



Town of Archer Lodge

AGENDA

Regular Council Meeting
Tuesday, September 5, 2023 @ 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. Approval of Minutes:
 - 20 Mar 2023 Special Meeting Minutes
 - 20 Mar 2023 Budget Planning Retreat Continued Minutes
 - [Special Meeting - Monday, 20 Mar 2023 - DRAFT](#)
 - [Budget Planning Retreat Continued - Monday, 20 Mar 2023 - DRAFT](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

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- 5.a. Discussion and Possible Action of Appointing a Town of Archer Lodge Representative for the Triangle J Council of Governments
- 5.b. Discussion and Possible Action of Adopting Budget Amendment for Fiscal Year Ending June 30, 2024 ~ (BA 2024 01)
[BA 2024 01](#)

- 12 - 15 5.c. Discussion and Possible Action of Approving the Planning Director Job Description
[Planning Director Job Description](#)
- 16 5.d. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave Policy
[Vacation Leave Policy](#)
- 17 5.e. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Use by Probationary Period Employees Policy
[Vacation Leave - Used by Probationary Employees Policy](#)
- 18 5.f. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Accrual Rate Policy
[Vacation Leave - Accrual Rate Policy](#)
- 19 5.g. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Maximum Accumulation Policy
[Vacation Leave - Maximum Accumulation Policy](#)
- 20 5.h. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Manner of Taking Policy
[Vacation Leave - Manner of Taking Policy](#)
- 21 5.i. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Payment Upon Separation Policy
[Vacation Leave - Payment Upon Separation Policy](#)
- 22 5.j. Discussion and Possible Action of Adopting the Town of Archer Lodge Vacation Leave: Payment Upon Death Policy
[Vacation Leave - Payment Upon Death Policy](#)
- 23 5.k. Discussion and Possible Action of Adopting the Town of Archer Lodge Sick Leave Policy
[Sick Leave Policy](#)
- 24 - 25 5.l. Discussion and Possible Action of Adopting the Town of Archer Lodge Sick Leave: Accrual Rate and Accumulation Policy
[Sick Leave - Accrual Rate and Accumulation Policy](#)
- 26 5.m. Discussion and Possible Action of Adopting the Town of Archer Lodge Sick Leave: Medical Certification Policy
[Sick Leave - Medical Certification Policy](#)
- 27 5.n. Discussion and Possible Action of Adopting the Town of Archer Lodge Leave Pro-Rated Policy
[Leave Pro-Rated Policy](#)

6. TOWN ATTORNEY'S REPORT:

7. TOWN ADMINISTRATOR'S REPORT:

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

8.a. Interim Financial Reports for July 2023

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

10. PARKS AND RECREATION DIRECTOR'S REPORT:

11. PLANNING/ZONING REPORT:

11.a. Planning/Zoning Update

11.b. Code Enforcement Monthly Report
[Archer Lodge Monthly Report](#)

28 - 30

12. MAYOR'S REPORT:

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

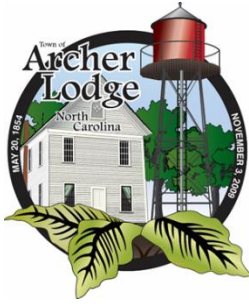
14. CLOSED SESSION - ATTORNEY CONSULTATION

§ 143-318.11(a)(3)

15. RETURN TO OPEN SESSION:

16. POTENTIAL ACTION:

17. ADJOURNMENT:



**Special Meeting - Minutes
Monday, March 20, 2023**

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

Council Member Bruton

GUEST PRESENT:

Mark Morgan, Neuse River Futbol Alliance

1. DINNER:

a) Dinner was served at 5:18 p.m.

2. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:00 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

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

3. APPROVAL OF AGENDA:

a) No additions or changes noted.

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

Approved Agenda.

CARRIED UNANIMOUSLY

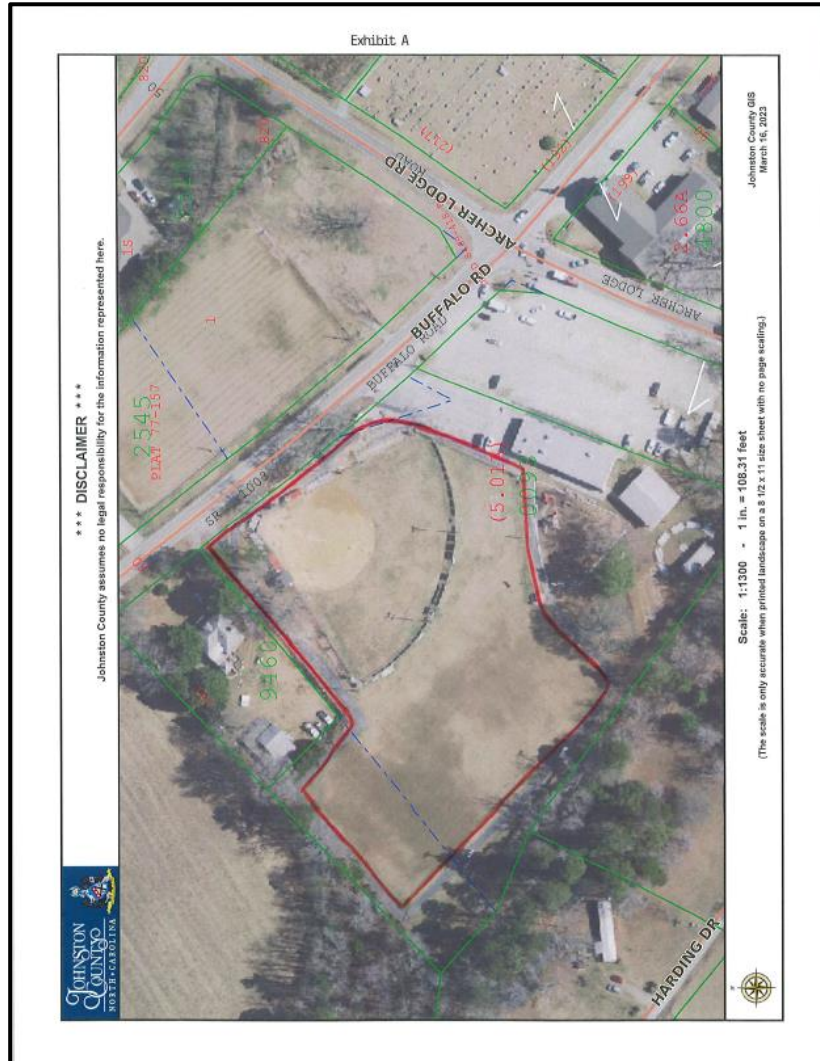
4. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Adopting the Lease & Use Agreement between the Town of Archer Lodge and the Archer Lodge Community Center, Inc.

Attorney Burrell shared that he made the changes that were recommended at the Regular Council Meeting earlier this month. He also mentioned that

Council Member Bruton had emailed some minor revisions that she would like to include. He informed Council that the revised agreement now includes Exhibit A.

Exhibit A appears as follows:



Attorney Burrell explained that Exhibit A shows the boundaries of the property, which doesn't include the picnic shelter. Attorney Burrell changed the agreement to state that the Town gets to make the decision on when and if upgrades need to take place. He also explained that the change was made to allow the Town the authority to use the equipment when needed and to allow flexibility for the Community Center to use the equipment when it's not in use. Attorney Burrell added that the section about the liability insurance policy has been clarified to limit the coverage to cover only claims relating the use of the property.

Mayor Mulhollem opened the floor for discussion.

Mr. Chadwick informed that after talking with Ms. Bruton, Staff was in agreement with her revisions. Attorney Burrell advised that whatever is approved tonight is based on the agreement of the Town and that the agreement will also have to be presented to the Archer Lodge Community Center Board for a vote.

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

Adopted the Lease & Use Agreement between the Town of Archer Lodge and the Archer Lodge Community Center, Inc., to include Exhibit A and the revisions as presented by Attorney Burrell and submitted by Council Member Bruton.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Approving a Memorandum of Understanding for Field Rentals Between the Town of Archer Lodge and Johnston County Little League

Attorney Burrell explained that the MOU in Agenda Item 4. b) and 4. C) mirror each other and are the same memorandums, with one being for the Little League and the other for the Neuse River Futball Alliance. He informed that since the Johnston County Little League has already started their season with the Archer Lodge Community Center, this MOU with the Town will be adopting everything that was agreed upon with the Community Center for this season only. He explained that any future contracts will go through the Town of Archer Lodge's Parks and Recreation Department.

Attorney Burrell explained that with this memorandum, the correct date will be listed, for some reason it redlined the date in error. He also shared that there is a minor grammatical error that will be corrected.

Discussion followed. The suggestion was made to add verbiage that states that this agreement will only be for the end of this season or add a specific date.

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

Approved the Memorandum of Understanding for Field Rentals Between the Town of Archer Lodge and Johnston County Little League, to include the correction as noted above.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Approving a Memorandum of Understanding for Field Rentals Between the Town of Archer Lodge and Neuse River Futbol Alliance

Attorney Burrell reminded everyone that this memorandum mirrors the memorandum with the Johnston County Little League and that the same corrections will be needed as mentioned in the last agenda item. Attorney Burrell also noted to make a change to the name of the President for the Neuse River Futbol Alliance to Mark Morgan.

Having no further comments or discussion, Mayor Mulhollem called for a motion.

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

Approved the Memorandum of Understanding for Field Rentals Between the Town of Archer Lodge and Neuse River Futbol Alliance, Inc., to include the corrections as noted above.

CARRIED UNANIMOUSLY

5. ADJOURNMENT:

a) No further business.

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

Adjourned meeting at 6:34 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



**Budget Planning Retreat - Minutes
Monday, March 20, 2023**

COUNCIL PRESENT:

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

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Mike Gordon, Previous Town Administrator
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Director/Town Clerk
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

None

1. WELCOME ~ MAYOR MULHOLLEM

- a) **Mayor Mulhollem called continued Budget Planning Retreat to order at 6:41 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present.**

2. INVOCATION & PLEDGE OF ALLEGIANCE:

- a) **Council Member Purvis offered the invocation.**
- b) **Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.**

3. FINANCIAL REPORTS ~ KIM BATTEN

a) Interim Financial Reports for February 2023

Ms. Batten shared an interim summary of all funds ending February 28, 2023. She noted that the collection rate for revenues is 69%. Tax collections are at 94% collected. Our revenues are ahead of our expenditures by a little less than \$34,000. The actual net difference between our revenues and expenditures in the general fund is around \$521,000 YTD.

Regarding the Capital Reserve Fund, 95% of investment earnings for the month have been collected.

Regarding the Park Reserve Fund, investment earnings were received as well as the transfer from the General Fund.

Regarding the Public Safety Reserve Fund, investment earnings were received.

There was no update for the Town Park project because of the inclement weather, so not much has been happening. Ms. Batten shared that the playground equipment for the Town Park has been delivered.

When comparing the revenues in February 2023 with February 2022, the Town had \$455,000 more in 2023. When comparing the expenditures in February 2023 with February 2022, the Town had \$359,000 more in 2023. Ms. Batten explained that we have the Parks & Recreation Department now, so that's \$117,000 that we didn't have before. She also explained that we have contracted services for Planning and Zoning, which is \$38,000 that we didn't have before. The revenues have been higher than expenditures both years.

No further comments or discussion.

4. BUDGET OFFICER / TOWN ADMINISTRATOR ~ BRYAN CHADWICK

a) FY2023/2024 Budget Workshop Continued

Mr. Chadwick informed that some of the workshop groups had not met yet to discuss their assigned department budget items prior to the meeting, so he allowed everyone ample time to meet and notate their assigned department budget items or review what had already been discussed.

The assigned teams were as follows:

Council Member Purvis and Ms. Lawhorn:

- Governing Body
- Property Tax

Mayor Mulhollem and Ms. Martin:

- Administration
- Tax Collection

Council Member Bruton and Mr. Chadwick:

- Legal
- Planning and Zoning

Mayor Pro Tem Castleberry and Mr. Gordon:

- Public Buildings
- Public Safety

Council Member Jackson and Mr. Allen:

- Video/PEG Media
- Parks and Recreation

Council Member Wilson and Ms. Batten:

- Public Works
- Debt Service/Fees
- Interfund Transfers

b) The Budget Workshop groups came back together to continue to review and discuss the assigned items for the FY2023-2024 budget.

Budget Recommendations/Suggestions:

• **Governing Body:**

- Suggested a pay increase for the Town Council Board.
- Due to inflation costs, increase amount budgeted for:
 - Expense of office supplies.
 - Food and flowers for bereavement/illness and travel.
 - Town Events and any expenses that can occur.
 - Donations for schools or programs that can help with students' expenses for meals.
 - Contracted services, legal advertising, dues and subscriptions, and insurance workers compensation.
 - Small equipment & furnishings.

• **Administration:**

- Recommended 3% Merit and 6% COLA (Cost of Living).
- Due to having additional expenses from having added new departments, increase amount budgeted for:

- Professional fees
 - Training & meetings
 - Dues & subscriptions
 - Insurance property & liability
 - Insurance workers compensation
- **Tax Collections Fee for NC & Johnston County:**
 - The North Side Fire Department will be requesting a 3% tax increase.
- **Legal:**
 - Increase the amount budgeted for legal fees.
- **Public Buildings:**
 - Repairs & maintenance buildings - increase amount budgeted due to the increase of maintenance services.
 - Insurance property & liability - increase amount budgeted, if needed.
 - Capital outlay - increase amount budgeted to get the corner parking lot surveyed.
- **PEG Media Partners - East Wake TV:**
 - Reduce budgeted amount due to decrease in budgeted amounts over a period of 4 years.
- **Public Safety:**
 - Increase budgeted amount for Contracted Services - Animal Control due to unexpected circumstances.
- **Public Works:**
 - Increase amount budgeted for:
 - Street lights
 - Repairs & maintenance
 - Road signs/banners
- **Planning & Zoning:**
 - Suggested pay increase for Planning Board and Board of Adjustment.
 - Consideration of a full-time salary Town Planner and allow for the transition of our part-time contracted staff to a full-time in-house position.
 - Reduce amount budgeted for:
 - Supplies
 - Contracted services
 - Increase amount budgeted for:
 - Contracted services software
 - Insurance workers compensation
- **Parks & Recreation:**
 - Suggested an increase for part-time salaries.
 - Increase budget amounts for:
 - Supplies - program materials (new line item)
 - Supplies - parks & rec
 - Gasoline
 - Vehicle maintenance
 - Travel
 - Training & meetings
 - Contracted services - software
 - Dues & subscriptions
 - Insurance property & liability
 - Insurance workers compensation
 - Suggested to look into contracted services and small equipment and furnishings and come back.
 - The Council suggested starting out with flag football first and postponing tackle football until a later time.
 - The Council asked for a breakdown of the cost of each sport.
 - Researching the possibility of getting sponsorships for programs.
- **Debt Services & Fees:**
- Principal payments will stay the same as originally budgeted but interest rates will be changing.
- No closing costs or bank fees known to date.
- **Interfund Transfers:**
 - Suggested putting \$25,000 back in Capital and Public Safety Reserve.

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- Park Reserve will be dependent on the Fire Tax ratio amount.
 - No fee in lieu revenues expected.
 - Transfers to the Town Hall expansion are no longer needed.
 - ARPA and SCIF Grant Funds are no longer getting any transfers.
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5. ADJOURNMENT ~ MAYOR MULHOLLEM

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 9:44 p.m.**
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Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk

Town of Archer Lodge
Fiscal Year Ending June 30, 2024



Budget Amendment # BA 2024 01
Date: 05-Sep-23

Gen Fund/Cap Res Fund

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen/Transfer from Capital Reserve Fund 30	10-3900-3930	-	125,000.00	125,000.00
Gen/Fund Balance Appropriated	10-3990-0000	347,846.00	152,154.00	500,000.00
Cap Res Fnd/Fund Balance Appropriated	30-3990-0000	-	125,000.00	125,000.00
Total Increase (Decrease) in Revenues			402,154.00	

Expenditures:

Gen/Public Buildings/Supplies-Buildings	10-4190-2000	3,000.00	3,389.00	6,389.00
Gen/Public Buildings/Solid Waste-Garbage	10-4190-3300	-	6,000.00	6,000.00
Gen/Public Buildings/Contracted Services	10-4190-3500	20,000.00	229,500.00	249,500.00
Gen/Public Buildings/Building Permits	10-4190-5900	-	7,000.00	7,000.00
Gen/Parks & Rec/Contracted Services	10-6120-3500	26,000.00	29,565.00	55,565.00
Gen/Parks & Rec/Insurance Workers Compensation	10-6120-4550	4,735.00	1,700.00	6,435.00
Cap Res Fnd/Transfer to General Fund 10	30-9900-0010	-	125,000.00	125,000.00
Total Increase (Decrease) in Expenditures			402,154.00	

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Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 5th day of September 2023

ATTEST:

Jenny Martin, Town Clerk

Matthew B. Mulhollem, Mayor

Bryan Chadwick, Budget Officer

PLANNING DIRECTOR

General Statement of Duties

Performs difficult professional and administrative planning related duties associated with permitting, inspections, and implementing plans, policies, and development measures in order to assure orderly growth and development of current and long-range plans for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes and performs the planning and development activities including current and long-range planning programs involving physical, economic, and social future of the Town. Work involves high-level professional planner responsibilities in the formation, installation, modification and improvement of the Town's growth and development. Duties include providing staff support and consulting with boards and committees on development issues in the Town including zoning, subdivision development, transportation, park and open space, community appearance, and related issues. Work also includes zoning and nuisance code enforcement requiring field work and strong collaborative conflict resolution skills. Work involves coordination with a variety of other local, regional, and state jurisdictions and agencies, considerable knowledge of the planning field and local ordinances, and extensive public contact skills. Work also includes supervising the planning department and staff assignments (when applicable). Work is performed in office and outside environments under the general supervision of the Town Administrator and is evaluated through conferences, reports, and progress on planning issues and projects.

Duties and Responsibilities

Essential Duties and Tasks

Plans and organizes project activities; establishes goals and objectives; recommends and administers policies and procedures; develops and recommends budget for the planning department including technology, equipment, materials, supplies, and monitors expenditures.

Provides advice to Town Administrator, Town Council, Planning Board, and other appointed committees; deals with the public on controversial issues; performs ETJ, annexation and other studies.

Follows the planning and zoning process and procedures as described in the North Carolina General Statutes and as identified by local codes.

Researches, writes, and recommends ordinances related to zoning, subdivision regulations, appearance, park and open spaces development, noise, transportation, economic development, nuisance codes and other growth and development issues; writes or coordinates preparation of land use plan, land development ordinance and/or comprehensive plan; designs and facilitates public hearing meetings.

Interprets and enforces zoning, subdivision, and related ordinances; issues zoning and sign permits; inspects sites for conformance; enforces ordinances related to signs, overgrown lots, nuisance vehicles, appearance standards, solid waste, nuisance animals, etc.; receives complaints; inspects and sends notice of violation letters; performs follow-up contact with parties; creates photographic documentation; maintains files; develops timetables for compliance; issues penalties for noncompliance; works with Town Attorney on legal action as needed.

Compiles, collects, prints, and records a variety of data and records for analysis of trends; prepares a variety of comprehensive reports; creates reports and data bases; maintains databases.

Reviews and approves zoning permit applications and site plans to assure compliance with requirements such as use, size, placement, and parking ratios.

Conducts field inspections related to zoning.

Serves as technical support staff to the Town Council, Planning Board, Board of Adjustment, other appointed committees, other Town departments, and civic groups on planning, zoning, and related matters.

Performs grant development and administration.

Establishes and manages various procedures for zoning and sign permits, coordination of permit review and approval process; plans, organizes and coordinates development review processes, technical review processes and related current planning processes.

Confers with engineers, developers, architects, a variety of agencies and the general public in obtaining information and coordinating planning matters; coordinates activities with County and surrounding jurisdictions; participates in plan review process.

Conducts special studies; researches complex planning problems; participates in industrial recruitment and response to information requests.

Responds to and resolves difficult citizens' inquiries and complaints regarding planning matters.

Establishes, maintains, and operates GIS systems to obtain information, prepare visual layouts, and maintain and update maps.

Manages and supervises planning operations and department to achieve goals; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and recommends changes as needed (when applicable).

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Thorough knowledge of the principles and practices of planning, land use, and zoning related to long range planning, current planning, and the comprehensive planning process.

Considerable knowledge of the application of information technology related to GIS, planning, data bases and statistical analysis.

Knowledge of the laws and regulations in local planning and code enforcement.

Skill in collaborative conflict resolution and meeting facilitation.

Skill in facilitating and working with committees, tasks forces, and other groups and in public presentation.

Skill in reading and interpreting maps, plans and specifications and in the use of GIS.

Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.

Ability to communicate effectively in oral and written forms; to interpret planning, zoning and building inspection policies to officials and the general public.

Ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.

Ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.

Ability to establish and maintain effective working relationships with contractors, developers, property owners, other town staff, officials, and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of 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

Graduation from a four-year (4) college or university with a major in planning, geography, landscape, architecture, or related field and five (5) years of experience in municipal, county, or regional planning; or an equivalent combination of education and experience. Master's degree in urban planning preferred.

Special Requirements

Possession of a valid North Carolina driver's license.

Prefer School of Government Certification as a Zoning Administrator.

Prefer certification or ability to obtain from the American Institute of Certified Planners.



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

Vacation Leave Policy

Vacation is a privilege granted to employees by the Town. Vacation leave is intended to be used for rest, relaxation, school appointments, and other personal needs. Vacation should be requested in advance in methods determined by the department and approved by the Department Head.



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Vacation Leave: Used by Probationary Employees Policy

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the first three (3) months of employment unless approved by the Town Administrator. A probationary employee who is dismissed during the probationary period will not be eligible for terminal pay for any accumulated vacation leave.



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Vacation Leave: Accrual Rate Policy

The Town provides vacation leave for each full and part-time employee. Leave accruals are based on years of employment. Full-time employees earn vacation leave as shown in the schedule below (based on the basic work week of 40 hours). Accruals for full and part-time employees with more or fewer hours than the basic work week of 40 hours are pro-rated. See the Leave Pro-Rated Policy for more information on pro-rating vacation leave for full and part-time employees with different work schedules (Article VII Section 16).

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>
0-4 Years of Service	96 Hours
5-9 Years of Service	120 Hours
10-19 Years of Service	144 Hours
20 Plus Years of Service	160 Hours

Service with other governmental units under the North Carolina Retirement System may be applied only if the service is continuous.



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Vacation Leave: Maximum Accumulation Policy

Vacation leave may be accumulated without any applicable maximum until December 31st of each year. On December 31st, any employee with more than 240 hours must have the excess accumulation converted to sick leave so that only 240 hours are carried forward to January 1st. Employees are not eligible to receive pay for vacation time not taken; however, if the employee departs from service, that employee may be eligible to receive payment for accumulated vacation leave, not exceeding 240 hours.

Employees are cautioned to not retain excess accumulated vacation leave until late in the year because of the necessity to keep all functions in operation. Large numbers of employees cannot be granted vacation leave all at one time. If an employee has excess leave accumulated during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation. This provision may be waived in case of natural disasters, upon approval of the Town Administrator.



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Vacation Leave: Manner of Taking Policy

Employees shall be granted the use of earned vacation leave upon request in advance and approval by the Department Head. To ensure that staffing and operational needs are met at all times, the Department Head reserves the right to grant vacation requests at their discretion. Vacation leave may be taken in quarter hour increments.



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Vacation Leave: Payment Upon Separation Policy

An employee who has successfully completed six (6) months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 240 hours, provided notice is given to the supervisor at least two (2) weeks in advance of the effective date of resignation, thirty (30) days for Department Heads. Any accumulated vacation leave that exceeds 240 hours at the time of separation, if not taken prior to separation, may be rolled into sick leave for purposes of retirement under the North Carolina State Employees' or Local Government Employees' Retirement System.

Any employee who fails to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Administrator when deemed to be in the best interest of the Town.

Employees who are involuntarily separated may receive payment for accumulated vacation leave not to exceed 240 hours. At the discretion of the Town Administrator, employees dismissed for serious violations of personal or criminal conduct may be determined ineligible to receive vacation pay.



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Vacation Leave: Payment Upon Death Policy

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed 240 hours.



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Sick Leave Policy

Sick leave with pay is a privilege granted to employees by the Town, not a right, and may be used only for the purposes described in this policy. Abuse of sick leave privileges will subject the employee to disciplinary action up to and including termination.

Employees serving a probationary period following initial employment will accumulate sick leave at the applicable rate and may be permitted to take sick leave during the probationary period.

Sick leave may be used for the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may also be used when an employee must care for a member of his or her immediate family who is ill; however, sick leave may not be used to care for healthy children when the regular care giver is sick.

Immediate family is defined as spouse, child, parent, guardian, children, sister, brother, grandparent, grandchildren, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Sick leave, if available, will be used to supplement worker's compensation disability leave during the waiting period of seven (7) days before worker's compensation benefits begin. Sick leave may be used to supplement the remaining one third (1/3) of salary after worker's compensation benefits begin, up to one (1) week out of work.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or no later than the start of the scheduled workday.



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Sick Leave: Accrual Rate and Accumulation Policy

The Town provides sick leave for each full and part-time employee. Full-time employees earn 8 hours of sick leave per month of service or 96 hours per year (based on the basic work week of 40 hours). Accrual for full and part-time employees with more or fewer hours than the basic work week of 40 hours are pro-rated. See the Leave Pro-Rated Policy for more information on pro-rating sick leave for full and part-time employees with different work schedules (Article VII Section 16).

Sick leave will be cumulative for an indefinite period of time and upon retirement may be converted for service credit consistent with the provisions of the North Carolina Local Government Employees Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated above for retirement or upon reinstatement within one (1) year of separation.

Sick leave balances from the employee's immediate previous North Carolina governmental employer may be accepted as long as the employee did not withdraw accumulated retirement contributions from that government agency when they left employment and if it meets the following criteria:

- (a) The employment from the previous governmental employer shall be continuous and without

- any break in service; and
- (b) This only applies to full-time employment (part-time employment is not eligible); and
 - (c) It's the employee's responsibility to provide certified documentation from his or her previous employer to verify the sick leave balance available.



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Sick Leave: Medical Certification Policy

Under the general sick leave policy, (Article VII, Section 12), the employee's Department Head may require a physician's certificate stating the necessity of the employee's absence due to an illness relating to the employee's own health or the health condition of a family member. The certification must state the employee's ability to resume duties for each occasion on which an employee uses sick leave or whenever the supervisor observes a pattern of absenteeism. The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

- (a) Employees shall not be on duty when they might endanger their health or the health of others;
and
- (b) To prevent the abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal.

Under the Family and Medical Leave policy, (Article VII, Section 19), the employee's physician or the employee's family's physician must complete specific certification forms to support the request for Family and Medical Leave and submit them to the Human Resources Officer. See the Family and Medical Leave: Certification policy for more information regarding certification (Article VII, Section 20).



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Leave Pro-Rated Policy

Holiday, vacation, and sick leave earned by full and part-time employees with more or fewer hours than the basic work week of 40 hours shall be determined by the following formula:

- (a) The average number of hours worked per week by such employee shall be divided by the number of hours in the basic work week of 40 hours.
- (b) The number obtained in (a) shall be multiplied by the number of hours of leave earned annually by employees working the basic work week of 40 hours.
- (c) The number obtained in (b) divided by 12 (number of months in a year) shall be the number of hours of leave earned monthly by the employee, or divided by 26 shall be the number of hours of leave earned biweekly by the employee, or divided by 52 shall be the number of hours of leave earned weekly by the employee.

Example:

An employee works 20 hours per week.

- (a) $20/40 = 0.5$
- (b) $0.5 * 96$ (sick leave) = 48
- (c) $48/26 = 1.8462$ hours of leave earned biweekly



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Archer Lodge

Updated
August 2023

ADDRESS	VIOLATION	STATUS
-----	JP/JV	OPEN
120 Buckhorn Ln	JV	ABATED
143 Buckhorn Ln	OL	ABATED
620 Whitetail Ln	JV/AC/JP	ABATED
14960 Buffalo Rd	OL	ABATED
49 Richmond Dr	OL/JP	OPEN
111 Coharie Dr	JV/OL	OPEN
147 Coharie Dr	JV/OL	OPEN
116 Seminole Dr	JP	ABATED
21 Mcpoole Ln	OL	ABATED
390 Forest Oak Dr	JV	OPEN
212 Forest Oak Dr	JV	OPEN
148 Sanidine Ln	OL	OPEN
202 Sanidine Ln	JV	OPEN
221 Wyndfall Ln	JV	OPEN
2209 Raintree Dr	JV/OL/JP	OPEN
2309 Raintree Dr	JV/JP/OL	OPEN
1113 Wendell Rd	MH	OPEN
483 Wyndfall Ln	JV	OPEN
101 Carrie Dr	JP/OL	OPEN
359 Wyndfall Ln	JP/JV	OPEN
100 Allison Way	JV	OPEN
306 Wyndfall Ln	JV	OPEN
205 Wyndfall Ln	JV	OPEN
200 Wyndfall LN	JV	OPEN



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HIGHLIGHTS

- 11 Notice of Violations were issued.
- 06 Cases abated this month.
- 07 Cases will have a final inspection on 09/01/23 and NOH will be sent out same day for those that have not abated the case. The NOH will be held on 09/18/23.
- 8 Signs picked up.
- 11 new cases were open, and I conducted follow ups on previously open cases.
- I received a direct complaint about 221 Wyndfall Ln and several other properties in that neighborhood. I did open a total of 8 cases in that neighborhood this month.
- 620 Whitetail is abated as of 08/16/23 and all citations will be voided.
- I have opened a couple cases on Raintree Dr for nuisance violations there are plenty of minimum housing violations in this neighborhood that I will address once that ordinance is in effect.
- I received a direct complaint about 1113 Wendell Rd which is a trailer that burnt down many years ago and I was able to address this case under the Ord 18-21 (10)



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