



**Town of Clayton**  
**Town Council Regular Meeting Minutes**  
**Monday, March 2, 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:**

Council Member Ruth Anderson, Council  
Member Amanda Underwood, Council  
Member Gretchen Williams

**Council Absent:**

Mayor Pro Tem Andria Archer  
Council Member Porter Casey

**Staff Present:**

Rich Cappola, Town Manager  
Jim Cauley, Town Attorney  
Heidi Holland, Town Clerk  
Lee Barbee, Deputy Town Manager  
David Ranes, Fire Chief  
Robert McKie, Finance Director  
Nathanael Shelton, Communication Director  
Todd Melton, Budget Manager  
Michael Tatum, Fire Marshal

**1. CALL TO ORDER**

- a. Call to Order

Mayor McLeod called the meeting to order at 6:00 p.m.

- b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

- c. Invocation

Mayor McLeod provided the Invocation.

**2. ADJUSTMENT OF THE AGENDA**

- a. No adjustments were made to the agenda.

**Adoption of the Agenda**

|                |                                                    |
|----------------|----------------------------------------------------|
| <b>Result:</b> | <b>Passed 3-0</b>                                  |
| <b>Mover:</b>  | Ruth Anderson                                      |
| <b>Second:</b> | Gretchen Williams                                  |
| <b>Yes:</b>    | Ruth Anderson, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                               |
| <b>Absent:</b> | Andria Archer, Porter Casey                        |

### 3. CONSENT AGENDA

#### a. Minutes

- February 16, 2026 - Work Session
- February 16, 2026 - Regular Meeting
- February 16, 2026 - Closed Session

**Presenter:**

Heidi Holland, Town Clerk

#### b. NCDOT Road Closures for Special Events

**Presenter:**

Amy Shearin, Community Engagement Coordinator

### Adopt Consent Agenda as Presented

|                |                                                    |
|----------------|----------------------------------------------------|
| <b>Result:</b> | <b>Passed 3-0</b>                                  |
| <b>Mover:</b>  | Ruth Anderson                                      |
| <b>Second:</b> | Gretchen Williams                                  |
| <b>Yes:</b>    | Ruth Anderson, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                               |
| <b>Absent:</b> | Andria Archer, Porter Casey                        |

### 4. ADMINISTRATIVE ITEMS

#### a. Clayton4U

- Budget

**Presenter:**

Nathanael Shelton, Communication Director

Mr. Shelton shared the newest Clayton4U which discussed the budget process for the Town. Mayor McLeod encouraged citizens to take the budget survey.

### 5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

#### a. Employee Appreciation Day Proclamation

**Presenter:**

Mayor McLeod to Present to Town Staff

Mayor McLeod read the proclamation into the record. He asked for a round of applause for all employees of the Town.

#### b. Girl Scout Week Proclamation

**Presenter:**

Council Member Anderson to Present to Johnston County Girl Scout Troop 1972

Council Member Anderson read the proclamation and presented it to Johnston County Girl Scout Troop 197. She stated that it is a pleasure to present this tonight as she was a scout and brownie.

#### c. Fire Marshal Recognition

**Presenter:**

David Ranes, Fire Chief

Chief Raney stated he has a great staff and could not ask for any better members of his department and leadership. Tonight, he recognized Chief Michael Tatum, who had recently earned the designation of Fire Marshal from the Commission on Professional Credentialing from the Center for Public Safety Excellence.

He stated this is a big honor. This credential is awarded through a rigorous process that evaluates education, experience, professional development, technical competence, leadership, and contributions to the fire service.

He stated there are over 12,000 fire marshals in the United States; only 306 have received this recognition, 29 of those in the state of North Carolina. This places Chief Tatum in a group of professionals nationwide who have demonstrated the highest standards of excellence when it comes to fire prevention, code enforcement, public education, and community risk reduction.

This designation reflects his commitment to professional growth, accountability, and service to our citizens. It reinforces the Fire Department's dedication to excellence, professional development and continuous improvement.

Chief Tatum just recently completed his Bachelor of Science degree from Fayetteville State University in Fire and Emergency Service Administration.

He stated Chief Tatum has the Fire Marshal's office heading in the right direction.

## **6. PUBLIC HEARINGS**

## **7. QUASI-JUDICIAL HEARINGS**

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

## **10. PUBLIC COMMENTS**

## **11. STAFF REPORTS**

### **a. Town Manager**

Mr. Cappola thanked all for bearing with us through the two days of the Council Retreat last week. He stated he would take all suggestions and feedback received and put into action.

### **b. Town Attorney**

### **c. Town Clerk**

### **d. Other Staff**

Community Education Partners

### **Presenter:**

Todd Melton, Budget Manager

Mr. Melton shared information regarding Community Education Partners, Session 1. He explained that the group consists of a cross-section of Clayton residents who were invited to volunteer, including members of advisory boards, representatives from neighborhoods such as Glen Laurel, Riverwood, and Carolina Overlook, as well as the Student Body President from Clayton High School. The first session launched in January and had approximately 14

attendees.

Mr. Melton stated the purpose of the group is to deepen the public's understanding of Town operations and processes. The first five sessions would be focused on the Town's budget. The group will meet on the fourth Tuesday of each month for the next four months.

He noted that staff intended for the program to serve as a two-way partnership between residents and the Town. The first session was informational, providing participants with background and context; however, future sessions are designed to allow more opportunity for participant feedback and discussion.

During the first session, the Budget 101 Overview video was presented, which explained the Town's budget development process, discussed how prioritization and tradeoffs are considered when evaluating budget items, and clarified the purpose of the Capital Improvement Plan.

Mr. Melton stated that Session 2 would focus more on participant feedback and engagement, including an interactive group activity centered on prioritization, while continuing to align with the Town's live budget development timeline.

He expressed that staff hope the sessions will encourage constructive civic dialogue, strengthen transparency, build a more informed network of residents, and reduce misinformation. He also clarified that staff are not asking participants to advocate on behalf of the Town or share staff opinions.

## **12. OTHER BUSINESS**

### **a. Mayor and Council Comments**

Mayor McLeod thanked staff for a great retreat last week. He stated there was a lot of great conversation and prioritization that took place. He recognized all the winners of the Downtown Clayton Awards event last night and addressed our two missing Council Members. Council Member Casey is out of town for work and Mayor Pro Tem Archer is taking an Advanced Leadership Core class.

## **13. CLOSED SESSION**

## **14. ADJOURNMENT**

### **a. With nothing further, the meeting was adjourned at 6:25 p.m.**

### **Motion To Adjourn**

|                |                                                    |
|----------------|----------------------------------------------------|
| <b>Result:</b> | <b>Passed 3-0</b>                                  |
| <b>Mover:</b>  | Gretchen Williams                                  |
| <b>Second:</b> | Ruth Anderson                                      |
| <b>Yes:</b>    | Ruth Anderson, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                               |
| <b>Absent:</b> | Andria Archer, Porter Casey                        |

Duly Adopted by the Town Council on Monday, March 16, 2026 while in regular session.

Andria Archer

Andria Archer  
Mayor Pro Tem

**Attest:**

Heidi L. Holland

Heidi L. Holland, MMC, MCCMC  
Town Clerk

