



Regular Council - Minutes Monday, December 4, 2023

COUNCIL PRESENT:

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

COUNCIL ABSENT:

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Assistant Town Administrator/Finance Officer
Mike Gordon, Previous Town Administrator
Joyce Lawhorn, Deputy Clerk

GUEST PRESENT:

Madam Michell Ball, Jo Co Clerk of Court

STAFF ABSENT:

Jenny Martin, Human Resources Officer/Town Clerk

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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.

b) Pledge of Allegiance

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

2. APPROVAL OF AGENDA:

a) Mayor Mulhollem requested that Item 9.a. Human Resources Officer/Town Clerk's Report be removed from the agenda.

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

Approved Agenda with change noted above.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Mr. Tony Manning, President of the North Carolina Game Breeders Association of Stokes, NC, returned to get a response from his request at the November 6, 2023 Town Council Meeting regarding a citizen of Archer Lodge being allowed have 5 or 6 roosters on their property. Mayor Mulhollem thanked Mr. Manning for attending the meeting and asked Mr. Chadwick if he would follow up with Mr. Manning.

b) Ms. Denise Macio of 183 Darcy Drive, Archer Lodge, NC spoke to the Council on behalf of the Mayfield Subdivision Homeowners Association. Ms. Macio shared that the Town Park is beautiful and that the neighbors are looking forward to using it. She shared that

the neighborhood had concerns as to whether the Park would be monitored and locked from dusk to dawn. Mr. Chadwick informed Ms. Macio that he would contact her the next day, Tuesday, December 5, 2023 to discuss. Council Member Bruton asked if the plans were to lock the park after hours. Mr. Allen confirmed that it would be locked.

4. **ORGANIZATIONAL ITEMS:**

- 7 a) **Administration of Oath of Mayor by Madam Clerk of Superior Court, Michelle Ball**
- **Matthew B. Mulhollem**

Mayor Matthew B. Mulhollem was sworn in by the Clerk of Superior Court, Honorable Michele C. Ball.

Mayor Mulhollem's Oath is attached below.

[Town Council Oath - Mayor - Matthew B. Mulhollem](#)

- 8 - 10 b) **Administration of Oath of Town Council Member(s) by Madam Clerk of Superior Court, Michelle Ball**
- **Clyde B. Castleberry**
 - **J. Mark Jackson**
 - **James L. Purvis, III**

Mayor Pro Tem Clyde B. Castleberry, Council Member J. Mark Jackson, and Council Member James L. Purvis, III were sworn in together by the Clerk of Superior Court, Honorable Michele C. Ball.

Mayor Pro Tem Castleberry's, J. Mark Jackson's, and James L. Purvis, III's Oaths are attached below.

[Town Council Oath - Council Member - Clyde B. Castleberry](#)

[Town Council Oath - Council Member - J. Mark Jackson](#)

[Town Council Oath - Council Member - James L. Purvis, III](#)

- c) **Comments from Newly Sworn Elected Officials**
- **Mayor Matthew B. Mulhollem**
 - **Council Member Clyde B. Castleberry**
 - **Council Member J. Mark Jackson**
 - **Council Member James L. Purvis, III**

Mayor Matthew B. Mulhollem:

Mayor Mulhollem thanked everyone for their attendance. He shared that serving the Town is a very humble experience and opportunity. Mayor Mulhollem thanked his family for their support. He also shared that his son, Eli, was born the month before incorporation of the Town 14 years ago and is the same age of the Town. He was thankful for what the Town has accomplished and is looking forward to serving the Town the next four years.

Mayor Pro Tem Clyde B. Castleberry:

Mayor Pro Tem Castleberry thanked everyone for their attendance, and the Council Members and Staff for their support. He reflected on the past years and having the responsibility of making decisions for the Town as a Council Member. Mr. Castleberry shared that he was thankful and proud of the progress of the Town Park and noted that the number one request from citizens during the incorporation was for the Town to provide sport activities for the citizens. He commended the Town for providing proper lighting at the Town Park. He expressed appreciation for the support and prayers.

Council Member J. Mark Jackson:

Council Member Jackson reflected on the incorporation of the Town and mentioned that it was at the ending his last deployment. He shared that the

incorporation was a positive experience. Mr. Jackson noted that the Park was a big ticket item but will help with keeping a small town atmosphere of which he is grateful.

Council Member James L. Purvis, III:

Council Member Purvis shared that in the beginning, he was not involved with the Town very much. After incorporation, he gradually got more involved and is now in his second term of serving on the Council. He made a comparison of the growth of the Town as being a newborn that grows and matures. Mr. Purvis added that the Town is now in the maturing stage. He expressed that he looked forward to being a part of the growth of the Town. He thanked the Citizens and Staff for their support.

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Possible Action of Nominating and Appointing Mayor Pro Tempore

Mayor Mulhollem explained the duties of the Mayor Pro Tem and confirmed Mr. Castleberry's his willingness to serve another term as Mayor Pro Tem. Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Reappointed Board Member Clyde Castleberry as Mayor Pro Tempore.

CARRIED UNANIMOUSLY

11

b) Administration of Oath of Office for Mayor Pro Tempore by Mayor Matthew B. Mulhollem

Mayor Pro Tem Clyde B. Castleberry was sworn in by Mayor Mulhollem.

Mayor Pro Tem Castleberry's Oath is attached below.

[Town Council Oath - Mayor Pro Tem - Clyde B. Castleberry](#)

c) Discussion and Possible Action of Appointing a Town of Archer Lodge Representative and Alternate for the North Carolina Capital Area Metropolitan Planning Organization (CAMPO)

Mr. Chadwick informed that after consulting with the Council, he shared that Council Member Bruton has agreed to accept the offer to serve as a Representative for the Town on the CAMPO Board and Council Member Purvis agreed to serve as an alternate.

Moved by: Council Member Jackson
Seconded by: Mayor Pro Tem Castleberry

Approved Council Member Bruton to serve as Town of Archer Lodge Representative and Council Member Purvis to serve as Alternate for the North Carolina Capital Area Metropolitan Planning Organization (CAMPO).

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

a) Attorney Burrell thanked the Mayfield Subdivision Homeowners Association for being present and for voicing their opinions during the Public Comments. He welcomed them to attend future meetings and shared that Mr. Chadwick will be following up with their concerns. Mr. Burrell expressed appreciation to the Council for allowing him to provide his services for the Town and wished everyone a Happy Holiday.

7. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Chadwick advised everyone of the upcoming Council Planning Retreat on Tuesday, January 30, 2024, at the Johnston County Regional Airport in Smithfield, NC. He shared that the time for the meeting will be provided at a later date. He also shared that interviews are in progress for the Planning Director position. Phase I for the Park has a lot of work going on. The Town is preparing for the Park to be opened on January 1, 2024, which will be announced at the Archer Lodge Community Center New Year's Day Brunch. Mr. Chadwick shared that there will be an official Grand Opening in the Spring.

8. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for October 2023

Ms. Batten shared an interim summary of all funds ending October 31, 2023. She explained the revenues that came in. Ms. Batten explained that we are almost at 98% completed for the investment earnings for the fiscal year. She shared that the Town is in the red for the month in the General Fund but that it is normal for this time of the year.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the 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 and the \$0.02 transfer for the taxes for revenues. Later she stated that the only expenditures for this fund was the loan payment.

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

When comparing October 2022 with October 2023 in the General Fund, Ms. Batten shared that sales tax has increased. She mentioned that permitting is down. Ms. Batten explained that the park fees and rentals are revenues that we didn't have last October. She mentioned that the investment earnings has increased from last year to this year. We have a bigger debt this year than we did last year by about \$400,000.

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

- a) This item was approved to be removed from the agenda.

10. PARKS & RECREATION DIRECTOR'S REPORT:

a) Mr. Allen reported the following:

- PARTF Grant closing was achieved for Phase I of the Park. Mr. Allen shared that Scott Payne, Regional Consultant with NC Recreation Resource Service (RRS), commended the Town for their progress on the park.
- For Basketball, registration did not go as expected, but there will be two teams, ages 11 and 12 boys beginning in January 2024. He noted that the colors will be red and white for the Town.
- The Town will be joining the Johnston County Athletics Association (JCAA) for sports that will require traveling. The Town will be joining other local Towns.
- Park projects for restrooms, landscaping, and benches should be completed this week, closing out Phase I of the park. The Town should be moving to Phase II by the Spring.
- The Town will be offering Soccer for all Youth after the Spring Season.

- We will have the partnership with Johnston County Little League, flag football, adult softball, and kickball for the Spring Season.
- The Carolina Panthers Grant was awarded to the Town for the purchase of equipment that will be needed for the Spring Sports.

Mayor Mulhollem suggested having a contest for design submissions for the Town Parks & Recreation mascot.

11. PLANNING/ZONING REPORT:

a) Planning/Zoning Update

Mr. Emory reported that November - December 2023 to date were very busy months with 4 or 5 permit reviews, 2 plat reviews, and several permit inquiries.

b) Code Enforcement Monthly Report

Mr. Emory gave a summary of the Code Enforcement Report. He explained that there were 17 cases abated. To date, there have been 168 cases total and 147 have been abated.

12. MAYOR'S REPORT:

- a) Mayor Mulhollem thanked his wife for her support. He also thanked his parents for setting a good example by providing their service in the community and instilling in him the love for Archer Lodge and his willingness to serve in the Town.**

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared some thoughts regarding being in the Archer Lodge Christmas Parade. He wished everyone a Merry Christmas, Happy New Year, and Happy Hanukkah. He also shared that it had been a pleasure having worked with everyone throughout the year.**
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- b) Council Member Jackson asked Mr. Allen to continue his search for park grants. He welcomed the Mayfield Subdivision Homeowners Association and asked them to feel free to contact the Council Members with any questions or concerns. He wished everyone a Merry Christmas and a Happy New Year.**
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- c) Council Member Purvis reiterated welcoming the Mayfield Subdivision Homeowners Association and invited them to attend future meetings and voice any of their concerns. He thanked the "Grinch" (Council Member Wilson in costume) for attending the Christmas Parade and wished everyone a Merry Christmas and Happy New Year. Mr. Purvis shared that he looked forward to seeing everyone in the New Year.**
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- d) Mayor Pro Tem Castleberry thanked his wife and his family for their support. He expressed the importance of Archer Lodge personally. He thanked Mr. Gordon for his dedication in helping to make Archer Lodge a Town.**
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- e) Council Member Bruton shared that the Town is fortunate to have such talented Council Members that are still continuing to serve. She wished everyone a Merry Christmas.**
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14. ADJOURNMENT:

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

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Meeting adjourned at 7:33 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

23R001514-500

**OATH OF MAYOR
TOWN OF ARCHER LODGE**

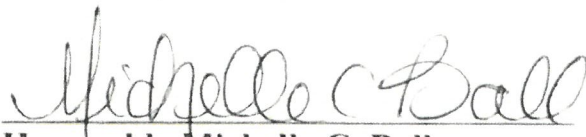
I, **Matthew B. Mulhollem**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government 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, **Matthew B. Mulhollem**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Mayor for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.



Matthew B. Mulhollem

Sworn to and subscribed before me
this 4th day of December 2023.



**Honorable Michelle C. Ball,
Clerk of Superior Court**



FILED
DATE: December 5, 2023
TIME: 1:37:58 PM
JOHNSTON COUNTY
CLERK OF SUPERIOR COURT
BY: M. Gonzalez

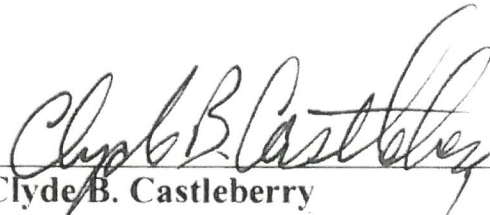
STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

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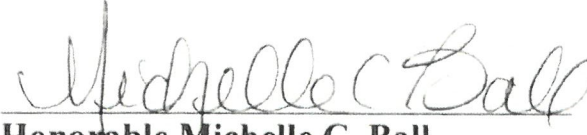
**OATH OF TOWN COUNCIL MEMBER
TOWN OF ARCHER LODGE**

I, **Clyde B. Castleberry**, 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, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Clyde B. Castleberry

Sworn to and subscribed before me
this 4th day of December 2023.


Honorable Michelle C. Ball,
Clerk of Superior Court



FILED
DATE: December 5, 2023
TIME: 1:40:25 PM
JOHNSTON COUNTY
CLERK OF SUPERIOR COURT
BY: M. Gonzalez

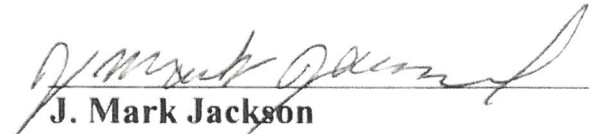
STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

23R001513-500

**OATH OF TOWN COUNCIL MEMBER
TOWN OF ARCHER LODGE**

I, **J. Mark Jackson**, 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, **J. Mark Jackson**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


J. Mark Jackson

Sworn to and subscribed before me
this 4th day of December 2023.


Honorable Michelle C. Ball,
Clerk of Superior Court



FILED
DATE: December 5, 2023
TIME: 1:35:39 PM
JOHNSTON COUNTY
CLERK OF SUPERIOR COURT
BY: M. Gonzalez

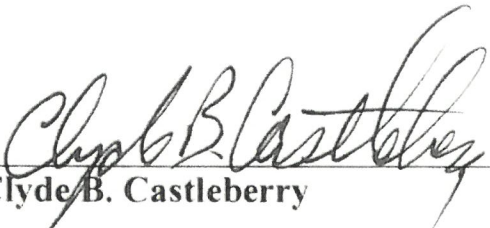
STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

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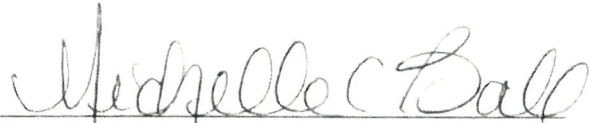
OATH OF TOWN COUNCIL MEMBER
TOWN OF ARCHER LODGE

I, **Clyde B. Castleberry**, 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, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Clyde B. Castleberry

Sworn to and subscribed before me
this 4th day of December 2023.


Honorable Michelle C. Ball,
Clerk of Superior Court



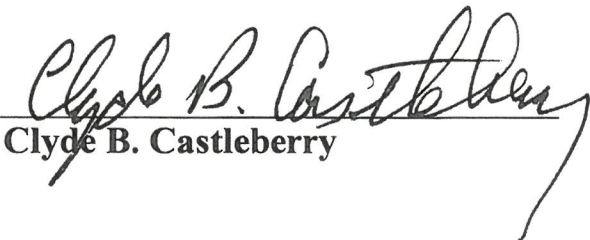
FILED
DATE: December 5, 2023
TIME: 1:40:25 PM
JOHNSTON COUNTY
CLERK OF SUPERIOR COURT
BY: M. Gonzalez

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

OATH OF MAYOR PRO TEMPORE
TOWN OF ARCHER LODGE

I, **Clyde B. Castleberry**, 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, **Clyde B. Castleberry**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Office of Mayor Pro Tempore for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Clyde B. Castleberry

Sworn to and subscribed before me
this 4th day of December 2023.


Matthew B. Mulhollem
Mayor
Town of Archer Lodge

