The Town of Clayton
Town Council Work Session Meeting Minutes
Monday, August 21, 2017 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:
Mayor McLeod
Council Member Satterfield
Council Member Lawter
Council Member Holder
Council Member Thompson

STAFF PRESENT:
Adam Lindsay, Town Manager
Nancy Medlin, Deputy Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Tim Simpson, Public Works Director
Dale Medlin, Electric System Director
Byron Poelman, Utility Service Superintendent
Steve Blasko, Street Maintenance Supervisor
Jay McLeod, Senior Planner
Matt Sutphin, Battalion Fire Chief
Rich Cappola, Engineer & Inspections Director
Ann Game, Customer Service Director
Stacy Beard, Public Information Director
John Hamlin, A/Public Information Officer

COUNCIL ABSENT:
Mayor Pro Tem Grannis

1 CALL TO ORDER
Pledge of Allegiance and Invocation

a) Mayor McLeod called the meeting to order at 6:32 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

a) Proclamation honoring Samuel Robertson was added to Administrative Items.

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) Warranty Acceptance
- RWAC Eagle Crest, Phase 2B-3
- Stone Ridge Subdivision, Phase 2 (Final)
- RWAC Asphalt Overlay Sections: Manning Drive, Payton Drive, Pearson Place, Charleston Lane, Sarazen Drive, Cunningham Lane, Stansbury Lane, Nelson Lane, Boswell Lane and Faldo Ridge

b) Appointment to Public Art Advisory Board
- Kim Helmer - Filling Vacancy - Term Expiration 12/31/17

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

a) Proclamation Honoring Samuel Robertson

ACTION: Place on September 5, 2017 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Employee Introductions
Presenters: Byron Poelman - Utility Service Superintendent
Dale Medlin, Electric Distribution System Director
Steve Blasko, Street/Property Maintenance Supervisor

RECENTLY PROMOTED EMPLOYEES:

- Tim Callihan - Utility Coordinator
- Brandon Carroll - Utility Compliance Technician
- John Huber - Electrical Crew Leader

NEW EMPLOYEES:

- Jeremy Riddle - Property Maintenance Worker
- Holden Blackmon - Property Maintenance Worker

All employees were introduced by their supervisors and stated they were happy and excited to be part of the Town of Clayton team. Two newly created positions, Utility Coordinator and Utility Compliance Technician, were filled with internal candidates; Tim Callihan and Brandon Carroll. Both Tim and Brandon have been with the town since 2014 and both shared brief overviews of their new positions.

Mr. Medlin introduced John Huber and stated that John is one of the most dedicated hardworking employees he has had the pleasure of working with. Mr. Huber stated he was very appreciative of the opportunity.

Mr. Blasko introduced both Jeremy Riddle and Holden Blackmon. He stated both come to the town with years of experience. Both Jeremy and Holden stated they were very happy to be here in Clayton.

The Mayor and council offered their thanks and appreciation to all.

b) Fire Advisory Board - Annual Update
Presenter: Matt Sutphin, Fire Advisory Board Chair

Matt Sutphin who serves as the 2017 Chair of the Fire Advisory Board provided the boards annual update to Town Council. He shared information regarding the duties of the board. He also provided information regarding the members and of the gifts each member brings to the board. He shared hi-lights of recent accomplishments of the board to include the purchase of new apparatus, the new school firefighter program, assistance with the facility study and the donation of a 1993 engine to local municipality in need of the equipment. He stated the board is excited about the future and wants to continue to not just meet but exceed any expectations of the council and community. He shared a personal story regarding the Clayton Fire Department being complimented from a very high ranking well known Fire Chief. He stated that Clayton Fire Department is known as one of the finest departments in the State.

Mayor McLeod stated how very proud he and the council were of the Fire Department and further that Clayton is a model for the State. The Council offered their thanks and appreciation to the Fire Advisory Board as well as all the members of the Fire Department.

Mr. Sutphin shared additional information about the new High School program. This program will start with students in the 9th grade. They will take their regular high school classes along with fire classes. Upon graduation from High School they will attend one semester at Johnston Community College and they will have earned their Firefighter Certification as well as a two year Associate Degree.

c) Clayton High School Highlight & Preview of Upcoming School Year
Presenter: Bennett Jones, Principal

Mr. Jones shared some details about the previous 13 months and shared many highlights to include a graduation rate of 95.7%, which is the highest rate in the county of any traditional high school. Other highlights included; over $7 million in scholarships was awarded to the Class of 2017, Math and Biology scores increased by double digits, improved facilities, reduction in dropout from 34 at the end of 2015-16 down to 3 in 216-17, improved work-keys by 3%, athletic programs claimed Wells Fargo cup for excellence, CHS student Nicholas Kraft won Best Actor in DPAC Triangle Rising Starts awards and represented CHS at Jimmy Awards in NYC, Mitch Hall named Army All American in football, Honor Chorus won opportunity to sing on stage with Foreigner, renamed gym in honor of Coach Adams, and coordinated service projects.

He stated moving forward the bar is set high. He stated a total of 32 students have enrolled in the new Fire Science Class. He shared information about the Comet Academy, which will offer a flex schedule and allow students the opportunity to adjust their schedule as necessary to meet the needs of their families and their learning styles. To date 60 students have enrolled. He shared additional information about the Capital Improvement Campaign and expanded opportunities for partnerships and collaboration between local businesses, the town, civic organizations and CHS.

Mayor McLeod stated it was easy to understand why Mr. Jones was selected as Principal of the Year. The Mayor stated that our schools play a vital role in economic development and are the most important factor in bringing folks to town. The Mayor offered support to CHS for any of their needs. Council Member Satterfield stated it was wonderful to see and hear the enthusiasm that Mr. Jones brings. Council Member Thompson stated he was very proud and encouraged by all he heard this evening. Mr. Jones extended an invitation to visit the school at any time.

d) Synchronized Streets Presentation
Presenter: James Dunlop, NCDOT Congestion Management Engineer

Mr. Dunlop provided a PowerPoint presentation regarding "Synchronized" or "Superstreets" projects. He stated the intent is to make all intersections safer and more efficient. He shared information regarding crash reduction rates, delay reductions, signal progression, speed control and superior pedestrian service. He provided detailed data regarding conflict points on conventional and superstreet intersections. He provided figures regarding crash reduction figures and safety impact by collision type for unsignalized Superstreets. He shared information regarding the lessened travel time with the use of Superstreets and shared information about signal progression. He also shared information regarding pedestrian and bicycle accommodation and conflict point reduction.

Council Member Holder asked how soon such a project like this might be able to begin on US 70. Mr. Rickard, CAMPO representative, stated that US 70 had not yet been funded but certainly hoped that funding for a "Superstreet" project on US 70 would occur in the near future. He stated that both 40 and NC 42 have been funded for improvements. He stated that the funding request for a Superstreet project on US 70 would be presented to the CAMPO board in September.

There was lengthy discussion regarding the advantages of Superstreets and Council Member Lawter addressed concerns, which are shared by the entire council, regarding students crossing over US 70 by McDonald's.

Mr. Lindsay offered his thanks to NCDOT for sharing this opportunity to learn more about Superstreets. He cautioned of the possibility of push back from folks and stated there could be some challenges when it comes to change in peoples habits.

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Building Inspector Position
Presenter: Rich Cappola, Town Engineer

Mr. Cappola shared information regarding request for the addition of a Building Inspector. He stated that one of our current full time inspectors would soon be devoted full time to the Novo project and this would create a void and the need for an additional inspector.

There was discussion and Mr. Lindsay stated that the creation of this new position would be a new expenditure that was not included in the current budget.

The salary relating to our current Inspector, who will be devoted to the Novo Project, was included in the current budget and will be reimbursed by Novo. Council Member Satterfield questioned if our current inspector dedicated to the Novo project would be located at Novo. Mr. Cappola stated the inspector would have dedicated work space at Novo but would return to the town offices for meetings, etc.

The proposed budgeted amount would cover personnel costs for a period of 10 months for the request of the new Inspector position.

ACTION: Placed on September 5, 2017 Consent Agenda

b) Inspection Fees
Presenter: Rich Cappola, Town Engineer

Mr. Cappola stated that in reviewing the current processes and fees for the Inspections Department, staff had identified two procedures that did not currently require fees. It is the recommendation of Mr. Cappola that these fees be added to the Comprehensive List of Fees & Charges. Mr. Cappola stated an analysis was done of other municipalities and the current fees they charge for these same services.

Contractor/Sub-Contractor Change Fee - $50 per General or Sub-Contractor
Conditional Power Fees (Electric/Gas/ etc.) - $75 per Trade Requested.

ACTION: Placed on September 5, 2017 Consent Agenda

c) Residential Utility Deposit Policy
Presenter: Ann Game, Customer Service Director

Ms. Game requested that the deposit schedules for residents be simplified. She stated the last change to the schedule was made in 2012 and she provided brief background regarding the change made at that time. She shared information regarding current requirement of bank draft and stated she is concerned that unintentionally we may have set folks up to fail and stated we currently are experiencing a 28% increase in the amount of deposits that need to be collected. This equates to increase of increased staff time in collections. Suggestion is that requirement for bank drafting be removed.

Letter of credit would only waive deposits for home owners.

Suggestion is that all residents pay the same deposit(s) as listed below. These figures were based on the average 2016 bill.

Electric - $250
Water - $50
Sewer - $50
Irrigation (if applicable) $50
TOTAL - $50-$400

ACTION: Placed on September 5, 2017 Consent Agenda

d) Variable Credit Card Fees for Utilities
Presenter: Ann Game, Customer Service Director

Ms. Game shared background regarding credit card processor fees. Currently our utility customers pay a $3.95 convenience fee. However, this fee is not covering the processing fee and we are currently subsidizing the cost. Ms. Game shared an example of a recent commercial utility $22,000 bill that was paid with a credit or debit card and the fee charge was the standard $3.95 convenience fee. The town will have to be responsible for the additional cost of fees associated with this transaction.

Ms. Games is proposing that all utility customers pay a variable fee, which is what non-utility customers currently pay. The fee ranges from 3-5% of the charge and is based on many factors related to the type of card used.

ACTION: Placed on September 5, 2017 Consent Agenda

e) Development Agreement - 231 E. Second Street
Presenter: Katherine Ross, Town Attorney

Ms. Ross stated discussions have continued and a Public Hearing is being requested to be held on September 5, 2017. Notice will be published.

Council Member Satterfield wanted it noted that he had a significant amount of concern and heartburn with regard to this project.

ACTION: Set Public Hearing for September 5, 2017

f) 2017-96-RZ - Clayton Corners & Town Center Blvd.
Presenter: Planning Department

Mr. McLeod stated the request is to rezone this property to remove the SUD designation from this location. Staff supports the request.

ACTION: Set Public Hearing for September 5, 2017

g) 2017-99-RZ - Capps Tract
Presenter: Planning Department

Mr. McLeod provided information request is to rezone property, which is located behind hotel and Clayton Fitness. This requested includes two pieces of land and request to rezone from R-E.

Council Lawter stated in order to be completely transparent, he is employed with Withers Ravenel who is involved with the project. He stated he recuse himself from voting at the Public Hearing.

ACTION: Set Public Hearing for September 5, 2017

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

12 OTHER BUSINESS

a) Informal Discussion & Public Comment

b) Council Comments

13 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 7:50 p.m.

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

Duly adopted this the 5th day of September, 2017 while in regular session.

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

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk