



Regular Council - Minutes Monday, March 1, 2021

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

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

None

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.

2. APPROVAL OF AGENDA:

a) No additions or changes.

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 - Girl Scout Week

Sunday, March 7, 2021 - Saturday, March 13, 2021

Mayor Mulhollem proclaimed Sunday, March 7, 2021 to Saturday, March 13, 2021 as Girl Scout Week by reading the following Girl Scout Week Proclamation:



**Celebrating Girl Scout Week and
the Importance of Girls' Leadership Development**

WHEREAS, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

WHEREAS, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

WHEREAS, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

WHEREAS, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

WHEREAS, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

WHEREAS, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

WHEREAS, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

WHEREAS, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 7-13, 2021

Girl Scout Week

Duly adopted this 1st day of March 2021.


Matthew B. Mulhollem
Mayor

Proclaimed Girl Scout Week Sunday, March 7, 2021 - Saturday, March 13, 2021.

- 5. DISCUSSION AND POSSIBLE ACTION ITEMS:**
- a) Discussion and Consideration of Renewing Deer Urban Archery for 2022 in the Town of Archer Lodge**
- Mayor Mulhollem commented that the Town has participated in the Deer Urban Archery for several years and the response has been positive. He noted that there is no cost to the Town for participating.
- Mayor Mulhollem opened the floor for discussion. No discussion.
- Mayor Mulhollem called for a motion.

The 2022 Deer Urban Archery Season Renewal Form appears as follows:



Deer Urban Archery Season Renewal Form

(January 15 - February 20, 2022)

January 27, 2021

Town of Archer Lodge

Matthew Mulhollem

14094 Buffalo Road

Archer Lodge, NC 27527

Please update any contact information that is not correct

Name of Representative: Mike Gordon, Town Administrator

Address: 14094 Buffalo Rd

City: Archer Lodge, NC Zip Code: 27527

Email Address: mike.gordon@archerlodgenc.gov & kim.batten@archerlodgenc.gov

Phone Number: 919-359-9727

Do you wish to participate in the 2022 Deer Urban Archery Season (January 15 – February 20, 2022)

Yes☒ No☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2021-2022 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

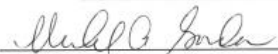
Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter? Yes☐ No☒

If "Yes", please attached a new map to this form. (No larger than 11"x17")

Please print and sign the name of the representative for the Town of Archer Lodge.

Name of Representative: Mike Gordon, Town Administrator

Signature: 



Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

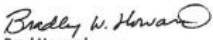
Shauna Glover, Program Support

Wildlife Management Division

1722 Mail Service Center

Raleigh, NC 27699-1700

Or email: shauna.glover@ncwildlife.org



Brad Howard

Chief, Wildlife Management Division

(919) 707-0050

Applications must be received by April 1, 2021 to be a part of the Deer Urban Archery Season

Mailing Address: Wildlife Management Division • 1722 Mail Service Center, Raleigh, NC 27699-1700

Phone: (919) 707-0050 • Fax: (919) 707-0067

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved the 2022 Deer Urban Archery Season Renewal in the Town of Archer Lodge.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Adopting a Budget Amendment for Fiscal Year Ending June 30, 2021 (BA 2021 02)

Ms. Batten explained the following reasons for amending the Budget:

- COVID-19 Pandemic did not affect the Revenues as was expected; therefore, \$29,500 will be dispersed throughout the General Fund.
- Town Park will have upcoming expenditures with professional fees, permitting fees and tree services

No discussion followed.

Mayor Mulhollem called for a motion.

Adopted Budget Amendment (BA 2021 02) appears as follows:

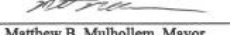
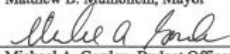
Town of Archer Lodge
Fiscal Year Ending June 30, 2021

BA 2021 02



Budget Amendment # BA 2021 02
Date: 01-Mar-21

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

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: Article 39 1% Sales Tax	10-3239-0000	60,000.00	15,000.00	75,000.00
Gen: Article 40 1/2% Sales Tax	10-3240-0000	37,000.00	8,000.00	45,000.00
Gen: Article 42 1/2% Sales Tax	10-3242-0000	31,000.00	4,000.00	35,000.00
Gen: Article 44 NCGS 105-524 Sales Tax	10-3244-0524	7,500.00	2,000.00	9,500.00
Gen: Miscellaneous Revenues	10-3800-0000	-	100.00	100.00
Gen: Sale of Fixed/Non-Fixed Assets	10-3835-0000	-	400.00	400.00
Total Increase (Decrease) in Revenues			29,500.00	
Expenditures:				
Gen/Admin: Unemployment	10-4120-1850	150.00	400.00	550.00
Gen/Admin: Codification	10-4120-2700	5,000.00	5,000.00	10,000.00
Gen/Public Bldgs: Professional Services	10-4190-1900	3,000.00	2,000.00	5,000.00
Gen/Public Bldgs: Communications	10-4190-3340	7,200.00	300.00	7,500.00
Gen/Public Safety: ALFD	10-4300-3500	332,000.00	8,000.00	340,000.00
Gen/Public Safety: Animal Control	10-4300-3550	2,000.00	500.00	2,500.00
Gen/Planning & Zoning: Unemployment	10-4910-1850	50.00	300.00	350.00
Gen/Planning & Zoning: Contracted Services-Software	10-4910-3600	3,750.00	750.00	4,500.00
Gen/Planning & Zoning: Dues & Subscriptions	10-4910-4000	950.00	250.00	1,200.00
Gen/Parks & Recreation: Professional Services	10-6120-1900	5,000.00	12,000.00	17,000.00
Total Increase (Decrease) in Expenditures			29,500.00	
			0.00	
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 1st day of March 2021				
ATTEST:  Kim P. Batten, Town Clerk			 Matthew B. Mulhollem, Mayor  Michael A. Gordon, Budget Officer	

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted Budget Amendment (BA 2021 02) for Fiscal Year Ending June 30, 2021.

CARRIED UNANIMOUSLY

c) **Discussion and Consideration of Committing to the UNC School of Government - Lead for NC Fellow Program should the Town get selected to be a Host for FY2021-2022**

Mr. Gordon informed that Staff applied for the UNC School of Government - Lead for North Carolina (LFNC) Fellows but wasn't selected. He shared that there were 50 applications submitted and only 20 positions can be filled. He informed that the Town has been placed on a waiting list. Ms. Batten noted that the Town could still be selected to participate if a commitment with another applicant fell through. She noted that the deadline for a commitment is Friday, March 5, 2021 for applicants that were selected.

Discussion followed regarding:

- LFNC Fellows salary versus hiring a professional when needed.
- The LFNC Fellows connection with UNC School of Government.
- Qualifications needed to become a LFNC Fellows
- Suggestion to use TJCOG Grant Writers versus using the LFNC Fellows Program.
- Benefits both the Town and the person getting working experience through the LFNC Fellows.

Mayor Mulhollem reiterated that the Fellows program would benefit the Town and provide a connection to the School of Government. Certainly, this person has an interest in local government and would work closely with Staff and provide for a potential career path. Attorney Marcus commented that the UNC School of Government is the "Go To" for information and the individual in the Fellows program would be trained from those Attorneys and Professors.

Having no further discussion, Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved Staff to Commit to UNC School of Government - Lead for NC Fellowship Program should the Town get selected to be a Host for FY2021-2022.

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

- a) **Attorney Burrell advised if the Town is selected as a Host by the LFNC Fellows there will be some possible text amendments to the Personnel policy.**
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7. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Gordon reported the following:**

- Staff will meet with Susan Hatchell, Landscape Architect on Thursday, March 4, 2021 on the Park Project and an update will be given at the next Regular Town Council meeting in April.
 - Staff will reach out to the Johnston County Department of Environmental Health regarding the permit fees for the Town Park.
 - Attended the Monday, April 15, 2021 Archer Lodge Community Center Board Meeting and reported the following:
 - Their projected timeline for the Town to assume parks and recreation is Fall of 2022.
 - Discussed the specifics of the sports and activities that are at the Center.
 - Soccer program is managed by Neuse River Futbol Alliance.
 - Neuse River Futbol Alliance are renting fields and office space from ALCC
 - Following the crossover of parks and recreation to the Town, their building could offer programs for Seniors, camps for kids and other community activities.
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8. PLANNING/ZONING REPORT:

- a) **Planning | Zoning | Projects | Updates**

Ms. Maybee reported the following:

- 43 Permits issued for present Fiscal Year.
 - 26 of the permits was for Single Family Dwellings.
- 841 Incoming Emails.
 - Responded to 312 Emails.
- Permitting Software needs tweaking but going well.
- Took continuing education certification classes in Building, Plumbing, Fire, and Mechanical.

- Participated in a virtual class on Water and Wastewater Finance Strategies provided by the UNC School of Government.
- Continuing to receive subdivision inquiries and anticipate more.
- Appreciative to all for the approval of the text amendment for Chapter 30, Article II, Division 3, Section 30-131 - Water Supply Watershed Protection District Ordinance.
- The Watershed Provisions were reviewed by the NC Department of Environmental Quality and one definition is needing to be revised, otherwise it was approved. Ms. Maybee noted that once revised it would be presented at a future meeting for approval.
- The Chapter 14, Flood Damages Prevention Ordinance was approved and should be receiving a letter within the next couple of weeks stating that the Town complies.
- Reviewing avenues or tools that entices voluntary annexation.

Ms. Maybee opened the floor for questions or comments:

- Ms. Batten shared with everyone that the Town website now offers an option to pay invoices online.

b) Code Enforcement

Ms. Maybee reported the following:

- The Town of Clayton's Animal Control has had slower than normal reports in The Town of Clayton and Archer Lodge due to the COVID Pandemic according to Animal Control Officer Kerry Barnes and her Supervisor. Ms. Maybee shared January 2021's Animal Control Report with everyone.
- Expressed that she was very encouraged with the partnership with the Town of Clayton.
- Ms. Maybee noted that she would be like to compare the Town of Clayton's Animal Control Ordinance with Archer Lodge for any needed changes.

Ms. Maybee shared that she will be giving an updated report for other code enforcement items at a future meeting.

c) CAMPO Update

Ms. Maybee reported the following:

- CAMPO is looking at updating their 2050 Metropolitan Transportation Plan.
 - Attended a conference with members of CAMPO regarding the growth of Archer Lodge and the school system.
 - CAMPO is unaware of the growth in Archer Lodge and Ms. Maybee plans to share current information on the growth of the Town with them.
 - Working with Johnston County GIS to prepare maps that will show all of the subdivision in the area.
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9. MAYOR'S REPORT:

- a) **Mayor Mulhollem shared that Representative Donna White contacted him about an upcoming NCDOT meeting scheduled for Thursday, March 4, 2021 to discuss the Small Construction and Contingency Funds in Division 4 which includes the roadway and pedestrian improvement project for Buffalo Road up to Archer Lodge Road. He will share any updates when they become available.**

10. COUNCIL MEMBERS' REMARKS:
(Town Related, Non-Agenda Items)

- a) Council Member Wilson shared that he and Doug Long, ALVM Committee Member, raised the flags on Friday, February 26th after being lowered in remembrance of Americans lost to COVID-19. He expressed that it was quite an experience due to the rain and blowing wind that came through during the time they were lowering them. Everyone thanked them.
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- b) Council Member Jackson reminded everyone of the past conversations regarding having a Mardi Gras event in Town and noted that he would still like to have it in the near future.
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- c) Mayor Pro Tem Castleberry asked a special request for everyone to keep Glenn Herring in their prayers due to having health problems. He shared information regarding a possible large development on Castleberry Road that could cause excessive traffic problems if approved.
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- d) Council Member Purvis reiterated on having a Mardi Gras event in Town. He shared that he would like to see the new residents in the area get involved in the Archer Lodge Community Center activities.
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11. ADJOURNMENT:

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

Moved by: Mayor Pro Tem Castleberry
Seconded by: Council Member Jackson

Adjourned meeting at 7:34 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

