



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

Monday, May 5, 2025 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

#### NCGS § 143-318.17. Disruptions of official meetings.

*A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.*

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#### 1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

#### 2. APPROVAL OF AGENDA:

#### 3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

#### 4. CONSENT AGENDA:

3 - 35

- 4.a. Approval of Minutes:
  - 04 Dec 2023 Regular Meeting Minutes
  - 08 Jan 2024 Regular Meeting Minutes
  - 30 Jan 2024 Budget Planning Retreat Minutes
  - 07 Apr 2025 Regular Meeting Minutes
  - [Regular Council - Monday, 04 Dec 2023 - Minutes - Pdf](#)
  - [Regular Council - Monday, 08 Jan 2024 - Minutes - Pdf](#)
  - [Budget Planning Retreat - Tuesday, 30 Jan 2024 - Minutes - Pdf](#)
  - [Regular Council - Monday, 07 Apr 2025 - Minutes - Pdf](#)

#### 5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 5.a. Discussion and Possible Action of Approving to Create a Resolution to Lower the Speed Limit in Town

**6. TOWN ATTORNEY'S REPORT:**

**7. TOWN ADMINISTRATOR'S REPORT:**

**8. PARK AND RECREATION DIRECTOR'S REPORT:**

**9. TOWN PLANNER'S REPORT:**

**10. MAYOR'S REPORT:**

**11. COUNCIL MEMBERS' REMARKS:**

**12. ADJOURNMENT:**



## Regular Council - Minutes Monday, December 4, 2023

### **COUNCIL PRESENT:**

Mayor Mulhollem  
Mayor Pro Tem Castleberry  
Council Member Bruton  
Council Member Jackson  
Council Member Purvis  
Council Member Wilson

### **STAFF PRESENT:**

Bryan Chadwick, Town Administrator  
Marcus Burrell, Town Attorney  
Kim P. Batten, Assistant Town Administrator/Finance Officer  
Mike Gordon, Previous Town Administrator  
Joyce Lawhorn, Deputy Clerk

### **GUEST PRESENT:**

Madam Michell Ball, Jo Co Clerk of Court

### **STAFF ABSENT:**

Jenny Martin, Human Resources Officer/Town Clerk

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### **1. WELCOME/CALL TO ORDER:**

#### **a) Invocation**

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

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#### **b) Pledge of Allegiance**

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

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### **2. APPROVAL OF AGENDA:**

#### **a) Mayor Mulhollem requested that Item 9.a. Human Resources Officer/Town Clerk's Report be removed from the agenda.**

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson

**Approved Agenda with change noted above.**

CARRIED UNANIMOUSLY

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### **3. OPEN FORUM/PUBLIC COMMENTS:**

(Maximum of 30 minutes allowed; 3 minutes per person)

#### **a) Mr. Tony Manning, President of the North Carolina Game Breeders Association of Stokes, NC, returned to get a response from his request at the November 6, 2023 Town Council Meeting regarding a citizen of Archer Lodge being allowed have 5 or 6 roosters on their property. Mayor Mulhollem thanked Mr. Manning for attending the meeting and asked Mr. Chadwick if he would follow up with Mr. Manning.**

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#### **b) Ms. Denise Macio of 183 Darcy Drive, Archer Lodge, NC spoke to the Council on behalf of the Mayfield Subdivision Homeowners Association. Ms. Macio shared that the Town Park is beautiful and that the neighbors are looking forward to using it. She shared that**

the neighborhood had concerns as to whether the Park would be monitored and locked from dusk to dawn. Mr. Chadwick informed Ms. Macio that he would contact her the next day, Tuesday, December 5, 2023 to discuss. Council Member Bruton asked if the plans were to lock the park after hours. Mr. Allen confirmed that it would be locked.

4. ORGANIZATIONAL ITEMS:

- 7
- a) Administration of Oath of Mayor by Madam Clerk of Superior Court, Michelle Ball
  - Matthew B. Mulhollem

Mayor Matthew B. Mulhollem was sworn in by the Clerk of Superior Court, Honorable Michele C. Ball.

Mayor Mulhollem's Oath is attached below.

[Town Council Oath - Mayor - Matthew B. Mulhollem](#)

- 8 - 10
- b) Administration of Oath of Town Council Member(s) by Madam Clerk of Superior Court, Michelle Ball
  - Clyde B. Castleberry
  - J. Mark Jackson
  - James L. Purvis, III

Mayor Pro Tem Clyde B. Castleberry, Council Member J. Mark Jackson, and Council Member James L. Purvis, III were sworn in together by the Clerk of Superior Court, Honorable Michele C. Ball.

Mayor Pro Tem Castleberry's, J. Mark Jackson's, and James L. Purvis, III's Oaths are attached below.

[Town Council Oath - Council Member - Clyde B. Castleberry](#)  
[Town Council Oath - Council Member - J. Mark Jackson](#)  
[Town Council Oath - Council Member - James L. Purvis, III](#)

- c) Comments from Newly Sworn Elected Officials
  - Mayor Matthew B. Mulhollem
  - Council Member Clyde B. Castleberry
  - Council Member J. Mark Jackson
  - Council Member James L. Purvis, III

Mayor Matthew B. Mulhollem:

Mayor Mulhollem thanked everyone for their attendance. He shared that serving the Town is a very humble experience and opportunity. Mayor Mulhollem thanked his family for their support. He also shared that his son, Eli, was born the month before incorporation of the Town 14 years ago and is the same age of the Town. He was thankful for what the Town has accomplished and is looking forward to serving the Town the next four years.

Mayor Pro Tem Clyde B. Castleberry:

Mayor Pro Tem Castleberry thanked everyone for their attendance, and the Council Members and Staff for their support. He reflected on the past years and having the responsibility of making decisions for the Town as a Council Member. Mr. Castleberry shared that he was thankful and proud of the progress of the Town Park and noted that the number one request from citizens during the incorporation was for the Town to provide sport activities for the citizens. He commended the Town for providing proper lighting at the Town Park. He expressed appreciation for the support and prayers.

Council Member J. Mark Jackson:

Council Member Jackson reflected on the incorporation of the Town and mentioned that it was at the ending his last deployment. He shared that the

incorporation was a positive experience. Mr. Jackson noted that the Park was a big ticket item but will help with keeping a small town atmosphere of which he is grateful.

**Council Member James L. Purvis, III:**

Council Member Purvis shared that in the beginning, he was not involved with the Town very much. After incorporation, he gradually got more involved and is now in his second term of serving on the Council. He made a comparison of the growth of the Town as being a newborn that grows and matures. Mr. Purvis added that the Town is now in the maturing stage. He expressed that he looked forward to being a part of the growth of the Town. He thanked the Citizens and Staff for their support.

**5. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**a) Discussion and Possible Action of Nominating and Appointing Mayor Pro Tempore**

Mayor Mulhollem explained the duties of the Mayor Pro Tem and confirmed Mr. Castleberry's his willingness to serve another term as Mayor Pro Tem. Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson  
Seconded by: Council Member Purvis

**Reappointed Board Member Clyde Castleberry as Mayor Pro Tempore.**  
CARRIED UNANIMOUSLY

11

**b) Administration of Oath of Office for Mayor Pro Tempore by Mayor Matthew B. Mulhollem**

Mayor Pro Tem Clyde B. Castleberry was sworn in by Mayor Mulhollem.

Mayor Pro Tem Castleberry's Oath is attached below.

[Town Council Oath - Mayor Pro Tem - Clyde B. Castleberry](#)

**c) Discussion and Possible Action of Appointing a Town of Archer Lodge Representative and Alternate for the North Carolina Capital Area Metropolitan Planning Organization (CAMPO)**

Mr. Chadwick informed that after consulting with the Council, he shared that Council Member Bruton has agreed to accept the offer to serve as a Representative for the Town on the CAMPO Board and Council Member Purvis agreed to serve as an alternate.

Moved by: Council Member Jackson  
Seconded by: Mayor Pro Tem Castleberry

**Approved Council Member Bruton to serve as Town of Archer Lodge Representative and Council Member Purvis to serve as Alternate for the North Carolina Capital Area Metropolitan Planning Organization (CAMPO).**  
CARRIED UNANIMOUSLY

**6. TOWN ATTORNEY'S REPORT:**

**a) Attorney Burrell thanked the Mayfield Subdivision Homeowners Association for being present and for voicing their opinions during the Public Comments. He welcomed them to attend future meetings and shared that Mr. Chadwick will be following up with their concerns. Mr. Burrell expressed appreciation to the Council for allowing him to provide his services for the Town and wished everyone a Happy Holiday.**

**7. TOWN ADMINISTRATOR'S REPORT:**

- a) **Mr. Chadwick advised everyone of the upcoming Council Planning Retreat on Tuesday, January 30, 2024, at the Johnston County Regional Airport in Smithfield, NC. He shared that the time for the meeting will be provided at a later date. He also shared that interviews are in progress for the Planning Director position. Phase I for the Park has a lot of work going on. The Town is preparing for the Park to be opened on January 1, 2024, which will be announced at the Archer Lodge Community Center New Year's Day Brunch. Mr. Chadwick shared that there will be an official Grand Opening in the Spring.**

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**8. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:**

**a) Interim Financial Reports for October 2023**

Ms. Batten shared an interim summary of all funds ending October 31, 2023. She explained the revenues that came in. Ms. Batten explained that we are almost at 98% completed for the investment earnings for the fiscal year. She shared that the Town is in the red for the month in the General Fund but that it is normal for this time of the year.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only transaction for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been the investment earnings and the \$0.02 transfer for the taxes for revenues. Later she stated that the only expenditures for this fund was the loan payment.

Regarding the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been the investment earnings.

When comparing October 2022 with October 2023 in the General Fund, Ms. Batten shared that sales tax has increased. She mentioned that permitting is down. Ms. Batten explained that the park fees and rentals are revenues that we didn't have last October. She mentioned that the investment earnings has increased from last year to this year. We have a bigger debt this year than we did last year by about \$400,000.

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**9. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:**

- a) **This item was approved to be removed from the agenda.**

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**10. PARKS & RECREATION DIRECTOR'S REPORT:**

**a) Mr. Allen reported the following:**

- PARTF Grant closing was achieved for Phase I of the Park. Mr. Allen shared that Scott Payne, Regional Consultant with NC Recreation Resource Service (RRS), commended the Town for their progress on the park.
- For Basketball, registration did not go as expected, but there will be two teams, ages 11 and 12 boys beginning in January 2024. He noted that the colors will be red and white for the Town.
- The Town will be joining the Johnston County Athletics Association (JCAA) for sports that will require traveling. The Town will be joining other local Towns.
- Park projects for restrooms, landscaping, and benches should be completed this week, closing out Phase I of the park. The Town should be moving to Phase II by the Spring.
- The Town will be offering Soccer for all Youth after the Spring Season.

- We will have the partnership with Johnston County Little League, flag football, adult softball, and kickball for the Spring Season.
- The Carolina Panthers Grant was awarded to the Town for the purchase of equipment that will be needed for the Spring Sports.

Mayor Mulhollem suggested having a contest for design submissions for the Town Parks & Recreation mascot.

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**11. PLANNING/ZONING REPORT:**

**a) Planning/Zoning Update**

Mr. Emory reported that November - December 2023 to date were very busy months with 4 or 5 permit reviews, 2 plat reviews, and several permit inquiries.

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**b) Code Enforcement Monthly Report**

Mr. Emory gave a summary of the Code Enforcement Report. He explained that there were 17 cases abated. To date, there have been 168 cases total and 147 have been abated.

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**12. MAYOR'S REPORT:**

- a) Mayor Mulhollem thanked his wife for her support. He also thanked his parents for setting a good example by providing their service in the community and instilling in him the love for Archer Lodge and his willingness to serve in the Town.**

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**13. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) Council Member Wilson shared some thoughts regarding being in the Archer Lodge Christmas Parade. He wished everyone a Merry Christmas, Happy New Year, and Happy Hanukkah. He also shared that it had been a pleasure having worked with everyone throughout the year.**
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- b) Council Member Jackson asked Mr. Allen to continue his search for park grants. He welcomed the Mayfield Subdivision Homeowners Association and asked them to feel free to contact the Council Members with any questions or concerns. He wished everyone a Merry Christmas and a Happy New Year.**
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- c) Council Member Purvis reiterated welcoming the Mayfield Subdivision Homeowners Association and invited them to attend future meetings and voice any of their concerns. He thanked the "Grinch" (Council Member Wilson in costume) for attending the Christmas Parade and wished everyone a Merry Christmas and Happy New Year. Mr. Purvis shared that he looked forward to seeing everyone in the New Year.**
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- d) Mayor Pro Tem Castleberry thanked his wife and his family for their support. He expressed the importance of Archer Lodge personally. He thanked Mr. Gordon for his dedication in helping to make Archer Lodge a Town.**
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- e) Council Member Bruton shared that the Town is fortunate to have such talented Council Members that are still continuing to serve. She wished everyone a Merry Christmas.**
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**14. ADJOURNMENT:**

- a) Having no further business, Mayor Mulhollem called for a motion to adjourn the meeting.**

Moved by: Council Member Jackson  
Seconded by: Council Member Purvis  
**Meeting adjourned at 7:33 p.m.**

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



**OATH OF MAYOR  
TOWN OF ARCHER LODGE**

I, **Matthew B. Mulhollem**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Matthew B. Mulhollem**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Mayor for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.



**Matthew B. Mulhollem**

Sworn to and subscribed before me  
this 4th day of December 2023.



**Honorable Michelle C. Ball,  
Clerk of Superior Court**

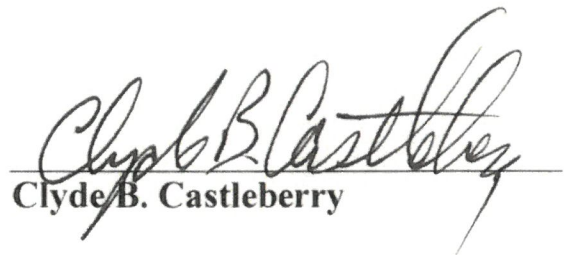


FILED  
DATE: December 5, 2023  
TIME: 1:37:58 PM  
JOHNSTON COUNTY  
CLERK OF SUPERIOR COURT  
BY: M. Gonzalez

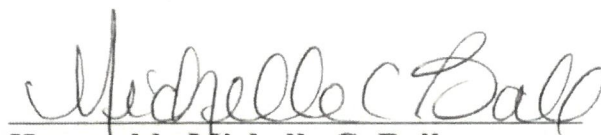
**OATH OF TOWN COUNCIL MEMBER  
TOWN OF ARCHER LODGE**

I, **Clyde B. Castleberry**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.

  
Clyde B. Castleberry

Sworn to and subscribed before me  
this 4th day of December 2023.

  
**Honorable Michelle C. Ball,**  
**Clerk of Superior Court**

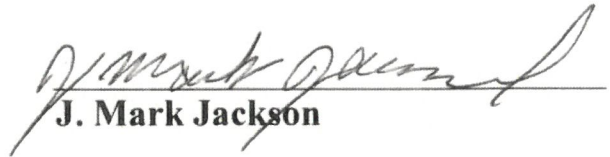


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TIME: 1:40:25 PM  
JOHNSTON COUNTY  
CLERK OF SUPERIOR COURT  
BY: M. Gonzalez

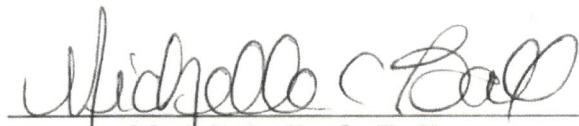
**OATH OF TOWN COUNCIL MEMBER  
TOWN OF ARCHER LODGE**

I, **J. Mark Jackson**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **J. Mark Jackson**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.

  
**J. Mark Jackson**

Sworn to and subscribed before me  
this 4th day of December 2023.

  
**Honorable Michelle C. Ball,**  
**Clerk of Superior Court**



FILED

DATE: December 5, 2023

TIME: 1:35:39 PM

JOHNSTON COUNTY

CLERK OF SUPERIOR COURT

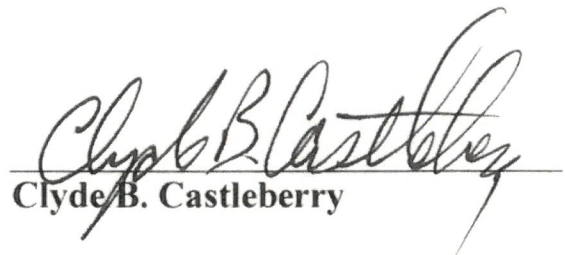
BY: M. Gonzalez



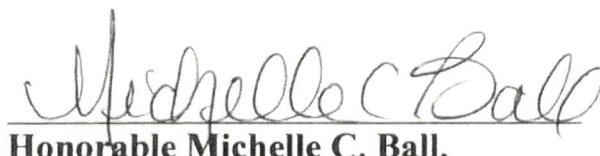
**OATH OF TOWN COUNCIL MEMBER  
TOWN OF ARCHER LODGE**

I, **Clyde B. Castleberry**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.

  
Clyde B. Castleberry

Sworn to and subscribed before me  
this 4th day of December 2023.

  
**Honorable Michelle C. Ball,**  
**Clerk of Superior Court**



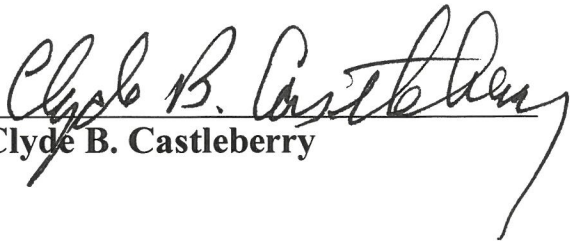
FILED  
DATE: December 5, 2023  
TIME: 1:40:25 PM  
JOHNSTON COUNTY  
CLERK OF SUPERIOR COURT  
BY: M. Gonzalez

**STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON  
TOWN OF ARCHER LODGE**

**OATH OF MAYOR PRO TEMPORE  
TOWN OF ARCHER LODGE**

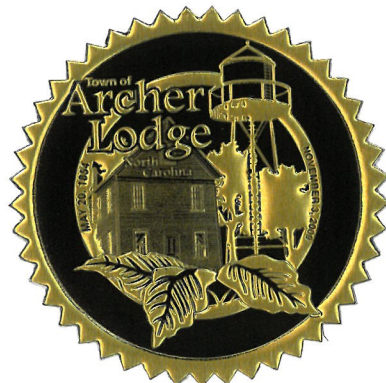
I, **Clyde B. Castleberry**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Mayor Pro Tempore for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.

  
Clyde B. Castleberry

Sworn to and subscribed before me  
this 4th day of December 2023.

  
Matthew B. Mulhollem  
Mayor  
Town of Archer Lodge





**Regular Council - Minutes  
Monday, January 8, 2024**

**COUNCIL PRESENT:**

Mayor Mulhollem  
Mayor Pro Tem Castleberry  
Council Member Bruton  
Council Member Jackson  
Council Member Purvis  
Council Member Wilson

**STAFF PRESENT:**

Bryan Chadwick, Town Administrator  
Marcus Burrell, Town Attorney  
Brandon Emory, Town Planner  
Kim P. Batten, Assistant Town Administrator/Finance Officer  
Chris Allen, Parks & Recreation Director  
Chris Curry, Code Enforcement Officer  
Jenny Martin, Human Resources Officer/Town Clerk

**COUNCIL ABSENT:**

**MEDIA PRESENT:**

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**1. WELCOME/CALL TO ORDER:**

**a) Invocation**

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge and declared a quorum present. Council Member Jackson offered the invocation.

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**b) Pledge of Allegiance**

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

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**2. APPROVAL OF AGENDA:**

**a) Mayor Mulhollem asked that Item 5.a) Existing Conditions Report Presentation ~ Chad Meadows, CodeWright Planners be removed from the agenda due to Mr. Chad Meadows not being in attendance.**

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson

**Approved the Agenda with the removal of Item 5.a) Existing Conditions Report Presentation ~ Chad Meadows, CodeWright Planners.**

CARRIED UNANIMOUSLY

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**3. OPEN FORUM/PUBLIC COMMENTS:**

(Maximum of 30 minutes allowed; 3 minutes per person)

**a) None.**

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**4. PLANNING/ZONING REPORT:**

**a) Planning/Zoning Update**

Mr. Emory reported that all permits and development requests are up-to-date and there hasn't been any requests submitted for Planning Board review.

b) Code Enforcement Monthly Report

Mr. Emory provided a summary of the Code Enforcement report. He stated that to date, there have been 172 cases and that 144 of them have been abated.

5. PRESENTATION:

a) Existing Conditions Report Presentation ~ Chad Meadows, CodeWright Planners

This item was approved to be removed from the Agenda.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

7 - 9

a) Discussion and Possible Action of Approving the Joint Resolution of The Town of Archer Lodge and Johnston County Adopted by Johnston County on January 2, 2024

Mr. Chadwick shared an explanation of the resolution and recommended approval. Discussion followed. Mayor Mulhollem called for a motion.

The signed Joint Resolution of the Town of Archer Lodge and Johnston County is attached below.

Moved by: Council Member Jackson  
Seconded by: Council Member Purvis  
**Approved for Mayor Mulhollem to sign and execute the Joint Resolution of The Town of Archer Lodge and Johnston County Adopted by Johnston County on January 2, 2024 on behalf of the Town Council, as presented.**

CARRIED UNANIMOUSLY

[AL.JointResolution.Adopted by JC 01.02.24 Signed](#)

10 - 11

b) Discussion and Possible Action of Approving the Westside Parcel Site Plan

Mr. Chadwick provided Council Members with a map of the west side parcel of the Town Park, which is attached below, and discussed the specifics which included a proposed multipurpose facility, restroom, picnic shelter, walking path, and outdoor fitness equipment. Discussion followed. Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis  
Seconded by: Council Member Wilson  
**Approved the Westside Parcel Site Plan, as presented.**

CARRIED UNANIMOUSLY

[Westside Park Parcel Site Plan](#)

c) Discussion and Possible Action of Approving Disposal of the Farm House

Mr. Chadwick informed Council that it would be cost prohibited to renovate the old farmhouse on the west side parcel of the Town Park. He stated that there would not be any of the original house saved due to having to meet the commercial grade requirements for public use. Discussion followed regarding the specifics of having the house removed from the property. Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson  
**Approved to declare the farmhouse as surplus personal property and authorize the Town Administrator to advertise for the disposition of the property.**

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| 12 | <div><div>d)</div><div><b>Discussion and Possible Action of Approving Resolution (Resolution# AL2024-01-08) Amending the Resolution (Resolution# AL2023-11-06a) Which is Adopting the Town Council Meeting Schedule for 2024.</b></div></div> <div><p>Ms. Martin explained that the only change to the meeting schedule was adding a Budget Retreat for Tuesday, January 30, 2024. Mayor Mulhollem called for a motion.</p><p>The signed Resolution# AL2024-01-08 is attached below.</p><p>Moved by: Council Member Bruton<br/>Seconded by: Council Member Jackson</p><p><b><u>Approved Resolution (Resolution# AL2024-01-08), amending Resolution (Resolution# AL2023-11-06a) adopting the Town Council Meeting Schedule for 2024, as presented.</u></b></p><p>CARRIED UNANIMOUSLY</p><p><a href="#">AL2024-01-08 Resolution Adopting the 2024 Town Council Meeting Schedule Signed</a></p></div> |
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| 13 - 14 | <div><div>e)</div><div><b>Discussion and Possible Action of Approving the Town of Archer Lodge Definitions Policy</b></div></div> <div><p>Ms. Martin explained the updates to the current definitions policy. Discussion followed.</p><p>Council recommended removing the wording "higher-level" in the "Interim" section as follows:</p><p>Interim - An employee who temporarily assumes the additional duties of a position or who is hired to temporarily assume duties of a position.</p><p>Mayor Mulhollem called for a motion.</p><p>The updated policy is attached below.</p><p>Moved by: Mayor Pro Tem Castleberry<br/>Seconded by: Council Member Bruton</p><p><b><u>Approved the Town of Archer Lodge Definitions Policy to include the changes listed above.</u></b></p><p>CARRIED UNANIMOUSLY</p><p><a href="#">Definitions Policy 1.2024</a></p></div> |
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|  | <div><div>f)</div><div><b>Discussion and Possible Action of Approving the Updated Town of Archer Lodge Floating Holiday(s) Policy</b></div></div> <div><p>Ms. Martin shared an explanation of the proposed policy updates. No discussion followed.</p><p>Moved by: Council Member Jackson<br/>Seconded by: Council Member Purvis</p><p><b><u>Approved the Updated Town of Archer Lodge Floating Holiday(s) Policy, as presented.</u></b></p><p>CARRIED UNANIMOUSLY</p></div> |
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| 7. | <div><div><b><u>TOWN ATTORNEY'S REPORT:</u></b></div><div><div>a)</div><div><b>Attorney Burrell expressed best wishes for a Happy New Year and advised everyone to stay safe due to the potential inclement weather.</b></div></div></div> |
| 8. | <div><div><b><u>TOWN ADMINISTRATOR'S REPORT:</u></b></div><div><div>a)</div><div><b>Mr. Chadwick reported the following:</b></div></div></div>                                                                                             |



- The Town Council Budget Planning Retreat will be held Tuesday, January 30, 2024, at 9:30 a.m. at the Johnston County Regional Airport.
- He reminded everyone of the Monday, January 22, 2024, Town Council Work Session.
- Staff is on the second round of interviews for the Planning Director position.
- Mr. Chadwick will be discussing the need to increase Staff for the Parks & Recreation Maintenance Department within the next month.
- The Archer Lodge Community Center (ALCC) agreements, implemented approximately 6 months ago, were experiencing some obstacles to start with, but have improved.
- Staff is in the process of purchasing locks for both the ALCC and the Town Park ballfields to eliminate access to the fields without permission.
- Staff will be presenting quotes in the near future for 12 lights, out of a total of 36, that need replacing at the ALCC and Multi-Purpose fields. Discussion followed regarding options available for new lighting.
- Staff will be installing signage for directions to the restrooms under the shelter at the ALCC building to eliminate visitors having to use the portable restrooms near the fields.
- To eliminate the overflow of garbage at the ALCC, a larger dumpster has been installed.
- Mr. Chadwick and the Town's Parks and Recreation Staff met with the Johnston County Little League (JCLL) to discuss clarifications of the Memorandum of Understanding (MOU) between the JLCC and the Town. Discussion followed.
- Mr. Chadwick informed that he would keep watch of the weather reports on Tuesday to allow Staff time to travel home safely due to potential inclement weather.
- Mr. Chadwick wished Mayor Mulhollem a Happy Birthday for Wednesday, January 10, 2024.

**9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:**

**a) Interim Financial Reports for November 2023**

Ms. Batten explained that the audit is still going on. She shared an interim summary for all funds ending November 30, 2023. Ms. Batten shared that we are 42% completed for the fiscal year. For the month, we were in the red by about \$28,000. The actual to date net difference between revenues and expenditures in the General Fund is around \$542,000.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only transaction for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten shared that the only activity has been the \$0.02 transfer for the taxes.

Regarding the Public Safety Reserve fund 32, Ms. Batten mentioned that the only activity has been investment earnings.

When comparing revenues in November 2022 with November 2023 in the General Fund, Ms. Batten explained that we are around \$323,000 less this year. Ms. Batten shared that the expenditures for this year was higher at around \$123,000. November 2022 was better than November 2023 by around \$447,800. She explained that a lot of this has to do with building the new Town Park.

**10. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:**

**a) Ms. Martin reported the following:**

- Central Pines will be holding a ribbon-cutting on Wednesday, January 24, 2024, from 2:00 p.m. - 5:00 p.m. She informed Council that she would register anyone that is interested in attending.
- Re-elected officials must attend an ethics training class. She informed them that she would register them if needed. Council Member Burton mentioned that NC Capital Area Metropolitan Planning Organization (CAMPO) members are required to attend an ethics class.
- Updates for Council Members files, a mini orientation, and information on NexGen EAP (Employee Assistance Program) will be provided at the Monday, January 22, 2024 Work Session.
- An employee survey will be given to Staff during the month January 2024, to get feedback on benefits and any needs of Staff. The results will be included during the Budget Retreat discussions.
- Ms. Martin discussed that contingent offers were made for two part-time positions for the Parks & Recreation department.
- Background checks for the Johnston County Little League Volunteer Coaches will be required by the Human Resources Department.

---

**11.    PARKS AND RECREATION DIRECTOR'S REPORT:**

- a)    **Mr. Allen provided an update on Parks & Recreation Sports and Program activities. He commended the players for their participation and attendance. He shared that "Red" will be the color of the jerseys for the sports teams. He informed everyone of the upcoming sports games. Mr. Allen advised that the Town Park, Phase I, is in its' final stages for the completion of the ballfields. He expressed that the Parks & Recreation Staff are looking forward to a great Spring Season. Discussion followed.**

---

**12.    MAYOR'S REPORT:**

- a)    **Mayor Mulhollem thanked Staff for reminding the re-elected Council Members of the Ethics Classes. He asked everyone to keep former Council Member Jeffrey D. Barnes in their prayers due to his declining health. Mayor Mulhollem shared that he, Council Member Purvis, and Mr. Chadwick attended a Water & Sewer Steering Committee meeting in the Town of Smithfield and provided an overview of the meeting. Discussion followed.**

---

**13.    COUNCIL MEMBERS' REMARKS:**  
(non-agenda items)

- a)    Council Members' Wilson and Jackson wished Mayor Mulhollem a "Happy Birthday".
- 
- b)    **Council Member Purvis noted that his remarks had already been discussed.**
- 
- c)    **Mayor Pro Tem Castleberry reiterated the Birthday Wishes for the Mayor and express appreciation for the prayers and thoughts that were given on his behalf.**
- 
- d)    **Council Member Bruton shared information regarding the NC Insurance Commission regarding a request for an increase in homeowners insurance premiums.**

---

**14.    ADJOURNMENT:**

- a)    **Having no further discussion, Mayor Mulhollem called for a motion to adjourn the meeting.**

Moved by: Council Member Jackson  
Seconded by: Council Member Wilson  
**Approved to Adjourn the meeting at 8:31p.m.**

CARRIED UNANIMOUSLY

---

Matthew B. Mulhollem, Mayor

---

Jenny Martin, Town Clerk

Office of  
County Commissioners  
(919) 989-5100  
FAX (919) 989-5179

Dana G. Cuddington, Clerk

*Johnston County*  
POST OFFICE BOX 1049  
SMITHFIELD, N.C. 27577

R.S. "Butch" Lawter Jr., Chairman  
Patrick E. Harris, Vice Chairman  
Tony Braswell  
Ted G. Godwin  
Fred J. Smith, Jr.  
Richard D. Braswell  
April Stephens

## JOINT RESOLUTION OF THE TOWN OF ARCHER LODGE AND JOHNSTON COUNTY

WHEREAS, the Town of Archer Lodge and Johnston County, acting in separate regular sessions of each respective body, adopted a joint resolution (attached as "**Exhibit A**") on September 8, 2014 and October 6, 2014, respectively, for Johnston County to exercise and enforce Chapter 14, Article XII, Erosion and Sediment Control, within the corporate limits and extraterritorial jurisdiction of the Town of Archer Lodge; and

WHEREAS, pursuant to the joint resolution, the initial terms of the agreement commenced on the 1<sup>st</sup> day of October, 2014, and terminated on the 1<sup>st</sup> day of October, 2015, and automatically renewing each successive year at the end of the term; and

WHEREAS, pursuant to the joint resolution, the agreement may be terminated by either party at least four (4) months prior to the end of the current one year term that the party wishes to terminate the agreement, or terminated at any time upon mutual agreement by both parties; and

WHEREAS, the Town of Archer Lodge and Johnston County both wish to mutually terminate this joint resolution and agreement.

NOW, THEREFORE, it is hereby resolved by Joint Resolution of the Town Council of Archer Lodge and the Board of Commissioners of Johnston County, acting in separate regular sessions of each respective body, that the Town of Archer Lodge and Johnston County mutually agree to terminate the agreement in the joint resolution attached as "**Exhibit A**" with Johnston County relinquishing its jurisdiction within the corporate limits and extraterritorial jurisdiction of the Town of Archer Lodge, as it relates to exercising and enforcing Chapter 14, Article XII, Erosion and Sediment Control, effective March 31, 2024.

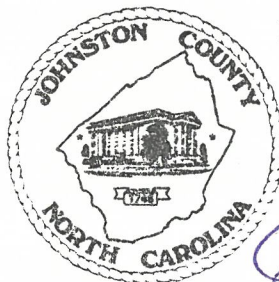
ADOPTED by the Town Council of the Town of Archer Lodge, North Carolina, meeting in regular session on the 8<sup>th</sup> day of January, 2024 and by the Board of Commissioners of Johnston County meeting in regular session on the 2<sup>nd</sup> day of January, 2024.

TOWN OF ARCHER LODGE

By: [Signature]  
Mayor

ATTEST:

[Signature]  
Town Clerk



JOHNSTON COUNTY

By: [Signature]  
R.S. "Butch" Lawter, Jr., Chairman

ATTEST:

[Signature]  
Dana G. Cuddington  
Clerk to the Board of Commissioners

## **EXHIBIT A**

### **JOINT RESOLUTION OF THE TOWN OF ARCHER LODGE AND JOHNSTON COUNTY**

WHEREAS, the Town of Archer Lodge has requested that Johnston County exercise and enforce Chapter 14, Article XII, Erosion and Sediment Control, County of Johnston, North Carolina Code of Ordinances within the corporate limits and extraterritorial jurisdiction of the Town of Archer Lodge; and

WHEREAS, Johnston County does hereby agree to this request; and

WHEREAS, pursuant to the execution of this agreement, both the Town of Archer Lodge and Johnston County understand this request must be heard by the North Carolina Sediment Control Commission for their endorsement prior to enforcement action of the Erosion Control Ordinance by the County in said jurisdiction; and

WHEREAS, by General Statute, the North Carolina Sediment Control Commission is the controlling authority for approval of such requests as the final action in the condoning process in the matter specific to Chapter 14, Article XII, Erosion and Sediment Control.

NOW, THEREFORE, it is hereby resolved by Joint Resolution of the Town Council of the Town of Archer Lodge and the Board of Commissioners of Johnston County, acting in separate regular sessions of each respective body, as follows:

1. The Town of Archer Lodge relinquishes its jurisdiction within its corporate limits and extraterritorial zoning jurisdiction with regard to local enforcement of the erosion and sediment program pursuant to GS 113A-60, and hereby by agreement and resolution, grants to Johnston County jurisdiction within said areas for the purpose of administering a joint program pursuant to such statute as provided in Chapter 14, Article XII, Erosion and Sediment Control, County of Johnston, North Carolina Code of Ordinances.
2. Johnston County Board of Commissioners does agree to exercise jurisdiction to enforce the ordinance identified herein, within the corporate limits and extraterritorial zoning jurisdiction, pursuant to the authority set forth herein.



3. The initial terms of this Agreement shall be for a period of one (1) year, commencing on the 1<sup>st</sup> day of October 2014, and terminating on the 1<sup>st</sup> day of October 2015. Either party may terminate the Agreement at the end of the initial term. Thereafter, this Agreement shall automatically renew for a successive one year term at the end of each term unless notice is given by either part at least four (4) months prior to the end of the current one year term that the party wishes to terminate the Agreement at the end of the current term. This Agreement may be terminated at any time upon mutual agreement of both parties.
4. Should any claims arise out of services provided by Johnston County under this agreement, the Town of Archer Lodge agrees to indemnify and hold Johnston County, its employees, agents, and contractors harmless from any and all claims for liability, loss, injury, damages to persons or property, cost or attorney's fees resulting from any action brought against Johnston County, its employees, agents, contractors and Commissioners arising as a result of these services performed on behalf to the Town of Archer Lodge that are the subject matter of this Agreement, except where such claims result from actionable acts of negligence by Johnston County.

ADOPTED by the Town Council of the Town of Archer Lodge, North Carolina, meeting in regular session on the 8th day of September, 2014, and by the Board of Commissioners of Johnston County meeting in regular session on the 6 day of October, 2014.

TOWN OF ARCHER LODGE

BY: *Michelle S. Soren*  
Mayor

JOHNSTON COUNTY

BY: *Jeffrey P. Carr*  
Chairman, Board of Commissioners

ATTEST:

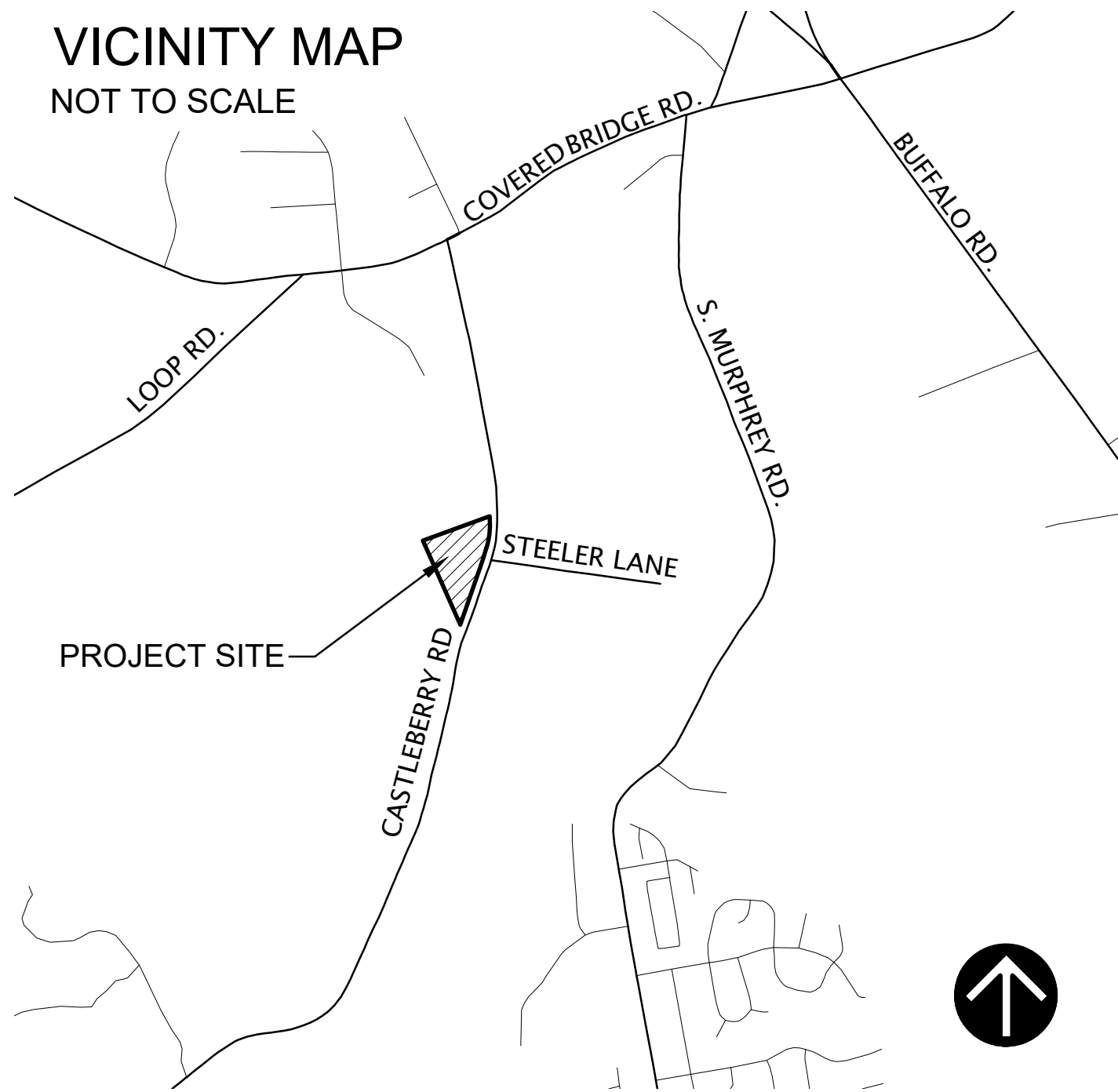
*Janet Walker*  
Town Clerk

ATTEST:

*Paula G. Woodlark*  
Clerk to Board of Commissioners







SHEET INDEX

|             |                                            |
|-------------|--------------------------------------------|
| Cover Sheet |                                            |
| C000        | Existing Conditions                        |
| SW-1        | Site Plan Phase 1                          |
| SW-2        | Site Details                               |
| SW-3        | Planting Plan                              |
| SW-4        | Planting Details                           |
| C100        | Utility Plan                               |
| C200        | Grading and Storm Drainage Plan            |
| C300        | Erosion Control Plan Ph A                  |
| C301        | Erosion Control Plan Ph B                  |
| C500        | NPDES Stabilization                        |
| C501        | NPDES Stabilization and Materials Handling |
| C502        | NPDES Record Keeping and Reporting         |
| C503        | Water Details                              |
| C504        | Water Details                              |
| C505        | Erosion Control Details                    |
| C506        | Erosion Control Details                    |
| C507        | Storm Details                              |
| C508        | Site Details                               |

PROJECT DIRECTORY

**Landscape Architect / Prime Consultant:**  
**Susan Hatchell Landscape Architecture, PLLC**  
711 W. North Street  
Raleigh, NC 27603  
910.444.9209

**Civil Engineer: NV5**  
6750 Tryon Road  
Cary, NC 27518  
919.836.4800

**Susan Hatchell**  
*Landscape Architecture, PLLC*  
711 W. North Street Raleigh, NC 27603



ARCHER LODGE TOWN PARK

Archer Lodge, North Carolina

DECEMBER 1, 2023

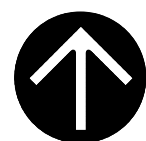
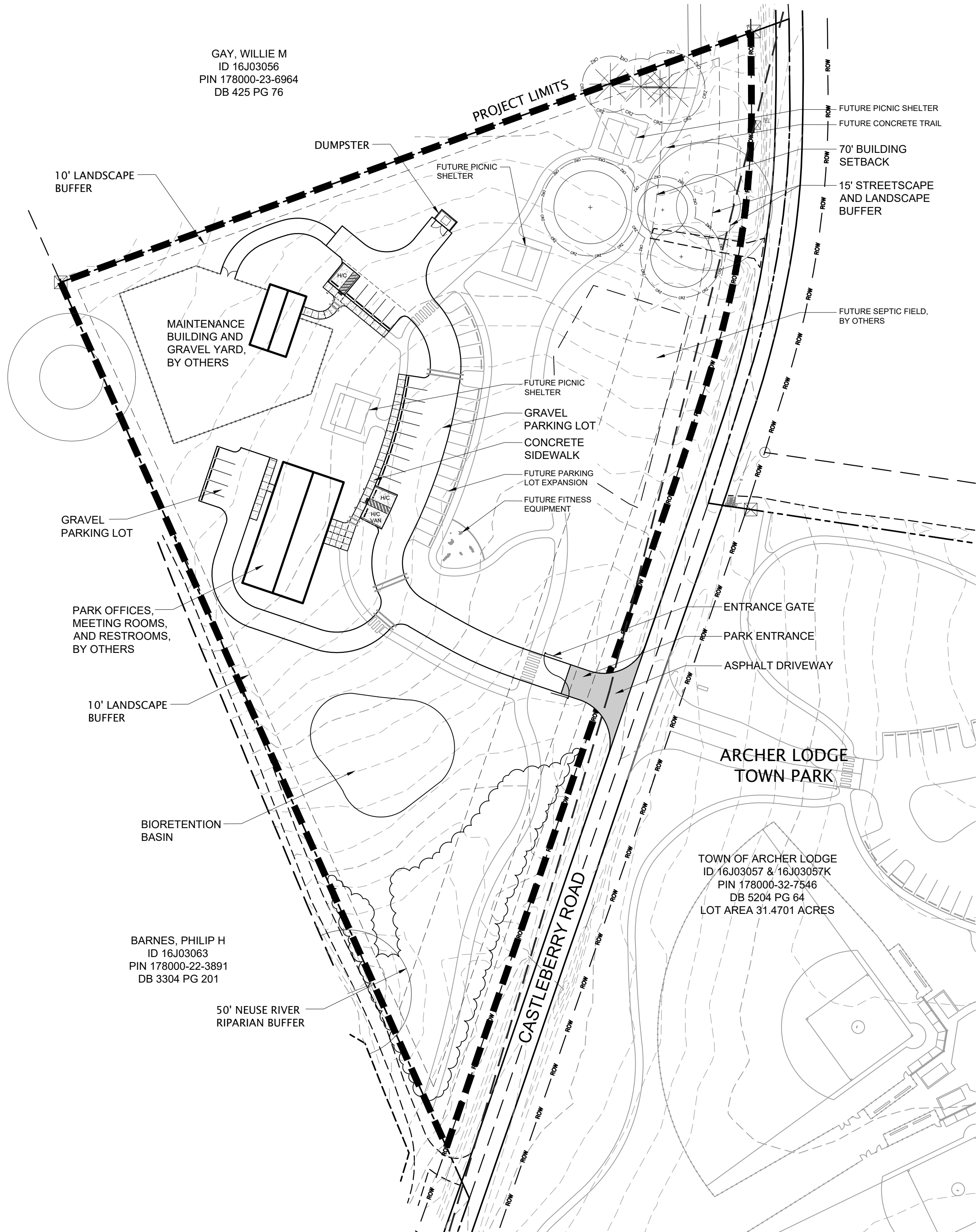
ZONING PERMIT SET

SITE DATA

NAME: ARCHER LODGE TOWN PARK  
OWNER: TOWN OF ARCHER LODGE  
DEVELOPER: TOWN OF ARCHER LODGE  
CONTACT: BRYAN CHADWICK, TOWN ADMINISTRATOR  
ADDRESS: 14094 BUFFALO ROAD, ARCHER LODGE, NC 27527  
TELEPHONE: (919) 359-9727

PROPERTY ADDRESS: 2743 CASTLEBERRY ROAD, ARCHER LODGE, NC 27527  
PARCEL ID NUMBER: 16J03057  
PIN NUMBER: 178000-32-7546  
DEED BOOK AND PAGE: DB5204 PG64  
ZONING DISTRICT: AGRICULTURAL-RESIDENTIAL DISTRICT (AR)

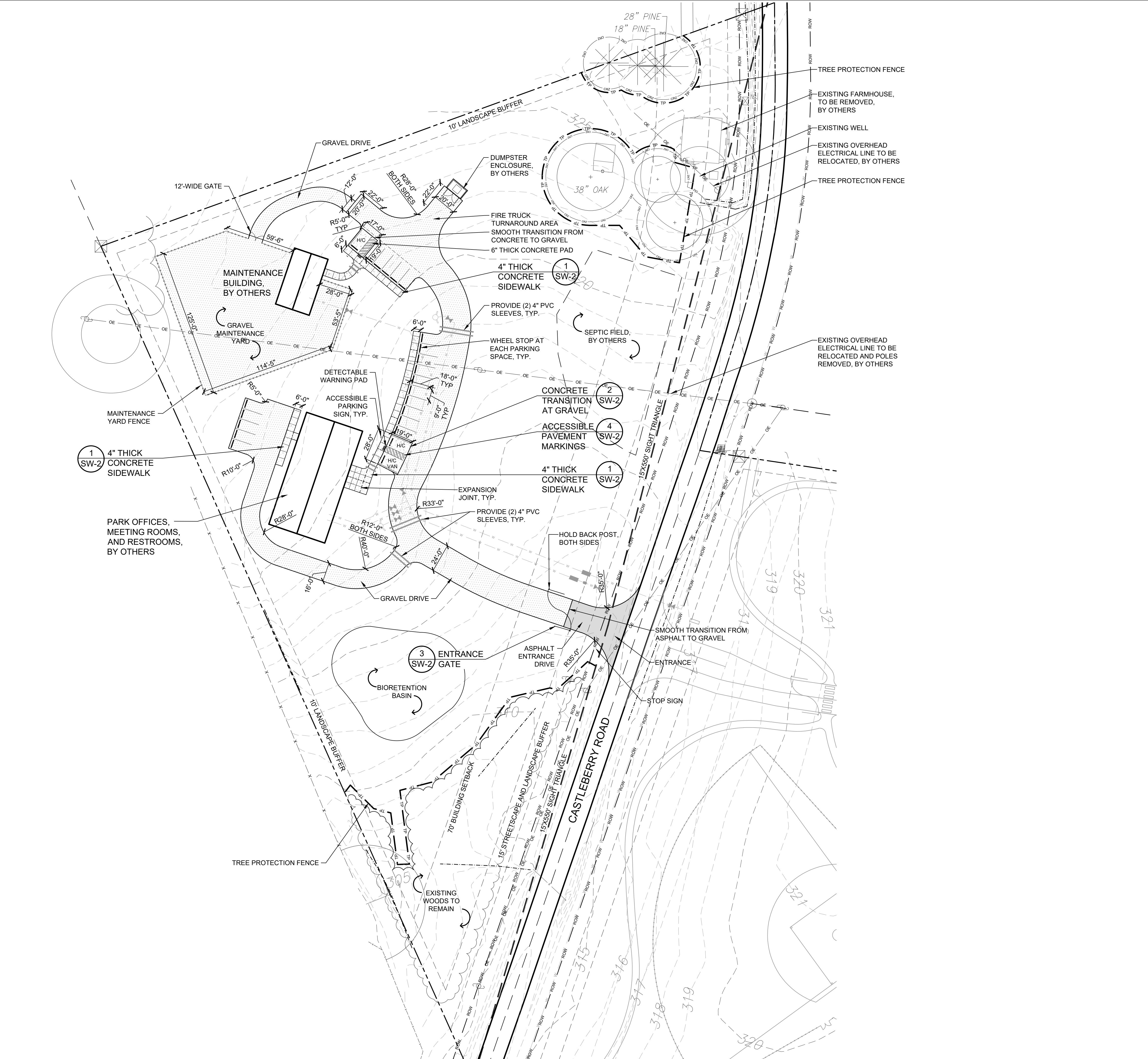
TOTAL LAND AREA: 6.48 ACRES, 5.35 ACRES NOT INCLUDING THE RIGHT OF WAY  
CURRENT USE: AGRICULTURE  
PROPOSED USE: PARK / RECREATIONAL FACILITIES  
EXISTING IMPERVIOUS AREA: 2,876 SF  
PROPOSED IMPERVIOUS AREA: 70,079 SF WITHIN PROJECT LIMITS  
30% OF THE OVERALL SITE



0 30 60 120

SCALE: 1" = 60' - 0"





PROGRESS 100% CONSTRUCTION DOCUMENTS  
NOT FOR CONSTRUCTION

- STAKING NOTES:**
- CONTRACTOR SHALL REPORT ALL DISCREPANCIES TO OWNER.
  - CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, DEPTHS, DISTANCES, ANGLES AND SLOPES PRIOR TO ORDERING MATERIALS OR CONSTRUCTING PROJECT.
  - STAKE PARKING LOT, ADA PARKING SPACES, GATES, SIDEWALKS, AND PIPE CROSSINGS IN THE FIELD FOR LANDSCAPE ARCHITECTS AND OWNERS APPROVAL. NOTIFY OWNER OF ANY ADJUSTMENTS OR IF CLARIFICATION IS NECESSARY.
  - CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF THESE UTILITIES DURING THE CONSTRUCTION OF THE PROJECT.
  - CONCRETE SIDEWALKS SHALL BE A MIN. OF 4" THICK.
  - SIDEWALKS SHALL HAVE A LIGHT BROOM FINISH, BE SCORED AT +/- SIX (6') FOOT INTERVALS AND BE LAID OUT RADIALLY WHEN WALK CURVES (UNLESS OTHERWISE SHOWN).
  - THE CONTRACTOR SHALL ADEQUATELY AND FULLY PROTECT ALL PARTS OF THE WORK AGAINST DAMAGE UNTIL COMPLETED AND ACCEPTED BY THE OWNER. ANY DAMAGES, INCLUDING VANDALISM OF CONCRETE SHALL BE PROPERLY REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
  - THROUGHOUT THE DURATION OF THE CONTRACT, THE CONTRACTOR SHALL PROVIDE TEMPORARY BARRICADES TO KEEP THE PUBLIC SAFE AND PEDESTRIAN AND VEHICULAR TRAFFIC OUT OF THE CURRENT PORTION OF THE WORK.
  - THE CONTRACTOR SHALL PROTECT EXPOSED SURFACES ADJACENT TO THE WORK FROM PHYSICAL DAMAGE RESULTING FROM CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL CLEAN, REPAIR, OR REPLACE, AS REQUIRED, SURFACES DAMAGED DURING THE COURSE OF THE WORK AT NO ADDITIONAL EXPENSE TO THE OWNER.
  - NEWLY POURED CONCRETE CURBS OR SIDEWALKS SHALL BE PROTECTED AND GUARDED FROM VANDALISM FROM PASSERSBY UNTIL THE CONCRETE HAS SUFFICIENTLY CURED, TO RESIST SUCH MOLESTATION. FAILURE TO PREVENT GRAFFITI, OR OTHER SUCH VANDALISM, SHALL RESULT IN THE NEW CONCRETE HAVING TO BE REMOVED AND REPLACED. THIS REQUIREMENT SHALL MANDATE THE CONTRACTOR TO TAKE THE NECESSARY STEPS IN PREVENTING SUCH INCIDENTS INCLUDING, BUT NOT LIMITED TO, GUARDING THE PROJECT AFTER NORMAL WORKING HOURS. ADEQUATE SUPERVISION OR FENCING IS AT THE DISCRETION OF THE CONTRACTOR.
  - A 1/2"-WIDE EXPANSION JOINT MUST BE PROVIDED WHERE NEW CONCRETE ABUTS TO EXISTING SURFACES. EXPANSION JOINTS SHALL NOT CREATE A TRIP HAZARD, SEE SPECIFICATIONS AND DETAIL.

- SITE NOTES:**
- PROTECTION OF EXISTING VEGETATION: AT THE START OF GRADING INVOLVING THE LOWERING OF EXISTING GRADE AROUND A TREE OR STRIPPING OF TOPSOIL, A CLEAN, SHARP, VERTICAL CUT SHALL BE MADE AT THE EDGE OF THE TREE SAVE AREA AT THE SAME TIME AS OTHER EROSION CONTROL MEASURES ARE INSTALLED. THE TREE PROTECTION FENCING SHALL BE INSTALLED ON THE SIDE OF THE CUT FARTHEST AWAY FROM THE TREE TRUNK AND SHALL REMAIN IN PLACE UNTIL ALL CONSTRUCTION IN THE VICINITY OF THE TREES IS COMPLETE. NO STORAGE OF MATERIALS, FILL, OR EQUIPMENT AND NO TRESPASSING SHALL BE ALLOWED WITHIN THE BOUNDARY OF THE PROTECTED AREA.
  - THE TREE PROTECTION FENCE SHALL BE MAINTAINED ON THE SITE UNTIL ALL SITE WORK IS COMPLETED AND PRIOR TO THE CERTIFICATE OF OCCUPANCY (CO) IS SCHEDULED. THE FENCING SHALL BE REMOVED PRIOR TO FINAL SITE INSPECTION FOR THE CO.
  - MAXIMUM LONGITUDINAL SLOPE ON LANDINGS IS 2%, MAXIMUM LONGITUDINAL SLOPE ON SIDEWALKS AND TRAILS IS 4.9%.
  - MAXIMUM CROSS SLOPE ON LANDINGS, SIDEWALKS AND TRAILS IS 2%.
  - MAXIMUM 2% SLOPE IN ANY DIRECTION FOR ACCESSIBLE PARKING SPACES AND AISLES.
  - EXCESS SOIL THAT CANNOT BE USED FOR ON-SITE FILL SHALL BE HAULED OFF SITE OR WASTED IN DESIGNATED STOCKPILE SOILS AREA WITHIN THE LIMITS OF DISTURBANCE AS SHOWN ON EROSION CONTROL PLANS. THESE AREAS MAY BE SUBJECT TO ADDITIONAL EROSION CONTROL MEASURES.
  - CONTRACTOR SHALL ONLY CLEAR AND DISTURB THE MINIMUM AREA REQUIRED TO CONSTRUCT PARKING AREAS, SIDEWALKS, AND TRAILS. CONTRACTOR SHALL FINISH AND SEED DISTURBED AREAS WITH DETERMINED SEED MIX TO MINIMIZE THE AMOUNT OF SITE DENUDED AT ANY ONE TIME.
  - CONTRACTOR SHALL GIVE LANDSCAPE ARCHITECT A MINIMUM OF 24-HOURS' NOTICE PRIOR TO TESTING.
  - CONTRACTOR SHALL ACCEPT ACTUAL CONDITIONS AT THE SITE AND PERFORM THE WORK SPECIFIED WITHOUT ADDITIONAL COMPENSATION FOR POSSIBLE VARIATION FROM GRADES AND CONDITIONS SHOWN WHETHER SURFACE OR SUBSURFACE, EXCEPT AS PROVIDED FOR BY THE CONTRACT DOCUMENTS

**TOWN OF ARCHER LODGE PARKING CALCULATIONS:**

Per the Town of Archer Lodge Code of Ordinances Section 30-200, the following number of parking spaces are required:

| Use                                     | Parking Space Requirement | Required Number of Spaces         |
|-----------------------------------------|---------------------------|-----------------------------------|
| Public Use Facility / Business - Office | 1 per 350 sf. floor area  | 15 spaces for a 5,000 sf building |
| Maintenance Facility                    | 1 per 2 employees         | 2 spaces for 4 employees          |
| TOTAL REQUIRED                          |                           | 17 spaces                         |
| TOTAL PROVIDED                          |                           | 23 spaces                         |

Susan Hatchell  
Landscape Architecture, PLLC  
711 W. North Street, Raleigh, NC 27603  
p. 919-838-9600 f. 919-838-9700

SITE PLAN  
PHASE 1

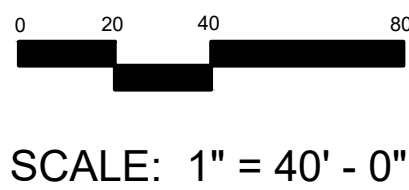
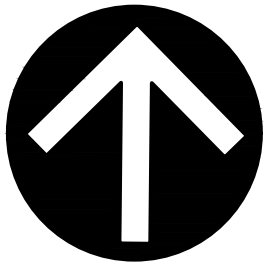
Archer Lodge Westside Park Parcel  
2743 Castleberry Road  
Archer Lodge, NC 27527

REVISIONS

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|  |  |
|  |  |
|  |  |

Date: 12/01/23

SW-1





**TOWN OF ARCHER LODGE  
RESOLUTION ADOPTING THE 2024  
TOWN COUNCIL MEETING SCHEDULE**

**WHEREAS**, the Archer Lodge Town Council exists to conduct the business of the citizens; and

**WHEREAS**, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

**WHEREAS**, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:00 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

**WHEREAS**, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

**WHEREAS**, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

| TOWN OF ARCHER LODGE<br>2024 CALENDAR<br>TOWN COUNCIL MEETINGS |                 |                |                 |
|----------------------------------------------------------------|-----------------|----------------|-----------------|
| MONTH                                                          | REGULAR MEETING | WORK SESSION   | BUDGET RETREAT  |
| January                                                        | Monday, Jan 8   | Monday, Jan 22 | Tuesday, Jan 30 |
| February                                                       | Monday, Feb 5   |                | Monday, Feb 19  |
| March                                                          | Monday, Mar 4   |                | Monday, Mar 18  |
| April                                                          | Monday, Apr 1   | Monday, Apr 15 |                 |
| May                                                            | Monday, May 6   | Monday, May 20 |                 |
| June                                                           | Monday, Jun 3   |                |                 |
| July                                                           | Monday, Jul 8   |                |                 |
| August                                                         | Monday, Aug 5   |                |                 |
| September                                                      | Monday, Sep 9   | Monday, Sep 23 |                 |
| October                                                        | Monday, Oct 7   | Monday, Oct 21 |                 |
| November                                                       | Monday, Nov 4   | Monday, Nov 18 |                 |
| December                                                       | Monday, Dec 2   |                |                 |

**NOW, THEREFORE, BE IT RESOLVED** that the Archer Lodge Town Council hereby adopts the 2024 Town Council Meeting Schedule as presented.

**DULY ADOPTED ON THIS 8<sup>th</sup> DAY OF JANUARY 2024 WHILE IN REGULAR SESSION.**

ATTEST:

  
Jenny Martin  
Town Clerk



 (SEAL)  
Matthew B. Mulhollem  
Mayor





## TOWN OF ARCHER LODGE

14094 Buffalo Road  
Archer Lodge, NC 27527  
Main: 919-359-9727  
Fax: 919-359-3333

**Mayor:**

Matthew B. Mulhollem

**Council Members:**

Clyde B. Castleberry

**Mayor Pro Tem**

Teresa M. Bruton

J. Mark Jackson

James L. (Jim) Purvis, III

Mark B. Wilson

# Definitions Policy

For the purposes of this policy, the following words and phrases have the meanings respectively ascribed to them by this section:

**Exempt Employee** – An employee who meets the qualifications for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA).

**Non-Exempt Employee** – An employee who is subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**Full-time Employee** – An employee who is in a position budgeted for which an average work week equals at least 40 hours.

**Part-time Employee** – An employee who is in a position budgeted for which an average work week is less than 40 hours. A part-time employee may be in a temporary or regular status.

**Probationary Employee** – An employee appointed to a full-time or part-time regular position who has not yet completed the designated probationary period.

**Regular Employee** – An employee who has successfully completed the designated probationary period. Regular employees may be either full-time or part-time.

**Temporary Employee** – An employee appointed to a position temporarily established not to exceed 12 months (Exception: the 12-month duration period does not apply to temporary positions working on a seasonal, as needed, or on-call basis). Temporary employees are not benefit eligible and cannot work more than 1,000 hours in a rolling calendar year. Temporary employees may be either full-time or part-time.

**Trainee** – An employee who does not meet the minimum requirements of the job at the time of hire (or promotion) but is expected to meet the minimum requirements within a reasonable period of time. During the duration of a trainee appointment, the employee is in a probationary status.

**Interim** – An employee who temporarily assumes the additional duties of a position or who is hired to temporarily assume duties of a position.





## **Budget Planning Retreat - Minutes Tuesday, January 30, 2024**

### **COUNCIL PRESENT:**

Mayor Mulhollem  
Mayor Pro Tem Castleberry  
Council Member Bruton  
Council Member Jackson  
Council Member Purvis

### **COUNCIL ABSENT:**

Council Member Wilson

### **STAFF PRESENT:**

Bryan Chadwick, Town Administrator  
Kim P. Batten, Assistant Town Administrator/Finance Officer  
Chris Allen, Parks & Recreation Director  
Jenny Martin, Human Resources Officer/Town Clerk  
Miguel Galvan, Parks Maintenance Specialist

### **GUEST PRESENT:**

Angie Manning, AICP, CodeWright Planners  
Chad Meadows, CodeWright Planners  
Chris Lukasina, Executive Director, CAMPO  
Chris Johnson, JO CO Economic Development Director  
Steve Bizzell, Sheriff, JO CO Sheriff's Office  
Bengie Gaddis, Chief Deputy Sheriff, JO CO Sheriff's Office  
Phillip Driver, Fire Chief, Northside Fire Department

---

### **1. LIGHT BREAKFAST**

- a) **Breakfast was served at 9:00 a.m.**

---

### **2. WELCOME ~ MAYOR MULHOLLEM & BRYAN CHADWICK**

- a) **Invocation**

Mayor Mulhollem called the Budget Planning Retreat to order at 9:34 a.m. at the Johnston County Regional Airport located at 3149 Swift Creek Road, Smithfield, NC. Mr. Chadwick thanked everyone for attending and informed that the meeting would be informal and everyone could share ideas and interact with each other. Council Member Jackson offered the invocation.

- 
- b) **Pledge Of Allegiance**

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

---

### **3. STAFF INTRODUCTIONS**

- a) **Mr. Chadwick gave an overview of the meeting agenda and allowed each attendee to provide an introduction of themselves for everyone to get to know each other better. He began by giving an introduction of himself and everyone followed suit.**

---

### **4. PRESENTATIONS**

- a) **ARCHER LODGE COMMUNITY CENTER (ALCC) SENIORS PROGRAM ~ TERESA PURVIS**
- 
- b) **NORTH CAROLINA CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)**

Mr. Lukasina shared that the Town of Archer Lodge was the only member to incorporate and already be within the boundary of CAMPO. He presented a presentation providing an explanation of all of the functions and responsibilities of the MPO (Metropolitan Planning Organization) and the 3-C planning process (Continuation, Cooperative, and Comprehensive) in the region.

Points of the Presentation:

**MPO Functions:**

- Establish a fair & impartial setting
- Evaluate transportation alternatives
- Maintain a Metropolitan Transportation Plan (MTP)
- Develop a Transportation Improvement Program (TIP)
- Involve the public + residents + key affected sub-groups

**MPO Primary Responsibilities:**

**(MTP) Metropolitan Transportation Plan** (formerly Long-Range Transportation Plan - LRTP) – Must cover 20+ years, updated every 4 years – MTP Revenues and Costs must balance

**(TIP) Transportation Improvement Program**– Determines regional transportation priorities, in cooperation with NCDOT – Identifies State, Federal and local funding – Must be consistent with MTP **(NAAQS) National Ambient Air Quality Standards** – MTP and TIP must meet Air Quality (AQ) emissions regulations – Federal funding withheld if Plans are not “conforming” – AQ Modeling for DCHC and CAMPO

Mr. Lukasina shared information on the Funding, the Southeast Area Study, and the projects in the Archer Lodge area.

**c) JOHNSTON COUNTY ECONOMIC DEVELOPMENT ~ CHRIS JOHNSON, ECONOMIC DEVELOPMENT DIRECTOR**

Mr. Johnson shared his background with everyone. He provided an overview of the growth of Johnston County and access to highways that make traveling faster. He discussed the potential for commercial businesses in the Town. He offered to meet with anyone on the Town's behalf to discussed the specifics required for his services. Discussion followed.

**d) NORTH SIDE FIRE & RESCUE DEPARTMENT ~ PHILLIP DRIVER, CHIEF**

North Side Fire Chief, Phillip Driver, gave an overview and the timeline of the original Archer Lodge Fire Department merging with the Thanksgiving Fire Department, due to the growth in the area, and having a name change to North Side Fire Department for both departments. He shared that they are looking land to build another fire station and to add staff near the Flowers Plantation area. Chief Driver explained the fire department's budget, goals, and what has been achieved. Discussion follow.

**5. LUNCH**

**a) Lunch was served from 12:48 - 1:25 p.m.**

**6. PRESENTATIONS CONTINUED**

**a) JOHNSTON COUNTY SHERIFF'S OFFICE ~ SHERIFF STEVE BIZZELL**

Mayor Mulhollem introduced everyone in attendance and welcomed Johnston County Sheriff Steve Bizzell and Chief Deputy Sheriff Bengie Gaddis.

Sheriff Bizzell thanked everyone for the opportunity to speak and expressed that it is an honor to be Sheriff of Johnston County, NC. He shared an overview of the Sheriff's Department, duties of staff, expenses to maintain the jail, and updates. Mayor Mulhollem thanked Sheriff Bizzell and Chief

Deputy Sheriff Gaddis for coming and sharing the information. He expressed the appreciation that Council and Staff has for the services of the Sheriff's Department. Discussion followed. Sheriff Bizzell expressed appreciation for all of the Staff and Council and commended them for their service in Johnston County.

**b) COMPREHENSIVE PLAN/EXISTING CONDITIONS UPDATE ~ CHAD MEADOWS, CODEWRIGHT PLANNERS**

Mr. Meadows opened the floor for Ms. Angie Manning, AICP, Land Use Consultant with CodeWright Planners, to introduce herself.

Ms. Manning shared an overview of her twenty-six and one half years of history in Land Use Planning. She informed that she is retired and is now working as a consultant. She is working on projects for Mr. Chad Meadows, AICP, CodeWright Planners, LLC.

Mr. Meadows shared that he would be discussing the first major deliverable of the Comprehensive Land Use Plan. He shared the background of the project and what he suggests to happen next. Mr. Meadows provided a portion of the work in progress and gave an overview of the information. He discussed the need for an ETJ (Extra Territorial Jurisdiction). Discussion happened throughout the session.

**c) PARKS & RECREATION UPDATE ~ CHRIS ALLEN, PARKS & RECREATION DIRECTOR**

Presentation not given due to time constraints. Rescheduled tentatively to the 19th.

**d) ADMINISTRATION UPDATE ~ BRYAN CHADWICK, TOWN ADMINISTRATOR**

Presentation not given due to time constraints. Rescheduled tentatively to the 19th.

## 7. NEXT STEPS & WRAP-UP

- a) Mr. Chadwick apologized to Chris and Miguel for not giving them a chance to provide their presentation. He stated that on the 19th, Parks and Recreation as well as Administration will be able to provide their presentation on guidance and preparation for the remaining budget sessions. He stated that the dates that he provided to work on the budget can be decided and change based on what scheduling looks like. He encouraged Council to be prepared that other dates can come into play for the budget planning sessions. Discussion followed.

## 8. ADJOURNMENT

- a) With no further business, the meeting was adjourned at 4:28 p.m.**

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



**Regular Council - Minutes  
Monday, April 7, 2025**

**COUNCIL PRESENT:**

Mayor Mulhollem  
Mayor Pro Tem Castleberry  
Council Member Bruton  
Council Member Jackson  
Council Member Buzzelli

**STAFF PRESENT:**

Bryan Chadwick, Town Administrator  
Marcus Burrell, Town Attorney  
Kim P. Batten, Assistant Town Administrator/Finance Officer  
Chris Allen, Parks & Recreation Director  
Jenny Martin, Human Resources Officer/Town Clerk

**COUNCIL ABSENT:**

Council Member Wilson  
Page

**STAFF ABSENT:**

Jason Kress, Town Planner

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**1. WELCOME/CALL TO ORDER:**

- a) **Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation. Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.**

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**2. APPROVAL OF AGENDA:**

- a) **Mayor Mulhollem called for a motion to approve the agenda.**  
Moved by: Council Member Jackson  
Seconded by: Mayor Pro Tem Castleberry  
**Approved the Agenda as presented.**

CARRIED UNANIMOUSLY

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**3. OPEN FORUM/PUBLIC COMMENTS:**

- a) **Ronnie Korea of Johnston County Little League**

Ronnie Korea, President of Johnston County Little League (JCLL), was present with David Hamilton, Vice-President of Baseball Operations. Mr. Korea shared that over the last year JCLL has been working on things he feels have improved JCLL and its relationship with the Town of Archer Lodge. He shared that JCLL has the desire to strengthen the relationship between the organization and the town. In his opinion, he shared that he feels as if recently there has been a step back in the progress of the relationship. His desire is to be recognized as a town/parks and recreation department program, as that was his initial understanding that the relationship was arranged that way. Mr. Korea shared that in his opinion, as well as the members of the JCLL board, that there are times where JCLL is not recognized as a town program. He feels that they have been pushed to the side, although they are the largest program that the town offers. Mr. Korea explained that there are areas of give and take on both ends between JCLL and the Town of Archer Lodge. He shared that he would like to mend the relationship that he shared was, in his opinion, not as strong as it once was and explained that he is available to speak with members of the council at any time through the contact information that he provided.



b) **Dene Castleberry of The Archer Lodge Community Center**

Dene Castleberry, citizen of Archer Lodge, shared that he would like to reiterate what Ronnie Korea had said and state his concerns. He shared that in the past there was a success in the area of baseball before the town had taken over. Mr. Castleberry explained, in his opinion, the communication should be improved between JCLL and the Town of Archer Lodge, and that the town needed to assist with the program being better received as it is a respected program. Mr. Castleberry shared that there are issues at the baseball fields as far as lighting and encouraged the council to look into the possibilities of grants in order to offset some of the costs. Mr. Castleberry shared that there is a need to keep the fields wet while they're playing and encouraged the town to speak with Troy as he is experienced in that area. Mr. Castleberry also shared that he would like to see the improvement of the relationship between the town and Archer Lodge Middle School. Discussion followed.

4. **CONSENT AGENDA:**

- a) **Approval of Minutes:**  
**05 Sep 2023 Regular Meeting Minutes**  
**02 Oct 2023 Regular Meeting Minutes**  
**16 Oct 2023 Work Session Minutes**  
**06 Nov 2023 Regular Meeting Minutes**  
**17 Mar 2025 Budget Planning Retreat Minutes**  
**03 Mar 2025 Regular Meeting Minutes**

Council Member Buzzelli removed himself from the vote since he was not on the council during some of these meetings.

Moved by: Council Member Jackson  
Seconded by: Mayor Pro Tem Castleberry  
**Approved Consent Agenda as Presented.**

CARRIED 2 to 1 (Bruton Opposed)

5. **RECOGNITION/PRESENTATION:**

- 5 a) **Proclamation - Parkinson's Awareness Month**

Mayor Mulhollem proclaimed the Month of April 2025 as Parkinson's Awareness Month by reading the Proclamation below.

[Parkinson's Awareness Month Proclamation 4.2025 Signed](#)

6. **DISCUSSION AND POSSIBLE ACTION ITEMS:**

No items on agenda.

7. **TOWN ATTORNEY'S REPORT:**

Marcus Burrell, Town Attorney, had no report.

8. **TOWN ADMINISTRATOR'S REPORT:**

- a)
- Mr. Chadwick shared that construction had begun at the town park on the second restroom facility.
  - He shared that lighting, irrigation, and sprigging is planned to begin within the coming weeks on the two multipurpose fields at the town park. He shared that the bids are out for the facilities on the west side of the park and will have more information at the end of the month.
  - Mr. Chadwick shared that during a training session that Kim Batten, Assistant Town Administrator and Finance Officer, attended in the last week that she learned that there is a North Carolina General Statute that requires each town to have a Deputy Finance Officer for

the authority to sign checks in the case that Ms. Batten is unavailable. He shared that the council should expect to receive more information regarding that in upcoming meetings.

- Mr. Chadwick commented that staff is still waiting on updated numbers for the cost of the insurance for employees.
- He shared that he has had an extensive conversations with a concerned citizen that would like to see the speed limit for the town reduced as he has witnessed several crashes. He shared that he also has observed the speeding issue that occurs throughout the town and lowering the speed may be an advantageous discussion. Discussion followed.

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**9.     MAYOR’S REPORT:**

- a)
  - Mayor Mulhollem explained that speed is a concern that he understands and would be in support of lowering the speed in the town.
  - He thanked the JCLL and Dene Castleberry for attending the meeting. He asked staff to reach out to them to set up a time and date to meet and discuss the concerns that they had.
  - Mayor Mulhollem wished Council Member Jackson a Happy Belated Birthday.

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**10.    COUNCIL MEMBERS’ REMARKS:**

- a)     Council Member Jackson encouraged there to be a recurring meeting between the town and JCLL to help with communication. He also shared that he does not think that he can disagree with a 35 mile per hour speed limit due to the amount of people that are going through the town. He shared that Easter is coming up and encouraged everyone to think about their faith as the holiday is approaching.
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- b)     Council Member Buzzelli shared that he agrees with JCLL having a recurring meeting schedule with the town and mentioned the idea of having it quarterly to keep communication going. He thinks that reducing the speed to 35 miles per hour within a certain radius of the center of town; however, in his opinion, it may not be important in areas further away. He shared that he was happy to see the minutes provided and the agenda a week ahead of the meeting. He mentioned the idea of separating the meeting minutes between current and past as he doe snot feel comfortable voting on minutes that he wasn't present for.
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- c)     Mayor Pro Tem Castleberry thanked the staff, Ms. Batten and Ms. Martin that came to help at the shredding event.
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- d)     Council Member Bruton shared that she is waiting on Johnston County to update their website as the average increase was 70.6 percent. She shared that her evaluation did go down from the original number that she had received for property tax but was still double from previous years. She explained to look into that and the Johnston County website when the town sets its tax rate.

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**11.    ADJOURNMENT:**

- a)     **Having no further business, Mayor Mulhollem called for a motion to adjourn.**  
Moved by: Mayor Pro Tem Castleberry  
Seconded by: Council Member Jackson  
**Approved to adjourn meeting at 7:09 p.m.**

CARRIED UNANIMOUSLY
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Matthew B. Mulhollem, Mayor

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Jenny Martin, Town Clerk



# Proclamation



**WHEREAS**, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and,

**WHEREAS**, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030; and,

**WHEREAS**, Parkinson's disease is the 14<sup>th</sup> leading cause of death in the United States according to the Centers for Disease Control and Prevention; and,

**WHEREAS**, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members; and,

**WHEREAS**, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and,

**WHEREAS**, there is no objective test or biomarker for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease; and,

**WHEREAS**, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

**WHEREAS**, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and,

**WHEREAS**, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today; and,

**NOW, THEREFORE**, I, Matthew B. Mulhollem, Mayor of the Town of Archer Lodge in North Carolina, do hereby proclaim April 2025 as

## PARKINSON'S AWARENESS MONTH

Given under my hand and the Great Seal of the Town of Archer Lodge on this 7<sup>th</sup> day of April 2025.

Matthew B. Mulhollem  
Mayor