



Work Session - Minutes

Monday, October 20, 2025

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Council Member Buzzelli

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
Cynthia Richardson, Interim Human Resources Officer
Ben King, Interim Town Clerk

MEDIA PRESENT:

None

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1 WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, 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:

3 - 11

a) Discussion on the Town Administrator Search Process

Lee Worsley, Executive Director of Central Pines Regional Council, outlined the Town Administrator search process. The job ad brochure, with Town details and salary range of \$110,000-\$130,000, was approved by Council with a date update. An evaluation matrix will be used to assess candidates, considering county government experience relevant. The matrix requires technical adjustments for accurate scoring and will sort but not score candidates strictly.

The recruitment schedule was established:

- Advertisement to begin October 21st
- Initial review of applications by November 14th
- Council selection of interview candidates on November 17th
- Interviews scheduled for December 13th

Council agreed to interview up to five candidates with approximately one hour per interview.

[Archer Lodge Town Administrator Search Approved Schedule](#)
[Town Administrator Approved Brochure](#)

b) Discussion on Speed Limits Within Town Limits

Mayor Mulhollem shared a speed limit review of town roads. The Council explored standardizing speed limits: 35 mph for the Town center and 45 mph for other areas, noting current limits range from 25 to 55 mph. DOT requires only a Council resolution to change limits. Staff will create maps to illustrate possible zones for future review. Consideration was given to reducing Archer Lodge Road to 25 mph due to pedestrian activity near the church and community center. Adding crosswalks at the main intersection for pedestrian safety was also discussed.

[Speed Limit Inventory Handout](#)

c) Discussion on Parks and Recreation Winter Sports

Parks and Recreation Director Chris Allen requested postponing this discussion due to positive conversations that occurred earlier in the day which might change winter sports plans.

Mr. Allen reminded everyone about the shredding event scheduled for Saturday from 9am to 1pm at the Town Park.

d) Interim Financial Reports**August 2025 Interim Financial Statements**

August 2025 Interim Fund Balance Reserves for All Funds

September 2025 Interim Financial Statements

September 2025 Interim Fund Balance Reserves for All Funds

SCIF Grant Information as of 9/30/25

24REDR Grant Information as of 9/30/25

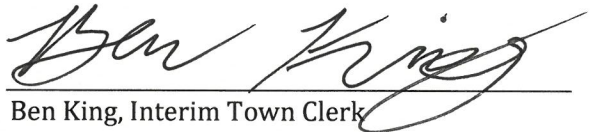
Kim Batten, Assistant Town Administrator/Finance Officer, summarized financial reports for August and September 2025, noting that for August, revenue collection was lower than the second month's fiscal target of 17% which is normal in the early months of the fiscal year, and expenditures were also moderate. September saw an improvement in revenue intake to 8%, with expenditures slightly exceeding the 25% quarterly benchmark for some departments. It was highlighted that the Town is not very far into the fiscal year and that property tax collection starts in November/December, with September noting sales tax receipts for earlier periods. Updates on grant balances were also provided.

3 ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 7:39 p.m.



Matthew B. Mulhollem, Mayor



Ben King, Interim Town Clerk



Town Administrator Search – Schedule

As of October 21, 2025

Town of Archer Lodge

Phase One

September 18, 2025 COMPLETE

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 COMPLETE

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 COMPLETE

CPRC will send prep material to the Board for the October 20, 2025 Meeting

- Draft Job Advertisement Materials

- Draft Candidate Evaluation Matrix

October 20, 2025 Board Meeting COMPLETE

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

- Approval of Job Advertisement Materials
- Approval of Evaluation Matrix
- New Schedule

October 21, 2025 COMPLETE

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

Phase Two

October 21, 2025 COMPLETE

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.

November 14, 2025

CPRC will complete an initial review of candidates and send detailed candidate information and analysis to the Board for review before the November 17, 2025 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 18, 2025

CPRC staff will coordinate with candidates to schedule and finalize first-round interview logistics.

Phase Three**December 13, 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

December 15, 2025

CPRC staff will coordinate with candidates regarding the second-round logistics

Date TBD 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**Dates TBD**

Candidate Negotiations

- Town official will call the candidate and make a conditional offer, and begin negotiations
- CPRC will conduct a background check/activities

Date TBD Special Board Meeting

- Council votes on Town Administrator candidate and employment agreement
- CPRC provides assistance with a press release to announce the new administrator



Town Administrator

Town of Archer Lodge, NC



About Archer Lodge



5,365

Population

42.7

Median Age

\$73,750

Median Household
Income

12

Employees

6 Full-Time

6 Part-Time

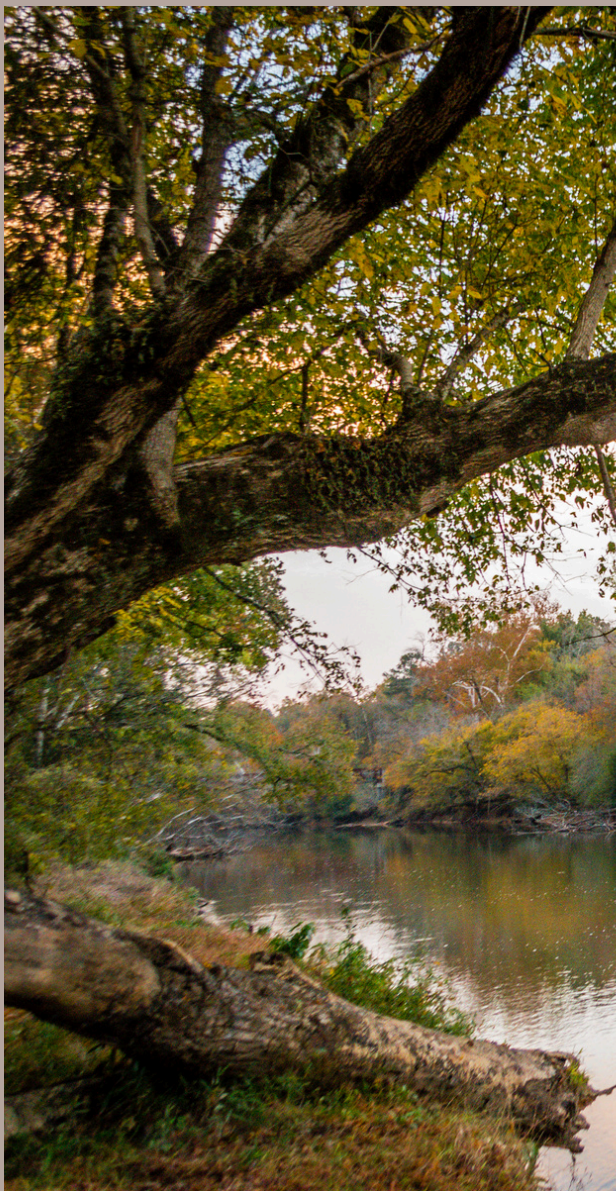
Archer Lodge is a small town in northern Johnston County with deep agricultural roots and a strong sense of self-determination. The Town's rural setting, slower pace of life, and family atmosphere is an attractive alternative to the hustle and bustle of nearby urban centers in the Triangle.

Archer Lodge got its start as North Carolina's newest municipality upon its vote to incorporate in 2009 and has nearly doubled in size since the Town's formation.

Archer Lodge's first **Town Park** opened in 2024 and features 2 ballfields, a playground, a paved walking trail, a shelter, bathrooms, and convenient paved parking.

Candidate Profile

The Town of Archer Lodge is seeking a community-driven leader to serve as its next Town Administrator. The ideal candidate would be someone who thrives in a collaborative environment, communicates clearly, and is an effective manager of personnel, time, and financial resources. This individual would understand the unique needs of a small-town community and would work to build consensus between the community, council, and personnel to accomplish goals.



Key Attributes

➤ **Experienced Administrator**

Demonstrates successful management experience, including staff supervision, financial management, and oversight of municipal functions. Background as an administrator/manager in a community facing rapid growth is a plus.

➤ **Collaborative & Culturally Fit**

Ability to work well with diverse teams and fit into existing organizational culture. Takes initiative to foster relationships with staff, residents, and community partners, and serves as a liaison for Council.

➤ **Financial Steward**

Well-skilled in budgeting, financial planning, and facilitating budget conversations with various stakeholders. Experience in operating within tight budgets and ability to identify additional funding sources, such as grants.

➤ **Strong Communicator & Consensus Builder**

Ability to clearly communicate complex ideas and guide discussions among council, staff, and residents. Skilled in fostering consensus through open dialogue and implementing Council's vision.

Critical Knowledge Areas



Budget Development & Finance Management

Grant Writing & Administration



Human Resources & Employee Relations

Community Planning & Housing Development



Communication & Facilitation

Understanding of Core Municipal Functions



Employee Benefits



Health, Dental, & Vision Insurance



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



NC Local Government Employees Retirement System (NCLGERS). Employees must contribute 6%, which is payroll deducted.



401K with automatic 6% contribution from the Town



Paid vacation, sick leave, and personal time. Town follows State of NC holiday schedule. Two floating holidays.



4-Day work week (Four 10-hour days, closed on Fridays)

Compensation & Salary

The anticipated hiring salary range is \$110,000 – \$130,000. Salary commensurate with experience.

How to Apply

Central Pines Regional Council is managing the Town Administrator recruitment process on behalf of the Town of Archer Lodge. Interested candidates should send a letter of interest and resume to Lee Worsley at lworsley@centralpinesnc.gov with the subject "Town of Archer Lodge Administrator." Position is open until filled. A first review of applications is planned for November 14, 2025 and interviews with the Town Council are tentatively planned for December 13, 2025.

The Town of Archer Lodge is an Equal Opportunity Employer.



Town of Archer Lodge
14094 Buffalo Road
Archer Lodge, NC 27527
Phone: 919-359-9727
archerlodgenc.gov



CENTRAL PINES
REGIONAL COUNCIL

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

AL Windshield Speed Limit Inventory

Covered Bridge Road from Store going back toward River Wood

2.2 miles

45mph speed limit the whole way

Covered Bridge Road from Store going back toward Buffalo Creek

1.6 miles

45mph speed limit turning to 35mph around the curve then 55mph

Missing Town Limit Sign

Buffalo Road from Store going toward Flowers

1.7 miles

45mph speed limit the whole way (35 at school back to 45)

Buffalo Road / Wendell Road from Store toward Wendell

1.5 miles

35mph around curve changing to 55mph at Dean's

School speed limit?

Missing Town Limit Sign

Buffalo Road from Store toward Eagle Rock

1.9 miles

45mph to 35mph at church to town hall back to 45mph (goes to 55mph)

13.9 miles total

Castleberry Road

2.0 miles

Speed limit not marked well. 35mph around the curve at Clyde's house.

45mph beyond town limit to 42.

South Murphrey

1.1 miles

Speed limit 55mph, last 10th mile 35mph and continuing at 35mph in Flowers.

Loop Road from Covered Bridge

1.0 miles

55mph in A.L. (45mph on Clayton side)

Archer Lodge Road

0.3 miles

Speed limit ?

Wall Road

0.6 miles

Speed limit ? Bare post where speed limit sign might have been.