



Minutes

Board of Commissioners Regular Meeting

7 p.m. Nov. 12, 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: Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Supervisor Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Human Resources Manager Haley Thore and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

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

Bell recognized the death of Wesley Wood, owner of Dual Supply.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Hillsborough resident Bill Evans requested the board continue to advocate for a traffic light at the intersection of Old N.C. 86, Lafayette Drive and Cates Creek Parkway. Evans lives in the Cornwallis Hills neighborhood, which has its main entrance on Lafayette Drive.

3. Agenda changes and approval

There were none.

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Robb English seconded.

Vote: 5-0.

4. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Oct. 14, 2024
 - Regular meeting closed session Oct. 14, 2024
 - Work session Oct. 28, 2024
 - Work session closed session Oct. 28, 2024
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – Arbor Day 2024

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Evelyn Lloyd seconded.

Vote: 5-0. Nays: None.

5. Items for decision - regular agenda

- A. Request for traffic calming measures on Rainey Avenue by Fairview Community Watch
Public Space and Sustainability Manager Stephanie Trueblood shared that the town previously attempted to reduce speeds on Rainey Avenue by painting a centerline. Recent speed studies conducted by the town show this was not successful at reducing speeds to a safe level. Trueblood gave an overview of the resident request, which includes speed bumps, a four-way stop at the intersection of Rainey Avenue and Torain Street, and a sidewalk from the Dorothy N. Johnson Community Center to Fairview Park.

Fairview residents Fannie Mills and Judit Alvarado shared their appreciation for the town's involvement in the community and stressed the importance of reducing speeds along Rainey Avenue. Kevin Giff, who works with the community through the University of North Carolina and Habitat for Humanity of Orange County, reiterated the residents' points.

In addressing board concern, Trueblood explained that the current design of speed humps reduces vehicle speed without being enjoyable for recreational vehicles. She said public works employees should not face difficulties with plowing after snow events but would have to remain aware of where the humps are located during plowing.

Trueblood said the requested stop signs can be funded this year and the requested speed humps this or next fiscal year. The sidewalk connection requested by the community may take longer due to the cost and permitting required. Trueblood noted additional funding sources could be used for the sidewalk project, including Orange County's transit tax and the town's stormwater funds.

- B. Relationships at Work Policy Resolution
Human Resources Manager Haley Thore shared that an employment attorney advised adding a relationships section to the town's nepotism policy. Thore noted that to extend the policy to elected officials, the board must approve a resolution.

Ferguson and English expressed disagreement with the town's policy.

Town Manager Eric Peterson said that to prevent issues with nepotism, the policy will not be changed for staff members.

Motion: Commissioner Matt Hughes moved to approve the resolution. Commissioner Meaghun Darab seconded.

Vote: 5-0.

- C. Paliouras Tract Master Plan amendment
Planning and Economic Development Manager Shannan Campbell said Comet Development has initiated a request to change the land uses allowed on lots 1, 2 and 8 to include multifamily housing.

Board members said the area is on prime commercial property and they would prefer commercial development on the land.

Hughes expressed some interest in the proposed apartments project but said more affordable housing should be included. The developer for the proposed Comet Apartments said he could be flexible with the amount of affordable housing offered and would be willing to limit the project to Lot 8 to allow for more retail.

Board members said they were not swayed by additional land for retail and would prefer mixed-use buildings.

Motion: Ferguson moved to deny the request. Lloyd seconded.
Vote: 5-0.

- D. Fiscal Year 2026-28 Budgetary Planning Retreat – Set date and provide guidance on agenda
The board selected March 1 for the retreat and approved the proposed agenda.
- E. Hot topics for work session Nov. 25, 2024
Hot topics for this month's work session include Orange County Transportation's safe routes to schools plan and resolution.

6. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager
No additional updates.
- C. Staff (written reports in agenda packet)
Assistant Town Manager and Community Services Director Matt Efird shared updates from the Community Services Department:
- Bids have opened on the N.C. 86 North project.
 - Bids will open this week to rewrite the Unified Development Ordinance.
 - The Planning and Economic Development Division is close to selecting a code enforcement contractor.
 - The town's parking study has shifted to spring.
 - Staff from the town's public works and utilities crews are returning to western North Carolina.

Motion: Hughes moved to go into closed session. Ferguson seconded.
Vote: 5-0.

7. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (potential litigation)

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 5-0.

Motion: Hughes moved to authorize a settlement agreement with Terra Equity, LLC. Ferguson seconded.
Vote: 5-0.

8. Adjournment

The mayor adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

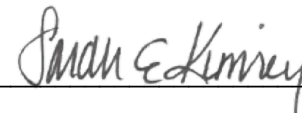
DATES: 11/11/2024 TO 11/12/2024

	<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>
Comms.	10-10-4600-5300-081 TRAINING - HILLSBOROUGH UNIVERSITY						
	To cover Government 101 costs.	45691	11/12/2024	JFernandez	2,000.00	205.00	2,205.00
Comms.	10-10-4600-5300-570 MISCELLANEOUS						
	To cover Government 101 costs.	45690	11/12/2024	JFernandez	6,200.00	-205.00	4,995.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To change car radios to preferred account.	45697	11/12/2024	JFernandez	57,375.00	22,675.00	78,270.00
	Move radio purchase to preferred account	45699	11/12/2024	JFernandez	57,375.00	26,925.00	105,195.00
Police	10-20-5100-5700-741 CAPITAL - EQUIPMENT						
	To change car radios to preferred account.	45696	11/12/2024	JFernandez	65,000.00	-22,675.00	42,325.00
	Move radio purchase to preferred account	45698	11/12/2024	JFernandez	65,000.00	-26,925.00	15,400.00
Fleet Maint.	10-30-5550-5300-112 POSTAGE						
	To establish Postage budget	45692	11/11/2024	EBRADFORI	0.00	300.00	300.00
Fleet Maint.	10-30-5550-5300-145 MAINTENANCE - BUILDINGS						
	To establish Postage budget	45693	11/11/2024	EBRADFORI	7,000.00	-300.00	6,700.00
Streets	10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE						
	Move Traffic Calming budget to Maint ac	45688	11/11/2024	EBRADFORI	5,000.00	15,000.00	23,000.00
Streets	10-30-5600-5300-455 C.S./ENGINEERING						
	To cover street engineering	45687	11/11/2024	EBRADFORI	41,000.00	26,400.00	101,461.33
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE						
	To cover street engineering	45686	11/11/2024	EBRADFORI	367,950.00	-26,400.00	341,550.00
	Move Traffic Calming budget to Maint ac	45689	11/11/2024	EBRADFORI	367,950.00	-15,000.00	326,550.00
Utilities Admin.	30-80-7220-5300-455 C.S./ENGINEERING						
	Developer reimbursable inspection expen:	45694	11/11/2024	EBRADFORI	110,000.00	50,000.00	326,248.25
WSF Contingency	30-80-9990-5300-000 CONTINGENCY						
	Developer reimbursable inspection expen:	45695	11/11/2024	EBRADFORI	400,000.00	-50,000.00	139,810.65
						<u>0.00</u>	

APPROVED: 5/0

DATE: 11/12/24

VERIFIED: _____





PROCLAMATION

Arbor Day

Nov. 20, 2024

WHEREAS, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and

WHEREAS, the resulting holiday – Arbor Day, was first observed in that state with the planting of more than one million trees and is now observed throughout the nation and the world; and

WHEREAS, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and

WHEREAS, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and

WHEREAS, when properly selected and tended appropriately, trees increase property values, enhance economic vitality and business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and

WHEREAS, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and

WHEREAS, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that “Each generation takes the Earth as trustees;”

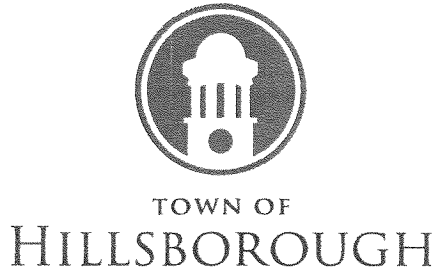
NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Nov. 20, 2024, as Arbor Day in the Town of Hillsborough and urge all residents to support efforts to protect our trees and woodlands and encourage the community to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of November in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PETITION FOR
 TRAFFIC CONTROL
 DEVICES

We, the undersigned residents, hereby petition the Board of Commissioners to approve the traffic control devices described below upon indicated street or part thereof.

THE STREET OR PART THEREOF DESIRED TO BE AMENDED IS:

THAT PART OF Rainey Ave. STREET
 FROM US 70 STREET TO Dixie STREET.

WITH RESPECT TO THE TRAFFIC CONTROL DEVICE PETITIONED FOR, WE REQUEST:

- 1) Installing a multi-way stop on Rainey Ave. and Torain
- 2) Installing a digital radar speed sign, and
- 3) Installing traffic calming measures such as speed bumps along high speed points

[Please note: a maximum of three (3) traffic calming devices may be requested]

Resident's signatures	Street address (mailing if different)
<u>Brenda Jackson</u>	<u>520 Hill St. Hillsborough</u>
<u>[Signature]</u>	<u>108 Rainey Ave.</u>
<u>[Signature]</u>	<u>111 Rainey Ave</u>
<u>[Signature]</u>	<u>122 Rainey Ave</u>
<u>Lashaya Gamble</u>	<u>130 Rainey Ave</u>
<u>Jose Mendez</u>	<u>120 Rainey Ave</u>
<u>[Signature]</u>	<u>117 Rainey Ave</u>

The addresses of properties that will be directly affected by the proposed change have been determined by the Hillsborough Planning Division. By policy, the Board of Commissioners has stated that it would prefer to entertain request for changes in street regulations proposed by citizens only where 75% of the occupants of the properties directly affected by the proposed change have signed a petition requesting the changes.



TOWN OF
HILLSBOROUGH

PETITION FOR
TRAFFIC CONTROL
DEVICES

We, the undersigned residents, hereby petition the Board of Commissioners to approve the traffic control devices described below upon indicated street or part thereof.

THE STREET OR PART THEREOF DESIRED TO BE AMENDED IS:

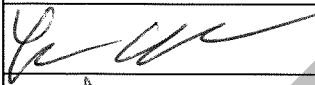
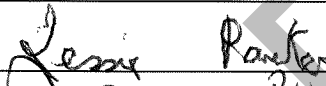
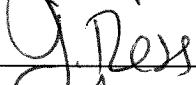
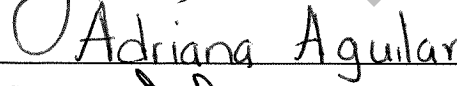
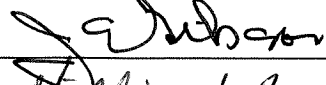

THAT PART OF Rainey Ave. STREET

FROM US 70 STREET TO Dixie STREET.

WITH RESPECT TO THE TRAFFIC CONTROL DEVICE PETITIONED FOR, WE REQUEST:

- 1) Installing a multi-way stop on Rainey Ave. and Toroin
- 2) Installing a radar speed sign, and
- 3) Installing traffic calming measures such as speed bumps, chicanes, along high speed points

[Please note: a maximum of three (3) traffic calming devices may be requested]

Resident's signatures	Street address (mailing if different)
 Laura O'Connell	112 Rainey Ave
 Jesse Parker	104 Rainey Ave
 J. Ross	411 Cornelius St
 Adriana Aguilar	110 Rainey Ave
 J. Johnson	106 Rainey Ave
 William C. Rainey	113 Rainey Ave

*The addresses of properties that will be directly affected by the proposed change have been determined by the Hillsborough Planning Division. By policy, the Board of Commissioners has stated that it would prefer to entertain request for changes in street regulations proposed by citizens only where 75% of the occupants of the properties directly affected by the proposed change have signed a petition requesting the changes.



RESOLUTION

Prohibiting Immediate Family Members and Romantic/Sexual Relationships Between Employees and Elected Officials

WHEREAS, the policies within the Employee Handbook (Policy Manual) apply to elected officials unless otherwise stated. Policies that apply to the Hillsborough Board of Commissioners are approved by the Board of Commissioners; and

WHEREAS, the town manager remains the authorized representative to approve and implement employee policies within the Employee Handbook (Policy Manual);

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that the following applies in the Relationships at Work Policy:

Relatives

- Immediate family members of employees and town board members cannot work for the town. This prohibition extends to all town employees, regardless of when the employees become immediate family members.

Romantic and/or Sexual Relationships

- Elected officials are prohibited from having romantic and/or sexual relationships with town employees regardless of employees' level, grade or department/division.

Approved this 12th day of November of the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk