



Minutes

Board of Commissioners Regular Meeting

7 p.m. Jan. 13, 2025

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

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

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Environmental Engineering Manager Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

Mayor Mark Bell called the meeting to order at 7:04 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

Request to add Item 5G: Special Event Permit: 2025 MLK March

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

Vote: 5-0.

4. Presentations

A. Employee Service Milestone Awards

Town Manager Eric Peterson gave a presentation on the service milestone award recipients for 2024.

Employees are recognized for every five years of service with a coin and \$75.

- 5 years of service — Commissioner Robb English, Crew Leader Jacob Goode, Police Officer 1st Class Andrew Jones, Water Plant Operator III Lynn Reagan, Senior Administrative Support Specialist Lindsay Rhew and Human Resources Analyst Eli Valsing.
- 10 years of service — Administrative Services Director Jen Della Valle, Police Maj. Andy Simmons and Police Sgt. Candace Spragins.
- 15 years of service — Police Lt. Nick Chelenza and Operator in Responsible Charge Sam Dunevant.

- B. Fiscal Year 2024 Audit Presentation
Robert Bittner from the accounting firm PB Mares presented the annual audit report to the board. He said PB Mares issued an unmodified opinion, which is the highest level of assurance an auditor can provide. Additionally, there were no indicators requiring a response from the Board of Commissioners.

5. Items for decision – consent agenda

- A. Minutes
– Regular meeting Dec. 9, 2024
– Regular meeting closed session Dec. 9, 2024
- B. Miscellaneous budget amendments and transfers
- C. 2025 Board of Commissioners Meeting Schedule Amendment
- D. Acceptance of water mains at UNC Hospital in Waterstone/adjustment of prior acceptance action
- E. Acceptance of land donation from Classical American Homes Preservation Trust for Elizabeth Brady pumping station site
- F. Special Event Permit: 2025 Oconeechee Mountain Challenge 10-Mile Run
- G. Special Event Permit: 2025 MLK Jr. Day March

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.
Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Turkey vulture problem on West Queen Street
Resident Michael Beanland requested the board address a problem with vultures congregating at his neighbor's house on West Queen Street.

Assistant Town Manager and Community Services Director Matt Efird shared that town staff is currently working on a wildlife resource guide to provide to the board for approval. Additionally, he said that town staff are researching ordinances that prohibit the feeding of wildlife, but most examples exclude birds.

Public Space and Sustainability Manager Stephanie Trueblood shared that a food source is the reason that the vultures are congregating, which is also why there are black vultures congregating around the Police Station. Trueblood highlighted the protected status of the vultures and the limited actions that individuals can take to remove them without federal permitting, which the town has tried around the Police Station.

Trueblood said that due to the vultures protected status, the town is unable to relocate, harass, harm or kill vultures. However, the town could apply for a depredation permit from the United States Fish and Wildlife Service to kill a select number of vultures. She also shared that the congregation of wild animals can create public health and safety concerns from excrement to aggressive behavior.

Board members expressed support for an ordinance that prohibits the feeding of wild animals.

- B. Water and Sewer Advisory Committee conversion to ad hoc committee
The town manager highlighted that the Water and Sewer Advisory Committee and town staff believe the committee has served its purpose.

Utilities Director Marie Strandwitz reviewed the history of the committee and read a statement from Water and Sewer Advisory Committee Chair Jenn Sykes. The statement explains that the committee would serve the public better by discussing critical water and sewer topics rather than reviewing mandatory items, as it does in its current form.

Commissioners English and Hughes shared their experiences serving on the committee as the mayor pro tempore. Both commissioners said the committee discussed the same topics frequently, and the committee expressed frustration regarding its limitations.

The town board affirmed that the committee could be converted to an ad hoc committee after its next meeting.

- C. Select 2025-2026 biennium legislative goals and voting delegate
The board discussed narrowing the 16 proposed policy goals to 10 to serve as the North Carolina League of Municipalities' agenda for the 2025-2026 legislative biennium.

Ferguson suggested that Hughes be the delegate to vote since he is on the legislative committee for the North Carolina League of Municipalities.

Motion: Commissioner Robb English moved to approve the amended priorities lists and to delegate Hughes as Hillsborough's voting delegate. Lloyd seconded.
Vote: 5-0.

- D. Discussion of possible topics for the Feb. 17 joint meeting with Orange County
Ferguson suggested discussing the use of Orange County's downtown facilities.

English suggested discussing parks and recreation with the county, including the county's park in the Fairview community. Hughes suggested including the county in the planning for the Ridgewalk greenway.

Efird suggested transportation and the train station would be valuable to discuss.

- E. Hot topics for work session Jan. 27, 2025
An update on water and sewer capacity is scheduled for the Jan. 27 work session.

7. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager
There were no additional updates.
- C. Staff (written reports in agenda packet)
There were no additional updates.

Motion: English moved to go into closed session. Ferguson seconded.
Vote: 5-0.

8. 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. English seconded.
Vote: 5-0.

9. Adjournment

The mayor adjourned the meeting at 9:46 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/13/2025 TO 01/13/2025

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF 10-00-9990-5300-000 CONTINGENCY						
Contingency To cover garbage truck repair	45748	01/13/2025	EBRADFORI	450,000.00	-6,000.00	365,596.35
To cover maintenance & gas for transferre	45758	01/13/2025	JFernandez	450,000.00	-4,000.00	361,596.35
To cover 3rd party inspections	45774	01/13/2025	EBRADFORI	450,000.00	-15,000.00	346,596.35
Admin. 10-10-4200-5300-080 TRAINING/CONF./CONV.						
To cover Communications training	45761	01/13/2025	EBRADFORI	17,730.00	-2,250.00	13,230.00
Comms. 10-10-4600-5300-080 TRAINING/CONF./CONV.						
To cover Communications training	45762	01/13/2025	EBRADFORI	4,500.00	2,250.00	2,364.00
Comms. 10-10-4600-5300-454 CONTRACT SERVICES						
To cover utilities photo/video services.	45779	01/13/2025	JFernandez	0.00	260.00	1,260.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS						
To cover utilities photo/video services.	45778	01/13/2025	JFernandez	6,200.00	-260.00	2,325.00
Planning 10-10-4900-5300-310 GASOLINE						
To cover gas for transferred vehicle	45759	01/13/2025	JFernandez	0.00	2,000.00	2,000.00
Public Space 10-10-6300-5100-020 SALARIES						
Move PW Intern to Public Space.	45783	01/13/2025	JFernandez	168,072.00	7,800.00	175,872.00
Public Space 10-10-6300-5120-050 FICA						
Move PW Intern to Public Space.	45784	01/13/2025	JFernandez	12,858.00	616.00	13,474.00
Police 10-20-5100-5300-161 MAINTENANCE - VEHICLES						
To cover vehicle upgrades	45750	01/13/2025	EBRADFORI	3,000.00	5,400.00	8,400.00
Police 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
Move Finger-Print Scanner to Dept-Suppl	45755	01/13/2025	EBRADFORI	57,375.00	12,500.00	117,695.00
Police 10-20-5100-5300-350 UNIFORMS						
To cover uniform costs.	45772	01/13/2025	JFernandez	21,840.00	2,000.00	23,840.00
Police 10-20-5100-5300-470 HIRING SELECTION PROCESS						
To cover hiring selection process.	45773	01/13/2025	JFernandez	3,400.00	2,000.00	5,400.00
Police 10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
To cover uniform costs and hiring selectic	45771	01/13/2025	JFernandez	5,000.00	-4,000.00	1,000.00
Police 10-20-5100-5700-740 CAPITAL - VEHICLES						
To cover vehicle upgrades	45751	01/13/2025	EBRADFORI	200,000.00	-5,400.00	194,600.00
Police 10-20-5100-5700-741 CAPITAL - EQUIPMENT						
Move Finger-Print Scanner to Dept-Suppl	45754	01/13/2025	EBRADFORI	65,000.00	-12,500.00	2,900.00
Fleet Maint. 10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE						
To cover garbage truck repair	45749	01/13/2025	EBRADFORI	30,000.00	6,000.00	36,000.00
Fleet Maint. 10-30-5550-5300-203 VEHICLE REPAIR - PLANNING						
To cover maintenance for transferred vehi	45760	01/13/2025	JFernandez	0.00	2,000.00	2,000.00
Streets 10-30-5600-5100-020 SALARIES						
Move PW Intern to Public Space.	45780	01/13/2025	JFernandez	227,252.00	-7,800.00	219,452.00
Streets 10-30-5600-5120-050 FICA						
Move PW Intern to Public Space.	45781	01/13/2025	JFernandez	17,385.00	-616.00	16,769.00
Streets 10-30-5600-5300-455 C.S./ENGINEERING						
To cover 3rd party inspections	45775	01/13/2025	EBRADFORI	41,000.00	15,000.00	116,461.33
Utilities Admin. 30-80-7220-5300-350 UNIFORMS						
JFernandez		01/07/2025	9:07:52AM			
fl142r03						

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/13/2025 TO 01/13/2025

	<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>
	To cover uniforms	45785	01/13/2025	EBRADFORI	500.00	400.00	900.00
Water Dist.	30-80-8140-5300-080 TRAINING/CONF./CONV. To cover Backflow Test Certification	45757	01/13/2025	EBRADFORI	4,000.00	-310.00	3,690.00
Water Dist.	30-80-8140-5300-326 SUPPLIES - PATCH To cover patch supplies in Water Dist.	45768	01/13/2025	JFernandez	4,000.00	500.00	12,500.00
	Current & future concrete/driveway winte	45770	01/13/2025	JFernandez	4,000.00	3,000.00	15,500.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL Current & future concrete/driveway winte	45769	01/13/2025	JFernandez	120,000.00	-3,000.00	87,024.00
Water Dist.	30-80-8140-5300-530 DUES & SUBSCRIPTIONS To cover Backflow Test Certification	45756	01/13/2025	EBRADFORI	2,500.00	310.00	2,810.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover patch supplies in Water Dist.	45767	01/13/2025	JFernandez	6,000.00	-500.00	7,500.00
WWTP	30-80-8220-5300-162 MAINTENANCE - LAB EQUIPMENT Move to correct account.	45752	01/13/2025	JFernandez	4,770.00	-1,100.00	3,670.00
WWTP	30-80-8220-5300-164 MAINTENANCE - INSTRUMENTATION Move to correct account.	45753	01/13/2025	JFernandez	20,760.00	1,100.00	23,660.00
WSF Contingency	30-80-9990-5300-000 CONTINGENCY To cover uniforms	45786	01/13/2025	EBRADFORI	400,000.00	-400.00	93,621.65
						<u>0.00</u>	

DRAFT

APPROVED: 5/0

DATE: 1/13/25

VERIFIED: _____ *Smahn E. Kimrey*