Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 17, 2019 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:
Mayor Pro Tem Grannis
Council Member Satterfield
Council Member Holder
Council Member Thompson
Council Member Bunn

STAFF PRESENT:
Adam Lindsay, Town Manager
Nancy Medlin, Deputy Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Samantha Wullenwaber, Planning Director
Robert McKie, Finance Director
Byron Poelman, Distribution & Collection Manager
Dale Medlin, Electric Dept. Director
Lee Barbee, Fire Chief
Rich Cappola, Public Works Director
Scott Barnard, Parks & Rec. Director
Stacy Beard, Public Information Officer

COUNCIL ABSENT:
Mayor McLeod

1 CALL TO ORDER

Pledge of Allegiance and Invocation

2 ADJUSTMENT OF THE AGENDA

a) Mr. Lindsay requested the removal of Item 8c - Resolution for Surplus Property and Upset Bid Process.

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) Certificate of Sufficiency - Annexation
- 2019-100-ANX - Parkview Subdivision Phases 12, 16, & 17

b) Resolution to Set Public Hearing - Annexation
- 2019-100-ANX - Parkview Subdivision Phases 12, 16 & 17

c) Resolution Directing Clerk to Certify Sufficiency - Annexation
- 2019-112-ANX - Capps Property

d) Resolution to Set Public Hearing - Annexation
- 2019-112-ANX - Capps Property

e) Minutes
- June 3, 2019 DRAFT Minutes - Regular Session

ACTION: Adopt Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

a) Recommendation of Appointments to Downtown Development Association Advisory Board

Presenter: Kimberly Moffett, Town Clerk

- Judy Ryan
- John David Millican
- Laura Johnson
- Erin Belcher
- Heidi Peach

Ms. Moffett stated this advisory board would have several vacancies on this board. The vacancies were advertised and all applicants were interviewed. It is recommendation of staff that the following appointments be made:

- Judy Ryan - Term Expiration - June 30, 2020
- John David Millican - Term Expiration - June 30, 2022
- Laura Johnson - Term Expiration - June 30, 2022
- Erin Belcher - Term Expiration - June 30, 2022
- Heidi Peach - Term Expiration - June 30, 2022

ACTION: Appointment of Nominees

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

b) Resolutions Authorizing Johnston & Wake Counties to Collect Taxes on Behalf of the Town of Clayton

Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated these Resolutions were completed on an annual basis and authorize both Johnston and Wake Counties to collect taxes on behalf of Clayton.

ACTION: Adoption of Resolution #2019-22

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

ACTION: Adoption of Resolution #2019-23

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

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) New Employees and Employee Promotions
Presenters: Byron Poelman, Distribution & Collection System Manager; Dale Medlin, Electric Department Director and Lee Barbee, Fire Chief

- Michael Carpenter - Water & Sewer Preventative Maintenance
- Devon Beck - Clayton High School - Lineman Apprentice
- Joshua Bradley - North Johnston High School - Lineman Apprentice
- Kevin Stancil- Fire Inspector
- Stacey Turner- Captain
- Cory Beard - Fire Equipment Operator
- Anthony Marino - Fire Equipment Operator
- Cody Goff - Firefighter
- Chandler Parrott - Firefighter
- Monica Munoz - (PT-FTE) Firefighter
- Wesley Johnson - (PT-FTE) Firefighter
- Joseph Behrend - (PT-FTE) Firefighter

Mr. Cappola introduced Michael Carpenter, who stated he was very happy to be with the town. Mr. Medlin provided details regarding the Johnston County Lineman Apprentice Program and introduced Joshua Bradley. He stated he appreciated the opportunity and looked forward to this experience. Chief Barbee introduced several employees who were recently promoted. Kevin Stancil was promoted to Fire Inspector, he stated he greatly appreciated this opportunity. Stacey Turner was promote to Captain, he stated he was very appreciative. Cory Beard and Anthony Marino were promoted to Fire Equipment Operator and both stated they were also appreciative of the opportunities. Also introduced were Firefighters Cody Goff, Chandler Parrott, Monica Munoz, Wesley Johnson and Joseph Behrend. All were excited and happy to be part of the Clayton team.

Council welcomed everyone and offered their congratulations.

6 PUBLIC HEARINGS

a) 2019-86-OA - Recreation Open Space Credits *(Continued from 6/3/2019)*
Presenter: Planning Department

Ms. Wullenwaber presented and shared details regarding this proposed amendment to Chapter 155, Article 2 Recreations/Open Space Requirements. This would require all residential subdivisions to pay 100% of the required recreation space fees. These fees are used to meet demands for additional recreational facilities.

Mr. Lindsay reminded this hearing is strictly for the amendment to the Code and there would be a public hearing held on July 15, 2019 with regard to proposed fee charges.

Mayor Pro Tem Grannis stated he struggled with folks who had already been approved having to pay a different fee than what fees were at time of approval. He would like to see those residential subdivisions who had been approved during fiscal years 2018-2019 and 2017-2018 have rates at those times honored.

Mr. Lindsay asked that staff be allowed to return to Council with additional options. He further stated that until fees are finalized folks would only be charged $750.

Mr. Lipscomb shared his concern.

No one further wishing to speak, this item was turned over to Council for deliberation.

ACTION: Adoption of Ordinance #2019-06-05

Motion: Council Member Satterfield
Second: Council Member Bunn
Vote: 4-1 - Opposed Holder

b) 2019-101-0A - Architectural Standards
Presenter: Planning Department

Ms. Wullenwaber shared details regarding proposed amendment to Chapter 155, Article 4 to require structures to be architecturally consistent on all sides of the building. This would include all non-residential and multi-family residential, this does exclude townhomes that are built to single family residential building code. This is for any building that is visible from a right-of-way or an adjacent property.

Staff and planning board recommended the approval.

With no one further wishing to speak, the item was turned over to Council for deliberation.

ACTION: Adoption of Ordinance #2019-06-06

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

7 OLD BUSINESS

a) Abandonment Portion of Horne Street
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber provided details about the Resolution which would simply begin process for advertisement. She shared details about the community meeting scheduled to be held on Monday, July 1, at 6:00p.m. in the Rotary Room.

Mr. Lindsay reminded this is not the Resolution that would authorize the abandoning of the street, but rather just a step in the process. A public hearing will be held on July 15.

Mayor Pro Tem reiterated we are not proposing to close road at this time.

ACTION: Adoption of Resolution #2019-24

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

8 NEW BUSINESS

a) Stormwater Program Update
Presenters: Rich Cappola, Public Works Director and Hunter Freeman, Withers & Ravenel

Mr. Cappola introduced Mr. Freeman who shared details about the stormwater program. He shared details about the general requirements and minimum measures to include public education and outreach, public engagement, construction site runoff and post construction stormwater. He also shared details regarding the Neuse River Rules, the WSW regulations and the National Flood Insurance Program. He stated most of these programs were administered by Johnston County and hope was that Clayton would take over and administer the program in stages. Council Member Satterfield asked if Cape Fear River had the same regulations as the Neuse River and Mr. Freeman stated they did not.

Mayor Pro Tem Grannis asked about the timeframe for Clayton to take over this program. Mr. Freeman stated it would be in stages, with the first phase taking in approximately 6 months. There was discussion regarding current issues regarding some current violations. Mr. Freeman stated taking over the program would allow the Town to take ownership and not have a third party handling it. There was a question regarding cost and if we would see a savings or an increase. It was stated it was believed that the engineering department would have to hire additional staff. There were no other questions.

ACTION: None - Informational Only

b) FY '18-'19 Budget Closeout Ordinances
Presenter: Robert McKie, Finance Director

- Salary Reserve
- Water & Sewer Fund
- Rollingwood Gravity

Mr. McKie offered detailed information regarding fiscal year '18-'19 budget closeouts. There were no questions.

ACTION: Adoption of Ordinance #2019-06-07

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

ACTION: Adoption of Ordinance #2019-06-08

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

ACTION: Adoption of Ordinance #2019-06-09

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

c) Resolution to Declare Surplus Property
- 220 East Main Street

Presenter: Adam Lindsay, Town Manager

This item was removed from the agenda.

d) Capital Reserve Fund
Presenter: Robert McKie, Finance Director

Mr. McKie provided details about the requirements for the System Development Fees and creation of the Capital Reserve Fund.

ACTION: Adoption of Resolution # 2019-26

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

ACTION: Adoption of Ordinance #2019-06-10

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

e) AMI Finance Installment Agreement
Presenter: Robert McKie, Finance Director

Mr. McKie provided details on this resolution which would allow us to enter into an agreement with Banc of America.

ACTION: Adoption of Resolution #2019-27

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

- GO (General Obligation) Bond Schedule
  Presenter: Scott Barnard, Parks & Recreation Director

Mr. Barnard provided a summary of benchmark and dates for GO Bond Referendum. Key dates follow:

- July 15 - Adoption of Resolution to Hold Public Hearing
- September 3 - Hold Public Hearing - Adopt Resolution to adopt bond order calling for referendum
- November 5 - Election Day – Plan to have Referendum on the Ballot
- Dec 2 - Adopt Resolution Certifying Referendum Results/Publish results
- Winter/Spring – Begin Work on Design
- Summer - Bonds sales or Continuing Resolution for the Bid Project(s)

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

Mr. Reid Smith stated he felt the schedule regarding Open Space that was part of the agenda packet was headed in the right direction. He asked about possibility of grandfathering recent projects as well as delaying time of fee collection until after plat recordation. He stated he appreciated the schedule that had been put together and trying project the fees for the future.

b) Council Comments

Council Member Holder shared his concern about the recreation fees and feels we need to charge costs to cover expenses.

Mayor Pro Tem Grannis questioned the status of the improvements to West Horne Street, he asked what has caused the delays. Mr. Cappola stated it was largely due to weather delays and a significant amount of unsuitable soils. Based on conversation he had today, the curb and gutter should be finished in the next week or two. Hope is that project will be completed very shortly. Ms. Beard addressed communication that had been given to residents. At the beginning of the project Ms. Beard went door to door and shared materials and as the project progressed she provided updated informational emails. When she was contacted by a citizen she would reach out to them with proper response. When it was discovered the deadline was to be delayed, she personally handed out additional correspondence to the citizens. She stated citizens are understandably frustrated but additionally they understand the depth of the project. Ms. Beard stated that everyone has been very receptive. Mr. Simerman is also working with individuals who are having unique issues.

11 CLOSED SESSION

a) Closed Session Pursuant to NCGS §143-318.11.(a)(3)

Council went into Closed Session at 6:54p.m.

ACTION: Motion to Go Into Closed Session

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

12 ADJOURNMENT

a) Adjourn Meeting

Council returned from Closed Session at 8:25 p.m. With there being nothing further, the meeting was adjourned.

ACTION: Motion to Adjourn

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

Duly adopted this this 15th day of July, 2019 while in regular session.

Michael Grannis
Mayor Pro tem

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED APRIL 1869
CLAYTON, N.C.