



Minutes

Board of Commissioners Regular Meeting

7 p.m. Jan. 8, 2024

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

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

Staff: Assistant Town Manager and Community Services Director Matt Efird, Lead for North Carolina Fellow Marshall Grayson, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

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

Jessica Sheffield, executive director of the Eno River Association, introduced herself and shared the 2024 Eno River Association wall calendar with the town.

3. Agenda changes and approval

The following changes were made:

- Add Item 5E National Mentoring Month proclamation to the consent agenda.
- Remove Item 6E North Carolina League of Municipalities Operations Assistance Program Agreement.

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

Vote: 3-0. Absent: Commissioner Evelyn Lloyd

4. Presentations

A. Recognition of recently promoted Sgt. Candace Spragins and Sgt. Van St. Pierre and public reaffirmations of oaths of office

Police Chief Duane Hampton introduced Sgts. Candace Spragins and Van St. Pierre to the board to reaffirm their oaths of office, with the mayor administering the oaths. Spragins' mother affixed her badge, and St. Pierre's wife affixed his badge.

B. Employee Service Milestone Awards

Town Manager Eric Peterson shared a presentation recognizing 14 employees for their tenure with the town. Peterson highlighted employees who have worked with the town for 5, 10, 20 and 25 years respectively.

Lloyd joined the meeting at 7:13 p.m.

5. Appointments

A. Tourism Board – Reappointment of Barney Caton for a term ending Dec. 9, 2025

B. Tourism Board – Reappointment of Victoria Pace for a term ending Dec. 13, 2025

Motion: Ferguson moved to approve all appointments. Commissioner Meaghun Darab seconded.
Vote: 4-0.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Dec. 11, 2023
 - Regular meeting closed session Dec. 11, 2023
- B. Miscellaneous budget amendments and transfers
- C. Ridgewalk Greenway capital project ordinance amendment and associated budget amendments
- D. Passenger Rail/Multi-Modal Station capital project ordinance amendment and associated budget amendments
- ~~E. North Carolina League of Municipalities Operations Assistance Program Agreement~~
- E. National Mentoring Month proclamation (added)

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

7. Items for decision – regular agenda

A. Deer population mitigation

Hillsborough resident Bill Harris gave a presentation on the deer population in Hillsborough and options for mitigation. Harris noted dangers associated with an overpopulation of deer, including overgrazing, the spreading of disease and risk of property damage or injury.

Harris suggested North Carolina’s urban archery program as a potential solution. This program allows urban bow hunting of deer on specified property during a designated season with various restrictions to ensure public safety. Sixty-three municipalities, including Chapel Hill, participated in the program in 2023, with 179 deer killed statewide. Urban archery was brought before the Hillsborough board 20 years ago and was not approved due to public safety concerns.

Following the presentation, the mayor opened discussion from the board, which included:

- Concern about rising deer population, use of weapons near public areas, and the effectiveness of archery as a hunting method. The possibility of an injured deer moving across property lines was raised.
- Current laws and regulations regarding animal control in town.
- Practices and familiarity of the program by other municipalities.

Commissioner Matt Hughes asked staff for clarification on current hunting regulations. The police chief said current restrictions fall under state policy and the Wildlife Management Division.

Ferguson and Lloyd expressed opposition to the program, noting safety concerns. Ferguson also said few areas would be approved for hunting once restrictions were implemented, which could limit the program’s effectiveness.

English shared that a contact associated with the program in Chapel Hill does not find it highly effective. Peterson suggested that additional research should be completed to clarify restrictions for the program. Harris said he and his neighbors could call the Wildlife Commission and conduct additional research for staff.

Bell summarized the board discussion and affirmed that deer overpopulation exists in town. Harris offered final comments thanking the board for recognizing the deer population as a concern. He asked the board to consider applying for the program for 2024. The application is due April 1 and requires a letter of intent to

participate and a map indicating where hunting would be allowed. Hunting would not begin until January 2025. Bell thanked Harris for his presentation but issued concerns around time constraints.

Town Attorney Bob Hornik confirmed Hughes' ability to vote remotely as this vote was not legally binding.

Motion: English moved to direct volunteers to contact the Wildlife Management Division regarding the North Carolina urban archery program application process and to bring additional information to staff as soon as reasonably possible. Darab seconded.

Vote: 3-2. Nays: Ferguson and Lloyd.

B. Adron F. Thompson Renovation Capital Project Amendment

Utilities Director Marie Strandwitz requested an additional \$710,000 allocation in design costs for renovation of the Adron F. Thompson Water/Sewer Facility. The transaction will transfer funds from the Water and Sewer Fund Balance to the Utilities Capital Projects Fund. She said the additional funds are a result of typical unexpected renovation costs.

Motion: Ferguson moved to approve the capital project amendment. English seconded.

Vote: 4-0.

C. Hot topics for work session Jan. 22, 2024

The manager noted the following topics:

- Clean energy resolution and sustainability updates
- Financial update and framing for fiscal years 2025-27
- Downtown parking update and discussion

8. Updates

A. Board members

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

B. Town manager

No additional updates.

C. Staff (written reports in agenda packet)

No additional updates.

9. Adjournment

Bell adjourned the meeting at 8:57 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: 01/08/2024 TO 01/08/2024

	<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>
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV. To cover invoice from FastMed.	41438	01/08/2024	JFernandez	16,800.00	-190.00	10,304.00
Safety & Risk	10-10-6600-5300-530 DUES & SUBSCRIPTIONS To cover Safety Holiday Lunch.	41466	01/08/2024	JFernandez	1,400.00	-500.00	900.00
Safety & Risk	10-10-6600-5300-570 MISCELLANEOUS To cover invoice from FastMed.	41437	01/08/2024	JFernandez	750.00	190.00	1,246.00
	To cover Safety Holiday Lunch.	41467	01/08/2024	JFernandez	750.00	500.00	1,746.00
Police	10-20-5100-5300-080 TRAINING/CONF./CONV. To cover unplanned training expenses.	41471	01/08/2024	JFernandez	26,900.00	1,000.00	27,900.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES To cover radios Chargers purchased in FY	41417	01/08/2024	EBRADFORI	1,000.00	12,905.00	41,972.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS To cover unplanned training expenses.	41470	01/08/2024	JFernandez	5,000.00	-1,000.00	982.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES To cover radios Chargers purchased in FY	41418	01/08/2024	EBRADFORI	190,000.00	-12,905.00	264,028.00
Streets	10-30-5600-5300-112 POSTAGE To cover yr-end overage	41420	01/08/2024	EBRADFORI	40.00	33.00	73.00
Streets	10-30-5600-5300-145 MAINTENANCE - BUILDINGS To cover yr-end overage	41421	01/08/2024	EBRADFORI	600.00	-33.00	567.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To replace underweighted trailer	41422	01/08/2024	EBRADFORI	27,500.00	-9,563.00	17,937.00
	To replc underweight trailer	41449	01/08/2024	EBRADFORI	27,500.00	4,510.00	22,447.00
Streets	10-30-5600-5300-570 MISCELLANEOUS Trailer tax/tag	41423	01/08/2024	EBRADFORI	1,000.00	-328.00	522.00
Streets	10-30-5600-5300-583 MISC-TAX, TAGS, ETC. Trailer tax/tag	41424	01/08/2024	EBRADFORI	4,506.00	328.00	4,834.00
Streets	10-30-5600-5700-741 CAPITAL - EQUIPMENT Replc under weighted trailer	41419	01/08/2024	EBRADFORI	0.00	9,563.00	19,563.00
Special Approp.	10-60-6900-5700-741 CAPITAL - EQUIPMENT To replc underweight trailer	41448	01/08/2024	EBRADFORI	20,000.00	-4,510.00	15,490.00
Billing & Collect.	30-80-7240-5100-020 SALARIES To cover temp staff	41415	01/08/2024	EBRADFORI	326,326.00	-15,000.00	311,326.00
Billing & Collect.	30-80-7240-5300-503 C.S./TEMPORARY PERSONNEL To cover temp staff	41416	01/08/2024	EBRADFORI	0.00	15,000.00	15,000.00
WTP	30-80-8120-5300-158 MAINTENANCE - EQUIPMENT To cover failed pump repair at WTP.	41469	01/08/2024	JFernandez	88,440.00	160,000.00	248,440.00
	30-80-8120-5300-158	41478	01/08/2024	JFernandez	88,440.00	67,300.00	315,740.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover permit renewal costs.	41450	01/08/2024	JFernandez	427,760.00	-150.00	425,937.00
	To cover failed pump repair at WTP.	41468	01/08/2024	JFernandez	427,760.00	-160,000.00	265,937.00
WTP	30-80-8120-5300-530 DUES & SUBSCRIPTIONS To cover permit renewal costs.	41451	01/08/2024	JFernandez	3,090.00	150.00	3,240.00
	To cover NCWOA annual dues.	41480	01/08/2024	JFernandez	3,090.00	205.00	3,445.00

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 01/08/2024 TO 01/08/2024

	<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>
WTP	30-80-8120-5300-570 MISCELLANEOUS To cover NCWOA annual dues.	41479	01/08/2024	JFernandez	1,200.00	-205.00	995.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL Replc underweighted trailer	41427	01/08/2024	EBRADFORI	131,440.00	-5,528.00	130,744.64
	To cover equipment trailer for backhoe.	41439	01/08/2024	JFernandez	131,440.00	-5,364.00	125,380.64
	Reverse double-entry budget amendment	41445	01/08/2024	JFernandez	131,440.00	5,364.00	130,744.64
Water Dist.	30-80-8140-5300-583 MISC.-TAX, TAGS, ETC. Replc underweighted trailer	41426	01/08/2024	EBRADFORI	0.00	164.00	164.00
Water Dist.	30-80-8140-5700-741 CAPITAL - EQUIPMENT Replc underweighted trailer	41425	01/08/2024	EBRADFORI	80,000.00	5,364.00	104,165.17
	To cover equipment trailer for backhoe.	41440	01/08/2024	JFernandez	80,000.00	5,364.00	109,529.17
	Reverse double-entry budget amendment	41444	01/08/2024	JFernandez	80,000.00	-5,364.00	104,165.17
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS Replc underweighted trailer	41430	01/08/2024	EBRADFORI	193,000.00	-5,528.00	156,825.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL To cover equipment trailer for backhoe.	41441	01/08/2024	JFernandez	80,500.00	-854.00	80,451.06
	Reverse double-entry budget amendment	41446	01/08/2024	JFernandez	80,500.00	854.00	81,305.06
WW Collect.	30-80-8200-5300-583 MISC-TAX, TAGS, ETC. Replc underweighted trailer	41429	01/08/2024	EBRADFORI	3,000.00	164.00	7,514.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT Replc underweighted trailer	41428	01/08/2024	EBRADFORI	20,000.00	5,364.00	207,841.79
	To cover equipment trailer for backhoe.	41442	01/08/2024	JFernandez	20,000.00	854.00	208,695.79
	Reverse double-entry budget amendment	41447	01/08/2024	JFernandez	20,000.00	-854.00	207,841.79
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To cover emergency raw water pump repa	41477	01/08/2024	JFernandez	400,000.00	-67,300.00	71,949.00
Gen. Cap Projects	60-05-3870-3870-116 TRANSFER FROM FUND 48 - NC86 RENO Adj per FY23 audit	41431	01/08/2024	EBRADFORI	0.00	128,200.00	128,200.00
Gen. Cap Projects	60-05-3870-3870-406 TRANSFER FROM GF-NC86 RENOVATION Adj per FY23 audit	41432	01/08/2024	EBRADFORI	325,982.00	-128,200.00	197,782.00
Gen. Cap Projects	60-23-3700-3700-101 STATE TIP To record revenue	41410	01/08/2024	EBRADFORI	0.00	1,000,000.00	6,314,000.00
Gen. Cap Projects	60-23-3870-3870-047 TRANSFER FROM FUND 43-RAIL STATION Adj per FY23 audit	41433	01/08/2024	EBRADFORI	0.00	19,290.00	19,290.00
Gen. Cap Projects	60-23-3870-3870-100 TRANSFER FROM GENERAL FUND Adj per FY23 audit	41434	01/08/2024	EBRADFORI	93,000.00	-19,290.00	73,710.00
Gen. Cap Projects	60-23-6510-5700-720 CONSTRUCTION To record revenue	41411	01/08/2024	EBRADFORI	0.00	1,000,000.00	6,600,000.00
Gen. Cap Projects	60-28-3870-3870-408 TRANSFER FROM GF - RIDGEWALK Adj to cover feasibility study	41412	01/08/2024	EBRADFORI	0.00	-84,000.00	125,003.00
Gen. Cap Projects	60-28-6300-5700-782 RIDGEWALK GREENWAY Adj to cover feasibility study	41413	01/08/2024	EBRADFORI	0.00	-84,000.00	125,003.00
W&S Cap. Res.	70-00-3850-3850-000 INTEREST EARNED Adj per FY23 audit	41456	01/08/2024	EBRADFORI	100,889.20	401,759.00	689,592.88



ORDINANCE

Capital Project Amendment

Ridgewalk Greenway

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 adopted:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
Ridgewalk Greenway	\$209,003	(\$84,000)	\$125,003

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
Ridgewalk Greenway	\$209,003	(\$84,000)	\$125,003

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.


Section 4. This capital project will close automatically upon projection completion.

Section 5. 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 8th day of January in the year 2024.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 01/08/2024 TO 01/08/2024**

<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>
Ridgewalk 60-28-3870-3870-408 TRANSFER FROM GF - RIDGEWALK Adj to cover feasibility study	41412	01/08/2024	EBRADFORI	0.00	-84,000.00	125,003.00
Ridgewalk 60-28-6300-5700-782 RIDGEWALK GREENWAY Adj to cover feasibility study	41413	01/08/2024	EBRADFORI	0.00	-84,000.00	125,003.00
					<u>-168,000.00</u>	

APPROVED: 4/0

DATE: 01/08/24

VERIFIED: _____

Sam E. Kimrey

DRAFT



ORDINANCE

Capital Project Amendment

Passenger Rail / Multi-Modal Station

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>
Passenger Rail / Multi-Modal Station	\$7,239,000	\$1,000,000	\$8,239,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Passenger Rail / Multi-Modal Station	\$7,239,000	\$1,000,000	\$8,239,000


Section 3. This capital project will close automatically upon projection completion.

Section 4. 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 8th day of January in the year 2024.

Ayes: 4
 Noes: 0
 Absent or excused: 1





 Sarah E. Kimrey, Town Clerk

FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 01/08/2024 TO 01/08/2024**

<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>
60-23-3700-3700-101 STATE TIP Train Station To record revenue	41410	01/08/2024	EBRADFORI	0.00	1,000,000.00	6,314,000.00
60-23-6510-5700-720 CONSTRUCTION Train Station To record revenue	41411	01/08/2024	EBRADFORI	0.00	1,000,000.00	6,600,000.00
					<u>2,000,000.00</u>	

APPROVED: 4/0

DATE: 01/08/24

VERIFIED: _____ *Shawn E. Kimrey*

DRAFT



PROCLAMATION

Declaring January 2024 as National Mentoring Month

WHEREAS, National Mentoring Month brings awareness to the importance of quality mentoring that promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

WHEREAS, the Town of Hillsborough honors volunteer mentors who support young people in Hillsborough by showing up for them every day and demonstrating their commitment to helping them thrive; and

WHEREAS, mentoring programs like Fathers on the Move, Beyond Expectations, and capacity-building agencies like Youth Mentoring Collaborative make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

WHEREAS, Grow Your World is a youth-centered, community-building organization that partners with local college students to work directly with youth and connect community members through multigenerational and inclusive relationships that build enrichment opportunities for youth and adults alike; and

WHEREAS, Reintegration Support Network provides support and resources for adolescents experiencing challenges related to substance use, mental health, and/or justice involvement. Mentors engage in promoting trust and self-acceptance by advocating for and with participants, coordinating with existing service providers, and linking participants with community resources, thereby increasing a participant's overall wellbeing; and

WHEREAS, Healing-Centered Mentoring™ provides a pathway to promote mental wellness, increase access to evidence-based mental wellness skills training, and reduce structural barriers to mental health services; and

WHEREAS, mentoring plays a pivotal role in career exploration and supports workforce development by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and driving positive outcomes for communities across the state;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim January 2024 as National Mentoring Month 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 8th day of January in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



ORDINANCE

Capital Project Amendment

Adron F. Thompson Facility Renovation

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>Amended Budget</i>
Adron F. Thompson Facility Renovation	\$3,290,000	\$505,600	\$3,795,600

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

	<i>Current Budget</i>	+/-	<i>Amended Budget</i>
Adron F. Thompson Facility Renovation	\$3,290,000	\$505,600	\$3,795,600


Section 3. This capital project will close automatically upon projection completion.

Section 4. 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 8th day of January in the year 2024.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

FY 2023-2024

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 01/09/2024 TO 01/09/2024**

<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>
30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND To cover design contract	41473	01/09/2024	EBRADFORI	14,537.00	252,800.00	1,264,984.40
30-71-8200-5982-001 TRANSFER TO UTIL CAP IMPROV FUND To cover design contract	41474	01/09/2024	EBRADFORI	1,119,997.00	252,800.00	2,307,797.00
30-80-3900-3900-000 FUND BALANCE APPROPRIATED To cover A Thompson design	41472	01/09/2024	EBRADFORI	1,768,570.00	163,651.00	4,723,583.31
30-80-8130-5400-910 DEBT SERVICE - PRINCIPAL Apply Rev Bond Proceeds to Pymt	41490	01/09/2024	EBRADFORI	839,737.00	-285,000.00	62,000.64
30-80-9990-5300-000 CONTINGENCY To cover A Thompson design	41489	01/09/2024	EBRADFORI	400,000.00	-56,949.00	15,000.00
69-18-3870-3870-505 TRANSFER FROM WSF-A. THOMPSON RENO To cover design contract	41476	01/09/2024	EBRADFORI	290,000.00	505,600.00	795,600.00
69-18-8200-5700-723 ADRON THOMPSON FACILITY RENOVATION To cover design contract	41475	01/09/2024	EBRADFORI	290,000.00	505,600.00	3,795,600.00
					<u>1,338,502.00</u>	

DRAFT

APPROVED: 4/0
 DATE: 01/08/24
 VERIFIED: _____

Sarah E. Kimrey