

Regular Council - Minutes Monday, October 3, 2022

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Finance Officer/Assistant Town Administrator
Jenny Martin, Human Resources Officer/Town 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.

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. CONSENT AGENDA:

a) Approval of Minutes: **06 Sep 2022 Regular Council Meeting Minutes** **19 Sep 2022 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 the Future of the Archer Lodge Veteran's Memorial with regards to the Agreement with the Archer Lodge Veteran's Memorial Committee Three (3) Year Agreement

Points of Discussion:

- The original three-year agreement was to continue assisting with the memorial and continue with brick sales; however, the three years is over.
- Archer Lodge Veteran's Memorial Committee (ALVMC) wants to oversee the events and turned over monies in their account to the town.
- The town will apply funds to the concrete pad expenditure. (parking spaces at the memorial)
- Extra bricks will be used in the concrete pad
- ALVMC wishes for the town to handle brick sales.
- A MOU will be created to handle conditions agreed by both parties.

b) Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2023 ~ (BA 2023 01)

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

- Funds affected by BA 2023 01 are as follows: General Fund, Capital Reserve Fund, Public Safety Reserve Fund, ARPA Fund Grant, and the SCIF Fund Grant
- Increased revenues of the general fund - Property Taxes, Animal Control fees, and Investment Earnings
- Reappropriating expenditures in funds shown.
- Increased investment earnings in all funds shown which affects the expenditures in those funds as shown.

No discussion followed.

The adopted Budget Amendment (BA 2023 01) appears as follows:



Budget Amendment # BA 2023 01
Date: 03-Oct-22

Gen Fund/Cap Res Fund/Park Res Fund/Public Safety Res Fund
ARPA Fund Grant/State Capital & Infrastructure Fund (SCIF) Grant

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen/2019 Property Taxes	10-3119-0000	-	25.00	25.00
Gen/2020 Property Taxes	10-3120-0000	-	175.00	175.00
Gen/2021 Property Taxes	10-3121-0000	-	500.00	500.00
Gen/Animal Control Fees	10-3348-0000	500.00	1,000.00	1,500.00
Gen/Investment Earnings	10-3831-0000	4,500.00	10,500.00	15,000.00
Cap Res Fnd/Investment Earnings	30-3831-0000	1,000.00	4,000.00	5,000.00
Park Res Fnd/Investment Earnings	31-3831-0000	1,000.00	1,000.00	2,000.00
Public Safety Res Fnd/Investment Earnings	32-3831-0000	1,000.00	4,000.00	5,000.00
Public Safety Res Fnd/Fund Balance Appropriated	32-3990-0000	199,000.00	(4,000.00)	195,000.00
ARPA/Investment Earnings	42-3831-0000	-	1,500.00	1,500.00
SCIF/Investment Earnings	43-3831-0000	-	2,000.00	2,000.00
				-
Total Increase (Decrease) in Revenues			20,700.00	
Expenditures:				
Gen/Gov Body/Legal Advertising	10-4110-3700	2,000.00	2,000.00	4,000.00
Gen/Gov Body/Small Equipment & Furnishings	10-4110-5000	-	500.00	500.00
Gen/Admin/Training & Meetings	10-4120-3110	3,000.00	1,000.00	4,000.00
Gen/Admin/Contracted Services-Software	10-4120-3600	9,075.00	6,000.00	15,075.00
Gen/Admin/Small Equipment & Furnishings	10-4120-5000	2,000.00	500.00	2,500.00
Gen/P&Z/Training & Meetings	10-4910-3110	2,000.00	500.00	2,500.00
Gen/Parks & Rec/Supplies-Parks & Rec	10-6120-2000	-	1,000.00	1,000.00
Gen/Parks & Rec/Travel	10-6120-3100	-	250.00	250.00
Gen/Parks & Rec/Training & Meetings	10-6120-3110	500.00	725.00	1,225.00
Gen/Interfund Transfers/Transfer to Am Rescue Plan (ARPA) Fnd 42	10-9900-0042	525,500.00	(275.00)	525,225.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	1,000.00	4,000.00	5,000.00
Park Res Fnd/Transfer To Archer Lodge Town Park Fund 41	31-9900-0041	101,000.00	1,000.00	102,000.00
ARPA/Capital Outlay	42-4190-5100	400,000.00	(15,500.00)	384,500.00
ARPA/Contracted Services	42-4510-3500	-	17,000.00	17,000.00
SCIF/Contracted Services-Construction	43-6120-3550	550,250.00	2,000.00	552,250.00
Total Increase (Decrease) in Expenditures			20,700.00	
				-

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 3rd day of October 2022

ATTEST:

Jenny Martin, Town Clerk



Matthew B. Mulhollem, Mayor

Mike Gordon, Budget Officer

Mayor Mulhollem called for a motion.

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Adopted Budget Amendment (BA 2023 01) for Fiscal Year Ending June 30, 2023.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Adopting a Resolution Supporting Operation Green Light for Veterans (Resolution# AL2022-10-03)

Mayor Mulhollem declared October through Veterans Day, November 11, 2022, as a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from active service by observing Operation Green Light and read the resolution supporting Operation Green Light for Veterans.

The Adopted Resolution# AL2022-10-03 supporting Operation Green Light for Veterans appears as follows:



TOWN OF ARCHER LODGE
RESOLUTION SUPPORTING OPERATION GREEN LIGHT FOR VETERANS

WHEREAS, the residents of the Town of Archer Lodge have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Town of Archer Lodge seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the various Veterans Services Organizations, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, Johnston County encourages all municipalities to recognize Operation Green Light for Veterans; and

WHEREAS, the Town of Archer Lodge appreciates the sacrifices of our United States Military Personnel and believes specific recognition should be granted.

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of Archer Lodge, North Carolina, hereby declares from October through Veterans Day, November 11, 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, the Town of Archer Lodge encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a

window of their place of business or residence, and further encourages all municipalities within Johnston County to display green lighting, wherever possible, at public buildings.

DULY ADOPTED ON THIS 3rd DAY OF OCTOBER 2022, WHILE IN REGULAR SESSION.

 (SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:
 (SEAL)
Jenny Martin
Town Clerk



Mayor Mulhollem called for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Adopted Resolution# AL2022-10-03 Supporting Operation Green Light
October through Veterans Day, November 11, 2022.**

6. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell advised that if/when we create the ETJ, statute requires that at least one person on the Archer Lodge Planning Board/Board of Adjustment must live in the ETJ.

Point of Discussion:

- Create 2 additional seats on each board to have an odd number

7. TOWN ADMINISTRATOR'S REPORT:

- a) Archer Lodge Town Park Update

Mr. Gordon shared the following:

- Ballfields will start
- Fence and Lights have been ordered
- We are adding fencing in front to keep people out
- Department Building includes 3 offices, breakroom, restroom
- We need to downsize, so we can afford it
- It mimics the town hall
- We need to tweak it and look at the cost of materials

8. FINANCE OFFICER/ASSISTANT TOWN ADMINISTRATOR'S REPORT:

- a) Interim Financial Reports for August 2022

Ms. Batten shared an interim summary for all funds ending August 31, 2022. She noted that investment earnings have increased in all funds. The actual to date net difference between revenues and expenditures in the general fund is a deficit of \$86,686.

When comparing revenues in August 2022 with August 2021 in the General Fund, the net difference is a decrease in August 2022 by approximately \$3,166; because the Ad Valorem taxes are slowly being received, and no revenues from Johnston County/ABC were distributed during this period.

Regarding the ARPA Grant Fund 41, Ms. Batten mentioned that the budget was moved around some. We haven't spent too much of it yet, but we have a list of things to purchase/labor costs.

Regarding the SCIF Grand Fund 43, Ms. Batten noted that nothing has been spent but a little bit will be coming out in September.

No further comments or discussion regarding the financials.

9. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

-
- a) Completed Projects

Ms. Martin shared the following:

- Employment law posters are now in compliance
- Plan to put an employee bulletin board in the breakroom - a place where employees can see information about things that are going on & also a place for the council to see what is going on
- The employee file project is now completed

b) Job Postings

- Parks & Rec Director position will close this Thursday
- We have 10 applicants and 2 people that have inquired about the Parks & Rec Director position
- Plan to post the Town Administrator position next Monday - This will give Mike time to help train the individual who will take his place
- Working with the website company to see if there is a way for candidates to apply for our positions on the website - We have a meeting with them this Wednesday

c) Personnel Policy Project

- Currently reviewing the Personnel Policy to make sure that it still lines up with our values and goals for the town
- Comparing it with Johnston County, Town of Wendell, Town of Smithfield, and Town of Selma's personnel policies

d) State Health Plan Open Enrollment 2023

- Open enrollment is this month for employees
 - Will work on getting the employees all of the information that they need and help them enroll
-

10. MAYOR'S REPORT:

a) Mayor Mulhollem shared the following:

- Boy Scout Troop will have a Flag Retirement Ceremony here at the Veterans Memorial on Saturday, October 15th at 9:30 a.m.
 - Last month, Mayor mentioned an eagle scout project - town park property, the 5-acre piece, - a line of crepe myrtles with potentially azaleas or some other type of scrub in between - information has been given to the scout
-

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Bruton discussed minutes for previous meetings. She mentioned that there is nothing in the general statute with regards to the format of minutes. She inquired with legal counsel if recordings could be adopted.**

Points of Discussion:

- The public would have to have access to the recordings

- The public would have to know who is speaking in the recordings, so probably not good to adopt recordings

b) Council Member Wilson is looking forward to Veteran's Day and will have a writing of some type to read aloud. He also mentioned advertising the bricks as gifts to honor veterans.

c) Council Member Jackson mentioned about the green light, and he has noticed that when they come back from deployments or get out of the military, it's important for their mental health to get into veteran organizations. He pointed out that when we sold biscuits, that was helpful to our veterans. Council Member Jackson brought up that some meet every third Friday at Jones Café and have biscuits there at 8:00a.m. He encouraged that if you see anybody who has come out of the military, encourage them to join some kind of veterans' organization.

d) Mayor Pro Tem Castleberry mentioned that Veteran's Day is coming up. He expressed that the park has been a big part of his heart, but the Veteran's Memorial has meant a lot more to him. Mayor Pro Tem Castleberry informed that people talk about the Veteran's Memorial; the word is getting out. He said that during the biscuit sales, he made very special friends.

e) Council Member Purvis had no additional remarks.

12. ADJOURNMENT:

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

Moved by: Council Member Jackson

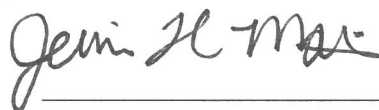
Seconded by: Mayor Pro Tem Castleberry

Adjourned meeting at 7:40 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

