



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, May 18, 2020 @ 6:00 PM
Council Chambers**

COUNCIL PRESENT:

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

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Heidi Holland, Deputy Town Clerk
Lee Barbee, Fire Chief
Robert McKie, Finance Director
Scott Barnard, Parks & Recreation Director
Joshua Baird, Town Engineer
Stacy Beard, Communications Director
Samantha Wullenwaber, Planning Director
Rich Cappola, Public Services Director
Ann Game, Customer Service Director

COUNCIL ABSENT:

Council Member Grannis

1 CALL TO ORDER

Pledge of Allegiance and Invocation

a)

Mayor McLeod called the meeting to order at 6:10 p.m. It was noted that Council Member Grannis was absent. Mayor McLeod led everyone in the Pledge of Allegiance and also offered 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 - May 4, 2020 - Regular Meeting

b) Warranty Acceptances

- Ashcroft Subdivision, Phases 5 & 6
- Glen Haven Subdivision, Phase 4 - FINAL

c) Rules of Procedure Update - Remote Meeting Policy

d) 2020 NC Attorney General Environmental Enhancement Grant

e) Parks and Recreation Trust Fund (PARTF) Grant - Clayton Middle School

- f) Reimbursement Agreement - Sanitary Sewer Infrastructure
- g) Reimbursement Agreement - Street Repairs

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

6 PUBLIC HEARINGS

- a) Code of Ordinance Amendment - Chapter 400 - Access
Presenter: Samantha Wullenwaber, Planning Director

**Anyone wishing to offer comments at this Public Hearing will need to contact the Town Clerk no later than 12:00 noon the day of the meeting to be provided with information regarding remote meeting participation. You may contact the Town Clerk via email @ kmoffett@townofclaytonnc.org or via phone at 919-553-5002.*

Ms. Wullenwaber shared details about this proposed amendment. Proposed change include number of access points to residential subdivisions, waiver versus variance and timing of construction of access points. Also suggested for amendment were access to multi-family developments and sidewalk requirements for residential and non-residential developments that are not associated with a major subdivision. Ms. Wullenwaber shared additional details regarding the difference between a waiver and a variance.

Both staff and the planning board recommend the option of a variance versus a waiver.

Attorney Ross provided additional information about new legislation that requires additional criteria for holding a remote public hearing. This criteria allows an additional 24 hour period for public comment to be received. Therefore no decision can be made this evening but rather the public hearing will be held and deliberation and vote will be placed on the June 1, 2020 council meeting.

At this time the Town Clerk stated there were two people who wished to speak on this item.

Mr. DeYoung stated he was in total support of this ordinance. He requested council consider the option of a waiver versus variance.

Mr. Smith stated he had no further comments.

With there being nothing further the public hearing was closed at 6:22 p.m.

Mayor McLeod shared detailed information regarding public comments. He stated any additional public comment regarding this item should be forward to and received by the Town Clerk no later than 11:00 p.m. on May 19, 2020.

7 OLD BUSINESS

8 NEW BUSINESS

- a) Capital Project Fund Creation - Town Hall Parking Lot
Presenter: Robert McKie, Finance Director

Mr. McKie presented this item and provided information regarding the town hall parking project and capital outlay for infrastructure.

There were no questions or comments from council..

ACTION: Adoption of Ordinances #2020-05-02 & #2020-05-03

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

9 STAFF REPORTS

- a) Town Manager
b) Town Attorney
c) Town Clerk
d) Other Staff
- Utility Billings & AMI Update
Presenter: Ann Game, Customer Service Director

Ms. Game presented this item. She provided an update on billing and AMI. She stated everyone has adapted very well to the customer service office not being open to the public. Everything has worked very smoothly. She stated there were virtually no cash payments, in the past 60 days only 11 cash payments were received. She further stated we had not seen an increase in NSF (non-sufficient funds) and we had definitely seen an uptick in numerous other "free" payment options being used. Work orders have increased and folks are still moving into Clayton. Reports have been provided to utilities commission. No late fees or penalties have been added to any bills. A of \$71,000 in late fees have not been charged. There is a slight increased in residential consumption.

With reference to the AMI Project 98% of commercial and industrial meters have been installed. Ms. Game offered her appreciation to Ms. Beard and the

Communications Department for their assistance in producing an outstanding informational video.

Mayor McLeod offered thanks to entire Customer Service Department for their hard work and dedication.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

Town Clerk advised that no public comments had been received.

b) Council Comments

Mayor Pro Tem asked Mr. Lindsay for update regarding exit interviews from HR.

Mayor McLeod shared a very positive experience regarding "Crazy for Clayton" Facebook. He said it is definitely worth everyone taking a moment to check it out.

11 ADJOURNMENT

a)

With there being nothing further, the meeting was adjourned at 6:34 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Holder

Second: Council Member Everett

Vote: Unanimous

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk