



TOWN OF WEBSTER
April 6, 2022 Board Meeting Minutes

The Webster Board of Commissioners met at the Webster Town Hall on Wednesday, April 6, 2022, at 5:15 p.m. for the regularly scheduled monthly board meeting.

Members/Staff Present: Mayor Tracy Rodes; Vice Mayor Leigh Anne Young, Commissioners Dale Collins, Allen Davis, Kelly Donaldson, Danell Moses; Town Clerk Debbie Coffey

Absent: Town Attorney Will Morgan

Public Present: None.

Call to Order/Ethics Statement: Mayor Tracy Rodes called the meeting to order at 5:15 p.m. and read the Ethics Statement. No board member expressed any conflict of interest.

BOARD OF COMMISSIONERS MEETING

Approval of Agenda:

MOTION: Commissioner Collins moved to approve the agenda. Commissioner Donaldson seconded. Motion carried.

Approval of Minutes: The minutes of the March 2, 2022, Board Meeting and March 18, 2022, Worksession were emailed prior to the meeting for review.

MOTION: Commissioner Young moved to approve the minutes of March 2, 2022. Commissioner Collins seconded. Motion carried.

MOTION: Commissioner Young moved to approve the minutes of March 18, 2022. Commissioner Donaldson seconded. Motion carried.

CONSENT AGENDA

Financial Report:

February financial statements were provided prior to the meeting. March transactions currently include income of \$14,974.31 and expenses of \$8,001.21. Account balances as of today are:

\$197,938.47 - Elite Checking
\$ 85,526.13 - Elite Plus Money Market

MOTION: Commissioner Young moved to approve the Consent Agenda. Commissioner Collins seconded. Motion carried.

ADMINISTRATIVE REPORTS

Mayor's Report:

- Mayor Rodes reminded the board that information on social media platforms by the Town is considered public records and must be maintained as such.
- The digital speed sign has been relocated and is fully operational. A subscription for data will be renewable after the one year period at a cost of \$1,500. JCSO Major



Queen has forwarded access information to the data portal and Commissioner Collins volunteered to monitor it and generate reports. An appreciation photo will be planned for a future date.

- Mr. Morgan contacted the mayor prior to the meeting to express his regrets for his absence and will set up an appointment with Commissioner Young tomorrow to discuss the necessary clarifications to the UDO.
- Elite Landscaping began services on March 4th. Mayor Rodes will contact Mr. Woodard to finalize contract details and expressed her desire to add more litter pickup for the area between the welcome sign and the curve.
- Commissioner Young's notary certification will expire in May and Mayor Rodes suggested the Town may pay for the cost to renew.
- Officer Yopp reported five total citations for March, with two for speeding and Officer Hawkins reported four citations and warnings for February.
- Mayor Rodes would like to purchase higher quality and slightly larger flags for use on Memorial Day, July 4th, and Veterans Day. 48 8"x12" flags were priced at \$75.
- No new building permits were issued for Webster by Jackson County.
- Covid wastewater testing has shown that viral concentration in Jackson County has remained low and level over the past two weeks. New daily case counts have remained steady.
- Mayor Rodes will be serving as the Vice Chair for Mountain Projects. The Director is working with Gibbons Estate in Asheville to locate suitable building lots for senior housing projects.
- The RPO TAC and SWC Meetings were held on March 28, 2022. DOT Representative Dana Magliola gave an update on the supply chain logistics, noting that 97.7% of freight delivered to Jackson County is via truck. Phillip Cooper presented the Celebrate Recovery program in Asheville, which is a certified peer support model for substance abuse recovery. Jackson County will receive 3.2 million dollars over 18 years as part of the Purdue Opioid settlement.
- Ethics training is available from NCLM at a cost \$60 for all newly elected and re-elected board members. Please submit a receipt to the clerk for reimbursement of the registration fee.
- Mayor Rodes noted that at last month's work session the board did not discuss the clerk's wages, and would like to amend the agenda to add the topic to New Business.

MOTION: Commissioner Young moved to amend the Agenda to include the discussion of Clerk's wages to New Business. Commissioner Collins seconded. Motion carried.

Council Members' and Clerk's Report

- Commissioner Collins was unable to get estimates and submit a grant for the stream bank restoration on Mill Creek.
- Commissioner Davis would like to investigate the possibility of the town participating in a Sister City program, potentially in Scotland to pay tribute to the Scottish roots of the area.
- Commissioner Moses announced that SCC would host an open house and tour of the new Health Sciences building this Friday.



- Commissioner Young is working on the Unified development Ordinance (UDO) that was adopted by the Town based on the County’s “living document.” The Town was specific about not allowing cluster developments and maintaining the one-acre lot minimum size. She would like to reformat a copy for the website that is easily understandable and does not lead to confusion based on what was adopted by the Town and what the County currently has posted. She will meet with Attorney Morgan this week to continue to clarify the document.

OLD BUSINESS

1. **ARPA Funding:** Mayor Rodes recommended the board review the final guidelines for Non-Entitlement Units (NEUs) to become familiar with the Treasury’s Final Rule. It is recommended that most NEUs take the one-time exemption for revenue loss to use funds as revenue replacement. Any NEUs that choose to use funds for specific SLFRF (State and Local Fiscal Relief Funds) projects will be required to report for the duration of the project according to federal funding requirements.

MOTION: Commissioner Young moved to elect the one-time exemption. Commissioner Davis seconded. Motion carried.

2. **Town Hall Repairs:** Mayor Rodes has not been able to talk to Robin Sherrett for clarification on the floor repair for the apartment. Other upgrades to the Town Hall building that are needed include replacing several windows. Commissioner Collins noted that he is replacing windows in his home and the cost is approximately \$300 per window. The windows in the back office are single pane and very drafty, making it hard to heat and cool.
3. **Landscaping:** Details for the contract have not been finalized at this time, but mowing did start this week. Mayor Rodes will meet with Justin Woodard to finalize contract details and add litter pickup to the scope of service.

NEW BUSINESS

1. **Planning Board Update:** The Planning Board is currently reviewing the Noise and Animal Control Ordinances to make sure they are compliant with new state statutes. They are also prioritizing a project pipeline from the Land Use Plan. They have drafted a letter for the Jackson County Parks and Recreation Department requesting to have more involvement in the planning of the Webster Park project.
2. **Clerk’s Wages:** Mayor Rodes noted that the clerk was hired in November 2018 at an hourly rate of \$25 per hour and has not received a pay increase. Commissioner Moses suggested a cost of living increase of \$2 per hour to make the hourly rate \$27.

MOTION: Commissioner Donaldson moved to raise the Clerk’s wages to \$27 per hour. Commissioner Davis seconded. Motion carried.

ADJOURNMENT

MOTION: Commissioner Collins moved to adjourn. Motion carried. The meeting adjourned at 7:35 p.m.



Next Meeting:

May 4, 2022 at Town Hall beginning at 5:15 p.m.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk