

**TOWN OF WEBSTER**  
**May 3, 2023 Board Meeting Minutes**



The Webster Board of Commissioners met at the Webster Town Hall, located at 1411 Webster Rd., Webster, on Wednesday, May 3, 2023, 5:30 p.m. for the April Commissioners Meeting and Public Hearing for the FY 2023-24 Budget.

**Members/Staff Present:** Mayor Tracy Rodes; Vice Mayor Leigh Anne Young; Commissioners Dale Collins, Brandon Core, and Danell Moses; Town Attorney Will Morgan, and Town Clerk Stephanie Gibson.

**Absent:** Commissioner Allen Davis

**Residents:** Daniel Riggs, Chris Cox.

*PUBLIC HEARING FOR FY 2023-24 DRAFT BUDGET*

---

**Call to Order:** Mayor Tracy Rodes called the meeting to order at 5:30 p.m.

Review Proposed Budget and Budget Letter

**Informal Comments by Public:** No public present

**Adjourn Public Hearing:** Vice Mayor Young made a motion to adjourn the public hearing. The public hearing adjourned at 5:37 p.m.

*BOARD OF COMMISSIONERS MEETING*

---

**Call to Order/Ethics Statement:** Mayor Tracy Rodes called the meeting to order at 5:38 p.m. and read the Ethics Statement. No board member expressed any conflict of interest.

**Approval of Agenda:**

*MOTION: Vice Mayor Leigh Anne Young moved to approve the amended agenda, Commissioner Moses seconded. Motion carried.*

**Approval of Minutes:** The minutes of the April 5, 2023, meeting were emailed prior to the meeting for review.

*MOTION: Commissioner Collins moved to approve the minutes of April 5, 2023, Commissioner Core seconded. Motion carried unanimously.*

*PUBLIC COMMENT*

---

None.

*CONSENT AGENDA*

---

**Financial Report:** Financial statements for May were emailed prior to the meeting for review. May transactions currently include income of \$9,803.02 and expenses of \$8,234.47. Account balances as of May 31st are:

\$ 78,764.41 - First Bank Business Essentials

\$ 301,490.47 - First Bank Money Market

The Town clerk, Stephanie, noted that the requested funds of \$214,323.80 have been transferred from the Business Essentials account to the Money Market account to earn additional interest. Also, the ARPA report was submitted prior to the 4-30 deadline.

Mayor Rodes noted that a budget amendment would need to be done to balance several line items. Commissioners discussed line item amendments and asked that Stephanie submit items needed for a budget amendment in June. In the future, the Board would also like to review budget amendments on a quarterly basis to be provided in the meeting packet.

The Board reviewed the audit contract from Bronwyn & Burlison and discussed the budget increase for this year's audit. Vice Mayor Young asked if the \$6,500 fee included the W2s and 1099s prepared last year. Mayor Rodes said she believed that they were separate with additional charges. Stephanie said that she would check with Bronwyn to clarify. Consensus was to accept the FY2023 audit contract as presented.

***MOTION:** Vice Mayor Leigh Anne Young moved to approve the Consent Agenda. Commissioner Collins seconded. Motion carried unanimously.*

---

#### *NEW BUSINESS*

---

**1. Adopt FY 2023-24 Budget:** After discussion of the proposed budget, consensus was to adopt the budget.

***MOTION:** Commissioner Core moved to adopt the FY 2023-24 Budget. Vice Mayor Leigh Anne Young seconded. Motion carried unanimously.*

**2. Adopt FY 2023-24 Fee Schedule:**

***MOTION:** Vice Mayor Leigh Anne Young moved to adopt FY 2023-24 Fee Schedule. Commissioner Core seconded. Motion carried unanimously.*

**3. Meeting Schedule:** Mayor Rodes shared that she may have to be absent from the June meeting and asked if Vice Mayor Leigh Anne Young could cover that meeting if she should be out. Vice Mayor Young said that she would conduct the June meeting if needed.

---

#### *ADMINISTRATIVE REPORTS*

---

#### **Mayor's Report:**

- JC LUP Update: Mayor Rodes shared that Mike Poston had invited her to attend the reconvening of the Comprehensive Plan Update Steering Committee on 5-24. She provided a link to the county's current 2040 Land Use Plan.
- 2022-23 County Grant Reimbursement: The park equipment has been delivered and installed, with the exception of a recycle receptacle. Mayor Rodes said she will submit the reimbursement request, invoices, photos, and letter of appreciation as soon as the order is completed.
- David Kaplan assembled the bench at Town Hall, secured it, and hauled away packaging for \$200.
- Sheila Hoyle was emailed to ask permission to accept delivery of shelter construction materials at the loading dock behind the SWCD building.

- **Balsam West Installation:** Vice Mayor Young and Commissioner Core opened Town Hall on 4-20 for the crew to begin work and the workers returned on 4-26 to install the remaining interior hardware, and installed phone equipment on 5-2. Stephanie reported that Frontier's service had been worse than usual.
- **Welcome Signs:** The best plan would be to find someone to clean and repaint the existing South River welcome sign, then to shop around for replacement signs and designs. Several attempts have been made to contact Signs and Designs.
- **Traffic Update:** Matt Hawkins reported writing one state citation on 3-18 and two warning tickets on 3-31. Josh Yopp's report is not in yet. The April digital speed sign report emailed 4-30 seems to be consistent with past reports.

**Council Members' and Clerk's Report:**

**Traffic Safety Committee Report:** Commissioner Collins said that they had a good Traffic Safety Meeting He noted that he would like to continue receiving copies of the speed reports and timesheets. Commissioner Collins recommended appointing Daniel Riggs to the Traffic Committee.

*MOTION:* Commissioner Moses moved to add Daniel Riggs as a member of the Traffic Committee. Vice Mayor Leigh Anne Young seconded. Motion carried unanimously.

**Planning Board Report:** Vice Mayor Leigh Anne Young said the Planning Board is continuing to work on STR language, and that John Jeleniewski attended their April meeting to answer questions regarding zoning. Vice Mayor Young said that Attorney Morgan and John noted that a number of items on the Town's ordinances are not enforceable. They suggested creating a draft based on the recommendations provided and then to submit it to John for review. Attorney Morgan noted that there was a 1,000 sq. ft. accessory dwelling limit. Vice Mayor Young recommended that Commissioners call the Senate regarding Senate Bill 667, regarding Municipal power and House Bill 409, regarding STRs and affordable housing. She will provide contact information.

**Solid Waste Board Meeting:** Commissioner Moses said that she was the only member in attendance at the last meeting.

**Historic Preservation Commission:** Commissioner Core said that in order for a property to be listed on the Historic Preservation registry, they would have to meet a number of criteria and agree to only make changes in alignment with the registry requirements and that once it was placed on the registry, it would have to stay listed as such and meet all requirements and would only be able to re-sell if the original requirements were followed and agreed to. He said that under bill 407 - STR, there are protections for historical districts. There are 3 main categories for changes to any historical properties, repairs and maintenance, minor work, and major work. The county Planning Office approves minor work to be done on historical properties.

*MOTION:* Vice Mayor Leigh Anne Young moved to adjourn. Meeting adjourned at 6:30pm.

*MOTION:* Vice Mayor Leigh Anne Young moved to go into closed session at 6:30pm for Personnel Matters: NC GS 143-318.11(a)(6). Commissioner Collins seconded. Motion carried unanimously.

*MOTION:* Vice Mayor Leigh Anne Young moved to adjourn closed session at 6:53pm. Commissioner Collins seconded. Motion carried unanimously.

No action was taken while in Closed Session.

***MOTION:** Vice Mayor Leigh Anne Young moved to return to open session. Commissioner Core seconded. Motion carried unanimously.*

***OLD BUSINESS***

---

**1. Town Hall Property Management:** Mayor Rodes reported that she had checked with a property management company, Blue Ridge Premier Realty, and was quoted a rate of \$500 for managing the rental property plus 12% of the monthly rent. The \$500 fee will be charged each time a new lease is required. She asked about management of the downstairs as well and was told that they could probably include that for the rate quoted. Commissioners discussed the idea and Commissioner Collins said that he would like to hear back from Sundog Realty and get their information and discuss further at the next meeting. A rental increase was discussed to cover the additional expenses and will be discussed further.

**2. Staff Goals and Wages:** Staff goals and wages were discussed and reviewed in closed session. Clerk Stephanie Gibson successfully completed the probationary period and her hourly wages were increased. The following smart goals were discussed and set for the clerk:

- Learn how to process Tax Scrolls within the next two weeks. Commissioner Moses will provide training.
- Send Agenda packets out by the Friday before the monthly board meeting.
- Prepare quarterly reports to determine whether budget line item adjustments are necessary.
- Prepare quarterly reports of interest rates for local banks.

***MOTION:** Commissioner Core made a motion to raise Stephanie's wages to \$24/hr., Commissioner Collins seconded. Motion carried unanimously.*

**Adjournment**

***MOTION:** Commissioner Moses moved to adjourn. Commissioner Collins seconded. The meeting adjourned at 6:55 p.m.*

**Next Meeting:** Wednesday, June 7, 2023 at 5:30 pm, Webster Town Hall, 1411 Webster Road.

-----  
Tracy Rodes, Mayor

-----  
Stephanie Gibson, Town Clerk