

**MINUTES  
ARCHER LODGE REGULAR/ORGANIZATIONAL  
TOWN COUNCIL MEETING  
DECEMBER 12, 2011  
ARCHER LODGE COMMUNITY CENTER**

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

**ALSO PRESENT:** Chip Hewett, Town Attorney; C. L. Gobble, Administrative Assistant; Jean Overton, Town Clerk; and Mark Wilson, Newly Elected Council Member

**1. WELCOME AND CALL TO ORDER**

- a) Call To Order: At 7:00 p.m., Mayor Gordon called the meeting to order.
- b) Invocation and Pledge of Allegiance: Invocation given by Councilman Mulhollem and Pledge of Allegiance led by Mayor Gordon.

**2. PUBLIC COMMENT PERIOD (Maximum of 30 minutes allowed, 3 minutes per person)**

There were no public comments at this time.

**3. PRESENTATION OF AUDIT REPORT – JEREMY EDMUNDS AND JIM WINSTON OF WINSTON, WILLIAMS, CREECH, EVANS & COMPANY, LLP**

Mayor Gordon entertained the motion to move Item 3 to Item 6 (e) on the agenda. A motion was made by Mayor Pro-Tem Vinson to move Item 3 to Item 6 (e) on the agenda. The motion was seconded by Councilman Castleberry. All in favor.

**4. CONSENT AGENDA**

- a) Approval of the November 7, 2011 Work Session Meeting Minutes
- b) Approval of the November 14, 2011 Town Council Meeting Minutes
- c) Rescheduling of January Work Session meeting to Tuesday, January 3, 2012
- d) Contract with Financial Consultant to Assist with LGC Application

A motion was made by Mayor Pro-Tem Vinson to approve the Consent Agenda as presented. The motion was seconded by Councilman Castleberry. All in favor.

**5. ACTION ITEMS**

- a) Internet Sweepstakes

Attorney Hewett stated that he had responded via email to an inquiry made by a citizen regarding internet sweepstakes. In regards to the current law in our state, Attorney Hewett informed the citizen that the Town would not be taking any type of approach on this subject right now. He further stated that the Town wanted more guidance from the Court system before discussion of whether such a business was permissible. The Town Council will continue to operate as it has been in the past.

## **6. ORGANIZATIONAL MEETING**

### a) Comments from Outgoing Official - Councilman John Perry

Councilman John Perry stated that he became an Interim Council Member through the incorporation process which began approximately five years ago. He stated that it had been an honor to serve on the Town Council and thanked the members of the Council for being a friend to him especially during his son's recovery.

### b) Recognition of Outgoing Official – Councilman John Perry

At this time, Mayor Gordon presented Councilman Perry with a Certificate of Appreciation for his dedication and hard work to the Town of Archer Lodge.

Mayor Pro-Tem Vinson commented on how hard Councilman Perry worked for the Town. He stated that when the Treasurer had to step down that Councilman Perry volunteered to take over as Treasurer. He further stated that Councilman Perry was always interested in assisting the Town and asked everyone to give him another round of applause for his dedication.

At this time, Mayor Gordon excused Councilman Perry from the Council.

### c) Administration of Oaths of Office by Mr. Will Crocker, Clerk of Superior Court to:

- Michael A. Gordon as Mayor (Four Year Term)
- R. Carlton Vinson as Councilman (Two Year Term)
- Jeff Barnes as Councilman (Four Year Term)
- Clyde Castleberry as Councilman (Four Year Term)
- Matt Mulhollem as Councilman (Four Year Term)
- Mark B. Wilson as Councilman (Two Year Term)

At this time, Mayor Gordon introduced Mr. Will Crocker, Clerk of Superior Court. Mr. Crocker stated that it was an honor to be a part of the Town's first official Organizational Meeting. Mr. Crocker administered the Oath of Office to the Mayor first and then to the Council Members.

### d) Comments from the Newly Sworn Elected Official:

- Councilman Mark B. Wilson

At this time, Mayor Gordon introduced Mark Wilson as the Town's new Councilman. He stated that Councilman Wilson was also a big help to the Town during its incorporation process and has been a key member of the Town's Planning Board. He also asked Councilman Wilson if he had any comments.

Councilman Mark B. Wilson stated that history was made with the appointment of the first Town Council and again at this meeting with the appointment of the first elected Town Council and Mayor. He stated that he was very honored to be a part of the team.

Councilman Mulhollem welcomed Councilman Wilson to the Town Council and stated that he felt that Councilman Wilson would be a tremendous help on the Town Council.

Councilman Barnes thanked Councilman Wilson for all the work he had done on the Planning Board and welcomed him to the Town Council.

Councilman Castleberry stated that it was an honor to have Councilman Wilson join the Town Council.

Mayor Pro-Tem Vinson congratulated Councilman Wilson on his newly elected position. He further stated that he had never seen anyone care so much about a community who was not originally from the community.

Mayor Gordon took this opportunity to welcome all the Council Members to the Town Council.

- e) Presentation of Audit Report – Jeremy Edmunds and Jim Winston of Winston, Williams, Creech, Evans & Company, LLP (This Item was moved from Item 3 on the agenda)

Jeremy Edmunds presented the Audit Report to Council and stated that the Town's records were in pristine financial order. (See Audit Report) He further stated that there were no audit adjustments needed and that the Town Clerk should be commended for doing a good job with record keeping. He also commended the Town for making the recommended changes as deemed necessary in last year's Audit Report.

Councilman Castleberry thanked Jeremy for the assistance he gave the Town last year in getting them started on the right track.

A motion was made by Councilman Barnes to accept the audit as presented. The motion was seconded by Councilman Castleberry. All in favor.

Mayor Pro-Tem Vinson took this opportunity to recognize the Town Clerk again for the good work that she has done with the budget this year.

**7. MAYOR PRO-TEM SELECTION AND COUNCIL LIAISON APPOINTMENTS**

a) Nomination and Selection of Mayor Pro-Tem

Councilman Wilson nominated our current Mayor Pro-Tem Vinson to serve another term as Mayor Pro-Tem. The motion was seconded by Councilman Barnes. All in favor.

b) Appointment of Council Liaison to the Planning Board

Councilman Mulhollem nominated Councilman Wilson to serve as Council Liaison to the Planning Board. Mayor Pro-Tem Vinson seconded the motion. All in favor.

**8. APPOINTMENT OF FINANCE DIRECTOR, BUDGET OFFICER AND TOWN ATTORNEY**

a) Mayor Pro-Tem Vinson nominated Councilman Mulhollem to serve as the Town's Finance Director. The motion was seconded by Councilman Castleberry. All in favor.

Councilman Castleberry nominated Mayor Pro-Tem Vinson to serve as the Town's Budget Officer. The motion was seconded by Councilman Barnes. All in favor.

Councilman Barnes made the motion to reappoint Chip Hewett as the Town's Attorney. The motion was seconded by Councilman Castleberry. All in favor.

**9. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**

b) Adoption of Membership and Appointment of Delegates of the Comprehensive Transportation Plan Committees

Mayor Gordon stated that the Council was awaiting more information from Campo regarding their meeting schedule and membership. He stated that upon receipt of this information a meeting will be scheduled with their staff and distributed among the Town Council Members.

The Mayor asked the Clerk to add this item to the January agenda.

**10. DISCUSSION ITEMS**

a) Status of New Town Hall

Mayor Gordon stated that the original date to get application to the LGC for approval was January 10, 2012. However, with the holidays coming up the date has changed from January 10, 2012 to the first of February, 2012. The LGC packet will be submitted in February to allow time for LGC's review with the hope that the Town will receive approval by the first of March, 2012.

Mayor Gordon further explained the reason for financing the construction of the new Town Hall.

b) Status of LGC Application

Mayor Gordon reminded everyone that the Town Clerk was in the process of working on the LGC application to be submitted by February, 2012.

c) Update Regarding Street Lights for the Town of Archer Lodge

Mayor Gordon stated that some of the easements have already been signed and he is awaiting signatures on the remaining easements. Once all the easements have been fully executed, they will be turned over to Progress Energy so that they can start installing the street lights.

11. **ADMINISTRATIVE/COMMITTEE REPORTS**

a) Planning Board

Councilman Wilson reported that the Planning Board expected to have a draft document (Zoning and Subdivision Ordinance) ready for Council's review by the next two to three Planning Board meetings. Lee Nichols stated that he would like to see the Planning Board and the Town Council get together for a review of this document before the Council takes action.

b) Financial Report/Town Clerk Report – Status of RFP's

The Town Clerk stated that four out of the five RFP's are busy working on their proposals to submit to the Town. The proposals are due by December 30, 2011.

c) Attorney Report

Attorney Hewett asked the Council to make a motion to retroactively approve the Clerk sending out the RFP's.

Mayor Pro-Tem Vinson made a motion to retroactively approve the Clerk sending out the RFP's. The motion was seconded by Councilman Wilson. All in favor.

d) Report from C. L. Gobble

C. L. Gobble congratulated the Town Council on how far they have come in such a short period of time. He stated that he had never seen a group of people work so hard and so fast to get so much accomplished.

Mayor Pro-Tem Vinson recognized Neal Brantley for his assistance with the installation of the Town signs.

Councilman Wilson recognized Teresa Bruton for her hard work on the Planning Board.

12. **ADJOURNMENT**

On a motion made by Mayor Pro-Tem Vinson and seconded by Councilman Barnes, the meeting was adjourned at 8:10 p.m.

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Jean Overton  
Town Clerk

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Michael Gordon, Mayor

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Date