Town of Clayton
Town Council Work Session Minutes
Monday, August 4, 2025 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:
Mayor Jody McLeod
Mayor Pro Tem Michael Sims
Council Member Andria Archer
Council Member Ruth Anderson
**arrived at 3:12 p.m.*
Council Member Gretchen Williams

Council Absent:
Council Member Porter Casey

Staff Present:
Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
Greg Tart, Police Chief
Robert McKie, Jr., Finance Director
David Ranes, Fire Chief
Barry Alston, Inspections Director
Ethan Poppe, Electric Services Technician
Tim Robbins, Public Works Director
Richard Worsinger, Electric Dept. Consultant
Franck Boisette, Permit Specialist

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 3:04 p.m.

2 ADJUSTMENT OF THE AGENDA

a) **Adopt or Adjust the Agenda**

RESULT:	**CARRIED 4-0**
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

3 STAFF INTRODUCTIONS AND RECOGNITIONS

a) 3:00 - 3:10 p.m.

- Franck Boisette, Permit Specialist

Presenter: Barry Alston, Inspections Director

Mr. Alston introduced Franck Boisette, the Town's new Permit Specialist and Deputy Town Manager Barbee introduced Richard Worsinger, who will serve as a consultant for the Electric Department during the period without an Electric Director.

4 ITEMS FOR DISCUSSION

a) 3:10 - 3:40 p.m.
Electric Master Plan Update
Presenters: Ethan Poppe, Seth Locklear and Tony Pearce from Electric Consulting Engineers

Mr. Poppe stated the Town recently contracted with Electric Consulting Engineers to help develop an Electrical Utility Master Plan. He introduced consultants Seth Locklear and Tony Pearce. Mr. Locklear provided an outline of his presentation.

Mr. Locklear stated the Town has 9,148 meters with a peak kilowatt demand of 34 megawatts, 113 miles of overhead lines, 173 miles of underground lines, and two substations: Northside and Southside. He stated the Electrical Utility Master Plan is designed to determine forecasted load requirements and capacity constraints and to make recommendations to increase facility capacity and improve performance.

Demand growth rate over the past 10 years has been approximately 3%, which is very healthy. Shared was the projected 2035 load growth which is based on the peak not the average. The projected 2035 demand is 43 megawatts. No voltage or capacity issues were found in the study and no major upgrades were recommended. He stated in the event of a Northside Substation transmission outage, Southside Substation would be at capacity with the projected 2035 peak load.

Site-specific loads were discussed.

Copper District – there are two large area of parcels with the demand of 9.5 MW per area. Voltage and thermal loading issues are present. It was recommended if we receive this load, it would require at minimum to install additional Southside circuit and rebuild South circuit for two circuits to split the load. Heavner Property – the demand is 2.0 MW for commercial load; the analysis showed no major issues. Recommendations are to install redundant UG service along US 70 to serve the commercial load. NCRR Development – the demand is 2.6 MW; the analysis showed no major issues. No major upgrades were recommended.

Discussed were resiliency upgrades. Cobblestone Tie is the largest one that had been identified. The problem identified was 4.8 MW isolated with no redundant feed. It was recommended to tie Dairy Road to Hwy 70 to provide a strong backfeed between the South Circuit and Hwy 42 Circuit. Steeplechase

Loop – the problem identified is no redundant feed for O'Neil Street and Hwy 70. It was recommended to tie City Road through Steeplechase back to Northside Substation. Glen Laurel Tie – the problem identified is no redundant feed for Glen Laurel Road. It was recommended to parallel existing 230 kv Duke transmission and tie back into existing distribution along Birkdale Drive. Mr. Locklear stated this is worth pursuing. Southside Reclosers – the problem identified is aging equipment needing replacement. It was recommended to replace existing reclosers with Viper switches and new controls to standardize with Northside equipment.

Next steps would be to compile a report, run fault current testing, create a schedule, and finally submit a plan. When a plan is submitted, consultants would come back with a report and the information would then be available to share with our citizens.

5 BREAK

a) 3:40 - 3:45 p.m.

6 ITEMS FOR DISCUSSION

a) 3:45 - 4:00 p.m.
Clariti Update
Presenter: Courtney Tanner, Deputy Town Manager

Ms. Tanner presented the custom-built program, noting that it is still in the testing environment and not yet fully built out. She stated the project remains on track, with Phase 1 scheduled to go live this fall. A demonstration was provided from both the applicant and employee perspectives.

She explained that all applications will have consistent numbering, something not currently in place, and showcased various types of submission requests. From the staff side, employees will be able to easily search submissions and check the status of applications. Only two to three designated staff members will have permission to delete documents. The system will also provide applicants with explanations if their submissions are incomplete or incorrect. Features include review cycles, sufficiency checks, and address verification to flag invalid locations.

Bluebeam integration testing will occur within the next 30 days. Each application would include an acknowledgment statement. Payment processing would include a 4% credit card convenience fee (higher than current customer service fees to allow for American Express transactions) and a $10 technology fee per application.
Mayor Pro Tem Sims asked whether the program includes terminology assistance for applicants. Ms. Tanner confirmed that it does, noting that text pop-ups with helpful guidance will appear as applicants complete their forms.

b) 4:00 - 4:30 p.m.

Security Updates
Presenter: Rich Cappola, Town Manager

Ms. Gill provided an update on recent emergency and security planning efforts, including the adoption of the EOC and Continuity of Operations (CoOp) plans. She noted that each building now has a building-specific safety plan housed with its Standard Operating Procedures (SOP).

She stated that concerns had been raised regarding the two separate entrances at the front desk. As a public building, both staff and visitors must feel safe. Staff have been collaborating to develop an SOP that strengthens existing procedures and outlines improvements.

Council received a draft of the Municipal Building Safety and Security Summary and the Visitor Entrance and Safety Guide SOP. Under the proposed process, visitors attending a meeting will be required to sign in at the reception desk and receive a visitor tag. Citizens visiting public floors will select one of three different colored stickers from a badge dispenser near the stairway; all citizens in the building should be wearing a sticker.

The Town Hall Floor Access SOP was also shared, detailing entry procedures for citizens arriving before the building opens. Staff will be instructed to communicate these entrance and safety procedures in calendar invitations. All front desk staff have participated in developing the process.

Ms. Gill presented sample signage. In response to Council Member Anderson's question about instructions at the front door, she stated that a long banner with directions would be displayed in the lobby.

Ms. Gill requested permission to close the 2nd Street entrance during normal business hours due to the high volume of uncontrolled traffic. The door could be opened during staffed events. Council Member Anderson emphasized the need for a large sign outside notifying citizens if the 2nd Street door is closed, possibly with "STOP" at the top for visibility.

Mr. Tart expressed ongoing concern over the 2nd Street entrance and stressed the need for tighter access control. Ms. Gill stated staff training on the new procedures is scheduled for the August 20, 2025, leadership meeting.

Additional discussion included preventing "piggybacking" when someone enters behind another person, raising staff awareness, using laptops with cameras to capture visitor photos upon entry, and closing the 2nd Street door during Council meetings.

Council reached consensus to move forward with the proposed procedures.

7 BREAK

a) 4:30 - 4:35 p.m.

8 ITEMS FOR DISCUSSION

a) 4:35 - 5:00 p.m.
Pavement Condition Survey and Predictive Modeling Presentation
Presenters: Tim Robbins, Public Works Director and Steve Lander, WithersRavenel

Mr. Robbins introduced Steve Lander, Director of Pavement Management from WithersRavenel. Mr. Lander stated it had been 3 years since the last pavement survey, they just completed the Town's most recent survey in February 2025 and are here to share findings and recommendations.

Pavement Condition Survey (PCS), Phase 1 was discussed. The Federal Highway Administration recommends a survey every 2 years. He stated the roads area graded on a scale from 0-100. An experienced 2-person crew performs the study in a vehicle with a maintained speed of 5-10 mph.

Clayton maintains 97 miles of asphalt pavement streets. The Long-Term Pavement Performance (LTPP) was used and showed 7 pavement surface distresses which included fatigue cracking, transverse cracking, block cracking, patching/potholes, surface defects, rutting/roughness, and reflective cracking.

Street Inventory showed that most of the streets within the Town are paved; to repair all the streets would cost approximately $9.2 million. According to the findings, the pavement condition index (PCI) is 80, up from 69. He stated the Town is doing great compared to other municipalities.

Results of the analysis were shared proposing 3 budget scenarios (20-year analysis).

1. Current Budget $2.5M/year
2. Powell Bill ($1M/year)
3. $2.5M/year for years 1-5, then $1.5M/year

Predictive modeling results were shared for each scenario showing PCI (year 20), 20-year RAV and Change in RAV. He stated the model does not include inflation. It was stated scenario 3 would work best for the Town.

Recommendations included maintain annual roadway funding, conduct regular pavement condition surveys (every 2 to 3 years), perform geotechnical testing, utility full toolbox, develop construction history, utilize software results, and integrate with other assets.

9 ADJOURNMENT

a) With nothing further, the meeting was adjourned at 5:13 p.m.

Motion To Adjourn

RESULT:	**CARRIED 4-0**
MOVER:	Michael Sims
SECONDER:	Gretchen Williams
YES:	Michael Sims, Andria Archer, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Porter Casey

Duly adopted by the Town Council this 18th day of August 2025 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Michelle Snyder, Executive Assistant
Acting Town Clerk

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