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

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

STAFF PRESENT:
Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Economic & Community Development Director
Tim Simpson, Public Works Director
Rich Cappola, Town Engineer
Robert McKie, Finance Director
Lee Barbee, Fire Chief
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 6:35 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

a)

Mr. Lindsay requested that items 3a and 7d be pulled from the agenda. Additionally he requested that an item be added under Items Requiring Action for a Resolution regarding NCDOT Road Improvements.

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.)

4 ADMINISTRATIVE ITEMS

a) Warranty Acceptance
- Warrick Park Subdivision

ACTION: Placed on January 2, 2018 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Proclamation Request - Student Art Month
Presenter: Brenda Hill, Chair - Woman's Club of Clayton Student Art Festival

Ms. Hill was present to request Proclamation that would recognize January 2018 as Student Art Month.

ACTION: Placed on January 2, 2018 Consent Agenda

b) Recognition of Personnel Involved in House Fire Rescue
Presenter: Stacy Beard, Public Information Officer

Ms. Beard offered presentation regarding this call, spoke about the many folks involved in this rescue. Those involved included; dispatch, police, firefighters, and EMS. Ms. Beard shared a video of the story that was on the local news. Ms. Beard shared that the home was a complete loss and will need to be gutted. All personal belongings were lost. The most important part of the story was that the homeowner was saved, as was the family dog. The homeowner and his son were both present and a group photo of those involved in the rescue was taken.

Chief Barbee offered words of appreciation to all those involved in the rescue. Mayor McLeod offered his heartfelt appreciation and spoke about how vitally important all the training that the Fire Department goes through is.

c) Introduction of New Employees
Presenters: Lee Barbee, Fire Chief & Byron Poelman, Distribution & Collection System Supervisor
Fire Department Employees(Part/Time):

- Ryan Berglund
- Nathan Dunne
- Jamie Davis
- Cody Goff
- Wesley Johnson
- Dylan Lee
- Zachari McFarland
- Monica Munoz
- Chandler Parrott
- Daniel Ward

Public Works:
Tyler Barbee - Utility Maintenance Mechanic

Chief Barbee introduced new part time staff of the Fire Department. He stated the last time part time staff was introduced was November 2014. A total of 15 were introduced at that time. He further added that to date, 10 of those hired at that time are still with the department and five are now full time employees.

Chief Barbee introduced the newest employees and those present were Ryan Berglund and Monica Munoz. Ryan Berglund offered his appreciation to be part of the team. Ms. Munoz offered her appreciation. Council welcomed them aboard.

Mr. Poelman introduced Tyler Barbee, who is serving as a Utility Maintenance Technician. Mr. Barbee stated he was happy to be here and offered his appreciation for being part of the team.

Council welcomed everyone.

d) Audit Presentation & 2017 Financial Benchmark Report
Presenters: Ken Anderson - Auditor & Robert McKie - Finance Director

Mr. Anderson provided in depth review and report. He stated the town is in excellent shape. He further stated that everything is always in pristine condition when the audit is being completed and stated Mr. McKie is a perfectionist and an excellent Finance Director.

Council all agreed it was an excellent report and offered their appreciation.

Mr. McKie offered report regarding General Fund and Key Growth Rates, Fund Balance, Debt Ratios, Debt Service Coverage Ratio as well as Operating Days of Cash on Hand. Everything is in great shape.

Council Member Holder stated this was a great job and Mayor Pro Tem offered his appreciation to Mr. McKie and staff.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) RWAC Parcel Acceptance
Presenter: David DeYoung, Economic & Community Development Director

Mr. DeYoung provided information regarding this item and stated the Town of Clayton has desired additional access points into the Riverwood Athletic Club to improve traffic circulation and public safety. As the development has progressed, additional points of access have been added including a new entrance to the subdivision from Covered Bridge Road. This new access will be constructed as a part of Phase 1 of the Walton Farms subdivision.

In addition to the above, the Town identified a potential new access point from Covered Bridge Road to Payton Drive. This potential access is possible through a parcel that is owned by the developer of the Riverwood subdivision. Town staff approached the developer about the subject parcel and construction of a potential road connection. During discussions the developer indicated that had no plans for the property and would deed it to the Town for a potential future connection into the subdivision.

Based on the above, staff is requesting Town Council acceptance of a 1.43 acre parcel at the east end of Payton Drive (Riverwood Athletic Club).

ACTION: Placed on January 2, 2018 Consent Agenda

b) Archer Lodge Fire Department Contract - RWAC
Presenter: Lee Barbee, Fire Chief

Chief Barbee provided information about the updated agreement with the Archer Lodge Volunteer Fire Department and stated that in 2000, the Town of Clayton entered into a Service Agreement with the Archer Lodge Fire Department to provide fire service for the Riverwood Athletic Club. At the time, RWAC did not connect to Clayton, and much of the new neighborhood fell outside the Clayton Fire Department's five-mile response area. ALFD had been protecting the land before its development, and the Town reached an agreement for ALFD to continue providing fire service to the entire RWAC area. Over the years, the agreement has benefited both the Town and ALFD.

With the upcoming Walton Farm expansion of RWAC – which will connect the neighborhood to Covered Bridge Road just north of the intersection with Loop Road – as well as a potential entrance onto Payton Drive from Covered Bridge Road, CFD will have shorter routes to access RWAC. The new entrances would place much of the neighborhood inside CFD's five-mile response area. Accordingly, the Clayton Fire Department could take over some of the area currently served by ALFD. Funds the Town of Clayton previously paid to ALFD for fire service could, instead, be invested in the Clayton Fire Department.

The Town's contract with ALFD is due for renewal on January 1, 2018. The current contract requires Clayton give ALFD one year's notice before changing the Service Agreement. The proposed Service Agreement would take effect January 1, 2018 and extend our agreement at the current rate for one year. On January 1, 2019, the new agreement would allow the Town of Clayton to reduce the service area that ALFD is paid to cover, provided one or more new entrances to RWAC have been completed.

ACTION: Placed on January 2, 2018 Consent Agenda

c) Recommendation for Appointment to Library Advisory Board
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett reported that an application for a current in-town vacancy on the Library Advisory Board was recently received from Ms. Natasha Ellis-Smith. An interview was conducted by Ms. Joy Garretson - Library Director, Nancy Medlin - Deputy Town Manager and Kimberly Moffett - Town Clerk. It is recommendation of staff that Ms. Ellis-Smith be appointed to the Library Advisory Board with a term expiration of December 31, 2019.

ACTION: Placed on January 2, 2018 Consent Agenda

d) ECIA Water & Wastewater Infrastructure Project Funding Request
Presenter: Rich Cappola, Town Engineer

Mr. Cappola requested allocation of $200,000 from the Water/Sewer Enterprise Fund to the East Clayton Industrial Area (ECIA) Water & Wastewater

Infrastructure Project. Funds will be used to construct Phase 1 of the project to include a sewer main located on the Regional Wastewater Pre-Treatment Facility project site, and provide some additional funding for Engineering and Project Administration needs.

ACTION: Placed on January 2, 2018 Consent Agenda

8 ITEMS CONTINGENT FOR THE REGULAR MEETING

9 ITEMS FOR DISCUSSION

10 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.)

a) Motion to Suspend Rules to Take Action

ACTION: Suspend Rules to Take Action

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

b) Resolution in Support of NCDOT Road Improvements
Presenter: David DeYoung, Economic & Community Development Director

Mr. DeYoung presented a Resolution for road improvements on US 70 & Shotwell Road. He stated that should positive results be received, improvements could begin at the beginning of the year. Mayor McLeod stated this would be extremely beneficial. Mr. Lindsay asked what the next steps would be and Mr. DeYoung stated there are several projects competing for the funding, however, he felt confident this project would score highly. Mayor Pro Tem Grannis asked if there would be any requirement for matching funds and Mr. DeYoung stated there would be none.

There was discussion regarding the matching funds from the developer and Mr. DeYoung stated that those funds would enhance our chance for approval of the projects. An estimated timeline would be early 2018 for the US 70 project and Mr. DeYoung stated he would provide additional information regarding specific dates as soon as that information was available. Mayor McLeod spoke about the current back-ups on Highway 70 with reference to lane closures by Walmart and the new Charter School entrance. He wanted to make sure we educate folks as we know the timeline/schedule regarding traffic plan.

ACTION: Adopt Resolution #2017-37

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

11 OLD BUSINESS

12 STAFF REPORTS

a) Town Manager

b) Town Attorney

c) Town Clerk

d) Other Staff

Mr. Simpson provided requested updated information regarding wastewater allocation numbers. We have currently used 3.2 million gallons of our total 4.3 million gallons of allocation. Council Member Holder asked for this information to be provided in writing and Mr. Simpson stated he would provide that information.

13 OTHER BUSINESS

a) Informal Discussion & Public Comment

Samuel Banks, a resident, addressed council and shared his concerns regarding the corner of Main & Fayetteville Streets. He stated he believes there might be an issue with blocked views from cars parking on both sides of the road and stated there are numerous accidents at this location. He also shared his concern about Front & Fayetteville Streets and stated there is a blocked view from a tree located at a house at that location.

Mayor McLeod thanked him for sharing his concerns and stated law enforcement would check out both these locations for any issues.

b) Council Comments

Mayor Pro Tem Grannis wished everyone a Merry Christmas and Happy New Year.

14 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 7:10 p.m.

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

Duly adopted this the 2nd day of January, 2018 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

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