



**Town of Clayton**  
**Town Council Regular Meeting Minutes**  
**Monday, June 15, 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 Jody McLeod  
Mayor Pro Tem Andria Archer  
Council Member Ruth Anderson  
Council Member Porter Casey  
Council Member Amanda Underwood  
Council Member Gretchen Williams

**Council Absent:**

**Staff Present:**

Rich Cappola, Town Manager  
Jim Cauley, Town Attorney  
Dolores Gill, Chief of Staff and Strategic Initiatives  
Greg Tart, Police Chief  
David Ranes, Fire Chief  
Nathanael Shelton, Communication Director  
Michelle Snyder, Asst. to Town Manager  
Todd Riddick, Parks and Rec. Director  
Lauren Lambert, Special Events & Marketing Coordinator  
Conrad Olmedo, Planning Director  
Ann Game, Revenue and Utility Customer Service Director  
Laney Taylor, Budget and Performance Fellow

**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 provided the Pledge of Allegiance.

- c. Invocation

Mayor McLeod led the Invocation.

**2. ADJUSTMENT OF THE AGENDA**

- a. Adoption of Agenda

Mr. Cappola adjusted the agenda to remove item 3d. Resolution to Accept Public Utilities into One-Year Warranty in The Town of Clayton Public Utility System for Maintenance - Country Lane Phase 1A from the Consent Agenda and to remove 13a. Closed Session items.

### Adoption of Agenda as Adjusted

|                |                                                                                 |
|----------------|---------------------------------------------------------------------------------|
| <b>Result:</b> | <b>Passed 5-0</b>                                                               |
| <b>Mover:</b>  | Andria Archer                                                                   |
| <b>Second:</b> | Ruth Anderson                                                                   |
| <b>Yes:</b>    | Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                                                            |
| <b>Absent:</b> |                                                                                 |

### 3. CONSENT AGENDA

The agenda was adjusted to remove item Resolution to Accept Public Utilities into One-Year Warranty in The Town of Clayton Public Utility System for Maintenance - Country Lane Phase 1A from the consent agenda.

### Adoption of Consent Agenda as Adjusted

|                |                                                                                 |
|----------------|---------------------------------------------------------------------------------|
| <b>Result:</b> | <b>Passed 5-0</b>                                                               |
| <b>Mover:</b>  | Andria Archer                                                                   |
| <b>Second:</b> | Gretchen Williams                                                               |
| <b>Yes:</b>    | Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                                                            |
| <b>Absent:</b> |                                                                                 |

- a. Minutes
  - May 18, 2026 - Regular Meeting
  - June 1, 2026 - Closed Session

**Presenter:**  
Heidi Holland, Town Clerk
- b. Approval of First Amendment to Zone A Infrastructure Reimbursement Agreement – Copper District

**Presenter:**  
Joshua Baird, Water Resources Director
- c. Approval of Third Amendment to Water Tower Option and Put Agreement – Copper District

**Presenter:**  
Joshua Baird, Water Resources Director
- d. Designating a Temporary Acting Clerk for the Town of Clayton

**Presenter:**

Michelle Snyder, Assistant to the Town Manager

- e. Budget Amendments to Comply with the Local Government Budget and Fiscal Control Act for Yearend Closeout Purposes

**Presenter:**

Robert McKie, Finance Director

- f. Capital Improvement Plan FY2027

**Presenter:**

Christopher Gallant, Capital Program Manager

- g. Noise Ordinance Variance Permit

**Presenter:**

Greg Tart, Police Chief

- h. 2026-17-ANX Stotan Crossings Annexation - Resolution to Authorize Clerk to Investigate Sufficiency

**Presenter:**

Robert Tate, Senior Planner

- i. 2026-17-ANX Stotan Crossings Annexation - Certificate of Sufficiency

**Presenter:**

Heidi Holland, Town Clerk

- j. 2026-17-ANX Stotan Crossings Annexation - Resolution to Schedule Public Hearing

**Presenter:**

Robert Tate, Senior Planner

#### 4. ADMINISTRATIVE ITEMS

- a. Clayton4U
  - Planning a Special Event

**Presenter:**

Nathanael Shelton, Communication Director

Mr. Shelton shared tonight's episode which discussed the process of planning a special event with the Town.

#### 5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. National Parks and Recreation Month Proclamation

**Presenter:**

Council Member Underwood

Council Member Underwood read the proclamation and presented to Parks and Recreation staff.

Mr. Riddick invited the community to attend the annual Popsicles in the Park event, which would be held at Municipal Park on July 23 from 11:00 a.m. to 1:00 p.m. The event will feature games and refreshments, including popsicles.

Ms. Lambert provided an update on the July 3 fireworks presentation. Due to ongoing construction at the high school, the fireworks will be launched from Clayton Middle School. Town staff has worked closely with police, fire personnel, and the fireworks company to identify

a suitable alternative location. For safety reasons, spectators will not be permitted on Clayton Middle School property and access will be limited to event staff, public safety personnel, and the fireworks operators.

Recommended viewing locations will include Clayton Community Park, where designated areas will be available for both parking and viewing, including the three ball fields. Christ the King Church has also agreed to provide its parking lot for parking and its back soccer field as an additional viewing area. Town staff will be present at these locations to assist attendees.

Ms. Lambert also highlighted new accessibility accommodations for the event. The Town's Inclusive and Adaptive Programmer will be stationed at Community Park and will provide sensory kit bags containing items such as fidget toys, earplugs, and other calming resources. Noise-reducing headphones will also be available for checkout, with additional details to be provided. The fireworks show will begin at 9:15 p.m., she encouraged the community to attend.

b. Retirement Recognition (Ann Game)

**Presenter:**

Rich Cappola, Town Manager

Mr. Cappola presented remarks recognizing Ms. Game's retirement and her many years of dedicated service to the Town of Clayton and the State of North Carolina. He stated he had the privilege of working alongside Ms. Game for the previous nine years and had witnessed firsthand the tremendous impact she made on both the organization and the community. She has served nearly 20 years as the Town's Utility Billing and Customer Service Director, where she led one of the Town's most visible public-facing departments and consistently ensured residents received responsive, professional, and compassionate service.

She successfully guided the department through changing technologies and evolving customer expectations while continually improving operations and customer service. He stated her contributions extended well beyond her job responsibilities, describing her as a mentor, teacher, volunteer, and community leader. He highlighted her service as a Johnston Community College trustee, her leadership roles with local chambers of commerce, her support of economic development initiatives, and her volunteer work with organizations including Meals on Wheels and Second Chance Pet Adoptions. He also noted her commitment to mentoring students and developing future leaders throughout Johnston County and within the Town organization.

Mr. Cappola remarked that Ms. Game consistently invested in people, whether assisting residents, mentoring colleagues, or supporting community organizations. He stated employees across the organization frequently credited Ms. Game with encouraging, teaching, and supporting them throughout their careers. He recognized the members of her department and acknowledged their contributions and the close working relationships they shared with her.

Ms. Game's success as a leader was reflected in the many individuals she mentored and inspired throughout her career. As she prepared to retire, her legacy would be measured not only by the programs she improved and the department she led, but also by the countless lives she touched along the way. Mr. Cappola thanked her for her extraordinary service to the Town of Clayton and for the lasting contributions she made to the community.

During the recognition ceremony, it was announced that Governor Josh Stein had awarded Anne the Order of the Long Leaf Pine, one of North Carolina's highest honors for exemplary service and exceptional contributions to the state. The award was presented in recognition of her lifelong commitment to public service and her positive impact on the citizens of North Carolina. Town leadership expressed appreciation for Ms. Game's stewardship of public resources and her dedication to assisting residents with professionalism and care.

Ms. Game thanked her family, Town leadership, and current and former colleagues for their support throughout her career. She expressed gratitude for the opportunity to serve the Town of Clayton, describing her nearly 20 years with the organization as an incredible experience. She also praised the staff she was leaving behind, stating one of her goals had been to leave the organization better than she found it and that she believed that goal had been accomplished. Council extended their congratulations and best wishes for her retirement and future endeavors.

## 6. PUBLIC HEARINGS

- a. Unified Development Ordinance Text Amendments (UDOTA 1-26)

**Presenter:**

Conrad Olmedo, Planning Director

Mr. Olmedo presented the first Unified Development Ordinance (UDO) text amendment package of the year, identified as UDOTA 1-26. This represented the sixth round of text amendments since the adoption of the UDO; nine proposed amendments were included in the package. The amendments had previously been reviewed by the Planning Board on May 26, 2026 and presented to the Town Council during the June 1, 2026 Work Session.

Mr. Olmedo summarized the proposed amendments, which included updates related to split-jurisdiction properties, special use permit expirations, application resubmittal timelines, home occupations, temporary construction office parking, changes of use within downtown zoning districts, streetlight placement standards, alternative plan formatting, and corrections to sign regulations graphics. Several of the amendments were necessary to align the Town's regulations with recent state legislation, including House Bill 926 and applicable North Carolina General Statutes.

Mr. Olmedo stated approximately 44 properties could be affected by the split-jurisdiction provisions. He explained when a property is divided between two jurisdictions and no mutual agreement exists, state law requires the jurisdiction containing the majority of the property to serve as the governing authority. He also discussed the amendment related to home occupations, stating staff had previously issued a policy interpretation and temporary permit while the ordinance amendment moved through the review process. Regarding streetlight standards, he stated the proposed spacing of 250 feet on center was consistent with industry standards and practices used by comparable municipalities, with streetlights generally installed in an alternating pattern along the roadway.

If approved, the amendments would be incorporated into the UDO and made effective immediately.

During Council discussion, comments were made regarding the amendment affecting denied applications and the reduction of waiting periods before applicants could resubmit proposals.

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

### Adoption of Ordinance #2026-06-01 with Motion 1 in Consistency Statement

|                |                   |
|----------------|-------------------|
| <b>Result:</b> | <b>Passed 5-0</b> |
| <b>Mover:</b>  | Andria Archer     |
| <b>Second:</b> | Porter Casey      |

|                |                                                                                 |
|----------------|---------------------------------------------------------------------------------|
| <b>Yes:</b>    | Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                                                            |
| <b>Absent:</b> |                                                                                 |

b. Town of Clayton FY2026-27 Budget  
*(Continued from the May 18 and June 1, 2026 Meetings)*

**Presenter:**

Rich Cappola, Town Manager

Mr. Cappola presented updates regarding the proposed Fiscal Year 2026–2027 budget and continued the public hearing process that had begun at previous Council meetings. He outlined the extensive budget development timeline, stating the process began with mid-year budget discussions and included Council retreats, work sessions, quarterly budget updates, public engagement opportunities, capital improvement planning, utility rate studies, budget presentations, and public hearings. The proposed budget was the result of months of planning, analysis, and collaboration among staff, Council, and the community.

Mr. Cappola reviewed several budget-related topics, including financial accountability measures, utility rate models, capital planning, and departmental budget management. He stated department directors managed their budgets within established appropriations and participated in regular reviews with the Budget and Finance Departments to monitor expenditures, identify changing needs, and maintain compliance with adopted budget limits. He also described the Town's procurement and financial control processes, noting that purchases were subject to multiple levels of review and approval to ensure compliance with state laws, purchasing policies, and budget requirements.

Mr. Cappola provided an overview of the Town's utility rate-setting process and explained that rate models considered operational costs, capital improvement needs, debt service obligations, reserve requirements, and long-term financial sustainability. He stated recent increases in power purchase costs from Duke Energy and wholesale water costs from Johnston County had significantly influenced proposed utility rate adjustments. He explained that large infrastructure investments, including wastewater and future water supply projects, required careful planning to maintain service levels and the Town's strong financial position.

He addressed questions regarding utility rate structures, particularly the differences between in-town and out-of-town customers. He stated state law required rate classifications to be reasonable and connected to the actual cost of providing service. He stated the Town currently charged out-of-town customers approximately 1.25 times the in-town rate and stated future cost-of-service studies would provide additional information regarding potential adjustments. He stated that both an overall municipal cost-of-services study and a water and sewer cost-of-service study were underway and expected to be completed later in the year, providing Council with additional information for future policy decisions.

During Council discussion, questions were raised regarding the Town's use of base budgeting. Mr. Cappola stated the budgeting approach relied on historical spending trends and ongoing monitoring to streamline budget development while maintaining accountability. He also stated staff reviewed spending patterns throughout the year, evaluated departmental requests, and required justification for new funding proposals. Departments with recurring underspending were subject to budget adjustments, and that expenditures, service levels, and operational needs

were regularly reviewed to ensure efficient use of public funds.

Mr. Cappola stated the proposed budget reflected professional analysis, community input, Council guidance, and long-term planning. The budget was designed to address continued growth, rising operational costs, infrastructure demands, and service expectations while maintaining the Town's financial health. He stated difficult financial decisions were often necessary to ensure sustainable service delivery and that communities which proactively addressed costs and infrastructure needs were better positioned for long-term success.

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

Council discussed the budget process, utility rates, financial transparency, and opportunities for future adjustments. Mayor McLeod stated the budget remained subject to amendment during the fiscal year if conditions warranted changes. Council expressed appreciation for the extensive public engagement process, the detailed review undertaken by staff, and the months of work invested in developing the proposed budget. Several members stated they believed the budget represented a responsible and financially sound plan that balanced service delivery, infrastructure needs, and fiscal stewardship while avoiding an increase in the property tax rate.

#### **Adoption of Ordinance #2026-06-02 & #2026-06-04**

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| <b>Result:</b>   | <b>Passed 4-1</b>                                             |
| <b>Mover:</b>    | Andria Archer                                                 |
| <b>Seconder:</b> | Ruth Anderson                                                 |
| <b>Yes:</b>      | Andria Archer, Ruth Anderson, Porter Casey, Gretchen Williams |
| <b>No:</b>       | Amanda Underwood                                              |
| <b>Absent:</b>   |                                                               |

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

#### **8. OLD BUSINESS**

#### **9. NEW BUSINESS**

#### **10. PUBLIC COMMENTS**

Micah Patterson raised concerns regarding the Town's use of Flock safety cameras. He cited reports of alleged misuse of the technology by law enforcement personnel and others, including concerns related to privacy, data security, unauthorized access, and the accuracy of artificial intelligence-assisted license plate recognition systems. Mr. Patterson referenced incidents reported in other jurisdictions involving improper use of camera data and questioned the company's accountability and cybersecurity practices. He requested that the Town conduct an audit of all uses of the Flock camera system and consider terminating its contract with the company and removing the cameras.

## 11. STAFF REPORTS

### a. Town Manager

Mr. Cappola thanked Council and staff for their extensive work throughout the Fiscal Year 2026–2027 budget process and expressed appreciation for the diligence and information provided to support budget adoption. He stated staff would continue working to close out Fiscal Year 2025–2026 before beginning implementation of the new fiscal year budget.

He stated Town offices would be closed in observance of Juneteenth on Friday, June 19 and again on July 3 for the Independence Day holiday. He reminded Council there would be no meeting on the first Monday in July and the next Council work session would be held on July 20, 2026.

### b. Town Attorney

### c. Town Clerk

### d. Other Staff

#### 1) Lead For North Carolina (LFNC) Year in Review

##### **Presenter:**

Laney Taylor, Budget and Performance Fellow

Ms. Taylor provided an overview of her experience as a Lead for North Carolina Fellow and reflected on her time with the Town as her fellowship approached its conclusion. She highlighted the extensive training provided through the program and noted the importance of preparing the next generation of local government professionals as many current public servants approach retirement eligibility.

Ms. Taylor discussed her work within the Town's Budget Office and expressed appreciation for the mentorship and support she received from Town staff. She described her involvement in budget development, financial analysis, community engagement initiatives, performance measurement, and other organizational projects. She shared that she had the opportunity to shadow numerous Town departments and gain firsthand insight into municipal operations and service delivery.

Ms. Taylor praised Town employees for their dedication to the community and stated their commitment to service was evident in both daily operations and organizational culture. She thanked Council and staff for their support and for investing in fellowship opportunities that help develop future public sector leaders.

Council and staff commended Ms. Taylor for her contributions, professionalism, and accomplishments during her fellowship. They expressed appreciation for her work with the Town and wished her continued success in her future career endeavors. Mr. Cappola recognized Ms. Taylor's positive impact on the organization and encouraged her to consider future opportunities with the Town of Clayton.

## 12. OTHER BUSINESS

### a. Mayor and Council Comments

Mayor Pro Tem Archer requested that the citizen who spoke during public comment regarding the Flock camera system speak with her following the meeting to further discuss the concerns raised.

Council Member Casey expressed appreciation for the success of the Square-to-Square event

and thanked those involved in making the event possible. Council Member Williams commented on her enjoyment of the Fire Department's retirement breakfast and the Juneteenth celebration, noting both events were well attended and meaningful to the community. Mayor McLeod stated positive feedback has been received regarding the annual Fire Department versus Police Department softball game and commended both departments for their participation and community engagement.

### 13. CLOSED SESSION

- a. To Discuss a Legal Matter in Accordance with NC GS 143-318.11(a)(3), Discuss Economic Development in Accordance with NC GS 143-318.11(a)(4), and Real Property in Accordance with NC GS 143-318.11(a)(5)

This item was removed from the agenda.

### 14. ADJOURNMENT

- a. Adjourn

With nothing further, the meeting was adjourned at 7:57 p.m.

#### Motion To Adjourn

|                |                                                                                 |
|----------------|---------------------------------------------------------------------------------|
| <b>Result:</b> | <b>Passed 5-0</b>                                                               |
| <b>Mover:</b>  | Porter Casey                                                                    |
| <b>Second:</b> | Ruth Anderson                                                                   |
| <b>Yes:</b>    | Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams |
| <b>No:</b>     | None                                                                            |
| <b>Absent:</b> |                                                                                 |

Duly Adopted by the Town Council on Monday, August 3, 2026 while in regular session.

  
\_\_\_\_\_  
Andria Archer  
Mayor Pro Tem

#### ATTEST:

  
\_\_\_\_\_  
Heidi L. Holland, MMC, NCCMC  
Town Clerk

