



Town of Clayton
Regular Town Council Meeting Minutes
Monday, May 1, 2023 at 6:00 PM
Council Chambers, Town Hall
111. E. Second Street

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Jason Thompson
Council Member Porter Casey
Council Member Avery Everett
Council Member Andria Archer
Council Member Michael Sims

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Interim Deputy Town Manager/Fire Chief
Heidi Holland, Town Clerk
Robert McKie, Finance Director
Greg Tart, Police Chief
Nathanael Shelton, Communications Officer
Joshua Baird, Engineering Director
Shannon Poole, Construction Project Administrator
Sam Johnson-Phillips, Deputy Town Clerk
James Blalock, Utilities Maintenance Superintendent
Patrick Pierce, Economic Development Director
Lydia Davis, Economic Development Specialist
Robert Yarborough, Building Codes Supervisor

1. CALL TO ORDER

- a. Mayor McLeod called the meeting to order at 6:01 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. Rich Cappola made the following adjustments to the agenda:

Change 5f. to 5b. and added Interim Deputy Town Manager/Fire Chief Lee Barbee to Staff Reports.

Approve or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Jason Thompson
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

3. CONSENT AGENDA

- a. Minutes
 - April 17, 2023 - Regular Session
- Presenter:* Heidi Holland, Town Clerk

Approve Consent Agenda as Presented

RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Employee Introductions
 - Chris Heffron, Instrumentation Control Technician
- Presenter:* James Blalock, Maintenance Superintendent, Water Resources

- Barry Alston, Plan Reviewer
- Presenter:* Robert Yarborough, Building & Trades Inspections Director

Mr. Blalock introduced Chris Heffron. He has 17 year's experience as a field service engineer.

Robert Yarborough introduced Barry Alston. He stated he has 18 year's experience as a code enforcement official.

The Mayor and Council welcome both.

- b. Economic Development Week Proclamation
Presenter: Mayor McLeod to Present to Economic Development Department

Patrice Pierce stated next week is Economic development week and thanked Council for the recognition. Mayor McLeod read the proclamation into the record and presented this to Mr. Pierce and Lydia Davis.

- c. Building Safety Month Proclamation
Presenter: Mayor McLeod to Present to Inspections Department

Mayor McLeod read the proclamation into the record and presented this to the Inspections Department.

- d. Annual Professional Municipal Clerks Week Proclamation
Presenter: Mayor McLeod to Present to Clerk's Office

Mayor McLeod read the proclamation into the record and presented this to the Clerk's Office.

- e. International Firefighters Day Proclamation
Presenter: Mayor McLeod to Present to Fire Department Staff

Mayor McLeod read the proclamation in the record and presented this to the staff at the Fire Department.

- f. Water Resources Professionals Week Proclamation
Presenter: Mayor McLeod to Present to Water Resources Department

Mayor McLeod read the proclamation into the record and presented this to the Water Resources Department.

- g. World Facilities Management Day
Presenter: Mayor McLeod to Present to Dolores Gill

Mayor McLeod read the proclamation into the record and presented this to the Property Maintenance department.

6. PUBLIC HEARINGS

7. OLD BUSINESS

- a. Clayton Community Park Update
Presenter: Tim Robbins, Project Manager

Joshua Baird provided an update on Clayton Community Park, one of the three parks involved in improvements in the Parks and Rec. 2019 Bonds. There is a proximity of remaining dollars that have not been spent on the other two parks which is about \$4.5 million dollars. In 2021, Deputy Town Manager Dolores Gill provided a brief overview of all three parks. Team consultants and staff have

gone through a couple of iterations to hone in on final design and provide a result within the remaining budget.

Shared were 2021 updates and the current proposed design. Tonight he is asking for consensus to complete the bid package and get this out to bid. If there is consensus, the project would be moving through the final round of TRC review, would look to receive bids in July with Council approval around August and to LGC for final bond sale in September.

Consensus of Council to Move Forward with Bid Package

8. NEW BUSINESS

a. Clayton Area Ministries (CAM) Lease Amendment

Presenter: Lee Barbee, Interim Deputy Town Manager & Fire Chief

Chief Barbee stated in September 2022, he met with Dale Matthews and Cynthia Joyner, of Clayton Area Ministries (CAM), to walk the site and learn about their operations. The need at that time was for a walk-in freezer. He met with Rich Cappola and Dolores Gill to discuss the needs and find a solution. They decided on a lease extension of 10 years and two five-year renewals. The freezer they are looking to install would be to help serve the needs of the community, this is approximately a \$75,000 expenditure. The Town felt the need to offer a solution that they would be comfortable with.

Ms. Matthews thanked the Mayor and Council for listening to their needs. She stated the freezer is a necessity in the community because there are people in need. This would be a wonderful gift. Council Member Sims stated CAM does a lot for the community.

Approval of Lease Amendment

RESULT:	CARRIED
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Approval of Resolution #2023-24

RESULT:	CARRIED
MOVER:	Porter Casey
SECONDER:	Jason Thompson
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

- b. American Rescue Plan Act (ARPA) - Asset Inventory and Assessment (AIA) Grant Acceptance and Budget Amendment - Water Distribution and Wastewater Collection System Master Plans
Presenter: Joshua Baird, PE, CFM - Engineering Director

Joshua Baird stated there are three items tonight. In the fall, staff submitted an application to ARPA AIA grant program for conducting a water master plan as well as collection master plans. These master plans would further define the Town's system and come up with projects to help understand future needs. Staff requested a total of \$400,000 for both plans (\$250,000 for the wastewater plan and \$150,00 for the water distribution plan.)

In August, received was a notification of intent to fund the entire \$400,000 and recently received was the grant package. Staff is requesting approval to receive those grants. This approval would require a budget amendment.

Resolution #2023-25 to Accept Funding for Water Distribution System Master Plan

RESULT:	CARRIED
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Resolution #2023-26 to Accept Funding for Wastewater Collection System Master Plan

RESULT:	CARRIED
MOVER:	Porter Casey
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Adoption of Ordinance #2023-05-01

RESULT:	CARRIED
MOVER:	Porter Casey
SECONDER:	Jason Thompson
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

- c. Clayton Center Roof Replacement and Pointing of Masonry Walls Bid Award
Presenter: Shannon Poole, Engineering Technician

Shannon Poole is requesting an approval for an award construction contract for the Town Hall and The Clayton Center roof project. Several sections of the roof have reached their lifespan and need replacement. On April 25, 2023, three bids were received, the lowest responsive responsible bidder is Owens Roofing with a base bid of \$183,742 and alternate of \$73,259. Staff and roofing consultants have reviewed and recommended awarding the contract to Owens Roofing for the base bid plus the alternate. The project is within the proposed budget, no budget amendments are necessary.

Approval of Bid Award

RESULT:	CARRIED
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Adoption of Resolution #2023-27

RESULT:	CARRIED
MOVER:	Andria Archer
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

9. STAFF REPORTS

- a. Town Manager

Rich Cappola stated he appreciates everyone's attendance at the Greenway Ribbon Cutting and he thanked citizens for working with the Town during the closure. At today's work session the budget was discussed. A few changes need to be made but would have a budget prepared to be presented at the May 15, 2023 meeting; that would be a public hearing for any citizen that would like to weigh in.

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

Interim Deputy Town Manager/Fire Chief Lee Barbee spoke on his career as Fire Chief. He thanked Mr. Cappola for helping him to conclude the right time

as Fire Chief for the past 31 and a half years. Mayor McLeod stated he would like to extend appreciation to Chief Barbee on behalf on every citizen of the Town, he stated the Town applauds and thanks him for his service.

Chief Barbee spoke more about his career with the Fire Department. Rich Cappola thanked Chief Barbee and stated it is tough to accept closing out this chapter but is happy to report Chief Barbee has accepted the position as Deputy Town Manager. His commitment would continue to serve the Town.

Mayor McLeod expressed to his family how much he appreciates the family for supporting him be dedicated over the years.

10. OTHER BUSINESS

a. Informal Discussion & Public Comment

- Individuals have three (3) minutes to address the Town Council.
- Groups will designate a spokesperson. The spokesperson will have five (5) minutes to address the Town Council.

Victoria Johnston, founder of Triangle Area Networking Group (TANG) and Michael Strauss were present and thanked Mayor McLeod for the Autism Proclamation read at the last meeting. She stated at the event last weekend held at the Fire Department, \$3,000 as raised. She thanked Council Member Sims and Council Member Casey for attending this event. Shared was a drawing that DJ Sandvobal drew that was in the silent auction at the event last weekend. He stated he and Ms. Johnston were outbidding each other and decided to split the cost to purchase the drawing. Mr. Strauss stated he is proud to dedicate the drawing to the Town. He stated it is their privilege to present this to the Town. Mayor McLeod thanked them both for the donation.

b. Council Comments

Mayor Pro Tem Thompson shared his sentiments on Chief Barbee's retirement from Fire Chief. He stated he is a blessing to this Town as well as his family.

Council Member Sims congratulated Chief Barbee on his retirement as Fire Chief. He thanked the Fire Dept. and TANG for the event at the Fire Department last Saturday. He shared information on the Basketball Tournament to be held on May 13, 2023 at Municipal Park

Council Member Casey echoed Council's comments on Chief Barbee. He stated at the Earth Day Clean Up, over 150 bags of trash were collected. Council Member Archer congratulated Chief Barbee on his retirement and looks forward to working with him as Deputy Town Manager.

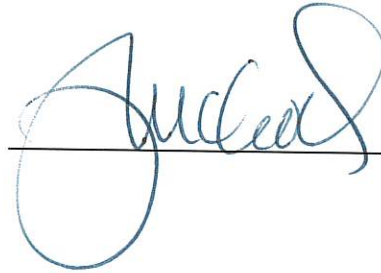
11. CLOSED SESSION

12. ADJOURNMENT

- a. With nothing further, a motion to adjourn was made at 7:12 p.m.

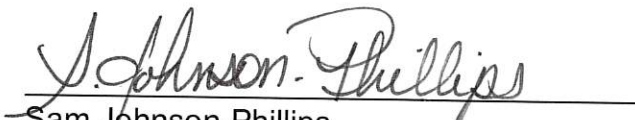
RESULT:	CARRIED
MOVER:	Michael Sims
SECONDER:	Porter Casey
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Duly adopted by the Town Council this 15th day of May 2023 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Sam Johnson-Phillips
Deputy Town Clerk