



Regular Council - Minutes
Monday, March 4, 2024

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

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

COUNCIL ABSENT:

Mayor Pro Tem Castleberry

MEDIA PRESENT:

None

Page

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.

b) Pledge of Allegiance

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

2. APPROVAL OF AGENDA:

a) No changes or additions.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Approved the Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

- a) Mr. John Buzzelli of 214 Barrette Ln. Wendell, NC informed Staff of the restrooms near the picnic area at the Archer Lodge Community Center (ALCC) needing cleaning and winterizing. He suggested limiting access to the restrooms to help with the upkeep during the off-season. Mr. Allen shared that the restrooms are clean and open for the Spring season.**

4. PLANNING/ZONING REPORT:

a) Code Enforcement Monthly Report

Mr. Rodney Barbour explained the February 2024 Code Enforcement Report. He shared that there have been 15 abatements. Mr. Barbour

shared that he had a couple of hearings today, and he has more scheduled in the future. He expressed a solution that he had to help get more properties abated. Discussion followed.

5. **DISCUSSION AND POSSIBLE ACTION ITEMS:**

5 a) **Discussion and Possible Action of Renewing the Deer Urban Archery for 2025 in the Town of Archer Lodge**

Mayor Mulhollem shared that over the years the Town has received positive comments for participating in the Urban Archery program. He informed that this program is no cost to the Town and that it is an extension of an already legal activity. The Mayor called for a motion.

The signed document is attached below.

Moved by: Council Member Bruton
Seconded by: Council Member Wilson

Approved the Renewal of the Deer Urban Archery for 2025 in the Town of Archer Lodge.

CARRIED UNANIMOUSLY

[2025 Deer Urban Archery Season Renewal Form Signed](#)

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b) **Discussion and Possible Action of Adopting the Budget Amendment for Fiscal Year Ending June 30, 2024 ~ (BA 2024 02)**

Ms. Batten presented the second budget amendment of the fiscal year to account for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by the Regional Economic Development Reserve (REDR). The Mayor called for a motion.

The signed budget amendment is attached below.

Moved by: Council Member Jackson
Seconded by: Council Member Bruton

Adopted Budget Amendment for Fiscal Year Ending June 30, 2024 ~ (BA 2024 02).

CARRIED UNANIMOUSLY

[BA 2024 02 Signed](#)

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c) **Discussion and Possible Action of Adopting a Grant Project Ordinance for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR)~ (Ordinance# AL2024-03-1)**

Mr. Chadwick presented the Grant Project Ordinance for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR)~ (Ordinance# AL2024-03-1). Discussion followed. The Mayor called for a motion.

The signed Ordinance# AL2024-03-1 is attached below.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Adopted Ordinance# AL2024-03-1 - Grant Project Ordinance for the State of North Carolina Directed Grant 2024, managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR).

CARRIED UNANIMOUSLY

[AL2024-03-1 Grant Project Ordinance - Regional Economic Development Reserve \(24REDR\) State Directed Grant Signed](#)

d) Discussion & Possible Action of Adopting the Town of Archer Lodge Food Truck Policy

Mr. Chadwick explained to the Council the need to have a policy in place for any food trucks on Town property. Attorney Burrell discussed the specifics and regulations that would need to be included in the policy. Discussion followed.

6. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell asked everyone to keep the family of Will Crocker, retired Johnston County Clerk of Court, in their thoughts and prayers due to his passing. He reminded everyone of the Town Park Grand Opening.

7. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Chadwick provided updates on the Comprehensive Land Use Plan, Water/Sewer Authority meetings, Planning Director Interviews, Town and State Dinner, and the County Fire Tax Public Hearing on April 1, 2024.

Mr. Chadwick shared that due to dietary needs and the excessive food left over, he recommended discontinuing meals at the meetings. He suggested updating the start times of the regular and work session meetings scheduled to 6:30 p.m.

He reminded everyone of the Town Park Grand Opening on March 14, 2024, at 2:00 p.m.

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

- a) Ms. Martin shared that Staff celebrated Employee Appreciation Day with a meal provided by Mr. Chadwick. She provided updates on part-time position offers, the background checks for Johnston County Little League (JCLL), and the Ethics Course available for Newly Elected Officials.

9. PARKS & RECREATION DIRECTOR'S REPORT:

- a) Mr. Allen provided updates on Parks & Recreation sports, programs, and Johnston County Little League (JCLL) Baseball. He assured everyone that the restrooms at the Archer Lodge Community Center (ALCC) will be maintained. Discussion followed on the specifics for the Grand Opening.

10. MAYOR'S REPORT:

- a) Mayor Mulhollem reiterated the thoughts and prayers for Mr. Will Crocker's family and commended him for the services and compassion that he provided for people. He reminded everyone of the Archer Lodge Community Center Reverse Raffle on Friday, March 22, 2024, and the Grand Opening of the Park on Thursday, March 22, 2024.

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared that he was looking forward to the Town Park Grand Opening.

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- b) Council Member Jackson reflected on memories of Mr. Will Crocker and expressed his appreciation of him. He shared some comments made to him from citizens. He also encouraged participation in the Adopt a Highway Program.
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- c) Council Member Purvis reminded everyone to vote on Tuesday, March 5, 2024.
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- d) Council Member Bruton shared information for CAMPO 101 Training on Friday, March 15, 2024 (in-person or virtually) with the NC Capital Metropolitan Area Organization (CAMPO) and invited everyone to attend. She mentioned the CAMPO projects that they are discussing and that could possibly benefit the Town.
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12. RECESSED MEETING:

- a) Mayor Mulhollem called for a motion to recess the meeting until Monday, March 18, 2024 at 6:00 p.m.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved to recess meeting until Monday, March 18, 2024, at 6:00 p.m.

CARRIED UNANIMOUSLY

13. RECESSED MEETING RESUMED:

- a) Mayor Mulhollem called the meeting to order to resume the Monday, March 04, 2024, Town Council Regular Meeting at 6:02 p.m. in the Jeffery D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC.

Mayor Pro Tem Castleberry and Council Member Wilson were not in attendance.

14. 5. DISCUSSION AND POSSIBLE ACTION ITEMS - RESUMED:

- a) Item d) Resumed: Discussion & Possible Action of Adopting the Town of Archer Lodge Food Truck Policy

Attorney Burrell explained the changes and additions made to the policy that he gave to the Council. He recommended creating a Mobile Food Permit Fee specifically for permit applications for food trucks. He added that until a Mobile Food Permit application is created, a Temporary Use Permit can be used. Discussion followed and changes were made.

15. ADJOURNMENT:

- a) Having no further discussion, Mayor Mulhollem called for a motion to adjourn the meeting.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved to adjourn the meeting at 6:57 p.m.

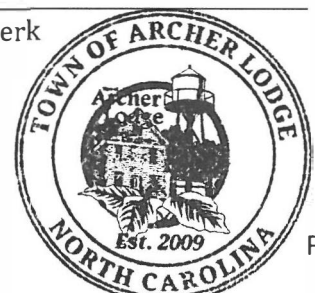
CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk





Deer Urban Archery Season Renewal Form
(January 11 - February 16, 2025)

January 27, 2024

Please update any contact information that is not correct

Town of Archer Lodge
Bryan Chadwick
14094 Buffalo Road
Archer Lodge, NC 27527

Name of Representative:

Address:

City:Zip Code:

Email Address:

Phone Number:

Do you wish to participate in the 2025 Deer Urban Archery Season (January 11 – February 16, 2025) Yes ☒ No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2024-25 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter? Yes ☐ No ☒

If “Yes”, please attach a new map to this form. (No larger than 11”X17”)

Please print and sign the name of the representative for the Town of Archer Lodge

Name of Representative: Bryan Chadwick, Town Administrator

Signature:

Thank you for your interest in the management of our state’s wildlife resources. Please complete and return this form by mail to:

Terrell Eason, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email:
terrell.eason@ncwildlife.org

Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2024, to be a part of the Deer Urban Archery Season

Town of Archer Lodge
Fiscal Year Ending June 30, 2024



Budget Amendment # BA 2024 02
Date: 04-Mar-24

Gen Fund/Cap Res Fund/Public Safety Res Fund/Town Park Fund
ARPA Fund Grant/State Capital & Infrastructure Fund (SCIF) Grant
Regional Economic Development Reserve Directed Grant '24 (24REDR)

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen/2023 Property Taxes	10-3123-0000	987,500.00	128,000.00	1,115,500.00
Gen/2023 Vehicle Taxes	10-3123-0120	150,000.00	24,000.00	174,000.00
Gen/Parks & Recreation Fees	10-3350-0000	55,000.00	7,000.00	62,000.00
Gen/Parks & Recreation Rentals	10-3351-0000	5,000.00	5,000.00	10,000.00
Gen/Carolina Panthers Community Grant	10-3452-0000	-	1,000.00	1,000.00
Gen/Regional Economic Development Reserve Directed Grant '24	10-3484-0000	-	2,365,000.00	2,365,000.00
Gen/Miscellaneous Revenues	10-3800-0000	2,000.00	4,500.00	6,500.00
Gen/Investment Earnings	10-3831-0000	25,000.00	45,000.00	70,000.00
Gen/Jo Co Open Space/Community Grant	10-3490-0000	-	47,500.00	47,500.00
Gen/Jo Co Tourism Authority Grant	10-3492-0000	-	5,000.00	5,000.00
Cap Res Fnd/Investment Earnings	30-3831-0000	1,000.00	2,000.00	3,000.00
Public Safety Res Fnd/Investment Earnings	32-3831-0000	1,000.00	19,000.00	20,000.00
Public Safety Res Fnd/Fund Balance Appropriated	32-3990-0000	199,000.00	(19,000.00)	180,000.00
Town Park Fnd/NC PARTF Grant - NCDNCR	41-3482-0000	-	83,229.00	83,229.00
ARPA/Investment Earnings	42-3831-0000	-	7,700.00	7,700.00
SCIF/Investment Earnings	43-3831-0000	-	12,000.00	12,000.00
24REDR/Transfer from General Fund 10	44-3900-3910	-	2,365,000.00	2,365,000.00

Total Increase (Decrease) in Revenues	5,101,929.00
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Expenditures:

Gen/Gov Body/Unemployment	10-4110-1850	-	100.00	100.00
Gen/Gov Body/Small Equipment & Furnishings	10-4110-5000	2,000.00	3,000.00	5,000.00
Gen/Admin/Unemployment	10-4120-1850	250.00	50.00	300.00
Gen/Admin/Employee Assistance Program (EAP)	10-4120-1860	-	50.00	50.00
Gen/Admin/Professional Fees	10-4120-1900	10,500.00	5,500.00	16,000.00
Gen/Admin/Travel	10-4120-3100	500.00	300.00	800.00
Gen/Admin/Insurance Workers Compensation	10-4120-4550	500.00	100.00	600.00
Gen/Public Buildings/Professional Fees	10-4190-1900	-	10,000.00	10,000.00
Gen/Public Buildings/Supplies-Buildings	10-4190-2000	6,389.00	6,900.00	13,289.00
Gen/Public Buildings/Electric	10-4190-3330	20,000.00	5,000.00	25,000.00
Gen/Public Buildings/Communications	10-4190-3340	8,500.00	2,500.00	11,000.00
Gen/Public Buildings/Contracted Services	10-4190-3500	249,500.00	183,500.00	433,000.00
Gen/Public Buildings/Veterans Memorial	10-4190-5200	1,500.00	2,500.00	4,000.00
Gen/Public Buildings/Building Permits	10-4190-5900	7,000.00	2,000.00	9,000.00
Gen/Public Safety/Contracted Services/Fire Department	10-4300-3500	475,000.00	10,000.00	485,000.00
Gen/Planning_Zoning/Salaries	10-4910-1210	110,000.00	(19,525.00)	90,475.00
Gen/Planning_Zoning/Employee Assistance Program (EAP)	10-4910-1860	-	25.00	25.00

Gen/Planning_Zoning/Contracted Services	10-4910-3500	53,000.00	40,500.00	93,500.00
Gen/Parks & Recreation/Overtime	10-6120-1215	5,000.00	(4,000.00)	1,000.00
Gen/Parks & Recreation/Salaries (Part-Time)	10-6120-1220	20,000.00	4,000.00	24,000.00
Gen/Parks & Recreation/Retirement	10-6120-1820	23,500.00	610.00	24,110.00
Gen/Parks & Recreation/Unemployment	10-6120-1850	250.00	50.00	300.00
Gen/Parks & Recreation/Employee Assistance Program (EAP)	10-6120-1860	-	40.00	40.00
Gen/Parks & Recreation/Program Materials & Supplies-Parks & Rec	10-6120-2050	65,000.00	1,000.00	66,000.00
Gen/Parks & Recreation/Uniforms	10-6120-2080	-	300.00	300.00
Gen/Parks & Recreation/Travel	10-6120-3100	500.00	500.00	1,000.00
Gen/Parks & Recreation/Training & Meetings	10-6120-3110	5,000.00	2,000.00	7,000.00
Gen/Parks & Recreation/Contracted Services	10-6120-3500	361,804.13	3,000.00	364,804.13
Gen/Parks & Recreation/Repairs & Maintenance Equipment	10-6120-3520	-	1,500.00	1,500.00
Gen/Parks & Recreation/Dues & Subscriptions	10-6120-4000	500.00	500.00	1,000.00
Gen/Parks & Recreation/Small Equipment & Furnishings	10-6120-5000	41,070.00	5,000.00	46,070.00
Gen/Interfund Transfers/Transfer to Reg Econ Dev Res Grant Fnd 44	10-9900-0044	-	2,365,000.00	2,365,000.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	1,000.00	2,000.00	3,000.00
Town Park Fnd/Transfer to General Fund	41-9900-0010	-	83,229.00	83,229.00
ARPA/Contracted Services	42-6120-3500	47,553.01	7,700.00	55,253.01
SCIF/Contracted Services	43-6120-3500	270,368.01	12,000.00	282,368.01
24REDR/Contracted Services	44-4190-3500	-	2,365,000.00	2,365,000.00
Total Increase (Decrease) in Expenditures			5,101,929.00	

Justification for Budget Amendment:
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 4th day of March 2024

ATTEST:

Jenny Martin, Town Clerk




Matthew B. Mulhollem, Mayor

Bryan Chadwick, Budget Officer

**TOWN OF ARCHER LODGE
GRANT PROJECT ORDINANCE FOR THE
STATE OF NORTH CAROLINA DIRECTED GRANT 2024
MANAGED BY THE OFFICE OF STATE BUDGET AND MANAGEMENT (OSBM)
AND FUNDED BY REGIONAL ECONOMIC DEVELOPMENT RESERVE (REDR)**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

- Section 1.

This ordinance is to establish a budget for a Directed Grant project being funded by the North Carolina General Assembly’s 2023 Appropriations Act, Session Law (SL) 2023-134, Committee Report Reference H259, Item 697 for Capital Improvements or Equipment at Town Parks.
- Section 2.

These funds may be used in accordance with the requirements set by the grant, and to the extent authorized by North Carolina state law.
- Section 3.

The following amounts are appropriated for the project and authorized for expenditure:

Contracted Services	\$ 2,505,000
Total	\$ 2,505,000
- Section 5.

The following revenues are anticipated to be available to complete the project:

Directed Grant (Transferred from General Fund)	\$ 2,365,000
Investment Earnings	140,000
Total	\$ 2,505,000
- Section 6:

The Finance Officer is hereby directed to maintain within the Directed Grant Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.
- Section 7.

The Finance Officer is hereby directed to report on the financial status of the project as needed by the Town Council.
- Section 8.

Copies of the grant project ordinance shall be on file with the Finance Officer and Town Clerk for direction in carrying out this project.
- Section 9.

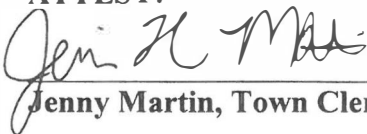
This grant project ordinance expires when all the Directed Grant funds have been expended by the Town.

DULY ADOPTED THIS, THE 4TH DAY OF MARCH 2024.

TOWN OF ARCHER LODGE:


Matthew B. Mulhollem, Mayor
(SEAL)



ATTEST:

Jenny Martin, Town Clerk