



Town of Clayton
Town Council Regular Meeting Minutes
Monday, November 3, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Michael Sims
Council Member Andria Archer
Council Member Porter Casey
Council Member Ruth Anderson
Council Member Gretchen Williams

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
David Ranes, Fire Chief
Robert McKie, Jr., Finance Director
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Joshua Baird, Water Resources Director

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>.

1. CALL TO ORDER

- a. Call to Order

Mayor McLeod called the meeting to order at 6:04 p.m.

- b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

- c. Invocation

Mayor McLeod led the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a. No adjustments were made.

Adoption of Agenda as Presented

RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Gretchen Williams
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

3. CONSENT AGENDA

- a. Minutes
 - October 20, 2025 - Closed Session

Presenter: Heidi Holland, Town Clerk
- b. FY26 Grassroots Grant Award
Presenter: Martha Vandergriff, Auditorium Operations Coordinator
- c. MOU for Clayton High School for Fireworks Show
Presenter: Rich Cappola, Town Manager
- d. World Pancreatic Cancer Day Proclamation
Presenter: Heidi Holland, Town Clerk
- e. 2023-32-ANX Troxler Annexation
Resolution to Authorize Clerk to Investigate Sufficiency
Presenter: Haley Downey, Assistant Planning Director
- f. 2023-32-ANX Troxler Annexation
Resolution to Schedule Public Hearing
Presenter: Haley Downey, Assistant Planning Director
- g. 2023-33-ANX Yeargan Annexation
Resolution to Authorize Clerk to Investigate Sufficiency
Presenter: Haley Downey, Assistant Planning Director
- h. 2023-33-ANX Yeargan Annexation
Resolution to Schedule Public Hearing
Presenter: Haley Downey, Assistant Planning Director
- i. 2023-34-ANX Kenney-Ford Annexation
Resolution to Authorize Clerk to Investigate Sufficiency
Presenter: Haley Downey, Assistant Planning Director
- j. 2023-34-ANX Kenney-Ford Annexation
Resolution to Schedule Public Hearing
Presenter: Haley Downey, Assistant Planning Director
- k. 2023-35-ANX Tree of Life Church Annexation
Resolution to Authorize Clerk to Investigate Sufficiency
Presenter: Haley Downey, Assistant Planning Director
- l. 2023-35-ANX Tree of Life Church Annexation
Resolution to Schedule Public Hearing
Presenter: Haley Downey, Assistant Planning Director

Adoption of Consent Agenda as Presented

RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

4. ADMINISTRATIVE ITEMS

- a. Clayton4U
 - Shopping Safety

Presenter: Nathanael Shelton, Communication Director

Mr. Shelton shared a video about shopping safety during the upcoming holiday season.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. GFOA's Distinguished Budget Presentation Award
Presenter: Rich Cappola, Town Manager

The Town was notified last week we received the GFOA Distinguished Budget Presentation Award. It is a nationally recognized program that honors state and local governments that produce high-quality budget documents meeting rigorous standards for transparency, clarity, and strategic financial planning.

When Budget Manager Todd Melton came on board about two years ago, one of the goals set for that position was to create a budget book able to meet the GFOA standards.

Mr. Melton stated this was a collaboration of many staff, he expressed his thanks to Jessica Watkins who has been a big part of it from the beginning.

He stated the Government Finance Officers Association (GFOA) is an organization that provides research and vetting of best practices in the area of budgeting and financial reporting. It is an award that states we are providing the information to our public and our stakeholders.

There are 27 required criteria that need to be met to receive this award, which included defining a budget structure, defining what a department is, the relationship between department and funds, presenting the strategic plan in the budget book, showing a clear picture of staffing, explaining differences in our funds, providing a clear picture of the Town's debt, and discussing how the budget book and strategic plan are related. He stated the award is mostly about the content.

Less than 5% of local governments in the country receive this award each year. He stated they are very happy and proud to receive this award. He stated this is not the finish line, this is a step in the right direction and would continue to improve on this going forward.

Council Member Anderson thanked him and everyone that worked on this book. She stated that without the work to present the Town's financial information with transparency and professionalism, the award would not have been received. She thanked him for his detail. Mayor Pro Tem Sims stated as he ends his term, he is very proud to say we won an award in budget. When he came on, an important thing was transparency and being able to show what it looks like.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

- a. Third Amendment to the Clayton–Raleigh Interlocal Agreement for Wastewater Services

Presenter: Joshua Baird, PE - Water Resources Director

Mr. Baird stated the Town has a long history of wastewater agreements with the City of Raleigh, beginning with the initial agreement in 2007. Over time, several amendments have been adopted, with the most recent being the Second Amendment in 2021, which increased the Town's allowable capacity from 1.0 million gallons per day (MGD) to 1.75 MGD that could be sent to the City of Raleigh for additional treatment.

He provided an overview of the Town's wastewater treatment sources to illustrate the impact of the proposed amendment. The Town currently has three treatment sources, which together would provide a total treatment capacity of 9.19 MGD once Sam's Branch is completed. Current tributary flows average around 4.5 MGD during a maximum month.

The Johnston County contract provides the Town with 1.44 MGD of owned capacity in perpetuity. In long-range planning discussions, staff have explored opportunities for expansion; however, there are current limitations related to transmission capacity.

The first phase of Sam's Branch provides 6.0 MGD of treatment capacity. A Preliminary Engineering Report (PER) has been completed to evaluate the next steps beyond Phase 1, including the design of treatment trains, solids management, and other infrastructure needed to support future growth.

Plans presented showed a 10 MGD facility, which the current permit allows, and a proposal to design a facility capable of reaching 12 MGD. The Town has submitted a speculative limits request to the State to determine potential discharge limits and river capacity from a dissolved oxygen and nitrogen standpoint. This request was developed collaboratively between the Town, the City of Raleigh, and Johnston County and was submitted to NCDEQ in September 2025. The updated request to exceed 10 MGD is currently under State review.

Mr. Baird noted earlier this year, Council approved the purchase of two additional nitrogen allocations to offset nutrient loads that cannot be fully treated to current limits.

He stated the Sam's Branch expansion plan includes significant engineering and design work already completed, allowing the Town to move forward with additional phases when timing and growth projections warrant.

The current agreement with the City of Raleigh, providing 1.75 MGD, is set to expire in 2027. The item before Council requests approval of an amendment extending the agreement through 2040. The terms and treatment volume would remain unchanged.

Mr. Baird shared a graph illustrating projected wastewater flows, including existing usage, growth projections, biopharma development, maximum month averages, and

total treatment capacity with Sam's Branch. He explained extending the agreement provides operational flexibility and ensures adequate treatment capacity until the next Sam's Branch phase is constructed.

While previous agreements restricted pharmaceutical industrial process flows, the proposed amendment allows such flows on a case-by-case basis with approval from the Director of Raleigh Water, which he described as a significant win for the Town.

Adoption of Resolution #2025-111

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

9. NEW BUSINESS

10. PUBLIC COMMENTS

11. STAFF REPORTS

a. Town Manager

Mr. Cappola stated the consent agenda included a memorandum of understanding between the Town and Johnston County related to the shooting of fireworks. He explained due to plans for a project at the usual site next year, staff worked together to relocate the fireworks display to Clayton Middle School. The same terms and conditions from last year's memorandum of understanding would apply.

He also stated the amendment involving the City of Raleigh was a significant benefit to the Town, as it allows for deferring an expansion and would help stabilize future rate increases. He thanked Mayor Pro Tem Sims for hosting a meaningful Veterans ceremony earlier in the evening.

b. Town Attorney

c. Town Clerk

d. Other Staff

12. OTHER BUSINESS

a. Mayor and Council Comments

Council Member Casey thanked Mayor Pro Tem Sims for a great event at tonight's presentation tonight. He thanked the Clayton High School Marching Band for a great season and spoke about Clayton High's win over Cleveland. Council Member Anderson echoed his thoughts on tonight's presentation from Mayor Pro Tem Sims. Council Member Archer thanked Mayor Pro Tem Sims for the last 4 years together. Mayor McLeod stated the Town is very appreciated for his service and his involvement with the Town. He reminded all to get out and vote tomorrow.

13. CLOSED SESSION

14. ADJOURNMENT

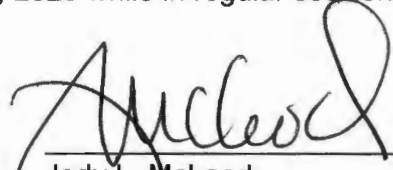
a. Adjourn

With nothing further, the meeting was adjourned at 6:33 p.m.

Motion To Adjourn

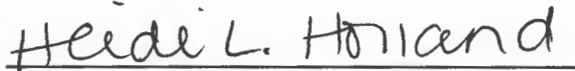
RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Duly Adopted by the Town Council on Monday, May 18, 2026 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, MMC, NCCMC
Town Clerk

