

**MINUTES
ARCHER LODGE TOWN COUNCIL MEETING
APRIL 22, 2010
ARCHER LODGE COMMUNITY CENTER**

PRESENT: Mike Gordon, Mayor; Carlton Vinson, Mayor Pro Tem; Jeff Barnes, Councilman; Clyde Castleberry, Councilman; Matt Mulhollem, Councilman; John Perry, Councilman

ALSO PRESENT: Lisa Barnes, Acting Clerk.

ABSENT: David Mills, Town Attorney

ITEM 1 Call to Order

At 7:05 p.m., Mayor Gordon called the meeting to order. Councilman Mulhollem led us in prayer and the Pledge of Allegiance was cited.

ITEM 2 Public Comment Period

At 7:10 p.m., Mayor Gordon opened the floor for any public comments. Mr. Pete Matino and Mr. Pete Barnes addressed the Council. See attachment 1 for comments. At 7:20 p.m., the public comment period was closed after no other residents spoke.

ITEM 3 Action Agenda

(3a.) Councilman Perry made a motion to approve the minutes of the regular meeting on March 8, 2010. It was second by Councilman Mulhollem and approved by all with a show of hands.

(3b.) Mayor Pro Tem Vinson made a motion to approve the minutes of the Special Called Meeting of April 14, 2010. It was second by Councilman Barnes and approved by all with a show of hands.

(3c.) Mayor Pro Tem Vinson requested item number 5(d) Creating Agricultural Advisory Committee and possible public hearing dates on Agricultural Land Use Ordinance be continued until the May meeting. Councilman Barnes second this request which was approved by a show of hands.

ITEM 4 Introductions & Special Presentations

(4a.) Presentation of proclamation – AJ5K Run – Melissa Johnson - Mrs. Johnson addressed the matter of the AJ5K Run in memory of her late husband, Andrew Johnson, and other fallen firefighters. Mrs. Johnson advised the run will be held on June 5, 2010 at the Archer Lodge Fire Department. Last year this event raised \$26,000 and this year the goal is \$50,000. The proceeds from this event will go to several organizations. Mrs. Johnson requested May 30, 2010 through June 6, 2010 be addressed in the proclamation. The proclamation will be drafted by Mayor Pro Tem Vinson and will be presented to the Council at the May meeting.

ITEM 5 Action Items

(5a.) N.C. League of Municipalities – Obtaining Insurance - Mayor Pro Tem Vinson advised he had not received the information for this meeting from the League. A motion by Mayor Pro Tem Vinson that this item be tabled until the May 10, 2010 meeting. It was second by Councilman Barnes. Motion carried by a show of hands.

(5b.) Town Banking – Guidelines and Limits for Town Credit Card - Councilman Perry reported the account is now open with First Citizens Bank. Suggestions were made to have two individuals for signing all checks, all purchase orders must be signed, receipts are much better than a credit card due to having the documentation for purchases. There will be several purchases within the next six months where a purchase order would be required and paid by town check. The Finance officer would sign the purchase order, which would indicate the funds are in place when the purchase is made. A motion was made by Councilman Perry to wait ninety days to see how the current process works and then bring back before the Council if a credit card is needed. It was second by Mayor Pro Tem Vinson. Motion carried by a show of hands.

(5c.) Town Clerk – Duties/Hours/Salary/Posting ad to hire - Mayor Gordon advised that the members have a sample of the ad for a town clerk. It was reviewed by the Town Clerk of Clayton and she made some suggestions. This is a position we need, an experienced one would be nice, however, at first we would probably only need a town clerk on a part time basis. The Council members discussed the information presented. Mayor Pro Tem Vinson, Councilman Perry and C. L. Gobble will review and get it ready for posting.

(5d.) Deferred until the May 10, 2010 meeting.

(5e.) Approving contract to hire Administrative Consultant - Mayor Gordon advised a copy of the proposed contract has been presented to the Council members for review. Our attorney is not present tonight due to other obligations and has not reviewed the proposal. Motion by Councilman Barnes that this matter be reviewed by Attorney Mills and returned to the Council at the May meeting. It was second by Councilman Castleberry. Motion carried by a show of hands.

(5f.) Monthly Finance – possibly fund balance increase - From the training that the councilmen received from the League, it is better to have a higher balance than the mandatory 8 percent. A fund balance is basically the same thing as a reserve. We allocated more than the 8 percent in our short-term budget and our long-term budget. C. L. Gobble said that we need to set aside as much as we reasonably can—you need all the reserve that you can get. During the budget planning meeting, we will decide what to set our fund balance at.

6. Administrative or Committee Reports

(6a.) Planning Board – Mark Wilson from the Planning Board reported that he has met with Barry Gray in the County and has received the zoning maps of the town. Three of the councilmen were at the last planning board meeting and the board would like to see a councilman present at all their meetings. They are investigating the National Flood Insurance because there are parts of the town in the flood plain. The State has to recognize the Town before you can get the insurance. They are developing a possible community survey to be sent to the residents of Archer Lodge to see what they perceive for the future of Archer Lodge. Mayor Pro Tem Vinson mentioned that the Division of Community Assistance with the State Department of Commerce went through our petition for incorporation. They also go out and help small towns develop their long-term land use plans and help develop ordinances. They will be sending someone to the next planning board meeting.

(6b.) Financial Report - Councilman John Perry reported as of March 31, 210 the following:

Total of \$13,853.82 in the Checking Account

Total of \$11,721.86 in the Money Market Account

(6c.) Training – Ethics Mandatory Class - Mayor Gordon reported that all the Councilmen attended a two day training session on the Essentials of Municipal Government. This class was held on March 19-20, 2010 in Charlotte, NC. This also included a two hour Ethics Training Session which is mandatory to receive within 12 months of being elected or appointed. In the future, it will be beneficial for other members which are appointed, to also attend this training which is now on-line.

7. Items for Discussion

(7a.) Adding work sessions to monthly schedule - Mayor Gordon requested input regarding work sessions for the council members. This would be an open meeting/work session, which is open to the public, for council members to discuss matters but they cannot vote on anything. All recommendations, requiring action, must be handled at the public Town Council Meetings. Mayor Gordon requested all council members to review

their schedules for the first week of May and then at that meeting, we will look at future dates for work sessions.

(7b.) Designing Letterhead and Business Cards for purchase - Mayor Gordon advised that we have a seal for the Town of Archer Lodge, designed by Mayor Pro Tem Vinson. The seal will be used on all official documentation by the Town of Archer Lodge. Mayor Pro Tem Vinson advised he would have information together for the May meeting for the letterhead and business cards.

(7c.) Duties and responsibilities of the New Planning Board - Mayor Gordon advised that this was discussed earlier.

ITEM 8 Adjournment

Councilman Barnes made the motion that the meeting adjourn at 8:25 p.m. and was second by Mayor Pro Tem Vinson and approved by all.

Mike Gordon, Mayor

Submitted by: Lisa Barnes, acting clerk

PUBLIC COMMENT FROM THE APRIL 22, 2010 TOWN COUNCIL MEETING

Attachment 1

Mr. Pete Matino addressed the council regarding a request to have the roads in his subdivision (High Meadows) paved. Mr. Matino advised he was not asking the council or town to handle this, he is just looking for guidance. Mayor Pro Tem Vinson moved that the council refer this matter to the Planning Board for review and then bring their recommendation back to the council. It was second by Councilman Barnes and approved by all.

Mr. Pete Barnes requested to know if contact information for council members will be posted on the website. Mr. Barnes has received several requests for this information. Mayor Gordon advised he would contact the webmaster to have this information placed on the website as soon as possible.

Mr. Barnes requested to know if the elections held in November 2011 would include all members of the council or partial members. Mayor Gordon advised that all members and the Mayor will be up for election.

Mr. Barnes requested to know the filing process for candidates. Mayor Gordon advised anyone interested would have to comply with the requirements for the county board or elections.

Mr. Barnes requested to know if the Town could adopt the current ordinances of the county or does the Town have to adopt their own. Councilman Barnes advised at this time we are trying to use as many of the county ordinances as possible. Mayor Gordon advised we may adopt the county ordinances by resolution unless there is some matter that would take other action.

Mr. Barnes requested to know the status of posting the minutes on the website. Currently the March minutes are not posted. Clerk Lisa Barnes advised the minutes of the meetings are not published on the website until they are approved by the Council. The March minutes approved tonight will be posted after the meeting.