



## 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/ncoshr/documents/files/2018\\_Holiday\\_Schedule.pdf](https://files.nc.gov/ncoshr/documents/files/2018_Holiday_Schedule.pdf)

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

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

DULY ADOPTED ON THIS 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

