



**Work Session - Minutes**  
**Monday, October 16, 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  
Brandon Emory, Town Planner  
Chris Allen, Parks & Recreation Director  
Jenny Martin, Human Resources Officer/Town Clerk

**COUNCIL ABSENT:**

**MEDIA PRESENT:**

None

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**1      DINNER**

**a)      Dinner was served at 5:45 p.m.**

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**2      WELCOME/CALL TO ORDER:**

**a)      Invocation**

Mayor Mulhollem called the meeting to order at 6:03 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Purvis offered the invocation.

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**b)      Pledge of Allegiance**

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

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**3      TOWN BUSINESS:**

**a)      Extraterritorial Jurisdiction (ETJ)**

Mr. Chadwick provided an explanation of the proposed specifics for both the Town of Clayton and Town of Archer Lodge for a possible ETJ. Mr. Chadwick shared that he would like to continue conversations with the Town of Clayton and work together with them on an ETJ for the Town. Mayor Mulhollem agreed with Mr. Chadwick. Mr. Emory gave a brief explanation of the requirements for establishing an ETJ. There were discussions throughout the session.

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**b)      Accessory Structures**

Mr. Chadwick explained that Accessory Structures had been added to the Agenda due to current House Bills 474, Senate Bill 317, and House Bill 409, being presented to the NC General Assembly. Ms. Bruton shared information on the Bills. Mr. Chadwick explained that none of those Bills have moved forward. Mr. Emory explained the specifics of an accessory structure and noted that the ordinances that are in place will be sufficient to cover the Town. Discussion followed.

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**c) Discussion on Cell Towers**

Mr. Chadwick stated that he put this on the agenda to discuss cell towers and any kind of limitations that the Council wanted to put in place. Ms. Bruton shared some of the restrictions that she had been informed about by the County before a cell tower can be installed on private property. She expressed her concerns of the specifics of a cell tower and them not being included in the Town Ordinances. Mr. Emory explained that the Town ordinances address towers but doesn't specifically mention a cell tower. He recommended cell towers be included in the ordinances. Mr. Emory added that the majority of cell tower requests will require a special use permit. Discussion followed.

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**d) Regionalization Study**

Mr. Chadwick and Mayor Mulhollem shared information received from meetings attended regarding the Regionalization Study for Sewer. Mayor Mulhollem noted that Council Member Purvis, Mayor Pro Tem Castleberry, Mr. Chadwick, and himself attended some of the meetings. Mr. Chadwick informed that the newly formed steering committee will hold their first meeting, Tuesday, October 24, 2023. Discussion throughout session.

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**e) Service and Consumption of Alcohol at Events on Town Property**

Mr. Chadwick shared that in the future the Town may receive requests for alcohol to be served on property that is owned by the Town due to events, programs, and rentals. Discussion followed regarding the need for a policy to be put in place to protect the Town. It was mentioned that the Town should request an ABC permit and on-site security be paid for by renters. Discussion followed. Mr. Chadwick shared that Staff will be looking into creating a policy.

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**f) Central Pines Regional Council (TJCOG) Representative**

Mr. Chadwick stated that he knows that there has been some discussions regarding a representative. He shared that TJCOG meetings can be attended virtually. Discussion followed. Mr. Chadwick informed that Council Member Wilson would be recognized for his services at the October 25, 2023 TJCOG meeting.

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**g) Budget & Planning Discussion**

Mr. Chadwick informed everyone that there will be some budget meetings that will be held during the day to facilitate the speakers that will be attending. He asked the Council to provide dates that they will be available to attend the budget meetings, allowing Staff time to put together a Budget Meeting Schedule. He noted that the schedule will be included in the November 2023 Town Council Meeting agenda for approval. Ms. Batten and Mr. Chadwick asked Council to provide Staff ideas of what they would like to include in the budget long term.

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**h) Council Meeting Minutes**

Mr. Chadwick shared the requirements for preparing the minutes. He noted that the audio recording is available if requested after the meetings. Mr. Chadwick asked the Council to provide input of what they would like to have included in the Town minutes. Attorney Burrell shared an explanation of the Statue requirements for open and closed sessions. Ms. Batten explained the retention requirements. Discussion followed. It was the consensus of the Council that presentations and documents can be attached to the minutes and to keep the recordings of the meetings at least one year.

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i) **Personnel Policies**

Ms. Martin provided an explanation of a few personnel policies and the changes that had been made. Discussion followed. She noted that the updated versions will be included in a future Town Council Meeting Agenda for approval.

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4 **ADJOURNMENT:**

- a) **Mayor Mulhollem shared a reminder that the Shred-It Event is this Saturday, October 21, 2023 from 9:00 a.m. to 1:00 p.m.**

**Having no further business, Mayor Mulhollem adjourned the meeting at 8:15 p.m.**

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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

