



TOWN OF WEBSTER
February 3, 2021, Board Meeting Minutes

The Webster Board of Commissioners met remotely on February 3, 2021, via Zoom for a regularly scheduled board meeting at 5:15 p.m.

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

Members Absent: Allan Grant

Public Present/Public Comment: Brad and Jenny Reisinger; Will Whitfield; Bronwyn Burleson

GENERAL MEETING

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.

Oaths of Office: Mayor Rodes issued oaths of office for the Board of Adjustment to Brad Reisinger and for the Planning Board to Will Whitfield and Jenny Reisinger. The Board of Commissioners is pleased to have these new members participating on their respective boards.

Approval of Agenda:

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

Approval of Minutes: The minutes of the January 6, 2021, meeting were emailed prior to the meeting for review.

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

CONSENT AGENDA

Financial Report:

December Financial Statements were provided prior to the meeting. January transactions currently include income of \$34,938.88 and expenses of \$900.01. Current Account Balances as of today are:

\$ 109,485.88 - Select Business Checking

\$ 85,309.23 - Select Banking and Trust Money Market

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

ADMINISTRATIVE REPORTS

Mayor's Report:

- Town Hall is currently closed for Covid precautions.
- Jackson County currently has 3,045 confirmed cases of COVID-19, and has had 46 deaths. Vaccines are being administered, but supply is limited.



- Governor Cooper has extended Executive Order 181, the modified Stay At Home Order, until February 28. EO 183, which restricts sales of alcohol and the moratorium on evictions has also been extended until March 31. He has called for allowing in-person instruction for all students in K-12 with prevention measures in place.
- Mayor Rodes has prioritized ten municipal advocacy goals and submitted them to the NCLM for the upcoming legislative season, and will email the specific goals to the board.
- Appreciation was expressed to all who participated in the litter sweep hosted by the Tuck Chapter of Trout Unlimited on Saturday, January 30th. Commissioners Donaldson and Young, Julie Donaldson, Jackson County Commissioner Gayle Woody, and members of the Trout Unlimited Chapter picked up over 20 bags of roadside and riverside litter.
- Mayor Rodes participated in a conference call with Mike Poston and John Jeleniewski concerning future plans for the Penland Property. The new owner would like to develop the property, and had questions about whether a new emergency medical services (EMS) substation facility could be built on the property. Currently the property is zoned for residential use only. Commissioner Young expressed concern that such a use is very different from what has been allowed in the past and inconsistent with what the town has worked to protect. Commercial and governmental development has been limited to outlying areas. Commissioner Davis agreed with Commissioner Young and feels such development would not be appropriate for the area. Commissioner Moses said that the noise and lights associated with EMS vehicles would significantly impact residents, and she would be interested in seeing a plan for the proposed facility before further consideration. Consensus was that a location in the extraterritorial jurisdiction (ETJ) would be a more preferable location for the facility.
- McGill and Associates presented the ten year capital improvement plan (CIP) for TWSA at last week's meeting. Extension of water lines on Buchanan Loop is on the CIP, but is not a high priority project on the list.
- Mayor Rodes attended the virtual meeting of the Southwestern Commission and the SWC RPO TAC. Caroline LaFrienier, formerly with the Jackson County Planning Department, has been hired to work for the Commission in Planning Services.

Council Members' and Clerk's Reports:

- Commissioner Young noted that the draft LUP has been shared with the board. Additional content will be added to include updated demographic information and maps to provide visual representation. The Planning Board will also seek additional information from transportation officials and include the proposed crosswalk near the ballfield that is part of the Jackson County Pedestrian Plan.
- Commissioner Moses attended the NCLM webinar on Municipal Finance. She expressed appreciation for the manner in which the town maintains financial accountability and transparency.



NEW BUSINESS

2019-2020 Draft Audit Report by Bronwyn Burleson: A copy of the 2019-2020 audit report was provided to all board members prior to the meeting. Ms. Burleson noted that the report represented an unmodified opinion with the only significant deficiency being the lack of segregation of duties of town staff. Due to the small size of the town's staff, it is technically impossible to fully segregate duties. The town has implemented oversight to provide checks and balances in handling town funds. The June 30, 2020, fund balance was \$138,996, an decrease of \$9,765 over the prior year. Fund balance had been appropriated for the 2019-2020 fiscal year to achieve a balanced budget. A tax increase was approved to mitigate the use of fund balance for fiscal year 2020-2021. Mrs. Burleson noted that expenditures exceed authorized appropriations by \$1,017 due to a landscaping bill received after the end of the fiscal year. Steps will be taken to make sure this is corrected in the future.

MOTION: Commissioner Young moved to approve the audit report as presented. Commissioner Donaldson seconded. Motion carried.

OLD BUSINESS

Jackson County Municipal Grant: Jackson County Commissioner Mark Jones has contacted Park Warehouse to secure better pricing for the picnic tables for the Grant. Mayor Rodes has discussed placement of the tables with Jake Buchanan of Jackson County Public Schools (JCPS) and Rusty Ellis of Jackson County Parks and Recreation (JCPR). They are in agreement that the tables would be an asset to the location and would need to be secured in a temporary manner. Mr. Ellis did disclose that a phased improvement plan for an accessible pocket park is in the works at that location. Webster Attorney William Morgan has drafted a MOU for consideration and additional development between the town of Webster, JCPS, and JCPR. Additional language for clarification of maintenance responsibilities and liability is needed.

ADJOURNMENT

MOTION: Commissioner Young moved to adjourn. Motion carried. The meeting adjourned at 6:35 p.m.

Next Meeting:

Wednesday, March 3, 2021, at 5:15 p.m.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk