



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, August 1, 2022, at 6:00 PM
Council Chambers**

Council Present: Mayor Jody McLeod, Council Member Jason Thompson, Council Member Porter Casey, Council Member Avery Everett, Council Member Andria Archer, and Council Member Michael Sims Council Absent: None	Staff Present: Rich Cappola, Interim Town Manager, Sherry Scoggins, Interim Town Clerk, Heidi Holland, Deputy Town Clerk, Jim Cauley, Town Attorney – Cauley Pridgen, Dolores Gill, Deputy Town Manager, Lee Barbee, Fire Chief, Robert McKie, Finance Director, Greg Tart, Police Chief, Jonathan Jacobs, Assistant Town Engineer, Joshua Baird, Town Engineer, Nathanael Shelton, Communication Director, Ben Howell, Planning Director, and Scott Barnard, Parks & Rec Director
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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. Approval of the Agenda

Mayor Pro Tem Thompson requested the following adjustment of the agenda:

- Remove from the Consent Agenda Item 3g – Termination of State of Emergency and add to Old Business as Item 7a.
- There was also an addition to Staff Reports, presenter Chief Tart.

Approve or Amend the August 1, 2022, Agenda.

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

3. CONSENT AGENDA

- a. Approval of the Minutes:
 - DRAFT July 18, 2022, Work Session Minutes
 - DRAFT July18, 2022 Closed Session Minutes from then Work Session
 - DRAFT July 18, 2022, Regular Meeting Minutes
 - DRAFT July 18, 2022, Closed Session Minutes from the Regular Meeting
- b. Approval of Resolution 2022-53 for the Hocutt-Ellington Memorial Library Strategic Plan 2022-2027
Presenter: Joy Garretson, Library Director
- c. Approval of the Advisory Board Appointment Process
Presenter: Heidi Holland, Deputy Town Clerk
- d. Resolution 2022-48 Directing the Clerk to Set Date for a Public Hearing for Annexation #2022-9-ANX for Ashcroft Section 2, located at N O'Neil Street and Covered Bridge Road near the Mountain to Sea Trail.
Presenter: Bruce Venable, Planner I
- e. Resolution 2022-49 Directing the Clerk to Set Date for Public Hearing for Annexation #2022-100-ANX River Mews located at 1603 NC HWY 42 East, Clayton.
Presenter: Bruce Venable, Planner I
- f. Amend Resolution 2022-41A Directing the Clerk to Set the Date for Public Hearing for Annexation Petition 2022-79-ANX for O'Neil Overlook located on O'Neil Street and Oakdale Drive
Presenter: Bruce Venable, Planner I
- g. Termination of State of Emergency
Presenter: Heidi Holland, Deputy Town Clerk

Approval of Consent Agenda as Presented with the Removal of Consent Agenda Item 3g – Termination of State of Emergency

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

4. ADMINISTRATIVE ITEMS (NONE)

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Library Advisory Board Yearly Update

Presenter: Vanessa Flores-Watson, Vice-Chair

Vice-Chair of the Library Advisory Board Vanessa Flores-Watson presented the yearly update. She presented a slide that went into detail of the advisory board and the board makeup. She shared different activities that the board participated in from July 2021-June 2022. Shared were also goals for the year ahead such as, begin ongoing policy review, increase board involvement in library volunteer and program opportunities, work with Friends of the Library to support creation of Library Foundation for fundraising, provide support and input for building projects, and continue acting as library ambassadors in the community.

Mayor McLeod thanked Mr. Flores-Watson and Joy Garretson and her staff for the wonderful job they do.

b. Employee Introductions

Presenter: Ann Game, Revenue & Utility Customer Service Director (Ms. Game was not present tonight.)

- Rhonda Thompson, Customer Service Specialist

Presenter: Cpt. Cory Beard and Cpt. Daryle Harris

- Jordan Manning, Firefighter
- Justin Jones, Firefighter

Presenter: Joshua Baird, Engineering Director

- Julia Kenkel, Stormwater Intern

Presenter: Allen Turnage, Electric Director

- Cavin Davis, Electric Line Tech I

Presenter: Greg Nelson, Property Maintenance Supervisor

- Makila Salyers, Custodian

Presenters: Scott Barnard, Parks & Recreation Director & Jimmy Bradley, Parks Operations Superintendent

- Marcus Cameron, Park Maintenance Specialist
- Blake McLean, Park Maintenance Specialist
- Hunter Baldwin, Park Maintenance Specialist
- Bobby Henn, Park Maintenance Crew Leader
- Mike Noggle, Park Maintenance Crew Leader
- Trey Meek, Athletic Supervisor
- Meaghan Rivers, Athletic Supervisor

Ms. Game was not present at this meeting and will introduce Rhonda Thompson at the August 15, 2022, meeting.

Cpt. Cory Beard introduced firefighter Jordan Manning. Cpt. Daryle Harris introduced firefighter Justin Jones.

Joshua Baird introduced Julia Kenkel, who has started as a stormwater intern. She is a rising senior at NC State.

Allen Turnage introduced Cavin Davis, new Electric Line Tech 1. He shared some of the certifications he has.

Dolores Gill introduced Makila Salyers, new part-time custodian.

Jimmy Bradley introduced his new Park Maintenance Specialists: Marcus Cameron, Blake McLean, and Hunter Baldwin. He introduced two internal promotions: Bobby Henn promoted to Park Maintenance Crew Leader and Mike Noggle promoted to Park Maintenance Crew Leader.

Scott Barnard introduced new staff Trey Meek, Athletic Supervisor and Meaghan Rivers, Athletic Supervisor

Mayor McLeod welcomed them and stated he was glad to have everyone in Clayton.

c. Employee Retirement Recognition:

Presenter: Greg Tart, Police Chief

- Jon Gerrell, Police Major
- Jason Hutchins, Police Lieutenant

Chief Tart stated tonight he would like to honor Major Jon Gerrell and Lieutenant Jason Hutchins. He stated both officers are finishing 30 years each in law enforcement and they have a combined 50-years of service to the Town. He stated it has been a privilege to him to work with these gentleman and they will be missed. He stated this would not be possible without the support of their family as well as the Clayton Police Department and town staff. Chief Tart presented to them their guns and badges as a symbol of their honor and dedication.

Lieutenant Hutchins thanked Mayor McLeod and Council for their support of the Police Department. He stated Clayton is the best town to live and work. Mayor McLeod thanked him for his years of dedication to the town.

Major Gerrell stated he is grateful and humbled to be recognized tonight. He stated it means a lot to have the support of the town. Mayor McLeod stated he is thankful for what he has given to the town over the years.

Approve Resolution #2022-50

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

Approve Resolution #2022-51

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

6. PUBLIC HEARINGS (NONE)

7. OLD BUSINESS (NONE)

- a. Termination of State of Emergency
(Adjustment of the Agenda to move this item from Consent)

Mayor Pro Tem Thompson stated he has had some citizen input and wants to recognize that over last few weeks, COVID numbers have spiked. He stated he does not want to be hasty and terminate this State of Emergency and then a few weeks later we may need staff to work overtime because we lose a shift of people to being quarantined. We then would not be able to get reimbursed by possible funds that could be out there.

His recommendation is to keep in place to see how this current situation will ebb and flow.

Council Member Archer stated she thinks this is logical and agrees.

8. NEW BUSINESS

- a. Sam's Branch Water Reclamation Facility (WRF) Construction Administration Contract
Presenter: Louis Duffie, Project Manager

Mr. Duffie stated he is bringing the construction administration contract for the duration of the Sam's Branch Water Reclamation Facility. He stated we are moving on from the design builder Gannett-Fleming and with that we need to retain the engineering arm of Gannett-Fleming. He stated they are a separate company to be the engineer of record and with that comes assistance through the bid phase. They will oversee construction and through to commissioning so they can certify the plant was built correctly and the town can apply for the permit to operate it.

He stated all the tasks are broken down in the proposal in the agenda packet

Approve or Deny

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

9. STAFF REPORTS

a. Town Manager

Mr. Cappola stated the construction bids for the Water Reclamation Facility project did get posted Friday and the six prequalified bidders that are interested have been notified. Bids are due September 2nd pending review. The next step is to have this on the LGC agenda for October. An update will be provided at the next meeting. Council Member Sims asked if this keeps us on a good timeline, Mr. Cappola stated assuming the item is on the October LGC agenda, he hoped to have a notice proceed for the contractor so they could start working on site before the end of the calendar year, but with holidays may push it to January 1st. The intent is for the new contractor to be mobilized by January 1st.

b. Town Attorney

c. Town Clerk

d. Other Staff

Presenter: Chief Tart

Chief Tart stated a couple days ago he was contacted by Johnston County Public Schools and was told of a situation that happened with the County and SRO's. The Sheriff's Department has been covering many of the schools in the County and due to manpower issues and recent changes, the Sheriff's office has been asked to cover more schools. As a result, Chief Tart was asked if Clayton would take over SRO duties at Clayton High School.

He stated we enter a MOU with Johnston County Public Schools each school year, they pay the salary of our SRO's. He stated right now we cover six schools. He stated in that contract is reimbursement for the salaries of the two SRO's that cover those six schools. He stated today the department added a third SRO to be able to cover Clayton High School.

After discussing with Mr. Cappola, he stated being this position is being funded by the County, he would like to ask for another position. He stated after taking on this duty, he has had to move pieces around to cover certain areas in the department.

It was consensus of the council to continue with the MOU and to have Finance Director Robert McKie draft a budget amendment for this position and have that amendment at the next council meeting.

10. OTHER BUSINESS

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

Mayor Pro Tem Thompson stated over weekend he had an opportunity to see our fire department mitigate a tricky situation with our law enforcement community. Under the leadership of Cpt. Carter, they did a good job of mitigating a difficult situation. He wanted to commend Cpt. Carter, the men on his shift and Chief Barbee for their leadership.

Council Member Sims stated he had a conversation with Mr. Cappola in concerns to Parks & Rec. as far as the rental of fields. He stated he would like to have staff look at non-profit rates for the fields. Mr. Cappola stated he would get Finance Director Robert McKie and Parks & Rec. Director Scott Barnard to bring that back possibly at the next meeting.

11. CLOSED SESSION

- a. Closed session to discuss an economic development opportunity in accordance with NC GS 143-318.11 (a)(4)
Presenter: Rich Cappola, Interim Town Manager

Move to go into Closed Session at 6:47 p.m.

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

Move to return to Open Session at 7:14 p.m.

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

12. ADJOURNMENT

a.

Motion To Adjourn at 7:14 p.m.

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

Duly adopted this 15th day of August 2022 in regular session.

ATTEST:

Jody L. McLeod,
Mayor

Heidi L. Holland, NCCMC
Deputy Town Clerk