



Work Session - Minutes Monday, May 20, 2024

COUNCIL PRESENT:

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

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Kim P. Batten, Assist. Town Admin./Finance Officer
Brandon Emory, Town Planner
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

Council Member Jackson

STAFF ABSENT:

Marcus Burrell, Town Attorney

1 WELCOME/CALL TO ORDER

- a) **Mayor Mulhollem called the meeting to order at 6:30pm in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present.**

2 INVOCATION & PLEDGE OF ALLEGIANCE

- a) **Mayor Pro Tem Castleberry offered the invocation. Mayor Mulhollem led the Pledge of Allegiance to the US Flag.**

3 FINANCIAL REPORTS ~ KIM BATTEN

- a) **Interim Financial Reports for April 2024**

Ms. Batten shared an interim summary for all funds ending April 30, 2024. She shared that we are at about 82% collected in revenues. She explained that we received our grant from Johnston County and explained the tax money that we have received. For the month, we are in the red by around \$45,000. The actual to date net difference between revenues and expenditures in the General Fund is around \$609,000. Discussion followed.

Regarding the Capital Reserve Fund 31, Ms. Batten mentioned that the only transaction for the month is the investment earnings.

Regarding the Park Reserve Fun 31, Ms. Batten mentioned that the only activity has been the investment earnings and the \$0.02 transfer for the taxes. The monthly revenue for the Park Reserve Fund 31 is around \$1,600.

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

When comparing revenues in April 2023 with April 2024 in the General Fund, Ms. Batten mentioned it's about a \$1,000,000 decrease.

4 DISCUSSION ITEMS FROM MAY 6 COUNCIL MEETING

a) Human Resources/Town Clerk ~ Jenny Martin

- Employee Service Awards
 - Ms. Martin explained the information that was previously provided. She explained that she would like to do this program to celebrate employees. She noted that she would like the Council to focus on the dollar amount of the awards so that she can ensure that the prizes are within that range. The goal would be to present these items at the Council Meetings to recognize their service. Discussion followed.
- Retiree Health Insurance
 - Ms. Martin shared that she wanted to look into Retiree Health Insurance to draw people to the Town of Archer Lodge as well as encourage retention due to this incentive. She explained that the coverage would be broken down in tiers. Discussion followed. More information requested.
- Updated FLSA & Overtime Pay Provisions Policy
 - Ms. Martin explained that there was already a FLSA policy in place and that she just updated the policy. She explained the different categories of employees and how they are compensated by the comp time. To assist with the cost, she changed the policy to include a cut off of comp time earned for non-exempt employees. Discussion followed.

b) Town Clerk Assistance

- Contract with HR Management Solutions
 - Mr. Bryan Chadwick shared that he wanted to bring back up the independent contractor to see how Council would like to pursue. Council Member Purvis suggested reaching out to UNC School of Government for a part-time intern for the summer, which has potential to turn into a full-time role. Discussion followed. It was decided to not seek a contract.

5 BUDGET OFFICER/TOWN ADMINISTRATOR ~ BRYAN CHADWICK

a) FY2024/2025 Budget Workshop Continued

Mr. Chadwick explained the worksheet that was presented. He explained the potential need for additional part-time employees for Parks and Rec and possibly for an intern that would convert into the Town Clerk role.

Mr. Chadwick also discussed changing the lights to LEDs and the potential expenses that are associated with that change. Discussion followed regarding the funding and the options for it. Questions were presented regarding the Community Center and how they were able to afford their expenses before the Community Center and the Town were able to come to an agreement. Discussion followed. It was suggested to potentially apply for grants.

Ms. Kim Batten explained that in the budget, they need to talk about an accessibility grant that will assist in building equipment for disabled children, veterans, and others. She stated that they will need to prove that they have the funds available for the Town's portion of expenses. Discussion followed.

Mr. Chadwick discussed revenues for property taxes and the potential increases that may be coming based on the surrounding areas. Discussion followed.

Mr. Chadwick presented the income from the JoCo ABC Distribution as well as the increase in expenditure included for public safety.

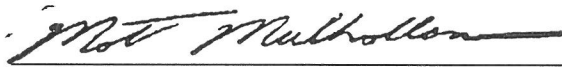
The plan is to present the Budget at the June 3rd Regular Council Meeting. There will be a Special Meeting held on the June 24th.

6 UPCOMING EVENTS

- a) **Mr. Chadwick shared that Mike Gordon's retirement celebration to be held on May 30th at 5:00 p.m.**
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7 ADJOURNMENT

- a) **Having no further business, Mayor Mulhollem adjourned the meeting at 8:46 p.m.**
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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

