



Minutes for June 6, 2018 Town of Webster Board Meeting

The Board of Commissioners for the Town of Webster met for a public hearing at Webster Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the public hearing at 5:00 pm.

Members Present: Mayor Tracy Rodes; Commissioners Billie Jo Bryson, Danell Moses, Allan Grant, and Rick Fulton

Members Absent: Vice-Mayor LeighAnne Young

Others Present: Will Morgan, Smith & Morgan Attorneys; Joyce Pope, Town Clerk; Louise Stephens, Webster property owner; Larry Phillips, and Kenny Buchanan, Town Residents.

PUBLIC HEARING TO PRESENT TOWN BUDGET

Commissioner Billie Bryson read the budget letter. Town Clerk Joyce Pope presented the proposed draft budget.

Town resident Larry Phillips asked if the Fire Department cost would be going up in the event they wish to improve their new facilities. The board stated that they are not aware of any increase in fees due to improvements planned by the Sylva Fire Department. Mayor Rodes stated that the Liability insurance will be at least \$13 over the \$1200 allocated in the new budget. Rick Fulton suggested leaving the number alone and amending the budget when the actual bill comes in.

No other questions were asked, nor were other public comments made.

No action was taken.

MOTION: Commissioner Moses made a motion to adjourn the public meeting 5:17pm. Motion was seconded by Commissioner Rick Fulton. Motion carried.

TOWN OF WEBSTER REGULAR BOARD MEETING

The Board of Commissioners for the Town of Webster met for their regular monthly meeting at the Webster Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:17 p.m.

Approval of Agenda

The board reviewed the agenda.

MOTION: Commissioner Fulton moved to approve the agenda. Commissioner Grant seconded. Motion carried.

Approval of Minutes from May 2, 2018

The board reviewed the minutes from the May 2, 2018 Town meeting.

MOTION: Commissioner Fulton made a motion to approve the minutes. Grant seconded. Motion carried.

Consent Agenda

Town Clerk / Finance Officer Joyce Pope presented the reconciliation report and budget report for period ended May 31, 2018.

The opening Town general fund balance was:	\$73,216.42
Deposits totaled:	\$ 3,350.76
Cleared checks and payments totaled:	\$ 4,195.97
Ending Town balance:	\$68,212.70
12 month CD balance:	\$ 25 197.06
48 month CD balance:	\$ 37,823.87

MOTION: Commissioner Fulton made a motion to approve the consent agenda. Commissioner Bryson seconded. Motion carried.

Administrative Reports

The board had received the Mayor's report via email.

- Mayor Rodes stated that she is working with NCDOT on the sidewalk buckling and will borrow or purchase traffic cones to better mark the currently damaged sidewalk.
- Website: Sarah Thompson with Southwestern Commission referred Nathan Thornton to the Town to consider him to work on the Town's website.
- Bears have been seen in Webster and a post regarding how residents can discourage bear activity has been made on the Town's Facebook page.
- Mayor Rodes purchased two "No Loitering" signs and has affixed them to the gates of the cemetery because used syringes have been found in that area. Rodes suggested that the cemetery board may want to consider adding a "community watch" type sign in the cemetery area.
- Apartment update: we have two students who want to rent the apartment. Mayor Rodes will interview the candidates.
- Mayor Rodes has emailed the Planning Board to set up a meeting to begin a process to finish the land use guide.

Council Members' Reports

Commissioner Grant reported that he attended a Jackson County Parks and Recreation meeting on May 24. He reported:

- JCPR is still negotiating an easement with several families for additions to the greenway.
- JCPR has spent a lot of money on the bath house for the Sylva public pool and plans to be open 6/8. There are leaks in the roof panels being corrected by the installer.
- The Cashiers' pool had a clogged drainage pipe and a sinkhole near the bathhouse causing a delay in opening.
- JCPR is searching for a park location in Whittier, and additional locations for pocket parks. Grant has suggested a Webster site for a pocket park. JCPR will consider that location if the ballpark is moved at some time in the future. Fulton asked for specifics on requirements for a pocket park. Grant did not have specifics available on what the county is looking for in order to establish a pocket park.
- The JCPR facilities have robust membership and actual check-ins to the facilities. Use of the county sites is increasing.

Town Resident Larry Phillips stated that the high school is no longer looking at moving the softball field to the school due to security concerns and that there is a possibility of Fairview School being converted to a Middle School. Mayor Rodes added that NCDOT will be analyzing the traffic flow and possible alternative routes on Fairview road in the future. The board discussed the NCDOT plans recently published regarding NC107. Phillips also suggested trying to work with local NCDOT to see if we can get any assistance with the sidewalks.

New Business

1. **Sidewalk Damage on Hwy 116.** The board discussed the sidewalk damage on Highway 116, and cannot act until information is received NCDOT regarding whether they will repair it. Mayor Rodes has contacted DOT and expects to hear back from them before the July meeting.
2. **Policy to add Board Approved Amount at Fiscal Year End for Sidewalks.** Mayor Rodes distributed a draft of a policy for funds to be moved to the sidewalk fund. It has been the practice of the Town to try to accumulate funds for the future repair needs of the Town sidewalks. The Mayor asked the Commissioners to consider creating a policy.
3. **Sidewalk and Repair Funds Line Item Adjustments.** Commissioner Fulton suggested waiting to hear from NCDOT before addressing this issue. Rodes and Bryson concurred.
4. **Website proposal from Nathan Thornton.** Mayor Rodes presented a proposal from Nathan Thornton to redesign and manage a new website for the Town. The quote included an ADA compliant plug-in, repairing broken links on the minutes prior to 2016, five years of archived minutes, agendas, regular weekly backups, upgrades, more security, new photos, and all associated fees for a discounted price. The board decided not to contract for website work at this time, and directed staff to call Square Space to find out how to fix the broken links.
MOTION: Allan Grant made a motion to handle the website in-house. Commissioner Fulton seconded. Motion carried.
5. **Vote to roll CD over.** The Town's 12-month CD is renewing this week. The current interest rate is 0.41%. Entegra Bank is offering a special 11-month CD rate of 1.5%. The board voted to move the 12-month CD to the 11-month CD.
MOTION: Commissioner Fulton moved; Commissioner Grant seconded. Motion carried.
6. **Adjust/Approve FY 2018-2019 Proposed Budget.**
MOTION: Commissioner Bryson made a motion to approve the budget as presented. Grant seconded. Motion carried.
7. **Community Watch Signs for Webster Cemetery Gates.** This was discussed in the Mayor's report
8. **Discuss Webster Subdivision Ordinance and Jackson County's MHDO.** Mayor Rodes asked to strike agenda item eight, "Discussion of Jackson County's Mountain and Hillside Development Ordinance." Rodes would like the planning board to address a Webster Subdivision Ordinance and to discuss the possibility of adopting in the Jackson County MHDO. The only subdivision in Webster at this time is Holly Walk on Buchanan Loop. Resident Kenneth Buchanan brought to the Board's attention that a home currently under construction does not meet the setback requirements of the permit that the builder received. Mayor Rodes has spoken with Jackson County Zoning about this property and was told that the setback issue had been resolved by the builder modifying his plans. Mr. Buchanan has spoken with John Jeleniewski in Zoning, who said he had spoken with the builder, and indicated they were now in compliance regarding setbacks. Mr. Buchanan disagrees and feels the owner should seek a variance. Mr. Morgan and Fulton stated that Jackson County Planning/ Zoning Department are responsible for handling this issue as per our Interlocal agreement. Mr. Morgan will follow up with Mr. Jeleniewski, who is out of town until June 11. Mayor Rodes has also spoken with Mike Poston, and will follow up by contacting Mr. Buchanan with any additional information.
9. **Approve Burleson & Earley Audit Contract & Engagement Letter.** The contract is for the same amount as last year (\$5,000).
MOTION: Commissioner Bryson made a motion to approve the contract. Commissioner Moses seconded. The motion carried with three in favor and one opposed.
MOTION: Moses made a motion to add agenda item 10. Grant seconded.
10. **Establish policies for sidewalk funds reflected in the budget.** Mayor Rodes suggested adopting a policy to clarify the intent of a practice of setting aside money for sidewalk funds. Commissioner Fulton suggested "The Town of Webster as a practice will roll any remaining funds, at the end of any fiscal year, into a fund for the purposes of infrastructure repair and update." He suggested this as a footnote to the budget, and asked if a formal policy was required. Mr. Morgan stated that a policy can be a simple statement of intent. Commissioner Moses suggested the following: "Sidewalk Savings Policy: To plan for future financial infrastructure responsibilities, the Town of Webster Board will add a board approved amount of money at the end of each fiscal year to a sidewalk repair fund for sidewalk repairs and expansion projects with the intent for it to be kept in an interest-bearing account or CD." (6:43pm).
MOTION: Commissioner Grant made a motion to approve the policy recommended by Moses. Commissioner Fulton seconded. Motion carried.
A second policy was discussed: "To plan for future financial infrastructure responsibilities, the Town of Webster Board will add a board approved amount of money at the end of each fiscal year to a repair fund for Town Hall repairs and projects with the intent to be kept in an interest-bearing account or CD."
MOTION: Commissioner Grant moved to accept the policy. Commissioner Moses seconded. Motion carried.

Old Business

1. **Subcommittee for Webster's Fall Community Event.** Vice-Mayor Young has enlisted Kelli Rhoads and Sara Stahlman to help plan our community event in September. Mayor Rodes will send the board an email to get feedback and potential dates from the commissioners. The Town has traditionally applied for a \$500 Duke Energy grant to help fund this community-building event, and the board agreed to apply for those funds. The Town Clerk will email Lisa Leatherman with a request.
2. **Apartment Rental.** Mayor Rodes asked the board if they want to make any changes to the rent for the apartment, which currently stands at \$700 per month inclusive of utilities. Additionally, Mayor Rodes asked the board if they want to advertise the apartment availability. The Commissioners felt this was not necessary at this time. Mayor Rodes advised the board that she does plan to interview potential renters.
MOTION: Commissioner Fulton made a motion to keep the rent at \$700/month. Commissioner Moses seconded. Motion carried.

Adjournment

Commissioner Bryson made a motion to adjourn. The meeting adjourned at 7:21 pm.

Reminders

The next Town Board Meeting will be held at Webster Town Hall on August 1, 2018 at 5:15 pm.

Attested:

Tracy Rodes, Mayor

Joyce Pope, Town Clerk