



**Regular Council - Minutes**  
**Monday, March 6, 2023**

**COUNCIL PRESENT:**

Mayor Mulhollem  
Council Member Bruton  
Council Member Jackson  
Council Member Purvis  
Council Member Wilson

**STAFF PRESENT:**

Bryan Chadwick, Town Administrator  
Marcus Burrell, Town Attorney (Remotely)  
Brandon Emory, Interim Town Planner  
Kim P. Batten, Assist. Town Admin./Finance Officer  
Chris Allen, Parks & Recreation Director  
Mike Gordon, Previous Town Administrator  
Chris Curry, Code Enforcement Officer  
Jenny Martin, Human Resources Officer/Town Clerk

**COUNCIL ABSENT:**

Mayor Pro Tem Castleberry

**GUEST PRESENT:**

Girl Scout Troop 424

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**1. WELCOME/CALL TO ORDER:**

**a) Invocation**

Mayor Mulhollem called the meeting to order at 6:31 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.

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**b) Pledge of Allegiance**

The Girl Scout Troop that was in attendance led in the Pledge of Allegiance to the US Flag.

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**2. APPROVAL OF AGENDA:**

**a) No additions or changes noted.**

Moved by: Council Member Wilson

Seconded: Council Member Purvis

**Approved Agenda.**

CARRIED UNANIMOUSLY

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

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

**a) No Public Comments.**

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**4. CONSENT AGENDA:**

**a) Approval of Minutes:**

**12 July 2021 Regular Council Meeting Minutes**

**02 Aug 2021 Regular Council Meeting Minutes**

**07 Sept 2021 Regular Council Meeting Minutes**

**20 Sept 2021 Work Session Minutes**

- 04 Oct 2021 Regular Council Meeting Minutes
- 01 Nov 2021 Regular Council Meeting Minutes
- 06 Dec 2021 Regular Council Meeting Minutes
- 18 Jan 2022 Regular Council Meeting Minutes (Rescheduled from 03 Jan 2022)
- 05 Dec 2022 Regular Council Meeting Minutes
- 07 Dec 2022 Special Meeting Minutes

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson  
**Approved Consent Agenda.**

CARRIED 3 to 1

5. **RECOGNITION/PRESENTATION:**

- a) **Proclamation - Girl Scout Week (Sunday, March 12, 2023 - Saturday, March 18, 2023)**

Mayor Mulhollem proclaimed Sunday, March 12, 2023 to Saturday, March 18, 2023 as Girl Scout Week by reading the Girl Scout Week Proclamation below. Mayor Mulhollem captured a picture with Girl Scout Troop 424, which was made up of Daisies and Brownies.



# Proclamation

Celebrating Girl Scout Week and  
the Importance of Girls' Leadership Development

**WHEREAS**, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

**WHEREAS**, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

**WHEREAS**, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

**WHEREAS**, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

**WHEREAS**, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

**WHEREAS**, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

**WHEREAS**, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

**WHEREAS**, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

**NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 12-18, 2023

## Girl Scout Week

Duly adopted this 6<sup>th</sup> day of March 2023.

  
Matthew B. Mulhollem  
Mayor

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

a) **Discussion and Consideration of Renewing Deer Urban Archery for 2024 in the Town of Archer Lodge**

Mayor Mulhollem commented that the Town has been having Urban Archery for several years and he hasn't had any complaints with the program. He noted that regular hunting is allowed during the regular season and this program is an extension of what is already allowed.

Mayor Mulhollem opened the floor for discussion. No further discussion.

Mayor Mulhollem called for a motion to renew the Deer Archery Season for 2024.

The 2024 Deer Urban Archery Season Renewal Form appears as follows:



**Deer Urban Archery Season Renewal Form**  
(January 13 - February 18, 2024)

January 27, 2023

Please update any contact information that is not correct

Town of Archer Lodge  
Bryan Chadwick  
14094 Buffalo Road  
Archer Lodge, NC 27527

Name of Representative: Bryan Chadwick

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you wish to participate in the 2024 Deer Urban Archery Season (January 14 - February 19, 2024)?

Yes ☒ No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2023-24 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter? Yes ☐ No ☒

If "Yes", please attached a new map to this form. (No larger than 11"x17")

Please print and sign the name of the representative for the Town of Archer Lodge.

Name of Representative: Bryan Chadwick, Town Administrator

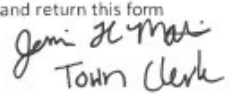
Signature: 

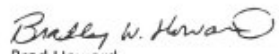
Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Terrell Eason, Program Support  
Wildlife Management Division  
1722 Mail Service Center  
Raleigh, NC 27699-1700

Or email:  
[terrell.eason@ncwildlife.org](mailto:terrell.eason@ncwildlife.org)



  
Town Clerk

  
Brad Howard  
Chief, Wildlife Management Division  
(919) 707-0050

Applications must be received by April 1, 2023 to be a part of the Deer Urban Archery Season

Mailing Address: Wildlife Management Division • 1722 Mail Service Center, Raleigh, NC 27699-1700  
Phone: (919) 707-0050 • Fax: (919) 707-0067

Moved by: Council Member Jackson  
Seconded by: Council Member Wilson  
**Approved the 2024 Deer Urban Archery Season Renewal.**

CARRIED UNANIMOUSLY

MARCH 6, 2023

REGULAR COUNCIL MEETING

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**b) Discussion and Possible Action of Approving the Updated Assistant Town Administrator/Finance Officer Job Description**

Ms. Martin shared that the Assistant Town Administrator/ Finance Officer Job Description included in the agenda packet covers all corrections and changes discussed at the last meeting.

Discussion followed to change the sentence starting with "Duties include" to "Administrative duties include".

Mayor Mulhollem opened the floor for any discussion. No further discussion.

Mayor Mulhollem called for a motion to approve the updated job description to include the suggested change.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Approved the updated Assistant Town Administrator/Finance Officer Job Description to include "Administrative duties include", as presented.**

CARRIED UNANIMOUSLY

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**c) Discussion and Possible Action of Executing a Lease & Use Agreement between The Town of Archer Lodge & The Archer Lodge Community Center, Inc.**

Mr. Bryan Chadwick discussed the changes on the Lease & Use Agreement that Staff have been working on, with the assistance of Attorney Burrell, to finalize the agreement.

Mr. Chadwick noted the following items to be managed by the Town:

- Baseball fields
- Soccer field
- Associated Sports facility -Dugout/Bleachers etc.
- Use of the Picnic Shelter Restrooms
- Use of John Deere Infield Groomer and Reel Mower that is being leased by the ALCC.

Items to be excluded (will not be managed by the Town):

- Community Center building
- Amphitheater
- Playground
- Concession Stand
- Picnic Shelter

He shared that a representative from the North Carolina League of Municipalities (NCLM) will be visiting the Town to verify insurance coverages.

Attorney Burrell added that the contract will give the Town's Parks and Recreation Department full control over the use of the items listed. Discussion followed.

There were some concerns regarding the wording of a few sections in the proposed agreement. Suggestions were discussed to clarify, delete, and add information.

Attorney Burrell advised that he would make the changes. The updated agreement will be presented at the Regular Council Meeting in April.

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**d) Discussion and Possible Action of Approving the Parks and Recreation Partial Fee Schedule**

Mr. Chris Allen presented the proposed fees for Parks & Recreation rentals and programs. Mr. Allen stated that he researched other local municipalities to be consistent with the rates. He determined the fees for the ballfields by taking into account the size and condition of the fields. Mr. Allen set residential and nonresidential rates, giving preference to the Town of Archer Lodge citizens. He explained that the Town will be offering hourly rates for field rentals, as well as half-day and full-day rates. He plans to start programs in the summer, such as flag football, kickball, and youth football.

Discussion followed.

Main Points of Discussions:

- Concerns with field rentals being doubled for nonresidents and the programs fees not being doubled. It was explained that the rates are the standard equation for municipalities. There was mention of maybe doing something to give the Town of Archer Lodge residents an incentive.
- Questions about if the green space, such as the future outdoor classroom, would be included in the rentals. It was explained that the rental fees for the green space areas have not been discussed at this point but that the Town will look into it and present it at a later date.
- It was explained that the fields can be rented out for more than just sporting events.

It was advised that Staff will review the items that have been discussed and will present recommendations at the Budget Session in two weeks.

The consensus of the Council was to move forward with the rental fees and not the programs fees.

Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Council Member Wilson

**Approved the Parks and Recreation Partial Fee Schedule for Field Rentals, excluding the Programs Fees as presented.**

CARRIED UNANIMOUSLY

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

- a) Attorney Burrell apologized for not be available to attend the meeting and thanked everyone for allowing him to participate remotely.**
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**8. TOWN ADMINISTRATOR'S REPORT:**

- a) Mr. Chadwick reported that staff meetings are being held monthly to discuss any updates and goals. He mentioned that the Town will be providing training for Council and Staff on topics such as how to handle specific situations, team building, financial training, parks and recreation training, conflict training, personality training (Myers Briggs), etc..**

**Mr. Chadwick shared that the Triangle East Chamber of Commerce will be partnering with Livability Media to promote areas by highlighting history, businesses, and other information in print and electronically. This will be no cost to the Town. He advised Council**

and Staff that the Chamber of Commerce may request information on the history of the Town in order to share it in their magazine.

He shared that the fence at the Soccer field near Town Hall has been extended to the intersection of Buffalo Road and Archer Lodge Road (the 4-way stop) to encourage pedestrians to cross the road at the crosswalks and the Town will be considering signage for that area.

Mr. Chadwick shared that he and Attorney Burrell have been discussing the lease agreement with APC Cell Tower and that they hope to present it at the next Town Council meeting.

He informed Council that our Code Enforcement Officer, Chris Curry, has invited them to visit with him to view the case files, discuss any questions or concerns that they might have. He offered Council to schedule an appointment, if needed. Mr. Chadwick encouraged Council to do so.

Lastly, Mr. Chadwick explained that the NCDOT is wanting to meet with the Town of Clayton and the Town of Archer Lodge to discuss the pros and cons of coming out of CAMPO (North Carolina Area Metropolitan Planning Organization) and moving into a known Metropolitan Planning Organization (MPO). He described what it would like if the Town joined an MPO by stating that it would be like the NCDOT is a bigger fish in a smaller pond. He shared how it would benefit the Town in more ways. Council Member Bruton mentioned that there is an upcoming MPO 101 Training that might be helpful in making a decision.

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

- a) Ms. Martin shared that she attended the State and Town Dinner in Raleigh, NC, along with Mr. Chadwick, Ms. Batten, and Mayor Pro Tem Castleberry. They had a good time at the dinner, and it was perfect for networking.

She also attended her first week of IIMC Clerk Certification Classes at the School of Government and noted that the next week of classes will be in June 2023.

Ms. Martin also participated in the Local Government Federal Credit Union (LGFCU) Summit. She reminded Council that she is a member of the LGFCU Advisory Council. She was able to share with the credit union the feedback that she had received from Staff prior to the summit meeting in regards to what the employees' needs would be from the credit union as they move away from State Employees Credit Union. Ms. Martin informed Council and Staff that the LGFCU offers the Town employees and citizens different classes on how to budget, etc.. They will also explain and share more financial information with our employees if the Town is interested. Ms. Martin shared that the summit was also a great place to network with other HR professionals in the area.

Ms. Martin shared with Council the HR projects that are going on currently to update the Town's new Edmunds software for HR, as well as future HR projects.

Discussion followed.

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**10. PARKS AND RECREATION DIRECTOR'S REPORT:**

- a) **Mr. Allen shared that he was training on the new Edmunds Parks and Recreation software, which will allow the citizens to register for rentals/programs/sports and pay online.**

**He explained that Riverwood Elementary School was not able to accommodate the Town with renting their facilities due to the school not having enough staff, but Mr. Allen is hoping that there will be a possibility in the near future.**

**Mr. Allen mentioned that Senior Games has been finalized with 200 participants this year, which is up from the previous two years. He noted that he will be overseeing the Track and Field portion of the event on March 25, 2023, at Clayton High School.**

**No further comments or discussion.**

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**11. PLANNING/ZONING REPORT:**

- a) **Mr. Emory shared that four permits were received the day of the meeting, which included the permit for the Town Park sign that will allow the Town to move forward with the park project.**

**He reiterated Mr. Chadwick's illustration of being a large fish in a smaller pond by joining the NCDOT MPO. He explained that it would give the Town more authority in the direction it is going and allowing more input.**

**Mr. Emory reported that he will be meeting with Chad Meadows on Wednesday, March 8, 2023, to discuss revamping the Land Use Plan and the ETJ area for the Town and its urgency to implement the process. He will share his discussion with Mr. Meadows at the Town Council Meeting on April 3, 2023.**

**He informed Council if he doesn't have anything specific to present at the March 15, 2023 Planning Board Meeting, then his plans are to provide some level of training and that he would update the Council on what was discussed.**

**Mr. Emory gave recognition to Mr. Chris Curry. Mr. Emory had a citizen express their appreciation for Mr. Curry.**

**Mr. Emory also shared with Council that there is an irregular address issue; one parcel states 113 and the other states 113B. He informed Council that he will be working with the County to resolve this issue and mentioned his concerns for if there were a medical emergency at that location. Council Member Purvis shared about the history of the property and why they may be out of sequence.**

**Discussion followed.**

**Lastly, Mr. Emory informed Council and Staff that he contacted another cell tower group for pricing on a lease agreement to use as a comparison for the Town's proposed cell tower lease agreement.**

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**12. CODE ENFORCEMENT OFFICER'S REPORT:**

**a) Monthly Report**

Mr. Curry shared the following update:

- 0 new cases have been opened
- 0 notice of violations were issues
- 16 cases were abated
- 17 notice of hearings were sent out
- 27 signs were picked up
- Inspections, follow ups and in-person meetings or attempted in-person meetings were made with all violators
- There were eleven more cases that were abated that had not been included on the report
- Once the abatement rate is updated, the number of cases abated will be 90%

Mr. Curry shared that this was really good for the Town. He also thanked Council for the opportunity to serve the Town of Archer Lodge.

No further comments or discussion.

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**13. MAYOR'S REPORT:**

- a) Mayor Mulhollem reminded everyone of the Archer Lodge Community Center Annual Reverse Raffle will be on Friday, March 24, 2023, at 6:30 p.m. He noted that the raffle would be held at the Archer Lodge Community Center instead of the Archer Lodge Middle School Cafeteria and that the Community Center Committee will be serving a variety of food.**

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**14. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) Council Member Bruton shared that she has been having phone issues recently and advised everyone to try a different way of communication if she doesn't respond to her texts or calls.**
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- b) Council Member Purvis shared that on Tuesday, March 7, 2023, the Archer Lodge Community Center Senior Activities Committee will be having their first meeting with activities and lunch for the community. He noted that it will be held the first and third Tuesday of each month, unless otherwise noted.**
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- c) Council Member Jackson shared that it was good to see the step daughter of one of his closest friends that was in attendance with the Girl Scout Troop that was recognized at the beginning of the meeting. He added that she just did a year in Korea and is getting ready to go to Fort Campbell, Kentucky.**
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- d) Council Member Wilson shared a song to remind everyone of the beginning of Daylight Savings on March 12, 2023.**
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**15. ADJOURNMENT:**

**a) No further business.**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

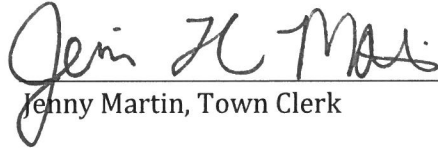
**Adjourned meeting at 8:39 p.m.**

CARRIED UNANIMOUSLY

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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

