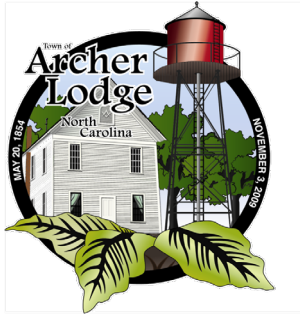




Regular Council - Minutes Tuesday, September 6, 2022

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

GUESTS PRESENT:

Jenny Martin, New Employee
Evan Guinn, Friend
Jamie & Jackie Hill, Jenny's Parents

MEDIA PRESENT:

Johnstonian News Reporter, No Name Given

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) **Mr. Zane Pinckney of 379 Nashville Drive, Archer Lodge, NC discussed the Public Hearing on Piedmont Natural Gas Line held back in April 2022 regarding a Special Use Permit. He requested from the Town Council for assistance with mandating what was agreed upon at the Public Hearing with regards to lights, fence and berm. Town Planner, Julie Maybee, stated that the project must follow the Findings of Fact recorded in the Johnston County Register of Deeds office. Also, she noted that a zoning**

compliance permit has not been issued and she would follow up by email regarding this information.

4. **RECOGNITION/PRESENTATION:**

a) **Welcome Jenny Martin, Archer Lodge's new Human Resources Officer/Town Clerk.**

Mike Gordon, Town Administrator, once again introduced Jenny Martin to the Town Council as the new Human Resources Officer/Town Clerk and shared her biography, so that council members are informed of her background.

Following Mike's remarks, Jenny introduced her parents, Jamie and Jackie Hill, along with her friend, Evan Guinn. No further remarks were made.

b) **Jenny Martin will be sworn in by Mayor Matt Mulhollem as the new Human Resources Officer/Town Clerk for the Town of Archer Lodge**

Mayor Mulhollem administered the Oath of Human Resources Officer/Town Clerk to Jennifer (Jenny) H. Martin, with the support of her father, Jamie Hill, which appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

22 R 438
FILED
21A 11:10
JOHNSTON CO. C.S.C.
WPS

OATH OF OFFICE FOR THE
HUMAN RESOURCES OFFICER/TOWN CLERK
TOWN OF ARCHER LODGE

I, JENNIFER H. MARTIN, do solemnly swear that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, JENNIFER H. MARTIN, do swear that I will well and truly execute the duties of the Office of Human Resources Officer/Town Clerk for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so help me, God.


JENNIFER H. MARTIN

Sworn to and subscribed before me
this 6th day of September 2022.


MATTHEW B. MULHOLLEM
MAYOR
TOWN OF ARCHER LODGE



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

a) **Discussion and Consideration of Naming the New Town Park**

Mayor shared that naming of the park has been discussed in the past with the Town Council as well as numerous times with Mr. & Mrs. George Smith, sellers of the land to the town. He noted that the Smith family insists that their name NOT be a part of the park name.

Mike shared a current drawing of the digital sign for consideration and for Council to provide input and the drawing appears as follows:



Town Council loved the drawing of the digital sign as well as the name on the sign, Archer Lodge Town Park. Since this is the town's first park, the name is perfect. All agreed. No further discussion.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved Naming the New Town Park as Archer Lodge Town Park.

CARRIED UNANIMOUSLY

b) **Discussion and Consideration of Possible Legal Actions for Unpaid Animal Citations ~ Attorney Burrell**

Attorney Marcus Burrell discussed code violations and animal citations with the Town Council. Due to overdue and unpaid animal citations, he noted that the Town Council should consider an amount based on the new fee schedule of how much of unpaid citation fees should accumulate before taking additional action.

The newly adopted fee schedule for fiscal year ending June 30, 2023, is shown below for convenience:

CODE OF ORDINANCE – ANIMAL CONTROL VIOLATIONS – CIVIL PENALTIES	
DESCRIPTION	FEE
Animal Cruelty (each offense, each domesticated animal)	\$ 500.00
Dangerous (Aggressive) Dog (each offense, each domesticated animal)	\$ 500.00
Other Violations (each offense, each domesticated animal):	
1 st Violation	\$ 100.00
2 nd Violation	\$ 200.00
3 rd Violation and subsequent violations	\$ 300.00

Much discussion followed regarding animal control ordinances, giving the Town Administrator the authority to proceed with legal action in Small Claims court, code enforcement in town, and invoicing citations so online payments are an option for citizens. In addition, Attorney Burrell mentioned that Julie Maybee, Town Planner, along with himself have been discussing with Animal Control Officer, Kerry Barnes, the state laws, town ordinances and keeping consistent with Johnston County and Town of Clayton. He noted that their looking to see if some animal control ordinances need text amendments for compliance. There will be more to come on this topic.

Council Member Purvis kindly suggested that the discussion should be whether to consider a monetary limit on unpaid citations prior to proceeding with legal action. Attorney Burrell confirmed yes and suggested a cumulative amount of all unpaid citations equally \$600.00 based on fee schedule. All agreed.

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

Approved to allow the Town Administrator to proceed with legal action should the accumulated amount of unpaid civil/animal citations equals \$600.00.

CARRIED UNANIMOUSLY

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6. **TOWN ATTORNEY'S REPORT:**
Attorney Burrell had no further report than already mentioned.

7. **TOWN ADMINSTRATOR'S REPORT:**

- a) **Mr. Gordon shared the following:**
- **5 acres portion of park land, NCDOT is reviewing the entrance for a driveway**
 - **Asked what Town Council wants to do with that side of park.**
 - **Parks & Rec Department's Maintenance/Office Building**
 - **Old Farmhouse**
 - **Passive activities**
 - **Contacted G&G Builders for designing the Parks & Rec Department's Maintenance/Office Building**
 - **Getting with Marcus to get draft an agreement with ALCC Board of Directors regarding athletics and other activities for the new year**

8. FINANCIAL/TOWN CLERK'S REPORT:

a) NCAMC Summer Conference Details

Ms. Batten shared that the NCAMC Summer Conference in Asheville, NC was very nice to attend in person and her along with Mrs. Joyce Lawhorn, Deputy Clerk and Ms. Jenny Martin, HR Officer/Town Clerk, were very appreciative of the Town wanting us to attend. While there, Ms. Martin met new clerks and was recognized as the newest clerk at the conference.

b) Interim Financial Reports for July 2022

Ms. Batten shared an interim summary for all funds ending July 31, 2022. She noted that in July of each fiscal year, the revenues received were extremely low in the General Fund whereas the expenditures remained constant each month, so nothing changed for the current fiscal year. In addition, she stated that investment earnings have increased as shown in all funds and were the only revenues received except in the Park Reserve Fund, the monthly transfer was completed.

When comparing July 2022 with July 2021 in the General Fund, the net difference is an increase in July 2022 by approximately \$59,000; however, Ms. Batten mentioned that in July 2021, the town made the transfers to both the Capital Reserve Fund and the Public Safety Reserve Fund which was \$50,000 and we didn't budget for those transfers in FY2022-2023. The remainder of the difference was in the Administration department as shown.

Regarding the PARTF Project Fund 41, Ms. Batten shared that there were no revenues present nor expenditures during July 2022, but the project is very active.

Regarding the ARPA Grant Fund 42, Ms. Batten confirmed that investment earnings were the only activity during July 2022; however, phase 2 of the Archer Lodge Town Park is underway, so look for activity in this fund next month.

Regarding the SCIF Grant Fund 43, Ms. Batten noted that investment earnings were the only activity, like with the ARPA Fund 42, for July 2022. No further comments or discussion regarding the financials.

In closing, Ms. Batten stated that the audit for fiscal year ending June 30, 2022 was underway. No further comments.

9. HUMAN RESOURCES OFFICER'S REPORT

a) Ms. Martin shared the following since her starting employment on August 16, 2022:

- She thanked the Town Council and Staff for the opportunity to be the first Human Resources Officer and to establish that department
- She expressed gratitude for having a great human resources base/files

- She started updating the employment law posters in the break room for compliance
- She started updating the employee files so there in compliance as well and organizing folders into the following categories:
 - Miscellaneous
 - Benefits
 - Payroll
 - Worker's Comp
 - Medical
- She noted that the Parks & Recreation Director position will be posted soon, and the other positions will follow.

10. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee shared the following:

- Chad Meadows, CodeWright Planners, will continue his presentation and discussions regarding Council's goals as they relate to updating the Comprehensive Land Use Plan and ETJ opportunity at the September work session on September 19th. She plans to invite the Planning Board Members as well by an email
- Participated in the SEAS study
- CAMPO has stressed that Archer Lodge has grown farther than envisioned in their 2030 Land Use plan with population growth
- Growth in Johnston County and being 7th in the nation
- Town of Clayton is entertaining annexation requests
- Planning for the NC Department of Commerce to revisit with an updated leakage report with why businesses are going to other area
- Regarding zoning permits, she mentioned they continue
- Planning Board is scheduled to meet on Wednesday, September 21, 2022, to discuss road standards with options and Chad Meadows will be attending

b) Code Enforcement

Ms. Maybee shared the following:

- Details from the Animal Control Report for the month of August as provided by the Town of Clayton PD
- Plans to communicate with Attorney Burrell and Animal Control Officer Barnes on procedures according to our ordinances. Plan to share the outcome with Council once done
- Applaud Council for setting the \$600.00 threshold on unpaid citations to start legal action

11. MAYOR'S REPORT:

Mayor Mulhollem shared that he attended the information meeting on the Johnston County Board of Education 2022 Bond Referendum. He provided details and stated they face significant challenges. In addition, he along with Mr. Gordon met with a Boy Scout at the town park to discuss ideas for his eagle scout project.

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson commented in song with "Enjoy the Daylight."
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- b) Council Member Jackson noted that he was traveling to the mountains.
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- c) Mayor Pro Tem Castleberry mentioned a Johnston County Economic Development meeting last week learning about Lee County and Moore County projects. He further mentioned that pharmaceuticals are investing multi-millions in areas of Johnston County. In closing, he noted that the Johnston County Airport is expanding, and all should visit the restaurant at the airport.
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- d) Council Member Purvis shared that CVS has the new COVID variant shot for those interested.
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- e) Council Member Bruton welcomed Jenny to the staff at the Town.
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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 Jackson

Adjourned meeting at 8:05 p.m.

CARRIED UNANIMOUSLY


Matthew B. Mulhollem, Mayor


Kim P. Batten, Town Clerk

