



**The Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 5, 2017 @ 6:30 PM
Council Chambers**

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Grannis
Council Member Satterfield
Council Member Lawter
Council Member Holder

STAFF PRESENT:

Adam Lindsay, Town Manger
Katherine Ross, Town Attorney
Christy Anastasi, Deputy Town Clerk
David DeYoung, Planning & Development Director
Lee Barbee, Fire Chief
Tim Simpson, Public Works Director
Michael Tutweiler, GIS Coordinator
Kaitlin Russo, Downtown Development Coordinator
Stacy Beard, Public Information Officer
John Hamlin, Assistant Public Information Officer

COUNCIL ABSENT:

Council Member Thompson

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:34 p.m. He led everyone in the Pledge of Allegiance as well as offering 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 1, 2017 - Regular Session
 - May 1, 2017 - Closed Session (Sent Under Separate Cover)
 - May 15, 2017 - Regular Session
- b) Warranty Acceptances
- Ashcroft Subdivision Phase 1&3
 - Britthaven (Final)
 - South Tech Park, Tract 2 (Final)
- c) Resolutions Authorizing Johnston & Wake Counties to Collect Taxes on Behalf of Clayton
- d) Wastewater Allocation Request - 2014-95-PSD - Gordon Park
- e) Recommendations for Appointments to DDA w/Term Expirations of June 30, 2020
- James Lipscomb

- Jessica Lloyd
- Tony Johnson
- Scott Hadding Jr.

f) **Boundary Extension - Clayton/Wilson Mills**

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Satterfield

Second: Council Member Lawter

Vote: Unanimous

4 ADMINISTRATIVE ITEMS

a) **Warranty Acceptances:**

- Bristol @ Cobblestone, Phase 2
- Pine Hollow Commons Commercial Subdivision (Final)

ACTION: Placed on the June 19, 2017 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) **Introduction of Town Engineer - Rich Cappola**
Presenter: Adam Lindsay, Town Manager

Mr. Lindsay introduced the Town Engineer Rich Cappola. This has been a long awaited introduction. Mr. Lindsay stated Rich is a very experienced engineer in both the public and private sector. Mr. Cappola comes to The Town of Clayton from the Town of Morrisville. Mr. Cappola stated he is looking forward to this opportunity and to many years here in Clayton. Both the Mayor and Council welcomed Mr. Cappola to the Town of Clayton team.

6 PUBLIC HEARINGS

a) **Rezoning - 2017-53-RZ - 9257 US Highway 70 Business West (Nick's Flippin' Kids Building)**
Presenter: Planning Department

Mr. DeYoung stated this request is to rezone the property located at 9257 US Highway 70 Business West (Nick's Flippin Kids Building) from Highway Business - Special Use District (B-3-SUD) to Highway Business (B-3). This request is to remove the Special Use District designation from the property. Currently Special Use Districts require all potential uses go through the Special Use process to operate, regardless of what the base zoning district permits. This is approximately a 90-day process. Removing the special use from the property would shorten the process from 90 days to as quickly as a few days. The tenant/occupant would go through the zoning and compliance process. Mr. DeYoung stated the request is generally consistent with the Comprehensive Plan 2040. The proposed zoning change does not affect the compatibility with the surrounding land uses. Applicant has addressed the approval criteria. Both the Planning Board and staff are recommending approval.

The applicant, Mr. Alsey Gilbert, stated approximately 14,000 square feet of office space located on the second floor is not currently being used and removing the Special Use designation would enable a future tenant to rent the space and only have to receive a zoning and compliance permit.

ACTION: Adoption of Ordinance #2017-06-01

Motion: Council Member Grannis

Second: Council Member Holder

Vote: Unanimous

7 OLD BUSINESS

- a) Transfer of 231 East Second Street to Downtown Development Association
Presenter: David DeYoung, Planning Director

Mr. DeYoung stated this is a request to transfer 231 East Second Street (Old Town Hall) to the Downtown Development Association for future sale. This transfer is accompanied by a preservation agreement as defined in General Statute to preserve the property historically.

ACTION: Adoption of Resolution #2017-19

Motion: Council Member Lawter

Second: Council Member Holder

Vote: Unanimous

8 NEW BUSINESS

- a) Johnston County and Town of Clayton - Claytex Fire Services Contract
Presenter: Lee Barbee, Fire Chief

Chief Barbee stated the 2017 Fire Services Agreement is between twenty-four different fire departments and Johnston County Emergency Services. This contract has no changes and is renewed every two years.

ACTION: Placed on June 19, 2017 Consent Agenda

- b) North Carolina Clean Water Grants(2) - Water & Wastewater Asset Assessment & Inventory Improvements
Presenters: Michael Tutweiler, GIS Coordinator , Tim Simpson, Public Works Director & JD Soloman, CH2M Hill

Mr. Tutweiler stated at the September 19, 2016 Town Council meeting council approved both grant applications by Resolution. These grants have been awarded to the Town in the amount of \$150,000 for each project, which includes water and wastewater assessment and inventory improvements. Mr. Tutweiler stated the next step in the process is to receive the council approval

for acceptance of the grants as well as authorizing staff to enter into a contract agreement with CH2M Hill.

Mr. Grannis asked if this was part of a bidding process. Mr. Tutweiler stated this was a continuation of earlier Cityworks project therefore; it did not have to go to bid.

Mr. Grannis asked for clarification as to who is responsible for tasks one through four. Mr. Tutweiler stated the Town would be responsible for tasks one and two and CH2M Hill would be responsible for tasks three and four.

ACTION: Authorize Staff to Enter Into Agreement with CH2M Hill

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

ACTION: Placed Resolutions on June 19, 2017 Consent Agenda

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

9 STAFF REPORTS

- a) Town Manager
- b) Town Attorney
- c) Deputy Town Clerk reminded the Mayor and Council of the Clayton Chamber of Commerce "Meeting of the Minds" on June 19, 2017 beginning at 5:00 p.m. in the lobby of Town Hall.
- d) Other Staff

Katlin Russo, Downtown Development Coordinator provided an update on the Christmas Decorations Committee. There is a need to replace skylights in several locations in downtown as well as providing a new feature in Town Square. Ms. Russo stated if these items were ordered all at the same time, a 25% discount would be offered. Ms. Russo stated \$1,000 would be used from the current budget, \$7,000 from FY 2017-2018 budget and possibly up to \$4,600 from current year council contingency budget. The \$4,600 is reserved for shipping costs, which have not yet been calculated.

ACTION: Motion to Approve the Purchase of the Christmas Lights

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

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

At 6:52 p.m. Ms. Corine Siltz, 46 Herndon Court, addressed Council and stated she is involved in the US foreign policies for Global Impact. Ms. Siltz stated she would like to have the community join and work together. Ms. Siltz stated she would like the people to join with the community by passing a bill. Mr. Satterfield asked for clarification with regard to what she is trying to accomplish. Ms. Siltz stated she wants to validate everyone. The Mayor said he would have staff follow-up with her.

At 7:01 p.m. Ms. Tori Stewart, 236 Swan Trail, addressed Council and stated she had concerns with the multi-family housing in the Riverwood Community. Her concern is overcrowding in the Riverwood community schools.

b) Council Comments

11 CLOSED SESSION

- a) At 7:04 p.m. Town Council went into Closed Session Pursuant to NC 143-318.11(a)(5)

ACTION: Motion for Closed Session

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

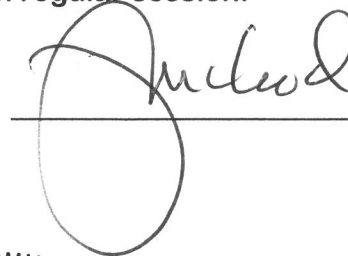
12 ADJOURNMENT

- a) Council returned from Closed Session at 7:51 p.m. with there being nothing further, the meeting was adjourned at 7:53 p.m.

ACTION: Motion to Adjourn

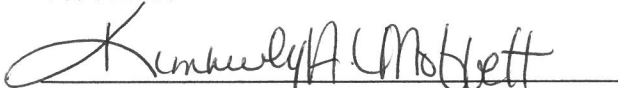
Motion: Council Member Grannis
Second: Council Member Lawter
Vote: Unanimous

Duly adopted this the 17th day of July, 2017 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk

