

Regular Council - Minutes Monday, February 6, 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, Interim Town Planner
Kim P. Batten, Assist. Town Admin./Finance Officer
Chris Allen, Parks & Recreation Director
Mike Gordon, Previous Town Administrator
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

Page

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) Mayor Mulhollem noted that we needed to include item 7d - Discussion and Possible Action of Approving the County Open Space Grant

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved Agenda to Include Item 7d - Discussion and Possible Action of Approving the County Open Space Grant.

CARRIED UNANIMOUSLY

3. VIRTUAL PRESENTATION:

a) Audit Presentation for Fiscal Year Ending June 30, 2022 ~ Mr. Dale Place of May & Place, PA

Auditor, Dale Place, attended the meeting using Microsoft Teams. He referred Council to the Table of Contents, page 2, of the Audit. Mr. Place

explained that it was divided into 7 sections. The first section is the Independent Auditors Report, and the Town received a clean opinion. Mr. Place referred Council to page 11, and the Town's total assets went from \$4.3 million in 2021 to \$6.4 million in 2022. The Town's liabilities went from almost \$1 million in 2021 to \$1.2 million in 2022. The Town's net position went from \$3.3 million in 2021 to \$5.2 million in 2022, which is good. Mr. Place referred Council to page 12, and the Town's revenues went from \$1.5 million in 2021 to \$2.8 million in 2022. The Town's expenses went down from \$1.064 million in 2021 to \$1.033 million in 2022, which means the Town is doing a good job controlling the expenses. This gave an increase of \$1.8 million to the net position. Mr. Place referred Council to page 24, the Town brought in more revenues than was budgeted by \$21,000. The total expenses were less than what was budgeted by \$202,000. The Town had a total increase of \$227,000 in the Fund Balance. Mr. Place referred Council to page 59, the total tax levy currently collected is 99.93%; that's up from 99.85%, so the Town is doing a great job collected taxes. Mr. Place stated that overall, the Town looked to be in great shape. Mr. Place thanked staff for all of the assistance.

No further comments or discussion.

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

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

- a) **Mr. Doug Long of 201 Barrette Lane, Wendell, NC referred to the Town Ordinance 6-2 and pictures that he took. He expressed his concerns about 4 cats that are always at his house, and that the ordinance applies to any domesticated animal except for cats. Mr. Long shared that he feels that it is unfair to exclude cats. He explained that he has tried to talk to his neighbors about their cats being in his yard, but nothing has been done. Mr. Long stated that he feels that we are regulating pet owners and not animals. He just wants everybody to be treated equally, including cat owners.**

Discussion followed.

5. **PRESENTATION:**

a) **Proclamation - ALL IN RED MONTH**

Mayor Mulhollem proclaimed February 6, 2023 as the start to a County Wide Heart Awareness Campaign called "**ALL IN RED MONTH**" by reading the following Proclamation:



Proclamation



WHEREAS, the well-being of our community is of paramount importance and maintaining excellent health among our citizens is a top priority, February marks the one month, county-wide heart health awareness campaign entitled **“ALL IN RED”**, presented by Johnston Health and Aramark, and organized by the Johnston Health Foundation; and

WHEREAS, in the United States, North Carolina, Johnston County, and Archer Lodge, heart disease is the leading cause of death among men and women; and

WHEREAS, Heart Disease and Stroke rank among the top five health priorities in Johnston County; per the 2019 Johnston County [Community Health Needs Assessment Implementation Plan](#); and

WHEREAS, per the Center for Disease Control and Prevention (CDC), about 80% of deaths from premature heart disease and stroke could be prevented by changes in physical activity, diet, education and management of common medical conditions; and

WHEREAS, **ALL IN RED** is an opportunity to increase heart health awareness, while addressing the growing needs of local heart patients; and

WHEREAS, the **ALL IN RED** campaign invites all Johnston County residents, business owners and visitors to participate in this initiative by **wearing RED on February 3, 2023, NATIONAL WEAR RED DAY**, and/or **running a RED promo or fundraiser in February**; and

WHEREAS, the financial challenges of a heart patient are enormous; all funds raised within this campaign period will benefit local heart patients through the Johnston Health Foundation's Heart Fund; and

WHEREAS, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

NOW, THEREFORE, LET IT BE PROCLAIMED by the honorable Mayor and the Archer Lodge Town Council, do hereby encourage businesses and citizens in our community to support and participate in this event and proudly proclaim February 2023 as

“ALL IN RED MONTH”

DULY PROCLAIMED THIS 6TH DAY OF FEBRUARY 2023, WHILE IN REGULAR SESSION.

Matthew B. Mulhollem
Mayor

6. ORGANIZATIONAL ITEMS:

a) **Welcome Bryan Chadwick, Archer Lodge's new Town Administrator**

Mr. Mike Gordon introduced the Town's new Town Administrator, Mr. Bryan Chadwick, explaining his background. Mr. Gordon stated that Mr. Chadwick received his undergraduate degree from Campbell University and went through Basic Law Enforcement Training (BLET) at Carteret Community College. Mr. Chadwick started his career in Government as a Police Officer. Later, he received his master's degree in Public Administration. Mr. Chadwick has also served as a Planner and Grant Administrator for the North Carolina State Highway Patrol. He has served as an Administrator at Indian Beach, North Topsail Beach, and the Town of Newport. He has extensive knowledge and experience with planning and emergency management issues.

Mr. Gordon welcomed the Town's new Town Administrator, Mr. Bryan Chadwick.

b) Administration of Oath of Town Administrator Bryan R. Chadwick by Mayor Matthew B. Mulhollem

Mayor Mulhollem administered the Oath of Town Administrator to Bryan R. Chadwick, with the support of the now previous Town Administrator, Mike Gordon, which appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

23R001194-500

FILED
DATE 2-27-23 TIME 12:00pm
JOHNSTON COUNTY C.S.C.
CA
DEPUTY

OATH OF OFFICE FOR THE
TOWN ADMINISTRATOR
TOWN OF ARCHER LODGE

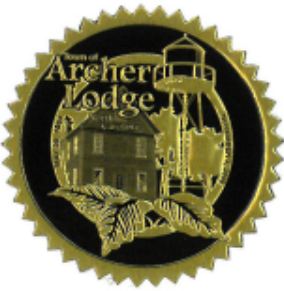
I, **Bryan R. Chadwick**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Bryan R. Chadwick**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Town Administrator for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Bryan R. Chadwick

Sworn to and subscribed before me
this 6th day of February 2023.


Matthew B. Mulhollem
Mayor
Town of Archer Lodge



7. DISCUSSION AND POSSIBLE ACTION ITEMS:

- # - #
- a) **APC Towers Presentation ~ Daniel Agresta, President & CEO and Paul Alvarez, Vice President of Construction**
Discussion and possible action of the drawings and photo simulations of the site

Paul Alvarez created and presented to Council and Staff a presentation which appears after the signature page of the minutes.

Discussion followed. Council discussed being in favor of the drawings and photo simulations for the water tank cell tower.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved to Proceed with the Drawings and Photo Simulation of the Water Tank Tower that was Presented.

CARRIED UNANIMOUSLY

[Archer Lodge Town Council Proposal](#)

b) Discussion and possible action of selecting the Liaison between the Town of Archer Lodge Board and the Archer Lodge Community Center Board

It was stated that Mr. Mike Gordon was the liaison in the past. Council and staff nominated the new Parks and Recreation Director, Mr. Chris Allen, as the new liaison.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved to Make the Parks and Recreation Director the Liaison Between the Town of Archer Lodge Board and the Archer Lodge Community Center Board.

CARRIED UNANIMOUSLY

c) Discussion and possible action of approving the Assistant Town Administrator/Finance Officer job description

Ms. Jenny Martin explained that this job description is based off of the reclassification of Ms. Kim Batten and what her current roles are.

Discussion was had to add some minor changes to the job description. Mayor Mulhollem suggested revising the job description and revisiting it again at the next regular council meeting.

d) Discussion and possible action of approving the County Open Space Grant

Mr. Chris Allen informed Council that the Town is applying for an open space grant with the County, and this grant will be a match of 5%. The Town is going to ask for a total between \$250,000 and \$300,000. Mr. Allen explained that this grant will be used for the Town Park project.

Mr. Bryan Chadwick explained that this is just to get the approval from Council to request the maximum dollar figure. The grant application is due on February 16, 2023.

Mr. Mike Gordon reiterated what this grant is and explained the history of the County up to now in regards of the grant.

Discussion followed.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved the Authorization for Staff to Apply for the County Open Space Grant with a Maximum Match from the Town of Up to \$15,000.

CARRIED UNANIMOUSLY

8. TOWN ATTORNEY'S REPORT:

a) Attorney Burrell welcomed Mr. Bryan Chadwick on board.

9. TOWN ADMINISTRATOR'S REPORT:

- a) The new Town Administrator, Mr. Bryan Chadwick, expressed that he was excited for the opportunity. Mr. Chadwick explained to Council that he has been going around meeting people in the community, such as the Sheriff, the County Manager, and the Chamber of Commerce.
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10. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for December 2022

Ms. Batten shared an interim summary of all funds ending December 31, 2022. She noted that the collection rate for revenues is 61%. Our numbers are in the black this month, which is fantastic.

Regarding the Capital Reserve Fund, 106% has been collected.

Regarding the Park Reserve Fund, the total revenue to date is roughly \$63,300. The only expense that we had was earlier in the year when the Town paid the Smith Family.

Regarding the Public Safety Reserve Fund, we are 100% collected.

When comparing revenues in December 2022 with December 2021, the difference is \$209,000. Ms. Batten stated that the expenditures were higher this December in Public Safety and also in Administration, Planning and Zoning, and Cultural and Recreation because we hired more staff. December 2022 was better than December 2021 by \$128,000.

Regarding the PARTF Project Fund 41, the real time figure, as of February 2nd, of what the Town has spent towards this fund is \$559,317.00. The only amount that has been reimbursed on the PARTF Grant is \$254,807.00. Ms. Batten explained that she has another request in and that we have not received the fund ending 12-31-22. The only amount that we have left to encumber of the PARTF Grant is \$51,943.00.

Regarding the ARPA Fund 42, Ms. Batten explained that the funds that have already been spent, as of February 2nd, is \$536,794.00. The amount that has been encumbered already is \$401,851.00. The amount that we have left to encumber of the ARPA Fund is \$115,007.00, and we are supposed to have that encumbered by December 2024.

Regarding the SCIF Fund 43, we received this amount up front, which was \$850,000.00. As of February 2nd, we have paid out \$38,653.00 and encumbered \$229,110.00. We have \$585,685.00 left to encumber.

No further comments or discussion.

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

a) Personnel Action Form

Ms. Martin explained that she created a Personnel Action Form for the Town to document any employee changes; such as pay increases, job changes, leaves of absences, etc. to help us to keep track and keep everybody on the same page. The form will also be placed in the employee's file once it has been processed in the system.

b) Local Government Federal Credit Union Advisory Council Summit

Ms. Martin shared that she was a part of the Local Government Federal Credit Union Advisory Council to serve as the middleman between the employees and the credit union. Having the ability to join the credit union is an employee benefit for working with the Town. She explained that they have a summit tomorrow in Raleigh to help share what employees/members would want to see out of a credit union since they have plans on breaking away from the State Employees Credit Union. She hopes to be able to share some information and feedback after the collaboration at the summit.

c) Clerks Certification Course

Ms. Martin shared that her first week of class for her clerk's certification is next week in Chapel Hill. She stated that she will be out of the office all next week attending that class for her certification.

d) North Carolina League of Municipalities Town/State Dinner

Ms. Martin also wanted to remind Council and Staff about the North Carolina League of Municipalities Town/State Dinner that is on the 22nd of this month. She asked for Council and Staff to let her know if they would like to attend that dinner in order to be registered for that event.

No further comments or discussion.

12. PARKS AND RECREATION DIRECTOR'S REPORT:

a) Mission/Vision Statement

Mr. Allen developed a mission and vision statement for the Parks and Recreation Department since it's a new department of the town. This statement explains what we do and how we do it. He shared that it comes from what was created for the 2014 Land Use Plan. This statement will be to show that we may be a small town, but we will have a big impact. Mr. Allen asked Council to please let him know of any feedback in regards to this statement.

b) Spring Sports Ideas

Mr. Allen shared that he signed an agreement with Archer Lodge Middle School last week, so the Town is now able to use their facilities such as the gym, baseball field, and football field. He also shared that he is waiting to hear back from Corinth Holders High School to see if we would be able to use their facilities as well. Mr. Allen is hoping to offer flag football and kickball in the spring. He wants to provide something for all ages, from toddlers to senior citizens.

c) Contracts Updates

Mr. Allen shared that we are still working out contracts with Johnston County Little League and the Neuse River Futbol Alliance. These contracts will explain what the Town's responsibilities will be and what these associations' responsibilities will be. Mr. Allen shared that we are also working on a contract with the Archer Lodge Community Center, LLC. We are hoping to have those agreements finalized soon.

d) Senior Games

Mr. Allen explained that the Town of Archer Lodge is now a participating agency for the Johnston County Senior Games. The citizens are now allowed to come to Town Hall to sign up for Senior Games. Mr. Allen said that his goal is to be able to host some of the Senior Games events next year.

Mr. Allen stated that he has now implemented a Parks and Recreation Software. This software will work with the Town's finance software for an easy transition. Mr. Allen shared that this software will be used for scheduling, rentals, and registrations. The citizens will be able to do all of this online instead of having to come to Town Hall.

Discussion was had explaining that the participants who live in the Town of Archer Lodge will get a discount for the Town's Parks and Recreation events compared to those who live outside of the Town of Archer Lodge. There was also conversation about Mr. Allen reaching out to the YMCA to get information about their facilities.

13. PLANNING/ZONING REPORT:

a) Planning/Zoning Update

Mr. Emory reported that things are going well in planning and zoning. He stated that the level of communication at the Town of Archer Lodge is great, and everybody is on the same page.

Mr. Emory shared that they had their planning board meeting at the end of January. They went over the rules and responsibilities of the planning board members. There was no new information from that meeting that needs to be addressed to Council at this time.

No further comments or discussion.

b) Code Enforcement Monthly Report

Mr. Emory filled in for Mr. Curry for this part of the agenda. He shared the following update:

- 23 new cases were opened
- 16 cases were abated
- 6 notice of hearings have been sent out

90% of the interactions with the citizens have been great interactions. Mr. Emory stated that they try to educate the citizens and work with them on the violations. Most of the cases have made progress, very rarely do they have citizens who don't make any progress.

Discussion was had on how they go about finding these violations. Mr. Emory explained that once they get a complaint, they will also address issues that they see around that same area.

14. MAYOR'S REPORT:

- a) Mayor Mulhollem expressed that this was another exciting meeting and another historic night for the Town. He thanked Mr. Mike Gordon for all of his years of service with the Town. Mayor Mulhollem shared that he was looking forward to working with the new Town Administrator, Mr. Bryan Chadwick.**

Mayor Mulhollem stated that based on the reports from all of the departments, we have first class staff and that the Town was lucky to have them. He encouraged Council to take the opportunity to visit with staff during the week.

15. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson made comments about how the weather has been in Archer Lodge lately, sunny one minute and raining the next.
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- b) Council Member Jackson reminisced on Mr. Mike Gordon's history with the Town and showed gratitude for the roles that he served. He feels that we have all of the right people in place and thanked Staff for all that they do for the Town.
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- c) Council Member Purvis had no remarks.
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- d) Mayor Pro Tem Castleberry thanked Mr. Mike Gordon for all that he has done for the Town. He told Mr. Chris Allen that he felt that he was perfect for the Parks and Recreation role. He also expressed to Mr. Bryan Chadwick that he feels like they were old pals because he fits right in with the Town.
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- e) Council Member Bruton said that the agenda tonight made her realize that we are really a town now. She feels that we have a bright future ahead of us.
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16. ADJOURNMENT:

- a) No further business.

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Adjourned meeting at 8:44 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

