



Minutes

Board of Commissioners Work Session

7 p.m. Jan. 23, 2023

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

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Interim Finance Director Melissa Bishop, Budget and Management Analyst Josh Fernandez, Assistant Town Manager and Community Services Director Margaret Hauth, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson and Senior Communications Specialist Cheryl Sadgrove

1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7 p.m.

2. Agenda changes and approval

- Add item 5.E — Approval of Cherry Bekeart contract amendment for FY21 audit services
- Add item 5.F — Budget amendment and capital project ordinance amendment to cover Valley Forge inspection and monitoring

Motion: Commissioner Mark Bell moved to approve agenda as amended. Commissioner Kathleen Ferguson seconded.

Vote: 3-0. Absent: Commissioners Matt Hughes and Evelyn Lloyd.

3. Presentations

A. Fiscal Year 2021 Audit and Annual Financial Report

April Adams, certified public accountant and assurance partner from Cherry Bekeart Accounting Firm, presented the FY21 Audit and Annual Financial Report.

B. Metropolitan Planning Organization (MPO) 2021-2022 Annual Report

Executive Director Doug Plachcinski presented the Durham, Chapel Hill, Carrboro (DCHC) MPO 2021-2022 Annual Report.

Lloyd joined the meeting at 7:07 p.m.

Hughes joined the meeting at 7:23 p.m.

4. Appointments

A. Tourism Board — Appointment of Eryk Pruitt with a term ending Jan. 9, 2025

B. Tourism Development Authority — Appointment of Victoria Pace with a term ending Jan. 31, 2024

C. Tourism Development Authority — Re-appointment of Dani Black with a term ending Jan. 31, 2024

Motion: Hughes moved to approve all appointments. Ferguson seconded.

Vote: 5-0.

5. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. 2022 Annual Community Development Block Grant-Coronavirus Program Report
- C. Update on future train station planning
- D. Ordinance amending town code to clarify the status of town board members on appointed boards
- E. Approval of Cherry Bekeart contract amendment for FY21 audit services (added item)
- F. Budget amendment and capital project ordinance amendment to cover Valley Forge inspection and monitoring (added item)

Motion: Hughes moved to approve all items on the amended consent agenda. Ferguson seconded.

Vote: 5-0.

6. In-depth discussion and topics

Discussion of staff recommendation for pursuing federal funding for local projects

Assistant Town Manager and Community Services Director Margaret Hauth noted that staff recommends preparing to apply for federal grants for construction of the Ridgewalk greenway in the next fiscal year.

7. Committee updates and reports

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

8. Adjournment

Mayor Weaver adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 01/23/2023 TO 01/23/2023

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
Admin. 10-10-4200-5300-474 RECRUITMENT Services To cover ATM & FD relocation expenses	34139	01/23/2023	EBRADFORI	6,000.00	67,500.00	73,500.00
Planning 10-10-4900-5100-020 SALARIES To move costs to exp accounts	34142	01/23/2023	EBRADFORI	416,690.00	67,500.00	484,190.00
Planning 10-10-4900-5100-021 PERSONNEL EXPANSION - SALARIES To cover ATM & FD relocation expenses	34140	01/23/2023	EBRADFORI	135,000.00	-67,500.00	67,500.00
To move costs to exp accounts	34141	01/23/2023	EBRADFORI	135,000.00	-67,500.00	0.00
Planning 10-10-4900-5300-110 TELEPHONE/INTERNET To move costs to exp accounts	34144	01/23/2023	EBRADFORI	840.00	770.00	1,610.00
Planning 10-10-4900-5300-140 TRAVEL/VEHICLE ALLOTMENT To move costs to exp accounts	34145	01/23/2023	EBRADFORI	0.00	2,100.00	2,100.00
Planning 10-10-4900-5300-600 PERSONNEL EXPANSION - OP COSTS To move costs to exp accounts	34143	01/23/2023	EBRADFORI	2,870.00	-2,870.00	0.00
Police 10-20-5100-5300-145 MAINTENANCE - BUILDINGS To cover an overage and future expenses.	34149	01/23/2023	JFernandez	36,613.00	-500.00	36,878.00
Police 10-20-5100-5300-161 MAINTENANCE - VEHICLES To cover an overage and future expenses.	34150	01/23/2023	JFernandez	1,000.00	500.00	4,000.00
Admin. 30-80-7200-5300-571 SAFETY AWARDS PROGRAM Enterprise To cover safety awards.	34134	01/23/2023	JFernandez	0.00	3,651.21	3,651.21
W&S 30-80-9990-5300-000 CONTINGENCY Contingency To cover safety awards.	34135	01/23/2023	JFernandez	400,000.00	-3,651.21	269,378.79
Storm- 35-30-5900-5300-570 MISCELLANEOUS water To cover safety awards.	34138	01/23/2023	JFernandez	24,874.00	-307.31	24,336.69
Storm- 35-30-5900-5300-571 SAFETY AWARDS PROGRAM water To cover safety awards.	34137	01/23/2023	JFernandez	0.00	307.31	307.31
					<u>0.00</u>	

APPROVED: 5/0

DATE: 1/23/23

VERIFIED: Simon E. Kimrey



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

**NORTH CAROLINA DEPARTMENT OF COMMERCE
STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

2022 ANNUAL PERFORMANCE REPORT COVER PAGE

Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

Grants Management Representative: Margaret Hauth

Grantee Address: P.O. Box 429, Hillsborough, NC 27278

Preparer Information

Name: Margaret Hauth

Address: P.O. Box 429, Hillsborough, NC 27278

Telephone Number: 919-296-9471

Email Address: margaret.hauth@hillsboroughnc.gov

Local Government Primary Contact: Margaret Hauth

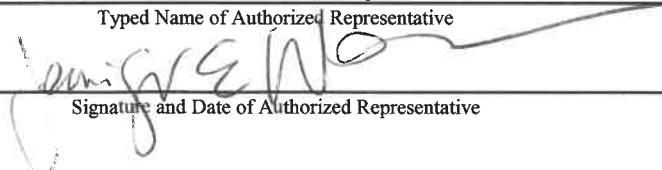
Phone Number: 919-296-9471

Email: margaret.hauth@hillsboroughnc.gov

The Annual Performance Report (APR) is required by 4 NCAC 19L.1101. **One original signed hardcopy of this report must be submitted to NC Commerce by Tuesday, January 31, 2023 at 5:00 pm. Newly required, 2022 APR Excel file must be emailed to compliance@commerce.nc.gov (not a scan copy, the actual Excel file). Grantees are still required to mail a hard copy to NC Commerce.** The grant recipient's Board Designated Representative certifies on this signatory Cover Page that all the Data in the APR Report are true and correct to the best of her/his knowledge and belief. **DocuSign is not permitted.**

Jenn Weaver, Mayor

Typed Name of Authorized Representative


Signature and Date of Authorized Representative

NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY

Documents Included:			
Cover Page	<input type="checkbox"/>	MWBE HUD 2516	<input type="checkbox"/> (Formerly Contractor Info. Form)
Main Summary	<input type="checkbox"/>	Fair Housing Report	<input type="checkbox"/>
Activity Indicators	<input type="checkbox"/>	LAP Report	<input type="checkbox"/>
Other Indicators	<input type="checkbox"/>	Section 3 Report	<input type="checkbox"/>
		Section 504 Report	<input type="checkbox"/>



ORDINANCE

Amending Town Code Chapter 3

To Clarify Status of Town Board Members on Appointed Boards


The Hillsborough Board of Commissioners ordains:

- Section 1.** Section 3-70(c) is amended by adding "One member shall be a town board member" as the second sentence.
- Section 2.** Section 3-70(d) is amended by adding "The town board and Planning Board members are not subject to term limits as those appointments are tied to service on other boards" as the second sentence.
- Section 3.** Section 3-71(b) is amended by adding "One member shall be the Mayor Pro Tem of the Board of Commissioners" as the last sentence.
- Section 4.** Section 3-71(c) is amended by adding "The town board member is not subject to term limits as the appointment is tied to service as Mayor Pro Tem" as the last sentence.
- Section 5.** Section 3-72(c) is amended by adding "The town board member is not subject to term limits as the appointment is tied to service on the town board" at the end of the section
- Section 6.** Section 3-73(b) is amended by adding "One member shall be the town board member who also serves on the Tourism Board. That service qualifies that individual as being active in the promotion of travel and tourism in town" at the end of the section.
- Section 7.** Section 3-73(c) is amended by adding "The town board member is not subject to term limits as the appointment is tied to service on the Tourism Board" at the end of the section.
- Section 8.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 23rd day of January in 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 01/23/2023 TO 01/23/2023

<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>
10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
To cover Valley Forge inspection/monitori	34179	01/23/2023	EBRADFORI	743,482.00	6,238.00	2,038,712.39
10-00-9990-5300-000 CONTINGENCY						
To cover Valley Forge inspection/monitori	34178	01/23/2023	EBRADFORI	300,000.00	-40,762.00	0.00
10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND						
To cover Valley Forge inspection/monitori	34180	01/23/2023	EBRADFORI	100,000.00	47,000.00	147,000.00
60-11-3870-3870-404 TRANSFER FROM GF-VALLEY FORGE						
To cover Valley Forge inspection/monitori	34176	01/23/2023	EBRADFORI	878,180.00	47,000.00	925,180.00
60-11-5600-5700-718 VALLEY FORGE RD -CONSTRUCTION ADMIN						
To cover Valley Forge inspection/monitori	34177	01/23/2023	EBRADFORI	62,000.00	47,000.00	109,000.00
					<u>106,476.00</u>	

APPROVED: 5/0

DATE: 1/23/23

VERIFIED: Shan E. Kimrey

DRAFT



ORDINANCE

Capital Project Amendment

Valley Forge Road Street & Stormwater Project

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
General Capital	\$1,203,917	\$47,000	\$1,250,917
Improvement Fund			
Valley Forge			

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
General Capital	\$1,203,917	\$47,000	\$1,250,917
Improvement Fund			
Valley Forge			

Section 3. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 23rd day of January in 2023.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk