



Regular Council - Minutes Monday, July 10, 2023

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
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
Mike Gordon, Former Town Administrator
Miguel Galvan, Parks Maintenance Specialist

COUNCIL ABSENT:

Mayor Pro Tem Castleberry
Council Member Jackson
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STAFF ABSENT:

Jenny Martin, Human Resources Officer/Town Clerk

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 Purvis 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 noted.

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

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments.

4. ORGANIZATIONAL ITEMS:

a) Welcome Miguel Galvan Watkins, Archer Lodge's new Parks Maintenance Specialist

Mr. Allen introduced Mr. Watkins to the Town Council as the Parks Maintenance Specialists and shared his biography. Mr. Watkins thanked the Council for the opportunity to work with the Town and noted that he was looking forward to working with the Town. He added that he had done a

reserve contract with the US Marine Corp. Mayor Mulhollem thanked Mr. Watkins for his services and welcomed him to the Town.

5. CODE ENFORCEMENT OFFICER'S REPORT:

a) Code Enforcement Monthly Report

Ms. Barnes shared the attached Code Enforcement report. She noted that 4 cases have been abated since the date of the report. She has been coordinating with Animal Control in regard to 620 Whitetail and 221 Wyndfall Lane having an excessive number of chickens and noted that work is already in progress for the removal of some of them.

No further discussion.

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

Council Member Wilson explained the importance of the Town to being represented at the TJCOG (Central Pines Regional Council) meetings and its benefits. Discussion followed. Mr. Wilson shared that he plans to attend the upcoming Executive Board Meeting to say his goodbyes to his acquaintances over the years.

Mr. Chadwick recommended waiting until Council Member Jackson, Alternate TJCOG Member, is available before taking any action.

No action was taken by the Board. Mayor Mulhollem thanked Council Member Wilson for representing the Town for so many years, and encouraged the Board Members to research TJCOG if they are interested in serving. He asked Staff to advise Council Member Jackson and Mayor Pro Tem Castleberry in regards to this information, allowing them time to decide whether they would be interested in serving.

b) Discussion and Possible Action of Approving the Resolution Adopting the Town of Archer Lodge Cafeteria Plan (Resolution# AL2023-07-10)

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Mr. Chadwick informed that this is for the Town of Archer Lodge's Cafeteria Plan for our voluntary benefits. He advised that these benefits would be at no cost to the Town. Discussion followed regarding the specifics of the plan. Mr. Chadwick recommended approving the plan and advised that Staff would provide answers to questions asked by Council regarding the working hours required by employees to be eligible.

Mayor Mulhollem called for a motion to adopt Resolution# AL2023-07-10 as presented.

Discussion to amend vote on Resolution# AL2023-07-10 by removing "as presented".

Mayor Mulhollem called for a motion to amend the previous motion.

Mayor Mulhollem called for a motion to adopt Resolution# AL2023-07-10 as amended.

The Resolution is attached.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan as presented.

CARRIED UNANIMOUSLY

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

Approved to amend the previous motion "Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan as presented".

CARRIED UNANIMOUSLY

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

Approved the Adopted Resolution# AL2023-07-10 Town of Archer Lodge Cafeteria Plan and provide additional clarification of the number of employee working hours in section 3.1 (b) and (c), and the Summary Plan Description Q(3) for eligibility, as amended from previous vote.

CARRIED UNANIMOUSLY

[AL2023-07-10 Resolution Adopting the Town of Archer Lodge Cafeteria Plan Signed](#)

c) Discussion and Possible Action of Adopting the Town of Archer Lodge Volunteer Policy

Mr. Allen provided an overview of the Volunteer policy that he and Ms. Martin worked on together and noted that it mirrors the personnel policy except it will not include a drug test. He informed everyone that this policy will be utilized by all Town departments.

Discussion followed with questions regarding voluntary positions for college internship. Mr. Chadwick and Mr. Allen ensured that the Town would be looking at it in the future.

Discussion followed to recommend changes in the wording of the proposed policy. Attorney Burrell informed that he would work with Ms. Martin to make necessary changes to the policy and will present them at the next Council Meeting. No action was taken.

d) Discussion and Possible Action of Approving the Part-time Athletic Supervisor Job Description, Pay Rate, and Number of Employees Requested

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Mr. Allen shared an explanation of the proposed position and offered recommendations as follows:

- Part-time supervisors to be a "go-to" person for policies, procedures, first aide, and providing more coverage for the programs.
- Pay rate \$12.00 per hour.
- Hiring 2 Part-time Athletic Supervisor employees.

Discussion followed. Council Member Bruton informed of a couple of typographical errors.

Mr. Chadwick noted that, if approved, clarifications and typographical errors will be corrected.
No further discussion.

Mayor Mulhollem called for a motion to approve as presented to include correction of typographical errors.

The updated job description is attached.

Moved by: Council Member Purvis
Seconded by: Council Member Bruton

Approved the Part-time Athletic Supervisor Job Description, Pay Rate of \$12.00, and two positions, as presented to include correction of typographical errors.

CARRIED 2 to 1 (Wilson opposed)

[Athletic Supervisor](#)

e) Discussion and Possible Action of Approving the Part-time Athletic Aide Job Description, Pay Rate, and Number of Employees Requested

Mr. Allen shared an explanation of the proposed position and offered recommendations as follows:

- Part-time Athletic Aide to be the official score keeper and answer all questions related to the game, as necessary. Mr. Allen added that he would personally train personnel.
- Pay rate \$10.00 per hour.
- Hiring 3 Part-time Athletic Aide employees.

Discussion followed. Council Member Bruton informed of a couple of typographical errors.

No further discussion.

Mayor Mulhollem called for a motion to approve as presented to include correction of typographical errors.

The updated job description is attached.

Moved by: Council Member Purvis

Seconded by: Council Member Bruton

Approved the Part-time Athletic Aide Job Description, Pay Rate of \$10.00 and three positions, as presented to include correction of typographical errors.

CARRIED UNANIMOUSLY

[Athletic Aide](#)

f) Discussion and Possible Action of Approving the Town of Archer Lodge Volunteer/Coach Application

Mr. Allen shared that the application will be a Town application rather than just for sporting and special events and will also be fillable on the Town of Archer Lodge's Website.

Discussion followed regarding the need for more clarification on the application.

Mayor Mulhollem asked that this item be tabled for review until the next meeting. Ms. Batten recommended for Attorney Burrell to correspond with Ms. Martin regarding the application. Attorney Burrell confirmed that he would assist Ms. Martin. No action was taken.

g) Discussion and Possible Action of Approving the Affidavit of Parent, Guardian, or Legal Custodian of Employment, Internship, or Volunteer of Minor Age at the Town of Archer Lodge

Discussion followed regarding changes needed on the affidavit.

Mayor Mulhollem asked that it be tabled for review until the next meeting. Attorney Burrell advised that he would review the affidavit with Ms. Martin. No action was taken.

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell reminded everyone that Municipal Election filings have opened for this year's election until July 21, 2023 at noon.**

8. PARK UPDATE ~ MIKE GORDON:

- a) Mr. Gordon shared the following Town Park update:**
- The picnic shelter is near completion.
 - The restrooms, under the shelter, are underway and the plumbing is already installed.

- Installers will be pouring the slab for the picnic shelter, irrigation tank and pump system on Wednesday.
- The Archer Lodge Town Park digital sign is installed and Staff is waiting on quotes for electrical services to wire the new sign, along with other areas of the park.
- A soil assessment is underway on the west side of the park property to determine how it can be used in the future.

Discussion followed.

9. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Chadwick advised that he will discuss the information from the soil assessment for the park at a future meeting.**

10. PARKS AND RECREATION DIRECTOR'S REPORT:

- a) **Mr. Allen reported the following:**
- Informed that the first softball clinic had been held the day of the meeting, and noted that it was taught by Mr. Jason Jeffers, Coach at Archer Lodge Middle School, with nine participants.
 - Other softball clinics are scheduled for July 30th and August 1, 2023, with 9 participants registered.
 - Revenues are coming in for the Parks & Recreation department from the registration of our sports programs and clinics.
 - The current registration for baseball is at 73 participants and softball is at 24 participants.
 - He will be meeting with the Johnston County Little League Board on Monday and will be presenting recommendations on how the Town should proceed with the League.
 - Expressed appreciation for Mr. Watkins joining the Parks & Recreation Department and commended him for his work.

11. MAYOR'S REPORT:

- a) **Mayor Mulhollem reiterated his welcome to Mr. Watkins and added that he looked forward to working with him. He reminded the eligible board members to register with the Board of Election if they hadn't done so.**

Mayor expressed congratulations and appreciation to the Archer Lodge Community Center for holding the Archer Lodge Family Fun Day on July 1, 2022.

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson expressed that he was glad the Archer Lodge Family Fun Day was well attended.**

- b) **Council Member Purvis had no comments.**

- c) **Council Member Bruton welcomed Mr. Watkins and shared that with him on staff, they all would make a good team. She noted that the fireworks at the Family Fun Day were incredible.**

13. CLOSED SESSION - ATTORNEY CONSULTATION

§ 143-318.11(a)(3)

- a) **Attorney Burrell advised Council to enter into Closed Session as permitted by §143-318.11(a)(3) Contract Negotiations.**

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to enter into Closed Session at 8:05 p.m.

CARRIED UNANIMOUSLY

14. RETURN TO OPEN SESSION:

- a) **Mayor Mulhollem call for a motion for Council to return to Open Session.**

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to return to Open Session at 8:32 p.m.

CARRIED UNANIMOUSLY

15. POTENTIAL ACTION:

- a) **Mayor Mulhollem called for a motion to terminate negotiations with APC Towers.**

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to terminate negotiations with APC Towers III, LLC.

CARRIED UNANIMOUSLY

16. ADJOURNMENT:

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

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to adjourn meeting at 8:34 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

