



Town of Clayton
Town Council Regular Meeting Minutes
Monday, April 21, 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

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
Sam Johnson-Phillips, Deputy Town Clerk
Joshua Baird, Water Resources Director
Joe Stallings, Economic Development & Government
Affairs Director
Donald Perry, Engineering Director
Todd Melton, Budget Manager
Conrad Olmedo, Planning Director

Council Absent:

Council Member Gretchen Williams

1. CALL TO ORDER

a. Call to Order

Mayor McLeod called the meeting to order at 6:01 p.m.

b. Pledge of Allegiance

- Boy Scout Troop 124

Boy Scout Troop 124 led the Pledge of Allegiance.

c. Invocation

Mayor McLeod provided the invocation.

2. ADJUSTMENT OF THE AGENDA

a.

Approve or Adjust the Agenda

RESULT: CARRIED 4-0

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

3. CONSENT AGENDA

- a. Minutes
 - April 7, 2025 - Regular Session
 - April 7, 2025 - Closed Session

Presenter: Sam Johnson-Phillips, Deputy Town Clerk
- b. Resolution of Tentative Award - Arbors Lift Station Diversion Project (Amended Resolution)

Presenter: Shannon Poole, Engineering Department
- c. Warranty Acceptance of the Public Water and Sewer Utilities for Camel Street Townhomes

Presenter: Chris Rowland, Engineering
- d. NCDOT Certification of Municipal Declaration To Enact Speed Limits and Request for Concurrence

Presenter: Tim Robbins, Public Works Director
- e. NCDOT Certification of Municipal Declaration To Repeal Speed Limits and Request for Concurrence

Presenter: Tim Robbins, Public Works Director
- f. MOU for Clean Water Education Partnership (CWEP) Services

Presenter: Rich Cappola, Town Manager

Approve Consent Agenda as Presented

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

4. ADMINISTRATIVE ITEMS

- a. Clayton4U
 - Keeping Clayton Clean

Presenter: Nathanael Shelton, Communication Director

Mr. Shelton introduced and presented Clayton4U, entitled "Keeping Clayton Clean." This was align with the Earth Day cleanup planned for Saturday, April 26, 2025.

Council Member Casey provided the details for the Earth Day cleanup held on Saturday, April 26, 2025. It was reported that the meet up would be at the farmers market in which the gear would be provided, and it would begin at 8:00 a.m. A celebration would be held at 12:00 p.m. at Deep River.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Administrative Professionals Day Proclamation

Presenter: Council Member Archer to Present to Town of Clayton's Administrative Professionals

Council Member Archer read the proclamation into record and presented it to the Town of Clayton's Administrative Professionals.

b. International Firefighters Day Proclamation

Presenter: Mayor Pro Tem Sims to Present to Clayton Fire Department

Mayor Pro Tem read the proclamation into record and presented it to the Town of Clayton's Fire Department.

c. Retirement Recognition for Chris Rowland

Presenter: Mayor McLeod to Present

Joshua Baird, Water Resources Director, provided background on Chris Rowland and expressed his appreciation for him. It was stated that Chris Rowland made a significant impact during his 24 years of service to the Town of Clayton. Mayor McLeod read into record and presented retirement recognition to Chris Rowland.

Chris Rowland thanked the Town of Clayton for the great opportunities and expressed his appreciation to those he worked with.

d. Retirement Recognition for Tammy Ray

Presenter: Mayor McLeod to Present

Mayor McLeod noted that Tammy Ray was not present and that her recognition would be presented at a later date.

e. Hall-Wicker Award Recognition

- Shaun Mizell, Procurement, Contracts and MWBE Manager

Presenter: Robert McKie, Finance Director

Mr. McKie provided the background history of the Hall-Wicker Award. It was stated that Mr. Mizell was recognized last month at the North Carolina Association of Governmental Purchasing Spring Conference. Mr. Mizell

expressed his appreciation to Town Council, Town Manager Cappola and Finance Director Robert McKie.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

- a. 2024-27-CZM Amelia Church Townhomes

(Continued from the February 17, 2025 and March 17, 2025 Meetings - Public Hearing Has Been Closed)

Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo stated following the meeting on March 17, 2025. It was requested of the applicant to provide materials by April 2, 2025. Materials were received on April 14, 2025, those materials are being reviewed by Staff and the Technical Review Committee. It was stated they would meet with the applicant on April 23, 2025. Mr. Olmedo has requested to table this matter until May 5, 2025, Town Council Meeting.

Request to Table to the May 5, 2025 Meeting

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

9. NEW BUSINESS

- a. Firehouse Subs Public Safety Foundation Grant

Presenter: David Ranes, Fire Chief

Chief Ranes stated the Clayton Fire Department has received a Firehouse Subs Public Safety Foundation Grant in the amount of \$42,138 from the Firehouse Subs Public Safety Foundation. It was stated that grant is fully funded at no cost to the Town.

Chief Ranes stated the department had digitally applied with funding in mind for a specific purpose to acquire a Paritech Hydrofusion. It was reported that this is a specialized rescue equipment that is designed for complex incidents involving rail incidents, large transportation vehicles, industrial accidents and any scenario where heavy loads must be lifted and stabilized.

It was stated they previously received a grant from Firehouse Subs Public Safety Foundation in 2018 to fund a purchase of a rescue boat and motor.

Chief Raney shared that Clayton was one of 11 agencies in North Carolina selected to receive this grant this quarter. It was requested that Council adopt resolution 2025-28

Chief Raney extended appreciation for both of the generous contributions to the Firehouse Subs Public Safety Foundation.

Adoption of Resolution #2025-28

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

10. STAFF REPORTS

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

Todd Melton, Budget Manager, provided a General Fund Overview. It was stated that a quarterly budget office update would be provided.

Mr. Melton reported this report would be for Quarter 3 for FY25 through March 31, 2025. It was stated that the Town is tracking pretty close to the revenues that was budgeted for the end of the Quarter. The expenses were reported to be a little bit under for the year. It was reported most of that was due to lapsed Salary and vacant positions.

Mr. Melton communicated the following: Ad Valorem, most of those revenues have been collected. The sales taxes were reported to be at 75% through the year at the end of the third quarter. Permits and Fees, approximately 126% of the budgeted revenues have been collected. Sales and Services are on target. All others were reported to be tracked below.

Most of the General Fund Expenses were reported to be tracking at or slightly below 75% for the year. The following was reported: Personnel was reported at approximately 71%, Programs was reported at coming at below budget. Debt was reported at 100%.

Mr. Melton provided an update on The Water Sewer Fund. It was stated the revenues are tracking slightly lower than budgeted and it would be closely monitored. The expenses are tracking under budget. It was stated the budget savings are mostly due to lapsed salary and vacant positions. Some vacancies are being held open intentionally as organizational changes are implemented.

Mr. Melton reported the Electric Enterprise revenues are tracking slightly higher than budgeted. The expenses are slightly under budget. It was reported the budget savings are mostly due to lapsed salary.

An update was provided by Mr. Melton on the FY26 budget development. It was reported that a base budget process began this year which was different from what has been done in the past. It was reported that the manager's recommendation would be delivered on May 5, 2025. The first public reading would be held on May 19, 2025, followed by the second reading on June 2, 2025.

Mayor McLeod thanked Mr. Melton for the update.

11. OTHER BUSINESS

a. Informal Discussion & Public Comment

Boy Scout Troop 124 was in attendance, and a question-and-answer session was held with the Council.

b. Council Comments

Mayor Pro Tem Sims expressed thanks to Town Clerk Heidi Holland and to the Clayton Fire Department in helping to prepare and cook for the Clayton Police Department and Clayton Fire Department. Mayor Pro Tem Sims also thanked Mayor McLeod, Town Council and Town Manager, for their support.

Council Member Casey stated there would be an Earth Day Celebration/Cleanup on Saturday April 26, 2025, and an Arbor Day event was held on April 25, 2025, at the Municipal Park. He thanked the Boy Scouts for coming out.

Mayor McLeod thanked Chief Tart and Chief Ranes and their staff for an amazing parade that was held to honor Noel Franklin on Saturday April 19, 2025.

12. CLOSED SESSION

- a.
 - To Discuss Legal Matter in Accordance with NC GS 143-318.11 (a)(3)

- To Discuss Economic Development in Accordance with NC GS 143-318.11 (a)(4)
- To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11 (a)(5)
- To Discuss Personnel Matter in Accordance with NC GS 143-318.11 (a)(6)

Motion To Go Into Closed Session

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

Motion To Return To Open Session

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

13. ADJOURNMENT

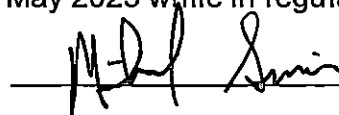
a. Adjourn

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

Motion To Adjourn

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

Duly adopted by the Town Council this 5th day of May 2025 while in regular session.



Michael Sims
Mayor Pro Tem

ATTEST:

Heidi L Holland

Heidi L. Holland, MMC, NCCMC
Town Clerk

