



Regular Council - Minutes Monday, November 7, 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
Chip Hewett, Town Attorney
Julie Maybee, Town Planner
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Curry, Code Enforcement Officer
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

GUEST PRESENT:

Melissa Hubbard
Kevin Hubbard, Melissa Hubbard's Husband
Lacyn Hubbard, Melissa Hubbard's Daughter

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 Castleberry

Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

a) Ms. Teresa Romano of 2308 Raintree Drive Clayton, NC 27527 explained that she applied and wants to be considered for the Planning Board. She expressed how she left the board in December and misses it.

b) Mr. Hearbert Locklear of 213 Fawn Lane Archer Lodge, NC 27527 explained that he has served on the town council and on the planning board previously. He wants to be considered for the planning board and wants to continue to help.

4. **CONSENT AGENDA:**

a) **Approval of Minutes:**
03 Oct 2022 Regular Council Meeting Minutes

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. **RECOGNITION/PRESENTATION:**

a) **Proclamation - Melissa Hubbard, Johnston County Public Schools Principal of the Year for 2022-2023, Archer Lodge Middle School**

Mayor Mulhollem recognized Ms. Melissa Hubbard for receiving the Johnston County Public Schools Principal of the Year award for 2022-2023 and read the proclamation below. Mayor Mulhollem presented Ms. Hubbard with a gift from the town and captured a picture with Ms. Hubbard, her husband, Kevin, and their daughter, Lacyn.



WHEREAS, the vision, dedication, and determination of a principal provides the mobilizing force and direction behind any school effort; and

WHEREAS, principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations practitioners, budget analysts, facility managers, and more; and

WHEREAS, principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards; and

WHEREAS, principals work tirelessly to establish rapport with students, parents, faculties and staff, communities, and other stakeholder groups; and

WHEREAS, our town honors and recognizes the important role that the principal of the year assumes in helping the children in this town to have access to high-quality education in a safe and supportive environment.

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and the Town Council of the Town of Archer Lodge, North Carolina, do hereby proclaim and recognize Melissa Hubbard as

**Johnston County Public Schools
Principal of the Year**

In the Town of Archer Lodge, North Carolina, I encourage citizens to learn more about the many contributions and accomplishments of Melissa Hubbard. I also encourage citizens to learn more about the Principal of the Year award and what an honor it is to have one in our town.

Duly adopted this the 7th day of November 2022.


Matthew B. Mulhollem
Mayor

b) Proclamation - Lung Cancer Awareness Month

Mayor Mulhollem proclaimed November as Lung Cancer Awareness Month by reading the following Lung Cancer Awareness Month Proclamation:



Proclamation



WHEREAS, lung cancer is the leading cause of cancer death among men and women in the United States and North Carolina, accounting for more deaths than colon cancer, breast cancer, pancreatic cancer, and prostate cancer combined; and

WHEREAS, according to the Centers for Disease Control, there were 41,258 new lung cancer cases and 27,124 deaths because of lung cancer between 2014 and 2018 in North Carolina; and

WHEREAS, the 5-year survival rate for localized lung cancer is 59%, yet only 17% of lung cancers are diagnosed at this stage; and

WHEREAS, screening for lung cancer for high-risk individuals using low-dose computed tomography can lead to the earlier detection of lung cancer and save lives, reducing mortality by 20% when compared to screening by chest x-ray in the National Lung Screening Trial and reducing the risk of death at 10 years by 24% in men and 33% in women as demonstrated by another large, randomized trial; and

WHEREAS, funding for lung cancer research trials far behind funding for research of many other cancers, and additional research is needed in early diagnosis, screening, and treatment for lung cancer; and

WHEREAS, lung cancer in never smokers is the 7th leading cause of cancer-related death and accounts for 17,000-26,000 deaths in the US every year, and the proportion of lung cancers diagnosed in never smokers is increasing in the US; and

WHEREAS, organizations working in North Carolina, such as the American Lung Cancer Screening Initiative and Women's Lung Cancer Forum, are committed to educating about lung cancer and lung cancer screening and working to increase lung cancer screening rates in North Carolina; and

WHEREAS, this November, we recognize the need for research to help find the cure of lung cancer, the need for screening, the survivors, those battling the disease, and those who have lost their lives; and

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and the Town Council of the Town of Archer Lodge, North Carolina, do hereby proclaim November 2022 as

Lung Cancer Awareness Month

In the Town of Archer Lodge, North Carolina, I encourage citizens to learn about lung cancer and early detection through lung cancer screening. I also encourage citizens to wear white ribbons in honor of those who have lost their lives to lung cancer and those who are now bravely fighting this disease.

Duly adopted this the 7th day of November 2022.



Matthew B. Mulhollem
Mayor



6. **DISCUSSION AND POSSIBLE ACTION ITEMS:**

a) **Discussion and Consideration of Appointing or Reappointing Two Planning Board Members/Board of Adjustment Members for a Three-Year Term Beginning January 2023 - December 2025**

Mayor Mulhollem opened the floor for discussion. With no further comments or discussion, Mayor Mulhollem asked for a motion.

Moved by: Council Member Wilson

Seconded by: Council Member Bruton

Approved to appoint Teresa Romano as a Planning Board/Board of Adjustment Member effective January 1, 2023.

CARRIED UNANIMOUSLY

Motion to reappoint Hearbert Locklear as a Planning Board/Board of Adjustment Member.

Moved by: Council Member Castleberry

Seconded by: Council Member Jackson

Approved to reappoint Hearbert Locklear as a Planning Board/Board of Adjustment Member effective January 1, 2023.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Approving a Resolution Adopting the 2023 Town Council Meeting Schedule (Resolution# AL2022-11-07a)

Mayor Mulhollem opened the floor for discussion.

- Comment heard for another work session around budget time. Discussion followed of the possibility to call a special meeting in June if it's needed after the June Regular Meeting.

No further comments or discussion.

The Approved Resolution# AL 2022-11-07a Adopting the 2023 Town Council Meeting Schedule appears as follows:



RESOLUTION# AL2022-11-07a

TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2023
TOWN COUNCIL MEETING SCHEDULE

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

TOWN OF ARCHER LODGE 2023 CALENDAR TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	Tuesday, Jan 3	Monday, Jan 16	
February	Monday, Feb 6		Monday, Feb 20
March	Monday, Mar 6		Monday, Mar 20
April	Monday, Apr 3		
May	Monday, May 1	Monday, May 15	
June	Monday, Jun 5		
July	Monday, Jul 10		
August	Monday, Aug 7		
September	Tuesday, Sep 5	Monday, Sep 18	
October	Monday, Oct 2	Monday, Oct 16	
November	Monday, Nov 6		
December	Monday, Dec 4		

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2023 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 7th DAY OF NOVEMBER 2022 WHILE IN REGULAR SESSION.

ATTEST:



Jenny Martin
Town Clerk





(SEAL)
Matthew B. Mulhollem
Mayor

NOVEMBER 7, 2022

REGULAR COUNCIL MEETING

Moved by: Council Member Jackson
Seconded by: Council Member Castleberry
Approved Resolution# AL2022-11-07a Adopting the 2023 Town Council Meeting Schedule.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Approving a Resolution Adopting the 2023 Holiday Schedule (Resolution# AL2022-11-07b)

Mayor Mulhollem noted that the town normally follows the Holiday Schedule set by the State.

No further comments or discussion.

The Approved Resolution# AL2022-11-07b Adopting the 2023 Holiday Schedule appears as follows:



RESOLUTION# AL2022-11-07b

TOWN OF ARCHER LODGE

RESOLUTION ADOPTING THE 2023 HOLIDAY SCHEDULE

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

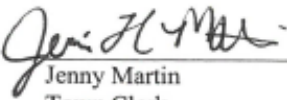
WHEREAS, the below 2023 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays#2023>

2023 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 2nd	Monday
Martin Luther King Jr's Birthday	January 16th	Monday
Good Friday	April 7th	Friday
Memorial Day	May 29th	Monday
Independence Day	July 4th	Tuesday
Labor Day	September 4th	Monday
Veterans Day	November 10th	Friday
Thanksgiving	November 23rd & 24th	Thursday & Friday
Christmas	December 25th, 26th & 27th	Monday, Tuesday & Wednesday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2023 Holiday Schedule as presented.

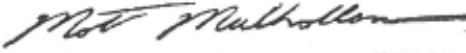
DULY ADOPTED ON THIS 7th DAY OF NOVEMBER 2022 WHILE IN REGULAR SESSION.

ATTEST:



Jenny Martin
Town Clerk





Matthew B. Mulhollem
Mayor

(SEAL)

Moved by: Council Member Wilson
Seconded by: Council Member Bruton

Approved Resolution# AL 2022-11-07b Adopting the 2023 Holiday Schedule.

CARRIED UNANIMOUSLY

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Hewett expressed that it was good to see everybody and that he was giving Attorney Burrell a break tonight. Attorney Hewett mentioned that all of his part will be in Closed Session unless there was something that Attorney Burrell was supposed to report back tonight.

No further comments or discussion.

8. TOWN ADMINISTRATOR'S REPORT:

a) Archer Lodge Town Park Update

Mr. Gordon shared the following:

- The town is working on getting electricians and electrical parts.
- The septic system is in.
- The grading has been done, and the ballfields are looking really good.
- The plan is to start the light poles, fence poles, and sod within the next 30 days.
- The playground equipment has been ordered.
- The town is working on getting everything lined up for the picnic shelter.
- It has been decided that we are going to move the old house that is on the property of the park and make that our new parks & rec. office based on the numbers of our budget. It will be renovated and will be up to code. It might can be used for something else later down the road.
- We are working on the rendering for the western side of the road, and he hopes to have the rendering by the December meeting to show to council.

Mr. Gordon announced that Ms. Julie Maybee, the town planner, will be moving forward to another position and will be leaving the town. Mr. Gordon expressed that she will be missed by the town. He also mentioned that with the help of HR, the town will be posting a position for a full-time planner.

Discussion followed where it was mentioned to post the position through TJCOG.

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

a) Interim Financial Reports for September 2022

Ms. Batten shared an interim summary for all funds ending September 30, 2022. She noted that we are a little over 25% in revenues. The actual to date net difference between revenues and expenditures in the general fund is a deficit of \$127,090.45.

When comparing revenues in September 2022 with September 2021 in the General Fund, the net difference is an increase in September 2022 by approximately \$16,556. Ms. Batten stated that the expenditures for this year is less than last year. We are in the positive by approximately \$39,800.

Regarding the PARTF Project Fund 41, Ms. Batten mentioned that this fund was getting a lot of activity. We are about at our limit. We still have a lot to collect from our PARTF grant; we receive money every quarter.

Regarding the ARPA Grant Fund 42, Ms. Batten mentioned that this fund is getting some activity as well.

Regarding the SCIF Grant Fund 43, Ms. Batten mentioned that we will use this fund to move the house at the park.

Discussion regarding the taxes for the park property, and it was noted that the town doesn't pay property taxes because we are exempt.

10. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:**a) Open Positions Update**

Ms. Martin shared that we partnered with the Parks & Rec. Director for the Town of Knightdale to guide us on our Parks and Rec. Director position and help with the selection process. We conducted the second round of interviews last week and this week for this position. We are in the process of selecting our final candidate from the results of those interviews. Once the candidate is chosen, Ms. Martin will conduct the reference and background checks.

Ms. Martin also shared that the Town Administrator position has closed and that there are 9 applicants for the council to review.

b) Personnel Policy Project Update

Ms. Martin stated that Mr. Gordon, Ms. Batten, and herself will continue to have meetings to complete the personnel policy project. Once those meetings have taken place and the changes have been made, then Ms. Martin will give it to the council for review.

No further comments or discussion.

11. PLANNING/ZONING REPORT:**a) Planning I Zoning I Projects I Updates**

Ms. Maybee mentioned that she would like to thank the following people prior to her last day at Archer Lodge:

- Town Council (Past & Present)
- Planning Board/Board of Adjustment
- All of the citizens that have volunteered
- Johnston County Board of Commissioners
- County Manager, Rick Hester
- Clerk to the Board, Paula Woodard
- EDC Director, Chris Johnson
- Public Utilities Director, Chandra Farmer & Staff
- Stormwater Administrator, Jessica Batten
- Inspections Director, Shane Hudson & Staff
- Emergency Services Director, Kevin Hubbard & Staff
- Northside Fire Chief, Phillip Driver & Staff
- District Engineer, Sam Lawhorn & Staff
- Johnston County GIS
- Joyce Lawhorn
- Kim Batten

- Chip Hewett
- Marcus Burrell
- Chad Meadows
- Al Benchoff
- Paul Timm
- Kerry Barnes
- Surveyors & Developers
- Register of Deeds Office
- Jenny Martin
- Chris Curry
- Brandon Emory
- Mike Gordon
- Susan Hatchell

Ms. Maybee also thanked the council and staff for allowing her to serve the Town of Archer Lodge.

No further comments or discussion.

b) Code Enforcement

Mr. Curry thanked the council and staff for choosing their company to do code enforcement for the Town of Archer Lodge and he introduced himself to council. Mr. Curry stated that he had been in law enforcement for 13 years, and then started with code enforcement in 2016. He loves what he does; loves talking to people and educating people. Mr. Curry mentioned that he works for other towns as well.

Mr. Curry shared the following update:

- 20 cases have been opened up this month
- No hearing notices were issued
- Spoke about 6 cases that were already making progress
- Shared a summary of the "Violations by the Numbers" report and the "Case Status to Date" report

Discussion followed thanking Mr. Curry for his services and the need for his services. It was also mentioned that the town will be using the same company, ACE, that Mr. Curry works for to be our interim planner until we hire a full-time planner.

12. MAYOR'S REPORT:

- a)** Mayor Mulhollem shared that he, Mayor Pro Tem Castleberry, and Council Member Purvis went to a meeting last Wednesday night at the Smithfield Town Hall to speak with two of the Johnston County Commissioners, along with other town mayors and council members. Growth, sewer, and quality of life were big topics at the meeting. Mayor Mulhollem stated that they were very proud of the town, things we have accomplished, and how we operate. These meetings will probably be held quarterly moving forward. Mayor Mulhollem mentioned to the council members that if they are interested in attending, to let him know.

Mayor Mulhollem reminded council, staff, and guest about the Veteran's Memorial Ceremony this Friday, November 11th, at 11:00am. Mayor Mulhollem stated that because of inclement weather, the ceremony will be held at White Oak Baptist Church.

Mayor Mulhollem also extended a big thank you to Ms. Julie Maybee and the great job that she did. Mayor Mulhollem stated that she will be missed and praised her on getting the planning and zoning department where it needs to be.

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a)** Council Member Bruton supported what Mayor Mulhollem stated in regard to Ms. Julie Maybee. She added that Ms. Julie Maybee will be missed and is appreciated.
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- b)** Council Member Wilson commented on the excellent people that Ms. Julie Maybee worked with while she was here. He stated that "the car was there, and she took us down the road where we needed to be." He thanked Ms. Maybee for her service.
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- c)** Council Member Jackson mentioned that tomorrow is voting day and how important that day is. He spoke about November 11th, Veteran's Day. Lastly, Council Member Jackson commented on the difference that Ms. Julie Maybee has made and the energy that she put into the planning department. He expressed that he appreciated Ms. Maybee and that she is a part of Archer Lodge from here on.
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- d)** Mayor Pro Tem Castleberry shared that Ms. Julie Maybee got us on the right side and that he hopes that the person that comes in behind her will keep us on that same path. He also mentioned the Veteran's Day Ceremony.
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- e)** Council Member Purvis expressed his condolences to Ms. Julie Maybee. He reiterated Mayor Mulhollem's comments about the meeting with the Johnston County Commissioners on Wednesday night and stated that it was a very good feeling to see how far that we have advanced. He thanked the staff and Ms. Maybee for being a part of that.
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14. CLOSED SESSION:

- a)** Attorney Hewett commented on the number of professionals that Ms. Julie Maybee contacts on a daily basis. He mentioned that how Ms. Maybee represents the town is first class, and we won't replace her. Attorney Hewett extended his appreciation and thanked Ms. Maybee.
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- b)** Attorney Hewett asked for a motion to enter closed session to discuss personnel matters as permitted by § 143-318.11(a)(6).

Moved by: Council Member Jackson

Seconded by: Council Member Wilson

Approved to enter Closed Session at 8:09 p.m.

CARRIED UNANIMOUSLY

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Purvis

Approved to return to Open Session at 9:05 p.m.

CARRIED UNANIMOUSLY

15. DISCUSSION AND POSSIBLE ACTION FOLLOWING CLOSED SESSION:

- a)** Mayor Mulhollem asked for a motion to call for a Special Meeting for Monday, November 21st, at 6:30 p.m. for the purpose of personnel matters which will include a Closed Session.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved a Special Meeting for Monday, November 21st, at 6:30 p.m.

CARRIED UNANIMOUSLY

16. ADJOURNMENT:

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

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 9:08 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

