



# Minutes

## Board of Commissioners Work Session

7 p.m. March 27, 2023

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

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

Absent: Mayor Jenn Weaver

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

### 1. Opening of the work session

Mayor Pro Tem Matt Hughes called the meeting to order at 7 p.m.

### 2. Agenda changes and approval

Hughes asked if there were any changes to the agenda.

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

Vote: 5-0. Nays: 0.

### 3. Appointments

A. Tourism Board – Appointment of Rainbow Cabbage with a term ending March 27, 2025

Motion: Ferguson moved to approve the appointment. English seconded.

Vote: 5-0. Nays: 0.

### 4. Items for decision – consent agenda

A. Minutes – Joint public hearing Jan. 19, 2023

B. Miscellaneous budget amendments and transfers

C. Proclamation recognizing April 2023 as Native Plant Month

D. Special Event Permit: River Park Concert

E. Special Event Permit: Last Fridays Art Walk

F. Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Mark Bell seconded.

Vote: 5-0. Nays: 0.

### 5. In-depth discussion and topics

A. Letter of interest for contiguous annexation – Gatewood Property

Planning and Economic Development Manager Shannan Campbell introduced the item as an annexation interest with the applicant pursuing the general commercial zoning district. Members were provided a list of uses allowed in that zoning district.

Applicant Jennifer Spada addressed the board. She wants to change the zoning from special use to commercial to develop and renovate a house on the property.

Motion: Ferguson moved to move forward with the annexation process. Bell seconded.  
Vote: 5-0. Nays: 0.

**B. Review of Priority Transportation Projects**

Assistant Town Manager and Community Services Director Matt Efird began by reviewing the process for transportation prioritization. Transportation priorities from 2021 were reviewed, and 2023 priorities were reaffirmed. Board members were asked to review the transportation projects, and a request was made to add the Orange Grove Extension project as a priority and to consider adding the Ridgewalk Greenway as a transportation priority. Guest speaker Nishith Trivedi, transportation director with Orange County Transportation Services, provided additional details on what transportation projects are high-scoring. Trivedi also shared what it means when a strategic prioritization of transportation project isn't eligible for Strategic Transportation Improvement Program funding.

Motion: Ferguson moved to adopt the resolution as amended. Bell seconded.  
Vote: 5-0. Nays: 0.

**6. Committee updates and reports**

Commissioners shared the following updates:

- Surveying for the proposed skatepark at Cates Creek Park now provides a better idea of the project's scale.
- The Tree Board is working throughout Hillsborough to remove invasive plant species.
- Orange Rural Fire Department's new station is nearly finished.
- The Tourism Board is nearly at full membership.
- The Triangle J Council of Governments is rebranding as Central Pines Regional Council.

**7. Adjournment**

Hughes adjourned the meeting at 7:53 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: 03/27/2023 TO 03/27/2023

	<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>
Facilities Mgmt.	10-10-5000-5300-145 MAINTENANCE - BUILDINGS To cover generator repair	34260	03/27/2023	EBRADFORI	201,896.00	-4,277.00	184,010.00
Facilities Mgmt.	10-10-5000-5300-158 MAINTENANCE - EQUIPMENT To cover generator repair	34259	03/27/2023	EBRADFORI	0.00	4,277.00	17,886.00
WWTP	30-80-8220-5300-320 SUPPLIES - OFFICE For purchase of new office supplies at W\	34249	03/27/2023	JFernandez	500.00	3,500.00	4,000.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS For purchase of new office supplies at W\	34248	03/27/2023	JFernandez	92,500.00	-3,500.00	86,450.00
ARPA	77-00-3300-3310-006 GRANT - AMERICAN RESCUE PLAN (ARPA) Consolidate ARPA Revenues	34258	03/27/2023	EBRADFORI	0.00	1,958,460.00	1,958,460.00
ARPA	77-25-3001-3310-007 GRANT - ARPA - WTP FILTERS REPAIR-1 Consolidate ARPA Revenues	34250	03/27/2023	EBRADFORI	83,460.00	-83,460.00	0.00
ARPA	77-25-3001-3310-008 GRANT - ARPA - WTP PAVING & CURBING Consolidate ARPA Revenues	34251	03/27/2023	EBRADFORI	90,000.00	-90,000.00	0.00
ARPA	77-25-3001-3310-009 GRANT - ARPA - WTP SCADA UPDATE Consolidate ARPA Revenues	34252	03/27/2023	EBRADFORI	50,000.00	-50,000.00	0.00
ARPA	77-25-3001-3310-010 GRANT - ARPA - GALVANIZED WATER MAI Consolidate ARPA Revenues	34253	03/27/2023	EBRADFORI	0.00	-60,000.00	0.00
ARPA	77-25-3001-3310-011 GRANT - ARPA - HYDRANT & VALVE PROJ Consolidate ARPA Revenues	34254	03/27/2023	EBRADFORI	0.00	-200,000.00	0.00
ARPA	77-25-3001-3310-012 GRANT - ARPA - MCADAMS RD WTR MAIN Consolidate ARPA Revenues	34255	03/27/2023	EBRADFORI	0.00	-350,000.00	0.00
ARPA	77-25-3001-3310-013 GRANT - ARPA - LAWNSDALE PS & BASIN Consolidate ARPA Revenues	34256	03/27/2023	EBRADFORI	0.00	-935,000.00	0.00
ARPA	77-25-3001-3310-014 GRANT - ARPA - WWTP CLARIFIERS Consolidate ARPA Revenues	34257	03/27/2023	EBRADFORI	0.00	-190,000.00	0.00
						<u>0.00</u>	

APPROVED: 5/0

DATE: 3/27/23

VERIFIED: Sam E. Kimrey



## PROCLAMATION

### Native Plant Month

April 2023

**WHEREAS**, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

**WHEREAS**, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

**WHEREAS**, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

**WHEREAS**, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

**WHEREAS**, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

**WHEREAS**, 94 of those 969 imperiled plants have been found in Orange County;

**NOW, THEREFORE**, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim April 2023 as Native Plant Month to recognize the many benefits of native plants to the environment and economy of 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 27<sup>th</sup> day of March in the year 2023.



A handwritten signature in black ink, reading "Jenn Weaver".

Jenn Weaver, Mayor  
Town of Hillsborough



## ORDINANCE

### Amending Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

The Hillsborough Board of Commissioners ordains:

**Section 1.** Appendix F of Chapter 14 of the Town Code of Ordinances is amended as follows:

After the listing of the various amendment dates to this appendix, add March 13, 2023 to the end of the list and replace the date of March 13, 2023 in the remaining paragraph language with March 27, 2023.

**Section 2.** 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 27<sup>th</sup> day of March in the year 2023.

Ayes: 5

Noes: 0

Absent or excused: 0



  
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Sarah E. Kimrey, Town Clerk



## RESOLUTION

### Supporting the Town's Priority Transportation Projects for Inclusion in The SPOT 7 Ranking Process

**WHEREAS**, the town board previously reviewed and discussed priority transportation projects in September 2021 for inclusion in the SPOT 6 ranking process; and

**WHEREAS**, no SPOT 6 projects were funded due to NCDOT budgetary challenges; and

**WHEREAS**, the board has reviewed the town's list of priority transportation projects and the draft Orange County SPOT 7 list; and

**WHEREAS**, the board requests that the Orange Grove Road/86 Connector project be added to the Orange County SPOT 7 project list; and

**WHEREAS**, the board reaffirms its support for the following projects included in the draft SPOT 7 list:

- I-85/Old NC 86 Interchange
- I-85/NC 86 Interchange
- I-85 Widening
- I-40 Widening
- South Churton Street Improvements (including Lafayette/Cates Creek Intersection Improvements)
- Eno Mountain/Mayo/Orange Grove Road Roundabouts
- I-85 Pedestrian Bridge
- US-70 Corridor Projects; and

**WHEREAS**, in addition to the projects listed above, the board also affirms its support for the Ridgewalk Greenway as a priority transportation project;

**NOW, THEREFORE**, be it resolved by the Hillsborough Board of Commissioners that the above listed projects are the town's priority transportation projects for inclusion in the SPOT 7 ranking process.

Approved this 27<sup>th</sup> day of March of the year 2023.



Jenn Weaver, Mayor  
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk