



# Minutes

## Board of Commissioners Work Session

7 p.m. Aug. 25, 2025

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

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

Absent: Commissioner Matt Hughes

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Police Maj. Andy Simmons

### 1. Opening of the work session

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

### 2. Agenda changes and approval

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

Vote: 4-0.

### 3. Presentations

#### A. Small Business Administration Presentation on recovery resources available to businesses and individuals impacted by Tropical Storm Chantal

The mayor introduced Janell Dixon from the U.S. Small Business Administration to provide an update on relief programs and opportunities available following the recent tropical storm.

The public affairs specialist presented information on disaster recovery efforts in North Carolina. She explained the administration provides disaster recovery loans to businesses, homeowners, renters, nonprofit organizations and churches in a disaster.

Dixon outlined key points:

- Affected individuals and entities can apply for a physical damage loan if their home or property was damaged.
- Businesses are eligible for economic injury disaster loans if they experienced substantial economic injury.
- The in-person application deadline for disaster loans is Aug. 30, 2025.
- Loan applications are available online. The physical disaster loan application will close Sept. 23, and the economic injury disaster loan will close April 27.
- Homeowners are eligible for loans up to \$500,000, and businesses are eligible for loans up to \$2 million.
- Eligibility requirements include ability to repay the loan and good credit history.

- The loans feature low fixed interest rates, no payments or interest for the first year, and no annual fees or prepayment penalties.
- The loans can be used for disaster mitigation, allowing people to move or make improvements in flood-prone areas.

Dixon provided instructions on how to apply for the loans through its website and discussed the documentation required. She said customer service representatives are available at the Orange County Southern Branch Library to assist with loan applications and provide information.

**B. Code Enforcement Updates**

Planning and Economic Development Manager Shannan Campbell provided an update on the town's code enforcement efforts for Fiscal Year 2025. Key points included:

- The town started work with a code enforcement contractor in January 2025.
- In six months, 146 violations were resolved.
- About 30 cases are open, with 10 potentially requiring town intervention for abatement.
- About \$32,000 of the allocated \$50,000 was utilized, with full utilization expected this fiscal year.
- Common challenges included property line disagreements, right-of-way responsibilities and issues with vacant or foreclosed properties.
- Abandoned and dilapidated structures present the most significant challenges, often involving complex ownership situations.

Campbell discussed future needs, including:

- Budget for abatements.
- Updating and modernizing current code enforcement ordinances.
- Addressing abandoned and dilapidated structures more proactively.

She said staff would bring proposed town code updates to the board for discussion at a future meeting.

**4. Items for decision - consent agenda**

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – Women's Equality Day 2025
- C. Collins Ridge Phase 1A Request 2 – Partial Water and Sewer Acceptance of Gold Hill Way Water Main and Orange Grove St. Sewer Outfall

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Meaghun Darab seconded.

Vote: 4-0. Nays: 0.

**5. In-depth discussion and topics**

- A. Resolution of intent to close an unimproved right of way and portion of S. Hassel Street

The planning and economic development manager presented a request to close an unimproved right-of-way portion of South Hassel Street. Campbell explained that the right of way was mapped long ago for a potential road but functions as a shared driveway. The adjacent property owners maintain the area and would benefit from having the property returned to them.

Campbell said the town has no plans to create public access to the river at this location or build a bridge. She said a sewer line runs through the area, so the town would request a sewer easement if the closure were approved.

Campbell clarified that tonight's action would be to approve a resolution of intent, with the final decision coming after a public hearing in September.

Motion: Ferguson moved to adopt the resolution of intent to close the right of way and schedule the public hearing for Sept. 22, 2025. Lloyd seconded.

Vote: 4-0.

B. Special Event Permit/Sponsorship – Hog Day 2025

The planning and economic development manager presented the special event permit application for Hog Day 2025, noting organizers had submitted most of the required documentation shortly before the meeting. These included the application, emergency action plan, event layout and permit fees. The only outstanding document is the certificate of insurance, which the organizers are working to obtain.

Al Hartkopf, the Optimist Club's project manager for Hog Day, provided updates on the event planning:

- 24 out of 25 designated barbecue cooks have been confirmed.
- 70 crafters or vendors and 23 food vendors have signed up.
- 2 law enforcement officers are scheduled for Friday and 6 for Saturday.

Maj. Andy Simmons advised that the 5K race component needed to be canceled due to an inability to use Riverwalk, which was damaged by flooding, and concerns about alternative routes that would require crossing major roads with insufficient staffing resources.

Commissioners expressed concerns regarding the late submission of required documentation. Hartkopf acknowledged responsibility for the delays and committed to starting the planning process in January next year, aiming to submit all documentation by May.

Motion: Ferguson moved to approve the special event permit, conditional upon the submission of a certificate of insurance. Additionally, the 5K run must be canceled, and the application for Hog Day 2026, along with updated documentation, must be submitted by June 1, 2026. Commissioner Meaghun Darab seconded.

Vote: 4-0.

C. Tropical Storm Chantal After Action Review – Update on Survey Results and Next Steps

Assistant Town Manager and Community Services Director Matt Efirm presented an update on the after-action review for Tropical Storm Chantal.

He outlined steps taken since the storm:

- Leased new space for public works operations while the Highway 86 North Facility is under construction.
- Updated procedures for relocating vehicles from flood-prone areas.
- Started planning flood hardening for the Adron F. Thompson Water/Sewer Facility.
- Updated town code language regarding water supply emergencies.
- Met with Orange County and other agencies for a comprehensive review.
- Designed boil water notice signs for future use.

Efirm shared results from post-event surveys collected from the Board of Commissioners, the emergency management team, key operational staff, and the community. The community survey received 120 responses: 68.3% from town residents, 20% from utility customers outside town limits, 7.5% from "other" respondents, and 4.2% from business owners or employees.

Key survey findings included:

- Generally positive perception of safety during the event.
- Slight decrease in confidence in town preparedness after the storm.
- Communication received mixed reviews, with some residents praising frequent updates while others reported receiving no information.
- Out-of-town utility customers provided more negative feedback than town residents.

Common themes in open-ended responses included:

- Concerns about aging infrastructure and vulnerable utilities.
- Unresolved flooding in specific areas like the Collins Ridge neighborhood entrance.
- Communication challenges, particularly for those not using social media.
- Confusion about boil water notices and instructions.

Based on the feedback, next steps include:

- Conducting planning exercises.
- Developing methods to incorporate community volunteers.
- Training staff in damage assessment procedures.
- Exploring emergency notification alternatives.
- Updating the town website for faster emergency updates.
- Implementing flood mitigation measures at critical infrastructure.
- Identifying funding for planned improvements.
- Collaborating with Orange County for cooling and charging center locations.
- Addressing known flood-prone areas.

Efird also provided updates on vehicle and equipment replacements, noting the Public Works Division had ordered all replacement equipment, with some items already received. Staff will relocate to their leased space on Sept. 1, and architects are revising designs for the Adron F. Thompson Water/Sewer Facility to elevate finished floors by 12 inches.

The board expressed appreciation for the comprehensive report and staff efforts during and after the storm.

## **6. Committee updates and reports**

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

## **7. Adjournment**

Motion: Ferguson moved to adjourn at 9:18 p.m. Lloyd seconded.

Vote: 4-0.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

Town of Hillsborough, NC

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 08/25/2025 - 08/29/2025

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						
Department: 4000 - DISASTER						
<a href="#">10-10-4000-5700729</a>	CAPITAL - INFRASTRUCTURE			0.00	-83,300.00	-83,300.00
BA0000149	TS Chantal: Gold Park Bathroom Repairs	GLPKT00905	08/25/2025		-83,300.00	
<a href="#">10-10-4000-5700735</a>	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	83,300.00	83,300.00
BA0000149	TS Chantal: Gold Park Bathroom Repairs	GLPKT00905	08/25/2025		83,300.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 4100 - GOVERNING BODY						
<a href="#">10-10-4100-5300120</a>	ADVERTISING			150.00	170.00	320.00
BA0000147	Cover publishing fees	GLPKT00868	08/25/2025		170.00	
<a href="#">10-10-4100-5300570</a>	MISCELLANEOUS			4,500.00	-170.00	4,330.00
BA0000147	Cover publishing fees	GLPKT00868	08/25/2025		-170.00	
Department 4100 Total:				4,650.00	0.00	4,650.00
Fund 10 Total:				4,650.00	0.00	4,650.00
Fund: 30 - WATER/SEWER						
Department: 3900 - 3900						
<a href="#">30-80-3900-3900000</a>	FUND BALANCE APPROPRIATION			-675,666.00	-57,000.00	-732,666.00
BA0000145	TS Chantal: Emergency Water Use - Durham	GLPKT00837	08/25/2025		-7,000.00	
BA0000151	Sludge Removal	GLPKT00961	08/25/2025		-50,000.00	
Department 3900 Total:				-675,666.00	-57,000.00	-732,666.00
Department: 4000 - DISASTER						
<a href="#">30-80-4000-5300480</a>	PURCHASE WATER/& RESALE			0.00	7,000.00	7,000.00
BA0000145	TS Chantal: Emergency Water Use - Durham	GLPKT00837	08/25/2025		7,000.00	
Department 4000 Total:				0.00	7,000.00	7,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
<a href="#">30-80-8220-5300550</a>	SLUDGE REMOVAL			206,000.00	50,000.00	256,000.00
BA0000151	Sludge Removal	GLPKT00961	08/25/2025		50,000.00	
Department 8220 Total:				206,000.00	50,000.00	256,000.00
Fund 30 Total:				-469,666.00	0.00	-469,666.00
Budget Code 2025-2026 Total:				-465,016.00	0.00	-465,016.00

Budget Adjustment Report

Description

For Date Range: 08/25/2025 - 08/29/2025

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	4,650.00	0.00	4,650.00
	30	-469,666.00	0.00	-469,666.00
Budget Code 2025-2026 Total:		-465,016.00	0.00	-465,016.00

APPROVED: 4/0

DATE: 8/25/25

VERIFIED: \_\_\_\_\_

*Shan E. Kimrey*

DRAFT



## PROCLAMATION

### Women's Equality Day 2025

**WHEREAS**, Women's Equality Day is celebrated annually on August 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender; and

**WHEREAS**, women of color fought for the right to vote for another four decades until the passage of the Voting Rights Act in 1965; and

**WHEREAS**, recognizing Women's Equality Day as a day of celebration emphasizes the importance of women's work for democracy and calls attention to women's continuing efforts toward full equality; and

**WHEREAS**, Hillsborough benefits from the leadership and representation of women who embody gender equality, including the Honorable Jennifer Weaver, the first woman Mayor of Hillsborough from 2019 to 2023; Commissioner Evelyn Lloyd, the longest-serving woman on the Hillsborough Board of Commissioners at 34+ years and newest Hillsborough Commissioner Meaghun Darab; Commissioner Phyllis Portie-Ascott, Orange County Board of Commissioners, District 2; Wendy Padilla, first Hispanic female member of the Orange County Board of Education; Congresswoman Valerie Foushee of North Carolina Congressional District 4; and Representative Renee Price of North Carolina General Assembly District 50; and

**WHEREAS**, Hillsborough is home to the Northern Orange Branch of the NAACP, an organization devoted to ending racial discrimination and which joins in a statewide effort to honor and acknowledge women annually, and as an organization has been led by numerous women leaders from our community; and

**WHEREAS**, Hillsborough honors organizations like the League of Women Voters, serving the people of Orange, Durham and Chatham Counties, that work to protect and expand voting rights and defend democracy through advocacy, education, and litigation, at the local, state and national levels; and

**WHEREAS**, Hillsborough is committed to advancing gender equity and protecting women's rights and to making equity and inclusion a reality in the town's policies and procedures and throughout the community;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Aug. 26, 2025, as Women's Equality Day in 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 25<sup>th</sup> day of August in the year 2025.



A handwritten signature in black ink that reads "Mark Bell".

Mark Bell, Mayor  
Town of Hillsborough



## RESOLUTION

### Intent to Close an Unimproved Right of Way and Portion of South Hassel Street and Establishment of a Public Hearing Date

**WHEREAS**, there is an unimproved right of way of approximately 265+/- feet named as a segment of S. Hassel Street located between 301 W. Margaret Lane (PIN 9864856768) and 233 W. Margaret Lane (PIN 9864858863); and

**WHEREAS**, a request to close this right of way was received by staff; and

**WHEREAS**, per North Carolina General Statute 160A-299, the Board of Commissioners must adopt a resolution declaring its intent to close the street; and

**WHEREAS**, a public hearing date shall also be set before further action can commence;

**NOW, THEREFORE**, be it resolved that the Hillsborough Board of Commissioners hereby adopts this resolution of intent to close a portion of unimproved right of way, named as a segment of S. Hassel Street, sets a public hearing date of Sept. 22, 2025, and directs staff to provide public notice of this hearing as outlined in North Carolina General Statute 160A-299.

Approved this 25<sup>th</sup> day of August of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah E. Kimrey*

Sarah Kimrey, Town Clerk