



Regular Council - Minutes Monday, April 4, 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
Julie Maybee, Town Planner
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

GUEST PRESENT:

Brendan McKittrick, CPA, CISA Director, James Moore & Co.

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:38 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) Mayor Mulhollem requested that Agenda Item 12. Adjournment, be changed to Closed Session and add Agenda Item 13. Adjournment.

Mayor Mulhollem called for a motion to approve agenda.

Once agenda was approved, Attorney Burrell noted that the motion should have been worded to Approve Amended Agenda by Changing Item 12. Adjournment to Closed Session and Add Item 13. Adjournment. Mayor Mulhollem called for a second motion as stated.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Approved agenda.

CARRIED UNANIMOUSLY

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

Approved to Amend Agenda by Changing Item 12. Adjournment to Closed Session and Add Item 13. Adjournment.

CARRIED UNANIMOUSLY

3. **OPEN FORUM/PUBLIC COMMENTS:**
(Maximum of 30 minutes allowed; 3 minutes per person)

- a) **Mr. Brian Lewis of 72 Crystal Pt., Sanford, NC greeted Council and informed that he is a Candidate for District Court Judge for Lee, Harnett, and Johnston Counties. He briefly shared about his background, qualifications, and motivations to serve as District Court Judge. He shared that he would appreciate everyone's vote at the Tuesday, May 17, 2022, Primary Elections.**

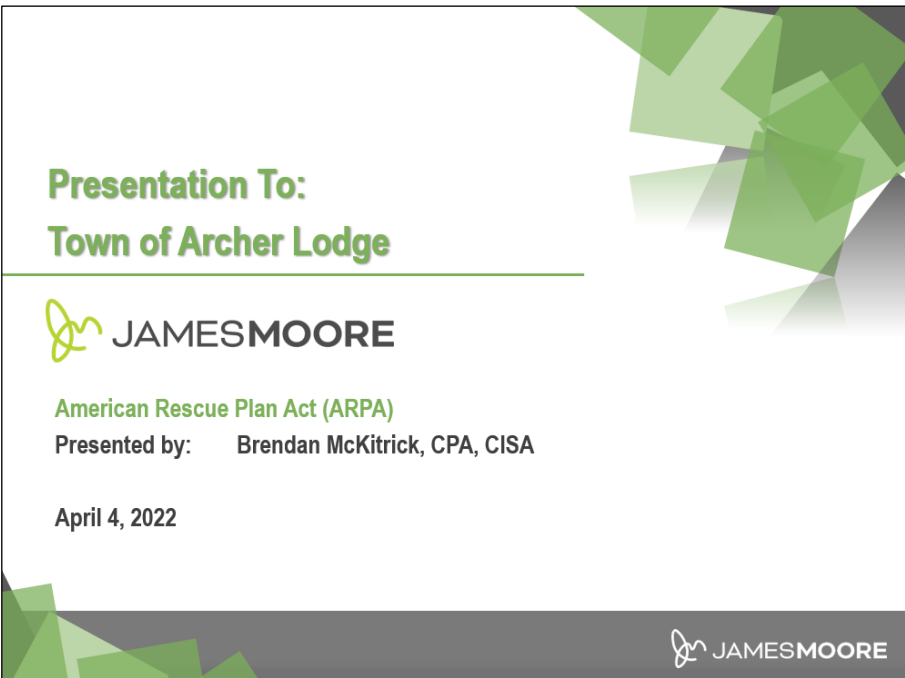
Mayor Mulhollem thanked Mr. Lewis for coming and for his years of service in the Air Force.

4. **PRESENTATION:**

- a) **ARPA Reporting & Compliance Consulting Services by:**



Mr. McKitrick, remotely, shared that he is the Director at James Moore & Co., P.L. with five offices based out of North Central Florida and thanked everyone for the opportunity to talk with Staff and Council. He shared the following presentation regarding the American Rescue Plan Act (ARPA) funds:



Interim Final Rule – May 2021

Reminder: Four Key Eligible Use Categories

The American Rescue Plan provides four major categories of eligible uses to tackle the broad range of public health and economic challenges caused or exacerbated by the COVID-19 emergency.

- 1

Public Sector Revenues

• Providing government services up to the amount of revenue loss due to the pandemic
- 2

Public Health & Economic Response

• Responding to COVID-19's public health impact, along with its economic harms
- 3

Premium Pay for Essential Workers

• Offering additional support to workers who bear the greatest health risks because of their service in critical sectors
- 4

Water, Sewer & Broadband Infrastructure

• Providing funding to critical water and sewer projects, along with high-speed broadband infrastructure

Recipients have requested greater flexibility, simplicity & clarity in the final rule to respond to new pandemic needs and make transformative investments

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Final Rule - January 2022

Approach to the Final Rule

Treasury's final rule provides greater flexibility and simplicity for recipients to turn the tide on the pandemic, maintain vital public services amid revenue shortfalls, and build a strong, resilient, and equitable recovery.

KEY NEW FEATURES IN THE FINAL RULE

- 1

Public Sector Revenues

• Major simplification for thousands of recipients through the **\$10 million revenue loss standard allowance**
- 2

Public Health & Economic Response

• Providing a **broadener set of eligible uses** for impacted and disproportionately impacted populations
• Clarifying that reasonably proportional **capital expenditures** may be allowable (e.g., affordable housing, hospitals)
- 3

Premium Pay for Essential Workers

• **Streamlining options to provide premium pay** by broadening the share of essential workers who can receive premium pay without a written justification
- 4

Water, Sewer & Broadband Infrastructure

• **Expanding water and sewer projects** that are eligible
• **Broadening eligible broadband investments** to allow recipients to address access, affordability & reliability challenges

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Standard Allowance

- Government services generally include any service traditionally provided by a government unless Treasury has stated otherwise
- Easier to think of what's excluded:
 - Reduce tax revenue
 - Pension contributions
 - Debt service
 - Rainy day fund
- Simplification of process and reporting requirements
- One time election!

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ARPA Reporting and Compliance

- Preparation of all required reporting on the Treasury's online portal under the standard allowance
- Assistance in preparation of accounting policy or internal memo
- Assembly of a final audit package related

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Questions?



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Points of Interest Noted:

- Key features in final rule:
 - \$10 million revenue loss standard allowance.
 - A broader set of eligible uses.
 - Streamlining options to provide premium pay.
 - Expanding water and sewer projects
 - Broadening eligible broadband investments.
- Excluded from ARPA Funds:
 - Reduce tax revenues
 - Pension contributions
 - Debt service
 - Rainy Day fund
- Final ruling was released in January 2022, that loosened restrictions on using funding.
- Streamlines reporting to the treasury.
- Elections for standard allowance must be completed by April 30, 2022, if not, the Town will have to go back to the original way to spend.
- Benefits of using the James Moore & Company:
 - Help with reporting and compliance to the Treasury allowing the Town to focus on how to spend the funds.
 - Help with any supportive documentation for final package for auditors.
 - Help create any internal memos or policies.

Discussion followed regarding ARPA Reporting and Compliance Consulting Engagement Letter provided by James Moore & Co., P.L. which explains the engagement objectives, town's responsibilities, James Moore & Co., Inc.'s responsibilities, non-attest services, engagement timeline and other engagement terms.

Council had additional questions for Mr. McKitrick, and he noted that James Moore currently works with UNC Wilmington, East Carolina University, and on procedures annually for the NCAA. Mr. McKitrick would be the contact person for the town, and Mr. Zach Chalifour, CPA, Leader of Government Services Team, is available too as needed for ARPA information.

No further discussion. Mayor Mulhollem and Ms. Batten thanked Mr. McKitrick for his presentation.

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Engaging James Moore & Co., P.L. with Reporting and Compliance Consulting Services with Additional Elective Add-On Services related to the American Rescue Plan Act (ARPA) Funds.

Ms. Batten shared that after receiving a marketing call from a representative with James Moore & Co., P.L. with regards to ARPA funds, a virtual meeting was scheduled to discuss further. Ms. Batten and Mr. Gordon attended the virtual meeting with Mr. McKitrick and Mr. Chalifour to see what James Moore & Co., P.L. had to offer the town. Ms. Batten noted that during their remote meeting they discussed the same information that Mr. McKitrick had just shared with Council in the PowerPoint presentation.

Ms. Batten read an email from Mr. Chalifour regarding James Moore & Co., P.L. references which appears as follows:

Kim P Batten

From: Zach Chalifour <Zach.Chalifour@JMCo.com>
Sent: Thursday, March 31, 2022 6:01 PM
To: Kim P Batten; Brendan K. McKittrick
Cc: Mike Gordon
Subject: RE: ARPA Consulting Meeting - 2pm

Be Advised: This email originated from outside of the Town of Archer Lodge, NC

Hi Kim,

Just a few quick notes and perspective I had handy that may help, because someone else just asked...

We currently have 23 governments engaged to work through this same service package, and about 10-15 others pending final approval at their April commission meetings. Almost all are in Florida and are a makeup of about 70% current audit clients of James Moore, 20% other entities we had some other a relationship with, and 10% those we met through the marketing outreach efforts we tried like how we got to meet you all. Only a few are out of state because while we're excited to have gotten in touch with you all and a handful of others in various states, the nationwide marketing blitz did not generate as much traffic as we hoped (although we knew what we were up against...it's hard to turn ARPA into a bright and shiny thing that everyone just has to have! 😊).

While ARPA isn't a thing that has happened yet so we can't pull a reference those been through it since it is the first time for all of us, we'd be more than glad to put you in touch with any of our government clients in FL as well if desired for a general reference or otherwise.

Thanks!
Zach

Zach Chalifour, CPA



New Year. New Look. Same James Moore. [Learn More](#)

Ph: 386-257-4100

Email: Zach.Chalifour@JMCo.com

Website: www.jmco.com



Ms. Batten informed that she had contacted a NC CPA firm for the same services and after meeting with them remotely for approximately one hour, they provided a DRAFT engagement letter but no quote which was odd. Staff and Council Member Purvis advised that the NC firm will not provide all the services that will be provided by the James Moore & Co., P.L.

Discussion followed:

- Beneficial for the Town to hire a third party to assist with ARPA Funding.
- Concerns with the Town not using the services provided by Triangle J Council of Government (TJCOG)
 - Mr. Gordon responded that he contacted TJCOG and was told a representative would contact him, but no one has contacted him. Staff shared that after having done research they found that TJCOG is looking at providing software to assist in reporting, but the Town is needing someone to handle the reporting and follow the IRS guidelines.
- Mayor Mulhollem shared that he sees both sides regarding contacting TJCOG for help or using James Moore & Co. services which is almost like having in-house help. He noted that the ARPA funding falls outside of normal operations and there would be risks unless the town hired legal and reliable sources to help administer the funds by the federal deadline of December 31, 2026.
- Ms. Batten asked that Attorney Burrell review the Engagement Letter with James Moore & Co. for clarification.
- Mayor Mulhollem asked Attorney Burrell if Hewett Law Group was aware of any other municipalities in the county that were seeking to engage with similar firms for ARPA services. Mr. Burrell shared that he wasn't aware of any, but he would inquire.

- Ms. Batten recommended utilizing the funds to one or two projects due to the documentation that is required and added that the Town ARPA Fund is set up in the financial software.
- Attorney Burrell confirmed that he would review the engagement letter with James Moore & Co., P.L. within the next couple of days and that the vote to approve would be contingent on his findings.

Mayor Mulhollem called for a motion to engage James Moore & Co., P.L. with reporting and compliance consulting services with additional elective add-on services related to ARPA funds contingent on Attorney Burrell's findings.

Approved Engagement Letter appears as follows:



March 14, 2022

Town of Archer Lodge, NC
 Attn: Kim Batten, Finance Officer/Town Clerk
 Via E-Mail: kim.batten@archerlodgenc.gov

RE: ARPA Reporting and Compliance Consulting Engagement Letter

Dear Ms. Batten:

We are pleased to provide the Town of Archer Lodge, NC (the Government) with reporting and compliance consulting services related to the Government's Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) from the American Rescue Plan Act (ARPA). This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide as it relates to assistance with the Government's reporting of its CSLFRF funds and internal compliance and accountability. This engagement between you and our firm will be governed by the terms of this letter.

Engagement Objectives

You have requested that we perform ARPA CSLFRF reporting and compliance consulting services as described below:

- Preparation of all required reports through the United States Treasury's online portal for the Government's use of ARPA CSLFRF funds in accordance with the Government's plan to elect the standard allowance for revenue replacement for the use of 100% of the ARPA CSLFRF award.
- Assistance in the development of an official accounting policy or internal memo related to the Government's planned usage of the economic impact of the ARPA CSLFRF funds.
- Assembly of a final audit package related to the usage of the ARPA CSLFRF funds that can be provided to your auditors for single audit purposes.

Your Responsibilities

In order for us to perform the above services, we will need the following assistance:

- Assistance in establishing a member of our team as an authorized user to prepare reports through the Treasury's portal.
- Trial balance and/or general ledger reports and applicable supporting documentation, as requested.
- Final review, approval, and submittal of reports and internal policy/memo document.

The sufficiency of the consulting services we provide is solely the responsibility of the Government. Consequently, we make no representation regarding the sufficiency of the procedures to be performed. Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent on the accuracy and completeness of the representations and information that we receive from your personnel. Accordingly, inaccurate or incomplete information could result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified. Any reports we issue

to you as a result of this consulting engagement are solely intended for the use of the Government, and should not be used by anyone other than those specified parties. We will not provide any legal services.

You are responsible for ensuring compliance with all applicable ARPA and Federal guidance, and making all management decisions and responsibilities and for designating an individual, with suitable skills, knowledge, and experience to oversee any nonattest services that we provide. You are responsible for: accepting responsibility for the results of the services performed, including decisions regarding implementation of any recommendations provided by us; making all management decisions and performing all management functions; evaluating the adequacy and results of the services performed; and establishing and maintaining internal controls as well as monitor ongoing activities.

Our Responsibilities

We will perform our services in accordance with the Statement on Standards for Consulting Services and the Code of Professional conduct issued by the American Institute of Certified Public Accountants. Such services are not intended to represent an audit, examination, attestation, financial forecast or projection, special report or agreed-upon procedures engagement as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by us regarding financial data or internal controls, expressing a conclusion, or providing any form of assurance.

The engagement is limited to the professional services outlined above. James Moore & Co., P.L., in its sole professional judgement, reserves the right to refuse to take any action that may be construed as making management decisions or performing management functions on your behalf. However, we may provide advice and recommendations to assist management in performing its functions and making decisions. Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

Upon completion of our procedures, we will provide a copy of any final deliverables included in this engagement, including the final accounting policy/memo language and internal audit package for single audit purposes.

Nonattest Services

We will perform the following nonattest services: preparation of ARPA CSLFRF program reports to be submitted to the U.S. Treasury and related internal reporting package; preparation of an internal policy/memo related to the usage of such funds. With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the Government. However, we will provide advice and recommendations to assist management of the Government in performing its responsibilities. The Government's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Kim Batten) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm may advise the Government with regard to different matters, but the Government must make all decisions with regard to those matters.

Engagement Timeline

We expect to perform these procedures in accordance with the following timeline:

- *Upon Execution of Agreement: Project Kickoff and Planning*
 - o Initial setup within the Treasury’s portal to ensure proper access is available to file the required reports.
 - o Submittal of client survey related to planned usage of funds, accounting policy preferences, and other key information to aid us in the development of the accounting policy/internal memo.
- *By April 30, 2022: Filing of Initial Project and Expenditure Report*
 - o Determination of usage of funds for general government expenditures to meet the applicable compliance requirements for usage of funds earned under the standard allowance for revenue replacement, expected to equal 100% of award.
 - o Submittal of report.
- *By May 31, 2022: Completion of Internal Accounting Policy/Memo and Final Audit Package*
 - o Final edits of accounting policy/memo for use by the Government.
 - o Completion of final audit package summarizing compliance and with supporting documentation for single audit purposes.
- *Ongoing: Subsequent Reporting Deadlines*
 - o Submittal of subsequent reports through the Treasury portal, as required, in succeeding years.

Other Engagement Terms

Zach Chalifour is the service leader for the services specified in this letter. His responsibilities include supervising James Moore & Company’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign any reports we issue to you as part of this engagement.

Our fee for these services will be \$5,900. Our services will be billed according to the following milestone schedule:

Milestones (in expected order of completion)	Percentage of Total Fee Due
At Execution of Engagement Letter	30%
Upon Filing Treasury P&E Report Due April 30, 2022	20%
Submittal of Internal ARPA Audit Package	20%
Submittal of Internal ARPA Accounting Policy/Memo	20%
Upon Completion of Final Report Due to U.S. Treasury	10%

The above fees are based upon the Government’s planned usage of the \$10 million standard allowance for revenue replacement for the full ARPA CSLFRF award amount. Should the plan for use of these funds change, or additional reporting and compliance requirements not in effect at the time of this letter by instituted by the Treasury, our fees may be subject to change. In such case, no additional work shall be performed without advance discussion and approval of any additional fees.

Town of Archer Lodge, NC
March 14, 2022
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You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of additional services and the estimated price. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. While we would be more than glad to discuss a custom service plan to best meet your needs, specific services related to this engagement that may be added on at your request are as follows:

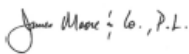
Elective Add-on Service	Fee
Presentation to Elected Officials – In Person	\$1,000 + travel costs + travel time at \$100/hour
Presentation to Elected Officials – Remote	\$750
Project Accounting & Reporting – Accounting & Final Report	\$7,500
Project Accounting & Reporting – Interim Report	\$2,000 each

This engagement letter may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days' notice of their intention to terminate the engagement. If work has been partially completed toward an identified milestone at the time of termination, a final billing shall be made based on the amount of actual time incurred.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our proposal. If you have any questions, please let us know. If you agree with the terms of our proposal as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Archer Lodge, NC.

By: 

Title: Town Administrator

Date: April 4, 2022

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Approved Engaging James Moore & Co., P.L. with Reporting and Compliance Consulting Services with Additional Elective Add-On Services related to the American Rescue Plan Act (ARPA) Funds, Pursuant to a Favorable Legal Review of the Engagement Letter.

CARRIED UNANIMOUSLY

- b) **Discussion and Consideration of**
- 1) Calling a Special Meeting for the Purpose of Hearing and Conducting a Quasi-Judicial Public Hearing on a Special Use Permit Application submitted by Piedmont Natural Gas Co, Inc, a NC Corporation to be held Monday, April 18, 2022, at 6:30 PM and**
 - 2) Delaying the Work Session Previously Scheduled for the Same Date and Time to Beginning Five Minutes Following the Close of the Special Meeting Allowing Time for a Break.**

Mayor Mulhollem read the agenda item and Ms. Maybee confirmed that the statement did not need anything added. Ms. Maybee noted that the special use permit was for a Piedmont Natural Gas regulator station.

Mayor Mulhollem opened the floor for questions. Having none, Mayor Mulhollem called for a motion.

Moved by Council Member Jackson
Seconded by: Council Member Purvis

Called a Special Meeting for the Purpose of Hearing and Conducting a Quasi-Judicial Public Hearing on a Special Use Permit Application

submitted by Piedmont Natural Gas Co, Inc, a NC Corporation, to be held Monday, April 18, 2022, at 6:30 p.m.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2022 (BA 2022 02).

Ms. Batten shared that the budget amendment is for the General Fund because some expenditures need to be reappropriated and unanticipated revenues have been received. No further discussion.

Adopted Budget Amendment (BA 2022 02) appears as follows:

Town of Archer Lodge Fiscal Year Ending June 30, 2022					BA 2022 02
Budget Amendment # BA 2022 02 Date: 04-Apr-22					
Gen Fund/Cap Res Fund/Park Res Fund/Public Safety Res Fund/ARPA Grant Fund					
Account	Account Number	Budget	Amendment	Amended Budget	
Revenues:					
Gen/2018 Property Taxes	10-3118-0000	-	10.00	10.00	
Gen/2019 Property Taxes	10-3119-0000	-	50.00	50.00	
Gen/2020 Property Taxes	10-3120-0000	-	390.00	390.00	
Gen/2021 Property Taxes	10-3121-0000	755,000.00	13,000.00	768,000.00	
Gen/2021 Vehicle Taxes	10-3121-0120	105,000.00	14,000.00	119,000.00	
Total Increase (Decrease) in Revenues			27,450.00		
Expenditures:					
Gen/Admin/Salaries (Part-Time)	10-4120-1220	19,500.00	13,500.00	33,000.00	
Gen/Admin/FICA Taxes	10-4120-1810	13,700.00	1,000.00	14,700.00	
Gen/Admin/Retirement	10-4120-1820	21,000.00	1,500.00	22,500.00	
Gen/Admin/Codification	10-4120-2700	7,725.00	4,500.00	12,225.00	
Gen/Admin/Capital Outlay	10-4120-5100	70,000.00	(43,250.00)	26,750.00	
Gen/Admin/Tax Collection Fees (NC & JoCo)	10-4140-4950	25,000.00	1,000.00	26,000.00	
Gen/Public Bldgs/Insurance Property & Liability	10-4190-4500	1,100.00	300.00	1,400.00	
Gen/Public Bldgs/Capital Outlay	10-4190-5100	95,000.00	(95,000.00)	-	
Gen/Public Safety/Contracted Services-Fire Department	10-4300-3500	348,000.00	15,000.00	363,000.00	
Gen/Public Works/Road Signs/Banners	10-4510-3590	10,000.00	5,000.00	15,000.00	
Gen/P & Z/Salaries (Part-Time)	10-4910-1220	43,000.00	850.00	43,850.00	
Gen/Parks & Rec/Salaries (Part-Time)	10-6120-1220	17,500.00	(13,500.00)	4,000.00	
Gen/Parks & Rec/FICA Taxes	10-6120-1810	1,400.00	(1,000.00)	400.00	
Gen/Parks & Rec/Retirement	10-6120-1820	2,200.00	(1,500.00)	700.00	
Gen/Parks & Rec/Social Media Services	10-6120-3360	600.00	800.00	1,400.00	
Gen/Parks & Rec/Capital Outlay	10-6120-5100	-	138,250.00	138,250.00	
Total Increase (Decrease) in Expenditures			27,450.00		
Justification for Budget Amendment:					
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.					
Adopted this 4th day of April 2022					
ATTEST:  Kim P. Batten, Town Clerk				 Matthew B. Mulhollen, Mayor	
				 Mike Gordon, Budget Officer	

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Adopted Budget Amendment for Fiscal Year Ending June 30, 2022 (BA 2022 02).

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell shared the following:
- Reminded that the past few meetings he discussed revamping citation fees for ordinance violations, specifically Animal Control Ordinances.
 - The Town of Clayton is looking at revamping their fines/fees schedule within the next month to match the Johnston County fines/fees schedule, and suggested the Town of

Archer Lodge do the same as a cooperative effort and for consistency.

- **Reminded everyone that the Animal Control Officer works for Clayton and Archer Lodge.**

Mayor Mulhollem recommended matching the Johnston County Fee Schedule.

7. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Gordon shared the following:

Town Park:

- **Reminded everyone that Wednesday, April 6, 2022, is the Groundbreaking Event for the Town Park at 4:00 p.m.**
- **JM Daniels Construction Co., Inc started working at the Town Park on Monday, April 4, 2022.**
- **Ms. Batten asked that Council RSVP their invitations to the Groundbreaking.**

Cell Tower:

- **The original cell tower company, which was on a prior agenda, has contacted Ms. Maybee regarding a stealth tower.**
- **Attorney Burrell agreed to contact other municipalities with cell towers and get information on fees being charged.**

Town of Clayton:

- **He and Ms. Batten met with the Town of Clayton on Monday, April 4, 2022, to discuss a joint venture for July 4th celebration. It was noted that a partnership would be with ALCC and not the town. Discussion followed.**
- **Town of Clayton's \$110MM sewer upgrade package has turned into a \$235MM package.**
- **Advised the Town of Clayton that Archer Lodge was still interested in sewer if funding is available.**

Johnston County:

- **Mr. Gordon met with a Johnston County Regionalization Feasibility Study representative to find out what is being done for wastewater and asked that Archer Lodge be included in the study.**

Mayor Mulhollem opened the floor for questions and there were none.

8. FINANCIAL/TOWN CLERK'S REPORT:

a) Continuation of Budget Retreat Discussion Items

Ms. Batten mentioned that an updated Johnston County Tax scroll was received since discussing revenues at the last budget meeting in March with a slight change in ad valorem taxes.

Regarding expenditures, Ms. Batten suggested reviewing by departments instead of individual line items:

- **Governing Body**
 1. Increase governing body salaries \$50/month
 2. Subscriptions increasing due to population change
- **Administration**
 1. COLA
 2. Slight increase in benefits for dental/vision

3. No vehicle lease, but copier is leased
4. Ms. Batten mentioned attending a Spring Tour sponsored by NCLM regarding all types of insurances they provide. An increase in property and liability insurance due to costs of materials
- **Johnston County Tax Collections**
 1. Increase amount as reflected on the recent budget amendment.
- **Legal** will increase amount by \$3,000
- **Property Tax** on Leased Equipment will be slightly lower
- **Public Buildings**
 1. Supplies & LP Gas needs to increase due to inflation
 2. Contracted Services will be increased
 3. Property/Liability will increase has mentioned
- **Peg Media/EWTV** will be slightly lower based annual formula used
- **Public Safety**
 1. Animal Control Supplies needed a slight increase
 2. Animal Control Contracted Services needed a slight increase by \$500
- **Planning/Zoning**
 1. COLA
 2. Code Enforcement Services should decrease to \$1,000
 3. Certifications/Memberships have increased
- **Public Works**
 1. Streetlights will need to increase to \$10,000 in hopes to add more in town and possibly Castleberry Rd. Duke Energy has been in town and researched with Mike on locations
 2. Professional fees
 3. Sidewalk/curb/gutter project needs to remain; waiting on bill from NCDOT
 4. Decorative streetlights along the sidewalks and install
- **Parks and Rec**
 1. Full-Time salaries for new positions Parks & Recreation Director and Parks Maintenance Specialist (not sure when the positions will start)
 2. COLA
 3. Professional services will need to stay close to \$30,000 due to park related items
 4. Social media will have a slight increase due to park related items
- **Debt Service** will decrease slightly based on debt schedules and those schedules were not given to assist with the amounts. Ms. Batten noted that she'll handle that department.
- **Fund Transfers** will be completed by staff

No further discussion.

9. **PLANNING/ZONING REPORT:**

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

Ms. Maybee reported the following:

- Permits have increased by 75% in comparison to last year.
- Low on lots for Single Family Dwellings.
- Upcoming next Fiscal Year - Castleberry Subdivision - 32 Building Lots.
- Lot of Solar Panels, Residential Additions, and Accessory Buildings this past year.
- Text Amendments approved March 2022
- Items coming up for discussion:
 - UDO Provisions pertaining to removal of Planning Board review of Special Use Permits (SUP) as recommended by the School of Government.
 - Special Use Permit for Piedmont Natural Gas Co. - 10 Mile Gas Pipeline Project.

- One Variance request from the Watershed Provisions regarding impervious surface.
- Chad Meadows will attend the April 18, 2022, Work Session and will be discussing the 160D Comprehensive Land Use Plan updates, goals and, looking at the possibility of an ETJ.

b) Code Enforcement

Ms. Maybee reported the following:

- Working with Attorney Burrell on Animal Control Ordinance as he discussed previously.
- Following up on public nuisance reports.
- Sending a courtesy letter in regard to placement of Election Signs.
- Waiting to receive city-wide speed limits from NCDOT and discuss what the process will be.

Mayor Mulhollem opened the floor for questions and there were none.

10. MAYOR'S REPORT:

- a) **Mayor Mulhollem informed every one of the County Wide Clean-Up Day and Adopt-A-Highway that Ms. Sarah Bunn, Friends of Johnston County Parks, has coordinated. The Archer Lodge event will be held two days beginning Friday, April 22, 2022, thru Saturday, April 23, 2022.**

Shared that he is looking forward to the Town Park Groundbreaking, Wednesday, April 6, 2022, at 4:00 p.m.

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Bruton shared that it was good to be back and see smiling faces. She appreciated everyone's well wishes and thanked everyone for their patience while she was attending remotely.**

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- b) **Council Member Wilson expressed appreciation for everyone's thoughts and prayers during his recent stay in the hospital and thanked the Town for the meals that were provided for him and his family. He shared that he is a person living with Parkinson's Disease and asked that everyone remember April as Parkinson's Awareness Month.**

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- c) **Council Member Jackson shared that he was glad to see Council Member Bruton and Council Member Wilson back in person.**

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- d) **Mayor Pro Tem Castleberry reiterated Council Member Jackson's remarks and added that they were missed.**

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- e) **Council Member Purvis was glad to have Council Member Bruton and Council Member Wilson in person and expressed that it was good to have a "Full House."**
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12. CLOSED SESSION

- a) **Attorney Burrell advised that pursuant to NCGS § 143-318.11 (a)(6) Council is authorized to enter into close session to discuss personnel matters.**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to Enter Into Close Session at 9:17 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to Return to Open Session at 9:33 p.m.

CARRIED UNANIMOUSLY

13. ADJOURNMENT:

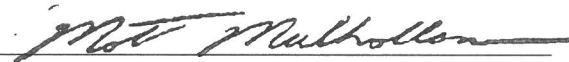
- a) **Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.**

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Wilson

Adjourned meeting at 9:34 p.m.

CARRIED UNANIMOUSLY


Matthew B. Mulhollem, Mayor


Kim P. Batten, Town Clerk

