

**TOWN OF WEBSTER**  
**April 1, 2020 Board Meeting Minutes**



The Board of Commissioners for the Town of Webster met for a regularly scheduled board meeting at Town Hall, 1411 Webster Road at 5:15 p.m.

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

**Members Absent:** Commissioner Allan Grant, Attorney Will Morgan

**Public Present:** Leo and Emily Diosdado

*GENERAL MEETING*

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**Call to Order:** General Meeting

**Call to Order/Ethics Statement:** Mayor Tracy Rodes called the meeting to order at 5:20 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 Donaldson seconded. Motion carried.*

**Approval of Minutes:** The minutes of the February 28, 2020 Annual Work Session and March 4, 2020 Meeting and Closed Session were emailed prior to the meeting for review.

*MOTION: Commissioner Young moved to approve the Minutes. Commissioner Moses seconded. Motion carried.*

*CONSENT AGENDA*

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**Financial Report:**

February Financial statements were provided prior to the meeting. March transactions currently include income of \$10,175.76 and expenses of \$5,411.63. Current Account Balances as of today are:

\$ 51,359.86 - Checking  
\$ 45,695.72 - Elite Plus Money Market  
\$ 38,630.81 - 48 Month CD

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

*ADMINISTRATIVE REPORTS*

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**Mayor's Report:**

- Daniel Manring began as Executive Director for TWSA on March 18th. Precautions are in place for the COVID-19 SOE and employees have been granted 10 extra sick days, the office is closed to the public, account disconnections have been suspended, and reconnection fees have been waived. Because TWSA is an authority,



rather than owned and operated by a county or municipal governmental entity, it may be necessary to petition state legislators to include consideration of water and sewer authorities as eligible for relief funds as they become available.

- Mayor Rodes has received a complaint about roaming dogs, with one report of one dog being attacked in its own yard by a dog-at-large. These incidents have prompted the consideration of an Animal Control Ordinance.
- Please send individual replies to Commissioner Young on the Land Use Plan draft if you have not already done so.
- Mayor Rodes noted that another budget amendment may be needed for allocating funds for Webster's portion of the County Grant Project.

### **Council Members' and Clerk's Reports: None**

#### *NEW BUSINESS*

**1. Approval of the Policy for Remote Meetings During States of Emergency (SOE):** A copy of the policy was provided for review prior to the meeting. This policy will allow official meetings to be conducted by remote means during a declared state of emergency, and sets guidelines for board members to participate remotely under given circumstances. This policy has been reviewed by the town attorney.

*MOTION: Commissioner Moses moved to approve the Policy for Remote Meetings During States of Emergency (SOE). Commissioner Young seconded. Motion carried.*

**2. Authorize Policy for Remote Meetings Due to COVID-19 SOE:** A copy of the authorization of the Policy for Remote Meetings was provided at the meeting for review. This authorization sets forth, under the current COVID-19 SOE, the need to adopt the Policy for Remote Meetings During States of Emergency.

*MOTION: Commissioner Donaldson moved to approve the Policy for Remote Meetings During States of Emergency (SOE). Commissioner Moses seconded. Motion carried.*

**3. Animal Control Ordinance:** A copy of the drafted Animal Control Ordinance was emailed prior to the meeting. The ordinance has been reviewed by the town attorney. Mayor Rodes indicated a need to have an ordinance even if enforcement measures may be problematic. It was the consensus of the board to move forward with adoption of the ordinance as drafted.

#### *OLD BUSINESS*

**1. 2020-2021 Budget Worksheet Review:** Updated budget worksheets were provided with income and expenditure projections based on increased tax rates of .10, .125, and .15 per \$100 dollars of property valuation. Fund Balance is required to create a balanced budget at .10. The other options completely fund all projected expenditures, with .15 being able to create a balanced budget and provide a level of revenue to recuperate some of the fund balance used over the past several years.



2. **Discuss Tax Rate:** After reviewing the updated budget worksheets with the increased tax rate comparisons, it was the consensus of the board to formulate the 2020/2021 budget proposal based on a tax rate of .15 per \$100 dollars of valuation.
3. **County Grant Update:** Mayor Rodes stated that the estimate from Catamount Electric was \$1,250 for low voltage lighting, and \$1,450 for a 120 volt circuit. This quote includes pulling the necessary permits, utility siting, installing a metered pole, trenching, and a final inspection, but does not include lighting. This is well under the initial amount anticipated. Final decisions need to be made on the signage and improvements to the area for the Sheriff's Office Substation.

*ADJOURNMENT*

*MOTION: Commissioner Young moved to adjourn. Commissioner Davis seconded. Motion carried. The meeting adjourned at 6:05 p.m.*

**Next Meeting:**

Regular Board Meeting - Wednesday May 6, 2020 at 5:15 p.m.

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Tracy Rodes, Mayor

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Debbie Coffey, Town Clerk