



## Regular Council - Minutes Monday, June 5, 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  
Brandon Emory, Town Planner  
  
Kim P. Batten, Assistant Town Administrator/Finance Officer  
  
Chris Allen, Parks & Recreation Director  
Chris Curry, Code Enforcement Officer  
  
Jenny Martin, Human Resources Officer/Town Clerk

### **COUNCIL ABSENT:**

### **MEDIA PRESENT:**

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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 and declared a quorum present. Council Member Jackson 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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#### **2. APPROVAL OF AGENDA:**

##### **a) Mayor Mulhollem asked to amend the agenda with Item 8. Planning/Zoning Report being moved immediately following Item 4. Consent Agenda and the remaining item numbers be moved accordingly.**

Moved by: Council Member Wilson  
Seconded by: Council Member Bruton  
**Approved Agenda as amended.**

CARRIED UNANIMOUSLY

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#### **3. OPEN FORUM/PUBLIC COMMENTS:**

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

##### **a) Mr. Pete Barnes of 2100 Castleberry Road, Archer Lodge, NC inquired regarding the status of the water issues on his property near the Town Park. Mayor Mulhollem shared that he and Staff have met with the State and also discussed in house. He advised Mr. Barnes that he and Mr. Chadwick would contact him on Tuesday, June 6, 2023, to discuss the details. Mr. Barnes provided a quote of the proposed damages.**

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#### 4. **CONSENT AGENDA:**

##### a) **Approval of Minutes: 06 Feb 2023 Regular Council Meeting Minutes**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

##### **Approved Consent Agenda**

CARRIED UNANIMOUSLY

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#### 5. **PLANNING/ZONING REPORT:**

##### a) **Planning/Zoning Update**

Mr. Curry thanked Council for allowing him to be moved up on the agenda. He shared the following update on behalf of Mr. Emory:

- Permitting and Zoning inquiries are being processed in a timely manner.
  - At the May 17, 2023 Planning Board Meeting, the Board and Attorney Burrell discussed the proposed Minimum Housing Ordinance and approved a recommendation of approval, as amended. Mr. Emory shared that he plans to present it to Council at their Regular Council meeting next month.
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##### b) **Code Enforcement Monthly Report**

Mr. Curry reported the following:

- Kerry Barnes will be working with the Town more due to Mr. Curry being assigned to another location.
- Mr. Curry shared the following progress update as of May 30, 2023:
  - 8 New cases opened.
  - 8 Notices of violations issued.
  - 15 cases were abated.
  - 10 Cases with no progress.
  - 2 Abatements in progress.
  - No notices of Public Hearings have been mailed.
  - 12 Signs were in violation and have been picked up.
  - Received several complaints regarding livestock and informed that there are no ordinances in place to regulate them.
  - Inspections, follow ups, and in person or attempted meetings have been made with all violators.
  - 8 New cases were opened.
  - Conducted 20 follow ups on previous cases.
- Violations by Numbers:
  - 7 Junk Piles
  - 5 Junk Vehicles
  - 5 Overgrown Lots
  - 2 Animal Violations
- Case Status to Date:
  - Total of 117 Cases
  - Abated 108 Cases at 89%

Mr. Curry praised Ms. Barnes on the work that she has been doing for the Town.

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

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##### a) **Discussion and Possible Action of Approving the Resolution Repealing Speed Limit on Buffalo Road per NCDOT with Certification (Resolution# AL2023-06-05a)**

Mr. Chadwick shared that NCDOT contacted the Town regarding reducing the speed limit along Buffalo Road to 45 mph as described on the proposed resolution. Ms. Batten explained that NCDOT is requesting to repeal the

2015 resolution and replace with the proposed resolution, which will cover more distance. Discussion followed.

The Resolution is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Council Member Wilson

**Approved Resolution# AL2023-06-05a Repealing Speed Limit on Buffalo Road per NCDOT with Certification, as presented.**

CARRIED UNANIMOUSLY

[AL2023-06-05a Resolution on Repealing Speed Limit on Buffalo Road per NCDOT with Certification](#)

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**b) Discussion and Possible Action of Approving the Resolution Adopting Speed Limit on Buffalo Road per NCDOT with Certification (Resolution# AL2023-06-05b)**

Mr. Chadwick reiterated the discussion on Agenda Item 6.a and noted that the proposed resolution will cover more distance.

The Resolution is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Approved Resolution# AL2023-06-05b Adopting Speed Limit on Buffalo Road per NCDOT with Certification, as presented.**

CARRIED UNANIMOUSLY

[AL2023-06-05b Resolution on Adopting Speed Limit on Buffalo Road per NCDOT with Certification](#)

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**c) Discussion and Possible Action of Approving the Updated Option and Ground Lease Agreement Between the Town of Archer Lodge and APC Towers III, LLC**

Mr. Chadwick shared that he had sent the revised copy of the proposed agreement to APC Towers for review, and APC Towers has expressed some concerns. He recommended tabling this item until they red-line the items on the Ground Lease Agreement that they were not in agreement with. Mr. Chadwick advised APC Towers that he and Attorney Burrell would schedule a time to meet to discuss their disagreements. Mr. Chadwick advised Council that he would provide an update at the next Council meeting. Discussion followed.

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**d) Discussion and Possible Action of Approving the Updated Lease and Use Agreement Between the Town of Archer Lodge and the Archer Lodge Community Center, Inc.**

Mr. Chadwick shared that there have been several meetings held with the Archer Lodge Community Center (ALCC) Board and Staff to discuss the expectations of what should be included in the agreement. He informed that there have been some changes that have been instituted in the agreement and noted that it had been clarified that both parties will have the option to terminate the agreement at the end of the contract. He noted that it was agreed upon that at the end of the year, the ALCC Board and Staff would meet to review everything that had gone on during the year.

Discussion followed on some items that needed clarifying and correcting on the proposed agreement.

The Agreement is attached.

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Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Mayor Pro Tem Castleberry

**Approved the Updated Lease and Use Agreement Between the Town of Archer Lodge and the Archer Lodge Community Center, Inc. with the changes as presented.**

CARRIED UNANIMOUSLY

[ALCC Lease and Use Agreement](#)

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**e) Discussion and Possible Action of Approving the Updated Memorandum of Understanding Between the Town of Archer Lodge and Johnston County Little League**

Mr. Chadwick informed everyone that Staff had met a few times and have corresponded with the Johnston County Little League (JCLL). They have all been working together on the details for the Memorandum of Understanding (MOU) and the expectations. Mr. Chadwick shared that according to Andy Knepper, President of the JCLL, the Board is satisfied with the MOU, but would like for the Town to add a couple of the Middle Schools (Clayton & Riverwood) to the Town's scheduling. Mr. Allen explained that the Town does not have the authority to schedule Clayton or Riverwood Middle Schools due to them being in another district. Mr. Chadwick recommended approving the MOU as presented due to scheduling for the Fall Ball season coming up. He noted that Staff will reach back out to JCLL to discuss the inquiry from Andy Knepper. Discussion followed.

The MOU is attached.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

**Approved the Updated Memorandum of Understanding Between the Town of Archer Lodge and Johnston County Little League as presented.**

CARRIED UNANIMOUSLY

[JCLL MOU](#)

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**f) Discussion and Possible Action of Amending the Parks and Recreation Fee Schedule for Fiscal Year Ending June 2023**

Mr. Allen informed that the proposed fee schedule, which is attached, includes the fees for upcoming starter programs. He noted that there will be more amendments in the future, as programs are implemented. He explained that these programs and fees are comparable to other municipalities in Johnston County. Discussion followed.

Mr. Allen advised that expenses for this year will be a little higher due to the purchase of equipment. He added that if the proposed fee schedule is approved, the first program that the Town will implement will be a softball clinic beginning next month.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Approved to amend the Parks and Recreation Fee Schedule for Fiscal Year Ending June 2023 as presented.**

CARRIED UNANIMOUSLY

[FEE SCHEDULE PROPOSED AMENDMENTS FY2022-2023](#)

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**g) Discussion and Possible Action of Adopting the Town of Archer Lodge Safety Policy**

Ms. Martin explained that she has been working on the Town's Personnel Policy since she has started working for the Town. She shared that the Town should review and update their policies every five years.

Ms. Martin explained that there was an urgent need to start updating all of the safety policies due to having safety sensitive positions in place with our Parks and Recreation Department. She noted that she has researched different drug/alcohol testing facilities and has approved which facility works best with the Town's needs.

She noted that the plan is to include only a few policies on the agenda at a time to eliminate Council being bombarded with so many to review at one time. When all of the policies have been approved, Ms. Martin shared that she will include the entire policy manual on a future agenda with a resolution to be adopted.

The first policy that Ms. Martin wanted to update was the Safety Policy. She explained that the Town already had a Safety Policy in place, she just updated it.

Mayor Mulhollem opened the floor for discussion. There was none.

Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

**Adopted the Town of Archer Lodge Safety Policy as presented.**

CARRIED UNANIMOUSLY

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**h) Discussion and Possible Action of Adopting the Town of Archer Lodge Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy**

Ms. Martin shared that the proposed policy goes along with the safety policies for the Town. This policy is the updated Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy. Ms. Martin noted that the applicant must sign a release form before any tests or checks can be performed.

Mayor Mulhollem called for a motion.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Bruton

**Adopted the Town of Archer Lodge Post-Offer Drug Screen, Physical Exam, Driver's License Check, and Criminal History Check Policy as presented.**

CARRIED UNANIMOUSLY

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**i) Discussion and Possible Action of Adopting the Town of Archer Lodge Drug & Alcohol-Free Workplace, Substance Abuse, and Drug and Alcohol Testing Policy**

Ms. Martin shared that the purpose of implementing this policy is due to the Town being a drug and alcohol-free workplace. She provided an overview of the updated policy. Ms. Martin explained that the Town Administrator is authorized to make any changes to the policy, but it must be approved by Council before being implemented.

Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Adopted the Town of Archer Lodge Drug & Alcohol-Free Workplace, Substance Abuse, and Drug and Alcohol Testing Policy as presented.**

CARRIED UNANIMOUSLY

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**7. PRESENTATION:**

- a) **Proposed Annual Budget Ordinance Presentation for Fiscal Year Ending June 30, 2024 ~**  
**Bryan Chadwick, Budget Officer/Town Administrator**  
**Kim Batten, Assistant Town Administrator/Finance Officer**

Mr. Chadwick read the attached budget message. He explained that he wanted to meet with Council individually to discuss the proposed budget. Mr. Chadwick recommended Council to schedule a Special Meeting to include a Public Hearing on June 26th.

Mayor Mulhollem called for a motion to Publicize a Special Meeting to include a Public Hearing on the Proposed Budget Ordinance on June 26th at 6:30 p.m.

Moved by: Council Member Bruton

Seconded by: Council Member Purvis

**Approved to Publicize a Special Meeting to include a Public Hearing on the Proposed Budget Ordinance on June 26th at 6:30 p.m.**

CARRIED UNANIMOUSLY

[Budget Message Final 06.05.23](#)

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**8. TOWN ATTORNEY'S REPORT:**

- a) **Attorney Burrell had no report.**

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**9. PARK UPDATE ~ MIKE GORDON:**

- a) **Mr. Gordon reported the following:**

- The playground installation is completed.
- The picnic shelter construction is underway, and the restrooms should soon follow.
- Duke Energy has connected the electrical power at the park.
- He is coordinating with the electrician to determine the scope of work for what items in the park will require being connected to electrical power and noted that it will also need to be determined in Phase I of the park.
- Irrigation is underway and will be connected to electrical power when completed, afterwards the fence can be reinstalled.
- Turf delivery is being delayed due to it being in high demand, estimated delivery is at least 3 weeks.

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**10. TOWN ADMINISTRATOR'S REPORT:**

- a) **Mr. Chadwick reported that he and Mr. Emory attended a second meeting with Stakeholders for the possibility of joining the Clayton Metropolitan Panning Organization (MPO). Mr. Chadwick shared that it was decided at the meeting that The Town of Clayton and Johnston County would both allow the Stakeholders to present their presentations at their meetings. He noted that after having a discussion with Mayor Mulhollem, they decided not to invite them to the Town Council Meeting based on the population of the Town not being large enough to qualify on its own to join. Mr. Chadwick stated that based off of what he has been hearing so far, it seems that everyone will stay with CAMPO. Mr. Chadwick also advised Council that he would keep them informed of any changes.**

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**11. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:**

- a) **Ms. Martin reported the following:**

- With the budget coming up, the Council will see upcoming policies regarding employee leave. She informed council that this addition will not cost the town additional money.
- Employee evaluations are being revamped this year to be a more interactive process.
- It's open enrollment time for the employees for our NCLM benefits and our Cornerstone benefits.
- She will be attending an Employment Law conference, as well as another week of her clerk certification class.
- Reminder that the July meeting will be the 2nd Monday in July and not the 1st Monday like our other meetings due to July 4th.

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## **12. PARKS AND RECREATION DIRECTOR'S REPORT:**

### **a) Mr. Allen reported the following:**

- Shared that many applicants have applied for the Parks Maintenance Specialist position and a contingent offer has been sent to an applicant for the position. He shared a brief overview of the selected applicant's background in park maintenance.
- Hoping to get the signed contract with the Archer Lodge Community Center soon, so the Parks and Recreation department can hit the ground running.
- With the Fee Schedule approved, plans are to open registration tomorrow (Tuesday, June 6, 2023), using the newly implemented software system. He added that flyers will be created to include the Town's website link and a QR Code allowing participants to scan with their phones to register.
- Informed Council that the shade structure located at the Archer Lodge Community Center (that was awarded by a grant) has been installed. He noted that it has been admired by people attending the games at the park.

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## **13. MAYOR'S REPORT:**

- ### **a) Mayor Mulhollem informed that on May 17, 2023, he and Mr. Chadwick attended a meeting at Smithfield Town Hall along with other mayors and either a manager or administrator from other towns in Johnston County. He noted that Jeff Hudson, a former Onslow County Manager and past CEO of ONWASA (Onslow Water and Sewer Authority), was the speaker. He informed that Mayor Pro Tem Castleberry, Council Member Purvis, and himself have attended a couple of meetings where the subject of sewer has been first and foremost on a lot of people's mind. Mayor Mulhollem informed that Mr. Hudson explained what would be involved if the county and towns of the county went in together and formed a water and sewer authority. Mr. Hudson provided information on how it might look, be governed, and financed. Mayor Mulhollem shared that the meeting was very informative and could be very beneficial to the Town. He advised that he would be attending follow-up meetings and would update everyone as information becomes available.**

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## **14. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- ### **a) Council Member Wilson shared that he informed Mr. Chadwick in a recent meeting that he would no longer be able to be a representative for the Town on the TJCOG Board due to health reasons. He expressed how much he enjoyed being on the TJCOG Board and thought it would be good to appoint someone else to serve. Mr. Wilson shared that he had been informed that a formal Town Council Member, Jeff Barnes, is in Hospice Care and asked that everyone keep him and his family in their prayers.**

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- b) Council Member Jackson expressed his thoughts on using some of the Fund Balance to meet the budget and wants to cut back some numbers. He recommended that the Town not have a tax increase this budget due to Johnston County having an upcoming property re-evaluation. Mr. Jackson wants to have more Work Sessions to discuss the budget. He also informed Council that he would be out of town the night of the budget meeting and would try to connect remotely, if possible.
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- c) Council Member Purvis shared that on Memorial Day while he was raising the flags at the Veterans Memorial, a visitor expressed to him how much he like the memorial site and that it was the best one he had seen in comparison to other towns the size of Archer Lodge.
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- d) Mayor Pro Tem Castleberry shared a heartfelt thanks for everyone's support during the recent loss of his father-in-law and mother-in-law.
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- e) Council Member Bruton commended Staff for all of the work that they have done to take care of the action items that have been on the agenda for the month, along with the budget.
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**15. ADJOURNMENT:**

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

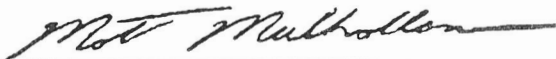
Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Bruton

**Adjourned meeting at 8:34 p.m.**

CARRIED UNANIMOUSLY

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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

