



Minutes

Board of Commissioners Work Session

7 p.m. Nov. 28, 2022

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

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Administrative Services Director Jen Della Valle, Budget and Management Analyst Josh Fernandez, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Communications Specialist Cheryl Sadgrove, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

1. Opening of the work session

Mayor Jenn Weaver opened the work session at 7 p.m.

2. Agenda changes and approval

Remove Item 3.A Orange County Schools Strategic

A motion was made to approve the agenda as amended.

Motion made by Commissioner Matt Hughes, seconded by Commissioner Kathleen Ferguson.

Voting Yea: Commissioners Robb English, Ferguson and Hughes

Absent: Commissioners Mark Bell and Evelyn Lloyd

3. Presentations

A. ~~Orange County Schools Strategic Plan~~

4. Appointments

A. Historic District Commission - Appointment of Mathew Palmer for a term expiring Nov. 30, 2025

B. Historic District Commission - Appointment of Gary Miller for a term expiring Nov. 30, 2025

A motion was made to approve both appointments.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.

Voting Yea: Commissioners English, Ferguson and Hughes

Absent: Commissioners Bell and Lloyd

5. Items for decision - consent agenda

A. Miscellaneous budget amendments and transfers

A motion was made to approve both appointments.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.

Voting Yea: Commissioners English, Ferguson and Hughes

Absent: Commissioners Bell and Lloyd

Commissioner joined the meeting at Bell 7:02 p.m.

6. In-depth discussion and topics

A. Update on Train Station Design

Commissioner Lloyd joined the meeting at 7:06 p.m.

Fred Belledin from Clearscapes gave a presentation on the proposed design for the train station.

The mayor and commissioners expressed satisfaction with the design, especially the sustainable elements.

Public Space and Sustainability Manager Stephanie Trueblood noted that the board room would be used by the public for community meetings. She added that the board soon will need to consider what other development they are interested in seeing on the greater site.

B. Potential Engagement Meeting on Safety

Trueblood presented plans for a community safety meeting in April that would include staff from multiple town departments. If the meeting format worked well, there would likely be a similar meeting each fall to help inform budget decisions.

A motion was made to authorize the proposed engagement strategy.

Motion made by Commissioner Bell, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd

C. Strategic Plan Update

Administrative Services Director Jen Della Valle shared continued efforts to refine the draft strategic plan.

D. Fiscal Year 2024 Budget Retreat discussion

The board expressed interest in holding the retreat on Saturday, Jan. 28.

7. Committee updates and reports

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

A motion was made to enter closed session at 9 p.m.

Motion made by Commissioner Hughes seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd

8. Closed Session

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

A motion was made to return to open session at 9:30 p.m.

Motion made by Commissioner Hughes seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd

A motion was made to remove Scott Taylor from the planning board for lapse in attendance at planning board meetings.

Motion made by Commissioner Hughes seconded by Commissioner Ferguson.
Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd

9. Adjournment

Mayor Weaver adjourned the meeting at 9:32 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 11/28/2022 TO 11/28/2022

	<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						
Contingency	To cover diesel storage tank	27999	11/28/2022	EBRADFORI	300,000.00	-12,500.00	120,063.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS						
	To cover office furniture	27990	11/28/2022	EBRADFORI	36,613.00	-1,500.00	35,113.00
Police	10-20-5100-5300-320 SUPPLIES - OFFICE						
	To cover office furniture	27991	11/28/2022	EBRADFORI	5,000.00	1,500.00	6,500.00
Police	10-20-5100-5300-460 C.S./DRIVER SAFETY TRAINING						
	To cover vet expenses	27987	11/28/2022	EBRADFORI	4,000.00	-1,500.00	2,500.00
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	To cover vet expenses	27988	11/28/2022	EBRADFORI	4,080.00	1,500.00	5,830.00
Streets	10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To move pavement striping to Maint-Infra	28001	11/28/2022	EBRADFORI	0.00	5,000.00	5,000.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL						
	To move pavement striping to Maint-Infra	28000	11/28/2022	EBRADFORI	29,500.00	-5,000.00	24,500.00
Solid Waste	10-30-5800-5300-112 POSTAGE						
	To cover mailing	27994	11/28/2022	EBRADFORI	750.00	100.00	850.00
	To cover bulk mailing fee	27996	11/28/2022	EBRADFORI	750.00	275.00	1,125.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS						
	To cover mailing	27995	11/28/2022	EBRADFORI	1,000.00	-100.00	900.00
	To cover bulk mailing fee	27997	11/28/2022	EBRADFORI	1,000.00	-275.00	625.00
Solid Waste	10-30-5800-5700-741 CAPITAL - EQUIPMENT						
	To cover diesel storage tank	27998	11/28/2022	EBRADFORI	0.00	12,500.00	12,500.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS						
	To cover external lab costs.	27992	11/28/2022	JFernandez	92,500.00	-250.00	92,250.00
WWTP	30-80-8220-5300-340 OUTSIDE LAB SERVICES						
	To cover external lab costs.	27993	11/28/2022	JFernandez	18,100.00	250.00	18,350.00
						<u>0.00</u>	

APPROVED: 3/0

DATE: 11/28/22

VERIFIED: *Sam E. Kimrey*