



Town of Clayton
Town Council Regular Meeting Minutes
Monday, August 4, 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 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
Greg Tart, Police Chief
David Ranes, Fire Chief
Robert McKie, Jr., Finance Director
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Ann Game, Customer Service Director
Joe Stallings, Economic Development & Government
Affairs Director

Council Absent:

Council Member Porter Casey

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. Mr. Cappola amended the agenda to add a closed session to discuss Purchase of Real Property in Accordance with NC GS 143-318.11(a)(5)

Adopt or Adjust the Agenda

RESULT:	CARRIED 4-0
MOVER:	Michael Sims

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

3. **CONSENT AGENDA**

- a. Minutes
 - July 21, 2025 - Closed Session*Presenter:* Heidi Holland, Town Clerk
- b. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Walk at East Village Phase 4A & 4B
Presenter: Brant Lewis, Engineering Technician
- c. Certification of Sufficiency by Clerk: 2024-77-ANX Coulan Co. LLC
Presenter: Heidi Holland, Town Clerk
- d. Resolution to Schedule the Public Hearing for 2024-77-ANX: Coulan Company Annexation
Presenter: Robert Tate, AICP, Senior Planner
- e. Resolution Designating a Temporary Acting Clerk for the Town of Clayton
Presenter: Heidi Holland, Town Clerk
- f. Resolution Granting Wastewater Treatment Capacity 2024-146-SP-CD: Planet Fitness
Presenter: Michael Worner, Engineering Tech. II
- g. Resolution Directing the Clerk to Certify Sufficiency: 2025-40-ANX Clayton Village Center
Presenter: Haley Downey, Assistant Planning Director
- h. Resolution Granting Town Manager to Negotiate Terms for MOU for SRO Program
Presenter: Heidi Holland, Town Clerk
- i. MOU for SRO (School Resource Officer) Program
Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager
- j. Easement Request - 886 John Street
Presenter: Heidi Holland, Town Clerk
- k. Novo Nordisk Confined Space Rescue Agreement, Amendment No. 1
Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager

Adoption of Consent Agenda as Presented

RESULT:	CARRIED 4-0
MOVER:	Michael Sims
SECONDER:	Andria Archer

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

4. ADMINISTRATIVE ITEMS

a. Clayton 4U

- Stormwater

Presenter: Nathanael Shelton, Communication Director

Tonight's episode features stormwater to provide the public with a basic understanding of what that concept is.

b. Energy Audits

Presenter: Ann Game, Utility Billing Director

Ms. Game provided an update on the Energy Audit Program held the week of July 23–27, 2025. A total of 25 audit slots were available, with 24 successfully completed. The average age of the homes inspected was 9 years, and the average size was approximately 1,600 square feet. Each home was rated based on energy efficiency as average, great, and below average. 18 homes were scored above average, 3 great, and 3 below average. All participants received a comprehensive written report. One of the 3 participants that received below average has taken advantage of the Town's energy loan program to move forward with improvements.

Recommendations from the auditors included routine maintenance/changing filters, setting thermostats at 68 for heating and 75-78 for cooling, insulating the hot water heater, adding insulation in attics/crawlspaces, replacing worn weatherstripping, and ensuring connection of return to floor.

An online survey was sent to all participants, the feedback received was positive. Another week of Energy Audits would be available in the fall. Participation is open to both homeowners and renters; however, if the participant is a renter, the homeowner must be informed of the audit and will receive a copy of the final report.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. NC811 Day Proclamation

Presenter: Mayor Pro Tem Sims to Present to Locators

Mayor Pro Tem Sims read the proclamation into the record.

b. Commemorating NCEMPA's Final Debt Service Payment to Duke Energy

Presenter: Ann Game, Utility Billing Director

Ms. Game stated last week she attended the North Carolina Eastern Municipal Power Agency's board meeting. Part of that meeting was to celebrate the retiring of some debt. In 1982, NCEMPA issued \$3.2 billion in debt to purchase power plant ownership shares to meet its members' power supply needs. In July 2015, NCEMPA completed a \$1.2 billion sale of their generating assets back to Duke Energy. As of July 31st of this year, the final debt payment was made and we are debt free. The Town received a copy of a resolution from the ElectriCities Board of Directors commemorating the power agency's final payment. She presented this to Mayor McLeod.

- c. Entry-Level Driver Training CDL Certification Recognition
Presenter: Jerome Parker, Safety Officer

Mr. Parker provided background on the process for obtaining a Commercial Driver's License (CDL) and the Town's efforts to train employees in-house. In February 2022, new federal regulations were implemented requiring individuals seeking a Class A or Class B CDL to complete Entry-Level Driver Training (ELDT) through a certified training school.

In June 2024, the Town received official approval from the Federal Motor Carrier Safety Administration (FMCSA) to operate as a private training facility. This designation allows the Town to provide in-house training and certify its employees for CDL licensure.

The program consists of two components, Theory Training which includes both classroom instruction and online coursework covering 30 required topics, followed by a final exam. The cost for this portion is \$69. The second component is Behind-the-Wheel Training. After passing the theory test and receiving a permit from the DMV, trainees complete ride-alongs with one of the Town's CDL-certified drivers. Once the trainer deems the employee ready, the employee schedules a skills test at the DMV to complete the licensing process.

Mr. Parker noted that this in-house program offers several benefits, including a cost savings of approximately \$4,500 per employee, more than \$22,000 saved this year alone in registration fees, reduced workforce disruption, as training occurs on-site and on schedule, and an estimated total savings of over \$67,500 in the first year of the program

Mr. Parker recognized and congratulated the following employees who have successfully completed the program: Joshua Heller, Landon Gilbert, Johnathon Whaley, Craven Bailey, and Cullen Little. He also noted that Conner Norris and Jayime Blair are currently enrolled, with an additional 6–8 employees expected to begin training in the coming weeks.

Mr. Parker expressed his appreciation to Kenny Saunders, Michael Bleau, and Dylan Carroll for their contributions and support in conducting the driving training.

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

- a. Town Manager

Mr. Cappola thanked Mr. Parker for this big accomplishment. A lot of positions in the Town, a CDL is a necessity. He stated this is an opportunity from a recruiting perspective. He mentioned the past 10 days have been very hot and the potential bills may be higher on the next billing cycle.

He stated Council Member Casey had a death in the family and would be out for some time. Mayor McLeod stated our thoughts and prayers are with his family.

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

11. **OTHER BUSINESS**

- a. Informal Discussion & Public Comment

John Scarpa, Clayton resident, asked about a development. When tax rate was set, does a new development add to the tax base and if it does, does it pay for itself or does it cost us additional monies in terms of fire, police, water. Is one of the considerations that Council takes effect on the tax base? Mr. Cappola we are working with a consultant to get a cost service study to get the information Mr. Scarpa asked for. As rooftops come on, they do add to the tax base but the demand for services that they put, that's the question we want to answer. From a municipality standpoint, we provide pretty much every service you can imagine outside of gas utility. That consultant would take all our data to get an understanding of what a typical residential property puts in terms of demand on services. From other studies observed, the rooftops typically put a higher demand than the dollars they bring in from additional revenues; non-residential is typically where the difference is made up. We have tried hard over the past few years to attract more non-residential, commercial, and industrial to help balance that tax scroll.

- b. Council Comments

12. CLOSED SESSION

- a. Discuss Purchase of Real Property in Accordance with NC GS 143-318.11(a)(5)

Motion To Go Into Closed Session

RESULT:	CARRIED 4-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

Motion To Return To Open Session

RESULT:	CARRIED 4-0
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

Motion was amended when returned to Open Session to include a Closed Session to discuss Economic Development in Accordance with NC GS 143-318.11(a)(4)

RESULT:	CARRIED 4-0
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

13. ADJOURNMENT

- a. Adjourn

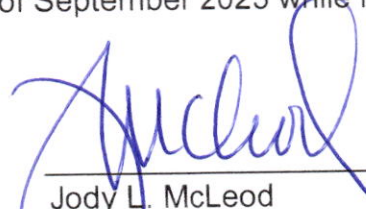
With nothing further, the meeting was adjourned at 7:33 p.m.

Motion To Adjourn

RESULT:	CARRIED 4-0
MOVER:	Michael Sims
SECONDER:	Gretchen Williams

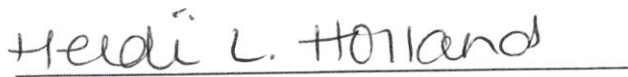
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

Duly adopted by the Town Council this 2nd day of September 2025 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, MMC, NCCMC
Town Clerk

