



Town of Clayton
Town Council Regular Meeting Minutes
Monday, December 1, 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 Member Amanda Underwood

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
David Ranes, Fire Chief
Robert McKie, Jr., Finance Director
Nathanael Shelton, Communication Director
Sam Johnson-Phillips, Deputy Town Clerk
Lydia Davis, Communication & Marketing Specialist
Emily Stoll, Communication Specialist
Josh Propst, Digital Communication Specialist
Daniel Bizzell, Visual Communication Specialist

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 6:02 p.m.

b. Pledge of Allegiance

Presenter: Clayton Fire Department Honor Guard will provide the Color Guard and lead the Pledge of Allegiance

Clayton Fire Department Honor Guard provided the Color Guard and led the Pledge of Allegiance.

c. Invocation

Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a. There were no adjustments to 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

- b. Update to Code of Ordinances Chapters 30, 31, 32, and 36 ***(Requested to be removed from Consent Agenda and put on the December 15, 2025 agenda for discussion)***

Presenter: Heidi Holland, Town Clerk

- c. OSBM Grant Agreement

Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager

- d. Municipal Records Retention and Disposition

Presenter: Heidi Holland, Town Clerk

- e. Consideration of Agreements Related to Infrastructure and Easements at The Copper District Development ***(Subject to Final Legal Review)***

Presenter: Rich Cappola, Town Manager

- f. Awarding Badge and Service Weapon to Retiring Police Officer (Robert Moyer)

Presenter: Greg Tart, Police Chief

- g. Town Council Rules of Procedure

Presenter: Heidi Holland, Town Clerk

Council Member Casey requested to remove item 3b. off the consent agenda and bring back at the December 15, 2025 meeting for discussion.

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

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U

- Christmas in Clayton

Presenter: Nathanael Shelton, Communication Director

Mr. Shelton shared the final episode of Season 2, Christmas in Clayton.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Harvest Festival Update

Presenter: Dana Wooten and Maria Smith, Clayton Chamber of Commerce

Dana Wooten, Maria Smith, and Valerie Mullins provided an update on the Harvest Festival. They thanked the Town for their continued support and partnership with the 4-day festival. This event welcomed 29,800 attendees and hosted 300 vendors on Saturday. Next year the Chamber would be partnering with NC State to conduct the 2nd Economic Impact Study for the 2026 Harvest Festival which also marks the 75th Anniversary of the festival.

b. North Carolina Public Relations Society of America 2025 InSpire Awards

Presenter: Dolores Gill, Chief of Staff and Strategic Initiatives

Ms. Gill recognized our Communication Department which includes Nathanael Shelton, Josh Propst, Emily Stoll, Daniel Bizzell, and Lydia Davis. Mr. Shelton and his team work tirelessly with the day-to-day operations of the Town from helping with technical issues with staff to social media posts to press releases. The team submitted four submissions to the North Carolina Public Relations Society of America 2025 InSpire Awards and won in four categories.

The department received the top ranking Inspire Award in four categories, including Media Relations for the Media Training Program, an in-house initiative that prepares Town leadership to communicate clearly and confidently during interviews and other external communication opportunities, Creative Tactics for the "Treat Yo Self" – Self Care Day Campaign, a playful video campaign encouraging residents to rediscover a variety of Downtown Clayton destinations, Integrated Communications for the Downtown Clayton Social District Campaign, a coordinated digital, print, and outreach campaign supporting the launch of Clayton's Social District, and Public Affairs/Public Service for the Clayton4U Educational Video Series, an ongoing in-house series converting complex government topics into under-90-second videos. This was the second highest number of awards presented at this annual event.

Mayor McLeod stated the awards speak for themselves; this was well deserved. Mayor Pro Tem Sims stated as he ends his tenor, he is proud of the work they have done.

c. Clayton High School Project

Presenter: Johnston County Public Schools

Superintendent of Johnston County Public Schools David Pierce, Board Member Jeff Sullivan, and Principal of Clayton High School Melissa Hubbard, as well as members of the Barnhill Team were present to speak on this project. In the next few days, the high school renovation would begin. Eric Miller with

Barnhill spoke about the design. Shared was a site plan which showed a new baseball building with press box, new storage building with toilets, new home and visitor grandstands, new practice field with track and field amenities, and a new softball field with a new softball building and press box.

Shared were floor plans of all three levels. This project would be constructed in two phases. The first phase would construct the new school while the existing school maintains occupancy and stays in operation. At the completion of phase 1, the new building would be used and complete demolition of the existing school and finish off the remaining site work.

The final GMP was set October 17, 2025 and look forward to a notice to proceed December 16, 2025. In phase 1, the home grandstands are scheduled for completion by May of 2026 with the main building being completed by the end of November 2027. The demo of the exiting gym would run March to July 2026. Phase 2 construction would begin January 2028 and run through August 2028.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

9. ORGANIZATIONAL MEETING

a. Recognition of Outgoing Council Member

- Mayor Pro Tem Michael Sims

Presenter: Mayor McLeod

Mayor McLeod asked those that wanted to make comments to recognize Mayor Pro Tem Michael Sims. Greg Tart Police Chief, Chamber of Commerce President Dana Wooten, Representative Donna White, Barry Alston Inspections Director, Kay Johnson with the Harbor of Johnston County, members of the community, and family members spoke, recognized, and congratulated Mr. Sims. Mayor McLeod expressed his complete sincere and total gratitude for his leadership and thanked him for the awesome work he has done, not just during this four-year stint, but all his past works. Council Member Archer stated he puts the best interest of the community first. She compiled a list of accomplishments and civic duties he has achieved and participated in over the years. Council Member Anderson thanked him for being him; true blue steadfast and commits to what he commits to. Council Member Porter stated he has been passionate about the community and his beliefs and stated he has learned a lot from him. Council Member Williams thanked him for being who is truly is, she has enjoyed working alongside him for the past two years. She thanked him for standing on what's right for the

community. Mr. Cappola stated he knows Mr. Sims would continue to be a huge part of the community.

Mr. Sims spoke and shared stories of the last four years. He stated if you can do anything, look at what you can do for others, that is the biggest part and the start of being a leader. He thanked the Town of Clayton and everyone that came tonight.

- 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

Reappointed and newly elected council members were administered their oaths. Andria Archer's oath was issued by Council Member Gretchen Williams, Porter Casey's oath was issued by Senator Benton Sawrey, and Amanda Underwood's oath was issued by The Honorable Addie Rawls.

10. RECESS AND RECEPTION (30 MINUTES)

- a. Recess the Meeting

The meeting was recessed at 7:19 p.m. for a 30-minute reception.

- b. Return to Regular Session

11. MAYOR PRO TEM SELECTION AND COUNCIL APPOINTMENTS

- a. Nomination and Selection of Mayor Pro Tem

Council Member Williams motioned to nominate Council Member Archer for the Mayor Pro Tem position; seconded by Council Member Anderson.

Motion To Appoint Mayor Pro Tem Nomination

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

- b. Council Liaison to Advisory Board and Committee Assignments
Presenter: Mayor McLeod

Mayor McLeod announced the Council Liaison's to the Advisory Boards and Committees as follows:

Board of Adjustment, Ruth Anderson

Downtown Development Advisory Board, Porter Casey
Fire Department Advisory Board, Amanda Underwood
Library Advisory Board, Gretchen Williams
Planning Board, Andria Archer
Public Art Advisory Board, Porter Casey
Parks and Recreation Advisory Board, Amanda Underwood
Triangle J COG (Now Central Pines Regional) – Delegate, Ruth Anderson
Triangle J COG (Now Central Pines Regional) – Alternate, Jody McLeod
NC League of Municipalities – Delegate, Jody McLeod
CAMPO – Primary, Porter Casey
CAMPO – Alternate 1, Andria Archer
CAMPO – Alternate 2, Gretchen Williams
ElectriCities – Commissioner, Ruth Anderson
ElectriCities – 1st Alternate, Matt Proctor
ElectriCities – 2nd Alternate, Rich Cappola
ElectriCities – Rate Committee Member, Matt Proctor
ElectriCities – Rate Committee Alternate, Ann Game

12. NEW BUSINESS

13. PUBLIC COMMENTS

- a. John Scarpa congratulated the newest member of Council, Ms. Underwood, as well as Council Member Casey and Council Member Archer.

14. OTHER BUSINESS

- a. Mayor and Council Comments

15. STAFF REPORTS

- a. Town Manager

Mr. Cappola welcomed Ms. Underwood to the board and welcomed back Council Member Casey and Council Member Archer. He stated the first Work Session was livestreamed today; these would be livestreamed moving forward.

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

16. CLOSED SESSION

17. ADJOURNMENT

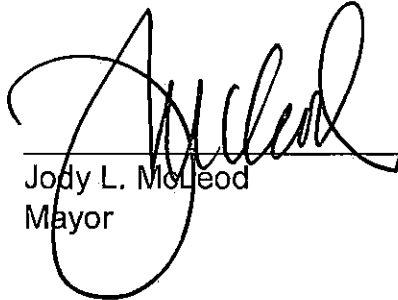
- a. Adjourn

With nothing further, the meeting was adjourned at 8:07 p.m.

Motion To Adjourn

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

Adopted by the Town Council this 15th day of December 2025 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, MMC, NCCMC
Town Clerk

