



Regular Council - Minutes
Monday, February 5, 2018

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

COUNCIL ABSENT:

Mayor Seat Vacant

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Pro Tem Mulhollem 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. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Pro Tem Mulhollem led 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) Approval of Minutes:

02 Jan 2018 Regular Council Meeting Minutes

16 Jan 2018 Work Session Minutes

b) Acceptance of the Resignation of Mayor Michael A. Gordon effective

Sunday, February 4, 2018

Moved by: Council Member Jackson
Seconded by: Council Member Castleberry
Consent Agenda Approved

CARRIED UNANIMOUSLY

5. RECOGNITION/PRESENTATION:

**a) Buffalo Road Safety Project Update by Mr. Jiles P. Harrell, PE,
District Engineer, Division 4, District 3, NCDOT**

Mr. Harrell explained that the Buffalo Road Safety Project initially was for spot widening and ditch improvements in the Archer Lodge area. Due to increasing costs for that Safety Project, there is currently no funding available for the Town's curb, gutter, and sidewalk project near Town Hall on Buffalo Road. He suggested the Town adopt a Resolution to seek funding through the General Assembly Contingency Funds for the Town's project, which would demonstrate Town's support for the NCDOT safety improvements. Discussion followed.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

**a) Consideration of Adopting a Resolution in Support of the NCDOT and
Improvements on SR 1003 Buffalo Road in Archer Lodge, NC
(Resolution# AL2018-02-05)**

Mayor Pro Tem Mulhollem opened discussion based on the Mr. Harrell's presentation relating to Resolution# AL2018-02-05. No further discussion.

Resolution# AL2018-02-05 appears as follows:

**TOWN OF ARCHER LODGE
RESOLUTION IN SUPPORT OF THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND
IMPROVEMENTS ON SR 1003 BUFFALO ROAD IN ARCHER LODGE, NC**

WHEREAS, the North Carolina Department of Transportation promotes the safety and wellbeing of traveling public for motorists across the State through new roadways, improvements to existing roadways and continual roadway maintenance; and

WHEREAS, the Archer Lodge Town Council considers safety of the motoring public and pedestrians along roadways within the town to be of the utmost importance; and

WHEREAS, the NC Department of Transportation has funded a roadway safety project, W-5601DP, to improve safety along SR 1003 Buffalo Road; and

WHEREAS, the Town has requested the Department to consider the addition of infrastructure by means of construction of curb and gutter and sidewalk along SR 1003 Buffalo Road from SR 1702 Archer Lodge Road to the west for an approximate distance of 1,300 feet in accordance with Department Policy for the Construction and Maintenance of Sidewalks and other Pedestrian Facilities; and

WHEREAS, the addition of curb and gutter and sidewalk would establish delineated driveway accesses and designated pedestrian corridors and crossings thus increasing safety within the Town center; and

WHEREAS, the total estimated costs of the construction of the subject improvements is \$200,000, \$90,000 of which is associated with the construction of sidewalk facilities; and

WHEREAS, the Town of Archer Lodge will provide the 20% local match of approximately \$18,000 as defined by the Policy.

NOW THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council does hereby support and endorse the Department seeking additional funds to add curb and gutter and sidewalk improvements to the construction of the TIP Project W-5601DP along SR 1003 Buffalo Road.

**DULY ADOPTED ON THIS 5TH DAY OF FEBRUARY 2018
WHILE IN REGULAR SESSION.**

Matthew B. Mulhollem
Mayor Pro Tem

ATTEST:


Kim P. Batten
Town Clerk



Moved by: Council Member Wilson

Seconded by: Council Member Castleberry

Resolution# AL2018-02-05 Supporting NCDOT improvements to State Road 1003 Buffalo Road in Archer Lodge, NC was adopted.

CARRIED UNANIMOUSLY

b) Finance Manager/Town Clerk Performance Evaluation & Budgeted Merit Increase

Mayor Pro Tem Mulhollem opened the discussion regarding the January performance evaluation of Ms. Batten by himself, former Mayor Mike Gordon and Mr. C.L. Gobble with their recommendation of a 2.5% merit increase retroactive to January 1, 2018. No further discussion.

Moved by: Council Member Bruton

Seconded by: Council Member Jackson

2.5% merit increase for Ms. Batten, Finance Manager/Town Clerk, retroactive to January 2018 was approved.

CARRIED UNANIMOUSLY

c) Consideration of Approving Budget Amendment (BA 2018 02)

Ms. Batten explained the justification for BA 2018 02 (Budget Amendment). It was to appropriate or reappropriate unanticipated revenues and expenditures of \$93,240 as recorded in the amendment. Some discussion followed.

BA 2018 02 appears as follows:

BA 2018 02

Town of Archer Lodge

Budget Amendment

Fiscal Year Ending

06/30/18

Budget Amendment

Date

BA 2018 02

05-Feb-18

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
2010 Property Taxes - Gen Fund	10-3110-0000	-	1.00	1.00
2011 Vehicle Taxes - Gen Fund	10-3111-0120	-	1.00	1.00
2012 Vehicle Taxes - Gen Fund	10-3112-0120	-	3.00	3.00
2013 Vehicle Taxes - Gen Fund	10-3113-0120	-	1.00	1.00
2015 Property Taxes - Gen Fund	10-3115-0000	-	6.00	6.00
2016 Property Taxes - Gen Fund	10-3116-0000	-	53.00	53.00
Article 44 NCGS 105-524 Sales Tax - Gen Fund	10-3244-0524	4,500.00	5,500.00	10,000.00
Permits and Fees	10-3340-0000	2,500.00	(500.00)	2,000.00
Investment Earnings - Gen Fund	10-3831-0000	5,000.00	4,500.00	9,500.00
Contributions	10-3833-0000	25.00	(25.00)	-
Investment Earnings - Cap Res Fund	30-3831-0000	-	3,500.00	3,500.00
Transfer from General Fund 10	30-3900-3910	-	25,000.00	25,000.00
Fund Balance Appropriated - Cap Res Fund	30-3990-0000	-	16,500.00	16,500.00
Investment Earnings - Park Res Fund	31-3831-0000	-	1,700.00	1,700.00
Transfer from General Fund 10	31-3900-3910	50,000.00	37,000.00	87,000.00
Total Increase (Decrease) in Revenues			93,240.00	
Expenditures:				
Election Expenses - Gov Body	10-4110-2500	4,000.00	500.00	4,500.00
Training & Meetings - Gov Body	10-4110-3110	2,000.00	150.00	2,150.00
Annual Planning Session - Gov Body	10-4110-3200	1,000.00	1,500.00	2,500.00
Dues and Subscriptions	10-4110-4000	10,300.00	(300.00)	10,000.00
Salaries (Part-Time) - Admin	10-4120-1220	2,400.00	(200.00)	2,200.00
Supplies (Town Hall) - Admin	10-4120-2000	1,000.00	250.00	1,250.00
Supplies - Admin	10-4120-2100	2,000.00	150.00	2,150.00
Contracted Services	10-4120-3500	8,164.00	420.00	8,584.00
Equipment Lease - Admin	10-4120-4200	4,980.00	520.00	5,500.00
Tax Collection Fees (MC & Jo Co) - Admin	10-4140-4950	15,200.00	800.00	16,000.00
LP Gas - Public Bldgs	10-4190-3320	1,000.00	250.00	1,250.00
Repairs & Maintenance - Public Bldgs	10-4190-3520	5,000.00	4,000.00	9,000.00
Capital Outlay - Public Bldgs	10-4190-5100	5,000.00	650.00	5,650.00
Supplies - Planning/Zoning	10-4910-2000	1,000.00	750.00	1,750.00
Transfer to General Fund - Cap Res Fund	30-3900-0010	-	45,000.00	45,000.00
Recreation Development - Park Res Fund	31-6120-5500	50,000.00	38,700.00	88,700.00
Total Increase (Decrease) in Expenditures			\$ 93,240.00	
Justification for Budget Amendment:		To appropriate or reappropriate unanticipated revenues and expenditures as recorded.		
Adopted this 5th day of February 2018				
ATTEST:		Matthew B. Mulhollem, Mayor Pro Tem		
Kim P. Batten, Town Clerk		Teresa M. Bruton, Finance Officer		

Town of Archer Lodge

Established

2009

North Carolina

Moved by: Council Member Wilson
Seconded by: Council Member Castleberry
BA 2018 02 was approved.

CARRIED UNANIMOUSLY

d) Consideration to appoint New Mayor to replace Michael A. Gordon and complete his term ending 12/31/2019

No further discussion.

Moved by: Council Member Jackson
Seconded by: Council Member Castleberry
Matthew (Matt) Mulhollem was appointed to replace Mayor Gordon and complete his term ending December 31, 2019.

CARRIED UNANIMOUSLY

e) Oath of Newly Appointed Mayor, Matthew (Matt) B. Mulhollem

Mayor Matthew (Matt) B. Mulhollem was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk, with family members offering support.

Mr. Mulhollem's Oath appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

182 73

**OATH OF MAYOR
TOWN OF ARCHER LODGE**

FILED

2018 FEB 05 AM 10:35

I, Matthew B. Mulhollem, do solemnly and sincerely 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, Matthew B. Mulhollem, do affirm that I will well and truly execute the duties of the Office of Mayor for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so, help me, God.


Matthew B. Mulhollem

Sworn to and subscribed before me
this 5th day of February 2018.


Kim P. Batten
Town Clerk
Town of Archer Lodge



Following the Oath, Ms. Batten presented Mayor Mulhollem with his new gavel from the Town.

f) Consideration to fill Vacancy on the Town Council and appoint New Council Member

Due to the resignation of former Mayor Gordon and the appointment of Mayor Pro Tem Mulhollem to the Mayor position, there remains a vacant seat on the Town Council. Newly appointed Mayor Mulhollem asked for motions from Council Members to fill the vacant Council seat. Council Member Wilson made a motion for Terry A. Barnes to fill the unexpired council seat term vacated by Matt Mulhollem. Remarks followed. For lack of a second, Mayor Mulhollem confirmed with Attorney and announced the motion died. Council Member Jackson made a motion for Hearbert A. Locklear to fill the unexpired council seat term vacated by Matt Mulhollem. Council Member Castleberry seconded the motion. Remarks followed. No other discussion.

Moved by: Council Member Jackson

Seconded by: Council Member Castleberry

Hearbert A. Locklear was appointed to fill the Council seat vacated by Matt Mulhollem and complete his term ending December 31, 2019.

Carried 3 to 1 (Wilson opposed)

g) Oath of Newly Appointed Town Council Member, Hearbert A. Locklear

Hearbert A. Locklear was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk.

Mr. Locklear's Oath appears as follows:

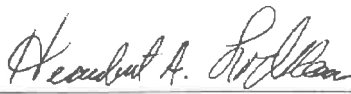
STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

18269
FILED
FEB 10 2018
Jr

OATH OF TOWN COUNCIL MEMBER
TOWN OF ARCHER LODGE

I, Hearbert A. Locklear, do solemnly and sincerely 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, Hearbert A. Locklear, do affirm that I will well and truly execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so help me, God.


Hearbert A. Locklear

Sworn to and subscribed before me
this 5th day of February 2018.

Kim P. Batten
Town Clerk
Town of Archer Lodge



h) Consideration to appoint Mayor Pro Tempore

Mayor Matt Mulhollem asks for nominations to serve as Mayor Pro Tempore. Council Member Jackson nominated Council Member Clyde Castleberry. Remarks followed. Mayor asks for seconds on the nomination. Council Member Bruton seconded the motion. No further discussion.

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

Council Member Clyde Castleberry was appointed to serve as Mayor Pro Tempore.
CARRIED UNANIMOUSLY

i) Oath of Newly Appointed Mayor Pro Tempore, Clyde B. Castleberry

Clyde B. Castleberry was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk.

Mr. Castleberry's Oath appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

182168

FILED

OATH OF MAYOR PRO TEMPORE
TOWN OF ARCHER LODGE

I, Clyde B. Castleberry, do solemnly and sincerely 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, Clyde B. Castleberry, do affirm that I will well and truly execute the duties of the Office of Mayor Pro Tempore for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so, help me, God.


Clyde B. Castleberry

Sworn to and subscribed before me
this 5th day of February 2018.


Kim P. Batten
Town Clerk
Town of Archer Lodge



7. TOWN ATTORNEY'S REPORT:

- a) **Attorney Hewett commended the Town Council on moving forward, and wished everyone the best of luck. He reminded Ms. Batten about the new Council Member undergoing Ethics training through UNC School of Government. Discussion followed.**

8. ADMINISTRATIVE CONSULTANT'S REPORT:

- a) **Mr. Gobble mentioned that the survey of the Town property is complete, and it's available if anyone needs the data for another project.**
- b) **Mr. Gobble shared that he along with former Mayor Mike Gordon met with MS Consultants, Inc and was informed that the architects that originally worked with building the existing Town Hall were no longer with their firm. He stated that he will be presenting potential floor plans for the expansion of Town Hall, at a future meeting.**
- c) **Mr. Gobble noted that Mark Williams, retired Wake Forest manager, had agreed to be our Facilitator at the Budget Planning Session on February 24, 2018.**

9. FINANCIAL/TOWN CLERK'S REPORT:

a) January 31, 2018 Financials & Year-to-Date Comparison (FY17 & FY18)

Ms. Batten shared the monthly financials for period ending January 31, 2018 and noted that the fiscal year was 58% completed. She also presented a year-to-date comparison of January 31, 2017 with January 31, 2018 and shared that revenues had increased by almost 9% and expenditures had reduced by almost 10.3% from 2017 to 2018. No further discussion.

10. PLANNING/ZONING REPORT:

a) Mr. Clark shared that Mayfield and Heritage Subdivisions are nearing completion and he anticipates the Town receiving \$40,000 in lieu fees before the fiscal year ends.

b) Mr. Clark explained that the State had completed new Flood Plain maps and Archer Lodge is not affected; however, there are some changes to their Flood Plain Ordinance. He recommended replacing our old ordinance with the new ordinance to be compliant and it must be adopted by June 30, 2018.

c) Mr. Clark advised everyone to refer any Code Enforcement complaints from recent code enforcement violations to Mr. Danny Eudy, Code Enforcement Officer.

d) Mr. Clark shared that the Board of Adjustment and Planning Board would be meeting on Wednesday, March 21, 2018 at 6:30 p.m.

11. VETERAN'S COMMITTEE REPORT:

a) Mr. Mike Mulhollem reported the following:

1. Veterans Memorial Fund is almost \$60,000.
 2. The committee is closing in on a starting date for the Veterans Memorial and is hoping to have the construction drawings by March 2018.
 3. Veterans Memorial location has been determined and is marked off to the right of Archer Lodge Town Hall.
 4. The Veterans next Biscuit Sale will be on February 16, 2018.
-

12. MAYOR/MAYOR PRO TEM REPORT:

a) February Work Session, 2/19 & Annual Budget Planning Session, 2/24

Mayor Mulhollem mentioned the close proximity of the next two meetings and suggested cancelling the February work session. Discussion followed and all agreed.

Moved by: Council Member Jackson

Seconded by: Council Member Castleberry

The February 19, 2018 Work Session was cancelled due to Annual Budget Planning Session being held February 24, 2018.

CARRIED UNANIMOUSLY

b) Mayor Mulhollem shared his remarks as follows:

"I am humbled to be appointed by my fellow Town Council Members to serve the remainder of the term as Mayor. I want to thank our outgoing Mayor, Mike Gordon, for his dedicated service and for the example that he and both former and present members of the Council have set. It is your example that I will follow to serve the citizens of our town, to the best of my ability. I would also like to thank my family for your love and support. "May God Bless Archer Lodge".

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

a) Council Member Bruton congratulated Mayor Mulhollem and Council Member Locklear for being appointed to their new offices on the Council and offered any help. She also thanked Mr. Jiles Harrell for all of his help with the NCDOT Safety Project, and Mr. Terry Barnes for offering to serve on the Town Council.

b) Council Member Locklear thanked everyone for the opportunity to serve on the Council and reiterated Mayor Mulhollem saying "God Bless Archer Lodge."

c) Council Member Jackson shared that Mayor Gordon was a corner stone of the community and that he would miss him, and wished him lots of happiness in life and God's speed. He commended the Archer Lodge Fire Department for their dedication and for also being a corner stone of the community. He reminded Council of the Fire Department Banquet that will be held on February 24, 2018.

d) Council Member Castleberry reiterated the other Council Members remarks: Mayor Gordon would be missed, congratulations to Mayor Mulhollem and Council Member Locklear, and offered any help. He also thanked the Veterans Committee, Fire Department, Administrator C.L. Gobble and Archer Lodge citizens for their dedication and support.

e) Council Member Wilson congratulated Mayor Mulhollem and welcomed Council Member Locklear and closed by saying, he had hope to see fairness return to their government.

f) Mayor Mulhollem announced that they were fortunate to have Mr. Jeffery D. Barnes, namesake of the Jeffery D. Barnes Council Chambers, present at the meeting and thanked him and his wife, Lisa, for attending.

14. ADJOURNMENT:

a) No Further Business

Moved by: Council Member Castleberry

Seconded by: Council Member Jackson

Meeting adjourned at 7:43 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

