



Town of Clayton
Regular Town Council Meeting Minutes
Monday, October 5, 2020 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Thompson
Council Member Grannis
Council Member Holder
Council Member Bunn
Council Member Everett

STAFF PRESENT:

JD Solomon, Interim Town Manager
Rich Cappola, Deputy Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Joshua Baird, Town Engineer
Blake Mills, A/Public Services Director
Robert McKie, Finance Director
Patrick Pierce, Economic Development Director
Steve Blasko, Public Services Operation Mgr.
Stacy Beard, 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

- a) Mr. Solomon requested the addition of a Closed Session pursuant to NCGS 143-318.11(a)(6) and also requested to move the Wastewater Reclamation Facility Updated to Old Business.

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 21, 2020 - Regular Session

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

- a) **Town of Clayton 2021 Holiday Schedule**
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett presented the proposed 2021 Holiday Schedule for the Town of Clayton. This proposed schedule mirrors NC State Holiday Schedule.

ACTION: Adoption of Resolution #2020-35

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

- b) **2021 Schedule Town Council Meetings**
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett presented the proposed 2021 schedule for the Town Council meetings. She stated meetings are held on the 1st and 3rd every month, with exception of the month of July when only one meeting is held.

ACTION: Adoption of Resolution #2020-36

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

- c) **Interlocal Agreement - EDA Grant for ECIA Infrastructure Project**
Presenter: Rich Cappola, Deputy Town Manager

Mr. Cappola provided information regarding the Interlocal agreement. The town and the county were awarded a \$6,000,000 grant from the Economic Development Administration (EDA) to assist in the financing of the ECIA Infrastructure Project. The town will serve as the lead recipient under the grant for the purpose of facilitating the administration of the award. The Interlocal agreement is required by the EDA and includes the terms required to administer the grant as co-recipients. This grant is on the Johnston County agenda for approval at their October 5, meeting as well.

ACTION: Approval of Agreement

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

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) **Public Power Week Proclamation**
Presenter: Jody McLeod, Mayor

Mayor McLeod read and presentation a Proclamation recognizing Public Power Week. This Proclamation was presented to Dale Medlin, Electric

Department Director.

- b) **Recognition of Robert Yarborough Work with Novo DAPI Project**
Presenters: Rich Cappola, Deputy Town Manager & Shaylah Nunn Jones, Government & Public Affairs - Novo Nordisk

Mr. Cappola was present and offered his appreciation to Robert Yarborough for all his hard work and dedication to the Novo Nordisk DAPI Project. This project had been under way for several years and the signing off of the final permit was a huge accomplishment.

Ms. Nunn-Jones from Novo Nordisk was present and offered her thanks and appreciation to Mr. Yarborough. She presented him with a letter from the Commissioner of the North Carolina Department of Insurance offering appreciation for the excellence and professionalism of Robert.

Mayor McLeod read and shared a Special Recognition with Robert Yarborough on behalf of the Town Council.

- c) **Proclamation in Recognition of Archer Lodge and Cleveland Fire Departments**
Presenter: Jody McLeod, Mayor

Chief Barbee was present and shared details about the support of local fire departments during our recent COVID issue.

Mayor McLeod read and presented a Proclamation in honor and appreciation of both Archer Lodge and Cleveland Fire Departments.

6 PUBLIC HEARINGS

7 OLD BUSINESS

- a) **Horne Street Parking Lot Award Bid**
Presenter: Joshua Baird, Town Engineer

Mr. Baird provided details about the bid process. He stated sealed bids were received on September 24, 2020. A total of 6 bids were received. The bids included the base and one alternative for the addition of irrigation. The lowest bidder was Daniels Inc. of Garner with a base bid of \$621,227.50 and alternate of \$22,620.00. All documents have been reviewed by the town attorney and staff requested awarding the bid to Daniels Inc.

ACTION: Adoption of Resolution #2020-37

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

- b) **Bulky Waste Contract Update**

Presenter: Blake Mills, Asst. Public Services Director

Mr. Mills provided information regarding the Bulky Waste Contract. He stated that proposal before council tonight was for All Star Waste Services, LLC to charge at the rate of \$0.74/house/month for FY '21 and \$1.06/house/month for FY '22. He further stated that currently Bulky Waste is charged at \$24.45 for each individual pickup. With the proposed changes, the impact of the change on the FY '21 budget is a net zero. However the FY '22 impact would be about \$34,000 higher or about \$0.32 per month per house. The higher proposed cost in FY ' of \$1.06 per house would be to compensate All Star for loses that they would suffer by keeping Bulky Waste costs in FY '21 at current budgeted amount.

Staff believes that allowing the structure of a per house payment basis versus a per pickup cost is the better option for the town as it would allow us to budget more accurately as well as be consistent with both yard waste and loose leaf collections are structured.

Based on current fees, above proposal and assumed consumer price index, the estimate increase to residents would be approximately \$1.00 per month in FY '22.

In June of 2022, the All State Waste Services contract is scheduled to end, however, there is an option to renew for an additional 5 years. At that time, the town will re-evaluate and make decision of going out for bid or renegotiation the contract with All Star including the unit prices for Solid Waste, Recycling, Yard Waste, Loose Leaf and Bulky Waste. Should decision be made to remain with All Star we would realign the Solid Waste and Recycling contract to have the same end date as the Loose Leaf contract.

ACTION: Approval of Bulky Waste Amendment to All Star Contract

Motion: Mayor Pro Tem Thompson

Second: Council Member Grannis

Vote: Opposed Everett

c) Fire Department Ladder Truck Finance Agreement

Presenter: Robert McKie, Finance Director

Mr. McKie presented this item and stated this resolution authorizes staff to enter into financial agreement for ladder truck. He provided the criteria. He stated Claytex would be providing 50% of the cost.

ACTION: Adoption of Resolution #2020-38

Motion: Council Member Bunn

Second: Council Member Grannis

Vote: Unanimous

8 NEW BUSINESS

a) Purchase Order Carryover Budget Ordinances

Presenter: Robert McKie, Finance Director

Mr. McKie provided information on three budget ordinances related to purchase order carry overs. These funds were part of last years' budget and would be carried over to this budget.

There was brief discussion regarding reimbursing ourselves regarding GO Bond.

ACTION: Adoption of Ordinances #2020-10-01, #2020-10-02 , & #2020-10-03

Motion: Council Member Bunn

Second: Council Member Grannis

Vote: Unanimous

b) Project Goodwill Budget Ordinance

Presenter: Patrick Pierce, Economic Development Director

Mr. Solomon provided brief details regarding this multi-jurisdictional project. He further stated that other partners have already signed their agreements. Mr. Pierce stated this proposed Ordinance would allow funds to be appropriated for a feasibility study for this project.

Council Member Grannis asked about the Traffic Impact Analysis (TIA) being excluded and questioned of that would be completed at some point. Mr. Pierce stated he felt that would be required at some point in the future. Council Member Grannis asked if those expenses would be shared. Mr. Pierce felt it would most likely be shared and would be figured out as we moved along further in the project. Council Grannis question where park property maintenance involved in this project of would be our responsibility. Mr. Pierce stated this would be part of the feasibility study to determine all the details.

ACTION: Adoption of Ordinance #2020-10-04

Motion: Council Member Bunn

Second: Mayor Pro Tem Thompson

Vote: Unanimous

c) Utilities Conversion (Buried Electric Lines)

Presenter: Dale Medlin, Electric Department Director

Mr. Medlin provided details about consultant, Mr. Tony Pearce, who completed a comprehensive overview of the possibility of converting overhead electric lines to buried electric lines.

Utility Electrical Consultants, Mr. Pearce, was present and shared a Power Point Presentation regarding Main Street Underground power lines to include Main Street from Robertson to Smith Street. He stated that as a cautionary note, there would still be some remnants that may remain when existing overhead lines are converted to underground. He stated power, telephone, cable tv, lighting and traffic signals were all part of the overview. He shared details about the locations of power lines. He stated the majority of cables involved are cable and tv. He discussed the big picture including defining ultimate goals. He stated as this type of process takes place are there other utilities, water and sewer, etc. that would need to be replaced and would allow for a cost savings if done in conjunction with a streetscape project.

He shared details regarding estimated costs including overhead electric lines, telephone lines, cable/tv lines, lighting, signal and power for an approximately total of \$7.5 million

Council Member Grannis asked about an approximate timeline. Mr. Pearce stated there would approximately 1 year needed for coordination and another year for construction.

Mr. Solomon stated this was informational only and no action was being requested. Council thanked everyone for the great work and information. Mayor spoke about a recent visit to Little Washington. He stated they are currently undertaking this project and spoke about how it was an inconvenience right now but everyone was very excited about it. He stated "it's all about keeping your eye on the prize" and we have definite possibilities in Clayton.

ACTION: None - Informational Only

Motion: Council Member

Second: Council Member

Vote: Unanimous

- d) **COVID - Town Facilities Opening Plan Update**
Presenter: JD Solomon, Interim Town Manager

Mr. Solomon stated this is a passionate and sensitive topic for this town. He stated things are slowly starting to open back up. He understands that folks want to have access to our facilities. Staff is working on a plan for re-opening and it is hoped that plan will be shared at next council meeting with detailed information. He stated it would be a slowed phase openings, 60-90 days for first phase, 4 classes of facilities; Class 1 would include Town Hall and Operations Center, Class 2 would include all First Responders, Water Treatment Plant, Class 3 would include Parks & Recreation and Library and Class 4 would be all other buildings.

Also shared was information regarding having one entrance, sign in location, check in sheet, temperature checks for outside public, and limits on gatherings/loitering. Masks and social distancing would remain. We continue to look at other organizations.

Mayor McLeod stated plan sounds very good. He further stated that to date our mission and our dedication to customer service has not failed. We are still producing great customer service. He further stated he understands there are a few that have special circumstances. We want to ensure that we have a safe environment for our customers and especially for our staff.

ACTION: None - Informational Only

e) **Mowing Contract Update**

Presenter: Steve Blasko, Public Services Operation Manager

Mr. Blasko was present and provided details about the current mowing contract. He stated current provider has not meet our expectations. He shared details about proposal for new contractor. Mr. Solomon added that both Mr. Mills and Mr. have done an outstanding job with this project.

Council Member Grannis asked about new contractor ability to provide all services as required. Mr. Blasko stated he would absolutely be able to provide everything required and further that the proposed contractor currently works for several other local municipalities.

ACTION: Authorize Execution of Contract

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

9 **STAFF REPORTS**

a) **Town Manager**

- Public Meeting Update
- Water Reclamation Update

Mr. Solomon offered his thanks to Mr. Yarborough. He also offered his thanks to Amy Sheerin for all her assistance with all events and recently for assistance with the funeral of Jason Dean.

Cathy Marraccini will be filling in as the Interim Communications Director when Stacy Beard leaves.

He stated there will be a budget ordinance regarding purchase order carry over that will make required adjustments. Shared details regarding fund balance and the unassigned is approximately \$10.5 million. He stated the police department budget is being evaluated with regarding to training and equipment. Shared brief details regarding an SBI investigation. He stated in conjunction with the SBI investigation a third party will be conducting an additional assessment to include any potential management or policy issue. He further stated that if any concerns were discovered they would be dealt with and resolved. He offered his appreciation for the procession for Jason Dean and again offered his thanks to the many staff members who assisted with this beautiful tribute. He reported that Firefighter Benson has been moved to a rehab and is doing well. He spoke about the loss of both Jason Dean and Allison Vessie. He shared his deep gratitude and appreciation for the amazing leadership and culture at our fire department.

b) Town Attorney

c) Town Clerk

d) Other Staff

- Library Update

Presenter: Joy Garretson, Library Director

- LAPP Update

Presenter: Joshua Baird, Town Engineer

- Storm water Update

Presenter: Joshua Baird

- Water Tank Update

Presenter: Rich Cappola, Deputy Town Manager

Ms. Garretson provided details about grant and active reading experiences. Spoke about COVID and inability to continue to provide services for children 0-5 years of age. She spoke about workshops and backpacks that would be lent out to families. She shared samples of the backpacks to be provided. She stated that all backpacks would be completely disinfected. These backpacks would be available starting this week. They can be checked out for 3 weeks at a time.

Council Member Grannis offered his thanks to Joy and Library staff for their creativeness.

Mr. Baird offered an update regarding the LAPP program. He stated staff does not recommend submission of the application for the 3 bridge replacement. Staff does recommend application submission for both Greenway Extension Design along Highway 42 and North Connector projects, both of which require a 20% match. He further stated that if applications were submitted and approved we would have a 10 year period to complete the projects. He further stated a Resolution of Support would be added to the October 19, 2020 Consent Agenda.

Mr. Baird shared information regarding storm water CIP and potential issues and way to be able to assist residents with resources. He shared information regarding rain gages helping us to understand potential issues. He stated an email had been set up for anyone with any type of storm water concern. That email is: stormwater@townofclaytonnc.org. Mayor asked about any type of update regarding Covered Bridge Road and residents. Mr. Baird stated it is on the schedule for ditch maintenance and infrastructure work and are waiting on timeframe with NCDOT. Mr. Solomon provided an update regarding meeting with resident Mr. House and concerns.

Mr. Cappola shared information regarding water storage needs update. He stated application was submitted regarding Caterpillar tank option.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

Mr. Weiss was present and stated there was funding available from FEMA regarding underground power lines. He stated he was happy with the way the bulky waste is being handled. He discussed tax rate as compared to other municipalities. He stated other municipalities have done their due diligence to drive costs down and questioned what Clayton was doing to measure and compare ourselves and drive costs down. He questioned the possibility of putting in place some type of program that would state what we strived to do from an economic standpoint. Mayor stated we would take it under advisement. Mr. Weiss also questioned what the number was of single family homes. He was concerned about individual home owners versus large corporations that own many homes in Riverwood. He shared concern about consultants and wondered if it would be better to wait for a permanent town manager vs. interim town manager. Mr. Solomon stated he believed that there are some areas that the new manager would appreciate being in place. Mr. Weiss stated he appreciated the opportunity to speak.

b) Council Comments

Mayor McLeod asked Stacy Beard to come to the podium. On behalf of the council, he offered his sincere thanks and appreciation for her years of dedication and devotion to the town.

11 CLOSED SESSION

a) Closed Session Pursuant to NCGS 143-318.11(a)(6) at 8:10 p.m.

Mayor stated there would be a 15 minute break prior to entering into Closed Session.

ACTION: Motion to Go Into Closed Session

Motion: Council Member Holder

Second: Council Member Bunn
Vote: Unanimous

12 ADJOURNMENT

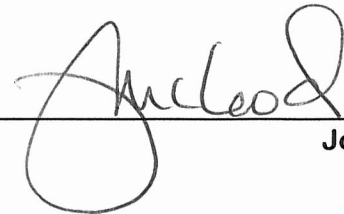
a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 9:18 p.m.

ACTION: Motion to Adjourn

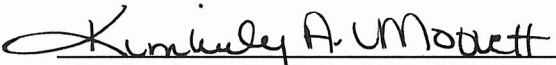
Motion: Mayor Pro Tem Thompson
Second: Council Member Holder
Vote: Unanimous

Duly adopted this the 19th day of October, 2020 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk

