



Minutes

Board of Commissioners Regular Meeting

7 p.m. Nov. 10, 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, 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, Senior Communications Specialist Cheryl Sadgrove and Chief of Police Jason Winn

Opening of the meeting

Mayor Mark Bell opened the meeting at 7 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Several community members voiced their appreciation for the board's decision to cancel the contract with Flock Safety for automated license plate readers. They noted their concerns, including potential privacy risks and damage to community connection.

3. Agenda changes and approval

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Meaghun Darab seconded.

Vote: 5-0.

4. Appointments

A. Parks and Recreation Board – Appointment of Magnolia Brown for a term ending Nov. 11, 2028

Motion: Commissioner Matt Hughes moved to approve the appointment. Commissioner Robb English seconded.

Vote: 5-0.

5. Items for decision – consent agenda

A. Minutes

- Regular meeting Oct. 13, 2025
- Regular meeting closed session Oct. 13, 2025
- Work session Oct. 27, 2025
- Work session closed session Oct. 27, 2025

B. Miscellaneous budget amendments and transfers

C. Proclamation – Arbor Day 2025

- D. Special Event Permit – 2025 Hillsborough Holiday Tree Lighting Ceremony
- E. Special Event Permit – 2025 Light up the Night Hillsborough Holiday Parade

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

6. Items for decision – regular agenda

- A. Water Extension to Residential Subdivision on N.C. 86 North

Assistant Town Manager Matt Efird reviewed a proposed residential subdivision on N.C. 86 North. He said extending water services could reduce water flushing needs and generate additional revenue for the town's utility system. He also noted that an extension would contradict the town's long-term plan to reduce the urban services boundary.

Representatives for the developer explained that the development has a well which could serve the proposed 49 homes, but the developer is exploring connecting to town water based on Orange County's preference. The representatives said that town water lines already exist near the property and that a connection could create a loop in the town's water system, benefiting the town.

Commissioners said expanding water services northward would contradict both their established vision for the town's development and the plan to reduce the urban services boundary.

Motion: Ferguson moved to not extend water service and to continue the plan of reducing the urban services boundary. Hughes seconded.
Vote: 5-0.

- B. Hot topics for work session Nov. 24, 2025

Topics for the upcoming work session will include:

- Strategic Plan Annual Report.
- Urban services boundary approval.
- A civility pledge.
- Closed session to conduct town manager's annual performance evaluation.

7. Updates

- A. Board members

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

- B. Town manager

The manager had no additional updates.

- C. Staff (written reports in agenda packet)

There were no additional updates.

8. 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

DRAFT

Town of Hillsborough, NC

Budget Adjustment Report Adjustment Detail

For Date Range: 11/10/2025 - 11/10/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 4200 - ADMINISTRATION						
10-10-4200-5300458	DATA PROCESSING SERVICES			0.00	3,225.00	3,225.00
BA0000208	OpenGov COA Update	GLPKT01712	11/10/2025		3,225.00	
10-10-4200-5300570	MISCELLANEOUS			33,073.00	-3,225.00	29,848.00
BA0000208	OpenGov COA Update	GLPKT01712	11/10/2025		-3,225.00	
Department 4200 Total:				33,073.00	0.00	33,073.00
Department: 4400 - ACCOUNTING						
10-10-4400-5300080	TRAINING/CONF/CONV			5,000.00	300.00	5,300.00
BA0000200	Cover Sept. Purchase Card Transactions	GLPKT01627	11/10/2025		300.00	
10-10-4400-5300570	MISCELLANEOUS			10,210.00	-300.00	9,910.00
BA0000200	Cover Sept. Purchase Card Transactions	GLPKT01627	11/10/2025		-300.00	
Department 4400 Total:				15,210.00	0.00	15,210.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5300112	POSTAGE			0.00	500.00	500.00
BA0000202	To cover postage	GLPKT01650	11/10/2025		500.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-500.00	29,500.00
BA0000202	To cover postage	GLPKT01650	11/10/2025		-500.00	
Department 5550 Total:				30,000.00	0.00	30,000.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5300350	UNIFORMS			0.00	100.00	100.00
BA0000209	IT Uniform	GLPKT01746	11/10/2025		100.00	
10-10-6610-5300570	MISCELLANEOUS			5,000.00	-100.00	4,900.00
BA0000209	IT Uniform	GLPKT01746	11/10/2025		-100.00	
Department 6610 Total:				5,000.00	0.00	5,000.00
Fund 10 Total:				83,283.00	0.00	83,283.00
Fund: 30 - WATER/SEWER						
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300112	POSTAGE			100.00	300.00	400.00
BA0000201	To cover general postage and fluoride mailin...	GLPKT01641	11/10/2025		300.00	
30-80-8120-5300158	MAINT - EQUIPMENT			88,400.00	-95.00	88,305.00
BA0000207	Ignition software renewal	GLPKT01706	11/10/2025		-95.00	
30-80-8120-5300323	SUPPLIES - CHEMICALS			225,000.00	-300.00	224,700.00
BA0000201	To cover general postage and fluoride mailin...	GLPKT01641	11/10/2025		-300.00	
30-80-8120-5300458	DATA PROCESSING SERVICES			1,670.00	95.00	1,765.00
BA0000207	Ignition software renewal	GLPKT01706	11/10/2025		95.00	
Department 8120 Total:				315,170.00	0.00	315,170.00
Fund 30 Total:				315,170.00	0.00	315,170.00
Fund: 70 - CAPITAL RESERVE FUND - WATER & SEWER						
Department: 3850 - INTEREST EARNED						
70-00-3850-3850000	INTEREST EARNED			-1,446,144.01	-61,282.71	-1,507,426.72
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-61,282.71	
Department 3850 Total:				-1,446,144.01	-61,282.71	-1,507,426.72

Budget Adjustment Report**For Date Range: 11/10/2025 - 11/10/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Department: 6900 - SPECIAL APPROPRIATIONS						
70-71-6900-5970001	TRANSFER TO UTILITY CAP IMPROV FUND			5,189,089.01	61,282.71	5,250,371.72
BA0000205	Adj per actual	GLPKT01656	11/10/2025		61,282.71	
Department 6900 Total:				5,189,089.01	61,282.71	5,250,371.72
Fund 70 Total:				3,742,945.00	0.00	3,742,945.00
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Department: 5100 - POLICE						
72-00-5100-3301059	RESTRICTED REV - K-9 DOG PURCHASE			0.00	-17,000.00	-17,000.00
BA0000204	HPD donation for K-9 purchase	GLPKT01652	11/10/2025		-12,000.00	
BA0000206	HPD donation for K-9 purchase	GLPKT01665	11/10/2025		-5,000.00	
72-20-5100-5700750	K-9 DOG PURCHASE			0.00	17,000.00	17,000.00
BA0000204	HPD donation for K-9 purchase	GLPKT01652	11/10/2025		12,000.00	
BA0000206	HPD donation for K-9 purchase	GLPKT01665	11/10/2025		5,000.00	
Department 5100 Total:				0.00	0.00	0.00
Fund 72 Total:				0.00	0.00	0.00
Fund: 75 - CRF - WATER SYSTEM DEVELOPMENT FEES						
Department: 3870 - TRANSFER FROM						
75-71-3870-3870156	TRANSFER FR FUND 30 - US-70 WTR IMPROVEMENTS			-1,266,247.00	-652,896.50	-1,919,143.50
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-652,896.50	
Department 3870 Total:				-1,266,247.00	-652,896.50	-1,919,143.50
Department: 6900 - SPECIAL APPROPRIATIONS						
75-71-6900-5970928	TRAN TO FUND 69 - US 70 PHASE I			1,647,621.53	652,896.50	2,300,518.03
BA0000205	Adj per actual	GLPKT01656	11/10/2025		652,896.50	
Department 6900 Total:				1,647,621.53	652,896.50	2,300,518.03
Fund 75 Total:				381,374.53	0.00	381,374.53
Fund: 76 - CRF - SEWER SYSTEM DEVELOPMENT FEES						
Department: 3870 - TRANSFER FROM						
76-71-3870-3870155	TRAN FR W/S - COLLECT SYS REHAB			-2,007,673.00	-682,201.00	-2,689,874.00
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-682,201.00	
Department 3870 Total:				-2,007,673.00	-682,201.00	-2,689,874.00
Department: 6900 - SPECIAL APPROPRIATIONS						
76-71-6900-5970927	TRAN TO UTIL CAP IMP FD - COLL SYS			2,007,673.00	682,201.00	2,689,874.00
BA0000205	Adj per actual	GLPKT01656	11/10/2025		682,201.00	
Department 6900 Total:				2,007,673.00	682,201.00	2,689,874.00
Fund 76 Total:				0.00	0.00	0.00
Fund: 79 - SPECIAL ASSESSMENT DISTRICT						
Department: 3100 - TAX LEVY						
79-00-3100-3100003	SPECIAL ASSESSMENT TAXES COLLECTED			-418,946.79	-18,276.65	-437,223.44
BA0000205	Adj per actual	GLPKT01656	11/10/2025		-18,276.65	
Department 3100 Total:				-418,946.79	-18,276.65	-437,223.44
Department: 7900 - 7900						
79-00-7900-5300047	PMTS REGIONS BANK (SAD)			1,561,446.26	18,276.65	1,579,722.91
BA0000205	Adj per actual	GLPKT01656	11/10/2025		18,276.65	
Department 7900 Total:				1,561,446.26	18,276.65	1,579,722.91
Fund 79 Total:				1,142,499.47	0.00	1,142,499.47
Budget Code 2025-2026 Total:				5,665,272.00	0.00	5,665,272.00

Budget Adjustment Report

Description

For Date Range: 11/10/2025 - 11/10/2025

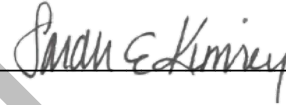
Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	83,283.00	0.00	83,283.00
	30	315,170.00	0.00	315,170.00
	70	3,742,945.00	0.00	3,742,945.00
	72	0.00	0.00	0.00
	75	381,374.53	0.00	381,374.53
	76	0.00	0.00	0.00
	79	1,142,499.47	0.00	1,142,499.47
Budget Code 2025-2026 Total:		5,665,272.00	0.00	5,665,272.00

APPROVED: 5/0

DATE: 11/10/25

VERIFIED: _____



DRAFT



PROCLAMATION

Arbor Day

Nov. 19, 2025

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. 19, 2025, 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 10th day of November in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough