



Minutes

Board of Commissioners Special Meeting

7 p.m. July 16, 2025

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English and Evelyn Lloyd

Absent: Commissioners Matt Hughes and Kathleen Ferguson (remote)

Staff: Budget Director Emily Bradford, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Town Clerk and Human Resources Technician Sarah Kimrey, Finance Director Dave McCole, Town Manager Eric Peterson, Police Maj. Andy Simmons, Fleet Maintenance Supervisor David Wisely and Communications Manager Catherine Wright

1. Opening of the special meeting

Mayor Mark Bell called the meeting to order at 7:15 p.m.

The mayor acknowledged the unusual and unfortunate circumstances that Hillsborough had been facing for the past 10 days, noting the town had transitioned from emergency response to recovery mode while still in a state of emergency. He said a declaration of disaster was in progress at the county level.

Bell recognized the impact on residents and businesses and on town staff who had been working tremendously hard on the storm response. He emphasized that this was a special meeting with a focused agenda on approving financial requirements to meet the storm response.

2. Agenda changes and approval

Motion: Commissioner Meaghun Darab moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 3-0.

3. In-depth discussion and topics

- A. Appropriation of funds for emergency vehicle replacements and other costs associated with Tropical Storm Chantal, feedback from Board of Commissioners

Assistant Town Manager Matt Efird presented a report on the damage caused by Tropical Storm Chantal and the need for vehicle and equipment replacements. He showed images of flooded areas, including the Public Works Facility, and damage to Gold Park and the Riverwalk Greenway.

Efird explained that as of the previous day, 10 public works vehicles were permanently out of service, down from 14 initially. He provided a breakdown of the affected vehicles, noting that the Public Works fleet was operating at about two-thirds strength overall but with significant losses in certain categories, particularly brush trucks.

The total loss and need for replacement of public works vehicles and equipment was around \$2.3 million, Efird reported. He said a fund balance appropriation of slightly over \$1 million was needed to move forward with the replacements. Efird presented scenarios of potential insurance recovery and its impact on the town's fund balance over the next three fiscal years.

Motion: Lloyd moved to approve budget amendments and transfers included in the agenda packet related to damage from Tropical Storm Chantal. Commissioner Robb English seconded.
Vote: 5-0.

In addition to vehicle replacements, Efird discussed medium- and long-term recovery expenses, including repairs to Gold Park and Riverwalk, ongoing expenses for bypass pumps at the Wastewater Treatment Plant, and the need to reevaluate the planned renovation of the Adron Thompson Water/Sewer Facility to determine whether changes are needed due to the flood risk.

He also provided updates on the status of the Riverwalk bridges and boardwalks and on repairs planned for Gold Park. He said stormwater assessments around town were ongoing, with no significant issues found in privately owned stormwater control measures.

Town Manager Eric Peterson provided additional updates from a countywide meeting held earlier that day. He discussed the timeline for potential state and federal disaster declarations, which would unlock various assistance programs, including Small Business Administration loans.

Peterson also shared information about resources available through the Orange County Department of Social Services and efforts to create a comprehensive list of volunteer organizations active in disaster recovery.

The board asked questions about the response, suggested revisiting emergency planning and tabletop exercises based on lessons from the storm, and asked about the duration of the current state of emergency.

The mayor opened the floor for questions from residents. Residents asked about creek maintenance, emergency check-ins with each household, immediate direction after flooding events, engaging the community in cleanup efforts, and implementing a flood alert system similar to amber alerts.

4. Adjournment

The mayor adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/11/2025 - 08/11/2025

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						
Revenue						
Department: 3870 - 3870						
10-71-3870-3870900	TRANSFER FROM FUND 78 GF COMMITTED			-691,174.00	-320,000.00	-1,011,174.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-320,000.00	
Department 3870 Total:				-691,174.00	-320,000.00	-1,011,174.00
Department: 3900 - 3900						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-1,067,520.00	-1,275,339.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-1,067,520.00	
Department 3900 Total:				-207,819.00	-1,067,520.00	-1,275,339.00
Revenue Total:				-898,993.00	-1,387,520.00	-2,286,513.00
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	10,000.00	10,000.00
BA0000122	Chantel Expenses	GLPKT00595	08/11/2025		10,000.00	
10-10-4000-5300154	MAINT - GROUNDS			0.00	20,000.00	20,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		20,000.00	
10-10-4000-5300155	MAINT - PARKS			0.00	30,000.00	30,000.00
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		30,000.00	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300161	MAINT - VEHICLES			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300310	GASOLINE			0.00	5,000.00	5,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		5,000.00	
10-10-4000-5300324	SUPPLIES - DISASTER			0.00	10,000.00	10,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		10,000.00	
10-10-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	10,000.00	10,000.00
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		10,000.00	
10-10-4000-5300351	RENTAL - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300361	RENTAL - VEHICLES			0.00	20,000.00	20,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		20,000.00	
10-10-4000-5300441	CS - ENGINEERING			0.00	5,000.00	5,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		5,000.00	
10-10-4000-5300570	MISCELLANEOUS			0.00	10,000.00	10,000.00
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		10,000.00	
10-10-4000-5300583	MISC - TAX, TAGS, ETC			0.00	50,520.00	50,520.00
BA0000124	Chantel Expenses	GLPKT00604	08/11/2025		50,520.00	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	120,000.00	120,000.00
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		120,000.00	
10-10-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	20,000.00	20,000.00
BA0000116	Chantel Expenses	GLPKT00532	08/11/2025		20,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	1,722,000.00	1,722,000.00

Budget Adjustment Report**For Date Range: 08/11/2025 - 08/11/2025**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		1,722,000.00	
Department 4000 Total:				0.00	2,062,520.00	2,062,520.00
Department: 5800 - SOLID WASTE						
10-30-5800-5300361	RENTAL - VEHICLES			0.00	10,000.00	10,000.00
BA0000110	Garbage Truck Rental	GLPKT00508	08/11/2025		10,000.00	
10-30-5800-5300484	LANDFILL FEES			135,000.00	10,000.00	145,000.00
BA0000107	Add funds for solid waste tonnage fees	GLPKT00452	08/11/2025		10,000.00	
10-30-5800-5700740	CAPITAL - VEHICLES			385,000.00	-385,000.00	0.00
BA0000124	Chantal Expenses	GLPKT00604	08/11/2025		-385,000.00	
Department 5800 Total:				520,000.00	-365,000.00	155,000.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5100020	SALARIES			143,159.00	-763.00	142,396.00
BA0000117	Cyber Security Insurance	GLPKT00538	08/11/2025		-763.00	
10-10-6610-5300540	INSURANCE			13,000.00	763.00	13,763.00
BA0000117	Cyber Security Insurance	GLPKT00538	08/11/2025		763.00	
Department 6610 Total:				156,159.00	0.00	156,159.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-310,000.00	140,000.00
BA0000107	Add funds for solid waste tonnage fees	GLPKT00452	08/11/2025		-10,000.00	
BA0000110	Garbage Truck Rental	GLPKT00508	08/11/2025		-10,000.00	
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-10,000.00	
BA0000114	Chantel Expenses	GLPKT00528	08/11/2025		-90,000.00	
BA0000116	Chantel Expenses	GLPKT00532	08/11/2025		-20,000.00	
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		-10,000.00	
BA0000121	Chantel Expenses	GLPKT00564	08/11/2025		-150,000.00	
BA0000122	Chantel Expenses	GLPKT00595	08/11/2025		-10,000.00	
Department 9990 Total:				450,000.00	-310,000.00	140,000.00
Expense Total:				1,126,159.00	1,387,520.00	2,513,679.00
Fund 10 Total:				227,166.00	0.00	227,166.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5300151	FOG PROGRAM			0.00	5,000.00	5,000.00
BA0000113	Chantel Expenses	GLPKT00527	08/11/2025		5,000.00	
30-80-4000-5300154	MAINT - GROUNDS			0.00	15,000.00	15,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		15,000.00	
30-80-4000-5300158	MAINT - EQUIPMENT			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5300310	GASOLINE			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300327	SUPPLIES - LAB			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300331	SUPPLIES - SAFETY			0.00	2,500.00	2,500.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		2,500.00	
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	10,000.00	10,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		10,000.00	
30-80-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	10,000.00	10,000.00
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		10,000.00	
30-80-4000-5300340	OUTSIDE LAB SERVICES			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	

Budget Adjustment Report

For Date Range: 08/11/2025 - 08/11/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
30-80-4000-5300351	RENTAL - EQUIPMENT			0.00	170,000.00	170,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		150,000.00	
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		20,000.00	
30-80-4000-5300361	RENTAL - VEHICLES			0.00	5,000.00	5,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		5,000.00	
30-80-4000-5300480	PURCHASE WATER/& RESALE			0.00	20,000.00	20,000.00
BA0000118	Chantel Expenses	GLPKT00541	08/11/2025		20,000.00	
30-80-4000-5300570	MISCELLANEOUS			0.00	10,000.00	10,000.00
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		10,000.00	
30-80-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	100,000.00	100,000.00
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		100,000.00	
30-80-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	10,000.00	10,000.00
BA0000123	Chantel Expenses	GLPKT00600	08/11/2025		10,000.00	
Department 4000 Total:				0.00	392,500.00	392,500.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300310	GASOLINE			24,000.00	1,500.00	25,500.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		1,500.00	
30-80-8140-5300330	SUPPLIES - DEPARTMENTAL			120,000.00	-2,700.00	117,300.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		-2,700.00	
30-80-8140-5300457	CS - NC ONE CALL CENTER			3,000.00	1,200.00	4,200.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		1,200.00	
Department 8140 Total:				147,000.00	0.00	147,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300310	GASOLINE			22,300.00	3,200.00	25,500.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		3,200.00	
30-80-8200-5300330	SUPPLIES - DEPARTMENTAL			70,000.00	-3,200.00	66,800.00
BA0000109	To cover gasoline, diesel, propane, & NC One...	GLPKT00495	08/11/2025		-3,200.00	
Department 8200 Total:				92,300.00	0.00	92,300.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			130,380.00	-2,940.00	127,440.00
BA0000115	WWTP Pump Replacement	GLPKT00531	08/11/2025		-2,940.00	
30-80-8220-5300340	OUTSIDE LAB SERVICES			32,050.00	-300.00	31,750.00
BA0000108	To cover DI Water System contract FY26	GLPKT00468	08/11/2025		-300.00	
30-80-8220-5300413	CS - DI WATER SYSTEM SERVICE			4,720.00	300.00	5,020.00
BA0000108	To cover DI Water System contract FY26	GLPKT00468	08/11/2025		300.00	
30-80-8220-5700741	CAPITAL - EQUIPMENT			65,000.00	2,940.00	67,940.00
BA0000115	WWTP Pump Replacement	GLPKT00531	08/11/2025		2,940.00	
Department 8220 Total:				232,150.00	0.00	232,150.00
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-392,500.00	7,500.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-10,000.00	
BA0000112	Chantel Expenses	GLPKT00526	08/11/2025		-217,500.00	
BA0000113	Chantel Expenses	GLPKT00527	08/11/2025		-5,000.00	
BA0000118	Chantel Expenses	GLPKT00541	08/11/2025		-20,000.00	
BA0000119	Chantel Expenses	GLPKT00554	08/11/2025		-10,000.00	
BA0000120	Chantel Expenses	GLPKT00561	08/11/2025		-120,000.00	
BA0000123	Chantel Expenses	GLPKT00600	08/11/2025		-10,000.00	
Department 9990 Total:				400,000.00	-392,500.00	7,500.00
Expense Total:				871,450.00	0.00	871,450.00
Fund 30 Total:				871,450.00	0.00	871,450.00

Budget Adjustment Report**For Date Range: 08/11/2025 - 08/11/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 35 - STORMWATER						
Expense						
Department: 4000 - DISASTER						
35-30-4000-5300335	SUPPLIES - DISASTER			0.00	5,000.00	5,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		5,000.00	
Department 4000 Total:				0.00	5,000.00	5,000.00
Department: 5900 - STORMWATER						
35-30-5900-5300000	CONTINGENCY			25,000.00	-5,000.00	20,000.00
BA0000111	Disaster Relief	GLPKT00509	08/11/2025		-5,000.00	
Department 5900 Total:				25,000.00	-5,000.00	20,000.00
Expense Total:				25,000.00	0.00	25,000.00
Fund 35 Total:				25,000.00	0.00	25,000.00
Budget Code 2025-2026 Total:				1,123,616.00	0.00	1,123,616.00

DRAFT

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	227,166.00	0.00	227,166.00
	30	871,450.00	0.00	871,450.00
	35	25,000.00	0.00	25,000.00
Budget Code 2025-2026 Total:		1,123,616.00	0.00	1,123,616.00

APPROVED: 3/0

DATE: 7/16/25

VERIFIED: _____ *Sharon E. Kimrey*

DRAFT