



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

**Monday, December 12, 2016 @ 6:30 PM**  
**Council Chambers**

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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 - 15

- 4.a. Approval of Minutes:  
Work Session Minutes - 03 October 2016  
Regular Council Minutes - 17 October 2016  
Work Session Minutes - 07 November 2016  
[Work Session - 03 Oct 2016 - DRAFT](#)  
[Regular Council - 17 Oct 2016 - DRAFT](#)  
[Work Session - 07 Nov 2016 - DRAFT](#)

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

- 5.a. Nominations for Vacant Town Council Seat & Discussion
- 5.b. Consideration of Archer Lodge Planning Board Member Appointments  
~ *NOTE: Bob Davis & Jim Purvis 3 year terms expire 12/31/2016*
- 5.c. Consideration of a Shred-It-Event for Archer Lodge Community  
*Location: AL Community Center*  
*Date: Saturday, February 4, 2017*  
*Time: 10 a.m. - 1 p.m.*  
Approve Shred-It-Event for Archer Lodge Community

16 5.d. Consideration of Naming the Council Chambers in the Archer Lodge Town Hall in Honor of Jeffrey (Jeff) D. Barnes, former member of Archer Lodge Town Council, by Resolution  
Adopt Resolution# AL2016-12-12  
[AL2016-12-12 Resolution Naming Council Chambers in honor of Jeffrey D. Barnes](#)

**6. RECOGNITION/PRESENTATION:**

6.a. Recognize former member of Archer Lodge Town Council, Jeffrey D. Barnes & family  
Presentation and Dedication of Council Chambers

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

**8. ADMINISTRATIVE CONSULTANT'S REPORT:**

**9. FINANCIAL/TOWN CLERK'S REPORT:**

17 - 19 9.a. Statement of Revenues & Expenditures Ending 11/30/2016  
[NOVEMBER 2016 & FYTD](#)  
9.b. FY2016 Audit

**10. PLANNING/ZONING REPORT:**

**11. VETERAN'S COMMITTEE REPORT:**

**12. MAYOR'S REPORT:**

20 12.a. 2017 Meeting Schedule  
[2017 Meetings - Town of Archer Lodge](#)  
12.b. TJCOP - Appoint Alternate  
12.c. ALCC Soccer Field Fence - Buffalo Road

**13. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

**14. ADJOURNMENT:**



## Work Session - Minutes Monday, October 3, 2016

### **COUNCIL PRESENT:**

Mayor Gordon  
Mayor Pro Tem Mulhollem  
Council Member Castleberry  
Council Member Jackson  
Council Member Vinson  
Council Member Wilson

### **STAFF PRESENT:**

C.L. Gobble, Administrative Consultant  
Chip Hewett, Town Attorney  
Kim P. Batten, Finance Manager/Town Clerk

### **COUNCIL ABSENT:**

### **MEDIA PRESENT:**

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

- a)** Mayor Gordon called the meeting to order at 6:37 p.m. in Archer Lodge Town Hall located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present.

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#### **2 ORDER OF BUSINESS:**

- a) Ms. Amber Butler, Town of Clayton's New Animal Control Officer, Introduction**

Mayor Gordon welcomed Ms. Butler as the new Animal Control Officer for the Town of Archer Lodge.

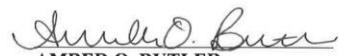
Prior to the work session, Ms. Butler was sworn in by Mayor Gordon on September 12, 2016 and her oath appears as follows:

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

**OATH OF ANIMAL CONTROL OFFICER  
TOWN OF ARCHER LODGE**

I, **AMBER O. BUTLER**, do solemnly swear that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, **AMBER O. BUTLER**, do swear that I will be alert and vigilant to enforce the animal control laws of this municipality; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as an Animal Control Officer according to the best of my skill, ability, and judgment; so help me God.

  
AMBER O. BUTLER

Sworn to and subscribed before me  
this 12th day of September, 2016.

  
HONORABLE MICHAEL A. GORDON  
MAYOR  
TOWN OF ARCHER LODGE



**b) MOSCA Design Banner Presentation ~ Mr. Sam Hardwick**

Mr. Hardwick of MOSCA Design shared with Council that their primary business on the east coast is Christmas decorations and pole banners. He offered different styles and qualities as well as starting a banner program. MOSCA can design banners and install if needed. Discussion followed as Council plans to consider these items for Archer Lodge next fiscal year.

**c) RFP for Banking Services Results**

Mayor Pro Tem Matt Mulhollem, also Finance Officer, discussed that Ms. Kim Batten, had prepared and issued RFP for Banking Services to five Financial Institutions and three responded: KS Bank, Four Oaks Bank, and BB&T. After careful consideration, he, along with Ms. Batten, recommended KS Bank for all banking services. With no further discussion, Council agreed to place the five-year contract with KS Bank under the Consent Agenda for the upcoming Regular Council meeting.

**d) Christmas Parade & Christmas Tree Discussion**

Mayor Gordon led the discussion regarding the Christmas parade. Council Member Jackson agreed to oversee the parade again this year and the parade will be Sunday after Thanksgiving, November 27, 2016 at 3:00 p.m.

Also, Mayor mentioned that the town is in the process of getting power at the corner of Archer Lodge Road and Buffalo Road for many uses. Discussion followed.

**e) Archer Lodge Historical Items**

Mayor Gordon began the discussion regarding Archer Lodge Historical Items. He stated that since Archer Lodge is a young town, we need to begin preserving our history. Council Member Vinson offered suggestions. Mayor specifically mentioned items pertaining to the incorporation of Archer Lodge.

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**3 GENERAL UPDATES:****a) Parking Lot Expansion Update**

Mr. Gobble noted that paving the parking lot was completed and the seal coating and stripping will possibly be done next week.

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**b) Storage Building Update**

Mr. Gobble mentioned that the storage building is on site and closely matches Town Hall. Discussion followed regarding security for the building.

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**c) Town Council Portrait Update**

Mayor Gordon mentioned that Town Council portraits are scheduled for 6:15 p.m. prior to the council meeting on Monday, October 10th.

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**d) Council Chambers Dedication Update**

Mayor Gordon stated that Council had voted to dedicate Council Chambers to Councilman Jeff Barnes. He added that a plaque had been ordered and a small ceremony with light refreshments was planned for Monday, October 10th.

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**e) Halloween Schedule for the Town of Archer Lodge**

Regarding Halloween, Mayor reminded Council that the Archer Lodge Fire Department has a Halloween event on Monday, October 31st and the Archer Lodge Community Center has a pumpkin carving on Sunday, October 30th. Halloween (Trick or Treat) in Archer Lodge will be Monday, October 31st. Mr. Hewett, Town Attorney, suggested that the town adopt an ordinance for Halloween for future years and will search for an ordinance.

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**4 ADJOURNMENT:****a) Having no further business, Mayor adjourned meeting at 7:41 p.m.**

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Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

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## Regular Council - Minutes Monday, October 17, 2016

### **COUNCIL PRESENT:**

Mayor Gordon  
Mayor Pro Tem Mulhollem  
Council Member Castleberry  
Council Member Jackson  
Council Member Vinson  
Council Member Wilson

### **STAFF PRESENT:**

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

### **COUNCIL ABSENT:**

### **MEDIA PRESENT:**

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

##### **a) Call to Order & Invocation**

Mayor Gordon called the meeting to order at 6:35 p.m. in Archer Lodge Town Hall located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present. Mayor Pro-Tem Mulhollem offered the invocation.

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

Mayor Gordon led in the pledge of allegiance to the US Flag.

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

##### **a) Mayor stated that Item 10.c., Consideration of Dedicating and Naming Council Chambers, and Item 11.a., Recognize former Councilman, need to be removed from agenda and placed on the November and December Regular Council meeting agendas.**

Moved by: Council Member Vinson  
Seconded by: Council Member Jackson

##### **Agenda Approved with Changes**

CARRIED UNANIMOUSLY

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

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

##### **a) Dawn Friedel, 360 Tast Drive, Wendell, NC in Echo Forest Subdivision addressed Council regarding the new subdivision construction and the effects of Hurricane Matthew in that area.**

##### **b) Brenda Dewilde, 103 Tast Drive, Wendell, NC in Echo Forest Subdivision, addressed Council with concerns about the new subdivision using their private roads, construction traffic, and effects of Hurricane Matthew in that area.**

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- c) Rick Horner from Wilson, NC introduced himself to Council and is a Republican running for NC Senate in the upcoming election in November.

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4. **CONSENT AGENDA:**

- a) **Approval of Five-Year Banking Contract with KS Bank, Inc beginning November 1, 2016**

Moved by: Council Member Vinson  
Seconded by: Mayor Pro Tem Mulhollem

**Consent Agenda Approved**

CARRIED UNANIMOUSLY

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

- a) Attorney Hewett informed Council that the County has received FEMA documentation for reimbursement for damages during the recent Hurricane Matthew. He also mentioned the Town should consider having a bid in place for debris removal for future disasters.

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6. **ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) Mr. Gobble noted that the parking lot expansion project was complete and cost may be lower than expected.

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7. **FINANCIAL/TOWN CLERK'S REPORT:**

- a) **Financial Summary Ending 9/30/2016**

Ms. Batten stated that the budget year is 25% completed. Revenues are still low and will begin to increase since property taxes are mainly due by the end of the year. Monthly expenditures remain the same.

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8. **PLANNING/ZONING REPORT:**

- a) Mr. Bob Clark began his report detailing the new 12 Lot Subdivision on Wendell Road called North Lodge. He mentioned complaints are surfacing regarding the construction and Hurricane Matthew from the adjacent subdivision, Echo Forest. He noted that some roads in Echo Forest, which are not maintained by DOT, will be used by North Lodge. Discussion followed and Council asked Mr. Clark to research this area and report back to Council.
- b) Mr. Clark stated that a guest speaker will address the planning board at their meeting on October 19, 2016. Mr. Bagel will discuss farm land development using septic systems.
- c) Mr. Clark stated that the updated population for the Town of Archer Lodge is 4,712.

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9. **VETERAN'S COMMITTEE REPORT:**

- a) Mr. Jim Purvis gave a report with the following:
  1. Total funds were \$33,263.48

2. The committee has received their 501(c)(3) status
3. A letterhead and a brochure will be created to ask for corporate donations and also a means to recognize big contributors
4. The committee is planning the Veterans Day Ceremony for Friday, November 11, 2016 at 11:00 a.m.
5. The monthly biscuit sale will be Friday, October 21, 2016

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**10. DISCUSSION AND POSSIBLE ACTION ITEMS:****a) Consideration of 2017 NCDOT Bicycle & Pedestrian Planning Grant Application**

Mr. Clark shared Draft #3 of the 2017 NCDOT Bicycle & Pedestrian Planning Grant Application with Council. He began a discussion regarding planning for future transportation and recreation in Archer Lodge and asked Council to endorse supporting application to the grant by Resolution. If the town was awarded the grant ranging from \$30,000 - \$40,000, then stipulations would follow in creating a Master Plan for Bicycle and Pedestrians within Archer Lodge. Town would be required to match 10% of the grant and these funds were budgeted this fiscal year in the Planning/Zoning department for this grant.

**NOTE:** Due to Hurricane Matthew, the October 10, 2016 Regular Council meeting was rescheduled to October 17, 2016. Therefore, Resolution# AL-2016-10-10a that was attached to the Agenda will be changed to reflect the new date of the meeting.

Resolution# AL2016-10-17 appears as follows:

RESOLUTION # AL2016-10-17
<hr/> <b>RESOLUTION SUPPORTING APPLICATION TO THE 2017 NCDOT BICYCLE &amp; PEDESTRIAN PLANNING GRANT INITIATIVE FOR THE TOWN OF ARCHER LODGE</b> <hr/>
<p><b>WHEREAS</b>, the Town of Archer Lodge is committed to improving safety, protecting the environment and public health, and creating an opportunity for the surrounding community to improve their quality of life through bicycle and pedestrian transportation; and</p> <p><b>WHEREAS</b>, the North Carolina Department of Transportation has made funds available for municipalities throughout the state to create bicycle plans through the NCDOT Bicycle and Pedestrian Planning Grant Initiative; and</p> <p><b>WHEREAS</b>, the Town of Archer Lodge recognizes the need for alternative types of transportation for citizens throughout the town; and</p> <p><b>WHEREAS</b>, it is incumbent that the governing body provide alternative types of multi-modal transportation for its citizens; and</p> <p><b>WHEREAS</b>, the Town of Archer Lodge recognizes the need for a comprehensive plan for approaching bicycle and pedestrian connections throughout the town;</p> <p><b>NOW, THEREFORE, BE IT RESOLVED</b>, that the Archer Lodge Town Council endorses application to the 2017 NCDOT Bicycle and Pedestrian Planning Grant Initiative for the development of a Master Bicycle and Pedestrian Plan, and attest a commitment to the Plan's development, management, financing and completion.</p> <p style="text-align: center;"><b>DULY ADOPTED ON THIS 17<sup>th</sup> DAY OF OCTOBER, 2016 WHILE IN REGULAR SESSION.</b></p> <p style="text-align: right;">_____ Michael A. Gordon (SEAL) Michael A. Gordon, Mayor</p> <p>ATTEST: _____ Kim J. Batten (SEAL) Kim J. Batten, Town Clerk</p> <p style="text-align: right;">TOWN OF ARCHER LODGE Established 2009 NORTH CAROLINA</p>

Moved by: Council Member Wilson  
Seconded by: Council Member Vinson

**Approval of a Resolution Supporting Application to the 2017 NCDOT Bicycle and Pedestrian Grant (Resolution# AL2016-10-17) with a date change to October 17, 2016 due to rescheduled meeting**

CARRIED UNANIMOUSLY

**b) Consideration of Amending Ordinance # AL2015-02 - Ordinance on Annual Christmas Parade**

Attorney led the discussion regarding Amending Ordinance# AL2015-02. To keep from Council approving an Ordinance every year with a new date, he stated that the amendment replaces a set date for the parade with the following text in the last sentence: the annual Christmas Parade is approved by the Archer Lodge Town Council and is to be held annually on the first Sunday following the Thanksgiving holiday at a time determined by Council.

Ordinance# AL2016-10-1 amends Ordinance# AL2015-02 and appears as follows:

ORDINANCE # AL2016-10-1  
AMENDED ORDINANCE # AL2015-02

**AMENDMENT TO ORDINANCE ON  
THE ANNUAL CHRISTMAS PARADE  
FOR THE TOWN OF ARCHER LODGE**

**WHEREAS**, on October 12, 2015, The Town of Archer Lodge adopted an ordinance that specified the date for the annual Christmas Parade within the municipal town limits; and

**WHEREAS**, the North Carolina Department of Transportation (NCDOT) requires for any municipal sponsored event impacting normal traffic flow, that an ordinance be passed approving the special event and a copy of the ordinance shall be forwarded to NCDOT; and;

**WHEREAS**, the Town of Archer Lodge has determined that it will continue the annual Christmas Parade; and

**WHEREAS**, this ordinance confirms that the Town of Archer Lodge is responsible for all aspects of the event, including safety and traffic related issues.

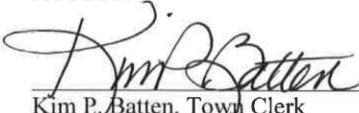
**NOW THEREFORE, BE IT RESOLVED** by the Archer Lodge Town Council:

In accordance with N.C.G.S. §20-169, the annual Christmas Parade is approved by the Archer Lodge Town Council and is to be held annually on the first Sunday following the Thanksgiving holiday at a time determined by Council.

**DULY ADOPTED THIS 17<sup>th</sup> DAY OF OCTOBER 2016  
WHILE IN REGULAR SESSION.**

  
\_\_\_\_\_  
Michael A. Gordon, Mayor

ATTEST:

  
(SEAL)  
Kim P. Batten, Town Clerk



Moved by: Council Member Jackson  
Seconded by: Council Member Vinson

**Approval of an Amendment to Ordinance on the Annual Christmas Parade for the Town of Archer Lodge (Ordinance# AL2015-02 amended to Ordinance# AL2016-10-1) with a date change to October 17, 2016 due to rescheduled meeting**

CARRIED UNANIMOUSLY

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**11. MAYOR'S REPORT:**

- a)** Mayor updated Council regarding Park Land for Archer Lodge. He began a discussion to consider looking at lesser acreage because 1) land could be easier to find; 2) an owner may be willing to sell a smaller amount of acreage; and 3) an opportunity may come available with a grant obtained by ALCC to help light AL Middle School fields. Discussion followed.
- b)** Mayor reminded Council that the AL Community Center's Pumpkin Carving will be held on Sunday, October 30, 2016 at the park along with a costume parade and movie night that Little Miss Archer Lodge is coordinating.
- c)** Mayor stated that the Archer Lodge Fire Department is holding a "Halloweenie" roast on Monday, October 31, 2016 at the fire department.
- d)** Lastly, Mayor mentioned that donations and contributions are needed for the aftermath of Hurricane Matthew.

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**12. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a)** Council Member Wilson reminded everyone that early voting starts October 20, 2016.
- b)** Council Member Jackson reminded everyone of Veteran's Day, November 11, 2016.
- c)** Mayor Pro Tem Mulhollem thanked everyone from the Fire Department, Johnston County Emergency Operations, and Duke Energy for all their hard work and support during the hurricane Matthew.
- d)** Council Member Vinson resigned his council seat this evening by reminiscing briefly about the last ten years in the Archer Lodge community and the accomplishments over those years.

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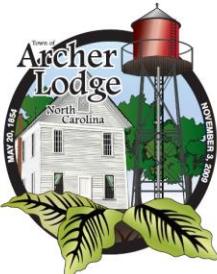
His resignation letter is as follows:

## Town of Archer Lodge

14094 Buffalo Road  
Clayton, NC 27527  
919.359.9727

Mayor:  
Mike Gordon

Town Council:  
Matt Mulhollem  
Mayor Pro-Tem  
Clyde Castleberry  
Mark Jackson  
Carlton Vinson  
Mark Wilson



October 17, 2016

To My Fellow Citizens of Archer Lodge:

After ten years of total dedication to our community, tonight will be my last as a member of the Archer Lodge Town Council. The parting is difficult, but the decision to do so was an easy one. Growing up in our community taught me the value of hard work, taught me about character and personal responsibility and what the term community was all about.

Wherever I traveled after high school and college, when asked where I was from, my answer was never Clayton ... or Wendell! It was always ... and proudly ... "Archer Lodge!" — though that often meant a lengthy description of just exactly where in the world Archer Lodge was. And no matter where life's journey took me, I always knew that I would return here to the community that provided the foundation for who I was and what I would become. I was never more happy than the day I finally moved back here.

So when I walked out of an "Elvis" concert at the fire department ten years ago and into a conversation regarding the future of our community and the potential loss of our identity, I was unaware of just what role I would play in determining our destiny. I only knew that I **WOULD** be a part of whatever needed to be done.

During the incorporation process, as a small business owner trying to gain a foothold, I was often faced with decisions as to where to dedicate my time — my business or our incorporation efforts. There was never once a hesitation as to which I would choose. And while those choices may not have been the most healthy for my business, faced with a similar situation today I would do things exactly the same way.

Now, nearly ten years after that initial conversation and seven years after we successfully incorporated, I stand at a similar crossroads — between the most fantastic business opportunity I could ever have imagined and continuing to serve the town. If I could continue do both I would, however the travel and time required in this new opportunity would leave me in a position where I would not do proper justice to either. This time, the Lord is leading me down a different path.



Nothing I have ever been involved with means more to me than what we as a community accomplished here. No one can ever take away what our incorporation committee did during those three years. In the seven years since we became an official town, we have achieved more than I ever dreamed. As a result the future of this community is not only guaranteed, it is guaranteed to be successful.

I am not leaving Archer Lodge. In fact this opportunity will eventually put me in a position to be here even more than I have recently. Nevertheless, I still am and will always be working on behalf of our town.

To those with whom I have served, it has been an incredible pleasure. To the Archer Lodge community, it has truly been an honor. Thank you for allowing me to give back just a little of what you have given to me in my life!

Respectfully and Most Sincerely Yours,

R. Carlton Vinson  
Council, Town of Archer Lodge

Council Member Vinson closed with the following quote from James Freeman Clarke: ***"A Politician thinks of the next election. A Statesman, of the next generation."***

The Archer Lodge Governing Board offered their sincere appreciation to Council Member Vinson for his leadership role in chairing the Archer Lodge Exploratory Committee, professionalism, love and dedication to this community while sacrificing his personal endeavors during the last 10 years. The Board extended Best Wishes to his future and a Thank You for a job well done!

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**13. ADJOURNMENT:**

a) No Further Business

Moved by: Council Member Vinson  
Seconded by: Council Member Wilson

**Meeting Adjourned**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



## Work Session - Minutes

### Monday, November 7, 2016

#### **COUNCIL PRESENT:**

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

#### **STAFF PRESENT:**

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

#### **COUNCIL ABSENT:**

Vacant Council Seat

#### **MEDIA PRESENT:**

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

- a) Mayor Gordon called the meeting to order at 6:31 p.m. in Archer Lodge Town Hall located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present. Mayor also recognized Nick Guy, a scout, who is working on a badge.

#### **2 ORDER OF BUSINESS:**

- a) **Review of Edmunds & Associates Financial Software Support & Service Agreement CY2017**

Ms. Batten noted that the Edmunds & Associates Financial Software Support and Service Agreement for CY2017 is an annual agreement to receive maintenance and support on their financial software. The amount of \$1,600 was budgeted for FY2017. No discussion followed; therefore, agreement will be placed under the consent agenda for the Regular Council meeting on November 14, 2016.

- b) **Vacancy on Town Council Board**

Mayor Gordon began the discussion for filling the vacancy on the Town Council. He mentioned there are several ways to fill the vacancy. Council Member Wilson suggested appointing the next vote getter from the previous election. Mayor Pro Tem Mulhollem mentioned discussing individual submissions from a broader pool. Mayor added to take recommendations from Council members for a potential candidate. Attorney Hewett noted that 1) Council needed to formally accept the resignation of Carlton Vinson to have in the record and 2) the statute states "that Council shall appoint the successor" but doesn't clarify when to appoint or how to appoint. Attorney Hewett further suggested that for the minutes and clarity, a vote by Council on their procedure to fill the vacancy would be appropriate. Mr. Gobble along with Attorney Hewett reiterated that the process would be in an open meeting. Mayor Pro Tem Mulhollem clarified that the term for this Council seat would fulfill the unexpired term and will be up for election in 2017. Discussion followed.

Mayor/Council agreed to formally accept Council Member Vinson's resignation under the consent agenda for the Regular Council meeting on November 14, 2016.

Mayor Gordon asked Council to consider the process of filling the vacancy as

this topic will be on the agenda under the Discussion and Possible Action Items for the Regular Council meeting on November 14, 2016.

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**c) Draft - Resolution Authorizing the Surplus of Certain Personal Property**

Mayor led the discussion about a Resolution authorizing the Mayor to surplus personal property owned by the Town. Ms. Batten along with Mr. Gobble offered suggestions such as 1) Council could approve a Resolution authorizing the Mayor each time an item need to be surplused or 2) Council could approve a Resolution authorizing the Mayor to surplus items under a certain value not to exceed \$30,000. Discussion followed. Attorney Hewett added that without this Resolution adopting this policy, then the Town would be required to run a legal ad to surplus property. Following more review and discussion, all agreed to placing the Resolution authorizing the Mayor to declare items with a value less than \$1,000 per item as surplus under the consent agenda for the Regular Council meeting on November 14, 2016.

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**d) FY2018 Budget Planning Session Date - February 2017**

Mayor asked Council to check their February 2017 calendars. He mentioned last year that the Budget Planning Session was held the last Saturday of February. The same location as last year was mentioned and Mayor expressed his desire to set the date at the Regular Council meeting on November 14, 2016.

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**e) 2017 Holiday Schedule & Tentative Meeting Schedule**

Mayor Gordon mentioned that while Council had the 2017 calendars in front of them there were 2 items to consider for the upcoming year: 1) The 2017 proposed Council Meeting dates and times and 2) the 2017 Town of Archer Lodge Holiday Schedule. Mayor recommended changing Council meetings to the first and third Monday night of the month. He explained the first Monday night would be the Regular Council meeting night and the third Monday night would be the Work Session meeting night. Making this change, Mayor added, would allow more time between meetings for Staff, Council and the Planning Board to prepare and if needed, an additional week to address items of concern or importance. He noted that January, July and September will be a different date because of the Holiday Schedule. Also, regarding the 2017 holiday schedule, Mayor mentioned that Archer Lodge follows the State of NC holiday schedule. Following some discussion, both items by Resolution will appear under the consent agenda for the Regular Council meeting on November 14, 2016.

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**f) Town Email Addresses on Website**

Mayor Gordon asked Council if they want to consider placing their town email address on the website. Mr. Gobble added that there is an expectation now that all review emails, texts, etc. often and if not, then citizens become frustrated. Ms. Batten commented about being transparent and being available to citizens. Discussion followed and a decision was made to remain the same.

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**3      GENERAL UPDATES:****a)    Echo Forest Street Info ~ Bob Clark**

Mr. Clark met with the North Lodge developers Dene Castleberry and Tommy Thompson as well as a Representative from the Johnston County Storm Water Division regarding the storm runoff following Hurricane Matthew. Drainage repairs have been made to prepare for paving but restructuring or redesigning the drainage system at this point is not an option.

Regarding street maintenance within Echo Forest, Mr. Clark toured all streets in Echo Forest subdivision with a NCDOT representative. Since NCDOT's review in 2009, maintenance needed involves ditch work, overgrown trees and street signs. Mr. Clark noted that the easiest method is for the HOA to re-establish by the homeowners of the subdivision and then contact DOT or the developer could contact DOT. He clarified that if neither occurs, then the homeowners must petition. Echo Forest streets were recorded as public streets. Mr. Clark mentioned that four lots in North Lodge subdivision can access Echo Forest subdivision and suggested that maybe the developers of North Lodge will discuss those streets with NCDOT.

Mr. Clark recommended facilitating the existing street matter between the state and homeowners. Discussion followed.

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**b)    Partnership with ALCC and Archer Lodge Middle School regarding ball field lights at Archer Lodge Middle School ~ Mayor Gordon**

Mayor Gordon shared with council about an opportunity for a grant from MLB for lighting the ball fields at Archer Lodge Middle School. The Town could possibly partner with the Archer Lodge Community Center and the Archer Lodge Middle School. Mayor attended a meeting about this topic which may benefit the community. More information will be forthcoming.

Mayor concluded and allowed Mr. Gobble to share a few items.

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**c)    Upcoming Events ~ C. L. Gobble**

Mr. Gobble stated that the J.M. Daniels invoice for the parking lot expansion was under contract by \$11,918. Also, while equipment was on site, the ditch was cleaned out and area on the soccer field was repaired.

Mayor reminded Council of the upcoming Veteran's Day Observance Ceremony on Friday, November 11, 2016 at 11:00 a.m. and also encouraged voting tomorrow on Election Day, November 8, 2016.

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**4      ADJOURNMENT:****a)    Having no further business, Mayor adjourned the meeting at 7:43 p.m.**

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Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

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**RESOLUTION NAMING THE COUNCIL CHAMBERS IN THE  
ARCHER LODGE TOWN HALL IN HONOR OF  
JEFFREY D. BARNES**

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**WHEREAS**, the Town Council of the Town of Archer Lodge, North Carolina, wishes to pay tribute to the lifework and devotion of Jeffrey (Jeff) D. Barnes to his community and to the Town of Archer Lodge; and

**WHEREAS**, Mr. Barnes has a lifelong dedication to this community, the Archer Lodge Fire Department, this newly formed town, and to his family and faith; and

**WHEREAS**, Mr. Barnes was instrumental with designing, planning, and procuring financing for a building that would become the Archer Lodge Town Hall; and

**WHEREAS**, during all construction phases, Mr. Barnes on a daily basis voluntarily used his occupational skills to oversee and build the Town Hall under budget which saved the tax payers time and money; and

**WHEREAS**, Mr. Barnes demonstrated extraordinary dedication in helping others and in his service to the Town of Archer Lodge; and

**WHEREAS**, Mr. Barnes was an original member of the Archer Lodge Town Council and served with honor and distinction from November 9, 2009 to July 14, 2014;

**NOW, THEREFORE, BE IT RESOLVED** by the Archer Lodge Town Council in regular session, that the Archer Lodge Town Hall Council Chambers located at 14094 Buffalo Road, Clayton, NC shall henceforth be known as the Jeffrey D. Barnes Council Chambers.

**DULY ADOPTED BY UNANIMOUS VOTE THIS 12<sup>th</sup> DAY OF DECEMBER 2016.**

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Michael A. Gordon  
Mayor

ATTEST:

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Kim P. Batten  
Town Clerk



**TOWN OF ARCHER LODGE  
FINANCIAL SUMMARY REPORT  
FOR MONTH ENDING  
NOVEMBER 30, 2016**

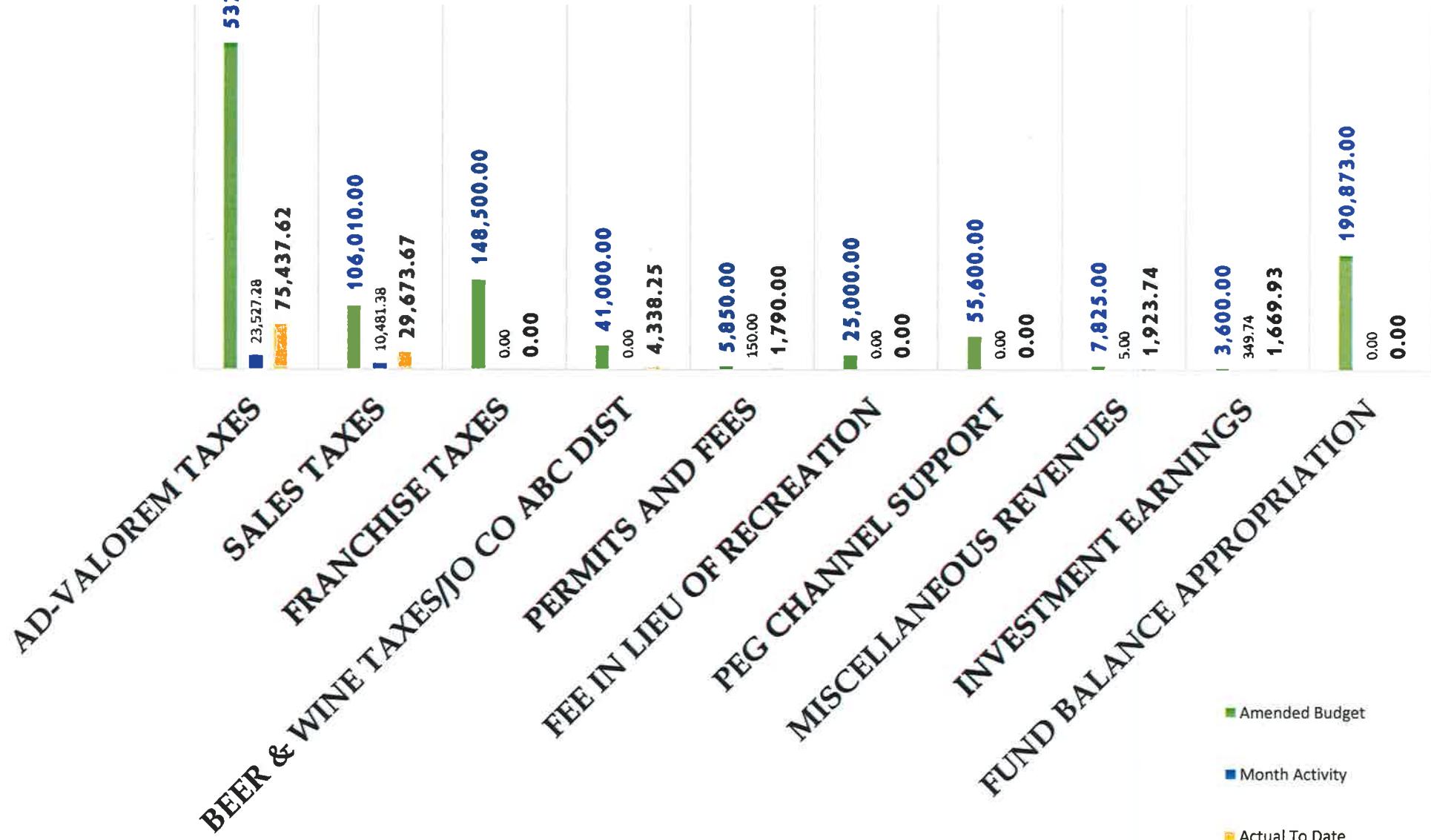
**GENERAL FUND**

REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	537,224.00	23,527.28	75,437.62	14.04%
SALES TAXES	106,010.00	10,481.38	29,673.67	27.99%
FRANCHISE TAXES	148,500.00	0.00	0.00	0.00%
BEER & WINE TAXES/JO CO ABC DIST	41,000.00	0.00	4,338.25	10.58%
PERMITS AND FEES	5,850.00	150.00	1,790.00	30.60%
FEE IN LIEU OF RECREATION	25,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	55,600.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	7,825.00	5.00	1,923.74	24.58%
INVESTMENT EARNINGS	3,600.00	349.74	1,669.93	46.39%
FUND BALANCE APPROPRIATION	190,873.00	0.00	0.00	0.00%
	1,121,482.00	34,513.40	114,833.21	10.24%
<hr/>				
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	37,355.00	1,089.75	15,545.02	41.61%
ADMINISTRATION	200,227.00	13,292.58	75,255.08	37.58%
JO CO TAX COLLECTION FEES	13,900.00	444.78	1,460.05	10.50%
LEGAL	19,500.00	907.50	2,805.00	14.38%
PROPERTY TAXES	130.00	0.00	38.68	29.75%
PUBLIC BUILDINGS	100,053.00	32,941.62	77,268.95	77.23%
PEG MEDIA PARTNERS	55,600.00	0.00	0.00	0.00%
PUBLIC SAFETY	238,000.00	8,379.78	26,628.40	11.19%
TRANSPORTATION-PUBLIC WORKS	46,884.00	957.60	2,394.00	5.11%
PLANNING & ZONING	92,130.00	6,237.69	36,023.18	39.10%
CULTURAL & RECREATION	64,000.00	0.00	27,500.00	42.97%
DEBT SERVICES	45,838.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	50,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	157,865.00	3,459.44	66,891.37	42.37%
	1,121,482.00	67,710.74	331,809.73	29.59%
<b>Y-T-D GENERAL FUND INCREASE (DECREASE)</b>		<b>(33,197.34)</b>	<b>(216,976.52)</b>	

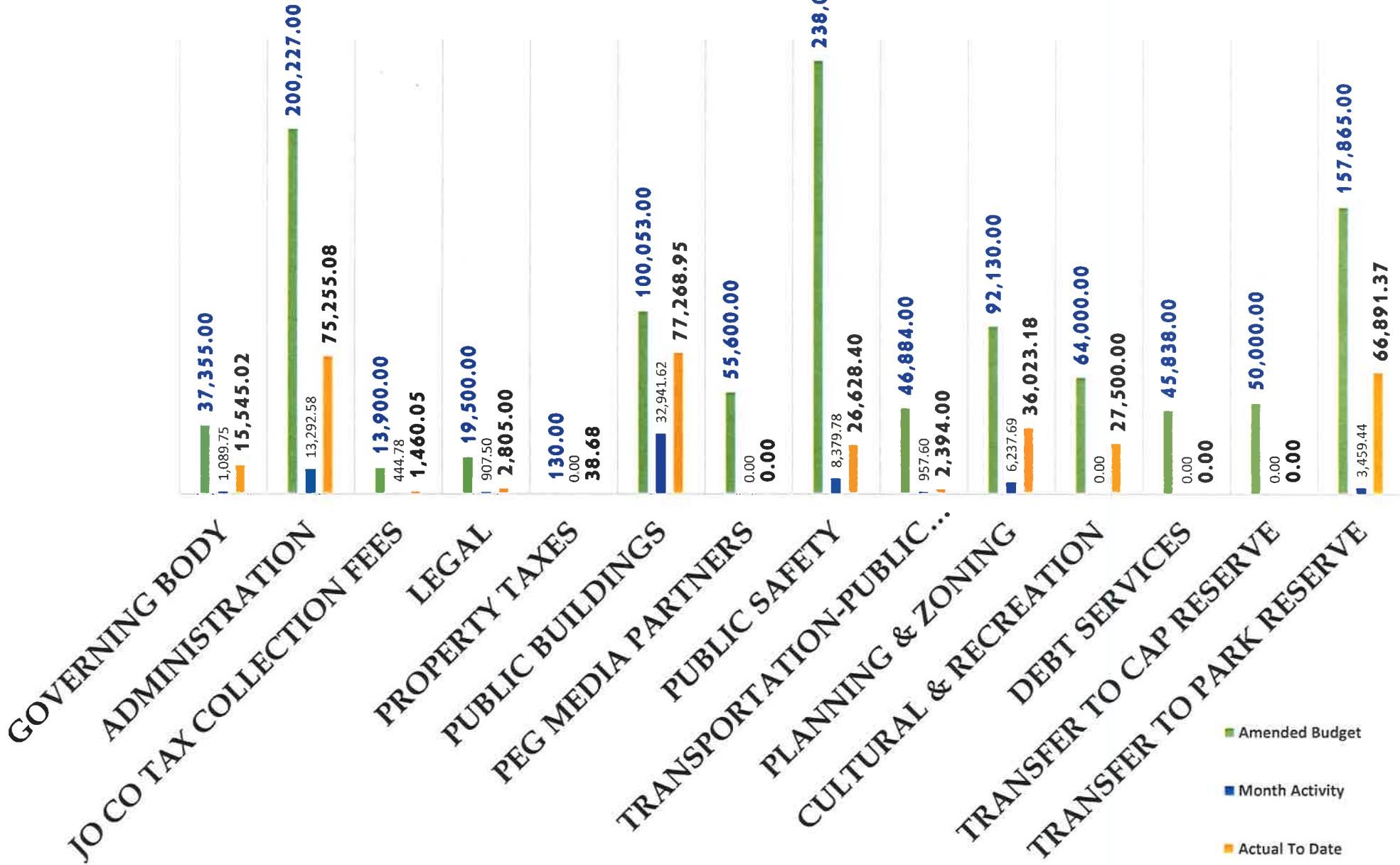
  
Kim Batten  
 FINANCE MANAGER

42% thru  
FY 2017

## FY 2017 BUDGET VS ACTUAL REVENUES



## FY 2017 BUDGET VS. ACTUAL EXPENDITURES





## TOWN OF ARCHER LODGE Town Council – 2017 Meetings

**January 3, 2017** TUESDAY

January 17, 2017 TUESDAY (WS)

**July 10, 2017**

July 17, 2017 (WS)

**February 6, 2017**

February 20, 2017 (WS)

**August 7, 2017**

August 21, 2017 (WS)

**March 6, 2017**

March 20, 2017 (WS)

**September 5, 2017** TUESDAY

September 18, 2017 (WS)

**April 3, 2017**

April 17, 2017 (WS)

**October 2, 2017**

October 16, 2017 (WS)

**May 1, 2017**

May 15, 2017 (WS)

**November 6, 2017**

November 20, 2017 (WS)

**June 5, 2017**

June 19, 2017 (WS)

**December 4, 2017**

December 18, 2017 (WS)

**Regular Council Meetings** are held the first Monday of the month & Work Sessions (WS) are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC, unless otherwise noted.

In accordance with NC GS 143-318.10, this is an official meeting of the Town of Archer Lodge Council and it is open to the public.

[www.townofarcherlodge.com](http://www.townofarcherlodge.com)