00
Fleet	10-30-5550-5300-490 C.S./ALARM						
Maint.	To cover received fire alarm invoice.	46206	04/28/2025	JFernandez	2,750.00	410.00	3,437.00
Ceme-	10-40-6400-5300-130 UTILITIES						
tery	Cover utility bills at cemeteries through y	46210	04/28/2025	JFernandez	500.00	235.00	735.00
GF	10-71-3870-3870-900 TRANSFER FROM FUND 78-GF COMMITTED						
Transfers	To cover PD vehicles	46190	04/28/2025	EBRADFORI	644,500.00	-200,000.00	444,500.00
Police	10-71-5100-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS						
	To cover PD vehicles	46189	04/28/2025	EBRADFORI	225,000.00	-225,000.00	0.00

FY 2024-2025

# TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

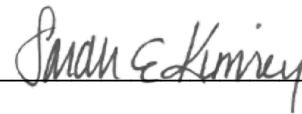
DATES: 04/28/2025 TO 04/28/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover outside lab services.	46194	04/28/2025	JFernandez	219,700.00	-1,000.00	216,700.00
WTP	30-80-8120-5300-340 OUTSIDE LAB SERVICES To cover outside lab services.	46195	04/28/2025	JFernandez	14,500.00	1,000.00	15,500.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To cover shop stock replacement/replish	46204	04/28/2025	JFernandez	50,000.00	-12,000.00	53,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover shop stock replacement/replish	46205	04/28/2025	JFernandez	120,000.00	12,000.00	110,605.00
WWTP	30-80-8220-5300-112 POSTAGE To cover postage expense.	46199	04/28/2025	JFernandez	50.00	9.00	59.00
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS To cover purchase in corrected account co	46209	04/28/2025	JFernandez	4,140.00	40.00	208.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT To cover data processing and postage exp	46200	04/28/2025	JFernandez	103,700.00	-165.00	110,251.00
	To cover purchase in corrected account co	46208	04/28/2025	JFernandez	103,700.00	-40.00	110,211.00
WWTP	30-80-8220-5300-458 DATA PROCESSING SERVICES To cover data processing expense.	46198	04/28/2025	JFernandez	1,000.00	156.00	1,606.00
						<u>-254,878.00</u>	

APPROVED: 5/0

DATE: 4/28/25

VERIFIED: \_\_\_\_\_





# PROCLAMATION

## Period Poverty Awareness Week

May 12-18, 2025

**WHEREAS**, approximately half of the population will have a period every month for decades of their lives and period supplies are a necessary product, each month, for millions of people across the country; and

**WHEREAS**, national surveys and research studies report that one in four menstruating individuals struggle to secure enough period supplies to meet their needs each month due to a lack of income and this lack of period supplies, known as period poverty, can adversely affect the health and well-being of menstruators; and

**WHEREAS**, national surveys also report that one in five women and girls miss work or school due to lacking a sufficient period supplies, exacerbating the vicious cycle of poverty by forcing menstruators to withdraw from daily life, losing pay or missing educational opportunities; and

**WHEREAS**, menstruators struggling with period poverty risk infections by using proxy products not intended for this purpose or not changing products as often as needed; and

**WHEREAS**, the people of Hillsborough recognize that period poverty is a public health issue, and addressing period poverty can enhance economic opportunity for Hillsborough's people and surrounding communities and improved health for women and girls/menstruators, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

**WHEREAS**, Hillsborough is proud to be home to trusted organizations, including Period Power, a program of the Diaper Bank of North Carolina, that recognize the importance of period products in ensuring health and providing economic stability and thus distribute period products through various channels; and

**WHEREAS**, the Hillsborough Board of Commissioners extends its sincere gratitude to the aforementioned period supply banks, their staff, volunteers and donors, for their courageous service during the crisis, and encourage the citizens of Hillsborough to donate generously to period supply banks, product drives, and those organizations that collect and distribute period products to those struggling with period poverty, so that the Hillsborough community can thrive and reach their full potential;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 12 through May 18, 2025, as "Period Poverty Awareness 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 28<sup>th</sup> day of April in the year 2025.



Mark Bell, Mayor  
Town of Hillsborough



## RESOLUTION

### Spring 2025 State Division of Water Infrastructure Funding Round Eno River Outfall - East Sewer Replacement Project

**WHEREAS**, the Town of Hillsborough has a dire need for and intends to design and construct a sewer replacement project described as Eno River Outfall – East which will replace (and hopefully relocate out of the floodway) over 3,000 linear feet of over 40-year-old sanitary sewers; and

**WHEREAS**, the Town of Hillsborough intends to request state loan and/or grant assistance for the project;

**NOW, THEREFORE**, be it resolved that the Hillsborough Board of Commissioners declares the Town of Hillsborough, as the applicant, will:

1. Arrange financing for all remaining costs of the project, if approved for a state loan and/or grant award.
2. Provide for efficient operation and maintenance of the project on completion of construction thereof.
3. Adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
4. Include in the loan agreement a provision authorizing the North Carolina State Treasurer, upon failure of the applicant to make a scheduled repayment of the loan, to withhold from the applicant any state funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the state as a repayment of the loan.
5. Designate Town Manager Eric J. Peterson, as the authorized representative and any successors so titled, to hereby authorize execution and filing of an application on behalf of the applicant with the state of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.
6. Authorize and direct the authorized representative, and successors so titled, to furnish such information as the appropriate state agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
7. Have substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to federal and state grants and loans pertaining thereto.

Approved this 28<sup>th</sup> day of April in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough



## RESOLUTION

### Opposing Legislative Preemption of Local Planning and Zoning: Senate Bills 495, 497, 499, 688 and House Bill 765

**WHEREAS**, multiple bills have been introduced in the 2025 session of the North Carolina General Assembly that undermine the fundamental authority for local planning and zoning and the ability of local elected officials to manage community growth as expressed by the Town of Hillsborough's residents through recent community participation and input into Hillsborough's Comprehensive Sustainability Plan; and

**WHEREAS**, these bills have been introduced without consultation with municipal elected officials, planning staff or local constituents on the negative impact they will have on community growth, economic development, community character and sound community planning; and

**WHEREAS**, these bills usurp current town planning and zoning ordinances that promote the health, safety, and general welfare of the residents of the Town of Hillsborough, undo years of thoughtful and consistent local land-use planning and regulation, remove necessary local regulatory standards and in many cases allow unregulated development inconsistent with current local planning and zoning ordinances; and

**WHEREAS**, this legislation imposes inflexible rules statewide without regard to the differences between North Carolina's small towns and larger cities and how these rules will affect each community differently, often with negative consequences; and

**WHEREAS**, proposed changes in the local planning and zoning approval process will severely restrict or destroy the ability for residents to participate in the planning and zoning process, in addition to provisions that will subject local elected and appointed officials to the threat of legal retribution having a chilling effect of discouraging well-intentioned individuals from serving in public office; and

**WHEREAS**, the Town of Hillsborough has demonstrated support of efforts to increase the supply of affordable and attainable housing and while the proposed legislation purports to support affordable housing is bereft of any definitions or requirements for affordability in the potential developments; and

**WHEREAS**, the proposed legislation does not consider the practical limitations on the Town of Hillsborough's utilities systems and would impose either a forced slowdown of economic development in town or a significant increase to customer rates in order to create additional capacity for development.

**NOW, THEREFORE BE IT RESOLVED**, that the Hillsborough Board of Commissioners urges the sponsors of this legislation to reconsider SB495, SB497, SB499, SB688 and H765 and to consult with local municipalities to develop meaningful and appropriate solutions that do not usurp local authority and to respect the interest of the residents they represent.

**BE IT FURTHER RESOLVED**, that the town requests the General Assembly to convene a working group with representation from the legislature, local governments and the development community to consider specific, practical reforms that prevent damage to the economic development potential of North Carolina communities and maintain the ability for local governments to be responsive to the needs and preferences of their electorate.

Approved this 28<sup>th</sup> day of April 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough