Town of Clayton
Regular Town Council Meeting Minutes
Monday, April 20, 2020 @ 6:00 PM
REMOTE MEETING

COUNCIL PRESENT:
Mayor McLeod
Mayor Pro Tem Thompson
Council Member Holder
Council Member Grannis
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
Robert McKie, Finance Director
Rich Cappola, Public Services Director
Stacy Beard, Communications Director

COUNCIL ABSENT:

1 CALL TO ORDER
Pledge of Allegiance and Invocation

a) Mayor McLeod called this remote meeting to order at 6:00 p.m. He led everyone in the Pledge and offered the Invocation. Mayor McLeod reminded there may be a slight delay in the audio of the meeting. He asked that everyone announce themselves prior to speaking and to also state when they had finished speaking.

2 ADJUSTMENT OF THE AGENDA

a) Mr. Lindsay requested that Item 4b be removed. He stated the town was able to come to an agreement with the property owners with regard to easement.

3 ITEM(S) OF SIGNIFICANT IMPORTANCE

a) Rules of Procedures - Remote Meeting Participation
Presenter: Katherine Ross, Town Attorney

Ms. Ross presented this item which would allow for remote meetings to take place. This would be added to our current Town Council Rules of Procedures. There were no questions regarding this item.

ACTION: Adoption of Remote Meeting Participation

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

4 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) Utilities Policy As Related COVID-19

b) ~~Payton Drive Extension Project - Resolution Authorization to Acquire Certain Property of George & Janice Smith~~ This item was removed from the agenda.

c) Payton Drive Extension Contract Award

d) Warranty Acceptance
- Bristol at Cobblestone, Phase 5

e) Warranty Acceptance Correction - Parkview, Phases 4 & 6

f) Draft Minutes
- March 2, 2020 - Regular Session
- March 16, 2020 - Regular Session

ACTION: Adoption of Consent Agenda as Presented

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

5 ADMINISTRATIVE ITEMS

6 INTRODUCTIONS AND SPECIAL PRESENTATIONS

7 PUBLIC HEARINGS

8 OLD BUSINESS

a) Neuse River Water Reclamation Facility – Revenue Bonds Issuance
Presenter: Robert McKie, Finance Director

Mr. McKie presented information regarding this first supplemental bond order and resolution for a private placement with Capital One Public Funding for $15 million in Revenue Bonds regarding the Water and Sewer System. He stated included are nutrient credits, site remediation and closing costs. He further stated this financing was approved by the LGC on April 7, 2020.

ACTION: Approval of Bond Order

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

ACTION: Adoption of Resolution #2020-14

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

9 NEW BUSINESS

a) 2020 Audit Contract
Presenter: Robert McKie, Finance Director

Mr. McKie presented this item. He stated the contract for '20-21 had no fee changes. He also shared additional information about a outstanding peer review letter regarding the auditor. A copy of this letter was included in the agenda packet. There were no questions from council.

ACTION: Approval of Contract

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

b) Budget Amendments
Presenter: Robert McKie, Finance Director

Mr. McKie presented two budget ordinances. He stated the first amendment authorized use of restricted fund balance to subsidize cubicle system to increase the current functionality of police department and included improvements/renovations for basement for the inspection staff.

Council Member Grannis had questions pertaining to building improvements and renovation process and asked if issues had been resolved. Mr. McKie stated he did not have that information. Mr. Cappola stated the basement work had begun and files were cleaned and cleared out of basement. He stated the building out portion of the basement had begun and it is hoped it would completed within the next 30 days. He stated there were no concerns with moving forward. Council Member Grannis asked where the funding was coming from. Mr. McKie stated it was coming from restricted fee revenues that could only be used for inspections. Council Member Grannis stated he wished to go on the record that he was not in support of this renovation and stated he was more in favor of using space on the Clayton Center side for staff. He asked about necessity of space whether it was we had run out of space or possibility of addition of staff. Mr. Lindsay stated it was not so much pertaining to new hires but rather us looking at what is currently going on with engineering, inspection and planning staff and finding a better fit. Council Member Grannis questioned what other options had been considered. Mr. Lindsay stated keeping staff within town hall was the better option. Council Member Grannis asked about timeline for spending of funds and when it needed to be utilized. Mr. McKie stated there was no time frame limitation for spending of funds. Council Member Holder asked if monies could be spent on salaries. Mr. McKie stated he believed it could be, however, he would need to clarify. Council Member Holder stated he had concerns about spending this money at this time with all the uncertainties. Mr. Lindsay stated that it was important to get the basement cleaned up as there were some water issues. He stated he would advocate moving forward with the project. Council Member Grannis asked for clarification regarding what would happen if inspections were not moving downstairs that this funding could not be spent on this project. Mr. Lindsay confirmed that was correct.

Council Member Grannis stated he would like to suggest that we remove the Building Improvement Project in the amount of $150,000 from this Ordinance.

Mayor McLeod stated he thought that everyone had discussion with staff about this item and did not know there was any issue. He stated he completely understood Council Member Holder's concerning spending funds at this time. He further stated the funds are there and felt this was an important project to move forward. Council Member Grannis stated he was never in support of this recommendation and also shared his concerns about the monies being utilized at this time. He further stated without knowing what revenue expectations might be in the next one or two years, perhaps we needed to re-think about how funds are spent at this time. Council Member Holder stated he was in agreement with the concerns of Council Member Grannis and also stated that he understood the basement project needed to be completed. Council Member Bunn asked if basement problems had been determined with regard to water. Mr. Lindsay stated firms had come in and determined water flow issues and possible drainage for outside. He stated he hoped this would be the last time any type of renovation would be required. Mayor asked why postpone this issue until May. Council Member Holder stated he wished to give the town manager additional time to come up with costs for entire project. Council Member Grannis confirmed the furniture expenditure was for the Police Department. Mr. McKie stated that was correct.

ACTION: Amend Ordinance #2020-04-01 to remove line item regarding building renovations in the amount of $150,000 and bring back to May 4, 2020 council meeting.

Motion: Council Member Grannis
Second: Council Member Holder
Vote: 3-2 In Favor: Grannis, Holder & Bunn Opposed: Thompson & Everett

ACTION: Adoption of Ordinances #2020-04-01 as Amended Above

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

ACTION: Adoption of Ordinance #2020-04-02

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

10 STAFF REPORTS

a) Town Manager

b) Town Attorney

c) Town Clerk

d) Other Staff

11 OTHER BUSINESS

a) Informal Discussion & Public Comment

No public comments were received

b) Council Comments

Council Member Holder the Town Manager prepare a report regarding all expected capital expenditures for the months of May and June. He asked this report be provided in time for the May 4, 2020 council meeting. Council Member Holder also stated he believe we need to put a hiring freeze in place with no staff replacement, unless mandatory and further that no purchase of any roll stocks be made.

Council Member Grannis state he recently attended a CAMPO meeting and the once concern that arose was Go Triangle had reached out to the county for funding for commuter rail. He further stated he would be attending an upcoming Electricities meeting and would provide the town manager a update/report following the meeting.

Mayor McLeod offered thanks to all employees for their due diligence at this time. He offered thanks to residents for complying with the stay at home order and for taking this situation as seriously as should be taken. He further stated at this time we are still not out of the woods.

12 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 6:51 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 4th day of May, 2020 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk