



Work Session - Minutes Monday, September 23, 2024

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry

Council Member Bruton

Council Member Jackson
Council Member Purvis

Council Member Wilson

STAFF PRESENT:

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

COUNCIL ABSENT:

None

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.

2024-2025 Little Miss Archer Lodge, Addie Grace Little, shared that she is a 4th grader and attends River Dell Elementary School. She shared her goals for using the money she has raised during the Summer and her plans for volunteering in the community as follows:

- Sponsor a student's summer camp through Clayton Theatricals, where she performed in The Little Mermaid.
- 2024-2025 Little Miss Archer Lodge & 1st Place Runner Up, Viverette Thompson, plan to sponsor families from the Angel Tree at their schools to provide Christmas gifts.
- Stocking "Blessings Boxes" found around Town.
- In the coming months, plans are to restock school supplies and organize a food drive.
- Keep the community beautiful by picking up trash.

Miss. Little encouraged all her friends and neighbors to vote and thanked the Town for the opportunity to serve.

Mayor Mulhollem thanked Miss. Little for attending and commended her goals to beautify the community and for helping others.

2 ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for August 2024

Ms. batten shared an interim summary for all funds ending August 31, 2024. She shared that we are around 5% collected for the fiscal year. Ms. Batten explained that to date were were around \$219,000 or 14% for expenditures for the fiscal year.

Regarding the Capital Reserve Fund, Ms. Batten mentioned that the only transactions have been related to investment earnings, totaling \$238.

Regarding the Park Reserve Fund, Ms. Batten mentioned that the only transactions have been related to investment earnings, totaling \$541. She explained that a small transfer from the \$0.02 cents that are earmarked for property taxes occurred, totaling \$46.54. She elaborated that the only activity for the month was a transfer from the Park Reserve Fund into the General Fund of \$56,000 for debt payment to the Smith Family.

Regarding the Public Safety Reserve Fund, Ms. Batten mentioned that the only activity in that fund is the investment earnings, totaling \$1.900. She shared that the Year to date for the Public Safety Reserve Fund is at \$3,700.

When comparing revenues in August 2023 with August 2024 in the General Fund, Ms. Batten mentioned that we were around \$5,300 more this year. When comparing expenditures between the two years, Ms. Batten shared that we were about \$59,167 more in expenditures this year. Ms. Batten explained that the net difference is about \$54,000.

3 DISCUSSION OF THE PROCESS TO FILL THE VACANT COUNCIL MEMBER POSITION:

a) Application

Mr. Chadwick shared that he and Mayor Mulhollem had discussed a revision of the original Planning Board/Board of Adjustment Application Form to combine the Governing Body/Town Council on the same application. He informed that 3 citizens have shown interest to-date in serving in the vacant position on the Town Council Board. If approved, Mr. Chadwick suggested Monday, September 30, 2024, as a deadline to apply and be included on Town Council Agenda at the October 7, 2024, Regular Council Meeting. Discussion followed.

It was the consensus of the majority of Council to approve the revised application and a deadline of September 30, 2024, to submit an application for the vacant Town Council seat.

4 INTERNAL EMPLOYEE BENEFITS & SALARY STUDY INFORMATION:

- a) Ms. Martin shared that based on the initial conversations on benefits and salaries of local entities, she put together a comparison of local entities in the area. She asked Council and Staff to brainstorm the reasons that enticed them to their current or former jobs. Discussion followed with Council and Staff sharing their results. She presented a presentation on her comparison of local salaries and benefits from the research she had gathered. Discussion followed. As a result of the comparisons study, Ms. Martin shared her recommendations on benefits and salaries for employees of the Town. Ms. Martin informed Council that she would provide a link for the presentation to allow them to review all of the information. Mayor Mulhollem thanked Ms. Martin for her informative presentation.**

5 COUNCIL MEMBERS' GOALS:

- a) **Mayor Mulhollem recommended that Council review the results of the Benefits & Salary Study provided by Ms. Martin, contact Staff with any questions, and be prepared to discuss at a future meeting.**
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6 ADJOURNMENT:

- a) **Having no further business, Mayor Mulhollem adjourned the meeting at 8:12 p.m.**
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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

