



Regular Council - Minutes Monday, October 2, 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
Kim P. Batten, Assistant Town Administrator/Finance Officer
Brandon Emory, Town Planner
Jenny Martin, Human Resources Officer/Town Clerk
Marcus Burrell, Town Attorney
Chris Allen, Parks & Recreation Director

COUNCIL ABSENT:

MEDIA PRESENT:

None

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) No Public Comments.

4. CONSENT AGENDA:

a) Approval of Minutes:

03 Apr 2023 Regular Council Meeting Minutes
01 May 2023 Regular Council Meeting Minutes

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Approved Consent Agenda.

CARRIED 4 to 1 (Bruton Opposed)

5. PLANNING/ZONING REPORT:

a) Planning/Zoning Update

Mr. Emory shared that he had made some modifications to the proposed Minimum Housing Ordinance after having met with the Planning Board. He gave an overview of the changes to the ordinance. Discussion followed.

Mr. Emory also discussed a meeting he had regarding extraterritorial jurisdiction (ETJ) and advised council to look into the Town's ETJ. Discussion followed.

Mayor Mulhollem asked the Council to review the proposed ordinance and to reach out to Town Staff with any questions.

b) Code Enforcement Monthly Report

Mr. Emory presented Ms. Kerry Barnes', Code Enforcement Officer, report.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Possible Action of Appointing a Town of Archer Lodge Representative for the Triangle J Council of Governments

Mayor Mulhollem shared that he was currently the delegate for CAMPO (NC Capital Area Metropolitan Planning Organization Executive Board). He shared that he would be willing to serve as a representative on the TJCOG Board (Triangle J Council of Governments) if a Council Member could serve on the CAMPO Board in place of him. Mayor Mulhollem noted that he would not be available to serve both boards and informed that he would reach out to individuals on the Board to discuss.

7. TOWN ATTORNEY'S REPORT:

a) Attorney Burrell had no report.

8. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Chadwick reported the following:

- Mr. Chadwick shared that the Town will be sending out a press release to announce that the Town is now in a partnership with the Archer Lodge Community Center and Johnston County Little League.
- He discussed the possibility of a committee forming to discuss multiple options for water and sewer. He noted that he would provide more information as it becomes available.
- Mr. Chadwick shared that he visited with the Town of Clayton Management and the Johnston County Development Board to get acquainted with everyone.
- He expressed appreciation for Ms. Donna White placing a \$2.365 Million request in the State Budget for the Archer Lodge Town Park. He shared that Ms. White announced at the last Archer Lodge Community Center Meeting that the Town was funded the full amount.
- Mr. Chadwick reminded everyone that a Work Session is scheduled for Monday, October 16, 2023.
- The Town Shred-It-Event will be held on Saturday, October 21, 2023, from 9:00 a.m. - 1:00 p.m., at the Town Park.
- Staff will be scheduling Planning Sessions in the coming months to include state and local agencies in attendance.

No further comments or discussion.

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

a) Interim Financial Reports for July 2023

Ms. Batten shared the interim summary for all funds ending July 31, 2023. The General Fund took in a little less than \$45,000 in revenue and most of that came from Parks & Recreation. She shared that we usually go into our savings this time a year until we can make up for it with our revenues. She also shared that investment earnings are almost at 28% collected. The actual to date net difference between revenues and expenditures in the General Fund is a little more than \$48,000.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the investment earnings were \$625.76.

Regarding the Park Reserve Fund 31 and the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been investment earnings.

When comparing the revenues in July 2022 with July 2023 in the General Fund, Ms. Batten mentioned that we are at around \$34,000 more this year. Ms. Batten shared that the expenditures for this year were around \$25,000 more than last year. The difference is about \$7,000 between the two years.

No further comments or discussion.

b) Interim Financial Reports for August 2023

Ms. Batten shared the interim summary for all funds ending August 31, 2023. She explained that August is when we make our Park Land Loan payment and that's the biggest difference between last month and this month. The revenues weren't as much as the expenditures in August. The actual to date net difference between revenues and expenditures in the General Fund is around \$200,000.

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 the activity of the investment earnings and the \$0.02 transfer for the taxes. She also mentioned again about the loan payment.

Regarding the Public Safety Reserve Fund, Ms. Batten mentioned that the only activity was a little bit of investment earnings and to be expecting a budget amendment coming up.

When comparing revenues in August 2022 with August 2023 in the General Fund, Ms. Batten mentioned that the biggest difference was the grant money that we received last year. Ms. Batten stated that the difference between the two years is around \$114,000.

No further comments or discussion.

c) Up-To-Date Project Funds

Ms. Batten shared that the Town has only received \$450,000 of the PARTF grant because they are holding \$50,000 of the grant until we close out. The Town has spent around \$964,000 as of September 27th.

Regarding the ARPA Funds, Ms. Batten mentioned that the Town has \$32,329.16 left to encumber.

Regarding the SCIF Funds, Ms. Batten mentioned that the Town has spent around \$285,000. The Town has around \$419,000 left to encumber.

Ms. Batten let Council know that the audit is underway.

No further comments or discussion.

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

a) Ms. Martin reported the following:

- Ms. Martin informed Council that she had posted the Planning Director position. She noted that so far there have been 3 applicants that have applied. She noted that the posting will close in 2 weeks.
- She has also posted the athletic supervisor and athletic aide part-time positions for Parks & Recreation. She noted that these positions will help with managing games.
- Open enrollment is coming up for the Town State Health Plan insurance.
- Ms. Martin shared that she will be updating the Council Members' documentation on file and will advise them of any information that they will need to provide.
- Evaluation for employees will be coming up soon along with evaluation training for Staff.
- Ms. Martin will be attending her last class for her clerk's certification by the end of October.

No further comments or discussion.

11. PARKS AND RECREATION DIRECTOR'S REPORT:

a) Mr. Allen reported the following:

- Mr. Allen gave an update on the Park.
- He is waiting for Food Trucks to confirm attendance for the Shred-It-Event.
- Fall baseball season is in full swing.
- Basketball registration is open for ages 9-10, 11-12, and will be adding ages 13-14 at a later date. He informed that the lower age groups cannot be included at this time due to the height of the goals cannot be adjusted.
- Mr. Chadwick shared that due to the Town using the Archer Lodge Middle School gym the Town will be partnering in the expense for the maintenance of the gym floor.
- Mr. Allen shared that our Parks Maintenance Specialist, Mr. Miguel Galvan, will be in South Carolina taking a 3-day course and testing for his Certified Playground Safety Inspector (CPSI) certification.
- Mr. Allen informed that he will be out next week for the NRPA (National Recreation & Parks Association) Annual Conference in Dallas, Texas.
- Mr. Allen informed Council that he and Jason McCray were selected to present a presentation at the National State Conference in Wilmington, NC in December 2023.
- Ms. Martin expressed appreciation in having qualified employees on Staff that are working on their certifications and that are being asked to present at conferences. She expressed that the Town is very blessed to have the employees that we do. Mayor Mulhollem concurred.
- Discussion followed.

No further comments or discussion.

12. MAYOR'S REPORT:

- a) Mayor Mulhollem reiterated the appreciation of NC Representative Donna White helping the Town to receive a grant from the State in the amount of \$2.365 Million, and expressed appreciation to Staff for having helped to making it happen. He shared that he had reached out to several scouting units to help with the Shred-It-Event at the Town Park.

13. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) Council Member Wilson reminded everyone of the Veterans Day Ceremony, Saturday, November 11, 2023 at 7:30 p.m. at Town Hall. He noted that a meeting of the Veterans Committee will be held on Thursday, November 9, 2023 in the Archer Lodge Council Chambers.
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- b) Council Member Jackson had no remarks.
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- c) Council Member Purvis had no remarks.
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- d) Mayor Pro Tem Castleberry had no remarks.
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- e) Council Member Bruton had no remarks.
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14. ADJOURNMENT:

- a) No further business.
Moved by: Council Member Wilson
Seconded by Mayor Pro Tem Castleberry
Approved to adjourn meeting at 8:46 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

