



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Aug. 11, 2025

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

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

**Staff:** Assistant Town Manager and Community Services Director Matt Efird, Police Management and Accreditation Coordinator Marshall Grayson, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood and Interim Police Chief Jason Winn

### Opening of the meeting

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

#### 1. Public charge

Bell did not read the public charge.

#### 2. Audience comments not related to the printed agenda

Hillsborough resident Cyrus Hogue addressed the board regarding flooding concerns on Burnside Drive. He referenced historical town meeting minutes that discussed raising the Ben Johnston Dam, noting that a study had found a "one-third possible rain" would bring water through Hillsborough at 535 feet above sea level. His house sits at 505 feet. Hogue expressed concern about changing climate conditions and asked the board to direct staff to look into possible solutions to help residents affected by flooding, especially given the recent changes in federal funding availability.

#### 3. Agenda changes and approval

**Motion:** Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Meaghun Darab seconded.

**Vote:** 5-0.

#### 4. Presentations

##### A. North Carolina League of Municipalities Risk Review Award Presentation to the Hillsborough Police Department

Chet Effler, a public safety risk management consultant with the North Carolina League of Municipalities, presented an award to the Hillsborough Police Department for completing the law enforcement risk review process. Effler explained that the comprehensive review examined over 40 high-liability areas, including police pursuits, use of force, employment practices, and training. The review involved an in-depth policy review, on-site assessment, equipment and facility inspections, officer interviews, and observation of daily operations.

Effler noted that about nine law enforcement agencies have successfully completed the program. The league represents several hundred agencies across the state, and about 200 have pledged to complete the review process. Effler commended the interim chief and staff for their openness and transparency during the process. He said some of Hillsborough's practices are being recommended to other cities across the state.

Interim Police Chief Jason Winn invited Police Management and Accreditation Coordinator Marshall Grayson to join him in accepting the plaque, noting his role in the accreditation process. The plaque recognizes the Police Department for "completing the law enforcement risk management review and proactively serving the community in a professional manner while taking steps to minimize risk to citizens and officers."

**B. Starfield Booster Pumping Station and River Pumping Station Status**

Utilities Director Marie Strandwitz provided an update on the Starfield Booster Pumping Station and River Pumping Station projects.

Starfield Booster Pumping Station:

Strandwitz explained the project would help the town receive drinking water from Orange Water and Sewer Authority during emergencies. The station is to be located off Old N.C. 86 near Starfield Circle. Strandwitz reported that while the town had secured federal grant funding for the project in two phases, the Phase 2 construction funding was revoked in April 2025. She said the town previously had received duplicate funding through the State and Tribal Assistance Grant but had opted to use the federal Building Resilient Infrastructure and Communities funding.

With the loss of federal funding, the town is now pursuing state funding, with work plans to be submitted the following week. Strandwitz said the town is continuing to work under Phase 1 federal funding, although invoices dated after April 1 are not guaranteed reimbursement. The project has reached 100% design plans, and staff are revisiting flood protection measures following recent flooding events, including elevating pumps and electrical controls and installing flood-proof doors.

Strandwitz addressed concerns from Starfield Circle residents, noting the town is seeking to locate the station in a small, 40-foot-by- 60-foot area in a buffer zone normally unusable for other purposes. She shared design ideas to make the building more aesthetically pleasing, including the use of split-face concrete block construction with landscaping and privacy fencing.

River Pumping Station Relocation:

Strandwitz explained the goal is to relocate the sewage pumping station out of the floodway. The proposed new site, on a corner piece of the River Park Elementary School parcel, performed well during the recent tropical storm flooding. Its Phase 2 federal funding also was withdrawn, and staff is pursuing alternative funding through the Hazard Mitigation Grant Program of the Federal Emergency Management Agency. The town is working on land acquisition, plats and easements and is trying to use existing sewer easements where possible to minimize additional land negotiations.

Strandwitz said staff are restoring the existing pumping station due to flooding while advancing the relocation project. They have obtained one quote for the demolition and installation and are in the process of contacting a second contractor for an additional quote.

**5. Appointments**

- A. Planning Board – Resolution to Orange County requesting reappointment of Jeanette Benjey to an extraterritorial jurisdiction seat for a three-year term
- B. Planning Board – Appointment of Sean Kehoe for a three-year term expiring Aug. 30, 2028
- C. Tourism Board – Reappointment of Rainbow Cabbage to a second term expiring Aug. 11, 2027

Motion: Ferguson moved to approve all appointments. Commissioner Matt Hughes seconded.  
Vote: 5-0.

**6. Items for decision – consent agenda**

- A. Minutes
  - Regular meeting June 9, 2025
  - Work session June 23, 2025
  - Special meeting July 16, 2025
- B. Miscellaneous budget amendments and transfers
- C. Classification and Pay Amendment
- D. Selection of Artwork from Uproar Festival of Public Art for Town Hall Campus
- E. Ordinance amending Sections 14-40.1 – 14-41.2(e) of the town code to add Water Emergency Restriction Provisions
- F. Special Event Permit – Carolina Tarwheels Bikefest 2025
- G. Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2025
- H. Resolution Authorizing the Town Manager to Enter into a Lease Agreement for Temporary Public Works Facility
- I. Sole Source Purchases – Flock Group, Inc.

Motion: Ferguson moved to approve all items on the consent agenda. Hughes seconded.  
Vote: 5-0. Nays: None.

**7. Items for decision - regular agenda**

- A. Police Department Reorganization Presentation  
The interim police chief proposed a reorganization of the Police Department's command structure to streamline the structure, create advancement opportunities for officers, and clarify roles and expectations.

Three people now report directly to the chief — two majors and the management and accreditation coordinator. Additionally, the distribution of responsibilities between the majors is not balanced. The proposal suggests reclassifying the two major roles into a single assistant chief position and introducing two captain positions below the assistant chief for administrative support and operations.

Winn said the department has 29 sworn positions but is allocated 31. This reorganization aims to utilize the additional positions effectively. He presented staffing data indicating that many officers are ready for career advancement, with 6-10 years of experience.

In the proposed structure, the chief would supervise the assistant chief and management and accreditation coordinator. The assistant chief would oversee the two captains, with each supervisor managing two direct reports. Patrol sergeants would have three officers reporting to them. The canine handler roles would be reintegrated into the Patrol Division, with flexible shifts for better coverage across all squads.

Winn addressed concerns over the title change from major to captain, explaining that lieutenants expecting to be promoted understand the captain structure aligns better with neighboring agencies.

The proposal involves redistributing responsibilities, with the assistant chief handling emergency management, internal accountability, special events and timekeeping, while the captains manage various operational roles. Winn said implementing these changes would involve repurposing an office, reallocating a vehicle, working with human resources on position reclassifications, and communicating changes to the community through social media and a meet-and-greet event.

Concerns about providing honest feedback and title changes were raised. Winn assured the board of his strong relationships with officers and their honesty in feedback, emphasizing expansion of opportunities rather than reduction.

Town Manager Eric Peterson said an anonymous survey had been sent to department staff, with results coming directly to him. He noted that even if the board approved the reorganization concept, adjustments could still be made based on feedback before the job descriptions are finalized and brought back for official approval.

The board expressed general support for the reorganization.

- B. Hot topics for work session Aug. 25, 2025  
The Aug. 25 work session will include updates on code enforcement.

## **8. Updates**

- A. Board members  
Board members gave updates on the committees and boards on which they serve.
- B. Town manager  
The manager had no additional updates.
- C. Staff (written reports in agenda packet)  
There were no additional updates.

Motion: Ferguson moved to go into closed session. Hughes seconded.  
Vote: 5-0.

## **9. Closed session**

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege

Commissioner Evelyn Lloyd was excused from the meeting at 8:50 p.m.

Motion: Ferguson moved to return to open session. Hughes seconded.  
Vote: 4-0. Absent: Lloyd.

Motion: Ferguson moved to intervene in the Corbinton Commons Association Inc. and Aurantean Holdings LLC lawsuit against Carlton McKee Jr., Sarah McKee, Andrew Gaster and Donna Minnis Gaster. Hughes seconded.  
Vote: 4-0. Absent: Lloyd.

## **10. Adjournment**

The mayor adjourned the meeting at 8:54 p.m.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

DRAFT



## RESOLUTION

### Requesting a Reappointment to the Hillsborough Planning Board Extraterritorial Jurisdiction Seat

**WHEREAS**, on March 7, 2024, Jeanette Benjey of 708 Cloverfield Drive was appointed to an extraterritorial jurisdiction seat on the Hillsborough Planning Board for a partial term ending October 31, 2025; and

**WHEREAS**, Benjey is eligible for reappointment to her seat for a three-year term beginning November 1, 2025; and

**WHEREAS**, pursuant to NC GS § 160D-307 (b) and Section 2.3.3 of the Hillsborough Unified Development Ordinance, the Orange County Board of Commissioners has the authority and responsibility to appoint extraterritorial jurisdiction members to the Hillsborough Planning Board;

**NOW, THEREFORE**, be it resolved by the Hillsborough Board of Commissioners:

- Section 1.** The Town of Hillsborough respectfully requests that the Orange County Board of Commissioners reappoints Jeanette Benjey to an extraterritorial jurisdiction seat on the Hillsborough Planning Board for a three-year term beginning November 1, 2025.
- Section 2.** Pursuant to NC GS § 160D-307 (b), if the Orange County Board of Commissioners does not act on this request within 90 days of receiving this resolution, then the Hillsborough Board of Commissioners may make the appointment.
- Section 3.** Town staff shall send a copy of this resolution to Tara May, Clerk to the Board of County Commissioners.
- Section 4.** This resolution shall become effective upon adoption.

Approved this 11<sup>th</sup> day of August of the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough

Attestation:

*Sarah Kimrey*

Sarah Kimrey, Town Clerk

Town of Hillsborough, NC

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/12/2025 - 08/12/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026    Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Revenue						
Department: 3870 - 3870						
<a href="#">10-71-3870-3870150</a>	TRANSFER FROM GENERAL CRF			-20,500.00	-25,000.00	-45,500.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		-25,000.00	
Department 3870 Total:				-20,500.00	-25,000.00	-45,500.00
Revenue Total:				-20,500.00	-25,000.00	-45,500.00
Expense						
Department: 4000 - DISASTER						
<a href="#">10-10-4000-5300145</a>	MAINT - BUILDINGS			0.00	3,500.00	3,500.00
BA0000125	Chantal Expenses	GLPKT00617	08/12/2025		3,500.00	
<a href="#">10-10-4000-5300155</a>	MAINT - PARKS			0.00	10,000.00	10,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		10,000.00	
Department 4000 Total:				0.00	13,500.00	13,500.00
Department: 4200 - ADMINISTRATION						
<a href="#">10-10-4200-5300458</a>	DATA PROCESSING SERVICES			0.00	46,210.00	46,210.00
BA0000134	OpenGov Chart of Accounts Configuration	GLPKT00646	08/12/2025		46,210.00	
Department 4200 Total:				0.00	46,210.00	46,210.00
Department: 5100 - POLICE						
<a href="#">10-20-5100-5700735</a>	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	12,557.00	12,557.00
BA0000137	To cover missed FY25 PO for HPD HVAC repl...	GLPKT00688	08/12/2025		12,557.00	
Department 5100 Total:				0.00	12,557.00	12,557.00
Department: 5400 - ENGINEERING SERVICES						
<a href="#">10-30-5400-5300583</a>	MISC - TAX, TAGS, ETC			0.00	2,006.00	2,006.00
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		2,006.00	
<a href="#">10-30-5400-5700740</a>	CAPITAL - VEHICLES			0.00	31,000.00	31,000.00
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		31,000.00	
Department 5400 Total:				0.00	33,006.00	33,006.00
Department: 5550 - FLEET MAINTENANCE						
<a href="#">10-30-5550-5300180</a>	VEHICLE REPAIR - SOLID WASTE			25,000.00	21,583.00	46,583.00
BA0000136	2015 Mack Truck Repair	GLPKT00676	08/12/2025		10,583.00	
BA0000139	Garbage Truck Repair	GLPKT00704	08/12/2025		11,000.00	
Department 5550 Total:				25,000.00	21,583.00	46,583.00
Department: 6300 - PUBLIC SPACE						
<a href="#">10-10-6300-5300441</a>	CS - ENGINEERING			0.00	25,000.00	25,000.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		25,000.00	
Department 6300 Total:				0.00	25,000.00	25,000.00

**Budget Adjustment Report****For Date Range: 08/12/2025 - 08/12/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
<b>Department: 9990 - CONTINGENCY</b>						
<a href="#">10-00-9990-5300000</a>	CONTINGENCY			450,000.00	-126,856.00	323,144.00
BA0000125	Chantal Expenses	GLPKT00617	08/12/2025		-3,500.00	
BA0000128	Trade Escape for F-150	GLPKT00618	08/12/2025		-33,006.00	
BA0000134	OpenGov Chart of Accounts Configuration	GLPKT00646	08/12/2025		-46,210.00	
BA0000136	2015 Mack Truck Repair	GLPKT00676	08/12/2025		-10,583.00	
BA0000137	To cover missed FY25 PO for HPD HVAC repl...	GLPKT00688	08/12/2025		-12,557.00	
BA0000139	Garbage Truck Repair	GLPKT00704	08/12/2025		-11,000.00	
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		-10,000.00	
<b>Department 9990 Total:</b>				<b>450,000.00</b>	<b>-126,856.00</b>	<b>323,144.00</b>
<b>Expense Total:</b>				<b>475,000.00</b>	<b>25,000.00</b>	<b>500,000.00</b>
<b>Fund 10 Total:</b>				<b>454,500.00</b>	<b>0.00</b>	<b>454,500.00</b>
<b>Fund: 30 - WATER/SEWER</b>						
<b>Revenue</b>						
<b>Department: 3900 - 3900</b>						
<a href="#">30-80-3900-3900000</a>	FUND BALANCE APPROPRIATION			-675,666.00	-387,500.00	-1,063,166.00
BA0000133	Chantal Expenses	GLPKT00641	08/12/2025		-150,000.00	
BA0000138	Chantal Expenses	GLPKT00698	08/12/2025		-75,000.00	
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		-12,500.00	
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		-150,000.00	
<b>Department 3900 Total:</b>				<b>-675,666.00</b>	<b>-387,500.00</b>	<b>-1,063,166.00</b>
<b>Revenue Total:</b>				<b>-675,666.00</b>	<b>-387,500.00</b>	<b>-1,063,166.00</b>
<b>Expense</b>						
<b>Department: 4000 - DISASTER</b>						
<a href="#">30-80-4000-5300158</a>	MAINT - EQUIPMENT			0.00	150,000.00	150,000.00
BA0000133	Chantal Expenses	GLPKT00641	08/12/2025		150,000.00	
<a href="#">30-80-4000-5300335</a>	SUPPLIES - DISASTER			0.00	5,000.00	5,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		5,000.00	
<a href="#">30-80-4000-5700729</a>	CAPITAL - INFRASTRUCTURE			0.00	95,000.00	95,000.00
BA0000138	Chantal Expenses	GLPKT00698	08/12/2025		75,000.00	
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		20,000.00	
<a href="#">30-80-4000-5700741</a>	CAPITAL - EQUIPMENT			0.00	145,000.00	145,000.00
BA0000141	Chantal Expenses	GLPKT00801	08/12/2025		145,000.00	
<b>Department 4000 Total:</b>				<b>0.00</b>	<b>395,000.00</b>	<b>395,000.00</b>
<b>Department: 8200 - WASTEWATER COLLECTION</b>						
<a href="#">30-80-8200-5300165</a>	MAINT - INFRASTRUCTURE			160,000.00	-13,782.00	146,218.00
BA0000130	Churton Grove 6" Bypass Line Stop	GLPKT00620	08/12/2025		-13,782.00	
<a href="#">30-80-8200-5700729</a>	CAPITAL - INFRASTRUCTURE			0.00	13,782.00	13,782.00
BA0000130	Churton Grove 6" Bypass Line Stop	GLPKT00620	08/12/2025		13,782.00	
<b>Department 8200 Total:</b>				<b>160,000.00</b>	<b>0.00</b>	<b>160,000.00</b>
<b>Department: 8220 - WASTEWATER TREATMENT PLANT</b>						
<a href="#">30-80-8220-5300158</a>	MAINT - EQUIPMENT			130,380.00	-3,240.00	127,140.00
BA0000131	Cover pump replacement at WWTP	GLPKT00622	08/12/2025		-3,240.00	
<a href="#">30-80-8220-5700741</a>	CAPITAL - EQUIPMENT			65,000.00	3,240.00	68,240.00
BA0000131	Cover pump replacement at WWTP	GLPKT00622	08/12/2025		3,240.00	
<b>Department 8220 Total:</b>				<b>195,380.00</b>	<b>0.00</b>	<b>195,380.00</b>
<b>Department: 9990 - CONTINGENCY</b>						
<a href="#">30-80-9990-5300000</a>	CONTINGENCY			400,000.00	-7,500.00	392,500.00
BA0000140	Chantal Expenses	GLPKT00772	08/12/2025		-7,500.00	
<b>Department 9990 Total:</b>				<b>400,000.00</b>	<b>-7,500.00</b>	<b>392,500.00</b>
<b>Expense Total:</b>				<b>755,380.00</b>	<b>387,500.00</b>	<b>1,142,880.00</b>
<b>Fund 30 Total:</b>				<b>79,714.00</b>	<b>0.00</b>	<b>79,714.00</b>



**Budget Adjustment Report****For Date Range: 08/12/2025 - 08/12/2025**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
<b>Fund: 60 - GENERAL CAPITAL IMPROVEMENTS</b>						
<b>Expense</b>						
<b>Department: 5600 - STREETS</b>						
<a href="#">60-05-5600-5700570</a>	MISCELLANEOUS			0.00	100,000.00	100,000.00
BA0000129	Debt Issuance Costs	GLPKT00619	08/12/2025		100,000.00	
<a href="#">60-05-5600-5700775</a>	NC86 - CONSTRUCTION			4,500,000.00	-100,000.00	4,400,000.00
BA0000129	Debt Issuance Costs	GLPKT00619	08/12/2025		-100,000.00	
<b>Department 5600 Total:</b>				<b>4,500,000.00</b>	<b>0.00</b>	<b>4,500,000.00</b>
<b>Expense Total:</b>				<b>4,500,000.00</b>	<b>0.00</b>	<b>4,500,000.00</b>
<b>Fund 60 Total:</b>				<b>4,500,000.00</b>	<b>0.00</b>	<b>4,500,000.00</b>
<b>Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND</b>						
<b>Expense</b>						
<b>Department: 6300 - PUBLIC SPACE</b>						
<a href="#">71-10-6300-5700851</a>	SUSTAINABILITY			565,000.00	-25,000.00	540,000.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		-25,000.00	
<b>Department 6300 Total:</b>				<b>565,000.00</b>	<b>-25,000.00</b>	<b>540,000.00</b>
<b>Department: 6900 - SPECIAL APPROPRIATIONS</b>						
<a href="#">71-71-6900-5970910</a>	TRANSFER TO GENERAL FUND			397,322.00	25,000.00	422,322.00
BA0000132	Solar Panel Installation Study	GLPKT00638	08/12/2025		25,000.00	
<b>Department 6900 Total:</b>				<b>397,322.00</b>	<b>25,000.00</b>	<b>422,322.00</b>
<b>Expense Total:</b>				<b>962,322.00</b>	<b>0.00</b>	<b>962,322.00</b>
<b>Fund 71 Total:</b>				<b>962,322.00</b>	<b>0.00</b>	<b>962,322.00</b>
<b>Budget Code 2025-2026 Total:</b>				<b>5,996,536.00</b>	<b>0.00</b>	<b>5,996,536.00</b>

## 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	454,500.00	0.00	454,500.00
	30	79,714.00	0.00	79,714.00
	60	4,500,000.00	0.00	4,500,000.00
	71	962,322.00	0.00	962,322.00
Budget Code 2025-2026 Total:		5,996,536.00	0.00	5,996,536.00

APPROVED: 5/0

DATE: 8/11/25

VERIFIED: *Shawn E. Kimrey*

DRAFT



## ORDINANCE

### Amending Town Code Sections 14-40.I – 14-41.2(e) Adding Water Emergency Restriction Provisions

**WHEREAS**, Section 14-40.1. Water shortage and withdrawal/conservation restrictions of the existing town code addresses water supply shortages but not water emergency shortages; and

**WHEREAS**, the town needs to state other situations such as water emergencies whereby a water restriction, voluntary or mandatory, can be declared and who is authorized to make such declaration.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

#### **Section 1. Section 14-40.1 Water shortage and withdrawal/conservation restrictions.**

(a) Item (a) is revised to read as follows and adds item (a)(1):

The town may declare water shortage and withdrawal/conservation restrictions as deemed necessary due to drought conditions or a water emergency. The Utilities Director, their designee, town manager, or mayor are authorized to make the declaration in writing and indicate the effective stage per Sec. 14-40.3.

(1) A water emergency exists when the town's water treatment plant cannot produce water, the town needs to supplement or rely upon water from another jurisdiction, or there is contamination of the water supply such that the water supply is limited or needed for mitigation of contamination.

(b) Item (b) is revised to read as follows and adds item (b)(1):

In the event of a water shortage in Lake Orange and West Fork Eno Reservoir or diminished stream flows in the Eno River, the persons identified in item (a) are authorized, empowered, and directed to issue a declaration to all persons the existence of such state and the severity thereof, and place in effect the restrictive provisions authorized in section 14-40.3 of this article.

(1) A water supply shortage exists when the reservoir water supply reaches volumes stated in this Code and the Eno is flowing less than ten cubic feet per second.

#### **Section 14-40.2 Unlawful to use water contrary to provisions of this article.**

(a) Item (a) is revised to read as follows:

When a water shortage and withdrawal/conservation restrictions are declared pursuant to section 14-40.1, it shall be unlawful for any person to use or permit the use of water supplied through the facilities of the Town of Hillsborough, in violation of any of the restrictions contained in the declaration until the town has declared a particular stage of the water shortage to be over and the applicable restrictions are no longer in effect.

(b) Item (b) is revised to read as follows:

In light of the many benefits that can be derived by conserving water, all persons, firms, or corporations served by the town's water system should follow water conservation practices and irrigation requirements in Section 14-19 regardless of the time of year or whether or not a water shortage or emergency exists. Water conservation should be followed during all phases of construction-related activities. Where appropriate, water needed should be obtained from supplemental sources. Nonessential construction-related activities which require water should not be undertaken during a declared water shortage."

**Section 14-40.3 Restrictive measures in effect at each stage of water shortage.**

- (a) The introductory paragraph is revised to read as follows:

The severity of a water supply shortage shall be determined by the usable water capacity for the Town of Hillsborough available in the West Fork Eno Reservoir, Lake Orange, and the Eno River combined, or in an emergency, also in its water quality testing, storage and distribution systems, or through system interconnections with neighboring jurisdictions. These restrictions apply to Town of Hillsborough municipal water supply usage only.

- (b) Item 2(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (c) Item 2(b) deletes item (i) and renumbers the remaining items accordingly.
- (d) Item 2(b) new item (i) now reads, "For reservoir supply issues, provide weekly (or more frequent) reservoir level and water usage statistics. For a water emergency, maintain daily updates to the public through website, social media, alert system and press releases."
- (e) Item 3(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (f) Item 4(a) adds to the end of the sentence, "or as otherwise declared for a water emergency."
- (g) Item 4(b)(ii) adds to the end of the sentence, "or by the town as necessary."
- (h) Item 4(d)(iii) adds after "other water utilities," the addition of "interconnections with neighboring jurisdictions..."
- (i) Item 4(d)(iv) changes "local daily newspapers" to "the public" and deletes the last sentence stating, "This information will also be posted periodically on the town website."

**Section 14-41 Violations.**

- (a) Item (a) adds after "...this article by" the words "visual observation and" ...

**Section 14-41.1 Penalties.**

- (a) Items (d) and (g) are deleted and remaining items are renumbered accordingly.

**Section 14-41.2 Notification, public comment, variance protocols, effectiveness, and revision.**

- (a) Item (a)(1) adds following, "...information box" the words "if time permits (as messaging must be provided to the vendor well in advance of bill printing."
- (b) Item (a)(3) adds the word "the" before town and deletes "engineer and PIO".

- (c) Adds new Item (a)(6) to read, "The towns available alert messaging system (i.e., OC Alerts, reverse 911, etc.)"
- (d) Changes "engineer" to "utilities director" in item (c).
- (e) Adds "such as but not limited to" at the end of item (c)(1).
- (f) Changes Item (e) to say "periodically" after "...will be reviewed" and deletes the rest of the existing language.


**Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**Section 3.** 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 11th day of August in the year 2025.

Ayes: 5  
Noes: 0  
Absent or excused: 0



  
\_\_\_\_\_  
Sarah E. Kimrey, Town Clerk



## RESOLUTION

### Authorizing the Town Manager to Enter into a Lease Agreement for a Temporary Public Works Facility

**WHEREAS**, the Town of Hillsborough experienced substantial flood damage by Tropical Storm Chantal from July 5 to July 6, 2025; and

**WHEREAS**, the Public Works Operations Facility on Dimmocks Mill Road was flooded, causing a total loss of two occupied buildings at the site; and

**WHEREAS**, a replacement facility at Highway 86 North was already in progress, but the Public Works crews need an operational base for approximately 14 months during the construction period; and

**WHEREAS**, town staff have reviewed multiple options for available space and are recommending a lease at 604-A Cornerstone Court; and

**WHEREAS**, the board approves the appropriation of funds for the lease and, by adopting this resolution, delegates to the town manager the authority to finalize lease documents for the facility;

**NOW, THEREFORE**, be it resolved by the Hillsborough Board of Commissioners that:

- 1) The town manager is authorized to execute a lease agreement under terms that are judged to be fair and reasonable in their judgement for use as a temporary public works facility.
- 2) Funding for the lease agreement is hereby approved as reflected in the attached budget amendment.

Approved this 11<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