



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, October 7, 2019 @ 6:00 PM
Council Chambers**

COUNCIL PRESENT:

Mayor McLeod
Council Member Satterfield
Council Member Holder
Council Member Thompson
Council Member Bunn

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Rich Cappola, Public Services Director
David DeYoung, Economic Development Director
Samantha Wullenwaber, Planning Director
Scott Barnard, Parks & Recreation Director
Joy Garretson, Library Director
Blair Myhand, Police Chief
Dale Medlin, Electric Department Supervisor
Lee Barbee, Fire Chief
Stacy Beard, Communications Director

COUNCIL ABSENT:

Mayor Pro Tem Grannis

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:00 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) Mr. Lindsay requested that a Closed Session pursuant to NCGS 143-318.11(a)(3), Attorney/Client Privilege, be added to the agenda. He also asked that item 8e regarding the Fire Department SAFER Grant be removed from this agenda. It will be presented to council at a later date.

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 16, 2019 - Regular Meeting
- b) Warrant Acceptance
 - Gordon Park, Phase 6

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder

Second: Council Member Bunn

Vote: Unanimous

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

6 PUBLIC HEARINGS

- a) 2019-144-ANX - Town of Clayton Regional Wastewater Pretreatment Facility
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber presented and stated this annexation is for the Town of Clayton Regional Wastewater Pretreatment Facility that is located at 3798 Powhatan Road. There were no questions for staff

This was noted as a public hearing and those wishing to speak were asked to step forward. With no one wishing to speak, this item was turned over to council for their deliberation.

ACTION: Adoption of Ordinance #2019-10-01

Motion: Council Member Bunn

Second: Council Member Holder

Vote: Unanimous

7 OLD BUSINESS

8 NEW BUSINESS

- a) Acceptance of R. Steven Biggs Regional Wastewater Pretreatment Facility
Presenters: Rich Cappola - Public Services Director, Nancy Medlin – Deputy Town Manager, Shaylah Nunn Jones - Novo Nordisk Government & Public Affairs Principal and Matthew Kuntz - Novo Nordisk Manager, Operations - Site Support, DAPI US

Mr. Cappola presented and provided details and history about this project. He introduced those who would be speaking this evening as well. Ms. Medlin provided history about the project and it being the brainchild of former long term town manager, Steve Biggs. She stated it was an honor to name the facility after him. Ms. Jones and Mr. Kuntz stated they were very excited and appreciative of the opportunity to be present this evening. Ms. Jones spoke about the size and magnitude of this project and infrastructure needs. She stated how important the collaboration of this project was and how grateful she was for town staff. She stated this is a state of the art project and shared a brief PowerPoint about the last 17 month timeline of the project. She stated

there would be an official Ribbon Cutting held on October 10, 2019. Mr. Kuntz also shared his deep appreciation to staff for the great partnership along the way. He stated this facility will be a great asset to the area. He shared information about how the facility works to include; flow equalization, biological nitrogen removal, clarification, sludge digestion, phosphorus removal, solids removal and conveyance to further treatment. He also shared information about regionality of the facility and best practices for sustained growth. He stated this facility was designed to meet multiple users' needs and has unique attributes that are important to attract future users.

Mr. Cappola also offered his thanks to Ch2M for their assistance with this project.

Mayor McLeod stated this was a historical moment for the town and offered his deep thanks and appreciation to all involved in this major undertaking and project.

ACTION: Acceptance and Transfer of Ownership of Facility

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

ACTION: Adoption of Resolution #2019-41

Motion: Council Member Satterfield
Second: Council Member Thompson
Vote: Unanimous

- b) Clayton Downtown Redevelopment Incentive Grants
Presenter: David DeYoung, Economic Development Director
- 114 West Main Street
 - 800 East Main Street

Mr. DeYoung presented information about this grant program. He stated the purpose of these grants is to encourage and promote infill growth with new commercial development to include mixed use in Clayton's Designated Downtown Overlay District. The grants provide an incentive to property owners to improve economic vitality and appearance of downtown while stimulating long-term investment in buildings.

He stated the town's participation occurs only after the property owner has paid their ad valorem tax assessment. The grant is used to reimburse the owner for the difference between the pre-construction tax value and post-construction value as determined by the Johnston County Tax Office. Grants are distributed as follows: Years 1&2 = 100%, Year 3 - 75%, Year 4 = 50% and Year 5 = 25%.

The two properties to be reimbursed are 114 West Main Street (Old Paper Company) for a total of \$14,305.62 and 800 E. Main Street (Vinson's Pub) for a total of \$9,099.49.

There were no questions for staff.

ACTION: Authorize Agreements

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

ACTION: Adoption of Resolutions #2019-42 & #2019-43

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

- c) Town of Clayton 2020 Holiday Schedule
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated it was policy of Town of Clayton to follow the same annual holiday schedule that is issued by the State of North Carolina for its employees. A copy of the proposed 2020 holiday schedule was provided.

ACTION: Adoption of Resolution #2019-44

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

- d) Clayton Town Council 2020 Meeting Schedule
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated council meetings are held the first and third Monday of each month at 6:00 p.m. in the Council Chambers, unless otherwise noted. Exceptions would include if a meeting date fell on a Monday evening that was a holiday, then meeting would be held on Tuesday of that week. Other exception is during the month of July where traditionally only one meeting is held. A copy of the proposed meeting schedule was presented.

ACTION: Adoption of Resolution #2019-45

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

- e) Fire Department SAFER (Staffing for Adequate Fire and Emergency Rescue) Grant
Presenter: Lee Barbee, Fire Chief

This item was removed from the agenda and will be brought before council at a future meeting.

9 STAFF REPORTS

a) Town Manager

Mr. Lindsay stated it was Public Power Week and offered his appreciation to our Electric Department.

b) Town Attorney

c) Town Clerk

d) Other Staff

Fire Department

Presenter: Chief Barbee, Fire Chief

Chief Barbee announced the October 1, 2019 retirement of long time firefighter Jamie Hill. He stated a retirement dinner would be held on October 14, 2019 and stated all council members were invited to attend.

Library - Ghost Walk Update

Presenter: Joy Garretson, Library Director

Ms. Garretson shared a slideshow the event. She stated it was an outstanding event attended by nearly 500. She offered her thanks to Pam Baumgartner who put the entire event together. Mayor McLeod offered his thanks and requested that a letter of appreciation be sent to Ms. Baumgartner. He stated this event could not have been better and hoped for it to become an annual event that would take place over two nights. He offered his thanks to the library staff, historical society and everyone who participated in the event.

Sam's Branch Greenway Update

Presenter: Joshua Baird, Engineer

Mr. Baird shared details about this project and stated that construction is slated to begin at Legend Park and it will be closed beginning October 7. He stated that City Road will remain open. He also stated the closure of O'Neil Street is currently on hold as they is significant coordination with staff, permitting agencies and contractors to assist in determining optional times for road closure. He stated Greenway projects are not easy ones as they touch so many properties and include numerous permitting agencies to be involved. Mayor Pro Tem Grannis asked how long do we anticipated O'Neil being closed once a date was determined. Mr. Baird stated it would be approximately 1.5 months of closure.

220 E. Main Street Update

Presenter: Dave DeYoung, Economic Development Director

Mr. DeYoung stated the Upset Bid Process ended last Friday, October 4, 2019, with the high bid at \$110,300. The high bid belonged to the Lee family. Mr. DeYoung stated he will be working with town attorney to draw up the deed and would return to the November 18, 2019 council meeting for anticipated action.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

Ms. Donna Steele of the Clayton Woman's Club shared information regarding their upcoming Small Town Gala, This event will be held on November 9, 2019 at The Farm on 42. Tickets are \$100 each and include dinner, dancing, casino cash and one reverse raffle. She stated there will also be a Diamond Dip. She stated this will be a great event and asked for support. She also stated that Donna White would be in attendance (in costume as worn in The Ghost Walk) and serving as a greeter.

b) Council Comments

11 CLOSED SESSION

a) Closed Session Pursuant to NCGS 143-138.11(a)(3), Attorney Client Privilege

ACTION: Motion to Go Into Closed Session

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

12 ADJOURNMENT

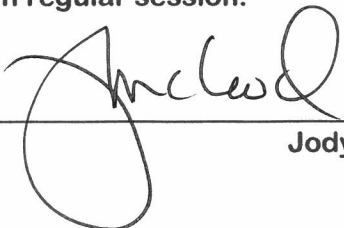
a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:16 p.m.

ACTION: Motion to Adjourn

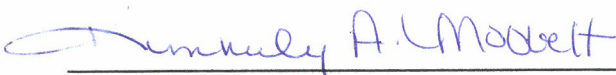
Motion: Council Member Holder
Second: Council Member Thompson
Vote: Unanimous

Duly adopted this the 21st day of October, 2019 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk

