



Town of Clayton
Regular Town Council Meeting Minutes
Monday, December 18, 2023 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 Ruth Anderson
Council Member Gretchen Williams

Staff Present:

Rich Cappola, Town Manager
Heidi Holland, Town Clerk
Jim Cauley, Town Attorney
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Greg Tart, Police Chief
Joshua Baird, Engineering Director
Nathanael Shelton, Communications Officer
Sam Johnson-Phillips, Deputy Town Clerk
Patrick Pierce, Economic Development Director
Conrad Olmedo, Planning Director

Council Absent:

None

1. CALL TO ORDER

a. Call to Order

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. Mr. Cappola stated item 5a. Harvest Festival Update would be removed from tonight's agenda and put on the January 2, 2024 agenda.

Approve or Adjust the Agenda

RESULT: CARRIED 5-0

MOVER: Porter Casey

SECONDER: Michael Sims

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

NO: None

3. **CONSENT AGENDA**

- a. Minutes
 - November 9, 2023 - Council Retreat
 - December 4, 2023 - Work Session
 - December 4, 2023 - Closed Session

Presenter: Heidi Holland
- b. Comprehensive List of Fees
Presenter: Robert McKie - Finance Director
- c. Amended Budget Ordinance (Section 8) and Compensation Plan Scales -
CORRECTION
- d. Resolution 2023-97 instructing the Clerk to check for sufficiency and to set a public hearing date for 2023-138-ANX Leland A. Blessl Barbour Annexation
Presenter: Bruce Venable, Planner I
- e. RESOLUTION 2023-98 Directing the Clerk to check for sufficiency and set a public hearing date for 2023-161-ANX LAWSON GLEN ANNEXATION
- f. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance - Carolina Overlook Phase 1 K
- g. Water and Wastewater Capacity Agreement - NovoNordisk
Presenter: Joshua Baird, P.E. - Engineering Director, Acting Water Resources Director

Approve Consent Agenda as Presented

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

4. **ADMINISTRATIVE ITEMS**

- a. Advisory Board Appointments
Presenter: Heidi Holland, Town Clerk

Ms. Holland stated all boards, except DDA, had expiring upcoming terms. Applications were received, interviews were complete and provided were the recommendations for these boards.

Fire Advisory Board:

Jeffrey Stallings, Joel Gates, Jason Thompson, Daryle Harris, Chris Carter, Karen Patterson, Alternate - Stacey Turner, Alternate - Kristy Dean

Planning Board

Daniel Gleason, Mike Surasky, Anita Bland, Alternate - Jeffrey Spence

Library Advisory Board

Beth Inman, Jai King, Katie Tompkins, Eugene Wheeler, Julia Curran, Makayla Walden

Parks and Recreation Advisory Board

Carol Houston, Rebecca Bradford, Kuanyu Chen, Austin Cross, Alternate - Omar Mincey

Public Art Advisory Board

Kim Helmer, Tammy Murray, Clark Hipolito, Tamara Smallwood, Joanne Thomas, Alternate - Jess Stambaugh

Board of Adjustment

Jim Perricone, Joseph Warta

Approval of Recommendations

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

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Harvest Festival Update
Presenter: Dana Wooten, Chamber of Commerce President CEO

This item was removed and would be on the January 2, 2024 agenda.

6. PUBLIC HEARINGS

7. OLD BUSINESS

8. NEW BUSINESS

9. STAFF REPORTS

- a. Town Manager
Mr. Cappola stated last week was the bid opening for final of three projects from Parks and Rec. bond. There were three bidders, and it does appear there would be a favorable award to recommend hopefully at the next meeting. He stated he and Robert McKie, Finance Director, would be involved in some credit presentations to both Moody's and S&P tomorrow. He stated the Town is currently one notch below AAA and are hopeful to be able to stay there or get notched up. This puts the Town in a favorable place for the January bond sale.

He wished everyone a Merry Christmas and a Happy New Year and reminded all that Town facilities would be closed Monday, Dec. 25; Tuesday, Dec. 26 and Wednesday, Dec. 27 as well as New Year's Day.

- b. Town Attorney

- c. Town Clerk
- d. Other Staff

System Development Fees (SDF) Update

Presenter: Joshua Baird, Engineering Director/Interim Water Resources Director

Mr. Baird provided an update on the system development fees. He shared on October 2, 2023, Robert Chambers from Black & Veatch was present at the meeting to provide an update on the analysis for the total cost of the fees. Provided was a quick recap.

State statute requires a 45-day comment period which the Town did meet; no comments were received. The plan is to move forward requesting adoption at the public hearing at the January 2, 2024 meeting.

He stated they would be seeking a phased approach based on the study which determines the total maximum that can be charged. Shared was a proposed implementation plan which included a first increase January 3, 2024 and to recommend adopting a per gallon rate increase and capacity purchases. Proposed is for each fiscal budget year, adopting a new fee. Any meter larger than 5/8" up to 2.0", it would be based on the equivalency factor of the amount of flow can go through.

10. OTHER BUSINESS

- a. Informal Discussion & Public Comment
 - Individuals have three (3) minutes to address the Town Council.
 - Groups will designate a spokesperson. Spokesperson will have five (5) minutes to address the Town Council.
- b. Council Comments

Mayor McLeod stated he would like to wish everyone a Merry Christmas and a Happy New Year. He stated he appreciates the citizens of the Town.

11. CLOSED SESSION

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

Motion To Go Into Closed Session

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

Motion To Return To Open Session

RESULT:	CARRIED 5-0
MOVER:	Michael Sims

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

12. ADJOURNMENT

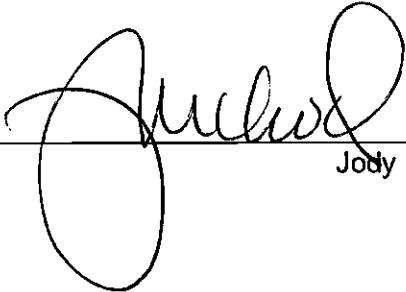
a. Adjourn

With nothing further, the meeting was adjourned at 7:05 p.m.

Motion To Adjourn

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

Duly adopted by the Town Council this 2nd day of January, 2024 while in regular session.



Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland
Heidi L. Holland, CMC, NCCMC
Town Clerk

