Town of Clayton
Regular Town Council Meeting Minutes
Monday, September 20, 2021 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:
Mayor McLeod
Mayor Pro Tem Thompson
Council Member Holder
Council Member Grannis
Council Member Bunn
Council Member Everett

STAFF PRESENT:
Lee Barbee, D/Town Manager & Fire Chief
Dolores Gill, D/Town Manager
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Joshua Baird, Town Engineer
Shaun Mizell, Contract & Procurement Manager
Ann Game, Customer Service Director
James Blalock, Water Resources Utilities Maintenance Superintendent
Joy Garretson, Library Director
Nathanael Shelton, Communications Director

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

a) Mayor McLeod called the meeting to order at 6:01 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

a) Draft Minutes
- September 7, 2021 - Regular Meeting
- September 7, 2021 - Closed Session

b) SRF Funding Application - Re-Adoption of CIP & Resolution

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

a) Recommendations for Appointments to Planning Board
Presenter: Kimberly Moffett, Town Clerk

- Kevin Lee - In Town
- Jeffrey Spence - ETJ

Ms. Moffett provided information about the process for recommendations to advisory boards. Following interviews, it was recommended that both Mr. Lee and Mr. Spence be appointed to service on the Planning Board. Ms. Moffett stated there is still a vacancy on the Planning Board for an ETJ member.

ACTION: Appointment of Planning Board Members

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) New Employee Introductions
Presenters: Joshua Baird - Town Engineer; Shaun Mizell - Contract & Procurement Manager; Ann Game - Customer Service Director and James Blalock - Water Resources Utilities Maintenance Superintendent

- Shannon Poole - Construction Project Manager
- Jonathan Jacobs - Asst. Town Engineer
- Karen Malcolm - Procurement Analyst
- Annette Williamson - Customer Service Specialist
- Jake Kyer - Utility Maintenance Mechanic 2

Mr. Baird introduced Shannon Poole who is serving as Construction Project Administrator. She comes to the town with many years of experience. Ms. Poole stated she was very happy to be part of the team. Council welcomed her.

Mr. Baird introduced Jonathan Jacobs who is serving as the Assistant Town Engineer. Mr. Jacobs has many years of experience and was recently with the Town of Wake Forest. Mr. Jacobs stated he was happy to be with the town. Council welcomed him to the team.

Mr. Mizell introduced Karen Malcolm as Procurement Analyst. Karen comes to the town with over 10 years of procurement experience. She recently was with the City of Raleigh. Ms. Malcolm stated she was very happy to in Clayton. Council welcomed her.

Ms. Game introduced Ms. Williamson as Customer Service Specialist. Ms. Williamson comes to the town with numerous years of experience. Ms. Game said she has done a great job during the last two weeks. Annette stated she was thrilled to be part of the town. Council welcomed her.

Mr. Blalock introduced Jake Kyer as Utility Maintenance Mechanic 2. He comes to the town from Goldsboro and brings a wealth of knowledge and experience. Mr. Kyer stated he was happy to be here and appreciated the opportunity. Council offered their welcome.

b) Employee Recognition - C-Distribution Exam
Presenter: James Blalock, Water Resources Maintenance Superintendent

- Christian Holder - Utility Maintenance Mechanic

Mr. Blalock proudly announced that Mr. Holder recently passed the C-Distribution Exam. Mr. Blalock stated this was a huge accomplishment. Mr. Holder stated he was appreciative of the opportunities and proud to be part of the team. Council offered their congratulations and appreciation.

6 PUBLIC HEARINGS

7 OLD BUSINESS

a) Wi Fi Hot Spot & Laptop Loan Policy
Presenter: Joy Garretson, Library Director

Ms. Garrettson provided information about the proposed policy for lending Wi Fi Hot Spot and laptop/chrome books. Both of these items are loaned out as a kit. The proposed policy includes lending time limits, age limit to sign out equipment, fine threshold, and return protocol. Ms. Garrettson stated we will be translating the policy into Spanish as well. She stated staff would be sure to go over the entire policy with everyone wishing to check out an item.

Council Member Grannis offered his thanks for the creativity of Ms. Garretson and her staff for being able to offer these opportunities to the public.

Ms. Garretson provided details about attending the Farmers Market this past weekend. She stated she and her staff shared details about the Big Read.

ACTION: Adoption of Resolution #2021-41 (Policy)

Motion: Mayor Pro Tem Thompson
Second: Council Member Grannis
Vote: Unanimous

ACTION: Adoption of Ordinance #2021-09-05 (Fees & Charges)

Motion: Mayor Pro Tem Thompson
Second: Council Member Grannis
Vote: Unanimous

b) Discussion Regarding Employee COVID Leave
Presenter: Lee Barbee, Interim D/Town Manager & Fire Chief

Chief Barbee shared details about Resolution that was adopted back in February with reference to employee leave as it related to COVID. He shared

additional details about proposed changes for COVID leave to include that should a vaccinated employee need to take time due to COVID they would receive a total of 80 hours. Further should a non-vaccinated employee need to take off due to COVID they would need to use their accrued time off, however, should they not have any time they would be able to be advance 5 days of leave.

Also briefly discussed were incentives being offered by other municipalities for vaccinated employees. Chief Barbee stated the executive team were not recommending anything at this time but rather it out there for consideration.

Attorney Cauley stated this is under review and will brought back to council.

8 NEW BUSINESS

9 STAFF REPORTS

a) Town Manager

Chief Barbee recognized Chief Tart for being inducted into the CHS Hall of Fame. Mayor McLeod offered his sincere congratulations.

b) Town Attorney

c) Town Clerk

d) Other Staff

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

b) Council Comments

Council Member Bunn shared thoughts regarding YMCA lease agreement we have in place. He spoke about restricted conveyance being placed on deed.

Council Member Grannis offered update on CAMPO and stated it was brought to attention that all LAPP projects would be delayed at least one year. Council Member Grannis will bring additional information as it becomes available.

Council Member Holder requested that leaf collection start a little early due to the number of leaves that have already fallen.

Mayor Pro Tem Thompson stated he was very impressed with the recent employee introductions and the strong recent hires.

ACTION: Termination of Lease with YMCA (Powhatan Road) To Take Place by End of the Month

Motion: Council Member Bunn

Second: Council Member Holder
Vote: Unanimous

11 ADJOURNMENT

a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 6:28 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

Duly adopted this the 4th day of October, 2021 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.