



TOWN OF WEBSTER
January 4, 2023 Board Meeting Minutes

The Webster Board of Commissioners met at the Webster Town Hall, located at 1411 Webster Rd., Webster, on Wednesday, January 4, 2023, 5:15 p.m. for a Public Hearing for the January Commissioners Meeting.

Members/Staff Present: Mayor Tracy Rodes; Vice Mayor Leigh Anne Young, Commissioners Dale Collins, Allen Davis, Brandon Core, Town Clerk Debbie Coffey; Co-Clerk Stephanie Gibson; Town Attorney Will Morgan

Absent: Danell Moses

Public Present: Chris Cox, Bronwyn Burleson, and Kyle Harkleroad

BOARD OF COMMISSIONERS 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.

Approval of Agenda:

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

Approval of Minutes: The minutes of the December 7, 2022, meeting were emailed prior to the meeting for review.

MOTION: Commissioner Collins moved to approve the minutes of December 7, 2022, corrected to note that Traffic Committee meetings should be noticed on the Town website and emailed to the Sunshine List. Commissioner Young seconded. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Financial Report: Financial statements for November were emailed prior to the meeting for review. December transactions currently include income of \$12,480.42 and expenses of \$8,766.19. ARPA funds expended as of December 31, 2022, are \$27,023.92. Account balances as of today are:

\$ 254,932.86- First Bank Business Essentials

\$ 85,545.47- First Bank Money Market

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

NEW BUSINESS

- 1. Town Clerk Introduction:** Mayor Rodes introduced Stephanie Gibson to the board. Clerk Coffey will be available until February 28, 2023. Mayor Rodes has received two resumes from interested candidates that do not have governmental experience. The resumes will be kept for further reference.
- 2. Financial Audit for FY 2021-2022 (Bronwyn Burleson):** New governmental accounting standards have been adopted by the LGC but do not currently impact Webster. At the end of



the fiscal year the Town's reported ending general fund balance was \$268,552, representing an increase of \$73,987 in net position. Two deficiencies were noted, one being a lack of segregation of duties, which cannot be avoided based on the size of staff, and several line item totals in excess of budget. The latter is due to the need for a final budget amendment based on accrued payables and will require a response to the LGC. Ms. Burleson reviewed the letters to the board and then summarized the bound copies of the audit financial statements and opinion.

MOTION: Commissioner Davis moved to approve the Audit Report as presented. Commissioner Young seconded. Motion carried unanimously.

- 3. BalsamWest Fiber:** It was the consensus of the board to pursue the proposal by Balsam West to receive fiber for the amount of \$157.00, a monthly savings of approximately \$47.

MOTION: Commissioner Collins moved to pursue the proposal by Balsam West. Commissioner Young seconded. Motion carried unanimously.

OLD BUSINESS

1. Traffic Report:

The first Traffic Committee meeting will be held on January 10, 2023 at 6:00pm.

MOTION: Commissioner Collins moved to appoint Brandon Core to the Traffic Committee. Commissioner Young seconded. Motion carried unanimously.

ADMINISTRATIVE REPORTS

Mayor's Report:

Policies: Mayor Rodes said she would like to have policies developed for committees, appointment, terms, public notices, appreciation for service, staff, condolences, etc. She would like to clarify the processes, and amounts to be spent.

She mentioned that she has received emails from Archivesocial asking to meet about retention of social media posts. Rodes noted that social media posts should never be deleted because they are considered public information, but should be archived instead.

Proposed Cell Tower: Letters have been sent to the County Planning & Zoning Dept. and to Vogue Towers, LLC stating that the waivers for the proposed cell tower have been approved by Webster Commissioners.

2023-2024 Biennium Legislative Goals (Proposed): The 16 proposed goals need to be ranked and 10 of them submitted. Commissioner Young said that she would be willing to serve as Webster's NCLM voting delegate, and received approval by board consensus.

Town Clerk Position: Stephanie Gibson accepted the terms and wages of the Town Clerk position for a trial period and noted that she and Debbie have met several times for training. Mayor Rodes noted that Clerk Coffey will still be available until the end of February. She said that clerk Bonding will need to be switched to Stephanie prior to March 1, 2023.

Board Meeting Schedule: Commissioners discussed the meeting schedule and the consensus was to move the monthly board meeting to 5:30 pm instead of 5:15. Stephanie will post the meeting change in the Sylva Herald.

Joint Planning and Town Board Meeting: The board discussed the joint meeting to be held in February and agreed to conduct regular Town business until 6 pm, and to allot 45 minutes for the Planning Board topic discussion. Commissioner Young will look at topics and time limits for the



agenda. Mayor Rodes said that she would like to have a Firearms Policy discussion on the agenda for the joint meeting in February. Stephanie will post the joint meeting in the Sylva Herald.

Commissioner Core asked about submitting Commissioner reports, Commissioner Young said they try to send topics and/or reports the Monday before the week of the monthly meetings to the mayor and Town emails, she suggested using blind carbon copying to discourage people from replying to all, which goes against open meeting laws.

Email from Tom Baker: Mayor Rodes received an email from Tom Baker who was raised next door saying that he has had two books published, one was a memoir titled “Warrior Wannabe” which was a healing from combat. He said that a large part of the memoir was his growing up in Webster. He would like to do a reading of his book on a Saturday afternoon in late January or February. Commissioners discussed and agreed to have Mr. Baker read his book at Town Hall.

County Grant: Mayor Rodes has replied to Angie that she would attend the JC Commissioners’ work session on January 10 at 1:00 pm to present the 2023 Municipal Grant application. She noted that she would take that opportunity to explain that it is a part of a larger project to build a pavilion and small public park behind the ballfield and ask for their continued support. Commissioner Young also indicated an interest in attending.

Meetings Attended: TWSA 12/13

Traffic Report: Mayor Rodes has emailed Commissioner Collins the December traffic report and the cumulative traffic report (4-1-22 through 12-31-22) in csv format for the traffic committee to analyze at their meeting on Tuesday, January 10.

HVAC: Michael reported an issue with the HVAC, but when the Mayor checked it was working. It seemed to be a temporary issue with the thermostat. Service has been scheduled with Ward on January 11 and then it will be re-inspected.

Council Members’ and Clerk’s Report:

Commissioner Young stated that the Planning Board did not meet in December, but will meet on January 19, 2023. An allowance of \$100 for refreshments was approved.

Commissioner Young said that she will attend the Jackson County Recreation Advisory Board meeting on January 19, 2023.

Commissioner Collins asked if there was an update on officers’ employment. Clerk Coffey said that the officers who patrol for Webster are still employed by the Sheriff’s Department, and noted that December timesheets have not been received at this time.

Commissioners discussed the potential purchase of an additional digital speed sign. Consensus was to continue discussion after the Traffic Committee has had time to analyze data and report back to the Board. Discussion included inviting JCSO Deputies Yopp and Hawkins, and possibly Sheriff Farmer, to a future meeting to discuss traffic concerns.



ADJOURNMENT

MOTION: Commissioner Collins moved to adjourn. Motion carried. The meeting adjourned at 7:00 p.m.

Next Meeting:

February 1, 2023, at 5:30 p.m.

Tracy Rodes, Mayor

Stephanie Gibson, Town Clerk