



Regular Council - Minutes Monday, November 6, 2023

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, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

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) As requested by Mr. Chadwick, Mayor Mulhollem asked that Agenda Item 4.a. Code Enforcement Monthly Report be removed from the agenda due to the absence of the Code Enforcement Officer.

Mayor Mulhollem called for a motion to approve the Agenda with the amendment of removing Item 4.a.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved Agenda as amended to remove Item 4.a. Code Enforcement Monthly Report.

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, spoke on behalf of a member of the Association, who is a citizen of Archer Lodge, asking if Council would consider allowing him to have 4 or 5 roosters on his property. Mayor Mulhollem thanked Mr. Manning for attending the meeting.

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- b) **Mr. Christopher Casey of 219 Kentucky Drive shared that in 2020 he and his wife moved to Archer Lodge from New England. He was appreciative of the updated Land Use Plan Letter Agreement that was included on the Agenda (Item 6.c.) and of the Water and Sewer Authority (Item 6.d.). Mr. Casey offered his assistance, if needed. He asked the Council to elaborate on the support that the Town receives from the Central Pines Regional Council of Government (formerly TJCOG) (Item 6.e.) during their discussion on that agenda item. Mayor Mulhollem thanked Mr. Casey.**
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4. **PLANNING/ZONING REPORT:**

- a) **Code Enforcement Monthly Report**

Approved to remove from the Agenda.

5. **RECOGNITION/PRESENTATION:**

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- a) **Proclamation - Veterans Day 2023**

Mayor Mulhollem honored and recognized the Veterans of the Military for their service by reading the Veterans Day 2023 Proclamation.

The signed Veterans Day 2023 Proclamation is attached below.

[Proclamation - Veterans Day 2023 Signed](#)

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

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- a) **Discussion and Possible Action of Approving the Resolution Adopting the 2024 Town Council Meeting Schedule (Resolution# AL2023-11-06a)**

Ms. Martin advised the Council of the changes to the Town Council Meeting Schedule for 2024 compared to previous years. Mr. Chadwick informed everyone of the modifications to the upcoming budget planning sessions. Discussion followed.

Mayor Mulhollem called for a motion.

The signed Resolution# AL2023-11-06a adopting the 2024 Town Council Meeting Schedule is attached below.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Adopted Resolution# AL2023-11-06a the 2024 Town Council Meeting Schedule, as presented.

CARRIED UNANIMOUSLY

[AL2023-11-06a Resolution Adopting the 2024 Town Council Meeting Schedule Signed](#)

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- b) **Discussion and Possible Action of Approving the Resolution Adopting the 2024 Holiday Schedule (Resolution# AL2023-11-06b)**

Ms. Martin informed the Council that the Town follows the North Carolina State holiday schedule. Discussion followed.

Mayor Mulhollem called for a motion.

The signed Resolution# AL2023-11-06b adopting the 2024 Holiday Schedule is attached below.

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

Adopted Resolution# AL2023-11-06b the 2024 Holiday Schedule, as presented.

CARRIED UNANIMOUSLY

[AL2023-11-06b Resolution Adopting the 2024 Holiday Schedule Signed](#)

13 - 18

c) Discussion and Possible Action of Approving the CodeWright Land Use Plan Update Letter Agreement

Mr. Chadwick read and explained the Land Use Plan update letter agreement. Discussion followed. Mayor Mulhollem confirmed with Mr. Chadwick that the agreement was already in the budget.

Mayor Mulhollem called for a motion.

The signed CodeWright Land Use Plan Update Letter Agreement is attached below.

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

Approved the CodeWright Land Use Plan Update Letter Agreement, as presented.

CARRIED UNANIMOUSLY

[CodeWright Land Use Plan Letter Agreement Signed](#)

19 - 20

d) Discussion and Possible Action of Approving the Resolution Supporting the Study of a Water and Sewer Authority in Johnston County (Resolution# AL2023-11-06c)

Mr. Chadwick reminded the Council that the Town is participating in a Water/Sewer Authority Study to discuss the needs for Johnston County. He informed Council that the Study is at the point of appointing representatives to a Steering Committee. Mr. Chadwick shared that no funding has been committed to date. Mayor Mulhollem shared that Council Member Purvis had agreed to be considered as the appointee on the Steering Committee and added that he, Mayor Mulhollem, was volunteering to be an alternate. Mayor Mulhollem elaborated on what Mr. Chadwick shared and expressed the importance for the Town to be a part of the study.

Mayor Mulhollem called for a motion.

The signed Resolution# AL2023-11-06c Supporting the Study of a Water and Sewer Authority in Johnston County is attached below.

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

Adopted Resolution# AL2023-11-06c Supporting the Study of a Water and Sewer Authority in Johnston County, as presented.

CARRIED UNANIMOUSLY

[AL2023-11-06c Resolution Supporting the Study of a Water and Sewer Authority in Johnston County Signed](#)

e) Discussion and Possible Action of Appointing a Town of Archer Lodge Representative for the Central Pines Regional Council (Formerly TJCOG)

Mr. Chadwick and Council Member Wilson discussed how Central Pines Regional Council benefits local governments. Mr. Chadwick shared that Council Member Wilson is retiring from the Board. Mayor Mulhollem commended Council Member Wilson for having represented the Town for numerous years and for his willingness to serve on the Board. Mayor

Mulhollem shared that he will be willing to step down from the CAMPO Board and serve as the Town representative for the Central Pines Regional Council.

Mayor Mulhollem called for a motion.

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

Appointed Town of Archer Lodge Representative, Mayor Mulhollem, for the Central Pines Regional Council (Formerly TJCOG).
CARRIED UNANIMOUSLY

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f) Discussion and Possible Action of Adopting the Town of Archer Lodge Bereavement Leave Policy

Ms. Martin shared that this is a policy that has already been discussed with Council and reminded Council of the modification. Discussion followed.

Mayor Mulhollem called for a motion.

Council approved with the following change to be included:

- Keep the policy wording consistent by changing "grandchildren" to "grandchild" in the second paragraph of the policy.

The updated Bereavement Leave Policy is attached below.

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

Adopted the Town of Archer Lodge Bereavement Leave Policy, with change noted above.
CARRIED UNANIMOUSLY
[Bereavement Leave Policy](#)

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g) Discussion and Possible Action of Adopting the Town of Archer Lodge Personal Leave Policy

Ms. Martin shared that this is a policy that has already been discussed with Council and reminded Council of the modification. Discussion followed.

Mayor Mulhollem called for a motion.

Council approved with the following changes to be included:

- Correct misspelling in third paragraph: If the employee voluntarily fails to return to the service of and remain in the employ, (Change to "employment"), of the Town for the equal duration of the leave received, they will reimburse the town for all costs of associated benefits received while on Personal Leave.
- Add: "and approved" in the third paragraph and last sentence: "Failure to report at the expiration date of leave, unless an extension has been requested and approved, shall be considered a resignation."

The updated Personal Leave Policy is attached below.

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

Adopted the Town of Archer Lodge Personal Leave Policy, with changes noted above.
CARRIED UNANIMOUSLY
[Personal Leave Policy](#)

h) Discussion and Possible Action of Adopting the Town of Archer Lodge Leave Without Pay Policy

Ms. Martin shared that this is a policy that has already been discussed with Council and noted that she spelled out the abbreviated wording of FMLA and USERRA in the proposed policy.

No discussion followed.

Mayor Mulhollem called for a motion.

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

Adopted the Town of Archer Lodge Leave Without Pay Policy, as presented.

CARRIED UNANIMOUSLY

i) Discussion and Possible Action of Adopting the Town of Archer Lodge Family and Medical Leave Policy

Ms. Martin shared that this is the first time that she is discussing this policy with Council. She stated that this policy was all Federal Law. She explained that it has been asked of her to see if the Town will allow common law, even though the Federal Law doesn't include common law. Attorney Burrell shared his thoughts for the legality of including common law in the policy. Discussion followed.

Mayor Mulhollem asked that Staff revisit the policy with Attorney Burrell and reword as needed.

j) Discussion and Possible Action of Adopting the Town of Archer Lodge Family and Medical Leave - Retention and Continuation of Benefits Policy

Ms. Martin shared that this policy is law also and gave an explanation of the policy. Discussion followed.

Mayor Mulhollem asked that Staff revisit policy with Attorney Burrell and research whether the Town pays the Town portion of the employees' insurance while on FMLA if they are on Leave Without Pay.

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k) Discussion and Possible Action of Adopting the Town of Archer Lodge Family and Medical Leave - Leave Process and Certification Policy

Ms. Martin shared that this policy is also law, and she gave an explanation of the policy. Discussion followed.

Council approved with the following changes to be included:

- 2nd Page, 1st paragraph revise as follows: FLMA forms (remove: "should", add: "must be") completed by a medical professional and submitted to the Human Resources Officer within fifteen (15) calendar days.
- 2nd Page, 3rd paragraph revise as follows: The employee is expected to return to work at the end of the allotted time stated in the medical certification form unless (remove: "he/she has requested additional time", add: "additional time has been approved" at the end of the sentence).

The updated Family and Medical Leave - Leave Process and Certification Policy is attached below.

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

Adopted the Town of Archer Lodge Family and Medical Leave - Leave Process and Certification Policy, with changes noted above.

CARRIED UNANIMOUSLY

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I) Discussion and Possible Action of Adopting the Town of Archer Lodge Family and Medical Leave - Paid Leave Policy

Ms. Martin presented a presentation, attached below, and explained the proposed policy. She shared statistics from the State of North Carolina and Federal Agencies that are offering some kind of paid medical leave. Discussion followed.

Mayor Mulhollem expressed his appreciation for the presentation and for the good discussion. He encouraged Council to discuss with Staff and to do a little research on their own. He shared that this will be discuss more at a later date.

[Paid FMLA Presentation](#)

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell reminded Council that Mr. Emory presented the proposed Minimum Housing Ordinance and encouraged Council to review it and meet with Staff or himself if they have any questions or concerns. He added that it could possibility be included on an agenda in the near future.**

8. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Chadwick shared the following:**

- The December 4, 2023 Town Council Meeting agenda will include a declaration for the farmhouse on the west side of the park as surplus property due to the upgrades being cost prohibited.
- The Archer Lodge Christmas parade will be held Saturday, December 2, 2023, at 3:00 p.m., and will include a tree lighting. BBQ plates are being sold. He added that the Town will have a float in the parade.
- Mr. Chadwick reminded Council that the Council Meeting December 4, 2023 will include an annual Christmas Appreciation Celebration after the meeting.
- Mentioned that the Archer Lodge Community Center will be selling cooked ham on December 23, 2023 and will be taking orders until December 15, 2023. Discussion followed regarding the specifics of the sale.

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

- a) Interim Financial Reports for September 2023**

Ms. Batten shared an interim summary for all funds ending September 30, 2023. She stated that we are less than 25% completed for the fiscal year. The actual to date net difference between revenues and expenditures in the General Fund is around \$362,000. Discussion followed.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only transaction for the month is the investment earnings. In the expenditures, you will see where we moved \$125,000 to the General Fund.

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. We have collected around \$5,000 for the month and around \$7,000 for the year for revenues. The overall net is in the negative because of the loan payment. She shared that our only goal is to make the loan payment with the \$0.02 being transferred in.

Regarding the Public Safety Reserve Fund 32, Ms. Batten shared that the revenues is around \$5,500 for the year.

When comparing revenues for September 2022 with September 2023 in the General Fund, Ms. Batten mentioned that we are at around \$341,000 more this year due to the grants that the Town has received. Ms. Batten shared that the expenditures were less this year. The Town is still in the red about \$235,000. Discussion followed.

b) Up-To-Date Project Funds

Ms. Batten shared that the Town has almost come to a close with the PARTF grant.

Regarding the ARPA Funds, Ms. Batten mentioned that this information includes recent checks that go through October. She shared that the Town has about \$30,000 left to encumber.

Regarding the SCIF Funds, Ms. Batten shared that there are a few projects that still need to be completed. The Town has around \$420,000 left to encumber.

No further comments or discussion.

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

- a) Ms. Martin reported that the Planning Director position has closed with 6 candidates. After having reviewed all applications, the selected applicants have been scheduled for interviews on November 28, 2023. Discussion followed. She noted that Mr. Chad Meadows, CodeWright Planners, LLC will be sitting in on the interviews.**
- Ms. Martin informed that there were 2 applicants that applied for the pre-approved Parks & Recreation part-time positions as Athletic Aide and Supervisor for programs that are coming up. She shared that her and Mr. Allen will work on scheduling interviews for those positions.**
- Ms. Martin expressed appreciation for the support of staff during open-enrollment for the State Health Plan Medical Insurance and shared that it was a success.**
- Ms. Martin informed that yearly evaluations for employees are due. She shared that even though there will not be merit increases, Staff will still be given an evaluation. She explained that she will be conducting a training for staff regarding the new evaluation form that she created.**
- Ms. Martin shared that she and Ms. Joyce Lawhorn will be attending the North Carolina Association of Municipal Clerks (NCAMC) Conference, in Beaufort, NC for updates and new information regarding Clerks.**
- No further comments or discussion.**

11. PARKS AND RECREATION DIRECTOR'S REPORT:

- a) Mr. Allen reported the following:**
- Basketball registration for youth is currently open and has been extended through Sunday, November 19, 2023.

- At the park, the restrooms and the outfield fence are being completed and the lights are installed. He noted that there was a lot of work in process.
- In December, he and Mr. Miguel Gavan will be attending a State Conference in Wilmington, NC. Mr. Allen will be presenting at a couple of sessions during the conference, with one being the steps that we have been taking at the Town of Archer Lodge in it's beginning stages.
- Johnston County Little League will be finishing their games on Friday, that will complete the Fall Season. The spring season is in the process of getting most of the details worked out.
- Council Member Bruton commended the Parks & Recreation Staff on the ground maintenance at the Park.
- Mr. Chadwick mentioned that at the Archer Lodge Community Center, there are 9 ballfield lights that are not working. Mr. Chadwick is getting quotes for replacement bulbs. He is looking at the possibility of receiving grants in the future that will help with the purchase of LED lighting for the fields. Mayor Mulhollem concurred. Mr. Allen expressed appreciation to Mr. Dene Castleberry for loaning his portable lighting system to keep left field from being completely dark.

No further comments or discussion.

12. MAYOR'S REPORT:

- a) **Mayor Mulhollem asked that everyone keep Jerry Medlin, Mayor of Benson, NC in their prayers due to the passing of his wife.**

He reminded Council that the Veterans Day Memorial Ceremony will be held on Saturday, November 11, 2023, at the Archer Lodge Veterans Memorial site, weather permitting. He also reminded everyone of Election Day on Tuesday, November 6, 2023.

Mayor Mulhollem recognized Council Member Wilson for his time served on the TJCOG/Central Pines Regional Council and shared that Mr. Wilson was recognized at the last TJCOG/Central Pines Regional Council meeting, Mr. Wilson's wife, Ms. Jane Wilson, was also in attendance. Mayor Mulhollem commented that it was a pleasure for him and Mr. Chadwick to attend. He expressed how much compassion was shown to Mr. Wilson by the organization and thanked him for representing the Town.

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson thanked Mayor Mulhollem for his recognition and for him and Mr. Chadwick attending the meeting.**

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- b) **Council Member Jackson discussed if there was a certification/registration with the North Carolina Game Breeder Association with Mr. Manning.**

He also shared that he and Mayor Mulhollem attended the White Oak Baptist Church Trunk or Treat at the Archer Lodge Community Center last weekend and it went well.

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- c) **Council Member Purvis reminded everyone that the Municipal Elections will be held at the Archer Lodge Community Center and that the Senior Activities Group will be meeting at White Oak Baptist Church tomorrow for lunch.**

He suggested adding another full-time staff member at the Town Park to help with maintaining the grounds due to the increase in labor during the Spring.

d) Mayor Pro Tem Castleberry suggested putting "no turn around" signs at the Town Park for overweight vehicles due to damage to the park pavement and grounds.

e) Council Member Bruton wished everyone a safe and happy Thanksgiving holiday.

14. ADJOURNMENT:

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

Moved by: Council Member Jackson

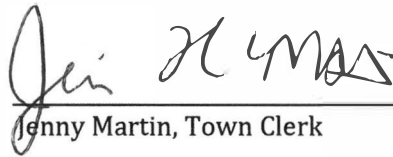
Seconded by: Council Member Wilson

Adjourned Meeting at 9:23 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk





Proclamation



VETERANS DAY - 2023

WHEREAS, for decades America has paused on the 11th of November, the anniversary of the armistice that concluded World War I, to remember and to honor our veterans of military service in proud and grateful recognition of the hardships and sacrifices by the millions of men and women who have defended our land in war and in peace; and

WHEREAS, the freedoms we enjoy have been purchased and maintained at a high price, as Americans have been willing, throughout our history, to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, Americans owe a great debt to all those who have served in defense of this nation throughout the generations; for their sacrifices, often resulting in permanent injury or death, which have preserved our unique form of government dedicated to human rights and respect for the individual, and preserved our freedoms and promise of liberty as an example for oppressed persons of the world; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principle of freedom and democracy.

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and the Town Council of the Town of Archer Lodge, North Carolina, that November 11, 2023 be recognized as

Veterans' Day

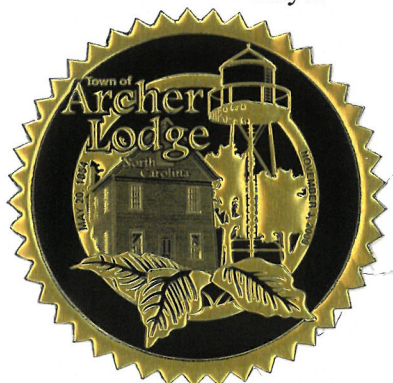
The town encourages citizens to commend its observance.

Proclaimed this the 6th day of November 2023.


Matthew B. Mulhollem
Mayor

ATTEST:


Jenny Martin
Town Clerk





**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2024
TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:00 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

TOWN OF ARCHER LODGE 2024 CALENDAR TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	Monday, Jan 8	Monday, Jan 22	
February	Monday, Feb 5		Monday, Feb 19
March	Monday, Mar 4		Monday, Mar 18
April	Monday, Apr 1	Monday, Apr 15	
May	Monday, May 6	Monday, May 20	
June	Monday, Jun 3		
July	Monday, Jul 8		
August	Monday, Aug 5		
September	Monday, Sep 9	Monday, Sep 23	
October	Monday, Oct 7	Monday, Oct 21	
November	Monday, Nov 4	Monday, Nov 18	
December	Monday, Dec 2		

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2024 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 6th DAY OF NOVEMBER 2023 WHILE IN REGULAR SESSION.

ATTEST:


Jenny Martin
Town Clerk




Matthew B. Mulhollem
Mayor

(SEAL)



TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2024 HOLIDAY SCHEDULE

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

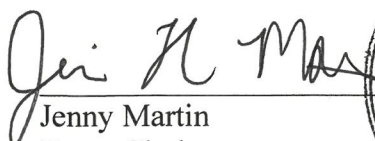
WHEREAS, the below 2024 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays#2024-2618>

2024 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1st	Monday
Martin Luther King Jr's Birthday	January 15th	Monday
Good Friday	March 29th	Friday
Memorial Day	May 27th	Monday
Independence Day	July 4th	Thursday
Labor Day	September 2nd	Monday
Veterans Day	November 11th	Monday
Thanksgiving	November 28th & 29th	Thursday & Friday
Christmas	December 24th, 25th & 26th	Tuesday, Wednesday & Thursday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2024 Holiday Schedule as presented.

DULY ADOPTED ON THIS 6th DAY OF NOVEMBER 2023 WHILE IN REGULAR SESSION.

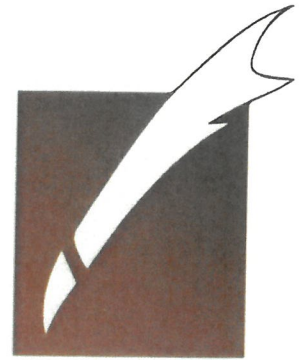
ATTEST:


Jenny Martin
Town Clerk



 (SEAL)
Matthew B. Mulhollem
Mayor

To: Brian Chadwick, Manager, Town of Archer Lodge
From: Chad Meadows, CodeWright
Date: 10-16-23
CC: Angie Manning, Angie Manning Consultants
RE: Land Use Plan Update Letter Agreement



(Sent via electronic mail)

LETTER AGREEMENT

This document is a letter agreement that includes a scope of work update to Archer Lodge's Land Use Plan. This agreement sets out seven tasks, a five-month schedule, and a not-to-exceed budget of \$30,000 for the completion of a land use plan update.

The Town's current Land Use Plan was adopted in 2015 and is in need of an update. The current Plan relies on census data from 2000, and includes land use goals that have largely been accomplished. In 2019 the General Assembly overhauled the State's planning enabling legislation and included Section 150D-501 which mandates the adoption and 'reasonable maintenance' of a land use plan for local governments who wish to exercise zoning authority (while the Statutes stop short of mandating a plan update schedule, 5-to-10 years between updates is generally considered reasonable). In addition, the Town is in the process of considering its first extraterritorial jurisdiction request from Johnston County, and needs to show a good faith effort in planning for the area that may be included within an ETJ request.

This scope of work for a land use plan update includes the following seven tasks:

1. Existing Conditions Report
2. Public Forum 1 (Existing Conditions)
3. Citizen Survey (on-line)
4. Vision & Goals
5. Public Forum 2 (Vision & Goals)
6. Draft Plan/Future Land Use Map
7. Adoption Process

Given this year's experience with the General Assembly and House Bill 675, a bill to abolish extraterritorial jurisdiction altogether, time is of the essence if the Town is to request the establishment of an extraterritorial jurisdiction. As such, this project has an expedited schedule of approximately five months, with completion anticipated by mid-March 2024 (assuming the Town is able to execute this agreement before the end of October). The not-to-exceed budget for this effort amounts to \$30,000, not including the preliminary efforts associated with data collection and mapping that have already been undertaken (see Taks 1 for description for details).

The following paragraphs go into greater detail about the scope of work, schedule, and budget. This agreement includes a signatory block on Page 5, and is followed by basic contractual provisions. CodeWright is prepared to commence completion of this work upon execution of this agreement.

[Handwritten signature: CodeWright]

Task 1 Existing Conditions Report

The Existing Conditions Report is a comprehensive update of the demographic and socio-economic data for the Town of Archer Lodge. It also includes a map of existing land uses for the Town and the area beyond the corporate limits that may be the subject of an ETJ request to Johnston County. It also includes a set of population projections for the Town. This information is prepared in the form of a stand-alone report but is formatted to become the first chapter of the updated Land Use Plan.

Work on the data collection, mapping, and population projections has already begun based on prior conversations with Town staff. Data collection, mapping, and population projection has a budget of \$4,000, and is billed under the Continuing Services contract. Organization of the existing conditions information into a report and presentation of this report to the Town Council is included under Task 1.

The data and maps will be assembled into a basic document format that will be used throughout the updated Land Use Plan. Following preparation of the document, the consulting team will travel to Archer Lodge to present this information to the Town Council during a work session (the Town may wish to make this work session a joint session with the Planning Board, who is the body charged with the preparation of a land use plan under the General Statutes). The team will overview the project scope and schedule, discuss the new data, existing land use map, and population forecasts. The team will answer questions, collect feedback, and make any necessary revisions following the work session.

Task 2 Public Forum 1 (Existing Conditions)

Approximately one week after completion of the work session described in Task 1, the consulting team will conduct Public Forum One. This is a series of two open house meetings conducted at Town Hall; one during the day, and one at 6:30 PM. Each open house meeting will last for 1.5 hours and consist of a formal presentation of the project scope and schedule, discussion of the rationale behind the ETJ extension opportunity, and an overview of the Existing Conditions Report presented in Task 1. Each open house meeting will also include an opportunity for participants to ask questions about the project and provide feedback that will be included in the report on Public Forum One to be included in the Plan's Appendix. Most importantly, the open house meetings will notify participants about the upcoming on-line citizen's survey about issues for the Town to address in the updated land use plan.

Task 3 Citizen Survey (on-line)

One week after completion of Public Forum 1 (Task 2), the consulting team will forward a draft set of questions to be included within an on-line survey for Town staff review and comment. The survey will be conducted on-line through Survey Monkey, and will include a series of questions about the issues and challenges facing the Town, areas in need of more attention, identification of future goals, and questions about establishment of an ETJ. The survey will include a blend of questions with discrete answer choices and blocks where open-ended responses may be provided.

Following review and comment on the questions by Town staff in early December, the consulting team will modify the survey and publish it. Respondents will have two weeks to complete the on-line survey. We recommend the Town maintain paper copies at Town Hall for those unwilling to complete the digital version. It would be a good idea for the Town to provide some sort of notice to the community about the survey (including the sign at Town Hall, utility billing, a newsletter, or other means).



Following the two-week window for completion of the survey, the consulting team will compile the results and prepare a report for inclusion in the Plan. The report will be forwarded to Town staff for distribution to Town officials and members of the public. Feedback in the survey (and collected from Tasks 1 & 2) will be used to prepare the draft versions of the Vision and plan goals in Task 4.

Task 4 Vision & Goals

Approximately one week after completion of the on-line survey report in Task 3, the consulting team will assemble a draft vision statement intended to refine the current vision found on Page 54 of the current land use plan. The consulting team will also prepare a short series of land use goals for the future based on the feedback collected to date. Goals will be organized into one or more different themes. The total number and breadth of land use goals should not exceed the realm of what is possible within a five-to-seven-year timeframe, given the Town's current resources.

Upon completion, the draft versions of the vision statement and proposed land use goals will be forwarded to Town staff for review.

Task 5 Public Forum 2

Shortly after transmittal of the draft vision and land use goals prepared in Task 5, the consulting team will return to Archer Lodge for Public Forum 2. The second public forum will be structured more like a public workshop than an open house. Following an initial presentation of the results of the citizen survey conducted in Task 3, participants will be asked to consider the vision statement and provide anonymous feedback on individual reactions. The workshop will also include an overview of the proposed goals, and ask participants to rank the goals and identify any missing goals for the Town's consideration.

As with Public Forum 1, two sessions will be held, one during the day, and one in the evening. It is hoped that Town officials (Town Council and Planning Board members) can attend the session planned for the day. Feedback collected during the public forum will be included in the report on Public Forum Two in the Plan's Appendix.

A portion of each workshop should be devoted to the issue of ETJ expansion with a focus on collecting input from affected residents and answering their questions about the process.

Task 6 Draft Plan/Future Land Use Map

Immediately following completion of Public Forum 2, the consulting team will begin preparing the Land Use Plan update. The first chapter will include the Existing Conditions data compiled and discussed in Tasks 1 and 2. The results of public engagement in Tasks 2 through 5. The vision statement and goals assembled in Task 4. A draft future land use map that identifies future land use designations, allowable densities, and corresponding zoning district classifications (including land to be located within the potential ETJ request area). An action plan, or implementation schedule for pursuing the goals identified in the plan. Appendices of supporting material, such as the survey results document and the input collected during at public forums.

After plan drafting and assembly, a draft version of the land use plan and a draft of the future land use map will be sent to Town staff for review. The consulting team will facilitate a teleconference meeting with Town staff to answer questions, collect feedback, and make revisions. Shortly after completion of revisions, the consulting team will return to Archer Lodge



for a joint workshop presentation to the Town Council and Planning Board to overview the draft Land Use Plan and future land use map. This workshop should take place in early February 2024

Task 7 Adoption Process

Following completion of the work session in Task 6, the consulting team will make all identified revisions and produce the Adoption version of the Land Use Plan and associated future land use map. The Adoption Version will be forwarded to Town staff for posting and advertisement. The consulting team will make two trips to Archer Lodge to present the Plan to the Planning Board and the Town Council (during the adoption hearing).

Following adoption, the consulting team will make all necessary revisions to the Plan text and future land use map, produce the adopted versions, and forward all digital files (including GIS shapefiles) to Town staff for their use. This scope of work anticipates the adoption process to be completed within 4 weeks, or no later than mid-March, 2024.

Assistance with the request to Johnston County for establishment of an extraterritorial jurisdiction would take place under the existing Continuing Services Agreement between CodeWright and Archer Lodge rather than this Agreement, which is solely for the update of the Town's Land Use Plan.

Proposed Schedule

The following table sets out a tentative schedule for the project, that may be revised as the project progresses. Time is of the essence given the potential likelihood for a revised ETJ abolition bill that may be promulgated during the upcoming "short" session in 2024. The proposed schedule is optimistic and anticipates adoption of the updated plan within a five-month window assuming execution of this agreement before November 1, 2023.

Archer Lodge Land Use Plan Update Schedule	
Task Number and Name	Anticipated Date of Completion
Agreement Execution	Before October 31, 2023
Task 1: Existing Conditions Report	2 nd half of November, 2023
Task 2: Public Forum One	Early December, 2023
Task 3: Citizen Survey	December 31, 2023
Task 4: Vision & Goals	1 st week of January, 2024
Task 5: Public Forum Two	2 nd week of January, 2024
Task 6: Draft Plan/Future Land Use Map	Mid-February, 2024
Task 7: Adoption Process	Mid-March, 2024



Proposed Budget

The following table sets out a proposed project budget, with a not-to-exceed amount of \$30,000. As mentioned previously, data collection, existing land use mapping, potential ETJ boundary identification, and population forecasting is billed under separate cover. This budget includes the assembly and presentation of existing conditions identified in Task 1. With the exception of Task 6, which is billed in two increments, tasks are billed individually upon completion.

Archer Lodge Land Use Plan Update Budget	
Task Number and Name	Task Amount
Task 1: Existing Conditions Report	\$2,500
Task 2: Public Forum One	\$3,000
Task 3: Citizen Survey	\$4,000
Task 4: Vision & Goals	\$3,500
Task 5: Public Forum Two	\$3,750
Task 6: Draft Plan/Future Land Use Map	\$9,250
Task 7: Adoption Process	\$4,000
TOTAL (not-to-exceed)	\$30,000

Signature Block

CODEWRIGHT PLANNERS

TOWN OF ARCHER LODGE

BY:



Chad Meadows, Principal

BY:



Brian Chadwick, Town Administrator

DATE: 10-16-23

DATE: 11/6/2023

The next page includes basic contractual provisions included in this agreement.



Contractual Provisions

- 1. Scope of Services.** The Contractor agrees to provide professional services identified on Pages 1-5 of this Letter Agreement.
- 2. Time of Performance.** The services of the Contractor are to commence on the date of execution of this Agreement by both Client and Contractor, and will be undertaken and completed consistent with the schedule agreed to both parties.
- 3. Method of Payment & Total Project Amount.** The Client shall compensate Contractor for its services in accordance with information included in this Letter of Agreement. Client will pay Contractor within 30 days of receipt of the invoice, as long as the work is satisfactorily completed. By mutual agreement, the Client and Contractor may reallocate the budget among project tasks if the total budget amount remains unchanged.
- 4. Termination of Agreement.** Both the Client and the Contractor shall have the right to terminate this Agreement, with or without cause, by giving written notice to the other party of such termination and specifying the effective date thereof. Notice shall be given at least 30 days before the effective date of such termination. In such event all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with the Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the date of termination.
- 5. Changes.** The Client may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including the increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution shall become part of the Agreement.
- 6. Assignability.** Any assignment or attempted assignment of this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due to the Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- 7. Audit.** The Client or any of its duly authorized representatives shall have access to any books, documents, papers, and records of Contractor which are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for three years after the agreement ends.
- 8. Ownership of Documents.** Drawings, specifications, guidelines and other documents prepared by Contractor in connection with this Agreement shall be property of the Client. However, Contractor shall have the right to utilize such documents in the course of its marketing, professional presentations, and for other business purposes.
- 9. Use of Work.** Contractor assigns to Client the right to: 1) reproduce the work prepared under this Agreement; 2) distribute copies to the public; and 3) display the work publicly. Contractor shall have the right to use materials produced in the course of this contract for marketing and other business purposes.
- 10. Governing Law.** This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of North Carolina. Contractor shall also comply with all applicable state and federal laws and regulations and resolutions of Client, and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.
- 11. Indemnification.** The Contractor agrees to protect, defend, indemnify and hold the Client and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof and caused by the negligence of the Contractor or subcontractors.
- 12. Independent Contractor.** Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client.
- 13. Extent of Agreement.** This Agreement represents the entire and integrated agreement between the Client and the Contractor and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written Agreement signed by both the Client and the Contractor.
- 14. Mediation.** All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement concerning a breach thereof, may be submitted to non-binding mediation upon agreement of the parties. The cost of said mediation shall be split equally between the parties. Mediation conducted under this Agreement shall occur in Raleigh, North Carolina.
- 15. Severability.** In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding upon the parties hereto.





TOWN OF ARCHER LODGE
RESOLUTION SUPPORTING THE STUDY OF A WATER AND SEWER AUTHORITY
IN JOHNSTON COUNTY

WHEREAS, water and wastewater services are essential to ensuring a community's public health, environmental health, and economic development; and

WHEREAS, Johnston County is among the fastest-growing counties in the state and will continue to see more demand for high-quality water and wastewater services; and

WHEREAS, Johnston County local elected officials have been discussing cooperative opportunities in water and wastewater for several years and wish to move the discussion to action; and

WHEREAS, the Archer Lodge Town Council, supports the provision of safe, reliable, and cost-effective water and sewer services to the residents and businesses of the Town of Archer Lodge; and

WHEREAS, communities working together have proven to be a method to assure reliability, economy of scale, and shared cost when growing, maintaining, and operating water and wastewater system; and

WHEREAS, a discussion group was convened by the Chair of the Johnston County Board of Commissioners with municipal leaders on April 19, 2023. During the meeting, a consensus was reached to formalize an effort to study a water and sewer authority in Johnston County. Further, it was agreed that each local government would be requested to adopt a resolution indicating their support of moving forward with studying the feasibility of a water and sewer authority; and

WHEREAS, those in attendance at the April 19, 2023, meeting asked Central Pines Regional Council of Governments (Triangle J Council of Governments) to provide a draft resolution for the local governments to consider, which would formalize their interest in studying a water and sewer authority and create a Steering Committee for the study; and

WHEREAS, the group asked Central Pines (Triangle J) to take the lead in facilitating the Steering Committee; and

WHEREAS, the Town of Archer Lodge desires to be a supportive and active regional partner for any forthcoming countywide water and sewer authority study,

NOW THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council, we support researching the development of a countywide water and sewer authority, and we support Central Pines Regional Council of Governments (Triangle J Council of Governments) facilitating a Johnston County Water/Sewer Authority Steering Committee. The Steering Committee will include one elected official from each participating community.



Further, we direct staff to collaborate with the effort and participate as requested by the steering committee and/or Triangle J. Further, we appoint Council Member James (Jim) Purvis, III, as the Steering Committee Appointee to represent the Town of Archer Lodge and Mayor Matthew B. Mulhollem to serve as the alternate to the Steering Committee.

This resolution shall take effect immediately.

**DULY ADOPTED THIS 6th DAY OF NOVEMBER 2023
WHILE IN REGULAR SESSION.**

Matthew B. Mulhollem, Mayor

ATTEST:

Jenny Martin, Town Clerk



TOWN OF ARCHER LODGE

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727
Fax: 919-359-3333

Mayor:

Matthew B. Mulhollem

Council Members:

Clyde B. Castleberry

Mayor Pro Tem

Teresa M. Bruton

J. Mark Jackson

James L. (Jim) Purvis, III

Mark B. Wilson

Bereavement Leave Policy

The Town grants an employee up to three (3) days of bereavement leave at full pay for the death of an immediate family member. Additional time or time for those not covered by the immediate family definition may be charged to compensatory time, vacation, or leave without pay. If an employee has a compensatory balance, then they will be required to use that time first.

Immediate family is defined as spouse, child, parent, guardian, sister, brother, grandparent, grandchild, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.



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Mark B. Wilson

Personal Leave Policy

A full or part-time employee may be granted Personal Leave for a period of up to twelve (12) months by the Town Administrator. Personal Leave is for situations where the leave or the employee doesn't qualify for Family Medical Leave (FMLA). Personal Leave may be used for reasons of birth or adoption of a child, personal disability, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Administrator. Employees will be required to exhaust all eligible paid compensatory time, sick leave, and vacation leave before going on a leave without pay status. If an employee has a compensatory balance, then they will be required to use that time first.

The employee shall apply in writing to the Town Administrator for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Administrator. Upon returning to duty after being on Personal Leave, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.

If the employee voluntarily fails to return to the service of and remain in the employment of the town for the equal duration of the leave received, they will reimburse the town for all costs of associated benefits received while on Personal Leave. If the employee decides not to return to work, the Town Administrator should be notified immediately. Failure to report at the expiration of leave, unless an extension has been requested and approved, shall be considered a resignation.



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Family and Medical Leave – Leave Process and Certification Policy

The employee must submit the request for the use of Family and Medical Leave (FMLA) to the Human Resources Officer. Eligibility will be determined; and the request will be approved or denied by the Human Resources Officer. When the leave is foreseeable the employee must submit the request in writing to the Human Resources Officer thirty (30) days in advance or as soon as practical. Unforeseeable leave requests must be made as soon as practical.

Within five (5) business days of receipt of a request for FMLA or knowledge that the leave may be FMLA qualifying, the Human Resources Officer will determine if the employee is eligible for FMLA and provide the employee with a written response using the form **WH-381: Notice of Eligibility and Rights and Responsibilities**. The Human Resources Officer will also notify the Department Head of the request. If the employee is not eligible for FMLA, the Human Resources Officer will also notify the employee within five (5) business days.

The Human Resources Officer will supply the employee that's requesting leave with the necessary medical certification forms. One of the following forms, specific to the type of request, may be supplied to the employee:

- 1) **Form WH-380E or WH-380F: Certification of Health Care Provider for Serious Health**

www.archerlodgenc.gov

Condition

- 2) Form WH-384: Certification of Qualifying Exigency or Military Family Leave**
- 3) Form WH-385: Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave**

FMLA forms must be completed by a medical professional and submitted to the Human Resources Officer within fifteen (15) calendar days. The Human Resources Officer may contact the health care provider only to authenticate the source of the information or to clarify a meaning of a response. If the certification form is not received within the allotted time, the Town reserves the right to deny leave until the necessary documentation has been received.

FMLA leave approval or denial notices will be given to the employee within five (5) business days of receiving a completed medical certification form or otherwise acquiring enough knowledge to determine whether an employee qualifies for FMLA leave. The Human Resources Officer will provide the employee with form **WH-382: Designation Notice** indicating approval or denial of FMLA leave. After receiving notice of initial approval of FMLA leave, the supervisor and/or the Department Head shall note absences on all subsequent timesheets pertaining to FMLA leave.

The employee is expected to return to work at the end of the allotted time stated in the medical certification form unless additional time has been approved. To return to work, the employee must provide a fitness-for-duty certification.

After a reasonable period of leave, the employee must respond to the employer's request for information about the status and intent to return to work. The Town will follow the provisions of the Family and Medical Leave Act.



Paid Family and Medical Leave (FMLA)

North Carolina Executive Order No. 95



Federal Employee Paid Leave Act (FEPLA)

**U.S. DEPARTMENT OF LABOR**

TOPICS ▾ AGENCIES ▾ FORMS ▾ ABOUT US ▾ NEWS ▾

Home > Careers at DOL > Benefits > Paid Parental Leave

Paid Parental Leave

Summary of Paid Parental Leave

The Federal Employee Paid Leave Act (FEPLA) makes paid parental leave available to Federal employees covered under Title 5 following in connection with a qualifying birth of a son or daughter or the placement of a son or daughter with an employee for adoption or foster care. As a result, the Family and Medical Leave Act (FMLA) provisions were amended in Title 5, United States Code (U.S.C.) to provide up to 12 weeks of paid parental leave to covered Federal employees in connection with the birth or placement (for adoption or foster care) of a child occurring on or after October 1, 2020.

Paid parental leave granted in connection with a qualifying birth or placement under FEPLA is substituted for unpaid FMLA leave and is available during the 12-month period following the birth or placement. In order to be eligible for paid parental leave under FEPLA, a Federal employee must be eligible for FMLA leave under 5 U.S.C. 6302(a)(1)(A) or (B), and must meet FMLA eligibility requirements.

Paid parental leave under FEPLA is limited to 12 work weeks and may be used during the 12-month period beginning on the date of the birth or placement involved. Within these 12 work weeks, paid parental leave is available as long as an employee has a continuing parental role with the child whose birth or placement was the basis for the leave entitlement.

Under FEPLA, an employee may not use any paid parental leave unless the employee agrees in writing, before commencement of the leave, to subsequently work for the applicable employing agency for at least 12 weeks. This 12-week work obligation begins on the employee's first scheduled workday after such paid parental leave concludes.

Detailed guidance on DOL's paid parental leave application process is made available for DOL employees upon entry to the Department.

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2022
II HOUSE BILL 141 I

Short Title: Paid Parental Leave for State Employees (Public)
Sponsors: Representatives Ligon, A. Baker, Crawford, and Willingham (Primary Sponsor(s))
For a complete list of sponsors, refer to the North Carolina General Assembly web site.
Referred to: Rules, Calendar, and Operations of the House

February 20, 2023

A BILL TO BE ENTITLED
AN ACT TO PROVIDE PAID PARENTAL LEAVE TO STATE EMPLOYEES AND OTHER STATE-SUPPORTED PERSONNEL.
The General Assembly of North Carolina enacts:
SECTION 1. Article 2 of Chapter 126 of the General Statutes is amended by adding a new section to read:
§ 126-8.6. Paid parental leave for State employees and State-supported personnel.
(a) *Full-Time Employees.* The State Human Resources Commission shall adopt rules and policies to provide that a permanent, full-time State employee may take up to eight weeks of paid parental leave in addition to any other leave available to the employee. The employee must have been continuously employed by the State for at least 12 months immediately preceding the first request for paid parental leave.
(b) *Part-Time Employees.* The State Human Resources Commission shall adopt rules and policies to provide that a permanent, part-time State employee may take a prorated amount of up to five weeks of paid parental leave in addition to any other leave available to the employee. The employee must have been continuously employed by the State for at least 12 months immediately preceding the first request for paid parental leave.
(c) *Reserve Employees.* The paid parental leave authorized by this section:
(1) is provided (i) for the birth of the parent's child and (ii) up to one year for the placement of a child for placement and adoption of a child and care for the family;
(2) is available without exhaustion of the employee's sick and vacation leave;
(3) is in addition to, and not in lieu of, other leave under G.S. 126-8.3, or other leave authorized by federal or State law;
(4) may not be used for retirement purposes;
(5) does not make any distinction from employment;
(d) *Applicability.* This section applies to all (i) State employees and (ii) State-supported personnel with the appropriate governing board adopting rules and policies to provide paid parental leave in its conditions as provided by this section.
(e) *Reporting.* By May 1, 2024, and then annually thereafter, the State Human Resources Commission, the State Board of Education, the State Board of Community Colleges, and all State agencies, departments, and institutions shall annually report to the Office of State Human Resources on the paid parental leave program.
SECTION 2. G.S. 126-8 is amended by adding a new subsection to read:



House Bill 141



Paid Family and Medical Leave (FMLA)

Local Governments that Participate & United States Overview

Counties

Cities/Towns

*United States Visual
Overview*

- *Durham*
- *Mecklenburg*
- *New Hanover*
- *Orange*
- *Person*
- *Wake*



Local Governments that Participate & United States Overview

Counties

Cities/Towns

*United States Visual
Overview*

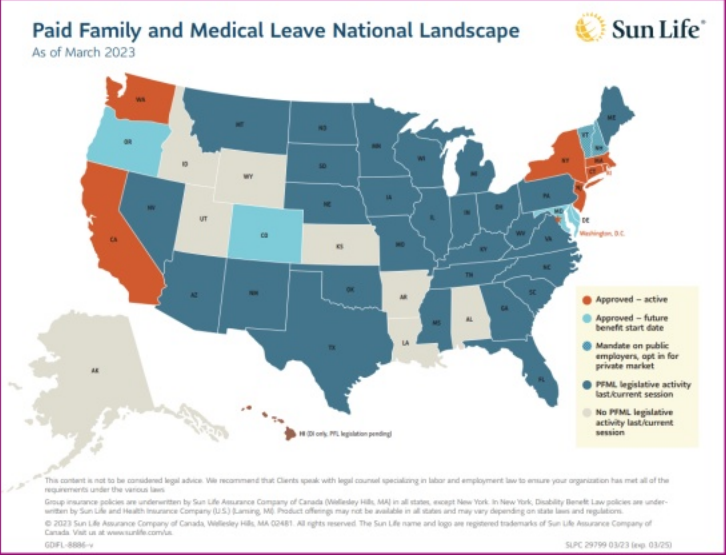
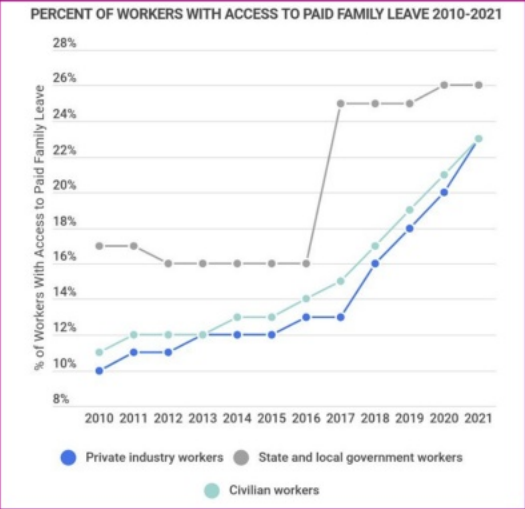
- *Apex*
- *Cary*
- *Chapel Hill*
- *Charlotte*
- *Greensboro*
- *Hillsborough*
- *Morrisville*
- *Rolesville*

*Local
Governments that
Participate &
United States
Overview*

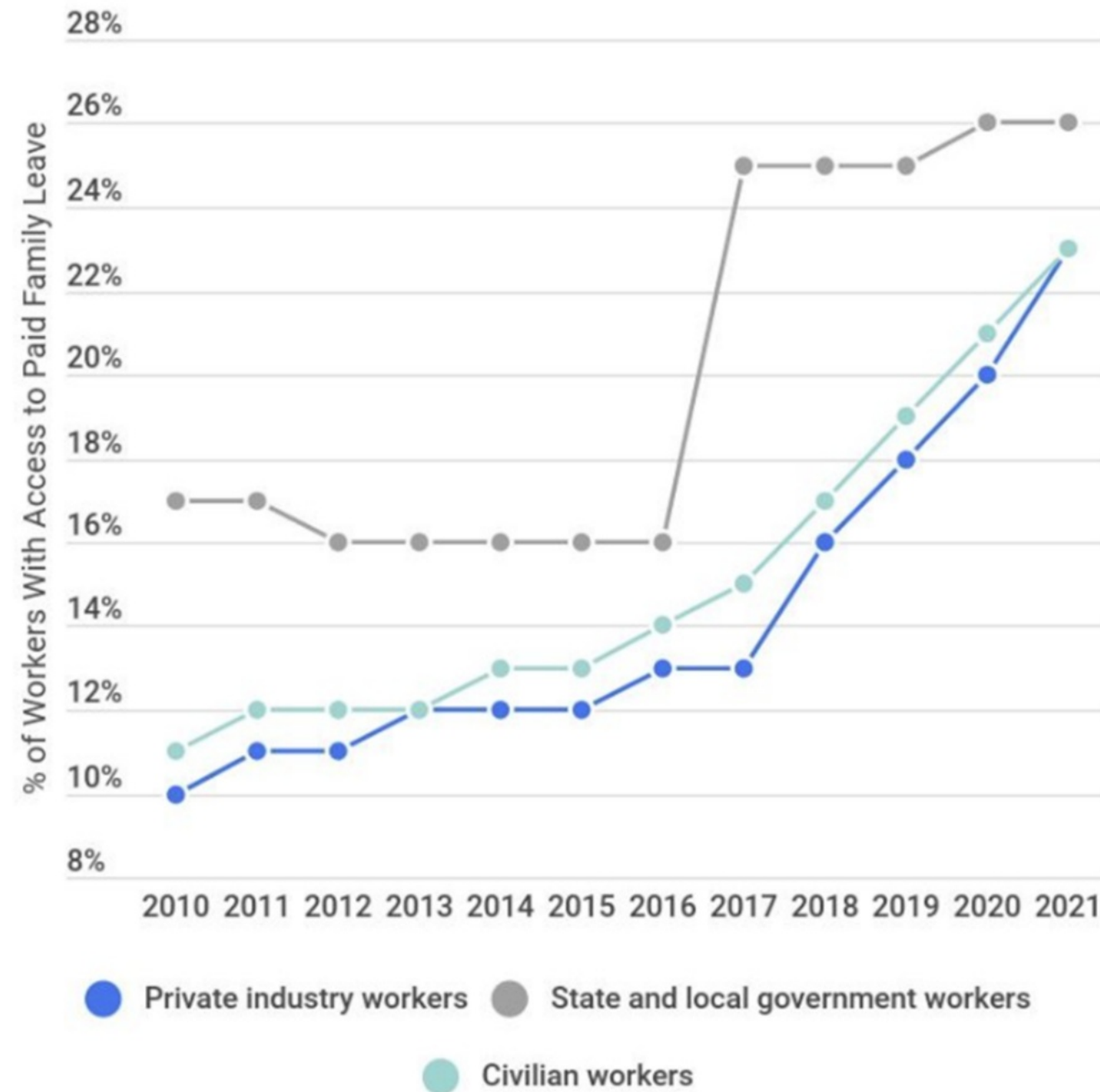
Counties

Cities/Towns

*United States Visual
Overview*

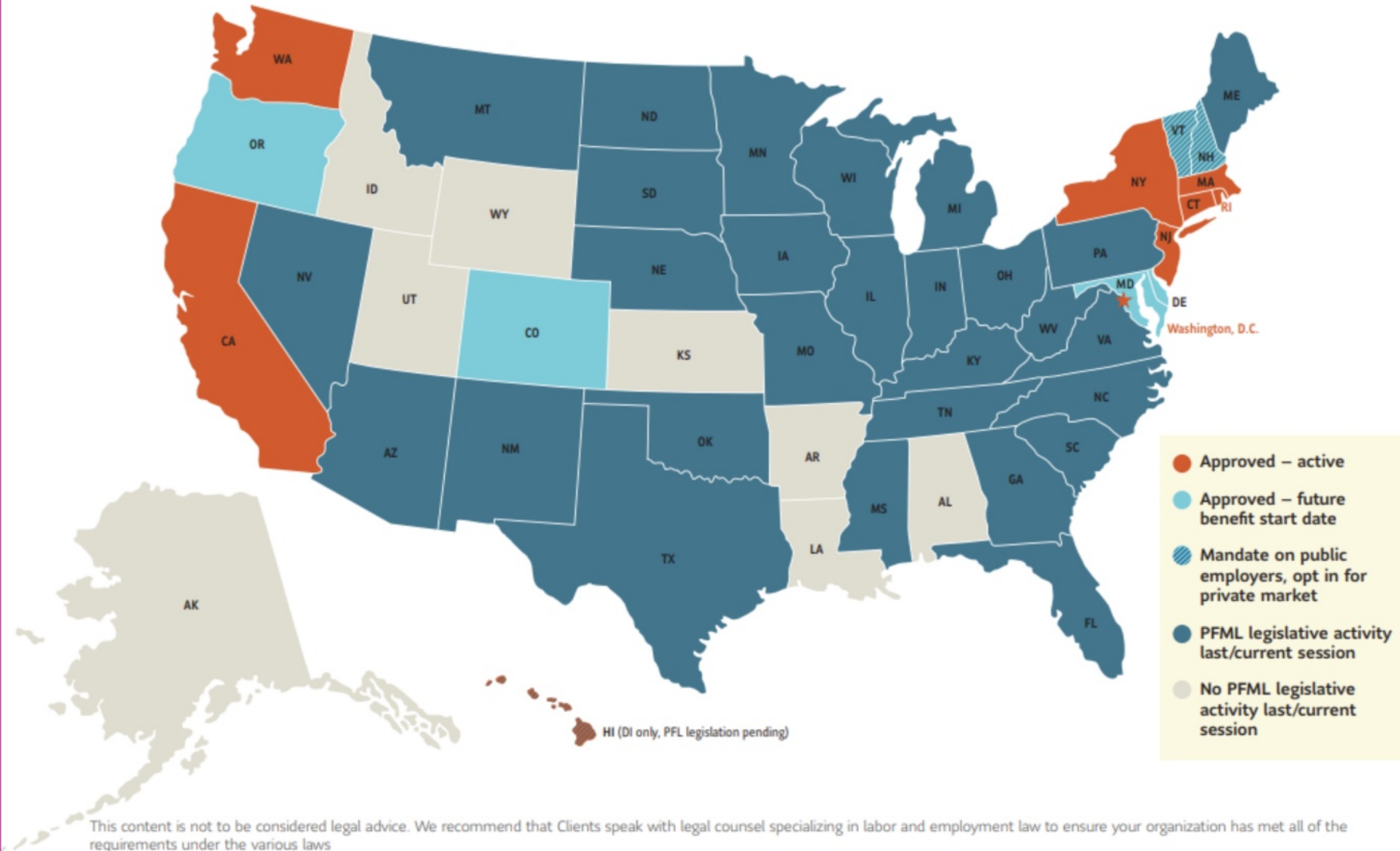


PERCENT OF WORKERS WITH ACCESS TO PAID FAMILY LEAVE 2010-2021



Paid Family and Medical Leave National Landscape

As of March 2023



This content is not to be considered legal advice. We recommend that Clients speak with legal counsel specializing in labor and employment law to ensure your organization has met all of the requirements under the various laws

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York. In New York, Disability Benefit Law policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI). Product offerings may not be available in all states and may vary depending on state laws and regulations.

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GDIFL-8886-v

SLPC 29799 03/23 (exp. 03/25)

Local Governments that Participate & United States Overview

Counties

Cities/Towns

*United States Visual
Overview*



Paid Family and Medical Leave (FMLA)

- *Extra Benefit for the Employees*
- *Boost Employee Morale*
- *Good for Recruiting*
- *No Extra Cost to the Town*
- *Helps with Years of Service*
- *Helps with Retirement*





Paid Family and Medical Leave (FMLA)



Town Employee Example

NAT'L PAID FAMILY LEAVE AROUND THE WORLD



Town Employee Example



Paid Family and Medical Leave (FMLA)



Thank You!