



Minutes

Board of Commissioners Work Session

7 p.m. Nov. 24, 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: Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Engineering Services Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7:01 p.m.

2. Agenda changes and approval

Add Item 5A – Resolution Supporting the Fourth Amendment to the United States Constitution

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

Vote: 5-0.

3. Appointments

A. Historic District Commission – Reappointment of Gary Miller for a term expiring Dec. 31, 2028

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

Vote: 5-0.

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Special Event Permit Application – 2025 Solstice Lantern Walk and Market
- C. Special Event Permit Application – Carolina Godiva Track Club New Year's Day 8K Run
- D. Special Event Permit Application – Hillsborough Running Club Thanksgiving Turkey Trot 5K
- E. North Carolina League of Municipalities Commitment to Civility Certification
- F. Resolution Updating the Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

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

Vote: 5-0. Nays: 0.

5. In-depth discussion and topics

A. Resolution Supporting the Fourth Amendment to the United States Constitution

The mayor read the resolution, affirming the town's support for the protections afforded by the Fourth Amendment and acknowledging the town's role in the passage of the Bill of Rights.

Motion: Ferguson moved to adopt the resolution. Darab seconded.

Vote: 5-0.

B. Strategic Plan Annual Report

Administrative Services Director Jen Della Valle presented an update on the Strategic Plan for the last fiscal year. She went through each focus area and highlighted progress on various initiatives.

The board expressed support for the request to extend the current strategic plan by one year, allowing planning and development of the next three-year version of the plan to occur in Fiscal Year 2027. The request was made due to added work from Tropical Storm Chantal in July.

C. Resolution Revising the Urban Service Boundary

Assistant Town Manager Matt Efird, Planning and Economic Development Manager Shannan Campbell and Engineering Services Manager Bryant Green reviewed proposed changes to the town's urban services boundary with the board.

The update reflects boundary reductions recommended in the town's comprehensive sustainability plan. The boundary outlines the extent of the town's water service area. Two interlocal agreements must be updated to reflect any changes to the town's urban services boundary.

Motion: Ferguson moved to adopt the resolution. Commissioner Matt Hughes seconded.

Vote: 5-0.

6. **Committee updates and reports**

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

Lloyd thanked town staff for their hard work for and during the holiday season.

Motion: Ferguson moved to go into closed session. Darab seconded.

Vote: 5-0.

7. **Closed session**

A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)

Motion: Ferguson moved to return to open session. English seconded.

Vote: 5-0.

Motion: Ferguson moved to grant the town manager a 4.5% merit increase, rounded up to an annual salary of \$225,000 effective July 1, 2025. Darab seconded.

Vote: 5-0.

8. **Adjournment**

Motion: Ferguson moved to adjourn at 9:20 p.m. Lloyd seconded.

Vote: 5-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 11/24/2025 - 11/24/2025

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: 3880 - NON-DEPARTMENTAL						
10-80-3880-3887000	INSURANCE PROCEEDS			0.00	-97,211.62	-97,211.62
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-97,211.62	
Department 3880 Total:				0.00	-97,211.62	-97,211.62
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	97,211.62	-110,607.38
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		97,211.62	
Department 3900 Total:				-207,819.00	97,211.62	-110,607.38
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5400910	DEBT SERVICE - PRINCIPAL			141,086.00	10,223.00	151,309.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		10,223.00	
10-10-5000-5400920	DEBT SERVICE - INTEREST			59,086.00	-10,223.00	48,863.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		-10,223.00	
Department 5000 Total:				200,172.00	0.00	200,172.00
Department: 5800 - SOLID WASTE						
10-30-5800-5400910	DEBT SERVICE - PRINCIPAL			59,989.00	1,739.00	61,728.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		1,739.00	
10-30-5800-5400920	DEBT SERVICE - INTEREST			2,629.00	-1,739.00	890.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		-1,739.00	
Department 5800 Total:				62,618.00	0.00	62,618.00
Fund 10 Total:				54,971.00	0.00	54,971.00
Fund: 30 - WATER/SEWER						
Department: 3880 - NON-DEPARTMENTAL						
30-80-3880-3887000	INSURANCE PROCEEDS			0.00	-18,970.18	-18,970.18
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-18,970.18	
Department 3880 Total:				0.00	-18,970.18	-18,970.18
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	18,970.18	-656,695.82
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		18,970.18	
Department 3900 Total:				-675,666.00	18,970.18	-656,695.82
Fund 30 Total:				-675,666.00	0.00	-675,666.00
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Department: 5100 - POLICE						
72-00-5100-3301052	RESTRICTED REV - ABC BOARD GRANT			-41,033.96	-6,250.00	-47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		-6,250.00	
72-20-5100-5300052	ABC BOARD EXPENDITURES			41,033.96	6,250.00	47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		6,250.00	
Department 5100 Total:				0.00	0.00	0.00
Fund 72 Total:				0.00	0.00	0.00
Budget Code 2025-2026 Total:				-620,695.00	0.00	-620,695.00

Budget Adjustment Report

Description

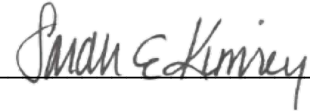
Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	54,971.00	0.00	54,971.00
	30	-675,666.00	0.00	-675,666.00
	72	0.00	0.00	0.00
Budget Code 2025-2026 Total:		-620,695.00	0.00	-620,695.00

APPROVED: 5/0

DATE: 11/24/25

VERIFIED: _____



DRAFT



RESOLUTION

Supporting the Fourth Amendment to the United States Constitution

WHEREAS, the Fourth Amendment to the United States Constitution affirms that “the right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated,” establishing a foundational protection for personal privacy and individual liberty in the American republic; and

WHEREAS, these protections remain essential to preserving public trust, civil liberties and the rule of law in a democratic society, ensuring that governmental authority is exercised with respect for constitutional boundaries and the inherent rights of all people; and

WHEREAS, Hillsborough, North Carolina, holds a distinguished place in American history as the host of the Constitutional Convention from July 21 to August 4, 1788, where delegates from across North Carolina met to debate the newly proposed U.S. Constitution; and

WHEREAS, on August 1, 1788, the delegates to the convention in Hillsborough debated a series of Declaration of Rights, including No. 14, which read, “That every freeman has a right to be secure from all unreasonable searches and seizures of his person, his papers and property; all warrants therefore to search suspected places, or to apprehend any suspected person without specially naming or describing the place or person, are dangerous and ought not to be granted”; and

WHEREAS, delegates at the Hillsborough convention were so concerned about the absence of explicit protections for individual liberties that they refused to ratify the Constitution without assurances that a bill of rights would be added, thereby contributing materially to the adoption of the Bill of Rights, including the Fourth Amendment; and

WHEREAS, Hillsborough’s role in urging constitutional protections helped ensure that future generations would enjoy the liberties and safeguards that define American constitutional democracy; and

WHEREAS, the Town of Hillsborough continues to value and uphold the principles of privacy, freedom from unreasonable government intrusion, and respect for civil liberties that are embedded in the Fourth Amendment; and

WHEREAS, the Town of Hillsborough can serve as an example of how local governments can advocate for the rights of all local community members and businesses and discourage the overreach of federal executive branch agencies in our communities;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners:

1. The Town of Hillsborough reaffirms its strong support for the Fourth Amendment to the U.S. Constitution and its vital protections for personal privacy and freedom from unreasonable searches and seizures; and
2. The Town of Hillsborough encourages continued education, public awareness and civic engagement regarding the rights preserved in the Constitution and the ongoing importance of safeguarding fundamental liberties for all members of the community; and

3. The Board of Commissioners directs town staff to appropriately prioritize and explore resources and make recommendations regarding how town staff, community members and businesses can protect their constitutional rights as enshrined in the Fourth Amendment.

Approved this 24th day of November of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah Kimrey, Town Clerk



RESOLUTION

Revising the Urban Service Boundary for the Town of Hillsborough November 24, 2025

WHEREAS, the Hillsborough Board of Commissioners adopted the Comprehensive Sustainability Plan for the Town of Hillsborough on June 12, 2023; and

WHEREAS, the first goal in the Land Use and Development chapter of said plan is to “ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity”; and

WHEREAS, said plan lists strategies to realize this goal, including to “develop and adopt plans that contribute to meeting preferred future land use and growth patterns”; and

WHEREAS, under this strategy, the plan recommends specific actions, including to “revise the Urban Service Boundary to reflect a 2040 actual water and sewer capacity and availability with already identified improvement as well as incorporate preferred future land use and growth patterns”; and

WHEREAS, town staff has evaluated water and wastewater system capacity and availability and has identified significant concerns regarding its wastewater collection and distribution systems, as well as with the town’s ability to meet nutrient wastewater limits associated with its National Pollution Discharge Elimination System (NPDES) permit and the Falls Lake Rules under North Carolina Administrative Code § 15A 02B .0275 – .0282; and

WHEREAS, town staff recommends revising the town’s Urban Service Boundary as shown on the map attached hereto, thereby reducing the geographical area of the Urban Service Area in an effort to provide the best quality and quantity of water and the most efficient and effective wastewater treatment to the greatest number of people; and

WHEREAS, the policy related to provision of water and/or sewer services outside of the boundary shall be as follows:

1. The town shall not extend any new water or sewer mains outside of the revised boundary and shall not accept flow from any additional private mains constructed outside of the boundary.
2. Existing water or sewer mains outside of the revised boundary shall not be upsized to allow for additional connections or increased flow.
3. New construction of single-family homes, duplexes, triplexes and accessory dwelling units may be allowed to connect to existing water lines outside of the proposed boundary, provided that no main extension is required to serve the proposed residence(s). The town reserves the right to reject any proposed water connection to existing infrastructure outside of the boundary if adequate water pressure and/or water quality are not available or if the proposed connection does not meet other applicable town requirements.
4. Upon the request of the Orange County Health Department or other relevant county or state health agency to address a public health need, existing structures with failing wells may be allowed to connect to existing water mains if all relevant service standards can be achieved.

5. The town should not be considered the provider of water or sewer service for any new school or school system outside of the revised boundary. Provision of utilities is limited to school sites already served as of the date of this resolution. Expansion of service for those schools currently served will be permitted so long as it does not involve upsizing of existing mains or extension of new mains.
6. Resale of town-provided water outside of the revised boundary is limited to utilities with existing interconnections with the town. New connections for the purposes of resale shall not be allowed.

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners:

1. The Urban Service Boundary for the Town of Hillsborough is hereby revised as shown on the map attached hereto and should be considered the official map at the time of adoption; and
2. Town staff shall initiate updates to any policies, ordinances, and/or interlocal agreements in conflict with the revised Urban Service Boundary and related policy stated herein.

Approved this 24th day of November of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah Kimrey, Town Clerk