



Regular Council - Minutes
Monday, December 2, 2024

COUNCIL PRESENT:

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

STAFF PRESENT:

Marcus Burrell, Town Attorney
Jason Kress, Town Planner
Bryan Chadwick, Town Administrator
Jenny Martin, Human Resources Officer/Town Clerk
Joyce Lawhorn, Deputy Town Clerk

COUNCIL ABSENT:

None
Page

MEDIA PRESENT:

None

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 Mullhollem requested that numbers on the agenda for item 9 to be changed to 8 and item 8 to be changed to 9.

Moved by Council Member Castleberry
Seconded by Council Member Wilson

Approved Agenda as Amended

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) None Present.

4. ORGANIZATIONAL ITEMS:

5 - 6

- a) Administration of Oath of Planning Board and Board of Adjustment Member(s) by Mayor Matthew B. Mulhollem**
- Francine Echols

- **John F. Oglesby**

Mayor Mulhollem invited Francine Echols and John F. Oglesby to the front of the Council Chambers to administer their oath and confirmed with Ms. Echols and Mr. Oglesby that they were comfortable with receiving their oaths. Mayor Mulhollem also invited Town Administrator, Bryan Chadwick to accompany him in administering their oaths by holding the bible. Jenny Martin took photos of the oaths being administered. Oaths were administered to both Francine Echols and John F. Oglesby simultaneously, each with their left hand on the Bible and right hand raised.

[Francine Echols Oath - Signed](#)

[John Oglesby Oath - Signed](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

7 - 9

a) Discussion and Possible Action of Approving the Updated Electronic Communications and the Use of Town Property and Equipment Policy

Jenny Martin presented the Updated Electronic Communications policy which had been updated to include a pornography policy and explained that this was the only update that was made to the policy.

Discussion followed.

Moved by Council Member Wilson

Seconded by Council Member Jackson

Approval of Updated Electronic Communications and the Use of Town Property and Equipment Policy

CARRIED UNANIMOUSLY

[Electronic Communications and the Use of Town Property and Equipment Policy](#)

6. TOWN ATTORNEY'S REPORT:

a) Town Attorney, Marcus Burrell welcomed new Planning Board members and wished everyone present Happy Holidays.

7. TOWN ADMINISTRATOR'S REPORT:

a) Board of Adjustment

Town Administrator, Bryan Chadwick reminded Council Members that in January there will be a vote held for alternates for the Board of Adjustment.

8. TOWN PLANNER'S REPORT:

a) Planning Board

Town Planner, Jason Kress, discussed possible amendments that were discussed during the last Planning Board meeting. The possible amendments were primarily related to manufactured homes and ordinances directly related to manufactured homes. He also mentioned the possible amendment to ordinances pertaining to accessory structures and their sizes.

Discussion followed.

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

a) Part Time Executive Assistant Position

Jenny Martin, Human Resources Officer, updated the Council on the status of filling the position. She explained that she was pleased with the candidates that they had interviewed and hoped to have a contingent offer issued soon.

b) Joyce Lawhorn Retirement

Bryan Chadwick acknowledged Ms. Joyce Lawhorn's retirement and shared his appreciation for her and all she has done.

10. MAYOR'S REPORT:

a) Mayor Mulhollem expressed his gratitude for Ms. Lawhorn and mentioned how she would be missed as she has been a vital part of the Town.

b) Mayor Mulhollem welcomed new Planning Board members.

c) Mayor Mulhollem announced that there is a new county commissioner that is from the Town of Archer Lodge. He mentioned that this was a proud day in history as this is only the second time in history that there has been a county commissioner from the Town of Archer Lodge.

d) Mayor Mulhollem wishes Council Members and all present a happy and safe holiday season.

11. COUNCIL MEMBERS' REMARKS:

a) Council Member Wilson

Council Member Wilson spoke to Ms. Joyce Lawhorn letting her know that she will be missed. He also wished all in attendance a Merry Christmas and Happy New Year.

b) Council Member Jackson

Council Member Jackson welcomed new Planning Board Members. He also thanked Ms. Joyce for her work for the Town of Archer Lodge. He finished his statements by wishing all in attendance a Happy Holiday Season.

c) Council Member Buzzelli

Council Member Buzzelli expressed how Ms. Joyce Lawhorn will be missed and encouraged her to enjoy her retirement. He wished everyone a Merry Christmas and explained the importance of keeping in mind the reason for the season.

d) Mayor Pro-Tem Castleberry

Mayor Pro-Tem Castleberry let Ms. Joyce Lawhorn know that she is the face

of Archer Lodge and the "real deal". He let her know that seeing her being present and participating in activities with the Town has meant a lot to him. He wished Ms. Lawhorn a healthiest retirement and for asked her to keep Johnny straight.

e) Council Member Bruton

Council Member Bruton expressed her excitement for the new members of the Planning Board. She also spoke to Ms. Joyce Lawhorn letting her know that she always looked at her as a "second mom" to everyone and her gratitude for Ms. Lawhorn always taking care of the members of the Town. She closed her statement by wishing her a happy retirement.

12. ADJOURNMENT:

a) No further Business.

Moved by Council Member Jackson
Seconded by Mayor Pro-Tem Castleberry
Adjourned meeting at 7:12 p.m.

CARRIED UNANIMOUSLY


Matthew B. Mulhollem, Mayor


Jenny Martin, Town Clerk



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

**OATH OF PLANNING BOARD MEMBER AND
OATH OF BOARD OF ADJUSTMENT MEMBER
TOWN OF ARCHER LODGE**

I, **Francine Echols**, do solemnly swear (or affirm) 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.

I, **Francine Echols**, do swear (or affirm) that I will faithfully and impartially execute the duties of a member of the Planning Board and a member of the Board of Adjustment for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.

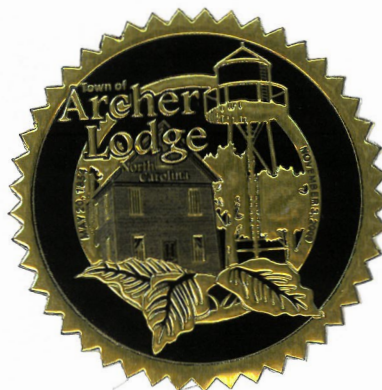


Francine Echols

Sworn to and subscribed before me
this 2nd day of December 2024.



Matthew B. Mulhollem
Mayor
Town of Archer Lodge

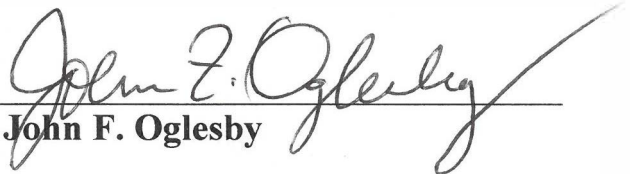


STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

**OATH OF PLANNING BOARD MEMBER AND
OATH OF BOARD OF ADJUSTMENT MEMBER
TOWN OF ARCHER LODGE**

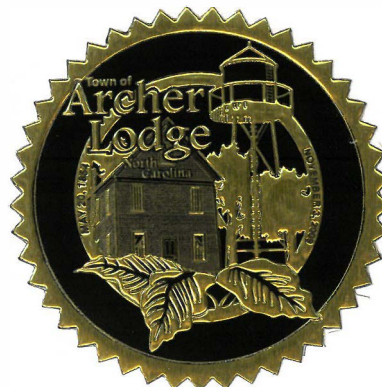
I, **John F. Oglesby**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government 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.

I, **John F. Oglesby**, do swear (or affirm) that I will faithfully and impartially execute the duties of a member of the Planning Board and a member of the Board of Adjustment for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


John F. Oglesby

Sworn to and subscribed before me
this 2nd day of December 2024.


Matthew B. Mulhollem
Mayor
Town of Archer Lodge





TOWN OF ARCHER LODGE

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727
Fax: 919-359-3333

Mayor:

Matthew B. Mulhollem

Council Members:

Clyde B. Castleberry

Mayor Pro Tem

Teresa M. Bruton

J. Mark Jackson

James L. (Jim) Purvis, III

Mark B. Wilson

Electronic Communications and the Use of Town Property and Equipment Policy

This policy applies to all Town of Archer Lodge employees, elected officials, and appointees. The Town maintains electronic communication systems (e.g. voicemail, email, internet access) and provides access to telephones, computers, tablets, cell phones, or other electronic equipment to assist employees while conducting business for the Town. Access to the Town's electronic communication systems and devices requires certain responsibilities and obligations and is subject to relevant Town policies and local, State, and Federal laws.

These electronic communication systems and devices are for business use. Any personal use is limited to reasonable and appropriate use. Brief occasional personal use is permitted if it does not interfere with the user's work or anyone else's work at the Town, have a detrimental effect on the electronic communication systems' and devices' performance, incur any cost to the Town, result in loss of work time, violate or infringe on the right of any other person or entity, constitute a criminal offense or give rise to civil liability, and/or violate any Town policy or regulation. Personal use that is prohibited includes but is not limited to online auctions for personal purchases or sales, any use that would reflect negatively on the Town or its employees, playing games or engaging in on-line gambling, accessing, displaying, and/or transmitting sexually explicit material. Under no circumstances may employees use Town electronic resources and devices to access, receive, or send any material that might be considered offensive including but not limited to pornography, comments or images which could be considered offensive to someone based on their sex, race, religion, national origin, age, disability, or

genetics.

There will be no expectation of privacy for any information gathered, viewed, stored, or maintained on any electronic communication system or device.

The Town will not permit employees, elected officials, or appointees to view pornography on devices owned, leased, maintained, or otherwise controlled by the Town.

The Town will not permit employees to view pornography via the Town's electronic communication systems, including its internet network, regardless of what device is utilized, even if the Town does not own the device.

The Town shall report to the State Chief Information Officer, in the format required by the State Chief Information Officer, annually by August 1st of each year, all unauthorized viewing of pornography on the Town's network or devices.

Certain employees might need to view material that would be considered pornography in order to carry out their official job duties. The Town does not prohibit the viewing of pornography on a Town-issued device or network by any employee who is engaged in any of the following activities in the course of performing their official job duties:

- Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes;
- Identifying potential security or cybersecurity threats;
- Protecting human life;
- Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing G.S. 143-805;
- Participating in judicial or quasi-judicial proceedings;
- Researching issues related to the drafting of analysis of state laws as necessary to fulfill the requirements of the employee's official duties.

Under North Carolina law, emails sent or received by the Town, except if considered confidential, is considered a public record and is subject to inspection on request by the public. All information created, stored, or transmitted on or with any Town resources is the property of the Town. The Town reserves the right to inspect or audit any documents, emails, or messages sent or received on the Town's equipment. Except as authorized by the Town, employees may not read or listen to any electronic communication intended for others.

Categories of information considered “Confidential” include, but are not limited to:

- Personnel records
- Criminal investigation records
- Legal matters
- Closed session minutes and general accounts
- Social Security numbers or personal financial information
- Contract bid documents until after the contract is awarded

Each employee is responsible for the security and integrity of Town information stored on the computer(s) assigned to the employee. The employee is responsible for controlling access to the electronic system, utilizing supplied virus protection software and ensuring the protection of personal passwords.