



Work Session - Minutes Monday, December 18, 2017

COUNCIL PRESENT:

Mayor Gordon
Mayor Pro Tem Mulhollem
Council Member Teresa 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 Jeffery D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present.**
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2 ORDER OF BUSINESS:

- a) **November 30, 2017 Financials & Year-to-Date Comparisons (FY17 & FY18) ~ Kim Batten**

Ms. Batten shared the monthly financials for period ending November 30, 2017 and noted that the fiscal year was almost half completed. She also presented a year-to-date comparison of November 30, 2016 with November 30, 2017. She noted that revenues and expenditures are better this year at November 30th than November 30th of last year. No further discussion.

- b) **Town of Archer Lodge & Veterans Memorial Committee Agreement Discussion ~ Attorney Hewett**

- Attorney Hewett opened the discussion of the "DRAFT" Agreement between the Town of Archer Lodge and the Archer Lodge Veterans Memorial Committee. He mentioned that he felt it would be more feasible to have an agreement regarding the Memorial versus a lease since the Town (1) will continue to own the property, (2) has Property and Liability insurance and (3) the Memorial should be a low liability risk. Discussion regarding the agreement as well as the Veterans Committee followed.
 - Mayor Gordon recommended that a copy of the "DRAFT" Agreement be sent to the Veterans Memorial Committee for review and Ms. Batten stated that she would forward it to Co-Chairs, Mike Mulhollem and Sandra Freeman. It was mentioned that the intention of this Agreement is a Pro-Active step and a beginning process regarding future maintenance of the Archer Lodge Veterans Memorial.
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c) Board of Adjustment Alternates from Council ~ Attorney Hewett

Attorney Hewett mentioned that two members of Council must serve as alternates on the Board of Adjustment and asked for volunteers. No volunteers came forward and discussion followed. Mayor Gordon instructed the Clerk to add the Action Item on the Agenda for the Regular Council meeting on January 2, 2018. Mr. Clark added that the Annual Board of Adjustment meeting is set for Wednesday, January 17, 2018 at 6:30 p.m.

3 GENERAL UPDATES:

a) Web Design Search Update ~ Kim Batten

Finance Manager/Town Clerk, Kim Batten, shared an update regarding website design with Council. She conveyed that a prior website company, that was included in the FY18 Budget, was determined to be less than adequate. Staff has conducted extensive research with six Governmental Website Design Companies and proposals are higher than originally budgeted. She plans to share those results from the study at the Annual Budget Planning session in February and reminded Council of security issues that we currently have with our website as well as other social media outlets.

b) Direct Deposit Available for Payroll ~ Kim Batten

Ms. Batten informed Council that Direct Deposit for payroll is available. She asked members to let her know if they are interested.

c) Budget Planning Session Update ~ Mayor Gordon

Mayor Gordon questioned if Council Members were satisfied with the location of the Annual Budget Planning Session meeting for February 2018. The Portofino Clubhouse, located at 213 Portofino Drive, Clayton, NC, has been secured. Discussion followed with positive comments regarding the selected location.

d) Town of Archer Lodge Information ~ Mayor Gordon

- Ms. Batten informed Council that the Public Notice for the Board of Adjustment meeting scheduled for Wednesday, January 17, 2018 will be printed in the December 2017 Clayton News-Star and again in the January 2018 Southeast Zone Edition of the News and Observer. Ms. Batten shared with the members that she was informed by a News and Observer Representative that the News and Observer will no longer produce local community newspapers as of January 2018.
- Mayor Gordon asked Ms. Batten and Mr. Gobble to reveal the new Town Identity Banners to Town Council. Mayor briefly shared with Council the process of attaching banners to Duke Energy Progress poles and he will keep Council updated.
- Mayor Gordon resigned as Mayor effective Sunday, February 4, 2018 by reading the following:



TOWN OF ARCHER LODGE
14094 Buffalo Road
Clayton, NC 27527
Office: 919-359-9727
Fax: 919-359-3333

Mayor:
Michael A. Gordon

Council Members:
Matthew B. Mulhollem
Mayor Pro Tem
Teresa M. Bruton
Clyde B. Castleberry
J. Mark Jackson
Mark B. Wilson

December 18, 2017

To the Archer Lodge Town Council and Staff:

Please accept this as my formal resignation as Mayor of the Town of Archer Lodge effective Sunday, February 4, 2018.

It is with mixed emotions that I am moving outside the corporate limits of Archer Lodge; therefore, I will be unable to serve the fine citizens of Archer Lodge. It's been an honor and privilege to serve as your Mayor since our establishment in 2009.

I will always cherish my time as Mayor while working with council to make Archer Lodge a better place. I must thank the Town Council and staff for all their hard work and perseverance to push forward and make the hard decisions needed to improve our small town from the humble beginnings. There is much more to do and accomplish, and I have complete confidence in this staff and council.

To my Archer Lodge Community family, the White Oak Church family, and the AL Veterans Committee Co-Members, I plan to remain active and hopefully more involved to support these fine organizations.

As we all know, life can and will challenge all of us at some point and when that happens, we must do what we feel is best for us. Life is too short.

Thanks to Town Council, Staff and the fine citizens of Archer Lodge for the support and for making me proud to be called your Mayor.

Sincerely,


Michael A. Gordon
Mayor

Following the reading of his resignation letter, Mayor Gordon commented that he would be willing to assist Council in any way going forward and they should begin pondering over his replacement and the possibility of a vacant seat on the Town Council.

4 ADJOURNMENT:

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



Michael A. Gordon, Mayor



Kim P. Batten, Town Clerk

