



Town of Clayton
Town Council Regular Meeting Agenda
Monday, September 15, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
<https://www.youtube.com/TownofClaytonNC>

NO WEAPONS ALLOWED INSIDE COUNCIL CHAMBERS.

1. CALL TO ORDER

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - September 2, 2025 - Closed Session

Presenter: Heidi Holland, Town Clerk
- b. Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 B & C
Presenter: Michael Worner, Engineering Dept.
[Resolution #2025-81](#)
- c. Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 G & H
Presenter: Michael Worner, Engineering Dept.
[Resolution #2025-82](#)

POTENTIAL ACTION: Adopt or Adjust the Agenda

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
 - National Library Card Sign-Up Week

Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. National Finance and Accounting Appreciation Week Proclamation
Presenter: Council Member Anderson to Present to Staff
[National Finance and Accounting Appreciation Week Proclamation](#)
- b. Human Resources Professionals Day Proclamation
Presenter: Council Member Williams to Present to Staff
[Human Resources Professionals Day Proclamation](#)

- c. National Custodian Day Proclamation
Presenter: Mayor Pro Tem Sims to Present to Staff
[National Custodian Day Proclamation](#)
- d. Operation Lifesaver Rail Safety Week Proclamation
Presenter: Mayor McLeod to Read
[Operation Lifesaver Rail Safety Week Proclamation](#)

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS

10. PUBLIC COMMENTS

11. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff
 - Legend Park Update*Presenter:* Chris Gallant, Capital Program Manager

12. OTHER BUSINESS

- a. Mayor and Council Comments

13. CLOSED SESSION

- a.
 - To Discuss Legal Matter in Accordance with NC GS 143-318.11(a)(3)
 - To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11(a)(5)

POTENTIAL ACTION: Motion To Go Into Closed Session

POTENTIAL ACTION: Motion To Return To Open Session

14. ADJOURNMENT

- a. Adjourn
POTENTIAL ACTION: Motion To Adjourn

INFORMATION FOR THE PUBLIC

3. CONSENT AGENDA

Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.

7. QUASI-JUDICIAL HEARINGS

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself. Staff is available to assist with inquiries from citizens.

10. PUBLIC COMMENTS

RULES FOR PERSONS ADDRESSING TOWN COUNCIL

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
- Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

September 15, 2025

Agenda Location

CONSENT AGENDA

Item Title

Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 B & C

Presenter(s)

Michael Worner, Engineering Dept.

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment



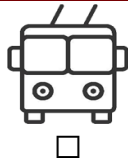
☐ Vibrant Downtown



☐ Desirable
Amenities and
Spaces



☒ Sustainable
Infrastructure



☐ Mobility,
Transportation,
and Transit



☐ Diversified
Economic
Development



☐ Community
Outreach and
Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

Public utilities (water and sewer), easements, and applicable apparatuses are required to be designed and built in accordance with approved Construction Drawings. The subject public utilities have been verified through testing and inspections to be installed in accordance with approved Drawings and have been certified and approved by the appropriate regulatory agencies. Engineering staff recommends acceptance of the subject public utility infrastructure and entering the one-year warranty period.

Funding Source

N/A

Corresponding Documentation

[Carolina Overlook Phase 2 B&C UtilityAcceptanceResolution](#)

Submitted By: Michael Worner, Engineering

Reviewed By:

Kinsey Holton, Assistant Engineering Director	Approved - Sep 04 2025
Jonathan Ham, Engineering Director	Approved - Sep 04 2025
Courtney Tanner, Deputy Town Manager	Approved - Sep 10 2025
Rich Cappola, Town Manager	Approved - Sep 10 2025
Heidi Holland, Town Clerk	Approved - Sep 10 2025

Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 B&C

WHEREAS, public utilities (water and sewer), their easements, and applicable apparatuses are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, Town of Clayton Engineering staff has inspected the public utility segments listed below on July 7, 2025, and recommends acceptance by Town Council for maintenance by the Town; and

WHEREAS, the public utility segments listed below have been certified and approved by the appropriate regulatory agencies; and

WHEREAS, the public utility segments listed below will be placed under a warranty period for one year to monitor construction deficiencies, such warranty period expiring on September 2, 2026; and

WHEREAS, prior to expiration of the one-year warranty period, Town of Clayton Engineering staff will perform a final inspection and notify the developer to correct all deficient items (if any); and

WHEREAS, upon correction of all deficient items (if any), the Town of Clayton Engineering staff will issue a final acceptance notice to the developer;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Clayton, North Carolina accept this list of public utilities and their apparatuses into the Town of Clayton Public Utility System.

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Carolina Overlook Phase 2 B&C	Meadowlands Dr.	8" Waterline	877 LF
Carolina Overlook Phase 2 B&C	Ferndale Lane	8" Waterline	802 LF
Carolina Overlook Phase 2 B&C	Melrose Dr.	8" Waterline	1007 LF
Total			2686 LF

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Carolina Overlook Phase 2 B&C	Meadowlands Dr.	8" Sanitary Sewer	710 LF
Carolina Overlook Phase 2 B&C	Ferndale Lane	8" Sanitary Sewer	830 LF
Carolina Overlook Phase 2 B&C	Melrose Dr.	8" Sanitary Sewer	764 LF
Total			2304 LF

Duly adopted this on the 15th day of September 2025.

Jody M. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

September 15, 2025

Agenda Location

CONSENT AGENDA

Item Title

Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 G & H

Presenter(s)

Michael Worner, Engineering Dept

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment



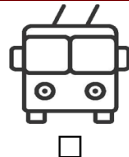
☐ Vibrant Downtown



☐ Desirable Amenities and Spaces



☒ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

- | | |
|--|--|
| ☐ Public Hearing (Required by GS) | ☐ Public Hearing (Not Required by GS) |
| ☐ Newspaper Notice (Required by GS) | ☐ Newspaper Notice (Not Required by GS) |
| ☐ Public Forum/Input Session | ☐ Press Release |
| ☐ E-News Distribution | ☐ Website |
| ☐ Social Media | ☐ Survey |
| ☐ Special Mailing | ☒ None Required |

Summary

Public utilities (water and sewer), easements, and applicable apparatuses are required to be designed and built in accordance with approved Construction Drawings. The subject public utilities have been verified through testing and inspections to be installed in accordance with approved Drawings and have been certified and approved by the appropriate regulatory agencies. Engineering staff recommends acceptance of the subject public utility infrastructure and entering the one-year warranty period.

Funding Source

N/A

Corresponding Documentation

[Carolina Overlook Phase 2 G&H UtilityAcceptanceResolution](#)

Submitted By: Michael Worner, Engineering

Reviewed By:

Kinsey Holton, Assistant Engineering Director	Approved - Sep 04 2025
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Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 G&H

WHEREAS, public utilities (water and sewer), easements, and applicable apparatuses are required to be designed and built in accordance with approved Construction Drawings; and

WHEREAS, Town of Clayton Engineering staff has inspected the public utility segments listed below on July 7, 2025, and recommends acceptance by Town Council for maintenance by the Town; and

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WHEREAS, the public utility segments listed below will be placed under a warranty period for one-year to monitor construction deficiencies, such warranty period expiring on September 15, 2026; and

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NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Clayton, North Carolina accept this list of public utilities and their apparatuses into the Town of Clayton Public Utility System.

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Carolina Overlook Phase 2 G&H	Church Hill Way	8" Waterline	1480 LF
Carolina Overlook Phase 2 G&H	Belmont Dr.	8" Waterline	1628 LF
Carolina Overlook Phase 2 G&H	City Rd.	12" Waterline	616 LF
Carolina Overlook Phase 2 G&H	Covered Bridge Rd.	12" Waterline	843 LF
Carolina Overlook Phase 2 G&H	City Rd.	10" Waterline	672 LF
Total			5239 LF

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Carolina Overlook Phase 2 G&H	Church Hill Way	8" Sanitary Sewer	1450 LF
Carolina Overlook Phase 2 G&H	Belmont Dr.	8" Sanitary Sewer	1203 LF
Total			2653 LF

Duly adopted this on the 15th day of September 2025.

Jody M. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

***Town of Clayton
National Finance and Accounting
Appreciation Week
Proclamation***

WHEREAS, the Town of Clayton honors the Finance and Accounting Department professionals as they serve their organization by managing day-to-day accounting operations and balancing the budget, both of which are needed for citizens to have faith and trust in their government; and

WHEREAS, the Finance and Accounting Department professionals are credentialed professionals, who provide financial transparency to citizens through timely publication of financial statements that meet the highest standards of governmental accounting; and

WHEREAS, this the Town of Clayton recognizes the Finance and Accounting Department during this week and honors the vital services they provide to our town and our community.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim September 22 - 26, 2025 Finance and Accounting Appreciation Week and encourage all citizens to extend their appreciation to all government finance professionals.

Proclaimed by the Clayton Town Council this the 15th day of September 2025.

Jody L. McLeod
Mayor

Town of Clayton
Human Resources Professional Day
Proclamation

WHEREAS, the Town of Clayton honors the office of Human Resources for the important work that they do to support all Town employees; and

WHEREAS, Human Resources professionals are integral in driving talent acquisition, employee relations, organizational development, training and development, compensation and benefits, and ensuring compliance with labor laws and regulations; and

WHEREAS, the work of Human Resources professionals impacts the culture, growth, and productivity of organizations, while also advocating for workplace diversity, equity, and inclusion; and

WHEREAS, Human Resources professionals demonstrate exceptional leadership, empathy, and strategic thinking in navigating the challenges of an evolving workplace landscape, making positive impacts on both the individuals they serve and the organizations they support; and

WHEREAS, the Town of Clayton Human Resources professionals serve as leaders, business strategists, problem-solvers, talent developers, and advocates, while displaying integrity and dedication.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim September 26, 2025 as Human Resources Professional Day.

Proclaimed by the Clayton Town Council this the 15th day of September 2025.

Jody L. McLeod
Mayor

***Town of Clayton
National Custodian Day
Proclamation***

WHEREAS, custodial workers are an essential part of our community, ensuring the cleanliness, safety, and hygiene of our public and private spaces; and

WHEREAS, custodial workers perform their duties with dedication, professionalism, and attention to detail, often working behind the scenes to create an environment where others can thrive; and

WHEREAS, National Custodian Day is an opportunity to honor the hard work, tireless efforts, and vital contributions of custodians who maintain the cleanliness of our buildings, public spaces, and other facilities; and

WHEREAS, custodial workers help to create and maintain healthy and safe environments by ensuring that spaces are not only clean, but also well-maintained and welcoming for everyone; and

WHEREAS, we are proud to recognize our custodians and recognize the hard work that it takes to keep our public facilities in tip-top shape and diligently work tirelessly to make sure our workplaces are spotless and sanitary; and

WHEREAS, it is the Town of Clayton's commitment that every custodian is shown appreciation and thanks for all they do for our buildings and facilities.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim October 2, 2025, National Custodian Day.

Proclaimed by the Clayton Town Council this the 15th day of September 2025.

Jody L. McLeod
Mayor

Town of Clayton
Operation Lifesaver Rail Safety Week
Proclamation

WHEREAS, rail safety education and public awareness are critical to preventing collisions, injuries, and fatalities on and around railroad tracks and trains; and

WHEREAS, Operation Lifesaver, Inc., a national nonprofit public safety education and awareness organization, has worked for more than 50 years to reduce rail-related incidents by providing free rail safety education to communities across America; and

WHEREAS, each year, hundreds of people are killed or injured in preventable railroad crossing and trespassing incidents in the United States, including right here in North Carolina; and

WHEREAS, Rail Safety Week, coordinated by Operation Lifesaver, Inc. and supported by the U.S. Department of Transportation, state agencies, railroads, and community organizations, aims to raise awareness of the need for caution near rail property and promote lifesaving safety practices; and

WHEREAS, the Town of Clayton recognizes the importance of educating residents about safe behavior around railroad crossings and property to protect lives and enhance community safety.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim the week of **September 15–21, 2025, as Operation Lifesaver Rail Safety Week** in the Town of Clayton, and encourage all residents to join in supporting rail safety awareness and to practice safe behavior near trains and tracks.

Proclaimed by the Clayton Town Council this the 15th day of September 2025.

Jody L. McLeod
Mayor