



**The Town of Clayton
Town Council Work Session Meeting Minutes
Monday, September 18, 2017 @ 6:30 PM
Council Chambers**

COUNCIL PRESENT:

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

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Planning Director
Jay McLeod, Senior Planner
Larry Bailey, Parks & Recreation Director
Dale Medlin, Electric Distribution System Dir.
James Warren, Wastewater Plant Supervisor
Steve Blasko, Street/Property Main. Super.
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:39 p.m. He led everyone in the Pledge as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) Added Item 6L - Central Lift Easement Acquisition Discussion

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 2017-141-ANX Grand Plaza LLC (Lidl)

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

- a) Warrant Acceptance
- Stallings Mill Apartments

- RWAC Ravens Ridge 8D
- RWAC Ravens Ridge 8D (Asphalt Pavement)
- Parkview Subdivision Phase 2A
- Parkview Subdivision Phases 2B, 3, 5 & 7
- Chandlers Ridge (Old Lyndale) Subdivision Phase 1 & 2 (Asphalt Pavement)
- Chandlers Ridge (Old Lyndale) Subdivision Phase 2 & 3

ACTION: Placed on October 2, 2017 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Employee Introductions

Presenters: Nancy Medlin, Deputy Town Manager
 Steve Blasko, Street/Property Maintenance Superintendent
 Larry Bailey, Parks & Recreation Director
 James Warren, Wastewater Treatment Plant Superintendent
 Dale Medlin, Electric Distribution System Director

NEW EMPLOYEES:

- Joy Garretson, Library Director
- Joseph Nelligan, Property Maintenance Worker
- Jose Cantu, Property Maintenance Worker
- Lauren Lambert, Administrative Support Specialist
- Salvadore "Junior" Valdiviezo Jr., Wastewater Treatment Plant Operator

RECENTLY PROMOTED EMPLOYEE:

- Wesley Harris, Senior Electric Line Technician

Ms. Medlin introduced Joy Garretson, who is the new Library Director. Joy provided a personal background and stated she is excited to be here in Clayton and looks forward to getting out into the community.

Mr. Blasko introduced two new employees; Joe Nelligan & Jose Cantu. Jose introduced himself and thanked everyone for the opportunity. Joe thanked everyone for the opportunity and stated it was an honor to be part of the team.

Mr. Bailey introduced Lauren Lambert, who is the Administrative Assistant at the Community Center. Lauren previously worked for the NC State Admissions Office and stated she is looking forward to working with everyone.

Mr. Medlin introduced Wesley Harris who was recently promoted to the position of Senior Electric Line Technician. Wesley stated he was very appreciative of the opportunity and hopes to be with the Town of Clayton for many years.

Mr. Warren introduced Salvadore Valdiviezo, who is the newest employee at the Wastewater Treatment Plant. Salvadore stated he was happy and honored to be in Clayton.

Council welcomed everyone and thanked them for being part of the team here in Clayton.

- b) Proclamation Request - Constitution Week 2017
Presenter: Gayenell Gull, Regent - Smith-Brian Chapter National Society Daughters of the American Revolution

Ms. Gull was present and requested a Proclamation for Constitution Week, which is September 17 - 23, 2017. She apologized for request being delayed this year. She provided history about Constitution Week and thank council for consideration of the request.

ACTION: Placed on October 2, 2017 Consent Agenda

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) Budget Amendment Requests
Presenter: Nancy Medlin, Deputy Town Manager
- Drug Seizure Fund
 - Water Barricade

Ms. Medlin provided information regarding budget amendments with reference to safety equipment and replacement of vehicle. Equipment to be purchased are water barricades that allow for the creation of a barrier to be used during town events. This type of barrier is easier to store and more effective than barriers currently being utilized.

ACTION: Placed on October 2, 2017 Consent Agenda

- b) Water & Sewer Capacity Rate Changes
Presenter: Nancy Medlin, Deputy Town Manager

Ms. Medlin provided information regarding amendments to the Comprehensive List of Fees and Charges. These charges simply reflect that our fees will automatically be updated at the time that Johnston County updates their water and sewer capacity rates. These fees are strictly pass through fees.

ACTION: Placed on October 2, 2017 Consent Agenda

- c) 2018 Holiday Schedule
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett provided a draft of the proposed 2018 Holiday Schedule. The Town of Clayton follows the same annual Holiday Schedule as the one established for employees of the state.

ACTION: Placed on October 2, 2017 Consent Agenda

- d) 2018 Town Council Meeting Schedule
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett provided a draft schedule of Town Council meetings for 2018. It was noted meetings are held the first and third Monday of each month. The only difference from that schedule would be should a scheduled meeting fall on a Monday that is a holiday, the council meeting would be held on Tuesday of that week. Additionally, there is only one meeting held in the month of July. The meeting in July would be held on the third Monday and would serve as both a work session and a regular session.

ACTION: Placed on October 2, 2017 Consent Agenda

- e) 2017-115-RZ - 3049 Barber Mill Road
Presenter: Planning Department

Mr. McLeod provided information regarding this rezoning request. Request is to rezone property location at 3049 Barber Mill Road from Neighborhood Business (B-2) to Residential Estate (R-E)/.

ACTION: Set Public Hearing for October 2, 2017

- f) 2017-130-RZ - Bannister Property
Presenter: Planning Department

Mr. McLeod provided information regarding this request. Request is to rezone property located off Ramblewood Drive from Residential-Estate (R-E) and Industrial-Heavy Special Use District (I-2 SUD) to Industrial-Light Special Use District (I-2 SUD).

ACTION: Set Public Hearing for October 2, 2017

- g) 2017-137-SUP - Lofts @ Old Town Hall
Presenter: Planning Department

Mr. DeYoung presented and stated that Special Use Permit is being requested to develop 16 apartment units. The location of this property is 231 E Second Street.

Mayor Pro Tem Grannis had a question regarding there not being a trash dumpster located at the premises. Mr. DeYoung stated this is not a new process. Residents would leave their trash outside their door and management would pick it up and dispose of it off-site. Mayor Pro Tem Grannis asked that the Developers Agreement be provided at the next council meeting. Mayor Pro Tem Grannis asked that parking and management of spaces be discussed at the next meeting. Council Member Satterfield asked about guest parking and Mr. DeYoung stated there would not be specific parking assigned for guests. Mayor Pro Tem Grannis asked if there would be an elevator and Mr. DeYoung stated there would not be. ADA compliant apartments would be located on the first floor of the property.

ACTION: Set Public Hearing for October 2, 2017

- h) 2017-100-SD - Avery Farm Major Subdivision
Presenter: Planning Department

Mr. McLeod provided information regarding this subdivision which would consist of 20 single family lots.

Mayor Pro Tem Grannis asked about waivers and Mr. McLeod stated staff was in agreement with waivers regarding curb, gutter and sidewalks. There was also brief discussion regarding the mail kiosk and ADA compliance. There was question regarding lot #21, and Mr. McLeod stated there was a change since this project was presented to Planning Board and there was reduction in the number of lots and now the total number of lots is 20.

ACTION: Set Public Hearing for October 2, 2017

- i) 2017-141-ANX - Grand Plaza LLC (Lidl)
Presenter: Planning Department

Mr. DeYoung stated that as a condition of approval for this project, annexation was required as Town of Clayton would be providing public services.

ACTION: Set Public Hearing for October 2, 2017

- j) Code of Ordinances Chapter 98 Amendment - Noise
Presenter: David DeYoung, Planning Director

Mr. DeYoung stated this chapter has not been updated since 1994. Staff has researched by looking at neighboring municipalities with reference to noise ordinances and this amendment includes definitions and exemptions.

Council Member Holder stated this was looked at 5-6 years ago and no action was taken at that time. Mr. DeYoung stated this is a very different suggested amendment. There was discussion regarding previous suggestions that included, decibel meters as well as issues dealing with calibration of said equipment as well as requirement for certified equipment reader. This is not included in this suggested amendments.

There was discussion regarding day time hours. Mr. DeYoung stated we currently have our times as 7:00 a.m. - 9:00 p.m. It appears to be the standard of time period to be 7:00 a.m. to 10:00 p.m.

Mayor Pro Tem Grannis asked how enforcement would take place. Mr. DeYoung stated it would be triggered if two residents reported the an issue at the same location and time.

ACTION: Set Public Hearing October 2, 2017

- k) Recommendation for Appointment to the Clayton Planning Board
Presenter: David DeYoung, Planning & Development Director

Mr. DeYoung stated there is a current vacancy on the Planning Board. He stated we have received an application from Andria Merritt who is very active in the community and the farmers market. Additionally she works for a governmental regulatory agency and understands about process and procedure. It was recommended that she be appointed to the Planning Board.

ACTION: Place on October 2, 2017 Consent Agenda

I) Central Lift Easement Acquisition Discussion
Presenter: Katherine Ross

Ms. Ross stated the Town of Clayton is installing a new gravity sewer line to expand its wastewater capacity and abandon a lift station near Central Avenue. A small portion of the line will extend onto properties owned by Walden Home Owners Association, SCA Ventures and the Avery's. Knowing that one of these properties is owned by the Walden Homeowners Association (HOA) and the fact that Council Member Satterfield is a lot owner in this property, Attorney Ross recommends that a committee be set up, which would be made up of all council members with exception of Council Member Satterfield.

ACTION: Motion to Suspend Rules to Take Action at Work Session

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

ACTION: Motion to Establish Committee Regarding Easement/Walden Homeowners Association

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

Ms. Ross provided additional information and stated that the town has been in easement negotiations with all three property owners for several months. A resolution would authorize proceeding with condemnation, should the negotiations not be successful. To obtain the easement from the HOA, 2/3 of its members would need to sign a document agreeing to the easement. With such a large amount of signatures being required, it is not feasible in the timeframe to move forward with the sewer line, therefore the town will move forward with the condemnation of the HOA property. This action is being taken with the knowledge of the HOA Board. The town has been engaged to answer any questions of about HOA members and questions regarding this process.

ACTION: Place Resolution on October 2, 2017 Old Business

Motion: Council Member
Second: Council Member
Vote: Unanimous

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

9 ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule to allow action to be taken.)

10 OLD BUSINESS

11 STAFF REPORTS

- a) Town Manager
- b) Town Attorney
- c) Town Clerk
- d) Other Staff

Mr. Simpson provided update on bridge damaged during Hurricane Matthew. He advised we had received FEMA notice of possible rescinding of funding due to Hurricanes Harvey and Irma and possible need of redirection of federal funding. This notice was received last week.

There was discussion and Council Member Satterfield asked if the original bridge was built by Fred Smith. It was stated that was correct. He asked about any requirements. It was stated that following the dedication of the Mountain to Sea Trail it became our property. Discussion continued and it was stated that we need to ensure that all bridges are built to our specifications moving forward. Mayor Pro Tem Grannis questioned what other options were available to us at this point with regard to funding. It was stated that until we speak with FEMA we do not know. There was brief discussion regarding moving monies from reserves to complete this project if necessary. Council Member Holder asked what the cost would be and it was stated the cost to be at an estimate of \$250,000. Mr. Lindsay stated we really don't have any concrete facts right now and he stated he would like to get some definitive answers prior to committing our reserves to pay for something that the federal government should be responsible for. Mayor McLeod requested that Congressman Rouzer be made aware of what has transpired.

12 OTHER BUSINESS

- a) Informal Discussion & Public Comment

Mr. John McFadden was present and spoke about the pilot who recently perished in Duke Life Flight helicopter crash last week. The pilot was a resident of the Summerlyn Subdivision in Clayton.

b) Council Comments

Mayor McLeod stated the Harvest Festival was a great event with tremendous support and partnerships. He offered his appreciation to all involved. Mayor Pro Tem Grannis echoed his sentiments.

13 ADJOURNMENT

- a) With there being nothing further, the meeting was adjourned at 7:33 p.m.

ACTION: Motion to Adjourn

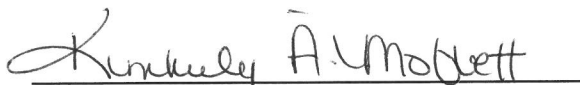
Motion: Council Member Thompson
Second: Council Member Satterfield
Vote: Unanimous

Duly adopted this the 6th day of November 2017 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk