



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

Monday, November 6, 2017 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

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Page

#### **1. WELCOME/CALL TO ORDER:**

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

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

#### **3. OPEN FORUM/PUBLIC COMMENTS:**

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

#### **4. CONSENT AGENDA:**

4 - 80

##### **4.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

[Regular Council - 03 Apr 2017 - DRAFT](#)

[Work Session - 17 Apr 2017 - DRAFT](#)  
[Regular Council - 01 May 2017 - DRAFT](#)  
[Work Session - 15 May 2017 - DRAFT](#)  
[Special Meeting Budget Presentation - 23 May 2017 - DRAFT](#)  
[Regular Council - 05 Jun 2017 - DRAFT](#)  
[Regular Council - 10 Jul 2017 - DRAFT](#)  
[Regular Council - 07 Aug 2017 - DRAFT](#)  
[Regular Council - 05 Sep 2017 - DRAFT](#)  
[Work Session - 18 Sep 2017 - DRAFT](#)  
[Regular Council - 02 Oct 2017 - DRAFT](#)  
[Work Session - 16 Oct 2017 - DRAFT](#)

- 81 4.b. Approval of the Resolution Adopting the 2018 Town Council Meeting Schedule (Resolution# AL2017-11-6a)  
[AL2017-11-6a Resolution Adopting the 2018 Town Council Meeting Schedule](#)
- 82 4.c. Approval of the Resolution Adopting the 2018 Holiday Schedule (Resolution# AL2017-11-6b)  
[AL2017-11-6b Resolution Adopting the 2018 Holiday Schedule](#)
- 83 4.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  
[AL2017-11-1 Repeal Annual Christmas Parade Ordinance](#)

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

- 84 5.a. Discussion and Consideration of Accepting the Resignation of Planning Board Member and Board of Adjustment Member, Mr. W.R. Dean, Jr. effective December 31, 2017  
[WR DEAN, JR RESIGNATION LETTER DATED 10.15.17](#)
- 85 5.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 Adjustment (Term: January 1, 2018 and ending December 31, 2018)  
[J Oglesby's Request](#)
- 86 - 89 5.c. Discussion and Consideration of approving the 2018 Edmunds & Associates' MCSJ Financial Software Support & License Agreement  
[2018 Support Contract Agreement](#)
- 90 5.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)

[AL2017-11-6c Resolution Supporting Application to the 2018 NCDOT Bicycle and Pedestrian Grant](#)

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

**7. ADMINISTRATIVE CONSULTANT'S REPORT:**

**8. FINANCIAL/TOWN CLERK'S REPORT:**

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8.a. October 2017 Financials  
[OCTOBER 2017 & FYTD](#)

**9. PLANNING/ZONING REPORT:**

**10. VETERAN'S COMMITTEE REPORT:**

**11. MAYOR'S REPORT:**

**12. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

**13. ADJOURNMENT:**



**Regular Council - Minutes  
Monday, April 3, 2017**

**COUNCIL PRESENT:**

Mayor Gordon  
Mayor Pro Tem Mulhollem  
Council Member Castleberry  
Council Member Bruton  
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 6:39 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 offered the invocation.

**b) Pledge of Allegiance**

Mayor Gordon led in the pledge of allegiance to the US Flag.

**2. APPROVAL OF AGENDA:**

**a) Town Attorney asked to add agenda Item 4.c. Consideration of Budget Officer and Finance Officer**

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

**Agenda approved with noted change above.**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

**a) No public comments**

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

**a) Consideration of Adopting a Resolution Endorsing the Southeast Area Study (SEAS)**

Mr. Clark mentioned that Alex, CAMPO Representative, stopped by and explained that the Hot Spot studies were unique to Archer Lodge because of our location. Mr. Clark provided a printed version to Council of CAMPO's

presentation of the SEAS with their earlier suggestions/changes. Council Member Bruton made a motion to not endorse SEAS. Having no 2nd, motion died.

After a lengthy discussion between Council and Mr. Clark, Council Member Bruton made a motion.

Moved by: Council Member Bruton  
Seconded by: Council Member Jackson

**Motion to endorse the SEAS contingent upon the following: (1) replacing the map on the Connector Streets slide with the map that was shown at the Symposium (the one with the four arrows and no street layouts); and (2) removing the connector streets (existing and conceptual) from the map on the "Putting the System Together" slide and adding a note to use Cross-Section No. 3 for connector streets was approved.**

CARRIED UNANIMOUSLY

**b) Consideration of Amending Sections 14-75, 14-76, 14-77 & 14-78 of Archer Lodge Zoning Ordinance to include Accessory Dwelling Units (ADU's)**

Mayor Pro-Tem Mulhollem thanked the planning board in reviewing this subject and made the motion that we deny this amendment.

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

**Amending Sections 14-75, 14-76, 14-77 & 14-78 of Archer Lodge Zoning Ordinance to include ADU's was DENIED.**

CARRIED UNANIMOUSLY

**c) Consideration of Budget Director and Finance Director**

No discussion.

Moved by: Council Member Jackson  
Seconded by: Council Member Castleberry

**Motion to appoint Mayor Pro-Tem Mulhollem as Budget Director and Council Member Bruton as Finance Director approved.**

CARRIED UNANIMOUSLY

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

**a)** Mr. Hewett noted that an ordinance is required to codify the Town of Archer Lodge ordinances with Municode. He requested that we add this to the Work Session agenda on April 17, 2017.

**b)** Mr. Hewett suggested having a training session for the Planning Board, Board of Adjustments and Council Members regarding quasi-judicial hearings, duties of boards and how to handle confidential information in closed sessions. Training can be conducted by Town Attorney sometime in August following budget season.

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**6. ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) Meeting with Andy Brown, NCDOT Traffic engineer/District engineer, Mr. Gobble and Mr. Clark regarding safety issues on Buffalo Road was completed. Topics discussed were 1) a safety study; 2) sidewalks; 3) right-a-way dedication to NCDOT; 4) crosswalks at intersections; and 5) no parking sections.

Mr. Gobble noted that an ordinance is required for no parking sections in town and will be on the May agenda.

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**7. FINANCIAL/TOWN CLERK'S REPORT:**

- a) Ms. Batten stated that the March financial report will be available at the work session and possibly budget amendments.
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- b) Ms. Batten reminded Council of the NCLM's Spring Tour:

**Thursday, April 20**  
**Benvenue Country Club**  
**100 Southern Blvd**  
**Rocky Mount, NC 27804**  
**Breakfast 7:30 am - 9:30 am**

Ms. Batten noted that currently 2 will be attending.

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**8. PLANNING/ZONING REPORT:**

- a) **Planning Board Training Opportunities**

Mr. Clark reported that Don Belk has resigned from N-Focus and his last day is April 14 and is going to the NC Department of Commerce. Andy Thomas, having over 30 year's experience as a planner, will be his replacement.

Mr. Clark noted that training modules are available for planning board members through the NCLM and he plans to include these modules in their planning board meetings. Also, workshops sponsored by UNC SOG are available to planning board members as well.

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- b) **Upcoming Board of Adjustment Meeting, 4/19**

Mr. Clark stated that the Board of Adjustments meeting will be on April 19, 2017. Since there isn't a case, they will elect officers and approve minutes from 2014. This meeting should be annually for organizational purposes in the event there are no cases to be heard.

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**9. VETERAN'S COMMITTEE REPORT:**

- a) Jim Purvis reported the following:
1. The committee has raised \$40,750
  2. Biscuit sales continue 3rd Friday of every month and the March sale grossed almost \$1700
  3. They will have a booth at the Clayton Harvest Festival in September
  4. They will also sponsor a hole at the Clayton American Legion Post 71 Golf Tournament

- 5. They are updating their pamphlet to include their new tax status and new website.
- 6. Tax form has been filed for the year
- 7. They are trying to digitize all their veteran's photos
- 8. They will have a raffle at the Family Fun Day in July
- 9. They meet the fourth Tuesday of the month

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**10. MAYOR'S REPORT:**

- a) Update on Crosswalk ~ Mayor mentioned that Mr. Gobble addressed this topic in his section.

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- b) Mayor mentioned Town Hall Day on March 29, 2017. The League's day event in Raleigh at the NC Museum of History was successful. They relocated due to the Raleigh fire destroying their building. Also, the Town of Clayton's town hall event that evening for Johnston County and its Municipalities was well attended and very successful. Mayor encouraged all to attend next year.

Mayor Gordon remembered the family of William Odell Edwards who passed and was one of our Korean Veterans.

Mayor Gordon informed Council that the publication called "Johnston Now" that is in town hall has an article this month on "Farm Life in Archer Lodge" regarding the Thompson Family. He encouraged all to read it.

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**11. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) Council Member Wilson reported that April is Parkinson's Awareness Month as well as Autism and MS and to keep people in your prayers that struggle with these diseases.

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- b) Council Member Castleberry noted that the William Odell Edwards family made a way to remember him by contributing to the Archer Lodge Veteran's Committee. Also, Council Member Castleberry mentioned the Johnston County Economic Development Committee will host the second annual Racing for Recruitment on May 10, 2017 at GALOT Motorsports Park in Benson and wishes the town could host one of their meetings in Archer Lodge.

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- c) Council Member Jackson noted the following events by White Oak Baptist Church in the community:
    - 1. A car wash and donut sale on Saturday, April 8
    - 2. An Easter Egg Hunt in the park at the community center on Saturday, April 15
    - 3. A BBQ chicken plate sale on Saturday, April 22 for Relay for Life
    - 4. A river clean up on Saturday, April 29

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- d) Mayor Pro-Tem Mulhollem stated that the Cub Scouts were at Patriots Point at Mt. Pleasants, SC and spent the night on the USS Yorktown Aircraft carrier and toured the submarine. Also, they took a ferry out to Fort Sumter.

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- e) Council Member Bruton wished everyone a safe and happy Easter.

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**12. ADJOURNMENT:**

**a) No further business**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Meeting adjourned at 7:52 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Work Session - Minutes  
Monday, April 17, 2017**

**COUNCIL PRESENT:**

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  
Andrew Thomas, Jr. MPA, CZO, Senior Planner  
Danny Eudy, Code Enforcement Officer

**COUNCIL ABSENT:**

Mayor Gordon

**MEDIA PRESENT:**

None

**1 WELCOME/CALL TO ORDER:**

- a) **Due to the absence of Mayor Gordon, Mayor Pro-Tem Mulhollem 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.**

**2 ORDER OF BUSINESS:**

- a) **March 2017 Financials & Proposed Budget Amendments ~ Kim P. Batten**

Ms. Batten shared the March 2017 financials and noted that the fiscal year is 75% complete. Franchise taxes received at this time is only 50% with another distribution scheduled for June. Ad-valorem and motor vehicle tax collection rate is approximately 95%. Other revenues are a little higher; however, the fee in lieu of recreation revenues is not expected to be the budgeted amount of \$25,000 per Bob Clark. Expenditures for each department are below than the budgeted amounts. No discussion.

With regards to the proposed budget amendment (BA 2017 04), Ms. Batten explained each revenue line item and expenditure line item appearing. The budget amendment is to appropriate or reappropriate unanticipated revenues and expenditures and typically done yearly to "clean up" the current budget that will help us better prepare for next year's budget. Having no discussion, the proposed budget amendment (BA 2017 04) will be on the May 1, 2017 Regular Council meeting agenda under the Consent Agenda section.

- b) **Codification Adoption Ordinance ~ Town Attorney Chip Hewett**

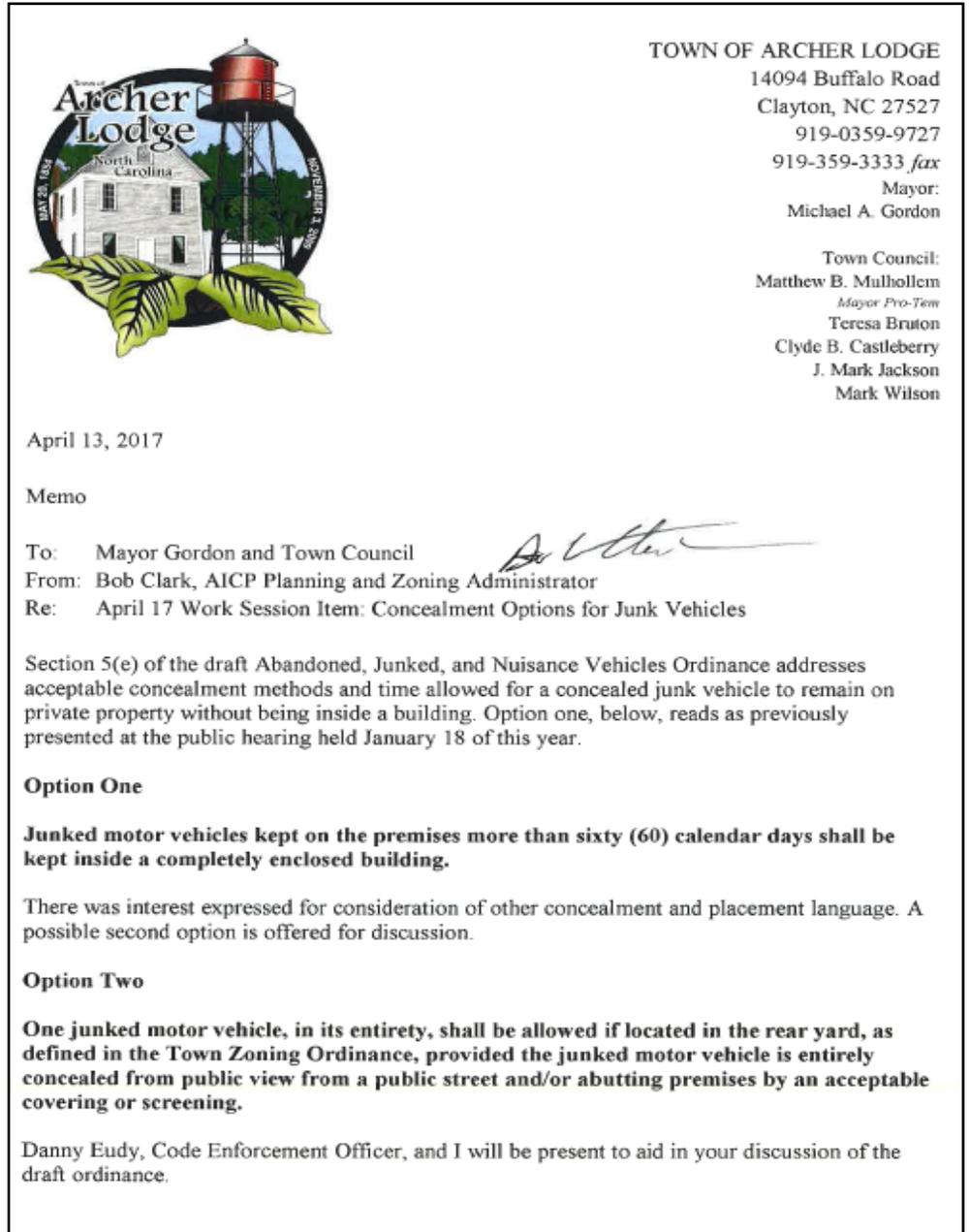
Mr. Hewett noted that the codification is really an historical moment for the Town and will be beneficial going further. Further comments followed and Mr. Hewett suggested that the Codification Adoption Ordinance# AL2017-05-1 be placed on the May 1, 2017 agenda under the Discussion and Possible Action section for more discussion. He added that all ordinances passed thus far will be in the codification and all future ordinances will be added to the codification. Ms. Batten stated that once the Codification Adoption Ordinance

is approved, then the Archer Lodge codification will be available our website by Municode.

**c) Junk Car Ordinance (continued discussion) ~ Bob Clark, Danny Eudy**

Mr. Clark reminded Council that the public hearing on abandoned, junked, and nuisance vehicles was held in January 2017. Previous discussions regarding the definitions of a junk vehicle and acceptable concealment, covering or screening. Mr. Clark provided two concealment options in a memo dated April 13, 2017.

Memo appears as follows:



Following much discussion, Council decided better clarification regarding acceptable covering or screening is needed and Mr. Clark will provide additional information at the May 15th work session. Also, Council suggested making the effective date to be a date in the future, such as 90 days, to allow citizens additional time to be informed.

**d) Conservation Subdivision Design District (CSDD) - adding New Section 14-104 of AL Zoning Ordinance (continued discussion) ~ Bob Clark**

Before starting discussion on this item, Mr. Clark introduced Andy Thomas, Jr. who will be replacing Don Belk as a Senior Planner.

At our last discussion on CSDD, many questions regarding off site septic and ownership of property evolved. Mr. Clark offered some explanation on both topics appearing complex to Council. Council suggested delaying this Zoning type until further information is received by staff and additional research with the Johnston County Tax office and State officials has been completed.

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**3      GENERAL UPDATES:**

**a)      Street Lights conversion to LED by Duke Energy ~ Mayor Pro Tem Mulhollem**

Mayor Pro-Tem updated Council regarding conversations with Marty Clayton at Duke Progress Energy. The conversion could be completed this budget year and the cost is \$50 per light with a total of 26 lights and is already budgeted. He stated that a firm date would be settled this week and would notify Ms. Batten.

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**b)      NCLM Spring Tour, Thursday, April 20th, Rocky Mount 7:30 am - 9:30 am ~ Kim P. Batten**

Ms. Batten stated that Mayor Gordon, Council Member Wilson and herself will be attending this event and town hall will open later that morning.

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**c)      ALCC Ball Field Dedication, Saturday 22nd @ 11:30 am ~ Mayor Pro Tem Mulhollem**

Mayor Pro-Tem Mulhollem mentioned to that Council should have received invitations. ALCC will dedicated the baseball field in honor Hoyt G. Castleberry, Council Member Castleberry's late father, who was very instrumental in the community center and helped provide baseball to the kids. He hopes all will attend the dedication.

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**d)      Municipal Administration Course (MAC) final week (April 25 - April 28) & Graduation for Town Clerk ~ Kim P. Batten**

Ms. Batten noted that April 25 - April 28 would be her final week of class with graduation on Friday, April 28. Mayor Gordon hopes to attend and Lisa Barnes will fill in in her absence.

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**e)      Additional items:**

1. Mr. Hewett will not be able to attend the Regular Council meeting on May 1, 2017 and will be available by phone if needed.
2. Johnston County Economic Development Board invites Council to the May 10th event in Benson.
3. This Friday is a Biscuit Sale.
4. Reminder of the Memorial Service for Mr. Steve Biggs, former Town Manager for Clayton. Council Member Wilson and former Council Member Vinson will attend for the Town of Archer Lodge.
5. Council surprised Ms. Batten with an appreciation gift for hard work.

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**4      ADJOURNMENT:**

- a) **Having no further business, Mayor Pro-Tem Matt Mulhollem adjourned the meeting at 8:00 p.m.**
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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, May 1, 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

**COUNCIL ABSENT:**

**MEDIA PRESENT:**

None

**1. WELCOME/CALL TO ORDER:**

**a) Call to Order & Invocation**

Mayor Gordon called the meeting to order at 6:31 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 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: Council Member Castleberry

**Agenda Approved.**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

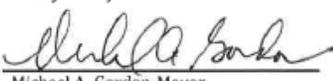
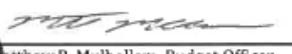
(Maximum of 30 minutes allowed, 3 minutes per person)

**a) No public comments.**

**4. CONSENT AGENDA:**

**a) Budget Amendment (BA 2017 04)**

Budget Amendment (BA 2017 04) appears as follows:

BA 2017 04				
Town of Archer Lodge				
Budget Amendment				
Fiscal Year Ending June 30, 2017				
Budget Amendment				BA 2017 04
Date				01-May-17
Fund				General Fund
Account	Account Number	Budget	Amendment	Amended Budget
<b>Revenues:</b>				
2010 Vehicle Taxes	10-3110-0120	-	15.00	15.00
2011 Vehicle Taxes	10-3111-0120	-	10.00	10.00
2012 Vehicle Taxes	10-3112-0120	-	110.00	110.00
2013 Vehicle Taxes	10-3113-0120	-	10.00	10.00
2014 Property Taxes	10-3114-0000	-	50.00	50.00
2015 Property Taxes	10-3115-0000	-	70.00	70.00
2016 Property Taxes	10-3116-0000	462,954.00	14,546.00	477,500.00
2016 Vehicle Taxes	10-3116-0120	73,970.00	(3,970.00)	70,000.00
Penalties and Interest	10-3180-0000	300.00	500.00	800.00
Article 44 1/2% Sales Tax	10-3244-0000	10.00	4,490.00	4,500.00
Permits and Fees	10-3340-0000	5,850.00	1,650.00	7,500.00
Fee in Lieu of Recreation	10-3345-0000	25,000.00	(13,000.00)	12,000.00
Veterans Brick Revenues	10-3830-0000	1,000.00	(400.00)	600.00
Investment Earnings	10-3831-0000	3,600.00	1,400.00	5,000.00
Veterans Donations	10-3832-0000	6,600.00	(5,325.00)	1,275.00
Sale of Fixed Assets	10-3835-0000	-	1.00	1.00
<b>Total Increase (Decrease) in Revenues</b>			<b>157.00</b>	
<b>Expenditures:</b>				
Admin-Salaries (Part-Time)	10-4120-1220	4,800.00	1,200.00	6,000.00
Admin-FICA	10-4120-1810	5,600.00	550.00	6,150.00
Admin-Unemployment	10-4120-1850	10.00	222.00	232.00
Admin-Bank Service Charge	10-4120-2250	100.00	50.00	150.00
Admin-Training & Meetings	10-4120-3110	8,500.00	1,000.00	9,500.00
Public Bldgs-Repairs & Maintenance	10-4190-3520	5,000.00	4,000.00	9,000.00
Public Bldgs-Capital Outlay	10-4190-5100	47,000.00	(4,000.00)	43,000.00
Planning/Zoning-Professional Bike/Ped	10-4910-1900	3,000.00	(1,500.00)	1,500.00
Planning/Zoning-Small Equipment & Furnishings	10-4910-5000	-	1,500.00	1,500.00
Transfer to Park Reserve Fund 31	10-9931-1000	157,865.00	(2,865.00)	155,000.00
<b>Total Increase (Decrease) in Expenditures</b>			<b>\$ 157.00</b>	
			<b>\$ -</b>	
<b>Justification for Budget Amendment:</b>				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 1st day of May 2017				
ATTEST:				
	Kim P. Batten, Town Clerk		Michael A. Gordon, Mayor	
				Matthew B. Mulhollem, Budget Officer

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

**Consent Agenda Approved.**

CARRIED UNANIMOUSLY

**5. RECOGNITION/PRESENTATION:**

a) **Harbor Inc., Smithfield, NC ~ Kay Johnson, Executive Director**

Ms. Johnson shared an update about Harbor, Inc. with the Town Council which is located at 110 Skyland Drive in Smithfield.

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

a) **Consideration of Ordinance Adopting Codification (AL2017-05-1)**

**No discussion followed.**

Ordinance AL2017-05-1 appears as follows:

ORDINANCE# AL2017-05-1

**AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR  
THE TOWN OF ARCHER LODGE, NORTH CAROLINA;  
PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN;  
PROVIDING A PENALTY FOR THE VIOLATION THEREOF;  
PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND  
PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE**

**BE IT ORDAINED BY THE TOWN COUNCIL OF  
THE TOWN OF ARCHER LODGE AS FOLLOWS:**

Section 1. The Code entitled "Code of Ordinances, Town of Archer Lodge, North Carolina," published by Municipal Code Corporation, consisting of chapters 1 through 30, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before May 1, 2017 and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine of \$ 50.00. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the Town may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the Town to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after May 1, 2017, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective upon adoption.

Passed and adopted by the Town Council this  1<sup>st</sup>  day of  May,  2017.

ATTEST:

  
 Michael A. Gordon, Mayor

  
 Kim P. Batten, Town Clerk



ORDINANCE# AL2017-05-1

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the Town Council, held on the  1<sup>st</sup>  day of  May,  2017.

  
 Kim P. Batten, Town Clerk



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

**Adopted Ordinance AL2017-05-1.**

CARRIED UNANIMOUSLY

b) **Consideration of Appointing Board of Adjustments Alternates W.R. Dean, Jr and John F. Oglesby**

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

**Approved W.R. Dean, Jr. and John F. Oglesby as Board of Adjustment Alternates.**

CARRIED UNANIMOUSLY

c) **Consideration of Adopting an Ordinance Establishing Chapter 27 - Traffic and Motor Vehicles, Section 1 - Parking (Ordinance AL2017-05-2)**

Ordinance to be handed out at meeting.

Following a meeting with NCDOT engineers, Mr. Gobble noted that this ordinance is the beginning stage of improving public safety at the Archer Lodge Road and Buffalo Road intersection.

Ordinance AL2017-05-2 appears as follows:

ORDINANCE# AL2017-05-2

**AN ORDINANCE ESTABLISHING  
CHAPTER 27 - TRAFFIC AND MOTOR VEHICLES AND  
SECTION 1 - PARKING  
FOR THE TOWN OF ARCHER LODGE**

When signs are placed, erected or installed, giving notice thereof, no person shall park a vehicle at any time upon any of the streets described in **Schedule 1- No Parking at Any Time** of this section.

**Schedule 1 - No Parking at Any Time**

The following are designated as no parking areas at any time: see Chapter 27, Section 1 Parking.

**Buffalo Road – West side from the intersection of Archer Lodge Road north for a distance of 543 feet.**

**DULY ADOPTED, THIS 1<sup>ST</sup> DAY OF MAY, 2017.**

**TOWN OF ARCHER LODGE**

  
Michael A. Gordon, Mayor

(SEAL)



ATTEST:  
  
Kim P. Batten, Town Clerk

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

**Adopted Ordinance AL2017-05-2.**

CARRIED UNANIMOUSLY

d) **Consideration of Adopting a Resolution Declaring a No-Parking Area on a Section of Buffalo Road along ALCC Ballpark (Resolution# AL2017-05-01)**

Resolution to be handed out at meeting.

**Mr. Gobble noted that this resolution wil coexist with Ordinance AL2017-05-2 to improve public safety.**

Resolution# AL2017-05-01 appears as follows:

RESOLUTION# AL2017-05-01

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**RESOLUTION DECLARING A NO PARKING AREA  
ON A SECTION OF BUFFALO ROAD NEAR  
ARCHER LODGE COMMUNITY CENTER BALLPARK  
BY THE TOWN OF ARCHER LODGE**

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WHEREAS, pedestrian and vehicle safety is a concern to the Town of Archer Lodge; and

WHEREAS, the intersection of Archer Lodge Road and Buffalo Road, around the White Oak Baptist Church and the Archer Lodge Community Center is a high traffic area that is not conducive for parking of cars ; and

WHEREAS, this area has been brought to the attention of N. C. Department of Transportation (NCDOT) staff; and

WHEREAS, over the years, this area has been the site of numerous vehicle accidents and there exists potential for pedestrian accidents; and

WHEREAS, the Town of Archer Lodge is seeking by ordinance to have the NCDOT assist in making a portion of the high traffic area designated as a "No Parking Area."

**NOW, THEREFORE, BE IT RESOLVED** by the Archer Lodge Town Council that the Mayor is authorized to execute any agreements with NCDOT to enable implementation of Ordinance# AL2017-05-2, as the first step in the NC Highway Safety Improvement Program by declaring a section of Buffalo Road as a "No Parking Area."

**DULY ADOPTED, THIS 1<sup>st</sup> DAY OF MAY, 2017.**

  
\_\_\_\_\_  
Michael A. Gordon, Mayor

ATTEST:

  
\_\_\_\_\_  
Kim P. Batten, Town Clerk



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

**Adopted Resolution# AL2017-05-01.**

CARRIED UNANIMOUSLY

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

a) **No report from Attorney Hewett.**

**8. ADMINISTRATIVE CONSULTANT'S REPORT:**

a) **Mr. Gobble stated that materials have been ordered for the light conversion to LED per Marty Clayton, Duke Progress Energy.**

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**9. FINANCIAL/TOWN CLERK'S REPORT:**

- a) **Ms. Batten mentioned that April 2017 financials will be available at the May Work Session and she graduated on April 28th from UNC SOG's Municipal Administration Course. In addition, please remember Lisa Barnes who will be having hip surgery tomorrow.**
- 

**10. PLANNING/ZONING REPORT:**

- a) **No report from Planning and Zoning due to absence of Mr. Clark.**
- 

**11. VETERAN'S COMMITTEE REPORT:**

- a) **Mr. Jim Purvis reported the following:**
1. Bank balance is \$46,072
  2. Memorial contributions in honor of Odell Edwards continue
  3. Next biscuit sale is May 19, 2017
- 

**12. MAYOR'S REPORT:**

- a) **Mayor Gordon mentioned considering Summer Hours for June, July & August as follows:**

Monday - Thursday 8:30 a.m. - 6:00 p.m.  
Friday 8:30 a.m. - Noon

---

**13. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) **Council Member Wilson mentioned that a TJCOG Representative will be at the May Work Session and he shared with Mr. Clark an interesting article in the Southern City publication regarding subdivisions.**
- 
- b) **Council Member Castleberry appreciated the Ballpark Dedication in honor of his father and all those in attendance. In addition, he mentioned a meeting in Pine Level of the Jo Co Economic Development Board testing land plots for canola.**
- 
- c) **Council Member Jackson noted to remember all mothers on Mother's Day and reminded all to wear poppies for Memorial Day.**
- 
- d) **Mayor Pro Tem Mulhollem stated that the Archer Lodge Fire Department recently received the lowest fire rating in the county.**
- 
- e) **Council Member Bruton enjoyed the Ballpark Dedication and congratulated Ms. Batten on her graduation.**
- 

**14. ADJOURNMENT:**

**a) No Further Business**

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

**Meeting adjourned at 7:15 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Work Session - Minutes  
Monday, May 15, 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

**GUESTS:**

Carolyn Pennington

**MEDIA PRESENT:**

None

**1 WELCOME/CALL TO ORDER:**

- a) **Mayor Gordon 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.**

**2 ORDER OF BUSINESS:**

- a) **TJCOG Presentation ~ Carolyn Pennington, Regional Long Term Care Ombudsman for Johnston & Moore Counties**

Ms. Pennington, an invited guest of Council Member Wilson, shared with the Town Council information pertaining to a Long Term Care Ombudsman Program. Discussion followed.

- b) **Junk Car Ordinance (continued discussion) ~ Bob Clark**

Mr. Clark continued discussion regarding changing the section: Permitted Concealment (Section 1.5 (d)) of DRAFT Ordinance (AL2017-01-1) presented at the January 17, 2017 public hearing with another option presented at the April 17, 2017 work session.

Excerpt of Section 1.5 (d) appears below:

(d) Permitted concealment or enclosure of junked motor vehicles:

(1) One junked motor vehicle, in its entirety, may be located in the rear yard, as defined in the Town Zoning Ordinance, provided the junked motor vehicle is entirely concealed from public view from a public street and/or abutting premises by an acceptable covering for not more than sixty (60) calendar days. Junked motor vehicles kept on the premises more than sixty (60) calendar days shall be kept inside a completely enclosed building. The Town Code Administrator has the authority to determine whether any junked motor vehicle is adequately concealed as required by this provision. The covering must remain in good repair and must not be allowed to deteriorate.

(2) Any one or more junked motor vehicles kept on the premises more than sixty (60) calendar days shall be kept inside a completely enclosed building.

Option 1 and Option 2 appear below:

<p><b>Option One</b></p> <p><b>Junked motor vehicles kept on the premises more than sixty (60) calendar days shall be kept inside a completely enclosed building.</b></p> <p>There was interest expressed for consideration of other concealment and placement language. A possible second option is offered for discussion.</p> <p><b>Option Two</b></p> <p><b>One junked motor vehicle, in its entirety, shall be allowed if located in the rear yard, as defined in the Town Zoning Ordinance, provided the junked motor vehicle is entirely concealed from public view from a public street and/or abutting premises by an acceptable covering or screening.</b></p>
--

After much discussion, Council directed Mr. Clark to modify both options together. At the June 5, 2017 Regular Council meeting, Council will set the public hearing date on the Ordinance for the Regular Council meeting in July, 2017.

---

**c) Discussion to consider amending Planning Board Ordinance & Board of Adjustment Ordinance**  
*(Part II Code of Ordinance, Chapter 2, Article II, Division 2 & Division 3)*

Mayor Gordon led the discussion on amending these two ordinances to be consistent and suggested members serve 2 to 3 year terms with term limits and go from 7 to 5 members. Discussion followed and staff was asked to prepare changes.

---

**d) April 2017 Financials & Proposed Budget Amendments ~ Kim P. Batten**

Ms. Batten shared the financials for month ending April 30, 2017. She noted that fiscal year 2017 was 83% complete, thus presenting budget amendment (BA 2017 05) to Council. Having no discussion, the proposed budget amendment (BA 2017 05) will be under the Consent Agenda section at the June 5, 2017 Regular Council meeting.

---

**e) NCDOT Speed Limit Certification on Buffalo Road ~ Bob Clark**

Mr. Clark noted that NCDOT needs a resolution from the Town of Archer Lodge confirming the current speed limits on Buffalo Road and Mayor Gordon must sign a certification. Mayor Gordon stated this Resolution confirming the current speed limit will be under the consent agenda of the Regular Town Council meeting on June 5, 2017.

---

**3 GENERAL UPDATES:**

**a) Special Meeting for Budget Presentation**

Mayor Gordon announced a Special Meeting for Budget Presentation for FY2018 will be held on Tuesday, May 23, 2017 at 6:30 p.m. in Council Chambers at Archer Lodge Town Hall.

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**4     ADJOURNMENT:**

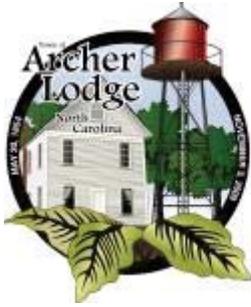
- a)     Having no further business, Mayor Gordon adjourned the meeting at 8:36 p.m.**
- 
- 

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Special Meeting - Budget Presentation -  
Minutes  
Tuesday, May 23, 2017**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

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

**COUNCIL ABSENT:**

Council Member Bruton

**MEDIA PRESENT:**

None

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**1. WELCOME/CALL TO ORDER:**

- a) Mayor Gordon called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.

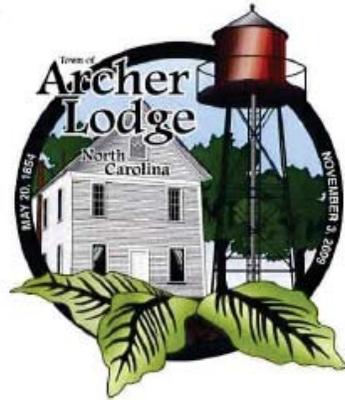
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**2. RECOGNITION/PRESENTATION:**

- a) Budget Presentation for Fiscal Year Ending June 30, 2018 ~  
Matthew B. Mulhollem, Budget Officer/Mayor Pro Tem  
Kim P. Batten, Finance Manager/Town Clerk  
C.L. Gobble - Administrative Consultant

Budget Officer/Mayor Pro Tem Mulhollem began the presentation with reading his Budget Message and appears as follows:



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

**Annual Budget Message  
2017-2018 Fiscal Year Budget**

To: Honorable Mayor and Members of the Town Council  
Town of Archer Lodge, North Carolina

From: Matthew B. Mulhollem, Budget Officer/Mayor Pro Tem

Date: May 23, 2017

Presented herein for your review and consideration is the proposed budget for fiscal year 2017-2018. This budget is the result of diligent review of the stated goals and desires of fellow council members and a review of our ability to fund those goals with limited revenues.

As you review the total budgeted expenditures, keep in mind that much of the budget consists of pass through monies as well as monies already prioritized by the Archer Lodge Governing Body. A few specific allocations are as follows: Archer Lodge Fire Department \$200,000, Archer Lodge Community Center for recreational services \$50,000, and Park Reserve Fund \$106,000. The Town's policy of designating Capital Reserve funds for future needs remains.

The town's assessed valuation for real and personal property is \$249,490,555 and for motor vehicles is \$41,089,625. Assuming a 98% tax collection rate by the Johnston County Tax Administrator and reflecting our tax rate of \$0.20/\$100 valuation, ad valorem revenues for real and personal property would equate to \$485,000 and revenues for motor vehicles would equate to \$78,000 for a conservative total with penalties and interest of \$563, 500. State shared and local revenues attribute to 45.32% of the proposed budget or \$467,185.

Based on our annual planning session held earlier this year, this budget includes several new initiatives and continues others. Park land and recreational needs remain a priority while \$0.03/\$0.20 tax rate is designated for the Park Reserve Fund. One new position, Administrative Support Specialist/Deputy Clerk is included. A study for potential sewer services, an Engineering Alternative Analysis (EAA), is included, which will be the first step in considering commercial growth in Archer Lodge. Funding is included to support efforts by the NC Department of Transportation to improve safety at the intersection of Archer Lodge Road and Buffalo Road which potentially include sidewalks and curbing. Outdoor banners, seasonal or not, as previously shared with council are included as well as modifications to Town Hall and architectural design fees for expanding Town Hall.

The total budget is \$1,030,685 which represents a slight decrease (.477%) from the 2016-2017 adopted budget. Also, this budget maintains the current tax rate of \$0.20/\$100 valuation. As required, the budget is balanced and was prepared in accordance with N.C. General Statute 159-11. As budget officer for the Town of Archer Lodge, I recognize the diligent efforts provided by the Finance Manager/Town Clerk, Kim P. Batten, in the budget process along with the Administrative Consultant, C.L. Gobble. It is my pleasure to present to you the Town of Archer Lodge 2017-2018 Annual Budget and look forward to another productive year as we sustain our traditional values.

Respectfully submitted,

Matthew B. Mulhollem  
Budget Officer/Mayor Pro Tem

Following the reading of the Budget Message, Budget Officer/Mayor Pro Tem Mulhollem shared the Budget Highlights Presentation for Fiscal Year 2017/2018 with the Town Council and appears as follows:

# Budget Highlights

Fiscal Year  
2017~2018

*February, 2017  
Budget  
Planning  
Considerations*

- One Additional Full-Time Employee
- Park Development Grant Possibilities
- Town Hall Expansion Plan Step 1
- Engineering Alternative Analysis (EAA) Sewer Study
- Outdoor Welcome Seasonal Banners
- Update Personnel Policy & Pay Plan
- Website Design & Social Media In-House

## Projected Revenues



**Archer Lodge Tax Rate Unchanged**  
**Estimated Ad Valorem Tax Revenues**  
**\$563,500 / \$281,750 designated**

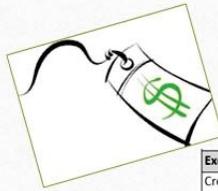
Archer Lodge Fire Dept	0.07	35%
Park Reserve Fund	0.03	15%
Town of Archer Lodge	0.10	50%
<b>TOTAL</b>	<b>0.20</b>	<b>100%</b>

## *Changes to Schedule of Fees & Penalties 2017~2018*



**CODE ENFORCEMENT CITATIONS**

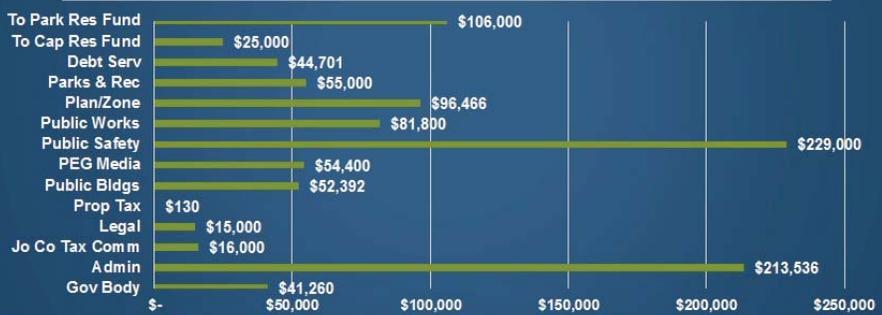
ZONING ORDINANCE	FEE
<b>Per Chapters 14 – 18 of Zoning, Subdivision, Site Plan, Design Standards and Signs Ordinance</b>	
1 <sup>st</sup> , 2 <sup>nd</sup> & Subsequent Civil Citation (per day)	\$ 150.00/offense
Plus, Investigative Costs above \$ 500.00;	Actual Costs
Plus, Clean-up Fee	\$ 25.00
<b>PUBLIC NUISANCE CONDITIONS, PRIVATE PROPERTY ORDINANCES</b>	
1 <sup>st</sup> Civil Citation	\$ 25.00
2 <sup>nd</sup> Civil Citation & Subsequent	\$ 75.00



Land Use	FEE
Special Use Permits/Conditional Use Permits	\$ 250.00
Zoning Permit – Single-Family Residential construction & manufactured home	\$ 75.00
Zoning Compliance/Zoning Certification Letter	\$ 25.00
Zoning Permit – Accessory Structures and residential additions	\$ 25.00
Zoning Permit for a Home Occupation	\$ 75.00

Exempt Subdivision Review	FEE
Creation of Lots for Heirs/Estate Map (Exempt Certification)	\$ 75.00
Recombination (Exempt Certification)	\$ 75.00

## *Projected Expenditures*



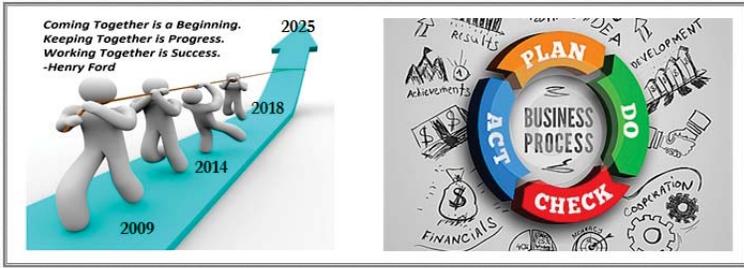
### *New Full-Time Position: Administrative Support Specialist / Deputy Clerk*

- ➔ Support for Governing Body, Administration, Planning/Zoning Dept & Information Technology
- ➔ Clerk for Planning Board - Meeting Agendas, Minutes on iCompass Clerk Software
- ➔ Salary/Benefits - 70% Admin Dept & 30% Planning/Zoning Dept
- ➔ Oversees Conversion to Municipal Website Design & Manages Website/Social Media in house for Liability reasons
- ➔ Obtain/Manage Historical Information on Town Formation to Digital Format
- ➔ Cover Town Hall in absence of Finance Manager/ Town Clerk & replaces current Part-Time Staff

## *Budget In Conclusion*

### **ARCHER LODGE'S TOOL BOX**





*ADDITIONAL COMMENTS*



**Town of Archer Lodge**

The Best Corner of the World



Budget Officer/Mayor Pro Tem Mulhollem acknowledged the efforts of C.L. Gobble, Kim Batten, and Teresa Bruton along with the financial software displaying information for past fiscal years. Ms. Batten offered explanation to the worksheets appearing in the Budget books. Discussion followed. Mayor Gordon suggested members review budget books and should there be any questions or concerns, please contact Budget Officer/Mayor Pro Tem Mulhollem, Mr. Gobble, or Ms. Batten prior to the Public Hearing to get answers. Also, he thanked all persons involved in the FY2017/2018 Budget process.

Public Hearing on Proposed Annual Budget for FY 2018 set for Monday, June 5, 2017 at the Regular Council meeting.

**3. ADJOURNMENT:**

- a) **Having no further business, Mayor Gordon adjourned the meeting at 7:33 p.m.**

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, June 5, 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 6:29 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 invocation.

**b) Pledge of Allegiance**

Mayor Gordon 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: Council Member Jackson

**Agenda Approved.**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

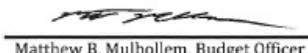
**a) No public comments.**

**4. CONSENT AGENDA:**

- a) Approval of Minutes:**
  - 12 Dec 2016 - Regular Council Minutes**
  - 03 Jan 2017 - Regular Council Minutes**
  - 17 Jan 2017 - Work Session Minutes**

**b) Approval of Budget Amendment BA 2017 05 - General Fund, Capital Reserve Fund & Park Reserve Fund**

BA 2017 05 appears as follows:

BA 2017 05				
Town of Archer Lodge Budget Amendment Fiscal Year Ending <span style="float: right;">June 30, 2017</span>				
Budget Amendment Date Fund			BA 2017 05 05-Jun-17 General Fund, Capital Reserve Fund, Park Reserve Fund	
Account	Account Number	Budget	Amendment	Amended Budget
<b>Revenues:</b>				
<b>GENERAL FUND:</b>				
Article 44 1/2% Sales Tax	10-3244-0000	4,500.00	(4,490.00)	10.00
Article 44 NCGS 105-524 Sales Tax	10-3244-0524	-	5,000.00	5,000.00
Fund Balance Appropriated	10-3990-0000	190,873.00	(510.00)	190,363.00
<b>CAPITAL RESERVE FUND:</b>				
Investment Earnings	30-3831-0000	-	1,825.00	1,825.00
Transfer from General Fund 10	30-3900-3910	-	50,000.00	50,000.00
<b>PARK RESERVE FUND:</b>				
Investment Earnings	31-3831-0000	-	475.00	475.00
Transfer from General Fund 10	31-3900-3910	55,800.00	99,200.00	155,000.00
Total Increase (Decrease) in Revenues		<u>151,500.00</u>		
<b>Expenditures:</b>				
<b>GENERAL FUND:</b>				
Gov Body - Bereavement Expenses	10-4110-2600	250.00	250.00	500.00
Gov Body - Training & Meetings	10-4110-3110	3,500.00	(250.00)	3,250.00
Public Bldgs - LP Gas	10-4190-3320	1,400.00	(100.00)	1,300.00
Public Bldgs - Insurance Property & Liability	10-4190-4500	500.00	100.00	600.00
<b>CAPITAL RESERVE FUND:</b>				
Transfer to General Fund 10	30-9900-0010	-	51,825.00	51,825.00
<b>PARK RESERVE FUND:</b>				
Recreation Development	31-6120-5500	55,800.00	99,675.00	155,475.00
Total Increase (Decrease) in Expenditures		<u>\$ 151,500.00</u>		
		<u>\$ -</u>		
<b>Justification for Budget Amendment:</b>				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 5th day of June 2017				
ATTEST:		 Michael A. Gordon, Mayor		
 Kim P. Batten, Town Clerk		 Matthew B. Mulhollem, Budget Officer		



**c) Approval of Summer Hours for Town Hall / Staff  
(Retroactive back to Monday before Memorial Day weekend  
continuing through Monday, Labor Day Holiday)  
8:30 am - 6:00 pm ~ Monday, Tuesday, Wednesday & Thursday  
8:30 am - 12:30 pm ~ Friday  
Four - 9 hour days with a 30 minute lunch break & One - 4 hour day**

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

**Consent Agenda Approved.**

CARRIED UNANIMOUSLY

**5. PUBLIC HEARING ON PROPOSED ANNUAL BUDGET:  
Fiscal Year Ending June 30, 2018**

**a) Mayor Gordon opened the Public Hearing on the Proposed Annual Budget for FY ending June 31, 2018 at 6:32 p.m.**

No Public Discussion  
Moved by: Council Member Wilson  
Seconded by: Council Member Jackson

**Public Hearing on the Proposed Annual Budget for Fiscal Year Ending June 30, 2018 closed at 6:33 p.m.**

CARRIED UNANIMOUSLY

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

**a) Discussion and Consideration of Proposed Annual Budget Ordinance for Fiscal Year Ending June 30, 2018**

1. Mayor Pro Tem Mulhollem led the discussion by mentioning a change in the proposed budget relating to the range of compensation from \$30,000 to \$35,000 for the new position, Administrative Support Specialist/Deputy Clerk, but no increase or decrease in the proposed budget of \$1,030,685. Certain line items in various departments were reduced to allow for this compensation package change with a net effect of \$6,500.
2. Council Member Wilson had concerns with the process to provide funds to the Archer Lodge Community Center, but enough improvements to this process has been made that he will support the budget.

Annual Budget Ordinance for FY 2017~2018 appears as follows:

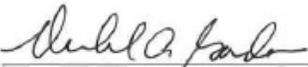
**TOWN OF ARCHER LODGE**

**Annual Budget Ordinance**

**FY 2017~2018**

Pursuant to G.S. 159-17, be it ordained by the Town Council of the Town of Archer Lodge that: (1) Departmental Expenditures for the Fiscal Year shall not exceed the estimated departmental totals as depicted on the attached Budget Summary, the total being \$ 1,030,685 and (2) Revenues for Fiscal Year 2017~2018 shall equal total Expenditures; and (3) Revenues from the Ad Valorem property tax shall be levied in the amount of \$0.20 per \$100 evaluation.

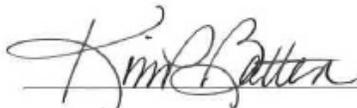
Adopted this 5th day of June 2017

  
\_\_\_\_\_  
Michael A. Gordon, Mayor

  
\_\_\_\_\_  
Matthew B. Mulhollem, Budget Officer



ATTEST:

  
\_\_\_\_\_  
Kim P. Batten, Town Clerk

**TOWN OF ARCHER LODGE  
Annual Budget Summary  
FY 2017~2018**

<u><b>REVENUES</b></u>	<u><b>AMOUNTS</b></u>
<b>General Fund:</b>	
Ad-Valorem Property Taxes	563,500
State Sales Tax Distributions	111,510
Unrestricted Intergovernmental Revenues	188,500
Restricted Intergovernmental Revenues (PEG)	54,400
Permits and Fees	2,500
Fee in Lieu of Recreation	20,000
Investment Earnings	5,000
Miscellaneous Revenues	275
Capital Reserve Fund Transfer	45,000
Fund Balance Appropriation	40,000
<b><u>TOTAL REVENUES</u></b>	<b><u>1,030,685</u></b>

<u><b>EXPENDITURES</b></u>	<u><b>AMOUNTS</b></u>
<b>General Government:</b>	
Governing Body	38,760
Administration	216,079
Tax Collections	15,200
Legal	15,000
<b>General Government: (continued)</b>	
Property Tax	130
Public Buildings	52,392
PEG Media Partners	54,400
<b>Public Safety:</b>	
Law Enforcement Designation	25,000
Animal Control	4,000
Archer Lodge Fire Department	200,000
<b>Transportation - Public Works</b>	<b>81,800</b>
<b>Planning and Zoning</b>	<b>97,223</b>
<b>Parks and Recreation</b>	<b>55,000</b>
<b>Debt Service</b>	<b>44,701</b>
<b>Transfer to Capital Reserve Fund</b>	<b>25,000</b>
<b>Transfer to Park Reserve Fund</b>	<b>106,000</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,030,685</u></b>

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

**The Proposed Budget Ordinance for Fiscal Year ending June 30, 2017 as presented, to include the changes as described in #1 above, was Approved.**

CARRIED UNANIMOUSLY

**b) Consideration of Engaging May & Place, PA to audit financial records for Fiscal Year ending June 30, 2017 and Approving Audit Contract for Fiscal Year ending June 30, 2017**

Discussion followed.

Page 5 from Approved Audit Contract for Fiscal Year ending June 30, 2017 appears below:

Contract to Audit Accounts (cont.)		Town of Archer Lodge
Primary Governmental Unit		N/A
Discretely Presented Component Units (DPCU) if applicable		
Town of Archer Lodge		- FEES
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]		N/A
Audit		\$4,425.00
Preparation of the annual financial Statements		\$1,000.00
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.		
The 75% cap for interim invoice approval for this audit contract is \$		\$4,068.75
** NA if there is to be no interim billing		
Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.		Town of Archer Lodge
Audit Firm Signature:		PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
May & Place, PA		This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.
Name of Audit Firm		By Teresa M. Bruton
By Dale R. Place		Primary Governmental Unit Finance Officer
Authorized audit firm representative name: Type or print		Type or print name
<i>Dale R. Place</i>		<i>Teresa M. Bruton</i>
Signature of authorized audit firm representative		Primary Governmental Unit Finance Officer Signature
Date 4/24/17		Date 6.5.17
Email Address of Audit Firm dpmayandplace@aol.com		(Pre-audit Certificate must be dated.)
Governmental Unit Signatures:		Teresa.Bruton@townofarcherlodge.com
Town of Archer Lodge		Email Address of Finance Officer
By Michael Gordon, Mayor		Email Address for Finance Manager/Town Clerk, Kim P. Batten
Mayor / Chairperson: Type or print name and title		Kim.Batten@townofarcherlodge.com
<i>Michael A. Gordon</i>		Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a )
Signature of Mayor/Chairperson of governing board		
Date <i>Michael A. Gordon</i>		
By N/A		
Chair of Audit Committee - Type or print name		
Signature of Audit Committee Chairperson		
Date		
** If Governmental Unit has no audit committee, mark this section "N/A"		



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

**Audit Contract with May & Place, PA for Fiscal Year ending June 30, 2017 Approved.**

CARRIED UNANIMOUSLY

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

- a) **Attorney Hewett mentioned discussing the Archer Lodge Community Center Agreement at the July 10, 2017 Work Session.**
- 

**8. ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) **No Report from Mr. Gobble.**
- 

**9. FINANCIAL/TOWN CLERK'S REPORT:**

- a) **May 2017 Financials**

With 92% of the fiscal year completed, Ms. Batten shared the financials for month ending May 31, 2017.

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**10. PLANNING/ZONING REPORT:**

- a) **Revised Junk Car Ordinance Discussion**

Mr. Clark, based on previous discussions, shared a PowerPoint presentation noting changes on the 6/2/2017 revision of the Abandoned, Junked and Nuisance Vehicles Ordinance: Section 5 (b); Section 5 (e); and adding Section 17 - Penalties to the Town Council. Discussion followed.

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- b) **Consideration of Public Hearing on a Proposed Ordinance on Abandoned, Junked and Nuisance Vehicles**

*Date Considered - Monday, July 10, 2017 Regular Council Meeting*

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

**Public Hearing on the Proposed Ordinance on Abandoned, Junked and Nuisance Vehicles set for Monday, July 10, 2017 at the Regular Council meeting.**

CARRIED UNANIMOUSLY

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**11. VETERAN'S COMMITTEE REPORT:**

- a) **Mr. Jim Purvis reported the following:**

1. May 30, 2017 was their last meeting
  2. May Biscuit Sales raised \$1,738.00
  3. Next Biscuit Sale will be June 16, 2017
  4. 90 Bricks have been sold
  5. Committee has received \$3,700 in memory of Mr. William Edwards
  6. Current Balance \$48,518
  7. Display a thermometer to show progress of funds
  8. Family Fun Day in July - the committee will have a video and a drawing for Bronze Statue
- 

**12. MAYOR'S REPORT:**

- a) **Hiring New Position (Administrative Support Specialist/Deputy Clerk) Process**

Mayor Gordon suggested that staff narrow down the number of applicants to two and have them come before the Town Council, to be individually interviewed. Discussion followed.

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

**Approved Mayor Gordon, Mr. Gobble and Ms. Batten to narrow applicants in the hiring process of new position.**

CARRIED UNANIMOUSLY

**b) Town of Clayton's Memorandum of Agreement for Animal Control Services for FY2018 Discussion**

Mayor Gordon stated that he along with Mr. Gobble, spoke with the Clayton's new Town Manager, Adam Lindsay, regarding our animal control services for FY 2018. Mr. Lindsay stated that he had no problems with the agreement, but wanted to converse with their new Police Chief about fees and concerns. Mayor suggested a three month follow up.

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

**a) Council Member Jackson reminded all about Father's Day on June 18, 2017**

**b) Council Member Castleberry remarked that the Benson Raceway event was successful with over 200 people attending.**

**c) Council Member Wilson announced that a Parkinson's Support Group is being formed by some couples.**

**14. ADJOURNMENT:**

**a) No Further Business**

Moved by: Council Member Jackson  
Seconded by: Council Member Castleberry

**Meeting adjourned at 7:27 p.m.**

CARRIED UNANIMOUSLY

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, July 10, 2017**

**COUNCIL PRESENT:**

Mayor Gordon  
Mayor Pro Tem Mulhollem  
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  
Danny Eudy, Code Enforcement

**COUNCIL ABSENT:**

Council Member Bruton

**MEDIA PRESENT:**

None

**1. WELCOME/CALL TO ORDER:**

**a) Call to Order & Invocation**

Mayor Gordon called the meeting to order at 6:31 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 Matt Mulhollem offered the invocation.

**b) Pledge of Allegiance**

Mayor Gordon 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: Council Member Castleberry

**Agenda Approved**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

**a) Neal Brantley of 4796 Covered Bridge Road, Clayton, NC, spoke to Council regarding Agenda items and citizens being more involved in the Town Council meetings.**

**4. CONSENT AGENDA:**

**a) Approval of Minutes:  
06 Feb 2017 - Regular Council Minutes**

**20 Feb 2017 - Work Session Minutes**

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

**Consent Agenda Approved**

CARRIED UNANIMOUSLY

**5. PUBLIC HEARING FOR PROPOSED ORDINANCE ON ABANDONED, JUNKED & NUISANCE VEHICLES**

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

**a) Mayor Gordon asked for motion to open Public Hearing.**

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

**Motion to open public hearing on the Proposed Ordinance on Abandoned, Junked & Nuisance Vehicles was Approved at 6:37 p.m.**

CARRIED UNANIMOUSLY

**b) Two people addressed Council during the Public Hearing:**

1. Neal Brantley of 4796 Covered Bridge Road, Clayton, NC, mentioned the following:

- Questioned if each member had read ordinance
- Enclosure of vehicle
- Complaints only vs. entire Town
- Will Board abide by ordinance

2. Mike McCay of 2209 Raintree Drive, Clayton, NC, stated the following:

- oppose ordinances that limits owners a choice of what they can do on their property

**c) No further public comments for the Public Hearing. Mayor Gordon asked for motion to close Public Hearing.**

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

**Motion to close public hearing on the Proposed Ordinance on Abandoned, Junked & Nuisance Vehicles was Approved at 6:45 p.m.**

CARRIED UNANIMOUSLY

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

**a) Discussion and Consideration of Proposed Ordinance on Abandoned, Junked, and Nuisance Vehicles**

Mark Wilson noted that a space is needed between the words term and junked in Section 2 - Definitions, Item (d). Discussion followed between Council and Danny Eudy, Code Enforcement Officer for the town, on matters in the ordinance. Council agreed to postpone effective date until October 1, 2017 to allow for citizens awareness.

Ordinance AL2017-07-1 effective October 1, 2017 appears as follows:

**ABANDONED, JUNKED AND NUISANCE VEHICLES  
THE TOWN OF ARCHER LODGE**

**BE IT ORDAINED** by the Town Council of the Town of Archer Lodge, North Carolina:

**Part 1.** That the Abandoned, Junked and Nuisance Vehicle Ordinance for the Town of Archer Lodge is hereby established and written to read as follows:

**“ABANDONED, JUNKED AND NUISANCE VEHICLES”**

**Section 1. Administration.**

The authority responsible for public safety and the Code Administrator of the Town shall be responsible for the administration and enforcement of this Ordinance. The public safety authority shall be responsible for administering the removal and disposition of vehicles determined to be "abandoned" on the public streets and highways within the Town. The Code Administrator shall be responsible for administering the removal and disposal of "abandoned", "nuisance" and "junked" motor vehicles located on private property and on property owned by the Town. The Town may, on an annual or other basis, contract with private tow truck operators or towing businesses to remove, store, and dispose of abandoned vehicles, nuisance vehicles, and junked motor vehicles in compliance with this Ordinance and applicable State laws. Nothing in this Ordinance shall be construed to limit the legal authority or powers of officers of the public safety authority and the Fire Department in enforcing other laws or in otherwise carrying out their duties.

**State law reference—City authority for removal and disposal of junked and abandoned motor vehicles, G.S. 160A-303. City authority for regulation of abandonment of junked motor vehicles, G.S. 160A-303.2.**

**Section 2. Definitions.**

For the purpose of this Ordinance, certain words and terms are defined as herein indicated:

- (a) Abandoned vehicle: As authorized and defined in G.S. 160A-303, an abandoned vehicle is one that:
  - (1) Is left upon a public street or highway in violation of a law or ordinance prohibiting parking; or
  - (2) Is left upon a public street or highway for longer than seven (7) days; or
  - (3) Is left upon property owned or operated by the Town for longer than twenty- four (24) hours; or
  - (4) Is left upon private property without the consent of the owner, occupant, or lessee thereof for longer than two (2) hours.

(b) Authorized Official: The supervisory employee of the public safety authority or the Town Code Administrator, respectively, designated to order the removal of vehicles under the provisions of this Ordinance.

(c) Motor vehicle or vehicle: All machines designed or intended to travel over land or water by self-propulsion or while attached to any self-propelled vehicle.

(d) Junked motor vehicle: As authorized and defined in G.S. 160A-303.2, the term *junked motor vehicle* means a vehicle that does not display a current license plate lawfully upon that vehicle and that:

- (1) Is partially dismantled or wrecked; or
- (2) Cannot be self-propelled or move in the manner in which it originally was intended to move; or
- (3) Is more than five (5) years old and appears to be worth less than five hundred dollars (\$500.00).

(e) Nuisance vehicle: A vehicle on public or private property that is determined and declared to be a health or safety hazard, a public nuisance, and unlawful, including a vehicle found to be:

- (1) A breeding ground or harbor for mosquitoes, other insects, rats or other pests; or
- (2) A point of heavy growth of weeds or other noxious vegetation which exceeds twelve (12) in height; or
- (3) In a condition allowing the collection of pools or ponds of water; or
- (4) A concentration of quantities of gasoline, oil, or other flammable or explosive materials as evidenced by odor; or
- (5) An area of confinement which cannot be operated from the inside, such as, but not limited to, trunks or hoods; or
- (6) So situated or located that there is a danger of it falling or turning over; or
- (7) A collection of garbage, food waste, animal waste, or any other rotten or putrescent matter of any kind; or
- (8) One which has sharp parts thereof which are jagged or contain sharp edges of metal or glass;
- (9) Any other vehicle specifically declared a health and safety hazard and a public nuisance by the Town Council.

**Section 3. Abandoned vehicle unlawful, removal authorized.**

- (a) It shall be unlawful for the registered owner or person entitled to possession of a vehicle to cause or allow such vehicle to be abandoned as the term is defined herein.
- (b) Upon investigation, the authorized officials of the Town may determine that a vehicle is an abandoned vehicle and order the vehicle removed.

**Section 4. Nuisance vehicle unlawful, removal authorized.**

- (a) It shall be unlawful for the registered owner or person entitled to possession of a motor vehicle, or for the owner, lessee, or occupant of the real property upon which the vehicle is located to leave or allow the vehicle to remain on the property after it has been declared a nuisance vehicle.
- (b) Upon investigation, the Code Administrator may determine and declare that a vehicle is a health or safety hazard and a nuisance vehicle as defined above, and order the vehicle removed.

**Section 5. Junked motor vehicle regulated, removal authorized.**

- (a) It shall be unlawful for the registered owner or person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to leave or allow the vehicle to remain on the property after the vehicle has been ordered removed.
- (b) It shall be unlawful to have junked motor vehicles, as defined herein, on the premises of private property except as otherwise exempted by this Ordinance or permitted in strict compliance with the location and concealment requirements of this Ordinance.
- (c) It shall be unlawful for the owner, person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to fail to comply with the location requirements or the concealment requirements of this Ordinance.
- (d) Subject to the provisions of subsection (e), the Town Code Administrator or public safety authority may order the removal of a junked motor vehicle found in violation of this Ordinance to a storage garage or area. No such vehicle shall be removed from private property without the written request of the owner, lessee, or occupant of the premises unless the Town Code Administrator finds in writing that the aesthetic benefits of removing the vehicle outweigh the burdens imposed on the private property owner. Such finding shall be based on a balancing of the monetary loss of the apparent owner against the corresponding gain to the public by promoting or enhancing community, neighborhood, or area appearance. The following, among other relevant factors, may be considered:

- (1) Protection of property values;

- (2) Promotion of tourism and other economic development opportunities;
- (3) Indirect protection of public health and safety;
- (4) Preservation of the character and integrity of the community; and
- (5) Promotion of the comfort, happiness and emotional stability of the area residents.

(e) Permitted concealment or enclosure of junked motor vehicles:

- (1) One junked motor vehicle, in its entirety, may be located in the rear yard, as defined in the Town Zoning Ordinance, provided the junked motor vehicle is entirely concealed from public view from a public street and/or abutting premises by an acceptable covering manufactured for the purpose of concealment of vehicles. The covering must remain in good repair and must not be allowed to deteriorate. Any other junk vehicle(s) on the property shall be concealed inside a completely enclosed building.
- (2) The Town Code Administrator has the authority to determine whether any junked motor vehicle is adequately concealed as required by these provisions.

**Section 6. Removal of abandoned, nuisance, or junked motor vehicles; pre-towing notice requirements.**

Except as set forth in Section 7 below, an abandoned, nuisance, or junked motor vehicle which is to be removed shall be towed only after notice to the registered owner or person entitled to possession of the vehicle. In the case of a nuisance vehicle or a junked motor vehicle, if the names and addresses of the registered owner or person entitled to the possession of the vehicle, or the owner, lessee, or occupant of the real property upon which the vehicle is located can be ascertained in the exercise of reasonable diligence, the notice shall be given by first class and certified mail. The person who mails the notice(s) shall retain a written record to show the name(s) and address(s) to whom and to which mailed, and the date mailed. If such names and addresses cannot be ascertained or if the vehicle to be removed is an abandoned motor vehicle, notice shall be given by affixing on the windshield or some other conspicuous place on the vehicle a notice indicating that the vehicle will be removed by the Town on a specified date (no sooner than seven (7) days after the notice is affixed). The notice shall state that the vehicle will be removed by the Town on a specified date, no sooner than seven days after the notice is mailed or affixed, unless the vehicle is moved by the owner or legal possessor prior to that time.

With respect to abandoned vehicles on private property, nuisance vehicles and junked vehicles to which notice is required to be given, if the registered owner or person entitled to possession does not remove the vehicle but chooses to appeal the determination that the vehicle is abandoned, a nuisance vehicle or in the case of a junked motor vehicle that the aesthetic benefits of removing the vehicle outweigh the burdens, such appeal shall be made to the Board of Adjustment in writing, heard at the next regularly scheduled meeting of the Board of Adjustment, and further proceedings to remove the vehicle shall be stayed until the appeal is heard and decided.

**Section 7. Exceptions to prior notice requirement.**

The requirement that notice be given prior to the removal of an abandoned, nuisance, or junked motor vehicle may, as determined by the authorized official, be omitted in those circumstances where there is a special need for prompt action to eliminate traffic obstructions or to otherwise maintain and protect the public safety and welfare. Such findings shall, in all cases, be entered by the authorized official in the appropriate daily records. Circumstances justifying the removal of vehicles without prior notice include:

(a) Vehicles abandoned on the streets. For vehicles left on the public streets and highways, the Town Council hereby determines that the immediate removal of such vehicles may be warranted when they are:

- (1) Obstructing traffic.
- (2) Parked in violation of an ordinance prohibiting or restricting parking.
- (3) Parked in a no-stopping or standing zone.
- (4) Parked in loading zones.
- (5) Parked in bus zones, or
- (6) Parked in violation of temporary parking restrictions.

(b) Other abandoned or nuisance vehicles. With respect to abandoned or nuisance vehicle left on town-owned property other than the streets or highways, and on private property, such vehicles may be removed without giving prior notice only in those circumstances where the authorized official finds a special need for prompt action to protect and maintain the public health, safety, and welfare. By way of illustration and not of limitation, such circumstances include vehicles blocking or obstructing ingress or egress to businesses and residences, vehicles parked in such location or manner as to pose a traffic hazard, and vehicles causing damage to public or private property.

**Section 8. Removal of vehicles; post-towing notice requirements.**

Any abandoned, nuisance, or junked motor vehicle which has been ordered removed may, as directed by the Town, be removed to a storage garage or area by a tow truck operator or towing business performing such services for the Town. Whenever such a vehicle is removed, the authorized Town official shall immediately notify the last known registered owner of the vehicle with such notice to include the following:

- (1) The description of the removed vehicle;
- (2) The location where the vehicle is stored;

- (3) The violation with which the owner is charged, if any;
- (4) The procedure the owner must follow to redeem the vehicle; and
- (5) The procedure the owner must follow to request a probable cause hearing on the removal.

The Town shall attempt to give notice to the vehicle owner by telephone; however, whether or not the owner is reached by telephone, written notice, indicating the information set forth in subsections (1) through (5) above, shall also be mailed to the registered owner's last known address, unless this notice is waived in writing by the vehicle owner or his agent.

If the vehicle is registered in North Carolina, notice shall be given within twenty-four (24) hours. If the vehicle is not registered in the State, notice shall be given to the registered owner within seventy-two (72) hours from the removal of the vehicle.

Whenever an abandoned, nuisance, or junked motor vehicle is removed, and such vehicle has no valid registration or registration plates, the authorized Town official shall make reasonable efforts, including checking the vehicle identification number to determine the last known registered owner of the vehicle and to notify him of the information set forth in subsections (1) through (5) above.

**Section 9. Right to probable cause hearing before sale or final disposition of vehicle.**

After the removal of an abandoned vehicle, nuisance vehicle, or junked motor vehicle, the owner or any person entitled to possession is entitled to a hearing for the purpose of determining if probable cause existed for removing the vehicle. A request for hearing must be filed in writing with the county magistrate designated by the chief district court judge to receive such hearing requests. The Magistrate will set the hearing within seventy-two (72) hours of receipt of the request, and the hearing will be conducted in accordance with the provisions of G.S. 20-219.11, as amended.

**Section 10. Redemption of vehicle during proceedings.**

At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of the removed vehicle by paying the towing fees, including any storage charges, or by posting a bond for double the amount of such fees and charges to the tow truck operator or towing business having custody of the removed vehicle. Upon regaining possession of a vehicle, the owner or person entitled to the possession of the vehicle shall not allow or engage in further violations of this Ordinance.

**Section 11. Sale and disposition of unclaimed vehicle.**

Any abandoned, nuisance, or junked motor vehicle which is not claimed by the owner or other party entitled to possession will be disposed of by the tow truck operator or towing business having custody of the vehicle. Disposition of such a vehicle shall be carried out in coordination with the Town and in accordance with Article 1 of Chapter 44A of the North Carolina General Statutes.

**Section 12. Conditions on removal of vehicles from private property.**

As a general policy, the Town will not remove a vehicle from private property if the owner, occupant or lessee of such property could have the vehicle removed under applicable State law procedures. In no case, will a vehicle be removed by the Town from private property without a written request of the owner, occupant or lessee, except in those cases where the vehicle is a nuisance vehicle or is a junked motor vehicle which has been ordered removed by the Town Code Administrator. The Town may require any person requesting the removal of an abandoned, nuisance, or junked motor vehicle from private property to indemnify the Town against any loss, expense or liability incurred because of the removal, storage, or sale thereof.

**Section 13. Protection against criminal or civil liability.**

No person shall be held to answer in any civil or criminal action to any owner or other person legally entitled to the possession of an abandoned, nuisance, or junked motor vehicle, for disposing of such vehicle as provided in this Ordinance.

**Section 14. Exceptions.**

Nothing in this Ordinance shall apply to any vehicle: (1) which is located in a bona fide "automobile graveyard" or "junkyard" as defined in N.C.G.S. 136-143, in accordance with the "Junkyard Control Act", N.C.G.S. 136-141, et seq., (2) which is in an enclosed building, (3) which is on the premises of a business enterprise being operated in a lawful place and manner, or (4) which is in an appropriate storage place or depository maintained in a lawful place and manner by the Town.

**Section 15. Unlawful removal of impounded vehicle.**

It shall be unlawful for any person to remove or attempt to remove from any storage facility designated by the Town, any vehicle which has been impounded pursuant to the provision of this Ordinance unless and until all towing and impoundment fees which are due, or bond in lieu of such fees, have been paid.

**Section 16. Alternative Remedies.**

Nothing in this Ordinance nor any of its provisions shall be construed to impair or limit in any way the power of the Town to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this Ordinance shall subject the violator to the penalties and remedies, either criminal or civil or both, as set forth in the General Penalties Ordinance of the Town of Archer Lodge.

**Section 17. Penalty.**

Unless a different fine or penalty is set out in a particular section of this Ordinance, a violation of any provision of this Ordinance shall subject the violator to the following schedule of

civil penalties for Notices of Violation:

First Notice of Violation: \$25.00

Second and Subsequent Notices of Violation: \$75.00

If a higher fine or penalty is set out in this ordinance, the higher fine or penalty shall apply.

**Part 2.** All ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**Part 3.** Upon adoption by the Town Council of the Town of Archer Lodge, North Carolina **this Ordinance shall become effective the 1<sup>st</sup> day of October, 2017.**

DULY ADOPTED, this the 10<sup>th</sup> day of July, 2017.

TOWN OF ARCHER LODGE

(SEAL)

  
Michael A. Gordon, Mayor

ATTEST:

  
Kim P. Batten, Town Clerk



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

**Ordinance on Abandoned, Junked, and Nuisance Vehicles with respective change being made to Section 2-Definitions, Item (d) with an effective date of October 1, 2017 was Adopted.**

CARRIED UNANIMOUSLY

**b) Discussion and Consideration of Service Agreement between the Town of Archer Lodge and N-Focus for FY 2018.**

Mayor Gordon began discussion regarding the Service Agreement with N-Focus for FY 2018. Ms. Batten noted that the agreement being considered was reflected in the Budget Ordinance adopted June 5, 2017. Discussion followed.

Service Agreement between the Town of Archer Lodge and N-Focus for FY 2018 appears as follows:

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

AGREEMENT WITH  
LOCAL GOVERNMENT

THIS AGREEMENT, made the 10<sup>th</sup> day of July, 2017 by and between **Town of Archer Lodge**, a North Carolina unit of Local Government (hereinafter known as "Local Government"); and, **N-Focus Planning & Design, Inc.**; a North Carolina corporation (hereafter known as "Contractor"), by signatures below, enter into the following Agreement:

**WITNESSETH:**

**WHEREAS**, Contractor has expertise in local government functions and Local Government has a need for such functions; and

**WHEREAS**, Local Government and Contractor desire to enter into this Agreement;

**NOW THEREFORE**, Local Government and Contractor agree as follows:

**Section A. SCOPE OF FUNCTIONS**

Contractor will provide Contractor personnel to perform the following specialized Functions for Local Government:

**1. Planning & Implementation Functions include:**

- a) Conduct comprehensive field studies of land use and development patterns throughout Local Government jurisdiction;
- b) Conduct comprehensive review of adopted policies applicable to land use and development throughout Local Government jurisdiction;
- c) Conduct comprehensive review of Local Government programs and policies to serve existing and future development within Local Government jurisdiction;
- d) Prepare plans and policy documents to achieve stated goals of Local Government through information gathering techniques to be determined and agreed upon with Local Government;
- e) Preparation of governing and/or advisory board/council/commission reporting materials;
- f) Presentations of governing and/or advisory board/council/commission reporting materials;
- g) Conduct review of applications for land development permits and approvals in accordance with applicable policies and ordinances; and
- h) Coordinate with Local Government staff for the proper filing of records within the official record of Local Government.

N-Focus

Initials: ZAR Date: 06.13.17

Archer Lodge – FY 18 Planning & Code Agreement

Initials: MD Date: 10 JUL 17

**2. Code Enforcement Functions Include:**

- a) Investigations of complaints and/or reports of violations;
- b) Preparation of materials for distribution and notifications to owners of record and/or occupants of violation activities;
- c) Meeting and/or hearing with owners of record and/or occupants of violation activities;
- d) Field inspections to determine progress and/or compliance;
- e) Preparation of governing and/or advisory board/council/commission reporting materials;
- f) Presentations of governing and/or advisory board/council/commission reporting materials;
- g) Assisting owners of record and/or occupants of violation activities and advising said to achieve compliance;
- h) Coordination with Local Government legal counsel, when necessary, to provide supporting materials as may be required for the filing of actions and/or liens; and
- i) Updating and submitting summary reports on periodic activities and accomplishments.

**Section B. TERMS AND CONDITIONS**

1. **Contractor Personnel:** To ensure performance of Functions defined in "Section A" herein above meet the expectations of Local Government, Contractor shall assign a primary professional, an employee of the Contractor, to Local Government. The primary professional shall be responsible for Contractor employees performing the agreed upon Functions. Contractor personnel performing the Functions shall be either certified or licensed in their respective fields or apprentice under direct supervision of the primary professional. Contractor personnel performing these Functions shall have considerable knowledge in the principles and practices of local government. The primary professional, supporting personnel and subordinate person(s), if applicable, assigned to perform these Functions shall be skilled in the use of work related computer software packages and other technology used to perform position Functions.
2. **E-Verify:** Contractor represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Contractor warrants that any subcontractors used by Contractor will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
3. **Certification:** Contractor certifies that, as of the Effective Date of this Agreement, Contractor is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the Iran Divestment Act and N.C.G.S. § 147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
4. **Status of Contractor:** Contractor and Local Government agree that in the performance of the Functions defined in "Section A." herein above, Contractor personnel shall not be deemed to be an employee(s) of Local Government for any purpose whatsoever, nor act under Color of State Law.

N-Focus

Initials: FN Date: 06.13.17

Archer Lodge – FY 18 Planning & Code Agreement

Initials: AM Date: 10 JUL 17

- 5. **Work Products:** All materials produced by Contractor personnel assigned to Local Government shall be the property of Local Government and shall be filed on-site in the offices of Local Government, unless otherwise authorized for purposes and intent of the performance of Functions. Contractor shall be entitled to retain copies, both electronic and paper, of any work products prepared for the benefit of Local Government. Contractor shall not copyright any work products on behalf of Local Government; however, Contractor shall retain the right to utilize work products, such as improved administrative forms, plans, etc., or any portion thereof, for the purpose of performing similar Functions to other jurisdictions.
- 6. **Progress Reporting:** Contractor shall communicate progress of work performed to Local Government's administrative officer and/or department head periodically or as determined by Local Government.
- 7. **Period of Service (POS):** Functions defined in "Section A." herein above shall be performed routinely based upon a mutually agreeable schedule during the period July 1, 2017 and ending June 30, 2018. POS as defined herein may be amended through either Termination, as set forth in "Section B.13." herein, or, Extension, as set forth in "Section B.15." herein.
- 8. **Level of Service (LOS):** Functions to be performed as defined in "Section A." herein above total 1,040 hours of service or 50% Full Time Equivalency (FTE) and shall be delivered at approximately 104 hours per calendar month on average. The LOS may increase by not more than five (5%) percent without affect upon Compensation, as defined in "Sections B.9." herein and/or Payments, as defined in "Section B.10." herein; thereafter, the amount of compensation due shall be adjusted by a pro-rata amount proportional to the basic LOS. LOS will be monitored monthly, with quarterly invoicing for overages. LOS may be amended by either separate agreement, subsequent addendum hereto, or written/e-mail authorization with Compensation, as defined in "Section B.9." herein, and Payments, as defined in "Section B.10." herein, adjusted accordingly.
- 9. **Compensation:** The fee for Functions to be performed as defined in "Section A." herein above shall be Sixty-Eight Thousand Eight Hundred Ninety-Two and 46/100's (\$68,892.46) dollars for the POS, as noted in "Section B.7." herein. The fee is inclusive of all personnel costs including but not limited to:
  - a. Base Salary plus:
    - i. Social Security
    - ii. Medicare
    - iii. State Unemployment Insurance (SUTA)
    - iv. Federal Unemployment Insurance (FUTA)
    - v. Worker's Compensation Insurance
  - b. Benefits:
    - i. Health & Life Insurance
    - ii. Paid Vacation & Personal Time
    - iii. Paid Holidays
    - iv. Paid Travel Time
  - c. Professional Development & Certifications;

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Initials: *FR* Date: *06.12.17*

Archer Lodge – FY 18 Planning & Code Agreement

Initials: *WAS* Date: *10 Jun 17*

- d. Cellular Communications;
- e. Company Vehicle with
  - i. Vehicle Insurance
  - ii. Vehicle Operations & Maintenance
- f. Meals & Lodging; and
- g. Management cost

Printing and reproduction shall be provided by Local Government. Any direct expenses (i.e. printing, postage, etc.) provided by Contractor on behalf of Local Government, shall be reimbursed at actual cost plus five percent (5%). Travel cost to and from Local Government by Contractor personnel is included in the fee above. Travel by Contractor personnel on behalf of Local Government to perform inspections within Local Government, or attend meetings outside Local Government, shall be reimbursed at the current IRS Standard Mileage Rate.

**10. Payments:** Local Government shall provide twenty-six (26) equal bi-weekly payments in the amount of Two Thousand Six Hundred Forty-Nine and 71/100's (\$2,649.71) dollars without invoice. Bi-weekly payments shall be made during the bi-weekly POS with the first payment due and payable within ten (10) days of the beginning of the POS defined in "Section B.7." herein. Monthly invoicing for travel & direct expenses as noted in "Section B.9." herein and quarterly invoicing for LOS overages as noted in "Section B.8." herein shall be due and payable within ten (10) days of invoice. A late payment penalty equal to 1.5% of the unpaid balance of either bi-weekly payments or monthly invoicing may be assessed.

**11. Access:** Local Government shall provide Contractor personnel with legal access to the primary work area during normal operating hours.

**12. Liability:** Contractor personnel assigned to Local Government will serve as agents of Local Government for the purpose of performing professional Functions and/or administration, and to conduct investigations and research on behalf of Local Government. Contractor personnel assigned to Local Government are acting as contracted agents of Local Government in accordance with NCGS 160A-20.1 and no liability is implied or assumed for actions on behalf of Local Government, its administration, appointed officials and/or elected officials. General liability insurance shall be maintained by Contractor throughout the POS as defined in "Section B.7." herein for the Functions to be performed under this Agreement. Contractor shall provide Local Government with a Certificate of Insurance prior to beginning Functions defined in "Section A." herein above. This certificate will become a part of this Agreement upon execution of this Agreement. Contractor shall further indemnify and hold Local Government harmless from any/all worker compensation claims by Contractor personnel and any other claims arising out of Contractor personnel's conduct.

**13. Termination:** Contractor or Local Government may terminate this Agreement for any reason with sixty (60) days written notification. In the event of early termination by Local Government, compensation for all Functions actually provided through the date of termination will be due and payable at the unit costs in effect at the time of termination. Compensation for any part of a billing cycle based upon the days within said cycle shall be prorated through the date of termination. In the event Contractor personnel currently employed, recently

N-Focus

Initials: *RF* Date: *10/10/17*

Archer Lodge – FY 18 Planning & Code Agreement

Initials: *mas* Date: *10/10/17*

separated/terminated or retired from Contractor become employed directly by Local Government either during the POS as defined in "Section B.7" herein or within one-hundred-eighty (180) days of the effective date of contract termination and/or expiration, Contractor shall be entitled to supplemental compensation by Local Government equal to three (3) months of said employee's full time gross salary equivalent in effect at the time of Agreement Termination and or/Expiration; furthermore, the supplemental compensation shall be due and payable within ten (10) calendar days of the date Contractor personnel begins employment with Local Government.

14. **Expiration:** This Agreement shall expire at 11:59 pm on June 30, 2018, unless extended, as defined in "Section B.15." herein.

15. **Extension:** This Agreement may be extended by either separate agreement, subsequent addendum hereto, or written/e-mail authorization. Upon extension of this Agreement, POS as defined in "Section B.7." herein, LOS, as defined in "Section B.8." herein, Compensation, as defined in "Section B.9." herein, and Payments, as defined in "Section B.10." herein, are subject to change. All other Terms & Conditions defined herein shall remain the same.

16. **Certifications:** Contractor personnel shall not be required to sign any documents, no matter by whom requested, that would result in Contractor personnel having to certify, guarantee or warrant the existence of conditions whose existence Contractor personnel cannot ascertain. Local Government agrees not to make resolution of any dispute with Contractor or payment of any amount due to Contractor in any way contingent upon Contractor's personnel signing any such certification or document.

17. **Force Majeure:** Contractor shall not be responsible for any delays, damages, costs, expenses, liabilities or other problems that may arise as a result of a force majeure. A "Force Majeure" is defined as any event arising from causes beyond the reasonable control of Contractor, including but not limited to fire, flood, unusual inclement weather, acts of God, civil strikes or labor disputes, riots, acts or failures of Local Government or others

18. **Conflicting Terms and Provisions:** In the event of conflict among this Agreement and any hereto attached exhibits, this Agreement shall govern.

19. **Dispute Resolution:** It is acknowledged this Agreement shall be governed by the laws of the State of North Carolina in the event of dispute. Any dispute, controversy or claim arising out of or relating to this Agreement, in particular its conclusion, interpretation, performance, breach, termination or invalidity, shall be finally settled by the courts having exclusive jurisdiction within the county of Local Government.

20. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

N-Focus

Initials: FAR Date: 06.13.17

Archer Lodge – FY 18 Planning & Code Agreement

Initials: AWR Date: 10 JUL 17

21. **Entire Agreement:** Local Government and Contractor acknowledge this Agreement and any Attachments hereto constitute the entire agreement between Local Government and Contractor concerning the subject matter hereof. All prior agreements, discussions, representations, warranties and covenants are merged herein. There are no warranties, representations, covenants or agreements, expressed or implied, between Local Government and Contractor except those expressly set forth in this Agreement. Any amendments or modifications of this Agreement shall be in writing and executed by Local Government and Contractor. Unless stated otherwise in this Agreement, this Agreement may not be modified.

22. **Representatives:** On behalf of Contractor, only the following individuals have authority to modify or alter the terms and conditions of this Agreement:

F. Richard Flowe, President & CEO  
Patricia A. Rader, Secretary/Treasurer

23. **Notification:** All correspondence shall be directed to:

Patti Rader, Manager  
N-Focus Planning & Design, Inc.  
313 South Main Street, Suite 110  
Kannapolis, NC 28081  
Tel: 704-933-0772  
E-Mail: prader@nfocusplanning.org

*(This space left blank intentionally)*

N-Focus

Initials: PRR Date: 06/23/17

Archer Lodge – FY 18 Planning & Code Agreement

Initials: URS Date: 10 JUL 17

Section C. ACCEPTANCE:

Patricia A. Rader

June 13, 2017

Patricia A. Rader, Manager  
N-Focus Planning & Design, Inc.

Date

ACCEPTED on behalf of Local Government by:

*Michaela Gordon*

10 JUL 17

Signature

Date

MICHAELA A. GORDON, MAYOR

Printed name of authorized person signed above

Seal of Local Government



ATTEST:

*Kym Ratter*

7/11/2017

Clerk to the governing board/council of  
Local Government

Date

PRE-AUDIT:

This document has been pre-audited in accordance with applicable North Carolina General Statute.

*Kym Ratter*

7/11/2017

Finance Officer

Date

N-Focus

Initials: *PAR* Date: *06.13.17*

Archer Lodge – FY 18 Planning & Code Agreement

Initials: *MG* Date: *10 JUL 17*

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

**Service Agreement between the Town of Archer Lodge and N-Focus for FY 2018 was Adopted.**

CARRIED UNANIMOUSLY

**c) Discussion and Consideration of Accepting the Resignation of Joel Pace from the Town of Archer Lodge Planning Board/Board of Adjustments**

No discussion followed.

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

**Resignation of Joel Pace from the Archer Lodge Planning Board/Board of Adjustments was Accepted.**

CARRIED UNANIMOUSLY

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

**a) Attorney Hewett noted two items:**

1. Board of Elections has filing time limitations and restrictions on the upcoming November elections
2. Brunch Ordinance Law - State has passed the law, each municipality may consider passing as well

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**8. ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) **Mr. Gobble commended Amber Butler, our Animal Control Officer, for doing a great job, and the service is a financial benefit for the Town.**

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**9. FINANCIAL/TOWN CLERK'S REPORT:**

- a) **June 2017 Financials**

With 100% of the fiscal year completed, Ms. Batten shared the financials for month ending June 30, 2017 and is tentative. The collection rate for the Ad Valorem Tax is 99.98% and Auditor will begin Thursday. Once auditors complete their year end, Ms. Batten will share a final financial statement for 6.30.17.

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**10. PLANNING/ZONING REPORT:**

- a) **Mr. Clark reported the following:**

1. The Bi-Centennial Census will be taking place in the US next year
2. In FY 2017, permits were issued for 42 single-family homes as well pre-manufactured homes and the information is used to prepare the State annual report for estimating population
3. Johnston County's mapping system is extremely helpful
4. Excellent training modules for Planning Board provided by NCLM Risk Management department
5. Staff attended a Quasi-Judicial Training Session in Wilson, NC sponsored by the UNC School of Government
6. Staff will be on vacation the next couple of weeks

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**11. VETERAN'S COMMITTEE REPORT:**

- a) **Jim Purvis reported the following:**

1. The Veterans Memorial Biscuit Sales raised \$1,801.85
2. Bank balance is now over \$50,000
3. Trip planned to Mecklenburg County, VA to view a Vet Memorial Monument similar to their plans
4. Brick sales are slow
5. Considering to price other manufacturers of stone and brick
6. Pamphlets are updated
7. July Biscuit Sales has been cancelled due to work being done on the grill at the ALCC
8. American Legion Troop 71 presented the Veteran's Committee with a plaque commemorating their efforts and the committee would like to display it in the Archer Lodge Town Hall lobby

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**12. MAYOR'S REPORT:**

- a) **Report on US 70 Corridor Commission (flooding impacts within the**

**lower Neuse River basin)**

Mayor asked Council to review the attached US 70 Corridor Commission Resolution because it will be on the Work Session for discussion.

**b) ALCC Family Fun Day Recap**

Mayor stated the Archer Lodge Family Day was well attended.

- c) Mayor Gordon mentioned that Representative Donna White, a long-time supporter of Archer Lodge, will provide more information pertaining to the Town receiving a grant for \$50,000 that was approved for park land development and greenways during FY 2018.**

**13. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) Council Member Castleberry mentioned that the Veteran's program at the Family Fun Day was wonderful and he conveyed conversations with Archer Lodge citizens that attended. The event was enjoyed by all.**

- b) Mayor Pro Tem Mulhollem and Council Member Jackson thanked the Archer Lodge Fire Department for their quick response to emergency services and for their participation at the ALCC Family Fun Day event.**

- c) Council Member Wilson wanted to encourage original families of Archer Lodge to share their values of our community so new families will understand why they love living here.**

**14. CLOSED SESSION - PERSONNEL**

NCGS 143-318.11 (a)(6)

- a) Mayor Gordon asked for a motion to go into Closed Session at 7:53 p.m.**

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

**Motion to enter into Closed Session Approved.**

CARRIED UNANIMOUSLY

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

- a) Following the Closed Session ~**

Mayor Pro Tem Mulhollem made a motion to offer the full-time Administrative Support Specialist/Deputy Clerk position to Mrs. Joyce P. Lawhorn at \$16/hour with our standard benefit package beginning August 1, 2017.

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

**Motion Approved.**

CARRIED UNANIMOUSLY

**b) Council Member Bruton's absence ~**

Discussion followed.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Mulhollem

**Motion to excuse Council Member Bruton's absence Approved.**

CARRIED UNANIMOUSLY

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**16. ADJOURNMENT:**

**a) No Further Business**

Moved by: Mayor Pro Tem Mulhollem

Seconded by: Council Member Jackson

**Meeting adjourned at 8:32 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, August 7, 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

**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 present. Mayor Pro Tem Matt Mulhollem offered the invocation.

**b) Pledge of Allegiance**

Mayor Gordon 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 Mulhollem

**Agenda Approved**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

**a) No Public Comments**

**4. CONSENT AGENDA:**

**a) Approval of Minutes:**

25 Feb 2017 - Budget Planning Retreat ~ FY 2017/2018

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 Adopting a Resolution Requesting Greater Efforts to Avoid Flooding Impacts Within the Lower Neuse Basin (Resolution# AL2017-08-07)**

Mayor Gordon opened discussion but no discussion followed.

Resolution# AL2017-08-07 appears as follows:

RESOLUTION# AL2017-08-07
<hr/> <p><b>TOWN OF ARCHER LODGE</b></p> <p><b>RESOLUTION REQUESTING GREATER EFFORTS</b></p> <p><b>TO AVOID FLOODING IMPACTS WITHIN THE LOWER NEUSE BASIN</b></p> <hr/>
<p><b>WHEREAS</b>, the Neuse River Basin encompasses 74 municipalities and 19 reservoirs and drains land from 18 of North Carolina’s counties covering approximately 6,234 square miles, totaling nearly 4 million acres; and</p> <p><b>WHEREAS</b>, roughly one-sixth of the state’s population lives within the Neuse River Basin; and</p> <p><b>WHEREAS</b>, the U.S. 70 CORRIDOR COMMISSION OF N.C. INC. represents Counties &amp; Towns adjoining the Neuse River and have experienced severe flooding in 1996 due to Hurricane Fran which brought floodwaters exceeding flood stage; and</p> <p><b>WHEREAS</b>, in July 1997, the United States Army Corps of Engineers received authorization to conduct a study on flood risk management, environmental protection and restoration, and related purposes for the Neuse River Basin; and</p> <p><b>WHEREAS</b>, in September 1999, Hurricane Floyd caused a second round of flooding which devastated portions of eastern North Carolina located along the rivers, particularly the Neuse River and caused an estimated \$3 billion dollars’ worth of damage, damaged more than 56,000 homes, and resulted in 1,500 floodwater rescues in eastern North Carolina; and</p> <p><b>WHEREAS</b>, the state and federal response to this catastrophe was the permanent displacement of homes, families, and businesses through a buy-out program which caused significant harm to the cities, counties, and communities affected where long-time neighbors, often generational, were forced to part ways to start new lives in new neighborhoods; and</p> <p><b>WHEREAS</b>, in 2012, the USACE presented findings from the study authorized in 1999 to the Civil Works Review Board and concluded that USACE lacked interest in Flood Risk Reduction at the time, citing steps being taken by the North Carolina Department of Emergency Management (NCDDEM) and Federal Emergency Management Agency (FEMA) to reduce flooding losses through floodplain mapping, emergency preparedness and response, risk communication and a flood-prone structure buy-out program; and</p> <p><b>WHEREAS</b>, the USACE report suggested the expenditure of more than \$38 million dollars for environmental restoration measures but failed to request any funds to reduce the risk of flooding for those living and working along the Neuse River; and</p> <p><b>WHEREAS</b>, in October of 2016, area along the Neuse River were once again devastated as a result of flooding precipitated by Hurricane Matthew; and</p> <p><b>WHEREAS</b>, the estimated flood damage from Hurricane Matthew exceeded \$1.5 billion dollars resulting in damage to more than 100,000 homes, destroying entire towns and taking at least 28 lives; and</p> <p><b>WHEREAS</b>, the record setting flooding caused by Hurricane Matthew did not occur until several days after the hurricane had passed as accumulated rainfall in the higher elevations of the state made its way toward the coast, and</p> <p><b>WHEREAS</b>, the relatively flat terrain of eastern North Carolina slowed the fast moving waters coming from higher elevations causing a significant increase in both the depth and breadth of the Neuse River from Smithfield through Kinston as the river reached record heights and overflowed its banks, inundating a record number of properties with floodwater: and</p>

WHEREAS, the recent impact of Hurricane Matthew to counties, municipalities, businesses, and residents located along the Neuse River indicate that the efforts taken by the NCDEM and FEMA were insufficient to prevent or significantly reduce the amount of damage sustained as a result of Hurricane Matthew; and

WHEREAS, it is now apparent that mapping, emergency preparedness and risk communication did little to prevent the damage incurred by Hurricane Matthew; and

WHEREAS, the use of flood control measures have proven successful as demonstrated by estimates calculated by the USGS such as the study that concluded that the installation of Falls dam reduced the frequency of flooding experienced as a result of Hurricane Fran from once every 10-25 years to once every 50-100 years; and

WHEREAS, the use of flood control measures could have prevented, or significantly reduced the extent of damage caused by Hurricane Matthew.

NOW THEREFORE, BE IT RESOLVED, THE MAYOR AND TOWN COUNCIL OF THE TOWN OF ARCHER LODGE, do hereby request that the State of NC and the appropriate federal agencies engage, develop and financially support greater efforts to avoid devastating damages to persons and property in the Lower Neuse Basin through the implementation of flood control measures and that specific consideration be given, but not limited, to (1) construction of flood control reservoirs along the Neuse River, (2) identification of alternative water supplies for the City of Raleigh that would allow lowering of Falls Lake during times of anticipated flooding, (3) additional mitigation by NCDOT to address significant storm water impacts from highway construction and (4) active "snag, drag and dredge" operation within the Neuse River and its tributaries to reduce obstructions to flow and removal of materials that would impact the flood level of the River.

BE IT FURTHER RESOLVED that this Resolution shall be provided to members of the General Assembly representing the Town of Archer Lodge and to the Congressional delegation for the State of North Carolina.

DULY ADOPTED BY UNANIMOUS VOTE THIS 7<sup>th</sup> DAY OF AUGUST 2017.

*Michael A. Gordon*

Michael A. Gordon  
Mayor



ATTEST:

*Kim P. Batten*

Kim P. Batten  
Town Clerk

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

**Adopted Resolution# AL2017-08-07.**

CARRIED UNANIMOUSLY

**6. RECOGNITION/PRESENTATION:**

**a) Welcome Joyce Lawhorn, Archer Lodge's new Administrative Support Specialist/Deputy Clerk.**

Mayor Gordon introduced Mrs. Joyce Lawhorn to the Town Council who began her duties on Tuesday, August 1, 2017.

**b) Swearing in of Joyce Lawhorn by Mayor Mike Gordon as new Deputy Clerk for Town of Archer Lodge**

Mrs. Joyce P. Lawhorn was sworn in as the Administrative Support Specialist/Deputy Clerk by Mayor Gordon with husband, Johnny Lawhorn, showing his support.

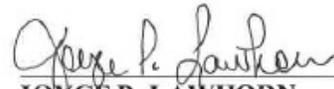
Mrs. Lawhorn's Oath appears as follows:

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

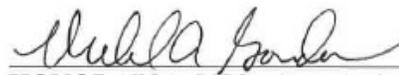
**OATH OF  
ADMINISTRATIVE SUPPORT SPECIALIST/  
DEPUTY CLERK  
TOWN OF ARCHER LODGE**

I, **JOYCE P. LAWHORN**, do solemnly affirm that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, **JOYCE P. LAWHORN**, do affirm that I will well and truly execute the duties of the Office of Administrative Support Specialist/Deputy Clerk for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so help me, God.

  
JOYCE P. LAWHORN

Sworn to and subscribed before me  
this 7th day of August, 2017.

  
HONORABLE MICHAEL A. GORDON  
MAYOR  
TOWN OF ARCHER LODGE



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

- a) **Town Attorney Chip Hewett welcomed Joyce Lawhorn to the Town of Archer Lodge. In addition, he reminded Council to make clear and concise Yes & No votes during meetings. Also, Mr. Hewett reminded Council that Archer Lodge will have two seats to fill on the Town Council in the November elections.**

**8. ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) **Mr. Gobble discussed moving forward with budgeted items such as:**
  - 1. Dividing conference room into 2 offices
  - 2. Archer Lodge Town Banners
  - 3. MAPS Group - Personnel Policy/Job Descriptions/Pay Plan Classification

**9. FINANCIAL/TOWN CLERK'S REPORT:**

- a) **July 2017 Financials**

Ms. Batten shared the financials for month ending July 31, 2017 with very few revenues being received thus far. Auditors, May & Place, PA, are progressing with the Audit for FY 2017. Ms. Batten added that on August 9, 2017, she, along with Mayor Gordon and Joyce, will be attending a Social Media Class at UNC School of Government.

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**10. PLANNING/ZONING REPORT:**

- a) **Due to Mr. Clark's absence, there will not be a report stated Mayor Gordon. Mr. Clark plans to give an update from NCDOT & Buffalo Road at the September meeting.**
- 
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**11. VETERAN'S COMMITTEE REPORT:**

- a) **Mr. Mike Mulhollem reported the following:**

1. Balance of \$50,229.42 in July 2017
  2. July Biscuit Sale was cancelled
  3. Next Biscuit Sale will be held on Friday, August 18, 2017
  4. Veterans will have a tent to display Artwork at the Clayton Harvest Festival on September 15 - 16, 2017 with proceeds going to the Veteran's Memorial Fund.
  5. Beginning first phase of construction
  6. Appreciation to the Town of Archer Lodge for honoring Veterans by getting a Memorial started
- 
- 

**12. MAYOR'S REPORT:**

- a) **Archer Lodge Community Center (ALCC) news**

Mayor Gordon stated that the Archer Lodge Community Center plans to attend the September Town Council meeting and share their recreational needs.

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- b) **Fall Planning Session**

Mayor Gordon asked Council to gather ideas for a Fall Planning Session and a date would be announced later.

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- c) **Brunch Bill Discussion**

Mayor Gordon opened the discussion for a Brunch Ordinance. Council briefly discussed the benefits in Archer Lodge for possible future economic growth. Mayor Gordon stated a draft ordinance of the Brunch Bill will be on the September 5, 2017 Town Council Meeting Agenda for discussion and possible adoption.

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

- a) **Council Member Wilson, Council Member Castleberry, and Council Member Jackson shared some non-town related items.**
- 

- b) **Mayor Pro Tem Mulhollem stated the Veteran's Memorial Committee**
-

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would continue their biscuit sale in August thanks to the donor of a pig cooker.

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c) **Teresa Bruton welcomed Ms. Lawhorn to the Town of Archer Lodge.**

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d) **Council Member Castleberry mentioned that he would not be available for the August 21, 2017 Work Session.**

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e) **Ms. Batten reminded Council that the September Town Council Meeting would be held on Tuesday, September 6, 2017, due to Monday being the Labor Day Holiday.**

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**14. ADJOURNMENT:**

**a) No Further Business**

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Mulhollem

**Meeting adjourned at 7:07 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Tuesday, September 5, 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

**COUNCIL ABSENT:**

**MEDIA PRESENT:**

None

**1. WELCOME/CALL TO ORDER:**

**a) Call to Order & Invocation**

Mayor Gordon called the meeting to order at 6:31 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 in the pledge of allegiance to the US Flag.

**2. APPROVAL OF AGENDA:**

**a) Mayor Gordon noted the addition of 11.c. Budget Amendment (BA 2018 01)**

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

**Agenda Approved with change noted above**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

**a) No public comments.**

**4. RECOGNITION/PRESENTATION:**

**a) ALCC (Archer Lodge Community Center) presentation ~ Dene Castleberry**

Mr. Dene Castleberry, President of the ALCC, shared a spreadsheet of their Revenues and Expenditures since FY2013/2014 with Town Council. Discussion followed.

In addition, Ms. Susan Locklear, ALCC Director & Volunteer, addressed growth concerns and the need for additional fields for recreation. Council was asked if they could assist with lighting the fields at the Archer Lodge Middle School (ALMS) through a funding project or possibly partnering with Johnston County Schools to assist with field needs. Discussion followed.

Lastly, the In-Town and Out-of-Town fees were mentioned and further discussion followed regarding their current fee schedule.

Mayor Gordon and Town Council agreed for town staff to work with ALCC to research the costs involved to light fields at ALMS and report back findings to Council. Also, Mayor asked ALCC to review their fee schedule based on discussions.

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

- a) **Discussion and Consideration of Adopting an Ordinance Authorizing the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages Beginning at 10:00 A.M. on Sundays in the Town of Archer Lodge (Ordinance# AL2017-09-1)**

Mayor Gordon opened item for discussion but no discussion followed.

Ordinance# AL2017-09-1 appears as follows:

**AN ORDINANCE AUTHORIZING THE SALE OF MALT BEVERAGES,  
UNFORTIFIED WINE, FORTIFIED WINE, AND MIXED BEVERAGES  
BEGINNING AT 10:00 A.M. ON SUNDAYS IN THE  
TOWN OF ARCHER LODGE**

**WHEREAS**, on June 29, 2017, the North Carolina General Assembly enacted Senate Bill 155, entitled "An Act of Make Various Changes to the Alcoholic Beverage Control Commission Laws"; and

**WHEREAS**, Section 4 of Ratified Senate Bill 155 authorizes city and county governments to adopt an ordinance to allow alcohol sales beginning at 10:00 a.m. on Sundays; and

**WHEREAS**, Ratified Senate Bill 155 was signed into law by Governor Roy Cooper on the 30<sup>th</sup> day of June, 2017 and became effective on that date (Session Law 2017, Chapter 87); and

**WHEREAS**, by enacting Senate Bill 155, North Carolina joins 47 other States in allowing alcohol sales before noon on Sunday;

**NOW, THEREFORE, BE IT ORDAINED** by the Archer Lodge Town Council that:

Section 1. Pursuant to authority granted to the Town by N.C. Gen. Stat. § 160A-205.3 (Session Law 2017, Chapter 87, Senate Bill 155, Section 4)), the Town of Archer Lodge hereby enacts a new Town Code to read as follows:

**Malt Beverages, Unfortified Wine, Fortified Wine, And  
Mixed Beverages on Sunday Mornings.**

The sale of malt beverages, unfortified wine, fortified wine and mixed beverages shall be allowed within the corporate limits of Archer Lodge at any premises licensed pursuant to N.C. Gen. Stat. § 18B-1001 on Sundays beginning at 10:00 a.m.

Section 2. This ordinance shall become effective upon adoption.

**DULY ADOPTED, THIS 5<sup>th</sup> DAY OF SEPTEMBER, 2017**

**TOWN OF ARCHER LODGE**

**ATTEST:**

  
Michael A. Gordon, Mayor

  
Kim P. Batten, Town Clerk

(SEAL)



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

**Adopted Ordinance Authorizing the Sale of Malt Beverages, Unfortified Wine, and Mixed Beverages Beginning at 10:00 a.m. on Sundays in the Town of Archer Lodge (Ordinance# AL2017-09-1).**

CARRIED 4-1 (Castleberry Opposed)

**b) Discussion and Consideration of Approving Permanent Town Hall Hours**

Mayor Gordon suggested Council keep the Town Hall summer hours permanently. Discussion followed.

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

**Approved current summer hours to be Permanent hours for Archer Lodge Town Hall:**

**Monday - Thursday: 8:30 a.m. - 6:00 p.m.**

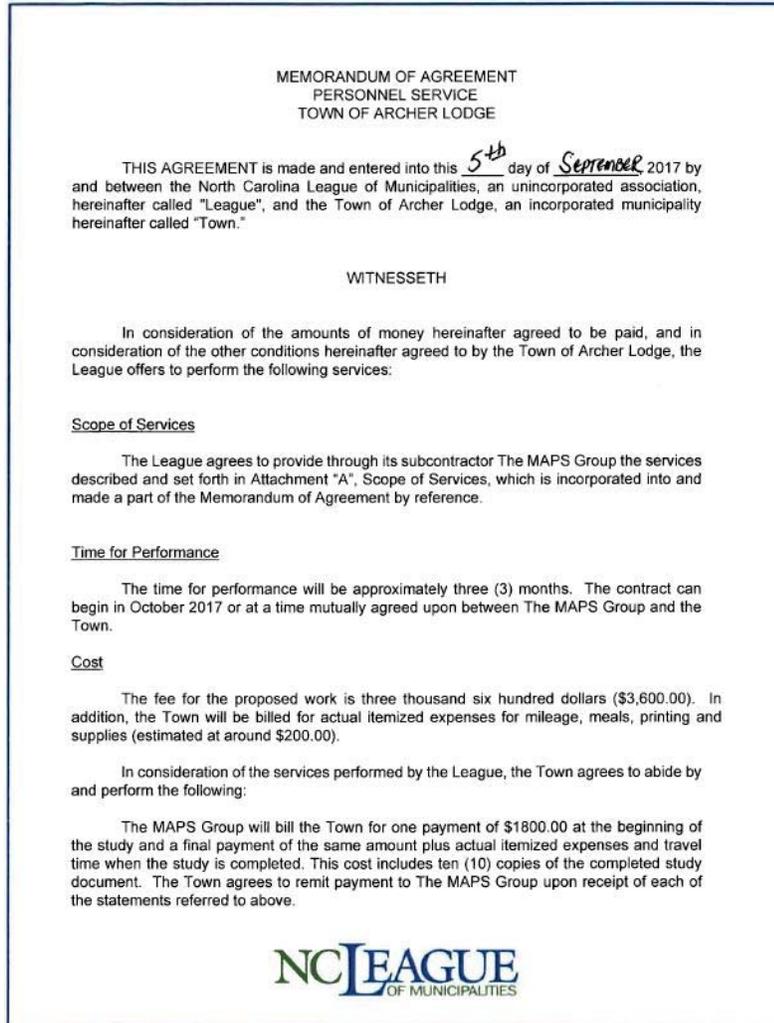
**Friday: 8:30 a.m. - 12:30 p.m.**

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Approving the Memorandum of Agreement (MOA) for Personnel Services between the Town of Archer Lodge, the North Carolina League of Municipalities (NCLM) and the MAPS Group.

Mayor Gordon reminded Council that a pay plan and personnel policy was budgeted for FY 2018 as a "tool" in our toolbox for the Town's future. Mr. Gobble noted that NCLM provided a proposal during the budget process and will assist the Town with this project utilizing the MAPS Group. Discussion followed.

MOA between the Town, NCLM & the MAPS Group appears as follows:



Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:  
NORTH CAROLINA LEAGUE OF MUNICIPALITIES

ACCEPTED BY:  
TOWN OF ARCHER LODGE

Hartwell Wright/eb  
Name  
Hartwell Wright  
Human Resources and Employee Relations Consulting Manager

Michael A. Gordon  
Name  
MICHAEL A. GORDON

08/14/2017  
Submission Date

MAYOR  
Title

9/5/2017  
Date



This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Kim Bruton  
(Signature of Finance Officer)



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

**Approved the MOA for Personnel Services between the Town of Archer Lodge, the North Carolina League of Municipalities (NCLM) and the MAPS Group to create a pay plan and a personnel policy.**

CARRIED 4-1 (Wilson Opposed)

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

a) **No Attorney Report**

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7. **ADMINISTRATIVE CONSULTANT'S REPORT:**

No Administrative Consultant's Report.

a) **No Administrative Consultant's Report**

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8. **FINANCIAL/TOWN CLERK'S REPORT:**

- a) Ms. Batten stated that the Financials for month ending August 31, 2017 will be available at Work Session on September 18th and the Audit is still ongoing.

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**9. PLANNING/ZONING REPORT:**

- a) No Planning/Zoning Report due to the absence of Mr. Clark

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**10. VETERAN'S COMMITTEE REPORT:**

- a) Jim Purvis reported the following:
  1. Veteran's Memorial balance is at \$52,400
  2. August Biscuit Sales was approximately \$1,800 and Brick Sales of \$380
  3. Woodmen of the World Community Project will match up to \$1500.00 toward October biscuit sales and waiting for approval
  4. Vet Committee served the Fred Smith Company Breakfast and raised around \$350
  5. A "Wall of Honor" page had been added to the Veteran's Memorial Website and includes names and photos of Veteran's ( alvetmemorial.org ) Public may add photos and information of Veteran's, which is connected to their Facebook page
  6. Vet Committee will have a booth at the Clayton Harvest Festival on September 16, 2017
  7. Next Biscuit Sale will be September 15, 2017
  8. Vet Committee considering purchasing the "Falling Soldier" statue to add to the Archer Lodge Veteran's Memorial
  9. Mark Wilson mentioned a change in the brick format to the five pointed star, doing away with the service podium and putting a plaque for each of the services in the point of the star

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**11. MAYOR'S REPORT:**

- a) **September Work Session Information**

Mayor Gordon mentioned that a Saturday Fall Planning Session is difficult for members; therefore, plan to discuss the Planning Board Ordinance and the Board of Adjustment Ordinances at the September Work Session on September 18th. Changes are being considered and asked Council to review the ordinances before the Work Session.

- 
- b) **Legislature Directed Grant for \$50,000 to Town of Archer Lodge**

With the help of Representative Donna White, Mayor Gordon shared with Council a letter from the State of NC awarding a \$50,000 Grant to purchase park land. In order to receive grant funding, several items must be submitted by the Town such as the Budget Admentment being considered in 11.c. below.

- 
- c) **Discussion and Consideration of Approving Budget Amendment BA 2018 01 - Park Land Grant as discussed in Agenda Item 11.b. above**

Mr. Gobble informed Council that, as mentioned in the previous agenda item, a Budget Amendment (BA 2018 01) is needed showing the \$50,000 Park Land Grant proceeds and expensing for Park Land Development.

BA 2018 01 appears as follows:

**BA 2018 01**

Town of Archer Lodge  
Budget Amendment  
Fiscal Year Ending June 30, 2018

Budget Amendment BA 2018 01  
Date 05-Sep-17

General Fund/ Park Land Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
<b>Revenues:</b>				
Park Land Grant Proceeds-NCDNCR FY17/18	10-3480-0000	-	50,000.00	50,000.00
Transfer from General Fund	31-3900-3910	-	50,000.00	50,000.00
<b>Total Increase (Decrease) in Revenues</b>			<u>100,000.00</u>	
<b>Expenditures:</b>				
Transfer to Park Reserve Fund 31	10-9900-0031	106,000.00	50,000.00	156,000.00
Recreation Development	31-6120-5500	-	50,000.00	50,000.00
<b>Total Increase (Decrease) in Expenditures</b>			<u>\$ 100,000.00</u>	
			<u>\$ -</u>	

**Justification for Budget Amendment:**

Session Law 2017-57, Appropriation Act 2017 provides a nonrecurring special appropriation - legislatively directed grant to Town of Archer Lodge for park land purchase through the North Carolina Department of Natural and Cultural Resources (DNCR) in the amount of \$50,000.

Adopted this 5th day of September 2017

ATTEST: *Kim P. Batten*  
\_\_\_\_\_  
Kim P. Batten, Town Clerk

*Michael A. Gordon*  
\_\_\_\_\_  
Michael A. Gordon, Mayor

*Matthew B. Mulhollem*  
\_\_\_\_\_  
Matthew B. Mulhollem, Budget Officer



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

**Approved BA 2018 01 for Park Land Grant.**

CARRIED UNANIMOUSLY

**d) Annual Christmas Appreciation**

Mayor Gordon stated that the annual Archer Lodge Christmas Appreciation Event will be held Monday, December 4, 2017 following the 6:30 p.m. Regular Council Meeting at ALCC.

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

a) Council Member Wilson mentioned that Archer Lodge had been replaced by another small town on the TJCOG Logo wall.

b) Council Member Castleberry reiterated the concern on the shortage of gas due to the storm in Texas.

**13. ADJOURNMENT:**

**a) No Further Business**

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Mulhollem

**Meeting Adjourned at 7:57 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Work Session - Minutes  
Monday, September 18, 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) **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 present.**

**2 ORDER OF BUSINESS:**

- a) **August 2017 Financials ~ Kim Batten**

Ms. Batten shared the financials for month ending August 31, 2017 and stated that since investing with NCCMT, interest rates have increased from .24% to .88%.

- b) **Discussion on Amending Planning Board Ordinance & Board of Adjustment Ordinance**

Mayor began discussion regarding the Planning Board Ordinance adopted in January 2010 and the Ordinance Establishing the Board of Adjustment in March 2011

Changes that are being considered are as follows:

- 1. Reducing both boards from 7 members to 5 members
- 2. Alternates for Board of Adjustment would be 2 Council Members
- 3. Appointed for 3 year terms
- 4. Meeting schedule

Discussion followed. Attorney Hewett will make noted changes and a final draft will be on the agenda for discussion and possible action at the October Regular Council meeting.

**3 GENERAL UPDATES:**

- a) **Annual Christmas Appreciation Update**

Casey's Catering Service from Princeton has been reserved for The Archer Lodge Annual Christmas Appreciation Event that will follow the Regular Council meeting on December 4, 2017.

**b) Archer Lodge Outdoor Banner Update**

Ms. Batten presented samples of the proposed vinyl banners from MOSCA Design to Town Council. She noted that the banners were budgeted for FY 2018, have a 3-year warranty and initially be installed by MOSCA. Discussion followed and changes proposed.

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**c) Building Renovation Update**

Mr. Gobble updated Council on the renovations in Town Hall and plans for expanding Town Hall are being discussed. Ms. Batten noted that additional security cameras have been added during the renovation process.

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**4 ADJOURNMENT:**

**a) Having no further business, Mayor adjourned the meeting at 7:31 p.m.**

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, October 2, 2017**

**COUNCIL PRESENT:**

Mayor Gordon  
Mayor Pro Tem Mulhollem  
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:**

Council Member Bruton

**MEDIA PRESENT:**

None

**1. WELCOME/CALL TO ORDER:**

**a) Call to Order & Invocation**

Mayor Gordon called the meeting to order at 6:34 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present. Mayor Pro Tem Mulhollem offered the invocation.

**b) Pledge of Allegiance**

Mayor Gordon led the pledge of allegiance to the US Flag. Following the pledge, Mayor Gordon acknowledged the absence of Council Member Bruton and asked Council to keep her in their thoughts and prayers.

**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) No Public Comments**

**4. CONSENT AGENDA:**

**a) Approval of Minutes:  
06 Mar 2017 - Regular Council Minutes  
20 Mar 2017 - Work Session Minutes**

Moved by: Mayor Pro Tem Mulhollem

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

**a) Consideration of Adopting an Ordinance to Repeal and Replace the Archer Lodge Town Code, Part II, Chapter 2, Article II, Division 3 ~ Town of Archer Lodge Planning Board Ordinance formerly adopted January 11, 2010 (Ordinance# AL2017-10-1)**

Discussion followed regarding Code of Ethics for the Planning Board & Board of Adjustment along with Rules of Procedures. Mayor Gordon mentioned researching those items further and discuss at the November.

It was noted that all members are appointed by Town Council and not elected. Mr. Clark reminded Council that currently the Planning Board is undergoing training modules during their meetings.

In review, Attorney Hewett stated the last sentence in Section 2-90 (c) needed correcting.

Ordinance# AL2017-10-1 with correction mentioned above appears as follows:

ORDINANCE# AL2017-10-1

**AN ORDINANCE TO REPEAL AND REPLACE THE ARCHER LODGE TOWN CODE, PART II, CHAPTER 2, ARTICLE II, DIVISION 3**

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

**Part II, Chapter 2, Article II, Division 3, entitled "Planning Board," is hereby repealed and replaced as follows:**

**Sec. 2-86. CREATION.**  
There is hereby created a Planning Board, as authorized by and with all the powers and duties granted by G.S. § 160A-361 and all other applicable North Carolina General Statutes.

**Sec. 2-87. MEMBERS, TERMS, and VACANCIES.**

- a) The Planning Board shall consist of five (5) members, all of whom must reside with the Town's corporate limits. The members shall be appointed by the Town Council.
- b) All members shall be appointed for 3 year terms. As these terms expire, new appointments shall be made for 3 year terms. Vacancies occurring for reasons other than expiration of terms shall be filled for the unexpired term only, by the Town Council.
- c) Faithful attendance by the members is mandatory for retaining membership on the Planning Board. Failure to attend three consecutive meetings shall be deemed adequate reason for termination of membership on the Planning Board by the Town Council. If a member has a legitimate excuse for not attending a regular or special meeting of the Planning Board, he or she shall notify the secretary of the Planning Board at least 24 hours before the scheduled meeting time.
- d) All members of the Planning Board shall have equal voting power on all matters of business. Pursuant to G.S. §160A-381(d), members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

**Sec. 2-88. OFFICERS, RULES, and RECORDS.**

- a) Within 30 days after appointment, the Planning Board shall meet and elect a Chairperson and create and fill those offices as it may determine. The term of the Chairperson and other officers shall be one year, with eligibility for reelection.
- b) The Planning Board shall adopt rules for transaction of business and shall keep a record of its members' attendance, and its resolutions, discussions, findings and recommendations, which record shall be a public record.

**Sec. 2-89. MEETINGS; QUORUM.**

- a) The Planning Board shall establish a regular meeting schedule and shall meet frequently enough so that it can act, in an expeditious manner, on requests/matters for its consideration and all meetings shall be open to the public.
- b) A quorum shall consist of a simple majority of the total membership of the Planning Board.

Sec. 2-90. POWERS AND DUTIES.

- a) The Planning Board may make careful studies of present conditions and the probable future development of the town and its environs. These studies may include, but shall not be limited to, land use surveys; population studies; economic studies; school, park and recreation studies; traffic and parking studies; urban renewal studies, housing and market analysis and annexation studies.
- b) The Planning Board may, if directed by the Town Council, formulate and maintain a comprehensive plan of the town and its environs for the purpose of achieving a coordinated, adjusted and harmonious development of the town which would promote, in accordance with present and future needs, the safety, morals, order, convenience, prosperity and general welfare of its citizens; efficiency and economy in the process of development; convenience of traffic; safety from fire and other dangers; adequate light and air; healthful and convenient distribution of population; provision of adequate open spaces; good civic design and arrangement; wise and efficient expenditures of public funds; and adequate provision for public utilities and other matters pertaining to the public requirements. The comprehensive plan shall consist of a number of parts which may include, but shall not be limited to, the following: a land use plan, a major thoroughfare plan, a utilities plan, a plan for economic development, a recreation plan, a school plan, a community facilities plan, a zoning plan and plans for housing improvement.
- c) The Planning Board shall prepare or shall review and comment upon a proposed zoning ordinance, including both the full text of such ordinance and maps showing proposed district boundaries. Upon completion, the Planning Board shall make a written recommendation regarding adoption of the ordinance to the Town Council. After initial adoption of a zoning ordinance, all proposed amendments to the zoning ordinance or zoning map shall be submitted to the Planning Board for review and comment. If no written report is received from the Planning Board within 30 days of referral of the amendment to that board, the Town Council may proceed in its consideration of the amendment without the Planning Board report. The Town Council is not bound by the recommendations, if any, of the Planning Board. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. Pursuant to NCGS §160A-383 and NCGS §160A-387, and any amendment made thereto, the planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.
- d) The Planning Board may conduct those public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of the comprehensive plan.

DULY ADOPTED THIS, THE 2<sup>ND</sup> DAY OF OCTOBER 2017.

TOWN OF ARCHER LODGE

  
 Michael A. Gordon, Mayor



ATTEST:  
  
 Kim B. Batten, Town Clerk

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

**Adopted Ordinance to Repeal and Replace the Archer Lodge Town Code, Part II, Chapter 2, Article II, Division 3 with correction as discussed by Attorney Hewett (Ordinance# AL2017-10-1)**

CARRIED UNANIMOUSLY

**b) Consideration of Adopting an Ordinance to Amend the Archer Lodge Town Code, Part II, Chapter 2, Article II, Division 2, Section 2-40 (a) ~ Town of Archer Lodge Board of Adjustment Ordinance formerly adopted March 14, 2011 (Ordinance# AL2017-10-2)**

No discussion followed.

Ordinance# AL2017-10-2 appears as follows:

ORDINANCE# AL2017-10-2

**AN ORDINANCE TO AMEND THE ARCHER LODGE TOWN CODE, PART II,  
CHAPTER 2, ARTICLE II, DIVISION 2, SECTION 2-40 (a)**

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

**Part II, Chapter 2, Article II, Division 2, entitled "Board of Adjustment," is hereby amended to read as follows:**

**Section 2-40. APPOINTMENT AND TERMS.**

a) The Town has five (5) members that serve on the Planning Board. Until this Ordinance is amended, the Planning Board shall also serve as the Board of Adjustment. Two appointed members of the Town Council shall serve on the Board of Adjustment as alternate members. Said alternate members shall have all the powers as regular members and may fill in for regular members as needed in meetings.

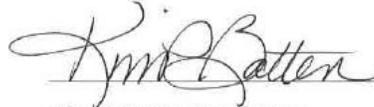
**DULY ADOPTED THIS, THE 2<sup>ND</sup> DAY OF OCTOBER, 2017.**

**TOWN OF ARCHER LODGE** (SEAL)

  
 Michael A. Gordon, Mayor



ATTEST:

  
 Kim P. Batten, Town Clerk

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

**Adopted Ordinance to Amend the Archer Lodge Town Code, Part II,  
Chapter 2, Article II, Division 2, Section 2-40 (a)**  
**(Ordinance# AL2017-10-2)**

CARRIED UNANIMOUSLY

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

- a) **Attorney Hewett reported that the General Assembly is still active and discussing potential zoning changes.**

**7. ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) **Mr. Gobble updated Council on the following:**
  1. Possible site plan for Town Hall expansion by Thanksgiving
  2. Meeting with NCDOT is scheduled for Monday, October 9, 2017 to discuss public safety on Buffalo Road

**8. FINANCIAL/TOWN CLERK'S REPORT:**

- a) **Audit update**

Ms. Batten reported the audit for period ending June 30, 2017 is almost

complete and should be submitted to Local Government Commission (LGC) by the end of October 2017 and the September financials will be available at the October 16th Work Session.

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**b) Banner update**

Ms. Batten shared photos of the revised Banners based on previous discussions with the Town Council and Mr. Gobble recommended purchasing additional hardware when banners are purchased. Staff will consider Spring/Summer banners since proposal was less than budgeted.

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**9. PLANNING/ZONING REPORT:**

**a) Mr. Clark reported the following:**

1. Work is being done to complete the Bike/Ped Grant application which is due on November 9, 2017
  2. Town is waiting for an endorsement from the NCDOT to accept Nashville and Opry Lane since being certified by a NCDOT engineer
  3. A meeting with Johnston County School Officials will be Monday, October 9th to discuss a two-year study regarding land use and population
  4. Planning Board has started meeting every other month and will have its fourth in a series of training modules at the October meeting
  5. Staff attended the NC American Planning Association Meeting in Greenville, NC, in September
  6. Recognition of Kim Batten and Joyce Lawhorn for their work on the Town Website, updating and providing more information to the Public
- 
- 

**10. VETERAN'S COMMITTEE REPORT:**

**a) Mr. Jim Purvis reported the following:**

1. September meeting was rescheduled for October 3rd
  2. Veteran's Memorial current balance is \$53,986
  3. AL Veteran's Memorial was shared with Woodmen of the World in Wendell by Mike Mulhollem and they agreed to match up to \$1,000 of the October Biscuit Sale
  4. Vet Committee set a goal of \$60,000 by the end of 2017
  5. Vet Committee plans to start the Memorial during the first qtr. of 2018
- 
- 

**11. MAYOR'S REPORT:**

**a) Archer Lodge Christmas Parade**

Mayor Gordon remarked that the Annual Christmas Parade will be sponsored by ALCC this year and held on Sunday, December 3, 2017 at 3:00 p.m. followed by activities and Christmas tree lighting.

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**12. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) Council Member Wilson mentioned that the Clayton Area Parkinson's Group meets monthly on the 3rd Friday and information can be found on the Town's website.**
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**13. ADJOURNMENT:**

**a) No Further Business**

Moved by: Mayor Pro Tem Mulhollem

Seconded by: Council Member Castleberry

**Meeting adjourned at 7:10 p.m.**

CARRIED UNANIMOUSLY

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Michael A. Gordon, Mayor

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Kim P. Batten, Town Clerk



**Work Session - Minutes  
Monday, October 16, 2017**

**COUNCIL PRESENT:**

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

**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:**

Council Member Wilson

**MEDIA PRESENT:**

None

**1 WELCOME/CALL TO ORDER:**

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

**2 ORDER OF BUSINESS:**

- a) **June 30, 2017 Final Financials ~ Kim Batten**

Ms. Batten shared the FINAL Financial Summary Report for month ending June 30, 2017 for all funds: General, Capital Reserve and Park Reserve. She noted the Audit will show more details. No discussion followed.

- b) **September 30, 2017 Financials ~ Kim Batten**

Ms. Batten provided the Financial Summary Report for month ending September 30, 2017. No discussion followed.

- c) **Tentative 2018 Meeting Schedule**

Ms. Batten discussed the tentative 2018 Meeting Schedule as displayed in Resolution# AL2017-11-6a. Council agreed for Resolution# AL2017-11-6a to be on the Consent Agenda at their Regular Meeting on November 6, 2017. No discussion followed.

Resolution# AL2017-11-6a to be on consent agenda at November 6, 2017 Regular Council meeting is as follows:

**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 6<sup>TH</sup> DAY OF NOVEMBER 2017  
WHILE IN REGULAR SESSION.**

ATTEST:

\_\_\_\_\_  
Michael A. Gordon  
Mayor

\_\_\_\_\_  
Kim P. Batten  
Town Clerk

**d) Tentative 2018 Holiday Schedule**

Ms. Batten continued discussion with the tentative 2018 Holiday Schedule as displayed in Resolution# AL2017-11-6b. Council agreed for Resolution# AL2017-11-6b to be on the Consent Agenda at their Regular Meeting on November 6, 2017. No discussion followed.

Resolution# AL2017-11-6b to be on consent agenda at November 6, 2017 Regular Council meeting is 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/ncoshhr/documents/files/2018\\_Holiday\\_Schedule.pdf](https://files.nc.gov/ncoshhr/documents/files/2018_Holiday_Schedule.pdf)

<b>2018 Holiday Schedule</b>		
<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
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 6<sup>TH</sup> DAY OF NOVEMBER 2017  
WHILE IN REGULAR SESSION.**

ATTEST:

\_\_\_\_\_  
Michael A. Gordon  
Mayor

\_\_\_\_\_  
Kim P. Batten  
Town Clerk

**e) Repeal Archer Lodge, NC Code of Ordinances Section 26-1 Annual Christmas parade ~ Attorney Hewett  
Ordinance(s): AL2015-02 (original) & AL2016-10-1 (amendment)**

Attorney Hewett explained repealing the Archer Lodge, Code of Ordinances Section 26-1 Annual Christmas Parade since ALCC will sponsor the parade. He recommended placing an Ordinance to Repeal Section 26-1 on the consent agenda at the November 6, 2017 Regular Council meeting. Discussion followed.

**f) Rules of Procedures for Council & Planning Board ~ Mayor Gordon**

Following discussion from the last meeting, Mayor Gordon mentioned staff had acquired samples of Rules and Procedures and will begin the task of drafting some for both the Town Council and Planning Board. Mayor Gordon asked Mr. Clark to inquire about Ethics training for the Planning Board. Discussion followed.

**3 GENERAL UPDATES:**

**a) Planning Board appointment for vacant seat due to resignation of Joel Pace to be effective January 1, 2018**

Mayor Gordon recommended appointing Mr. John Oglesby to fill the term vacated by Mr. Joel Pace beginning January 1, 2018 since the term he currently serves ends December 31, 2017. Ms. Batten will confirm with Mr. Oglesby if he would consider the appointment. If yes, then Town Council agreed to appoint Mr. Oglesby at the November 6, 2017 Regular Council Meeting.

---

**b) Endorsing SEAS Resolution# AL2017-04-03 & CAMPO progress ~ Mayor Gordon**

Mayor Gordon reminded Council that the Resolution Endorsing the SEAS was never signed since the suggested changes in their presentation were not completed. Mr. Clark requested reviewing the entire study once completed. Ms. Batten confirmed that if the changes were not made as mentioned in the motion, then the resolution dies. Mayor Gordon confirmed that CAMPO Executive Board endorsed the study. Discussion followed.

---

**c) Informal Report of NCDOT meeting on October 9, 2017 ~ Bob Clark**

Regarding upcoming safety improvements for Buffalo and Covered Bridge roads in the Town of Archer Lodge and nearby areas, Mr. Clark mentioned the following items in NCDOT's project, according to District Engineer, Giles Harrell:

1. Curb & Gutter from the intersection at Buffalo and Archer Lodge Roads, to the end of the Town property
  2. Probable sidewalks, with Town's financial support, along the Town Property section of Buffalo Road
  3. Possible crosswalk near Buffalo Road/Archer Lodge Road
  4. Extending the three lane widening of Covered Bridge Road westward past Discovery Church/Helena Drive
  5. Right-of-Way acquisition is in progress
  6. Realignment of the Lake Wendell Road/Buffalo Road intersection
  7. All work expected for completion in 2020
- 

**4 ADJOURNMENT:**

**a) Having no further business, Mayor adjourned the meeting at 7:21 p.m.**

---

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

**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:

<b>TOWN OF ARCHER LODGE</b>		
<b>2018 CALENDAR</b>		
<b>TOWN COUNCIL MEETINGS</b>		
<b>MONTH</b>	<b>REGULAR SESSION</b>	<b>WORK SESSION</b>
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 6<sup>TH</sup> DAY OF NOVEMBER 2017  
WHILE IN REGULAR SESSION.**

ATTEST:

\_\_\_\_\_  
Michael A. Gordon  
Mayor

\_\_\_\_\_  
Kim P. Batten  
Town Clerk

**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](https://files.nc.gov/ncoshr/documents/files/2018_Holiday_Schedule.pdf)

<b>2018 Holiday Schedule</b>		
<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
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 6<sup>TH</sup> DAY OF NOVEMBER 2017  
WHILE IN REGULAR SESSION.**

ATTEST:

\_\_\_\_\_  
Michael A. Gordon  
Mayor

\_\_\_\_\_  
Kim P. Batten  
Town Clerk

**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 6<sup>TH</sup> DAY OF NOVEMBER 2017.**

**TOWN OF ARCHER LODGE**

(SEAL)

---

Michael A. Gordon, Mayor

ATTEST:

---

Kim P. Batten, Town Clerk

October 15, 2017

64 Wall Road  
Wendell, NC 27591

Bob Davis, Chairman  
Town of Archer Lodge Planning Board

Dear Bob,

My current term on the Planning Board ends on December 31, 2017. I have served as a member of the Planning Board since its conception. A lot of work has been accomplished over these years, of which I am proud to have been a part. However, I have decided that it is time for me to call it quits. Therefore, I will not be requesting the Archer Lodge Town Council to appoint me to the Planning Board for another three year term.

Sincerely,

Willard R. Dean, Jr.

Cc: Mayor Mike Gordon ✓  
Bob Clark

RECEIVED

OCT 20 2017

TOWN OF ARCHER LODGE

BY: \_\_\_\_\_

X

## Kim P Batten

---

**From:** John Oglesby <john@csd-engineering.com>  
**Sent:** Thursday, October 19, 2017 1:31 PM  
**To:** Kim P Batten  
**Subject:** RE: Planning Board Re-Appointment 1.1.2018 ?

Hey Kim,

I would like to continue to serve on the town planning board. I will humbly ask for reappointment if it is the desire and will of the Mayor and Town Council to consider.

Thank you,  
John

John F. Oglesby, PE, CPESC



## *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

**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

Printed Name: Michael A. Gordon, Mayor Signature Date

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/SBx/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: \_\_\_\_\_

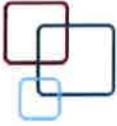
Printed name: Kim P. Batten, Fin Mgr/Town Clrk

**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



Edmunds & Associates, Inc.  
 301 A Tilton Road  
 Northfield, NJ 08225

**RECEIVED**

<b>INVOICE #</b>
18-00077

**OCT 19 2017**

INVOICE DATE: 10/05/17  
 DUE DATE: 01/03/18

**TOWN OF ARCHER LODGE**

BY: *Kmi*

Archer Lodge  
 Attn: Accounts Payable  
 14094 Buffalo Road  
 Clayton, NC 27527-0000

Thank you for your business!  
 Please contact us at (609) 645-7333  
 with questions regarding this invoice.  
 Visit our support site [www.EA411.com](http://www.EA411.com)

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		2018 Software Maintenance		
1.0000	MHEAD	2018 Software Maintenance	0.00000	0.00
1.0000	M-NC-FN1	SS Financial Accounting I	1,200.00000	1,200.00
1.0000	M-NC-AR1	SS Accounts Receivable I	150.00000	150.00
1.0000	M-NC-PR1	SS Payroll I	250.00000	250.00
		<b>TOTAL DUE:</b>		<b>\$ 1,600.00</b>



**This instrument has been preaudited  
 in the manner required by the  
 Local Government Budget and  
 Fiscal Control Act.**

*Kim Batten*  
 Finance Manager, Town of Archer Lodge

10-4120-3600  
 GL Account #

**Simple. Effective. Solutions.**

---

**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 6<sup>th</sup> DAY OF NOVEMBER, 2017  
WHILE IN REGULAR SESSION.**

\_\_\_\_\_(SEAL)  
Michael A. Gordon, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Kim P. Batten, Town Clerk



TOWN OF ARCHER LODGE  
 FINANCIAL SUMMARY REPORT  
 FOR MONTH ENDING  
 OCTOBER 31, 2017

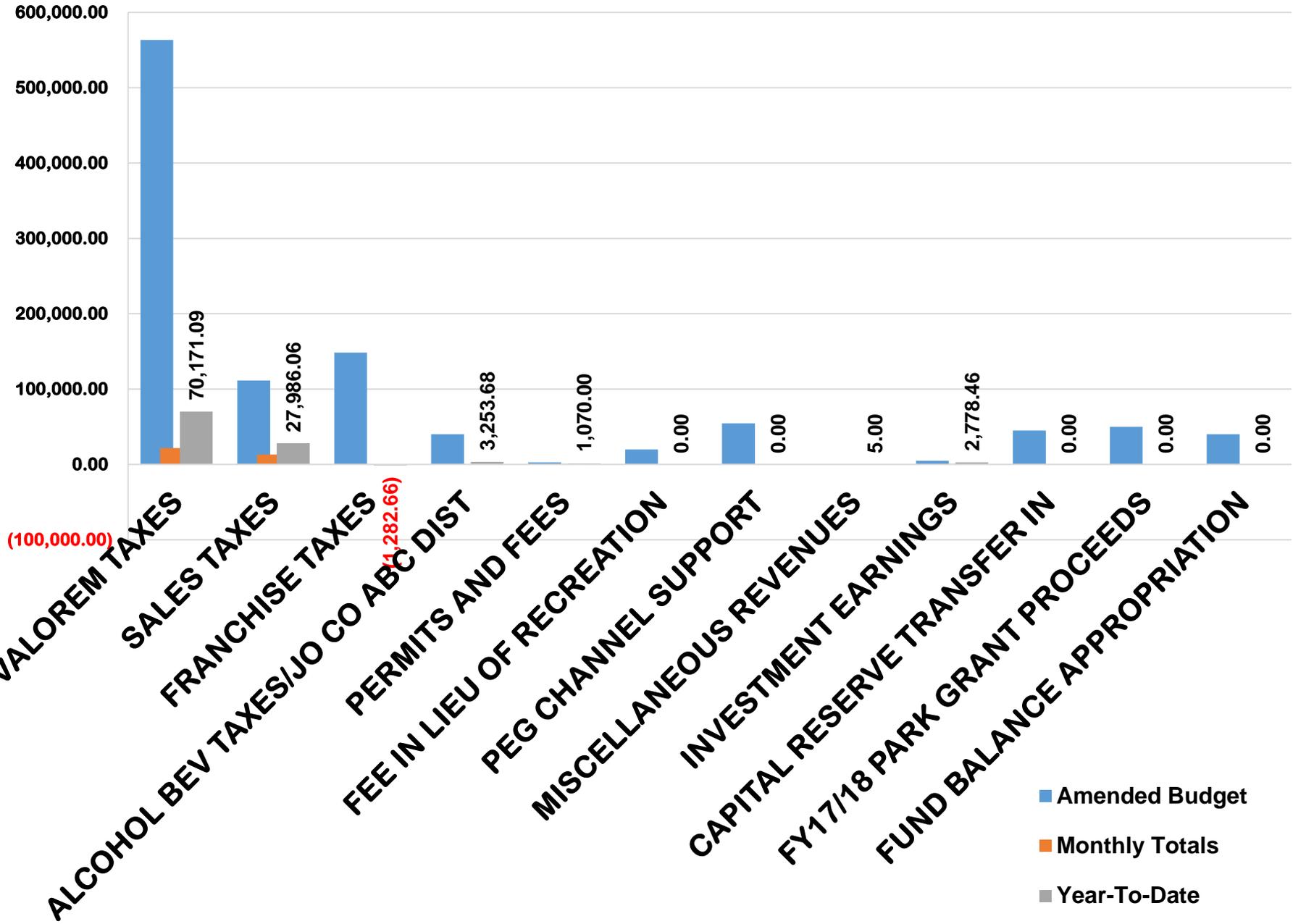
**GENERAL FUND**

<i>REVENUES</i>	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	563,500.00	21,700.01	70,171.09	12.45%
SALES TAXES	111,510.00	13,106.01	27,986.06	25.10%
FRANCHISE TAXES	148,500.00	0.00	(1,282.66)	-0.86%
ALCOHOL BEV TAXES/JO CO ABC DIST	40,000.00	0.00	3,253.68	8.13%
PERMITS AND FEES	2,600.00	600.00	1,070.00	41.15%
FEE IN LIEU OF RECREATION	20,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	54,400.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	175.00	4.99	5.00	2.86%
INVESTMENT EARNINGS	5,000.00	714.60	2,778.46	55.57%
CAPITAL RESERVE TRANSFER IN	45,000.00	0.00	0.00	0.00%
FY17/18 PARK GRANT PROCEEDS	50,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	40,000.00	0.00	0.00	0.00%
	<b>1,080,685.00</b>	<b>36,125.61</b>	<b>103,981.63</b>	<b>9.62%</b>
<i>EXPENDITURES</i>	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	38,760.00	1,072.64	14,378.99	37.10%
ADMINISTRATION	216,079.00	15,540.40	64,876.55	30.02%
JO CO TAX COLLECTION FEES	15,200.00	574.55	1,917.41	12.61%
LEGAL	15,000.00	1,691.25	3,011.25	20.08%
PROPERTY TAXES	130.00	31.65	31.65	24.35%
PUBLIC BUILDINGS	52,392.00	2,439.47	20,162.65	38.48%
PEG MEDIA PARTNERS	54,400.00	0.00	0.00	0.00%
PUBLIC SAFETY	229,000.00	7,627.93	22,790.05	9.95%
TRANSPORTATION-PUBLIC WORKS	81,800.00	890.88	1,781.76	2.18%
PLANNING & ZONING	97,223.00	6,709.99	28,982.72	29.81%
CULTURAL & RECREATION	55,000.00	12,500.00	25,000.00	45.45%
DEBT SERVICES	44,701.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	25,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	156,000.00	3,168.81	9,226.58	5.91%
	<b>1,080,685.00</b>	<b>52,247.57</b>	<b>192,159.61</b>	<b>17.78%</b>
<b>Y-T-D GENERAL FUND INCREASE (DECREASE)</b>		<b>(16,121.96)</b>	<b>(88,177.98)</b>	

*Kim P. Batten*  
 FINANCE MANAGER

Kim P. Batten

# FY 2018 BUDGET VS. ACTUAL REVENUES



# FY 2018 BUDGET VS. ACTUAL EXPENDITURES

