



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)

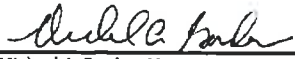
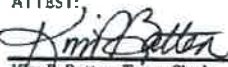
a) No public comments.

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 June 30, 2017				
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
REVENUES				
GENERAL FUND:				
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
CAPITAL RESERVE FUND:				
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
PARK RESERVE FUND:				
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			151,500.00	
EXPENDITURES				
GENERAL FUND:				
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
CAPITAL RESERVE FUND:				
Transfer to General Fund 10	30-9900-0010	-	51,825.00	51,825.00
PARK RESERVE FUND:				
Recreation Development	31-6120-5500	55,800.00	99,675.00	155,475.00
Total Increase (Decrease) in Expenditures			\$ 151,500.00	
			\$	
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 5th day of June 2017				
ATTEST:				
		Michael A. Gordon, Mayor		
Kim J. 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 <u>5th</u> day of June 2017  _____ Michael A. Gordon, Mayor   _____ Matthew B. Mulhollem, Budget Officer ATTEST:  _____ Kim P. Batten, Town Clerk	
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TOWN OF ARCHER LODGE
Annual Budget Summary
FY 2017~2018

REVENUES

AMOUNTS

General Fund:

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

TOTAL REVENUES

1,030,685

EXPENDITURES

AMOUNTS

General Government:

Governing Body	38,760
Administration	216,079
Tax Collections	15,200
Legal	15,000

General Government: (continued)

Property Tax	130
Public Buildings	52,392
PEG Media Partners	54,400

Public Safety:

Law Enforcement Designation	25,000
Animal Control	4,000
Archer Lodge Fire Department	200,000

Transportation - Public Works 81,800

Planning and Zoning 97,223

Parks and Recreation 55,000

Debt Service 44,701

Transfer to Capital Reserve Fund 25,000

Transfer to Park Reserve Fund 106,000

TOTAL EXPENDITURES

1,030,685

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.	
Audit Firm Signature:	
May & Place, PA	
Name of Audit Firm	
By Dale R. Place	
Authorized Audit firm representative name: Type or print	
Signature of authorized audit firm representative	
Date 4/24/17	
Email Address of Audit Firm	
dpmayandplace@aol.com	
Governmental Unit Signatures:	
Town of Archer Lodge	
Name of Primary Government	
By Michael Gordon, Mayor	
Mayor / Chairperson: Type or print name and title	
Signature of Mayor/Chairperson of governing board	
Date	
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"	
Town of Archer Lodge	
PRE-AUDIT CERTIFICATE: Required by G.S. 159-28	
(a)	
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.	
By Teresa M. Bruton	
Primary Governmental Unit Finance Officer	
Type or print name	
Signature of Primary Government Finance Officer	
Date 6-5-17	
(Pre-audit Certificate must be dated.)	
Teresa.Bruton@townofarcherlodge.com	
Email Address of Finance Officer	
Email Address for Finance Manager/Town Clerk	
Kim P. Batten	
Kim.Batten@townofarcherlodge.com	
Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(s)	
JUNE 5, 2017	
Kim Batten	
TOWN OF ARCHER LODGE	
Established	
2009	
NORTH CAROLINA	

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

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.**
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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.

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.

- 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

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
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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

