

## Work Session - Minutes Monday, December 17, 2018

### **COUNCIL PRESENT:**

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

### **STAFF PRESENT:**

C.L. Gobble, Administrative Consultant  
Chip Hewett, Town Attorney  
Kim P. Batten, Finance Officer/Town Clerk  
Bob Clark, Planning/Zoning Administrator

### **COUNCIL ABSENT:**

### **GUESTS PRESENT:**

Dale Place, May & Place PA

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

- a) **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. He wished everyone a Merry Christmas and a great start to their New Year.**

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## **2 ORDER OF BUSINESS:**

- a) **Audit Presentation for Fiscal Year Ending June 30, 2018  
~ Mr. Dale Place of May & Place, PA**

Mr. Place presented highlights of the Audit for Fiscal Year ending June 30, 2018. He provided a clean opinion and suggested they review the Audit at their convenience. He referred them to page 10 which demonstrated the Town's Net Position increased by \$289,743. He thanked staff for assistance during the Audit process and if they have any questions, please contact him. No discussion followed.

- b) **Sidewalk Agreement ID# 8371 between NCDOT &  
Town of Archer Lodge ~ Bob Clark**

Mr. Clark reported that funding has been approved and plans with the Buffalo Road Safety/Sidewalk Project are projected to begin around May/June 2019. He added that the curb and gutter, street improvements and maintenance would be funded 100% by NCDOT, but the sidewalks will be funded 80% by NCDOT and 20% by the Town. After which, the Town will maintain the sidewalks. Mr. Gobble commended Mr. Clark for his work in this project with NCDOT.

- c) **Capital Improvement Plan (CIP) ~ CL Gobble**

Mr. Gobble reminded Mayor/Town Council that the CIP needed amending soon due to the PARTF Grant Application checklist. He, along with Mr. Clark, will be working with Susan Hatchell, Landscape Architect, PLLC, on Park Land Development details as it relates to an amended CIP and the PARTF Grant Application.

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**d) Radarsign's Traffic Calming Devices (<https://www.radarsign.com>)**

Mayor Mulhollem discussed reports of vehicles speeding in the town limits and shared information that he received from Ms. Batten regarding Radarsign's Traffic Calming Device. He asked that Council review the information provided for possible consideration. Discussion followed.

**e) Set Public Input Meeting for Park Development ~ CL Gobble**

Mr. Gobble noted that an informal Public Input Session for the New Town Park Development Process needed to be scheduled and will be conducted by Susan Hatchell Landscape. After conferring with Ms. Hatchell and ALCC with regards to their building, it was the consensus to conduct the Public Input Session on Tuesday, January 29, 2019 floating from 5:00 p.m.- 7:00 p.m. Council Member Bruton requested an updated drawing from Ms. Hatchell for Council to review prior to the Public Input Session. Ms. Batten noted that the Town would be responsible for advertising the meeting.

**f) Set Annual Planning Session/Retreat ~ Kim Batten**

Ms. Batten recommended Parkside Cafe located in Pine Level, for the Annual Budget Planning Retreat since they catered the Town's Christmas Appreciation Event that was held in December 2018. Discussion followed about their good food and service. All agreed for Ms. Batten to contact Connie Pennell, owner, about reserving a room for Saturday, February 23, 2019. Once confirmed, Mayor Mulhollem asked Ms. Batten to contact the Town Council Members.

**g) November 30, 2018 Financials & Year-to-Date Comparison (FY18 & FY19) ~ Kim P. Batten**

Ms. Batten stated that the fiscal year was 42% complete and shared the financial summary for all funds ending November 30, 2018. Revenues collected in the General Fund were close to 38% and will continue to increase as fiscal year progresses. She mentioned that the Town had received both \$50,000 grants from NCDNCR and the \$100,000 was transferred back to the Park Reserve Fund. The General Fund Expenditures were below 45%. The annual transfer from the General Fund to the Capital Reserve Fund had been completed per the Adopted Budget Ordinance. The Park Reserve Fund had improved since receiving the grant funds. Lastly, the Town Hall Expansion funding was only 30% completed but moving forward.

In comparing November 2017 with November 2018, Ms. Batten noted that the revenues and expenditures were higher in 2018 by \$113,500 and \$9,500 respectively. No further discussion.

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**3 CLOSED SESSION:**

**a) Attorney Hewett advised Council to enter into Closed Session to discuss personnel as permitted by § 143-318.11(a)(6).**

Moved by: Council Member Jackson  
Seconded by: Council Member Locklear

**Approved to Enter into Closed Session.**

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson

**Approved to Return to Open Session.**

CARRIED UNANIMOUSLY

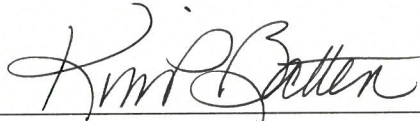
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**4      ADJOURNMENT:**

- a)      **No further business, Mayor Mulhollem adjourned the meeting at 8:57 p.m.**
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Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

