



Regular Council - Minutes Monday, October 5, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton (Remotely)
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

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

COUNCIL ABSENT:

GUEST PRESENT:

James Lipscomb, Vinson Park Subdivision Dev.
Mike Mulhollem, Co-Chair AL Veterans Committee

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:31 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.

Due to the State of NC Guidelines and to limit the spread of Coronavirus (COVID-19) Council Member Bruton attended remotely via Phone conferencing.

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: Council Member Jackson
Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

a) No Public Comments.

4. **RECOGNITION/PRESENTATION:**

a) **Proclamation - Breast Cancer Awareness Month**

Mayor Mulhollem proclaimed October 2020 as Breast Cancer Awareness Month by reading the following Proclamation for Breast Cancer Awareness:



b) **Junior Women's League of Smithfield's Diaper Drive**

Mayor Mulhollem applauded the Junior Women's League (JWL) of Smithfield, NC for their volunteers that are dedicated to helping local communities. He referred to their flyer in the agenda packet that states their 2020 "Touch-A-Truck" fall event has been cancelled due to COVID-19 pandemic; however, there are other ways to help with the Diaper Drive. The JWL of Smithfield's Diaper Drive flyer appears as follows:

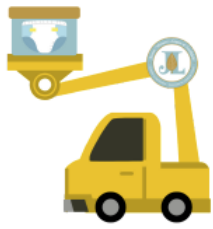
The Junior Women's
League of Smithfield's

DIAPER DRIVE

Changing Diapers, Changing Lives

To benefit the
Partnership for Children of
Johnston County

As a result of the COVID-19 pandemic, the Junior Women's League of Smithfield was forced to make the difficult decision to cancel its 2020 Touch-A-Truck, the League's signature fall event that would have raised funds to support the creation of a Diaper Closet at the Partnership for Children of Johnston County. Although we can't hold an event where children can touch trucks, we can ask for the community's support to fill a truck -- full of diapers!



HOW TO HELP

Support the
Diaper Drive as a
sponsor

Donate diapers at
one of our
collection sites

Make a monetary
donation to help us
purchase diapers,
wipes, and creams

Purchase diapers
from our Amazon
Charity List and have
them shipped to JWL

Visit www.JWLSmithfield.com to learn more.

Save the Date

FOR NEXT YEAR'S TOUCH-A-TRUCK:
NOVEMBER 6, 2021

Questions? Email JWL_Smithfield@gmail.com

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of the Vinson Park Trail Dedication

Ms. Maybee shared in a staff report information regarding the Vinson Park Subdivision's multi-purpose Greenway trail in relation with the Town Park and appears as follows:



TOWN OF ARCHER LODGE

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

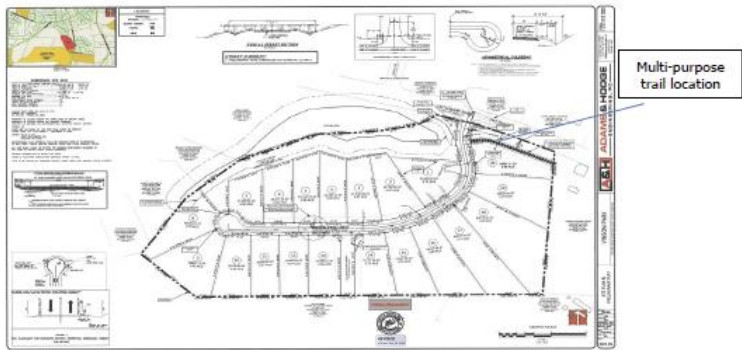
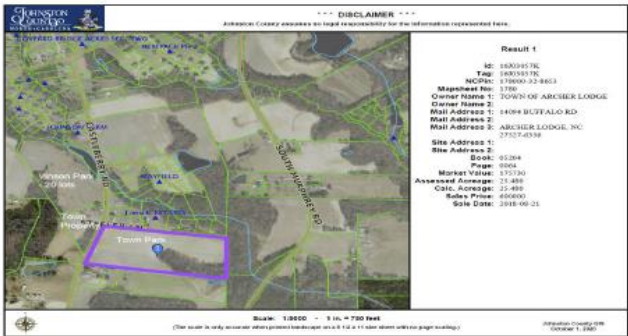
Mayor:
Matthew B. Muthollem

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

To: Town Council
From: Julie Maybee, Town Planner
Date: October 5, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm
Re: Agenda Item 5.a. Vinson Park Trail Dedication

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. Additional information will be presented at the meeting.

Town Council Requested Action:

Staff respectfully requests that the Town Council:
(1) provide input/direction on the proposed offer of dedication from Mr. Lipscomb.

Following her staff report, Ms. Maybee introduced Mr. James Lipscomb and shared his letter of intent to dedicate the Greenway trail section to the Town of Archer Lodge which appears as follows:



September 30, 2020

Archer Lodge Town Council

Re: Greenway Trail Dedication at Vinson Park Subdivision

Dear Members of the Archer Lodge Town Council,

This letter is regarding the Vinson Park Subdivision, located on Castleberry Road, which was approved by the Archer Lodge Planning Board at their April 17, 2020 meeting.

As part of that subdivision preliminary plat and associated approval, a section of greenway trail was proposed for construction by the developer, located on the subdivision property. The 10' asphalt multi-purpose trail is approximately 270 feet long and runs between the future park property to the south and the subdivision entrance drive (Vinson Park Drive).

This trail section has been constructed and home lots will be ready for sale soon. 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 access 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.

I look forward to speaking with you about the details and timing of this dedication.

Regards,

James H. Lipscomb

CC: Julie Maybee, Town Planner

328 E Main Street, Clayton NC 27520

James@myHTR.com

(919) 422-4704

Ms. Maybee shared a PowerPoint presentation regarding the Greenway Trail and the offer of Dedication to the Town of Archer Lodge and appears as follows:



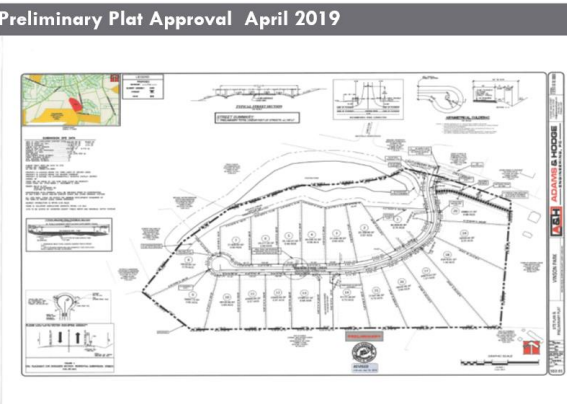
Town Park & Vinson Park Subdivision
Vicinity Map

2



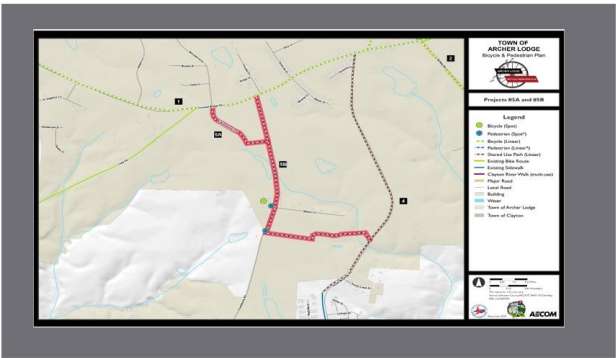
Vinson Park Subdivision

3



Bicycle and Pedestrian Plan, Town of Archer Lodge, NC
Adopted April 2020

4



Vinson Park Subdivision Trail,
Town of Archer Lodge

5



Vision Statement:

"Today and into the future the Town of Archer Lodge, will be a peaceful, family oriented, active community that looks to retain our small-town, agricultural character, meeting the needs of our current and future residents and businesses."

Goal:

"To offer diverse and continually improving leisure and recreational opportunities for citizens of all ages and interests, improve the quality of life of citizens, and promote healthy living and a healthy population."

Comprehensive Parks and Recreation Master Plan

"Action Steps for moving forward Develop parks, greenways, and other recreational facilities in phases to address urgent demands and seek connectivity with adjacent communities ..."

Discussion



Following the presentation, Mayor Mulhollem opened the floor for discussion. Discussion followed regarding the following:

- Existing pond will remain on the property.
- The Johnson Farm property has an existing 10 ft. easement and the proposed plan is to extend the existing easement between the road and the pond to the Vinson Park entrance which is undeveloped.
- Dedicating this trail to the Town will hopefully eliminate negotiations with the future Homeowners Association (HOA) for easements. Monies will be available for the HOA to maintain the trail until the Town expands it.
- Once the trail is expanded by the Town, the Town will assume the maintenance of the asphalt, but the HOA would continue to assume the responsibility of grounds maintenance service.

- Plan to install a 20 ft. fence along the Castleberry roadside of the property that will be between the easement for the trail and the pond for safety reasons.

The Mayor, Town Council and Staff expressed appreciation to Mr. Lipscomb's offering the dedication of the Vinson Park Trail to the Town. Having no further discussion or objections, Mayor asked staff to correspond with legal counsel and provide a Resolution for consideration to accept the offer at the Regular Town Council meeting scheduled for Monday, November 2, 2020.

b) Discussion and Consideration of Rescheduling the Public Hearing originally set for Monday, October 5, 2020 to Monday, November 2, 2020 for Amending the Code of Ordinances, Archer Lodge, NC, Chapter 30 – Zoning and Subdivisions, Articles II, III, VI and Appendices addressing: ordinance applicability, special use procedures/permits, zoning compliance procedures/permits, site plans, design standards, and other related provisions and to Section 30-421 Sedimentation, Erosion Control and Stormwater Management

Mayor Mulhollem explained, after confirming with Ms. Batten, that publication deadline dates had changed without notice. Therefore, the amount of time required for publishing a Legal Ad before the Monday, October 5, 2020 Council Meeting was insufficient. No further discussion.

Mayor Mulhollem called for a motion to reschedule the Public Hearing to Monday, November 2, 2020 at the Regular Town Council Meeting.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Rescheduled the Public Hearing originally set for Monday, October 5, 2020 to Monday, November 2, 2020 for Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 – Zoning and Subdivisions, Articles II, III, VI and Appendices addressing: ordinance applicability, special use procedures/permits, zoning compliance procedures/permits, site plans, design standards, and other related provisions and to Section 30-421 Sedimentation, Erosion Control and Stormwater Management.

CARRIED UNANIMOUSLY

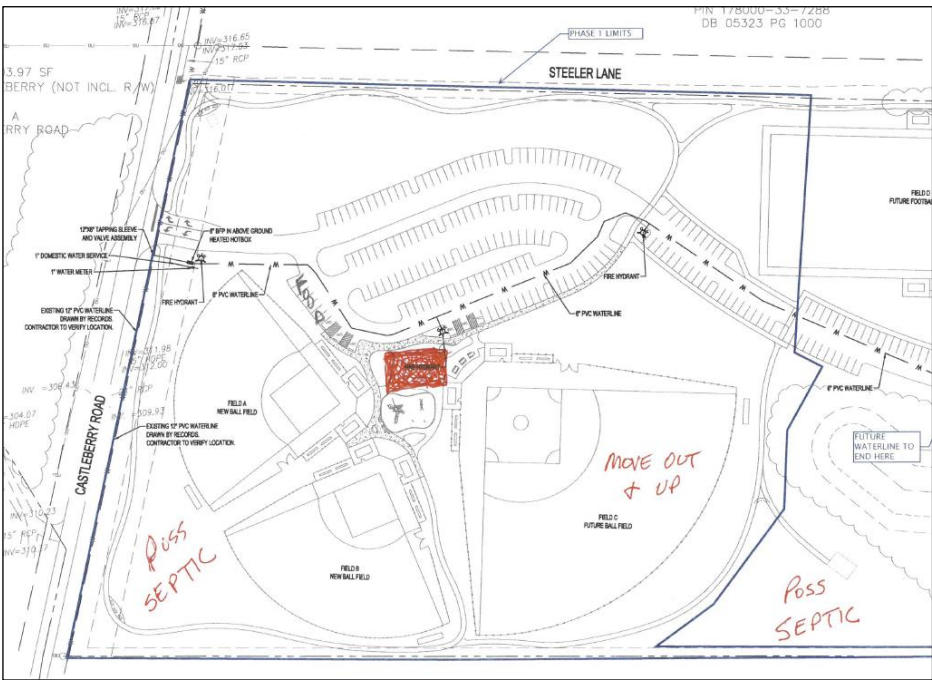
6. TOWN ADMINISTRATOR'S REPORT:

a) Archer Lodge Town Park Discussion

Prior to beginning his report, Mr. Gordon mentioned that Hewett Law Group has been affected by COVID-19 and asked all to keep them in your prayers.

Mr. Gordon reported the following:

- Grading for the Town Park property will be starting in 2021.
- He referred to a Park Design drawing provided by Susan Hatchell, Landscape Architect, which appears as follows:



- Mr. Gordon share a few changes that will be necessary for the following:
- Having no sewer connection, the Town added a septic system for public restrooms near the ballfields.
 - Johnston County Department of Environmental Health has determined there are three potential areas for a septic field.
 - Prefer septic system than investing in Port-A-John services.
 - Mr. Gordon shared a conversation with Mr. Adrian O'Neal, Johnston County Parks, Greenways, and Open Space Coordinator, regarding the Johnston County Open Space Grant which was awarded for a picnic shelter. Mr. O'Neal recommended relocating the shelter in current design to the area near ball fields and add restrooms to shelter. Any changes must be presented to the Johnston County Board of Commissioners for approval.
 - Mayor Mulhollem shared that it would be better for the Town to make necessary changes while the Park in is the planning stages.

Mr. Gordon commended Mr. O'Neal for his knowledge and expertise with parks and recreation and for providing information to Staff for additional grant funds.

b) ALVM Sidewalk/Parking Pad Project Update

Mr. Gordon provided the following update:

- Construction begins Tuesday, October 6, 2020, weather permitting.
- Three parking spaces will be provided at the site.
- Extra bricks from the site have been relocated to the Town park storage building.

7. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the following:

- Since July 1, 2020 - 12 permits issued with six being single-family dwellings.
- Approximately 10 permits are pending at the Johnston County Environmental Department due to a five-week to six-week backlog.
- Update to ordinances to comply with the new Chapter 160D requirements continues.
- Progress is being made for streamlining permits online due to COVID-19.
- Completed Boundary and Annexation reports.

- Provided input for the Cape Fear Regional Mitigation Plan for their Public Hearings.
 - The Adopted Bicycle and Pedestrian Plan has been distributed to the Steering Committee Members, adjacent communities, and CAMPO.
 - Working on the park plan design.
 - Incoming emails for September 2020 was 567 & outgoing emails were 383.
 - Code enforcement is ongoing, but Staff considers the pandemic when dealing with citizens about violations.
 - Continuing to work with NCDOT, Johnston County Public Utilities, Johnston County Soil & Water Conservation, and Johnston County Inspection Department.
 - Election signs are allowed by the roadside, but they must meet the General Statute requirements.
 - Animal Control activity for the month of September 2020:
 - Six cat complaints.
 - Two cat traps were deployed.
 - Five dog complaints.
 - One dog trap deployed.
 - One livestock complaint.
-

8. MAYOR'S REPORT:

- a) **Mayor Mulhollem asked everyone to continue to keep the Town of Clayton Firefighters in their thoughts and prayers due to their loss. He expressed extreme gratitude to all emergency workers for their dedication to help others.**

Mayor Mulhollem allowed Mr. Mike Mulhollem, Co-Chair of the Archer Lodge Veterans Committee to share the following:

- Due to COVID-19 pandemic, the Archer Lodge Veterans Committee will not hold a formal Veterans Day Ceremony on Wednesday, November 11, 2020.
- He asked the Town to share Veterans Day on the digital sign.
- The Veterans Memorial will be decorated for Veterans Day and as always, visitors are welcome.
- He thanked the Town for providing three parking spaces at the Veterans Memorial and for their support.
- Bricks orders are still being accepted.
- Mr. Gordon noted that once the sidewalk project is completed, directional signs will be placed for the public to know about access.

Mayor Mulhollem thanked Mr. Mulhollem for sharing the information and welcomed everyone to stop by the Veterans Memorial on Veterans Day. He expressed gratitude to the AL Veterans Memorial Committee members and volunteers for their support of the Memorial Site Project. He also thanked everyone that has volunteered to lower the flags when needed.

9. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) **Council Member Wilson encourage everyone to vote during the upcoming election.**
-
- b) **Council Member Jackson noted that he plans to vote at "Early-Voting." He shared that the local NC National Guard Soldiers of the 30th Armored Brigade Combat Team are in the process of returning home.**

c) Council Member Bruton shared that being a breast cancer survivor she appreciated the Proclamation for Breast Cancer Awareness Month and ask everyone to stay safe.

d) Mayor Pro Tem Castleberry reminded all about the "Buy a Boot Campaign" which aids families of NC National Guard members deployed overseas. In addition, he requested prayer for a personal matter.

e) Council Member Purvis shared that "Early Voting" begins Thursday, October 15, 2020 at the Archer Lodge Community Center and the CDC guidelines will be followed. He encouraged everyone to vote and noted that if anyone has any personal items in the building, then please remove them by Monday, October 12, 2020.

He reminded everyone of the Brunswick Stew Sale on Saturday, October 10, 2020 from 2 pm - 5 pm and noted that it will be pick-up only and tickets are available.

10. 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 7:29 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

