



# Minutes

## Board of Commissioners Work Session

7 p.m. Nov. 27, 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:** Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser and Town Manager Eric Peterson

### 1. Opening of the work session

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

### 2. Agenda changes and approval

There were none.

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

**Vote:** 4-0. Absent: Commissioner Evelyn Lloyd

### 3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Special Event Permit: 2023 Solstice Lantern Walk – Hillsborough Arts Council
- C. Special Event Permit: Kevin Dendy Memorial 5K Run/Walk – Generation Life Church
- D. Special Event Permit: 2024 Godiva Track Club New Year's Day 8K Run

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

**Vote:** 4-0. Absent: Lloyd.

Lloyd joined the meeting at 7:02 p.m.

### 4. In-depth discussion and topics

- A. Strategic Plan – Quarter 1 update

Administrative Services Director Jen Della Valle opened discussion on the implementation of the Strategic Plan for Quarter 1 of Fiscal Year 2024.

Discussion included:

- Reaching out to local councils of government for assistance when staff capacity is limited.
- Updating the town's emergency operations plan.
- Offering competitive benefits to town staff.
- Collaborating with other entities to highlight and promote women and minority owned businesses.
- Increasing public involvement in the budgetary process.
- Developing a code of ethics and firearms regulation.

- Implementing the current racial equity lens.

Staff was directed to:

- Investigate Inflation Reduction Act direct payments for sustainable energy options.
- Include on the quarterly update the staff responsible for Strategic Plan items.
- Provide an update on the Orange County Racial Equity Index dashboard.

**B. Fiscal Year 2025 Budget Retreat discussion**

Della Valle shared with the board the schedule and draft agenda for the FY2025 Budget Retreat. The board supported scheduling the retreat for 9 a.m. to 3:15 p.m. Feb. 17. Portions of the retreat will be covered at the January board work session due to staff availability.

Bell suggested reviewing the budgetary impacts of the discussion items as a group rather than individually. Weaver said providing options for reaction from board members helps guide the discussion at the retreat.

Ferguson suggested stress testing the items using a discussion facilitator at the retreat. Bell suggested that a facilitator would be more useful when the board is making decisions rather than receiving information.

The town manager will redevelop the agenda using the suggestions made.

**5. Committee updates and reports**

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

Motion: Commissioner Matt Hughes moved to go into closed session at 8:32 p.m. Ferguson seconded.  
Vote: 5-0.

**6. 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: Bell moved to return to open session at 9:07 p.m. Ferguson seconded.  
Vote: 5-0.

Motion: Ferguson moved to grant the town manager a 5% merit increase effective July 3, 2023. Bell seconded.  
Vote: 5-0.

**7. Adjournment**

Weaver adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

FY 2023-2024

TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT

DATES: 11/27/2023 TO 11/27/2023

	REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF Contingency	10-00-9990-5300-000 CONTINGENCY						
	To cover swag	41381	11/27/2023	EBRADFORI	450,000.00	-13,000.00	112,326.00
	To cover IT postage	41389	11/27/2023	EBRADFORI	450,000.00	-50.00	112,276.00
	To cover SAD property satisfactions	41394	11/27/2023	EBRADFORI	450,000.00	-10,000.00	102,276.00
Gov. Body	10-10-4100-5300-042 ATTORNEY/SPECIAL ASSESSMENT DIST.						
	To cover SAD property satisfactions	41395	11/27/2023	EBRADFORI	0.00	10,000.00	10,000.00
Admin. Services	10-10-4200-5300-332 OFFICE FURNITURE						
	To cover Communications office furniture	41391	11/27/2023	JFernandez	0.00	272.00	272.00
	Office furniture for Communications inter	41397	11/27/2023	JFernandez	0.00	80.00	352.00
Admin. Services	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING						
	To cover SD card reader for Communicati	41386	11/27/2023	JFernandez	0.00	65.00	93.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS						
	To cover swag	41380	11/27/2023	EBRADFORI	57,553.00	13,000.00	76,777.32
	To cover SD card reader for Communicati	41387	11/27/2023	JFernandez	57,553.00	-65.00	76,712.32
	To cover Communications office furniture	41390	11/27/2023	JFernandez	57,553.00	-272.00	76,440.32
	Office furniture for Communications inter	41396	11/27/2023	JFernandez	57,553.00	-80.00	76,360.32
Public Space	10-10-6300-5300-570 MISCELLANEOUS						
	To cover Ridgewalk Feasibility Study	41379	11/27/2023	EBRADFORI	7,000.00	84,000.00	91,000.00
IT	10-10-6610-5300-112 POSTAGE						
	To cover postage	41388	11/27/2023	EBRADFORI	50.00	50.00	105.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS						
	To correct expenditures for evidence room	41373	11/27/2023	JFernandez	15,000.00	-4,550.00	18,720.00
	To cover decal application	41399	11/27/2023	EBRADFORI	15,000.00	-1,000.00	17,720.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	To cover decal application	41398	11/27/2023	EBRADFORI	1,000.00	1,000.00	4,000.00
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS						
	To correct expenditures for evidence room	41374	11/27/2023	JFernandez	0.00	4,550.00	45,272.50
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE						
	To cover snow plow replacement	41392	11/27/2023	EBRADFORI	239,000.00	-10,000.00	289,485.00
Streets	10-30-5600-5700-741 CAPITAL - EQUIPMENT						
	To cover snow plow replacement	41393	11/27/2023	EBRADFORI	0.00	10,000.00	10,000.00
GF Transfers	10-71-6300-5982-006 TRANSFER TO GEN CAP IMPROV FUND						
	To cover Ridgewalk Feasibility Study	41378	11/27/2023	EBRADFORI	529,003.00	-84,000.00	445,003.00
Water Dist.	30-80-8140-5300-113 LICENSE FEES						
	To cover Telog software renewal.	41401	11/27/2023	JFernandez	0.00	195.00	195.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover Telog software renewal.	41400	11/27/2023	JFernandez	131,440.00	-195.00	136,272.64
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS						
	To cover Cemetery PS repairs	41376	11/27/2023	EBRADFORI	0.00	5,500.00	93,675.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY						
	To cover Cemetery PS repairs	41377	11/27/2023	EBRADFORI	400,000.00	-5,500.00	139,249.00
						<u>0.00</u>	

*Sam E. Kimrey*