



Regular Council - Minutes Monday, December 7, 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
Marcus Burrell, Town Attorney
Julie Maybee, Town Planner
Kim P. Batten, Finance Officer/Town Clerk
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 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.

Mayor Mulhollem took a moment to recognize the beautiful Christmas plants in Council Chambers which were given by the Jeffrey D. Barnes family and further expressed how much they captured the spirit of the season.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

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

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: 21 Sep 2020 Work Session Minutes

05 Oct 2020 Regular Council Meeting Minutes
02 Nov 2020 Regular Council Meeting Minutes

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Appointing Budget Director per Classification and Pay Plan and Personnel Policy adopted May 7, 2018

Mayor Mulhollem shared that in May 2018 the Town adopted Resolution# AL2018-05-07b Implementing the Town of Archer Lodge Personnel Policy as provided by The Maps Group in which Council received a copy. He reminded Council that five job descriptions were included and in reviewing specifically the Town Administrator's description, it states that the Town Administrator serves as budget developer. He further shared that Council Member Bruton has carried out these duties for several years and has done a fantastic job. Upcoming in 2021, he explained that the Archer Lodge Town Park project will progress in a manner that he felt that the Town Administrator must make decisions daily. Discussion followed.

To allow Council Members additional time, Council Member Wilson suggested that Item 5.a. - Appointing Budget Director be discussed and considered at the January 4, 2021 Regular Council meeting. Mayor asked the Town Clerk to place this item on the January 4, 2021 Regular Council Meeting Agenda.

6. TOWN ATTORNEY'S REPORT:

a) No Report.

7. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Gordon reported the following:

- The letter regarding sewer was mailed to the Town of Clayton with no reply yet.
- Year one schedule of the Town Park Project is approximately 50% complete, which is slightly behind due to COVID-19.
- Park project construction drawings should be completed by February/March 2021.
- Jenn Beedle-Munley, Central East Recreation Consultant for PARTF Grant, is satisfied with the progress on the three-year project.
- Council Member Bruton shared that NCDOT has grants that have been given extensions due to COVID-19 and suggested that Staff inquire about an extension with PARTF Grant, if needed.

8. FINANCIAL/TOWN CLERK'S REPORT:

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

Ms. Batten shared an overview of the November 30, 2020 financials. She noted that projected revenues in the General Fund were roughly 23% collected and additional Fee in Lieu of Recreation in the amount of

\$20,000 had been received. General Fund expenditures for November were estimated to be 33% with the end of November being 42% complete of the fiscal year. Ms. Batten reminded Council that monthly investment earnings are allocated to each of the four funds on a monthly basis as noted in the interim financial statements. Aside from the General Fund, the Park Reserve Fund shows the most activity with transfers to and from the fund for the three-cents tax revenues and for expenditures associated with the Park project.

Ms. Batten explained that the net difference between November 2020 and November 2019 was estimated to be a decrease of \$3,200; therefore, this year and last year were very similar for the month of November.

Ms. Batten quickly mentioned Fund 41, the Archer Lodge Town Park Project. The first PARTF Grant proceeds were received during November and the only expenditures through November 2020 were in design and engineering. No further discussion.

9. **PLANNING/ZONING REPORT:**

a) **Cape Fear Regional Hazard Mitigation Plan Update**

Ms. Maybee opened with the Cape Fear Regional Hazard Mitigation Plan Staff Report which appears as follows:

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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: December 7, 2020

Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm

Re: Agenda Item 9. a. - Cape Fear Regional Hazard Mitigation Plan Update

As conveyed in the fact sheet (link below) for the "Cape Fear Regional Hazard Mitigation Plan", the counties of Chatham, Harnett, Johnston, Lee and Moore, in coordination with their participating municipal jurisdictions (including but not limited to the Town of Archer Lodge, NC) have prepared¹ an update to the regional plan that covers the five county Cape Fear area.

The plan identifies local policies and actions for reducing risk and future losses from natural hazards such as floods, severe storms, wildfires and winter weather.

www.archerlodgenc.gov/media/Dept%20-%20Services/Planning%20&%20Zoning/Cape%20Fear%20Mitigation%20Plan%20Fact_Sheet.pdf

The updated plan (see link below) also serves to meet key federal planning regulations which require local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation projects. These requirements stem from the Disaster Mitigation Act of 2000 which was passed by the President in October of 2000. This Act mandates that all states and local governments must have hazard mitigation plans in place in order to be eligible to apply for funding under such programs as the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program.

https://gis.aecomonline.net/IRISK2/Documents/Cape%20Fear%20Regional%20Plan/Support/Cape_Fear_Final-Draft_2020-10-22.pdf

¹ AECOM assisted with the plan update

Background Information:

On March 14, 2016, Archer Lodge Town Council adopted by Resolution# AL2016-03-14b (below) the (initial) Cape Fear Regional Hazard Mitigation Plan.

**RESOLUTION TO ADOPT THE
CAPE FEAR REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Archer Lodge is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Archer Lodge desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Archer Lodge Town Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Archer Lodge Town Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Archer Lodge; and

WHEREAS, the Town of Archer Lodge, in coordination with Johnston County, Chatham County, Harnett County, Lee County, Moore County and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Cape Fear Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby:

1. Adopts the Cape Fear Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted this the 14th day of March 2016.

Michael A. Gordon, Mayor

ATTEST:

Kim P. Batten, Town Clerk

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Review/consider the updated Cape Fear Regional Hazard Mitigation Plan; and
- (2) Please note that a Resolution of Adoption will be presented for consideration at the regular Town Council meeting in January 2021.

Discussion:

- The plan was initially adopted in 2016. It must be reviewed every five years and re-adopted.
- Adopting the plan by Resolution in January 2021 is recommended.
- The Hazard Mitigation Plan is 1,234 pages and the Town of Archer Lodge is mentioned on pages 9-20 and on pages 1131-1132, table 9-12. Ms. Maybee showed Council a copy of the plan and stated that it will be available for review at Town Hall.
- A Public Hearing is not required since there was one when the original plan was adopted.

No questions or comments.

b) Planning | Zoning | Projects | Updates

Ms. Maybee handed a Planning and Zoning Report to Council and reported the following:

- No permits issued and no activity for November 2020.
- Due to the Town having septic systems, Johnston County Environmental Health should inspect the location before starting construction.
- Vinson Park Subdivision has 10 lots with construction underway with a cost value of approximately \$190,000 to \$200,000
- Bittle Creek Subdivision is in the process of getting Environmental Health inspections.

c) Code Enforcement

Ms. Maybee reported the following:

- Code Report - making progress:
 - Loop Road - Reported possible oil contamination on a residential lot
 - White Tail Lane - Reported road condition which was referred to NCDOT
- Animal Control Report:
 - Total of four incidents for November 2020: cat complaints, traps deployed, and dog bite.

d) CAMPO Update

Ms. Maybee shared that CAMPO has been holding virtual meetings. There are delayed projects and having financial restraints due to COVID-19. She informed Council that she hasn't been available to participate in the virtual meetings due to conflicts but will provide updates as much as possible.

10. MAYOR'S REPORT:

a) Mayor Mulhollem shared the following:

- **Wished everyone a Merry Christmas.**
- **Reminded everyone that 79 years ago today, December 7, 1941, the attack on Pearl Harbor took place. He reflected that his Grandfather, Melvin Merle (Slim) Mulhollem, along with thousands, enlisted at the USMC Recruiter's Office the next day. He asked that everyone extend prayers to all Veterans, their families and especially the WWII Generation.**
- **Expressed a great appreciation to Staff for their diligence with conducting town business while dealing with the COVID-19 Pandemic.**
- **Reminded that 2021 is election year for the Town Council and two seats will be available. The deadline to run for a seat will be in June 2021.**

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

a) Council Member Wilson shared the following:

- Wished everyone a Merry Christmas and a Happy New Year.
- Attended the Festival of Lights at Hill Ridge Farms in Youngsville, NC and expressed his amazement with the display of lights and noted that the traffic lines were extremely long.
- Shared that there are over six million families in need and asked everyone to please remember to donate to the local food kitchens/food banks and to bell ringers during the holiday season.

b) Council Member Jackson shared the following:

- Wished everyone a Merry Christmas and Happy New Year.
- Expressed thanks to Staff.
- Appreciated good relations between Staff and the Governing Body even when on opposing sides.

c) Mayor Pro Tem Castleberry shared the following:

- Wished everyone a Merry Christmas.
- Expressed gratitude to the Town for the kind expressions of sympathy during the loss of his brother.
- Shared that at the last Jo Co Economic Development Board meeting, Chris Johnson, Director, spoke highly of the Town and shared that he enjoyed his visit and wishes to return.
- Briefed Council on the November 2020 Jo Co Economic Development Board meeting.
- Mr. Castleberry mentioned a musical and animated Christmas Light Show in the Cooper Farms subdivision for all to enjoy.

d) Council Member Purvis shared the following:

- Wished everyone a Merry Christmas.
- Remember the people all over the US that are in need due to storms.

e) Council Member Bruton shared the following:

- Thanked Council and Staff for their support.
 - Looking forward to attend meetings in person.
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12. ADJOURNMENT:

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

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

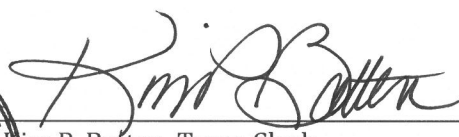
Adjourned meeting at 7:25 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor





Kim P. Batten, Town Clerk