



Minutes

Board of Commissioners Regular Meeting

7 p.m. Dec. 8, 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: Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole and Chief of Police Jason Winn

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. Oaths and affirmations of office

- A. Commissioner Robb English
- B. Commissioner Kathleen Ferguson
- C. Mayor Mark Bell

Judge Hathaway Pendergrass administered oaths of office to Commissioner Robb English, Commissioner Kathleen Ferguson and the mayor. Each elected official affirmed the oath.

3. Audience comments not related to the printed agenda

There were none.

4. Agenda changes and approval

Add Item 7F: Special Event Permit – 2026 MLK Jr. Day Memorial March

Motion: English moved to approve the agenda as amended. Ferguson seconded.

Vote: 5-0.

5. Appointments

- A. Selection of Mayor Pro Tempore and Committee Appointments – Mayor and Commissioners
The mayor explained that the board's practice has been to select the junior-most commissioner to serve as mayor pro tem for two years, which would be Commissioner Meaghun Darab.

Motion: Commissioner Matt Hughes moved to appoint Darab as mayor pro tem. English seconded.

Vote: 5-0.

The mayor said 16 boards in Hillsborough, Orange County and the region require representation from the town's elected officials. He explained that the board has traditionally tried to reach consensus on assignments to balance experience, growth opportunities and personal time commitments.

The board discussed appointing members to represent the town on the Central Pines Regional Council of Government Board of Delegates. Hughes requested that he not be appointed as an alternate member, instead recommending that English be appointed.

Additionally, Hughes suggested the board develop a formal policy for committee appointments in the future to ensure all commissioners have the opportunity to serve in different roles over time.

Motion: Hughes moved to appoint English to the Central Pines Council of Governments Board of Delegates alternate seat. Ferguson seconded.
Vote: 5-0.

The board then reviewed and approved the remaining committee assignments, with several commissioners noting updates to meeting schedules and name changes for various committees.

Motion: Darab moved to approve all committee appointment assignments as amended. Ferguson seconded.
Vote: 4-1. Nays: Hughes.

6. Presentations

A. Fiscal Year 2024-25 Audit Presentation

Lee Grissom of the accounting firm S. Preston Douglas and Associates presented the town's Fiscal Year 2024-25 audit results. He reported that the town received an unmodified opinion, which is the highest level of assurance an accounting firm can issue. This is the second consecutive year after staffing issues in the Financial Services Department that the town has submitted its audit on time, which Grissom noted was a significant improvement from previous years.

Key financial highlights included:

- Total assets of \$149 million.
- Total liabilities of just under \$40 million.
- Net position of \$113 million, with an increase of nearly \$7 million during the fiscal year.
- General Fund increased by \$3.3 million.

Grissom also presented 10-year trend graphs showing consistent improvement in the town's financial position, including growth in fund balance, cash position and stable debt management. He said 80% of the town's debt is utility fund debt. Property tax collection rates remained strong at about 99%, and the Water and Sewer Fund continued to operate with positive income.

Commissioners expressed appreciation for the clean audit and asked about staffing challenges in the accounting profession. Grissom confirmed that finding qualified accounting personnel remains a significant challenge for municipalities.

7. Items for decision – consent agenda

A. Minutes

– Regular meeting Nov. 10, 2025

- Work session Nov. 24, 2025
- Work session closed session Nov. 24, 2025

- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Mentoring Month
- D. Renew the Memorandum of Interlocal Agreement between Orange County and the Town of Hillsborough for certain activities and operations at Fairview Park
- E. Salary correction – town manager’s annual merit increase
- F. Special Event Permit – 2026 MLK Jr. Day Memorial March (added item)

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

8. Updates

A. Board members

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

B. Town manager

Assistant Town Manager Matt Efird provided updates on recent town events, including the tree lighting and parade. He also noted:

- Recent federal funding allocated to upgrades at the town’s water treatment plant.
- The planned relocation of the French industrial manufacturing company CITEL’s American headquarters to Hillsborough.
- Significant progress in the process for federal public assistance following Tropical Storm Chantal.

C. Staff (written reports in agenda packet)

There were no additional updates.

9. Adjournment

Motion: Hughes moved to adjourn at 8:20 p.m. Ferguson seconded.

Vote: 5-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 12/08/2025 - 12/08/2025

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-1,923.00	-209,742.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		-1,923.00	
Department 3900 Total:				-207,819.00	-1,923.00	-209,742.00
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	1,662.00	1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		1,662.00	
10-10-4000-5300310	GASOLINE			0.00	-1,662.00	-1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		-1,662.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5300330	SUPPLIES - DEPARTMENTAL			1,000.00	1,923.00	2,923.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		1,923.00	
Department 5000 Total:				1,000.00	1,923.00	2,923.00
Department: 5800 - SOLID WASTE						
10-30-5800-5300570	MISCELLANEOUS			1,000.00	-650.00	350.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		-250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		-400.00	
10-30-5800-5300582	MISC - PUBLIC INFO MATERIALS			3,200.00	650.00	3,850.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		400.00	
Department 5800 Total:				4,200.00	0.00	4,200.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5300320	SUPPLIES - OFFICE			0.00	1,000.00	1,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		1,000.00	
10-10-6610-5300570	MISCELLANEOUS			5,000.00	-1,000.00	4,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		-1,000.00	
Department 6610 Total:				5,000.00	0.00	5,000.00
Fund 10 Total:				-197,619.00	0.00	-197,619.00
Fund: 30 - WATER/SEWER						
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300145	MAINT - BUILDINGS			5,000.00	1,500.00	6,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		1,500.00	
30-80-8120-5300323	SUPPLIES - CHEMICALS			225,000.00	-1,500.00	223,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		-1,500.00	
Department 8120 Total:				230,000.00	0.00	230,000.00
Fund 30 Total:				230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:				32,381.00	0.00	32,381.00

Budget Adjustment Report

Description

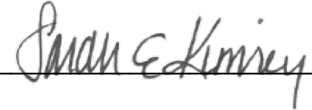
Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-197,619.00	0.00	-197,619.00
	30	230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:		32,381.00	0.00	32,381.00

APPROVED: 5/0

DATE: 12/8/25

VERIFIED: _____



DRAFT



PROCLAMATION

National Mentoring Month

January 2026

WHEREAS, National Mentoring Month brings awareness to the importance of quality mentoring that promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

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

WHEREAS, mentoring programs like Fathers on the Move, Beyond Expectations, and capacity-building agencies like Youth Mentoring Collaborative make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

WHEREAS, Grow Your World is a youth-centered, community-building organization that partners with local college students to work directly with youth and connect community members through multigenerational and inclusive relationships that build enrichment opportunities for youth and adults alike; and

WHEREAS, Reintegration Support Network provides support and resources for adolescents experiencing challenges related to substance use, mental health, and/or justice involvement. Mentors engage in promoting trust and self-acceptance by advocating for and with participants, coordinating with existing service providers, and linking participants with community resources, thereby increasing a participant's overall wellbeing; and

WHEREAS, Healing-Centered Mentoring™ provides a pathway to promote mental wellness, increase access to evidence-based mental wellness skills training, and reduce structural barriers to mental health services; and

WHEREAS, mentoring plays a pivotal role in career exploration and supports workforce development by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and driving positive outcomes for communities across the state;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim January 2026 as National Mentoring Month 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 December in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough