



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners Agenda

7 p.m. November 14, 2016

Town Barn, 101 E. Orange St.

Compliance with the Americans with Disabilities Act interpreter services and/or special sound equipment is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-732-1270, ext. 71.

Please use the [Bookmark Feature](#) to navigate and view the [Item Attachments](#).

### **1. PUBLIC CHARGE**

*The Hillsborough Board of Commissioners pledges to the citizens of Hillsborough its respect. The Board asks its citizens to conduct themselves in a respectful, courteous manner, both with the Board and with fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Mayor or their designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Mayor or their designee will recess the meeting until such time that a genuine commitment to this public charge is observed.*

### **2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA**

### **3. AGENDA CHANGES & AGENDA APPROVAL**

### **4. PRESENTATIONS**

A. Introduction of Police Officer Chad Wilson and public reaffirmation of his Oath of Office

### **5. APPOINTMENTS**

A. Re-appoint Doug Peterson for a second term on the Hillsborough Planning Board with a term to expire Nov. 30, 2019

B. Re-appoint Ashley DeSena for a second term on the Parks and Recreation Board with a term to expire Nov. 30, 2019

C. Re-appoint Annie Jarabek for a second term on the Parks and Recreation Board with a term to expire Nov. 30, 2019

D. Appoint Mark Bateman to the Hillsborough Tourism Board for the vacant restaurant seat with a term to expire Nov. 14, 2018

### **6. COMMITTEE REPORTS (CRITICAL)**

### **7. REPORT FROM THE TOWN MANAGER**

### **8. DEPARTMENTAL REPORTS**

**9. ITEMS FOR DECISION – CONSENT AGENDA**

- A. Minutes of the Board of Commissioners Oct. 10, 2016 Regular Meeting, Minutes of the Board of Commissioners Oct. 10, 2016 Regular Meeting Closed Session, Minutes of the Board of Commissioners Oct. 24, 2016 Work Session, and Minutes of the Board of Commissioners Oct. 24, 2016 Work Session Closed Session
- B. Miscellaneous budget amendments and transfers
- C. 2017 Board of Commissioners Meeting Calendar Update
- D. Adoption of Bee City resolution
- E. Request for Town Sponsorship of the Holiday Parade and Tree Lighting on Saturday, Dec. 3, 2016
- F. Request for Town Sponsorship of MLK Jr. Commemorative March on Jan. 16, 2017
- G. Ordinance to revise Town Code Sewer Use Ordinance regarding toilet wipes
- H. Approve BB&T as the Lender for Installment Purchase Financing of a Knuckle Boom Truck, Dump Truck and an Asphalt Roller
- I. Adopt changes to the Town Code for new Fathom billing and collection process and security deposit process, and approve related ordinances
- J. A Proclamation of Appreciation for Tinka Jordy and the Hillsborough Arts Council

**10. ITEMS FOR DECISION – REGULAR AGENDA**

- A. Receive update about potential modifications to Collins Ridge Master Plan anticipated in potential Special Use Permit application for the January public hearing
- B. Discussion about expansion of sewer lines (discussed at 8/8/16 BOC meeting re: Faucette Mill Road)
- C. Discussion/potential award of construction bid for Churton Street Access Project for approximately \$790,000
- D. Preparation for Town Manager’s annual performance evaluation
- E. Hot Topics for the November 28, 2016 Board of Commissioners Work Session

**11. CLOSED SESSION**

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property (the former Colonial Inn, 153 W. King St. and downtown parking)

**12. ADJOURN**

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Police

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	4.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Chief Duane Hampton

### ITEM TO BE CONSIDERED

Subject:

Introduction of Officer Chad Wilson and public reaffirmation of his Oath of Office

Attachment(s):

Brief Summary:

Recently hired lateral officer Chad Wilson will be introduced to the board and he will publically reaffirm his Oath of Office as administered by the Mayor.

Action Requested:

N/A

### ISSUE OVERVIEW

Background Information & Issue Summary:

N/A

Financial Impacts:

N/A

Staff Recommendations/Comments:

N/A

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	5.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

Subject:

Re-appoint Doug Peterson to a second term on the Planning Board for a term expiring Nov. 30, 2019

Attachment(s):

Original application form

Brief Summary:

Mr. Peterson has expressed interest in continuing on the Planning Board. He has attended 70% of the meetings held during his first term. That term will expire on Nov. 30, 2019.

Action Requested:

Re- appoint Doug Peterson to the Planning Board.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

## Douglas Peterson on 11/21/2013

**Name:** Douglas Peterson

**Home Address:**

409 West Hill Ave South, Hillsborough

**Phone (home):** 919-260-6685

**Phone (work):**

919-260-6685

**Email:**

dougpeterson44@gmail.com

**Place of Employment**

Self contractor

**Job Title:**

owner

Personal Background

**Date of Birth:** Thu, 04/13/1944

**Gender:** Male

**Ethnic Origin:** Caucasian

**Boards/Commissions:**

**Planning Board** ([/content/planning-board](#))

**Reasons for wishing to serve:**

We bought a house to remodel three years ago and we loved Hillsborough and our new home in the West Side so much that we left Chapel Hill to live here. I would love to be a part of the planning process to move Hillsborough forward in a way the preserves the character and values that brought us here.

Relevant Experience

**Work Experience:**

In North Carolina: 15 years CFO of office system manufacturer in Raleigh. 11 years the Business Manager of the Surgical Services for University of North Carolina Hospitals. 3 years owner of small contracting firm in Hillsborough.

**Volunteer Experience:**

ASP volunteer each year through church. 20 years as school board member over the years.

**Educational Experience:**

BA University of Vermont, MS State University of New York, MBA Rensselaer Polytechnic Institute

**How did you hear about this opportunity?:**

Current Hillsborough Volunteer

Agreement

**I agree to the above statement.:** I agree to the above statement.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	5.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

Subject:

Re-appoint Ashley DeSena to a second term on the Parks and Recreation Board for a term expiring Nov. 30, 2019.

Attachment(s):

Original application form

Brief Summary:

Ms. DeSena has expressed interest in continuing on the Parks and Recreation Board. She has attended 85% of the meetings held during her first term. That term will expire on Nov. 30, 2019.

Action Requested:

Re-appoint Ashley DeSena to the Parks and Recreation Board.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

**Ashley DeSena on 08/19/2013****Name:** Ashley DeSena**Home Address:**

1101 Eno Street

**Phone (home):** 919-376-6031**Phone (work):**

919-732-7741

**Email:**

ashley.r.r.desena@gmail.com

**Place of Employment:**

The Alliance for Historic Hillsborough

**Job Title:**

Program Coordinator

## Personal Background

**Date of Birth:** Tue, 08/21/1984**Gender:** Female**Ethnic Origin:** Caucasian**Boards/Commissions:****Parks and Recreation Board****Reasons for wishing to serve:**

As a resident who is personally and professionally invested in the future of the Town of Hillsborough, I am highly interested in the creation and maintenance of recreational areas that meet the needs of the town's present and future populations. Parks and open space are key to a town's success, and the role that the Parks and Recreation Board plays in that success is critical, especially since the Town does not yet have a Parks and Recreation Department. I believe that my professional career background will be a major asset in supporting the efforts of the Parks and Recreation Board, as my daily activities bring me into contact with our Town's natural and historical resources, organizations concerned with recreational services, and Town-affiliated entities (such as the Planning Department and the Tourism Board).

## Relevant Experience

**Work Experience:**

Prior to joining the Alliance for Historic Hillsborough, I worked as a park aide at Historic Oak View County Park in Wake County, doing everything from emptying park trash bins to developing interpretive history programs. Now, as Program Coordinator for the Alliance, I still perform the latter, in addition to volunteer management, heritage education event planning, supervising the guided tour program, and coordinating programs with the Alliance's member organizations (in particular the Burwell School, the Orange County Historical Museum, the Hillsborough Arts Council, the Chamber of Commerce, and the Downtown Merchants of Historic Hillsborough). I also perform bookkeeping duties, including maintaining the general ledger and reconciling bank accounts, preparing monthly financial reports, and managing both accounts payable and receivable. While serving as the Interim Executive Director for the past three months, I staffed two volunteer advisory boards: the Town of Hillsborough Tourism Board and the Board of Directors for the Alliance for Historic Hillsborough. I also began planning a strategic marketing initiative for the Town of Hillsborough.

**Volunteer Experience:**

Hudson Memorial Church Financial Committee member, May 2012-present. I serve on a six-person Finance Committee that oversees the development and execution of a \$850,000 budget, that manages a four-year, \$1.5 million capital campaign, and advises church administrative staff on finance-related business.

**Educational Experience:**

North Carolina State University, MA in Public History, 2009 University of North Carolina at Chapel Hill, BA in History, 2006

**How did you hear about this opportunity?:**

Newspaper

Internet

## Agreement

**I agree to the above statement.:** I agree to the above statement.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
Department: Planning  
Public Hearing:  Yes  No  
Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	5.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

Subject:

Re-appoint Annie Jarabek to a second term on the Parks and Recreation Board for a term expiring Nov. 30, 2019.

Attachment(s):

Original application form

Brief Summary:

Ms. Jarabek has expressed interest in continuing on the Parks and Recreation Board. She has attended 70% of the meetings held during her first term. That term will expire on Nov. 30, 2019.

Action Requested:

Re-appoint Annie Jarabek to the Parks and Recreation Board.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Ms. Jarabek has moved her residence to Durham, but the code does not require Parks and Recreation Board members to be to Hillsborough residents.

**Annie M. Jarabek on 09/17/2013**

Name: Annie M. Jarabek

Home Address:

327 West Tryon Street

Phone (home): 919-637-6016

Phone (work):

919-637-6016

Email:

jarabek.annie@epa.gov

Place of Employment:

US Environmental Protection Agency

Job Title:

Senior Toxicologist & Acting Deputy Director, Human Health Risk Assessment national research program

Personal Background

Date of Birth: Thu, 04/19/1956

Gender: Female

Ethnic Origin: Caucasian

Boards/Commissions:

[Parks and Recreation Board](#) ([/content/parks-and-recreation-board](#))

Reasons for wishing to serve:

One of the reasons I moved to Hillsborough was the proximity to lots of parks and the Eno. My background is in biology (see below) and I am an outdoor enthusiast. I see serving on this board as an opportunity for me to contribute my skills and passion to preserving nature and protecting the environment for everyone to enjoy. I am also recently disabled (two shattered knees) so I believe that I can also bring some perspective on the issue of accessibility.

Relevant Experience

Work Experience:

I work for the US Environmental Protection Agency as a senior toxicologist in the National Center for Environmental Assessment and also currently as the Acting Deputy Director of the Human Health Risk Assessment national research program in the Office of Research and Development. Duties for both of these involve understanding, characterizing and communicating risks of environmental exposures. The latter position also involves planning for future research and programs to advance sustainability, address climate change, and protect both public health and our natural resources such as ecosystem services. I have personally been the Agency's technical lead for projects involving many stakeholders (e.g., including the Department of Defense, industry, Regional Offices, Program Offices, other Federal agencies such as the Agency for Toxic Substances and Disease Registry and the US Department of Agriculture), requiring technical proficiency and community involvement skills.

Volunteer Experience:

I have been elected to serve various positions (e.g., President, Counselor) on the boards of professional societies including the Society of Toxicology and the Society for Risk Analysis, positions which involve planning and programmatic development. I have also served as the Co-chair of the Board of Directors of the Carrboro Community Wholistic Health Center (1993 - 1994) and on the Task Force on Diversity for the People's Alliance in Durham (1994 - 1996). I also volunteer periodically for the Sierra Club and ManBites Dog Theater in Durham.

Educational Experience:

I have formal education in biology (double-major of physiology and ecology for B.S. from University of Notre Dame) and graduate education in inhalation toxicology (University of Cincinnati Medical Center) and environmental sciences and engineering (UNC Chapel Hill -- currently re-instating to PhD program due to medical leave of absence). I have also acquired specific training at the US EPA such as hazardous waste emergency response management.

How did you hear about this opportunity?:

Internet

Agreement

I agree to the above statement.: I agree to the above statement.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
Department: Econ. Dev/Planning  
Public Hearing:  Yes  No  
Date of Public Hearing: N/A

For Clerk's Use Only  
AGENDA ITEM #

	5.D	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth/Shannan Campbell, Planning

### ITEM TO BE CONSIDERED

Subject:

Appointment of Mark Bateman to the Hillsborough Tourism Board for the vacant restaurant seat with a term to expire Nov. 14, 2018

Attachment(s):

Advisory Board Application

Brief Summary:

The Tourism Board currently has a restaurant seat vacancy. At the Nov. 7, 2016 Tourism Board meeting, the Tourism Board voted unanimously to recommend appointment of Mr. Bateman to the restaurant seat.

Action Requested:

Appoint Mark Bateman in the vacant restaurant seat on the Tourism Board with term expiring Nov. 14, 2018.

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

None

The logo for the Town of Hillsborough is a dark maroon banner with a yellow border and a yellow decorative flourish underneath. The words "TOWN OF HILLSBOROUGH" are written in a yellow, serif font across the banner.

# TOWN OF HILLSBOROUGH

## Advisory Board Application

If you are a Town of Hillsborough resident, at least 18 years old and willing to volunteer your time and expertise to your community, please complete this form.

**Name:**

Mark Bateman

**Home address:**

311 St Mary's Rd

**Home phone number:**

919 619 6773

**Email address:**

mbateman@nc.rr.com

**Place of employment:**

Duke

**Birth date:**

June 4, 1959

**Ethnic origin:**

Caucasian

**Boards you would be willing to serve on:**

Tourism Board

(Must own or operate restaurant or must reside, own property or be employed in town)

**Reason for wanting to serve:**

Life long resident who wants to see the town continue to grow and become a destination spot in the Triangle. I feel Hillsborough has its own unique identity in the area, and through the Tourism Board, I can help shape that. I'm very much want to see Hillsborough progress, while holding on to historical roots. In other words, I want to embrace our history, not be restricted by it.

**Work experience:**

Owner/Operator Critics Choice 20+ years.

Managing Member Santosha Corp, A Servicemaster franchise 5 years

Managing Memeber Hillsborough Bar Group LLC, dba Hot Tin Roof 4 years

**Educational experience:**

Orange High School Hillsborough NC Class of '77

UNC-CH Chapel Hill NC

BS Industrial Relations w/Econ

Class of '83

**How you heard about this opportunity:**

Current volunteer

**Agreement:**

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
Department: All  
Public Hearing:  Yes  No  
Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	8	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Department Heads

### ITEM TO BE CONSIDERED

Subject:  
Departmental Reports

Attachment(s):  
Monthly Departmental Reports

Brief Summary:  
n/a

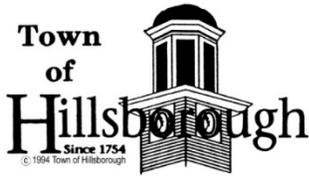
Action Requested:  
Accept reports

### ISSUE OVERVIEW

Background Information & Issue Summary:  
n/a

Financial Impacts:  
n/a

Staff Recommendations/Comments:  
n/a



**ADMINISTRATION DEPARTMENTAL REPORT  
November 2016**

**Human Resources Director/Town Clerk  
October 2016**

Meetings

- Board of Commissioners regular meeting (10/10/16)
- Wellness Team (10/19/16)
- Art Waber, nutrition counseling/training services (10/20/16)
- Lifestyle Medical Center, nutrition counseling (10/20/16)
- Board of Commissioners work session (10/24/16)
- New Telephone system training (10/27/16)
- Weekly update meetings with Town Manager
- Biweekly update meetings with Safety and Risk Management Officer
- Monthly meetings with Administration and Management Teams

Employee Events and Training

- Innovation and Customer Service Awards presented (10/10/16)
- Employee Appreciation Picnic & Cornhole Tournament (10/18/16)
  - Approximately 80 attendees

Recruitment and Selection

- Police Officer (bilingual preferred)
  - New recruitment opened (10/14/16)
  - Continuous recruitment (3 applicants to date)
- Police Officer - Trainee
  - New recruitment opened (10/14/16)
  - Recruitment scheduled to close (11/6/16) (8 applicants to date)
- Planner
  - Recruitment opened (8/11/16)
  - Recruitment closed (8/31/16) (31 applicants)
  - Offer accepted; est. start date 11/28/16
- Utility Maintenance Supervisor
  - Recruitment opened – internal candidates only (8/29/16)
  - Recruitment closed (9/11/16) (3 applicants)
  - Offer accepted; start date 10/17/16
- Wastewater Laboratory Supervisor
  - Recruitment opened (9/20/16)
  - Recruitment closed (10/10/16) (13 applicants)
  - Offer accepted; est. start date 11/21/16
- Utility Mechanic
  - Recruitment opened (10/10/16)

- Recruitment closed (11/6/16) (18 applicants)

#### Pay and Benefits

- Biweekly payroll (2)
- Classification and Compensation study implemented effective 10/3/16
  - Met with two employees to review results
- Drafting new job descriptions

#### Wellness

- On the Move Monthly program (start date 11/1/16)
- Wellness mini-grant program

#### Performance Evaluation

- Provided ongoing support for NeoGov performance evaluation system

#### Professional Development

- HCW Webinar - ACA reporting: Lessons learned from year 1 and preparing for year 2 (10/6/16)/Sherri
- Hillsborough University Creative Writing class (10/6/16, 10/13/16, 10/20/16)/Sherri
- HCW Seminar - Using Ancillary And Voluntary Benefits To Enhance Your Employer Sponsored Plan (10/12/16)/Sherri
- UNC-SOG Clerk Certification Program (10/24/16 – 10/28/16)/Sherri

#### Miscellaneous

- Computerilities – developed policy regarding terminated employees
- Town of Chapel Hill Human Resources technician interview panel (10/20/16)/Katherine
- Employee relations matters
- FMLA active cases/requests - 11
- Employee Handbook updates
- Ongoing implementation of contract and agenda/minutes scanning project
- Developing employee safety training requirements per position
- Working on draft proposal for Carolina Star program

### **Public Information Office Report: October 2016**

#### News Releases

- Issued news releases to media and subscriber list; posted to website and social media sites; and created bulletins for government access channel:
  - 3-Oct — Hillsborough Police 5K Run to Benefit Special Olympics
  - 3-Oct — Hillsborough Leaders Strengthen Ties, Learn from Others
  - 3-Oct — Help Out in Year's Last Pollinator Garden Work Day
  - 3-Oct — Nighttime Utilities Work Planned for N.C. 86 (Revised release on website to reflect change in schedule)
  - 5-Oct — Hillsborough Seeks Construction Bids for Downtown Improvements Project (bid posting)
  - 5-Oct — Orange County to Host Document Shredding Events
  - 6-Oct — Nighttime Utilities Work Planned for N.C. 86

- 6-Oct — Citizens Encouraged to Assess Emergency Readiness
  - 8-Oct — Riverwalk, Some Streets Closed — 5 p.m. Oct. 8
  - 9-Oct — Riverwalk, Gold Park Remained Closed for Cleanup — Oct. 9
  - 9-Oct — Park Open, Riverwalk Still Closed for Cleanup — 4:15 p.m. Oct. 9
  - 10-Oct — Much of Riverwalk Reopens Following Flooding
  - 11-Oct — Hillsborough Honors 22 Employees for Innovation, Customer Service
  - 11-Oct — Board of Commissioners Meeting Summary
  - 12-Oct — Traffic to be Affected by Downtown Parade
  - 14-Oct — Assistant Finance Director Retires after 34 Years
  - 16-Oct — Orange County Republican Headquarters Targeted with Arson, Graffiti
  - 16-Oct — Police Continuing to Investigate Crime at Republican Party Headquarters, Receiving Help
  - 17-Oct — Investigation into GOP Building Attack Aided by Local, State, Federal Help; 911 Call Released
  - 17-Oct — Investigation into GOP Building Attack Continues with Work around the Clock
  - 18-Oct — Hillsborough Begins Resurfacing Streets
  - 18-Oct — Video Collected for Investigation into GOP Building Attack; Pence Makes Unannounced Stop
  - 19-Oct — FBI Releases Poster, State Offers Reward to Help Solve GOP Building Attack
  - 20-Oct — Riverwalk Repairs Begin Today, Gold Park Work Coming Soon
  - 20-Oct — New Water and Sewer Customer Service Platform Coming
  - 20-Oct — Volunteers Needed to Spread Mulch at Pollinator Garden
  - 21-Oct — Arrest Made in Larceny from Vehicle
  - 21-Oct — Learn about Hillsborough's Budget through Brief Video
  - 24-Oct — Hillsborough Loose Leaf Collection to Start
  - 25-Oct — Saturday 5K Run Will Use Riverwalk, Gold Park
  - 26-Oct — FY16 Balanced Scorecard Report Available
  - 26-Oct — Citizens Reminded to Avoid Copperheads
  - 26-Oct — New Gardens Adding to Downtown Improvements
  - 26-Oct — Investigation into GOP Building Attack Continues, Helps Solve Another Crime
  - 27-Oct — Video Details Street Resurfacing Program
  - 28-Oct — Riverwalk, Gold Park Repairs Wrapping Up
  - 28-Oct — Police Seeking Person of Interest in Tree Vandalism Case
  - 29-Oct — Water and Sewer Office to Close for System Change
  - 31-Oct — Police Department Invites Citizens to Community Summit
- As of Nov. 6, subscriptions are:
    - News releases — 732
    - Meeting notices — 412
    - Bid postings — 362
    - Water supply status updates — 674
    - Citizens newsletter — 702

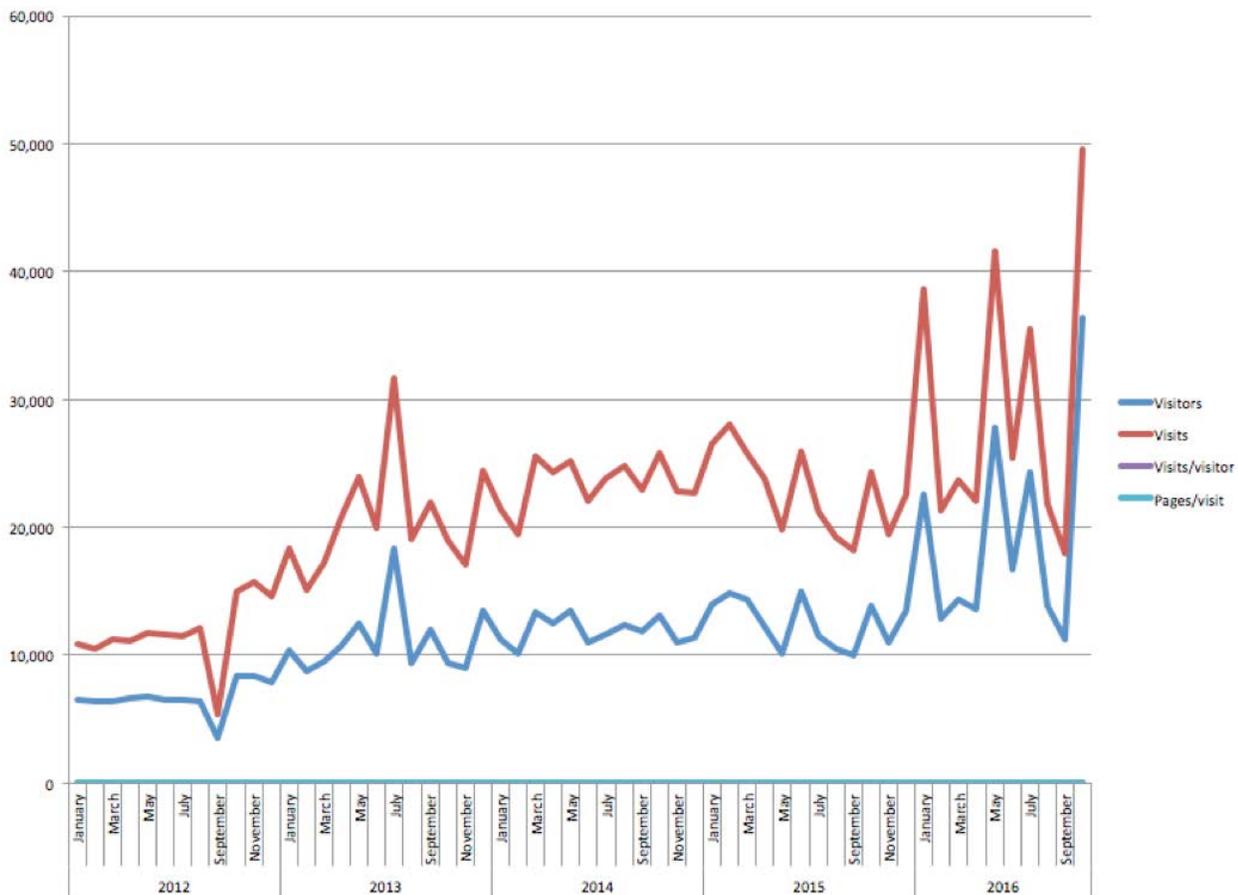
### Social Media

- Posted albums of photos on Facebook for 2016 Inter-City Visit and for assistant finance director's retirement.
- Made social media shares on days when no news releases were planned.
- Made 56 Facebook posts and 52 tweets. Responded to 3 Facebook comments and 2 tweets. Shared multiple Facebook posts on the Hillsborough Police Department's Facebook page, particularly on the arson and graffiti investigation. Posted 4 videos to YouTube.
- As of Oct. 31:
  - Facebook: 1,810 likes (increase of 61)
  - Twitter: 822 followers (increase of 38)
  - YouTube: 248 subscribers (increase of 57)

### Website/Employee Section

- Updated 10 other pages with information related to the new Public Space division.
- Made change to news release postings to allow news releases to remain on the website but not show on the home page. This change helps ensure news releases for a prolonged event do not dominate the home page but still are available, particularly via links in social media posts.
- Made changes to Google map on Parking page to update parking deck information.
- The website experienced a record month for traffic due to the arson and graffiti investigation. The most-viewed page was the initial arson-and-graffiti news release, which was viewed 21,202 times (22 percent of all page views). Follow-up news releases were viewed between 938 and 2,389 times. News releases unrelated to the incident received between 16 and 746 views.
  - Previous record — May 2016 (the month of the mill fire):
    - Visitors: 27,817
    - Visits: 41,610
    - Pages viewed: 89,574
  - October 2016:
    - Visitors: 36,381 (31 percent increase)
    - Visits: 49,544 (19 percent increase)
    - Pages viewed: 96,702 (8 percent increase)

- Below is a chart showing growth in website traffic since 2012:



#### Government Access Channel/Videos

- Updated 45 TV bulletins with information on town facilities, meeting schedules and other information.
- Filmed, produced and posted monthly board meeting summary video.
- Completed edits for paving video and Fiscal Year 2017 budget video. Posted and distributed.
- Edited budget process video.

#### Other Work

- Completed electronic version of the fall citizens newsletter and distributed.
- PIO helped evaluate letters to customers and select winners in a writing contest within the Billing and Collections Office. The contest was in celebration of Customer Service Week, Oct. 3-7.
- Worked with police, public works employees and a citizen to put out information during the weekend of Oct. 8-9 regarding Hurricane Matthew.
- Started gathering information for news release regarding bicycles on the connecting trail between Riverwalk and the Historic Oconeechee Speedway Trail.
- Edited summary of Fiscal Year 2016 Innovation and Customer Service Awards.
- Worked with police, the mayor and manager on Sunday, Oct. 16 to communicate information about an arson and graffiti attack at the Orange County Republican Party

headquarters, including visiting the site for a photo. Assisted numerous local and national media organizations that day and following weeks with information. Contacted Chapel Hill's PIO for any suggestions on handling of prolonged event. Converted 911 call to form that could be posted on the town's YouTube channel.

- Drafted townwide PowerPoint template.
- Took photos of pre-paving work and of excavation work for parking lot gardens for use with news releases on Oct. 18 and 26.
- Edited message for November water and sewer billing statement.
- Provided information to help with popular annual financial report.
- Provided feedback on plans for new phone system.
- Started work on redesigning business cards for townwide use.
- Edited and made design changes to curbside collections brochure and to version for website.
- PIO completed teaching remaining four classes of eight-week practical writing course for town and Orange Rural Fire Department employees. Mayor and manager attended the last class on Oct. 27, with mayor announcing words for a spelling bee and the manager presenting certificates.

#### Meetings/Events/Training

- Attended Oct. 10 Board of Commissioners meeting in which web developer/assistant PIO was honored with a Gold Customer Service Award for his work over more than a year in developing the town's new website.
- PIO attended retirement luncheon for assistant finance director on Oct. 11 and took photos for use with news release and social media.
- Attended employee appreciation picnic on Oct. 17.
- PIO met Oct. 19 with human resources director regarding pay and classification study for office.
- Web developer/assistant PIO attended communicators work group meeting Oct. 24 and discussed Hillsborough's handling of communication regarding arson and graffiti at Republican Party headquarters.
- Attended training for new phone system on Oct. 25.

**Safety and Risk Management Officer Monthly Report**  
**October 2016**

Meetings Attended/Conducted

- Semi-monthly department meeting
- Town assets/property audit with NCLM
- Meeting w/museum staff regarding safety concerns x 3
- Meeting with vendors regarding safety supplies

Training Attended/Conducted

- Monthly Safety Trainings
- Worked with Fleet Department on web training

Site inspections

- Utilities yard and equipment storage area behind Old Water Plant
- Gold Park
- Turnip Patch Park
- Murray Street Park
- Hillsborough Heights Park
- Cates Creek Park

Miscellaneous

- Began 4<sup>th</sup> quarter random drug screens
- Cataloging/assorting AEDs - distributing to new locations
- Worked on employee training schedule
- Working on Active Shooter Program/Training
- Distributing training certificates for AED/CPR
- Gathering information regarding Lead Safety Training/Policy
- Working with Adam/Computerabilities regarding computer issues
- Working on workers comp. incident claims
- Working on several P & L claims
- Working on completion of incident reviews (Safety Committee)
- Stocked safety gear
- Assigning and installing stickers to employee's badges for vending machine access
- Vending machine tutorials for employees, demonstrating functions and accessibility
- Working on inspection requirements with Safety Committee members
- Distributed updated safety wear
- General duties concerning facility at NC Hwy. 86 North
- Forwarded recommendations (work orders) generated from Park Inspections

**TOWN OF HILLSBOROUGH**  
**ENGINEERING STATUS REPORT**  
**NOVEMBER 2016**

Kenneth P. Keel, PE; 919-732-1270 ext 75; kenny.keel@hillsboroughnc.org

PROJECT	BUDGET	STATUS
WWTP Discharge Compliance	-	<b>We were compliant with our discharge permit limits in September.</b> Our sludge management program is in good condition.
Sewer Spill Summary	-	The Town had no reportable collection system sewage spills since my last report (one so far in 2016). <b>While we did have a report of a manhole overflow in Gold Park during Hurricane Matthew, there was no spilling or evidence of a spill when staff arrived. We did inform the NCDEQ Regional Office, but since we did not see it and could not estimate a quantity, the official status was no spill.</b> There have been no reportable spill/bypass events at the WWTP in 2016.
West Fork of the Eno Reservoir	-	<b>The reservoir is about 3 inches below full, with approximately 387 days of supply remaining.</b> The current controlled release is meeting the minimum release for November of 1.6 cubic feet per second (1.034 MGD).
WFER Phase 2 Design Project (FY16)	\$ 1,237,000	A municipal agreement is currently being negotiated between the Town and NCDOT to determine responsibilities and cost sharing of the Efland-Cedar Grove Road realignment and raising, with construction planned to begin in 2016. The Town's share of project funds will be due to NCDOT upon contract award (approximately \$500k to \$600k). The road improvements design work for Mill Creek Road and Carr Store road is ongoing. The remaining dam and project design work began in September 2015, in order to complete all of the engineering and permitting required prior to construction of Phase 2 in 2017. Project construction is included in the FY17 budget. The total estimated construction cost of Phase 2 is currently at \$6.7 million, plus about \$910,000 in inspection & contract administration costs during construction (total of \$8.3M needed for construction in FY17, which includes contingency funds). Construction is expected to begin in mid-2017.
Total Trihalomethanes (TTHM) Compliance	-	The 3rd Quarter 2016 testing was performed in mid-August. These results are <b>5 parts per billion (ppb)</b> higher than the 2015 3rd Quarter, increasing our 3rd Quarter average to 69 ppb, which makes our current running annual average increase to 56 ppb (up by 2 ppb, annual average limit is 80 ppb). <u>The Town remains compliant with TTHM levels.</u> 4th Quarter 2016 testing is scheduled for mid-November.
Water Restrictions	-	No restrictions are in effect for Town customers, and there are no current withdrawal restrictions. Our usage is currently around 1.338 MGD. Lake Orange is full according to my last report from Orange County.
Water System Flushing	-	The Fall water system flushing operations began on September 6th, and were completed on October 31st. The total volume flushed should be available in my next report.
"Unaccounted-for" Water	-	We will NOT have a Water Audit for FY16. Due to software issues, the Billing/Collections Department was unable to provide accurate data for several months, which compromised the integrity of the water audit. We had a few relatively small leaks repaired in September on Wake Street, Dixie Avenue, and Scottsburg Trail. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	A short connection and road crossing on NC 86 North at the BP station began construction in October, and should be completed this month. The 6" water line along US 70 between Walgreens and Orange High School Road was substantially completed in March, and customer connections completed in May (to eliminate an old 2" galvanized pipeline).
New South Zone Water Transmission Main	\$ 240,000	The utility easement for the proposed water meter vault at Davis Road has finally been acquired (on September 28th). A new meter vault, additional connections to our existing distribution system, demolition of the existing OWASA Booster Pump Station, and addressing emergency pumping issues from OWASA due to pressure zone changes are all parts of this project. The project will be primarily constructed in-house, after completing the current North Zone work.
Waterstone Elevated Water Tank	\$ 2,029,398	Tank was placed into service on June 25th, and an official opening ceremony held on June 29th. Tank construction is complete, final payment is being negotiated (due to contractor delays and liquidated damages), and close-out paperwork is being prepared. Tank construction began on 10/27/14, and final completion was scheduled by 11/9/15.
New South Zone Booster Pump Station	\$ 175,000	Construction of the Forest Ridge water booster pump station (BPS) has begun, and the water line from Executive Court to I-85 (which will link Forest Ridge to the South Pressure Zone) should begin later this year. Easements for the water line are currently being finalized. The BPS project is part of the next phase of Forest Ridge, and the Town's financial contribution to the project will add capacity to the BPS planned by the developer, to boost water to the South Zone and the Waterstone Tank.
NC 86 (South) Water Improvements	\$ 90,000	Surveying and design work is proceeding to extend a 12" (or 8") water line from the I-85 water line crossing near Orange Mobile Estates to the entrance to Hampton Pointe. Extension will enhance flow to and from the Waterstone Tank and areas north of I-85.
Sewer Rehabilitation & Repairs and Eno River Outfall Lining	\$ 250,000	The sewer relining along the Eno (and Riverwalk) was completed in January. Some additional sewer relining will be done later this fiscal year further down the river near the WWTP (contractor difficulties has caused delays, & we are seeking new contractor). Cleaning and reinspection of the Eno River Outfall and some contributing sewers occurred in August 2015, a few point repairs were completed in November 2015, and relining of a few hundred feet near the Post Office was completed in late November 2015.

**TOWN OF HILLSBOROUGH**  
**2016 SEWER SPILL SUMMARY (as of November 7, 2016)**

<u>Spill Number</u>	<u>Date</u>	<u>Location</u>	<u>Cause of Spill</u>	<u>Spill Volume (gallons)</u>	<u>Volume Reaching Surface Waters (gal)</u>
1	3/9/2016	212 Mollies Court	Grease	900	400
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

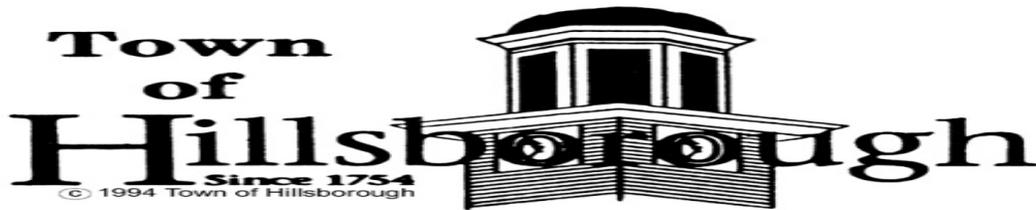
TOTAL                      900                      400

**PRIORITY PROJECTS – STOPLIGHT REPORT**  
**Engineering (November 2016)**

Project & Key Information	Time <sub>2</sub>	\$\$\$ <sup>3</sup>	Other <sub>4</sub>	% Complete	Comments/Notes/Key Lessons Learned To Date
<p><b><u>Waterstone Elevated Water Tank Project</u></b>            Current Phase<sup>1</sup>: Construction            Original/Preliminary Estimated Cost (pre-design): \$1,300,000            Revised Cost (post-design): \$1,960,127            Revised Cost (actual): \$2,029,398            Original Completion Date: Fall 2015            Revised Completion Date: Spring 2016</p> <p><i>Original cost based on rough estimate with various assumptions. Revised costs based on actual design output, actual cost on bids received/construction contract and contingency.</i></p>				100%	<ul style="list-style-type: none"> <li>• All work is complete. Final payment is being negotiated (due to contractor delays and liquidated damages), and close-out paperwork is being prepared.</li> <li>• An official opening ceremony was held on June 29, 2016.</li> <li>• Disinfection and initial filling occurred in late June, with the tank officially being placed into service on June 25, 2016.</li> <li>• A jurisdictional conflict between Orange County and the State Construction Office delayed the electrical inspection. SCO approved the project and completed the final inspection in May 2016.</li> <li>• Landscaping, driveway paving, curb and storm water drain construction, fencing, and other site work were completed in early Spring. Quality testing of the evenness of the tank structure was completed in February with positive results.</li> <li>• An additional 1-month delay occurred due to the discovery of the incorrect pipe size being installed for the tank during the UNC Hospital project. The incorrect pipe was a short (about 30 feet long) extension from the 12” main toward the tank site. The pipe was replaced with the correct size on November 27, 2015 by the UNC Health Care utility sub-contractor.</li> <li>• Piping work was completed in December 2015. Contractor left project during July &amp; August 2015, resulting in the initial construction delay.</li> <li>• The interior and top painting was finished in September 2015, and the steel tank structure ground fabrication, painting, and jacking was completed in early June 2015.</li> <li>• Tank riser (concrete support column) was completed in early May 2015, foundation in February 2015.</li> <li>• Actual tank construction began on October 27, 2014 (site preparation).</li> <li>• The Notice to Proceed was issued on September 15, 2014. The substantial completion date is October 10, 2015, and final completion by November 9, 2015.</li> <li>• The Town awarded the construction contract on 6/9/14 to Caldwell Tanks for the <i>Composite</i> tank option. The alternates for a mixer, FAA lighting, and 2 text logos were also awarded.</li> <li>• SRF loan is being used for all project costs, \$2,029,398 at 0% for 20 years. The \$500,000 contribution from Waterstone will be used to make loan payments until it is exhausted.</li> <li>• In April 2014, the Town Board approved a UDO amendment to allow painting of a text logo (“Hillsborough”) on the tank.</li> <li>• Revised cost estimate increased from original estimates due to preliminary quotes received from tank contractors and more detailed estimating.</li> </ul>
<p><b><u>New South Zone Transmission Main Project</u></b>            Current Phase<sup>1</sup>: Construction            Original Cost: \$200,000 (entire project)            Revised Cost: \$240,000            Original Completion Date: Dec. 2015</p>				26%	<ul style="list-style-type: none"> <li>• The overall completion date has been pushed back to Winter 2016 due to staff workload.</li> <li>• The North Zone loops are under construction (Walgreens to OHS Rd is complete as of March 5<sup>th</sup> &amp; NC 86 adjacent to BP station <i>is under construction, hopefully complete in November</i>).</li> <li>• Project delays due to easement acquisition &amp; crew workload are not problematic.</li> <li>• <i>The meter site easement has been attained as of September 28th.</i></li> </ul>

<p>Revised Completion Date: Winter 2016</p> <p><i>Delays due to meter easement acquisition and line crew workload. Added costs due to North Zone work which expanded project scope.</i></p>					<ul style="list-style-type: none"> <li>• Construction of new meter vault will begin later this year, then remainder of South Zone construction work (tie-ins &amp; OWASA PS demo).</li> <li>• Design of new meter vault near Davis Drive, pump connections near New Hope Creek, and various interconnections to existing Hillsborough distribution system began in early 2014.</li> <li>• Some additional water line was included along US70 between NC86 and OHS Road. This will create additional loops in the North Zone to improve water flow &amp; quality.</li> <li>• Transfer of 16" water line through Hillsborough from OWASA was completed Sept. 2013.</li> </ul>
<p><b><u>WFER Phase 2 Road Design &amp; Permitting</u></b></p> <p>Current Phase<sup>1</sup>: Design  Original Cost: \$458,019  1<sup>st</sup> Revised Cost: \$483,799  2<sup>nd</sup> Revised Cost: \$602,575  Original Completion Date: June 2015  1<sup>st</sup> Revised Completion Date: Fall 2015  2<sup>nd</sup> Rev. Completion Date: June 2016  3<sup>rd</sup> Rev. Completion Date: Dec. 2016  (for design &amp; permitting only)</p> <p><i>Revisions due to NCDOT delays and contract addendums to continue work to final completion for all 3 roads that require modifications.</i></p>				90%	<ul style="list-style-type: none"> <li>• <i>Draft municipal agreement with NCDOT received and is under negotiations for Efland-Cedar Grove Road project.</i> A budget amendment will be needed to make funding available for project from Capital Reserve funds prior to the loan funding of the rest of the Phase 2 project in early to mid-2017.</li> <li>• Right-of-way is being acquired by NCDOT for Efland-Cedar Grove Road project.</li> <li>• 404 permit revisions were approved in June 2016, which covers the entire Phase 2 project. Timing was driven by need to proceed with Efland-Cedar Grove Road realignment project.</li> <li>• Final right-of-way plans for the Efland-Cedar Grove Road realignment project were submitted in late January 2016, with revisions made in May 2016.</li> <li>• Preliminary bridge design plans for Carr Store Road were submitted for NCDOT review in mid-October 2015.</li> <li>• A contract amendment was approved on July 13, 2015 for roadway &amp; hydraulic design completion, bridge design, ROW staking, and 404 permit modification.</li> <li>• Discussions with NCDOT are ongoing regarding cost sharing. The Efland-Cedar Grove Road project bid was scheduled for June 2016 (NCDOT delays). Town's cost share will have to be made available to NCDOT at bid time (currently estimated around \$500K).</li> <li>• Surveying and concrete &amp; soils testing at the dam were done in April &amp; May 2015.</li> <li>• Environmental studies and the eagle survey are complete (see Facebook page for eagle photos). A follow-up eagle study will be completed in 2016.</li> <li>• Design is proceeding in accordance with the schedule NCDOT has set. Town schedule has been revised to match NCDOT postponement of construction (previously was scheduled for Summer 2015).</li> <li>• A contract amendment with Atkins, NA was approved on November 10, 2014 for the hydrologic model and flood mapping for the Phase 2 improvements.</li> <li>• We are partnering with NCDOT for improvements on Efland-Cedar Grove Road, which will benefit both parties. Atkins is leading this effort for Hillsborough.</li> </ul>
<p><b><u>WFER Phase 2 Dam &amp; Clearing Design</u></b></p> <p>Current Phase<sup>1</sup>: Design  Original Cost: \$633,500  Revised Cost:  Original Completion Date: Dec. 2016  Revised Completion Date:</p>				47%	<ul style="list-style-type: none"> <li>• 65% design drawings complete and reviewed with engineer on September 26, 2016.</li> <li>• Clearing access plan was completed in late June.</li> <li>• Geotechnical design of the dam area began in April.</li> <li>• Site visits for development of the clearing plan began in February, with help of a forestry consultant. Timber values and clearing costs are being determined.</li> <li>• Civil design work began in mid-September 2015.</li> <li>• The final design contract with Schnabel Engineering South, PC for dam &amp; clearing design, contractor prequalification, and bidding services was approved on September 14, 2015.</li> </ul>

Notes: <sup>1</sup> Current project phase is basis for "stoplights." Current project phases may be in study, design, implementation, or construction.  
<sup>2</sup> Time: **Green** = on schedule or ahead of time; **Yellow** = behind schedule but not problematic; **Red** = behind schedule/urgent/problematic.  
<sup>3</sup> \$\$\$: **Green** = w/in 5% of current phase budget; **Yellow** = w/in 5% to 15% of budget; **Red** = more than 15% & contingency likely exhausted.  
<sup>4</sup> Other: **Green** = no issues current phase; **Yellow** = minor issues; **Red** = major issues/concerns



**FINANCE DEPARTMENTAL REPORT FOR OCTOBER 2016**

**SUMMARY OF ACTIVITIES:**

Daily Collections	\$ 878,686.21
Tax & Vehicle License	\$ 214,536.78
Solid Waste Disposal Tax	\$ -
Beer & Wine Receipt	\$ -
Franchise Tax	\$ -
Sales & Use Tax	\$ 109,185.40
	\$ 1,202,408.39
 Expenditures: General Fund/Water Fund	 \$ 1,631,937.95

**FINANCE:**

- Compiled and submitted all monthly reports.
- Issued 35 purchase orders.
- Processed 418 vendor invoices, issued 271 accounts payable checks.
- Collected and processed 54 payments for food and beverage tax.
- Collected and processed 8 payments for fire inspection fees and permits.
- Prepared and mailed no delinquent fire inspection letters.
- Prepared and processed 2 payrolls.
- Issued 1 special event permits; collected no payments.

**METER READING:**

- Terminated no services and connected no new services upon request.
- Rechecked no meter readings, responded to no call backs.
- Installed no new meters, changed no old meters, performed 2 pressure tests.
- Identified no hydrant tamperings and no meter tamperings.
- Changed no meter registers.

**BILLING & COLLECTION:**

- Corrected bills that were rechecked before the 11-01-16 billing.
- Bills adjusted after 10-01-16: no leaks; no late fees; no pools; miscellaneous.
- Prepared water bills; processed 13 returned checks.
- Disconnected 114 services for non-payment, reconnected 76.
- Adjustments made for month: gallons totaling \$.00.
- Processed utility bank drafts.
- Processed 0 debt set-off letters.
- Processed on-line bill pays.

**FINANCE DIRECTOR**

- Conducted Team Meetings with Fathom October 3, 4, 5, 6, 17, 20, 24, & 28, 2016
- Attended WSAC Meeting October 6, 2016
- Celebrated Customer Service Appreciation Week with Staff October 3-7, 2016
- Attended Board Meeting October 10 and Workshop October 24, 2016
- Conducted All Staff Meeting October 12, 2016
- Conducted Supervisors' Meeting October 13, 2016
- Participated in Conference Call with Raftelis, October 19, 2016
- Participated in On-site Training with Fathom October 19-20, 2016
- Met with Lee Carter from NCCMT October 24, 2016
- Attended Cash Management & Investing class at SOG October 25-27, 2016
-

**Finance**  
**Departmental Report**  
**October 2016**  
**Due: Monday, November 07, 2016**

**Revenues**

Collections:	\$ 876,709.46
NCCMT Interest:	\$ 1,976.75
Tax & Vehicle:	\$ 214,536.78
Solid Waste Disposal Tax:	\$ -
Alcoholic Beverage Tax:	\$ -
Franchise Tax:	\$ -
Stormwater Fees	\$ 64,919.24
Sales & Use Tax:	\$ 109,185.40
Total:	\$ 1,267,327.63

**Expenditures**

General & Water Fund:	\$ 1,631,937.95	Central Depository + NCCMT account
CPF:	\$ -	

**Finance**

Purchase Orders:	35	35 purchase orders
Vendor Invoices:	418	418 vendor invoices
A\P Checks:	271	271 accounts payable checks
Food & Bev. Pmts:	54	54 payments
Fire Inspections Fees:	8	8 payments
Delinquent Fire Insp. Letters:	0	no delinquent fire inspection letters
Payrolls:	2	2 payrolls
Special Event Permits	1	1 special event permits
Privilege Licenses Payments:	0	no payments
Last Fridays Permits		Leave blank if no permits were issued
B/W Privilege License Billed:		Leave blank if no permits were issued
B/W Privilege License Renewals:		Leave blank if no permits were issued
Hog Day Permits		Leave blank if no permits were issued
Beer & Wine Priv. Lic. Letters		Leave blank if no letters were sent out

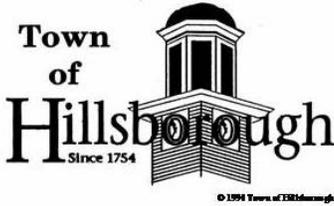
**Meter Reading:**

New Services Connected:		no new services
Services Terminated:		no services
Meter Readings Rechecked:		no meter readings
Call Backs:		no call backs
New Meters Installed:		no new meters
Old Meters Changed:		no old meters
Pressure Tests:	2	2 pressure tests
Hydrant Tamperings:		no hydrant tamperings

Meter Tamperings: no meter tamperings  
Meter Registers Changed: no meter registers

**Billing & Collections**

Bills corrected before 11-1-16:		no bills
Bills adjusted after 10-1-16:		
Leaks:		no leaks
Late Fees:		no late fees
Pools:		no pools
Misc.:		miscellaneous
Water Bills Mailed:		no water bills
Returned Checks:	13	13 returned checks
Services Disconnected for non-pmt:	114	Disconnected 114 services for non-payment
Reconnected:	76	76 services
Adjustments for Oct-2016(Gal.):		no gallons
Adjustments for Oct-2016(\$):		
Utility Bank Drafts:		no utility bank drafts
Debt Set-Off Letters Processed:		0 debt set-off letters
Online Bill Pays Processed:		no on-line bill pays



Planning Department Report  
October 2016

**Advisory Board Activities**

*Board of Adjustment*

The members received the withdrawal request from the Auto Patron applicant and ceased consideration of their application.

*Historic District Commission*

The members reviewed Certificate of Appropriateness applications for Mitchell St., N. Occoneechee St. (2). Additionally, the commission will continue discussion about updates to the materials list.

*Parks & Recreation Board*

The members discussed the connectivity plan update and an update on Parks and Recreation Joint Advisory Board topics.

*Planning Board*

The members held a joint public hearing to accept public comment regarding a rezoning request from Vouthus, LLC to rezone 505 Eno St. from General Industrial to Adaptive Reuse, a request from the Little School to modify their Special Use Permit, and seven text amendments impacting stormwater requirements, sites with non-conforming characteristics, and other housekeeping items.

*Tourism Board*

The members received quarterly reports from funded entities. They also discussed the new website and brand, review of previous un-adopted logo iterations, and review and selection of marketing/graphic design firm.

*Tourism Development Authority*

Did not meet.

*Tree Board*

The members discussed fall 2016 plantings and installation of tree identification signs on Riverwalk

**Revenues Collected**

Development Review fees	\$ 1,000.00	Code Enforcement Reimbursement	\$ 50
<u>Zoning Permits &amp; HDC reviews</u>	<u>\$17,665.81</u>	Park Reservations	\$ 310
<b>Planning Total</b>	<b>\$18,665.81</b>	Affordable housing payments	\$ 5,000

**Other activity of note**

Completed the recruitment process for the Planner position. Justin Snyder will start work on November 28. Tom King conducted 9 Certificate of Occupancy site visits, 8 construction site monitoring visits and 2 pre-construction meetings.

Margaret and Stephanie met with members of Walkable Hillsborough who wanted to discuss the County Safe Routes to Schools plan and how to identify reasonable projects that might be constructed in the short term.

## **Hillsborough Police Department Monthly Report October 2016**

REPORTED OFFENSES - UCR																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016	2015	2014	
<b>Part I Offenses</b>																
Homicide	0	0	0	0	0	0	0	0	0	0			0	0	0	
Rape	0	0	0	1	0	1	0	0	0	0			2	1	0	
Robbery	1	0	0	1	2	1	0	0	1	1			7	3	10	
Aggravated Assault	2	4	5	3	2	1	3	2	0	1			23	31	27	
Burglary	2	2	4	5	6	5	3	6	6	3			42	59	39	
Larceny/Theft	30	24	31	34	24	28	29	38	32	39			309	360	333	
Motor Vehicle Theft	0	1	0	0	0	1	1	2	0	0			5	9	13	
<b>Total Part I</b>	<b>35</b>	<b>31</b>	<b>40</b>	<b>44</b>	<b>34</b>	<b>37</b>	<b>36</b>	<b>48</b>	<b>39</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>388</b>	463	422	
<b>Other Offenses</b>													<b>2016</b>	<b>2015</b>	<b>2014</b>	
Simple Assault	9	13	8	4	11	15	8	13	10	13			104	170	152	
Fraud/Forgery	5	7	4	2	3	4	3	6	1	2			37	49	43	
Stolen Property	0	1	0	1	1	0	1	0	2	0			6	3	3	
Damage to Property	7	9	7	12	7	12	9	8	3	1			75	91	93	
Weapons Violations	0	1	0	0	2	0	1	0	0	0			4	9	8	
Sex Offences	1	3	2	0	0	1	1	1	0	0			9	9	12	
Drug Violations	3	2	2	5	12	4	7	7	3	0			45	34	35	
Driving While Impaired	3	6	1	0	1	2	1	2	1	7			24	38	31	
Liquor Law Violations	0	0	1	0	0	2	2	0	1	0			6	6	7	
Trespassing	1	1	1	5	0	1	3	1	2	0			15	9	14	
Domestic Related	6	15	5	8	8	11	6	9	6	13			87	na	na	
Missing Persons	1	1	0	0	0	0	1	0	0	0			3	14	14	

### **Summary of Select Offenses:**

On 10/16/2016, an Arson was reported at 347 JaMax Dr., the GOP headquarters. There was a bottle with flammable liquid thrown through the front window and graffiti written on an adjacent building. This incident is still under investigation with assistance from the FBI, ATF and SBI.

On 10/19/2016, a Breaking and Entering was reported to an unoccupied residence in the 600 block of Cedar Grove Rd. No items were reported stolen, there was \$150.00 in damages to the back door.

On 10/22/2016, an Armed Robbery was reported at 600 S. Churton St., Ashford Lakes Apartments. The victim met a subject from an online purchasing site. Upon arrival, a male reportedly pulled a handgun and robbed him of a cell phone and \$1,200.00 in cash, there were no injuries. Officers charged Jermarise Dejuan Bolden, (b/m, 25, of Sherwood Ln.) with Robbery with a Dangerous Weapon, he was given a \$25,000.00 Bond.

On 10/24/2016, a Breaking and Entering was reported to a possibly unsecured door at 102 W. Tryon St., Hillsborough Presbyterian Church. An unknown suspect(s) broke out a window and kicked in a door causing \$500.00 in damages, no items were taken.

On 10/26/2016, a Breaking and Entering and Larceny were reported to an unoccupied residence in the 600 block of Oak St. The victim advised that someone kicked in the back door and took \$2,440.00 worth of jewelry, shoes and cash.

10/28/2016, an Aggravated Assault was reported in the 200 block of Harper Rd. Officers investigated a Domestic between family members where one party went after another with a butcher knife. No injuries were reported.

## ***Hillsborough Police Department Monthly Report October 2016***

39 Larcenies were reported at various locations including:

- 10 larcenies were shoplifting related incidents at Hampton Pointe- Walmart.
- 7 larcenies were shoplifting related incidents; 4 at Home Depot—1- \$119.00 saw was taken and officers charged John Phillips Ratley, (W/M, 26, of Durham). 1-\$299.00 chainsaw was taken. 1-\$449.00 impact drill was taken. 1-\$379.00 drill set was taken; 2 at Food Lion, 106 Rebecca Dr. 1-\$346.81 in razors and eye care products, officers charged Timothy Eon Jones, (B/M, 57, of Durham). 1-\$180.97 in razors, officers charged Timothy Deon Jones, (B/M, 57, of Durham) and Willy Earl Owens, (B/M, 53, of Durham). 1-1701 NC 86S, Tractor Supply, \$669.98 in clothes, fuel pump, and battery charger.
- 1 Larceny was a tag taken from a vehicle at 501 Hampton Pointe Blvd, Walmart.
- 7 Larcenies were from unlocked motor vehicles; 1—200 block of Orange Grove St. where a purse, and medicine valued at \$130.00 were taken. 1— 400 block of W Margaret Ln. and a game valued at \$100.00 was taken. 1—600 S Churton St. where \$589.00 worth of medicine and a gps were taken. 1—200 block of W Hill Ave S. where a laptop and school supplies valued at \$316.08 were taken. 1— 400 block of W King St. where nothing was taken and no point of entry was found. 1— 2000 block of Baycourt Trl. Where a backpack containing \$2656.00 in electronics and a watch was taken and recovered. Sandell Farrington, (B/M, 34, of Tuliptree Rd.) was arrested. 1—200 block of Allen Ruffin Ave. where medicine valued at \$330.00 was taken. 1— 501 Hampton Pointe Blve., Walmart, where medicine, cash, and electronics valued at \$451.00 were taken.
- 3 Larcenies were from locked motor vehicles— 1—200 block of W Hill Ave S. where a laptop and school supplies valued at \$316.08 were taken, by unknown entry. 2— at 151 Mayo St., Planet Fitness. One vehicle had the lock punched out and a pistol and backpack valued at \$415.00 were taken, the lock was valued at \$100.00. One where a window was broken out and a wallet valued at \$51.00 was taken.

Narcotics/weapons related incidents:

- During the month of October, officers seized a small amount of marijuana and a glass pipe from a residence during an assault call.

# ***Hillsborough Police Department Monthly Report October 2016***

## **ADMINISTRATIVE SUMMARY**

### **Training**

- Total Hours of Non-Mandatory training - 66

Patrol Shift Training Conducted: 62 trainings conducted over 62 shifts (100%) Number of patrol shifts during which roll-call or other squad-level training is documented during October 2016.

### **Complaints related to service or conduct:**

- A third party complaint was made about officers pointing their guns at a citizen they encountered at the Farmer's Market during early morning hours. This incident was investigated and it was determined that the incident involved personnel from OCSO and not HPD. Apparently a business owner was entering a storage unit early in the morning and was confronted by deputies.

### **Resistance encounters that result in the use of some kind of force:**

- 16-02407 – Cpl. Nash received information that Eric Miller had active warrants for assault on a Female and False Imprisonment, that he was wanted by the US Marshalls as an absconder from parole on a 2<sup>nd</sup> Degree Murder conviction, and that Hillsborough Investigators were looking for him as a possible suspect in a robbery with a dangerous weapon case. Cpl. Nash encountered Mr. Miller and ordered him to the ground at gunpoint and took him into custody. No injuries resulted and Cpl. Nash de-escalated once Mr. Miller complied.

### **Commendations/Compliments Received:**

- On 10/13/16, Mr. Rucker of 322 Queen St. called to express how pleased he was with the service he received in response to a call he made about suspicious noises and to commend Cpl. House for the professionalism he displayed in providing that service.
- Officer Ingram was commended for going above and beyond to assist a stranded motorist on 10/17. The motorist had run out of gas and had cash, but the only gas stations close were closed and would only take credit cards. Officer Ingram located a gas can and then purchased gas for the citizen so they could get the car started. He then had the citizen follow him back to one of the closed gas stations and used his credit card to get the citizen enough gas to finish his trip.

### **Other Notable Events/Activities/Accomplishments**

- Officer Hagbourne was advanced to Officer 1st Class this month, and Officer Hemingway was advanced to Corporal.

# Hillsborough Police Department Monthly Report October 2016

## PATROL SUMMARY

Patrol Activities 2016	Aug	Sep	Oct
DISPATCHED CALLS	538	505	547
SELF INITIATED ACTIVITIES	344	351	342
TRAFFIC STOPS	108	138	139
<b>TOTAL ENFORCEMENT</b>			
Off-View Felony Arrest/warrant issued	14	0	6
Off-View Misd Arrest/warrant issued	24	11	21
Warrants/OFA/Summons Served	38	20	23
Traffic Citations	29	43	34
Written Warnings	58	56	59
Parking Tickets	0	0	2
<b>DRUG/GUN ENFORCEMENT DETAIL</b>			
Felony Drug Charge	8	0	1
Misd Drug Charge	8	3	4
Currency Seizure	2100	0	0
Gun(s) Seized/Recovered	1	0	0
Schedule I Seized (gms)	0.6	.18	0
Schedule II Seized (gms)	8.15	.15	.03
Schedule III Seized (gms)	0	0	0.
Schedule IV Seized (gms)	0.5	.71	0.
Schedule V Seized (gms)	0	0	0.
Schedule VI Seized (gms)	27.4	.1	1.4

	Aug	Sep	Oct
<b>TRAFFIC ENFORCEMENT DETAIL</b>			
Injury Accidents investigated	3	4	5
DWI Arrests	2	2	6
Stopsign/Stop Light Violations	6	5	5
Speeding Citations	3	2	0
Other Traffic Citations	17	36	28
Truck Route Cits/Warnings	2	0	0
License Checks	3	2	1
Traffic Directed Patrols	0	5	3
<b>COMMUNITY ENGAGEMENT</b>			
Non-Traffic Directed Patrols	131	150	133
School Patrols	39	43	41
Downtown Foot Patrols	31	32	28
Preventative Contacts	4	5	6
Community Meetings / Events Attended	26	11	10
Community Project/Problem Solved	0	2	0

*\*Corrections were made to some previous month's data due to data entry errors that were identified.*

### Other Notable Events/Activities/Accomplishments

10/14 to 10/15- Sgt. Chelenza, Cpl. Corbett, Cpl. Foster, Off. Hemingway, and Off. Wilson, donated \$140.00 worth of materials to the Hurricane Matthew relief effort and assisted the organizer with handling/receiving donations.

10/21- Sgt. Winn and Off. Hagbourne attended the SECU appreciation lunch and met with members of our community.

10/24- Cpl. Foster and K9 Vader assisted County Deputies with helping a resident attempt to locate a lost cell phone out in the County.

10/30- Cpl. Nash, Off. Felts, and Off. Ingram donated several cases of water, coffee, and items for the second relief event for victims of Hurricane Matthew.

Cpl. Chestnut made three DWI arrests this month.

# Hillsborough Police Department Monthly Report October 2016

## INVESTIGATIONS SUMMARY

Clearance Summary			
Crime	YEAR TO DATE		
	Reported	Cleared	%
<i>VIOLENT TOTAL</i>	40	23	58%
<i>PROPERTY TOTAL</i>	302	129	43%

CID MONTHLY WORKLOAD		
Prior Cases	38	
New Cases Assigned	24	
Cleared by Arrest	15	
Exceptionally Cleared	2	
Unfounded	1	
Closed/Inactivated	12	
Cases to Carry	32	
WARRANTS	F	M
Issued	7	2
Served	5	1

### Other Notable Events/Activities/Accomplishments:

- On 10/16/16 The Orange County Republican Headquarters in Daniel Boone Village was firebombed. ATF and the town fire marshal responded to the scene to process for evidence along with HPD investigators. Hillsborough investigators along with FBI, SBI and ATF agents are continuing the investigation. All evidence was turned over to the FBI for processing.
- During the month of September three businesses in the Daniel Boone Village reported break-ins. A suspect was identified as Stephen Rafferty W/M age 30. Rafferty is homeless and stolen property was recovered from a camp found in the woods near Daniel Boone Village. Rafferty was arrested on 10/4/16 by Hillsborough police investigators.
- On 10/22/16, two men from Virginia came to Hillsborough to buy an I-Phone they found on an on-line post. They went to the meeting point at Ashford Lakes Apartments and were robbed by two suspects. One of the suspects has been identified as Jermarise Bolden B/M age 25. Bolden was arrested by Hillsborough police on 10/31/16. One additional suspect has been identified and additional information is being sought on other suspects involved and additional charges are pending.
- On 10/07/2016, Lt. Nicolaysen attended a Community Policing roundtable at GTCC for 4 hours.

# **Hillsborough Police Department Monthly Report October 2016**

## **COMMUNITY POLICING SUMMARY**

### **Community Watch Group Interactions/Activities**

Group	Type of contact(s)
Beckett's Ridge	-
Cameron St.	-
Coachwood	-
Cornwallis Hills	-
Fairview	-
Gateway	-
Gatemoore	-
Hampton Point	-
Hillsborough Heights	- Commissioner Kathleen Ferguson, from Hillsborough Hgts, will often attend the Fairview Community Watch for the purpose of relaying information back to her community.
Kenion Grove	-
<i>Orange St.</i>	- <i>Inactive</i>
<i>Patriot's Point</i>	- <i>Inactive</i>
River Bend	-
Waterstone	-
0% of Community Watch Groups Interacted with: 100% (0 of the active 12)	

### **Ongoing Programs Summary:**

- Vial of Life – 13 residents are registered with the departments Vial of Life program
- Are You OK Program: 17 checks were made, in-home as well as by phone, on the program participants.

### **Community Events/ Youth Outreach:**

Events	Participants
Tutoring Program	33
Safe Kids Program	16

### **Community Events/Engagement:**

October 2, 2016:

The Hillsborough Running Club sponsored a ½ Marathon run that included a 5k. HPD partnered with the OCSO to provide traffic control and safety for the participants. There were approximately 960 participants and a total of 11 law enforcement officers involved in the event. The command post was located at the Orange County Sheriff's Office as the run started and ended at the Farmer's Market.

## ***Hillsborough Police Department Monthly Report October 2016***

October 15, 2016:

The Hillsborough Arts Council sponsored the Hillsborough Handmade Parade. The event featured several giant puppets in a Mardi Gras style street parade. The event began on East Orange St and proceeded south on Churton St to Margaret Lane. It ended on Cameron Street. This event was well received and has grown from past years.

October 19, 2016:

PHE sponsored a 5K run for their employees. There were approximately 35-45 employees taking part in the run. The event was contained to Meadowlands Dr. Sgt. Chelenza and Lt. Whitted provided traffic safety for the participants during the event.

October 29, 2016

HPD and the Hillsborough Running Club partnered to host a 5-K Run. The proceeds will be dedicated to the Special Olympics. The event was a success last year and should be greater this year because we are partnering, for the first time, with the Hillsborough Running Club. The course will involve Riverwalk with the beginning and ending occurring on S. Cameron St. 66 Runners total and the amount collected is TBD.

### **Community Concerns Summary:**

Lt. Whitted spoke with citizens, in general, in reference to the current relationship between law enforcement and citizens. The responses received were very positive. It was often mentioned as the difficult job that police officers have to perform. Some HPD officers have mentioned, on several occasions, how citizens have often thanked them for what they do. Comments were made as to the media portrayal of the relationship between law enforcement and the public and the noted shootings of young African Americans. HPD officers were praised on their efforts to keep this relationship positive.

On 10-24-16 Lt. Whitted spoke with one of the participants in the RUOK program and was informed of a concern that she had. This citizen informed him that she recently had EMS personnel at her residence. She stated that while there she had the occasion to mention the Vial of Life program. She stated that the medic was unfamiliar with the program. Lt. Whitted immediately contacted Cpl King and was advised that during manpower changes the information on the vial of life program may not have been passed. Cpl King advised that she would reach out to her EMS contact to initiate training on the program.

# **Hillsborough Public Works**

## **October 2016 Monthly Report**

**Work Orders:** 10 work orders completed within 2 days, 0 not completed

**Asphalt Repair:** One utility cuts repaired

**Park Maintenance:** 113 staff hours

**Cemetery:** 2 gravesites marked, 1 monuments marked

**Stormwater Maintenance:** 6 staff hours, 10 feet of pipe and drainage conveyance maintenance

**Parade:** 4 staff hours

**Training:** Three staff attend APWA-NC Streets Division Conference

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Administration

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.A		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Katherine Cathey, Human Resources Director/Town Clerk

### ITEM TO BE CONSIDERED

Subject:

Minutes of the Board of Commissioners Oct. 10, 2016 Regular Meeting, Minutes of the Board of Commissioners Oct. 10, 2016 Regular Meeting Closed Session, Minutes of the Board of Commissioners Oct. 24, 2016 Work Session, and Minutes of the Oct. 24, 2016 Work Session Closed Session

Attachment(s):

- 1) Minutes of the Board of Commissioners Oct. 10, 2016 Regular Meeting
- 2) Minutes of the Board of Commissioners Oct. 24, 2016 Work Session

Brief Summary:

None

Action Requested:

Approve minutes

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners Minutes

7 p.m. October 10, 2016

Town Barn, 101 E. Orange St.

PRESENT: Mayor Tom Stevens and Commissioners Mark Bell, Kathleen Ferguson, Evelyn Lloyd, Brian Lowen, and Jenn Weaver

STAFF PRESENT: Town Manager Eric Peterson, Planning Director Margaret Hauth, Finance Director Heidi Lamay, Management Analyst/Assistant PIO Jen Della Valle, Public Works Director Ken Hines, Police Chief Duane Hampton, Town Engineer/Utilities Director Kenny Keel, Human Resources Director/Town Clerk Katherine Cathey, Economic Development Planner Shannan Campbell, Police Officer Jason Dimitri, Police Corporal Danotric Nash, Police Officer First Class John Kempf, Police Corporal Keith Bradshaw, Police Sergeant William Parker, Police Officer William Felts, Police Officer Nicole Brinkley, Police Sergeant Jason Winn, Administrative Support Specialist Jamie Johnson, Utility Maintenance Technician Keith Scarboro, Equipment Operator Graham Dodson, Backflow/FOG Specialist Troy Miller, Web Developer/Assistant PIO Jonathan Rickard, Open Space Manager Stephanie Trueblood, Public Information Officer Catherine Wright, Utility System Supervisor Joel Lashley, Utility Maintenance Technician Lacy Painter, Stormwater Manager Terry Hackett, Utility Maintenance Technician Tyrone Hodge, Utility Mechanic Scott Smith, and Town Attorney Bob Hornik

ABSENT: None.

[7:00:34 PM](#) Mayor Stevens opened the meeting.

### 1. PUBLIC CHARGE

Mayor Stevens did not read the public charge but asked that everyone abide by it.

### 2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

There were none.

### 3. AGENDA CHANGES & AGENDA APPROVAL

[7:01:43 PM](#) Commissioner Ferguson reported Robert Dowling had sent a message that afternoon asking for the board to endorse the bonds.

[7:02:13 PM](#) Mr. Hornik added an HB2 update to the Closed Session.

[7:02:30 PM](#) Commissioner Ferguson moved approval of the amended agenda. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

### 4. PRESENTATIONS

A. Introduction of Police Officer Nicole Brinkley and public reaffirmation of her Oath of Office

[7:04:37 PM](#) Chief Hampton said Officer Brinkley was the town's first officer to go through Orange County's Basic Law Enforcement Training (BLET) program. Officer Brinkley reaffirmed her Oath of Office with Mayor Stevens.

B. Employee Innovation and Customer Service Awards for FY16

[7:26:46 PM](#) Mr. Peterson made a few remarks including that the Hillsborough way is often to go above and beyond to do extra. Mr. Peterson noted that there are employees who have gone above and beyond in ways equal to those recognized and no one knows or perhaps they were overlooked. The efforts of all staff members are appreciated. He thanked the family members supporting the government employees as well. The theme is giving back to the community.

**FY16 Innovation & Customer Service Awards**

*Innovation Awards:*

Silver – Utility Maintenance Technician Tyrone Hodge  
Silver – Stormwater Manager Terry Hackett  
Bronze – Police Officer Jason Dimitri and Senior Corporal Tereasa King  
Bronze – Police Corporal Keith Bradshaw

*Customer Service Awards:*

Gold – Stormwater Manager Terry Hackett t  
Gold – Police Corporal Danotric Nash  
Silver – Police Sergeant William Parker, Corporal Danotric Nash, Officer First Class John Kempf and Officer William Felts  
Silver – Project Planner Stephanie Trueblood, Assistant Public Works Supervisor Craig Tollison, Crew Leader Dustin Hill, and Equipment Operators Curtis Watkins and Graham Dodson  
Silver – Web Developer/Assistant PIO Jonathan Rickard  
Bronze – Administrative Support Specialist Jamie Johnson  
Bronze – Backflow/FOG Specialist Troy Miller  
Bronze – Utility Maintenance Technicians Waddell Jacobs, Lacy Painter and Keith Scarboro, Utilities Mechanic Scott Smith, Utility Inspector Nathan Cates and Backflow/FOG Specialist Troy Miller

C. Economic Development and Tourism Quarterly Report

[7:27:48 PM](#) Ms. Campbell said this report is pretty light and sticks to the highlights. In the future, she'll bring data. She reviewed that July tourism included: a good feature on "Around Carolina" by Richard Green, July Fourth celebration, Orange Community Players' production of 'Lil' Abner,' Negro Baseball League Exhibit at the Whitted Building, summer advertising: "Good Food. Good Beer. Great Company!", Visitor Center utilized the PokemonGo craze, Visitor Center Investment in an iPad and Square for gift shop purchases, and work on getting Contract Services set up between Tourism Board and several second parties like the Arts Council – Last Fridays.

Regarding July Economic Development, Ms. Campbell met with Alex Gold and toured all of the Eno River Mill facility and got information on available space, met with planning department staff to discuss improvements to the Unified Development Ordinance (UDO) to make the town more business friendly (streamlining processes), and held meetings regarding potential use for 401 N. Churton Street.

August Tourism included: starting up Sundays in Hillsborough (Chamber event, sponsored by Tourism Board), food and beverages on Old Courthouse Lawn, and discussing some interest in a classical car cruise, Carolina Tarwheels Group Bikefest, Fairview Live, Hog Day, and River Park Concert. August numbers were done slightly perhaps because Tour de Orange was cancelled this year

Regarding August Economic Development, Ms. Campbell participated in a forum on economic vitality held by the Hillsborough Rotary Club at Durham Tech. Mayor Stevens and she met with consultants looking at the feasibility of building a convention center and/or sports fields complex in Orange County.

She met with two potential business owners with new and interesting retail concepts looking for vacant space. She worked internally with staff and police to talk about Special Event Permit and Special Event Signage processes.

September Tourism included: the return of Hog Day to Hillsborough (she's heard positive things), Piedmont Living History Day held at the Visitors Center, the Antique Road Show event, Farm Fare by the Chamber, Curds & crafts by Weaver Street Market, Last Fridays concert, and the Moorefields Bluegrass festival.

Regarding September Economic Development, we're starting to see some movement and renovations downtown, the Bank of America building is listed for auction, Hillsborough Bicycle moved to a larger space on Corbin Street, Ms. Campbell held meetings with the car dealerships along South Churton Street regarding moving their inventory out of the right-of-way.

Mayor Stevens said it's interesting how things tie together. He noted people in town for Curds & Crafts saw something about the Mountains-to-Sea Trail and went to see Riverwalk and Stickwork.

Answering a question from Commissioner Lloyd about progress with moving the cars, Ms. Hauth said almost all have started to move or have moved the inventory. There's been a big difference in two weeks. Ms. Hauth said nearly all have expansion capacity.

Mayor Stevens said three quick comments. One, kudos to the Tourism Board for working with partners. Events are part of what draws people here but there is a saturation point, too. So it's not just events but what's the brand. Along those lines, we are interested in seeing the Tourism Summit. And looking at downtown, just acknowledge those are very, very important things on our work plan. Ms. Campbell said invitations will go out soon for the Tourism Plan kick-off meeting. It will be held at the beginning of November.

## **5. COMMITTEE REPORTS (CRITICAL)**

[7:42:44 PM](#) Commissioner Ferguson reported that Triangle J held a housing summit. She reported that SAS hosted an Envision Carolina event to jump-start the Smart Cities initiatives. It's interesting to note that Hillsborough was in the thick of things. Cities who are able to get there first with speed and quality, those will be the desirable places to live. Triangle J Council of Governments (TJCOG) will bring the clean tech players into a workshop.

Commissioner Ferguson also noted the Tourism Board and Tourism Development Authority are funding a new relocation guide and visitors guide. She is so excited about it and wants to have collateral at Sportsplex and Visitors Center. Also, Project Connect is coming up at the Hargraves Center, offering flu shots and coats, among other services. A new Habitat home is being built on Locust. It looks like the Hometryst gala exceeded the funds it raised last year.

[7:48:54 PM](#) Commissioner Lloyd reported she attended the fire department meeting and the annual meeting of county commissioners and fire chiefs and all got along well.

[7:51:04 PM](#) Commissioner Bell reported he had attended the Solid Waste Advisory Group (SWAG) with Commissioner Lowen where it was discussed that the cost to operate is out of alignment with the budget. The low cost of petroleum means we now have to pay for recycling. The group is continuing to narrow down options and is seeking input from consultants. Public Works Director Ken Hines also attended the meeting.

Commissioner Bell also attended the Chapel Hill/Orange County Visitors Bureau meeting on Sept. 21 in Hillsborough. He acknowledged Mayor Stevens's roll in that. The impacts of HB2 on NC and Orange County were discussed. The group heard an update on the evaluation of the need for a convention center or sports center in Orange County.

7:53:20 PM Commissioner Weaver reported she'd attended the Food Council meeting, where they discussed hiring an administrative person with a part-time contract. She missed the Upper Neuse River Basin Association (UNRBA) meeting and got an update from Mr. Hackett. It looks like the toolbox of stormwater credits won't be ready until the end of the calendar year and will not be required until 2021, but ever we march forward.

Mayor Stevens acknowledged a large contingency from Hillsborough went to the intercity visit and he thinks it was well worth the investment. He noted on that visit that there were fun things for kids to climb on downtown. It stood out that there was no racial diversity outside the university. He stayed in a hotel with a bus interchange downstairs. There were a lot of parallels with the train station and Daniel Boone. Commissioner Ferguson said we didn't hear about permitting, regulation. What was striking to her was within the private sector it was a strong pass-it-forward eco system -- investing/mentoring/developing the small businesses. I didn't hear the issues I expected to hear.

Mayor Stevens said it was a vibrant community.

Commissioner Weaver said the land use policy has had dramatic impact. That's so important for us, too. Those are difficult questions that I hope we don't shy away from grappling with.

#### **6. REPORT FROM THE TOWN MANAGER**

None.

#### **7. DEPARTMENTAL REPORTS**

Ms. Hauth said board members perhaps have seen that Churton Street is out for bid. The Planning Board had sent a name for an ETJ opening on the Planning Board but Orange County had a volunteer and appointed that person. Someone different has been appointed than whom you are expecting.

#### **8. ITEMS FOR DECISION – CONSENT AGENDA**

- A. Minutes of the September 12, 2016 Board of Commissioners Regular Meeting and Minutes of the September 12, 2016 Board of Commissioners Regular Meeting Closed Session
- B. Miscellaneous budget amendments and transfers
- C. Tourism Development Authority expenditure request for up to \$15,000 to professionally design and print an official Hillsborough Visitors Map and Hillsborough Visitors Guide
- D. Financing the purchase of equipment for Public Works and authorization to issue a PO prior to the receipt of financing
- E. Arbor Day Proclamation

8:02:20 PM Commissioner Weaver moved approval on the consent agenda. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

#### **9. ITEMS FOR DECISION – REGULAR AGENDA**

- A. Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road

8:02:33 PM Ms. Hauth informed the board that the consultant team and representatives from Stratford are present: Earl Lewellyn, PE, with Kimley-Horne; David Moore, senior manager of investments for Stratford Land; and Carl Hudson, a real estate agent with Foundry Commercial.

Mr. Moore, told the board that his team understands it's important to get retail at Waterstone. Potential retail investors look at access, exposure and infrastructure. What we want to do is have the best boxes already checked. The issue that we have is access. To get retail over to that side, we need access. He reviewed what's included in the traffic study, full movement on Churton Street, College Park, and Waterstone Drive.

The group is requesting a left-over, which is also called a hooded left turn, directional crossover, and left-in. This is accomplished with medians, preferred over full movement because it creates fewer car and pedestrian conflicts.

Mr. Moore reviewed storage capacity and safe stopping sight distance to show this proposal would be safe. He shared the traffic capacity analysis and queue interactions.

Mr. Peterson asked how one would exit. Mr. Moore answered traffic would be directed out to College Park Drive. Mayor Stevens asked would the hospital property need that type of access across the street. Mr. Moore said he'll get to that.

Mr. Moore said his team first looked at full level access and determined it could be a problem to have two signalized traffic movements so close together. So, it's better to have a left-in. If UNC asked what could they get, the answer would be they clearly have full movement access at College Park Drive, so across from this left-in, a right in, right-out would be appropriate.

Commissioner Lowen asked if left-in approval will make a difference in getting takers on the property. Commissioner Lowen said if the ultimate goal is economic development, he thinks this just needs staff approval.

Mayor Stevens asked Ms. Hauth what concerns she might have. Ms. Hauth said there are long-term considerations. What are you going to do when UNC comes and says they want a left-over, too? What if UNC wants to sell off the land? It may be an issue in 15 or 20 years. Will it be preserved as a four-lane road or are you going to allow it to be nibbled up with driveway, driveway, driveway? Will you allow left turn across two lanes of traffic? Visibility isn't great there. People are going home from work, heading to the interstate, not looking at going 35 mph. She is thinking about the long-term impact to the community. If you want to trade it for commercial, I don't have a problem with it. What will it mean when someone else says they want the left-in? We have to hire someone to manage traffic signals. Commissioner Lowen asked if we'll have to put them in. Ms. Hauth answered no, but we have to manage them.

Mayor Stevens said it seems very speculative as to whether this is make or break for retail. Also, looking at the constraints of Hillsborough and long-term planning, next to water, traffic is the top constraint.

Ms. Hauth suggested thinking about signage on Churton Street to get drivers to go on Cates Creek Parkway instead of coming down to Waterstone Drive. I'm not a real estate agent, I can't tell you about the visibility. I'm just asking you to think it through.

Mr. Moore said I appreciate Ms. Hauth's thoughts. We clearly have an understanding of traffic. The hospital already has five access points on Waterstone Drive on the south side. The retail has zero.

Commissioner Weaver said this was not a no-brainer for me either and she shares the Mayor's concerns. We already have an issue with people coming up out of Cornwallis Hills. Just thinking

about the question of timing and patience. I'm looking at this list and appreciate this list about potential folks coming in here. But the big issue still is rooftops, so I'm wary that all this potential problem could be for a gas station and that's would not be a good tradeoff. The development team said retail would not necessarily be a gas station.

Mr. Moore said the traffic analysis determines it will be safe at full build-out. I don't want to build it right now, but I've got to be able to tell a potential retailer that we can get it. It could be a proclamation that says the board is supportive of a left-in. I think until we can say we have this, we're going to get shot down on retail over and over again.

Public Space Manager Stephanie Trueblood said what we're looking at on the screen is a possible concept depending on use. We don't know what it will look like. I don't have any problem conceptually with what we're calling a left-over. In some ways, it helps bring more of a human scale. I'm thinking of this from a pedestrian scale; we want people to be walking in this and sometimes those extra driveways can help slow drivers down. But if you don't know what's going to be built there, it's difficult to say this is the right way to build this. I'm worried that if you nod heads, we're married to the other driveways in these specific locations. It needs to work from a pedestrian and vehicular standpoint. Ms. Trueblood asked Mr. Hornik whether there is any way the town board can say we will consider this during a Special Use Permit (SUP) process. I would feel more comfortable when we know who we're dealing with and what we're dealing with, she said. For instance, she has concerns that the driveway across from Durham Tech doesn't line up. She's drawn it out different ways. Certainly we all want retail to come. There's nothing wrong with a left-over when applied correctly. Mr. Moore said that's what we do in general. The whole plan is a concept plan. Mr. Moore said the issue is on Waterstone Drive, there is no access for the retail. Mayor Stevens said is it fair to say the traffic is from the interstate or Churton Street and in terms of wetlands, topography, that's the right place for a left-in. Mr. Llewellyn asked if you aren't having a signal, why align across from Durham Tech. Ms. Trueblood answered for pedestrian purposes to create crosswalks.

Mr. Moore and Mr. Llewellyn reiterated that they need the left-in. Ms. Hauth suggested for the right buyers, the board will consider a plan that includes this left-in. If the drive into the site becomes a corner, think about the types of uses that go for that corner. Ms. Hauth suggested if the board wanted to be more clear, the board could say for the right type of tenant or uses, when we review the SUP, we'll consider this layout. Ms. Hauth said I can live with that. I thought they were looking for more specificity tonight.

Mr. Moore said he understands Ms. Trueblood's thoughts on College Park Road.

Commissioner Lloyd said we need a hotel and restaurant.

Mayor Stevens reviewed we want quality development and we do also have an interest in making this easy. He asked Mr. Hornik whether there is a way to say yes where we could say no at the SUP process.

Mr. Hornik suggested "board is willing to consider" rather than "board will allow."

Ms. Trueblood asked Mr. Hornik if the board said "will allow" and it was disaster, could we reverse it later. It's our road. If 15 years from now, it needs to be a right-in, right-out. Mr. Hornik said there are potential issues with that.

Commissioner Weaver asked if the hospital says they want one the other way, can the board say no. Mr. Hornik answered the board could say no. It is your road. Mr. Llewellyn said they're not going to ask for one because they have a full one at College Park. And as a traffic engineer, I wouldn't recommend doing that at that proximity, he added.

Commissioner Bell asked if full movement access is a cost thing. Mr. Moore said I'm asking for a hooded turn. If the hospital did come back and want a full, I think you could approve it and it could open up. I'm just asking for the hooded right now to have retail access on Waterstone Drive.

Mr. Hornik reiterated Ms. Hauth's concern about creating a corner and some things are not desirable on a corner.

Mayor Stevens took a straw poll of the board to see if all are willing to consider approving. Mr. Hornik said there's a difference between "will consider" and "will allow." Mr. Moore said I want the left hooded turn; I think it's very important. During the SUP process, you've got other ways to say no to a project. To get what we need in there, we need to be able to have it. Commissioner Weaver asked Ms. Hauth if we agree. Mr. Hornik said if you say "will allow," it's not tied to which tenant or which use.

Mr. Hornik suggested the board could say, "we will allow it but not for a convenience store or gas station." There are a bunch of residential purposes going in there. Do we want to say "allow only for commercial retail and not for residential"? Mayor Stevens said we already have an agreement that residential cannot proceed until retail is built. Commissioner Bell asked can we have a generic statement.

Mr. Moore said I need a left-hooded turn. We need access. We need assistance from the town. The number of pumps and hours of operations that can be the second bite of the apple. For a gas station or a convenience store, Stratford is not going to pay for a hooded left turn to put in a gas station. Honestly, midblock, to be able to have access, that's what you need. I'd love to have a hotel.

Mayor Stevens said we recognize the reality that you could even sell the property to another developer. Ms. Hauth said the letter that Mr. Vest sent with the list of retailers included convenience stores and fast food. It wasn't the restaurants, retail and grocer that we were looking for. There was no access, Mr. Moore said. I need the left-hooded turn. I know it's hard to say yes but we need to say yes. We're trying to figure out how to make this a worthy retail location.

Mr. Hornik suggested the board discuss what conditions to attach with "will allow." Commissioner Ferguson said "will allow with no convenience, gas station" Commissioner Ferguson said she wouldn't mind fast food near the hospital, but not there. Commissioner Lowen asked if the conditions would go on us allowing this. Mr. Hornik said create expectation and understanding, state what we're talking about now and it will be discussed during the SUP process.

Commissioner Lowen thinks a discussion of no gas station and no fast food is premature.

Commissioner Lloyd said I just didn't see a gas station or convenience store here. Commissioner Lowen said with the number of homes being built over there, why not a convenience store or a gas station. The fast foods that are near the I-85 interchanges that bring in considerable tax dollars are going to be gone, he added. Maybe they are looking to move further along.

Commissioner Bell asked what can we do to enhance the marketability of the property now? We have control of the SUP. So how can we move forward with allowing something or the promise of something? Mr. Hornik answered that the board can do that. You can say “will allow” and settle the uses during the SUP process.

Commissioner Lowen checked with the Stratford team that it would indeed make the property more marketable. They said yes.

Ms. Hauth said I wanted to let you have the conversation now instead of with an applicant when historically this board has had a hard time saying no when they’ve felt like the horse is out of the barn.

Mayor Stevens asked what’s the down side of allowing the left-in. Ms. Hauth said it’s a loss of access management along Waterstone Drive. They are saying they absolutely need this to get any type of retail along this property and that’s our priority.

9:17:31 PM Commissioner Lowen moved to approve as presented. Commissioner Ferguson seconded. The motion carried with a vote of 4-1. (nay Lloyd)

B. Space Needs Assessment Update

9:19:18 PM Ms. Della Valle referred to packets and reviewed with the board that the town had previously issued an RFQ for renovating the town barn, the buildings across the street and the town hall campus and received applicants but decided to defer until the town was more financially comfortable. Ms. Hauth and Ms. Trueblood explored lower cost options. The train station project is now fully committed and staff is recommending co-locating some departments at that facility because it would accommodate growth and provide a municipal presence there. That creates the benefit of freeing up town hall campus for meeting and training space (with some training space at the former dental office) and to accommodate growth within departments. Also, staff is recommending to decrease the scope of the RFQ to not include public safety facility. If the town were to release the RFQ this month, staff could bring quotes to the board in January. She has information on debt payments spread across three funds for renovations. Staff is asking the board to approve the updated plan.

Commissioner Lloyd asked for the total. The answer was \$1.2 million with debt financing across 10 years, assuming 4 percent.

Commissioner Lloyd asked whether it would require raising taxes. Mr. Peterson answered this plan takes into consideration how to use the dental space without demolishing a lot of walls. If finances are looking worse than projected, then we’ll have to stop. If finances are looking on track or better, then we move ahead. We wouldn’t have any major expense until FY18. It’s his job to figure out how to pay for it. That’s not the only expense. He believes we’ll have to invest more on our law enforcement. He wants to spend time thinking about streamlining so we don’t have to raise taxes. He thinks we need to do this for the facility or we will pay for it in the long run. I can’t promise there will not be a tax rate increase but it’s one of my top efforts to try to not raise taxes, Mr. Peterson answered.

Commissioner Lloyd expressed reservations about the updated plan.

Commissioner Ferguson said there was a promise that the substation in Fairview was supposed to be a community center. I want to make sure that we do not lose that aspect of that building

because the residents feel that it's getting smaller. The residents' memories have not faded, she said. Commissioner Ferguson said in terms of the train station, I was inspired by Boulder/Denver but I don't want to see municipal operations within it. I feel we would be losing opportunity on commercial. The third piece is she was really moved and inspired by the racial equity training regarding the built environment. The point is, I see some of the space planning and as we look across our overall planning, we are building in more racial inequity. I really want us to take the racial equity lens to our plans. Where can we make adjustments, what are our options? Mr. Peterson asked for information on how this impacts the building across the street or the train station. Commissioner Ferguson said one of the pieces talked about at the racial equity training was the power analysis, the "built environment." You know where minorities are living because that's where the government, the nonprofits, churches, bail bonds, liquor, shelters, discount beauty supply stores are located. We have been so conditioned to see that and think that's not the great side of town, we'll go elsewhere. As we talk about moving things around town, I want to make sure we are building in a positive way. I just don't want to split things out where we put the sexy pieces in the sexy neighborhood and the non-sexy in the non-sexy neighborhood. Commissioner Lloyd said good point about the railroad. That's the rich side of town.

Mayor Stevens said this board has expressed a lot of interest in equity. Commissioner Ferguson said take the racial equity training and that would address it. She recommends everyone on the board take it. Mayor Stevens summed up that the concerns/thoughts raised tonight by the updated plan are racial equity, commercial opportunities in the train station, and keeping the community center in the Fairview substation.

Commissioner Bell shared he has a list of concerns. He asked \$1.2 million in comparison to what? Ms. Hauth said the \$1.2 million has nothing to do with the train station. It's to renovate this building, the dental building, and the medical building. We were at \$4 million when we pulled the plug. The town barn was \$400,000 plus for just this building. Now we're saying we can do all for \$1.2 million. Ms. Trueblood added that this plan relieves the immediate shortages we have right now. Mayor Stevens and Ms. Trueblood both clarified that the State is building the train station.

Commissioner Bell said the plan you are presenting would change the scope of this building and the Singer building so that meeting space and offices would be at the train station instead of here. Ms. Hauth answered no, they'd be across the street at the medical building. Commissioner Bell said he had questions and concerns about spreading offices across two campuses. He hadn't thought about Commissioner Ferguson's perspectives but he gets the heart of what she's saying. Two campuses being here and at the train station.

Ms. Hauth said we've gotten so big that we can't do it. We looked at trying to accommodate people consolidating up here and we can't do it. There's not enough space up here to fit finance, engineering, planning, administration, human resources, public information, and meeting space. Ms. Trueblood said I think it's important to recognize that the train station site, if we are able to build it well, will have a mixed-use development. Government is an essential part of mixed-use development. Civic offices where people are coming and going throughout the day is an important part of mixed-use. It may take some retail or restaurant space away but it puts government into the space people are using, it's important for transparency. Transit, bus, train, hopefully park and ride, affordable housing, market rate housing, what you want is a good balance of that site. To have the planning department or a government department there as an anchor is a better layout than only marketing it for commercial. Right now, I think we're used to seeing the north side and south side in different perspectives. But I think my vision of the future is we'll have better integration and more varied housing types in all of our neighborhoods.

Ms. Hauth said there's nothing we're asking for tonight that locks us into the second step. No part of this guarantees that anyone moves to the train station.

Commissioner Weaver said it doesn't seem ideal to have two campuses but we're out of space and it's a make-it-work opportunity. We can work with it as we go along. I think I didn't quite understand phase 1 and a possible phase 2. She sees Commissioner Ferguson's point about the train station, but she's not envisioning a train station with only government offices in it. She added it's great that another board member is urging others to get racial equity training.

Commissioner Lowen said we're not doing anything with old furniture. Mr. Peterson said no. Commissioner Lowen asked how staff came to the \$1.2 million estimate. Ms. Hauth said we know what the cost for the addition was here, so we stripped it back to the basics and included the generator. We had a price for the demo of the dental office. Then we said how much per square foot is this, doubled it, and put it as square foot on the medical side and added contingency. Commissioner Lowen asked does it include the design of an architect.

There was agreement to direct the staff to move forward but no vote.

ADDED ITEM: Robert Dowling asking for endorsement of two local bonds

Commissioner Ferguson said there's an education bond on the ballot but there's also an affordable housing bond. The bond is necessary to make any kind of headway on affordable housing, particularly rental housing for very low incomes. Robert Dowling of Community Home Trust asked the town board to consider endorsing the two local bonds.

Mayor Stevens said I think we take it seriously when we endorse what another body is doing, so consider that.

Commissioner Lowen said it's a matter of personal choice and not because town of Hillsborough endorses it.

[9:56:31 PM](#) Commissioner Lowen moved to endorse both the bonds the county has put forward in the upcoming election. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

C. Hot Topics for the Oct. 24, 2016 Board of Commissioners' Work Session

Mayor Stevens acknowledged the balanced score card would be on the work session agenda. Commissioner Ferguson shared that the Chapel Hill/Carrboro economic briefing would take place on Thursday.

[9:57:52 PM](#) Commissioner Lowen moved to go into Closed Session. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

## 10. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the Town Attorney in order to preserve the attorney-client privilege (Colonial Inn)
- B. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property

## 11. ADJOURN

[10:33:40 PM](#) Commissioner Lowen motioned to adjourn. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,

Katherine M. Cathey  
Town Clerk

DRAFT

FY 2016-2017

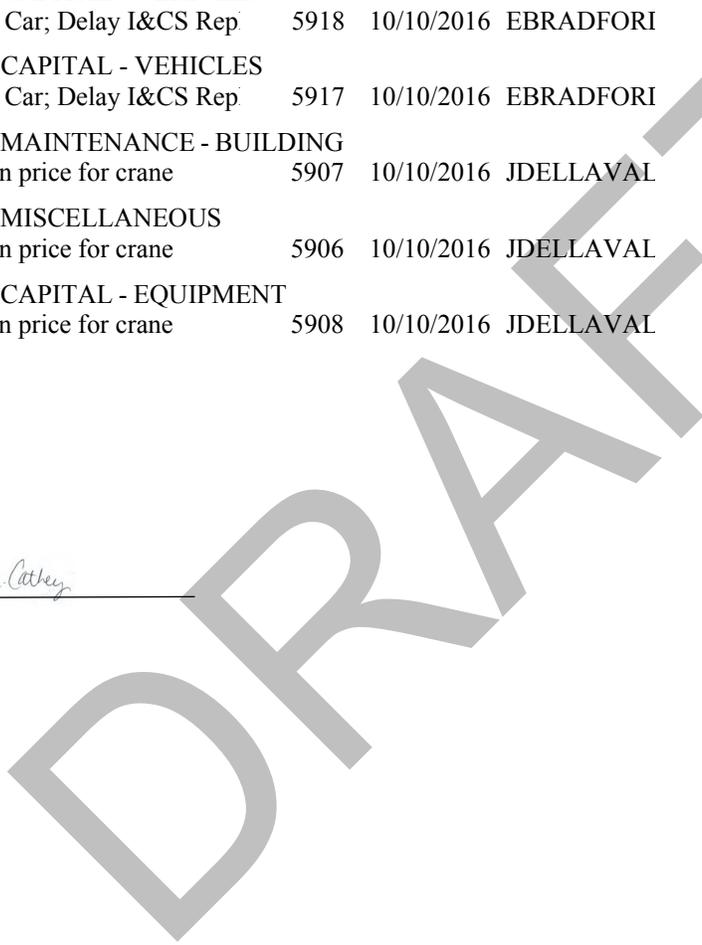
**TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT**

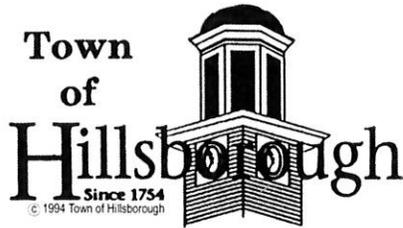
DATES: 10/10/2016 TO 10/10/2016

	<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>
Admin.	10-10-4200-5300-113 LICENSE FEES NeoGov SSO and On-Boarding	5910	10/10/2016	EBRADFORI	10,043.00	2,465.00	12,508.00
Admin.	10-10-4200-5300-458 DATA PROCESSING SERVICES NeoGov SSO and On-Boarding	5911	10/10/2016	EBRADFORI	5,206.00	3,500.00	8,706.00
Info. Services	10-10-6610-5700-743 CAPITAL - SOFTWARE NeoGov SSO and On-Boarding	5909	10/10/2016	EBRADFORI	20,000.00	-5,965.00	14,035.00
Police- Patrol	10-20-5110-5700-740 CAPITAL - VEHICLES Replace 2nd Patrol Car; Delay I&CS Rep	5918	10/10/2016	EBRADFORI	35,000.00	25,000.00	60,279.00
Police - I&CS	10-20-5120-5700-740 CAPITAL - VEHICLES Replace 2nd Patrol Car; Delay I&CS Rep	5917	10/10/2016	EBRADFORI	25,000.00	-25,000.00	0.00
Fleet Maintenance	10-30-5550-5300-150 MAINTENANCE - BUILDING To cover increase in price for crane	5907	10/10/2016	JDELLAVAL	6,210.00	-650.00	5,560.00
Fleet Maintenance	10-30-5550-5300-570 MISCELLANEOUS To cover increase in price for crane	5906	10/10/2016	JDELLAVAL	1,000.00	-650.00	350.00
Fleet Maintenance	10-30-5550-5700-741 CAPITAL - EQUIPMENT To cover increase in price for crane	5908	10/10/2016	JDELLAVAL	12,500.00	1,300.00	13,800.00
						0.00	

APPROVED: 5/0  
On: Oct. 10, 2016

VERIFIED: Katherine M. Cathey





## Arbor Day Proclamation

**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,

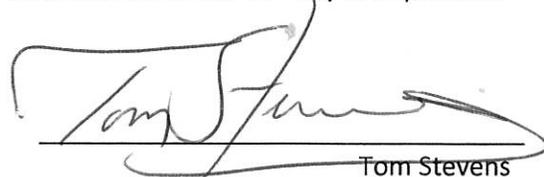
**Whereas**, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and,

**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, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Board of Commissioners of the Town of Hillsborough, North Carolina, that Friday, September 30, 2016, be recognized as “**Arbor Day**” and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. We encourage all citizens 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.

Duly proclaimed by the Hillsborough Town Board of Commissioners this 30<sup>th</sup> day of September 2016.



  
Tom Stevens  
Mayor



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners Monthly Work Session Minutes

7 p.m. Oct. 24, 2016

Town Barn, 101 E. Orange St.

**PRESENT:** Mayor Tom Stevens and Commissioners Mark Bell, Kathleen Ferguson, Evelyn Lloyd, Brian Lowen, and Jenn Weaver

**STAFF PRESENT:** Assistant Town Manager/Planning Director Margaret Hauth, Finance Director Heidi Lamay, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Public Works Director Ken Hines, Town Engineer/Utilities Director Kenny Keel, Safety & Risk Manager David Moore, Stormwater & Environmental Services Manager Terry Hackett, Fire Marshal Jerry Wagner, Assistant Utilities Director Will Baker, Budget Director Emily Bradford, Fleet Maintenance Supervisor David Wisely, Town Manager Eric Peterson, and Town Attorney Bob Hornik

**ABSENT:** None.

### 1. Open the Work Session

[7:00:24 PM](#) Mayor Stevens opened the work session.

### 2. Agenda changes & agenda approval

There were no changes. The agenda stood as presented.

### 3. Committee updates and reports

[7:00:53 PM](#) Commissioner Bell recapped the Chapel Hill/Orange County Visitors Bureau meeting in Hillsborough.

Commissioner Lowen reported that the parks and recreation board is continuing to update the sidewalk, pedestrian, bike path plan; that plan will come to the January public hearing.

Commissioner Weaver reported the Family Success Alliance met this past week. The group previewed the strategic plan and had a very mini racial equity training. A team from that group is attending a training in Texas right now.

Commissioner Lloyd said the fire department had deployed many groups to help flood victims. Mr. Peterson added they were going to go to Lumberton but got called off.

Mayor Stevens said let him know if there's something that should be on the agenda for the next meeting with the county commissioners. There are items that don't impact Hillsborough on the agenda.

Commissioner Ferguson said Triangle J is having a fall kickoff as they do every October. That group has been looking at common issues affecting all municipalities across the region and then prioritizing them. The focus is providing technical assistance. The Fairview Christmas party is coming up in early December. Around 30 homeowners attended the annual meeting for Community Home Trust recently.

Human Resources Director/Town Clerk Katherine Cathey reported she had received notice last week that the non-profit Orange County Living Wage now officially recognizes Hillsborough as being a certified employer.

4. Miscellaneous budget amendments and transfers

[7:09:45 PM](#) Commissioner Lowen moved to approve as presented. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

5. Request for Town Board Approval for use of Riverwalk by Hillsborough Police Department for a 5K to benefit Special Olympics

Mr. Peterson said Chief Hampton sends regrets he is ill and contagious. He sent additional information. This should be low impact and not require closing Riverwalk. Mayor Stevens recommended approval.

[7:11:01 PM](#) Commissioner Lowen moved approval. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

6. Board of Commissioners appointments to boards and committees

[7:11:26 PM](#) Mayor Stevens suggested telling groups interested in having town board members appointed to their boards to let the town clerk know. If a commissioner or the mayor is interested, he or she can let the town board know. The group should contact Mayor Stevens for more information rather than coming to the town board meeting to explain the happenings of the group.

7. Annual Balanced Scorecard Report

[7:14:55 PM](#) Mr. Peterson said in two weeks they kick off the next year of financial planning. Mr. Peterson encouraged the board to raise any concerns or ask any questions this evening.

Commissioner Weaver made a general comment that she is not totally comfortable with the word “customer” instead of “resident” because it sounds cold. Commissioner Ferguson doesn’t like it because it implies we give and they take but with citizenship comes responsibility. Commissioner Lloyd thinks “customer” applies to the water department but it seems appropriate to her. Commissioner Weaver said thinking of government as a business is accurate when it comes to aiming for efficiency but serving the public is sometimes very inefficient. Commissioner Bell said I’m in healthcare and the essence of what we’re doing is service. Mayor Stevens said the strategy map is about serving the community.

Mayor Stevens encouraged releasing the four-page summary report to the citizenry with a link to the full report.

Mayor Stevens also suggested it might be nice to put the report together following the strategy map with storylines instead of department by department. Mr. Peterson said staff may take a stab at it this year with the idea of improving upon it next year.

Commissioner Bell said he sees the need for additional training areas for the advisory boards, having been involved in them. For the Historic District Commission (HDC), he was sent every other year to training and found that valuable. He thinks the town is underperforming to make sure advisory board members and leaders have appropriate training. He’d like for the town to explore how to better serve boards. Commissioner Ferguson said that leads back to strategic appointments and a standard orientation and set expectations for advisory board members. Commissioner Bell was thinking perhaps the board might appoint a small task force to help review how appointments are made, consider training opportunities, and find out what is and isn’t working from the perspective of advisory board members. Commissioner Lloyd asked for Ms. Hauth before moving forward.

Mr. Peterson asked Ms. Hauth or Mr. Hines to jump in but staff can get together with him to brainstorm and frame it in a way that can be an agenda item to bring back to the board. Ms. Hauth said I think we would love to offer that training for our volunteers. We would probably have to generate the materials for the boards except for HDC. Most courses that she’s seen offered are aimed at staff. Also, Ms. Cathey and Ms. Ingersoll have been working on a basic orientation for our board members. Commissioner Bell was thinking it would have a financial effect. Commissioner Ferguson said other municipalities have put something together so it’s not a blank sheet of paper.

Under Administration, Commissioner Ferguson wondered about conducting some spot polls for insight into what people are thinking and to help support these measures. Mr. Peterson doesn't want to do anything statistically invalid. He is thinking of getting rid of the citizen survey. Commissioner Ferguson wants to be sure we are still getting a temperature check. She doesn't want to view that as a statistically significant survey. Mr. Peterson said it makes sense and if the board wants us to do it, just let us know.

Commissioner Ferguson asked about police turnover at 24 percent and asked if that is normal for the last 5 years? How does it compare with jurisdictions of our size? Mr. Peterson answered turnover for police is usually higher than other departments. Here, it's usually termination or retirements. Ms. Cathey answered it's higher than usual. It was 11.5 and 10.7 in the last couple of years.

Under Police, Mr. Peterson said during the recession, the town cut the department by 15 percent but showed that per capita we were still doing well with police coverage. We are now acknowledging Hillsborough is busy and we need to add to the staff to have the department we want to have. Commissioners offered praise for the community outreach that the officers have been doing. Commissioner Weaver said we don't want to throw money at something just to make the public feel good. I would rather us move down a little bit on the officers per population ratio if needed to give the officers we do have superior training.

Mr. Wagner answered questions under the fire marshal heading. He answered that he used to get into all fourth grade classes in the town limits and now has less time. He is doing well on training. Measures for inspection are hurting now. He'd like another position to help address the need for inspections. He also explained he spent a lot of time fighting movement in the legislature to take significant portions of the fire code and put it only in the building code.

Under Fleet Management, it was acknowledged that the fleet management software has really improved operations. Commissioner Ferguson asked if it makes sense to participate in the Triangle J clean energy programs. Mr. Wisely said he'd been to some meetings and checked into it and it doesn't seem to be a good use of his time to go. Currently, the town has 86 vehicles and 32 pieces of major equipment.

8. Other business

[8:58:21 PM](#) Commissioner Lowen moved to go into Closed Session. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

9. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property

10. Adjourn

[9:04:02 PM](#) Commissioner Bell moved to adjourn. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,

Katherine M. Cathey  
Town Clerk

FY 2016-2017

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 10/24/2016 TO 10/24/2016

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF - Revenue Account 0-00-3800-3800-350 MISCELLANEOUS Downtown Revitalization Grant	5927	10/24/2016	EBRADFORI	25,000.00	94,340.00	127,619.00
Public Space 10-10-6200-5300-156 MAINT./GOLD PARK Repair Dog Park Fence	5930	10/24/2016	EBRADFORI	11,700.00	2,000.00	14,700.00
Public Space 10-10-6200-5300-158 MAINT./RIVERWALK Footbridge & Greenway Repairs	5932	10/24/2016	EBRADFORI	5,000.00	7,500.00	12,500.00
Public Space 10-10-6200-5300-159 MAINT./DOWNTOWN Downtown Revitalization Grant	5928	10/24/2016	EBRADFORI	30,400.00	94,340.00	124,740.00
Repair Dog Park Fence	5929	10/24/2016	EBRADFORI	30,400.00	-2,000.00	122,740.00
Footbridge & Greenway Repairs	5931	10/24/2016	EBRADFORI	30,400.00	-7,500.00	115,240.00
Streets 10-30-5600-5700-740 CAPITAL - VEHICLES To cover actual cost of dump truck	5923	10/24/2016	EBRADFORI	110,000.00	623.00	110,623.00
Streets 10-30-5600-5700-741 CAPITAL - EQUIPMENT To Cover Asphalt Roller Overages	5933	10/24/2016	EBRADFORI	73,333.00	3,910.00	77,243.00
Solid Waste 10-30-5800-5700-740 CAPITAL - VEHICLES To Cover Asphalt Roller Overages	5934	10/24/2016	EBRADFORI	145,000.00	-3,910.00	141,090.00
GF - Revenue Account 0-70-3980-3980-001 DEBT ISSUANCE PROCEEDS To cover actual cost of dump truck	5924	10/24/2016	EBRADFORI	307,000.00	623.00	307,623.00
					<u>189,926.00</u>	

APPROVED: 5 - 0

On: October 24, 2016

VERIFIED:

*Katherine M. Cathey*

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Administration/Budget

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.B

*Consent  
Agenda*

*Regular  
Agenda*

*Closed  
Session*

### PRESENTER/INFORMATION CONTACT:

### ITEM TO BE CONSIDERED

Subject:

Miscellaneous budget amendments and transfers.

Attachment(s):

Description and explanation for budget amendments and transfers.

Brief Summary:

To adjust budgeted revenues and expenditures where needed due to changes that have occurred since budget adoption.

Action Requested:

Consider approving budget amendments and transfers.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

As indicated by each budget amendment.

Staff Recommendations/Comments:

To approve the attached list of budget amendments.

FY 2016-2017

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 11/14/2016 TO 11/14/2016

	<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>
Police - Admin	10-20-5100-5300-454 C.S./COPIER Outfit 2 Police Vehicles	5945	11/14/2016	EBRADFORI	7,000.00	-4,500.00	2,500.00
Police - Admin	10-20-5100-5300-459 C.S./SANCT.DIGITAL-S. SOFTWARE Southern Software License Fee Overage	5944	11/14/2016	EBRADFORI	2,000.00	910.00	2,910.00
Police - Admin	10-20-5100-5300-460 C.S./DRIVER SAFTEY TRAINING Southern Software License Fee Overage	5943	11/14/2016	EBRADFORI	3,500.00	-910.00	2,590.00
Police - Patrol	10-20-5110-5300-330 DEPARTMENTAL SUPPLIES Outfit 2 Police Vehicles	5947	11/14/2016	EBRADFORI	64,500.00	-7,500.00	57,000.00
Police - Patrol	10-20-5110-5700-740 CAPITAL - VEHICLES Outfit 2 Police Vehicles	5948	11/14/2016	EBRADFORI	35,000.00	17,000.00	77,279.00
Police - I&CS	10-20-5120-5300-730 DRUG ENFORCEMENT OPERATIONS Outfit 2 Police Vehicles	5946	11/14/2016	EBRADFORI	5,000.00	-5,000.00	0.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To Cover Temporary Labor Expense	5938	11/14/2016	EBRADFORI	30,000.00	-1,840.00	28,160.00
Streets	10-30-5600-5300-570 MISCELLANEOUS To Cover Temporary Labor Expense	5939	11/14/2016	EBRADFORI	3,500.00	1,840.00	11,802.00
Solid Waste	10-30-5800-5300-310 GASOLINE Funeral Service, Airfare & Rental Car	5940	11/14/2016	EBRADFORI	27,500.00	-4,845.00	22,655.00
Cemetery	10-40-6400-5300-330 DEPARTMENTAL SUPPLIES Move Cemetery Monument	5941	11/14/2016	EBRADFORI	1,500.00	-400.00	1,100.00
Cemetery	10-40-6400-5300-570 MISCELLANEOUS Funeral Service, Airfare & Rental Car	5834	11/14/2016	EBRADFORI	5,000.00	4,845.00	9,845.00
	Move Cemetery Monument	5942	11/14/2016	EBRADFORI	5,000.00	400.00	10,245.00
Water Distribution	30-80-8140-5700-740 CAPITAL/VEHICLES Dist/Coll Vehicle Replacement Overages	5950	11/14/2016	EBRADFORI	35,000.00	21,000.00	56,000.00
Wastewater Collection	30-80-8200-5700-740 CAPITAL/VEHICLES Dist/Coll Vehicle Replacement Overages	5951	11/14/2016	EBRADFORI	35,000.00	21,000.00	448,572.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY Dist/Coll Vehicle Replacement Overages	5949	11/14/2016	EBRADFORI	200,000.00	-42,000.00	136,550.00
						<u>0.00</u>	

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
 Department: Administration  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.C		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Katherine Cathey, Human Resources Director/Town Clerk

### ITEM TO BE CONSIDERED

Subject:  
2017 Board of Commissioners Meeting Schedule Amendment

Attachment(s):  
Revised 2017 Board of Commissioners Meeting Schedule

Brief Summary:  
The revised 2017 Board of Commissioners Meeting Schedule adds dates for the joint meeting with Orange County Board of Commissioners and the Assembly of Governments meeting, which were approved by the Orange County Board of Commissioners on October 18, 2016.

Action Requested:  
Approve the revised 2017 Board of Commissioners Meeting Schedule

### ISSUE OVERVIEW

Background Information & Issue Summary:  
n/a

Financial Impacts:  
none

Staff Recommendations/Comments:  
Approve the revised 2017 Board of Commissioners Meeting Schedule

## Hillsborough Board of Commissioners Meeting Schedule — 2017

All meetings start at 7 p.m. and are in the Town Barn, located at 101 E. Orange St. on the Town Hall Campus, unless otherwise noted. Times, dates and locations are subject to change.

Monday, Jan. 9	Regular meeting
Thursday, Jan. 19	Joint public hearing with Planning Board
Monday, Jan. 23	Work session
Monday, Feb. 13	Regular meeting
Thursday, Feb. 23	Joint meeting with Orange County Board of Commissioners Whitted Human Services Center, 300 W. Tryon St.
Monday, Feb. 27	Work session
Monday, March 13	Regular meeting
Monday, March 27	Work session
Monday, April 10	Regular meeting
Thursday, April 20	Joint public hearing with Planning Board
Monday, April 24	Work session
Monday, May 8	Regular meeting
Monday, May 22	Work session
Monday, June 12	Regular meeting
Monday, June 26	Work session
Thursday, July 20	Joint public hearing with Planning Board
Monday, Aug. 14	Regular meeting
Monday, Aug. 28	Work session
Monday, Sept. 11	Regular meeting
Monday, Sept. 25	Work session
Monday, Oct. 9	Regular meeting
Thursday, Oct. 19	Joint public hearing with Planning Board
Monday, Oct. 23	Work session
Monday, Nov. 13	Regular meeting
Thursday, Nov. 16	Assembly of Governments meeting Whitted Human Services Center, 300 W. Tryon St.
Monday, Nov. 27	Work session
Monday, Dec. 11	Regular meeting

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 16, 2016  
Department: Planning  
Public Hearing:  Yes  No  
Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.D		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Stephanie Trueblood, Public Space Manager & Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

Subject:

Adoption of Bee City resolution

Attachment(s):

Draft resolution, Bee City application

Brief Summary:

The Tree Board members recommended the town pursue the Bee City designation. The application was submitted and accepted. The final step is the adoption of the attached resolution by the elected board.

Action Requested:

Adopt resolution

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

**RESOLUTION NO. \_\_\_\_\_**  
**A RESOLUTION** of Town of Hillsborough Board of Commissioners  
designating Town of Hillsborough as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of three-quarters of the world's plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, due in part to the tremendous diversity of wild native bees, along with the honey bees that were brought to the United States from Europe in the 1700s, we have very diverse dietary choices rich in fruits, nuts, vegetables and even dairy products--one in every three bites of food we eat is courtesy of insect pollination; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local nurseries and growers; and

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season;
- Provides water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling;
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for wild pollinators
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators;
- Is comprised of mostly, if not all, native species of annual and perennial forbs, grasses, vines, shrubs, and trees in landscapes because many wild pollinators prefer or depend on the native plants with which they co-adapted;
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness; and,
- Provides for safe and humane removal of honey bees when required.

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions among community stewards, backyard beekeepers, farmers, children, educators, Master Gardeners, local businesses, faith-based organizations, and nature-related organizations; and

WHEREAS, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, Hillsborough chooses to support and encourage pollinator habitat creation and enhancement on both public and private land; and

WHEREAS, Hillsborough should be certified a *BEE CITY USA* community because:

- Hillsborough has installed and nurtured pollinator gardens in two city parks and hopes to expand the program to other parks and public spaces,
- Hillsborough has encouraged public awareness about the important role of pollinators through Hillsborough Tree Board outreach programs
- Hillsborough fosters partnership between groups concerned and dedicated to creating healthy habitat for pollinators such as Hillsborough Garden Club, the Master Gardeners program, and Hillsborough Tree Board

**NOW, THEREFORE**, Hillsborough resolves as follows:

1. The Hillsborough Planning Department is hereby designated as the BEE CITY USA sponsor.
2. The Public Space Manager of Hillsborough is designated as the BEE CITY USA liaison.
3. Facilitation of the Hillsborough BEE CITY USA program is assigned to the Hillsborough Tree Board.

4. The Tree Board is authorized to, and should:
- a. **Celebration:** Annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions that showcase Hillsborough’s commitment to enhancing pollinator health and habitat.
  - b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the Hillsborough website which includes, at minimum, a copy of this resolution, links to the national BEE CITY USA website, contact information for the local government’s BEE CITY USA liaison Public Space Manager contact information for the “Tree Board,” and reports of the pollinator-friendly activities the community has accomplished the previous year(s).
  - c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat, which can include, but is not limited to:
    - i. Identification and inventory of Hillsborough real property that can be enhanced with pollinator-friendly plantings.
    - ii. Creation of a recommended locally native species list to include forbs, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
    - iii. Creation of a least toxic pesticide management plan, and
    - iv. Dissemination of informational and educational materials to the public.
    - v. Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage.
  - d. **Plan Review:** Review any relevant existing or future plans and documents for pesticide management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
  - e. **Renewal:** After completing the first full year as a BEE CITY USA affiliate, each January, apply for renewal of Hillsborough’s BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year’s BEE CITY USA activities, and paying the renewal fee based on Hillsborough’s population.

ADOPTED by the Board of Commissioners of Hillsborough  
this \_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Tom Stevens

Attest:

\_\_\_\_\_  
Katherine Cathey  
Town Clerk



**APPLICATION**

Please email this completed application with draft resolution to [beecityusa@gmail.com](mailto:beecityusa@gmail.com) with "APPLICATION" in the subject line and mail a check for the application fee to:  
BEE CITY USA, 34 Courtland Avenue, Asheville, NC  
28801.

**A) APPLICANT INFORMATION**

**APPLICANT ENTITY:** Town of Hillsborough  
**POPULATION:** 6,381  
**APPLICATION FEE:** \$150.00

**APPLICANT** [person completing form and facilitating proposed BEE CITY USA program]

Name: Stephanie Trueblood  
Title: Public Space Manager  
Department: TOH Planning Dept.  
Address: PO Box 429  
City/State/Zip: Hillsborough, NC 27278  
Phone: (919) 732-1270 ext. 74  
Email: [stephanie.trueblood@hillsboroughnc.org](mailto:stephanie.trueblood@hillsboroughnc.org)

**SPONSORING DEPARTMENT:** Planning Department, Public Space Division

**CITY OR COUNTY LIAISON**

✓ *Check here if same as Applicant*

**MEDIA CONTACT FOR YOUR BEE CITY USA NEWS, IF NOT APPLICANT OR CITY/COUNTY LIAISON**

✓ *Check here if same as Applicant*

✓ *Check here if same as Liaison*

**MAYOR**

Name: Thomas Stevens  
Title: Mayor  
Email: [Tom.Stevens@hillsboroughnc.org](mailto:Tom.Stevens@hillsboroughnc.org)

**CHAIR OF COMMISSION**

Name: Andrea Lewis  
Title: Chair of Tree Board  
Email: [andrealewisandrea771@hotmail.com](mailto:andrealewisandrea771@hotmail.com)

**B) COMMITMENTS AND ACTIONS**

I/we, the undersigned, understand that the BEE CITY USA program consists of commitments outlined in the Bee City USA resolution, and that we are taking the indicated actions to support those commitments:

**1: Adopt BEE CITY USA resolution following template provided by BEE CITY USA.**

✓ Draft Resolution is attached.

✓ The Resolution is scheduled for approval on **TBD** (As soon the final draft is approved by Bee City USA we will schedule the Resolution for the next available Town Board meeting. We are aiming for October 10, 2016 if possible)

**2. Assign BEE CITY USA facilitation responsibilities to a new or existing committee managed by either the City and/or County or a non-profit organization, as outlined in BEE CITY USA resolution.**

Name of committee: Tree Board

Date committee was first convened: 1996

Meeting schedule: Third Wednesday of every month

List of committee members:

NAME	AFFILIATION	EMAIL ADDRESS
Andrea Lewis	Chair of Tree Board	andrealewisandrea771@hotmail.com
Frances Harris	Vice Chair of Tree Board	va.harris.fam@gmail.com
Bryan Stuart	Tree Board member	bryanlstuart@gmail.com
Dana Dannehower	Tree Board member	coppersundae@gmail.com
Liz Waters	Tree Board member	eejwaters@gmail.com
Greg Yavelak	Tree Board member	mollystar@peoplepc.com
George Campbell	Tree Board member	geo471@yahoo.com
Karen MacAulay	Ex Officio member	kmac104@yahoo.com

**C) SIGNATURES**

**APPLICANT:**

Signature: *Stephanie Trueblood*

Name: *Stephanie Trueblood*

Date: *9/20/2016*

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Police

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.E		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Chief Duane Hampton / Sara S. Stephens (Chamber Representative)

### ITEM TO BE CONSIDERED

Subject:

Request for Town Sponsorship of the Holiday Parade and Tree Lighting on Saturday, Dec. 3, 2016

Attachment(s):

- 1) Letter from the Hillsborough Chamber of Commerce
- 2) Special event Application for Parade
- 3) Special event Application for Tree Lighting.

Brief Summary:

The holiday parade is an annual recurring event, and this year's route and timing is essentially the same as it was last year. The parade will start at 4:45 p.m. to be followed by the Town tree lighting. As with previous years, we anticipate the traffic closure of Churton St. to last approximately an hour.

Action Requested:

Consider the request for sponsorship of the event and/or provide direction to staff.

### ISSUE OVERVIEW

Background Information & Issue Summary:

The annual holiday parade typically takes about 1.5 to 2 hours from the line-up of participants until completion. We will be completely closing Churton St. from Corbin St. to Margaret Ln. for approximately 45 minutes to an hour during that time for the actual parade. This year's parade route will start at Corbin St. and travel south to Margaret Ln., then east on Margaret Ln. to Cameron St. where participants will disperse.

The timing for the parade will be the same as last year, with a start time of approximately 4:45 PM so that the parade is better connected with evening events going on downtown, such as the tree lighting, so more people can take advantage of these events. The Chamber is bringing in portable lighting to help with the darker stretches of Churton St.

**Financial Impacts:**

In order to close Churton St. as requested we will need to bring a number of off-duty personnel in to block intersections and ensure the participants are safe. We will need at least 6 officers at intersections along the parade route to keep vehicles from entering, and then an additional officer at the intersections before and after to divert traffic. Additional personnel may have to be brought in early in the day to try to address on-street parking. Most of the needed personnel will have to be brought in on their day off to cover the event because on-duty personnel are subject to having to respond to calls for service and may have to leave the event location.

**Staff Recommendations/Comments:**

While doing the parade at night still generates some concerns about overall safety, the event last year encountered no problems. The Police department will again request that the Chamber provide volunteers to help block of parking spaces on Churton St. during the day to clear the path for the parade.

We are still waiting to get DOT approval to close Churton St., but do not anticipate it being an issue.



November 7, 2015

Town of Hillsborough  
PO Box 429  
Hillsborough, NC 27278  
Attn: Mayor Tom Stevens

Dear Mayor Stevens:

For a number of years, the Hillsborough/Orange County Chamber of Commerce has hosted the Hillsborough Holiday Parade/Tree Lighting Ceremony and Holiday Home Tour with the assistance of the many players, chief among them the Town of Hillsborough and its employees and the Town of Hillsborough Police Department. The Chamber is very appreciative of the generosity shown toward these events in the past.

The Chamber respectfully requests the at the Town of Hillsborough act as a sponsor of the 2016 Holiday Parade, in accordance with the Town's Special Events Ordinance.

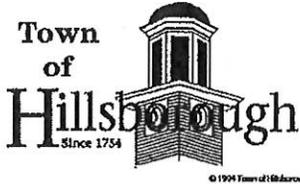
The Hillsborough Holiday Parade and Town Tree Lighting are scheduled for Saturday, December 3, 2016 from 4:45- 7:30pm. The Holiday Home Tour is scheduled for Saturday, December 10 from 1pm until 7pm, but should not require the services of the town staff.

Again, thank you for your support of these events in the past and we look forward to a successful Holiday Parade and Holiday Home Tour in 2016. If you have any questions, please do not hesitate to call me or drop by the office. Thank you.

Sincerely,

Sara S. Stephens  
Chief Executive Officer

Cc: Kim Tesoro, Holiday Home Tour Chair  
Duane Hampton, Town of Hillsborough Police Department



## Special Event Permit Application

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: Hillsborough Holiday Parade  
Requested Event Location: Churton Street - Hillsborough  
Date of event: 12/3/2016 Time period (including setup and break down): 12-7 pm

### SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: Hillsborough/OC Chamber of Commerce  
Organization Status:  Formal  Informal  For-profit  Not-for-profit

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: Sara Stephens  
Mailing address: 121 N. Churton St. Suite 1C Hillsborough 27278  
Phone: 919.732.8156 Fax: N/A Email: info@hillsboroughchamber.com

### On-Site Contact(s) During Event

Name: Jonna Hunt Phone: 919.971.4103  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT INFORMATION

#### Type of Event:

- Private Event on Private Property  Public Event on Public Property  
 Private Event on Public Property  Parade or Other Street Event  
 Public Event on Private Property

#### General Event Description (Narrative):

Parade will begin @ the intersection of Corbin & Churton streets, proceed south on Churton street, turn left onto E. Margaret Lane & end @ ~~the~~ Cameron Street. It is anticipated that the parade will require closure of Churton St. for approximately 1 hour.

Anticipated total number of people attending: 4000

Estimated peak-period attendance: 4000

Estimated capacity of event location (number of persons): infinite

Will admission or participation fees be charged as part of the event?

YES  NO

Will anything be sold as part of the event?

YES  NO

(food trucks)

Will you be soliciting donations as part of the event?

YES  NO

If yes, for what cause or organization? \_\_\_\_\_

If different from event sponsor, provide contact and tax status information: \_\_\_\_\_

Will you bring additional equipment?

YES  NO

lights & generators

Will you need electricity?

YES  NO

Will any items be left at the event site overnight?

YES  NO

Will signs or banners be displayed on site?

YES  NO

Will tents be erected?

YES  NO

Will you provide additional (portable) restroom facilities?

YES  NO

Will you provide additional trash and recycling facilities?

YES  NO

Will you request that the Town provide any specific services in conjunction with this event?

YES  NO

Will the event require any street closures or change in traffic flows?

YES  NO

**With this application, you must attach a map of the area where the event is to take place and indicate the following:**

- Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected
- Pedestrian access and flow
- The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: State Farm

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this reservation permit.

Sara Stephens  
Applicant Signature

Nov. 7, 2014  
Date

**SUBMITTAL DIRECTIONS:**

Please submit to:

Hillsborough Planning Department  
P.O. Box 429  
101 E. Orange Street  
Hillsborough, NC 27278  
Fax: 919-644-2390

---

**FOR OFFICE USE ONLY:**

Application received by \_\_\_\_\_

Date and time \_\_\_\_\_

Fee Collected: \$ \_\_\_\_\_

**Reservation Permit Status**

Approved

Approved with conditions \_\_\_\_\_

Denied \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Planning Director / Police Chief

Forwarded to other for review/information:

Fire Marshal

Fire Dept

Public Works

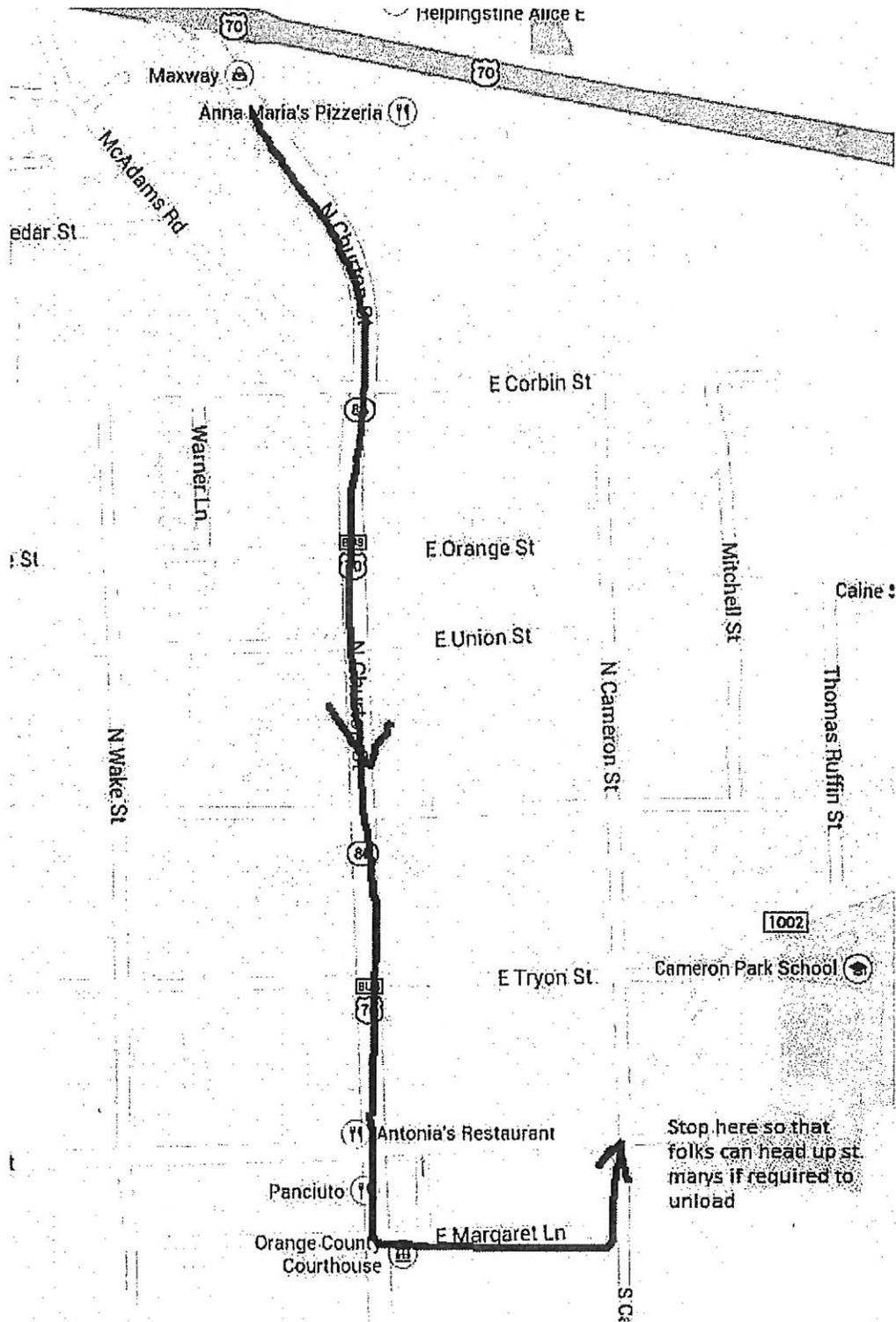
Other

**REVISED PARADE MAP – YOU MUST COMPLETE THE ENTIRE ROUTE**

Turn left on Margaret and the left again on N Cameron St.

Unload in front of the school board.

You're encouraged to head to the old courthouse for food trucks and the lighting of the town tree.





# Special Event Permit Application

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: ~~Parade~~ Christmas Tree Lighting  
Requested Event Location: Court Street  
Date of event: 12/3/2016 Time period (including setup and break down): 3-7pm

### SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: Hillsborough Chamber of Commerce  
Organization Status:  Formal  Informal  For-profit  Not-for-profit

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: Sara Stephens  
Mailing address: 121 N. Churton Street Hillsborough 27278  
Phone: 919.732.8156 Fax: N/A Email: info@hillsboroughchamber.com

On-Site Contact(s) During Event  
Name: Jonna Hunt Phone: 919.971.4103  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT INFORMATION

Type of Event:  
 Private Event on Private Property  Public Event on Public Property  
 Private Event on Public Property  Parade or Other Street Event  
 Public Event on Private Property

General Event Description (Narrative): Food Trucks serving food during festivities

- 1) Baguette about it - 26' x 8'
- 2) Thai Box Zing - 7' (10' w/awning up) x 20'
- 3) Cockadoodle Moo Truck - 36' x 20'
- 4) Dusty Donuts - 10' x 36'
- 5) Flirting w/ Fire-wood fired Pizza - 28' x
- 6) Will & Pops - 8' x 16'
- 7) KupKake Fairy - 10' x 10'

Anticipated total number of people attending: 4,000  
 Estimated peak-period attendance: 5-6:30 pm  
 Estimated capacity of event location (number of persons): \_\_\_\_\_

Will admission or participation fees be charged as part of the event?  YES  NO  
 Will anything be sold as part of the event?  YES  NO *Food*  
 Will you be soliciting donations as part of the event?  YES  NO

If yes, for what cause or organization? \_\_\_\_\_

If different from event sponsor, provide contact and tax status information: \_\_\_\_\_

Will you bring additional equipment?  YES  NO *generators*  
 Will you need electricity?  YES  NO  
 Will any items be left at the event site overnight?  YES  NO *construction lights*  
 Will signs or banners be displayed on site?  YES  NO  
 Will tents be erected?  YES  NO  
 Will you provide additional (portable) restroom facilities?  YES  NO  
 Will you provide additional trash and recycling facilities?  YES  NO  
 Will you request that the Town provide any specific services in conjunction with this event?  YES  NO *trash/recycling*  
 Will the event require any street closures or change in traffic flows?  YES  NO

**With this application, you must attach a map of the area where the event is to take place and indicate the following:**

- Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected
- Pedestrian access and flow
- The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: State Farm

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

\_\_\_\_\_  
 Name of Property Owner Phone

\_\_\_\_\_  
 Signature of Property Owner Date

**AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this reservation permit.

Sara Stephens  
Applicant Signature

11/7/2016  
Date

**SUBMITTAL DIRECTIONS:**

Please submit to:

Hillsborough Planning Department  
P.O. Box 429  
101 E. Orange Street  
Hillsborough, NC 27278  
Fax: 919-644-2390

---

**FOR OFFICE USE ONLY:**

Application received by \_\_\_\_\_

Date and time \_\_\_\_\_

Fee Collected: \$ \_\_\_\_\_

**Reservation Permit Status**

Approved

Approved with conditions \_\_\_\_\_

Denied \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Planning Director / Police Chief

Forwarded to other for review/information:

Fire Marshal  
Fire Dept  
Public Works  
Other

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Police

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.F		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Chief Duane Hampton

### ITEM TO BE CONSIDERED

Subject:

Request for Town Sponsorship of MLK Jr. Commemorative March on Jan. 16, 2017

Attachment(s):

Special Event Permit Application

Brief Summary:

The MLK Jr. Commemorative March is being held on Jan. 16, 2017 at 9 a.m. The event will require the closing of Churton St. for the duration of the event (approximately 45 minutes). As with similar events, there will be overtime costs associated with the event, and Town sponsorship is required in order for the Town to absorb those costs.

Action Requested:

Consider the request for sponsorship of the event and/or provide direction to staff

### ISSUE OVERVIEW

Background Information & Issue Summary:

The MLK Jr. Commemorative March is an annual event that runs from the old courthouse, north on Churton St. to Dickerson Chapel where they stop briefly before continuing north to Union St. Typically the March takes 30-45 minutes to complete.

Financial Impacts:

In order to close Churton St. as requested, we will need to bring a number of off-duty personnel in to block intersections and ensure the marchers are safe. We will need at least four officers at intersections along the march route to keep vehicles from entering, and then an additional officer at the intersections before and after to divert traffic. Last year, the total overtime costs were approximately \$360. We would anticipate the costs being similar. Additionally, closing that street at 9 a.m. on a Monday morning, even though it is a holiday, represents more traffic issues than we typically encounter during a weekend closing.

Staff Recommendations/Comments:

We will have to seek DOT approval to close the street as well, but we expect that to not be an issue so long as we have adequate staff to manage the closure. The special event permit estimates 250 participants, but in the previous years we estimate the count has been closer to 100-150.

644-2390

Shannon Campbell



### Special Event Permit Application

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: Northern Orange 2017 MLK March  
Requested Event Location: Church St + partial W Union St.  
Date of event: 01-16-2017 Time period (including setup and break down): 9:00-10:15 am

#### SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: Northern Orange MLK Committee

Organization Status:  Formal  Informal  For-profit  Not-for-profit

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: Anna Kenion

Mailing address: 1105 Elijah Poole Dr Cedar Grove NC 27231

Phone: 919-619-7340 Fax: \_\_\_\_\_ Email: aKenion71@gmail.com

#### On-Site Contact(s) During Event

Name: Deborah Brooks

Phone: 919-880-5982

Name: Anna Kenion

Phone: 919-619-7340

#### EVENT INFORMATION

Type of Event:

- Private Event on Private Property
- Private Event on Public Property
- Public Event on Private Property
- Public Event on Public Property
- Parade or Other Street Event

General Event Description (Narrative):

MLK march will start at Old Court House @  
corner of Church & E. Margaret Streets, the march will  
continue down Church St to a prayer stop at  
Dickerson Chapel Church, then <sup>proceed</sup> march to Mt. Bright  
Baptist Church on 211 W. Union St. Hillsborough, NC.

Anticipated total number of people attending: 250

Estimated peak-period attendance: \_\_\_\_\_

Estimated capacity of event location (number of persons): 200

Will admission or participation fees be charged as part of the event?  YES  NO  
 Will anything be sold as part of the event?  YES  NO  
 Will you be soliciting donations as part of the event?  YES  NO

If yes, for what cause or organization? \_\_\_\_\_

If different from event sponsor, provide contact and tax status information: \_\_\_\_\_

Will you bring additional equipment?  YES  NO  
 Will you need electricity?  YES  NO  
 Will any items be left at the event site overnight?  YES  NO  
 Will signs or banners be displayed on site?  YES  NO  
 Will tents be erected?  YES  NO  
 Will you provide additional (portable) restroom facilities?  YES  NO  
 Will you provide additional trash and recycling facilities?  YES  NO  
 Will you request that the Town provide any specific services in conjunction with this event?  YES  NO  
 Will the event require any street closures or change in traffic flows?  YES  NO

**With this application, you must attach a map of the area where the event is to take place and indicate the following:**

- Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected
- Pedestrian access and flow
- The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: \_\_\_\_\_

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this reservation permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMITTAL DIRECTIONS:**

Please submit to:  
Hillsborough Planning Department  
P.O. Box 429  
101 E. Orange Street  
Hillsborough, NC 27278  
Fax: 919-644-2390

**FOR OFFICE USE ONLY:**

Application received by \_\_\_\_\_  
Date and time \_\_\_\_\_  
Fee Collected: \$ \_\_\_\_\_

**Reservation Permit Status**

Approved \_\_\_\_\_  
Approved with conditions \_\_\_\_\_  
Denied \_\_\_\_\_

By: \_\_\_\_\_  
Planning Director / Police Chief

Date: \_\_\_\_\_

**Forwarded to other for review/information:**

- Fire Marshal
- Fire Dept
- Public Works
- Other



2017 Northern Orange MLK Jr's  
Commemorative March Committee

October 19, 2016

Dear Mayor Tom Stevens, Hillsborough Town Board Members, and Chief Hampton,

On behalf of the 2017 Martin Luther King Jr's Commemorative March Committee, I am requesting Town Sponsorship for our annual MLK Jr's March on January 16, 2017 from 9:00 am- to 10:00 am. We are also requesting to close both traffic lanes on Churton and West Union Streets. Our MLK Jr's March will begin at the Old Court House and end at Mt Bright Baptist Church (211 Union St. Hillsborough, NC).

We are expecting more participants this year. Therefore, we want to keep everyone safe by requesting the closure of both traffic lanes during the march.

If you have any questions or concerns, contact me at 919-619-7340 or akcnion71@gmail.com or Deborah Brooks, 2017 MLK Chairperson at 919-732-8302.

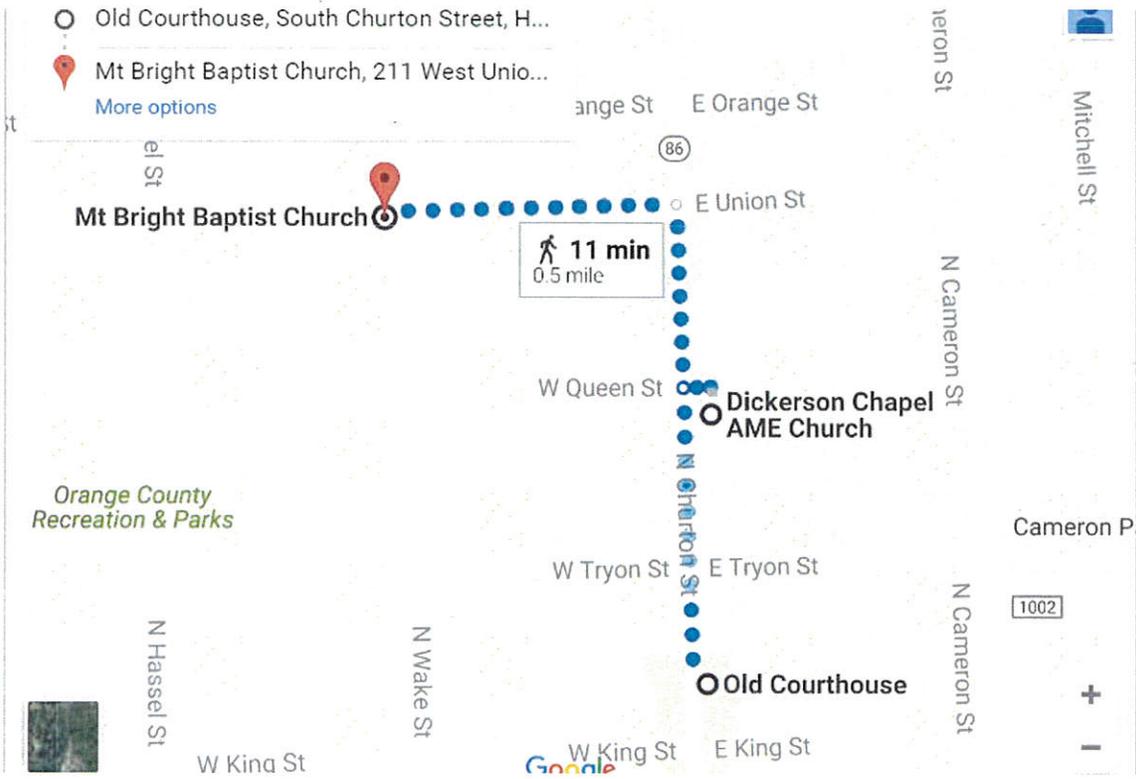
I hope you will participate in our 2017 MLK Jr's Commemorative Events.

Thanks for support, dedication, and consideration!

Respectfully Submitted,

Anna Kenion

MLK Jr's Commemorative March Publicity



# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Engineering

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.G		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Kenny Keel, PE, Town Engineer/Utilities Director

### ITEM TO BE CONSIDERED

Subject:

Ordinance to revise Town Code Sewer Use Ordinance regarding toilet wipes

Attachment(s):

Proposed ordinance for revisions to the Prohibited Discharge Standards, Town Code Chapter 15 Section 9.

Brief Summary:

With the widespread use of disposable wipes entering our sewer system from homes and businesses, it is necessary to prohibit users of the system from flushing said wipes, as well as other prohibited materials not previously mentioned in the Code. These materials continue to cause damage to our pump stations by burning up pumps and clogging filters.

Action Requested:

Approve the Ordinance for Additions to General Sewer Use Requirements, Prohibited Discharge Standards.

### ISSUE OVERVIEW

Background Information & Issue Summary:

We have a Sewer Use Ordinance (Section 15-9 Prohibited Discharge Standards), with the purpose of protecting the system from prohibited items. There have been many instances of wipes and other materials being flushed into our sewer system, creating damages to our pump stations and creating clogs with potential for spills in the future. Many other local towns and cities have found the need to revise their ordinances with the increased use of these materials.

Financial Impacts:

Possible notification costs, i.e. newspaper public notice to customers. However, long term operation and maintenance costs for the Town will be greatly reduced with the absence of prohibited materials in the sewer system.

Staff Recommendations/Comments:

Approve the Ordinance for Additions to General Sewer Use Requirements, Prohibited Discharge Standards.

**AN ORDINANCE AMENDING CHAPTER 15, SECTION 9, PROHIBITED DISCHARGE STANDARDS**

**THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:**

Section 1. Chapter 15, Section 9, PROHIBITED DISCHARGE STANDARDS is hereby amended as follows:

Addition of items (b) 24-40 (additions are noted in *bold italics*):

- (a) *General prohibitions.* No user shall contribute or cause to be contributed into the POTW, directly or indirectly, any pollutant or wastewater which causes interference or pass through. These general prohibitions apply to all users of a POTW whether or not the user is a significant industrial user or subject to any national, state, or local pretreatment standards or requirements.
- (b) *Specific prohibitions.* No user shall contribute or cause to be contributed into the POTW the following pollutants, substances, or wastewater:
  - (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius) using the test methods specified in 40 CFR 261.21.
  - (2) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference, but in no case, solids greater than one-half inch in any dimension.
  - (3) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
  - (4) Any wastewater having a pH less than 5.0 or more than 9.0 or wastewater having any other corrosive property capable of causing damage to the POTW or equipment.
  - (5) Any wastewater containing pollutants, including oxygen-demanding pollutants, (BOD, etc.) in sufficient quantity, (flow or concentration) either singly or by interaction with other pollutants, to cause interference with the POTW.
  - (6) Any wastewater having a temperature greater than 150 degrees Fahrenheit (60 degrees Celsius), or which will inhibit biological activity in the POTW treatment plant resulting in Interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees Fahrenheit (40 degrees Celsius).
  - (7) Any pollutants which result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause acute worker health and/or safety problems.
  - (8) Any trucked or hauled pollutants, except at discharge points designated by the POTW director in accordance with [section 15-17](#) of this chapter.
  - (9) Any noxious or malodorous liquids, gases, or solids or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.
  - (10) Any substance which may cause the POTW's effluent or any other product of the POTW such as residues, sludge, or scum, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case shall a substance discharged to the POTW cause the POTW to be in noncompliance with sludge use or disposal regulations or permits issued under section 405 of the Act;

the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or state criteria applicable to the sludge management method being used.

- (11) Any wastewater which imparts color which cannot be removed by the treatment process, including, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts sufficient color to the treatment plant's effluent to render the waters injurious to public health or secondary recreation or to aquatic life and wildlife or to adversely affect the palatability of fish or aesthetic quality or impair the receiving waters for any designated uses.
- (12) Any wastewater containing any radioactive wastes or isotopes except as specifically approved by the POTW director in compliance with applicable State or Federal regulations.
- (13) Stormwater, surface water, groundwater, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water and unpolluted industrial wastewater, unless specifically authorized by the POTW director.
- (14) Fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/l.
- (15) Any sludge, screenings or other residues from the pretreatment or industrial wastes.
- (16) Any medical wastes, except as specifically authorized by the POTW director in a wastewater discharge permit.
- (17) Any material containing ammonia, ammonia salts, or other chelating agents which will produce metallic complexes that interfere with the municipal wastewater system.
- (18) Any material that would be identified as hazardous waste according to 40 CFR 261 if not disposed of in a sewer except as may be specifically authorized by the POTW director.
- (19) Any wastewater causing the treatment plant effluent to violate State Water Quality Standards for toxic substances as described in 15A NCAC 02B.0200.
- (20) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test.
- (21) Recognizable portions of human or animal anatomy.
- (22) Any wastes containing detergents, surface active agents or other substances which may cause excessive foaming in the municipal wastewater system.
- (23) At no time, shall two successive readings on an explosion hazard meter, at the point of discharge into the system, or at any point in the system, be more than five percent nor any single reading over ten percent of the lower explosive limit (LEL) of the meter.
- “(24) Any type of paper product, other than toilet paper.*
- (24) Any type of cloth, including diapers and wash cloths.*
- (26) Any type of disposable diaper or baby wipes.*
- (27) Any type of disposable cleaning products, including wipes, dusters, and mops.*

- (28) Any type of tobacco product, including cigarettes, cigars, chewing tobacco, and snuff.*
- (29) Any type of condom.*
- (30) Any type of personal hygiene product, including tampons, sanitary napkins, wipes, and towelettes.*
- (31) Wood, debris, or wood product, including trees, limbs, roots, leaves, yard waste, grass clippings, or lumber.*
- (32) Construction material, debris, or tools, including rocks, gravel, cement, concrete, masonry bricks or block, shovels, and hand tools.*
- (33) Adhesives, glue, dye, or stones used in the manufacture of products.*
- (34) Product containers, including boxes, bottles, cans, or buckets.*
- (35) Appliances or parts of appliances.*
- (36) Vehicles or parts of vehicles.*
- (37) Rope, string, twine, thread, or similar materials.*
- (38) Material made of fabric, including carpet, blankets, sheets, sleeping bags.*
- (39) Trash bags, whether paper or plastic.*
- (40) All other solids or liquids, other than wastes from the human body, that may accumulate in sewer pipes and cause or contribute to blockages.”*

Section 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this the 14th day of November, 2016.

Ayes: \_\_\_\_\_  
 Noes: \_\_\_\_\_  
 Absent or Excused \_\_\_\_\_

\_\_\_\_\_  
 Katherine Cathey  
 Town Clerk

SEAL

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
Department: Finance  
Public Hearing:  Yes  No  
Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.H		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Heidi Lamay, Finance Director

### ITEM TO BE CONSIDERED

**Subject:**

Approve BB&T as the Lender for Installment Purchase Financing of a Knuckle Boom Truck, Dump Truck and an Asphalt Roller

**Attachment(s):**

- 1) Amortization schedule on \$317,000 at an indicative rate of 1.57%
- 2) Resolution accepting the proposed financing agreement with BB&T

**Brief Summary:**

On Oct. 10, 2016, the Town Board has approved the purchase of a knuckle-boom, dump truck and an asphalt roller for the Public Works department. Installment purchase financing proposals were requested and BB&T had the lowest rate. Interest is fixed at an indicative rate of 1.57% for 5 years. Payments would be made twice a year, estimated at \$33,178.62 or \$66,357.24 annually.

**Action Requested:**

Approve the resolution as presented.

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

Please see information above and attachments

**Financial Impacts:**

The interest expense on \$317,000 over 5 years at an indicative rate of 1.57% is \$14,786.20. The total repayment of principal and interest is \$331,786.20.

**Staff Recommendations/Comments:**

Approve resolution accepting the financing proposal with BB&T.

Hillsborough						
Compound Period:		Semiannual				
Nominal Annual Rate:		1.570%				
CASH FLOW DATA						
	Event	Date	Amount	Number	Period	End Date
	1 Loan	10/27/2016	317,000.00	1		
	2 Payment	7/1/2017	33,178.62	10	Semiannual	1/1/2022
AMORTIZATION SCHEDULE - Normal Amortization						
	Date	Payment	Interest	Principal	Balance	
Loan	10/27/2016				317,000.00	
2017 Totals		0.00	0.00	0.00		
	1 7/1/2017	33,178.62	3,395.45	29,783.17	287,216.83	
	2 1/1/2018	33,178.62	2,254.65	30,923.97	256,292.86	
2018 Totals		66,357.24	5,650.10	60,707.14		
	3 7/1/2018	33,178.62	2,011.90	31,166.72	225,126.14	
	4 1/1/2019	33,178.62	1,767.24	31,411.38	193,714.76	
2019 Totals		66,357.24	3,779.14	62,578.10		
	5 7/1/2019	33,178.62	1,520.66	31,657.96	162,056.80	
	6 1/1/2020	33,178.62	1,272.15	31,906.47	130,150.33	
2020 Totals		66,357.24	2,792.81	63,564.43		
	7 7/1/2020	33,178.62	1,021.68	32,156.94	97,993.39	
	8 1/1/2021	33,178.62	769.25	32,409.37	65,584.02	
2021 Totals		66,357.24	1,790.93	64,566.31		
	9 7/1/2021	33,178.62	514.83	32,663.79	32,920.23	
	10 1/1/2022	33,178.62	258.39	32,920.23	0.00	
2022 Totals		66,357.24	773.22	65,584.02		
Grand Totals		331,786.20	14,786.20	317,000.00		

**Resolution Approving Financing Terms**

**WHEREAS:** The Town of Hillsborough (the "Town") has previously determined to undertake a project for the financing of vehicles and equipment, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated October 27, 2016. The amount financed shall not exceed \$317,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.57%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By: \_\_\_\_\_  
(Clerk)

By: \_\_\_\_\_  
(Mayor)

SEAL

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form



Meeting Date: November 14, 2016

Department: Finance

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.1		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Heidi Lamay, Finance Director

### ITEM TO BE CONSIDERED

Adopt changes to the Town Code for new Fathom billing and collection process and security deposit process, and approve related ordinances.

Attachment(s): N/A

1. Amended language for the Town Code
2. Changes to ordinance

Brief Summary:

Action Requested:

Approve the proposed changes to the Town Code and adopt the ordinances attached, changing the language in the Town Code regarding security deposits and bills.

### ISSUE OVERVIEW

Background Information & Issue Summary:

With our transition to Fathom, we have streamlined out security deposit and billing processes and we need to update the Town Code to reflect these changes. The Board approve the changes and adopt the ordinances before the code can be changed.

Financial Impacts:

None

Staff Recommendations/Comments:

Adopt the ordinances attached changing the language in the Town Code as requested by staff.

Chapter 14 - UTILITIES

Sec. 14-8. - Deposit.

- (a) The purpose of a deposit is to provide security (money set aside) for the payment of water/sewer charges in the event a customer fails to pay. Every applicant requesting water/sewer service shall make a cash deposit with the Town, ~~service shall be refused until this deposit has been paid (refer to the Town's current year budget ordinance for deposit requirements).~~

The Town retains the right, upon 30 days of written notice, to require a customer to increase the deposit to a maximum of two times the customer's six-month bill average. A surety bond, naming the Town of Hillsborough as beneficiary, is acceptable in place of a cash security deposit when the deposit required exceeds \$1,000.00.

- (b) Initial deposits shall be made with the service applications. Additional deposits, if required pursuant to subsection (a) of this section, shall be made within 30 days after receipt by the customer of the written notice specified in subsection (a) of this section.
- (c) A separate deposit shall be made on each meter installed.
- (d) No interest shall be paid on the deposit.
- (e) Upon termination of service, the deposit shall either be applied to any outstanding bill or refunded to the customer, as provided in sections 14-31 and 14-32.
- (b) Subject to section 14-33 the minimum service charge per meter shall apply whether all residential units are occupied or unoccupied.
- (c) Charges for service commence when the meter is installed and connection made, regardless of whether service is actually used at that time.
- (d) The minimum service charge for each month shall be applicable irrespective of whether a customer has been connected for the entire month or only a portion of a month.

**Deleted:** based on a credit check and/or previous usage history.

**Deleted:** ). Applicants who are required to pay deposits greater than the minimum amount shall have the right to request a new credit check for the purpose of reducing their deposit requirements after 12 months of timely payments. This may be done repeatedly until the customer achieves the lowest risk level possible. An administration fee will be charged for each credit recheck (refer to the town's current year budget ordinance for the amount); if the customer qualifies for a lower deposit, a credit for the difference will be applied to the customer's account. Timely payment is the payment of the utility account by the 25th day of each month.

Sec. 14-13. - Bills.

- (a) Bills shall be mailed not later than the first of each month and become delinquent if not paid by the close of business hours on the 25th of each month. A late penalty charge of 15 percent will be assessed on the ~~26th~~ to all delinquent accounts ~~and reminders will be issued~~. If the bill is not paid in full or otherwise resolved by the close of the business day on ~~10th day after the reminders are issued~~, ~~the meter will be turned off and locked~~. There will ~~also~~ be a delinquency fee (refer to the Town's fees, rates and charges schedule) added to the account. Service will be reconnected when the ~~past due bill~~.

**Deleted:** at 6:00 p.m

**Deleted:** 25th

**Deleted:** the 25th of the second month (or the first working day after the 25th if the 25th falls on a weekend or holiday),

**Deleted:** oldest of the two

**Deleted:** s

late penalty and delinquency fee are paid in full. Termination of service for non-payment will not take place on Friday or the day before a holiday. If any tampering to the meter or service connection occurs, the meter will be locked and a tampering fee will be assessed. Subsequent tampering violation fees are four times the first charge (refer to the town's fees, rates and charges schedule). Service will not be reconnected until all tampering fees are paid in full or a payment arrangement is approved. Repeated tampering will result in removal of the meter.

- (b) Bills shall notify customers of the provisions of subsection (a) of this section, and shall contain information about how to make contact concerning questions about the bill.
- (c) The customer shall be unconditionally responsible for payment of all bills incurred in connection with the service rendered. Failure to receive bills shall not prevent such bills from becoming due and payable or delinquent when the bill has been mailed to the last address given to the water department by the customer.
- (d) The Town's policy is to request that payment of utility bills in coins in an amount greater than \$10.00 be submitted in the form of properly identified and rolled coin wrappers. The Town reserves the right to withhold the transmission of a payment-received receipt to the customer until such time as the Town, using reasonable diligence given available resources, determines that payment received in coins satisfies the bill in payment of which the coins are submitted. Additionally, whenever a customer submits payment of a utility bill in coins in an amount greater than \$10.00 that are not contained in rolled coin wrappers, the customer shall be charged an amount set forth in the schedule of fees and charges for the costs incurred by the Town in servicing the customer's account.
- (e) If the bill for utility services contains a statement for other monies owed, the bill shall clearly state that all payments received from the customer after the date of the bill shall be applied first to items other than charges for utilities services, in the order in which such other items are listed on the bill, then to any penalties for late payment of the utility bill, then to charges for utility services. The Town shall apply payments received from the customer in the order set forth in the previous sentence, and if, as a result of doing so, any amount remains outstanding on the bill for utility services, such amount shall be treated as delinquent as provided in this section and other provisions of this chapter.

**Deleted:** a phone number where a town employee can be contacted

AN ORDINANCE TO AMEND TOWN OF HILLSBOROUGH  
TOWN CODE CHAPTER 14 REGARDING  
UTILITY DEPOSITS AND BILLING

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Town Code Section 14-8(a) is amended to read as follows:

The purpose of a deposit is to provide security (money set aside) for the payment of water/sewer charges in the event a customer fails to pay. Every applicant requesting water/sewer service shall make a cash deposit with the Town. Service shall be refused until this deposit has been paid (refer to the Town's current year budget ordinance for deposit requirements).

The Town retains the right, upon 30 days of written notice, to require a customer to increase the deposit to a maximum of two times the customer's six-month bill average. A surety bond, naming the Town of Hillsborough as beneficiary, is acceptable in place of a cash security deposit when the deposit required exceeds \$1,000.00.

Section 2. Town Code Section 14-13(a) is amended to read as follows:

Bills shall be mailed out not later than the first of each month and become delinquent if not paid by the close of business hours on the 25<sup>th</sup> of each month. A late penalty charge of 15 percent will be assessed on the 26<sup>th</sup> to all delinquent accounts and reminders will be issued. If the bill is not paid in full or otherwise resolved by the close of the business day on the 10<sup>th</sup> day after the reminders are issued, the meter will be turned off and locked. There will also be a delinquency fee (refer to the Town's fees, rates and charges schedule) added to the account. Service will be reconnected when the past due bills, late penalty and delinquency fee are paid in full. Termination of service for non-payment will not take place on Friday or the day before a holiday. If any tampering to the meter or service connection occurs, the meter will be locked and a tampering fee will be assessed. Subsequent tampering violation fees are four times the first charge (refer to the Town's fees, rates and charges schedule). Service will not be reconnected until all tampering fees are paid in full or a payment arrangement is approved. Repeated tampering will result in removal of the meter.

Section 3. Town Code Section 14-13(b) is amended to read as follows:

Bills shall notify customers of the provisions of subsection (a) of this section, and shall contain information about how to make contact concerning questions about a bill.

Section 4. Any Town Ordinance in conflict with this Ordinance is hereby repealed.

Section 5. This Ordinance shall take effect immediately upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

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Katherine M. Cathey, Town Clerk

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Governing Body

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

9.J

*Consent  
Agenda*

*Regular  
Agenda*

*Closed  
Session*

**PRESENTER/INFORMATION CONTACT:** Tom Stevens, Mayor

### ITEM TO BE CONSIDERED

Subject:

A Proclamation of Appreciation for Tinka Jordy and the Hillsborough Arts Council

Attachment(s):

Proclamation

Brief Summary:

The Handmade Parade is well recognized as an important signature event that contributes to Hillsborough's unique character. While the parade relies on the efforts of many volunteers, the proclamation serves to recognize the one person stands out as the driving creative force for making it happen, Tinka Jordy, who has also been a significant contributor to the success of the Hillsborough Arts Council.

Action Requested:

Approve proclamation

### ISSUE OVERVIEW

Background Information & Issue Summary:

See above

Financial Impacts:

None

Staff Recommendations/Comments:

N/A

# **A Proclamation of Appreciation for Tinka Jordy and the Hillsborough Arts Council**

**WHEREAS**, for six non-consecutive years, the Hillsborough Handmade Parade has delighted young, old, and everyone in-between, in a participatory event involving hundreds of participants wearing fantastical costumes, parading giant puppets, all to the beat of festive drumming and joyful music;

**WHEREAS**, the Hillsborough Handmade Parade requires many months of preparation, and includes numerous workshops that give diverse children and adults opportunities for artistic expression in creating costumes and puppets for the parade;

**WHEREAS**, the Hillsborough Handmade Parade exemplifies community building by bringing together and welcoming the diverse peoples and cultures of our citizenry for a shared activity that celebrates creativity, our collective heritage, and community spirit;

**WHEREAS**, the Hillsborough Handmade Parade has become a signature event for Hillsborough, organized through the Hillsborough Arts Council, and engaging support and sponsorship from business, non-profit, and public entities;

**WHEREAS**, Tinka Jordy has served as the creative force driving the Hillsborough Handmade Parade, who along with Mark Donley, the Hillsborough Arts Council, and many volunteers, sponsors, and participants have contributed endless volunteer hours that have benefited our community;

**WHEREAS**, Tinka Jordy has for many years held various leadership roles in the Hillsborough Arts Council, advocating for arts and organizing events that enrich our community, including Last Fridays, the Solstice Walk, concerts, art and craft exhibits, and creative workshops, directly engaging thousands of people and benefiting our community as a whole;

**NOW, THEREFORE**, the Hillsborough Board of Commissioners and Mayor, Tom Stevens, recognize Tinka Jordy and the Hillsborough Arts Council for their extraordinary contributions to the greater Hillsborough community, and on behalf of the citizens of Hillsborough extend our deep and sincere appreciation.

Presented this 14<sup>th</sup> day of November, 2016.

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Tom Stevens, Mayor  
Town of Hillsborough

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
 Department: Planning  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

**Subject:**

Receive update about potential modifications to Collins Ridge Master Plan anticipated in potential Special Use Permit application for the January public hearing

**Attachment(s):**

Request, map

**Brief Summary:**

In March, the board approved the annexation, zoning, and master plan for Collins Ridge. The approved plan assumed development would begin at the northern part of the site and move south. The owners have the Daniel Boone Village property under contract now and wish to change the development order to work from the south to north. They are also ready to submit their first phase Special Use Permits for public hearing in January. Because of the impactful change, the owners wanted a chance for the board to have a brief preview and discuss any concerns with the phasing change.

**Action Requested:**

Discussion and direction

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

This will potentially impact the recommended street improvements. Since the Master Plan amendment is submitted concurrently with the Special Use Permits for the southern portion of the project, the traffic study will be redone to establish new requirements and thresholds.

The redevelopment of the Daniel Boone Village will likely be site plan reviews as portions of the site are ready. Provided the plans meet the UDO requirements (without waivers), the reviews will be staff only. The site is zoned High Intensity Commercial and there is no mechanism to allow the owners to submit a master plan for the redevelopment.

**Financial Impacts:**

**Staff Recommendations/Comments:**



2120 Baldwin Avenue  
Crofton, Maryland 21114

To the Town Board Members:

Attached you will find a revised Master Plan for the "Collins Ridge" community that was annexed, rezoned and approved in March 2016. You will note the attached plan flips Phase 1 and Phase 2. Now, Caruso Homes is pleased to announce that we have entered into a contract to also purchase the "Daniel Boone Village" property. By making this purchase, we can now develop the two properties simultaneously. This will allow a seamless transition from one property to the other, which is in keeping with the Town's 2030 vision.

This will require that we switch our development plan to first develop the Southern portion of the property and to develop the Northern portion of the property at a later date as shown on the attached revised plan. By making this change, it will allow for the following:

- Both properties can be graded and developed together
- The main roadway known as James J. Freeland Memorial Drive will now be constructed in its entirety, through the "Daniel Boone Village" property and become part of the boulevard running through the "Collins Ridge" community

By developing the Northern portion of the property at a later date, now shown as Phase 2, it will allow for the following:

- NCDOT will now have time to complete their roadway design for the Orange Grove Street / Orange Grove Road realignment.
- The Town will also have more time to complete the design and construction of the Railway Station.
- The railroad will also have more time to complete the plan for realignment of the railroad, which will encroach into the Northeastern corner of the "Collins Ridge" property.

Phase 1 construction (not to exceed 700 total units) will now consist of the following:

- 40' wide Single Family detached lots
- 50' wide Single Family detached lots
- Two-story townhomes
- Three-story townhomes
- Apartments
- The CASA parcel consisting of 66-88 units of affordable housing

It is our intent to file the first SUP applications and the Master Plan Amendment for consideration at the January hearing. Since this is an impactful change, we wanted to give Board Members a chance to preview in case there are items to discuss. In addition, to help drive the success of the Daniel Boone - Collins Ridge Development, we plan to request Town approval to form a Special Assessment Improvement District in a separate submittal process. This has been a useful and successful tool that we are very familiar with in other states and understand has been successfully implemented on other projects in North Carolina. We plan to work with the Town in a corporative effort to include a public benefit within the Towns Train Station Development. With careful thought and planning the formation of this district will benefit and enhance the quality of life for the citizens of the Town and our community.

We welcome the opportunity to talk to you further about our plans for what we envision. Thank you for your time and consideration!

Respectfully submitted,

Randy L. Sexton  
Land Acquisition Director  
Caruso Homes

ILLUSTRATIVE PHASING PLAN FOR:  
**COLLINS RIDGE AND  
DANIEL BOONE VILLAGE**  
HILLSBOROUGH, NORTH CAROLINA



NOVEMBER 04, 2016



THIS GRAPHIC REPRESENTATION IS MEANT FOR ILLUSTRATIVE PURPOSES ONLY.



MCADAMS

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Engineering

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Kenny Keel, Town Engineer/Utilities Director

### ITEM TO BE CONSIDERED

**Subject:**

Discussion about expansion of sewer lines (discussed at 8/8/16 BOC meeting re: Faucette Mill Road)

**Attachment(s):**

Map of water & sewer system, with potential sewer expansion areas noted

Table providing tax assessment & quick assessment of vacancy; annexation law

**Brief Summary:**

At the Aug. 8, 2016 Town Board meeting, an area outside of town was discussed regarding potential annexation and expansion of our sewer system. Further evaluation of this and other similar areas was requested with regard to sewer expansion, of which the first step is addressed with this agenda item.

In addition to the engineering concerns noted below, there are the changes to the annexation law which can compel a municipality to a new low wealth areas if they seek annexation. The law section is attached with red square surrounding the relevant sections. The attached table gives a quick assessment of tax value and possible vacancy as well.

**Action Requested:**

Discuss and provide guidance to staff on whether and/or how to proceed

## ISSUE OVERVIEW

### Background Information & Issue Summary:

The attached map was developed by the Town Engineer and Planning Director, with a focus on areas already served by water that also may have lower than average incomes. Some of these areas also have had failing septic systems that staff has previously heard about. The following information correlates with the attached map, with reference to the areas numbered in red:

Area 1 – Faucette Mill Road, original area discussed by Board. While a few properties might be connected by gravity, a pump station will be required to serve the entire area.

Area 2 – North Tank/Old Cedar Grove Road, discussed by Board within the past year or so when approached by property owners. The Board previously decided NOT to serve a potential development in this area, and there are only a few currently developed lots which would be served.

Area 3 – Between NC 86 North and NC 57, and would only include areas that could be served by gravity from the existing Thalle Outfall.

Area 4 – English Hill / Joyce Road / Gwen Road – Most of this area looks like it could be served by gravity, which would flow to the Corbinton Commons Pump Station (formerly OHS Road Pump Station). An upgrade to this brand new pump station might be required to serve the additional areas.

Area 5 – St. Mary's Road between US70 and Churton Grove, and adjacent areas – There is currently a small amount of funding for preliminary work carried over from FY16 to evaluate sewer extension to these areas. There have been several reported septic system failures along this corridor. However, it appears borderline regarding whether the area can qualify for CDBG funding (see explanation under "Financial Impacts"). Door-to-door surveys of the residents regarding income levels will be required to determine qualification.

Area 6 – River Road / Highland Loop – Similar and adjacent to Area 5.

Area 7 – Riverside Drive – Water improvements were made to this area by the Town a few years ago. Likely similar to Areas 5 & 6 regarding income and grant qualifications.

Area 8 – Tuscarora Drive – This area could potentially tie-in to the gravity outfall from Riverbend 2 subdivision, and could potentially be part of improvements to the nearby Town property when the train station is constructed.

Area 9 – West of Lawrence Road, Jefferson / Kennedy / Washington / Adams – There have been several lots in this development with failing septic systems

Area 10 - Oakdale Drive, between Orange Grove and Cheshire – Sewer service surrounds this area, although adjacent areas are served by pump stations (other than Cornwallis Hills)

Area 11 – Joppa Oaks – I am not aware of any septic failures in this area, but they are fairly small lots that would likely have problems having sufficient repair areas if systems fail.

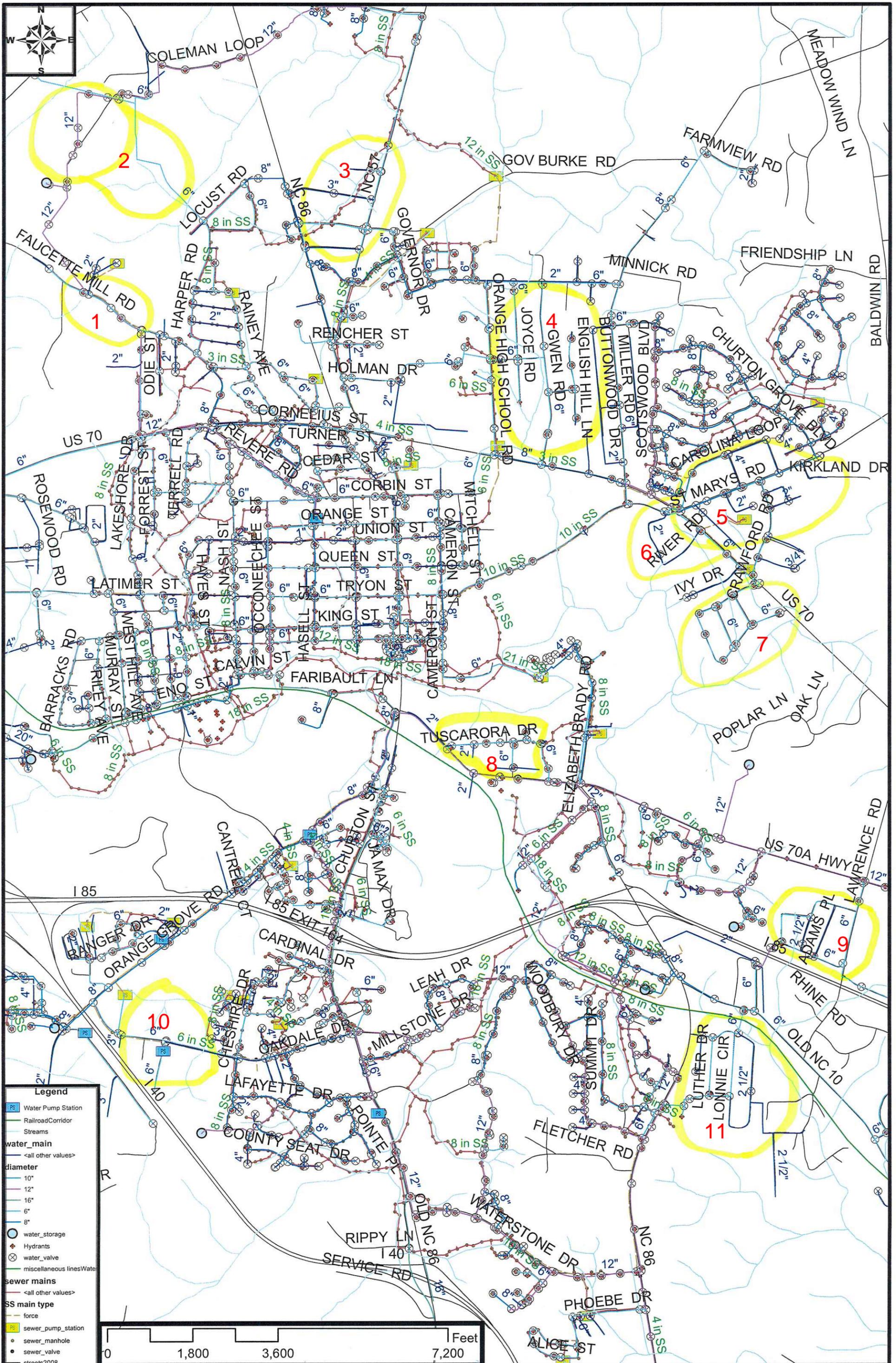
### Financial Impacts:

While it is possible that some Community Development Block Grant (CDBG) funding could be available, it is likely to take significant staff resources to determine which areas qualify for the grant. The general requirement for CDBG funding is that the area have more than half of the households in the Low-to-Moderate Income category, and that mandatory connection is required. Also, since most (if not all) of the areas will require pump stations, the cost of service will be higher due to maintenance, repair, and energy costs. It is anticipated that the cost of constructing sewer extensions to these areas would not be feasible for the Town to absorb (very long payback period), and that obtaining grants would be the only reasonable path forward.

### Staff Recommendations/Comments:

**If the Board wants to proceed any further**, the next step is to further evaluate each area for its viability for public sewer service. A preliminary engineering evaluation could determine for each individual area how many pump stations would be needed, approximate costs, and potential barriers to service. If there are areas that the Board would like to eliminate or add, it is preferred to get that information now, before significant staff time is spent on it.

# Town of Hillsborough Water & Sewer - 11/2015



**§ 160A-31. Annexation by petition.**

(a) The governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all the real property located within such area. The petition shall be signed by each owner of real property in the area and shall contain the address of each such owner.

(b) The petition shall be prepared in substantially the following form:

DATE:

To the \_\_\_\_\_ (name of governing board) of the (City or Town) of \_\_\_\_\_

1. We the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the (City or Town) of \_\_\_\_\_
2. The area to be annexed is contiguous to the (City or Town) of \_\_\_\_\_ and ~~the boundaries of such territory are as follows:~~

(b1) Notwithstanding the provisions of subsections (a) and (b) of this section, if fifty-one percent (51%) of the households in an area petitioning for annexation pursuant to this section have incomes that are two hundred percent (200%) or less than the most recently published United States Census Bureau poverty thresholds, the governing board of any municipality shall annex by ordinance any area the population of which is no more than ten percent (10%) of that of the municipality and one-eighth of the aggregate external boundaries of which are contiguous to its boundaries, upon presentation to the governing board of a petition signed by the owners of at least seventy-five percent (75%) of the parcels of real property in that area. A municipality shall not be required to adopt more than one ordinance under this subsection within a 36-month period.

(b2) The petition under subsection (b1) of this section shall be prepared in substantially the following form:

DATE:

To the \_\_\_\_\_ (name of governing board) of the (City or Town) of \_\_\_\_\_

1. We the undersigned owners of real property believe that the area described in paragraph 2 below meets the requirements of G.S. 160A-31(b1) and respectfully request that the area described in paragraph 2 below be annexed to the (City or Town) of \_\_\_\_\_.
2. The area to be annexed is contiguous to the (City or Town) of \_\_\_\_\_, and the boundaries of such territory are as follows:

(c) Upon receipt of the petition, the municipal governing board shall cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation. For petitions received under subsection (b1) or (j) of this section, the clerk shall receive the evidence provided under subsection (l) of this section before certifying the sufficiency of the petition. Upon receipt of the certification, the municipal governing board shall fix a date for a public hearing on the question of annexation, and shall cause notice of the public hearing to be published once in a newspaper having general circulation in the municipality at least 10 days prior to the date of the public hearing; provided, if there be no such paper, the governing board shall have notices posted in three or more public places within the area to be annexed and three or more public places within the municipality.

(d) At the public hearing persons resident or owning property in the area described in the petition and persons resident or owning property in the municipality shall be given an opportunity to be heard. The governing board shall then determine whether the petition meets the requirements of this section. Upon a finding that the petition that was not submitted under subsection (b1) or (j) of this section meets the requirements of this section, the governing board shall have authority to pass an ordinance annexing the territory described in the petition. The governing board shall have authority to make the annexing ordinance effective immediately or

on the June 30 after the date of the passage of the ordinance or the June 30 of the following year after the date of passage of the ordinance.

(d1) Upon a finding that a petition submitted under subsection (j) of this section meets the requirements of this section, the governing body shall have the authority to adopt an annexation ordinance for the area with an effective date no later than 24 months after the adoption of the ordinance.

(d2) Upon a finding that a petition submitted under subsection (b1) of this section meets the requirements of this section, the governing body shall, within 60 days of the finding, estimate the capital cost to the municipality of extending water and sewer lines to all parcels within the area covered by the petition and estimate the annual debt service payment that would be required if those costs were financed by a 20-year revenue bond. If the estimated annual debt service payment is less than five percent (5%) of the municipality's annual water and sewer systems revenue for the most recent fiscal year, then the governing body shall within 30 days adopt an annexation ordinance for the area with an effective date no later than 24 months after the adoption of the ordinance. If the estimated annual debt service payment is greater than or equal to five percent (5%) of the municipality's annual water and sewer systems revenue for the most recent fiscal year, then the governing body may adopt a resolution declining to annex the area. If such a resolution is adopted, the governing body shall immediately submit a request to the Local Government Commission to certify that its estimate of the annual debt service payment is reasonable based on established governmental accounting principles.

(1) If the Local Government Commission certifies the estimate, the municipality is not required to annex the area and no petition to annex the area may be submitted under subsection (b1) of this section for 36 months following the certification. During the 36-month period, the municipality shall make ongoing, annual good faith efforts to secure Community Development Block Grants or other grant funding for extending water and sewer service to all parcels in the areas covered by the petition. If sufficient funding is secured so that the estimated capital cost to the municipality for extending water and sewer service, less the funds secured, would result in an annual debt service payment cost to the municipality of less than five percent (5%) of the municipality's annual water and sewer systems revenue for the most recent fiscal year, then the governing body shall within 30 days adopt an annexation ordinance for the area with an effective date no later than 24 months after the adoption of the ordinance.

(2) If the Local Government Commission notifies the governing board that the estimates are not reasonable based on established governmental accounting principles and that a reasonable estimate of the annual debt service payment is less than five percent (5%) of the municipality's annual water and sewer systems revenue for the most recent fiscal year, then the governing body shall within 30 days of the notification adopt an annexation ordinance for the area with an effective date no later than 24 months after the adoption of the ordinance.

(d3) Municipal services shall be provided to an area annexed under subsections (b1) and (j) of this section in accordance with the requirements of Part 7 of this Article.

(e) From and after the effective date of the annexation ordinance, the territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in such municipality and shall be entitled to the same privileges and benefits as other parts of such municipality. Real and personal property in the newly annexed territory on the January 1 immediately preceding the beginning of the fiscal year in which the annexation becomes

effective is subject to municipal taxes as provided in G.S. 160A-58.10. If the effective date of annexation falls between June 1 and June 30, and the effective date of the privilege license tax ordinance of the annexing municipality is June 1, then businesses in the area to be annexed shall be liable for taxes imposed in such ordinance from and after the effective date of annexation.

(f) For purposes of this section, an area shall be deemed "contiguous" if, at the time the petition is submitted, such area either abuts directly on the municipal boundary or is separated from the municipal boundary by the width of a street or street right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State of North Carolina. A connecting corridor consisting solely of a street or street right-of-way may not be used to establish contiguity. In describing the area to be annexed in the annexation ordinance, the municipal governing board may include within the description any territory described in this subsection which separates the municipal boundary from the area petitioning for annexation.

(g) The governing board may initiate annexation of contiguous property owned by the municipality by adopting a resolution stating its intent to annex the property, in lieu of filing a petition. The resolution shall contain an adequate description of the property, state that the property is contiguous to the municipal boundaries and fix a date for a public hearing on the question of annexation. Notice of the public hearing shall be published as provided in subsection (c) of this section. The governing board may hold the public hearing and adopt the annexation ordinance as provided in subsection (d) of this section.

(h) A city council which receives a petition for annexation under this section may by ordinance require that the petitioners file a signed statement declaring whether or not vested rights with respect to the properties subject to the petition have been established under G.S. 160A-385.1 or G.S. 153A-344.1. If the statement declares that such rights have been established, the city may require petitioners to provide proof of such rights. A statement which declares that no vested rights have been established under G.S. 160A-385.1 or G.S. 153A-344.1 shall be binding on the landowner and any such vested right shall be terminated.

(i) A municipality has no authority to adopt a resolution or petition itself under this Part for annexation of property it does not own or have any legal interest in. For the purpose of this subsection, a municipality has no legal interest in a State-maintained street unless it owns the underlying fee and not just an easement.

(j) Using the procedures under this section, the governing board of any municipality may annex by ordinance any distressed area contiguous to its boundaries upon presentation to the governing board of a petition signed by at least one adult resident of at least two-thirds of the resident households located within such area. For purposes of this subsection, a "distressed area" is defined as an area in which at least fifty-one percent (51%) of the households in the area petitioning to be annexed have incomes that are two hundred percent (200%) or less than the most recently published United States Census Bureau poverty thresholds. The municipality may require reasonable proof that the petitioner in fact resides at the address indicated.

(k) The petition under subsection (j) of this section shall be prepared in substantially the following form:

DATE:

To the \_\_\_\_\_ (name of governing board) of the (City or Town) of \_\_\_\_\_

1. We the undersigned residents of real property believe that the area described in paragraph 2 below meets the requirements of G.S. 160A-31(j) and respectfully request that the area described in paragraph 2 below be annexed to the (City or Town) of \_\_\_\_\_.

2. The area to be annexed is contiguous to the (City or Town) of \_\_\_\_\_, and ~~the boundaries of such territory are as follows:~~

(l) For purposes of determining whether the percentage of households in the area petitioning for annexation meets the poverty thresholds under subsections (b1) and (j) of this section, the petitioners shall submit to the municipal governing board any reasonable evidence that demonstrates the area in fact meets the income requirements of that subsection. The evidence presented may include data from the most recent federal decennial census, other official census documents, signed affidavits by at least one adult resident of the household attesting to the household size and income level, or any other documentation verifying the incomes for a majority of the households within the petitioning area. Petitioners may select to submit name, address, and social security number to the clerk, who shall in turn submit the information to the Department of Revenue. Such information shall be kept confidential and is not a public record. The Department shall provide the municipality with a summary report of income for households in the petitioning area. Information for the report shall be gleaned from income tax returns, but the report submitted to the municipality shall not identify individuals or households. (1947, c. 725, s. 8; 1959, c. 713; 1973, c. 426, s. 74; 1975, c. 576, s. 2; 1977, c. 517, s. 4; 1987, c. 562, s. 1; 1989 (Reg. Sess., 1990), c. 996, s. 3; 2011-57, s. 3; 2011-396, s. 10.)

Quick Tax and vacancy assessment  
Potential Sewer service areas

The table below matches with the map for preliminary study areas.

Map #	Neighborhood/area	Approx acres	approx lot count	Approx vacant	Average assessed value
1	Faucette Mill	53	22	45%+	\$103,233.00
2	Tennis Club	155	86	93%+	\$16,761.00
3	57/86	61	54	27.7%+	\$118,634.00
4	Orange High	209	228	21.0%	\$178,473.00
5	Carolina Loop	145	116	12.9%	\$186,593.00
6	River Rd	61	42	28.5%	\$134,492.00
7	Mountain View	55	86	4.0%	\$144,362.00
8	Tuscarora	72	46	6.0%	\$194,259.00
9	Adams Place	49	93	26.9%*	\$93,583.00
10	Oakdale	90	36	50%+	\$120,113.00
11	Joppa Oaks	67	134	42.5%*	\$62,491.00

Poverty for family of 4 in 2015 is \$24,257 (national)

Poverty X 200% = \$48,514 - state mandates annexation if asked

Approx dwelling value if affordable to someone at 200% of poverty rate = \$145,542

shading implies the neighborhood might meet the state law requirement for annexation. However, the residents would have to petition and likely provide income evidence to meet the threshold.

Vacancy can mean two very different things - the property may in fact be undeveloped, which doesn't trigger annexation or it may be developed with a mobile home. Mobile homes are often taxed as personal rather than real property. I've \* the figures where I believe the number is high due to mobile homes and + where I believe the land is vacant.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016  
 Department: Planning  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

**Subject:**

Discussion/potential award of construction bid for Churton Street Access Project for approximately \$790,000

**Attachment(s):**

Funding proposal, November 2 email, bid detail (2 tables)

**Brief Summary:**

The construction bids for the Churton Street Access and Improvement project were opened on November 1. Due to the complexity of the project, the price was significantly higher than our budgeted amount. Staff have developed a proposal to close the funding gap with no additional funds needed in FY17, but additional funding would be needed in FY18. Additionally, funding will need to be moved away from other priorities to implement the staff proposal.

The contractor has amended their bid down to \$790,265.35. The attached tables show the comparison of the revised bid to the first bid and to the engineer's estimate.

**Action Requested:**

Award the construction project to SunRock and direct staff to bring the needed budget amendments to reallocate funds to this project.

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

Staff and our consultants have looked at every opportunity to phase or rework this project to find savings. We also met with the contractor to discuss any questions and see if the bid amount could be reduced. This is a very challenging project in a high traffic and high visibility area. There is also a high probability for unforeseen circumstances to crop up during this project. Any time you dig in a developed area, the likelihood for surprises is high. This drives the need for a sizable project contingency so work can move smoothly when the unforeseen appears.

**Financial Impacts:**

The following projects will be delayed if the staff proposal is implemented:

- 1) Traffic counts on local streets to determine which are collector or local for more uniform application of ordinance requirements that rely on these street classifications. We estimated about \$8,500 for this study (20 locations).
- 2) No further preliminary design will be done on the I-85 pedestrian bridge or other connectivity projects (US 70 walkway) along NCDOT streets. We had expected to spend about \$106,000 toward this during FY17.
- 3) This proposal also allocates all of the FY18 funding for these types of studies to the construction project.

## Margaret Hawth

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**From:** Margaret Hawth  
**Sent:** Wednesday, November 02, 2016 4:03 PM  
**To:** 'brian.lowen@hillsboroughnc.org'; 'Evelyn Lloyd (evelyn.lloyd@hillsboroughnc.org)'; 'Jennifer Weaver (jenn.weaver@hillsboroughnc.org)'; 'Kathleen Ferguson (kathleen.ferguson@hillsboroughnc.org)'; 'Mark Bell (mark.bell@hillsboroughnc.org)'; 'Mayor Tom Stevens (tom.stevens@hillsboroughnc.org)'  
**Cc:** Eric Peterson; Stephanie Trueblood  
**Subject:** update on downtown access project  
**Attachments:** post bid budget proposal.xlsx

Mayor and Town Board members,

We opened construction bids for the Churton Street Access and Improvements Project yesterday. We only received one bid, but since this was the second time bidding, we can accept this bid if we want and NCDOT concurs.

This item will be on the agenda for the November 14 meeting, but, since there are tough decisions involved, I'm sending the details now so you have some additional time to consider the implications.

The bids was very high - \$814,000 when we had expected \$420,000. I will use rounded numbers throughout for simplicity. The small piece of good news is that the Construction Administration estimate is lower than we had budgeted. That doesn't guarantee CA won't cost more at the end of the project – the estimate is for a hourly price and is not a “not to exceed price”. Attached is a spreadsheet that provides one option for closing the gap.

The attached option funds the project without requiring any additional funding in the current fiscal year. Going forward will mean that significant additional funds will need to be allocated in FY18. By significant, I mean at least \$36,000 to act as matching funds and possibly \$83,000 or more to fund a thin contingency (10%). Anytime you dig in a developed area there are unanticipated costs. A 20% contingency would be more comfortable, understanding that unspent funds return to the general fund.

How did I close the gap in such a lean budget year? I reallocated funds away from other projects. If we pursue this option, the following will no longer be funded in this or next year:

- 1) Traffic counts on local streets to determine which are collector, local or arterial for more uniform application of ordinance requirements that rely on these standard street classifications. While this information would be nice to have, we have functioned reasonably well over the last 20 years without it, so deferring this to a future year is not painful. We estimated about \$8,500 for this study or about 20 locations.
- 2) No further preliminary design will be done on the I-85 pedestrian bridge or other connectivity projects (US 70 walkway) along NCDOT streets. We hope to bundle much of the pedestrian access to downtown into the train station. This is an important discussion point for the board. All of these projects fall under the general heading of connectivity, which is a high priority. The board needs to consider whether a constructed project is superior to planning for future important projects. I had expected to spend about \$106,000 toward this during FY17. There is also funding available in FY18 for the same purposes, but with this news, I decided pursuing the construction project was more important.
- 3) We were all pleased to receive about \$96,000 of grant funds for downtown revitalization. We allocated these funds to a number of projects in the FY17 and FY18 budget and financial plan. That creates a “savings” opportunity to do a budget amendment and move the “saved” funds into the Churton Street project. As some of the savings were in the street department for Christmas decorations and banners and I know Ken wants to repair the lights on the old town bridge, I didn't claim 100% of the savings, leaving about \$5,000 for the light repair project.

Other options?

- 1) We could approach Orange County to provide funding toward this project. It would be somewhat unusual and could impact the time schedule.
- 2) In July, we received notice that the DOT has unspent funds that they had prioritized for spending on ADA compliance, particularly in small towns. By their definition (5500 pop) we don't qualify. However, we did submit a list of locations for consideration. Since there has not been an announcement about this funding yet, I contacted the district engineer to see if there was any possibility about adding those funds to this shovel ready project. I don't have a lot of hope, but felt it was worth asking.
- 3) We are also approaching the contractor to see if we can whittle the price some. The line item prices are all higher than the engineer's estimate. A couple of items are significantly higher. We'll look to see if there was a misunderstanding about our expectations for those items. I don't expect much movement here either. The project will be difficult, the bidders know that we didn't get multiple prices, and there is a lot of work available right now.

Again, I'm providing this early so you have additional time to ask questions and consider implications. I'm happy to answer questions you have in advance or at the meeting.

Margaret A. Hauth, AICP  
Planning Director/Assistant Town Manager  
P.O.Box 429  
101 E Orange Street  
Hillsborough, NC 27278  
919.732.1270 ext 86  
919.644.2390  
[www.hillsboroughnc.gov](http://www.hillsboroughnc.gov)

Pursuant to NCGS Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it \*may\* be considered public record and as such are subject to request and review by anyone at anytime.

### Current project budget

<b>Revenue</b>	
NCDOT	\$245,000
STP-DA	\$125,000
State contingency	\$120,000
transfer from GF	\$120,173
	<hr/>
	\$610,173
<b>Expenditures</b>	
contingency	\$62,000
design	\$3,172
construction admin	\$125,000
construction	\$420,000
	<hr/>
	\$610,172

### Proposal

<b>Revenue</b>	
NCDOT	\$245,000 (unchanged)
STP-DA	\$125,000 (unchanged)
State contingency	\$120,000 (unchanged)
transfer from GF	\$120,173 (unchanged)
Add STP-DA-reprogram current	\$95,000
Local match for reprogram	\$23,000 these funds exist in FY17 budget
Add STP-DA - balance & FY18	\$146,000
local match for balance & FY18	\$36,500 FY18 budget - would be needed whenever spend these funds
"savings" from revit "grant"	\$30,000 25k of these funds exist in FY17 budget, 5000 in FY18
	<hr/>
	\$940,673
<b>Expenditures</b>	
contingency	\$17,501 insufficient - FY17 funds would be desirable & a significant infusion in FY18 is necessary
design	\$3,172
construction admin	\$106,000 reduced from estimate, but a hourly estimate
construction	\$814,000 bid price
	<hr/>
	\$940,673



Carolina Sunrock (Contracting Division)  
 P.O. Box 509  
 Butner, NC 27509  
 Phone: (919) 575-3894  
 Fax: (919) 575-4401

<b>To:</b> Town Of Hillsborough	<b>Contact:</b>
<b>Address:</b> P.O. Box 429 Hillsborough, NC 27278	<b>Phone:</b> 919-732-1270 <b>Fax:</b> 919-644-2390
<b>Project Name:</b> Churton Street Access Improvement Project	<b>Bid Number:</b>
<b>Project Location:</b> South Churton Street, Hillsborough, NC	<b>Bid Date:</b> 11/9/2016

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Base Bid</b>					
10	MOBILIZATION	1.00	LS	\$81,000.00	\$81,000.00
20	CONSTRUCTION SURVEYING	1.00	LS	\$10,780.00	\$10,780.00
30	COMPREHENSIVE GRADING	1.00	LS	\$135,000.00	\$135,000.00
40	SELECT GRANULAR MATERIAL	50.00	CY	\$71.43	\$3,571.50
50	GEOTEXTILE FOR SOIL STABILIZATION	50.00	SY	\$6.93	\$346.50
60	STOCKPILING CONTAMINATED SOIL	30.00	TON	\$85.00	\$2,550.00
70	FOUNDATION CONDITIONING MATERIAL, MINOR STRUCTURES	20.00	TON	\$40.26	\$805.20
80	FOUNDATION CONDITIONING GEOTEXTILE	60.00	SY	\$3.67	\$220.20
90	15" RC PIPE CULVERTS, CLASS III	184.00	LF	\$132.00	\$24,288.00
100	8" PVC CULVERTS	300.00	LF	\$44.50	\$13,350.00
110	8" PVC PIPE CLEANOUT	2.00	EACH	\$759.00	\$1,518.00
120	PIPE REMOVAL	20.00	LF	\$25.00	\$500.00
130	SHALLOW UNDERCUT	50.00	CY	\$67.02	\$3,351.00
140	CLASS IV SUBGRADE STABILIZATION	50.00	TON	\$46.35	\$2,317.50
150	INCIDENTAL STONE BASE	50.00	TON	\$91.00	\$4,550.00
160	INCIDENTAL MILLING	200.00	SY	\$23.00	\$4,600.00
170	ASPHALT CONC. BASE COURSE, TYPE B25.0B	150.00	TON	\$135.00	\$20,250.00
180	ASPHALT CONC. INTERM. COURSE, TYPE I19.0B	40.00	TON	\$156.00	\$6,240.00
190	ASPHALT CONC. SURFACE COURSE, TYPE S9.5B	30.00	TON	\$161.00	\$4,830.00
200	ASPHALT BINDER FOR PLANT MIX, PG 64-22	15.00	TON	\$439.00	\$6,585.00
210	MASONARY DRAINAGE STRUCTURES	6.00	EACH	\$4,405.00	\$26,430.00
220	FRAME W/GRATE AND HOOD 840.03, TYPE E	1.00	EACH	\$577.00	\$577.00
230	FRAME W/ GRATE AND HOOD 840.03, TYPE F	5.00	EACH	\$638.00	\$3,190.00
240	2'-6" CONCRETE CURB AND GUTTER	1,030.00	LF	\$21.00	\$21,630.00
250	4" CONCRETE SIDEWALK	570.00	SY	\$45.00	\$25,650.00
260	CONCRETE CURB RAMP	12.00	EACH	\$1,700.00	\$20,400.00
270	6" CONCRETE DRIVEWAYS	60.00	SY	\$60.00	\$3,600.00
280	BRICK SIDEWALK	110.00	SY	\$221.00	\$24,310.00
290	CONVERT EX. CATCH BASIN TO JUNCTION BOX	2.00	EACH	\$3,365.00	\$6,730.00
300	CONERT EXISTING OTCB TO CB	1.00	EACH	\$3,655.00	\$3,655.00
310	TRAFFIC CONTROL	1.00	LS	\$147,300.15	\$147,300.15
320	WORK ZONE ADVANCED/GENERAL WARNING SIGNS	216.00	SF	\$7.00	\$1,512.00
330	PAINT PAVEMENT MARKING LINES (4")	6,720.00	LF	\$1.30	\$8,736.00
340	PAINT PAVEMENT MARKING LINES (8")	1,875.00	LF	\$2.50	\$4,687.50
350	PAINT PAVEMENT MARKING LINES (24")	390.00	LF	\$3.80	\$1,482.00
360	PAINT PAVEMENT MARKING CHARCTER	7.00	EACH	\$126.00	\$882.00
370	PAINT PAVEMENT MARKING SYMBOL	14.00	EACH	\$126.00	\$1,764.00
380	REMOVAL OF PAVEMENT MARKING LINES (4")	2,080.00	LF	\$1.30	\$2,704.00
390	REMOVAL OF PAVEMENT MARKING LINES (8")	1,140.00	LF	\$2.50	\$2,850.00
400	REMOVAL OF PAVEMENT MERKING LINES (24")	240.00	LF	\$6.30	\$1,512.00
410	REMOVAL OF PAVEMENT MARKING SYMBOL & CHARCTERS	21.00	EACH	\$63.00	\$1,323.00
420	SANITARY SEWER CLEANOUT	1.00	EACH	\$1,555.00	\$1,555.00
430	SEEDING AND MULCHING	0.10	ACRE	\$10,110.00	\$1,011.00
440	EROSION CONTROL	1.00	LS	\$3,385.00	\$3,385.00
450	LAGERSTROEMIA, CRAPE MYRTLE	2.00	EACH	\$403.00	\$806.00
460	TREE GRATE	12.00	EACH	\$500.00	\$6,000.00
470	HANDRAIL	70.00	LF	\$126.00	\$8,820.00
480	INSTALL APS DETECTOR STATION (NCDOT SUPPLIED)	4.00	EACH	\$328.00	\$1,312.00
490	PAVED TRENCHING (1 CONDUIT, 2 INCH)	50.00	LF	\$44.50	\$2,225.00
500	UNPAVED TRENCHING (1 CONDUIT, 2 INCH)	50.00	LF	\$17.50	\$875.00
510	JUNCTION BOX (STANDARD SIZE)	4.00	EACH	\$573.00	\$2,292.00
520	1/2" RISER WITH WEATHERHEAD	5.00	EACH	\$257.00	\$1,285.00
530	LEAD-IN CABLE (14-2)	600.00	LF	\$2.90	\$1,740.00
540	TYPE 1 POST WITH FOUNDATION	4.00	EACH	\$1,750.00	\$7,000.00
550	9"X18" CONCRETE CURB	10.00	LF	\$51.00	\$510.00
<b>Total Price for above Base Bid Items:</b>					<b>\$676,393.55</b>

**SCHEDULE I**

560	BORROW EXCAVATION	570.00	CY	\$54.00	\$30,780.00
570	FOUNDATION CONDITIONING MATERIAL MINOR STRUCTURES	10.00	TON	\$40.26	\$402.60
580	FOUNDATION CONDITIONING GEOTEXTILE	10.00	SY	\$3.67	\$36.70
590	18" RC PIPE CULVERTS, CLASS III	20.00	LF	\$140.00	\$2,800.00
600	ASPHALT CONC. BASE COURSE, TYPE B25.0B	70.00	TON	\$135.00	\$9,450.00
610	ASPHALT CONC. INTERM. COURSE, TYPE I19.0B	50.00	TON	\$156.00	\$7,800.00
620	ASPHALT CONC. SURFACE COURSE, TYPE S9.5B	40.00	TON	\$161.00	\$6,440.00
630	ASPHALT BINDER FOR PLANT MIX, PG 64-22	10.00	TON	\$439.00	\$4,390.00
640	MASONARY DRAINAGE STRUCTURES	1.00	EACH	\$4,405.00	\$4,405.00
650	FRAME W/GRATE AND HOOD TYPE F	1.00	EACH	\$638.00	\$638.00
660	2'-6" CONCRETE CURB AND GUTTER	260.00	LF	\$21.00	\$5,460.00
670	4" CONCRETE SIDEWALK	130.00	SY	\$45.00	\$5,850.00

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
680	CONCRETE CURB RAMP	2.00	EACH	\$1,700.00	\$3,400.00
690	CONVERT OTCB TO CB	1.00	EACH	\$3,655.00	\$3,655.00
700	GUARDRAIL ANCHOR UNIT, TYPE 350	1.00	EACH	\$2,530.00	\$2,530.00
710	PORTABLE CHANGEABLE MESSAGE SIGNS	2.00	EACH	\$8,830.00	\$17,660.00
720	PAINT PAVEMENT MARKING LINES (4")	1,500.00	LF	\$1.30	\$1,950.00
730	PAINT PAVEMENT MARKING LINES (8")	475.00	LF	\$2.50	\$1,187.50
740	PAINT PAVEMENT MARKING LINES (24")	40.00	LF	\$3.80	\$152.00
750	PAINT PAVEMENT MARKING CHARACTER	7.00	EACH	\$126.00	\$882.00
760	PAINT PAVEMENT MARKING SYMBOL	2.00	EACH	\$126.00	\$252.00
770	TEMPORARY SILT FENCE	280.00	LF	\$5.00	\$1,400.00
780	SAFETY FENCE (TREE PROTECTION)	335.00	LF	\$4.00	\$1,340.00
790	SEEDING AND MULCHING	0.10	ACRE	\$10,110.00	\$1,011.00

**Total Price for above SCHEDULE I Items: \$113,871.80**

**Total Bid Price: \$790,265.35**

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Carolina Sunrock</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Randy Talley (919) 441-6198 rtalley@thesunrockgroup.com</p>
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Churton Street Access Improvement Project Bid  
Tabulations (Page 1 of 2)

Engineers Est.

Sunrock (11/1/16)

Sunrock (11/9/16)

Description	Quantity	Unit	Price	Amount	Price	Amount	Price	Amount
Mobilization	1	LS	\$ 81,000.00	\$ 38,000.00	\$ 81,000.00	\$ 81,000.00	\$ 81,000.00	\$ 81,000.00
Construction Surveying	1	LS	\$ 8,500.00	\$ 8,500.00	\$ 12,640.00	\$ 12,640.00	\$ 10,780.00	\$ 10,780.00
Grading	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00
Removal of Existing Asphalt Pavement	770	SY	\$ 10.00	\$ 7,700.00				\$ -
Removal of Existing Concrete	680	SY	\$ 15.00	\$ 10,200.00				\$ -
Select Granular Material	50	CY	\$ 15.00	\$ 750.00	\$ 90.50	\$ 4,525.00	\$ 71.43	\$ 3,571.50
Geotextile for Soil Stabilization	50	SY	\$ 3.00	\$ 150.00	\$ 8.80	\$ 440.00	\$ 6.93	\$ 346.50
Stockpiling Contaminated Soil	30	TN	\$ 100.00	\$ 3,000.00	\$ 107.00	\$ 3,210.00	\$ 85.00	\$ 2,550.00
Foundation Conditioning Mateial, Minor Str.	20	Tons	\$ 35.00	\$ 700.00	\$ 51.00	\$ 1,020.00	\$ 40.26	\$ 805.20
Foundation Conditioning Geotextile	60	SY	\$ 3.00	\$ 180.00	\$ 4.70	\$ 282.00	\$ 3.67	\$ 220.20
15" RC Pipe Culverts, Class III	184	LF	\$ 40.00	\$ 7,360.00	\$ 132.00	\$ 24,288.00	\$ 132.00	\$ 24,288.00
8" PVC Pipe Culverts	300	LF	\$ 50.00	\$ 15,000.00	\$ 44.50	\$ 13,350.00	\$ 44.50	\$ 13,350.00
8" PVC Pipe Clean Out	2	EA	\$ 100.00	\$ 200.00	\$ 759.00	\$ 1,518.00	\$ 759.00	\$ 1,518.00
Pipe Removal	20	LF	\$ 20.00	\$ 400.00	\$ 25.00	\$ 500.00	\$ 25.00	\$ 500.00
Shallow Undercut	50	CY	\$ 10.00	\$ 500.00	\$ 84.50	\$ 4,225.00	\$ 67.02	\$ 3,351.00
Class IV Subgrade Stabilization	50	Tons	\$ 20.00	\$ 1,000.00	\$ 58.50	\$ 2,925.00	\$ 46.35	\$ 2,317.50
Incidental Stone Base	50	Tons	\$ 25.00	\$ 1,250.00	\$ 91.00	\$ 4,550.00	\$ 91.00	\$ 4,550.00
Incidental Milling	200	SY	\$ 8.00	\$ 1,600.00	\$ 23.00	\$ 4,600.00	\$ 23.00	\$ 4,600.00
Asphalt Conc Base Course, Type B25.0B	150	Tons	\$ 80.00	\$ 12,000.00	\$ 135.00	\$ 20,250.00	\$ 135.00	\$ 20,250.00
Asphalt Conc Interm. Course, Type I19.0B	40	Tons	\$ 80.00	\$ 3,200.00	\$ 156.00	\$ 6,240.00	\$ 156.00	\$ 6,240.00
Asphalt Conc Surface Course, Type S9.5B	30	Tons	\$ 100.00	\$ 3,000.00	\$ 161.00	\$ 4,830.00	\$ 161.00	\$ 4,830.00
Asphalt Binder for Plant Mix, PG 64-22	15	Tons	\$ 650.00	\$ 9,750.00	\$ 439.00	\$ 6,585.00	\$ 439.00	\$ 6,585.00
Masonry Drainage Structures	6	Each	\$ 1,500.00	\$ 9,000.00	\$ 4,405.00	\$ 26,430.00	\$ 4,405.00	\$ 26,430.00
Frame w/Grate and Hood 840.03 Type E	1	Each	\$ 675.00	\$ 675.00	\$ 577.00	\$ 577.00	\$ 577.00	\$ 577.00
Frame w/Grate and Hood 840.03 Type F	5	Each	\$ 675.00	\$ 3,375.00	\$ 638.00	\$ 3,190.00	\$ 638.00	\$ 3,190.00
2'-6" Concrete Curb and Gutter	1,030	LF	\$ 20.00	\$ 20,600.00	\$ 25.00	\$ 25,750.00	\$ 21.00	\$ 21,630.00
4" Concrete Sidewalk	570	SY	\$ 45.00	\$ 25,650.00	\$ 47.50	\$ 27,075.00	\$ 45.00	\$ 25,650.00
Concrete Curb Ramp	12	Each	\$ 2,000.00	\$ 24,000.00	\$ 2,085.00	\$ 25,020.00	\$ 1,700.00	\$ 20,400.00
6" Concrete Driveways	60	SY	\$ 50.00	\$ 3,000.00	\$ 62.50	\$ 3,750.00	\$ 60.00	\$ 3,600.00
Brick Sidewalk	110	SY	\$ 60.00	\$ 6,600.00	\$ 221.00	\$ 24,310.00	\$ 221.00	\$ 24,310.00
Convert Existing Catch Basin to Junction Bo	2	Each	\$ 1,250.00	\$ 2,500.00	\$ 3,365.00	\$ 6,730.00	\$ 3,365.00	\$ 6,730.00
Convert Existing OTCB to CB	1	Each	\$ 1,250.00	\$ 1,250.00	\$ 3,655.00	\$ 3,655.00	\$ 3,655.00	\$ 3,655.00
Temporary Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 150,600.00	\$ 150,600.00	\$ 147,300.15	\$ 147,300.15
Work Zone Advanced Warning Signs	216	SF					\$ 7.00	\$ 1,512.00
Paint Pavement Marking Lines (4")	6,720	LF	\$ 0.25	\$ 1,680.00	\$ 1.30	\$ 8,736.00	\$ 1.30	\$ 8,736.00
Paint Pavement Marking Lines (8")	1,875	LF	\$ 0.75	\$ 1,406.25	\$ 2.50	\$ 4,687.50	\$ 2.50	\$ 4,687.50
Paint Pavement Marking Lines (24")	390	LF	\$ 3.25	\$ 1,267.50	\$ 3.80	\$ 1,482.00	\$ 3.80	\$ 1,482.00
Paint Pavement Marking Character	7	Each	\$ 25.00	\$ 175.00	\$ 126.00	\$ 882.00	\$ 126.00	\$ 882.00
Paint Pavement Marking Symbol	14	Each	\$ 65.00	\$ 910.00	\$ 126.00	\$ 1,764.00	\$ 126.00	\$ 1,764.00
Removal of Pavement Marking Lines (4")	2,080	LF	\$ 1.00	\$ 2,080.00	\$ 1.30	\$ 2,704.00	\$ 1.30	\$ 2,704.00
Removal of Pavement Marking Lines (8")	1,140	LF	\$ 2.00	\$ 2,280.00	\$ 2.50	\$ 2,850.00	\$ 2.50	\$ 2,850.00
Removal of Pavement Marking Lines (24")	240	LF	\$ 3.00	\$ 720.00	\$ 6.30	\$ 1,512.00	\$ 6.30	\$ 1,512.00
Removal of Pavement Marking Symbols	21	Each			\$ 63.00	\$ 1,323.00	\$ 63.00	\$ 1,323.00
Sanitary Sewer Clean Out	1	Each	\$ 1,500.00	\$ 1,500.00	\$ 1,555.00	\$ 1,555.00	\$ 1,555.00	\$ 1,555.00
Seeding and Mulching	0.1	Acres	\$ 5,000.00	\$ 500.00	\$ 10,110.00	\$ 1,011.00	\$ 10,110.00	\$ 1,011.00
Erosion Control	1.0	LS	\$ 10,000.00	\$ 10,000.00	\$ 3,385.00	\$ 3,385.00	\$ 3,385.00	\$ 3,385.00
Lagerstroemia, Crape Myrtle	2	Each	\$ 250.00	\$ 500.00	\$ 403.00	\$ 806.00	\$ 403.00	\$ 806.00
Tree Grate	12	Each	\$ 300.00	\$ 3,600.00	\$ 632.00	\$ 7,584.00	\$ 500.00	\$ 6,000.00
Handrail	70	LF	\$ 200.00	\$ 14,000.00	\$ 126.00	\$ 8,820.00	\$ 126.00	\$ 8,820.00
Install APS Detector Station (NCDOT Suppl	4	EA	\$ 500.00	\$ 2,000.00	\$ 328.00	\$ 1,312.00	\$ 328.00	\$ 1,312.00
Paved Trenching (1 conduit, 2 inch)	50	LF	\$ 13.00	\$ 650.00	\$ 44.50	\$ 2,225.00	\$ 44.50	\$ 2,225.00
Unpaved Trenching (1 conduit, 2 inch)	50	LF	\$ 6.00	\$ 300.00	\$ 17.50	\$ 875.00	\$ 17.50	\$ 875.00
Junction Box (Standard Size)	4	EA	\$ 350.00	\$ 1,400.00	\$ 573.00	\$ 2,292.00	\$ 573.00	\$ 2,292.00
1/2" Riser with Weatherhead	5	EA	\$ 350.00	\$ 1,750.00	\$ 257.00	\$ 1,285.00	\$ 257.00	\$ 1,285.00
Lead-in Cable (14-2)	600	LF	\$ 1.50	\$ 900.00	\$ 2.90	\$ 1,740.00	\$ 2.90	\$ 1,740.00
Type 1 Post with Foundation	4	EA	\$ 1,500.00	\$ 6,000.00	\$ 1,750.00	\$ 7,000.00	\$ 1,750.00	\$ 7,000.00
Retaining Wall /9"x18" Curb	10	SF	\$ 100.00	\$ 1,000.00	\$ 51.00	\$ 510.00	\$ 51.00	\$ 510.00
				<b>\$ 310,708.75</b>		<b>\$ 695,405.50</b>		<b>\$ 676,393.55</b>

**Churton Street Access Improvement Project Bid**  
**Tabulations (Page 2 of 2)**

Engineers Est.

Sunrock (11/1/16)

Sunrock (11/9/16)

SCHEDULE 1:

Description	Quantity	Unit	Price	Amount	Price	Amount	Price	Amount
Borrow Excavation	570	CY	\$ 35.50	\$ 20,235.00	\$ 54.00	\$ 30,780.00	\$ 54.00	\$ 30,780.00
Foundation Conditioning Mateial, Minor Str.	10	Tons	\$ 35.00	\$ 350.00	\$ 51.00	\$ 510.00	\$ 40.26	\$ 402.60
Foundation Conditioning Geotextile	10	SY	\$ 3.00	\$ 30.00	\$ 4.70	\$ 47.00	\$ 3.67	\$ 36.70
18" RC Pipe Cuvlerts, Class III	20	LF	\$ 45.00	\$ 900.00	\$ 140.00	\$ 2,800.00	\$ 140.00	\$ 2,800.00
Asphalt Conc Base Course, Type B25.0B	70	Tons	\$ 80.00	\$ 5,600.00	\$ 135.00	\$ 9,450.00	\$ 135.00	\$ 9,450.00
Asphalt Conc Interm. Course, Type 119.0B	50	Tons	\$ 80.00	\$ 4,000.00	\$ 156.00	\$ 7,800.00	\$ 156.00	\$ 7,800.00
Asphalt Conc Surface Course, Type S9.5B	40	Tons	\$ 100.00	\$ 4,000.00	\$ 161.00	\$ 6,440.00	\$ 161.00	\$ 6,440.00
Asphalt Binder for Plant Mix, PG 64-22	10	Tons	\$ 650.00	\$ 6,500.00	\$ 439.00	\$ 4,390.00	\$ 439.00	\$ 4,390.00
Masonry Drainage Structures	1	Each	\$ 1,500.00	\$ 10,500.00	\$ 4,405.00	\$ 4,405.00	\$ 4,405.00	\$ 4,405.00
Frame w/Grate and Hood 840.03 Type F	1	Each	\$ 675.00	\$ 4,050.00	\$ 638.00	\$ 638.00	\$ 638.00	\$ 638.00
2'-6" Concrete Curb and Gutter	260	LF	\$ 20.00	\$ 5,200.00	\$ 25.00	\$ 6,500.00	\$ 21.00	\$ 5,460.00
4" Concrete Sidewalk	130	SY	\$ 45.00	\$ 5,850.00	\$ 47.50	\$ 6,175.00	\$ 45.00	\$ 5,850.00
Concrete Curb Ramp	2	Each	\$ 2,000.00	\$ 4,000.00	\$ 2,085.00	\$ 4,170.00	\$ 1,700.00	\$ 3,400.00
Convert Existing OTCB to CB	1	Each	\$ 1,250.00	\$ 1,250.00	\$ 3,655.00	\$ 3,655.00	\$ 3,655.00	\$ 3,655.00
Guardrail Anchor Unit, Type 350	1	Each	\$ 1,850.00	\$ 1,850.00	\$ 2,530.00	\$ 2,530.00	\$ 2,530.00	\$ 2,530.00
Portable Changeable Message Sign	2	EA	\$ 11,000.00	\$ 22,000.00	\$ 8,830.00	\$ 17,660.00	\$ 8,830.00	\$ 17,660.00
Paint Pavement Marking Lines (4")	1,500	LF	\$ 0.25	\$ 375.00	\$ 1.30	\$ 1,950.00	\$ 1.30	\$ 1,950.00
Paint Pavement Marking Lines (8")	475	LF	\$ 0.75	\$ 356.25	\$ 2.50	\$ 1,187.50	\$ 2.50	\$ 1,187.50
Paint Pavement Marking Lines (24")	40	LF	\$ 3.25	\$ 130.00	\$ 3.80	\$ 152.00	\$ 3.80	\$ 152.00
Paint Pavement Marking Character	7	Each	\$ 25.00	\$ 175.00	\$ 126.00	\$ 882.00	\$ 126.00	\$ 882.00
Paint Pavement Marking Symbol	2	Each	\$ 65.00	\$ 130.00	\$ 126.00	\$ 252.00	\$ 126.00	\$ 252.00
Temporary Silt Fence	280	LF	\$ 2.00	\$ 560.00	\$ 6.30	\$ 1,764.00	\$ 5.00	\$ 1,400.00
Safety Fence (Tree Protection)	335	LF	\$ 2.00	\$ 670.00	\$ 5.10	\$ 1,708.50	\$ 4.00	\$ 1,340.00
Seeding and Mulching	0.1	Acres	\$ 5,000.00	\$ 500.00	\$ 10,110.00	\$ 1,011.00	\$ 10,110.00	\$ 1,011.00
				<b>\$ 100,661.25</b>		<b>\$ 116,857.00</b>		<b>\$ 113,871.80</b>

**TOTAL:**

**\$ 411,370.00**

**\$ 812,262.50**

**\$ 790,265.35**

Summit Design and Engineering Services recommends that Carolina Sunrock, LLC be awarded this contract based on the November 9th ammended bid.

Kevin C. O'Dell, PE

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Administration

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10.D	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

### PRESENTER/INFORMATION CONTACT:

### ITEM TO BE CONSIDERED

Subject:

Preparation for the Town Manager's Annual Performance Evaluation

Attachment(s):

None

Brief Summary:

The town manager's annual performance evaluation is due each September, although the manager is traditionally late in bringing the information required to the board. The board may wish to provide direction on preparation, information they would like to received, and/or the process for this year's evaluation. Traditionally, the manager provides a self-evaluation to the board in advance of a meeting. The last two years the manager also used the strategy map as a framework to develop a work plan for the upcoming year. The status of that work plan will also be updated and provided to the board in advance. The board then discusses the manager's performance and provides feedback in closed session. Due to the manager's currently workload he's not sure when he can get the self-evaluation to the town board. The goal is to have the information ready so it can be on the December 12 meeting.

Action Requested:

Please provide direction on any pre-planning to prepare for the evaluation.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: November 14, 2016

Department: Administration

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10.E	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Eric Peterson, Town Manager

### ITEM TO BE CONSIDERED

Subject:

Hot Topics for the Nov. 28, 2016 Board of Commissioners Work Session

Attachment(s):

None

Brief Summary:

Possible topics include:

- Progress update on town departments' top priorities for FY17
- Other

Action Requested:

Please provide direction.

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

Not applicable at this time.

Staff Recommendations/Comments:

n/a