



**Regular Council Meeting &
Public Hearing Minutes on Amending the Code
of Ordinances, Town of Archer Lodge, NC, in
accordance with State Law as referenced below:**

**1. Chapter 30, Articles II, III, IV, VI, Section 30-421
and Appendices**

Monday, November 2, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Julie Maybee, Town Planner
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem 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: Mayor Pro Tem Castleberry

Approved Agenda.

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:

04 May 2020 Virtual Regular Council Meeting Minutes

18 May 2020 Virtual Special Meeting Minutes

01 June 2020 Regular Council Meeting Minutes

15 June 2020 Work Session Minutes

15 June 2020 Special Meeting Minutes

13 July 2020 Regular Council Meeting Minutes

03 Aug 2020 Regular Council Meeting Minutes
08 Sept 2020 Regular Council Meeting Minutes

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **PUBLIC HEARING - Text Amendments - Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Zoning and Subdivisions, Articles II, III, IV, VI, Section 30-421 - Sedimentation, Erosion Control and Stormwater Management and Appendices addressing:**
- ordinance applicability
 - special use procedures/permits
 - zoning compliance procedures/permits
 - site plans
 - design standards
 - other related provision
1. **Open Public Hearing**
 2. **Staff Report and Planning Board Recommendations**
 3. **Public Comments**
 4. **Close Public Hearing**
 5. **Governing Body**
 - **Discussion and Consideration of Consistency Statement**
 - **Discussion and Consideration of Adopting Ordinance# AL2020-11-1 Amending Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices**

1. Mayor Mulhollem called for a motion to **Open the Public Hearing.**

2. Staff Report and Planning Board Recommendations

Ms. Maybee shared a couple of slides from a PowerPoint presentation regarding her staff report which both appear as follows:



Town Council Requested Action

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Click to add text

- Staff respectfully requests that the Town Council:
 - Open Public Hearing;
 - Staff Report and Planning Board Recommendations’
 - Public Comments
 - Close Public Hearing
- Governing Body:
 - Discussion and Consideration of Consistency Statement (Draft Consistency Statement included for Council’s consideration.)
 - Discussion & Consideration of Adopting Ordinance #AL2020-11-1 Amending Chapter 30, Article II, II, IV,VI, Section 30-421 and Appendices (Draft Ordinance included for Council’s consideration.)

Overview

Slide 9

- Article II. Zoning, Division 2. – Zoning Districts, Subdivision 2 – Zoning District Regulations
 - Applicability
 - Special Uses
- Article III. Site Plans
 - General Requirements
 - Zoning Compliance Permit Procedures
 - Site Plan Procedures
- Article IV. Design Standards. Article VI. Subdivisions, Division 5. – Design of Subdivisions
 - Section 30-421: Sedimentation, Erosion control and Stormwater Management
- Appendices:
 - Sec. 30-A3. List of Recommended Plants (Update)
 - Sec. 30-A6. Information Required with Applications
 - Sec. 30-A7. Information Required on Lighting Plans

Staff Report Page | 1



TOWN OF ARCHER LODGE
14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727
Fax: 919-359-3333

Mayor:
Matthew B. Mulhollem

Council Members:
Clyde B. Castleberry
Mayor Pro Tem
Teresa M. Bruton
J. Mark Jackson
James (Jim) Purvis, III
Mark B. Wilson

To: Town Council
From: Julie Maybee, Town Planner
Date: November 2, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm, CodeWright Planners
Re: Agenda Item 5.a. - Proposed Revisions of Chapter 30 - Zoning & Subdivisions, Articles II, III, IV, VI, Section 30-421- Sedimentation, Erosion Control and Stormwater Management and Appendices

At the Town Council meeting on the October 5, 2020, the Council set a 11-2-20¹ public hearing date to consider proposed amendments to the Archer Lodge Code of Ordinances referenced herein.

Accordingly, ordinance “AL#2020-11-1 Amending Chapter 30 - Zoning and Subdivisions, Articles II, III, IV, VI, Section 30-421 and Appendices, was drafted, and subsequently reviewed by Town Attorney Marcus Burrell.

Proposed ordinance provisions were prepared by Special Counsel Al Benshoff, The Brough Law Firm; and Chad Meadows, CodeWright Planners. Input and comments were also received from Council Members, Town Attorney, Planning Board and staff.

Public Hearing Notification:

Notice of public hearing was published in accordance with NC General Statutes. Also, a public hearing notice was posted at Town Hall, on the Town’s website, and on the Town’s social media.

¹ Initially an October 5, 2020, Public Hearing date was set by Council. However, the date was moved to 11-2-20 due to a change in legal ad publication process; and to allow additional time to receive Council/public comments.

The proposed text provisions were also placed on the Town's website.

Background Information:

North Carolina laws have changed, or in the process of changing, that affect the development of land in Archer Lodge, NC. As referenced at the Council's recent budget retreat and at subsequent meetings, revisions to the Code of Ordinances, Town of Archer Lodge, NC, are ongoing.

As you may recall, Chad Meadows provided an overview of the proposed commercial building design standards at the Council's September 8, 2020 meeting.

Also, on Thursday, September 9, 2020, a memorandum from Al Benshoff, Chad Meadows, and Julie Maybee was forwarded to the Town Council and Planning Board along with proposed ordinance revisions pertaining to applicability, special use permits, zoning compliance permits, site plans, design standards, and other related provisions.

Special Counsel Al Benshoff provided a comprehensive overview of proposed revisions, under consideration, with the Planning Board on September 16, 2020, and at the September 21, 2020, Town Council Work Session meeting.

As proposed, the revisions will follow guiding land use principals referenced in the *Town of Archer Lodge 2030 Comprehensive Land Use Plan* and other adopted plans having bearing on the matter. "Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features." (*Town of Archer Lodge 2030 Comprehensive Land Use Plan*)

Planning Board Recommendation:

On September 16, 2020, the Planning Board deliberated, made consistency statement findings referenced below; and recommended approval of the proposed amendments. Clarifications were also offered by the Board and incorporated into the proposed text as well.

Consistency Statement: The Planning Board finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions clarify/streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions in accordance with NC State laws.

Furthermore, the proposed amendments are in compliance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "*Comprehensive Plan*", and other adopted Town plans having bearing on the matter.

The proposed revisions will follow the guiding land use principals of the "Comprehensive Plan". Archer Lodge's vision for future land development is to

encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Open Public Hearing;
- (2) Staff Report and Planning Board Recommendations'
- (3) Public Comments
- (4) Close Public Hearing
- (5) Governing Body:
 - a. Discussion and Consideration of Consistency Statement (Draft Consistency Statement included for Council's consideration.)
 - b. Discussion & Consideration of Adopting Ordinance #AL2020-11-1 Amending Chapter 30, Article II, II, IV,VI, Section 30-421 and Appendices (Draft Ordinance included for Council's consideration.)

Draft Town Council Consistency Statement

Consistency Statement: The Town Council finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions comply with NC GS 160D, clarify/streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions

Furthermore, the proposed amendments are in accordance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "*Comprehensive Plan*", and other adopted Town plans having bearing on the matter. The proposed revisions follow the guiding land use principals of the "Comprehensive Plan". Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Ms. Maybee offered a brief timeline of the text amendments being considered:

- September 8, 2020 - Chad Meadows, Code Wright Planners, LLC, gave a presentation of the Commercial Design Standards.
- September 16, 2020 - Special Attorney Benshoff discussed the Text Amendments with the Planning Board.
- September 21, 2020 - Special Attorney Benshoff discussed the Text Amendments with the Town Council.
- Public Hearing was set for October 5, 2020 but the N&O publication changed due dates for advertising a legal ad, so public hearing was rescheduled for tonight's meeting, November 2, 2020.

Nothing furthered was mentioned.

3. Mayor Mulhollem asked if there were any **Public Comments**.

There were no public comments.

4. Mayor Mulhollem called for a motion to **Close the Public Hearing**.

5. Mayor Mulhollem opened the floor for the **Governing Body Discussion** session.

Consistency Statement

- No further discussion regarding the Consistency Statement.

Ordinance# AL2020-11-1

- No comments or concerns.

Having no further discussion, Mayor Mulhollem called for a motion to adopt the Consistency Statement as written and presented by Staff.

The Adopted Archer Lodge Town Council Consistency Statement appears as follows:

The Town Council finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions comply with NC GS 160D, clarify/ streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions

Furthermore, the proposed amendments are in accordance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "Comprehensive Plan", and other adopted Town plans having bearing on the matter. The proposed revisions follow the guiding land use principals of the "Comprehensive Plan". "Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Having adopted the Consistency Statement, Mayor Mulhollem called for a motion to Adopt Ordinance# AL2020-11-1 Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices as presented by Staff.

The Adopted 103-page Ordinance# AL2020-11-1 as presented in the agenda is on file in the clerk's office. Page 1 and page 103, Adoption Certification page, appear as follows:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES,
TOWN OF ARCHER LODGE, NORTH CAROLINA,
CHAPTER 30 – ZONING AND SUBDIVISIONS,
ARTICLES II, III, IV, VI, SECTION 30-421 AND APPENDICES

Section 1. Pursuant to authority granted to by N.C. Gen. Stat. § 160A – 381, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 30 - Zoning & Subdivisions, Articles II, III, IV, VI, Section 30-421 and Appendices as follows:

[Space below intentionally left blank]

* The maximum level of illumination at the outer perimeter of the site or project shall be 0.5 foot-candles when abutting a residential zoning district and 5.0 foot-candles when abutting all other districts and/or streets.

- (g) Excessive illumination. Lighting within any lot that unnecessarily illuminates and substantially interferes with the use or enjoyment of any other property is prohibited. Lighting unnecessarily illuminates another lot if it exceeds the requirements of this subsection.
- (1) All outdoor lighting shall be designed and located such that the maximum illumination measured in foot-candles at the property line does not exceed 0.2 on neighboring residential uses, and 0.5 on neighboring commercial sites and public rights-of-way.
- (2) Lighting shall not be oriented to direct glare or excessive illumination onto streets in a manner that may distract or interfere with the vision of drivers on such streets.
- (3) Fixtures used to accent landscaping or art shall be located, aimed, or shielded to minimize light spill into the night sky.
- (4) Blinking or flashing lights shall be prohibited unless the lights are required as a safety feature.
- (h) Nonconforming lighting. Lighting fixtures existing as of the date of adoption of this ordinance, may remain, and shall be considered lawful nonconforming structures. Modifications, replacement or expansions shall conform to the standards of this ordinance.

Section 2. This ordinance shall become effective on November 2, 2020.

DULY ADOPTED, THIS 2ND DAY OF NOVEMBER 2020.

TOWN OF ARCHER LODGE

(SEAL)



Matthew B. Mulhollem, Mayor



ATTEST:



Kim P. Batten, Town Clerk

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved to Open the Public Hearing at 6:35 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Jackson
Seconded by: Council Member Purvis
Approved to Close the Public Hearing at 6:43 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted the Consistency Statement as written.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted Ordinance# AL2020-11-1 Amending Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices as presented.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Adopting a Resolution Approving Dedication of Trail in Vinson Park Subdivision (Resolution# AL2020-11-02a)

Ms. Maybee opened with a Staff report which reminded Council of their consensus to accept Mr. James Lipscomb's dedication of the Vinson Park Subdivision Trail to the Town of Archer Lodge. Ms. Maybee, along with Council, extended appreciation to Mr. Lipscomb.

Ms. Maybee's Staff report appears as follows:

Staff Report Page | 1

TOWN OF ARCHER LODGE
14094 Buffalo Road
Archer Lodge, NC 27527

Matn: 919-359-9727
Fax: 919-359-3333

Mayor:
Matthew B. Mulhollem

Council Members:
Clyde B. Castleberry
Mayor Pro Tem
Teresa M. Bruton
J. Mark Jackson,
James (Jim) Purvis, III
Mark B. Wilson



To: Town Council
From: Julie Maybee, Town Planner
Date: November 2, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney
Re: Agenda Item 5.b. Discussion and Consideration of Adopting a Resolution Approving Dedication of Trail in Vinson Park Trail Subdivision

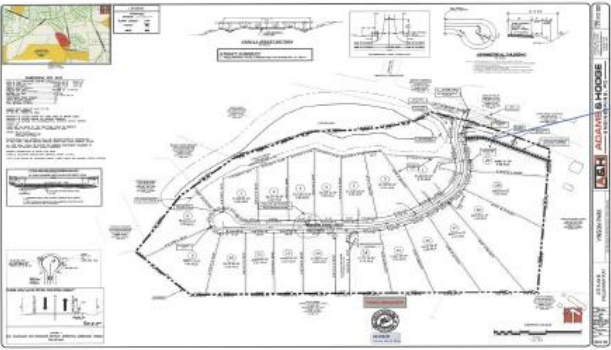
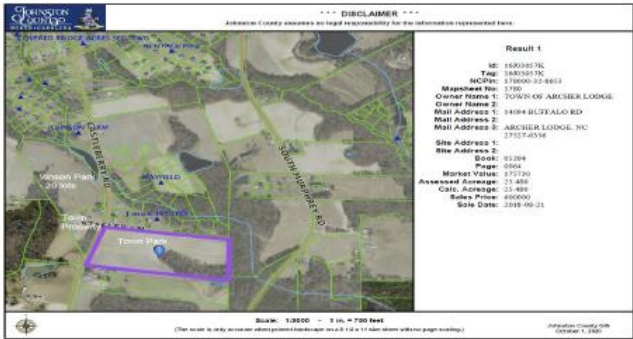
At the October 5, 2020, meeting it was the consensus of the Town Council to move forward with Mr. James Lipscomb's offer of trail dedication as conveyed below. He is the Registered Agent and Managing Member for Goodwin Chase, LLC, a North Carolina limited liability company, developing the property.

"... Our intent is to dedicate this trail section to the Town of Archer Lodge, knowing it is an integral part of The Town's future trail system identified in the Town of Archer Lodge Bicycle and Pedestrian plan. In addition, a public pedestrian assessment easement will be included on the final plat, ensuring there is adequate space along Castleberry Road for the Town to continue the path's construction towards Covered Bridge Road..."

Accordingly, "AL#2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision", was prepared by Town Attorney Marcus Burrell and is forwarded for Council's consideration and adoption.

Subdivision Approval/Bike and Pedestrian Plan Background Information:

In April 2019, the Planning Board approved a preliminary plat for Vinson Park, a 20-lot major subdivision, on western right-of-way of Castleberry Road in the vicinity of the Town Park. Please refer to the *Town Park Vicinity Map* and *Vinson Park Preliminary Plat* (presented at the above referenced Planning Board meeting) below:



At the Planning Board meeting the developer offered an easement between the pond and Castleberry Road for a possible future public trail or side-path.

A ten (10) feet wide asphalt multi-purpose trail, approximately two hundred seventy (270) feet long, has since been constructed in the public easement area near the entrance of the subdivision.

As stated in his letter to members of the Archer Lodge Town Council, the developer, James Lipscomb, "... Our intent is to dedicate this trail section to the Town of Archer Lodge, knowing it is an integral part of The Town's future trail system identified in the Town of Archer Lodge Bicycle and Pedestrian plan. In addition, a public pedestrian assessment easement will be included on the final plat, ensuring there is adequate space along Castleberry Road for the Town to continue

the path's construction towards Covered Bridge Road..."

In reviewing the adopted *Bicycle and Pedestrian Plan, Town of Archer Lodge, NC*, a shared use path is recommended along Castleberry Road as "PROJECT 5B: Castleberry Road Shared-use Improvements" to help residents access the Town Park. Please see the applicable plan map and excerpt below:



"Background. Castleberry Road runs north to south from Covered Bridge Road in the vicinity of Covered Court in the north to NC Highway 42 (outside of the town's municipal boundary) to the south. A connection to the new Archer Lodge Park was discussed numerous times in public meetings and was frequently identified as needing bicycle and pedestrian improvements. There are numerous homes surrounding the new park's location, especially around South Murphrey Road, Steeler Lane, and Castleberry Road. The total length between Castleberry Road and South Murphrey Road is roughly 2,500 feet long. Improvements would provide additional safe access from nearby neighborhoods to the new Town park.

Existing Conditions. Castleberry Road is a paved two-lane road with a speed limit ranging between 35 and 55 mph. Higher speeds may pose a safety concern for on-road cyclists. Separation from motor vehicles can offer higher levels of security for cyclists if a shared-use path is installed ..."



Opportunity for Wayfinding Signage to the Town Park on Castleberry Road and a Shared-use Path Westbound of Castleberry Road
(AECOM, 2019)

Opportunities and Recommended Improvements. The proposed shared-use path project will travel south on Castleberry Road, connecting the proposed South Woodstone Trail to a future greenway within the new Town park (south of Steeler Lane). Several spot projects have been proposed on this road that will help residents access the new Town park ..."

Staff Recommendation:

Staff supports Mr. Lipscomb's offer of dedication and Council's adoption of "AL2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision."

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Adopt "AL2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision."

Following a few comments, Mayor Mulhollem read Resolution# AL2020-11-02a Approving Dedication of Trail in Vinson Park Subdivision and called for a motion to approve.

The Approved Resolution# AL2020-11-02a appears as follows:



RESOLUTION# AL2020-11-02a

TOWN OF ARCHER LODGE

RESOLUTION APPROVING DEDICATION OF TRAIL IN

VINSON PARK SUBDIVISION

WHEREAS, an offer of dedication of a bicycle and pedestrian trail was made by Goodwin Chase, LLC, a North Carolina limited liability company, being the developer of Vinson Park Subdivision located adjacent to Castleberry Road; and

WHEREAS, the Archer Lodge Town Council has previously approved a bicycle and pedestrian plan, together with bicycle and pedestrian trails; and

WHEREAS, the proposed dedicated trail would connect with the previously approved trail section 5B (as referenced on Exhibit #1); and

WHEREAS, said developer has provided that private maintenance of the trail would be performed until such a time that the completed trail section 5B connects to the dedicated trail, at which time, the Town of Archer Lodge would assume maintenance of the dedicated portion of trail section 5B; and

WHEREAS, the Archer Lodge Town Council has determined it is in the best interest of the Town to approve the dedication of the trail located adjacent to Castleberry Road and Vinson Park Subdivision; and

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby approves the dedication of the trail located adjacent to Castleberry Road and Vinson Park Subdivision. That the maintenance of said trail shall be assumed by the Town of Archer Lodge at such time that trail section 5B joins the dedicated trail. Until such a time, the maintenance shall be the responsibility of the developer or Vinson Park Subdivision homeowners' association.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

ATTEST:



(SEAL)

Kim F. Batten, Town Clerk



(SEAL)

Matthew B. Mulhollem, Mayor



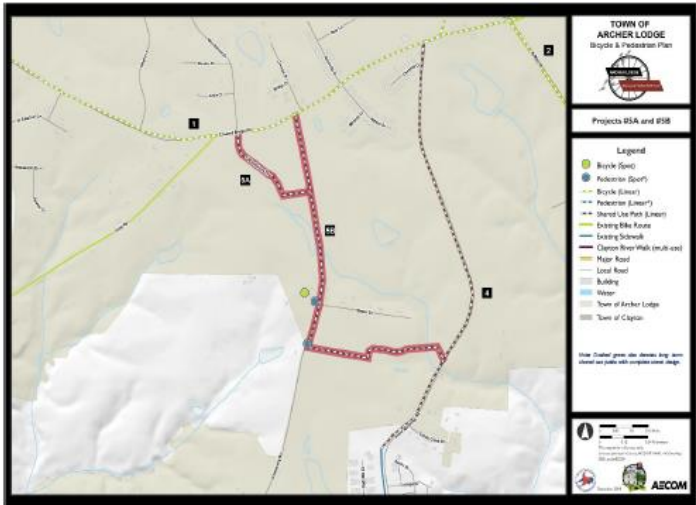


EXHIBIT #1

Map Excerpt (Page 79) from the Bicycle and Pedestrian Plan,
Town of Archer Lodge, North Carolina
Adopted April 6, 2020



Figure 4-5: Project 5 South Woodstone and Castleberry Road



No further discussion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Adopted Resolution# AL2020-11-02a Approving Dedication of Trail in
Vinson Park Subdivision to the Town of Archer Lodge.**

CARRIED UNANIMOUSLY

**c) Discussion and Consideration of Approving a Resolution Adopting
the 2021 Holiday Schedule (Resolution# AL2020-11-02b)**

Mayor Mulhollem noted that the Town normally follows the Holiday Schedule set by the State. No comments or discussion followed.

**The Approved Resolution# AL2020-11-02b Adopting the 2021
Holiday Schedule appears as follows:**



RESOLUTION# AL2020-11-02b

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2021 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 2021 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays#2021>

2021 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1st	Friday
Martin Luther King Jr's Birthday	January 18th	Monday
Good Friday	April 2nd	Friday
Memorial Day	May 31st	Monday
Independence Day	July 5th	Monday
Labor Day	September 6th	Monday
Veterans Day	November 11th	Thursday
Thanksgiving	November 25th & 26th	Thursday & Friday
Christmas	December 23rd, 24th & 27th	Thursday, Friday & Monday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2021 Holiday Schedule as presented.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

ATTEST:


Kim P. Batten
Town Clerk

(SEAL)


Matthew B. Mulhollem
Mayor

(SEAL)



Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Approved Resolution# AL2020-11-02b Adopting the 2021 Holiday Schedule.

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving a Resolution Adopting the 2021 Town Council Meeting Schedule (Resolution# AL2020-11-02c)

Mayor Mulhollem opened the floor for discussion.

- Comment was heard regarding the Budget Retreat being changed in 2021. Mr. Gordon noted that the Budget Retreat will be on the 3rd Monday in February instead of the last Saturday in February. and replaces the Work Session in February.
- Mayor Mulhollem shared that he had discussed with Staff about scheduling the Retreat on a weeknight which would be focused on the deadlines of the PARTF Grant for the Town Park. He noted that if additional time is needed, then another meeting can be scheduled.

No further discussion.

The Approved Resolution# AL2020-11-02c Adopting the 2021 Town Council Meeting Schedule appears as follows:



RESOLUTION# AL2020-11-02c

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE
2021 TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes 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 2021 CALENDAR TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	Monday, Jan 4		
February	Monday, Feb 1		Monday, Feb 15
March	Monday, Mar 1		
April	Monday, Apr 5		
May	Monday, May 3	Monday, May 17	
June	Monday, Jun 7	Monday, Jun 21	
July	* Monday, Jul 12 *		
August	Monday, Aug 2		
September	* Tuesday, Sep 7 *	Monday, Sep 20	
October	Monday, Oct 4		
November	Monday, Nov 1	Monday, Nov 15	
December	Monday, Dec 6		

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2021 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

ATTEST:


Kim P. Batten
Town Clerk




Matthew B. Mulhollem
Mayor

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

Approved Resolution# AL2020-11-02c Adopting the 2021 Town Council Meeting Schedule.

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Adopting Budget Amendment (BA 2021 01) for Fiscal Year Ending June 30, 2021

Ms. Batten reported that Ad Valorem tax revenues are expected to be higher than budgeted and Investment Earnings were much lower than budgeted in all funds. With the revenue changes mentioned, Ms. Batten added that expenditures in all funds needed to be reappropriated or reduced as reflected in the budget amendment.

Adopted Budget Amendment (BA 2021 01) appears as follows:



Budget Amendment # BA 2021 01
Date: 02-Nov-20

General Fund/Capital Reserve Fund/Park Reserve Fund/Public Safety Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: 2019 Property Taxes	10-3119-0000	-	900.00	900.00
Gen: 2020 Property Taxes	10-3120-0000	740,000.00	8,000.00	748,000.00
Gen: 2020 Vehicle Taxes	10-3120-0120	104,000.00	7,000.00	111,000.00
Gen: Investment Earnings	10-3831-0000	16,000.00	(13,000.00)	3,000.00
Gen: Transfer from Town Hall Exp Fund 40	10-3900-3940	-	1,100.00	1,100.00
Cap Res: Investment Earnings	30-3831-0000	4,200.00	(2,700.00)	1,500.00
Park Res: Investment Earnings	31-3831-0000	2,400.00	(1,600.00)	800.00
Pub Safety Res: Investment Earnings	32-3831-0000	2,400.00	(1,400.00)	1,000.00
Total Increase (Decrease) in Revenues			(1,700.00)	
Expenditures:				
Gen/Gov Body: Town's Annual Events	10-4110-3160	7,000.00	(3,000.00)	4,000.00
Gen/Public Buildings: Contracted Services	10-4190-3500	20,500.00	5,000.00	25,500.00
Gen/Public Safety: Contracted Services-AL Fire Department	10-4300-3500	329,000.00	3,000.00	332,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(3,000.00)	7,000.00
Gen/Parks & Recreation: Social Media Services (new account)	10-6120-3360	-	2,000.00	2,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	4,200.00	(2,700.00)	1,500.00
Park Res: Recreation Development	31-6120-5500	83,400.00	(82,600.00)	800.00
Park Res: Transfer to Archer Lodge Town Park Fund 41	31-9900-0010	-	81,000.00	81,000.00
Pub Safety Res: Public Safety Development	32-4300-5500	27,400.00	(1,400.00)	26,000.00
Total Increase (Decrease) in Expenditures			(1,700.00)	
			0.00	

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 2nd day of November 2020

ATTEST:

Kim P. Batten, Town Clerk



Matthew B. Mulhollem, Mayor

Teresa M. Bruton, Budget Officer

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Adopted Budget Amendment (BA 2021 01) for Fiscal Year Ending June 30, 2021.

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

- a) **Attorney Burrell expressed sincere appreciation for the thoughts and prayers during the impact of COVID-19 at Hewett Law Group and was thankful that all were better and doing well.**

7. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Gordon reported the following:**
- Discussed the Annual Appreciation Celebration at ALCC. Council agreed to have the event with a reduced number of attendees and follow the requirements of the CDC.
 - Discussed attending the November 16, 2020 Town Council & Planning Board Joint Meeting at ALCC. Those planning to attend confirmed with Ms. Batten.
 - Discussed agenda preferences: hard copy or digital version. Council Member Purvis, Jackson, Mayor Pro Tem Castleberry preferred digital, Council Member Wilson preferred a hard copy and Attorney Burrell preferred either a Town iPad or a hard copy.
 - Staff and Mr. Jim Thames, Consultant Engineer, attended a meeting with the Public Services Directors of the Town of Clayton regarding sewer. Mr. Thames will provide a letter with a 10-year

projection of sewer needs for the Town. This letter will assist with costs estimates for a sewer project and will be share with the Town of Clayton.

- Advised that Staff will contract with Mr. Thames for his services at an hourly rate regarding sewer related duties. Updated information will be shared with Council before moving forward.

No further discussion.

8. FINANCIAL/TOWN CLERK'S REPORT:

a) September 30, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)

Ms. Batten shared that the first quarter of the fiscal year had ended on September 30, 2020. General Fund revenues remain slow at only 12.45% and expenditures remain constant at 22.57%. Fees in Lieu of Recreation revenues were received for Bittle Creek Subdivision for 10 lots. Investment earnings are very low in all funds and the only other activity was the monthly three cents tax transfer from General Fund to the Park Reserve Fund which this month included the Fees in Lieu of Recreation collected from Bittle Creek Subdivision.

In comparing September 2019 with September 2020, revenues are slightly lower in 2020 by roughly \$2,400 but expenditures are lower in 2020 than they were in 2019. Therefore, Ms. Batten noted that September 2020 is demonstrating a net increase of roughly \$19,000. No further comments or discussion followed.

b) Audit Update for Period Ending June 30, 2020

Ms. Batten informed Council that normally October 31st of each year is the due date for the Audit and the Annual Financial Information Report (AFIR); however, due to COVID-19 Pandemic, the deadline has been extended to January 31, 2021. This change relieves auditors as well as finance officers. Also, Ms. Batten mentioned that our auditor has had health issues and this extension allows him additional time to recover. No more information was provided.

c) Joint Meeting with the Archer Lodge Planning Board Monday, November 16, 2020 Archer Lodge Community Center 6:30 p.m.

Ms. Batten reiterated that the Joint Meeting with Council and the Planning Board is scheduled for Monday, November 16, 2020 at ALCC.

9. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the following:

- Discussed the Planning and Zoning Report for July 1, 2019 - October 29, 2020 and highlighted the following:
 - Zoning Permits are a little ahead from the same period in 2019.
 - Johnston County's evaluation of septic systems is impacting the issuance of permits in Archer Lodge.
 - NC mandates water shed protection provisions and the Town must comply so those provisions will be presented at the November 16, 2020 Joint Meeting.
 - Approved Bittle Creek Subdivision - 10 Lots.

- Vinson Park Subdivision plat approval is pending on a mail kiosk installation and assuring the road will be maintained by Developer until NCDOT approves and assumes maintenance.
- Email Correspondence: 1,304 out-going & 2,972 in-coming

Ms. Maybee thanked Council for adopting Ordinance# AL2020-11-1 which she believes will keep Archer Lodge a unique community plus gain more tax base. She further thanked Attorney Burrell for his assistance.

b) Code Enforcement

Ms. Maybee shared she's monitoring code enforcement cases/complaints and sees improvements. However, she's mindful of COVID-19 pandemic and shares understanding for slow resolutions.

10. MAYOR'S REPORT:

- a) Mayor Mulhollem reminded everyone to vote tomorrow and added that approximately 60% of the Johnston County voters had already voted. He stated that the Archer Lodge Community Center voting poll had over 10,000 voters already.
-

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared he will be a Poll Observer on Election Day from 1:00 p.m. - 5:00 p.m.
-

b) Council Member Jackson shared the following:

- He and his wife had already voted and noted that his Son will be working at the polls.
 - Reminded everyone that November 9th is the Anniversary of the Town.
 - Veterans Day & Thanksgiving are approaching.
 - Expressed that he hoped the Town would recognize by some means the Founding Individuals of the Town before they are forgotten.
-

- c) Mayor Pro Tem Castleberry shared that his daughter voted for the first time at the early voting at the ALCC and was the 11,885th voter. He requested prayer for the people that are sick in the community.
-

- d) Council Member Purvis encouraged everyone to vote and expressed that he was happy to attend the meeting.
-

12. ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:33 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

