



**Town of Clayton**  
**Town Council Regular Meeting Minutes**  
**Monday, March 3, 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

**Staff Present:**

Rich Cappola, Town Manager  
Jim Cauley, Town Attorney  
Heidi Holland, Town Clerk  
Dolores Gill, Deputy Town Manager  
Lee Barbee, Deputy Town Manager  
Courtney Tanner, Deputy Town Manager  
David Ranes, Fire Chief  
Robert McKie, Finance Director  
Nathanael Shelton, Communication Director  
Conrad Olmedo, Planning Director  
Shaun Mizell, Procurement Manager  
Sam Johnson-Phillips, Deputy Town Clerk  
Donald Perry, Engineering Director

**Council Absent:**

None

**1. CALL TO ORDER**

a. Call to Order

Mayor McLeod called the meeting to order at 6:00 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.

**Adopt or Adjust the Agenda**

|                  |                                                                                    |
|------------------|------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                                 |
| <b>MOVER:</b>    | Michael Sims                                                                       |
| <b>SECONDER:</b> | Porter Casey                                                                       |
| <b>YES:</b>      | Andria Archer, Michael Sims, Porter Casey, Ruth Anderson,<br>and Gretchen Williams |
| <b>NO:</b>       | None                                                                               |

### 3. **CONSENT AGENDA**

- a. Minutes
  - February 17, 2025 - Regular Session

*Presenter:* Heidi Holland, Town Clerk
- b. Clayton Clovers Joint Use Agreement  
*Presenter:* Dolores Gill, Deputy Town Manager
- c. Utility Reimbursement Relocation Agreement - Sanitary Sewer  
*Presenter:* Donald Perry, Engineering Director
- d. Utility Services Agreement between Johnston County Board of Education and Town of Clayton  
*Presenter:* Donald Perry, Engineering Director
- e. Purchase of Real Property - Bolyard Property on Jack Road  
*Presenter:* Rich Cappola, Town Manager
- f. Resolution for Warranty Acceptance of ROW & Street Sections within Phase 1 of the Meadowview Subdivision  
*Presenter:* Chris Rowland, Engineering
- g. Resolution To Accept the Subject Greenway Sections into the Town of Clayton Greenway System for Maintenance – Phase 1 of the Meadowview Subdivision  
*Presenter:* Chris Rowland, Engineering
- h. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Spinning Mill Phase 3 Utilities  
*Presenter:* Michael Worner, Engineering

#### **Motion To Approve Consent Agenda as Presented**

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

### 4. **ADMINISTRATIVE ITEMS**

- a. Clayton4U
  - Zoning Part 1

*Presenter:* Nathanael Shelton, Communication Director

Tonight's episode is the first of a two-part series regarding zoning.

- b. 2025-26 Sculpture Trail Selections  
*Presenter:* Dane Martin, Public Art Advisory Board Chair

Public Art Advisory Board Chair Dane Martin unveiled the selected sculptures for the 2025-26 Sculpture Trail and highlighted their designated locations.

**5. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

- a. National Procurement Month Proclamation  
*Presenter:* Council Member Anderson to Present to Procurement

Council Member Anderson read the proclamation into the record and presented to Procurement staff.

- b. Employee Appreciation Day Proclamation  
*Presenter:* Council Member Williams to Read and Recognize Employees

Council Member Williams read the proclamation and recognized Town employees.

- c. Clayton Comets Men's Basketball Team Proclamation  
*Presenter:* Mayor Pro Tem Sims to Present to the Clayton Comets

Mayor Pro Tem Sims read the proclamation into the record and presented to the Clayton Comets Men's Basketball Team on their recent victory.

**6. PUBLIC HEARINGS**

**7. QUASI-JUDICIAL HEARING**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. STAFF REPORTS**

- a. Town Manager

Mr. Cappola thanked Council for their participation in the rescheduled retreat held today and the ribbon cutting held at the Community Center. He echoed off the Employee Appreciation Day proclamation Council Member Williams read, he stated the Town has great staff and thanked all.

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

**11. OTHER BUSINESS**

- a. Informal Discussion & Public Comment  
b. Council Comments

**12. CLOSED SESSION**

- a. To Discuss Economic Development in Accordance with NCGS 143-318.11 (a)(4), A Legal Matter in Accordance with NCGS 143-318.11 (a)(3), and To Discuss Purchase of Real Property in Accordance with NCGS 143-318.11 (a)(5)

**Motion To Go Into Closed Session**

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

**Motion To Return To Open Session**

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

**13. ADJOURNMENT**

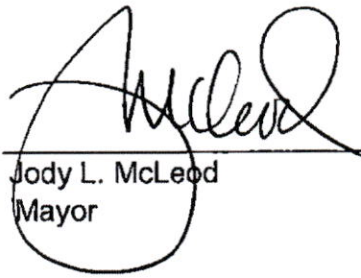
- a. Adjourn

With nothing further, the meeting was adjourned at 7:43 p.m.

**Motion To Adjourn**

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

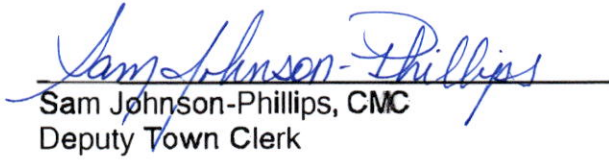
Duly adopted by the Town Council this 17th day of March 2025 while in regular session.



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Jody L. McLeod  
Mayor

ATTEST:



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Sam Johnson-Phillips, CMC  
Deputy Town Clerk