



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

Monday, February 3, 2020 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

#### NCGS § 143-318.17. Disruptions of official meetings.

*A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.*

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:

3 - 22

- 4.a. Approval of Minutes:
  - 04 Nov 2019 Regular Council Meeting Minutes
  - 18 Nov 2019 Work Session/Public Hearing Minutes
  - [Regular Council - 04 Nov 2019 - DRAFT](#)
  - [Work Session/Public Hearing - 18 Nov 2019 - DRAFT](#)

#### 5. RECOGNITION/PRESENTATION:

23

- 5.a. Proclamation - **ALL IN RED WEEK**
  - Friday, Feb. 7 - Feb. 14
  - [Proclamation - All in RED Heart Health Awareness Feb 2020](#)
- 5.b. Recognition

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

24 - 25

- 6.a. Discussion and Consideration of Appointing Joyce Lawhorn, Deputy Clerk, as the Secretary to the Board of Adjustment and the Planning Board  
(Ref: Code of Ordinances Town of Archer Lodge, NC, Chapter 2, Article II, Division 2, Sec. 2 - 44)  
(Ref: Code of Ordinances Town of Archer Lodge, NC, Chapter 2, Article II, Division 3, Sec. 2 - 87)  
[BOARD OF ADJUSTMENT-Sec. 2-44. Board officers.](#)  
[PLANNING BOARD-Sec. 2-87. Members terms and vacancies.](#)

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

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

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

- 9.a. Courses
- UNC SOG: Ethics 2-hour Webinar
  - NCLM: New School for Mayors
  - NCLM: New Academy for Elected Officials
- 9.b. Council Pictures

## **10. PLANNING/ZONING REPORT:**

- 10.a. Development Activity
- 10.b. Projects
- 10.c. Code Enforcement
- 10.d. CAMPO Update

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

## **12. MAYOR'S REPORT:**

## **13. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

## **14. ADJOURNMENT:**



## **Regular Council - Minutes Monday, November 4, 2019**

### **COUNCIL PRESENT:**

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

### **STAFF PRESENT:**

Mike Gordon, Town Administrator  
Chip Hewett, Town Attorney  
Kim P. Batten, Finance Officer/Town Clerk  
Julie Maybee, Town Administrator

### **COUNCIL ABSENT:**

### **MEDIA PRESENT:**

---

---

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

##### **a) Invocation**

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

---

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

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

---

---

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

##### **a) Mayor Mulhollem requested to add Closed Session after Item 11, prior to Adjournment.**

##### **No other additions or changes noted.**

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Approved Agenda 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. CONSENT AGENDA:**

##### **a) Approval of Minutes: 16 Sep 2019 Work Session Minutes 07 Oct 2019 Regular Council Meeting Minutes**

Regarding the minutes for the September 16, 2019 Work Session Meeting, Council Member Bruton made a statement during Agenda Item 3.c Discussion of **CONCEPT DRAFT ORDINANCE #2- REGULATING LOUD AND DISTURBING NOISES** and she would like the following added to minutes:

- Noise Ordinance Restrictions should not be used as a gun control measure.

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

**Approved Consent Agenda to include in the September 16, 2019 Work Session Meeting Minutes the above statement made by Council Member Bruton.**

CARRIED UNANIMOUSLY

---

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

**a) Discussion and Consideration of Appointing or Reappointing Two Planning Board Members/Board of Adjustment Members for a Three-Year Term Beginning January 2020 - December 2022**

Mayor Mulhollem shared that four applications were received for two seats available on the Planning Board/Board of Adjustment. He noted that Council Member Locklear, who chose not to serve on the Town Council another term, is one of the Planning Board/Board of Adjustment applicants. Council Member Locklear asked to recuse himself prior to discussion and consideration.

Following the recusal of Council Member Locklear, no discussion followed. Mayor Pro Tem Castleberry moved to appoint Hearbert Locklear and A. O'Neal Thompson.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Approved recusing Council Member Locklear.**

CARRIED UNANIMOUSLY

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

**Appointed Hearbert Locklear and A. O'Neal Thompson to the Planning Board/ Board of Adjustment for a Three-Year Term beginning January 2020 - December 2022.**

CARRIED UNANIMOUSLY

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

**Approved Council Member Locklear to resume his Council Member duties.**

CARRIED UNANIMOUSLY

---

**b) Discussion and Consideration of Approving the Permitting & Code Enforcement I Software Application along with Permitting Self-Service (includes mobile app) and WIPP AR (Online Inquiry and Payments) Software Application**

Ms. Batten shared with Council the need for technology in the Planning and Zoning Department. She, along with Ms. Maybee and Mr. Gordon, watched a demonstration from Edmunds GovTech, our current financial software provider, on their permitting and code enforcement module. She further noted that the Edmunds Financial/Personnel/Payroll Module has been in place since 2016 and works great for our needs. Plus, Edmunds provides fantastic support. Currently, Planning/Zoning has zero digital/electronic data for permitting. Inefficient records that exist are hard copies located in a file cabinet in their department. Most importantly, Edmunds GovTech has agreed to splitting the costs over a two-year fiscal period.

Edmunds GovTech Permitting/Code Enforcement Module will provide the following features:

- Permitting, code enforcement, payment system, online inquiries and mobile application.
- Interacts with the Edmunds Financial regarding the current fee schedule
- In-house credit card devices for fee payments.
- Electronic payment system utilizes a third-party vendor which passes the convenience fee to the consumer, not the Town.
- Offers connectability to the Johnston County GIS Software and conversations with the Jo Co Planning Staff has transpired and are eager to assist, if needed.
- Software will provide more efficiency with researching and tracking permitting information.
- Secure data with off-site server provided currently by VC3 and better record keeping.

Mayor Mulhollem opened the floor for discussion. Discussion followed.

The approved Edmunds GovTech Permitting and Code Enforcement I agreement appears as follows:



11/25/2019

Prepared for: Archer Lodge, NC

Prepared by: Kara Matthews

| Application                                     | Training Hours | List Price  | Extended Price |
|-------------------------------------------------|----------------|-------------|----------------|
| Permitting & Code Enforcement I                 | 20             | \$10,500.00 | \$3,000.00     |
| Permitting Self-Service I (includes mobile app) | 8              | \$7,500.00  | \$2,000.00     |
| WIPP AR (Online Inquiry and Payments)           | 2              | \$1,200.00  | \$200.00       |
| Sub Total:                                      |                |             | \$5,200.00     |

Services & Other Applications

Cost

Sub Total:

\$0.00

Conversion Services

Cost

Sub Total:

\$0.00

Summary Conversions – Unless otherwise stated, summary conversions include all standard information plus three years of summarized history, including opening and closing balances on accounts.

Detailed Conversions - Unless otherwise stated, detail conversions include all standard information plus three years of detailed history, including opening and closing balances with transactions.

Total Proposal (excluding optional hardware):

\$5,200.00

Edmunds GovTech agreed for Town to pay half \$2,600 this fiscal year ending 6/30/20 and the balance of \$2,600 after July 1, 2020 (FY2021).



Finance Officer

11/26/2019

www.EdmundsGovTech.com

Page 1 of 2

1 of 2



11/25/2019

Prepared for: Archer Lodge, NC

Prepared by: Kara Matthews

| Maintenance (Year 1 Maintenance is included, fees listed are for Year 2) | Fees       |
|--------------------------------------------------------------------------|------------|
| Permitting & Code Enforcement I                                          | \$675.00   |
| Permitting Self-Service I                                                | \$450.00   |
| WIPP AR (Online Inquiry and Payments)                                    | \$200.00   |
| Total:                                                                   | \$1,325.00 |

Initial training, implementation, and travel costs are included with the license fees. Additional training hours and product development are billed at \$150.00 per hour. Training is a combination of on-site and remote sessions. If more hours are desired for a specific application, the hours from another may be allocated to additional training in that area. The project manager must be made aware of these requirements prior to the development of the project plan.

The first year of support and maintenance are included with the license fees. The fees listed are for year two support and maintenance. The annual maintenance fees include all federal and state mandated changes, annual upgrades and enhancements, unlimited phone, email, and web based support, and user group membership. All software applications are warranted for one year from the date of installation. A purchase order must be sent prior to initiating a work order for installation and training to be scheduled.

| Optional Hardware                    | Quantity     | Unit Price          | Cost                |
|--------------------------------------|--------------|---------------------|---------------------|
| <del>Epson Receipt / Validator</del> | <del>1</del> | <del>\$760.00</del> | <del>\$760.00</del> |
| Credit Card Swipe Device             | 2            | \$125.00            | \$250.00            |
| <del>Motorola Bar Code Scanner</del> | <del>1</del> | <del>\$180.00</del> | <del>\$180.00</del> |
| <del>Sub Total</del>                 |              |                     |                     |
| Pervasive SQL - Workgroup Engine     | 2            | \$125.00            | \$250.00            |

Edmunds GovTech is a reseller of the hardware components listed, the cost of these items are NOT included in the proposal total. Please include the quantity of each item desired with the cost on the purchase order to ensure accurate purchasing.

~~Expires: 3/24/2020~~

Sub Total

\$500.00

Please forward all Purchase Orders to:

Edmunds & Associates, Inc.  
c/o Melanie Rowan  
301 Tilton Road | Northfield, NJ 08225  
P: 888.336.6999 | F: 609.645.3111  
Email: [MelanieR@EdmundsGovTech.com](mailto:MelanieR@EdmundsGovTech.com)  
[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)

Proposal Notes:  
Remote training proposed.



Finance Officer  
11/26/2019

[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)

Page 2 of 2

2 of 2

Moved by: Council Member Locklear  
Seconded by: Mayor Pro Tem Castleberry  
**Approved the Edmunds GovTech Permitting & Code Enforcement I Software Module.**  
CARRIED UNANIMOUSLY

c) **Discussion and Consideration of Approving the 2020 Edmunds GovTech Annual Support & Maintenance Agreement**

Ms. Batten explained that this is the annual contract that is sent to confirm that backups are being performed on financial software and provides annual support and maintenance. She noted that this Support & License agreement increased 3.2% and was the first increase since 2009. Council Member Bruton question if the cost of this agreement had been already included in the FY2020 Budget. Ms. Batten confirmed that it had been included. No further discussion.

The Approved 2020 Edmunds GovTech Annual Support and Maintenance Agreement appears as follows:



*2020 Annual Support Maintenance Services*

Client Support Services

- Phone support with priority resolution escalation
- EGT 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 User 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

- MCSJ Enhancements to Version 2019.2 ready now
- Parks and Recreation, Land Management, Animal Control Shelters, Permitting Self-Service and Fleet Management
- Resident Self Service & Employee Self Service Portal Enhancements
- Mobile Apps/Portals - MCSJ My Town, Requisition, Attendance Maintenance, Meter Management, Inspection, Work Order, Permitting Self-Service, Vendor Self-Service Dashboard, Resident Self-Service, Web Inquiry & Payment Portal

Client Support Website Access

- Knowledge base & FAQ’s
- Helpful hints
- Video tutorials
- 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
- User group virtual webinar meetings at no cost
- 24/7 access to downloadable system patches and updates

301 Tilton Road, Northfield, NJ 08225  
www.edmundsgovtech.com | 609.645.7333 | contact@edmundsgovtech.com



2020 MCSJ Software Support & License Agreement

To receive continued Application Software Support and MCSJ System upgrades from Edmunds GovTech (EGT ), you must enter into this agreement.

1. Any defects in the EGT Application Software as determined by EGT 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. EGT 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. EGT 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 EGT MCSJ software is required to have a high-speed connection. EGT 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 reasonable travel expenses.
6. EGT's liability, damages or remedy on any claim shall not exceed the original cost of the EGT MCSJ software system. In no event shall EGT 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 EGT's MCSJ software systems may be commenced more than 1 year after the basis for such claim could reasonably have been discovered.
8. EGT reserves the right to withdraw without penalty any EGT application software package from coverage at our sole discretion upon one-hundred-twenty (120) days notice.
9. This agreement must be signed and returned by December 31, 2019 for continued support. The effective date of this agreement is January 1, 2020 through December 31, 2020.

Client: Town of Archer Lodge

Authorized Representative:  11/5/19

Printed Name: Matthew B. Mulhollem, Mayor Date

092619

301 Tilton Road, Northfield, NJ 08225  
www.edmundsgovtech.com | 609.645.7333 | contact@edmundsgovtech.com



**2020 Minimum Recommended Back-up Procedures**

**\*\*\*CRITICAL REQUIREMENT\*\*\***

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

Edmunds GovTech strongly recommends performing regular backups on your MCSJ database. It is best to deploy a solution that backs up your data to a local media and off-site/cloud location as well so that it can be recovered in the event of a total loss. Edmunds GovTech offers a DataVault solution that automatically backs up your MCSJ data to the cloud daily.

Failure to follow these recommendations can greatly reduce our ability to help you recover from data loss. All consultations will be billable at our current hourly rate of \$150 per hour regardless of your hardware maintenance coverage plan. Please review the minimum suggested back up procedures listed below to help keep your data safe.

- ✓ The MCSJ database (mcsDB) should be backed up daily to separate media. One for each day of the week. This should not be done while users are in the system.
- ✓ Complete MCSJ directory back up should be done at least weekly.
- ✓ Media (tapes/flash drives/external HD) should be rotated and taken off site.
- ✓ Monthly media should be archived for at least 3 months.
- ✓ Backups should be tested by being fully restored at least every 30 days to verify MCSJ is being successfully backed up. DO NOT test by restoring to the original location, this will overwrite your live database.

If activated the MCSJ application warns you if MCSJ data files have not been backed up in 4 days. It is the responsibility of each client to insure the success of these MCSJ data backups and including any other critical data is also being properly backed up.

Client name: Town of Archer Lodge Date: 11/5/19

Employee signature: 

Printed name: Kim P. Batten

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

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

092619

301 Tilton Road, Northfield, NJ 08225  
www.edmundsgovtech.com | 609.645.7333 | contact@edmundsgovtech.com

Moved by: Council Member Jackson  
 Seconded by: Council Member Locklear  
**Approved 2020 Edmunds GovTech Annual Support & Maintenance Agreement.**

CARRIED UNANIMOUSLY

**d) Discussion and Consideration of Approving a Resolution Adopting the 2020 Town Council Meeting Schedule (Resolution# AL2019-11-4a)**

Mayor Mulhollem opened the floor for discussion. Council Member Bruton questioned the 2020 meeting schedule with some missing dates. Mr. Gordon offered an explanation regarding missing meeting dates. Attorney Hewett noted that he would not be available on September 8, 2020 for the Regular Town Council Meeting. No further discussion.

The Approved Resolution# AL2019-11-4a Adopting the 2020 Town Council Meeting Schedule appears as follows:

RESOLUTION# AL2019-11-4a

TOWN OF ARCHER LODGE  
RESOLUTION ADOPTING THE  
2020 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 Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318-.11; and

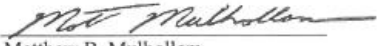
WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

| TOWN OF ARCHER LODGE<br>2020 CALENDAR<br>TOWN COUNCIL MEETINGS |                    |                     |
|----------------------------------------------------------------|--------------------|---------------------|
| MONTH                                                          | REGULAR SESSION    | WORK SESSION        |
| January                                                        | Monday, Jan 6      | * Tuesday, Jan 21 * |
| February                                                       | Monday, Feb 3      |                     |
| March                                                          | Monday, Mar 2      | Monday, Mar 16      |
| April                                                          | Monday, Apr 6      | Monday, Apr 20      |
| May                                                            | Monday, May 4      | Monday, May 18      |
| June                                                           | Monday, Jun 1      | Monday, Jun 15      |
| July                                                           | * Monday, Jul 13 * |                     |
| August                                                         | Monday, Aug 3      |                     |
| September                                                      | * Tuesday, Sep 8 * | Monday, Sep 21      |
| October                                                        | Monday, Oct 5      |                     |
| November                                                       | Monday, Nov 2      | Monday, Nov 16      |
| December                                                       | Monday, Dec 7      |                     |

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2020 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 4<sup>TH</sup> DAY OF NOVEMBER 2019 WHILE IN REGULAR SESSION.

ATTEST:  
  
Kim P. Batten  
Town Clerk

  
Matthew B. Mulhollem  
Mayor

Moved by: Mayor Pro Tem Castleberry  
Seconded by: Council Member Jackson  
**Approved Resolution# AL2019-11-4a adopting the 2020 Town Council Meeting Schedule.**  
CARRIED UNANIMOUSLY

e) **Discussion and Consideration of Approving a Resolution Adopting the 2020 Holiday Schedule (Resolution# AL2019-11-4b)**  
  
No Discussion.

The Approved Resolution# AL2019-11-4b Adopting the 2020 Holiday Schedule appears as follows:

RESOLUTION# AL2019-11-4b

TOWN OF ARCHER LODGE  
RESOLUTION ADOPTING THE 2020 HOLIDAY SCHEDULE

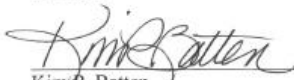
WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2020 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays#2020>

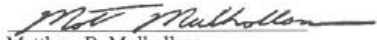
| 2020 Holiday Schedule            |                            |                           |
|----------------------------------|----------------------------|---------------------------|
| Holiday                          | Observance Date            | Day of Week               |
| New Year's Day                   | January 1st                | Wednesday                 |
| Martin Luther King Jr's Birthday | January 20th               | Monday                    |
| Good Friday                      | April 10th                 | Friday                    |
| Memorial Day                     | May 25th                   | Monday                    |
| Independence Day                 | July 3rd                   | Friday                    |
| Labor Day                        | September 7th              | Monday                    |
| Veterans Day                     | November 11th              | Wednesday                 |
| Thanksgiving                     | November 26th & 27th       | Thursday & Friday         |
| Christmas                        | December 24th, 25th & 28th | Thursday, Friday & Monday |

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2020 Holiday Schedule as presented.

DULY ADOPTED ON THIS 4<sup>TH</sup> DAY OF NOVEMBER 2019 WHILE IN REGULAR SESSION.

ATTEST:  
  
Kim P. Batten  
Town Clerk



  
Matthew B. Mulhollem  
Mayor

Moved by: Council Member Wilson  
Seconded by: Council Member Locklear  
**Approved Resolution# AL2019-11-4b adopting the 2020 Town Council Meeting Schedule.**  
CARRIED UNANIMOUSLY

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

- a) **Attorney Hewett reminded the Town Council that their December 2019 Regular Council meeting will also be their Organizational Meeting for appointing Mayor Pro Tem and Town Attorney and conducting oaths of office for newly Elected Officials, Mayor Pro Tem and newly appointed Planning Board/Board of Adjustment members.**
- Council Member Bruton reminded each participant to have someone prepared to hold the Bible while being sworn. No further comments.**

## **7. TOWN ADMINISTRATOR'S REPORT:**

### **a) 10th Anniversary Update**

Mr. Gordon gave the following update:

- R.S.V.P., if you haven't, so caterer receives a total by Thursday, November 7, 2019.
- 10-Year Celebration Event agenda is finalized for Saturday, November 9, 2019 at 6:00 p.m. in the Archer Lodge Middle School Cafetorium.
- Former Mayor Pro Tem Carlton Vinson will provide a presentation on some history, along with photos, of the incorporation process of the Town of Archer Lodge.
- Clean-up volunteers following the event will be appreciated.

---

### **b) Interlocal Agreement between East Wake Television and PEG Media and the Town of Archer Lodge**

Mr. Gordon anticipates the East Wake Television/PEG Media Board will finalize the Interlocal Agreement at their board meeting in December and then the agreement could be considered for approval at the Archer Lodge Town Council's Regular meeting on January 6, 2020.

He commended Tracy Pedigo, with East Wake Television/PEG Media, for his services to the Town and now due to an increase in their staff, the Town is receiving more reporting, and video/photography services.

---

## **8. PLANNING/ZONING REPORT:**

### **a) Development Activity**

Ms. Maybee reported the following development activity:

- As of November 4, 2019, there were 37 permits issued for 2019.
- There were 63 permits issued in 2018.
- Have responded to Developers/Citizen inquiries.
- Woodfin Subdivision is under construction.
- Harden Creek was recently approved by the Planning Board and NCDOT has approved a permit for the driveway to shift slightly.
- A Cape Fear Hazard Mitigation Plan is being developed by AECOM and the Town, along with Jo Co, participants. A meeting is scheduled for November 21, 2019 to review information and update plan.
- The Board of Adjustment will meet November 6, 2019 at 6:30 p.m. for two variance requests from the following addresses:
  1. 155 Tast Drive
  2. 861 Murphrey Road

---

### **b) Projects**

Ms. Maybee reported the following projects:

- The 2020 New Construction Program, which ensures the U.S. Census Bureau's address list is complete and accurate, has been completed for Census Day, April 1, 2020.
- The 2020 Census information and deadlines has been posted on the Towns' Website and Social Media outlets to help educate the public.
- The Bicycle and Pedestrian Draft Plan has been received from AECOM and distributed at the Town Council/Planning Board Joint Work Session held on October 21, 2019. Meetings for a discussion on the draft plan are as follows:
  - Steering Committee - November 13, 2019
  - Town Council - November 18, 2019
  - Planning Board - November 20, 2019
  - Comments returned to AECOM - December 16, 2019

- Staff is updating the Town Website Planning and Economic Page to be more efficient.
- The Subdivision Tracking System internal review has been completed.
- Permitting/Code Enforcement Software, as previously mentioned, will advance the department to a technology friendly phase and much needed.
- Exploring options for a Sewer Feasibility Study.
- Reviewing the watershed ordinance provisions.
- Proposing text amendments to comply with the NC General Statutes - Tentative dates are as follows:
  - Board of Adjustments Provisions - Planning Board Meeting – Nov. 20, 2019
  - Plat Certificates - Planning Board Meeting – Nov. 20, 2019
  - Commercial Design Standards - Planning Board Meeting – Nov. 20, 2019
  - Accessory Buildings - Planning Board – Jan. 2020
  - 160D Provisions Update - Effort ongoing
- Mr. Gordon updated everyone on the status of the Archer Lodge, NC newly implemented address. Discussion followed.
- Project W-5704E - Covered Bridge Rd. widening project start date has been extended to August 2022.
- Project 80094 - Buffalo Rd. with curb, gutter and sidewalks project remains to construct in 2020 pending permission from the Chief Engineers Office regarding NCDOT's cash crunch issues.

---

**c) Code Enforcement**

Ms. Maybee reported on the following code enforcement items:

- Five portable signs removed from right-of-way.
- Complaints received on the following locations:
  - 420 Tafton Dr.
  - 359 Wyndfall Ln.
  - 179 Carrie Dr.
  - 144 Carrie Dr.
  - 104 Chatham Ct.

Discussion followed.

Ms. Maybee reminded Council of the upcoming Planning Board meeting on Wednesday, November 20, 2019 and is an open meeting.

---

**9. VETERAN'S COMMITTEE REPORT:****a) Council Member Wilson reported the following:**

- ALVM Site has been completed and the Dedication Ceremony is on Sunday, November 10, 2019 starting at 3:00 pm.
  - Site has been seeded with rye grass and sod grass is planned for Spring.
  - Anticipating 200+ attendees at the Dedication Ceremony.
  - Participants at the Dedication Ceremony will be the Corinth Holder ROTC along with two Bagpipers and Drummers.
  - Refreshments will follow the ceremony at the Archer Lodge Community Center.
- 

**10. MAYOR'S REPORT:****a) Mayor Mulhollem reported the following:**

- Expressed gratitude for the address change and thought the number of views on the Town's Facebook account was incredible.
- Reminded everyone of Election Day, Tuesday, November 5, 2019
- Shared excitement to be included in the ALVM Dedication Ceremony

and commended the Archer Lodge Veteran's Memorial Committee, Former Mayor Gordon, and the Town Council for approximately five years of dedication, labor and support to make it possible.

- He also expressed sincere appreciation to the Johnston County Board of Commissioners for their financial support for the Veterans Memorial Project.
- He reiterated attending the upcoming Archer Lodge 10-Year Anniversary Celebration Event to be held on Saturday, November 9, 2019 as there are plans to recognize everyone that assisted with the incorporation process, plenty of food to enjoy and special gifts to distribute.

---

**11. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

- a) **Council Member Wilson added to Mayor Mulhollem's comments regarding the Archer Lodge Veterans Memorial committee and thanked all those "behind the scene" workers for their time and energy in raising money.**

- 
- b) **Council Member Jackson shared the following upcoming events in Archer Lodge for November:**
- **Election Day**
  - **Town of Archer Lodge 10-Year Celebration**
  - **Archer Lodge Veterans Memorial Dedication Ceremony**
  - **Veterans Day**
  - **Christmas Celebration, Parade, Tree Lighting & Ginger Thompson Band will be performing, which is a continuation of the 10-Year Anniversary Celebration**
  - **Thanksgiving**

**Also, he invited everyone to a Turkey Shoot being held just outside of the Town Limits that will benefit the White Oak Church Youth Missions, November 16th and 23rd, and possibly December. In closing, he reminded everyone that the Veterans Memorial Committee's Baby Blanket drawing will be held after the Christmas Parade on Sunday, November 23, 2019.**

- 
- c) **Council Member Locklear shared his appreciation to the Archer Lodge Veterans Memorial Committee for all their efforts and the Veterans Memorial was an awesome "Work of Art".**

**He thanked the Archer Lodge Governing Body for the opportunity to serve and shared that everyone made him feel welcomed.**

- 
- d) **Mayor Pro Tem Castleberry shared the following:**
- **Thanked Council Member Locklear for serving on the Governing Body.**
  - **He reiterated Council Member Locklear's remarks regarding the Veterans Memorial Site being a "Work of Art" and thanked the Veterans Memorial Committee for their hard work.**
  - **He shared that November is National Adoption Month and expressed announcing it in November 2020. Mayor Mulhollem ask Ms. Batten to make a note for the Agenda in November 2020.**

- 
- e) **Council Member Bruton noted that she would not be attending the 10-Year Anniversary Celebration due to other obligations, but has plans to attend the Archer Lodge Veterans Memorial Dedication Ceremony.**

**She also thanked Council Member Locklear for his service on the Governing Body and was glad that he will be serving on the Planning Board.**

---

**12. CLOSED SESSION**

- a) Attorney Hewett ask for a motion to enter Closed Session to discuss the consideration of an award as permitted by § 143-318.11 (a)(2).**

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

**Approved to enter Closed Session at 7:50 p.m.**

CARRIED UNANIMOUSLY

Moved by: Council Member Locklear

Seconded: Council Member Wilson

**Approved to return to Open Session at 8:23 p.m.**

CARRIED UNANIMOUSLY

---

**13. ADJOURNMENT:**

- a) No further business.**

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

**Adjourned meeting at 8:24 p.m.**

CARRIED UNANIMOUSLY

---

---

Matthew B. Mulhollem, Mayor

---

Kim P. Batten, Town Clerk



**Work Session Meeting &  
Public Hearing Minutes on an Ordinance  
Amending the Code of Ordinances,  
Town of Archer Lodge, NC for:  
*Regulating Firearms within the Town Limits*  
Monday, November 18, 2019**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Julie Maybee, Town Planner  
Bob Clark, Planning/Zoning Administrator  
Chip Hewett, Town Attorney  
Kim P. Batten, Finance Officer/Town Clerk

**COUNCIL ABSENT:**

**STAFF ABSENT:**

Mike Gordon, Town Administrator

---

---

**1     WELCOME/CALL TO ORDER:**

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

**2     PUBLIC HEARING:**

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

a)     **Proposed Ordinance Regulating Firearms within the Town of Archer Lodge**

Mayor Mulhollem asked for a motion to Open the Public Hearing. He reminded all present that the Public Hearing is for hearing comments from the public and is not a question and answer session. In addition, Mayor Mulhollem explained that the proposed ordinance is basically identical to the Johnston County Firearms Ordinance which would be the law if the Town of Archer Lodge did not exist.

1.     **Mr. Bradley Vandenberg** of 114 West Saddle Court, Archer Lodge, NC shared that he opposed the proposed ordinance due to North Carolina having a state law that addresses firearms.
2.     **Mr. Corey Staman** of 64 Wallbourne Drive, Archer Lodge, NC thanked the Council for the opportunity to voice his opinions. Being in the National Guard, he was concerned with "Sec. 3-50. - Carrying concealed handgun in town-owned buildings" of the proposed Ordinance since he has a strong desire to defend himself and further voiced concerns about long response times for emergency personnel in our area.
3.     **Ms. Teresa Romano** of 2308 Raintree Drive, Archer Lodge, NC shared that she supports the draft ordinance due to citizens firing guns randomly for fun in or near a neighborhood.

Having no further public comments, Mayor Mulhollem informed everyone that he would be available to discuss the proposed ordinance in detail after the meeting.

Mayor Mulhollem asked for a motion to Close the Public Hearing.

Moved by: Council Member Hearbert Locklear

Seconded by: Council Member Wilson

**Approved to Open the Public Hearing at 6:32 p.m.**

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Approved to Close the Public Hearing at 6:39 p.m.**

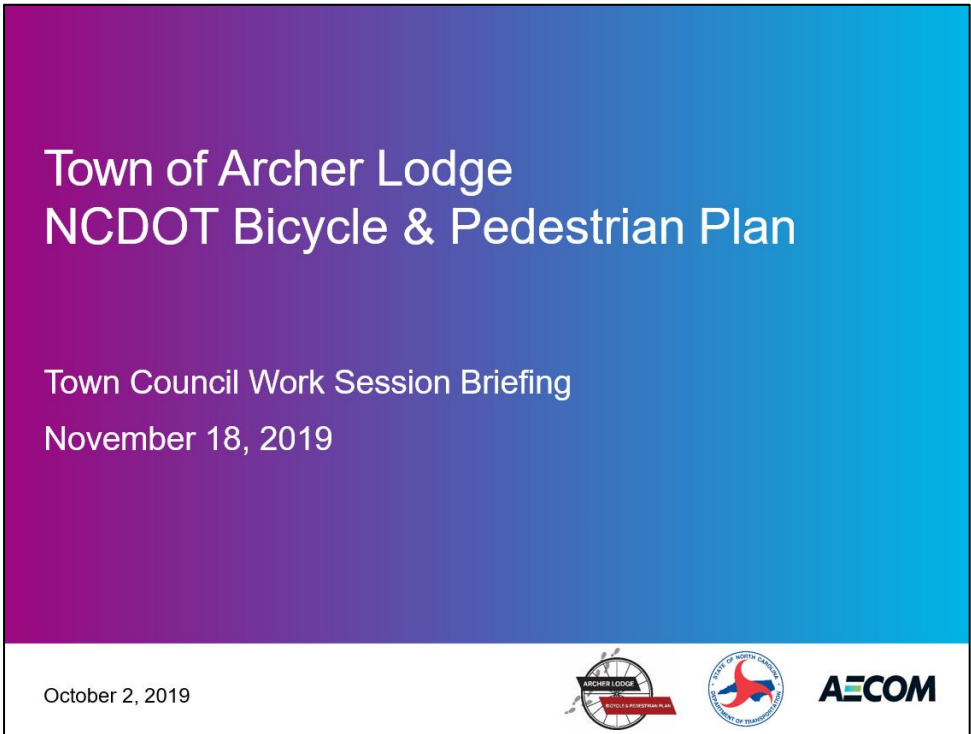
CARRIED UNANIMOUSLY

**3      OLD BUSINESS:**

**a)      Bicycle and Pedestrian Plan - DRAFT v1 Review**

Mr. Clark noted that the Steering Committee has been working with AECOM on the Bicycle Pedestrian Plan DRAFT for several months, and AECOM prefers that all comments and concerns about the DRAFT be returned to them by December 16, 2019. Mr. Clark further noted that Mr. Andy Thomas will compile all comments and concerns and return to AECOM's contact to finalize a plan which eventually will be presented to the Town Council.

Mr. Clark shared PowerPoint slides that illustrated the eight recommended shared paths by AECOM in their DRAFT Bicycle and Pedestrian Plan and are as follows:

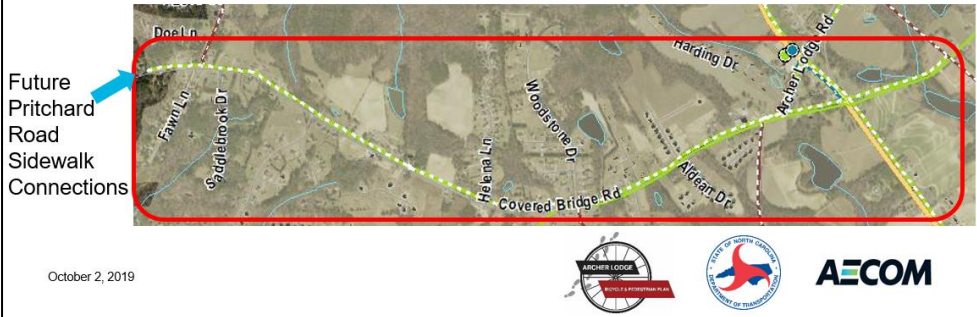


Covered Bridge Road Corridor Improvements

Continue pedestrian improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs.

Coordinate with Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road.

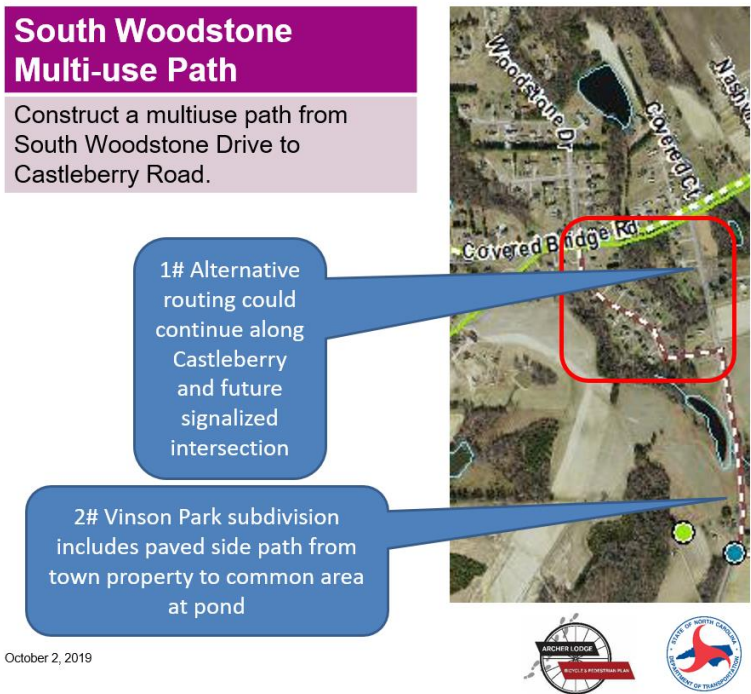
- Extend to MTS Trail access at Neuse River
- Pedestrian and bicycle/ Side Path preferred



South Woodstone Multi-use Path

Construct a multiuse path from South Woodstone Drive to Castleberry Road.

- 1# Alternative routing could continue along Castleberry and future signalized intersection
- 2# Vinson Park subdivision includes paved side path from town property to common area at pond



Castleberry Road

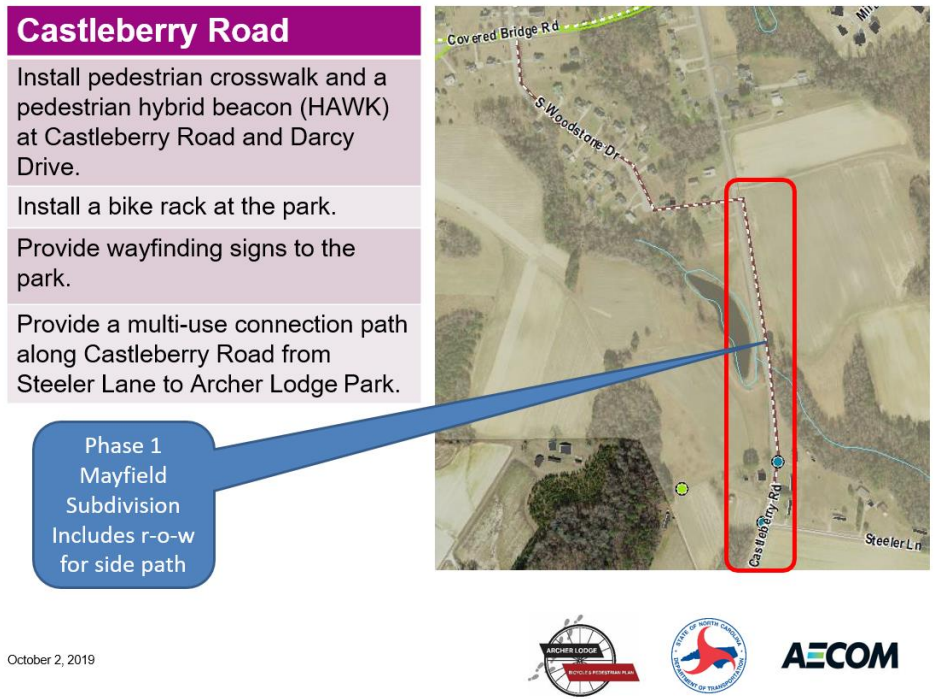
Install pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) at Castleberry Road and Darcy Drive.

Install a bike rack at the park.

Provide wayfinding signs to the park.

Provide a multi-use connection path along Castleberry Road from Steeler Lane to Archer Lodge Park.

- Phase 1 Mayfield Subdivision Includes r-o-w for side path



### South Murphrey Side Path Extension

Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.



October 2, 2019



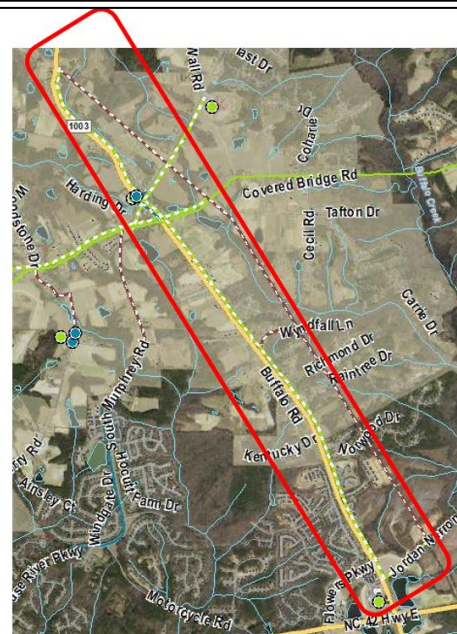
AECOM

### Buffalo Road Corridor Improvements

Add a signed bike route along Buffalo Road south of Fletcher Road and east onto Jordan Narron Road until it meets the proposed greenway.

Conduct a speed/traffic study along the corridor to identify potential additional speed control measures.

Install bike racks at Harris Teeter Shopping Center on Buffalo Road.



October 2, 2019



AECOM

### Buffalo Road Corridor Improvements

Install bike racks at the Archer Lodge Community Center ball field.

Install a pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) between ball field and soccer field over Buffalo Road at **all-way stop & crosswalks included with Project 80094 sidewalks**

Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs.

Install a sidewalk on the eastern side of Buffalo Road across from the Archer Lodge Community Center. The sidewalk would extend from the proposed sidewalk in project 80094 at the soccer field to Talmadge Farm Road.

October 2, 2019

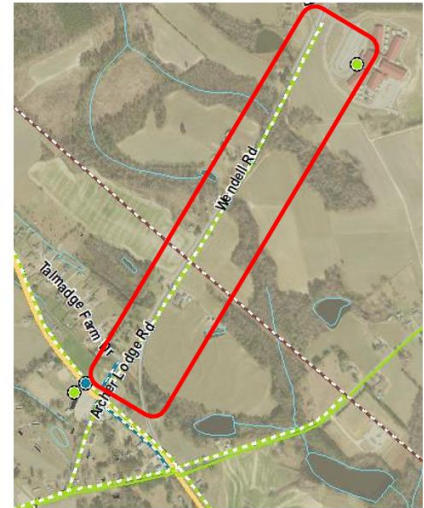


AECOM

### Archer Lodge Road/Wendell Bike Improvements

Install bike racks at Archer Lodge Middle School.

Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle School.



October 2, 2019



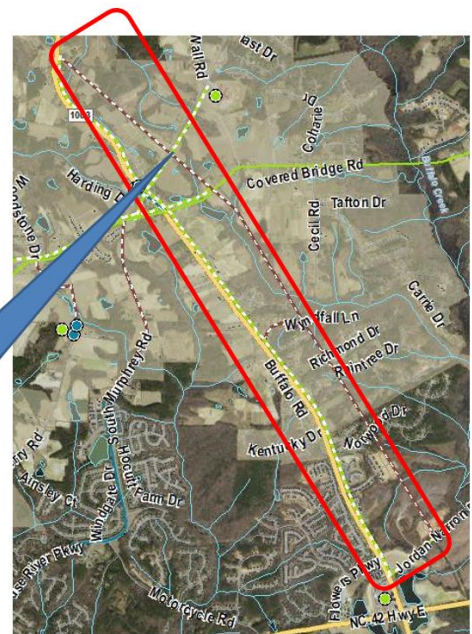
AECOM

### Duke Energy Easement Greenway

Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road. It would start south of Fletcher Road and end at Jordan Narron Road.

Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.

Greenway Extend to Wendell Road



October 2, 2019



AECOM

### Bentley Way Multi-use Path

Add a shared-use path on Bentley Way to improve neighborhood access to the community mailboxes and designated open space area.



October 2, 2019



Remove this project



AECOM

During the presentation, Mr. Clark offered the following points:

1. The Covered Bridge Road Widening Project for the Town could have shared path opportunities, as funding becomes available.
2. A shared path from South Woodstone Drive over to Castleberry Road and down to the new Park.
3. Covered Bridge Road Widening Project will have a traffic signal at Covered Bridge Road and Castleberry Road allowing the opportunity for a shared path to the Town Park via a potential crosswalk at the intersection.
4. South Murphrey Road has a potential shared path by joining the existing Flowers Plantation path.
5. A shared path along Buffalo Road could potentially connect to Flowers Plantation on the River Dell Elementary School side to a crosswalk and traffic light for safety.
6. Sidewalks are planned from C.E. Barnes Store along Buffalo Road to Archer Lodge Road, and then to South Murphy Road Intersection and back to Buffalo Road and in a triangle encompassing the White Oak Baptist Church. Sidewalks towards the Fire Department are planned, and all could possibly be shared paths.
7. From Archer Lodge Road to Wendell Road, at the Archer Lodge Middle School, Woodfin and Harden Creek Subdivision will provide easements for a shared path.
8. Duke Energy has a greenway easement that runs from the Flowers Plantation on Buffalo Road to just beyond Town Hall and could be a potential shared path; however, property owners would need to provide access to those areas.

In addition, he noted that current and future subdivisions in Archer Lodge have designated areas (aka: right-of-way) for potential shared paths such as:

- Heritage
- Wallbourne
- Vinson
- Mayfield
- Woodfin
- Harden Creek

Discussion followed.

---

#### **4      NEW BUSINESS:**

##### **a)      Interim Financial Reports for Month ending October 31, 2019**

Ms. Batten shared that October 31 marked 33% through the fiscal year 2019-2020. In the General Fund, 16% of anticipated revenues had been collected while expenditures were at 29% of the expected amount. She reiterated that revenues are slow during this time of the fiscal year, but the monthly expenditures remain constant. No discussion followed regarding the General Fund.

Further, Ms. Batten mentioned there is a slow decline in the investment earnings. She added that on a monthly basis, the Capital Reserve Fund, the Park Reserve Fund and the Public Safety Reserve Fund share investment earnings proportionately with the General Fund. Also, the budgeted annual transfers to the Capital Reserve Fund and the Public Safety Reserve Fund of \$25,000 for each fund had been completed. She noted that during the month of October, the three cents property tax revenue designation to the Park Reserve Fund was \$4,333. No discussion followed.

In comparing October 2019 with October 2018 in the General Fund, Ms. Batten noted a few differences:

1. 2019 - Due to the Johnston County's revaluation of real property, current property taxes exceed the previous year's amount by \$22,636

- 2. 2019 - Sales tax revenues, alcohol beverage tax revenues and permitting revenues have increased slightly.
- 3. 2019 - Debt payments have increased by \$136,049 due to town hall expansion debt and park land debt.
- 4. 2019- Expenditures in the following departments have increased by approximately \$37,000: Governing Body, Administration, Public Safety, Planning & Zoning which is due to part-time staff and increase in fire district taxes payable to Archer Lodge Fire Department.

No further comments or discussion.

---

**b) Newly Elected Officials & Current Elected Officials Information**

Ms. Batten shared that the School of Government offers the Essentials of Municipal Government class separate from the required Ethics course for Newly Elected Officials. The Ethics course is a webinar which she mentioned would be purchased after oaths are administered and would be available to take at your convenience. Ms. Batten further remarked that any newly elected and re-elected members that wish to take the Essentials of Municipal Government one day course, please advise her so their registration can be completed in time.

---

**5 ADJOURNMENT:**

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 7:24 p.m.**
- 

\_\_\_\_\_  
Matthew B. Mulhollem, Mayor

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



# Proclamation



*WHEREAS*, February 7, 2020 marks the launch of an 8-day County wide heart health awareness campaign called **"ALL IN RED WEEK,"** presented by Johnston Health and Dr. Eric Janis & the Janis Family Fund, and organized by the Johnston Health Foundation; and

*WHEREAS*, heart disease is the leading cause of death in the United States, North Carolina and Johnston County; and

*WHEREAS*, per the Center for Disease Control and Prevention (CDC), 80% of cases are preventable through education, resources and prevention; and

*WHEREAS*, per the 2019 Johnston County [Community Health needs Assessment](#), significant health needs identified are: Access to Health Services, Economy, Exercise, Nutrition & Weight and Heart Disease & Stroke; and

*WHEREAS*, per the 2019 Johnston County [Community Health needs Assessment Implementation Plan](#), Heart Disease and Stroke are on the top 5 health priorities in this county; and

*WHEREAS*, education for early screening and access to resources for quality treatment is important; and

*WHEREAS*, the financial challenges of a heart patient in need is enormous and assistance from individuals and organizations will go a long way; and

*WHEREAS*, the campaign invites all of Johnston County and Town residents, business owners and visitors to participate in this initiative by **wearing RED on Friday, February 7, 2020** which is National Wear Red Day; and

*WHEREAS*, all funds raised within this campaign period will benefit local heart patients in need through the Johnston Health Foundation's Heart Fund; and

*WHEREAS*, the **ALL IN RED WEEK** supports Johnston Health's mission to improve the lives of the people in its communities, and the Johnston Health Foundation's mission to "Bridge the gap to provide quality healthcare close to home"; and

*WHEREAS*, the **ALL IN RED WEEK** is an opportunity to increase heart health awareness and the growing needs of local heart patients, and to encourage support not just from our county, but from residents in neighboring communities; and

*WHEREAS*, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

*NOW, THEREFORE*, by the Honorable Mayor and the Archer Lodge Town Council, do hereby encourage businesses and citizens in our community to support and participate in this event and proudly proclaim the week of February 7 – 14, 2020

## ALL IN RED WEEK

**Duly proclaimed this 3<sup>rd</sup> day of February 2020,  
while in regular session.**

---

**Matthew B. Mulhollem  
Mayor**

Sec. 2-44. - Board officers.

- (a) At its first regular meeting of each calendar year, the board of adjustment shall, by majority vote of its membership (excluding vacant seats), elect one of its members to serve as chairperson and preside over the board's meetings and one member to serve as vice-chairperson. A secretary shall be elected from the members of the board of adjustment or be appointed by the town board of council. Any elected person shall serve in these capacities for terms of one year. Any appointed secretary shall serve at the pleasure of the town board. Vacancies among the elected officials may be filled for the unexpired terms only by majority vote of the board membership (excluding vacant seats).
- (b) The chairperson or any member temporarily acting as chairperson may administer oaths to witnesses coming before the board.
- (c) The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.
- (d) The board of adjustment shall draw up and adopt rules of procedure under which it will operate.

(Ord. of 3-14-2011, § 100-5)

Sec. 2-87. - Members, terms, and vacancies.

- (a) The planning board shall consist of five members, all of whom must reside within the town's corporate limits. The members shall be appointed by the town council.
- (b) All members shall be appointed for three year terms. As these terms expire, new appointments shall be made for three 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.

(Ord. No. [AL2017-10-1](#), 10-2-2017)