



**The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, October 17, 2016 @ 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, Deputy Town Manager
Merrick Parrot, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Planning Director
Tim Simpson, Public Works Director
Steve Blasko, Street Maintenance Supervisor
Byron Poelman, Utility Service Supervisor
Ann Game, Customer Service Director
Jay McLeod, Senior Planner
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 6:34 p.m. and led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

a)

Item 6g was added to the agenda - Recommendation of Sole Source of UV System. Also added was a Closed Session pursuant to NCGS 143-318.11(a)(3).

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

- October 3, 2016 Regular Session
- October 3, 2016 Closed Session

b) Certificate of Sufficiency #2016-198-ANX

- The Pines at Glen Laurel - 20.15 Acres

- c) Certificate of Sufficiency - #2016-199-ANX
 - The Shoppes at Glen Laurel - 21.32 acres
- d) Certificate of Sufficiency #2016-200-ANX
 - Glen Laurel Self Storage - 4.18 acres

ACTION: Approval of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Proclamation in Memoriam of J.W. (Buck) Lee
Presenter: Jody McLeod, Mayor

Mayor McLeod presented a Proclamation to the family of J.W. (Buck) Lee honoring his life and service to the Town of Clayton. Following the presentation of the Proclamation to the Lee family, a photo was taken with the Mayor.

- b) Introduction of Public Works Employees:
Presenters: Steve Blakso, Street/Property Maintenance Supervisor and Byron Poelman, Utility Service Supervisor
 - James Griffin, Property Maintenance
 - Josh Cotton, Property Maintenance
 - Matthew Harvey, Utility Maintenance Mechanic
 - Richard Johnson, Utility Maintenance Mechanic

Mr. Blasko and Mr. Poelman introduced the new employees. All employees stated they were happy to be part of Clayton Team. Council welcomed everyone.

- c) Presentation of Advanced Firefighter Certifications
Presenter: Stacy Beard, Public Information Officer
 - Kenneth David Evans
 - Mark Wesley Morris
 - Christopher James Carter
 - Joshua Jefferson Spivey
 - Andrew Douglas Shaw

Ms. Beard provided information regarding this prestigious certification. She spoke about the amount of time, dedication and training that goes into getting this certification, with just over 1% of all NC firefighters having achieved it. Everyone was provided with plaques and council thanked them for their dedication and hard work in achieving this certification. The Mayor offered his thanks and appreciation to the families as well. There was a photo opportunity with the Mayor.

- d) Clayton Historical Association

Presenter: Porter Casey, Clayton Historical Association

Mr. Casey provided a brief history of the Clayton Historical Association. He stated he was present this evening to provide information regarding a historical overlay district in town and asked that council consider this issue at their upcoming council retreat. He provided a presentation and stated the Clayton Historical Association is excited to assist in anyway deemed by council. Mr. Casey stated examples of previous positive growth included the reuse and development of the current town hall as well as the Clayton Chamber of Commerce. He also addressed the importance of maintaining the heritage of homes with historic value. Council thanked Mr. Casey for his presentation and Mayor McLeod stated this item would be taken under advisement at the retreat.

- e) Taking Strides Against Family Violence 5K Walk/Run

Presenter: Evelyn Sanders, JC Alumnae Chapter of Delta Sigma Theta Sorority

Ms. Sanders was unable to attend. Ms. Isler was present and provided an overview of this annual event, which is scheduled to be held on April 1, 2017 at Cooper Elementary School. This annual event is a fund/awareness raiser regarding the issue of domestic violence. All proceeds raised at this event will go to support Harbor Inc. Ms. Isler stated a record amount of funding was raised at the 2016 event and they look forward to another great event in 2017.

ACTION: Placed on November 7, 2016 Consent Agenda

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) Recommendation of Appointment of Maleah Christie to Public Arts Board
- *To fill a current vacancy with term expiration of December 31, 2016*
- Presenter:* Nancy Medlin, Deputy Town Manager

Ms. Medlin stated it is the recommendation of the Public Arts Board to appoint Ms. Maleah Christie to a current vacancy on the board with a term expiration of December 31, 2016. Ms. Christie has been participating as an observer of the board for the last few months. Ms. Medlin stated everyone is excited to have her as part of the board.

ACTION: Placed on November 7, 2016 Consent Agenda

- b) Special Use Permit - #2016-180-SUP - Grifols D 230 NFB Building
- Presenter:* Jay McLeod, Planning Department

Mr. McLeod presented and stated the applicant is requesting allowance of maximum building height of 71'6" for the proposed Grifols D 230 NFB building. The required neighborhood meeting was held on September 21, 2016. Mr. McLeod stated the Fire Chief had been consulted and he was comfortable with height request. Applicant has addressed Findings of Fact, request is consistent with the comprehensive plan. Staff recommended approval with conditions as listed in staff report.

ACTION: Set Public Hearing for November 7, 2016

- c) Annexation - #2016-198-ANX - The Pines at Glen Laurel
Presenter: David DeYoung, Planning Department

Mr. DeYoung provided information regarding the voluntary contiguous annexations of all three plats which are all part of the Hunt property, which begins at the corner of Highway 42 East and Glen Laurel Road. These annexations are known as The Pines at Glen Laurel which is 21.15 acres, The Shoppes at Glen Laurel which is 21.32 acres and Glen Laurel Self Storage which is 4.18 acres. A map of each tract was provided. The Town of Clayton will provide water, sewer, fire and police services. There was brief discussion regarding electric service. It was stated that applicant desired to stay with Progress Energy. There was discussion regarding the outstanding electric service that is provided by the town to their customers.

ACTION: Set Public Hearing for November 7, 2016

- d) Annexation - #2016-199-ANX - The Shoppes at Glen Laurel
Presenter: Planning Department

Presented as noted above in Item 6c.

ACTION: Set Public Hearing for November 7, 2016

- e) Annexation - #2016-200-ANX - Glen Laurel Self Storage
Presenter: Planning Department

Presented as noted above in Item 6c.

ACTION: Set Public Hearing for November 7, 2016

- f) Code of Ordinance Amendments - Chapter 32 - Boards
Presenter: David DeYoung, Planning Director

Mr. DeYoung provided an update regarding recommended updates to Chapter 32 of the Clayton Code of Ordinances. Updates include adding the Board of Adjustment and removal of boards that are no longer operational to include Community Appearance, Urban Forestry Board and Technical Review Committee. There were also updates to the Planning Board.

ACTION: Placed on November 7, 2016 Consent Agenda

- g) Recommendation to Sole Source UV System
Presenter: Tim Simpson, Public Works Director

Mr. Simpson provided history regarding ultra violet disinfection system at the Little Creek Facility. The current system has been in services since the 1990's and is at the end of its service life. Several systems have been evaluated and the best option is to replace the system with like equipment. A sole source recommendation approval is requested. This anticipated cost will be approximately \$680,000, which is a budgeted item. Council requested

additional cost breakdowns from staff.

ACTION: Placed on November 7, 2016 Consent Agenda Pending Receipt of Additional Cost Breakdown Requested From Staff

Motion: Council Member

Second: Council Member

Vote: Unanimous

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

9 ITEMS REQUIRING ACTION

Action is not normally taken at work session, however, there are items on the agenda that require action be taken. In order to take action it is required to suspend the rule.

- a) The following three items (9b, 9c & 9d) require suspending rule to take action at work session.

ACTION: Suspend Rule to Take Action

Motion: Council Member Holder

Second: Council Member Thompson

Vote: Unanimous

- b) Resolution Notifying NCDOT of Date Change for The Shindig

- *This event was rescheduled from October 8, 2016 to November 13, 2016 due to Hurricane Matthew*

ACTION: Approval of Resolution #2016-39

Motion: Council Member Thompson

Second: Council Member Grannis

Vote: Unanimous

- c) Special Event - #2016-18 - Veterans Day Event - November 6, 2016
Presenter: Michael Sims

Mr. Sims was present and provided information regarding the 2016 Veterans Day event, which will be held on November 6, 2016. There will be an outdoor portion of the event that will be held in Town Square from 12:00 noon until 3:00 p.m. Following will be a tribute that will be held at The Clayton Center. Applicant is requesting the closure of the Town Square parking lot from 9:00 a.m. until 7:00 p.m.

ACTION: Approve Closure of Town Square Parking Lot

Motion: Council Member Grannis

Second: Council Member Holder

Vote: Unanimous

- d) Special Event #2016-16 - 2016 Christmas Parade
Presenter: Marty Bizzel, Clayton Rotary

Mr. Perricone was present and provided information regarding the proposed 2016 Christmas Parade, which is scheduled to be held on Saturday, December 10, 2016. This is the first year that the Rotary Club will fully sponsor the Christmas Parade. Applicants were requesting closure of Main Street from S. Robertson to Fayetteville Streets beginning at 11:00 a.m. until 5:00 p.m. Per § NCGS 20-169 municipalities that the authority to regulate the use of state road by procession via ordinance.

ACTION: Adoption of Ordinance #2016-10-03

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

10 OLD BUSINESS

- a) Cemetery Information Update
Presenter: Tim Simpson, Public Works Director

Mr. Simpson provided updated information regarding data requested by council at previous meeting. Maplewood Cemetery has a total of 5,592 with the following breakdown; 823 available graves, 1825 sold/committed, 2,747 occupied and 197 unusable. Forest Hills has a total of 8,061 total with the following breakdown; 1,244 available graves, 436 sold/committed, 779 occupied and 10 unusable. There was discussion regarding size of plots needs for cremation. Mr. Simpson stated we currently allow cremains in plots. Council Member Satterfield suggested taking a look at creating a small region dedicated to cremains, possibly being able to use the current unusable sites. Mayor McLeod stated the market has changes and the percentage of cremains burials has drastically increased. Council Member Thompson thanked Mr. Simpson for the information provided and stated he would also like to see the same type of information for City Cemetery.

- b) Cemetery Billing Update
Presenter: Ann Game, Customer Service Director

Ms. Game provided follow up regarding existing unpaid lots.
send certified letters to 45 customers
effective 2/1/17 for all unpaid invoices we will terminate the existing contracts due to non-payments and refund NO monies.

second change
refers to buying as many lots as they want but make one lot be paid in full at time of purchase and an additional lot be paid in full by June of the following year

ACTION: Placed on November 7, 2016 Consent Agenda

- c) Special Events Policy Update
Presenter: David DeYoung, Planning Director

Mr. DeYoung provided an update regarding the Special Events Policy. It is recommended that initial guidelines be set, revisited and updated periodically. As requested, the fee structure was modified from previous presentation. There was discussion regarding the difference in fees for in town and out of town non taxpayers. There was some discussion regarding the notice requirement specific to filming/videotaping commercial video productions. Following discussion, it was agreed that notice time frame would be changed/increased to 5 business days.

ACTION: Placed on November 7, 2016 Consent Agenda

11 STAFF REPORTS

- a) Town Manager
- Hurricane Matthew Response Recap

Mr. Lindsay provided an update on Hurricane Matthew response. He offered thanks and appreciation to staff as well as residents. He spoke about the all the preparation and work that took place to the arrival of the hurricane to include, meetings, securing of property, staff preparation as well as testing of all equipment. Also discussed was the flooding that took place on Glen Laurel Road and how quickly we are able to get that road back open. Also discussed was that all electric customers had their power restored by Sunday morning while customers of Duke Energy remained without power for a much longer period of time. Also addressed was the concern of the cresting of the Neuse River following the hurricane and that currently all restrictions have been lifted. Currently we are in clean up mode and appreciate the patience of all residents as we continue this work. The town has made our resources available to neighboring municipalities to include Smithfield and Benson.

- b) Town Attorney

- c) Town Clerk
- Town Council Retreat - HTR Realty Training Room - 328 Main Street, Clayton
 - **October 26, 2016** - 8:30 - 5:30 p.m. (approximate times)
 - *Lunch* - Clayton Steakhouse - 12:30 - 1:30 (approximate)
 - **October 27, 2016** - 8:30 - 2:30 (approximate times)
 - *Lunch* - HTR Realty Training Room

- d) Other Staff

12 OTHER BUSINESS

- a) Informal Discussion & Public Comment

Virginia Hinton of 236 East Front Street addressed the council and addressed her concerns of issues on the north side of town to include sanitation. She also had concerns regarding the Harvest Festival and garbage remaining for over a

week following the conclusion of the festival. She stated this garbage smelled quite bad and also attracted a good amount of flies. She also spoke of flooding and old mattresses in the ditch on Front Street. She also has concerns about drop off of these ditches and the danger they could pose to children. She also stated the speed limit is 35 MPH and some people go 50 MPH, she would like to speed limit reduced.

Ms. Karns who resides at 304 Marion Drive in the Brittany Woods Subdivision shared her concerns about the proposed street extension into development. She spoke about the reasons she moved to Clayton and feels this would change the entire neighborhood and has concerns about future flooding, property value and damage. Mr. Jay McLeod stated this item has not been come before council. The Mayor stated residents would have an opportunity to share their concerns when this item is presented to council.

- b) Council Comments
- c) Closed Session Pursuant to NCGS 143-318.11(a)(3)

ACTION: Closed Session Pursuant to 143-318.11(a)(3)

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

13 ADJOURNMENT

- a)
With there being nothing further, the meeting was adjourned at 8:24 p.m.

ACTION: Adjournment

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

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk