



Town of Clayton
Town Council Regular Meeting Agenda
Monday, December 1, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
<https://www.youtube.com/TownofClaytonNC>

NO WEAPONS ALLOWED INSIDE COUNCIL CHAMBERS.

1. CALL TO ORDER

- a. Call to Order
- b. Pledge of Allegiance
Presenter: Clayton Fire Department Honor Guard will provide the Color Guard and lead the Pledge of Allegiance
- c. Invocation

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - September 2, 2025 - Regular Session
 - September 2, 2025 - Work Session
 - October 20, 2025 - Regular Session
 - November 17, 2025 - Regular Session
 - November 17, 2025 - Closed Session*Presenter:* Heidi Holland, Town Clerk
[September 2, 2025 - Regular Session](#)
[September 2, 2025 - Work Session](#)
[October 20, 2025 - Regular Session](#)
[November 17, 2025 - Regular Session](#)
- b. Update to Code of Ordinances Chapters 30, 31, 32, and 36
Presenter: Heidi Holland, Town Clerk
[Update to Code of Ordinances Chapters 30, 31, 32, and 36](#)
- c. OSBM Grant Agreement
Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager
[Resolution #2025-128](#)
- d. Municipal Records Retention and Disposition
Presenter: Heidi Holland, Town Clerk
[Resolution #2025-91](#)
- e. Consideration of Agreements Related to Infrastructure and Easements at The Copper District Development (*Subject to Final Legal Review*)

Presenter: Rich Cappola, Town Manager
[Second Amendment to Option and Put Agreement](#)
[Town Temporary Access Easement](#)
[DRAFT - Permanent Utility Easement - Copper Land Access Road Utilities](#)
[Zone A Infrastructure Reimbursement Agreement](#)

- f. Awarding Badge and Service Weapon to Retiring Police Officer (Robert Moyer)
Presenter: Greg Tart, Police Chief
[Resolution #2025-125](#)
- g. Town Council Rules of Procedure
Presenter: Heidi Holland, Town Clerk
[Town Council Rules of Procedure RED LINE 2025](#)
[Town Council Rules of Procedure CLEAN 2025](#)
[Resolution #2025-126](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
 - Christmas in Clayton*Presenter:* Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Harvest Festival Update
Presenters: Dana Wooten and Maria Smith, Clayton Chamber of Commerce
- b. North Carolina Public Relations Society of America 2025 InSpire Awards
Presenter: Dolores Gill, Chief of Staff and Strategic Initiatives
[North Carolina Public Relations Society of America 2025 InSpire Awards](#)
- c. Clayton High School Project
Presenter: Johnston County Public Schools

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

9. ORGANIZATIONAL MEETING

- a. Recognition of Outgoing Council Member
 - Mayor Pro Tem Michael Sims*Presenter:* Mayor McLeod
- b. Swearing-In of Reappointed and Newly Elected Council Members
 - Andria Archer - Oath Issued by Council Member Gretchen Williams
 - Porter Casey - Oath Issued by Senator Benton Sawrey
 - Amanda Underwood - Oath Issued by The Honorable Addie Rawls

10. RECESS AND RECEPTION (30 MINUTES)

- a. Recess the Meeting

POTENTIAL ACTION: Motion To Recess

- b. Return to Regular Session

11. MAYOR PRO TEM SELECTION AND COUNCIL APPOINTMENTS

- a. Nomination and Selection of Mayor Pro Tem
POTENTIAL ACTION: Motion To Appoint Mayor Pro Tem Nomination
- b. Council Liaison to Advisory Board and Committee Assignments
Presenter: Mayor McLeod

12. NEW BUSINESS

13. PUBLIC COMMENTS

14. OTHER BUSINESS

- a. Mayor and Council Comments

15. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff

16. CLOSED SESSION

17. ADJOURNMENT

- a. Adjourn
POTENTIAL ACTION: Motion To Adjourn

INFORMATION FOR THE PUBLIC

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.

7. QUASI-JUDICIAL HEARINGS

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself. Staff is available to assist with inquiries from citizens.

13. PUBLIC COMMENTS

RULES FOR PERSONS ADDRESSING TOWN COUNCIL

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
- Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.