



Town of Clayton
Town Council Regular Meeting Minutes
Tuesday, January 20, 2026 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel: <https://www.youtube.com/user/TownofClaytonNC>.

Council Present:

Mayor Pro Tem Andria Archer
Council Member Ruth Anderson
Council Member Porter Casey
Council Member Amanda Underwood
Council Member Gretchen Williams

Council Absent:

Mayor Jody McLeod

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
David Ranes, Fire Chief
Robert McKie, Finance Director
Lydia Davis, Communication & Marketing Specialist
Louis Duffie, Project Engineer
Todd Melton, Budget Manager

1. CALL TO ORDER

- a. Call to Order

Mayor Pro Tem Archer called the meeting to order at 6:00 p.m.

- b. Pledge of Allegiance

Mayor Pro Tem Archer led the Pledge of Allegiance.

- c. Invocation

Council Member Williams provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a.

Adopt or Adjust the Agenda

Result:	Passed 5-0
Mover:	Porter Casey
Second:	Ruth Anderson
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

3. CONSENT AGENDA

- a. Minutes
 - January 5, 2026 - Regular Meeting
 - January 5, 2026 - Closed Session

Presenter:

Heidi Holland, Town Clerk

- b. Removal of Advisory Board Member

Presenter:

Heidi Holland, Town Clerk

- c. Planning Board Appointments

Presenter:

Heidi Holland, Town Clerk

Adoption of Consent Agenda as Presented

Result:	Passed 5-0
Mover:	Porter Casey
Seconder:	Gretchen Williams
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
 - Clayton4U Season 3 Trailer

Presenter:

Nathanael Shelton, Communication Director

Ms. Davis presented this episode of Clayton4U, kicking off the 2026 series of Clayton4U. This was a season 2 recap which also served as the season 3 trailer.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Clayton High School Football Recognition

Presenter:

Porter Casey, Council Member

Council Member Casey recognized the Clayton High School Football team for their 2025-26 season earning the title of 7A East Regional Champions and Conference Champions and finishing as the 7A State Champion Runner-Ups. Coach Scott Chadwick thanked the Town for their support.

6. PUBLIC HEARINGS

- a. Comprehensive List of Fees Amendment #2

Presenter:

Todd Melton, Budget Manager

Mr. Melton stated tonight's second amendment relates to Community Development area. Some

of the fee amendments included clarifying language, for example, Stormwater Plan Review, clarified the language to read “so many dollars per disturbed acre”; Resubmittal Fees for our Planning Department, the language was changed to include consultant fees for those that require consultants; and general language clean up to match the UDO naming conventions.

The new fees were all related to our Inspections Department. With more requests received for inspections on group homes and foster homes, a new fee was created for those inspections and are in line with existing fees.

Technical Adjustments are related mostly to zoning. Our current zoning compliance fees were broken out to more specific zoning fees and are in line with existing fees. There was a temporary permit that was included in the Urban Archery Permit; this was broken down into its own fee. Also, map printing and copy fees were located elsewhere in this list, they were removed from this department.

This tool lives on the Town’s website and is available to our residents with a search feature. There is also a link containing a downloadable PDF file with all the fees included.

Staff recommends adoption of tonight’s proposed amendments. These changes allow the Town to better capture costs associated with providing these services.

Council Member Casey stated there are certain developer fees, some captured in here and some that aren’t. He stated there was a meeting about a year ago where it was approved to incrementally raising those development fees and wanted to make sure we are still doing that. Mr. Cappola stated he is referring to the System Development Fees that are charged for new development or expanded capacity within our water and sewer systems. Council did adopt a graduating increase approximately 3 years ago, those fees have been captured with our annual budget and go into effect every July 1st. Those are in effect and have been increasing based on the schedule that was established. Tonight’s amendments are additions driven by either UDO language or consistency or fees in place for our upcoming Clarity software system.

Council Member Casey stated it sounds like we are not talking about the System Development Fees tonight, but the citizens need to know that there is a scaled increase and that is still happening.

Mayor Pro Tem Archer stated this has been noted as a public hearing and asked if anyone wished to speak. With no one wishing to speak, the public hearing was closed and turned over to Council for their deliberation.

Adoption of Ordinance #2026-01-01

Result:	Passed 5-0
Mover:	Porter Casey
Second:	Ruth Anderson
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

- a. Sam's Branch Reclamation Facility Update

Presenter:

Joshua Baird, Water Resources Director

Mr. Duffie stated Adam Sharpe with HDR, who is serving as Owner's Advisor for the Sam's Branch Program is here tonight.

Mr. Duffie provided an update on the projects. There are five projects that compile the Sam's Branch Program, three being completed. The Little Creek Pump Station, which is located at our existing Little Creek WRF and would take flow off that old facility and pump to the new Sam's Branch facility is complete and has been tested and accepted. Little Creek Transmission Line, which is a force main and gravity sewer to get that flow to our new facility is complete and has been tested and accepted as well. The expanded Clayton to Raleigh Pump Station is complete and has been tested and accepted. This pump expands the Town's capacity to send to Raleigh.

The two projects still underway are the ECIA Pump Station and the Sam's Branch WRF. Shared was an aerial view of the Sam's Branch location. Asphalt is being poured on Loop Road, all structures have been substantially built, and equipment vendors have been visiting the site to test their equipment. Monday, January 28, 2025, water would begin to run through the entire system to test the different pumps and valves.

There are three major components to the ECIA Pump Station project. There is a gravity sewer portion that goes along Front Street which has been completed. The force main, which pumps from the lift station on the back side of the old Biggs Pre-Treatment Facility, is 95% complete. The process pipe pump valves and electrical are being installed. That project is forecast for completion May 2026.

Mr. Sharpe spoke about finances and scheduling. He stated this has been a big investment for the Town. Shared was a dashboard used to track where the project is spending and schedule wise. Shared were numbers anticipated beginning in 2021 as far as expenditures and then actual numbers. A lot of things have changed along the way, and the Town has adapted to those change conditions. Two of the three completed projects in the program are under budget, and the other is on budget, and the overall project is tracking with the budget initially set.

The largest component in this whole program is the Sam's Branch plant, with almost \$165 million invested to date in that facility. \$23.6 million is the balance to finish including the retainage in the contract which is allowable by the Town. There have been several change orders along the way, totaling \$11.3 million, that have been approved and have been for the benefit of the facility, to allow it to go from Phase 1 6 MGD plant, to be ready and prepared to go to Phase 2.

The contractual substantial completion for this facility was September 5, 2025; the contractor has communicated the latest target substantial completion to be April 2026.

He spoke on the Third Amendment to the Clayton/Raleigh Interlocal Agreement and stated this extends the contract to 2040 and allows flows to go from ECIA to land at the City of Raleigh's

facility. He stated this is an incredibly valuable tool for the Town to manage growth, current flows, and future flows. He stated there is a future phase for Sam's Branch to go to 10MGD and depending on how fast industry and the community grows, would dictate how fast this next expansion needs to happen. This contract with Raleigh allows the Town to manage the timing of that project.

Recapped were Key Takeaways:

- Program Progress – 3 of the 5 projects have been completed, 2 under budget
- ECIA Transmission Project – transformative project to serve the East Clayton Industrial Area, increasing conveyance capacity for that area
- Program Budget – well within overall funding plan and program budget outlined years ago
- SBWRF Schedule – with schedule challenges along the way, this is being managed to the best and most practical means possible
- Raleigh Wastewater Agreement – a great tool for the Town
- SBWRF Future – there has been vision for the future of this facility to make sure we are not stopping at 6MGD

Mayor Pro Tem Archer stated under budget is music to her ears and she is glad to hear everyone is working proactively to keep things on time. She discussed the weather delays with the project and asked Mr. Sharpe if there is anything else we should be aware of? Mr. Sharpe stated another big piece is procurement delays, but we are past a lot of those; a big milestone is Phase 4 and getting the wet run testing because that is where you see what issues need to be resolved in the facility.

9. NEW BUSINESS

- a. 2025-135-ANX Heavner-Mayo Properties: Certificate of Sufficiency

Presenter:

Heidi Holland, Town Clerk

POTENTIAL ACTION: Informational Only

Ms. Holland stated this is a procedural step in the annexation process; no action will be taken tonight. She confirmed she investigated the petition submitted for this annexation and it meets all legal requirements. The public hearing for this annexation will be held on Monday, February 2, 2026.

10. PUBLIC COMMENTS

11. STAFF REPORTS

- a. Town Manager

Mr. Cappola reminded all of the meeting this Thursday, January 22nd between 5-7:00 p.m. at the Southwest Public Safety Center. This is an opportunity for the community to come and engage and see future plans. Staff is aware of the threat of potential weather this weekend. Deputy Town Barbee has pulled his staff into winter mode and the Town would continue to have conversation and keep everyone aware of the situation.

- b. Town Attorney

No report.

- c. Town Clerk

No report.

d. Other Staff

12. OTHER BUSINESS

a. Mayor and Council Comments

13. CLOSED SESSION

14. ADJOURNMENT

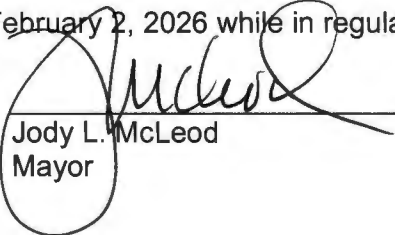
a. Adjourn

With nothing further, the meeting was adjourned at 6:38 p.m.

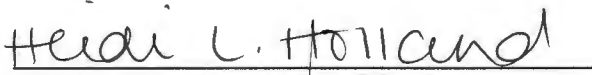
Motion To Adjourn

Result:	Passed 5-0
Mover:	Porter Casey
Second:	Gretchen Williams
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

Duly Adopted by the Town Council on Monday, February 2, 2026 while in regular session.


Jody L. McLeod
Mayor

Attest:


Heidi L. Holland, MMC, MCCMC
Town Clerk

