



**Town of Clayton
Regular Town Council Meeting Agenda
Monday, November 4, 2019 @ 6:00 PM
Council Chambers**

1. CALL TO ORDER

Pledge of Allegiance and 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. October 21, 2019 DRAFT Minutes - Regular Session

[October 21 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Employee Introductions

Presenters: James Blalock, Utility Maintenance Supervisor

- Christian Holder - Water Sewer Maintenance

6. PUBLIC HEARINGS

7. OLD BUSINESS

- a. New Neuse River Water Reclamation Facility Update

Presenter: JD Solomon, Jacobs Engineering

[Cover](#)

POTENTIAL ACTION: None - Informational Only

8. NEW BUSINESS

- a. Fire Department SAFER (Staffing for Adequate Fire and Emergency Rescue) Grant

Presenter: Lee Barbee, Fire Chief

[Cover](#)

[FEMA Award Letter](#)

[Memo of Support Fire Advisory Board](#)

POTENTIAL ACTION:
Grant

Authorization to Proceed with Acceptance of

9. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff
 - Bond Referendum Update
Presenter: Scott Barnard, Parks & Recreation Director

10. OTHER BUSINESS

- a. Informal Discussion & Public Comment
- b. Council Comments

11. ADJOURNMENT

Quasi-Judicial (evidentiary) – These hearings are different from other public hearings in that they resemble a court hearing where testimony is presented and the Town Council acts like a court of law. During evidentiary hearings, the Town Council receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. Citizens may give testimony in an evidentiary hearing after they have taken an oath.



Town of Clayton
Regular Town Council Meeting Minutes
Monday, October 21, 2019 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:

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

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Merrick Parrott, Town Attorney
Kimberly Moffett, Town Clerk
Joy Garretson, Library Director
Scott Barnard, Parks & Recreation Director
David DeYoung, Economic Development Director
Robert McKie, Finance Director
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 and also offered the Invocation.

Mayor McLeod welcomed Boy Scout Troop 714 and their Scout Master Ralph Keaton, who were in attendance to earn Citizenship and Community Merit Badges.

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) Proclamation - 100th Anniversary of American Legion Auxiliary
b) Proclamation - Friends of the Library Week
c) October 7, 2019 DRAFT Minutes - Regular Session
October 7, 2019 DRAFT Minutes - Closed Session

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) American Legion Auxiliary 100th Anniversary Proclamation
Presenter: Sharon Neville, Auxiliary President - Leonard Moore Clayton Unit #71

Ms. Neville was present and provided information regarding the 100th Anniversary of the American Legion Auxiliary. Mayor McLeod read the Proclamation and presented it to Ms. Neville.

- b) Friends of the Library Week Proclamation
Presenter: Bonnie Johnson, President - Friends of the Library

Ms. Johnson provided information about the Friends of the Library and the many projects they work on every year including the Annual Book Sale. She offered their appreciation to the town for assistance with the Book Sale. Mayor McLeod read the Proclamation and presented it to members of Hocutt Ellington Memorial Friends of the Library.

6 PUBLIC HEARINGS

7 OLD BUSINESS

- a) Reimbursement Resolution - New Neuse River Water Reclamation Facility
Presenter: Robert McKie, Finance Director

Mr. McKie presented this item and provided information regarding this Resolution. He stated this resolution would authorize the town to utilize debt proceeds to reimburse itself for expenditures incurred for the acquisition, construction and equipping certain capital expenditures to include the new Neuse River Reclamation Facility.

ACTION: Adoption of Resolution #2019-46

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

- b) 220 East Main Street - Acceptance of Highest Upset Bid
Presenter: David DeYoung, Economic Development Director

Mr. DeYoung presented this item and stated the Upset Bid Process came to an end on October 5, 2019 with the high bid in the amount of \$110,300 from Mr. Fred Lee. The next step in this process is for town council to either accept or reject this bid. Staff is requesting that the bid be accepted. Following acceptance, a deed will be completed by the Town Attorney that will perfect the sale and transfer of the property being in substantial compliance with Resolution #2019-33.

ACTION: Move to accept the high bid for the sale of the Town's property located at 220 E. Main Street and authorize the Town Manager to execute the documents necessary to perfect the sale and transfer of the property in substantial compliance with the terms as outlined in Resolution 2019-33.

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

8 NEW BUSINESS

- a) Parks & Recreation Advisory Board By-Laws Update
Presenter: Scott Barnard, Parks & Recreation Director

Mr. Barnard provided information regarding proposed amendment to by-laws, which would reduce the size of the board from 15 to 11.

ACTION: Adoption of Resolution #2019-47

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

- b) Advisory Board Recommendations
Presenter: Kimberly Moffett, Town Clerk

- Planning Board
 - o Brian Tiede - ETJ - Term Expiration - 12/31/2022
 - o Travis Avery - In Town - Term Expiration - 12/31/2021 (Filling Unexpired Term)
 - o Andria Merritt - In Town - Term Expiration - 12/31/2022
- Library Advisory Board
 - o Vanessa Flores-Watson - In Town - Term Expiration - 12/31/2022
 - o Laurie Lee - In Town - Term Expiration - 12/31/2022

Ms. Moffett stated that numerous applications were received for all the advisory boards. Everyone who submitted an application was offered an interview. Interviews were completed by council liaison, staff liaison and town clerk. Ms. Moffett stated all the applicants were highly qualified and the decision for appointment recommendations were difficult. She stated all those who interviewed and were not selected for appointment will remain on file for a year. She further stated that interviews were in the process of being set up for both the Parks & Recreation Advisory Board and the Public Art Advisory Board. It is anticipated that recommendations for appointments to those boards will be presented at the November 18, 2019 council meeting.

ACTION: Appointments to Advisory Boards as Presented

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

9 STAFF REPORTS

- a) Town Manager
- b) Town Attorney
- c) Town Clerk
- d) Other Staff
 - Author Grace Lin Event
Presenter: Joy Garretson
 - Bond Referendum Update
Presenter: Scott Barnard

Ms. Garretson invited everyone to attend the October 24, 2019 event that brings renowned author Grace Lin to the Clayton. A national grant was obtained by Laura McGuire, Children's Librarian, which allowed the town to host such an outstanding event. Ms. Garretson shared information about the author and her message of inclusion in her work. Mayor Pro Tem Grannis offered his appreciation for this event as well as the marketing brochure.

Mr. Barnard offered an update on the Bond Referendum. He stated yard signs in support of the referendum are being offered by the Clayton Recreational Foundation. He also stated the Chamber of Commerce announced their full support of the referendum. He spoke about the importance of the informational videos that have been created and how they reach so many of our citizens. He further stated educational meetings with all civic organizations continue.

10 OTHER BUSINESS

- a) Informal Discussion & Public Comment

Mr. John Saloopa, who is a resident at Riverwood Athletic Club was present and spoke about issues with water and wondered if the new Reclamation Facility would be of assistance. Ms. Medlin provided information and stated that this facility does not have anything to do with drinking water and that water is provided by Johnston County. He also spoke about the recent tax assessment and increases. Ms. Medlin stated that tax assessments/re-valuations were completed by Johnston County not the Town. She stated this re-valuation was on an eight year cycle but believes they may be going to a four year cycle moving forward. Mr. Saloopa shared concerns about being taxed out with the increases that were seen in this recent tax assessment. He offered his thanks to the council for all the information provided this evening. Council offered their thanks and appreciation for his taking the time to attend and share his comments.

- b) Council Comments

11 ADJOURNMENT

a)

With there being nothing further, the meeting was adjourned at 6:33 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Holder

Second: Council Member Satterfield

Vote: Unanimous

Duly adopted this the 4th day of November, 2019 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

November 4, 2019

Agenda Location

Old Business

Item Title

New Neuse River Water Reclamation Facility (NRWRF) Project Status Update

Presenter

JD Solomon – Jacobs Engineering

Summary/Description

Over the last few months the Jacobs/Withers Ravenel team has been working on the Business Case Evaluation (BCE) of the new Neuse River Water Reclamation Facility (NRWRF). This item will overview three business cases being prepared by Jacobs and the criteria for making the final project size and scope decision. A discussion of financial and non-financial criteria will be provided. This is a brief informational introduction to the full briefing scheduled for the November 18th Council meeting.

Requested Action

Informational Only

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet**Meeting Timeline**

February 18, 2019 - Full Presentation



Town Council Agenda Cover Sheet

Meeting Date

November 4, 2019

Agenda Location

New Business

Item Title

2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant

Presenter

Lee Barbee, Fire Chief

Summary/Description

The Clayton Fire Department received notification for the 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved for award. We have been awarded the full SAFER grant in the amount of \$1,572,981.00 which would fund fifteen firefighters over three year period. This grant would fund all fifteen firefighters at 75% the first and second years and 35% in the third year. The Town would take over funding the positions in full in the fourth year.

In the FY 19-20 Budget, we were approved for nine full time positions. We are considering submitting a request to modify the original approved SAFER award from fifteen firefighters to twelve firefighters. We requested and received an extension that is currently good until November 20, 2019 to accept or decline the award.

When Council approves the addition of the ladder truck, we will need to add additional firefighters to each shift to achieve full staffing as a ladder company. This would be another opportunity to apply for another SAFER Grant.

Requested Action

Informational Only

Funding Source (If Applicable):

This grant is administered by the Federal Emergency Management US Fire Administration. The Town share would be 25% the first and second year and 65% in the third year.

Cost: Click or tap here to enter text. Yes ☒ No ☐

Additional Documents to be Included in Agenda Packet

SAFER Grant Award Letter
CFD Advisory Board Memo of Support

Meeting Timeline

Deadline for acceptance is currently scheduled for November 20, 2019 so a Town Council decision is being sought at by the November 18, 2019 meeting.

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Halbert Barbee
CLAYTON, TOWN OF
P.O. BOX 879
CLAYTON, NC 27528
EMW-2018-FH-00091



Dear Halbert Barbee,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding opportunity has been approved in the amount of \$1,572,981.00 in Federal funding.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 SAFER Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Bridget Bean", is written over a horizontal line.

Bridget Bean
Acting Assistant Administrator
Grant Programs Directorate



Memorandum

To: Lee Barbee, Fire Chief
From: Matt Sutphin, Board Chair and Fire Advisory Board Members
Date: September 30, 2019
RE: Support for SAFER Grant from Fire Advisory Board

On September 26, 2019 at the Clayton's Fire Advisory Board meeting, the board members and I fully discussed that the Clayton Fire Department had been awarded the SAFER Grant. The 2018 Staffing for the Adequate Fire and Emergency Response (SAFER) Grant, in the amount of \$1,572,981.00, would help to fund 15 additional firefighter positions over a three year period.

As our community continues to grow, this grant will play a significant role in allowing the Clayton Fire Department to continue the high level of safety and performance currently expected by our residents. It is my pleasure to acknowledge the support of the Fire Advisory Board and their recommendation that Council approve this grant.