

TOWN OF WEBSTER
January 2, 2019 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: Mayor Tracy Rodes, Vice-Mayor Leigh Anne Young, Commissioners Billie Bryson, Danell Moses, and Kelly Donaldson

MEMBERS ABSENT: Commissioner Allan Grant

OTHERS PRESENT: Ken and Sheryl Buchanan; Louise Stephens; Julie Spiro; Attorney Will Morgan, Smith & Morgan Law; Debbie Coffey, Town Clerk

GENERAL MEETING

Ethics Statement

Mayor Rodes read the Ethics Statement. No board member expressed any conflict of interest.

Oath of Office

Mayor Rodes administered the oath of office for Kelly Donaldson.

Approval of Agenda

Mayor Rodes presented the agenda.

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

Approval of Minutes

Minutes for the December 5, 2018, council meeting was presented for review. Commissioner Moses would like to see a consistent method of reference to all commissioners with elected titles for first reference and then last name used for continuity.

MOTION: Commissioner Moses moved to approve the minutes. Commissioner Bryson seconded. Motion carried.

Informal Comments by Public – Ken and Shirley Buchanan

Mr. and Mrs. Buchanan addressed the board concerning the house being built in Hollywalk. Mr. Buchanan reported that the house has progressed from a framed stage to construction being almost completed since he spoke to this board in June. He stated that a section of the garage wall was moved; however, the retaining wall and slab are still part of the structure of the house. He feels this does not comply with zoning requirements. Mrs. Buchanan also noted that a call to John Jeleniewski was made in July and he has not returned that call. Mayor Rodes has previously spoken with John Jeleniewski who stated that the modifications made by the builder to reduce the size of the garage were in compliance with the required zoning. Mayor Rodes gave Mr. Buchanan a copy of the house site plan and suggested that the Buchanans visit the Planning/Zoning Office in person with any concerns about the survey used for the building permit. Mayor Rodes stated she would talk to the Zoning Dept. again about the survey and house plans.



CONSENT AGENDA

Financial Report

November Financial statements were provided with the agenda packet. Commissioner Moses suggested the monthly Balance Sheet report be uploaded to the website to create a consistent format. Commissioner Bryson would like to add a percentage column to the Profit and Loss Comparison Report. December transactions currently include:

- Income of: \$14,314.01
- Expenses of: \$2,485.42
- Account Balances of:
 - \$80,686.67 – Checking
 - \$25,396.10 – 11 Month CD
 - \$38,079.76 – 48 Month CD

MOTION: Commissioner Moses made a motion to approve the Consent Agenda. Commissioner Fulton seconded. Motion passed.

ADMINISTRATIVE REPORTS

Mayor's Report

- Mayor Rodes delivered a Holiday gift basket on behalf of the Town for the Community Table.
- Mayor Rodes reported on a conversation of the Inter-local Agreement with John Jeleniewski. The Town, rather than the County, will receive all Special Use, Map/Text, and Variance applications and fees. However, applications and fees for building permits and Variances for Cell Towers are handled by the County Zoning Dept. Rodes relayed that if Hollywalk developers are interested in pursuing a Map/Text Amendment request, then a complete, new application with the associated fee should be submitted to Webster's town clerk by mail or in person.
- An email update regarding TWSA was provided to board members prior to the meeting.

Council Members' Reports

- Commissioner Young noted that Luminaires were put out one night, with several volunteers helping. Commissioner Bryson was able to repurpose many of the bags to use around the church for their luminaires display on Christmas Eve. The Planning Board is beginning the process of working on the Land Use Plan, which will be an extensive process.
- Commissioner Young will review and revise the Jackson County Municipal Grant prior to its submission.

NEW BUSINESS

- **Meeting Attendance:** Mayor Rodes noted the importance of attendance and punctuality at the board meetings to make sure a quorum is present at all meetings. Board members should contact her or Commissioner Young prior to the meeting if they are unable to attend. The need for a policy requiring attendance, or excused absence, before the payment of quarterly stipends was briefly discussed.

OLD BUSINESS

1. **Jackson County Municipal Grant:** Estimates for updated and improved landscaping and lighting around the entrance signs and WWII Monument have been received. Commissioner Young would like to see the costs of landscaping around each project site detailed. One town entrance sign has no landscaping



at this time due to being relocated by DOT as part of a road project. Mayor Rodes and Commissioner Young will review and revise the application prior to the January 4, 2019, deadline for submission.

- 2. **Review of Inter-local Agreement:** A copy of the Inter-local Agreement was provided to the board in the agenda packet. Mayor Rodes asked all members to review the agreement for discussion at next month’s meeting. Rodes was asked to remind County Manager Don Adams of the need for a monthly permitting report to be provided to the municipalities who have agreements with the county.
- 3. **Map Text Amendment Requests:** The clerk will collect all map text amendment and variance request applications and fees. These may be submitted by mail or in person during office hours.

ADJOURNMENT

MOTION: Commissioner Young moved to adjourn. Commissioner Moses seconded. Motion carried. The meeting adjourned at 6:25 p.m.

Next Meeting

The next meeting of the Webster Board of Commissions will be held on Wednesday, February 6, 2019, at 5:15 p.m. in the Webster Town Hall.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk