



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Nov. 14, 2022

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

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

**Absent:** Commissioner Mark Bell

**Staff:** Human Resources Manager Haley Bizzell, Planning and Economic Development Manager Shannan Campbell, Budget and Management Analyst Josh Fernandez, Police Major Andy Simmons, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Manager Eric Peterson, Communications Specialist Cheryl Sadgrove, Utilities Director Marie Strandwitz, and Interim Finance Director Melissa Bishop

### Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7:01 p.m.

#### 1. Public charge

Weaver did not read the public charge.

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

There was none.

#### 3. Agenda changes and approval

Move item 6E from consent to 7E for discussion.

A motion was made to approve the agenda as amended.

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

Voting Yea: Commissioners Robb English, Ferguson, Hughes and Evelyn Lloyd.

#### 4. Presentations

##### A. Completion of 2022 Government 101

Communications Specialist Cheryl Sadgrove briefly shared highlights from the Government 101 program, which took place earlier in the fall.

##### B. FY22 Employee Innovation, Customer Service and Endurance Awards

Town Manager Eric Peterson gave a presentation on the FY22 awards.

##### C. Orange County Transit Plan Update

Community Services Director Margaret Hauth gave a brief update on the transit plan.

#### 5. Appointments

##### A. Tourism Board - Reappointment of Barry Hupp for a term expiring Nov. 14, 2024

##### B. Planning Board - Appointment of Robert Iglesias for a term expiring Nov. 30, 2023

##### C. Parks and Recreation - Appointment of Adam McGovern for a term ending Nov. 30, 2025

A motion was made to approve appointments as presented.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.

Voting Yea: Commissioners English, Ferguson, Hughes and Lloyd

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

A. Minutes

- Work session Aug. 22, 2022 (amended)
- Regular meeting Oct. 10, 2022
- Regular meeting closed session Oct. 10, 2022
- Work Session Oct. 24, 2022 (canceled)

B. Miscellaneous budget amendments and transfers

C. Special Event Permit - Hillsborough Arts Council Solstice Lantern Walk

D. Secondary Road Right of Way Approval to Transfer Drainage and Right of Way to NCDOT

~~E. Water and Sewer Extension Contract for Tryon III Project~~

F. Proclamation - Arbor Day 2022

A motion was made to approve the consent agenda as amended.

Motion made by Commissioner Ferguson, seconded by Commissioner English.

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

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

A. Letter of interest for contiguous annexation - Capkov 'Waterstone South'

Presenters: Dan Jewell with Thomas and Hutton (formerly CJT) and Eric Chupp with Capkov Ventures

Planning and Economic Development Manager Shannan Campbell reviewed that this would be an assemblage of property and some of it would be contiguous with the town limits.

Jewell noted that the number of residential units now proposed was a reduction from the number he had proposed in May. The proposal includes 40,000 square feet of commercial space. He noted other specifics including that the developers could eliminate the need for the Alice Wood pump station, replace the Nazarene pump station and install new sewer lines along N.C. 86 South to New Hope Elementary School. He said no homes would be ready for occupancy before upgrades are made to the Elizabeth Brady pump station.

Chupp said he has talked with CASA and Habitat for Humanity about the affordable housing component. He added that Orange County is interested in seeing soccer fields included in this development.

Utilities Director Marie Strandwitz said she likes the proposed utilities upgrades. She noted there are other projects coming online that will need water and sewer services.

Town Manager Eric Peterson encouraged the board to think about whether this proposal fits with the board's vision for Hillsborough. He added that the financial projections provided by Lucy Gallow for the developer look right to him and he is familiar with her work.

Hughes asked about the mobile home park on Phoebe Drive. Chupp answered that he had spoken with the owner about the mobile home park while purchasing 50 acres from him and got assurances that the owner wanted to continue to manage the mobile home park.

English noted that Hillsborough could use the 10 recreational acres proposed in the development.

Chupp added that this development may spur more commercial development in Waterstone.

Campbell said her first thought is that more infill development should take place before this land is developed, but she likes the proposal.

A motion was made to direct developer to move forward with annexation and invite applications.

Motion made by Commissioner Ferguson, seconded by Commissioner English.

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

- B. Letter of interest for contiguous annexation - Gatewood Property  
Presenters: Jen Spada co-owner of House at Gatewood property and restaurant, Kevin Wade with Blue Heron

Spada proposed developing 300 apartments on the property. She explained the economic difficulties of building out the property with the restaurant and distillery components as previously approved.

Wade added that the Gatewood House could become the community center for the neighborhood.

The mayor and commissioners indicated that the board does not think it would be a good idea to concentrate dense residential growth on that property. The property owners were directed to talk with the town's Planning staff regarding options for continuing to develop the property commercially.

- C. Discussion of streetlight acceptance along dedicated public streets

A motion was made to direct staff to develop policy with option 2.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners English, Ferguson, Hughes and Lloyd

- D. Water and Sewer Extension Contract for Tryon III Project

The board discussed its policy regarding accepting dedication of streetlights along dedicated public streets. The board has traditionally only accepted responsibility for streetlights that are simple streetlight fixtures mounted on wooden poles. Developers of neighborhoods have installed a variety of light poles and light fixtures in recent years. The board directed staff to develop standards for streetlights as part of the development review process and a policy that would include accepting only the cobra light fixtures that the town specified to Duke Energy during the LED conversion.

A motion was made to authorize town manager to execute the contract for the public sewer main.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners English, Ferguson, Hughes and Lloyd

- E. Hot topics for work session Nov. 28, 2022

At the work session scheduled for Nov. 28, 2022, the board expects the following items:

- Orange County Schools 2021-2026 Strategic Plan presentation
- Train Station design update
- Strategic Plan
- Community safety meeting concept

**8. Updates**

A. Board members

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

B. Town manager

There was none.

C. Staff (written reports in agenda packet)

There were no additional reports.

**9. Adjournment**

Mayor Weaver adjourned the meeting at 10:26 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: 11/14/2022 TO 11/14/2022

	<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 re-budget PD reno funds in FY23	27858	11/14/2022	EBRADFORI	300,000.00	-10,000.00	261,713.00
	To cover Facility Coord. truck	27865	11/14/2022	EBRADFORI	300,000.00	-10,610.00	251,103.00
	To cover workers comp insurance	27873	11/14/2022	EBRADFORI	300,000.00	-1,221.00	249,882.00
	To cover Facility Coordinator vehicle	27876	11/14/2022	EBRADFORI	300,000.00	-1,045.00	248,837.00
	To cover cost of Streets truck	27941	11/14/2022	EBRADFORI	300,000.00	-274.00	248,563.00
	To cover truck cost increase	27944	11/14/2022	EBRADFORI	300,000.00	-23,000.00	225,563.00
	To cover 2 police vehicles	27980	11/14/2022	EBRADFORI	300,000.00	-88,000.00	137,563.00
	To cover W&S veh repair	27982	11/14/2022	EBRADFORI	300,000.00	-5,000.00	132,563.00
Admin Services	10-10-4200-5300-540 INSURANCE						
	To cover workers comp insurance	27872	11/14/2022	EBRADFORI	341,400.00	1,221.00	342,621.00
Admin Services	10-10-4200-5300-570 MISCELLANEOUS						
	To cover Customer Service and Innovatio	27937	11/14/2022	JFernandez	31,253.00	-3,005.50	25,733.62
	To cover Customer Service and Innovatio	27984	11/14/2022	JFernandez	31,253.00	-30.00	25,703.62
Admin Services	10-10-4200-5300-580 CUSTOMER SERVICE & INNOVATION AWARD						
	To cover Customer Service and Innovatio	27936	11/14/2022	JFernandez	7,000.00	3,005.50	10,005.50
	To cover Customer Service and Innovatio	27983	11/14/2022	JFernandez	7,000.00	30.00	10,035.50
Planning	10-10-4900-5300-320 SUPPLIES - OFFICE						
	To cover office supply expenses	27882	11/14/2022	EBRADFORI	0.00	1,000.00	1,300.00
Planning	10-10-4900-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover office supply expenses	27881	11/14/2022	EBRADFORI	1,800.00	-1,000.00	100.00
Facilities Mgmt	10-10-5000-5300-583 MISC-TAX, TAGS, ETC.						
	To cover Facility Coordinator vehicle	27875	11/14/2022	EBRADFORI	0.00	1,045.00	2,245.00
Facilities Mgmt	10-10-5000-5700-740 CAPITAL - VEHICLES						
	To cover Facility Coord. truck	27864	11/14/2022	EBRADFORI	0.00	10,610.00	58,610.00
Police	10-20-5100-5300-080 TRAINING/CONF./CONV.						
	To cover uniforms	27870	11/14/2022	EBRADFORI	26,900.00	-6,000.00	20,900.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	To cover vehicle graphics	27869	11/14/2022	EBRADFORI	1,000.00	2,500.00	3,500.00
Police	10-20-5100-5300-350 UNIFORMS						
	To cover uniforms	27871	11/14/2022	EBRADFORI	17,940.00	6,000.00	24,855.30
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	To cover K-9 expenses	27857	11/14/2022	EBRADFORI	4,080.00	250.00	4,330.00
Police	10-20-5100-5300-583 MISC.-AUTO TAGS/TAX						
	To cover 2 police vehicles	27979	11/14/2022	EBRADFORI	250.00	3,000.00	3,250.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
	To cover K-9 expenses	27856	11/14/2022	EBRADFORI	5,000.00	-250.00	4,750.00
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS						
	To rebudget PD reno funds in FY23	27855	11/14/2022	EBRADFORI	0.00	10,000.00	40,960.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES						
	To cover vehicle graphics	27868	11/14/2022	EBRADFORI	90,000.00	-2,500.00	97,330.49
	To cover 2 police vehicles	27978	11/14/2022	EBRADFORI	90,000.00	85,000.00	182,330.49
Fleet	10-30-5550-5300-201 VEHICLE REPAIR - WATER & SEWER						
	To cover W&S veh repair	27981	11/14/2022	EBRADFORI	40,000.00	5,000.00	45,000.00

FY 2022-2023

**TOWN OF HILLSBOROUGH**  
**BUDGET CHANGES REPORT**  
DATES: 11/14/2022 TO 11/14/2022

	<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>
Streets	10-30-5600-5700-740 CAPITAL - VEHICLES To cover cost of Streets truck	27942	11/14/2022	EBRADFORI	0.00	274.00	187,843.70
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To cover truck cost increase	27943	11/14/2022	EBRADFORI	0.00	23,000.00	387,845.76
Utilities Admin	30-80-7220-5300-080 TRAINING/CONF./CONV. To est training for Envir Eng Supr	27966	11/14/2022	EBRADFORI	3,900.00	2,500.00	6,400.00
Utilities Admin	30-80-7220-5300-110 TELEPHONE/INTERNET To est telephone for Envir Eng Supr	27967	11/14/2022	EBRADFORI	2,520.00	630.00	3,150.00
Utilities Admin	30-80-7220-5300-113 LICENSE FEES To cover Autocad license fee	27968	11/14/2022	EBRADFORI	5,000.00	2,550.00	7,550.00
Utilities Admin	30-80-7220-5300-320 SUPPLIES - OFFICE To est office supplies for Envir Eng Supr	27969	11/14/2022	EBRADFORI	750.00	2,700.00	3,590.87
Utilities Admin	30-80-7220-5300-331 SUPPLIES - SAFETY To est safety supplies for Envir Eng Supr	27971	11/14/2022	EBRADFORI	0.00	100.00	100.00
Utilities Admin	30-80-7220-5300-350 UNIFORMS To est Uniforms for Envir Eng Supr	27972	11/14/2022	EBRADFORI	200.00	200.00	400.00
Utilities Admin	30-80-7220-5300-530 DUES & SUBSCRIPTIONS To est Dues for Envir Eng Supr	27973	11/14/2022	EBRADFORI	7,420.00	500.00	7,920.00
Utilities Admin	30-80-7220-5300-570 MISCELLANEOUS To est Misc. for Envir Eng Supr	27974	11/14/2022	EBRADFORI	3,600.00	200.00	23,800.00
	To cover dept'l meetings	27977	11/14/2022	EBRADFORI	3,600.00	500.00	24,300.00
W. Fork Eno	30-80-8130-5300-158 MAINTENANCE - EQUIPMENT To cover overage from new flow transmitt	27867	11/14/2022	JFernandez	500.00	3,000.00	12,974.00
Water Dist	30-80-8140-5100-020 SALARIES To allocate expenses	27951	11/14/2022	EBRADFORI	393,583.00	65,185.00	458,768.00
Water Dist	30-80-8140-5100-021 PERSONNEL EXPANSION - SALARIES To allocate expenses	27949	11/14/2022	EBRADFORI	65,185.00	-65,185.00	0.00
Water Dist	30-80-8140-5300-080 TRAINING/CONF./CONV. To allocate expenses	27959	11/14/2022	EBRADFORI	5,000.00	500.00	5,500.00
Water Dist	30-80-8140-5300-110 TELEPHONE/INTERNET To allocate expenses	27960	11/14/2022	EBRADFORI	4,680.00	840.00	5,520.00
Water Dist	30-80-8140-5300-310 GASOLINE To allocate expenses	27952	11/14/2022	EBRADFORI	20,535.00	4,420.00	24,955.00
Water Dist	30-80-8140-5300-320 SUPPLIES - OFFICE To allocate expenses	27953	11/14/2022	EBRADFORI	2,000.00	150.00	2,150.00
Water Dist	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To allocate expenses	27954	11/14/2022	EBRADFORI	102,000.00	3,000.00	110,470.92
Water Dist	30-80-8140-5300-338 SUPPLIES - DATA PROCESSING To allocate expenses	27955	11/14/2022	EBRADFORI	0.00	1,000.00	1,000.00
Water Dist	30-80-8140-5300-350 UNIFORMS To allocate expenses	27956	11/14/2022	EBRADFORI	5,600.00	200.00	5,800.00
Water Dist	30-80-8140-5300-530 DUES & SUBSCRIPTIONS To allocate expenses	27957	11/14/2022	EBRADFORI	3,100.00	100.00	3,200.00

FY 2022-2023

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT  
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Water Dist	30-80-8140-5300-583 MISC.-TAX, TAGS, ETC.						
	To move to WW Collection	27947	11/14/2022	EBRADFORI	0.00	-3,050.00	2,200.00
	To allocate expenses	27958	11/14/2022	EBRADFORI	0.00	250.00	2,450.00
	To move to WW Collection	27961	11/14/2022	EBRADFORI	0.00	-250.00	2,200.00
Water Dist	30-80-8140-5300-600 PERSONNEL EXPANSION - OP COSTS						
	To allocate expenses	27950	11/14/2022	EBRADFORI	10,460.00	-10,460.00	0.00
Water Dist	30-80-8140-5700-740 CAPITAL - VEHICLES						
	To move to WW Collection	27945	11/14/2022	EBRADFORI	50,000.00	-125,480.00	0.95
WW Collect	30-80-8200-5300-583 MISC.-TAX, TAGS, ETC.						
	To move from W Distribution	27948	11/14/2022	EBRADFORI	0.00	3,050.00	5,300.00
	To move from W Distribution	27962	11/14/2022	EBRADFORI	0.00	250.00	5,550.00
	To cover cost increases	27963	11/14/2022	EBRADFORI	0.00	1,000.00	6,550.00
WW Collect	30-80-8200-5700-740 CAPITAL - VEHICLES						
	To move from W. Distribution	27946	11/14/2022	EBRADFORI	0.00	125,480.00	125,480.00
	To cover cost increases	27964	11/14/2022	EBRADFORI	0.00	5,000.00	130,480.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY						
	To cover overage from new flow transmitt	27866	11/14/2022	JFernandez	400,000.00	-3,000.00	293,410.00
	To cover cost increases	27965	11/14/2022	EBRADFORI	400,000.00	-6,000.00	287,410.00
	To est oper expenses for Envir Eng Supr	27975	11/14/2022	EBRADFORI	400,000.00	-9,380.00	278,030.00
	To cover dept'l meetings	27976	11/14/2022	EBRADFORI	400,000.00	-500.00	277,530.00
Storm- water	35-30-5900-5300-570 MISCELLANEOUS						
	To cover Customer Service and Innovatio	27939	11/14/2022	JFernandez	24,874.00	-200.00	24,674.00
	To cover Customer Service and Innovatio	27986	11/14/2022	JFernandez	24,874.00	-30.00	24,644.00
Storm- water	35-30-5900-5300-580 CUSTOMER SERVICE & INNOVATION AWARD						
	To cover Customer Service and Innovatio	27938	11/14/2022	JFernandez	0.00	200.00	200.00
	To cover Customer Service and Innovatio	27985	11/14/2022	JFernandez	0.00	30.00	230.00
						<u>0.00</u>	

APPROVED: 4/0

DATE: 11/14/22

VERIFIED: \_\_\_\_\_

*Sharon E. Kimrey*



# PROCLAMATION

Arbor Day

Nov. 16, 2022

**WHEREAS**, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and

**WHEREAS**, the resulting holiday – Arbor Day, was first observed in that State with the planting of more than one million trees and is now observed throughout the nation and the world; and

**WHEREAS**, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and

**WHEREAS**, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and

**WHEREAS**, when properly selected and tended appropriately, trees increase property values, enhance economic vitality and business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and

**WHEREAS**, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and

**WHEREAS**, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that “Each generation takes the Earth as trustees”;

**NOW, THEREFORE**, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Nov. 16, 2022, as **Arbor Day** in the Town of Hillsborough and urge all residents to support efforts to protect our trees and woodlands and encourage the community to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14<sup>th</sup> day of November in the year 2022.



Jenn Weaver, Mayor  
Town of Hillsborough