



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, December 4, 2017 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. CONSENT AGENDA:

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- 3.a. Approval of Minutes:
06 Nov 2017 Regular Council Minutes
[Regular Council - 06 Nov 2017 - DRAFT](#)

4. AUDIT PRESENTATION:

- 4.a. Audit Presentation for Fiscal Year Ending June 30, 2017 ~
Mr. Dale Place of May & Place, PA

5. ORGANIZATIONAL ITEMS:

- 5.a. Administration of Oath of Town Council Member by Madam Clerk of Superior Court, Michelle Ball
 - Teresa M. Bruton
- 5.b. Administration of Oath of Town Council Member by a Notary Public, Debbie Barnes
 - Mark B. Wilson
- 5.c. Comments from Newly Sworn Elected Officials
 - Teresa M. Bruton
 - Mark B. Wilson

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 6.a. Nomination and Appointment of Mayor Pro Tempore

- 13 - 15
- 6.b. Administration of Oath of Office for Mayor Pro Tempore by Madam Clerk of Superior Court, Michelle Ball
 - 6.c. Nomination and Re-appointment of Delegates to the Triangle J Council of Governments (2018 Calendar of Meetings attached)
 - Mark Wilson
 - Mark Jackson, Alternate

[TJCOG - 2018 BOD and EC Meeting Dates](#)
[TJCOG Delegate Appointment Tips](#)
[TJCOG Delegate Responsibilities](#)
 - 6.d. Veteran's Memorial Location Affirmation

7. RECOGNITION/PRESENTATION:

- 7.a. Former Planning Board Member ~ Joel M. Pace
Outgoing Planning Board Member ~ W. R. Dean, Jr.

8. OPEN FORUM/PUBLIC COMMENTS:

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

9. TOWN ATTORNEY'S REPORT:

- 9.a. Agreement between the Town of Archer Lodge and the Archer Lodge Veteran's Memorial Committee regarding the Archer Lodge Memorial

10. PLANNING/ZONING REPORT:

- 16
- 10.a. NCDOT Meeting Update
[NCDOT Letter Buffalo Rd & Archer Lodge Rd](#)

11. VETERAN'S COMMITTEE REPORT:

12. MAYOR'S REPORT:

- 12.a. Archer Lodge Community Center's New Year's Day Brunch
- 12.b. Planning Session Date/Location
 - Saturday, February 24, 2018
 - Portofino Clubhouse

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

14. ADJOURNMENT:



Regular Council - Minutes Monday, November 6, 2017

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Call to Order & Invocation

Mayor Gordon called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present. Mayor Pro Tem Mulhollem offered the invocation.

b) Pledge of Allegiance

Mayor Gordon led 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: Council Member Jackson

Agenda Approved

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Mr. Neal Brantley of 4796 Covered Bridge Rd., Clayton, NC spoke to Council regarding the following:

- Election Day, Tuesday, November 7, 2017 and encouraged all to VOTE
- Read a Thanksgiving Proclamation issued by President George Washington dated the 3rd day of October 1789

4. CONSENT AGENDA:

a) Approval of Minutes:

- 03 Apr 2017 Regular Council Meeting
- 17 Apr 2017 Work Session
- 01 May 2017 Regular Council Meeting
- 15 May 2017 Work Session
- 23 May 2017 Special Meeting/Budget Presentation
- 05 June 2017 Regular Council Meeting/Public Hearing on Proposed Budget Ordinance for FY2017/2018
- 10 July 2017 Regular Council Meeting/Public Hearing on Proposed Abandoned, Junked & Nuisance Vehicles Ordinance
- 10 July 2017 Closed Session (not attached - to be handed out)
- 07 Aug 2017 Regular Council Meeting
- 05 Sept 2017 Regular Council Meeting
- 18 Sept 2017 Work Session
- 02 Oct 2017 Regular Council Meeting
- 16 Oct 2017 Work Session

b) Approval of the Resolution Adopting the 2018 Town Council Meeting Schedule (Resolution# AL2017-11-6a)

Approved Resolution# AL2017-11-6a appears as follows:

RESOLUTION# AL2017-11-6a

TOWN OF ARCHER LODGE

RESOLUTION ADOPTING THE

2018 TOWN COUNCIL MEETING SCHEDULE

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

WHEREAS, the Archer Lodge Town Council meetings are held the **first and third Monday of the month** at 6:30 p.m. in the Town Hall 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

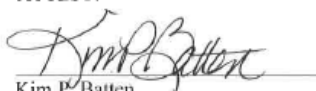
WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

TOWN OF ARCHER LODGE 2018 CALENDAR TOWN COUNCIL MEETINGS		
MONTH	REGULAR SESSION	WORK SESSION
January	* Tuesday, January 02, 2018	* Tuesday, January 16, 2018
February	Monday, February 5, 2018	Monday, February 19, 2018
March	Monday, March 5, 2018	Monday, March 19, 2018
April	Monday, April 2, 2018	Monday, April 16, 2018
May	Monday, May 7, 2018	Monday, May 21, 2018
June	Monday, June 4, 2018	Monday, June 18, 2018
July	Monday, July 09, 2018	Monday, July 16, 2018
August	Monday, August 6, 2018	Monday, August 20, 2018
September	* Tuesday, September 4, 2018	Monday, September 17, 2018
October	Monday, October 1, 2018	Monday, October 15, 2018
November	Monday, November 5, 2018	Monday, November 19, 2018
December	Monday, December 3, 2018	Monday, December 17, 2018

NOW THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2018 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 6TH DAY OF NOVEMBER 2017 WHILE IN REGULAR SESSION.

ATTEST:


Kim P. Batten
Town Clerk




Michael A. Gordon
Mayor

c) Approval of the Resolution Adopting the 2018 Holiday Schedule (Resolution# AL2017-11-6b)

Approved Resolution# AL2017-11-6b appears as follows:

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2018 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 2018 Holiday Schedule was retrieved from the State of North Carolina website https://files.nc.gov/ncoshr/documents/files/2018_Holiday_Schedule.pdf

2018 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2018	Monday
Martin Luther King Jr's Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday & Friday
Christmas	December 24, 25 & 26, 2018	Monday, Tuesday & Wednesday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2018 Holiday Schedule as presented.

**DULY ADOPTED ON THIS 6TH DAY OF NOVEMBER 2017
WHILE IN REGULAR SESSION.**

ATTEST:


Kim P. Batten
Town Clerk




Michael A. Gordon
Mayor

d) Approval of an Ordinance to Repeal the Archer Lodge Town Code Part II, Chapter 26, Section 26-1 (aka: Christmas Parade Ordinance) Ordinance# AL2017-11-1

Approved Ordinance# AL2017-11-1 appears as follows:

**AN ORDINANCE TO REPEAL THE ARCHER LODGE TOWN
CODE PART II, CHAPTER 26, SECTION 26-1**

Be it ordained by the Archer Lodge Town Council as follows:

Part II, Chapter 26, Section 26-1, entitled "Annual Christmas Parade," is hereby repealed.

DULY ADOPTED THIS, THE 6TH DAY OF NOVEMBER 2017.

TOWN OF ARCHER LODGE

(SEAL)


Michael A. Gordon, Mayor

ATTEST:

Kim D. Batten, Town Clerk



Moved by: Mayor Pro Tem Mulhollem
Seconded by: Council Member Jackson

Consent Agenda Approved

CARRIED UNANIMOUSLY

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Accepting the Resignation of Planning Board Member and Board of Adjustments Member, Mr. W.R. Dean, Jr. effective December 31, 2017

Mayor Gordon commended Mr. Dean, Jr. for his service and knowledge he shared during his time on the Planning Board/Board of Adjustments. Other board members offered comments of appreciation as well.

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

Resignation of W.R. Dean, Jr. from the Archer Lodge Planning Board/Board of Adjustments was Accepted effective December 31, 2017.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Appointing Mr. John Oglesby to complete the term which was vacated by the resignation of Mr. Joel Pace on the Planning Board and Board of Adjustments (Term: January 1, 2018 and ending December 31, 2018)

Mayor Gordon noted that Mr. Oglesby is willing to continue to and some discussion followed.

Moved by: Council Member Wilson
Seconded by: Council Member Castleberry

Appointed Mr. John Oglesby to complete the term which was vacated by the resignation of Mr. Joel Pace on the Planning Board and Board of Adjustments - Term beginning January 1, 2018 and ending December 31, 2018.

CARRIED UNANIMOUSLY

Discussion and Consideration of approving the 2018 Edmunds &

c) **Associates' MCSJ Financial Software Support & License Agreement**

Ms. Batten explained the 2018 Edmunds & Associates' Financial Software Support & License Agreement and noted that the annual fee was budgeted. Some discussion followed.

2018 Edmunds & Associates' MCSJ Financial Software Support & License Agreement appears as follows:



2018 Annual Support Maintenance Services

Client Support Services

- Phone support with priority resolution escalation
- E&A is staffed with Certified Finance Officers & Tax Collectors
- Remote desktop access for support inquiries & resolution
- E-mail & chat for support inquiries
- Technical issue resolution for MCSJ software operation
- MCSJ report printing resolution
- Client voting for Software Enhancements in "The Voice" community forum
- Software system enhancements at no additional cost
- State mandated changes at no additional cost
- Federal mandated changes at no additional cost

Software Updates, New Products & Development

- Major MCSJ Upgrade to Version 4.2
- Cloud based MCSJ 4.2 available
- Resident Self Service & Employee Self Service Portal Enhancements
- New Mobile Apps available in 4.2 - MCSJ My Town & MCSJ Attendance Maintenance

Client Support Website Access

- Knowledge base & FAQ's
- Helpful hints
- Video tutorials
- User forums
- Software system & technical documentation

Client Services

- More than 200 webinars/video tutorials every year
- E-mail alerts & notification of statutory changes
- End of year documentation and procedures
- FAQ automated responses
- Periodic notifications of quarterly and/or yearly tasks
- Newsletter subscription
- User group virtual webinar meetings at no cost
- 24/7 access to downloadable system patches and updates

301A Tilton Road
 Northfield, NJ 08225
 P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com



2018 MCSJ Software Support & License Agreement

To receive continued Application Software Support and MCSJ System upgrades from Edmunds & Associates, Inc. (E&A), you must enter into this agreement.

1. Any defects in the E&A Application Software as determined by E&A will be corrected at no cost to the user provided the said defect is not the result of misuse, operator error, or is beyond the original requirements of the system specifications.
2. E&A is responsible for providing software support under this agreement only for its proprietary application software. This includes all MCSJ licensed products. Support for third party products, i.e.; Microsoft Office, UCAARS, etc. are not covered under this agreement and all phone or on-site support is a billable service. Our minimum hourly rate is \$150 with at least one-half hour billable.
3. E&A proprietary end user documentation, faq's, helpful hints, video tutorials and such are for client use only and not to be distributed.
4. Standard telephone support will be available from 8:00am to 5:00 pm EST, Monday through Friday excluding holidays.
5. Each user of E&A MCSJ software is required to have a high-speed connection. E&A will provide support, enhancements and instruction for our application software via the Internet. Lack of compliance that requires an on site visit is billable at the rate of \$ 150 per hour for each person and travel expenses.
6. E&A's liability, damages or remedy on any claim shall not exceed the original cost of the E&A MCSJ software system. In no event shall E&A be held liable for consequential, incidental, indirect, special, punitive or exemplary damages, for loss, damage or expense directly or indirectly arising from the client's inability to use our products.
7. No action arising from use of E&A's MCSJ software systems may be commenced more than 3 months after the basis for such claim could reasonably have been discovered.
8. E&A reserves the right to withdraw without penalty any E&A application software package from coverage at our sole discretion upon thirty (30) days notice.
9. This agreement must be signed and returned by December 31, 2017 for continued support. The effective date of this agreement is January 1, 2018 through December 31, 2018.

Client: Town of Archer Lodge

Authorized Representative:  11/6/2017
Signature Date
 Printed Name: Michael A. Gordon, Mayor

100616

301A Tilton Road
 Northfield, NJ 08225
 P: 1.609.645.7333
 support@edmundsassoc.com
 www.edmundsassoc.com



2018 Minimum Recommended Back-up Procedures

*****CRITICAL REQUIREMENT*****

Every year clients lose data due to hardware failures, computer viruses or ransomware. Please take proper precautions to protect and backup your data.

Edmunds & Associates strongly recommends the installation of a back-up in the fileserver, utilizing third party back-up software in addition to cloud back up. The fileserver should have a high speed Internet connection. If this is not possible, a pc on the network with a high-speed connection will suffice.

If you do not install as recommended we will not be able to view the or restore files remotely. This would result in an unnecessary delay restoring files if we do not have remote access. All on site visits and phone consultations will be billable at our current hourly rate of \$ 150 per hour regardless of hardware maintenance coverage.

As a reminder we would like to review the minimum suggested back up procedures.

- ✓ Daily back-up of data files. Five different tapes/flash drives should be used, one for each day of the week.
- ✓ Tapes/flash drives should be rotated and stored off site on a daily basis.
- ✓ Complete MCSJ/SBJ/UAx system back up should be done at least weekly.
- ✓ Monthly back-up tapes/flash drives should be archived for at least 3 months.
- ✓ Tapes/flash drives must be tested at least every 30 days to verify MCSJ is being successfully backed up. These test restores must be done to alternate locations, not in your live MCSJ location.

The MCSJ applications verify that Edmunds data files have been successfully backed up every 3 days. It is the responsibility of each client to insure other files/databases, such as PDF's and word processing are being properly backed up.

Client name: Town of Archer Lodge

Date: 11/6/2017

Employee signature: 

Printed name: Kim P. Batten, Fin Mgr/Town Clrk

Please make a copy for your records and distribute as necessary.

Please sign and fax back to 609-645-3111.



100617

301A Tilton Road
Northfield, NJ 08225
P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com

Moved by: Council Member Bruton

Seconded by: Mayor Pro Tem Mulhollem

Approved the 2018 Edmunds & Associates' MCSJ Financial Software Support & License Agreement.

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving a Resolution Supporting Application to the 2018 NCDOT Bicycle & Pedestrian Planning Grant Initiative for the Town of Archer Lodge (Resolution# AL2017-11-6c)

Mr. Bob Clark conveyed that 16 community support letters had been received this year to accompany the Bike/Ped Planning Grant application. In addition, he noted that an Adopted Resolution by the Town Council provides proof of support for the required 10% match should the grant be awarded and the matching funds were allocated in this year's budget. The application is due Thursday, November 9, 2017. Discussion followed.

Resolution# AL2017-11-6c appears as follows:

**RESOLUTION SUPPORTING APPLICATION TO THE
2018 NCDOT BICYCLE & PEDESTRIAN PLANNING GRANT INITIATIVE
FOR THE TOWN OF ARCHER LODGE**

WHEREAS, the Town of Archer Lodge is committed to improving safety, protecting the environment and public health, and creating an opportunity for the surrounding community to improve their quality of life through bicycle and pedestrian transportation; and

WHEREAS, the North Carolina Department of Transportation has made funds available for municipalities throughout the state to create bicycle plans through the NCDOT Bicycle and Pedestrian Planning Grant Initiative; and

WHEREAS, the Town of Archer Lodge recognizes the need for alternative types of transportation for citizens throughout the town; and

WHEREAS, it is incumbent that the governing body provide alternative types of multi-modal transportation for its citizens; and

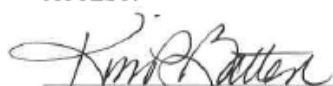
WHEREAS, the Town of Archer Lodge recognizes the need for a comprehensive plan for approaching bicycle and pedestrian connections throughout the town;

NOW, THEREFORE, BE IT RESOLVED, that the Archer Lodge Town Council endorses application to the 2018 NCDOT Bicycle and Pedestrian Planning Grant Initiative for the development of a Master Bicycle and Pedestrian Plan, and attest a commitment to the Plan's development, management, financing and completion.

**DULY ADOPTED ON THIS 6th DAY OF NOVEMBER, 2017
WHILE IN REGULAR SESSION.**

 (SEAL)
Michael A. Gordon, Mayor

ATTEST:

 (SEAL)
Kim P. Batten, Town Clerk



Moved by: Mayor Pro Tem Mulhollem
Seconded by: Council Member Jackson

**Adopted Resolution# 2017-11-6c Supporting Application to the 2018
NCDOT Bicycle & Pedestrian Planning Grant for the Town of Archer Lodge.**

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

a) Attorney Hewett reported the following information:

1. A document from the NCLM regarding liability insurance coverage for Special Events sponsored by the Town and noted some exceptions. Document will be on file in the clerk's office.
2. He conveyed that the Johnston County Attorney recommended that the Town of Archer Lodge not have a Interlocal Agreement to clean storm debris, due to it being the responsibility of the County. Discussion followed and was suggested that Kevin Madsen, with the Johnston County Emergency Management Division, address Council at a Work Session and explain the county's role during a catastrophic event.

7. ADMINISTRATIVE CONSULTANT'S REPORT:

a) Mr. Gobble reported information concerning the logistical issues on the Town property regarding the following:

1. Town Hall Expansion
 2. Veterans Memorial Project
 3. NCDOT Buffalo Rd/Archer Lodge Rd Project
 4. Drainage on Town property
-

8. FINANCIAL/TOWN CLERK'S REPORT:**a) Ms. Batten reported the following:**

1. October 2017 Financials - Ms. Batten shared the financials for month ending as well as a fiscal year comparison between the Year-to-Date totals for October 31, 2016 and the Year-to-Date Totals for October 31, 2017. FY2018 is 33% complete.
 2. Audit for FY2016/2017 Complete - Auditor plans to present audit at the November Work Session.
-

9. PLANNING/ZONING REPORT:**a) Mr. Bob Clark reported the following:**

1. Since October 1, 2017, the effective date for the Ordinance on Abandoned, Junked, and Nuisance Vehicles, the Town has only received a couple of cases on junk cars and Danny Eudy is reviewing complaints monthly.
 2. Citizen complaint form is being revised and will be in place soon on Town Website.
 3. The next Planning Board Meeting will be held Wednesday, December 13, 2017 and W.R. Dean, Jr. will truly be missed by the board.
-

10. VETERAN'S COMMITTEE REPORT:**a) Mr. Mike Mulhollem reported the following:**

1. Veterans Memorial current balance is \$55,355 and estimated to be \$60,000 by year end.
 2. Modern Woodmen approved donating \$1,000.
 3. Veterans Committee expects construction to begin the 1st quarter of 2018.
 4. Mayor Gordon and Mr. Mulhollem met with Representatives at Caterpillar, Inc. in Clayton, NC to present the plans for the Archer Lodge Veterans Memorial and felt they would offer assistance in the initial phase of construction, and possibly their Veterans groups in each Caterpillar location may contribute to the project.
 5. Veterans Day Ceremony will be Saturday, November 11, 2017 at 11:00 a.m. at the intersection of Buffalo Road and Archer Lodge Road.
 6. Council Member Castleberry mentioned that a Clayton Town Council Member wanted more information about the Archer Lodge Veterans Memorial.
-

11. MAYOR'S REPORT:**a) Mayor Gordon reported on the following:**

1. Municipal Elections are Tuesday, November 7, 2017 so remember to vote!
2. Archer Lodge Christmas Celebration, sponsored by the Archer Lodge Community Center, will be held on Sunday, December 3, 2017 beginning @ 3:00 p.m. with the parade on a new route and other activities following. Discussion followed.

12. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) Council Member Bruton commended Mr. W.R. Dean, Jr. for his service and wished everyone a Happy Thanksgiving.
- b) Mayor Pro Tem Matt Mulhollem commended Mr. W.R. Dean, Jr. as well and wished everyone a Happy Thanksgiving. He expressed happiness for Council Member Bruton's good medical report.
- c) Council Member Jackson reminded everyone of Veterans Day and to wear a Veteran Poppy. In closing, he wished everyone a Happy Thanksgiving.
- d) Council Member Castleberry mentioned that he was proud of the Archer Lodge Veterans Memorial Committee. On a personal note, he shared his son's recent school trip to Arlington National Cemetery in Virginia, where his son received the honor of placing a wreath on the Tomb of the Unknown Soldier. In closing, he wished everyone a Happy Thanksgiving.
- e) Council Member Wilson reiterated the Municipal Election on Tuesday, November 7, 2017 and the Veterans Memorial Ceremony on Saturday, November 11, 2017. In closing, please remember Veteran J.M. Green, Jr. in their prayers.
-

13. ADJOURNMENT:

- a) **No Further Business**
Moved by: Council Member Jackson
Seconded by: Mayor Pro Tem Mulhollem
Meeting adjourned at 7:25 p.m.

CARRIED UNANIMOUSLY

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

2018 Calendar of Meetings TJCOG Board of Delegates and Executive Committee

Date	Meeting
January 24, 2018	Board of Delegates
February 28, 2018	Executive Committee
March 28, 2018	Board of Delegates
April 25, 2018	Board of Delegates
May 23, 2018	Board of Delegates
June 27, 2018	Executive Committee
July 2018	No Meeting
August 22, 2018	Board of Delegates
September 26, 2018	Executive Committee
October 24, 2018	Board of Delegates
November 28, 2018	Board of Delegates
December 19, 2018	Executive Committee

Board of Delegates: Informal discussion and dinner available at 5:30 p.m.; business meeting begins at 6:15 p.m.

Executive Committee: Dinner available at 6:00 p.m.; business meeting begins at 6:15 p.m.

Meetings are generally held on the fourth Wednesday of each month in either the TJCOG Large Conference Room (BOD), or Executive Conference Room (EC). The December meeting schedule has been adjusted due to the holidays.

Presented August 23, 2017



TRIANGLE J COUNCIL OF GOVERNMENTS

APPOINTING YOUR TRIANGLE J DELEGATE AND ALTERNATE

With the many appointments that local governments must make each year, it's easy to lose sight of the particulars of each. As you consider the coming year's appointments for your Triangle J Delegates and Alternates, here are a few points to keep in mind:

The Delegate you appoint is your voting member on the Board of Delegates – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.

The Delegate you appoint should be willing to regularly attend and participate in all scheduled meetings of the Board of Delegates. Seven Board meetings are scheduled each year, typically on the fourth Wednesday of January, March, May, June, August, October, and November. Delegates should plan on two and one-half hours for each meeting, 5:30 p.m. until 8:00 p.m.

Certain Delegates have additional responsibilities as members of the Executive Committee. The Delegate appointed from each county also serves on the Executive Committee, along with one municipal delegate from each county. The Executive Committee meets in February, April, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m. Delegates who also serve on the Executive Committee should be willing to commit to 11 meetings each year. (Neither group meets in July.)

The Delegate you appoint should prepare to participate by reviewing the agenda and background materials in advance. The agenda packet is posted on our Website and emailed to delegates and alternate delegates prior to the meeting.

Appoint an Alternate Delegate to stand in for your Delegate when they are unavailable, to preserve your vote on Board of Delegates business. Alternate Delegates are invited to attend all Board of Delegates meetings, but may only vote when the Delegate is not present.

If the Delegate cannot attend, they should notify the Alternate Delegate (provided that one is appointed) to attend in their place.

The Delegate you appoint should report back to their board or council colleagues about the business conducted at the meetings. Our "After Action Report," sent to Delegates and Alternates by e-mail following each meeting, is an easy and convenient way for them to share this information.

A good prospect to become a Delegate is someone who is interested in regional collaboration, or who has a particular interest in long-range planning and/or environmental issues, including water quality and supply, since these issues are frequently discussed at the meetings.

If you or your potential appointees have any questions as you consider your appointments, please feel free to contact Renée Boyette, Assistant to Executive Director, at rboyette@tjcog.org or 919.558.9403.



TRIANGLE J COUNCIL OF GOVERNMENTS

Delegate and Alternate Responsibilities

Representing your local government on the Board of Delegates can be a rewarding, satisfying experience that benefits your city, town, village, or county. To be sure you make the most of it, keep in mind the following responsibilities that you assume when accepting the appointment as a Delegate or Alternate:

- 1. Regularly attend and participate in scheduled meetings of the Board of Delegates.**
Seven Board meetings are scheduled each year, typically on the fourth Wednesday of the month. *Note: Quorum to conduct business is 17 Delegates in attendance.* (The November meetings may be set a week earlier, to avoid the Thanksgiving holiday.) Dinner is served at 5:30 p.m.; the meeting begins at 6:15 p.m. and is generally scheduled to end by 8:00 p.m.
- 2. Prepare for the meeting by reviewing the agenda and background materials in advance.**
The agenda packet is generally posted on our Website a week prior to the meeting. You will receive an e-mail message informing you when the agenda has been posted, along with a link to access the materials.
- 3. Plan to arrive early,** in time to enjoy dinner and camaraderie with your colleagues before the meeting begins. The relationships formed by delegates are one of the most beneficial aspects of serving as a Delegate.
- 4. RSVP to let our staff know you will (or will not) be coming.** This helps us plan catering and room arrangements, among other details.
- 5. Notify your community's Alternate Delegate** (provided that one is appointed), if you will be unable to attend. Please give them time to become acquainted with the agenda – they will be entitled to vote, in your absence.
- 6. If you are an Alternate Delegate, check with the Delegate in advance of each meeting,** to assure that your community will be represented. Alternates are welcome to attend all Board of Delegates meetings, but they are only entitled to vote when the Delegate is absent.
- 7. Report** back to your board or council colleagues about the business conducted at the meetings. Our “After Action Report,” sent to you by e-mail following each meeting, is an easy and convenient way to share this information, either orally or by forwarding via e-mail.

Anytime that you have questions about your role or responsibilities as a Delegate or Alternate, feel free to contact Renée Boyette at rboyette@tjcog.org or 919.558.9403.



TOWN OF ARCHER LODGE

14094 Buffalo Road
Clayton, NC 27527
Office: 919-359-9727
Fax: 919-359-3333

Mayor:

Michael A. Gordon

Council Members:

Matthew B. Mulhollem

Mayor Pro Tem

Teresa M. Bruton

Clyde B. Castleberry

J. Mark Jackson

Mark B. Wilson

December 5, 2017

Jiles P. Harrell, PE
NCDOT Division 4 District Engineer
2671 US 70 West
Goldsboro, NC 27530

**RE: NCDOT Study to Determine Potential 4-Way Stop at Intersection of
Buffalo Road and Archer Lodge Road**

Dear Mr. Harrell:

As previously discussed, please accept this letter as the Town of Archer Lodge's formal request to study the intersection of Buffalo Road (SR 1703) and Archer Lodge Road (SR 1702) for possible conversion from two-way to four-way stop. This study, if feasible, should include consideration of the curb and gutter currently being planned as part of TIP Project: W-5601DP and our anticipation of entering a municipal agreement with NCDOT to add sidewalk on both sides of Buffalo Road in conjunction with the project's curbing.

We appreciate your assistance and look forward to your conclusions. Please contact me if you should need additional information regarding this request.

Sincerely,

Michael A. Gordon,
Mayor

cc: C. L. Gobble, Administrative Consultant
Bob Clark, Planning and Zoning Administrator
Kim P. Batten, Finance Manager/Town Clerk