



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, September 9, 2024 @ 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.

Page

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:

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- 4.a. 05 Jun 2023 Regular Meeting
26 Jun 2023 Special Meeting & Public Hearing
10 Jul 2023 Regular Meeting
22 Jan 2024 Special Meeting
[Regular Council - Monday, 05 Jun 2023 - DRAFT Minutes - Pdf](#)
[Special Meeting - Monday, 26 Jun 2023 - DRAFT Minutes - Pdf](#)
[Regular Council - Monday, 10 Jul 2023 - DRAFT Minutes - Pdf](#)
[Work Session - Monday, 22 Jan 2024 - DRAFT Minutes - Pdf](#)

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- 4.b. Part-Time Executive Assistant Job Description
[Executive Assistant](#)

5. ORGANIZATIONAL ITEMS:

- 5.a. Welcome Marcus Cameron and Blake McLean, Archer Lodge's Parks Maintenance Specialists

6. PRESENTATION(S):

7. TOWN ATTORNEY'S REPORT:

8. TOWN ADMINISTRATOR'S REPORT:

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

- 64 - 66 9.a. Interim Financial Reports for July 2024
[JULY 2024 - ALL FUNDS](#)
[JULY 2024 - YTD COMP](#)

10. PARK AND RECREATION DIRECTOR'S REPORT:

11. PLANNING/ZONING REPORT:

12. MAYOR'S REPORT:

13. COUNCIL MEMBERS' REMARKS:

14. ADJOURNMENT:



**Regular Council - Minutes
Monday, June 5, 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
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:

Page

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.

b) Pledge of Allegiance

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

2. APPROVAL OF AGENDA:

a) Mayor Mulhollem asked to amend the agenda with Item 8. Planning/Zoning Report being moved immediately following Item 4. Consent Agenda and the remaining item numbers be moved accordingly.

Moved by: Council Member Wilson
Seconded by: Council Member Bruton
Approved Agenda as amended.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Mr. Pete Barnes of 2100 Castleberry Road, Archer Lodge, NC inquired regarding the status of the water issues on his property near the Town Park. Mayor Mulhollem shared that he and Staff have met with the State and also discussed in house. He advised Mr. Barnes that he and Mr. Chadwick would contact him on Tuesday, June 6, 2023, to discuss the details. Mr. Barnes provided a quote of the proposed damages.

4. **CONSENT AGENDA:**

a) **Approval of Minutes:**
06 Feb 2023 Regular Council Meeting Minutes

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved Consent Agenda

CARRIED UNANIMOUSLY

5. **PLANNING/ZONING REPORT:**

a) **Planning/Zoning Update**

Mr. Curry thanked Council for allowing him to be moved up on the agenda. He shared the following update on behalf of Mr. Emory:

- Permitting and Zoning inquiries are being processed in a timely manner.
- At the May 17, 2023 Planning Board Meeting, the Board and Attorney Burrell discussed the proposed Minimum Housing Ordinance and approved a recommendation of approval, as amended. Mr. Emory shared that he plans to present it to Council at their Regular Council meeting next month.

b) **Code Enforcement Monthly Report**

Mr. Curry reported the following:

- Kerry Barnes will be working with the Town more due to Mr. Curry being assigned to another location.
- Mr. Curry shared the following progress update as of May 30, 2023:
 - 8 New cases opened.
 - 8 Notices of violations issued.
 - 15 cases were abated.
 - 10 Cases with no progress.
 - 2 Abatements in progress.
 - No notices of Public Hearings have been mailed.
 - 12 Signs were in violation and have been picked up.
 - Received several complaints regarding livestock and informed that there are no ordinances in place to regulate them.
 - Inspections, follow ups, and in person or attempted meetings have been made with all violators.
 - 8 New cases were opened.
 - Conducted 20 follow ups on previous cases.
- Violations by Numbers:
 - 7 Junk Piles
 - 5 Junk Vehicles
 - 5 Overgrown Lots
 - 2 Animal Violations
- Case Status to Date:
 - Total of 117 Cases
 - Abated 108 Cases at 89%

Mr. Curry praised Ms. Barnes on the work that she has been doing for the Town.

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

9 - 10

a) **Discussion and Possible Action of Approving the Resolution Repealing Speed Limit on Buffalo Road per NCDOT with Certification (Resolution# AL2023-06-05a)**

Mr. Chadwick shared that NCDOT contacted the Town regarding reducing the speed limit along Buffalo Road to 45 mph as described on the proposed resolution. Ms. Batten explained that NCDOT is requesting to repeal the

2015 resolution and replace with the proposed resolution, which will cover more distance. Discussion followed.

The Resolution is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Council Member Wilson

Approved Resolution# AL2023-06-05a Repealing Speed Limit on Buffalo Road per NCDOT with Certification, as presented.

CARRIED UNANIMOUSLY

[AL2023-06-05a Resolution on Repealing Speed Limit on Buffalo Road per NCDOT with Certification](#)

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b) Discussion and Possible Action of Approving the Resolution Adopting Speed Limit on Buffalo Road per NCDOT with Certification (Resolution# AL2023-06-05b)

Mr. Chadwick reiterated the discussion on Agenda Item 6.a and noted that the proposed resolution will cover more distance.

The Resolution is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved Resolution# AL2023-06-05b Adopting Speed Limit on Buffalo Road per NCDOT with Certification, as presented.

CARRIED UNANIMOUSLY

[AL2023-06-05b Resolution on Adopting Speed Limit on Buffalo Road per NCDOT with Certification](#)

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c) Discussion and Possible Action of Approving the Updated Option and Ground Lease Agreement Between the Town of Archer Lodge and APC Towers III, LLC

Mr. Chadwick shared that he had sent the revised copy of the proposed agreement to APC Towers for review, and APC Towers has expressed some concerns. He recommended tabling this item until they red-line the items on the Ground Lease Agreement that they were not in agreement with. Mr. Chadwick advised APC Towers that he and Attorney Burrell would schedule a time to meet to discuss their disagreements. Mr. Chadwick advised Council that he would provide an update at the next Council meeting. Discussion followed.

d) Discussion and Possible Action of Approving the Updated Lease and Use Agreement Between the Town of Archer Lodge and the Archer Lodge Community Center, Inc.

Mr. Chadwick shared that there have been several meetings held with the Archer Lodge Community Center (ALCC) Board and Staff to discuss the expectations of what should be included in the agreement. He informed that there have been some changes that have been instituted in the agreement and noted that it had been clarified that both parties will have the option to terminate the agreement at the end of of the contract. He noted that it was agreed upon that at the end of the year, the ALCC Board and Staff would meet to review everything that had gone on during the year. Discussion followed on some items that needed clarifying and correcting on the proposed agreement.

The Agreement is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Mayor Pro Tem Castleberry

Approved the Updated Lease and Use Agreement Between the Town of Archer Lodge and the Archer Lodge Community Center, Inc. with the changes as presented.

CARRIED UNANIMOUSLY

[ALCC Lease and Use Agreement](#)

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e) Discussion and Possible Action of Approving the Updated Memorandum of Understanding Between the Town of Archer Lodge and Johnston County Little League

Mr. Chadwick informed everyone that Staff had met a few times and have corresponded with the Johnston County Little League (JCLL). They have all been working together on the details for the Memorandum of Understanding (MOU) and the expectations. Mr. Chadwick shared that according to Andy Knepper, President of the JCLL, the Board is satisfied with the MOU, but would like for the Town to add a couple of the Middle Schools (Clayton & Riverwood) to the Town's scheduling. Mr. Allen explained that the Town does not have the authority to schedule Clayton or Riverwood Middle Schools due to them being in another district. Mr. Chadwick recommended approving the MOU as presented due to scheduling for the Fall Ball season coming up. He noted that Staff will reach back out to JCLL to discuss the inquiry from Andy Knepper. Discussion followed.

The MOU is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved the Updated Memorandum of Understanding Between the Town of Archer Lodge and Johnston County Little League as presented.

CARRIED UNANIMOUSLY

[JCLL MOU](#)

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f) Discussion and Possible Action of Amending the Parks and Recreation Fee Schedule for Fiscal Year Ending June 2023

Mr. Allen informed that the proposed fee schedule, which is attached, includes the fees for upcoming starter programs. He noted that there will be more amendments in the future, as programs are implemented. He explained that these programs and fees are comparable to other municipalities in Johnston County. Discussion followed.

Mr. Allen advised that expenses for this year will be a little higher due to the purchase of equipment. He added that if the proposed fee schedule is approved, the first program that the Town will implement will be a softball clinic beginning next month.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved to amend the Parks and Recreation Fee Schedule for Fiscal Year Ending June 2023 as presented.

CARRIED UNANIMOUSLY

[FEE SCHEDULE PROPOSED AMENDMENTS FY2022-2023](#)

g) Discussion and Possible Action of Adopting the Town of Archer Lodge Safety Policy

Ms. Martin explained that she has been working on the Town's Personnel Policy since she has started working for the Town. She shared that the Town should review and update their policies every five years.

Ms. Martin explained that there was an urgent need to start updating all of the safety policies due to having safety sensitive positions in place with our Parks and Recreation Department. She noted that she has researched different drug/alcohol testing facilities and has approved which facility works best with the Town's needs.

She noted that the plan is to include only a few policies on the agenda at a time to eliminate Council being bombarded with so many to review at one time. When all of the policies have been approved, Ms. Martin shared that she will include the entire policy manual on a future agenda with a resolution to be adopted.

The first policy that Ms. Martin wanted to update was the Safety Policy. She explained that the Town already had a Safety Policy in place, she just updated it.

Mayor Mulhollem opened the floor for discussion. There was none.

Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Adopted the Town of Archer Lodge Safety Policy as presented.

CARRIED UNANIMOUSLY

h) Discussion and Possible Action of Adopting the Town of Archer Lodge Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy

Ms. Martin shared that the proposed policy goes along with the safety policies for the Town. This policy is the updated Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy. Ms. Martin noted that the applicant must sign a release form before any tests or checks can be performed.

Mayor Mulhollem called for a motion.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Bruton

Adopted the Town of Archer Lodge Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy as presented.

CARRIED UNANIMOUSLY

i) Discussion and Possible Action of Adopting the Town of Archer Lodge Drug & Alcohol-Free Workplace, Substance Abuse, and Drug and Alcohol Testing Policy

Ms. Martin shared that the purpose of implementing this policy is due to the Town being a drug and alcohol- free workplace. She provided an overview of the updated policy. Ms. Martin explained that the Town Administrator is authorized to make any changes to the policy, but it must be approved by Council before being implemented.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adopted the Town of Archer Lodge Drug & Alcohol-Free Workplace, Substance Abuse, and Drug and Alcohol Testing Policy as presented.

CARRIED UNANIMOUSLY

7. PRESENTATION:

- a) **Proposed Annual Budget Ordinance Presentation for Fiscal Year Ending June 30, 2024 ~**
Bryan Chadwick, Budget Officer/Town Administrator
Kim Batten, Assistant Town Administrator/Finance Officer

Mr. Chadwick read the attached budget message. He explained that he wanted to meet with Council individually to discuss the proposed budget. Mr. Chadwick recommended Council to schedule a Special Meeting to include a Public Hearing on June 26th.

Mayor Mulhollem called for a motion to Publicize a Special Meeting to include a Public Hearing on the Proposed Budget Ordinance on June 26th at 6:30 p.m.

Moved by: Council Member Bruton
Seconded by: Council Member Purvis
Approved to Publicize a Special Meeting to include a Public Hearing on the Proposed Budget Ordinance on June 26th at 6:30 p.m.
CARRIED UNANIMOUSLY

[Budget Message Final 06.05.23](#)

8. TOWN ATTORNEY'S REPORT:

- a) **Attorney Burrell had no report.**

9. PARK UPDATE ~ MIKE GORDON:

- a) **Mr. Gordon reported the following:**
- The playground installation is completed.
 - The picnic shelter construction is underway, and the restrooms should soon follow.
 - Duke Energy has connected the electrical power at the park.
 - He is coordinating with the electrician to determine the scope of work for what items in the park will require being connected to electrical power and noted that it will also need to be determined in Phase I of the park.
 - Irrigation is underway and will be connected to electrical power when completed, afterwards the fence can be reinstalled.
 - Turf delivery is being delayed due to it being in high demand, estimated delivery is at least 3 weeks.

10. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Chadwick reported that he and Mr. Emory attended a second meeting with Stakeholders for the possibility of joining the Clayton Metropolitan Panning Organization (MPO). Mr. Chadwick shared that it was decided at the meeting that The Town of Clayton and Johnston County would both allow the Stakeholders to present their presentations at their meetings. He noted that after having a discussion with Mayor Mulhollem, they decided not to invite them to the Town Council Meeting based on the population of the Town not being large enough to qualify on its own to join. Mr. Chadwick stated that based off of what he has been hearing so far, it seems that everyone will stay with CAMPO. Mr. Chadwick also advised Council that he would keep them informed of any changes.**

11. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

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

- With the budget coming up, the Council will see upcoming policies regarding employee leave. She informed council that this addition will not cost the town additional money.
- Employee evaluations are being revamped this year to be a more interactive process.
- It's open enrollment time for the employees for our NCLM benefits and our Cornerstone benefits.
- She will be attending an Employment Law conference, as well as another week of her clerk certification class.
- Reminder that the July meeting will be the 2nd Monday in July and not the 1st Monday like our other meetings due to July 4th.

12. PARKS AND RECREATION DIRECTOR'S REPORT:**a) Mr. Allen reported the following:**

- Shared that many applicants have applied for the Parks Maintenance Specialist position and a contingent offer has been sent to an applicant for the position. He shared a brief overview of the selected applicant's background in park maintenance.
- Hoping to get the signed contract with the Archer Lodge Community Center soon, so the Parks and Recreation department can hit the ground running.
- With the Fee Schedule approved, plans are to open registration tomorrow (Tuesday, June 6, 2023), using the newly implemented software system. He added that flyers will be created to include the Town's website link and a QR Code allowing participants to scan with their phones to register.
- Informed Council that the shade structure located at the Archer Lodge Community Center (that was awarded by a grant) has been installed. He noted that it has been admired by people attending the games at the park.

13. MAYOR'S REPORT:

- a) Mayor Mulhollem informed that on May 17, 2023, he and Mr. Chadwick attended a meeting at Smithfield Town Hall along with other mayors and either a manager or administrator from other towns in Johnston County. He noted that Jeff Hudson, a former Onslow County Manager and past CEO of ONWASA (Onslow Water and Sewer Authority), was the speaker. He informed that Mayor Pro Tem Castleberry, Council Member Purvis, and himself have attended a couple of meetings where the subject of sewer has been first and foremost on a lot of people's mind. Mayor Mulhollem informed that Mr. Hudson explained what would be involved if the county and towns of the county went in together and formed a water and sewer authority. Mr. Hudson provided information on how it might look, be governed, and financed. Mayor Mulhollem shared that the meeting was very informative and could be very beneficial to the Town. He advised that he would be attending follow-up meetings and would update everyone as information becomes available.**

14. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared that he informed Mr. Chadwick in a recent meeting that he would no longer be able to be a representative for the Town on the TJCOG Board due to health reasons. He expressed how much he enjoyed being on the TJCOG Board and thought it would be good to appoint someone else to serve. Mr. Wilson shared that he had been informed that a formal Town Council Member, Jeff Barnes, is in Hospice Care and asked that everyone keep him and his family in their prayers.**

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- b) Council Member Jackson expressed his thoughts on using some of the Fund Balance to meet the budget and wants to cut back some numbers. He recommended that the Town not have a tax increase this budget due to Johnston County having an upcoming property re-evaluation. Mr. Jackson wants to have more Work Sessions to discuss the budget. He also informed Council that he would be out of town the night of the budget meeting and would try to connect remotely, if possible.
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- c) Council Member Purvis shared that on Memorial Day while he was raising the flags at the Veterans Memorial, a visitor expressed to him how much he like the memorial site and that it was the best one he had seen in comparison to other towns the size of Archer Lodge.
-
- d) Mayor Pro Tem Castleberry shared a heartfelt thanks for everyone's support during the recent loss of his father-in-law and mother-in-law.
-
- e) Council Member Bruton commended Staff for all of the work that they have done to take care of the action items that have been on the agenda for the month, along with the budget.
-

15. ADJOURNMENT:

- a) **No further business. Mayor Mulhollem called for a motion to adjourn.**

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Bruton

Adjourned meeting at 8:34 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



**TOWN OF ARCHER LODGE
RESOLUTION REPEALING SPEED LIMIT ON BUFFALO ROAD
PER NCDOT NOTIFICATION**

WHEREAS, on November 9, 2015, the Town of Archer Lodge adopted Resolution# AL2015-11 authorizing the Mayor of the Town of Archer Lodge to execute an Amended Municipal Certificate (the Resolution), which enabled the North Carolina Department of Transportation (NCDOT) to reduce the municipal speed limit along a section of SR 1003 (Buffalo Road) for approximately 0.057 mile east of Raintree Lane and 0.302 mile east of Raintree Lane from 55 mph to 45 mph; and

WHEREAS, the NCDOT has notified the Town of Archer Lodge that said speed limits along SR 1003 need to be repealed; and

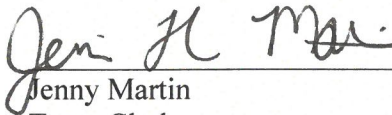
WHEREAS, this Resolution is being passed to approve the repeal of said speed limit and to authorize the execution of the NCDOT Certification of Municipal Declaration to Repeal Speed Limits and Request for Concurrence (State Ordinance Number: 1069774).

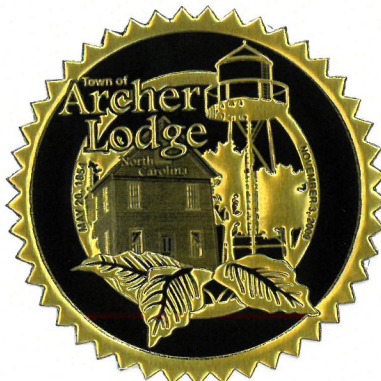
NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Town of Archer Lodge is authorized to execute the NCDOT Certification of Municipal Declaration to Repeal Speed Limits and Request for Concurrence (State Ordinance Number: 1069774).

DULY ADOPTED ON THIS 5th DAY OF JUNE 2023, WHILE IN REGULAR SESSION.

ATTEST:


_____(SEAL)
Matthew B. Mulhollem
Mayor


_____(SEAL)
Jenny Martin
Town Clerk



**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1069774

Division: 4 **County:** JOHNSTON

Municipality: ARCHER LODGE

Type: Municipal Speed Zones

Road: SR 1003

Car: 45 MPH

Truck: 45 MPH

Description: SR 1003 (Buffalo Road) between 0.057 mile east of Raintree Lane and 0.302 mile east of Raintree Lane.

Municipal Certification

I, Jenny Martin, Clerk of the Town of Archer Lodge, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the 5th day of June, 2023, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: N/A

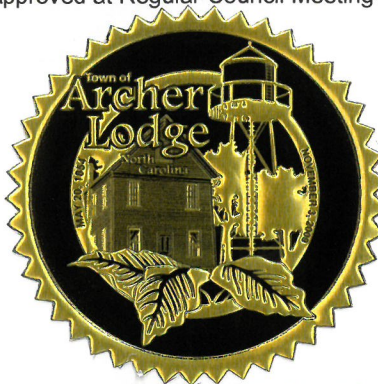
Page: N/A

Resolution Number: Resolution# AL2023-06-05a

Approved at Regular Council Meeting on June 5, 2023

In witness whereof, I have hereunto set my
hand and the municipal seal this 5th day
of June, 2023.

Jeri H. Martin
(signature)



Department of Transportation Approval

Division: _____

Title: _____

Date: _____

Region: _____

Title: _____

Date: _____



**TOWN OF ARCHER LODGE
RESOLUTION APPROVING SPEED LIMIT ON BUFFALO ROAD
PER NCDOT NOTIFICATION**

WHEREAS, the North Carolina Department of Transportation (NCDOT) has notified the Town of Archer Lodge that it intends to reduce the speed limit in a municipal speed zone from 55 mph to 45 mph; and

WHEREAS, the area investigated by the NCDOT includes a section of SR 1003 (Buffalo Road) for approximately 0.068 mile northwest of SR 2659 (Norwood Drive) and SR 1701 (Wendell Road); and

WHEREAS, this Resolution is being passed to approve the speed limit change and to authorize the Mayor to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1083882) required by the NCDOT.

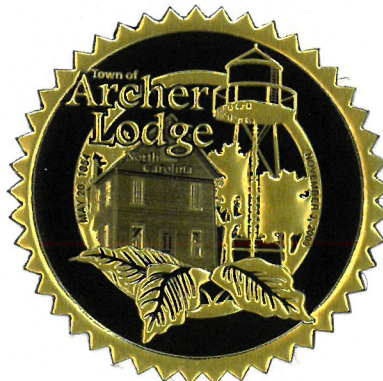
NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Town of Archer Lodge is authorized to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1083882) required by the NCDOT to reduce the permanent speed limit from 55 mph to 45 mph along SR 1003 (Buffalo Road) for 0.068 mile northwest of SR 2659 (Norwood Drive) and SR 1701 (Wendell Road).

DULY ADOPTED ON THIS 5th DAY OF JUNE 2023, WHILE IN REGULAR SESSION.

ATTEST:


_____(SEAL)
Matthew B. Mulhollem
Mayor


_____(SEAL)
Jenny Martin
Town Clerk



**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1083882

Division: 4 **County:** JOHNSTON

Municipality: ARCHER LODGE

Type: Municipal Speed Zones

Road: SR 1003

Car: 45 MPH

Truck: 45 MPH

Description: Between 0.068 mile north west of SR 2659 and SR 1701.

Municipal Certification

I, Jenny Martin, Clerk of the Town of Archer Lodge, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the 5th day of June, 2023, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: N/A

Page: N/A

Ordinance Number: Resolution# AL2023-06-05b

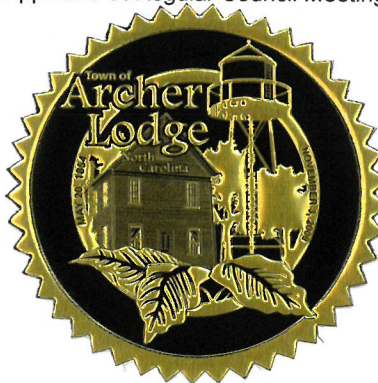
Approved at Regular Council Meeting on June 5, 2023

In witness whereof, I have hereunto set my

hand and the municipal seal this 5th day

of June, 2023.

Jani H. Martin
(signature)



Department of Transportation Approval

Division: _____

Title: _____

Date: _____

Region: _____

Title: _____

Date: _____

STATE OF NORTH CAROLINA

LEASE & USE AGREEMENT

JOHNSTON COUNTY

This Lease & Use Agreement is entered into this 7th day of June, 2023 by and between the Town of Archer Lodge (hereinafter "Lessee") and the Archer Lodge Community Center, Inc. (hereinafter "Lessor"). This Agreement hereby revokes, replaces, and supersedes any Agreement currently or previously in place between the Parties.

WHEREAS Lessee is a municipal corporation, formed under the laws of the State of North Carolina and a political subdivision of the State of North Carolina;

WHEREAS Lessor is a non-profit corporation formed and operating under the laws of the State of North Carolina that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;

WHEREAS Lessor was formed and operates for the purpose of organizing youth sports leagues and other community events in the Town of Archer Lodge and surrounding areas in Johnston County, North Carolina;

WHEREAS Lessor is the owner in fee simple of that certain parcel of land located at 14009 Buffalo Rd., Archer Lodge, North Carolina and being more particularly described in Exhibit A attached hereto (hereinafter the "Property"). The Property shall include use of the baseball field, soccer field, and restroom facilities;

WHEREAS the Property has been used for, among other things, organized recreational youth sports leagues for many years operated by Lessor;

WHEREAS Lessee now desires to assume operation and organization of the youth sports leagues currently operated by Lessor; and

WHEREAS Lessor wishes to grant Lessee long-term access to the Property in exchange for Lessee continuing to organize and conduct youth sports recreational leagues in the Town of Archer Lodge.

NOW THEREFORE, in consideration of the premises and the mutual promises contained herein, the adequacy and sufficiency of which is hereby acknowledged by all parties hereto, the parties agree as follows.

1. Grant. Lessor hereby leases the Property and all appurtenances thereto to Lessee for a term of twenty (20) years (the "Term"). The Term shall begin on January 1, 2023, and shall expire December 31, 2043.

2. Rent. In exchange for the lease contemplated hereunder, Lessee shall pay to Lessor rent in the amount of \$1.00 per year. Said rent shall be due on January 1st of each

year and shall be considered late if not paid by January 15th.

3. Renewals. Provided that Lessee is not in default under this Lease Agreement at the time and has not previously during the Term or any extensions thereof, Lessee, with consent of the Lessor, shall have the option to renew this Lease for an additional twenty (20) years by giving notice to Lessor or its successors or assigns no sooner than one hundred eighty (180) days and no later than ninety (90) days before the expiration of the Term or any extensions thereof. If Lessor or its successors opt not to renew this Lease, Lessor will give notice to Lessee no less than one hundred eighty (180) days before the expiration of the Term or any extensions thereof.

4. Lessee Obligations. In addition to the obligation to pay rent noted above, during the Term and any extensions thereof, Lessee shall:

- a) Continue to organize and conduct recreational youth sports leagues on the Property including, but not limited to, leagues for baseball, softball, and soccer;
- b) Maintain a high standard of cleanliness and orderliness during and after each use of the Property;
- c) Maintain the Property in an attractive manner and consistent with the use of the Property for their current recreational use;
- d) Schedule use of the Property; and
- e) Pay for maintenance, utilities, and upgrades to the Property. The maintenance, utilities, and upgrades shall be limited to the baseball field (including ball field lights), soccer field, associated sports facilities (dugouts, bleachers, etc.), and the restroom facilities in the picnic shelter. Upgrades shall be at the sole discretion of Lessee with permission of Lessor. Permission of Lessor shall not be unreasonably withheld. Use shall exclude the community center building, amphitheater, playground, concession stand, and picnic shelter. Mowing shall include grass areas on the entire parcel.
- f) Lessee shall be granted exclusive use of the John Deere infield groomer and mower being leased by Lessor (hereinafter "Equipment") for use on the fields of Lessor and those owned by Lessee. Lessee shall be responsible for all maintenance on said groomer. Lessee shall pay to lessor a use fee equal to the lease payments made by Lessor on the Equipment. Lessee shall be permitted to house the Equipment at ALCC until such a time as Lessee shall have their own suitable storage.

5. Authority of Lessee. Lessee shall have sole and full authority to provide all youth sports leagues, including registration, use of registration fees, and contracting with third parties, such as Johnston County Little League and Neuse River Futbol, for use of the Property and the rental fees associated with such use. Lessor shall not have rights to govern these activities or

collected monies. If Lessor has a need to use the Property, Lessor and Lessee shall coordinate Lessor's use. Lessor will meet at least annually with Lessee to relay information concerning possible programs being considered.

6. **Liability Insurance.** At all times during the Term of this Lease and any extensions hereof, Lessee shall maintain, at a minimum, a liability insurance policy or policies with limits of at least \$1,000,000.00 covering the Property. Upon the request of Lessor or its successors or assigns, Lessee shall, at Lessee's expense, include Lessor or its successors or assigns as an additional insured on such liability policy or policies.

7. To the fullest extent permitted by laws, Lessee agrees to fully indemnify, defend and save Lessor harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the Property or any part thereof, or arising directly or indirectly, from any act or omission of Lessee its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon. To the fullest extent permitted by laws, Lessor agrees to fully indemnify, defend and save Lessee harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the property of Lessor not subject to this agreement, or any part thereof, or arising directly or indirectly, from any act or omission of Lessor, its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon.

8. The parties shall cooperate in executing and recording a memorandum of this Lease Agreement in the Johnston County Registry. Lessee shall pay the cost of such recording.

9. **Assignment.** Lessee shall not assign this Lease Agreement or sublet the whole or any portion of the Property without the consent of Lessor or its successors or assigns. Upon any such assignment, the assignor shall assume all obligations of Lessee and be subject to all remedies by Lessor under this Lease Agreement.

10. **Default.** If Lessee fails to pay the rent due hereunder or otherwise fails to comply with any of its obligations hereunder, Lessee shall be in default. In such event, Lessor shall have the right to cancel this Lease Agreement if the acts or omissions of Lessee giving rise to such default are not cured by Lessee within thirty (30) days of the date which Lessee receives written notice from Lessor of such default. Provided, however, that if such default other than rent is impossible to cure in thirty (30) days through no fault of Lessee, then Lessee shall have a reasonable time after written notice of default from Lessor to cure the default.

11. Notice. Whenever written notice is required to be provided hereunder, or whenever either party hereto wishes to send written correspondence to the other, such notice shall be delivered as follows:

- a) If to Lessor,
deliver to:

Archer Lodge Community Center Inc.
14009 Buffalo Rd.
Archer Lodge, NC 27527

- b) If to Lessee, deliver to:

Town of Archer Lodge
14094 Buffalo Rd.
Archer Lodge, NC 27527

12. This Lease Agreement shall be interpreted and governed by the laws of the State of North Carolina. All parties hereto, by executing this document, hereby voluntarily submit themselves, their successors and assigns to the jurisdiction of the applicable courts in North Carolina, and the parties acknowledge that the courts in Johnston County, North Carolina are an appropriate venue for any disputes between the parties hereto that may arise out of this Lease Agreement.

13. This Lease Agreement represents the entire agreement of the parties. To the extent that any oral representations, or terms discussed orally, between any of the parties are inconsistent with the terms herein, each party hereto acknowledge that such inconsistent representations or terms were not accepted by the other(s) and that such inconsistent representations or terms are not part of any agreement between the parties related to the subject matter of this Lease Agreement.

14. This Lease Agreement cannot be modified except in a writing executed by all of the parties hereto executed under the same formalities as this Lease Agreement.

15. Any determination by any court that any term of this Lease Agreement is invalid, in whole or in part, shall not affect the validity of the remainder of this Lease Agreement.

16. If any party hereto, or their respective successors or assigns, files a lawsuit to enforce or set aside this Lease Agreement or any portion hereof, or any other lawsuit that is in any way related to this Lease Agreement, the prevailing party in such lawsuit shall be entitled to its costs, including reasonable attorney's fees, of prosecuting or defending such lawsuit. This entitlement to costs of litigation, including reasonable attorney's fees, is contractual in nature and is intended by the parties to be in addition to, and not substituted

for, any other legal entitlement to such costs of litigation, including reasonable attorney's fees, that the parties hereto, or either of them, may have.

17. Each party hereto acknowledges that they enter into this Lease Agreement of their own free will, and that they are under no duress or undue influence to execute the same.

18. All terms hereof shall be binding upon each party's successors and assigns.

Each party hereto acknowledges that the signature line(s) below for such party is signed by a person with the full authority, whether actual or apparent, to execute this Contract on behalf of such indicated party.

ARCHER LODGE COMMUNITY CENTER, INC.

By: _____

Dene Castleberry, President

TOWN OF ARCHER LODGE

By: _____

Matthew B. Mulhollem, Mayor





*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:1300 - 1 in. = 108.31 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



Johnston County GIS
March 16, 2023

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this 19th day of June, 2023, by and between the Town of Archer Lodge, North Carolina, a municipal corporation ("Town") and Johnston County Little League, a North Carolina Non-Profit Corporation ("JCLL"). The Town and JCLL may be referred to as a "Party" or collectively as the "Parties."

WITNESSETH:

WHEREAS, the Town anticipates entering into a long term lease agreement (Lease) with Archer Lodge Community Center, Inc., a North Carolina Non-Profit Corporation (ALCC) for the exclusive use and control of the baseball field, multi-purpose field, and bathroom facilities at the picnic shelter located at 14009 Buffalo Rd., Archer Lodge, North Carolina (the Property); and

WHEREAS, the Town owns property on Castleberry Rd. where the Town is currently constructing a town park which includes baseball fields; and

WHEREAS, JCLL had entered into a use and rental agreement with ALCC prior to the execution of the Lease between the Town and ALCC; and

WHEREAS, the Parties anticipate future cooperation with each other regarding use of all fields for baseball; and

WHEREAS, the Parties desire to enter into this MOU to express their understandings with respect to the foregoing;

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties have the following understandings:

1. **Current Use Agreement.** The Town agrees to honor the current use agreement between JCLL and ALCC through and including June 30, 2023, including, but not limited to, the rental rate for use of the Property, the agreed upon schedule for use of the Property, and maintenance and preparation agreement for the Property. All use and rental payments (if any) shall be paid to the Town after the effective date below.
2. **Future Use.** The Parties agree and understand that all future use and rental agreements for use of the Property shall be with the Town and ALCC shall have no authority to encumber the use of the Property. All future use and rental agreements shall be subject to the adopted rental and fee schedule of the Town's Parks and Recreation Department.

- a. The Town shall be responsible for the following:

- i. League Registration using Town of Archer Lodge Parks and Recreation Software
- ii. Scheduling baseball officials and part-time staff as needed
- iii. Supplying uniforms consisting of a team hat and shirt/jersey
- iv. Scheduling of practices and games at all Town-maintained facilities
- v. Facility maintenance
- vi. Reimbursement of Little League for players' liability insurance not to exceed \$4,000.00
- vii. End of season awards
- viii. Conducting background checks for all volunteers and coaches
- ix. Day-to-day oversight of parent/spectator conduct

b. JCLL shall be responsible for the following:

- i. Allow the Town to be a stakeholder and a position on the JCLL Board of Directors within Little League guidelines
- ii. Day-to-day oversight of players and coaches
- iii. Securing sponsorship and fundraising outreach
- iv. Organizing special events and volunteers for special events
- v. Conducting draft day evaluations and facilitation of the draft
- vi. Conducting All-Star evaluation and selection
- vii. Constructing and submitting uniform orders
- viii. Maintenance of non-Town-maintained fields (Riverwood Middle, Clayton Middle, and Clyde's Chapel)
- ix. Supplying additional uniforms outside of the responsibility of the Town (eg. All-Star Uniforms)

3. **Effective Date.** This MOU shall be effective, give notice to the Parties, and be binding on their heirs, successors and assigns as of the date listed in the signature page below.

4. **Term.** This MOU shall remain in effect for a term of five (5) years from execution by the Parties. This MOU shall automatically renew unless either Party provides written notice of their desire not to renew no later than 180 days prior to the end of the current five (5) year term.

*** SIGNATURES APPEAR ON THE FOLLOWING PAGE ***

IN WITNESS WHEREOF, this MOU has been approved by the Town Council for the Town of Archer Lodge as of the 5th day of June, 2023 and is executed by its Mayor and Town Clerk with authority duly given and as an act of the Town of Archer Lodge.

TOWN OF ARCHER LODGE

By: 
Matthew Mulhollem, Mayor

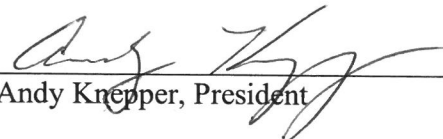
ATTEST:


Jenny Martin, Town Clerk



IN WITNESS WHEREOF, this MOU has been approved by Johnston County Little League as of the 19th day of June, 2023 and is executed by its President with authority duly given and as an act of Johnston County Little League.

JOHNSTON COUNTY LITTLE LEAGUE

By: 
Andy Knepper, President

PARKS & RECREATION (continued)

PROGRAMS		
<u>Program</u>	<u>Residents</u>	<u>Non-Residents</u>
Adult Kickball (Team)	\$ 250.00	\$ 375.00
Softball Clinic	\$ 25.00	\$ 40.00
Basketball Camp	\$ 50.00	\$ 75.00
Football Camp	\$ 15.00	\$ 25.00
Volleyball Clinic	\$ 25.00	\$ 40.00
Corn Hole Tournament	\$ 50.00	\$ 75.00
Fall Youth Flag Football	\$ 50.00	\$ 75.00
Winter Basketball	\$ 50.00	\$ 75.00
Spring Baseball (JCLL) Tee ball	\$ 40.00	\$ 60.00
Spring Baseball (JCLL) 12U	\$ 60.00	\$ 90.00
Spring Baseball (JCLL) 18U	\$ 80.00	\$ 120.00
Fall Baseball (JCLL) Tee ball	\$ 40.00	\$ 60.00
Fall Baseball (JCLL) 12U	\$ 60.00	\$ 90.00
Fall Baseball (JCLL) 18U	\$ 80.00	\$ 120.00
Adult Softball (Team)	\$ 250.00	\$ 375.00
Winter Volleyball	\$ 50.00	\$ 75.00
Babysitting Course	\$ 100.00	\$ 150.00
Zumba	\$ 5.00	\$ 7.50
Yoga	\$ 5.00	\$ 7.50
Senior Chair Exercise	Free	Free
Senior Art Workshop	Free	Free
Adult Basketball (Team)	\$ 500.00	\$ 750.00
Summer Basketball	\$ 50.00	\$ 75.00



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

Annual Budget Message 2023-2024 Fiscal Year Budget

To: Honorable Mayor and Members of the Archer Lodge Town Council
Archer Lodge, North Carolina

From: Bryan R. Chadwick, Budget Officer/Town Administrator

Date: June 5, 2023

Over the past few years with citizen input, planning, and staff guidance, the Town Council has taken **bold** steps and expanded services for the Town of Archer Lodge. This started when Archer Lodge citizens were surveyed and expressed a need for parks & recreation services and other amenities. The Council took heed and gave guidance to staff. Now, with growing staff and a new multimillion dollar park system, it's time for the "**rubber to meet the road.**"

Following this budget message for your review and consideration, you will find the proposed Annual Budget for fiscal year 2023-2024 for the Town of Archer Lodge in the amount of **\$2,819,346**. This amount includes considerations for the following funds:

- 1) General Fund,
- 2) Capital Reserve Fund,
- 3) Park Reserve Fund, and
- 4) Public Safety Reserve Fund.

Following several Budget Planning Sessions and discussions held back on 20 February 2023 and 20 March 2023, Ms. Batten, Finance Officer, along with myself examined comments and notations mentioned during this budgeting process. The approach for our budget workshops over the past couple of years has assisted the Town Council and staff in understanding the process, the budget worksheets, and delving into the computations of budgeting. It also has provided many discussions for each department regarding changes and other considerations. Following several drafts, meetings, and conversations, I feel certain that the proposed budget best represents the current suggestions from the Town Council and the current needs for the citizens of the Town of Archer Lodge and due to an anticipated fire district tax increase of \$0.03, our tax rate will reflect the same increase to become **\$0.30/\$100**.

The tables below represent an overview of projected revenues and anticipated expenditures for the four funds for fiscal year ending June 30, 2024.

The following tables below represent the **General Fund 10**:

General Fund 10 Revenue Sources:	Proposed Projected Revenues (FY 2023-2024)
Ad Valorem Taxes	\$ 1,140,500.00
Unrestricted Intergovernmental	\$ 485,500.00
Restricted Intergovernmental	\$ 51,500.00
Permits and Fees	\$ 84,000.00
Parks & Recreation Fees/Rentals	\$ 60,000.00
Investment Earnings	\$ 25,000.00
Miscellaneous	\$ 3,000.00
Transfer From Other Funds	\$ 258,000.00
Funds from Grants (ARPA & JoCo Open Space)	\$ -
Fund Balance Appropriated	\$ 347,846.00
Total Revenues / Estimated Resources	\$ 2,455,346.00

General Fund 10 Expenditures:	Proposed Anticipated Expenditures (FY 2023-2024)
General Government	\$ 639,065.00
Public Safety	\$ 682,000.00
Transportation	\$ 27,000.00
Economic & Physical Development (P/Z)	\$ 231,600.00
Cultural and Recreation	\$ 483,785.00
Debt Service	\$ 132,896.00
Capital Outlay	\$ 97,000.00
Transfer To Other Funds	\$ 162,000.00
Total Estimated/Appropriated	\$ 2,455,346.00

QUICK POINTS OF THE GENERAL FUND:

- Annual Events: Shredding Event/Food Truck (Spring), Outdoor Entertainment/Band (Fall or Spring) & Park Grand Opening (Fall)
- Property/Liability Insurance and Workers Comp Insurance increases
- Council Chambers Furnishings
- Recent Hires: Town Administrator (Budgeted full year)
Parks & Recreation Director (Budgeted Full Year)
Parks Maintenance Specialist (Budgeted Full Year)
- New Hire: Town Planner (Jan '24 - Full-time)
- Current Staff: 5% COLA
No Merit Increase in Jan '24 but recommend two extra days off (one for birthday month and one for work anniversary month)
- Mayor/Town Council: \$50/month increase
- Planning Board/
Board of Adjustment Members: \$50/meeting (increased \$10)
- Law Enforcement Consideration = 7 days a week / 12 daylight hours a day
- All Utilities in Public Buildings increased due to estimates used for new park and park maintenance building/office/picnic shelter/restrooms and ALCC fields being managed
- New Park Professional Fees – Design/Engineering Services (phase 2, west parcel site, etc.)
- Parks & Rec Department – Small equipment for office, park maintenance, program equipment, park furniture

- Parks & Rec Department Capital – Ford F-250 Truck, 6 x 14 Enclosed Trailer, Zero Turn Mower, Reimburse Lease payments on Reel Mower to ALCC, Two Scoreboards, ATV
- Fire Department – Increased pass through because of Fire District tax increase
- Tax Rate – Increases to \$0.30 (FD District tax increase)

The following table below represents the **Capital Reserve Fund 30:**

Capital Reserve Fund 30:	Proposed Estimates (FY 2023-2024)
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ -
Fund Balance Appropriated	\$ -
Transfer to General Fund 10	\$ -
Transfer to Fund Balance	\$ (1,000.00)
Revenue Totals = Expenditure Totals	\$ -

QUICK POINTS OF THE CAPITAL RESERVE FUND:

- Investment earnings received will be transferred to fund balance

The following table below represents the **Park Reserve Fund 31:**

Park Reserve Fund 31:	Proposed Estimates (FY 2023-2024)
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ 162,000.00
Transfer to General Fund 10	\$ (58,000.00)
Transfer to Archer Lodge Town Prk Fnd 41	\$ (50,000.00)
Transfer to Fund Balance	\$ (55,000.00)
Revenue Totals = Expenditure Totals	\$ -

QUICK POINTS OF THE PARK RESERVE FUND:

- Transfer from General Fund consists of:
Two Cents Property Taxes Estimate = \$84,000
Fee in Lieu of Rec – 52 Lots @ \$1,500 = \$ 78,000
- Transfer to General Fund – Loan Payment on Park Land \$58,000
- Transfers will go to fund balance and to the Archer Lodge Town Park Fund 41

The following table below represents the **Public Safety Reserve Fund 32:**

Public Safety Reserve Fund 32:	Proposed Estimates (FY 2023-2024)
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ -
Fund Balance Appropriated	\$ 199,000.00
Transfer to General Fund 10	\$ (200,000.00)
Transfer to Fund Balance	\$ -
Revenue Totals = Expenditure Totals	\$ -

QUICK POINTS OF THE PUBLIC SAFETY RESERVE FUND:

- Utilize Public Safety Reserve Funds for the General Fund Public Safety / Law Enforcement Consideration = 7 days a week / 12 daylight hours a day

The following table below summarizes the **Proposed Annual Budget for Fiscal Year Ending June 30, 2024:**

Total Proposed Annual Budget for All Funds (FY 2023-2024)	Total Proposed Estimated Revenues for All Funds	Total Proposed Estimated Expenditures for All Funds
Revenue Totals = Expenditure Totals	\$ 2,819,346.00	\$ 2,819,346.00

Below you'll find a table that represents the Ad Valorem Tax Revenues projected in the budget, however with a conservative figure.

Date	Type	Net Assessed Value	Provided By	Levy \$0.30 / \$100
12/31/2022	Motor Vehicles	\$ 58,303,294	Jo Co Tax Office	\$ 174,910
08/22/2022	Public Service Companies	\$ 2,634,515	NC Dept of Rev	\$ 7,904
05/15/2023	Real and Personal Property	\$ 368,205,553	Jo Co Tax Office	\$ 1,104,617
07/01/2021	TOTAL	\$ 429,143,362		\$ 1,287,431
PROPOSED	AD VALOREM	TAXES	CONSERVATIVE	\$ 1,137,500

The final table is the Town's **Debt Service**:

LOAN	LENDER	BALANCE BEFORE PAYMENT	PAYMENT DUE	FY 2023- 2024	BALANCE AFTER PAYMENT
Town Hall	BB&T Gov't	\$ 133,337	03/22/24	\$ 37,884	\$ 100,000
Park Loan	M/M G. Smith	\$ 200,000	08/20/23	\$ 58,001	\$ 150,000
Town Hall Expansion	KS Bank	\$ 297,000	09/10/23	\$ 37,011	\$ 270,000
TOTAL		\$ 630,337		\$ 132,896	\$ 520,000

In closing, the proposed budget in the **General Fund** for fiscal year ending June 30, 2023, shows a **decrease** of **< \$598,254 >** over the current year's amended budget of \$3,053,600 as pictured below:

Current Year (FY 2022-2023) Revenues as Amended	Proposed Projected Revenues (FY 2023-2024)
\$ 3,053,600.00	\$ 2,455,346.00

This budget is not a "wish list" but a "necessary list." Items were removed to help reduce the overall budget and those remaining help continue to meet the needs of the citizens yet demonstrate fiscal constraint. Even with the reduced list, there still are new recurring costs that are being funded and will continue in the future. This is based on new services provided by the Town.

These services are not easy but necessary to meet the goals the citizens and Council set in motion years ago. In the words of President Kennedy when he spoke of the U.S. going to the moon, he said, **"we choose to do this not because it is easy, but because it is hard...because that challenge is one that we are willing to accept, one we are unwilling to postpone, and one we intend to win."** We need to think of this in the same manner that these new services for our citizens are growing pains and will be difficult.

This year we are utilizing fund balance to complete some of these growing needs. The items being funded are needed to complete the mission and most are recurring costs, not one time costs. Please remember utilizing fund balance is not sustainable and

requires tough decisions with budgets.

Many thanks to our Assistant Town Administrator/Finance Officer and staff for their dedication and service during this exciting time of transition and growth. Every member of staff is dedicated to the Town of Archer Lodge and committed to completing the work the citizens and Town Council have set forth.

I also want to thank you for giving me the opportunity to serve this Town and community. These are exciting times to be in Archer Lodge. In the coming years, Archer Lodge is poised to do many great things for the community and will make its mark in Johnston County and the surrounding area. Let's get ready to burn rubber and enjoy the ride!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B.A. Chadwick", written in a cursive style.

Bryan Chadwick
Budget Officer/Town Administrator



**Special Meeting - Minutes
Monday, June 26, 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
Mike Gordon, Former Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Assistant Town Administrator/Finance Officer (Remotely)
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

Page

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.

b) Pledge of Allegiance

Scout Eli Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No changes or additions noted.

Moved by: Council Member Wilson
Seconded by: Council Member Bruton
Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Mr. Chadwick discussed items that he had forgot to include on the agenda and are as follows:

- It would be extremely expensive to meet the ADA requirements and commercial standards for restoring the old farmhouse on the west side of the Town Park. Staff will be discussing other options for that area with Susan Hatchell Landscape Architecture, PLLC. The County is coming to check the soil to determine what may be allowed on the property

- APC Towers Representatives are analyzing the requested changes to their agreement and will probably present some proposed changes at the July 10, 2023, Town Council Meeting.
- The County decided not to pursue joining with the Metropolitan Plan Organization (MPO). Mr. Chadwick informed that he will be sending a letter to advise that Archer Lodge has decided not to participate in the MPO. He advised that due to the Town of Clayton and Johnston County not participating, the Town of Archer Lodge would not meet the population requirement to join the MPO. Mayor Mulhollem agreed with this information.

4. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for April 2023

On behalf of Ms. Batten, Mr. Chadwick explained the Interim Financial Reports for April 2023.

b) Interim Financial Reports for May 2023

On behalf of Ms. Batten, Mr. Chadwick explained the Interim Financial Reports for May 2023.

c) Up-to-Date Project Funds: Town Park, ARPA, SCIF

On behalf of Ms. Batten, Mr. Chadwick explained the Up-to-Date Project Funds.

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

6 - 7

a) Discussion and Possible Action of Adopting Budget Amendment for Fiscal Year Ending June 30, 2023 ~ (BA 2023 03)

On behalf of Ms. Batten, Mr. Chadwick shared that this amendment, which is attached, is the end of the year clean up in preparation for the auditors.

Mayor Mulhollem opened the floor for discussion. There was none.

Moved by: Council Member Purvis

Seconded by: Council Member Wilson

Adopted Budget Amendment BA 2023 03 for Fiscal Year Ending June 30, 2023.

CARRIED UNANIMOUSLY

[BA 2023 03](#)

b) PUBLIC HEARING - Proposed Annual Budget Ordinance for Fiscal Year 2023-2024

1. **Open Public Hearing**
2. **Public Comments (Maximum of 30 minutes allowed; 3 minutes per person)**
3. **Close Public Hearing**

1. Mayor Mulhollem called for a motion to **Open the Public Hearing.**

2. Mayor Mulhollem opened the floor for **Public Comments.** There was none.

3. Mayor Mulhollem called for a motion to **Close the Public Hearing.**

Moved by: Council Member Bruton

Seconded by: Mayor Pro Tem Castleberry

Approved to open the Public Hearing.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Approved to Close the Public Hearing.

CARRIED UNANIMOUSLY

8 - 11

c) Discussion and Possible Action of Adopting the Annual Budget Ordinance for Fiscal Year 2023-2024

Mr. Chadwick shared that he had made contacted several of the Council Members regarding the proposed 2023-2024 Budget. He informed Council that after discussing with Parks & Recreation Staff and Mr. Gordon, it was determined that instead of purchasing a truck and a ATV, it would be more advantageous if the Town purchased a Pro Gator Turf Utility Vehicle with a Sprayer to perform more job duties. Mr. Allen explained that having this vehicle will save the Town money with having employees to perform maintenance tasks in house rather than outsourcing the tasks and paying for labor and the purchase of chemicals. Discussion followed regarding the details and the process of the budget. Mr. Chadwick reminded Council that he is available to discuss their budget thoughts and ideas.

The Budget Ordinance is attached.

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted the Annual Budget Ordinance for Fiscal Year 2023-2024, as presented, to include the tax rate of 30 cents per \$100.00 evaluation.

CARRIED 4 to 1

[Budget Ordinance FY23-24 Signed](#)

d) Discussion and Possible Action of Adopting the Town of Archer Lodge Holidays and Leaves of Absence Policy

Ms. Martin shared that she is updating the current policies. She noted that during the last meeting Mr. Chadwick and the Council discussed options for employee benefits due to the employees not getting a merit raise in the FY2022/2023 Budget. Ms. Martin shared that after having that discussion, she proposed adding floating holidays for the employees in the Holidays and Leaves of Absence Policy and advised that this option would not include limited-service employees (part-time employees that are not eligible for benefits).

Mayor Mulhollem opened the floor for discussion. There was none.

Moved by: Council Member Jackson
Seconded by: Council Member Purvis
Adopted the Town of Archer Lodge Holidays and Leaves of Absence Policy, as presented.

CARRIED UNANIMOUSLY

e) Discussion and Possible Action of Adopting the Town of Archer Lodge Holidays Policy

Ms. Martin explained that she updated the original policy. She noted that Staff would notify employees of the holiday schedule at the beginning of the year.

Mayor Mulhollem opened the floor for discussion. There was none.

Moved by: Council Member Purvis
Seconded by: Council Member Jackson
Adopted the Town of Archer Lodge Holidays Policy, as presented.

CARRIED UNANIMOUSLY

f) Discussion and Possible Action of Adopting the Town of Archer Lodge Floating Holiday(s) Policy

Ms. Martin explained that this is a new policy, and it includes two floating holidays for full-time employees and one floating holiday for eligible part-time employees that qualify. She noted that the floating holiday time must be used during a fiscal year and that the policy is use it or lose it. If an employee has been terminated or resigns these days can't be paid out. These days must also be taken in full-day increments.

Mayor Mulhollem opened the floor for discussion. There was none.

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

Adopted the Town of Archer Lodge Floating Holiday(s) Policy, as presented.

CARRIED UNANIMOUSLY

g) Discussion and Possible Action of Adopting the Town of Archer Lodge Holidays - Effect on Other Types of Leave Policy

Ms. Martin shared that she updated this policy to include floating holidays. She explained that if the employee is taking vacation or sick time, the floating holiday used during that time period will not count towards their vacation time or sick time.

Mayor Mulhollem opened the floor for discussion. There was none.

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

Adopted the Town of Archer Lodge Holidays - Effect on Other Types of Leave Policy, as presented.

CARRIED UNANIMOUSLY

h) Discussion and Possible Action of Adopting the Town of Archer Lodge Holidays; Compensation When Work is Required Policy

Ms. Martin updated the current policy, shortened the title. She explained that if an employee is required to work on a holiday, they will receive holiday pay plus regular hours worked. Discussion followed.

It was mentioned that Council may want to give the employees the option of to either get paid for the holiday time or to take another day off. Ms. Martin explained that the employee could have the option to take another day, but it must be specified that the employee approves it. Ms. Martin noted that she will do some research to be sure that what the Town puts in place complies with the law before making any changes.

It was the consensus of the Council to allow Ms. Martin to research the law and present it at a future meeting for approval. No action was taken.

i) Discussion and Possible Action of Approving the Town of Archer Lodge Employee Performance Evaluation Form

Ms. Martin shared that it had been decided to make the Employee Performance Evaluation a more interactive process. She explained each section of the revised evaluation and shared that it was designed to improve how the employees and supervisors interact with each other during the performance evaluation process. Mr. Chadwick and Mr. Allen both noted that they were impressed with the revised version, and shared that it gives more one-on-one communication.

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

Approved the Town of Archer Lodge Employee Performance Evaluation Form as presented.

CARRIED UNANIMOUSLY

6. CLOSED SESSION - ATTORNEY CONSULTATION
§ 143-318.11(a)(3)

- a) Attorney Burrell advised Council to enter into Closed Session to discuss possible litigation, as permitted by §143-318.11(a)(3).**

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved to enter into Closed Session at 8:38 p.m.

CARRIED UNANIMOUSLY

7. RETURN TO OPEN SESSION:

- a) Mayor Mulhollem called for a motion for Council to return to Open Session.**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to return to Open Session at 9:08 p.m.

CARRIED UNANIMOUSLY

8. POTENTIAL ACTION:

- a) Mayor Mulhollem called for a motion to authorize the Town Administrator to negotiate settlement on Animal Control Enforcement regarding excess chickens at 620 Whitetail Lane, Archer Lodge.**

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Approved authorization for the Town Administrator to negotiate a settlement on a Animal Control Enforcement violation at 620 Whitetail Lane, Archer Lodge, NC.

CARRIED UNANIMOUSLY

9. ADJOURNMENT:

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

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved to adjourn meeting at 9:09 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk

Town of Archer Lodge
Fiscal Year Ending June 30, 2023



Budget Amendment # BA 2023 03

Date: 26-Jun-23

Gen Fund/Cap Res Fund/Park Reserve Fund
Public Safety Reserve Fund/Town Park Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen/2019 Property Taxes	10-3119-0000	25.00	125.00	150.00
Gen/2022 Property Taxes	10-3122-0000	965,000.00	16,000.00	981,000.00
Gen/Penalties and Interest	10-3180-0000	2,000.00	1,000.00	3,000.00
Gen/Article 39 1% Sales Tax	10-3239-0000	125,000.00	13,000.00	138,000.00
Gen/Article 40 1/2% Sales Tax	10-3240-0000	80,000.00	16,000.00	96,000.00
Gen/Article 42 1/2% Sales Tax	10-3242-0000	65,000.00	7,000.00	72,000.00
Gen/Article 44 1/2% Sales Tax	10-3244-0000	-	5.00	5.00
Gen/Article 44 NCGS 105-524 Sales Tax	10-3244-0524	14,000.00	2,000.00	16,000.00
Gen/Alcohol Beverage Tax	10-3322-0000	19,000.00	3,800.00	22,800.00
Gen/Electric Franchise Tax	10-3324-0000	112,500.00	12,500.00	125,000.00
Gen/Parks & Recreation Fees	10-3350-0000	-	1,000.00	1,000.00
Gen/Veterans Brick Revenues	10-3830-0000	-	500.00	500.00
Gen/Investment Earnings	10-3831-0000	20,000.00	35,000.00	55,000.00
Gen/Transfer from Capital Reserve Fund 30	10-3900-3930	200,000.00	91,600.00	291,600.00
Cap Res Fnd/Investment Earnings	30-3831-0000	7,000.00	2,500.00	9,500.00
Cap Res Fnd/Fund Balance Appropriated	30-3990-0000	200,000.00	91,600.00	291,600.00
Park Reserve Fnd/Investment Earnings	31-3831-0000	2,000.00	1,500.00	3,500.00
Public Safety Reserve Fnd/Investment Earnings	32-3831-0000	7,000.00	5,500.00	12,500.00
Public Safety Reserve Fnd/Fund Balance Appropriated	32-3990-0000	195,000.00	(195,000.00)	-
Town Park Fnd/Transfer from General Fund 10	41-3900-3910	-	50,000.00	50,000.00
Total Increase (Decrease) in Revenues			155,630.00	

Expenditures:

Gen/Gov Body/Election Expenses	10-4110-2500	5,000.00	(4,000.00)	1,000.00
Gen/Gov Body/Town's Annual Events	10-4110-3160	9,000.00	(8,000.00)	1,000.00
Gen/Gov Body/Annual Planning Session	10-4110-3200	500.00	500.00	1,000.00
Gen/Admin/Salaries	10-4120-1210	171,250.00	(8,250.00)	163,000.00
Gen/Admin/Salaries (Part-Time)	10-4120-1220	26,400.00	3,600.00	30,000.00
Gen/Admin/Travel	10-4120-3100	500.00	1,000.00	1,500.00
Gen/Admin/Training & Meetings	10-4120-3110	6,000.00	1,000.00	7,000.00
Gen/Admin/Social Media Services	10-4120-3360	3,700.00	500.00	4,200.00
Gen/Admin/Dues & Subscriptions	10-4120-4000	1,400.00	600.00	2,000.00
Gen/Admin/Small Equipment & Furnishings	10-4120-5000	2,500.00	1,700.00	4,200.00
Gen/Public Bldgs/Supplies (Buildings)	10-4190-2000	2,500.00	500.00	3,000.00
Gen/Public Bldgs/LP Gas	10-4190-3320	3,000.00	(1,000.00)	2,000.00
Gen/Public Bldgs/Electric	10-4190-3330	7,500.00	1,000.00	8,500.00
Gen/Public Bldgs/Contracted Services	10-4190-3500	25,200.00	9,800.00	35,000.00
Gen/Public Bldgs/Repairs & Maintenance Buildings	10-4190-3520	5,000.00	3,000.00	8,000.00
Gen/Public Bldgs/Small Equipment & Furnishings	10-4190-5000	-	1,750.00	1,750.00
Gen/Public Bldgs/Veterans Memorial	10-4190-5200	1,500.00	930.00	2,430.00

Gen/Public Safety/Contracted Services (Fire Dept)	10-4300-3500	367,500.00	5,000.00	372,500.00
Gen/Public Safety/Contracted Services (Animal Control)	10-4300-3550	3,000.00	2,000.00	5,000.00
Gen/Public Works/Repairs & Maintenance (Streets/Sidewalks)	10-4510-3520	2,000.00	(1,500.00)	500.00
Gen/Public Works/Road Signs/Banners	10-4510-3590	10,000.00	6,500.00	16,500.00
Gen/Public Works/Installation Street Lights	10-4510-5000	5,000.00	(5,000.00)	-
Gen/Planning & Zoning/Salaries	10-4910-1210	67,750.00	(9,750.00)	58,000.00
Gen/Planning & Zoning/Salaries (Part-Time)	10-4910-1220	47,100.00	(21,100.00)	26,000.00
Gen/Planning & Zoning/Professional Fees	10-4910-1900	8,000.00	(8,000.00)	-
Gen/Planning & Zoning/Travel	10-4910-3100	500.00	250.00	750.00
Gen/Planning & Zoning/Training & Meetings	10-4910-3110	2,500.00	500.00	3,000.00
Gen/Planning & Zoning/Small Equipment & Furnishings	10-4910-5000	2,000.00	500.00	2,500.00
Gen/P&R/Salaries	10-6120-1210	110,000.00	(46,000.00)	64,000.00
Gen/P&R/Salaries (Part-Time)	10-6120-1220	-	15,000.00	15,000.00
Gen/P&R/Professional Fees	10-6120-1900	30,000.00	20,000.00	50,000.00
Gen/P&R/Supplies (P&R office)	10-6120-2000	1,000.00	500.00	1,500.00
Gen/P&R/Program Materials & Supplies	10-6120-2050	-	8,000.00	8,000.00
Gen/P&R/Uniforms	10-6120-2080	-	1,000.00	1,000.00
Gen/P&R/Gasoline	10-6120-3000	250.00	500.00	750.00
Gen/P&R/Travel	10-6120-3100	250.00	100.00	350.00
Gen/P&R/Training & Meetings	10-6120-3110	1,300.00	200.00	1,500.00
Gen/P&R/Contracted Services	10-6120-3500	426,750.00	140,250.00	567,000.00
Gen/P&R/Contracted Services (Software)	10-6120-3600	-	4,250.00	4,250.00
Gen/P&R/Equipment Lease	10-6120-4200	4,800.00	(4,800.00)	-
Gen/P&R/Insurance Property & Liability	10-6120-4500	-	500.00	500.00
Gen/P&R/Small Equipment & Furnishings	10-6120-5000	10,000.00	36,000.00	46,000.00
Gen/Interfund Transfers/Transfer to Archer Lodge Town Park Fnd 41	10-9900-0041	-	50,000.00	50,000.00
Cap Res Fnd/Transfer to General Fund 10	30-9900-0010	200,000.00	91,600.00	291,600.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	7,000.00	2,500.00	9,500.00
Park Reserve Fnd/Transfer to Archer Lodge Town Prk Fnd 41	31-9900-0041	102,000.00	(102,000.00)	-
Park Reserve Fnd/Transfer to Fund Balance	31-9990-0000	-	103,500.00	103,500.00
Public Safety Reserve Fnd/Transfer to General Fnd 10	32-9900-0010	200,000.00	(200,000.00)	-
Public Safety Reserve Fnd/Transfer to Fund Balance	32-9990-0000	2,000.00	10,500.00	12,500.00
Town Park Fnd/Transfer to Fund Balance	41-9990-0000	-	50,000.00	50,000.00
Total Increase (Decrease) in Expenditures			155,630.00	
			-	

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 26th day of June 2023

ATTEST:

Jenny H. Martin
Jenny Martin, Town Clerk



Matthew B. Mulhollem
Matthew B. Mulhollem, Mayor

Bryan Chadwick
Bryan Chadwick, Budget Officer

Town of Archer Lodge, North Carolina

ANNUAL BUDGET ORDINANCE

Fiscal Year July 1, 2023 to June 30, 2024

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, Johnston County, North Carolina, pursuant to §159-7 thru §159-17, that: (1) the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to expenditures in each fund for Fiscal Year 2023~2024; and (2) departmental expenditures for the fiscal year shall not exceed the estimated departmental totals as depicted below and on the following pages: General Fund 10 = \$2,455,346; Capital Reserve Fund 30 = \$1,000; Park Reserve Fund 31= \$163,000; and Public Safety Reserve Fund 32 = \$200,000; all funds totaling a **Budget Ordinance of \$2,819,346**; and (3) Revenues from the Ad Valorem Property Tax shall be levied in the amount of **\$0.30 per \$100 evaluation** consisting of \$0.12 North Side Fire District Tax (appropriated in Public Safety for the North Side Fire & Rescue), \$0.02 Park Reserve Fund 31 Designation and General Fund 10 receiving the balance of \$0.16.

General Fund 10

General Fund 10 Revenues:

	Amount
Ad-Valorem Property Taxes	\$ 1,140,500
State Sales Tax Distributions	306,000
Unrestricted Intergovernmental Revenues	179,500
Restricted Intergovernmental Revenues	51,500
Permits and Fees	6,000
Parks and Recreation Fees/Rentals	60,000
Fee in Lieu of Recreation	78,000
Miscellaneous Revenues	3,000
Investment Earnings	25,000
Transfers in from Park Reserve & Public Safety Reserve Funds	258,000
General fund Balance Appropriated	<u>347,846</u>
 Total Revenues	 <u>\$ 2,455,346</u>

General Fund 10 Expenditures:

General Government	\$ 639,065
Public Safety	682,000
Transportation/Streets - Public Works	27,000
Planning and Zoning	231,600
Parks and Recreation	580,785
Debt Service	132,896
Interfund Transfers to ARPA Fund & Park Res Fund	<u>162,000</u>
 Total Expenditures	 <u>\$ 2,455,346</u>
 Revenues Over (Under) Expenditures	 <u>-</u>

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2023 to June 30, 2024

Capital Reserve Fund 30

	<u>Amount</u>
<i>Capital Reserve Fund 30 Revenues:</i>	
Investment Earnings	<u>1,000</u>
Total Revenues	<u>\$ 1,000</u>
<i>Capital Reserve Fund 30 Expenditures:</i>	
N/A	
Total Expenditures	<u>\$ -</u>
Revenues Over (Under) Expenditures	<u>\$ 1,000</u>
<i>Interfund Transfers:</i>	
Capital Reserve Fund Balance Appropriation	\$ -
Transfer from General Fund 10	\$ -
Transfer to General Fund 10	\$ -
Transfer to Fund Balance Reserves	\$ (1,000)
Total Other Financing Sources (Uses):	<u>\$ (1,000)</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ -</u>

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2023 to June 30, 2024

Park Reserve Fund 31

	<u>Amount</u>
<i>Park Reserve Fund 31 Revenues:</i>	
Investment Earnings	1,000
Total Revenues	<u>\$ 1,000</u>
<i>Park Reserve Fund 31 Expenditures:</i>	
Recreation Development	-
Total Expenditures	<u>\$ -</u>
Revenues Over (Under) Expenditures	<u>\$ 1,000</u>
<i>Interfund Transfers:</i>	
Park Reserve Fund Balance Appropriation	\$ -
Transfer from General Fund 10 \$0.02 Tax/Fees-in-Lieu	\$ 162,000
Transfer to General Fund 10 Loan Payment	\$ (58,000)
Transfer to Archer Lodge Town Park Fund 41	\$ (50,000)
Transfer to Fund Balance Reserves	\$ (55,000)
Total Other Financing Sources (Uses):	<u>\$ (1,000)</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ -</u>

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2023 to June 30, 2024

Public Safety Reserve Fund 32

	<u>Amount</u>
Public Safety Reserve Fund 32 Revenues:	
Investment Earnings	\$ 1,000
Total Revenues	<u>\$ 1,000</u>
Public Safety Reserve Fund 32 Expenditures:	
Public Safety Development	-
Total Expenditures	<u>\$ -</u>
Revenues Over (Under) Expenditures	<u>\$ 1,000</u>
Interfund Transfers:	
Public Safety Reserve Fund Balance Appropriation	\$ 199,000
Transfer from General Fund 10	\$ -
Transfer to General Fund 10	\$ (200,000)
Total Other Financing Sources (Uses):	<u>\$ (1,000)</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ -</u>

DULY ADOPTED THIS 30th DAY OF JUNE 2023

TOWN OF ARCHER LODGE


Matthew B. Mulhollem, Mayor


Bryan R. Chadwick, Budget Officer



ATTEST:


Jenny H. Martin, Town Clerk



Regular Council - Minutes
Monday, July 10, 2023

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Mike Gordon, Former Town Administrator
Miguel Galvan, Parks Maintenance Specialist

COUNCIL ABSENT:

Mayor Pro Tem Castleberry
Council Member Jackson
Page

STAFF ABSENT:

Jenny Martin, Human Resources Officer/Town Clerk

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 Purvis offered the invocation.

b) Pledge of Allegiance

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

2. APPROVAL OF AGENDA:

a) No changes or additions noted.

Moved: Council Member Wilson
Seconded by: Council Member Purvis
Approved the Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments.

4. ORGANIZATIONAL ITEMS:

a) Welcome Miguel Galvan Watkins, Archer Lodge's new Parks Maintenance Specialist

Mr. Allen introduced Mr. Watkins to the Town Council as the Parks Maintenance Specialists and shared his biography. Mr. Watkins thanked the Council for the opportunity to work with the Town and noted that he was looking forward to working with the Town. He added that he had done a

reserve contract with the US Marine Corp. Mayor Mulhollem thanked Mr. Watkins for his services and welcomed him to the Town.

5. CODE ENFORCEMENT OFFICER'S REPORT:

a) Code Enforcement Monthly Report

Ms. Barnes shared the attached Code Enforcement report. She noted that 4 cases have been abated since the date of the report. She has been coordinating with Animal Control in regard to 620 Whitetail and 221 Wyndfall Lane having an excessive number of chickens and noted that work is already in progress for the removal of some of them.

No further discussion.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Possible Action of Appointing a Town of Archer Lodge Representative for the Triangle J Council of Governments

Council Member Wilson explained the importance of the Town to being represented at the TJCOG (Central Pines Regional Council) meetings and its benefits. Discussion followed. Mr. Wilson shared that he plans to attend the upcoming Executive Board Meeting to say his goodbyes to his acquaintances over the years.

Mr. Chadwick recommended waiting until Council Member Jackson, Alternate TJCOG Member, is available before taking any action.

No action was taken by the Board. Mayor Mulhollem thanked Council Member Wilson for representing the Town for so many years, and encouraged the Board Members to research TJCOG if they are interested in serving. He asked Staff to advise Council Member Jackson and Mayor Pro Tem Castleberry in regards to this information, allowing them time to decide whether they would be interested in serving.

7

b) Discussion and Possible Action of Approving the Resolution Adopting the Town of Archer Lodge Cafeteria Plan (Resolution# AL2023-07-10)

Mr. Chadwick informed that this is for the Town of Archer Lodge's Cafeteria Plan for our voluntary benefits. He advised that these benefits would be at no cost to the Town. Discussion followed regarding the specifics of the plan. Mr. Chadwick recommended approving the plan and advised that Staff would provide answers to questions asked by Council regarding the working hours required by employees to be eligible.

Mayor Mulhollem called for a motion to adopt Resolution# AL2023-07-10 as presented.

Discussion to amend vote on Resolution# AL2023-07-10 by removing "as presented".
Mayor Mulhollem called for a motion to amend the previous motion.

Mayor Mulhollem called for a motion to adopt Resolution# AL2023-07-10 as amended.

The Resolution is attached.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan as presented.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Bruton

Approved to amend the previous motion "Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan as presented".
CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Bruton

Approved the Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan and provide additional clarification of the number of employee working hours in section 3.1 (b) and (c), and the Summary Plan Description Q(3) for eligibility, as amended from previous vote.
CARRIED UNANIMOUSLY

[AL2023-07-10 Resolution Adopting the Town of Archer Lodge Cafeteria Plan Signed](#)

c) Discussion and Possible Action of Adopting the Town of Archer Lodge Volunteer Policy

Mr. Allen provided an overview of the Volunteer policy that he and Ms. Martin worked on together and noted that it mirrors the personnel policy except it will not include a drug test. He informed everyone that this policy will be utilized by all Town departments.

Discussion followed with questions regarding voluntary positions for college internship. Mr. Chadwick and Mr. Allen ensured that the Town would be looking at it in the future.

Discussion followed to recommend changes in the wording of the proposed policy. Attorney Burrell informed that he would work with Ms. Martin to make necessary changes to the policy and will present them at the next Council Meeting. No action was taken.

8 - 11

d) Discussion and Possible Action of Approving the Part-time Athletic Supervisor Job Description, Pay Rate, and Number of Employees Requested

Mr. Allen shared an explanation of the proposed position and offered recommendations as follows:

- Part-time supervisors to be a "go-to" person for policies, procedures, first aide, and providing more coverage for the programs.
- Pay rate \$12.00 per hour.
- Hiring 2 Part-time Athletic Supervisor employees.

Discussion followed. Council Member Bruton informed of a couple of typographical errors.

Mr. Chadwick noted that, if approved, clarifications and typographical errors will be corrected.
No further discussion.

Mayor Mulhollem called for a motion to approve as presented to include correction of typographical errors.

The updated job description is attached.

Moved by: Council Member Purvis
Seconded by: Council Member Bruton

Approved the Part-time Athletic Supervisor Job Description, Pay Rate of \$12.00, and two positions, as presented to include correction of typographical errors.

CARRIED 2 to 1 (Wilson opposed)

[Athletic Supervisor](#)

12 - 15

e) **Discussion and Possible Action of Approving the Part-time Athletic Aide Job Description, Pay Rate, and Number of Employees Requested**

Mr. Allen shared an explanation of the proposed position and offered recommendations as follows:

- Part-time Athletic Aide to be the official score keeper and answer all questions related to the game, as necessary. Mr. Allen added that he would personally train personnel.
- Pay rate \$10.00 per hour.
- Hiring 3 Part-time Athletic Aide employees.

Discussion followed. Council Member Bruton informed of a couple of typographical errors.

No further discussion.

Mayor Mulhollem called for a motion to approve as presented to include correction of typographical errors.

The updated job description is attached.

Moved by: Council Member Purvis

Seconded by: Council Member Bruton

Approved the Part-time Athletic Aide Job Description, Pay Rate of \$10.00 and three positions, as presented to include correction of typographical errors.

CARRIED UNANIMOUSLY

[Athletic Aide](#)

f) **Discussion and Possible Action of Approving the Town of Archer Lodge Volunteer/Coach Application**

Mr. Allen shared that the application will be a Town application rather than just for sporting and special events and will also be fillable on the Town of Archer Lodge's Website.

Discussion followed regarding the need for more clarification on the application.

Mayor Mulhollem asked that this item be tabled for review until the next meeting. Ms. Batten recommended for Attorney Burrell to correspond with Ms. Martin regarding the application. Attorney Burrell confirmed that he would assist Ms. Martin. No action was taken.

g) **Discussion and Possible Action of Approving the Affidavit of Parent, Guardian, or Legal Custodian of Employment, Internship, or Volunteer of Minor Age at the Town of Archer Lodge**

Discussion followed regarding changes needed on the affidavit.

Mayor Mulhollem asked that it be tabled for review until the next meeting. Attorney Burrell advised that he would review the affidavit with Ms. Martin. No action was taken.

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

a) **Attorney Burrell reminded everyone that Municipal Election filings have opened for this year's election until July 21, 2023 at noon.**

8. **PARK UPDATE ~ MIKE GORDON:**

a) **Mr. Gordon shared the following Town Park update:**

- The picnic shelter is near completion.
- The restrooms, under the shelter, are underway and the plumbing is already installed.

- Installers will be pouring the slab for the picnic shelter, irrigation tank and pump system on Wednesday.
- The Archer Lodge Town Park digital sign is installed and Staff is waiting on quotes for electrical services to wire the new sign, along with other areas of the park.
- A soil assessment is underway on the west side of the park property to determine how it can be used in the future.

Discussion followed.

9. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Chadwick advised that he will discuss the information from the soil assessment for the park at a future meeting.**

10. PARKS AND RECREATION DIRECTOR'S REPORT:

- a) **Mr. Allen reported the following:**
- Informed that the first softball clinic had been held the day of the meeting, and noted that it was taught by Mr. Jason Jeffers, Coach at Archer Lodge Middle School, with nine participants.
 - Other softball clinics are scheduled for July 30th and August 1, 2023, with 9 participates registered.
 - Revenues are coming in for the Parks & Recreation department from the registration of our sports programs and clinics.
 - The current registration for baseball is at 73 participants and softball is at 24 participants.
 - He will be meeting with the Johnston County Little League Board on Monday and will be presenting recommendations on how the Town should proceed with the League.
 - Expressed appreciation for Mr. Watkins joining the Parks & Recreation Department and commended him for his work.

11. MAYOR'S REPORT:

- a) **Mayor Mulhollem reiterated his welcome to Mr. Watkins and added that he looked forward to working with him. He reminded the eligible board members to register with the Board of Election if they hadn't done so.**

Mayor expressed congratulations and appreciation to the Archer Lodge Community Center for holding the Archer Lodge Family Fun Day on July 1, 2022.

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson expressed that he was glad the Archer Lodge Family Fun Day was well attended.**
-
- b) **Council Member Purvis had no comments.**
-
- c) **Council Member Bruton welcomed Mr. Watkins and shared that with him on staff, they all would make a good team. She noted that the fireworks at the Family Fun Day were incredible.**

13. CLOSED SESSION - ATTORNEY CONSULTATION

§ 143-318.11(a)(3)

- a) **Attorney Burrell advised Council to enter into Closed Session as permitted by §143-318.11(a)(3) Contract Negotiations.**

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

Approved to enter into Closed Session at 8:05 p.m.

CARRIED UNANIMOUSLY

14. RETURN TO OPEN SESSION:

- a) **Mayor Mulhollem call for a motion for Council to return to Open Session.**

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

Approved to return to Open Session at 8:32 p.m.

CARRIED UNANIMOUSLY

15. POTENTIAL ACTION:

- a) **Mayor Mulhollem called for a motion to terminate negotiations with APC Towers.**

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

Approved to terminate negotiations with APC Towers III, LLC.

CARRIED UNANIMOUSLY

16. ADJOURNMENT:

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

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

Approved to adjourn meeting at 8:34 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE TOWN OF ARCHER LODGE CAFETERIA PLAN

WHEREAS, on this date, the Town of Archer Lodge Town Council did meet to discuss the implementation of Town of Archer Lodge Flexible Benefits Plan to be effective, 7/1/2023. Let it be known that the following resolutions were duly adopted by the Town of Archer Lodge Town Council and that such resolutions have not been modified or rescinded as of the date hereof; and

WHEREAS, that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

WHEREAS, that the Plan Year shall be for a period beginning on 7/1/2023 and ending 6/30/2024.

WHEREAS, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

WHEREAS, that the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

WHEREAS, the undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for Town of Archer Lodge's Flexible Benefits Plan approved and adopted in the foregoing resolutions.

NOW, THEREFORE, BE IT RESOLVED, that the Archer Lodge Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the Town of Archer Lodge Cafeteria Plan.

DULY ADOPTED ON THIS 10th DAY OF JULY 2023, WHILE IN REGULAR SESSION.

ATTEST:



(SEAL)
Matthew B. Mulhollem
Mayor



(SEAL)
Jenny Martin
Town Clerk



ATHLETIC SUPERVISOR

General Statement of Duties

Performs routine clerical and technical work keeping score sheets and/or time clock for youth and adult sports, including football, basketball, soccer, softball and baseball, kickball & dodgeball along with some general maintenance. Work varies by season.

Distinguishing Features of the Class

An employee in this class performs a variety of clerical, technical, managerial, and manual labor tasks. Work involves performing routine work such as locking and unlocking facilities for athletic practices and games, acting as the first point of contact for the general public while at the facility, setting up the gyms and fields for athletic practices and games, and keeping score for youth and adult sports leagues and tournaments. Work is performed under the supervision of the Parks and Recreation Director and is evaluated through regular recreation programs, direct observation, citizen comments and quality of work produced. This is a flexible, year-round work schedule and is predetermined monthly. Hours will include weekday evenings, as well as Saturdays and/or Sundays.

Duties and Responsibilities

Essential Duties and Tasks

- Opens and closes assigned parks and facilities.
- Acts as the first point of contact for the general public while at Town parks and facilities.
- Handles difficult situations involving players, coaches and spectators during assigned shift.
- Supervises part-time Town Parks and Recreation staff.
- Ensures scheduled games and practices begin and end on time.
- Administers first aid supplies as needed.
- Communicates issues and problems to full-time Parks and Recreation staff and emergency personnel.
- Ensures gyms and playing fields have been properly set up for games and practices.
- Assists with cleaning the facilities.
- Keeps score by a scorebook and/or running a scoreboard.
- Fills out daily score reports, results forms, playing time sheets, accident/incident report forms, and ensures the accuracy of reports filled out by other athletic aides.
- Enforces Town of Archer Lodge/Town of Archer Lodge Parks and Recreation policies.
- Serves as site Supervisor when assigned.
- Provides routine information on departmental policies, procedures, and services.
- Assists with other Department programs and events.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Basic working knowledge of major sports such as baseball, football, softball, and some knowledge of other sports.

Ability to establish and maintain effective working relationships with Town Employees, general public, program participants and officials.

Ability to communicate effectively, orally and in writing.

Knowledge of scorekeeping and timekeeping practices and procedures including the ability to keep score in the official format for sport assigned.

Ability to operate time device for designated sport.

Ability to resolve conflicts and negotiate while handling disputes or conflicts.

Ability to supervise part-time employees.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds amount of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, operate time devices, utilize measuring devices.

Desirable Education and Experience

Must be at least 18 years of age, at time of application. Some experience in community or group recreation activities in athletics, as a scorekeeper or as a coach. Prefer experience in supervising staff, setting up gyms and fields for league play, and keeping score by scorebook and running a scoreboards for league play.

Special Requirements

Possession of a valid North Carolina driver's license.

ATHLETIC AIDE

General Statement of Duties

Performs routine clerical and technical work keeping score sheets and/or time clock for youth and adult sports, including football, basketball, soccer, softball and baseball, kickball & dodgeball along with some general maintenance. Work varies by season.

Distinguishing Features of the Class

An employee in this class performs a variety of clerical, technical, and manual labor tasks. Work involves performing routine work such as assisting with locking and unlocking facilities for athletic practices and games, assisting with setting up the gyms and playing fields for athletic practices and games, and keeping score for youth and adult sports leagues and tournaments. Work is performed under the supervision of the Athletic Supervisor and/or the Parks and Recreation Director and is evaluated through regular recreation programs, direct observation, citizen comments and quality of work produced. This is a flexible, year-round work schedule and is predetermined monthly. Hours will include weekday evenings, as well as Saturdays and/or Sundays.

Duties and Responsibilities

Essential Duties and Tasks

- Assists with Opening and closing assigned parks and facilities.
- Acts as the first point of contact for the general public while at Town parks and facilities if assigned as the site Supervisor.
- Assists in handling difficult situations involving players, coaches and spectators during assigned shift.
- Administers first aid supplies as needed.
- Communicates issues and problems to full-time Parks and Recreation staff and emergency personnel.
- Assists in setting up gyms and playing fields for games and practices.
- Assists with cleaning the facilities.
- Keeps score by a scorebook and/or running a scoreboard.
- Fills out daily score reports, results forms, playing time sheets, accident/incident report forms, and ensures the accuracy of reports filled out by other athletic aides.
- Enforces Town of Archer Lodge/Town of Archer Lodge Parks and Recreation policies.
- Provides routine information on departmental policies, procedures, and services.
- Assists with other Department programs and events.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Basic working knowledge of major sports such as baseball, football, softball, and some knowledge of other sports.

Ability to establish and maintain effective working relationships with Town Employees, general public, program participants and officials.

Ability to communicate effectively, orally and in writing.

Knowledge of scorekeeping and timekeeping practices and procedures including the ability to keep score in the official format for sport assigned.

Ability to operate time device for designated sport.

Ability to assist in resolving conflicts and negotiating while handling disputes or conflicts.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds amount of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, operate time devices, utilize measuring devices.

Desirable Education and Experience

Must be at least 16 years of age, at time of application. Some experience in community or group recreation activities in athletics, as a scorekeeper or as a participant. Prefer experience setting up gyms and fields for league play. Prefer experience keeping score by scorebook and running a scoreboards for league play.

Special Requirements

Those under the age of 18 must acquire a valid work permit.



Work Session - Minutes Monday, January 22, 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
 Kim P. Batten, Assistant Town Administrator/Finance Officer
 Jenny Martin, Human Resources Office/Town Clerk
 Chris Allen, Parks & Recreation Director

COUNCIL ABSENT:

MEDIA PRESENT:

1 **DINNER**

a) Dinner was provided at 5:23 p.m.

2 WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:05 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.

b) Pledge of Allegiance

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

3 TOWN BUSINESS:

a) Parks & Recreation Full-Time Position

Mr. Chadwick and Mr. Allen discussed with the Council the need for another full-time Parks & Recreation Maintenance Specialist. They defined the year-round duties for equipment maintenance, special projects, and prep for sport activities for the Park, schools, and the Archer Lodge Community Center. They informed Council that it's more than one employee in this position can maintain. Mr. Chadwick relayed that this information was in response to a question raised by Council Member Purvis. Discussion followed. Mr. Allen shared that the information presented at the Budget Retreat will be on a 5-to-10 year scope regarding the future growth of Parks & Recreation in comparison to other cities. Mr. Chadwick informed the Board that there should be more information provided at the February meeting.

b) Grand Opening for the Town Park

Staff and Council discussed possible dates to hold the Town Park Grand Opening and specifics to be included for the event. Mayor Mulhollem expressed the need for a schedule of events to include a ribbon cutting,

recognition of supporters that helped during the process, the Smith family (of which the park land had been purchased), and the need to incorporate local Scouts and groups in the community. Attorney Burrell explained the need for town policies and procedures to be in place for the events and food trucks at the park. Discussion followed.

The final consensus of Council was to hold the Park Grand Opening on Thursday, March 14, 2024, at 4:00 p.m., weather permitting, pending availability of honored guests. Mayor Mulhollem informed that he would contact Mr. & Ms. George Smith and NC Representative Donna White to confirm their availability.

c) **Smith Family Dedication**

Mayor Mulhollem informed the Council that after having a discussion of the dedication of the Town Park with Mr. George Smith, it was decided to name the walking trail at the Park after his parents, Mr. J.T. and Ms. Gladys Smith, who originally owned the property prior to Mr. George Smith. Discussion followed.

Mayor Mulhollem asked for the consensus of the Board, and they concurred with the naming of the walking trail in honor of Mr. J.T. and Ms. Gladys Smith. Mayor Mulhollem shared some the history of the Smith family and the purchase of their land for the Park.

d) **Mike Gordon Retirement Celebration**

Mr. Chadwick shared that Mr. Gordon had officially retired from the Town and commended him for his intuitional knowledge, hard work, and dedication. Mayor Mulhollem shared that, as Mayor, Mr. Gordon was recognized for his dedication and support of the Town and the Archer Lodge Community Center by receiving the first "Key to the Town". The Mayor and Council Members expressed their thoughts on how Mr. Gordon was a big part in getting the land prepared for the Park and how he supported Staff in getting the necessary equipment to maintain the Park.

Mayor Mulhollem suggested naming a building in the Park in honor of Mr. Gordon. Council Member Purvis recommended naming the picnic shelter after Mr. Gordon. Discussion followed. Mr. Chadwick shared that Mr. Gordon always had a love for getting people together and cooking on the grill. He concurred with Mr. Purvis to name the pavilion after Mr. Gordon due to it being a gathering place for everyone. It was the consensus of the Board to name the picnic shelter "The Mike Gordon Pavilion", in honor of Mr. Gordon.

The Council discussed the best options for the presentation to honor Mr. Gordon and discussed the specifics for the retirement celebration.

e) **Alternate for the Board of Adjustments (BOA)**

Mr. Chadwick informed the Council that a new alternate will need to be chosen for the Board of Adjustment. Council Member Bruton is now on the CAMPO Board and the meetings are also held on Wednesday's, causing her to be unable to attend the Board of Adjustment meetings. Discussion followed.

Council Member Jackson informed the Council of his willingness to be an alternate.

f) **Homeowners Insurance Rate Increase**

Mr. Chadwick informed the Council that a proposal had been made by the Insurance Industry to NC Insurance Commissioner, Mike Causey, requesting an increase in homeowners' insurance. The proposal for Johnston County is a 40.8% increase. He recommended composing a letter, signed by

Mayor Mulhollem, opposing the increase and to submit it before the Public Comment deadline on Friday, February 2, 2024. Mr. Chadwick reminded everyone that the next Town Council meeting will be held after the Public Comment period closes. Discussion followed.

It was the consensus of the Council for Mr. Chadwick to compose a letter to oppose the homeowner's insurance increase, signed by the Mayor, and submitted before the deadline. Ms. Batten shared the Public Comment email address with the Council to allow them to individually submit opposing comments, as a citizen or Council Member.

g) Town Council Paperwork

Ms. Martin handed out packets for the Council Members to complete for Human Resources purposes. She instructed the Council on filling out the forms and asked that they return the completed paperwork at the Planning Retreat on Tuesday, January 30, 2024. She advised them to contact her with questions and that she will follow up with them after their forms have been returned.

4 ADJOURNMENT:

With no further business, Mayor Mulhollem adjourned the meeting at 8:00pm

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk

EXECUTIVE ASSISTANT

General Statement of Duties

Performs intermediate skilled and paraprofessional clerical and administrative work assisting with a variety of complex office assistance and administrative tasks; will assist Administration, Governing Body, and other departments as assigned.

Distinguishing Features of the Class

An employee in this class performs a variety of clerical and administrative tasks in support of Administration, Governing Body, Planning Board/Board of Adjustments, and other departments as assigned. Work involves performing administrative and program support duties which require knowledge of functions, use of considerable judgement, and independence of action. Work requires a level of discretion and requires the use and handling of confidential information. Work involves a degree of interaction with elected officials, the public, and Town staff. Work is performed in an office environment under the general supervision of the Town Administrator and is evaluated through progress on projects, accuracy of work, personal observation, and feedback from department heads.

Duties and Responsibilities

Essential Duties and Tasks

- Greets the public, answers the phone, and directs them to the appropriate personnel if needed.
- Manages the Town's website and social media platforms (Facebook, X (Twitter), Instagram, etc.).
- Manages signs posted on doors (windows), bulletin boards, etc. sharing important town information.
- Maintains the Town's digital sign for events, holidays, meetings, programs, etc..
- Orders supplies for the Town and maintains inventory.
- Retrieves and sends mail for the Town, including packages, and distributes mail/packages to staff if needed.
- Assists with preparing and conducting Town business at the bank, USPS, the UPS store, etc. as needed.
- Assists with special event planning for the Town to include creating guest lists, organizing and ordering food, creating invitations, emailing and mailing invitations, managing RSVPs, and reserving venues or equipment if needed.
- Assists with employee badges and key fobs.
- Assists with decorating Town Hall for seasons and holidays as needed.
- Assists with creating and preparing meeting agendas and minutes to include attachments for both the Governing Body and the Planning Board/Board of Adjustments if needed.
- Assists with maintaining official records of the Town to include minutes, ordinances, resolutions, etc..
- Assists with getting materials and Council Chambers ready for meetings to include equipment.
- Assists with creating files, labels, envelopes, etc. for the Town.
- Assists with creating budget books yearly.
- Assists with special projects to include audits.
- Assists with gathering items and creating files for annual audit.
- Assists with accounts payables and accounts receivables.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

- Knowledge of modern office practices and procedures.
- Knowledge of relevant town ordinances, state laws, and town policies and procedures.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, Social Media platforms (Facebook, X (Twitter), Instagram), and Canva.
- Knowledge of basic bookkeeping.
- Ability to organize and prioritize work.
- Proficient in operating office equipment such as a computer, fax/copier machine, calculator.
- Skills in oral and written communication.
- Ability to keep records and to prepare accurate reports with strong attention to detail.
- Ability to perform work independently.
- Ability to develop and maintain effective working relationships with other governmental jurisdictions, the Governing Body, Planning Board/Board of Adjustments, elected and appointed officials, community groups, staff, and the public.

Physical Requirements

Must be able to physically perform the basic life operational skills of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift or move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Minimum of two-year associate degree in municipal government, office technology, business or related degree and experience in office administrative work; or an equivalent combination of education and experience to perform the essential functions may be considered.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Prefer certification or ability to obtain Notary Public Certification.



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH END JULY 31, 2024

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	1,328,000.00	16,526.08	16,526.08	1.24%
SALES TAXES	399,000.00	0.00	0.00	0.00%
FRANCHISE TAXES	160,000.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	42,000.00	0.00	0.00	0.00%
PERMITS AND FEES	5,500.00	425.00	425.00	7.73%
FEE IN LIEU OF RECREATION	54,000.00	0.00	0.00	0.00%
PARKS & RECREATION FEES	70,000.00	22,600.00	22,600.00	32.29%
PARKS & RECREATION RENTALS	20,000.00	296.00	296.00	1.48%
PEG CHANNEL SUPPORT	60,000.00	0.00	0.00	0.00%
MISCELLANEOUS/ALVM BRICK REVENUES/CONTRIBUTIONS	5,500.00	0.00	0.00	0.00%
CAROLINA PANTHERS COMMUNITY/JO CO TOURISM/JO CO OPEN SPACE GRANT	0.00	0.00	0.00	#DIV/0!
REG ECONOMIC DEVELOP RES GRANT '24	0.00	0.00	0.00	#DIV/0!
INVESTMENT EARNINGS	60,000.00	5,096.48	5,096.48	8.49%
TRANSFER IN FROM CAP RES FUND 30	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM PARK RES FUND 31	56,000.00	0.00	0.00	0.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND 32	250,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	378,000.00	0.00	0.00	0.00%
TOTALS	2,888,000.00	44,943.56	44,943.56	1.56%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	58,300.00	9,133.16	9,133.16	15.67%
ADMINISTRATION	466,050.00	44,795.63	44,795.63	9.61%
JO CO TAX COLLECTION FEES	37,000.00	0.00	0.00	0.00%
LEGAL	18,000.00	0.00	0.00	0.00%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	156,200.00	18,109.53	18,109.53	11.59%
PEG MEDIA PARTNERS	60,000.00	0.00	0.00	0.00%
PUBLIC SAFETY	853,000.00	0.00	0.00	0.00%
TRANSPORTATION-PUBLIC WORKS	30,000.00	0.00	0.00	0.00%
PLANNING & ZONING	239,475.00	14,792.89	14,792.89	6.18%
CULTURAL & RECREATION	640,750.00	40,936.77	40,936.77	6.39%
DEBT SERVICES	140,125.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	25,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	139,000.00	0.00	0.00	0.00%
TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	0.00	0.00	0.00%
TRANSFER TO REG ECON DEVELOP RES GRANT	0.00	0.00	0.00	#DIV/0!
				#DIV/0!
	2,888,000.00	127,767.98	127,767.98	4.42%
GENERAL FUND INCREASE (DECREASE)		(82,824.42)	(82,824.42)	

CAPITAL RESERVE FUND 30				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	115.93	115.93	11.59%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	26,000.00	115.93	115.93	0.45%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TRANSFER TO FUND BALANCE	26,000.00	0.00	0.00	0.00%
TOTALS	26,000.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		115.93	115.93	

PARK RESERVE FUND 31				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	369.07	369.07	36.91%
TRANSFER FROM GEN FUND 10	139,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	140,000.00	369.07	369.07	0.26%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	84,000.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	56,000.00	0.00	0.00	0.00%
TRANSFER TO FUND BALANCE				#DIV/0!
TOTALS	140,000.00	0.00	0.00	0.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		369.07	369.07	

PUBLIC SAFETY RESERVE FUND 32				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	1,800.79	1,800.79	180.08%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATED	224,000.00	0.00	0.00	0.00%
TOTALS	250,000.00	1,800.79	1,800.79	0.72%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	250,000.00	0.00	0.00	0.00%
TRANSFER TO FUND BALANCE	0.00	0.00	0.00	#DIV/0!
TOTALS	250,000.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		1,800.79	1,800.79	



Kim P. Batten

FINANCE OFFICER

ASSISTANT TOWN ADMINISTRATOR



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING JULY 31**

GENERAL FUND				
<i>REVENUES</i>		Jul-24	Jul-23	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	16,526.08	13,832.62	2,693.46
	SALES TAXES	0.00	0.00	0.00
	FRANCHISE TAXES	0.00	0.00	0.00
	ALCOHOL BEV TAXES/JO CO ABC DIST	0.00	0.00	0.00
	PERMITS AND FEES	425.00	300.00	125.00
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PARKS & RECREATION FEES	22,600.00	23,790.00	(1,190.00)
	PARKS & RECREATION RENTALS	296.00	0.00	296.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS/ALVM BRICK REVENUES/CONTRIBUTIONS	0.00	0.00	0.00
	INVESTMENT EARNINGS	5,096.48	6,993.27	(1,896.79)
	GRANTS (ARPA, SCIF, JO CO OPEN SPACE & TOURISM, CAROLINA PANTHERS)	0.00	0.00	0.00
	GRANT-REG ECON DEVEL RES (24REDR)	0.00	0.00	0.00
	TRANSFER IN FROM CAPITAL RES FND 30	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE FND 31	0.00	0.00	0.00
	TRANSFER IN FROM PUBLIC SAFE RES FND 32	0.00	0.00	0.00
Y-T-D INCREASE (DECREASE)		44,943.56	44,915.89	27.67
<i>EXPENDITURES</i>		Jul-24	Jul-23	DIFFERENCE
	GOVERNING BODY	9,133.16	7,222.00	1,911.16
	ADMINISTRATION	44,795.63	40,852.85	3,942.78
	JO CO TAX COLLECTION FEES	0.00	439.04	(439.04)
	LEGAL	0.00	0.00	0.00
	PROPERTY TAXES	0.00	0.00	0.00
	PUBLIC BUILDINGS	18,109.53	3,320.51	14,789.02
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	0.00	0.00	0.00
	TRANSPORTATION-PUBLIC WORKS	0.00	0.00	0.00
	PLANNING & ZONING	14,792.89	9,303.58	5,489.31
	CULTURAL & RECREATION	40,936.77	32,098.42	8,838.35
	DEBT SERVICES	0.00	0.00	0.00
	TRANSFER TO CAP RESERVE	0.00	0.00	0.00
	TRANSFER TO PARK RESERVE	0.00	0.00	0.00
	TRANSFER TO PUBLIC SAFETY RESERVE	0.00	0.00	0.00
	TRANSFER TO ARPA, SCIF, 24REDR FUNDS	0.00	0.00	0.00
		127,767.98	93,236.40	34,531.58
Y-T-D INCREASE (DECREASE)		(82,824.42)	(48,320.51)	(34,503.91)

Kim P. Batten