

Regular Council - Minutes Monday, December 5, 2022

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Joyce Lawhorn, Deputy Town Clerk
Kim P. Batten, Assistant Town Administrator/Finance Officer
Brandon Emory, Interim Town Planner
Chris Curry, Code Enforcement Officer
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

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)** No additions or changes noted.
Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

- a)** Mr. Zane Pinckney of 379 Nashville Drive, Archer Lodge, NC discussed that he spoke to Piedmont Natural Gas and they stated that they were going to fence in the area being discussed, they were going to put some kind of visual barrier such as berm, and explained the kind of lighting that they would have. Mr. Pinckney shared that Piedmont gave him a set drawings, and the drawings didn't have any of those things listed above on them. Mr. Pinckney stated that he spoke to Ms. Ingram and the subcontractor; they are saying one thing but doing another. Mr. Pinckney came to council a few months ago asking for help. He is back to get some help from council. It was mentioned that the Interim Town Planner, Mr. Brandon Emory, would be in contact with Mr. Pinckney in regards to this.

4. CONSENT AGENDA:

**a) Approval of Minutes:
07 June 2021 Regular Council Meeting Minutes**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. RECOGNITION:

**a) Outgoing Planning Board and Board of Adjustment Member ~
Neal Thompson**

Mayor Mulhollem recognized Neal Thompson, though not in attendance, for his years of service on the Planning Board and Board of Adjustment.

6. ORGANIZATIONAL ITEMS:

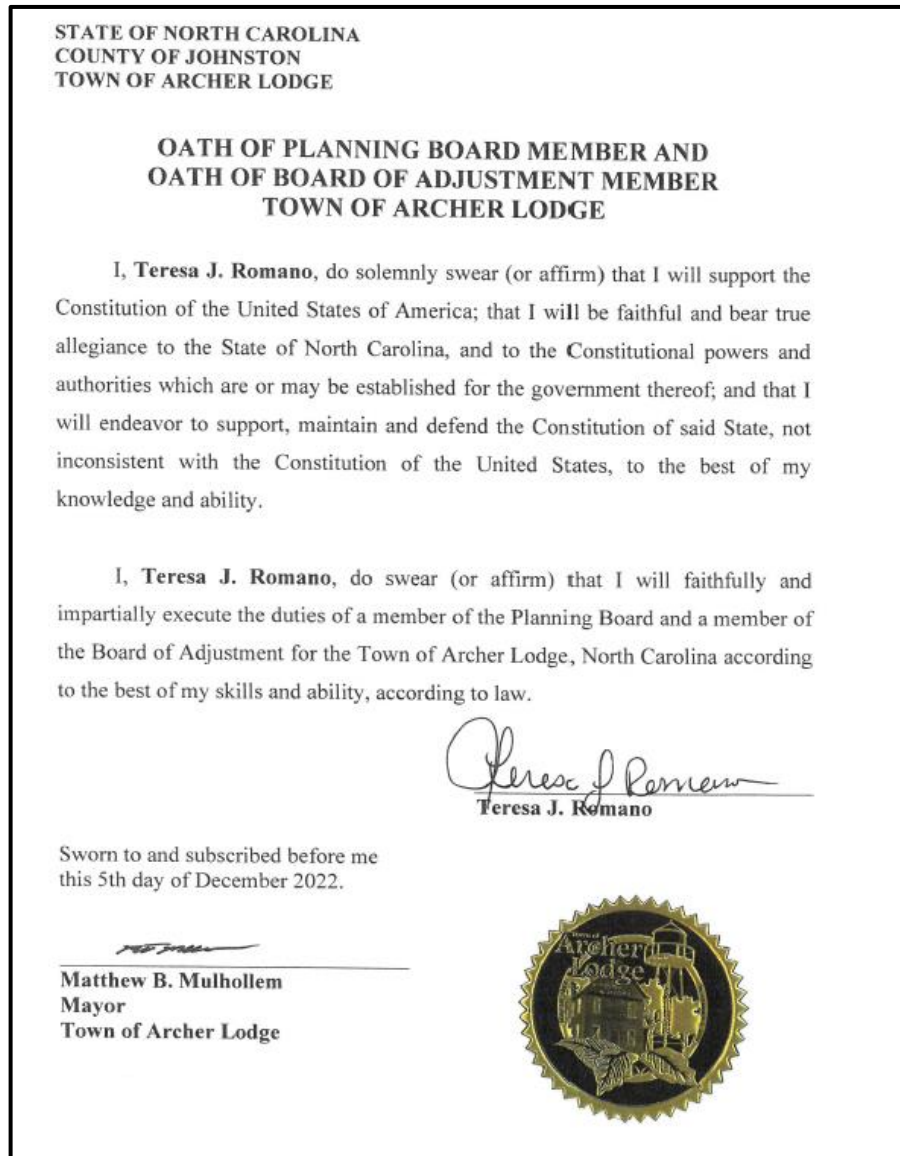
**a) Administration of Oath of Assistant Town Administrator/Finance Officer Kim P. Batten by
Mayor Matthew B. Mulhollem**

Mayor Mulhollem administered the Oath of Assistant Town Administrator/Finance Officer to Kimberly (Kim) P. Batten, with the support of the Town Administrator, Mike Gordon, which appears as follows:



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- b) **Administration of Oath of Planning Board and Board of Adjustment Member(s) by Mayor Matthew B. Mulhollem**
- **Teresa J. Romano**
 - **Hearbert A. Locklear**

Mayor Mulhollem administered the Oath of Planning Board and Board of Adjustment to Teresa J. Romano with the support of the Planning Board and Board of Adjustment Chair, John Oglesby, which appears as follows:



Hearbert A. Locklear was not in attendance, so the oath was not administered.

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell commented on the growth of the number of employees for the town and congratulated the town for that accomplishment. He also welcomed back Ms. Teresa Romano to the Planning Board and Board of Adjustment. Attorney Burrell recognized Mr. Neal Thompson, though not in attendance, for his service and how Neal made mention that he would be interested in returning in the future. Lastly, Attorney Burrell wished everybody a Happy Holiday.

8. TOWN ADMINISTRATOR'S REPORT:

a) Archer Lodge Town Park Update

Mr. Gordon referenced the handout below. Mr. Gordon mentioned that a dry BMP (Best Management Practice) would be a better alternative than having a permanent pond. Mr.



9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for October 2022

Ms. Batten shared an interim summary for all funds ending October 31, 2022. She noted that we have a little less than 33% in revenues collected. The actual to date net difference between revenues and expenditures in the general fund is a deficit of \$115,613.06.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that around 60% has been collected.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been revenues during the month of October.

Regarding the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been investment earnings, and we are about 56% collected.

When comparing revenues in October 2022 with October 2021 in the General Fund, Ms. Batten mentioned that we are at approximately \$30,500 more this year. Ms. Batten stated that the expenditures for this year are a little less than last year. October 2022 appears to be better than October 2021 by approximately \$36,700.

No further comments or discussion.

10. HUMAN RESOURCES/TOWN CLERK'S REPORT:

a) Parks & Recreation Director Update

Ms. Martin stated that Chris Allen has accepted our offer for the Parks and Recreation Director position. Chris will begin his duties with the town on Tuesday, January 3, 2023.

b) 2022 UNC School of Government Annual New Clerks Institute & Annual Master Clerks Academies for City and County Clerks Update

Ms. Martin explained that she attended the New Clerks Institute and the Annual Master Clerks Academy, and she expressed how grateful she was that the town allows their employees to attend different classes and conferences for growth and training. Ms. Martin shared how it is very helpful and makes a difference to have connections with other clerks and other human resources representatives from other agencies.

Ms. Martin also reminded council of the special meeting on Wednesday, December 7th.

Discussion followed regarding the interview questions for the special meeting on Wednesday, December 7, 2023.

11. PLANNING/ZONING REPORT:

a) Introduction of Brandon Emory, Interim Town Planner

Mr. Gordon introduced the Interim Town Planner, Mr. Brandon Emory, from Alliance Code Enforcement LLC.

Mr. Emory stated that he owned Alliance Code Enforcement LLC. Mr. Emory explained to council that his background is in law enforcement as a criminal investigator. After that, he got involved in code enforcement, which turned into getting involved in planning. Mr. Emory indicated that he cares about the community. He met with Ms. Julie Maybee to pick up where she left off. Mr. Emory expressed that it was a pleasure to meet everybody.

No further comments or discussion.

b) Code Enforcement

Mr. Curry shared the following update:

- 4 new cases have been opened up this month
- 4 notice of violations were issued
- 5 notice of hearings were sent out
- 38 signs were picked up
- Discussed some of the properties that are making progress.
- Praised one property for becoming abated within 4 days of the complaint.

Discussion followed regarding an overgrown lot that was cut down but now the view is worse because of the house. Mr. Curry explained that the owner is going to demolish the house. Mr. Brandon Emory stepped in and explained that their primary focus is rental property that have a lot of safety hazards. They want to team with council about what decisions council wants to make in regards to minimum housing. Discussion was also had in regards to the letters that residents are receiving from code enforcement.

12. MAYOR'S REPORT:

Mayor Mulhollem welcomed back Ms. Teresa Romano back on the Planning Board and Board of Adjustment. He also welcomed Mr. Brandon Emory and stated that he was looking forward to working with him. Mayor Mulhollem extended congratulations to the Archer Lodge Community Center for another successful Christmas parade and Christmas tree lighting event. Mayor

Mulhollem spoke about the town float and his appreciation for the town staff for making those arrangements. He wished everybody a Merry Christmas.

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Bruton welcomed Mr. Brandon Emory and Ms. Teresa Romano. She wished everybody a Merry Christmas.
 - b) Council Member Wilson sang "We wish you a Merry Christmas".
 - c) Council Member Jackson stated that he was glad to have some people back and wished everybody a Merry Christmas.
 - d) Mayor Pro Tem Castleberry wished everybody a Merry Christmas.
 - e) Council Member Purvis wished everybody a Merry Christmas.
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14. PRESENTATION:

Mayor Mulhollem explained that the person receiving the presentation was not able to attend.

15. ADJOURNMENT:


- a) Having no further business, Mayor Mulhollem asked for a motion to adjourn the meeting.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourn meeting at 7:28 p.m.

CARRIED UNANIMOUSLY


Matthew B. Mulhollem, Mayor


Jenny Martin, Town Clerk

