



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

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Michael Sims
Council Member Andria Archer
Council Member Porter Casey
Council Member Ruth Anderson
Council Member Gretchen Williams

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
David Ranes, Fire Chief
Robert McKie, Jr., Finance Director
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Sam Johnson-Phillips, Deputy Town Clerk
Todd Melton, Budget Manager
Joe Stallings, Economic Development Director
Michael Franchi, Attorney

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel. <https://www.youtube.com/user/TownofClaytonNC>

1. CALL TO ORDER

- a. Call to Order

Mayor McLeod called the meeting to order at 6:02 p.m.

- b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

- c. Invocation

Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a. Mr. Cappola adjusted the agenda to add item 4b. Budget Book Update.

Adopt or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

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.
- 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.

Adopt or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

4. ADMINISTRATIVE ITEMS

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

Presenter: Nathanael Shelton, Communication Director

Tonight's video focused on resources that Hocutt-Ellington Memorial Library offers for students returning to school.

- b. Budget Book Update
Presenter: Todd Melton, Budget Manager

Mr. Melton began by showing Council how to locate the FY 2026 Town of Clayton Budget Book

<https://www.townofclaytonnc.org/850/FY-2026-Town-of-Clayton-Budget>.

He began by explaining how to navigate the document and how to download the PDF, if desired. He then moved on to discuss the Introduction section and the items it contains.

It was noted that there is a dedicated page for each of the seven focus areas. Each page includes the following: a representative image with relevant statistics, a description of the focus area, three to five detailed strategies for achieving the focus area goals, and specific budget items aligned with that focus area.

Mr. Melton then provided a brief overview of the Organizational Structure, highlighting its importance. He explained that the chart outlines departmental reporting relationships and shows the number of full-time employees in each department.

A brief overview was provided for the Budget Framework and the purpose of each of the five sub-categories listed:

- Budget Process and Timeline
- Basis of Budgeting
- Financial Policies
- Funding Sources Overview
- Changes in Personnel

Mr. Melton provided a synopsis of the Funds Summary Overview and noted that the hyperlinks on the page direct users to the relevant North Carolina General Statutes. He explained that this section provides a general explanation of the purpose and function of each fund.

The next section discussed was Departmental Summaries. This section provides detailed explanations of what constitutes a Department, Division, and General Ledger (GL) Account. The accompanying Organizational Chart outlines the Town of Clayton's budget structure. It was noted that the budget is adopted at the departmental level. Within the Departmental Summaries section, each department is further broken down and presented in greater detail.

Mr. Melton then addressed the Capital Improvement Plan (CIP) section, stating that it contains a significant amount of information. He pointed out a link to the Comprehensive Growth Plan and highlighted key content within the CIP tab, including:

- An explanation of the Capital Budgeting Process
- The Basis for Capital Revenue and Expenditure Estimates
- The CIP Development Process (FY26 Schedule) for the General Fund
- Definitions and criteria for capital projects

Additional subcategories in this section include the One-Year Plan, Multi-Year Plan, Project Types, and Departments.

It was noted that the Enterprise Fund Capital Improvement Plans differ somewhat from the General Fund Prioritization Process. This distinction is explained and defined within the section. Two subcategories are included: Water & Sewer CIP Projects and Electric Enterprise CIP Projects, each containing tables with relevant project information for the reader.

Mr. Melton then provided a brief overview of the Debt Services section, explaining that it breaks down the Town's debt by type and by fund.

The final section discussed was the Appendix, where readers can find the Budget Message, History of the Town, Statistical Data, and a Glossary of terms.

Council Member Anderson thanked Mr. Melton and his department for what she described as an *"incomprehensible amount of work."* She remarked that the budget book was *"amazing"* and emphasized that the goal has always been transparency—something this budget book has clearly achieved by breaking down complex information for the public.

Council Member Archer also thanked Mr. Melton and noted her appreciation for the clear explanation of the different types of funds.

Mayor Pro Tem Sims echoed the sentiments of Council Members Anderson and Archer, expressing his appreciation for the team's hard work. He asked Mr. Melton how long the team had been working on the document. Mr. Melton responded that the work began in May, around that time Ms. Jessica Watkins joined the team. Mayor Pro Tem Sims then asked what the primary motivation was for creating this updated document. Mr. Melton explained that the Town partnered with ClearGov, a budgeting platform that allows for greater transparency, more comprehensive information, and improved interactivity.

Through this platform, the Town was able to produce a significantly enhanced budget book.

Mayor McLeod asked if there were any additional Council comments. Hearing none, he invited Ms. Watkins to join Mr. Melton at the podium. On behalf of the Town of Clayton and Town Council, he thanked both Ms. Watkins and Mr. Melton for their efforts. Mayor McLeod specifically acknowledged Ms. Watkins for her hard work during her time with the Town and offered well wishes in her future endeavors. Ms. Watkins thanked Mayor McLeod in return.

Mayor McLeod then asked Mr. Melton how the public could request clarification or ask questions about the document. Mr. Melton responded that a feature could be built into the website to facilitate public inquiries.

Finally, Town Manager Mr. Cappola expressed his gratitude to Mr. Melton, Ms. Watkins, department heads, and the Communications Team for their contributions to the budget process.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. National Finance and Accounting Appreciation Week Proclamation
Presenter: Council Member Anderson to Present to Staff

Council Member Anderson read the proclamation into the record and presented it to the Finance Department.

- b. Human Resources Professionals Day Proclamation
Presenter: Council Member Williams to Present to Staff

Council Member Williams read the proclamation into record and presented it to the Human Resources Department Manager.

- c. National Custodian Day Proclamation
Presenter: Mayor Pro Tem Sims to Present to Staff

Mayor Pro Tem Sims read the proclamation into record and presented it to the Custodian staff.

- d. Operation Lifesaver Rail Safety Week Proclamation
Presenter: Mayor McLeod to Read

Mayor McLeod read the proclamation into record and presented it to Chief Tart.

Chief Tart reported that he had reached out to the Department of Transportation (DOT), Amtrak, and North Carolina Railroad to discuss railroad safety initiatives. As a result of these conversations, plans were made to engage the public and provide education on railway safety.

He announced that, weather permitting, an event titled Operation Clear Crossing Blitz would take place on Tuesday, September 16, 2025, from 9:00 a.m. to 11:00 a.m. The event will be held at three railroad crossings in town:

- Central Avenue and Main Street
- North Church Street between First Street and Front Street
- North O'Neal Street at First Street

Chief Tart stated that members of his department would be present at each location to distribute educational materials to both motorists and pedestrians. These materials will focus on railroad safety and best practices for safely crossing tracks.

Mayor Pro Tem Sims expressed appreciation for Chief Tart and his department for being proactive, noting that the initiative reflects strong leadership.

Council Member Anderson agreed with Mayor Pro Tem Sims and added that the effort will help raise public awareness when approaching railroad crossings. Mayor McLeod also extended his sincere appreciation to Chief Tart for leading the effort to increase awareness around railroad safety. He suggested that this initiative be made an annual event moving forward.

6. PUBLIC HEARINGS
7. QUASI-JUDICIAL HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
10. PUBLIC COMMENTS
11. STAFF REPORTS

a. Town Manager

Mr. Cappola thanked Mr. Melton for his excellent presentation of the budget book. He also expressed appreciation to the library staff and provided the address for the temporary library location at 446 E. Second Street, noting that renovations are progressing as planned.

Mr. Cappola provided an overview of the new safety protocols being implemented at Town Hall. He explained that the primary objective is to have all members of the public enter through the Horne Street entrance, where they will be checked in by the receptionist and issued either a temporary badge or a sticker indicating the part of the building they are visiting.

- b. Town Attorney
- c. Town Clerk
- d. Other Staff

- Legend Park Update

Presenter: Chris Gallant, Capital Program Manager

Mr. Gallant gave an update on Legend Park. It was stated this project is comprised of four different efforts:

- Site Remediation - effort completed by the State under pre-regulated landfill. This is broken into several phases.
- Obsolescence - Town coordinating with NC State Parks. This effort is related to PARTF Funding closure.
- Roadway Construction - Town engaged a contractor to perform this work. A Developers Agreement would be needed for Procurement.

- Long Term Use - Town has engaged with Sage Design. They will determine the best use based off the land use restrictions.

Three site remediation phases were discussed.

- Phase1 (completed) - Mobilization, Site Prep, Erosion measures installation & Clearing/Grubbing
- Phase2 (completed) - Excavation of waste, Subgrade prep & installation of closure surface
- Phase3 (post establishment - ongoing) - Removal of erosion measures, Restoration of buffer areas, Install of waste markers and As-builts

Each of the four efforts were discussed in greater detail. Mr. Gallant explained the site remediation timeline:

- August 2024 - NCDEQ Released for bid
- October 2024 - NCDEQ Contractor mobilizes
- December 2024 - Phase 1 work completed
- April 2025 - Phase 2 work completed
- August 2025 - Site established confirmed DEMLR
- September 2025 - Phase 3 began
- November 2025 - Phase 3 completion (projected)

Obsolescence Status Update

May 2025 - A request to NC Parks & Recreation for obsolescence was formally approved.

Next Steps - would be to send a final signed As-Built drawings as the final step.

Roadway Construction Status Update

Summer 2025 - Engaged contractors for competitive proposals, reviewed and determined a selection, prepared Developer's Agreement and entered Negotiation of Terms.

Next Steps - Developer's Agreement in process of obtaining signature(s), bring the Developer's Agreement to Council as Resolution and then begin the work.

Duration of Work - Expected to be 60 days of construction work.

Impacts to Note - Greenway trail will be closed, and the parking lot will not be accessible to the public during work.

Long Term Use Status Update

Previous Efforts - Sage Design had prepared a Parks & Recreation Master Plan in 2024 that accounted for all recreation needs.

Next Steps - Sage Design is preparing recommendations for Parks & Recreation permanent use of this property while abiding by and land use restrictions.

Project Progress Update (via Images):

- **December 2024:** Erosion control measures were initiated. Clearing, grubbing, and initial excavation work began.
- **February 2025:** The landfill was capped, and grading activities were underway.
- **May 2025:** Phase completion with stabilization achieved or prepared. Seed and matting were in place.
- **September 2025:** Site showed healthy vegetation growth. State approval was received, allowing removal of black silt fencing, dirt piles, and the cement base to proceed.

Conclusion:

By the end of 2025, the Town anticipates completion of remediation, obsolescence work, and roadway construction. Public access to the parking lot, roadway, and greenway trail is expected to be restored. Mr. Gallant noted that further clarity on long-term use options for space is anticipated from Sage Design.

12. OTHER BUSINESS

a. Mayor and Council Comments

Mayor Pro Tem Sims addressed the article from the Triangle Business Journal regarding the North Carolina Greenlights.

Council Member Archer expressed thanks to the Town and staff involved with the 911 Remembrance event that was held.

Council Member Williams expressed thanks to everyone that participated in the First Responders event and expressed appreciation on the information that was provided by Mr. Melton. She then took a moment to thank Chief Tart on the Operation Lifesaver Rail Safety.

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)

Motion To Go Into Closed Session

RESULT: CARRIED 5-0

MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Motion To Return To Open Session

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

14. ADJOURNMENT

- a. Adjourn

With nothing further, the meeting was adjourned at 7:51 p.m.

Motion To Adjourn

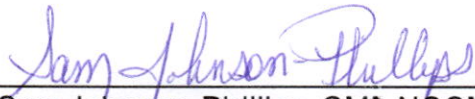
RESULT:	CARRIED 5-0
MOVER:	Ruth Anderson
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Duly adopted by the Town Council this 6th day of October 2025 while in regular session.



Michael Sims
Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.