



TOWN OF WEBSTER
January 5, 2022 Board Meeting Minutes

The Webster Board of Commissioners met via Zoom on Wednesday, January 5, 2022, at 5:15 p.m. for the regularly scheduled monthly board meeting.

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

Absent: None

Public Present: Bronwyn Burluson, Barbara and Miller Jones

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.

BOARD OF COMMISSIONERS MEETING

Approval of Agenda:

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

Approval of Minutes: The minutes of the December 1, 2021, Board Meeting were emailed prior to the meeting for review.

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

Public Comment:

An email from Ms. Jones was forwarded to the Board prior to the meeting for review. She noted that the property has been in her husband's family for over one hundred years. The lot is PIN No. 7640-16-5871 and assessed as .53 acres. Ms. Jones also attached a list of properties in her email that she noted as having been "grandfathered in" to not be subjected to the one-acre minimum lot size for residential homes. She stated that it was her understanding that if the lot had a house on it in the past, it should be grandfathered in to allow for building at this time. She noted that the house on the property burned down sometime in the 1940s, and has more recently been used by the Simpson family as yard/garden space, prior to Ms. Simpson selling her property. Ms. Jones noted that the tax appraisal of the lot has decreased from \$43,000 to \$23,000, and feels this a reflection of the lot not being valued as a buildable lot. Ms. Jones felt that based on the land value not changing over the years, the lot had been grandfathered in as a buildable lot. Attorney Morgan agreed to review the information.

Presentation of FY 2020-2021 Audit:

Ms. Burluson presented the report as an unmodified, clean 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 to mitigate risks associated with this deficiency. The Town's net position changed by



\$46,574, with an ending total fund balance of \$194,565. Mrs. Burluson noted that the property tax rate increase was the main contributing factor to the increase in net position.

CONSENT AGENDA

Financial Report:

November financial statements were provided prior to the meeting. December transactions currently include income of \$40,585.78 and expenses of \$4,157.89. Account Balances as of today are:

\$ 180,065.65 - Elite Checking

\$ 85,516.09 - Elite Plus Money Market

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

ADMINISTRATIVE REPORTS

Mayor's Report:

- Mayor Rodes, Commissioner Young, and the clerk attended a webinar on ARPA guidelines sponsored by Land of Sky and Southwestern Commissions. Final guidelines are still pending, but an emphasis is being placed on water and sewer projects.
- Robin Sharrett looked at the apartment floor, and an update was provided by Commissioner Young. He discovered that the subflooring is not at current standards, but is not unsafe. He said he could add cross bracing between the floor joists to make the floor more stable and less noisy. This can be accomplished by removing the drop ceilings tiles in the conference room and office. He also made a plumbing repair to the toilet while inspecting the apartment. In addition, he recommended a dehumidifier for the basement.
- The NCLM has completed the appraisal on the Town Hall building. Mayor Rodes was unable to determine the age of the roof, but after a conversation with Scott Baker, determined that it was installed about twenty years ago.
- The Municipal Grant was submitted for a total of \$4,873.70 and includes three benches and three picnic tables matching the ones purchased last year. No assembly or installation costs were included with the application.

Council Members' and Clerk's Reports:

Commissioner Collins has looked at Mill Creek on the Paulus property and is willing to assist the property owner to pursue a private grant to make improvements to the stream banks. There is some TWSA infrastructure there so Mayor Rodes has asked Daniel Manring to meet with them at the site.

Commissioner Young will provide the Board with pricing for Fire King filing cabinets.

OLD BUSINESS

1. **Land Use Plan:** Commissioner Young reported that the Planning Board was unable to meet in December, but will meet on January 20th. Final corrections have been made for the Planning Board to approve on that date. Following that approval, the LUP will be forwarded to the Board of Commissioners for review and approval.



2. **ARPA Funding:** Covered during Mayor's Report.
3. **Jackson County Municipal Grant:** Covered during Mayor's Report.
4. **Town Hall Repairs:** Covered during Mayor's Report.
5. **Meeting Format:** Mayor Rodes encouraged everyone to exercise caution with Covid-19 numbers rising in Jackson County, and recommended remaining on a virtual format for meetings. Commissioner Collins noted many other boards have returned to in-person format and requested parameters for when in-person meetings could resume. Mayor Rodes noted that TWSA and Mountain Projects are still meeting via Zoom, and Southwestern Commission meetings have had a significant drop in attendance since returning to in-person. It was the consensus to maintain remote meetings via Zoom until the surge in Covid-19 cases dropped, based on information from the JC Health Department.

NEW BUSINESS

1. **Budget Amendment #1:** A copy of the draft amendment was provided prior to the meeting for review. The amendment is to transfer funds from expense line items to create balanced line items and does not change the final budget amount. \$6,025 was moved from GOV: Miscellaneous Expenses to increase four different line items: GOV: Bonding Fees 10-4120-4920 increased by \$350; GOV: Liability Ins 10-4120-4510 increased by \$25; GOV: Plan/Train/Trv 10-4120-3110 increased by \$650; and TH: Repairs 10-4120-4930 increased by \$5,000.

MOTION: Commissioner Moses moved to approve the budget amendment as presented. Commissioner Young seconded. Motion carried.

ADJOURNMENT

MOTION: Commissioner Davis moved to adjourn. Motion carried. The meeting adjourned at 6:45 p.m.

Next Meeting: Wednesday, February 2, 2022, via Zoom Meeting at 5:15 pm.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk