

# DRAFT DOCUMENT

## TOWN OF WEBSTER April 5, 2023 Board Meeting Minutes



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

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

**Absent:** Commissioners Brandon Core and Danell Moses.

**Resident:** Billie Jo Bryson

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

**Approval of Minutes:** The minutes of the March 1, 8, & 24, 2023, meetings were emailed prior to the meeting for review.

*MOTION: Commissioner Collins moved to approve the minutes of March 1, 2023, Commissioner Davis seconded. Motion carried unanimously.*

### *PUBLIC COMMENT*

None.

### *CONSENT AGENDA*

**Financial Report:** Financial statements for February and March were emailed prior to the meeting for review. February transactions currently include income of \$ 17,175.37 and expenses of \$2,753.72. March transactions currently include income of \$14,053.49 and expenses of \$23,982.02. ARPA funds expended as of February 23, 2023, are \$34,165.83. Account balances as of April 3 are:

\$ 298,085.38 - First Bank Business Essentials

\$ 85,549.62 - First Bank Money Market

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

### *OLD BUSINESS*

**1. Investments:** Mayor Rodes and Commissioners reviewed the interest rates that Vice Mayor Young obtained from First Bank, First Citizens Bank, and Jackson Savings & Loan. The best money market rate was 2.75% guaranteed for 180 days. First Bank offered an option to increase the interest the Town is currently earning on their money market to a 3.2% variable rate.

Mayor Rodes said that through the NCLM, Governments have extra protection for pooled accounts. Commissioner Collins asked how much interest the checking account earned and

Mayor Rodes replied that the checking account did not earn significant interest. Mayor Rodes and Commissioners discussed moving additional funds from checking to the Money Market account to increase interest.

***Motion:** Vice Mayor Leigh Anne Young made a motion to move funds to total \$300,000 to the Town Money Market account. Commissioner Davis provided a second. Motion carried unanimously.*

**Town Hall Property Management:** Mayor Rodes reported that she had checked with a property management company 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. Mayor Rodes inquired about monthly cleaning services for Town Hall downstairs and they told her they had people that could clean. Commissioners discussed the idea and will get additional information and discuss it at the next meeting.

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#### *NEW BUSINESS*

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**1. Proposed Draft Budget FY 2023-24:** Mayor Rodes and Commissioners reviewed the draft budget and noted that there were two line items for traffic safety and agreed to combine the line item of \$10,000 and the line item for Law Enforcement for a total of \$16,000. A new line item for Property Management was added for \$5,000, and a line item for Community Events for \$2,500 was also included. Vice Mayor Young said the only significant differences were in Sales & Use Tax which had significantly increased, due primarily to the property tax increase. The Franchise and Utility Tax had significantly decreased, and it is unclear why, but it seems to be the trend recently in all local Municipalities.

Consensus by the board was to accept the draft budget as presented with these revisions.

**2. Proposed Fee Schedule Fy 2023-24:** Mayor Rodes and Commissioners reviewed the Fee Schedule currently in effect and decided to leave the fee amounts as is.

**3. Staff Evaluation Form:** Mayor Rodes provided a copy of a staff evaluation form created by Commissioner Moses with input from Commissioner Core that would evaluate progress of Town employees. Mayor Rodes reviewed the areas being evaluated and asked the board for input. Vice Mayor Young said that Commissioners could weigh in but she felt that Mayor Rodes would be in the best position to evaluate employees since she has the most interaction with them. Mayor Rodes said she will work on the evaluation and the Board will review results at the May meeting.

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#### *ADMINISTRATIVE REPORTS*

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

- Mayor Rodes shared that she purchased a dehumidifier for downstairs and David Kaplan set it up. Kaplan also took the old chairs to Habitat for Humanity. She recommended having someone evaluate the foundation. Commissioner Collins said that Stephenson Pest Control might be able to assist with that. Mayor Rodes said that David did not find any birds in the open space above the back window in Town Hall but he removed the nesting debris and sealed the exterior vent opening.

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

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**Traffic Safety Committee Report:** Commissioner Collins said that they had a good Traffic Safety Meeting and they want to get NCDOT to paint the white lanes where there are not any now to make the lanes appear narrower. He noted that he would like copies of the speed reports and timesheets. Rodes noted that she emailed the March speed reports on April 4.

**Planning Board Report:** Vice Mayor Leigh Anne Young said the Planning Board is continuing to work on STR language, and that John Jeleniewski planned to attend to answer questions regarding zoning.

**Lawn Maintenance:** Commissioner Collins mentioned that the South welcome sign shrubbery needs to be pruned, and asked when Elite would start mowing. Mayor Rodes stated that the sign really needs to be repainted and suggested asking Elite whether they could do that. Commissioner Young offered that Signs and Designs might be someone to get a quote from. Mayor Rodes said that she would contact the company for more information.

**Town Hall Window Replacement:** Vice Mayor Young said that she spoke with Southwestern Seamless Guttering and got a quote from them to replace the windows in Town Hall. She shared the quote for 6, vinyl, double paned windows, the cost was \$4100.00. The timeframe is 6-8 weeks from the order date for installation.

*MOTION: Commissioner Collins made a motion to contract with Southwestern Seamless Guttering for up to \$5,000 to replace Town Hall windows, Commissioner Davis seconded. Motion carried unanimously.*

*ADJOURNMENT*

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*MOTION: Commissioner Collins moved to adjourn. The meeting adjourned at 6:50 p.m.*

**Next Meetings:** Public Hearing for Budget: Wednesday, May 3, 2023 at 5:30 pm, Webster Town Hall

Regular Meeting: Wednesday May 3, 2023, at 5:35 pm, Webster Town Hall

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Tracy Rodes, Mayor

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Stephanie Gibson, Town Clerk