

TOWN OF WEBSTER

March 7, 2017 Board Meeting Minutes



The Board of Commissioners for the Town of Webster met for a regularly scheduled meeting at Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:15 p.m.

MEMBERS PRESENT: Commissioner Billie Bryson, Commissioner Allan Grant, Commissioner Leigh Anne Young, and Mayor Tracy Rodes

MEMBERS ABSENT: Commissioner Rick Fulton, Commissioner Danell Moses

OTHERS PRESENT: Will Morgan, Smith & Morgan Law; Joyce Pope, Town Clerk

GENERAL MEETING

Approval of Agenda

Mayor Rodes asked for a budget amendment to be added to the agenda as item number one under New Business.

MOTION: Commissioner Grant made a motion to approve the agenda as amended. Commissioner Young seconded. Motion carried.

Approval of Minutes

Minutes for the February 7, 2018 council meeting were presented for review.

MOTION: Commissioner Grant moved to approve the minutes. Commissioner Young seconded. Motion carried.

Informal Comments by Public - none

CONSENT AGENDA

Financial Report

Joyce Pope presented the end-of-month detailed and summary finance reports and the up-to-date budget report for February 2018:

Beginning town fund balance per December report:	\$ 153,674.35
Expenses	23,259.14
Deposits	4,659.60
Macon CD 12	25,171.88
Macon CD 48	37,717.96
Ending Town fund balance	\$133,617.59

MOTION: Commissioner Bryson made a motion to approve the financial report. Commissioner Grant seconded. Motion passed.

ADMINISTRATIVE REPORTS

Mayors Rodes' Report

- **TWSA Meeting:** TWSA held their annual meeting March 6, at which Mayor Rodes was elected Chair of the Board of Directors. The Town of Webster is one of the forming entities of TWSA.
- **Landscaping.** Woodard Landscaping has advised the Town that the sidewalks need to be edged and the monument area needs to be mowed. The board decided that the monument area should be addressed but to postpone the edging until later in the spring.
- **Litter on the roadside.** Litter has built up along the roadside on Highway 116. Litter was discussed at the Town Mayor's meeting that took place recently. Mayor Rodes suggested that a Facebook post be added requesting residents assist in cleaning up litter, and that the Town consider a cleanup in conjunction with Earth Day.
- **SCC Maintenance Shed.** The Mayor distributed the plan for a maintenance shed being built by SCC.
- **Ethics Training.** Mayor Rodes reminded the board to do ethics training. Any re-elected board member will need to complete the training. UNC SOG provides the ethics training (see the OCG SOG website at <https://www.sog.unc.edu/resources/microsites/ethics-local-government-officials>). Some grants are available for leadership training and municipal government training offered through UNC SOG.
- **Business Cards.** Mayor Rodes is going to order business cards.



- **Planning Board.** The planning board acts as an advisory board to the Town Council. The board needs a chair and to have positions filled. One potential resident may be interested in chairing the planning board. The commissioners were invited to assist in finding residents to sit on the planning board. The planning board will need to be in place to address the potential cell tower.
- **Board meeting agendas.** Board members were invited to contact the Mayor at any time to during the month to add items to the agenda, request special speakers, etc.

Council Member's Reports

Commissioner Grant will attend the Jackson County Parks and Recreation Advisory Board meeting scheduled for April 20 at 6:00 pm. The meeting was rescheduled from February 23. Grant will be able to attend the Town's planning meeting as well as the JCPR meeting.

Commissioner Young attended a Jackson County Parks and Recreation Greenway meeting and has been placed on the Greenway Committee. WCU is in the process of extending the greenway around campus. Jackson County is considering the Trails for Rails program, but the program is in the formative stage.

NEW BUSINESS

1. **Budget Amendment.** In the Audit & Accounting Services line item, \$5,100 was budgeted. A bill is coming due for \$174.75, which will require an additional \$74.75. Additionally, office expenses are currently at 89% of budget. Those expenses have gone up with adding payroll functions to the Town Clerk. For the next meeting, the Town Clerk will provide the Mayor with details on costs for upgrading QuickBooks, and additional expenses now being incurred since the Town does its own payroll. To ensure adequate funding in Office Expenses, Mayor Rodes suggested increasing the Office Expense line item by \$600.

MOTION: Commissioner Grant made a motion to move \$674.75 from Miscellaneous to be split \$600 to Office Expenses and \$74.75 to Audit & Accounting. Commissioner Young seconded. Motion carried.

OLD BUSINESS

1. **Quasi-Judicial Procedure Review.** Jackson County's attorney provided the board with basic guidelines for quasi-judicial procedures. Copies were distributed to the board for review. This review will be helpful as the Town prepares to address the Verizon partnership cell tower request. Verizon is going to complete a Jackson County variance request with their associated \$5000 fee. Upon receipt of the application, Jackson County has 15 days to review the application for completeness. When the County confirms the application is complete, the application will then go to the Town of Webster. Once the Town has the application, a public hearing will be scheduled. Jackson County has the responsibility of providing public notice of the hearing. Attorneys for both Jackson County and the Town of Webster will be present at the public hearing.
2. **Planning Session.** The Town Board's planning session is scheduled for Friday, April 20, 2018 at 12:15pm. Lunch will be provided. Topics will include the Town budget, projects, improved lighting at the veterans' memorial, improvement to the Town website, and Webster's annual community event. The board was asked to be ready to provide feedback on website design at the planning session. The website will also feature the Town mission statement and vision statement. The planning meeting will also include development of a questionnaire for residents. The planning session will take place at Town Hall.
3. **Collect photos for the Town Website.** High-quality pictures are needed to update the website. Board members are invited to submit pictures of town events such as Miss Lucy's picnic, Halloween, the board at work, etc.

Next Meeting

The next Town of Webster Board Meeting will take place on Wednesday, April 4, 2018 at 5:15pm.



ADJOURNMENT:

MOTION: Commissioner Grant motioned to adjourn. The meeting adjourned at 6:20 p.m.

Tracy Rodes, Mayor

Joyce Pope, Town Clerk