



Minutes

Board of Commissioners Regular Meeting

7 p.m. Aug. 10, 2026

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

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

Absent: Commissioner Evelyn Lloyd

Staff: Administrative Services Director Jen Della Valle, Assistant Town Manager Matt Efird, Police Management and Accreditation Coordinator Marshall Grayson, Engineering Services Manager Bryant Green, 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 and Chief of Police 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

There were none.

3. Agenda changes and approval

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

Vote: 4-0.

4. Appointments

A. Board of Adjustment – Reappointment of David Blankford as an in-town regular member for a term ending Sept. 30, 2029

B. Resolution requesting the Orange County Board of Commissioners reappoint Richard Chapple to the Board of Adjustment as an extraterritorial jurisdiction regular member

Motion: Ferguson moved to approve appointments. Hughes seconded.

Vote: 4-0.

5. Items for decision – consent agenda

A. Minutes

– Regular meeting June 8, 2026

– Work session June 22, 2026

B. Miscellaneous budget amendments and transfers

C. Water and Sewer Extension Contract for the Orange County Crisis Diversion Facility

- D. Memorandum of Understanding with the North Carolina Department of Information Technology – Cloudflare Web Application Firewall Service

Motion: Ferguson moved to approve all items on the consent agenda. Hughes seconded.
Vote: 4-0. Nays: None.

6. Items for decision – regular agenda

- A. Fiscal Year 2026 Strategic Plan Annual Report and Proposed Fiscal Year 2028-30 Strategic Plan Process

Administrative Services Director Jen Della Valle reviewed the Fiscal Year 2024-26 Strategic Plan, highlighting initiatives across the plan's focus areas – sustainability, connected community, economic vitality, and community safety. The plan was extended through FY 2027 to allow for the completion of remaining initiatives.

The administrative services director provided an update on developing the next three-year strategic plan. The improved structure features SMART goals between objectives and initiatives for targeted, measurable outcomes. Planning involves eight phases with milestones like community data collection, vision/mission/values discussion, goal-setting, and a draft plan aimed for June 2027 adoption alongside the budget. Surveys sent to all households and specific surveys for nonprofits and businesses will include open-ended questions for new strategic plan ideas.

- B. Hot topics for work session Aug. 24, 2026
Potential discussion topics for the upcoming work session include code enforcement, demolition ordinances, and housing strategy.

7. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager
There were no updates.

Motion: Ferguson moved to go into closed session. Hughes seconded.
Vote: 4-0.

8. Closed session

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

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

9. Adjournment

Motion: Hughes moved to adjourn at 8:41 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners
This content was assisted by an artificial intelligence tool,
ClerkMinutes, and reviewed by town staff.

DRAFT



RESOLUTION

Requesting a Reappointment to an Extraterritorial Jurisdiction Seat on the Hillsborough Board of Adjustment

WHEREAS, in 2021, the Orange County Board of Commissioners appointed Richard Chapple to the Hillsborough Board of Adjustment, as an extraterritorial jurisdiction regular member, for a two-year period beginning October 5, 2021, and ending September 30, 2023; and

WHEREAS, in 2023, the Orange County Board of Commissioners reappointed Chapple for an additional three-year period to the Hillsborough Board of Adjustment beginning October 1, 2023, and ending September 30, 2026; and

WHEREAS, on September 30, 2026, Chapple will have served on the Hillsborough Board of Adjustment for a total of five years; and

WHEREAS, Chapple is eligible to serve one additional year on the Hillsborough Board of Adjustment to complete two full, three-year terms as allowed by the Hillsborough Unified Development Ordinance § 2.4.5; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town's Board of Adjustment.

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

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an extraterritorial jurisdiction regular member seat on the Hillsborough Board of Adjustment for a one-year term:

Mr. Richard Chapple
202 South English Hill Lane
Hillsborough, NC 27278

Section 2. The Orange County Board of Commissioners is respectfully requested to appoint Richard Chapple for a one-year term ending September 30, 2027.

Section 3. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days of receiving this resolution, the Hillsborough Board of Commissioners may make this appointment.

Section 3. The town clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following votes, and was duly adopted this the 10th day of August 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

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Budget Adjustment Report

Adjustment Detail

For Date Range: 08/10/2026 - 08/10/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300324	SUPPLIES - DISASTER			10,000.00	-10,000.00	0.00
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		-10,000.00	
10-10-4000-5300363	RENTAL - BUILDING			0.00	10,583.00	10,583.00
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		10,583.00	
Department 4000 Total:				10,000.00	583.00	10,583.00
Department: 5600 - STREETS						
10-10-5600-5300110	TELEPHONE/INTERNET			2,220.00	1,140.00	3,360.00
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		1,140.00	
Department 5600 Total:				2,220.00	1,140.00	3,360.00
Department: 5800 - SOLID WASTE						
10-10-5800-5300110	TELEPHONE/INTERNET			2,160.00	1,620.00	3,780.00
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		1,620.00	
Department 5800 Total:				2,160.00	1,620.00	3,780.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5300113	LICENSE FEES			188,200.00	20,000.00	208,200.00
BA0000480	Cover DudeSolutions/Utility Cloud for FY27	GLPKT04309	08/10/2026		20,000.00	
Department 6610 Total:				188,200.00	20,000.00	208,200.00
Department: 6900 - SPECIAL APPROPRIATIONS						
10-10-6900-5300570	MISCELLANEOUS			285,000.00	2,100.00	287,100.00
BA0000488	A250 Volunteer T-Shirts	GLPKT04343	08/10/2026		600.00	
BA0000490	Coverage of OCSO for A250 Deputies	GLPKT04351	08/10/2026		1,500.00	
Department 6900 Total:				285,000.00	2,100.00	287,100.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-25,443.00	424,557.00
BA0000480	Cover DudeSolutions/Utility Cloud for FY27	GLPKT04309	08/10/2026		-20,000.00	
BA0000488	A250 Volunteer T-Shirts	GLPKT04343	08/10/2026		-600.00	
BA0000490	Coverage of OCSO for A250 Deputies	GLPKT04351	08/10/2026		-1,500.00	
BA0000491	Correct PW cell stipends for Community Svcs...	GLPKT04475	08/10/2026		-2,760.00	
BA0000492	Chantal - PW Rental Facility	GLPKT04510	08/10/2026		-583.00	
Department 9990 Total:				450,000.00	-25,443.00	424,557.00
Expense Total:				937,580.00	0.00	937,580.00
Fund 10 Total:				937,580.00	0.00	937,580.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 7240 - BILLING AND COLLECTIONS						
30-80-7240-5300113	LICENSE FEES			50,740.00	-2,500.00	48,240.00
BA0000493	Letter Opener for Billing & Collections	GLPKT04563	08/10/2026		-2,500.00	
30-80-7240-5300330	SUPPLIES - DEPARTMENTAL			250.00	2,500.00	2,750.00
BA0000493	Letter Opener for Billing & Collections	GLPKT04563	08/10/2026		2,500.00	
Department 7240 Total:				50,990.00	0.00	50,990.00
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300158	MAINT - EQUIPMENT			100,200.00	-989.00	99,211.00
BA0000494	A-Z Equipment Rentals Invoice	GLPKT04567	08/10/2026		-989.00	

Budget Adjustment Report**For Date Range: 08/10/2026 - 08/10/2026**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
30-80-8120-5300351	RENTAL - EQUIPMENT			0.00	989.00	989.00
BA0000494	A-Z Equipment Rentals Invoice	GLPKT04567	08/10/2026		989.00	
30-80-8120-5300443	CS - GENERATOR LOAD TESTING			9,610.00	69.00	9,679.00
BA0000482	WTP generator load testing quote received ...	GLPKT04314	08/10/2026		69.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,800.00	80.00	1,880.00
BA0000483	Mission equipment (consolidated invoice) pe...	GLPKT04316	08/10/2026		80.00	
Department 8120 Total:				111,610.00	149.00	111,759.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300310	GASOLINE			23,400.00	600.00	24,000.00
BA0000481	WWC gasoline coverage FY27	GLPKT04313	08/10/2026		600.00	
Department 8200 Total:				23,400.00	600.00	24,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300413	CS - DI WATER SYSTEM SERVICE			4,840.00	170.00	5,010.00
BA0000489	Maintenance contract coverage	GLPKT04344	08/10/2026		170.00	
Department 8220 Total:				4,840.00	170.00	5,010.00
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-919.00	399,081.00
BA0000481	WWC gasoline coverage FY27	GLPKT04313	08/10/2026		-600.00	
BA0000482	WTP generator load testing quote received ...	GLPKT04314	08/10/2026		-69.00	
BA0000483	Mission equipment (consolidated invoice) pe...	GLPKT04316	08/10/2026		-80.00	
BA0000489	Maintenance contract coverage	GLPKT04344	08/10/2026		-170.00	
Department 9990 Total:				400,000.00	-919.00	399,081.00
Expense Total:				590,840.00	0.00	590,840.00
Fund 30 Total:				590,840.00	0.00	590,840.00
Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS						
Expense						
Department: 8100 - PROJECTS (W&S\SW) MULTI-YEAR						
69-00-8100-5300570	MISCELLANEOUS			407,335.00	3,000.00	410,335.00
BA0000495	Adron Thompson Reno	GLPKT04582	08/10/2026		3,000.00	
69-00-8100-5700720	CONSTRUCTION			20,200,263.70	-3,000.00	20,197,263.70
BA0000495	Adron Thompson Reno	GLPKT04582	08/10/2026		-3,000.00	
Department 8100 Total:				20,607,598.70	0.00	20,607,598.70
Expense Total:				20,607,598.70	0.00	20,607,598.70
Fund 69 Total:				20,607,598.70	0.00	20,607,598.70
Budget Code 2026-2027 Total:				22,136,018.70	0.00	22,136,018.70

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	937,580.00	0.00	937,580.00
	30	590,840.00	0.00	590,840.00
	69	20,607,598.70	0.00	20,607,598.70
Budget Code 2026-2027 Total:		22,136,018.70	0.00	22,136,018.70

APPROVED: 4/0

DATE: 8/10/26

VERIFIED: Shawn E. Kimrey

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