



Minutes

Board of Commissioners Work Session

7 p.m. Feb. 26, 2024

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

Present: Mayor Mark Bell and commissioners Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd
Absent: Commissioners Meaghun Darab (remote) and Robb English
Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Eford, Lead for NC Fellow Marshall Grayson, Police Chief Duane Hampton, Town Clerk and Human Resources Technician Sarah Kimrey, Town Attorney Lydia Lavelle, Town Manager Eric Peterson and Public Space and Sustainability Manager Stephanie Trueblood

1. Opening of the work session

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

2. Agenda changes and approval

No changes

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Matt Hughes seconded.

Vote: 3-0.

3. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Board of Commissioners Fiscal Year 2024 training budget changes
- C. 2024 Board of Commissioners meeting schedule amendment
- D. Fiber Loop capital project ordinance amendment and associated budget amendments

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

Vote: 3-0.

4. In-depth discussion and topics

- A. Legislative priority meeting with Senator Graig Meyer and Representative Renée Price
The board met with Sen. Graig Meyer and Rep. Renée Price to discuss short- and long-term priorities for Hillsborough. They reviewed the town's 2023 legislative priorities, which included:

Water and sewer affordability and infrastructure maintenance

Meyer said that state tax cuts will likely result in less infrastructure opportunities. Ferguson asked about regionalization and expressed concerns around the impact of continued growth on water supply capacity.

Affordable housing

Meyer explained that affordable housing solutions are typically more developer focused in addressing the speed at which homes are built. However, he said that affordable housing will likely be a primary discussion topic throughout the election year. The board discussed using alternative materials and accessory dwellings, such as tiny homes. Price emphasized that municipalities have no authority to mandate affordable housing.

Transportation and connectivity

Price explained that this topic would likely not be a legislative priority over the next session. She foresaw more of a focus on economic development and electric vehicles compared to multimodal transportation.

Environmental sustainability and carbon reduction goals

Meyer said that there would likely not be significant carbon reduction legislation for the next few years.

Preemption of local government authority

Price discussed the potential for legislative action to remove authority from local government bodies. She suggested Hillsborough work with the League of Municipalities to establish partnerships and support.

Shortage of qualified finance professionals and auditors

Town Manager Eric Peterson told the board the shortage is still a concern for the town. While Hillsborough currently has sufficient financial staff and audit support, an unexpected gap could occur in the future given the nationwide shortage of local government financial professionals.

Commissioner Evelyn Lloyd and Ferguson asked about opportunities for additional fire truck funding. Meyer and Price said they would submit a request for funding with an understanding that the upcoming short session would have less opportunities for new actions.

The board plans to continue working with legislators to help refine priorities for 2024.

B. Downtown Parking Update

The board received an update on downtown parking efforts. Planning and Economic Development Manager Shannan Campbell reviewed comments received during the downtown and West Hillsborough Business Owners meeting on Jan. 22, 2024. Parking availability concerns included:

- Sustained parking of construction vehicles in on-street spaces
- Lack of lighting in the alley between King St. and Margaret Ln.
- Availability of lower-level parking in the county garage and accessible parking overall

Additional business owner comments provided feedback on porta potty placement for the holiday parade and a desire to bring back the Ladies Night Out downtown event.

Campbell said that Public Works created two temporary spaces for construction vehicles. She explained that the spaces have been helpful and suggested keeping at least one available moving forward. Additionally, Public Works has trimmed overgrown vegetation in the alley to allow for more light. Campbell is working with Duke Energy to possibly add an additional streetlight to the area as well.

Staff are researching individual rental of spaces and how to promote available parking, time limits and alternative transportation options. Campbell noted topics for further consideration, including expanded enforcement. She also discussed holding a joint chamber of commerce and small business owner workshop in the spring to gain information on popular business hours and shopper demographic data.

Campbell discussed the upcoming comprehensive parking study for the downtown and West Hillsborough business areas. The study will provide information on the current parking inventory, trends in public parking, strategies for event parking and options for additional parking, including accessible spaces. The town is planning to send out a request for proposal soon.

Ferguson asked if parking spaces in front of businesses were primarily used by employees. Campbell said business owners are encouraged to have staff use the parking deck. Lloyd discussed 15-minute spaces and asked for more police presence around downtown at night.

C. Cemetery and Pet Waste Issues

The board discussed strategies for maintaining cleanliness and respectful use of all town cemeteries. Recent resident concerns have highlighted an increase in off-leash dogs and uncollected pet waste in the Margaret Lane Cemetery. Public Space and Sustainability Manager Stephanie Trueblood explained that additional issues like littering and illegal dumping have increased in all town cemeteries, resulting in a desire to update and standardize rules signage across town. Trueblood shared a draft sign for board review.

Trueblood also discussed the townwide issue of pet waste, explaining that uncollected waste serves as a source of pollution for waterways. She said the town has seen success through the “poop fairy” signage located in key issue areas. Trueblood also shared new leash signage intended to dissuade off-leash dogs on cemetery grounds.

The board discussed other tactics to promote respectful use of cemeteries. The mayor asked about the town’s legal authority to regulate recreation on cemetery grounds. Town Attorney Lydia Lavelle confirmed the town could prohibit certain activities, such as those that could damage gravestones given the expensive cost of repair. Hughes discussed the idea of different cemeteries having different restrictions. He also said he would like to provide additional education on the history and culture of the historically Black Margaret Lane Cemetery.

The board requested updates to the town code to restrict certain forms of active recreation, such as sports, on cemetery grounds to ensure respectful use of public spaces. Trueblood will wait to install new rules signage until the code has been updated and Commissioner Robb English can provide insight. Staff will continue to promote cleanliness through news releases, social media and the community newsletter.

5. Committee updates and reports

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

Motion: Ferguson moved to go into closed session at 8:49 p.m. Hughes seconded.
Vote: 3-0.

6. Closed session

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters.

Motion: Ferguson moved to return to open session at 9:09 p.m. Hughes seconded.
Vote: 3-0.

7. Adjournment

Mayor Bell adjourned the meeting at 9:09 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 02/26/2024 TO 02/26/2024

	<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>
GF	10-00-9990-5300-000 CONTINGENCY						
	ContingencyAdj Fire Marshal exp to contract amount	41604	02/26/2024	EBRADFORI	450,000.00	-4,000.00	31,348.00
	To re-budget garbage truck price adj fund:	41638	02/26/2024	EBRADFORI	450,000.00	-18,320.00	13,028.00
Admin. Services	10-10-4200-5100-020 SALARIES						
	Yr-end adjustment	41639	02/26/2024	EBRADFORI	995,712.00	19,000.00	1,014,712.00
Admin. Services	10-10-4200-5100-021 PERSONNEL EXPANSION - SALARIES						
	Yr-end adjustment	41640	02/26/2024	EBRADFORI	40,000.00	-32,500.00	0.00
Admin. Services	10-10-4200-5127-070 RETIREMENT						
	Yr-end adjustment	41641	02/26/2024	EBRADFORI	126,994.00	9,000.00	135,994.00
Admin. Services	10-10-4200-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adjustment	41642	02/26/2024	EBRADFORI	49,786.00	4,500.00	54,286.00
Planning	10-10-4900-5100-020 SALARIES						
	Yr-end adjustment	41643	02/26/2024	EBRADFORI	487,126.00	15,000.00	502,126.00
Planning	10-10-4900-5125-063 HOSPITALIZATION - RETIREE						
	Yr-end adjustment	41646	02/26/2024	EBRADFORI	0.00	8,505.00	8,505.00
Planning	10-10-4900-5127-070 RETIREMENT						
	Yr-end adjustment	41644	02/26/2024	EBRADFORI	62,404.00	2,000.00	64,404.00
Planning	10-10-4900-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end adjustment	41645	02/26/2024	EBRADFORI	24,356.00	1,600.00	25,956.00
Facilities Mgmt.	10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
	To cover generator repair.	41653	02/26/2024	JFernandez	200,896.00	-1,620.00	268,691.25
Facilities Mgmt.	10-10-5000-5300-158 MAINTENANCE - EQUIPMENT						
	To cover generator repair.	41654	02/26/2024	JFernandez	0.00	1,620.00	18,541.35
Public Space	10-10-6300-5100-010 OVERTIME COMPENSATION						
	Yr-end Adjustment	41660	02/26/2024	EBRADFORI	500.00	900.00	1,400.00
Public Space	10-10-6300-5100-020 SALARIES						
	Yr-end Adjustment	41661	02/26/2024	EBRADFORI	160,939.00	22,000.00	182,939.00
Public Space	10-10-6300-5127-070 RETIREMENT						
	Yr-end Adjustment	41662	02/26/2024	EBRADFORI	20,479.00	3,400.00	23,879.00
Public Space	10-10-6300-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end Adjustment	41663	02/26/2024	EBRADFORI	8,047.00	2,000.00	10,047.00
IT	10-10-6610-5300-112 POSTAGE						
	To cover postage for returned laptop.	41600	02/26/2024	JFernandez	50.00	55.00	160.00
IT	10-10-6610-5300-570 MISCELLANEOUS						
	To cover postage for returned laptop.	41599	02/26/2024	JFernandez	5,000.00	-55.00	4,940.00
Police	10-20-5100-5125-060 HOSPITALIZATION						
	Yr-end adjustment	41648	02/26/2024	EBRADFORI	381,414.00	-21,000.00	360,414.00
	Yr-end adjustment	41651	02/26/2024	EBRADFORI	381,414.00	-25,000.00	335,414.00
Police	10-20-5100-5125-063 HOSPITALIZATION - RETIREE						
	Yr-end adjustment	41649	02/26/2024	EBRADFORI	0.00	21,000.00	21,000.00
Police	10-20-5100-5127-075 SEPARATION ALLOWANCE						
	Yr-end adjustment	41650	02/26/2024	EBRADFORI	34,618.00	42,100.00	76,718.00
Fire Protect.	10-20-5350-5300-498 C.S./ORANGE COUNTY						
	JFernandez		02/20/2024	9:45:59AM			
	fl142r03						

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 02/26/2024 TO 02/26/2024

	<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>
	Adj to contract amount	41603	02/26/2024	EBRADFORI	80,952.00	4,000.00	84,952.00
GF Revenue	10-30-3300-3301-000 POWELL BILL TAX Adj to actual	41605	02/26/2024	EBRADFORI	272,500.00	33,925.00	306,425.00
GF Revenue	10-30-3980-3900-100 POWELL BILL FUND BALANCE APPROPRIAT Adj per PB actual revenue	41606	02/26/2024	EBRADFORI	473,000.00	-33,925.00	439,075.00
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION Yr-end adjustment	41655	02/26/2024	EBRADFORI	2,000.00	4,000.00	6,000.00
Solid Waste	10-30-5800-5100-020 SALARIES Yr-end adjustment	41656	02/26/2024	EBRADFORI	267,931.00	13,000.00	280,931.00
Solid Waste	10-30-5800-5127-070 RETIREMENT Yr-end adjustment	41657	02/26/2024	EBRADFORI	34,343.00	2,500.00	36,843.00
Solid Waste	10-30-5800-5127-071 401(K) RETIREMENT SUPP. Yr-end adjustment	41658	02/26/2024	EBRADFORI	13,396.00	2,000.00	15,396.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To re-budget garbage truck price adj fund:	41637	02/26/2024	EBRADFORI	130,000.00	18,320.00	494,154.06
Special Approp.	10-60-6900-5300-570 MISCELLANEOUS Allocate Merit/COLA	41647	02/26/2024	EBRADFORI	373,001.00	-27,105.00	343,796.00
	Allocate Merit/COLA	41652	02/26/2024	EBRADFORI	373,001.00	-17,100.00	326,696.00
	Allocate Merit/COLA	41659	02/26/2024	EBRADFORI	373,001.00	-21,500.00	305,196.00
	Allocate Merit/COLA	41664	02/26/2024	EBRADFORI	373,001.00	-28,300.00	276,896.00
Police	10-71-5100-5982-004 TRANSFER TO PUBLIC SAFETY FACILITY Move Police Station to Committed Fund	41574	02/26/2024	EBRADFORI	50,000.00	-50,000.00	0.00
Police	10-71-5100-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Police Station to Committed Fund	41575	02/26/2024	EBRADFORI	0.00	50,000.00	50,000.00
Streets	10-71-5600-5982-005 TRANSFER TO GENERAL CRF Move Streets Vehicle Fund to Committed	41611	02/26/2024	EBRADFORI	81,000.00	-81,000.00	0.00
Streets	10-71-5600-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Streets Vehicle Fund to Committed	41612	02/26/2024	EBRADFORI	0.00	81,000.00	81,000.00
Solid Waste	10-71-5800-5982-005 TRANSFER TO GENERAL CRF Move Solid Waste Vehicle Fund to Comm	41614	02/26/2024	EBRADFORI	145,000.00	-145,000.00	0.00
Solid Waste	10-71-5800-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Solid Waste Vehicle Fund to Comm	41615	02/26/2024	EBRADFORI	0.00	145,000.00	145,000.00
Special Approp.	10-71-6900-5982-005 TRANSFER TO GENERAL CRF Move Aff Housing to Committed Fund	41608	02/26/2024	EBRADFORI	32,884.00	-32,884.00	0.00
Special Approp.	10-71-6900-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS Move Aff Housing to Committed Fund	41609	02/26/2024	EBRADFORI	0.00	32,884.00	32,884.00
W&S Transfers	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND Adj to actual	41618	02/26/2024	EBRADFORI	0.00	18,808.00	62,714.00
W&S Transfers	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Adj to actual	41619	02/26/2024	EBRADFORI	0.00	11,955.00	54,740.00
W&S Revenues	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES Adj to actual	41616	02/26/2024	EBRADFORI	0.00	18,808.00	62,714.00
W&S Revenues	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						

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	Adj to actual	41617	02/26/2024	EBRADFORI	0.00	11,955.00	54,740.00
Admin. of Enterprise	30-80-7200-5300-570 MISCELLANEOUS Allocate Merit/COLA	41669	02/26/2024	EBRADFORI	164,999.00	-53,500.00	98,649.00
	Allocate Merit/COLA	41672	02/26/2024	EBRADFORI	164,999.00	-20,000.00	78,649.00
	Allocate Merit/COLA	41677	02/26/2024	EBRADFORI	164,999.00	-48,000.00	30,649.00
Utilities Admin.	30-80-7220-5100-020 SALARIES Yr-end Adjustment	41665	02/26/2024	EBRADFORI	368,043.00	40,000.00	410,543.00
Utilities Admin.	30-80-7220-5120-050 FICA Yr-end Adjustment	41666	02/26/2024	EBRADFORI	27,599.00	5,000.00	32,599.00
Utilities Admin.	30-80-7220-5127-070 RETIREMENT Yr-end Adjustment	41667	02/26/2024	EBRADFORI	47,247.00	5,500.00	52,747.00
Utilities Admin.	30-80-7220-5127-071 401(K) RETIREMENT SUPPL. Yr-end Adjustment	41668	02/26/2024	EBRADFORI	18,402.00	3,000.00	21,402.00
WTP	30-80-8120-5127-070 RETIREMENT Yr-end Adjustment	41670	02/26/2024	EBRADFORI	53,313.00	14,000.00	67,313.00
WTP	30-80-8120-5127-071 401(K) RETIREMENT SUPP. Yr-end Adjustment	41671	02/26/2024	EBRADFORI	21,051.00	6,000.00	27,051.00
WWTP	30-80-8220-5100-020 SALARIES Yr-end Adjustment	41673	02/26/2024	EBRADFORI	499,190.00	35,000.00	534,190.00
WWTP	30-80-8220-5120-050 FICA Yr-end Adjustment	41674	02/26/2024	EBRADFORI	38,188.00	3,000.00	41,188.00
WWTP	30-80-8220-5127-070 RETIREMENT Yr-end Adjustment	41675	02/26/2024	EBRADFORI	63,204.00	7,000.00	70,204.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. Yr-end Adjustment	41676	02/26/2024	EBRADFORI	24,960.00	3,000.00	27,960.00
Storm-Water	35-30-5900-5300-000 CONTINGENCY To cover safety dividends	41621	02/26/2024	EBRADFORI	25,000.00	-2.00	24,498.00
Storm-Water	35-30-5900-5300-320 SUPPLIES - OFFICE To cover office furniture	41602	02/26/2024	EBRADFORI	400.00	3,500.00	3,900.00
Storm-Water	35-30-5900-5300-570 MISCELLANEOUS To cover office furniture	41601	02/26/2024	EBRADFORI	26,374.00	-3,500.00	20,558.00
Storm-Water	35-30-5900-5300-571 SAFETY AWARDS PROGRAM To cover safety dividends	41620	02/26/2024	EBRADFORI	0.00	2.00	193.00
W&S Cap. Proj.	69-17-3870-3870-504 TRANSFER FROM WSF-16" OWASA WATER M To re-est project budget	41624	02/26/2024	EBRADFORI	100,000.00	100,000.00	100,000.00
W&S Cap. Proj.	69-17-3870-3870-701 TRANSFER FROM FUND 75-16" OWASA WAT To re-est project budget	41625	02/26/2024	EBRADFORI	465,000.00	465,000.00	465,000.00
W&S Cap. Proj.	69-17-8140-5700-748 16" OWASA WATER MAIN To re-est project budget	41626	02/26/2024	EBRADFORI	565,000.00	565,000.00	565,000.00
W&S CRF	70-00-3850-3850-000 INTEREST EARNED To record interest	41627	02/26/2024	EBRADFORI	100,889.20	36,395.07	937,524.75
W&S CRF	70-71-6900-5970-001 TRANSFER TO UTILITY CAP IMPROV FUND To record interest	41628	02/26/2024	EBRADFORI	1,830,000.00	36,395.07	4,680,469.75



ORDINANCE

Capital Project Amendment

Fiber Loop

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>
Fiber Loop	\$350,000	\$50,000	\$400,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$350,000	\$50,000	\$400,000

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 26th day of February in 2024.

Ayes: 3
Noes: 0
Absent or excused: 2



Sarah E. Kimrey, Town Clerk

FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

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<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>
60-04-3870-3870-403 TRANSFER FROM GF-FIBER LOOP Adj per FY24 budget	41622	02/27/2024	EBRADFORI	350,000.00	50,000.00	400,000.00
60-04-6610-5700-747 FIBER LOOP Adj per FY24 budget	41623	02/27/2024	EBRADFORI	350,000.00	50,000.00	400,000.00
					100,000.00	

APPROVED: 3/0

DATE: 2/26/24

VERIFIED: _____

Sam E. Kinney

DRAFT