



**Regular Council - Minutes**  
**Monday, September 9, 2024**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

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

**COUNCIL ABSENT:**

Council Member Wilson

**MEDIA PRESENT:**

None

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**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, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

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**b) Pledge of Allegiance**

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

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**2. APPROVAL OF AGENDA:**

**a) Mayor Mulhollem shared that due to the recipients not being able to be in attendance, it has been requested that we remove Agenda Item 6, Presentations.**

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Approved Agenda to Remove Item 6, Presentations as Requested**

CARRIED UNANIMOUSLY

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

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

**a) Mr. Mike Simonetti of Archer Lodge, NC spoke on behalf of him and his neighborhood at Heritage Subdivision regarding the fire alarm repeatedly going off at the North Side Fire Department and being annoying. Mr. Chadwick explained that the Fire Department had reduced the amount of times the alarm goes off.**

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**4. CONSENT AGENDA:**

- a)     **05 Jun 2023 Regular Meeting**  
          **26 Jun 2023 Special Meeting & Public Hearing**  
          **10 Jul 2023 Regular Meeting**  
          **22 Jan 2024 Special Meeting**  
          **05 Aug 2024 Regular Meeting**
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b)     **Part-Time Executive Assistant Job Description**

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry  
**Approved the Consent Agenda**

CARRIED 2 TO 1 (Bruton opposed)

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**5.     ORGANIZATIONAL ITEMS:**

a)     **Welcome Marcus Cameron and Blake McLean, Archer Lodge's Parks Maintenance Specialists**

Mr. Allen welcomed Mr. Cameron and Mr. McLean to the Town and shared an overview of their background.

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**6.     TOWN ATTORNEY'S REPORT:**

a)     **Attorney Burrell had no report.**

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

a)     **Mr. Chadwick reported the following:**

- Reminded everyone of the Monday, September 23, 2024 Work Session.
  - There is a possibility of cost sharing with the Fire District.
  - He informed that the highest bid on the farmhouse, located on the west side of the Town Park, is at \$78.00 and 29 people are following the auction bids.
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**8.     ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:**

a)     **Interim Financial Reports for July 2024**

Ms. Batten shared an interim summary for all funds ending July 31, 2024. For the month, we were in the red by around \$82,000.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that they only transaction for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been the investment earnings.

Regarding the Public safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been the investment earnings.

When comparing revenues in July 2023 with July 2024 in the General Fund, Ms. Batten mentioned that we are at around \$27 more this year. Ms. Batten stated that the expenditures for this year was around \$34,000 more this year.

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**9. PARK AND RECREATION DIRECTOR'S REPORT:**

**a) Mr. Allen provided an update on Fall Season Sports as follows:**

- There are 2 flag football teams starting next Saturday.
- Baseball games are starting up with games every night until Wednesday, October 30, 2024.
- With the USA Archery Grant, the Town will be providing Archery Classes in the Fall and will be instructed by Mr. Allen, Certified Archery Instructor.

**10. PLANNING/ZONING REPORT:**

**a) Animal Control Report August 2024:**

- 12 Activities for complaints and telephone follow-ups.
- 10 Code Enforcement Actions for cats and dogs with verbal/written warnings.

**b) Planning/Zoning Report**

- Zoning has been slower during August.
- Will have more Code Enforcement activity in September 2024.

**11. MAYOR'S REPORT:**

**a) Mayor Mulhollem had no report.**

**12. COUNCIL MEMBERS' REMARKS:**

**a) Council Member Jackson had no remarks.**

**b) Mayor Pro Tem Castleberry had no remarks.**

**c) Council Member Bruton had no remarks.**

**13. ADJOURNMENT:**

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

Moved by Council Member Jackson

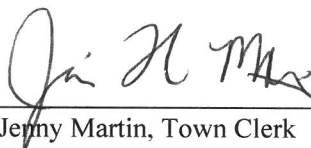
Seconded by Mayor Pro Tem Castleberry

**Approved to Adjourn Meeting at 6:50 p.m.**

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

