



Regular Council - Minutes Tuesday, September 7, 2021

COUNCIL PRESENT:

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

MEDIA PRESENT:

None

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.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No changes or additions 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. CONSENT AGENDA:

a) Approval of Minutes: 03 May 2021 Regular Council Meeting Minutes 17 May 2021 Work Session 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 Adopting a Grant Project Ordinance for the American Rescue Plan Act (ARPA) Funds (Ordinance# AL2021-09-1)**

Ms. Batten explained that since a Resolution was adopted to receive the ARPA Funds, the next phase is adopting a grant project ordinance establishing a budget for using the ARPA funds and placing the funds in a separate bank account. She explained the proposed ordinance and details pertaining to the receipt of the funds. Ms. Batten noted that the Town received half of the funds on August 13, 2021. Mayor Mulhollem opened the floor for discussion.

- Information was shared from the last TJCOG Meeting regarding grants for parks and recreation and other grants that may be available. Mr. Gordon advised that he contact TJCOG to gain more information. Discussion followed.
- Suggestion that everyone review the ARPA Funds materials to help brainstorm on how the Town could best use the ARPA Funds. This would allow for discussion at the Monday, September 20, 2021, Work Session.
- Recommendation to keep good records of using Federal ARPA Funds.

Ms. Batten noted that she would email everyone links to information related to ARPA Funds. Mayor Mulhollem called for a motion.

Adopted Ordinance# AL2021-09-1 Adopting a Grant Project Ordinance for the American Rescue Plan Act (ARPA) appears as follows:

ORDINANCE# AL2021-09-1

**TOWN OF ARCHER LODGE
GRANT PROJECT ORDINANCE FOR THE
AMERICAN RESCUE PLAN ACT FUNDS**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for the grant project to be funded by the American Rescue Plan Act of 2021 (ARPA). The Town of Archer Lodge is projected to receive grant funds totaling \$1,050,427 which will be provided in two disbursements. The first disbursement in the amount of \$525,213 has been received on August 13, 2021 and the second disbursement for 2022 will be released no sooner than one year after the first disbursement, and may vary slightly depending on funds returned and other factors.

Section 2. These funds may be used in accordance with the American Rescue Plan Act of 2021, and to the extent authorized by North Carolina state law.

Section 3. The Town of Archer Lodge has until December 31, 2024 to use or encumber these funds and if encumbered, the Town has until December 31, 2026 to finish any associated work on the grant project.

Section 4. The following amounts are appropriated for the project and authorized for expenditure:

ARPA Capital Outlay	\$	<u>1,050,427</u>
<i>Total</i>	\$	<u><i>1,050,427</i></u>

Section 5. The following revenues are anticipated to be available to complete the project:

ARPA Funds	\$	<u>1,050,427</u>
<i>Total</i>	\$	<u><i>1,050,427</i></u>

Section 6. The Finance Officer is hereby directed to maintain within the ARPA Grant Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.

Section 7. The Council hereby ratifies the acceptance of ARPA funds on August 13, 2021 and the actions of the Finance Officer with regards to said funds.

Section 8. The Finance Officer is directed to report on the financial status of the project as needed by Council.

Section 9. Copies of the grant project ordinance shall be on file with the Finance Officer and Town Clerk for direction in carrying out this project.

ORDINANCE# AL2021-09-1

Section 10. This grant project ordinance expires on December 31, 2026, or when all the ARPA funds have been expended by the Town, whichever occurs first.

DULY ADOPTED THIS, THE 7TH DAY OF SEPTEMBER 2021.

TOWN OF ARCHER LODGE

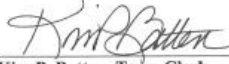


Matthew B. Mulhollem, Mayor

(SEAL)



ATTEST:



Kim P. Batten, Town Clerk

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Adopted Ordinance# AL2021-09-1 Adopting a Grant Project Ordinance for the American Rescue Plan Act (ARPA)
CARRIED UNANIMOUSLY

b) Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2022 (BA 2022 01)

Ms. Batten explained that due to receiving the American Rescue Plan Act (ARPA) Grant in two distributions from the US Treasury, the first year being 2021 and the second year being 2022, as well as adopting the Grant Project Ordinance discussed in 5.a), a Budget Amendment for both the General Fund and the newly created ARPA Fund is a must. No discussion followed. Mayor called for a motion.

Adopted Budget Amendment (BA 2022 01) appears as follows:

Town of Archer Lodge
Fiscal Year Ending June 30, 2022

BA 2022 01

Budget Amendment # BA 2022 01
Date: 07-Sep-21



✓
KPS
BATTEN
ENTERED

General Fund/American Rescue Plan Act Grant Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen/American Rescue Plan Act Grant (ARPA)	10-3450-0000	-	1,050,427.00	1,050,427.00
ARPA/Transfer From General Fund	42-3900-3910	-	1,050,427.00	1,050,427.00
Total Increase (Decrease) in Revenues			2,100,854.00	
Expenditures:				
Gen/Interfund Transfers: Transfer to Am Rescue Plan(ARPA)Fnd 42	10-9900-0042	-	1,050,427.00	1,050,427.00
ARPA/Capital Outlay	42-4190-5100	-	1,050,427.00	1,050,427.00
Total Increase (Decrease) in Expenditures			2,100,854.00	
			-	

Justification for Budget Amendment:
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

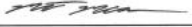
Adopted this 7th day of September 2021

ATTEST:



Kim P. Batten, Town Clerk





Matthew B. Mulhollem, Mayor



Mike Gordon, Budget Officer

SEPTEMBER 7, 2021

REGULAR COUNCIL MEETING

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Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Wilson

Adopted Budget Amendment for Fiscal Year Ending June 30, 2022
(BA 2022 01)

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

a) Attorney Burrell reported the following on the draft version of the Archer Lodge Rules of Procedure and Code of Ethics:

- The draft version for the Rules of Procedure and Code of Ethics is almost completed by Ms. Maybee and Attorney Burrell.
 - The Rules of Procedure will apply to the Town Council and any appointed Town board members.
 - The Code of Ethics will apply to anyone involved with the Town, including elected officials, appointed board members or town employees.
 - Scheduled to have a draft copy for review at the September 20, 2021 Town Council Work Session with possible adoption at the October 4, 2021 Regular Town Council meeting.
 - The State Statutes and Roberts Rules of Order for procedures for meetings are all built into it the draft version.
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7. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Gordon reported the following:

Sewer Update:

- Rich Cappola, Clayton Interim Manager, and the Town of Clayton Wastewater Project Engineers will be scheduling a meeting with Mr. Gordon, Ms. Batten, and a Wastewater Engineer representing the Town of Archer Lodge to discuss details and estimated costs pertaining to connection.
- Searching for grants that may come available that can be used for town sewer.
- Staff met virtually with the County Commissioner and the Public Utilities Director regarding sewer connections for the Town but did not receive any commitments from them.
 - Ms. Batten added that staff was informed by the County of plans for having an engineer visit all the towns in Johnston County to conduct a survey of needs of each town and also discussed plans for an elevated water tower to be installed at the Archer Lodge Middle School. She commended Commissioner Butch Lawter for promoting the plans for the County to conduct a survey of all the towns.
 - Ms. Batten clarified that during the virtual meeting with County staff, the Town was only asking for sewer to be placed in the proposed commercial center and not the entire town.
 - Ms. Maybee encouraged everyone to contact the elected county officials to remind them that Archer Lodge can bring in revenue for Johnston County and should be included in the County's plans for the towns. Everyone concurred.

Town Park Update:

- The Groundbreaking Ceremony scheduled for Sunday, September 12, 2021, has been cancelled due to bids for the grading project being much higher than anticipated.
- Bids were higher due to increased costs for materials.

- The architect and the engineer for the park is in the process of tweaking the grading project plans to reduce costs of materials.
- Staff is planning to apply for a PARTF Grant deadline extension in 2022 to allow the Town to have the grading project rebid with a broader timeline for bid submissions.

Buffalo Rd/Curb & Gutter Project Update:

- The stormwater pipe next to the Veterans Memorial Site has been installed by the NCDOT Sidewalk Project crew, and they have piles of dirt being stored near the Veterans Memorial Site for possible use in other areas of the project.

8. FINANCIAL/TOWN CLERK'S REPORT:

a) Preliminary Financial Reports for June 2021

Ms. Batten noted that the financials are preliminary reports for period ending June 30, 2021. The general fund revenues are approximately 96% collected of those expected but more franchise tax revenues are expected on September 15, 2021 for the previous fiscal year. The general fund expenditures are at approximately 91% of those anticipated. Currently revenues exceed expenditures by roughly \$74,000. The audit will show the exact amounts when completed.

The Capital Reserve Fund showed activity of some investment earnings and a transfer from the General Fund to the Capital Reserve Fund in the amount of \$50,000. There were no expenditures in the Capital Reserve Fund.

The Park Reserve Fund showed activity of some investment earnings as well as the monthly transfer from the General Fund to the Park Reserve Fund for the three-cents tax designation. Regarding expenditures in the Park Reserve Fund for the month of June 2021, there was a transfer to the Archer Lodge Town Park Fund of approximately \$15,300 for expenditures in that project fund with a year-to-date amount of \$76,300,

The Public Safety Reserve Fund showed activity of some investment earnings and another transfer from the General Fund to the Public Safety Reserve Fund in the amount of \$25,000 which totals \$50,000 for the fiscal year. There were no expenditures in the Public Safety Fund.

The Archer Lodge Town Park Project Fund showed approximately \$120,400 in revenues and approximately \$76,300 in expenditures for fiscal year ending June 30, 2021.

b) Interim Financial Reports for July 2021

Ms. Batten shared that the General Fund Revenues for period ending July 31, 2021 was less than 1% collected. The General Fund Expenditures were slightly less than 8% and the annual transfers from the General Fund of \$25,000 to the Capital Reserve Fund and the Public Safety Reserve Fund were completed as approved in the Budget Ordinance for Fiscal Year ending June 30, 2022.

Regarding the Capital Reserve Fund, Ms. Batten shared that revenues consisted of investment earnings as well as the annual transfer from the General Fund in the amount of \$25,000. There were no expenditures in the Capital Reserve Fund during the month of July 2021.

Regarding the Park Reserve Fund, Ms. Batten noted that investment earnings as well as the monthly three-cent tax transfer were the only

revenues totaling approximately \$1,600. There was a transfer of roughly \$5,000 to the Archer Lodge Town Park Project fund.

Regarding the Public Safety Reserve Fund, Ms. Batten remarked that investment earnings as well as the annual transfer from the General Fund in the amount of \$25,000 transpired. There were no expenditures in the Public Safety Reserve Fund during the month of July 2021.

Comparing July 2020 with July 2021, Ms. Batten shared that revenues were slightly lower in 2021 by roughly \$1,000 and the expenditures in 2021 had increased by approximately \$43,000 in 2021. She noted that July 2021 had a bigger deficit between revenues and expenditures than July 2020. No further information was provided.

9. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the year in summary through July 31, 2021, as follows:

- The quantity of permit applications almost doubled.
- The Town has updated and adopted the ordinances, watershed provisions, floodplain provisions, and are now in compliance with the State and Federal regulations that were mandated.
- Currently updating the Town Comprehensive Land Use Plan to comply with 160D Unified Development Ordinance and there's a 2022 deadline for completion. Updates will be provided as they come available.
- Continually seeing residential growth.
- Johnston County is applying for a special use permit for an additional Johnston County Water Tower in Archer Lodge and will be presented to the Town Council at an upcoming quasi-judicial hearing.

b) Ms. Maybee reported the following:

- 13 Animal Control cases reported in August 2021.
- Provided a copy of an excerpt from the 160D Unified Development Ordinance regarding enforcement of ordinances.

Discussion followed.

10. MAYOR'S REPORT:

a) Mayor Mulhollem had no report.

11. COUNCIL MEMBERS' REMARKS:

(Town related, non-agenda items)

a) Council Member Wilson asked everyone to please remember his brother and family in their prayers due to the loss of his sister-in-law.

b) Council Member Jackson reflected on the 20th Anniversary of the 9/11/2001 attacks on the USA.

c) Mayor Pro Tem Castleberry had no remarks.

d) Council Member Bruton had no remarks.

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 7:59 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

