

## Regular Council - Minutes Monday, November 3, 2025

### **COUNCIL PRESENT:**

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

### **STAFF PRESENT:**

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

### **COUNCIL ABSENT:**

None  
Page

### **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.

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#### **b) Pledge of Allegiance**

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

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### **2. APPROVAL OF AGENDA:**

#### **a) No Changes or Additions**

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

#### **Motion to Approve the Agenda as Presented**

CARRIED UNANIMOUSLY

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### **3. CONSENT AGENDA:**

#### **a) Approval of Minutes**

**14 Jul 2025 Regular Meeting Minutes Amendment**  
**06 Oct 2025 Regular Meeting Minutes**  
**20 Oct 2025 Work Session Minutes**

Moved by Mayor Pro Tem  
Seconded by Council Member Jackson

#### **Motion to Approve the Consent Agenda as Presented**

CARRIED 3-1 (Bruton Opposed)

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**4. OPEN FORUM/PUBLIC COMMENTS:**  
**(Maximum of 30 minutes allowed; 3 minutes per person)**

a) Mr. Hearbert Locklear of 123 Fawn Ln addressed the Council regarding his interest in continuing to serve on the Planning Board. He mentioned he has served for 2-3 years, has lived in town since 2001, and believes his experience would benefit the board.

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**5. RECOGNITION/PRESENTATION:**

8 a) **Diabetes Awareness Month Proclamation**

Mayor Mulhollem read the Diabetes Awareness Month proclamation, recognizing November 2025 as Diabetes Awareness Month in Archer Lodge.

[2025 Diabetes Awareness Month Proclamation - Signed](#)

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b) **Presentation from Johnston County Health Department on Diabetes Awareness**

Mary Banks, Health and Wellness Coordinator for Johnson County Public Health Department, presented information about diabetes awareness. She noted that November 14th is World Diabetes Day, with this year's theme being "Diabetes in the Workplace." She discussed risk factors for Type 2 diabetes and prevention methods, including smoking cessation, regular exercise, healthy eating, and physician consultation. She announced that the health department will offer a free diabetes prevention program in January 2026.

Mayor Pro Tem Castleberry personally thanked Ms. Banks, sharing that diabetes had caused his liver failure, resulting in 70 hospital visits over 2.5 years. He expressed gratitude for the health department's support and noted his improving condition.

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9 c) **Veterans Day Proclamation**

Mayor Mulhollem read the Veterans Day proclamation, recognizing November 11, 2025, as Veterans Day in Archer Lodge.

[2025 Veterans Day Proclamation - Signed](#)

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**6. DISCUSSION AND POSSIBLE ACTION ITEMS:**

a) **Discussion and Possible Action on Accepting the Resignation of Council Member Mark Wilson**

Mayor Mulhollem noted that Councilman Wilson presented his resignation at the October meeting and acknowledged his years of service to the town.

Moved by Mayor Pro Tem Castleberry  
Seconded by Council Member Buzzelli

**Motion to Accept the Resignation of Council Member Mark Wilson**

CARRIED UNANIMOUSLY

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10 - 14 b) **Discussion and Possible Action on Making Appointments to the Planning Board**

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The Council had four applicants for two openings. Town Attorney Marcus Burrell distributed ballots to Council members. After voting, there was a tie for second place, requiring a second round of voting. The final results showed Eric Mooneyham and Jonathan Cox as the top vote getters.

Mayor Mulhollem thanked all applicants and noted the importance of managing growth on a local level as a major reason for incorporation.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Appoint Eric Mooneyham and Johnathan Cox to the Planning Board and the Board of Adjustment**

CARRIED UNANIMOUSLY

[Planning Board Ballots 11.3.2025](#)

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**15 c) Discussion and Possible Action on a Resolution, #AL2025-11-03a, Adopting the 2026 Town Council Meeting Schedule**

Interim Town Clerk Ben King explained that the schedule follows the typical pattern of first Monday meetings, with adjustments for holidays. He noted work sessions in February and March would be substituted with budget retreats, with a possible January retreat depending on when the new Town Administrator is hired.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Adopt a Resolution, #AL2025-11-03a, Adopting the 2026 Town Council Meeting Schedule**

CARRIED UNANIMOUSLY

[AL2025-11-03a Resolution Adopting the 2026 Town Council Meeting Schedule - Signed](#)

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**16 d) Discussion and Possible Action on a Resolution, #AL2025-11-03b, Adopting the 2026 Holiday Schedule**

Interim Town Clerk Ben King confirmed the schedule is consistent with the North Carolina State employee holiday calendar.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Adopt a Resolution, #AL2025-11-03b, Adopting the 2026 Holiday Schedule**

CARRIED UNANIMOUSLY

[AL2025-11-03b Resolution Adopting the 2026 Holiday Schedule - Signed](#)

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**17 e) Discussion and Possible Action on a Resolution, #AL2025-11-03c, Approving Speed Limit Changes on Archers Way per NCDOT Request**

Interim Town Administrator Mike Gordon explained this resolution addresses a resident request to NCDOT. The road was recently repaved, requiring new signage, and NCDOT proposed reducing the speed limit from 45 to 35 mph. Council Member Jackson noted the road currently receives increased traffic due to a detour.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Adopt a Resolution, #AL2025-11-03b, Approving Speed Limit Changes on Archers Way per NCDOT Request**

CARRIED UNANIMOUSLY

[AL2025-11-03c Resolution Approving Speed Limit Changes on Archers Way per NCDOT Request - Signed](#)

**f) Discussion on Speed Limits within Town Limits and Review of Current Speed Limits**

Town Planner Jason Kress provided a map showing current speed limits in town. The Council discussed several problematic areas:

- Archer Lodge Road between Covered Bridge and Buffalo - Council considered lowering to 25 mph due to pedestrian traffic between the church and community center.
- South Murphrey Road - Currently 55 mph, which seems inconsistent with other arterial roads at 45 mph.
- Castleberry Road - Has inconsistent speed limits creating confusion. Mayor Pro Tem Castleberry noted a highway patrol study found 27% of vehicles exceed 60 mph in certain sections.
- Loop Road - Currently posted at 55 mph but shown as 35 mph on DOT maps.
- Wendell Road near the middle school - Council Member Jackson suggested extending the 45 mph zone from the school to address speeding complaints.

The Council instructed staff to verify current posted limits, check with DOT regarding future plans, and prepare a new map incorporating tonight's suggestions for further review.

[Archer Lodge Speed Limit Map](#)

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**7. TOWN ATTORNEY'S REPORT:**

a) Town Attorney Marcus Burrell deferred to the Town Planner's report and reminded everyone that the following day was Election Day.

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**8. TOWN ADMINISTRATOR'S REPORT:**

a) Interim Town Administrator Mike Gordon reported they were awaiting bid packages from architects and engineers for the park maintenance building and future pickleball courts.

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

a) Kim Batten, Assistant Town Administrator/Finance Officer, reported that she had nothing to report other than that the audit was still undergoing.

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**10. INTERIM TOWN CLERK'S REPORT:**

a) Interim Town Clerk Ben King reported that the Town held its first live-streamed meeting during the work session two weeks ago, and all future meetings will now be streamed on the Town's YouTube channel. Additionally, the Town website has been refreshed with a new look, including drone footage and improved navigation features. The Town has also applied for Pedestrian Safety Improvement Grants to install crosswalks at the church/community center and the park, which will include ADA ramps and flashing signals.

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**11. TOWN PLANNER'S REPORT:**

a) **Animal Control Report**

**19 - 20**

**b) 160D Legislative Updates**

Town Planner Jason Kress and Town Attorney Marcus Burrell discussed recent legislative changes, specifically House Bill 926 which prohibits waiting periods for resubmitting development applications. Meaning if an application is denied, applicants can immediately resubmit without waiting any period of time. While the full implications remain unclear, they suggested considering changes to the fee schedule during budget planning to prevent excessive resubmissions.

[NCGS 160D Amendment](#)

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**12. PARK AND RECREATION DIRECTOR'S REPORT:**

**a)** The Parks and Recreation Director reported on grant applications for playground equipment and professional development opportunities. He mentioned that both 7-9 year-old flag football teams made it to the championship in partnership with Clayton.

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**13. MAYOR'S REPORT:**

**a)** Mayor Mulhollem thanked veterans ahead of Veterans Day, wished everyone a happy Thanksgiving, and reminded citizens to vote the following day.

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**14. COUNCIL MEMBERS' REMARKS:**

**a) Council Member Jackson**

Council Member Jackson mentioned the Marine Corps Birthday on November 10th and Veterans Day events in Smithfield on November 11th.

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**b) Council Member Buzzelli**

Council Member Buzzelli noted the Navy's 250th birthday.

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**c) Mayor Pro Tem Castleberry**

Mayor Pro Tem Castleberry reminded everyone about Veterans Day and reported on water main repairs on Castleberry Road. He then mentioned he would be attending JOCO Works on Friday with the Economic Development Board.

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**d) Council Member Bruton**

Council Member Bruton congratulated Chris Allen, Parks and Recreation Director, on his professional achievements.

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**15. CLOSED SESSION § 143-318.11:**

a) Attorney Burrell advised Council to enter into Closed Session as permitted by § 143-318.11(a)(6).

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Enter into Closed Session at 7:54 PM**

CARRIED UNANIMOUSLY

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b) Mayor Mulhollem called for a motion to return to Open Session.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Return to Open Session at 8:29 PM**

CARRIED UNANIMOUSLY

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**16. DISCUSSION AND POSSIBLE ACTION ITEMS:**

21 - 23

a) Mayor Mulhollem called for a motion to approve the job description of Town Clerk.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Approve the Job Description of Town Clerk**

CARRIED UNANIMOUSLY

[Town Clerk Job Description](#)

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24 - 25

b) Mayor Mulhollem called for a motion to approve the creation of Pay Grade Level 25 for position of Town Clerk.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Approve the Creation of Pay Grade Level 25 for Position of Town Clerk**

CARRIED UNANIMOUSLY

[Archer Lodge Pay Plan 2025-2026](#)

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c) Mayor Mulhollem called for a motion to appoint Ben King as Town Clerk with a starting salary of \$65,000.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Appoint Ben King as Town Clerk with a Starting Salary of \$65,000**

CARRIED UNANIMOUSLY

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**17. ADJOURNMENT:**

a) Having no further business, Mayor Mulhollem called for a motion to adjourn.

Moved by Council Member Jackson  
Seconded by Mayor Pro Tem Castleberry

**Motion to Adjourn at 8:30 PM**

CARRIED UNANIMOUSLY

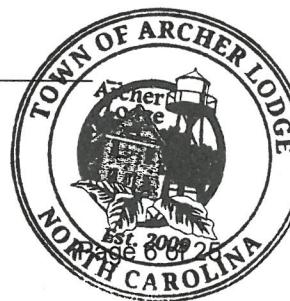
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Matthew B. Mulhollem, Mayor



Ben King, Town Clerk





# Proclamation

**WHEREAS**, diabetes is a chronic disease in which sugar levels in the bloodstream are above normal, and more than 1,000,000 people in North Carolina are living with some form of the disease; and

**WHEREAS**, diabetes is the seventh leading cause of death in the United States, and people with diabetes have a 50% higher risk of early death than those without the disease; and

**WHEREAS**, an additional 86 million people in the United States are at risk for developing Type 2 diabetes and more young Americans are also living with Type 2 diabetes than ever before, putting them at risk of developing serious health problems later in life; and

**WHEREAS**, an increase in community awareness is necessary to put a stop to the diabetes epidemic; and

**WHEREAS**, all residents of the Town of Archer Lodge need to be aware of diabetes and should be tested for diabetes if they have any of the major risk factors for the disease; and

**WHEREAS**, Diabetes Awareness Month is an opportunity to provide education about the disease and raise awareness that a simple blood sugar test has the potential to save lives and positively impact the lives of those across the country;

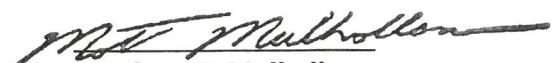
**NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, that the month of November 2025 be recognized as

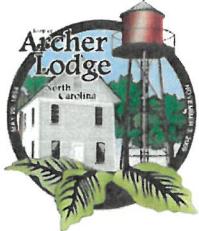
## Diabetes Awareness Month

In the Town of Archer Lodge, North Carolina, I encourage citizens to recognize the impact of diabetes and to join the effort to confront, fight, and most importantly, change the future of this deadly disease.

Duly adopted this the 3<sup>rd</sup> day of November 2025.



  
Matthew B. Mulhollem  
Mayor



# Proclamation

**WHEREAS**, for decades America has paused on the 11th of November, the anniversary of the armistice that concluded World War I, to remember and to honor our veterans of military service in proud and grateful recognition of the hardships and sacrifices by the millions of men and women who have defended our land in war and in peace; and

**WHEREAS**, the freedoms we enjoy have been purchased and maintained at a high price, as Americans have been willing, throughout our history, to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

**WHEREAS**, Americans owe a great debt to all those who have served in defense of this nation throughout the generations; for their sacrifices, often resulting in permanent injury or death, which have preserved our unique form of government dedicated to human rights and respect for the individual, and preserved our freedoms and promise of liberty as an example for oppressed persons of the world; and

**WHEREAS**, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principle of freedom and democracy;

**NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, that the 11<sup>th</sup> Day of November 2025 be recognized as

## Veterans Day

In the Town of Archer Lodge, North Carolina, I encourage all residents to join in commemorating this special day, to participate in the ceremonies and observances honoring our veterans, and to express our deepest gratitude for their service and sacrifice.

Duly adopted this the 3<sup>rd</sup> day of November 2025.

Matthew B. Mulhollem  
Mayor



**TOWN OF ARCHER LODGE  
PLANNING BOARD VOTING BALLOT**

**DATE: November 3, 2025**

**REGULAR TOWN COUNCIL MEETING  
JEFFREY D. BARNES COUNCIL CHAMBERS  
14094 BUFFALO RD., ARCHER LODGE, NC**

**Applicants listed in alphabetical order.**

**Two (2) Vacancies - Check the box below to select the applicant of your choice:**

<b>CHECK BOX</b>	<b>NAMES</b>	
	Teresa Romano	l
	Jonathan Cox	
	Hearbert Locklear	
	Eric Mooneyham	

**Print Name:** Marcus Burrell

**Signature:** 

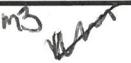
**TOWN OF ARCHER LODGE  
PLANNING BOARD VOTING BALLOT**

**DATE: November 3, 2025**

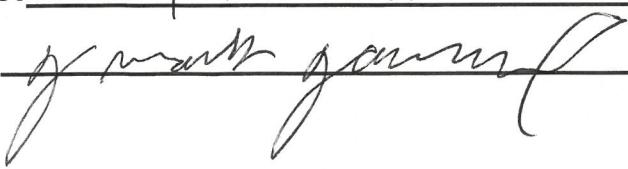
**REGULAR TOWN COUNCIL MEETING  
JEFFREY D. BARNES COUNCIL CHAMBERS  
14094 BUFFALO RD., ARCHER LODGE, NC**

**Applicants listed in alphabetical order.**

**Two (2) Vacancies - Check the box below to select the applicant of your choice:**

<b>CHECK BOX</b>	<b>NAMES</b>
 	Teresa Romano
	Jonathan Cox
	Heribert Locklear
	Eric Mooneyham

**Print Name:** Jerry M. Jackson

**Signature:** 

**TOWN OF ARCHER LODGE  
PLANNING BOARD VOTING BALLOT**

**DATE: November 3, 2025**

**REGULAR TOWN COUNCIL MEETING  
JEFFREY D. BARNES COUNCIL CHAMBERS  
14094 BUFFALO RD., ARCHER LODGE, NC**

**Applicants listed in alphabetical order.**

**Two (2) Vacancies - Check the box below to select the applicant of your choice:**

<b>CHECK BOX</b>	<b>NAMES</b>
	Teresa Romano
 X	Jonathan Cox
	Herbert Locklear
	Eric Mooneyham

**Print Name:** TMB

**Signature:** TMB

**TOWN OF ARCHER LODGE  
PLANNING BOARD VOTING BALLOT**

**DATE: November 3, 2025**

**REGULAR TOWN COUNCIL MEETING  
JEFFREY D. BARNES COUNCIL CHAMBERS  
14094 BUFFALO RD., ARCHER LODGE, NC**

**Applicants listed in alphabetical order.**

**Two (2) Vacancies - Check the box below to select the applicant of your choice:**

<b>CHECK BOX</b>	<b>NAMES</b>
MB 	Teresa Romano
✓	Jonathan Cox
✓	Herbert Locklear
—	Eric Mooneyham

**Print Name:** Oyale Castleberry

**Signature:** Oyale Castleberry

**TOWN OF ARCHER LODGE  
PLANNING BOARD VOTING BALLOT**

**DATE: November 3, 2025**

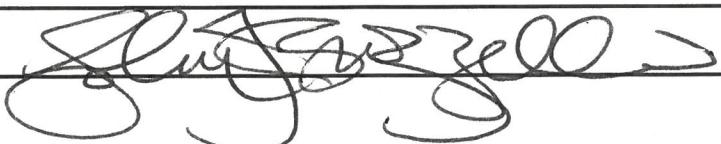
**REGULAR TOWN COUNCIL MEETING  
JEFFREY D. BARNES COUNCIL CHAMBERS  
14094 BUFFALO RD., ARCHER LODGE, NC**

**Applicants listed in alphabetical order.**

**Two (2) Vacancies - Check the box below to select the applicant of your choice:**

<b>CHECK BOX</b>	<b>NAMES</b>
	Teresa Romano
<input checked="" type="checkbox"/> <sup>15</sup>	Jonathan Cox
	Herbert Locklear
<input checked="" type="checkbox"/>	Eric Mooneyham

**Print Name:** JOHN BUZZELLI

**Signature:** 



**TOWN OF ARCHER LODGE  
RESOLUTION ADOPTING THE 2026  
TOWN COUNCIL MEETING SCHEDULE**

**WHEREAS**, the Archer Lodge Town Council exists to conduct the business of the citizens; and

**WHEREAS**, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

**WHEREAS**, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

**WHEREAS**, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

**WHEREAS**, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

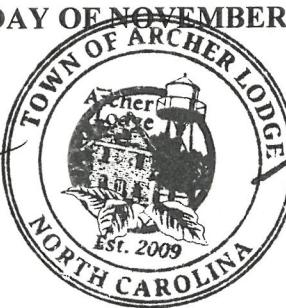
<b>TOWN OF ARCHER LODGE 2026 CALENDAR TOWN COUNCIL MEETINGS</b>			
<b>MONTH</b>	<b>REGULAR MEETING</b>	<b>WORK SESSION</b>	<b>BUDGET RETREAT</b>
January	Monday, Jan 5		
February	Monday, Feb 2		Monday, Feb 16
March	Monday, Mar 2		Monday, Mar 16
April	Monday, Apr 6	Monday, Apr 20	
May	Monday, May 4	Monday, May 18	
June	Monday, Jun 1	Monday, Jun 15	
July	Monday, Jul 13		
August	Monday, Aug 3		
September	Tuesday, Sep 8	Monday, Sep 21	
October	Monday, Oct 5	Monday, Oct 19	
November	Monday, Nov 2	Monday, Nov 16	
December	Monday, Dec 7		

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the 2026 Town Council Meeting Schedule as presented.

**DULY ADOPTED ON THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.**

ATTEST:

Ben King  
Interim Town Clerk



Matthew B. Mulhollem  
Mayor



**TOWN OF ARCHER LODGE  
RESOLUTION ADOPTING THE  
2026 HOLIDAY SCHEDULE**

**WHEREAS**, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

**WHEREAS**, the below 2026 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/media/4904/open>

<b>2026 Holiday Schedule</b>		
<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1st	Thursday
Martin Luther King Jr's Birthday	January 19th	Monday
Good Friday	April 3rd	Friday
Memorial Day	May 25th	Monday
Independence Day	July 3rd	Friday
Labor Day	September 7th	Monday
Veterans Day	November 11th	Wednesday
Thanksgiving	November 26th & 27th	Thursday & Friday
Christmas	December 24th, 25th & 28th	Thursday, Friday & Monday

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the 2026 Holiday Schedule as presented.

**DULY ADOPTED ON THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.**

ATTEST:

  
Ben King  
Interim Town Clerk



Matthew B. Mulhollem  
Mayor



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**TOWN OF ARCHER LODGE**  
**RESOLUTION APPROVING SPEED LIMIT CHANGES**  
**ON ARCHERS WAY PER NCDOT REQUEST**

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**WHEREAS**, the North Carolina Department of Transportation (NCDOT) has notified the Town of Archer Lodge that it intends to reduce the speed limit in a municipal speed zone to 35 mph; and

**WHEREAS**, the area investigated by the NCDOT includes a section of SR 2626 between SR 1747 (Wall Rd) and 0.29 mile northeast of SR 1747.

**WHEREAS**, this Resolution is being adopted to approve the speed limit change and to authorize the Mayor to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1088522) required by the NCDOT;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor of the Town of Archer Lodge is authorized to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1088522) required by the NCDOT to reduce the permanent speed limit to 35 mph along SR 2626 (Archers Way) between SR 1747 (Wall Rd) and 0.29 mile northeast of SR 1747.

**DULY ADOPTED ON THIS 3<sup>RD</sup> DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.**

ATTEST:

  
\_\_\_\_\_  
Ben King

Interim Town Clerk

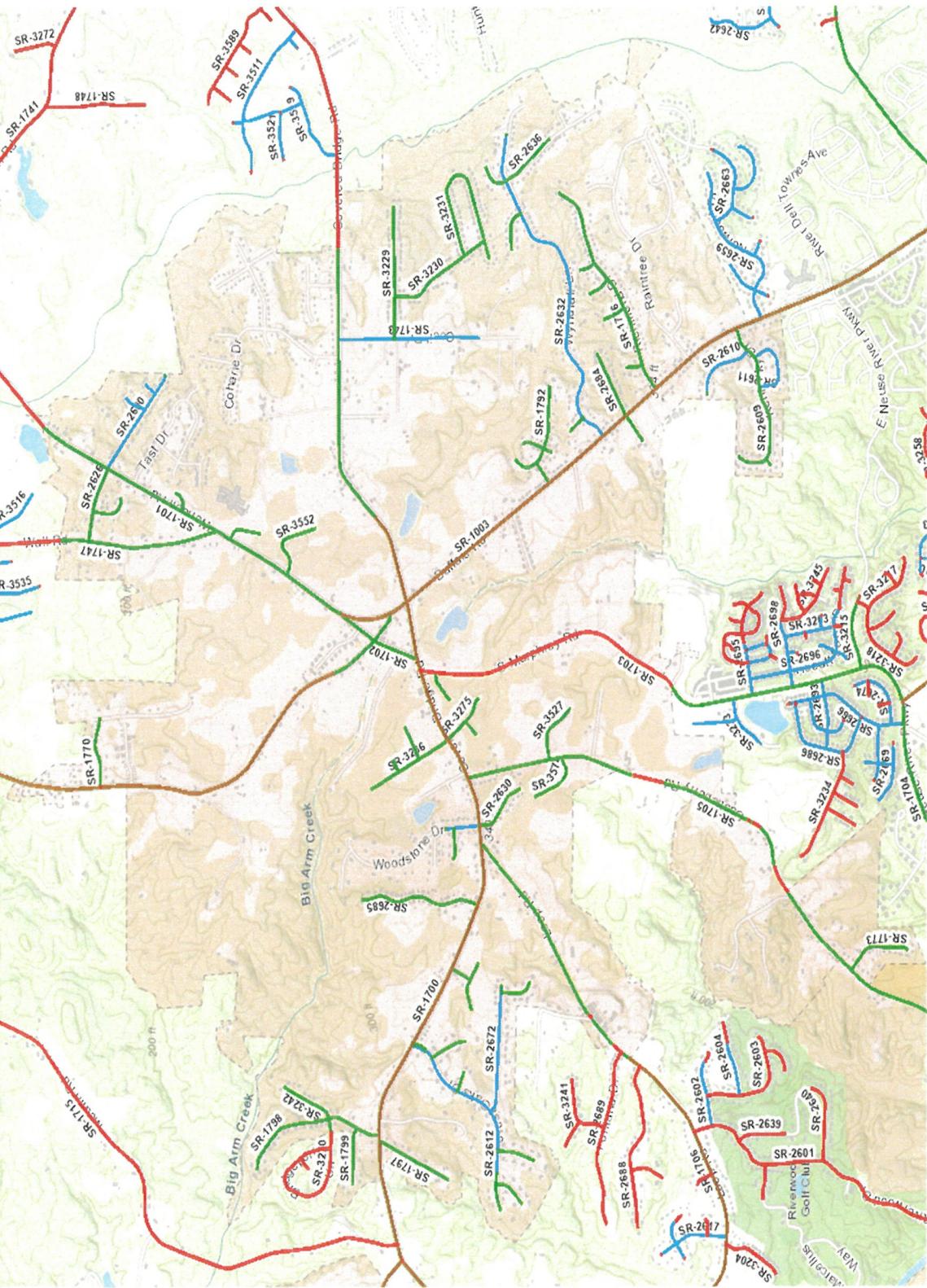
  
\_\_\_\_\_  
Matthew B. Mulhollem

Mayor



## CURRENT SPEED LIMITS IN ARCHER LODGE 2025

### NCDOT Speed Limits



GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2025

SESSION LAW 2025-94  
HOUSE BILL 926

*Became law  
 10/6/25*

AN ACT TO PROVIDE FURTHER REGULATORY RELIEF TO THE CITIZENS OF NORTH CAROLINA.

The General Assembly of North Carolina enacts:

**ALLOW AUTHORIZED ON-SITE WASTEWATER EVALUATOR TO PREPARE A SITE DENIAL LETTER FOR SUBSURFACE WASTEWATER SYSTEMS**

**SECTION 1.(a)** Definitions. – For purposes of this section, "Application Submittal Rule" means 15A NCAC 02T .0604 (Application Submittal).

**SECTION 1.(b)** Application Submittal Rule. – Until the effective date of the revised permanent rule that the Environmental Management Commission is required to adopt pursuant to subsection (d) of this section, the Commission shall implement the Application Submittal Rule as provided in subsection (c) of this section.

**SECTION 1.(c)** Implementation. – A letter from either the local county health department or an Authorized On-Site Wastewater Evaluator certified pursuant to Article 5 of Chapter 90A of the General Statutes denying the site for all subsurface systems shall be submitted to the Division by the applicant.

**SECTION 1.(d)** Additional Rulemaking Authority. – The Commission shall adopt a rule to amend the Application Submittal Rule consistent with subsection (c) of this section. Notwithstanding G.S. 150B-19(4), the rule adopted by the Commission pursuant to this section shall be substantively identical to the provisions of subsection (c) of this section. Rules adopted pursuant to this section are not subject to Part 3 of Article 2A of Chapter 150B of the General Statutes. Rules adopted pursuant to this section shall become effective as provided in G.S. 150B-21.3(b1), as though 10 or more written objections had been received as provided in G.S. 150B-21.3(b2).

**SECTION 1.(e)** Sunset. – This section expires when permanent rules adopted as required by subsection (d) of this section become effective.

**SURVEYOR RIGHT OF ENTRY**

**SECTION 2.(a)** G.S. 89C-19.2 is repealed.

**SECTION 2.(b)** Article 22B of Chapter 14 of the General Statutes is amended by adding a new section to read:

**"§ 14-159.15. Limited right of entry by professional land surveyors.**

(a) For the purposes of this section, the following terms are defined as follows:

- (1) Critical infrastructure. – As defined in 42 U.S.C. § 5195c.
- (2) Landowner. – The owner, lessee, or occupant of a parcel of land.
- (3) Practice of land surveying. – As defined in G.S. 89C-3.
- (4) Professional land surveyor. – As defined in G.S. 89C-3. For purposes of this section, this term includes any agents, employees, or personnel under the supervision of a professional land surveyor.

(b) A professional land surveyor shall have the right to enter upon the lands of others, if necessary to perform surveys for the practice of land surveying, including the location of property



\* H 9 2 6 - V - 1 0 \*

If multiple locked hearing aids are sold in a single transaction, a single written notice under subsection (a) of this section and a single written receipt under this subsection may be used to satisfy the requirements of this section, provided that the required information for each locked hearing aid sold is documented.

(c) Record Keeping. – A licensed audiologist shall maintain, for a period of at least three years after the sale of a locked hearing aid, the following records for each locked hearing aid transaction:

- (1) A copy of the written notice described in subsection (a) of this section as signed by the purchasing patient.
- (2) A copy of the written receipt described in subsection (b) of this section.
- (3) The results of any audiologic tests or measurements performed as part of the fitting and dispensing of the locked hearing aid or aids.
- (4) A copy of any written recommendations prepared as part of the fitting and dispensing of the hearing aid or aids.

These records shall be kept at the audiologist's principal place of practice and shall be made available for inspection by the Board."

**SECTION 9.1.(b)** The North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists may adopt rules to implement subsection (a) of this section.

**SECTION 9.1.(c)** This section becomes effective October 1, 2025.

## **ALLOW BUYER'S AGENT COMPENSATION TO BE INCLUDED IN THE OFFER TO PURCHASE**

**SECTION 10.(a)** Definitions. – For purposes of this section, "Offer and Sales Contracts Rule" means 21 NCAC 58A .0112 (Offer and Sales Contracts).

**SECTION 10.(b)** Offer and Sales Contracts Rule. – Until the effective date of the revised permanent rule that the Real Estate Commission is required to adopt pursuant to subsection (d) of this section, the Commission shall implement the Offer and Sales Contracts Rule as provided in subsection (c) of this section.

**SECTION 10.(c)** Implementation. – A broker acting as an agent in a real estate transaction may use a preprinted offer or sales contract form containing provisions concerning the payment of a commission or compensation, including the forfeiture of earnest money, to a broker or firm.

**SECTION 10.(d)** Additional Rulemaking Authority. – The Commission shall adopt a rule to amend the Offer and Sales Contracts Rule consistent with subsection (c) of this section. Notwithstanding G.S. 150B-19(4), the rule adopted by the Commission pursuant to this section shall be substantively identical to the provisions of subsection (c) of this section. Rules adopted pursuant to this section are not subject to Part 3 of Article 2A of Chapter 150B of the General Statutes. Rules adopted pursuant to this section shall become effective as provided in G.S. 150B-21.3(b1), as though 10 or more written objections had been received as provided in G.S. 150B-21.3(b2).

**SECTION 10.(e)** Sunset. – This section expires when permanent rules adopted as required by subsection (d) of this section become effective.

## **PROHIBIT WAITING PERIODS FOR REFILING OF DEVELOPMENT APPLICATIONS**

**SECTION 11.** G.S. 160D-601 is amended by adding a new subsection to read:

"(e) Withdrawn or Denied Applications. – A development regulation or unified development ordinance may not include waiting periods prohibiting a landowner, developer, or applicant from refiling a denied or withdrawn application for a zoning map amendment, text amendment, development application, or request for development approval."

## TOWN CLERK

### General Statement of Duties

Performs responsible statutory and administrative tasks for the Town Administrator, and the Mayor and Town Council; serves as executive assistant and the Town Clerk.

### Distinguishing Features of the Class

An employee in this class is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Council meetings and of other advisory Council meetings, and for the publication, indexing, filing, archiving and safekeeping of all Council proceedings in accordance with general statutes and local ordinances. Work also includes serving as administrative support to the Town Administrator, Mayor, and Council and maintaining all town contracts and property records. Considerable tact, courtesy, and firmness are required in the dealing with the public. Work requires high level administrative and executive level office management work. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, personnel laws and regulations, and standard office procedures governing the responsibilities of Town Clerks. The employee works under the general supervision of the Town Administrator. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, responsiveness to citizens and Council members, and by conferences.

### Duties and Responsibilities

#### Essential Duties and Tasks

Serves as official custodian of all public records including ordinances, proclamations, resolutions, contracts, agreements, minute books and minute highlights; maintains Town seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials, the Town seal, and attesting to their compliance with general statutes and local ordinances; advertises official meetings; coordinates preparation of Council agendas.

Attends Council meetings and necessary committee meetings of the Council; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Council; coordinates agenda preparation, publication, and distribution with Town Administrator; arranges for legal notices and press packets; maintains lists of various appointed Councils and commissions; researches and administers agenda software; tracks document retention requirements; maintains records of all contracts and Town property and deeds; coordinates preservation of documents with the state Department of Archives.

Performs administrative duties for the Town Administrator, Mayor, and Council members by handling correspondence, public inquiries, and mail for these officials.

Researches and compiles information as requested by the Council or Town Administrator; performs special project work as requested including research, compilation and coordination; handles confidential information; works on various committees and/or independently to write or revise new policies, procedures and plans; participates in preparation of administrative and elected official budgets; reviews annexation petitions and certifies sufficiency; officially records annexations.

Prepares, composes, and types correspondence, letters, memorandums, and other directives for the Town Administrator and other Town officials; maintains information on the Town web site.

Prepares and sends letters, invitations and related documents for Town Administrator, Mayor and Council; maintains property listings deed and index.

Arranges appointments, schedules, meetings, travel, and conferences for the Town Administrator and Council for various national, state and local events and offices; coordinates arrangements for receptions, retreats, celebrations, and other functions.

Monitors vacancies and appointments to Councils and commissions of the Town; maintains directory of Boards and Commissions; advertises for open positions.

Coordinates codification updates of the Code of Ordinances.

Operates a variety of office equipment including computer, calculator, copier, printer and related equipment.

Maintains confidentiality as appropriate.

Prepares and submits a variety of records and reports.

#### Additional Job Duties

Performs a variety of office support tasks to help the administrative offices function smoothly and keep all related Town departments informed of actions which have an impact on them.

Backs up other Town administrative staff.

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 Town Clerks.

Considerable knowledge of the organization and functions of Town government.

Considerable knowledge of office technology.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.

Considerable knowledge of standard modern office administrative practices and procedures; of the principles of grammar, spelling, and composition; and of computer applications and peripheries as utilized in a modern office environment including data bases, presentation, and spreadsheet software.

Working knowledge of laws regulating personnel records.

Skill in public contact, teamwork, collaborative conflict resolution and customer service excellence.

Skill in records research.

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

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to organize work for efficient processing, set and follow effective work priorities and meet established deadlines.

Ability to research and recommend policies, plans and procedures.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public.

Ability to handle confidential information appropriately.

#### Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions.

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, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

#### Desirable Education and Experience

Graduation from high school supplemented by coursework in office technology, paralegal work or related areas and considerable experience in office management work preferably including some experience in the safekeeping and care of public records and/or high level executive assistant duties; or

Town Clerk  
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an equivalent combination of education and experience.

Special Requirement

Ability to obtain Notary Public certification.

Certification from the Institute of Government as Town Clerk or ability to obtain within three years of hire.

Archer Lodge  
2025

Town of Archer Lodge  
 List of Classes Arranged by Grade  
 2017-2018

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
14			34,731	52,097
15			36,468	54,702
16	Parks Maintenance Technician		38,291	57,437
17	Deputy Town Clerk		40,206	60,309
18			42,216	63,324
19			44,327	66,491
20			46,543	69,815
21			48,870	73,305
22			51,314	76,971
23			53,880	80,820
24			56,574	84,861
25	Town Clerk		59,403	89,105
26	Parks and Recreation Director	E	62,373	93,560
27	Town Planner HR Officer/Town Clerk	E	65,492	98,238
28	Finance Officer/Town Clerk	E	68,767	103,151
29			72,205	108,308
30	Assistant Town Administrator/Finance Officer		75,815	113,723
31			79,606	119,409
32			83,586	125,379
33	Town Administrator		87,765	131,648
34			92,153	138,230

Town of Archer Lodge  
List of Classes Arranged by Grade  
2017-2018

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
35			96,761	145,142

E = Exempt from the Wage and Hour Provisions  
of the Fair Labor Standards Act (FLSA)