



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, March 4, 2019 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

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:

- 3 - 22 4.a. Approval of Minutes:
 - 03 Dec 2018 Regular Council Meeting Minutes
 - 17 Dec 2018 Work Session Minutes
 - 17 Dec 2018 Closed Session Minutes
 - 07 Jan 2019 Regular Council Meeting Minutes
 - [Regular Council - 03 Dec 2018 - DRAFT](#)
 - [Work Session - 17 Dec 2018 - DRAFT](#)
 - [Regular Council - 07 Jan 2019 - DRAFT](#)

- 23 4.b. Budget Amendment (BA 2019 03)
[BA 2019 03](#)

5. RECOGNITION/PRESENTATION:

- 24 5.a. Proclamation - Girl Scout Week
 - Sunday, March 10 - Saturday, March 16, 2019
 - [Proclamation - Girl Scout Week 2019](#)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 25 6.a. 2020 Urban Archery Renewal
 [2020 Urban Archery Renewal Form](#)
- 26 6.b. Discussion and Consideration of Amending the Capital Improvement
 Plan (CIP)
 [CIP DRAFT](#)

7. TOWN ATTORNEY'S REPORT:

8. ADMIN CONSULTANT & TOWN ADMINISTRATOR'S REPORT:

9. PLANNING/ZONING REPORT:

10. VETERAN'S COMMITTEE REPORT:

11. MAYOR'S REPORT:

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

13. ADJOURNMENT:



Regular Council - Minutes Monday, December 3, 2018

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Jackson
Council Member Locklear
Council Member Wilson (aka: Santa Claus)

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator
Andrew Thomas, Jr., MPA, CZO, Senior Planner
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

GUESTS PRESENT:

Former Mayor Mike Gordon
Fmr. MPT/Council Member Carlton Vinson
Fmr. Council Member Jeffrey D. Barnes
Santa Claus (aka: Council Member Mark Wilson)

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, Clayton, NC and declared a quorum present. Mayor Mulhollem recognized special guests: Former Mayor Mike Gordon, Former Mayor Pro Tem/Council Member Carlton Vinson, Former Council Member Jeff Barnes and Santa Claus.

A moment of silence was observed for the death of the forty-first President of the United States of America, Mr. George Herbert Walker Bush, on November 30, 2018.

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) No changes or additions noted.

Moved by: Council Member Jackson
Seconded by: Council Member Locklear

Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Santa Claus of the North Pole wished all a Merry Christmas!

- b) **Carlton Vinson, former President of the Archer Lodge Exploratory Incorporation Committee, former Town Council Member and former Mayor Pro Tem, reminded the Town Council that the 10 Year Anniversary of the Incorporation of the Town of Archer Lodge is upcoming on November 3, 2019. He suggested planning for it now and having events throughout the year. Mayor Mulhollem agreed.**
-

4. CONSENT AGENDA:

- a) **Approval of Minutes:
05 Nov 2018 Regular Council Meeting Minutes**

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **Discussion and Consideration to Schedule a Public Hearing for January 7, 2019 at 6:30 p.m. to consider a Petition to Amend the Town of Archer Lodge Official Zoning Map filed by Mr. Tilghman(Tim) Lee**

Mayor Mulhollem confirmed with Mr. Clark that the Planning Board was still reviewing the petition to rezone the property of Mr. Tilghman (Tim) Lee on Covered Bridge and Castleberry Road. Mr. Clark noted that the Planning Board called a meeting on Wednesday, December 12, 2018 to complete their Recommendation Report. Since a Public Hearing is mandatory when considering Zoning Map Amendments, Mayor Mulhollem advised Council to schedule a public hearing for January which allows time for advertising. Discussion followed.

Moved by: Council Member Locklear

Seconded by: Council Member Jackson

Scheduled a Public Hearing on Monday, January 7, 2019 at 6:30 p.m. for the Consideration of a Petition filed by Mr. Tilghman(Tim) Lee to Amend the Town of Archer Lodge Official Zoning Map.

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

Attorney Hewett conferred with Mr. Clark regarding the State's new law (House Bill 379/Session Law 2018-69/Section 3) that mandates municipalities to provide a list of ordinances, if violated, that are punishable as misdemeanors. Mr. Clark advised that he was aware of the mandate and once a list was established, he would provide him a copy.

7. ADMINISTRATIVE CONSULTANT'S REPORT:

Mr. Gobble shared the following:

- Since PARTF (Parks and Recreation Trust Fund) was recently in the news, he suggested that the Town Council contact their representatives of the General Assembly to express the importance of this funding since the town purchased park land.
 - Due to inclement weather, the Town Hall Expansion Project is a week behind, but under budget. The end of January 2019 is the targeted completion date. He praised G&G Construction, Inc. and Jeff Brooks, Architect with MS Consultants, on their quality of work and project coordination.
-

8. PLANNING/ZONING REPORT:

a) No Report

9. VETERAN'S COMMITTEE REPORT:**a) Mike Mulhollem reported the following:**

- Flag pole installed at the Veterans Memorial Site.
- Consideration of adding six additional flag poles for the five branches of service and one for POW MIA.
- Service Emblems will be added in the five points of the star soon.
- Biscuit sale for Friday, December 21, 2018 has been cancelled.

Mayor Mulhollem expressed his gratitude toward the ALVMC for all their hard work on the Veteran's Memorial Site.

10. MAYOR'S REPORT:**a) Mayor Mulhollem shared the following:**

- Town was represented in the Archer Lodge Christmas Parade by Mayor Pro Tem Castleberry, Council Member Wilson and himself and thanked them for their support.
 - The ALCC did a great job on the 2018 Christmas Celebration and believed it was the longest parade he could recall in the community.
 - He thanked the Town Staff for tolerating the interruptions caused by the Town Hall expansion.
 - He appreciated the identifying nameplates being placed on all of the photos in Council Chambers.
 - Mayor Mulhollem recognized Mr. and Mrs. Jeffrey D. Barnes for providing a beautiful Poinsettia to Town Hall for the Christmas season.
-
-

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

a) Council Member Wilson, aka Santa Claus, wished everyone a Merry Christmas and a Happy Hanukkah.

b) Council Member Jackson shared the following:

- His Veteran's of Foreign Wars (VFW) Post liked the AL Veterans Memorial Site Monument and he would be sharing the ALVMC Brick Paver forms with them.
 - In addition, he was impressed by the attendance of the Christmas Celebration from our small community.
-

c) Council Member Locklear mentioned the following:

- He hoped everyone had a wonderful Thanksgiving and wished everyone a Merry Christmas.
 - He thanked everyone for attending tonight's Town Council Meeting and hoped that everyone would attend the Christmas Appreciation Reception afterwards.
-

d) Mayor Pro Tem Castleberry mentioned the following:

- Thanked Mr. Carlton Vinson for mentioning a 10th Year Anniversary Celebration and further reminisced on the history of the incorporation of the Town of Archer Lodge.
 - Most importantly, he expressed his thankfulness to God and the Doctors using today's medical technology for restoring his eyesight and added that it was a miracle.
 - Mr. Castleberry wished everyone a Merry Christmas.
-

e) Council Member Bruton stated the following:

- Audit was approved by LGC and will be presented by Auditors at the December 17, 2018 Work Session.
 - Town Winter Banners have been installed for everyone to enjoy.
 - AL Veterans Memorial Site is drawing inquiries as well as whether or not the monthly biscuit sales will continue. The hard work from the Veterans Committee was appreciated and exemplary.
 - She wished everyone a happy Holiday, and hoped they would have time to spend with their families.
-

12. RECOGNITION/PRESENTATION:

a) Presentation to Former Mayor Mike Gordon by Mayor Matt Mulhollem

Mayor Matt Mulhollem expressed sincere appreciation to Former Mayor Mike Gordon for his time serving as the ***First Mayor of Archer Lodge*** and presented a plaque with his ***Retired Gavel and Gold Nameplate***. Mayor Mulhollem valued his leadership, service and foresight in planning Archer Lodge for the future and then he opened the floor for others to comment.

Well-deserving remarks to Mike Gordon were made by Current Town Council Members: Mark Wilson, Mark Jackson, Clyde Castleberry and Teresa Bruton. Also, Carlton Vinson, Former Town Council Member, reminisced about working together and offered wonderful remarks along with C.L. Gobble, Administrative Consultant for the Town. Members of Mike's family were in attendance for the ***"Surprise Presentation."***

13. RECESSED MEETING:

a) Mayor Mulhollem requested that Town Council recess the meeting and reconvene at the Archer Lodge Community Center for one last agenda item and the Annual Christmas Appreciation Celebration would follow adjournment.

Moved by: Council Member Jackson
Seconded by: Mayor Pro Tem Castleberry
Recessed meeting at 7:16 p.m.

CARRIED UNANIMOUSLY

14. RECONVENED MEETING AT ALCC:

a) Mayor Mulhollem requested that Town Council reconvene the December 03, 2018 Town Council Meeting at the Archer Lodge Community Center.

Moved by: Mayor Pro Tem Castleberry
Seconded by: Council Member Jackson
Reconvened meeting at 7:34 p.m.

CARRIED UNANIMOUSLY

15. RECOGNITION/PRESENTATION:

a) Proclamation and Presentation to Former Mayor Mike Gordon by Mayor Matt Mulhollem

Mayor Mulhollem proclaimed the following:



Proclamation

WHEREAS, Michael (Mike) A. Gordon has demonstrated a selfless commitment to serving his country and his state through his four years with the U.S. Army and twenty years in the N.C. Army National Guard Active Guard Reserve; and,

WHEREAS, Mike has demonstrated equal commitment to his local community, serving nineteen years as a member of the Archer Lodge Volunteer Fire Department; and,

WHEREAS, Mike has served for more than thirty years as a volunteer with the Archer Lodge Community Center, fourteen of which he served as its president; and,

WHEREAS, Mike volunteered with the Archer Lodge Water District; and,

WHEREAS, Mike has shown his dedication to the long-lasting future of his community by serving as an instrumental member on the Archer Lodge Municipal Exploratory Committee and through his tireless efforts as the first mayor of the Town of Archer Lodge, serving from November 2009 to January 2018; and,

WHEREAS, Mike is a member of the Archer Lodge Veterans Memorial Committee; and,

WHEREAS, it is only fitting that the citizens of the Town of Archer Lodge show their appreciation to one who has rendered such valuable service to them through his relentless work on their behalf,

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Archer Lodge Town Council, that Michael A. Gordon is hereby acknowledged for his many years of outstanding leadership and dedicated service to our community and town. It is with profound appreciation that we present the Town's First Mayor, Michael A. Gordon the

First Honorary Key to the Town of Archer Lodge





Matthew B. Mulhollem
Mayor

Following the reading of the Proclamation, Mayor Mulhollem presented the Town's First Mayor, Mike Gordon, with the First Honorary Key to the Town of Archer Lodge and appears as follows:



Shocked by the presentations and kind words, Mike acknowledged that Archer Lodge would always have a place in his heart. He expressed how humbling it was to be the First Mayor and to receive the First Key to the Town of Archer Lodge. He thanked everyone for their help and support and added that he was planning to still be around to support the Town.

16. ADJOURNMENT:

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

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Adjourned meeting at 7:42 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Work Session - Minutes Monday, December 17, 2018

COUNCIL PRESENT:

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

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator

COUNCIL ABSENT:

GUESTS PRESENT:

Dale Place, May & Place PA

1 WELCOME/CALL TO ORDER:

- a) **Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present. He wished everyone a Merry Christmas and a great start to their New Year.**

2 ORDER OF BUSINESS:

- a) **Audit Presentation for Fiscal Year Ending June 30, 2018
~ Mr. Dale Place of May & Place, PA**

Mr. Place presented highlights of the Audit for Fiscal Year ending June 30, 2018. He provided a clean opinion and suggested they review the Audit at their convenience. He referred them to page 10 which demonstrated the Town's Net Position increased by \$289,743. He thanked staff for assistance during the Audit process and if they have any questions, please contact him. No discussion followed.

- b) **Sidewalk Agreement ID# 8371 between NCDOT &
Town of Archer Lodge ~ Bob Clark**

Mr. Clark reported that funding has been approved and plans with the Buffalo Road Safety/Sidewalk Project are projected to begin around May/June 2019. He added that the curb and gutter, street improvements and maintenance would be funded 100% by NCDOT, but the sidewalks will be funded 80% by NCDOT and 20% by the Town. After which, the Town will maintain the sidewalks. Mr. Gobble commended Mr. Clark for his work in this project with NCDOT.

- c) **Capital Improvement Plan (CIP) ~ CL Gobble**

Mr. Gobble reminded Mayor/Town Council that the CIP needed amending soon due to the PARTF Grant Application checklist. He, along with Mr. Clark, will be working with Susan Hatchell, Landscape Architect, PLLC, on Park Land Development details as it relates to an amended CIP and the PARTF Grant Application.

d) Radarsign's Traffic Calming Devices (<https://www.radarsign.com>)

Mayor Mulhollem discussed reports of vehicles speeding in the town limits and shared information that he received from Ms. Batten regarding Radarsign's Traffic Calming Device. He asked that Council review the information provided for possible consideration. Discussion followed.

e) Set Public Input Meeting for Park Development ~ CL Gobble

Mr. Gobble noted that an informal Public Input Session for the New Town Park Development Process needed to be scheduled and will be conducted by Susan Hatchell Landscape. After conferring with Ms. Hatchell and ALCC with regards to their building, it was the consensus to conduct the Public Input Session on Tuesday, January 29, 2019 floating from 5:00 p.m.- 7:00 p.m. Council Member Bruton requested an updated drawing from Ms. Hatchell for Council to review prior to the Public Input Session. Ms. Batten noted that the Town would be responsible for advertising the meeting.

f) Set Annual Planning Session/Retreat ~ Kim Batten

Ms. Batten recommended Parkside Cafe located in Pine Level, for the Annual Budget Planning Retreat since they catered the Town's Christmas Appreciation Event that was held in December 2018. Discussion followed about their good food and service. All agreed for Ms. Batten to contact Connie Pennell, owner, about reserving a room for Saturday, February 23, 2019. Once confirmed, Mayor Mulhollem asked Ms. Batten to contact the Town Council Members.

g) November 30, 2018 Financials & Year-to-Date Comparison (FY18 & FY19) ~ Kim P. Batten

Ms. Batten stated that the fiscal year was 42% complete and shared the financial summary for all funds ending November 30, 2018. Revenues collected in the General Fund were close to 38% and will continue to increase as fiscal year progresses. She mentioned that the Town had received both \$50,000 grants from NCDNCR and the \$100,000 was transferred back to the Park Reserve Fund. The General Fund Expenditures were below 45%. The annual transfer from the General Fund to the Capital Reserve Fund had been completed per the Adopted Budget Ordinance. The Park Reserve Fund had improved since receiving the grant funds. Lastly, the Town Hall Expansion funding was only 30% completed but moving forward.

In comparing November 2017 with November 2018, Ms. Batten noted that the revenues and expenditures were higher in 2018 by \$113,500 and \$9,500 respectively. No further discussion.

3 CLOSED SESSION:

a) Attorney Hewett advised Council to enter into Closed Session to discuss personnel as permitted by § 143-318.11(a)(6).

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

Approved to Enter into Closed Session.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to Return to Open Session.

CARRIED UNANIMOUSLY

4 ADJOURNMENT:

- a) No further business, Mayor Mulhollem adjourned the meeting at 8:57 p.m.**

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Draft

**Regular Council Meeting Minutes
which includes Public Hearing to
Consider an Application filed on November 7, 2018 by
Tilghman (Tim) Lee to Amend the
Town of Archer Lodge Official Zoning Map**

**Monday, January 7, 2019 @ 6:30 PM
Jeffrey D. Barnes Council Chambers**

COUNCIL PRESENT:

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

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator

COUNCIL ABSENT:

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, 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.

2. APPROVAL OF AGENDA:

a) No changes or additions noted.

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

Approved Agenda

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments

4. CONSENT AGENDA:

a) Approval of Performance Pay Increase for Staff effective 1st Pay Period in January 2019 ~ 3% (per 2018/2019 Budget Ordinance adopted 06/25/18)

Moved by: Council Member Jackson
Seconded by: Council Member Locklear

Approved Consent Agenda.

5. PUBLIC HEARING:

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

- a) Consideration of an Application filed on November 7, 2018 by Tilghman (Tim) Lee to Amend the Town of Archer Lodge Official Zoning Map by changing the SFR-1 Single-Family Residential Zoning District to NB Neighborhood Business a 2.13-acre tract (TAG# 16J03068K; PIN 178001-25-9864).**

Mayor Mulhollem opened the Public Hearing at 6:35 p.m.

Mr. Clark provided introductory details regarding the application and property that is being considered for rezoning. He asked Council Members to review the Approved Planning Board Recommendation Report dated December 12, 2018 as well as supporting documentation that was included in their packets.

The following individuals offered comments:

1. Laura Smith of 3133 Castleberry Road, Clayton wanted clarification of SFR-1 (Single-Family Residential) and NB (Neighborhood Business). She had concerns regarding additional traffic and noise in the area should that parcel become commercial instead of residential. Mr. Clark offered information that explained Zoning Districts within the town limits.
2. Neal Windley of 3114 Castleberry Road, Clayton questioned the hours of operation should a business go on that parcel and consideration of the environmental impacts that may take place.
3. Deva King of 6224 Covered Bridge Road, Clayton, a small business owner, voiced concerns about increased traffic at the intersection, business hours and the noise level.
4. Nieshia Macon of 78 Miranda Court, Clayton shared concerns regarding a business in a neighborhood and being inconsistent with the values of community. Also, she was concerned about traffic, safety, and home values decreasing.

With no further discussion, Mayor Mulhollem asked for a motion to close the Public Hearing.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to open Public Hearing at 6:35 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved to Close Public Hearing Public Hearing at 6:52 p.m.

CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) Discussion and Consideration of Approving an Application filed on November 7, 2018 by Tilghman (Tim) Lee to Amend the Town of Archer Lodge Official Zoning Map by changing the SFR-1 Single-Family Residential Zoning District to NB Neighborhood Business a 2.13-acre tract (TAG# 16J03068K; PIN 178001-25-9864)**

Mayor opened floor for discussion.

- Council Member Wilson remarked about traffic and safety with regards to the expected improvements to Covered Bridge Road.
- Council Member Jackson questioned the use of the parcel.
- Discussion regarding the potential use of the property began.
- Mr. Gobble reminded everyone that anything permitted under the Neighborhood Business (NB) District was permissible.

- Attorney Hewett reminded Council that they adopted a Zoning Map Ordinance that defines all the districts. He further instructed that their discussion this evening should remain only about rezoning from SFR-1 to NB and not the specific use. Also, he stated that if they wanted to amend what is permitted in the NB District, they could do so, but at another time.
- Mr. Clark added that currently the Town's adopted ordinances cover the specifications for any business placed on a parcel, and will be tailored to the site.
- Mayor Pro Tem Castleberry reflected on the history of the community and the changes that have taken place since the Town was incorporated. He added that landowners have sold property and has resulted in the increase of homes and more traffic. Lastly, he mention that the Town has no control on growth in the town limits.
- Council Member Bruton noted her concerns with the property in a residential area since the town has an established business district on the map. She stated that she was unsure about rezoning this parcel.
- Before making a final decision, Council Member Locklear suggested that Council review 1) size of the parcel, 2) laws and other regulations that owner may have to follow, and 3) not having any sewer in town would limit the size of any business on the property.
- Lastly, Mr. Wilson mentioned that rezoning from SFR-1 to NB could affect property values.

Following the discussion, Council Members Bruton and Jackson recommended to continue the discussion and consideration of rezoning to a later meeting to provide Council additional time to review documents and research their findings before making a decision.

Moved by: Council Member Jackson

Seconded by: Council Teresa Bruton

Approved to Continue the Discussion and Consideration of Amending the Town of Archer Lodge Official Zoning Map from SFR-1 to NB for the 2.13-acre tract (TAG# 16J03068K; PIN 178001-25-9864) until the February 4, 2019 Town Council Meeting.

CARRIED 4 to 1 (Wilson opposed)

b) Discussion and Consideration of Hiring a Part-Time Town Administrator

Mayor Mulhollem shared that there had been much discussion with Town Council and staff regarding a Part-Time Town Administrator. He added that funding for this possible position was included in the FY2019 Budget. Council Member Wilson suggested advertising for the position. Mayor Mulhollem stated that the Town's practice was to advertise for a two week period. Mayor reminded Council that the Town Administrator duties were outlined in the Classification and Pay Plan Study and Personnel Policy that was recommended by the MAPS Group and was adopted by the Archer Lodge Town Council on May 7, 2018. Discussion followed.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Authorized the Town Clerk to advertise for a Part-Time Town Administrator for a two week period.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Appointing a Town of Archer Lodge Representative for the Johnston County Economic Development Advisory Board

Mayor Mulhollem advised Council that Mayor Pro Tem Castleberry had re-applied with the Johnston County Board of Commissioners to continue serving as the Representative from the Town of Archer Lodge on the Johnston County Economic Development Advisory Board, where he has served nine years. No discussion followed.

Moved by: Council Member Locklear
Seconded by: Council Member Jackson

Approved Mayor Pro Tem Castleberry for re-appointment to the Johnston County Economic Development Advisory Board as the Representative for the Town of Archer Lodge.

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving the Sidewalk Agreement ID#8371 between NCDOT and the Town of Archer Lodge

Mr. Clark offered a brief overview of the Sidewalk Agreement between the Town and NCDOT and recommended approval. Discussion followed regarding safety, appearance and value added to the Town. Ms. Batten reminded the Board that the Sidewalk Agreement cost estimate was \$90,000, and at the end of the project, NCDOT would be responsible for 80% and the Town's portion would be 20%. Mr. Clark noted that once the project is complete, then the Town would maintain the sidewalk. No further discussion.

The Approved Sidewalk Agreement ID#8371 between the Town and NCDOT appears below:

NORTH CAROLINA	SIDEWALK AGREEMENT
JOHNSTON COUNTY	
	DATE: 12/12/2018
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
AND	WBS Elements: 80094
TOWN OF ARCHER LODGE	
THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Archer Lodge, a municipal corporation, hereinafter referred to as the "Municipality".	
WITNESSETH:	
WHEREAS, the Department has plans to make certain improvements under WBS Element 80094 in Johnston County; and,	
WHEREAS, the Department and the Municipality have approved the construction of the Project with responsibilities for the Project as hereinafter set out; and,	
WHEREAS, the Municipality has agreed to participate in the maintenance of said sidewalks subject to the conditions hereinafter set forth;	
NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:	
SCOPE OF THE PROJECT	
1. The Project consists of roadway and pedestrian improvements along SR 1003 (Buffalo Road) from SR 1702 (Archer Lodge Road) to north of Town Hall to include construction of concrete curb and gutter, storm drainage, and sidewalk along SR 1003 (Buffalo Road).	
Agreement ID #8371	1

PLANNING, RIGHT OF WAY AND UTILITIES

2. The Department shall develop the plans and specifications in accordance with the Department's standard policies and procedures for pedestrian facilities.
3. The Department will be responsible for acquiring any needed right of way required for the project. Acquisition of right of way will be accomplished in accordance with policies and procedures set forth in the North Carolina Right of Way Manual.
4. The Municipality shall provide any municipality required right of way and/or construction easements at no cost or liability whatsoever to the Department.
5. The Department does not anticipate the need to relocate and adjust any municipally-owned utilities at this time. If it becomes necessary to adjust and relocate the municipally-owned utilities, the Municipality, at no expense to the Department, shall be responsible for the relocation and adjustment of all utilities in conflict with the Project.

CONSTRUCTION AND MAINTENANCE

5. The Department shall construct the Project in accordance with the Project plans and with Departmental policies and procedures. The Department, and/or its agent, shall administer the contract for construction of the Project.
6. The Municipality, at its own expense, shall be responsible for all liability and maintenance responsibilities for the sidewalk upon completion of Project.

COSTS AND FUNDING

7. The estimated cost of the sidewalk is \$90,000. The Municipality shall participate in 20% of the costs of the sidewalk, in the amount of \$18,000. Upon completion of the Project, the Department will invoice the Municipality for their participation of the actual costs of the sidewalk. Reimbursement to the Department shall be made in one final payment within sixty (60) days of invoicing by the Department. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS § 147-86.23.
8. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by NCGS § 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

Agreement ID #8371

2

ADDITIONAL PROVISIONS

9. Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a written Supplemental Agreement.
10. All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.
11. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.
12. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
13. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
14. The Entity is solely responsible for all agreements, contracts, and work orders entered into or issued by the Entity to meet the terms of this Agreement. The Department is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.
15. The parties hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective parties to the terms contained herein.
16. To the extent authorized by state and federal claims statutes, the Municipality shall be responsible for its actions under the terms of this agreement and save harmless the FHWA (if applicable), the Department, and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns to the extent allowed by law, from and against any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Agreement. The Department shall not be liable and shall be held harmless from any and all third party claims that might arise on account of the Entity's negligence and/or responsibilities under the terms of this agreement.
17. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Entity certifies that neither it nor its agents or contractors are presently debarred, suspended, Agreement ID #8371

proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

18. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST: Kim P. Batten TOWN OF ARCHER LODGE
 BY: Kim P. Batten BY: Matthew B. Mulhollem
 TITLE: Finance Officer/Town Clerk TITLE: Mayor
 DATE: January 7, 2019

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by Mayor Matthew B. Mulhollem of the local governing body of the Town of Archer Lodge as attested to by the signature of Clerk Kim P. Batten of said governing body on January 7, 2019 (Date)

(SEAL)



This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Kim P. Batten
 (FINANCE OFFICER)

Federal Tax Identification Number
27-1989634

Remittance Address:
 Town of Archer Lodge
14094 Buffalo Road
Clayton, NC 27527

DEPARTMENT OF TRANSPORTATION

BY: _____
 (CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)
 Agreement ID #8371 5

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

Approved the Sidewalk Agreement ID#8371 between NCDOT and the Town of Archer Lodge.

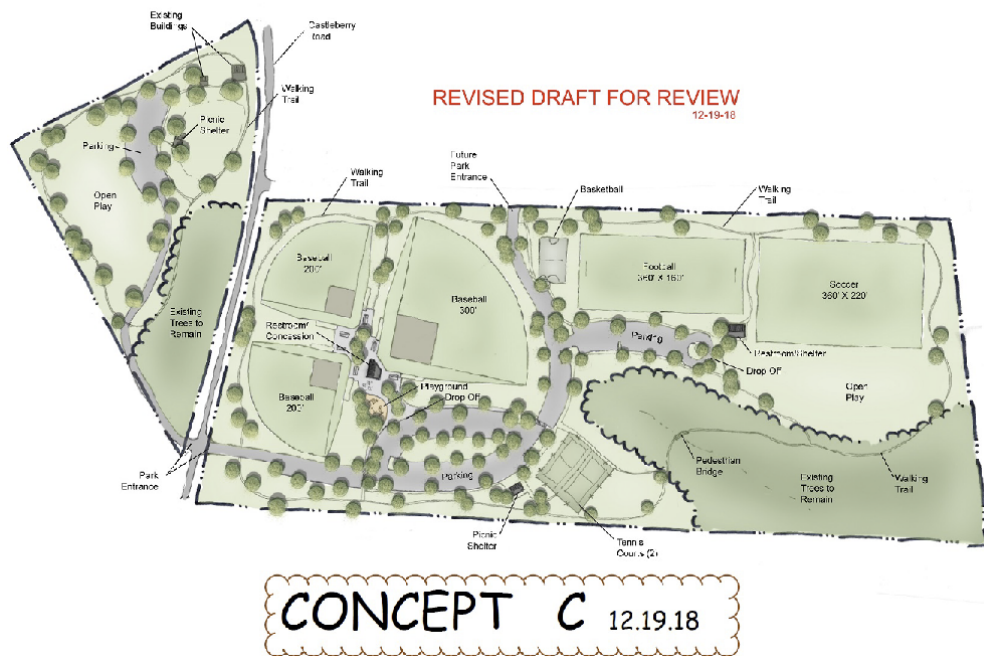
CARRIED UNANIMOUSLY

7. RECOGNITION/PRESENTATION:

- a) **Recognition of the Revised Park Development Ideas provided by Susan Hatchell Landscape Architecture, PLLC prior to the Public Input Meeting Scheduled for Tuesday, January 29, 2019 at the Archer Lodge Community Center from 5:00 p.m. to 7:00 p.m.**

Mayor Mulhollem advised Town Council that Susan Hatchell, Landscape Architecture, PLLC, had provided Concept C, an updated Park drawing, for their review. He shared that Concept C would be presented to the public at the Public Input Meeting scheduled for Tuesday, January 29, 2019 at the Archer Lodge Community Center between 5:00 p.m. and 7:00 p.m. Mr. Gobble noted that once the public provides input, then typically there will be additional changes to the drawing.

Concept C appears as follows:



8. TOWN ATTORNEY'S REPORT:

- a) **No report.**

9. ADMINISTRATIVE CONSULTANT'S REPORT:

- a) **Mr. Gobble reported that the Town Expansion Project is going well and under budget. He added that the Town should receive certificate of occupancy by mid February 2019.**

10. FINANCIAL/TOWN CLERK'S REPORT:

- a) **January 2019 Calendar**

Ms. Batten advised the Town Council to review the January 2019 Town Council calendar for important upcoming meetings. She reminded everyone that the Work Session for January will be held on Tuesday, January 22nd, due to the Martin Luther King Holiday. She mentioned that the December 2018 financial reports would be presented at the Work Session. No further remarks.

11. PLANNING/ZONING REPORT:

- a) **Bob Clark reported that the Bicycle/Pedestrian Steering Committee will hold their kickoff meeting on Thursday, January 31, 2019, at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers. No further remarks.**

12. VETERAN'S COMMITTEE REPORT:

- a) **Mr. Mike Mulhollem reported the following:**
- ALVM is progressing.
 - The points on the star are schedule to be poured and emblems will be set in the points.
 - Biscuit Sales will resume every third Friday, starting Friday, January 18, 2019.

Mayor Mulhollem commended the AL Veterans Memorial Committee for the progress on their project.

13. MAYOR'S REPORT:

- a) **Mayor Mulhollem thanked God and our Country as well as Staff and Town Council for recognizing his birthday.**
-

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

- a) **Council Member Wilson reminded everyone that the Town Council should discuss firearms safety in subdivisions. In addition, Mr. Wilson stated that the Town Council should present Mr. & Mrs. Mike Mulhollem Keys to the Town for their diligent work in the community.**
-

- b) **Council Member Jackson reiterated discussing firearms safety in the subdivisions. Also, he mentioned a recent conversation with Carlton Vinson about 2019 being the 10th Year Anniversary of the Town of Archer Lodge, and recommended that the Town begin efforts to recognize people who were, and still play a critical role in our community, for the anniversary.**
-

- c) **Council Member Locklear shared that he didn't disagree with addressing firearms safety in subdivisions, but reminded all that enforcing laws could become a huge financial burden for the Town and taxpayers.**
-

- d) **Mayor Pro Tem Castleberry reflected on how he enjoyed serving on the Johnston County Economic Development Board. Due to the growth in Johnston County, the board meets every-other month and he invited everyone to visit the Johnston County Economic Development Office, located in the Johnston County Regional Airport, at 3149 Swift Creek Road, Smithfield, NC.**

Mr. Castleberry further stated that due to the lack of major roads, sewer, natural gas, rivers and railroads, it's difficult to get big businesses in our area. He shared that our community offers great schools and housing, but he would like to see more businesses in Archer Lodge area.

- e) **Council Member Bruton thanked Mayor Pro Tem Castleberry for serving on the Johnston County Economic Development Board. She also thanked the Archer Lodge Veterans Memorial Committee for their hard work that has been demonstrated well in the memorial. She added that the ALVM site is gaining public attention.**
-

15. ADJOURNMENT:

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

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

Town of Archer Lodge

Fiscal Year Ending

06/30/19

Budget Amendment

BA 2019 03

Date

04-Mar-19

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
---------	----------------	--------	-----------	----------------

Revenues:

Gen Fund: 2018 Property Taxes	10-3118-0000	564,000.00	11,000.00	575,000.00
Gen Fund: Penalties and Interest	10-3180-0000	600.00	600.00	1,200.00
Gen Fund: Permits and Fees	10-3340-0000	3,000.00	1,000.00	4,000.00
Gen Fund: Fee in Lieu of Recreation	10-3345-0000	20,000.00	(10,000.00)	10,000.00
Gen Fund: Animal Control Fees	10-3348-0000	100.00	100.00	200.00
Gen Fund: Investment Earnings	10-3831-0000	12,000.00	11,000.00	23,000.00
Cap Res: Investment Earnings	30-3831-0000	5,000.00	4,000.00	9,000.00
Park Res: Investment Earnings	31-3831-0000	2,500.00	2,000.00	4,500.00
Park Res: Transfer from General Fund 10	31-3900-3910	211,000.00	(10,000.00)	201,000.00
				-

Total Increase (Decrease) in Revenues**9,700.00****Expenditures:**

GovBody: Training & Meetings	10-4110-3110	3,000.00	1,000.00	4,000.00
GovBody: Legal Advertising	10-4110-3700	400.00	2,000.00	2,400.00
Admin: Salaries (Part-Time)	10-4120-1220	1,200.00	12,000.00	13,200.00
Admin: FICA Tax	10-4120-1810	8,560.00	1,000.00	9,560.00
Admin: Training & Meetings	10-4120-3110	3,000.00	2,000.00	5,000.00
Admin: Contracted Services-Administration	10-4120-3550	50,000.00	(15,000.00)	35,000.00
Admin: Vehicle Lease	10-4120-4300	5,100.00	3,500.00	8,600.00
Admin: Capital Outlay	10-4120-5100	4,500.00	(4,500.00)	-
Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	18,000.00	1,000.00	19,000.00
Public Bldg: Supplies-Buildings	10-4190-2000	1,500.00	600.00	2,100.00
Public Bldg: Capital Outlay	10-4190-5100	25,000.00	(25,000.00)	-
Public Works: Contracted Services	10-4510-3500	25,000.00	(15,000.00)	10,000.00
Public Works: Road Signs/Banners	10-4510-3590	10,500.00	2,000.00	12,500.00
Planning/Zoning: Unemployment	10-4910-1850	10.00	20.00	30.00
Debt: Closing Costs & Bank Fees	10-9110-3000	2,049.00	3,080.00	5,129.00
Transfer to Town Hall Expansion Fund 40	10-9900-0040	-	45,000.00	45,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	30,000.00	4,000.00	34,000.00
Park Res: Recreation Development	31-6120-5500	213,500.00	(8,000.00)	205,500.00
		-		-

Total Increase (Decrease) in Expenditures**\$ 9,700.00****\$ -****Justification for Budget Amendment:****To appropriate or reappropriate unanticipated revenues and expenditures as recorded.****Adopted this 4th day of March 2019**

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

Teresa M. Bruton, Budget Officer



Proclamation



Celebrating Girl Scout Week and the Importance of Girls' Leadership Development

WHEREAS, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

WHEREAS, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

WHEREAS, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

WHEREAS, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

WHEREAS, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

WHEREAS, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

WHEREAS, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

WHEREAS, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 10-16, 2019

Girl Scout Week

Duly adopted this 4th day of March 2019.

Matthew B. Mulhollem
Mayor



Deer Urban Archery Season Renewal Form

(January 11 - February 16, 2020)

February 1, 2019

Town of Archer Lodge

Matthew Malhollem, Mayor

14094 Buffalo Road

Clayton, NC 27527

The intention of the Urban Archery Season is to enable cities, towns, and villages to reduce the urban deer population through increased hunter opportunity. Hunting during the Urban Archery Season is allowed ONLY in participating municipalities.

Name of Municipality: Town of Archer Lodge County: Johnston
Please update any contact information that differs from above.
Name of Representative: Matthew Mulhollem (last name misspelled)
Address: no change
Phone #: 919-359-9727

Do you wish to participate in the 2020 Deer Urban Archery Season (January 11 – February 16, 2020) Yes ☒ No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the **2019-2020 Inland Fishing, Hunting, and Trapping Regulations Digest** (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov (new website)

Are there any changes to the map submitted with your participation letter? Yes ☐ No ☒

If "Yes", please attached a new map to this form. (No larger than 11"X17")

Please print and sign the name of the representative for the Town of Archer Lodge

Name of Representative: Matthew Mulhollem, Mayor

Signature: _____

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email:

shauna.glover@ncwildlife.org

David T. Cobb, Ph.D., Chief
Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2019

DRAFT
ONLY

Town of Archer Lodge

DRAFT
ONLY

CAPITAL IMPROVEMENT PLAN - COSTS

<u>ITEM</u>	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
Street Improvements/Paving		80,000		80,000	
Archer Lodge Welcome Signs (5)	4,000	4,000	4,000	4,000	4,000
Phase I - Archer Lodge Park	100,000	700,000	200,000		
Park Equipment-Maintenance		50,000			
Phase II - Archer Lodge Park					250,000
Buffalo Rd-Sidewalks/Gutter	20,000				
Bicycle-Pedestrian Plan	44,000				
Transportation Plan				40,000	
Street Lights (Additional) 5@\$200/yr	1,000	1,000	1,000	1,000	1,000
Decorative Sidewalk Lighting (Buffalo Rd)	25,000				
Land Use Plan	20,000	20,000			
Sewer Planning	25,000				
Buffalo Rd. Street Scapes (Trees & Lights)		15,000	15,000		
Development Regulations Update				15,000	15,000