



Regular Council - Minutes Monday, January 6, 2025

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

None

STAFF ABSENT:

Bryan Chadwick, Town Administrator

1. WELCOME/CALL TO ORDER:

a) **Invocation**

Mayor Mulhollem called the meeting to order at 6:31 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.

2. APPROVAL OF AGENDA:

a) **Mayor Mulhollem requested to remove item 6 from the agenda as Town Administrator Bryan Chadwick was unable to attend the meeting due to sickness.**

Moved by Council Member Wilson
Seconded by Council Member Jackson

Motion to Approve Agenda as Amended

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) **None present.**

4. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) **Discussion and Possible Action of Approving an Alternate for the Board of Adjustments (BOA)**

Jason Kress explained to council that a member of Town Council must be

approved as an alternate for the Board of Adjustments (BOA) for the year 2025. Mayor Pro Tem Castleberry and Council Member Bruton volunteer to be the alternates.

Moved by Council Member Jackson
Seconded by Council Member Wilson

Motion to Approve Mayor Pro Tem Castleberry and Council Member Bruton as Alternates for the Board of Adjustment (BOA)

CARRIED UNANIMOUSLY

b) Discussion and Possible Action of Appointing or Reappointing One Planning Board Member/Board of Adjustment Member

Jason Kress explained that a current member of the Board of Adjustments (BOA) no longer is able to participate as a member. He explained in order to move forward with finding a replacement the council would have to decide if they would like to appoint an individual who submitted an application the last time they were open or if they would like to open a new application for other individuals to apply. Council Member Bruton stated that she would like to hold another round of applications to see if there is any further interest from individuals who may not have applied in the last round. Attorney Burrell explained that there are no rules or statutory limits to what must be done to seek a replacement. Mayor Mulhollem agreed with the approach of seeking a new round of applications due to the turn out for the interest of the open Town Council position that was recently filled. Kim Batten expressed that she feels as if there is an individual ready and willing to participate as a member that has already expressed interest, she recommends to go with them instead of opening a new round of applications. Council Member Wilson agreed with Ms. Batten. Council Member Bruton explained that at the time of the meeting she would not be willing to vote to place someone into the seat on the BOA as she is not familiar with their application or their qualifications. Mayor Mulhollem explained that this is an issue that does not need to be voted on that night; however, he does come to a consensus based on the feelings of the council members that the position needs to be re-advertised.

c) Discussion and Possible Action of Approving the Town Clerk Job Description

Jenny Martin explained that the Town Clerk position has already been approved by the council in the budget for this year. The Town Clerk will become a position for one individual where as at the moment the responsibilities have been split between Ms. Martin and Joyce Lawhorn who is now retired. The goal for this position is to provide some type of relief for Ms. Martin in her position so that there is a dedicated person for the Town Clerk duties and minutes so that she can focus on and get up to date on the town's Human Resources needs.

Council Member Bruton and Council Member Buzzelli questioned the reasoning behind adding this position and why the structure needed to change. Kim Batten was able to provide clarification regarding the position of Town Clerk and the responsibilities of the position including the minutes. Council Member Buzzelli explained his perspective that having such a small staff that a having one person as dedicated Human Resources doesn't make sense to him. Ms. Martin explained that the number of individuals that are full time would not change. She also explained that the position itself of Town Clerk is not in question as it has already been voted on as it has already been approved. Ms. Martin explained that this discussion was to approve the job description for the position of Town Clerk.

Council Member Wilson expressed his interest in the description requiring the individual to be a certified town clerk where as they would already have the training needed to be successful in this position. Council Member Wilson also mentioned whether this was a NC Statute that a certification was a requirement. Discussion followed.

Council members requested to look into recording software and money to assist with the meeting minutes. Town Attorney Burrell expressed his opinion

on using artificial intelligence (AI) as means to getting caught up on the minutes and issues that may occur due to public records.
Mayor Mulhollem explained that he and the council would like more information before they make a decision to approve the job descriptions.

d) Discussion and Possible Action of Approving the Human Resources Director Job Description

Discussion regarding Human Resources survey and the Council Member's ability to access the survey's results.
Mayor Mulhollem explained that he and the Council would like more information before they make a decision to approve the job descriptions. This information included a request to look into towns that have positions separate versus together.

5. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell wished everyone a Happy New Year. He also welcomed Council Member Bruton and Mayor Pro Tem Castleberry to the Board of Adjustments (BOA). He also stated for the record for future alternate members that it is very rare that the board has a meeting and as people continue to decide to join and new alternates are needed, as of now it is not a huge commitment to be a member of the Board of Adjustment.
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6. TOWN ADMINISTRATOR'S REPORT:

- a) Removed from Agenda.
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7. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

- a) Ms. Jenny Martin shared with the Council Members that the part-time Executive Assistant position has been filled and that she employee started at the end of 2024. She expressed that she is thankful that the part-timer is present to take care some of Ms. Joyce Lawhorn's duties.
She also shared that the upcoming Budget Retreat will take place on January 23rd at the Airport in Smithfield. Ms. Martin let them know that they should anticipate receiving more information soon regarding the meeting and it's start time. Mr. Buzzelli stated that due to a medical appointment for his wife he will not be present at the Budget Retreat.
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8. PARK AND RECREATION DIRECTOR'S REPORT:

- a) Parks and Recreation Director Chris Allen greeted the Council Members and gave them an update on Baseball and Flag Football registration. Mr. Allen is working with Corinth Holders on the use of their facilities. He also explained that he has began to work on putting together the Summer 2025 programs. Mr. Allen is also adding on programs for the summer like popsicles in the park for children as well as art programs to enhance the town's programs during the summer. He is also bringing back the volleyball camp and softball camp and adding a soccer camp.
Mr. Allen would like to add to fees and charges for teaching archery through the archery grant. He is looking forward to holding classes in the end of February and beginning of March. Mr. Allen is

interested in holding adult classes due to the interest expressed by the community. As of right now the classes will be offered to the youth for ages 9-12.

Mr. Allen explained that there was funding mentioned at a meeting he attended regarding trails for the towns. He mentioned that he hopes to bring someone in to see if there is a way that Archer Lodge can benefit from that program.

9. TOWN PLANNER'S REPORT:

- a) Jason Kress mentioned that he had very little to update on as it had been a pretty light month for zoning and planning. He explained that one of the topics that needed to be discussed was the executive committee for CAMPO. Council Member Bruton will continue as the primary member and Council Member Jackson will be the alternate. A vote will be held to approve this at the February meeting.
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10. MAYOR'S REPORT:

- a) Mayor Mulhollem wished everyone a Happy New Year. He also reminded everyone regarding the Budget Meeting on January 23rd.
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11. COUNCIL MEMBERS' REMARKS:

a) Council Member Wilson

Council Member Wilson mentioned that the season of giving is not over as we should consider those in the western part of North Carolina struggling with the outstanding effects of the Hurricane as cold weather hits.

b) Council Member Jackson

Council Member Jackson echoed the giving season and the individuals in the western part of the state. He also wished the Mayor a Happy Birthday.

c) Council Member Buzzelli

Welcomed back Ms. Kim Batten. He also spoke regarding the 60 hams that the community center gave to helping hand.

d) Mayor Pro Tem Castleberry

Mayor Pro Tem Castleberry shared that there was good turn out at the Community Center last Wednesday where they had around 150 people in attendance. He also had the pleasure of meeting Trey Lewis who works for Senator Thom Tillis. Mayor Pro Tem Castleberry stated that Mr. Lewis is hoping to find more money for funding for additions to the Town like the park.

e) Council Member Bruton

Council Member Bruton wished everyone a Happy New Year and hoped that everyone has enjoyed their holidays. She apologized to Ms. Kim Batten for comments made earlier in the meeting and told Ms. Batten to let her know if something she says in the future comes off negatively as that was not her

intention.

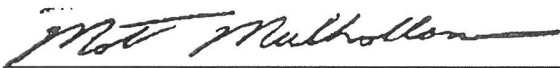
12. ADJOURNMENT:

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

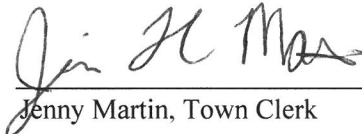
Moved by Council Member Wilson
Seconded by Council Member Jackson

Meeting adjourned at 8:05 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

