



**Town of Clayton**  
**Regular Town Council Meeting Minutes**  
**Monday, June 17, 2024 at 6:00 PM**  
**Council Chambers, Town Hall**  
**111 E. Second Street**

**Council Present:**

Mayor Jody McLeod  
Council Member Porter Casey  
Council Member Andria Archer  
Mayor Pro Tem Michael Sims  
Council Member Gretchen Williams  
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  
Robert McKie, Finance Director  
Greg Tart, Police Chief  
Nathanael Shelton, Communications Officer  
Conrad Olmedo, Planning Director  
Patrick Pierce, Economic Development Director,  
Lauren Lambert, Special Events & Marketing Manager  
Shannon Poole, Construction Project Administrator

**Council Absent:**

None

**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 as follows: add to Consent Agenda, 3k. COLA Fiscal Year 2024-2025 and a Closed Session 12a. to discuss a legal matter in accordance with NC GS 143-318.11(a)(3).

**Approve or Adjust the Agenda**

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

### 3. CONSENT AGENDA

a. Minutes

- May 20, 2024 - Special Meeting
- May 20, 2024 - Regular Session
- May 20, 2024 - Closed Session
- June 3, 2024 - Work Session
- June 3, 2024 - Regular Session
- June 3, 2024 - Closed Session

*Presenter:* Heidi Holland, Town Clerk

b. Warranty Acceptance of Public Water and Sewer Utilities for Walton Farms, Phases 5 & 6

*Presenter:* Chris Rowland, Construction Project Admin.

c. HR Policies

*Presenter:* Kenya Walls, Human Resources Director

d. Approval for Town Manager to Execute Encroachment Agreement with North Carolina Railroad Company for the East Clayton Industrial Area Transmission Project. Permit number - #01-098+4968

*Presenter:* Louis Duffie, Asst. Program Manager

e. Removal of Advisory Board Members

*Presenter:* Heidi Holland, Town Clerk

f. Final Acceptance of Public Water and Sewer Utilities for Durham Street Townhomes: TOC Project 2019-36-SD

*Presenter:* Chris Rowland, Construction Project Admin.

g. Town of Clayton - Novo Nordisk Memorandum of Understanding

*Presenter:* Joshua Baird, PE, Water Resources Director

h. Contract For School Resource Officer Services

*Presenter:* Greg Tart, Police Chief

i. Water Resources Department - Certification Incentive Pay Policy

*Presenter:* James Blalock, UMC, Assistant Water Resources Director

j. NCDOT Road Closures for Special Events

*Presenter:* Amy Shearin, Community Events & Engagement Coordinator

k. COLA Fiscal Year 2024-2025

This was added as an adjustment to the agenda.

#### Approval of Consent Agenda as Presented

**RESULT:** CARRIED 5-0

**MOVER:** Michael Sims

**SECONDER:** Ruth Anderson

**YES:** Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson

**NO:** None

#### **4. ADMINISTRATIVE ITEMS**

- a. Clayton4U  
*Presenter:* Nathanael Shelton, Communication Director

Mr. Shelton shared the latest episode of Clayton4U which spoke about how to get a library card.

- b. Fireworks Update  
*Presenter:* Lauren Lambert, Special Events & Marketing Manager and Amy Shearin, Community Events & Engagement Coordinator

Patrick Pierce and Ms. Lambert presented on this event. This event would be held on July 4 from 5:30 - 9:00 p.m. with fireworks being launched at 9:15 p.m. at Clayton High School. This year the Square-to-Square event would be combined with the firework show. Activities for this event would include a bike parade, snow cones, farmer's market, spraydown, balloon animals, poetry fox, inflatables, rock climbing, and Epic Axe would be there. Council will be cutting watermelon. Food vendors would be in Town Square.

Ms. Lambert stated patrons would be able to view the fireworks outside of the school; there would be viewing locations throughout downtown. Shared was a map of road closures, viewing locations, and parking. Mr. Pierce stated they have worked with local businesses and close to a dozen businesses would be staying open late or have a viewing party.

Mayor McLeod stated it is important to explain why they could not be inside the high school. Mr. Pierce stated from a safety perspective it is in the best interest of public safety to not have the public within the school grounds.

Mayor Pro Tem Sims spoke about the weather last year, he asked if there was a plan for the weather this year. Mr. Pierce stated a weather plan would be posted on the website. Chief Tart stated there would be a full operations EOC set up and watching the weather would be part of this. Mr. Pierce stated they would continue to do outreach.

#### **5. PUBLIC HEARINGS**

#### **6. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

- a. National Parks and Recreation Month Proclamation  
*Presenter:* Council Member Anderson to Read Proclamation and Present to Parks and Rec.

Council Member Anderson read the proclamation and presented this to the Parks and Recreation staff.

#### **7. QUASI-JUDICIAL HEARING**

## 8. OLD BUSINESS

- a. Budget Amendments - Yearend Closeout  
*Presenter:* Robert McKie, Finance Director

Mr. McKie stated there are five budget amendments to ensure the Town is in compliance with the local government budget and fiscal control act. The first amendment is with the general fund and budgeting incremental revenues from interest income as well as some inspection fees. Those would be used to cover the renovation for the Human Resources department, elevator replacement along with some additional installation costs related to the Clarity software. For the capital budget ordinance, the 2021 GO bond projects, the residual balance is being transferred over to 2024 GO bonds project. Roughly \$1.5 million would be transferred over. Those funds were already budgeted on the 2024 GO bonds. The capital project budget ordinances are adopted at the detail line-item level so on the 2024 GO bonds park project, there are a couple line items for closing fees and professional services.

For the Sam's Branch Wastewater Reclamation project, the easement budget would be increased related to easement acquisition costs related to the ECIA forcemain project. For the Copper District, the budget would be realigned to add a detailed line-item for professional services.

**Adoption of Ordinances #2024-06-01, #2024-06-02, #2024-06-03, #2024-06-04, and #2024-06-05**

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

## 9. NEW BUSINESS

- a. Agreement with NCDOT for Locally Administered Project Program funding for Clayton Connector and S. Robertson/Main Street Improvements Project HL-0129  
*Presenter:* Shannon Poole, Engineering Technician

Ms. Poole stated this is for an agreement with NCDOT for a locally administered project. The agreement would be for the department to allocate federal funds for the design and right-of-way acquisition for the Clayton pedestrian connector project. That project would entail designing a connector at Kenmore across Amelia Church Road to the Greenway connector and to explore crossing the culvert and to bring pedestrian connection across 70 up Robertson, to Main Street and down to Moore. Those connections are a combination of some of the priority projects from the 2022 Pedestrian Plan which were submitted to CAMPO in 2022.

The Town has been awarded funds, the total allocation is \$1,250,000 with the Town's match at 30% and NCDOT match at 70%.

## Approval of Agreement and Adoption of Resolution #2024-72

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

### 10. STAFF REPORTS

#### a. Town Manager

Mr. Cappola discussed the Juneteenth event, this was the second year the Town held this event and he was happy with the attendance. He thanked Cultural Arts and other staff involved. He reminded everyone this Wednesday all Town facilities would be closed to observe Juneteenth.

#### b. Town Attorney

#### c. Town Clerk

#### d. Other Staff

### 11. OTHER BUSINESS

#### a. Informal Discussion & Public Comment

Diana Skinner, present of the Advisory Board for the Clayton Center for Active Aging was present to speak. This board is part of the Community and Senior Services which is a non-profit organization. Presented were statistics on the programs they offer. Participants are 50 years of age and older. Shared was the mission statement. The center operates out of three rooms and there is a total square footage of 3,407 which is 593 ft. less than the minimum 4,000 that is required by the State.

In May, the average daily attendance was 82, 1,811 people checked-in and registered 14 new participants. 82% of participants live in Clayton and there are 24 parking spaces which are shared with visitors, two being handicapped. Shared were some of the services offered. Shared was a packet of information for Council. She stated most of the programs offered are not geared to physical activity level for seniors that are 50 years and older. She stated they do not charge a fee for the programs. She stated more space is needed to service the increasing numbers of seniors moving to the area. She asked Council to consider partnering with this board to provide a larger facility.

Mayor McLeod asked of the 82% of participants, how many live in the city limits; he stated the Town's funding comes from taxpayers. She stated she did not have that breakdown. He stated Johnston County is who runs and funds the program. Ms. Skinner stated the program is funded through the General Assembly. She stated they also receive funding through fundraisers. She stated she does not know if Johnston County provides funding. There was further discussion on the funding. Mayor McLeod thanked her for being there tonight.

b. Council Comments

Mayor Pro Tem Sims stated he would like to recognize the Clayton American Legion. They were recognized by DOT for cleaning up. He stated it was good to see a civic club embrace the Town and he hopes other organizations would follow.

12. CLOSED SESSION

a.

The agenda was adjusted to add a closed session to discuss a legal matter in accordance with NC GS 143-318.11(a)(3).

**Motion To Go Into Closed Session at 6:44 p.m.**

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

**Motion To Return To Open Session at 7:06 p.m.**

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

13. ADJOURNMENT

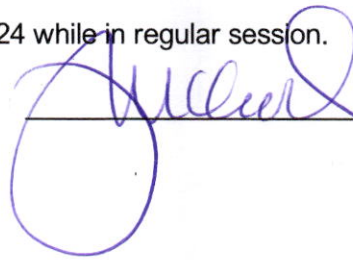
a. Adjourn

With nothing further, the meeting was adjourned at 7:07 p.m.

**Motion To Adjourn**

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

Duly adopted by the Town Council this 15<sup>th</sup> day of July 2024 while in regular session.



Jody L. McLeod  
Mayor

ATTEST:



~~Heidi L. Holland, CMC, NCCMC~~ **SAM JOHNSON-PHILLIPS**  
DEPUTY Town Clerk