

TOWN OF WEBSTER
July 5, 2023 Board Meeting Minutes



The Webster Board of Commissioners met at the Webster Town Hall, located at 1411 Webster Rd., Webster, on Wednesday, July 5, 2023, 5:30 p.m. for the July Commissioners Meeting.

Members/Staff Present: Mayor Tracy Rodes; Commissioners Dale Collins, Danell Moses, Brandon Core and Allen Davis; Town Attorney Will Morgan and Town Clerk Stephanie Gibson.

Absent: Vice Mayor Leigh Anne Young

BOARD OF COMMISSIONERS MEETING

Call to Order/Ethics Statement: Mayor Tracy Rodes called the meeting to order at 5:30 p.m. and read the Ethics Statement. No board member expressed any conflict of interest.

Approval of Agenda:

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

Approval of Minutes: The minutes of May 2, 2023 and June 7, 2023, were emailed prior to the meeting for review.

MOTION: Commissioner Moses moved to approve the minutes of May 2, 2023 and June 7, 2023, Commissioner Core seconded. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Financial Report: Financial statements for June were emailed prior to the meeting for review. June transactions currently include income of \$20,097.60 and expenses of \$7,024.12. ARPA funds remaining as of June 30, 2023, are \$22,814.42. Account balances as of June 30 are:

\$ 89,621.27 - First Bank Business Essentials

\$ 302,272.02 - First Bank Money Market

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

OLD BUSINESS

1. Town Hall Property Management: Mayor Rodes introduced Adrienne Higdon, with Blue Ridge Premier Realty/Rentals. Mayor Rodes had previously checked with Blue Ridge Premier Realty about property management and invited Adrienne to attend to clarify the fees and services that would be included in the management agreement. Adreinne said a rate of \$500 for managing the rental property plus 12% of the monthly rent was what the Town would pay them to manage the property. The \$500 fee would be charged each time a new lease is required. She said that the \$500 fee would not be charged for the current tenant, only if he moved and they had to advertise and interview a new tenant. Commissioners asked about management of the downstairs as well and Adrinne said that they could include that for the rate quoted. She said to clean the

downstairs, she would probably have someone come and do it once and see how long it took and give a price for that service. Adrienne said that the tenant would be required to purchase a \$100,000 coverage tenant liability insurance policy. The Town will also be required to pay Blue Ridge Premier Rentals \$500 that goes into a reserve fund for any potential repairs, and \$700 to transfer the tenant's security deposit. Ms. Higdon also shared that they had similar rental properties that rented for double what the Town currently charges.

MOTION: Commissioner Collins moved to have Mayor Rodes negotiate a contract with Blue Ridge Premier Rentals for Property Management and cleaning of the Town Hall. Commissioner Core seconded. Motion carried unanimously.

2. Apartment Lease: Mayor Rodes asked if the Commissioners wanted to increase the apartment rent with the renewal of the lease to cover additional costs of the property management.

MOTION: Commissioner Core moved to increase the monthly rent of the Town Hall apartment to \$850 beginning in August and that the lease terminate on 6-30-24. Commissioner Davis seconded. Motion carried unanimously.

3. Town Hall Expenses: Mayor Rodes discussed the Town Sign being painted and Commissioners Core and Davis said they would look at the sign and see if they thought they could touch up the sign and what was needed and report back at the August meeting. Mayor Rodes and Commissioners discussed the electrical work that needs to be done at Town Hall and decided to get a quote to replace the fuse boxes and to add an outlet for the air conditioner in the office. The consensus was to have Mayor Rodes meet with Catamount Electric to get a quote and move forward with getting the electrical work done if the cost did not exceed \$500.

NEW BUSINESS

1. Planning Meetings Schedule: Commissioner Moses said that she would like to recommend that the Town Board hold separate Planning meetings to discuss ideas for Town improvements and ideas for the Town so that the board could focus on changes, needs or ideas for the Town. The consensus was that the board would meet twice a year, once in the spring and once in the fall for two hours to discuss and plan changes or improvements that are needed.

ADMINISTRATIVE REPORTS

Mayor's Report:

- **2022-2023 Grant Reimbursement:** Mayor Rodes shared that the reimbursement for the County Grant was received for \$5,000 for the park equipment and bench. She noted that all items have been installed in the park. Mayor Rodes said that it was time to be thinking about the 2023-'24 grant project.
- **NCLM:** Property Liability and Worker's Compensation policies have been filed and payments and invoices sent.

- **Traffic Update:** Matt Hawkins reported he issued four warnings in May and two in June and issued a citation for speeding in May.
- **SWC Annual Dinner:** Mayor Rodes said that the dinner was scheduled for July 24. She has a conflict but the invitation is extended to all of the Town Board.
- **Conversation with John Jeleniewski:** Mayor Rodes spoke with John about the farming question and both he and Will Morgan stated that a bonafide farm that meets specific criteria may sell produce on their property in a residentially zoned area. He said that larger events such as weddings and wine tastings would require additional zoning regulations.
- Rodes also discussed plans for the Smith property. There was a request to cluster 8-9 double wide manufactured homes on the property. Attorney Morgan’s interpretation of the Town ordinances are that each home must have its own 1 acre lot.

Council Members’ and Clerk’s Report:

Traffic Safety Committee Report: Commissioner Collins said that they did not meet in June.

Planning Board Report: Vice Mayor Leigh Anne Young was absent.

Historic Preservation Meeting: Commissioner Core said that the committee is working internally on edits and will bring recommendations forward.

SWC and Solid Waste Meetings: Commissioner Moses said that the Southwestern Commission recently received funding for affordable housing and she will bring an application to the next meeting. She noted that the Solid Waste meeting is on Monday.

ADJOURNMENT

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

Next Meetings: Regular Meeting: Wednesday August 2, 2023, at 5:30 pm, Webster Town Hall

Tracy Rodes, Mayor

Stephanie Gibson, Town Clerk