



Work Session - Minutes Monday, September 22, 2025

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Wilson

COUNCIL ABSENT:

Council Member Bruton
Council Member Buzzelli

Page

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Assist. Town Admin./Finance Officer
Jason Kress, Town Planner
Chris Allen, Parks & Recreation Director
Ben King, Interim Town Clerk
Cynthia Richardson, Human Resources Officer

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 NEW BUSINESS:

4 - 31

a) Discussion on the Town Administrator Search Process

Before the discussion on the Town Administrator Search Process began, Mike Gordon, Interim Town Administrator, introduced the new part-time Human Resources Officer for the Town, Cynthia Richardson. Council expressed their appreciation to Ms. Richardson for her willingness to serve the Town and Ms. Richardson thanked them for the opportunity.

Lee Worsley, Executive Director of Central Pines Regional Council, presented information regarding the Town Administrator search process. Mr. Worsley explained this would be the most intensive part of the search process, requiring key decisions to establish the foundation for the search.

Mr. Worsley discussed two possible schedules: a faster schedule that would allow the current board to make a selection before new members come on board, and a longer schedule that would involve new board members in the final phases. The faster schedule would aim to complete the process by November 24, 2025, while the longer schedule would conclude in January 2026.

Mayor Mulhollem noted his concern that a limited advertisement period could

restrict the applicant pool. He suggested the second schedule could be a good compromise, allowing time for quality candidates while still maintaining an aggressive timeline.

Mayor Pro Tem Castleberry emphasized the importance of not rushing the selection to ensure they hire someone who will stay with the Town. Council Member Jackson advocated for the shorter schedule, expressing concerns that waiting longer would put more pressure on the budgeting process. Council Member Wilson, who noted he was not running for reelection, offered to help either way but mentioned he had planned to resign in October.

After discussion, the Council agreed to proceed with the faster schedule, with the understanding they would have flexibility on October 20th to reassess the candidate pool and potentially extend the advertising period if necessary.

Next, Mr. Worsley guided the discussion on salary and benefits. He noted that the Town's previous administrator was paid \$113,000, while similar-sized towns average \$125,000. Mr. Worsley suggested a range of \$110,000 to \$130,000 would be competitive, considering the Town's limited tax base and commercial development.

The Council reached consensus on offering a salary range of \$110,000-\$130,000, maintaining other benefits consistent with previous practices, including allowing credit for North Carolina service for vacation accrual. The Council also discussed potential severance provisions, agreeing that 3-6 months would be appropriate for termination without cause.

Regarding who would negotiate with the selected candidate, the Council agreed the Mayor would make the initial call with staff assistance, working within parameters established by the Council.

For candidate qualifications, the Council emphasized the importance of communication skills, budget management experience, consensus-building ability, and the capacity to manage personnel. Critical knowledge areas identified included grant writing abilities, employee management, time management, planning experience, and community involvement. The Council also discussed the need for someone who could wear multiple hats in a small town setting.

[Central Pines Presentation Packet](#)

32 - 37

b) Review of Potential Animal Control Ordinance

Jason Kress, Town Planner, presented information regarding the adoption of a dangerous dog ordinance that would match the Town of Clayton's ordinance to help Patrick Kostka, Animal Control Officer, in his duties. The proposed ordinance would add Section 6-35 on dangerous dogs to the Town's code.

Mr. Kress explained that the current situation allows Patrick limited options when dealing with potentially dangerous dogs. The proposed ordinance would provide a middle path, allowing for mitigation measures such as requiring secure enclosures, muzzles in public, and other precautions.

Marcus Burrell, the Town Attorney, advised that from a legal standpoint, it would be better to designate the Town Administrator rather than himself as the position to hear appeals from the Animal Control Officer's decisions. The discussion included clarification about the process for determining if a dog is dangerous, the protocols for dog bites, and what happens when a dog attacks someone. Mayor Mulhollem emphasized the importance of staying consistent with Clayton's ordinance since they provide animal control services to Archer Lodge. Council agreed they were comfortable with the changes and would like to consider adopting the changes at the October Regular Meeting.

[ARTICLE II. DOGS CATS AND OTHER ANIMALS REVISED](#)
[Patrick Kostka Feedback email on Ordinance Amendment](#)

3 ADJOURNMENT:

a) Having no further business, Mayor Mulhollem adjourned the meeting at 8:50 p.m.

Matthew B. Mulhollem
Matthew B. Mulhollem, Mayor

Ben King
Ben King, Interim Town Clerk



MEMORANDUM

To: Mayor and Council
From: Lee Worsley, Central Pines Executive Director 
Date: September 16, 2025
Re: Prep Materials – September 22, 2025 Board meeting, Town Administrator Search

We look forward to working with you for the town manager search for Archer Lodge. Management Analyst Hannah Schuette and I will attend the meeting on September 22 to initiate the process.

We will do our best to be as efficient with your time as possible, but this initial conversation will take a little time. We hope to get the Board's agreement on several items, including: 1) Recruitment Schedule; 2) Salary and Benefit ranges; 3) Candidate profile; 4) Locations for job ad; 5) Background search preference.

We have included several attachments to help you prepare for the discussion on Monday. During the meeting, we will walk you through everything and then follow up with you after the meeting to review all the decisions you make on Monday.

The attachments that require your attention for Monday will have instructions at the top of the document. We have also included the job description for the town administrator and the advertisement we did for Benson as reference documents.

We look forward to seeing you on Monday and please do not hesitate to let me know if you have any questions.

Attachments

cc: Ms. Alana Keegan, CPRC Local Government Services Director
Ms. Hannah Schuette, Manager Analyst
Mr. Mike Gordon, Interim Administrator

Town Administrator Search – Potential Schedule

Town of Archer Lodge – Faster Schedule

Note to Board – During the September 22 meeting, our goal will be to select between the faster and longer schedule and verify dates, ensuring a full schedule and firm dates are finalized by the end of the meeting. Please review this faster schedule.

Phase One

September 18, 2025

CPRC will send prep materials to the Board for the September 22, 2025 Meeting

- Potential Candidate Profile
- Salary and Benefit Guide
- Proposed Schedule
- Send the Sample Advertisement (Benson) and any previous Archer Lodge Advertisement
- Suggested Advertisement location and costs
- Draft Employment Agreement
- Background options (background checks, etc.)

September 22, 2025 Regular Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Agreement on Candidate Profile
- Agreement on Salary and Benefits
- Agreement on Proposed Schedule
- Agreement on how to proceed with the background check
- Agreement on who will make the offer and who will be involved in the employment agreement negotiation
- Direction on job advertisement and where to advertise/associated costs
- Direction on how the first interview process will be conducted (time, questions, etc)
- What will Archer Lodge pay for during the first interview (hotel, travel, etc)

September 26, 2025

CPRC will send prep material to the Board for the September 30, 2025 Meeting

- Draft Job Advertisement Materials
- Draft Candidate Evaluation Matrix

September 30, 2025 Special Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Approval of Job Advertisement Materials
- Approval of Evaluation Matrix

October 1, 2025

CPRC will reiterate decisions and next steps by email, as well as any outstanding items to the Board.

Phase Two**October 1, 2025**

Advertise position

- Advertise position on the CPRC Website, the Town of Archer Lodge Website, through an email campaign to state managers and assistant managers, the NCLM website, the ICMA website, and neighboring state municipal association (VA, SC, TN) websites. Additional advertisement locations to be determined during the September 22 meeting.

October 17, 2025

CPRC will complete an initial review of candidates and send detailed candidate information and analysis to the Board for review before the October 20 meeting

October 20, 2025 Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Review Candidates
- Select up to five (5) candidates for the first round interview

• Finalize first-round candidate questions and rating system
October 21, 2025 CPRC staff will coordinate with candidates to schedule and finalize first-round interview logistics.

Phase Three
October 30, 2025 Special Board Meeting The Board will conduct First-Round Candidate Interviews • Interview up to five candidates • Determine the top two candidates • Finalize second round candidate questions and rating system
October 31, 2025 CPRC staff will coordinate with candidates regarding the second-round logistics
November 12, 2025 Special Board Meeting The Board will conduct Second-Round Candidate Interviews • Interview up to two (2) candidates over one day • Select preferred candidate • Set negotiation parameters for the town official making an offer call to the candidate

Phase Four
November 13 - 23, 2025 Candidate Negotiations • Town official will call the candidate and make a conditional offer, and begin negotiations • CPRC will conduct a background check/activities
November 24, 2025 Special Board Meeting • Council votes on Town Administrator candidate and employment agreement

- CPRC provides assistance with a press release to announce the new administrator

DRAFT

Town Administrator Search – Potential Schedule

Town of Archer Lodge – Longer Schedule

Note to Board – During the September 22 meeting, our goal will be to select between the faster and longer schedule and verify dates, ensuring a full schedule and firm dates are finalized by the end of the meeting. Please review this faster schedule.

Phase One

September 18, 2025

CPRC will send prep materials to the Board for the September 22, 2025 Meeting

- Potential Candidate Profile
- Salary and Benefit Guide
- Proposed Schedule
- Send the Sample Advertisement (Benson) and any previous Archer Lodge Advertisement
- Suggested Advertisement location and costs
- Draft Employment Agreement
- Background options (background checks, etc.)

September 22, 2025 Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Agreement on Candidate Profile
- Agreement on Salary and Benefits
- Agreement on Proposed Schedule
- Agreement on how to proceed with the background check
- Agreement on who will make the offer and who will be involved in the employment agreement negotiation
- Direction on job advertisement and where to advertise/associated costs
- Direction on how the first interview process will be conducted (time, questions, etc)
- What will Archer Lodge pay for during the first interview (hotel, travel, etc)

October 1, 2025

CPRC will send prep material to the Board for the October 6, 2025 Meeting

- Draft Job Advertisement Materials
- Draft Candidate Evaluation Matrix

October 6, 2025 Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Approval of Job Advertisement Materials
- Approval of Evaluation Matrix

October 8, 2025

CPRC will reiterate decisions and next steps by email, as well as any outstanding items to the Board.

Phase Two**October 10, 2025**

Advertise position

- Advertise position on the CPRC Website, the Town of Archer Lodge Website, through an email campaign to state managers and assistant managers, the NCLM website, the ICMA website, and neighboring state municipal association (VA, SC, TN) websites. Additional advertisement locations to be determined during the September 22 and October 6 meetings.

November 10, 2025

CPRC will complete an initial review of candidates and send detailed candidate information and analysis to the Board for review before the December 1 meeting

November 17, 2025 Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Review Candidates
- Select up to five (5) candidates for the first round interview

• Finalize first-round candidate questions and rating system
November 19, 2025 CPRC staff will coordinate with candidates to schedule and finalize first-round interview logistics.

Phase Three
December 3, 2025 The Board will conduct First-Round Candidate Interviews • Interview up to five candidates • Determine the top two candidates • Finalize second round candidate questions and rating system
December 16, 2025 CPRC staff will coordinate with candidates regarding the second-round logistics
January 5, 2026 The Board will conduct Second-Round Candidate Interviews • Interview up to two (2) candidates over one day • Select preferred candidate • Set negotiation parameters for the town official making an offer call to the candidate

Phase Four
January 6, 2026 Candidate Negotiations • Town official will call the candidate and make a conditional offer, and begin negotiations • CPRC will conduct a background check/activities
January 19, 2026 Board Meeting • Council votes on Town Administrator candidate and employment agreement

- CPRC provides assistance with a press release to announce the new administrator

DRAFT

Current and proposed Archer Lodge Administrator compensation package/job ad/background info worksheet

Note to Board – During the September 22, meeting, our goal will be to work through the “proposed” column with you. This will be so that there is agreement at the beginning of the process on what the salary and benefit parameters will be. This will enable better transparency during the recruitment process and facilitate the offer and negotiation process as smoothly as possible.

Benefit	Current	Agreement During September 22 Board Meeting
Salary	\$113,000	
Salary Increases	Salary increases provided matched the annual salary adjustments provided to all staff.	
Performance Review	No performance evaluation(s) were performed.	
Health, vision, dental insurance	Health coverage is provided through the North Carolina State Health (80/20) Plan, which is administered by Aetna. The Town pays the entire cost of the health insurance for regular, full-time employees (exceptions may apply). Employees may purchase dependent coverage. Dental coverage is provided through the Hilb Group, which is administered by Delta Dental. The Town pays the entire cost of dental insurance for regular full-time employees. Employees may purchase dependent coverage. Vision coverage is provided through the Hilb Group, which is administered by Vision Services Plan. The Town pays the entire cost of vision insurance for regular full-time employees.	

	Employees may purchase dependent coverage	
Short-term disability	<u>Short Term Disability (STD)</u> is provided through the Hilb Group, which is administered by MetLife. The Town pays the entire cost of these insurance policies for regular full-time employees.	
Life insurance and accidental death/dismemberment insurance (AD&D)	<u>Life insurance and AD&D insurance</u> are provided through the Hilb Group, which is administered by USABLE. The Town pays the entire cost of these insurance policies for regular full-time employees, which covers one times the employees' salary (maximum of \$65,000). Employees may purchase supplemental life insurance coverage for dependents.	
Vacation and Sick Leave	Based on Town personnel policy	
Holiday Leave	The town follows the State of NC holiday leave schedule	
Floating Holiday Leave	The town provides two floating holidays in a calendar year.	
Vehicle Allowance	There were no vehicle allowances.	
Retirement	The Town participates in the North Carolina Local Government Employees Retirement System (NCLGERS). Employees must contribute 6% to the retirement account, which is payroll deducted.	
401K	The Town contributes 6% for the 401(k) plans for regular full-time employees. Employees may elect to make a voluntary contribution to the plan, which is payroll deducted.	

Cell Phone	There was no cell phone allowance provided.	
Local civic clubs	No	
Other memberships	The town renews memberships related to being a Town Administrator. Records indicate the following: International City/County Management Assoc. (ICMA), UNC School of Gov't Alumni Assoc. of NC Municipal/County Assoc. (AANCMCA) and NC City & County Management Assoc. (NCCCMA)	
Severance	There was no severance agreement in place.	
Resignation	Yes, the policy required no less than thirty days' notice.	
Residency or distance from Town Hall requirement	There was no residency requirement.	
Other Items		Agreement During September 22 Board Meeting
Who will be authorized to negotiate the contract with the provisions noted on this worksheet?		
What is the process if the preferred candidate demands something outside of the parameters on this worksheet?		
Where to place job ad	• North Carolina League of Municipalities - \$200 • Gov Jobs – Free through CPRC membership • LinkedIn – Price varies based on traffic. \$200 should last a week (have not seen a lot of success) • Indeed – Price varies based on traffic. \$200 should last about a week	

	and half (have not seen a lot of success) • ICMA - \$450 • Email and outreach – No cost • Central Pines Job Board – No cost • Others?	
Background Check	CPRC can utilize its affiliated company to conduct a background check if the Board so desires. Cost is around \$300 for a background and drug test	

Overview

Instructions to Board – Please review this draft profile and begin thinking about what is needed for your next Administrator. THIS IS VERY IMPORTANT. All the recruitment materials will use this as the basis. Additionally, interview questions and your rating of applicants will be based on this list of criteria as well. Our goal during the September 22 meeting will be for the Board to come to an agreement on the profile so that we can start building the recruitment brochure, interview questions, etc. We have included the job description for the Town Administrator, which will help you think about qualities that need to be highlighted.

Town of Archer Lodge Manager Candidate Profile

As the appointed Chief Executive Officer of the Town, this position is responsible for planning, directing, managing, and reviewing the activities and operations of the Town of Archer Lodge under the policy direction of the Town Council.

The ideal candidate is

Ideal Candidate Attributes:

- A who:
 -
- Strong:
 -

Minimum Qualifications:

- **Education:**
 - Bachelor's degree in Public Administration, business management, civil engineering or related field
 - Master's degree preferred.
- **Experience:**
 - Municipal management experience

- **Certification:**
 - ICMA Credentialed Manager a plus
-

Critical Knowledge Areas

- **Knowledge Area A**
 -
- **Knowldege Area B**
 -
- **Knowledge Area C:**
 -
- **Knowledge Area D:**
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TOWN ADMINISTRATOR

General Statement of Duties

Performs difficult management, professional, and administrative duties as the Chief Executive Officer (CEO) for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, manages, directs, and implements the goals and objectives of the Town Council. Duties include short and long range planning, creating and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance to Council and staff, leading long range and capital improvement program planning, overseeing financial management, overseeing operations of the Town, and working closely with the Council on major initiatives and priorities. The employee serves as official Budget Officer for the organization. The employee must utilize independent judgment and initiative in decision making, team building, problem-solving, management systems and providing guidance and recommendations to the Council. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina Statutes. Work is performed under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

Duties and Responsibilities

Essential Duties and Tasks

Works with the Mayor and Council to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and Council on planning and policy development to put this vision into effect for Town services; develops agendas for Council meetings; and ensures resources and supporting documentation for informed actions are present; keeps Mayor and Council informed on all issues that affect them and have significant impact on the Town.

Manages and supervises the Town government staff; works with them to establish long and short range goals and ensure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals as established by elected officials and Administrator and helps staff enhance these goals and implement programs consistent with them; builds a strong team among staff with energy and a cohesive vision.

Serves as budget developer for the Town; balances budget, seeks innovative methods of stewardship and new revenue sources; makes professional and realistic recommendations for expenditures of Town's funds; manages Town resources including budget, facilities, equipment, technology, etc.; oversees and/or performs grant development and administration.

Maintains accountability for the hiring, training, performance management, retention, and separation of all Town employees; supervises the establishment of a modern human resource management program for the Town; staffs the organization with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training and development, performance coaching and evaluation to insure high levels of retention and performance excellence.

Provides and manages the provision of professional and technical advice to Council on policy, planning, and legal matters; researches and makes recommendations to Council on new programs, services, and initiatives; coordinates economic and business development policies and strategies.

Coordinates and works with staff in ensuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented.

Oversees the operational management of public works and utilities for the Town; ensures effective land use planning and development for the Town to maximize natural resources; oversees the development and implementation of recreational and other leisure services, arts and quality of life facilities and programming; oversees programs and services to ensure the public safety of the community.

Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, transportation, county, neighboring cities, etc.); crafts and reviews inter-local agreements for various services.

Researches and recommends policies; implements administrative procedures as necessary to provide for consistency and guidance of staff and service management.

Demonstrates leadership and sound decision making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.

Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Town Council.

Maintains current knowledge of management and municipal trends, laws and issues; maintains modern public administration knowledges and skills.

Represents the Town positively with a wide variety of people, business, governments and organizations.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Town Administrator, Town Council, and other public officials.

Considerable knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Considerable knowledge of the principles and practices of public budgeting finance administration, including principles and practices of municipal accounting.

Considerable knowledge of the modern principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

Knowledge of laws, regulations, policies, and current practices in a variety of phases of municipal administration including budget, personnel, purchasing, public works, utilities, planning and other functional areas.

Knowledge of the application of information technology to improving the efficiency, effectiveness, and customer service functions of municipal services.

Skill in meeting facilitation, public speaking, team building and collaborative conflict resolution.

Ability to conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to coordinate and direct a wide variety and array of Town services.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Council, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written form.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, seeing, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in public administration, business management, civil engineering or related field and municipal management experience; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of ICMA certification a plus.

Market Review of Manager/Administrator Salaries Across State

Notes for Board

Taken from the NCLM Salary Survey 2025 edition. Not all local governments respond. Local Governments with a population between 2,500 and 10,000 included. The highest and lowest salary are highlighted. Please review to discuss a salary range you would like to advertise for the position.

Municipality	Actual	Population
Belville	\$ 75,892	2,522
Tobaccoville	\$ 68,680	2,616
Franklinton	\$ 150,280	2,732
Warsaw	\$ 102,815	2,733
Carthage	\$ 99,341	2,917
Pembroke	\$ 100,485	2,999
Red Springs	\$ 102,000	3,094
Granite Quarry	\$ 110,000	3,151
Nags Head	\$ 173,250	3,241
Wallace	\$ 100,000	3,425
Rutherfordton	\$ 132,400	3,614
Lowell	\$ 104,000	3,792
Jamestown	\$ 142,000	3,800
Maiden	\$ 148,800	3,807
Burgaw	\$ 127,797	4,145
Benson	\$ 118,800	4,164
Spindale	\$ 107,800	4,168
Franklin	\$ 97,750	4,242
North Wilksboro	\$ 112,840	4,351
Wingate	\$ 104,100	4,449
Sunset Beach	\$ 141,062	4,465
Farmville	\$ 146,122	4,477
Surf City	\$ 189,590	4,481
Southport	\$ 150,000	4,510
Shallotte	\$ 152,249	4,528
China Grove	\$ 129,292	4,557
Whiteville	\$ 118,470	4,676
Locust	\$ 125,000	4,941
Pittsboro	\$ 205,474	4,971
Williamston	\$ 115,544	5,055
Granite Falls	\$ 140,000	5,088
Carolina Shores	\$ 140,340	5,197

Cramerton	\$ 130,000	5,529
Bessemer City	\$ 120,000	5,542
Nashville	\$ 138,077	5,788
Dallas	\$ 140,000	6,193
Carolina Beach	\$ 196,583	6,712
King	\$ 152,651	7,442
Marion	\$ 153,462	7,643
Brevard	\$ 147,000	7,769
Kill Devil Hills	\$ 272,633	7,852
Woodfin	\$ 144,458	7,976
Oak Ridge	\$ 125,000	7,979
Fletcher	\$ 156,869	8,146
Dunn	\$ 175,000	8,534
Conover	\$ 155,000	8,604
Oxford	\$ 162,302	8,827
Rockingham	\$ 139,050	9,142
Oak Island	\$ 168,688	9,346
Washington	\$ 161,340	9,660
Hillsborough	\$ 204,987	9,902

Average	\$ 138,731
Average up to 5000	\$ 125,389
Average 5,000 - 10,000	\$ 156,317

Archer Lodge	\$ 110,250	5,164
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Benson

TOWN MANAGER



townofbenson.com

Town MANAGER

The Town of Benson is seeking a dynamic and forward-thinking Town Manager to serve as our top executive, overseeing daily operations and turning the Town Council's vision into action. This is more than a management role—it's an opportunity to make a lasting impact in a close-knit, fast-growing community that values both its historic roots and its bright future.

We're looking for an approachable leader who brings fresh ideas, a collaborative spirit, and a hands-on approach to problem-solving. The ideal candidate has experience in rural or small-town leadership, a strong financial background, can communicate with honesty and professionalism, and thrives in an environment where change is embraced and relationships matter.

If you're a progressive, community-minded professional who can build trust, inspire staff, and balance tradition with innovation, we invite you to bring your talents to Benson and help shape the next chapter of our town's story. Benson might be a small town, but we have BIG potential!



About the POSITION



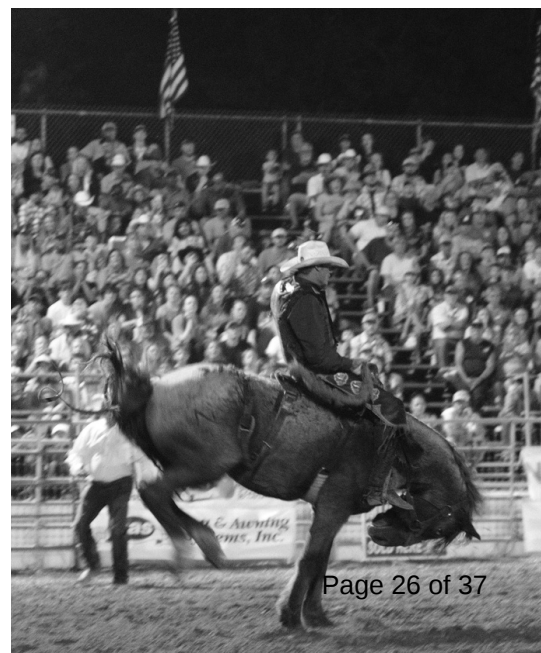
Ideal Candidate Attributes

The ideal candidate is a collaborative, open-minded leader who embraces change and knows how to apply local government best practices to get real results. They bring confidence and energy to the role, earning trust by being present in the community and engaging directly with residents.

A strong communicator and listener, they build strong relationships with both staff and the public. They're committed to transparency, keep the Mayor and Council informed, and stay ahead of emerging issues—making sure leaders have the insight they need to make smart, timely decisions.

Minimum Qualifications

- Education:
 - Bachelor's Degree in Public Administration, Business Administration, or related field
 - Master's Degree preferred
- Experience:
 - At least 5 years of increasingly responsible management experience, including experience as a city/town manager, assistant manager, or department head
 - Experience in a similar sized community or municipal finance department is a plus
- Certification:
 - ICMA Credentialed Manager desired



About the POSITION



Critical Knowledge Areas

- Financial Management:
 - Demonstrated knowledge of local government accounting and budgeting, with an emphasis on fiscal sustainability
 - Understanding of federal and state grant management best practices and oversight
 - Knowledge of local government budget development, capital planning and management, and ability to guide Council and staff through the annual budget process
- Operational Management:
 - Skilled in hiring, supervising, and directing the work of all municipal employees of the town, including hiring, disciplining, and terminating employees when necessary
 - Experience with succession planning, pay structure analysis, and diversity/equity in hiring
- Community & Economic Development:
 - Experience with land use planning and managing growth
 - Track record in fostering commercial and industrial development aligned with community values
- Project Management & Coordination:
 - Proven ability to oversee large-scale infrastructure and community development initiatives
 - Intergovernmental relations and coordination with other local, regional, state, and federal agencies to improve services and collaboration



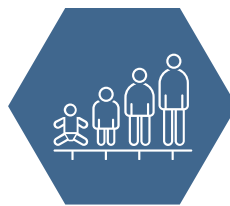
About the TOWN

Benson, located in the rapidly growing southwest corner of Johnston County, blends small-town charm with rich cultural traditions and a strong sense of community. Known for the historic Benson Singing Grove—an outdoor venue for festivals and concerts—Benson also boasts a diverse economy that includes agriculture, textiles, and specialty retail. The town stays vibrant year-round with live performances, Broadway-style productions, and signature events like Mule Days, Christmas on Main, and the State Annual Singing Convention.

With its ideal location at the intersection of I-40 and I-95, Benson offers easy access to the Research Triangle and Fayetteville, along with nearby natural attractions such as the Neuse and Cape Fear Rivers, Raven Rock State Park, and White Lake. Education is a key priority, with strong K-12 public schools, continuing education through Johnston Community College's Benson campus, and proximity to 12 colleges and universities within an hour's drive—making it a great place to live, learn, and grow.



3,967
Population



35
Median Age



1,763
Housing Units



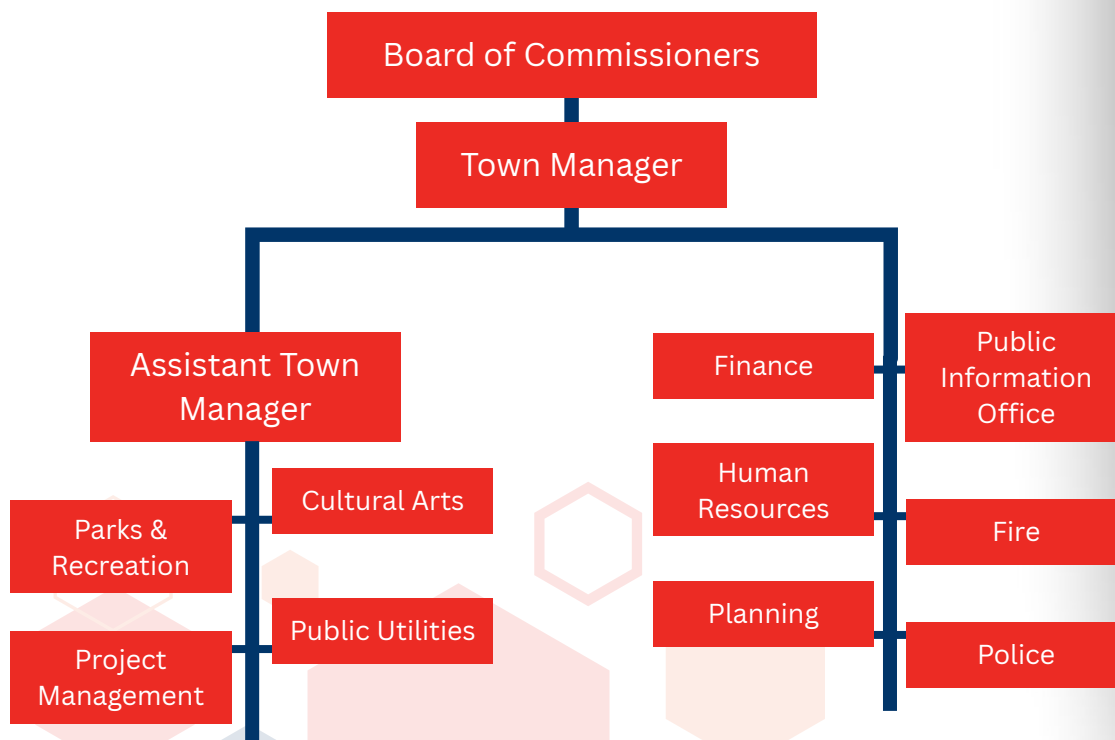
\$65,614
Median Household Income



The Town of Benson is governed under a Council-Manager form of government with the governing authority consisting of a mayor, three district commissioners and three at-large commissioners. The Town Manager is hired by the Mayor and Commission to be responsible for the day-to-day operations of all service departments and recommending policies and programs to the Commission for consideration and approval.

The Town employs 60 full-time employees and 37 part-time employees, who provide a range of services including electricity, water, sewer, police, fire, parks and recreation, cultural arts, planning/zoning, code enforcement, and public works.

Although agriculture remains an important part of the local economy, Benson has experienced the recent economic diversification of eastern North Carolina, particularly in manufacturing and biotechnology. Benson finds itself at the heart of this robust new economic activity due to its location at the crossroads of I-95 and I-40.



The Organization

Employee BENEFITS



Health, Dental, & Vision Insurance



Life insurance, long-term disability, and accidental death and dismemberment



Local Government Employee Retirement System
(within the NC retirement plan-one of the best funded pension plans nationally) employment contribution 6%; employer contribution 12%



401K with automatic City 5% contribution



Paid vacation, sick leave, holidays, and personal time



Car allowance and relocation assistance negotiable



Cell phone allocation (\$50 per month)



Compensation & SALARY

The anticipated hiring salary range is \$130,000 - \$150,000. Salary commensurate with experience.

Residency within the Town is preferred, but not required. The Town Manager must reside within 30 minutes of the Town Hall to ensure an effective connection with the community.

How to APPLY

Central Pines Regional Council is managing the Town Manager recruitment process on behalf of the Town of Benson. Interested candidates should send a letter of interest and resume to Lee Worsley at lworsley@centralpinesnc.gov with the subject "Town of Benson Town Manager." Position is open until filled. A first review of applications is planned for October 7, 2025, and interviews with the Town Council are tentatively planned for late October 2025.

The Town of Benson is an Equal Opportunity Employer.



Town of Benson
303 E Church St.
PO Box 69
Benson, NC 27504
Phone: 919-894-3553
townofbenson.com



CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
4307 Emperor Blvd.
Suite 110
Durham, NC 27703
Phone: 919-549-0551
centralpinesnc.gov

ARTICLE II. DOGS, CATS AND OTHER ANIMALS

Sec. 6-27. Running at large.

- (a) It shall be unlawful for a dog owner to permit his dog to run at large. A dog owner must keep a dog owned, controlled, sheltered, or harbored by him on his property, or else the dog must be accompanied by a person who has the dog firmly restrained.
- (b) A dog owner may utilize an electric underground fence to confine his dog within the real property limits of the dog owner provided, however, that:
 - (1) The electric underground fence utilized by the dog owner is approved for purposes of confining a dog by Underwriters Laboratory or any other testing laboratory approved by the state;
 - (2) The dog owner clearly displays a sign at least seven inches in width and nine inches in height that warns the public that the dog owner is utilizing an electric underground fence to restrain a dog;
 - (3) The failure of an electric underground fence to confine a dog within the real property limits of the dog owner shall constitute a violation of this section; and
 - (4) An electric underground fence may not be used to confine or control an aggressive dog and any attempt to do so shall constitute a violation of this section.

(Ord. No. AL2015-06-01, § 91.20, 6-8-2015)

Sec. 6-28. Keeping stray animals.

- (a) It shall be unlawful for any person in the town knowingly and intentionally to harbor, feed, or keep in possession, by confinement or otherwise, any animal which does not belong to him, unless he has, within 24 hours from the time the animal came into his possession, notified the animal control officer. Upon receiving this notice, the animal control officer shall take such dog and place it in the animal shelter and shall deal with it as provided in section 6-57.
- (b) It shall be unlawful for any person to refuse to surrender any stray animal to the animal control officer upon demand.

(Ord. No. AL2015-06-01, § 91.21, 6-8-2015)

Sec. 6-29. Confinement of female animals in heat.

Every female animal, while in heat, shall be confined in a building or secure enclosure in such manner that it will not be in contact with another animal, nor create a nuisance by attracting other animals. This section shall not be construed to prohibit the intentional breeding of animals within an enclosed area on the premises of the owner of an animal being bred.

(Ord. No. AL2015-06-01, § 91.23, 6-8-2015)

Sec. 6-30. Barking dog.

It shall be unlawful for any dog owner to keep or have within the town a dog that habitually or repeatedly barks in such manner or to such extent that it is a public nuisance, as defined in section 6-1.

(Ord. No. AL2015-06-01, § 91.24, 6-8-2015)

Sec. 6-31. Humane shelter and adequate care required.

The owners of animals shall provide humane shelter from heat, cold, rain, wind, and snow, and shall provide food and water. All animals must be given opportunity for vigorous daily exercise. All animals must be provided by their owners with veterinary care when needed to prevent suffering.

- (1) *Food.* The food shall be wholesome, palatable, and free from contamination. Food shall be of sufficient quantity and nutritive value to maintain all animals in good health. The diet shall be prepared with consideration for the age, species, condition, size, and type of animal. Animals shall be fed at least once a day except as directed by hibernation, normal fast, or veterinary treatment.
- (2) *Water.* Fresh, clean water should be provided at all times in adequate amounts. Owners should take into consideration the age and size of the animal or animals and the temperature, to ensure the uses of a large enough container. An exception would be if a veterinarian ordered a temporary fast for medical reasons. All water receptacles shall be kept clean and sanitary, within easy reach of a restrained animal and stabilized in a manner that cannot be overturned. During summer months, water containers should be kept in a shaded area to maintain a drinkable temperature.
- (3) *Outdoor storage.* Every person having custody of domestic animals which are kept outdoors or in an unheated enclosure shall provide such an animal or animals with the following minimum standards of shelter:
 - a. The shelter for a dog or any species of similar size shall include a moisture proof and wind-proof structure of suitable size to accommodate the animal and allow retention of body heat and shall be made of durable material.
 - b. Such structures shall be provided with a sufficient quantity of suitable bedding material, consisting of hay, straw, cedar shavings or the equivalent, to provide insulation and protection against cold and dampness and promote retention of body heat.
 - c. When sunlight is likely to cause overheating or discomfort of the animals, sufficient shade by natural or artificial means shall be provided to allow all animals kept outdoors to protect themselves from direct sunlight.
- (4) *Space requirements.* Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal to make normal postural and social adjustments with adequate freedom of movement to maintain physical conditioning. The animal should be able to sit, stand, turn, and lie without obstruction. Adequate space for food and water containers must be provided. Inadequate space may be indicated by evidence of malnutrition, poor condition, debility, stress, or abnormal behavioral patterns. Animals shall not be tied, chained, fastened, or otherwise tethered to any stationary or inanimate object as a means of confinement or restraint to property, but must be in an approved enclosure.
- (5) *Sanitation.* Both indoor and outdoor enclosures shall receive periodic cleanings to remove excreta and other waste material, dirt and trash so as to minimize disease, hazards and to reduce odors. These periodic cleanings shall not exceed a five-day period. If, however, more than one animal is held in one enclosure, these cleanings shall not exceed two days.

(Ord. No. AL2015-06-01, § 91.26, 6-8-2015)

Sec. 6-32. Poisoning, maiming, or abandoning dogs prohibited.

No person shall poison or maim an animal, nor may an animal be abandoned.

(Ord. No. AL2015-06-01, § 91.27, 6-8-2015)

Sec. 6-33. Animal bites.

- (a) Any dog, cat or other animal which bites a person shall be immediately quarantined at a place and in a manner determined by the animal control officer for the purpose of determining whether the animal has been infected with the rabies virus. If it is determined that the animal has the rabies virus, it shall be destroyed in a humane manner. If it is determined that the animal does not have the rabies virus, the animal may be returned to the owner until the animal has received an inoculation for the rabies virus. If the animal is returned to the owner, it shall be returned subject to the provisions in subsection (b) of this section.
- (b) All fierce, dangerous or vicious animals, including dogs and cats which have a history of unlawful biting of humans, shall be confined by the owner within a building or secure enclosure or by the animal control officer in the animal shelter. Such animals shall not be released from confinement unless securely muzzled.

(Ord. No. AL2015-06-01, § 91.28, 6-8-2015)

Sec. 6-34. Animal owner responsibility.

The owner or custodian of any dog or cat shall be responsible for repairing damage caused by said dog or cat, including the cleaning up of dog or cat dropping, deposited on any sidewalk, street, walkway or park in the town. In addition, the owner or custodian of any dog or cat shall prevent said dog from trespassing on private property and shall not allow said dog or cat to deposit droppings or otherwise damage private property without permission. Dog and cat owners shall be responsible for clean-up or repair to private property due to droppings or damage caused by trespassing dogs.

(Ord. No. AL2015-06-01, § 91.29, 6-8-2015)

Sec. 6-35. Dangerous Dogs.

The Animal Control Officer is designated as the person to be responsible for determining that a dog is a "dangerous dog" or a "potentially dangerous dog" as defined in G.S. § 67-4.1. Any appeal of that determination may be taken first to the Chief of Police and then to an appellate board, pursuant to G.S. § 67-4.1(c), consisting of the Town Manager, a Deputy Town Manager and a citizen of the town who shall be designated by the Mayor. When a dog is declared to be potentially dangerous or dangerous, in addition to any requirements of state law, the owner must adhere to the following:

(A) Any dog that has been declared to be potentially dangerous under G.S. § 67-4.1(a)(2) or dangerous under G.S. § 67-4.1(a)(1)a.2. or b. shall be required to comply with all of the following:

(1) *Permanent identification mark required.* Permanent identification by means of a tattoo located on the inside thigh or by electronic implant. The cost of said tattoo/implant will be paid for by the owner. The Animal Control Officer will maintain a physical description and photograph of the dog. The owner must allow and assist the Animal Control Officer in viewing the tattoo or reading the electronic implant at such times as deemed reasonable or at such time as the identification of the dog is in question.

(2) *Signage.* A "Beware of Dog" sign shall be placed at the residence of the dog in plain view of the public. Said signs will be placed in such a manner and of such size and clarity as to be visible from the common entrance(s) to the property, specifically but not limited to the driveway. The owner must also place a "Beware of Dog" sign on the dog's pen. The owner has 20 days from the declaration of the dog as a potentially dangerous or dangerous dog to comply.

(3) *Sterilization.* The owner shall have the dog spayed or neutered by a veterinarian licensed to practice in the state within 20 days of the declaration. All fees and costs are the responsibility of the owner and must be paid in full to the satisfaction of the veterinarian prior to release.

(4) *A secure pen.* The dog will be kept in a secure enclosure that is constructed of materials strong enough to contain the dog. The owner must comply within 20 days and must construct any outdoor enclosure consistently with the following:

(a) The enclosure shall be large enough for the dog (depending on the size of the dog) to move around freely. It shall provide the dog with adequate shelter and adequate shade.

(b) The enclosure must have a floor, sides and a top from which the dog cannot escape.

(c) The enclosure shall be constructed of a six-foot-high fence at least nine-gauge chain link. The enclosure will also have a fence or solid top constructed of the same material.

(d) The structure must be constructed so that the dog may not dig under the sides. If the floor is constructed of dirt, the enclosure must include an eight-foot fence with two feet buried in the ground or sunken into a concrete pad which is 24 inches wide along the inside perimeter of the fence and four inches thick.

(5) *Inspection.* The Animal Control Officer may cause such inspections as deemed appropriate to be made of the premises of an owner of a dog subject to the provisions of this section.

(6) *Off owner's premises.* Anytime the animal is off the owner's premises, the dog will be on a secure collar and leash not to exceed six feet, wearing a muzzle and restrained by a competent person.

(7) *Relocation.* An owner of a dog subject to this section must notify the Animal Control Officer at least three working days prior to moving the dog to a new address and give the Animal Control Officer the new address or location of the dog.

(8) *Notification of death.* The owner of a dog subject to this section must notify the Animal Control Officer within ten days after the dog dies.

(9) *Payment of annual registration fee.* The owner shall pay annually a registration fee for each dog subject to this section in an amount of \$100.

(10) *Possession.* No dog subject to this section may be given away, sold, traded, placed for adoption, or otherwise transferred. The owner must retain ownership, possession, and responsibility for the dog until the dog dies or is surrendered to the Animal Control Officer for euthanasia.

(11) *Bites or attacks.* If a dog that is subject to this section subsequently bites or attacks a person, the dog will be surrendered or seized for euthanasia and the owner will be cited for the violation.

(B) Any dog that has been declared to be dangerous under G.S. § 67-4.1(a)(1)a.1. shall be required to be surrendered or seized for euthanasia and the owner will be cited for the violation.

(C) *Violation.* Any violation of the terms of ownership of a "dangerous" or "potentially dangerous" dog will result in a citation and civil penalty, of \$500 per offense. The dog will be impounded and held until the violation is remedied, except as provided in division (A)(11) and (B) above, and all fees, fines and penalties are paid in full. If the owner is found in violation of this section more than once, the animal, if applicable, may be required to be surrendered or seized for euthanasia.

(Ord. AL2025-08-21, passed xxxx-xx-xx)

Statutory reference:

Dangerous dogs, see G.S. §§ 67-4.1, 67-4.2, 67-4.3, 67-4.4, 67-4.5

Secs. 6-36—6-56. Reserved.



RE: AL Ordinance Update - Dangerous Dogs

From Patrick Kostka <pkostka@townofclaytonnc.org>

Date Thu 8/21/2025 10:51 AM

To Jason Kress <jason.kress@archerlodgenc.gov>; John LeQuire <jlequire@townofclaytonnc.org>

Be Advised: This email originated from outside of the Town of Archer Lodge, NC

You will definitely need to tweak it. If you want to keep the "Chief of Police" type position in that ordinance, then the most appropriate person to take the position would be Bryan's position. However, the appellate board, which is the second stage of the appeal process in that ordinance, would consist of the Town Manager (Bryan), the assistant/Deputy Town Manager (Kim), and a citizen, who will likely be pulled from the Town Council. So there would be a conflict of interest by having Bryan participate in both of the first two stages of the appeal, which would almost guarantee that any appeal made to the third stage of the appeal, which is superior court, would be granted.

State statute 67-4.1(c) states that there needs to be a person or board that determines if a dog is dangerous or potentially dangerous. The way you've got the ordinance written now, that person is me, and I think that should remain the same. The statute does not require the involvement of the Chief of Police in an appeal, only an appellate board, not defined in its composition, which must be separate from the person or board (in this case, me) making the initial determination against the dog. It also says that the dog owner must make a written appeal within 3 days of the determination being delivered to them in writing, and the appellate board must schedule a hearing within 10 days of the written appeal being made.

There are a couple of options to that come to my mind to tweak this.

1. The position of Chief is altered to reflect Bryan's position, and the appellate board is designated to the Town Council. This would grant 2 stages of appeal, and places the second stage on elected officials, who are appointed by the People. Having multiple stages of appeal prior to potentially arriving in superior court works in the favor of the Town. The only real snag to this plan is if the council does not meet every week or cannot be summoned to attend a dangerous dog appellate meeting in order to be compliant with the statute's requirement of scheduling the appellate board meeting within 10 days of a written appeal being received.
2. The position of Chief is altered to reflect the position of someone under Bryan's position, such as Marcus. I recommend the Town Attorney because a background in law when making determinations of these appeals will also work favorably in the event the matter reaches superior court. The ordinance does not require a hearing with the "Chief," so Marcus (or whoever) does not have to actually meet with the dog owner to make their own determination. After that, the appellate board is designated as who you have in the ordinance, which would be Brian, Kim and a third party. This reduces reliance on the schedule of the Council, while keeping the appeals process at 2 stages, and still keeps the matter "in house."
3. The position of Chief is removed, and the appellate board is designated as what you have written. This reduces the stages of appeal to 1, but is much less reliant on the schedules of the Council and keeps the scheduling in house.

Hope this helps,