

Work Session - Minutes Tuesday, January 22, 2019

COUNCIL PRESENT:

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

STAFF PRESENT:

C. L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator

1 WELCOME/CALL TO ORDER:

- a) **Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.**

Prior to starting with Item#2 - Old Business:

Mayor Mulhollem opened by reminding Council Members to refresh their training on holding Public Hearings and Rezoning Requests, due to the infrequency of having them. Following, Attorney Hewett briefed Council on the following:

- Zoning Maps address the "uses" of property and Council has already adopted the Zoning Map.
- When request(s) for rezoning occurs, staff does the homework and provides all materials to the Planning Board. Then the Planning Board is responsible for studying the information provided thus making a recommendation to the Town Council.
- Public hearings are not question and answer sessions. They are provided so that the public can remark to the Council. However, the public must educate themselves about the requests and prior to the hearings.
- Town Council make decisions for the entire Town and should broaden their thinking for the betterment of the Town.
- If Town Council doesn't agree with the Zoning Map and/or Zoning Ordinances that have been adopted, then they should discuss making changes.
- The Open Meetings Law must always be considered when simultaneous conversation is either 1) in person; 2) in text messages; 3) on a conference call or 4) in an email when a majority of the members of the Council discuss an item of public business.

Mayor Mulhollem thanked Attorney Hewett for his training session.

2 OLD BUSINESS:

- a) *** Review and Discuss Mr. Tim Lee's Application to Rezone
* Review and Discuss Current Zoning Ordinance regarding
Neighborhood Business District**

Mr. Clark offered remarks on documents provided for Council's consideration to rezone property. He further added that for Mr. Lee to consider the property for commercial activity, the following must be completed:

- Rezoning

- Septic System - site specific plan completed
 - Soil Analysis is possible
 - Off-Site Septic System is possible
 - 50 Foot Buffer - both sides of the center line of ditch
 - NCDOT Map plans - displayed and explained in detail
 - County Stormwater Ordinances must be considered
 - NCDOT - driveway permits
 - Technical Review Committee (TRC) - review site plans
 - Commercial Design Standards not yet established in Archer Lodge
- Discussion of Neighborhood Business (NB) followed.

C.L. Gobble advised the Town Council to think about the future of Archer Lodge as it pertains to future revenues/tax base.

Council Member Bruton expressed concerns about the location not being in the Zoned Central Business section. Mayor Pro Tem Castleberry shared that larger convenience stores require more property than is being considered for rezoning. Council Member Wilson remarked that the Town of Archer Lodge lives on Ad Valorem Taxes, and there is no available land for a business center. Future issues may develop, he added, if the Town starts rezoning Single Family Districts. No further discussion.

b) Meeting Reminders - Mayor read aloud and offered comments on each.

- **Susan Hatchell's Public Input Meeting for Park Ideas**
When: Tuesday, January 29th
Where: Archer Lodge Community Center (ALCC)
Time: Floating 5:00 p.m. - 7:00 p.m.
- **Bike/Pedestrian Steering Committee Meeting**
When: Thursday, January 31st
Where: Jeffrey D. Barnes Council Chambers, AL Town Hall
Time: 6:30 p.m.
- **Town Council Annual Planning Session**
When: Saturday, February 23rd
Where: Parkside Cafe', Pine Level, NC
Time: 8:30 a.m.

Regarding the Public Input Meeting for Park Ideas, Mayor Mulhollem shared that the meeting will be an event for citizens to offer input and floating between 5:00 p.m. - 7:00 p.m. Ms. Batten noted that the meeting had been advertised on the town's website, social media accounts, exterior town hall doors, and the outdoor digital sign. In addition, she announced that the JoCo Report (<https://jocoreport.com/>) would post it on their site Friday, January 25, 2019.

Regarding the Bike/Pedestrian Steering Committee meeting, Bob Clark advised that this is the "Kick Off" meeting for the project.

Regarding the Annual Planning Session, Mayor Mulhollem offered directions to the restaurant location and if there were any topics that needed attention, please advise Mr. Gobble or himself.

3 NEW BUSINESS:

- a) Planning Board/Board of Adjustments Retroactive Re-appointments to January 1, 2019 Discussion**
- **A. Terry Barnes**
 - **John Oglesby**
 - **Teresa Romano**

Mayor Mulhollem shared that the terms for the above individuals serving on the Archer Lodge Planning Board and the Board of Adjustments expired December 31, 2018 and was overlooked. Attorney Hewett confirmed that the members could be re-appointed at the February 4, 2019 Regular Council Meeting and make their terms retroactive to January 1, 2019. Ms. Batten advised that all three members had applied to serve, and copies were included the Council's packets.

The Town Council unanimously agreed to Re-Appoint Terry Barnes, John Oglesby and Teresa Romano to serve 3-year terms on the Archer Lodge Planning Board and the Board of Adjustments retroactive to January 1, 2019 and will appear on the Consent Agenda at the February 4, 2019 Regular Council meeting.

b) December 31, 2018 Financials & Year-to-Date Comparison (FY18 compared to FY19)

Ms. Batten shared the financial summary for all funds ending December 31, 2018 and noted that the fiscal year is half-way completed. She mentioned that a majority of the Ad Valorem taxes had been received, thus the General Fund revenues were approximately 61% collected and expenditures increased from November to December to 58%. Revenues in both the Capital Reserve Fund and Park Reserve Fund had increased due to the monthly investment earnings and the designated 3-cents tax revenues transfer from the General Fund to Park Reserve Fund.

Comparing December 2017 with December 2018, Ms. Batten stated that revenues had increased as well as the expenditures which is due to the AL Fire Tax as well as the purchase of Park Land. No further discussion.

c) Town Hall Expansion Project and Council Chambers Considerations

- **Cameras and Security Equipment**
- **Data, Voice Networking and Audio Visual**
- **Network as a Service (24/7/365) - VC3**
- **New Furniture and Equipment**
- **Replacement Furniture**

Ms. Batten shared that during the construction of the Town Hall expansion, our security company, American Alarms, Inc., performed the following tasks:

- Wiring for sensors and added more cameras
- Replaced security cameras that were removed for expansion project
- Pre-wired for a outside security cameras
- Installed additional sensors inside and outside

Ms. Batten shared a quote from American Alarms for additional equipment in the expansion area:

- Upgrading Security DVR
- Allowance for current DVR
- Adding exterior night vision camera
- Adding two interior cameras in new hallway
- Adding two monitors in the new offices for security cameras
- Adding software on the computers in the Finance Officer/Town Clerk & Deputy Clerks' offices, to manage the security system
- No added charges for the monthly security and monitoring costs

Ms. Batten shared information regarding the current data, voice, networking, and audio-visual services managed by TP Productions. She shared quotes received from other vendors for same services. Discussion followed. Mayor Mulhollem ask Ms. Batten to investigate further and ask Town Council to communicate any questions or share any contacts with Ms. Batten.

Mayor Mulhollem opened the floor for discussion of purchasing new furniture for the expansion area. Discussion followed.

Discussion regarding the deteriorating condition of the banquet chairs in Council Chambers commenced. Mr. Gobble shared that staff had received several quotes regarding replacement vs. reupholstering. All agreed that it was best to purchase good quality chairs. No further comments.

4 CLOSED SESSION:

- a) Attorney Hewett ask for a motion to enter Closed Session to discuss personnel as permitted by § 143-318.11(a)(6)**

Moved by: Council Member Jackson
Seconded by: Council Member Wilson

Approved to Enter Closed Session at 8:37 p.m.

CARRIED UNANIMOUSLY

Moved by: Mayor Pro Tem Castleberry
Seconded by: Council Member Locklear

Approved to Return to Open Session at 9:32 p.m.

CARRIED UNANIMOUSLY

5 ADJOURNMENT:

- a) No further business.**

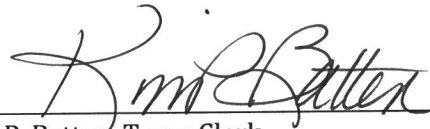
Moved by: Mayor Pro Tem Castleberry
Seconded by: Council Member Locklear

Adjourned meeting at 9:32 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

