

TOWN OF WEBSTER
December 04, 2019 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 5:10 p.m.

Members/Staff Present: Mayor Tracy Rodes; Vice-Mayor Leigh Anne Young (arriving after roll call); Commissioners Allen Davis, Kelly Donaldson, Allan Grant, and Danell Moses; Town Attorney William Morgan; and Town Clerk Debbie Coffey

Members Absent: None.

Public Present: Billie Jo Bryson; Louise Stephens; Dawn Neatherly; Bronwyn Burleson

PUBLIC HEARING

Call to Order: Public Hearing

Mayor Rodes called the Public Hearing to order at 5:10 p.m. and thanked all who provided input on the draft Subdivision Ordinance, and Kelly Donaldson for posting the draft on the Town's website. Attorney Will Morgan briefly outlined his edits and noted that the one acre minimum lot size was required for all new construction. No public comment was received on the draft ordinance.

MOTION: Commissioner Moses moved to adjourn the Public Hearing. Commissioner Grant seconded. Motion carried.

GENERAL MEETING

Call to Order: 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.

Mayor Rodes administered the Oaths of Office for newly elected council members Allen Davis and Kelly Donaldson.

Approval of Agenda:

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

Approval of Minutes: The Minutes of the November 6, 2019, Public Hearing and meeting were emailed prior to the meeting for review.

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

Presentation of Audit Report: Bronwyn Burleson: A copy of the 2018-2019 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, 2019, fund balance was \$148,761, an increase of \$4,496 over the prior year. Ms. Burleson noted that Town



Clerk Debbie Coffey's bonding was insufficient but has been repurchased for the correct coverage.

Informal Comments by Public: None.

CONSENT AGENDA

Financial Report:

October Financial statements have been provided prior to the meeting. November transactions currently include income of \$2,825.07 and expenses of \$501.73. Current Account Balances as of today are:

\$ 44,778.88 - Checking

\$ 45,388.79 - Elite Plus Money Market

\$ 38,520.21 - 48 Month CD

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

ADMINISTRATIVE REPORTS

Mayor's Report:

- Mayor Rodes provided an update on the TWSA search for a new director. Interviews will be conducted next week. The Cashiers treatment plant is moving forward with core samples slated to have been extracted last week.
- The mayor attended the RPO/TAC and Southwestern Commission Board meetings on November 25. DOT officials expressed budget concerns due in part to decreases in gas tax revenue. There are plans to determine new methods of project prioritization in the future.
- Mayor Rodes stated that she has been told the Jackson County Municipal Grant application was approved on November 25 but has not yet received official notification of approval.
- The mayor attended the Mountain Projects annual meeting and informed the board that an affordable housing grant that requires four qualified applicants for the project to be started in Jackson County.
- The Penland property (6.8 acres) has been posted for sale as two lots.

Council Members' Reports: None.

Clerk's Report: None.

NEW BUSINESS

1. Approval of the 2018-2019 Audit Report

MOTION: Commissioner Moses moved to approve the 2018-2019 Audit Report as presented. Commissioner Young seconded. Motion carried.

2. Organizational

A. Appointment of Mayor Pro Tempore

MOTION: Commissioner Moses moved to reappoint Commissioner Young as Mayor Pro Tempore. Commissioner Donaldson seconded. Motion carried.

B. Appointment of Liaisons to Other Boards

MOTION: Commissioner Moses moved reappoint Commissioner Young as representative to the Webster Planning Board and Jackson County Greenway Committee and to appoint



Commissioner Davis as representative to the Jackson County Parks and Recreation Board of Directors. Commissioner Donaldson seconded. Motion carried.

C. Appointment of TWSA Representative

MOTION: Commissioner Young moved to reappoint Mayor Rodes as representative to the TWSA Board of Directors. Commissioner Moses seconded. Motion carried unanimously.

OLD BUSINESS

1. Subdivision Ordinance:

MOTION: Commissioner Grant moved to adopt the Subdivision Ordinance, and for the ordinance to be codified consistently by Attorney Morgan following adoption. Commissioner Moses seconded. Motion carried.

2. Interlocal Agreement: It was the consensus of the board to continue to review and suggest edits to the draft Interlocal Agreement.

ADJOURNMENT

MOTION: Commissioner Grant moved to adjourn. Motion carried. The meeting adjourned at 6:20 p.m.

Next Meeting:

Regular Board Meeting - Wednesday January 8, 2020 at 5:15 p.m.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk