

**TOWN OF WEBSTER**  
**August 1, 2023 Board Meeting Minutes**



The Webster Board of Commissioners met at the Webster Town Hall, located at 1411 Webster Rd., Webster, on Wednesday, August 1, 2023, 5:30 p.m. for the August Commissioners Meeting.

**Members/Staff Present:** Mayor Tracy Rodes, Vice Mayor Leigh Anne Young; Commissioners Brandon Core and Allen Davis; and Town Clerk Stephanie Gibson.

**Absent:** Commissioners Dale Collins and Danell Moses, and Town Attorney Will Morgan

**Public Present:** Chris Cox and Susan Rath

**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: Commissioner Core moved to approve the agenda, Commissioner Davis seconded. Motion carried.*

**Approval of Minutes:** The minutes July 5, 2023, were emailed prior to the meeting for review.

*MOTION: Commissioner Davis moved to approve the minutes of July 5, 2023, Commissioner Core seconded. Motion carried unanimously.*

*PUBLIC COMMENT*

None.

*CONSENT AGENDA*

**Financial Report:** Financial statements for July were emailed prior to the meeting for review. July transactions currently include income of \$4269.49 and expenses of \$11468.10. ARPA funds remaining as of July 10, 2023, are \$20,501.82. Account balances as of July 31 are:

\$ 80,460.55 - First Bank Business Essentials  
\$ 303,501.82 - First Bank Money Market

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

*OLD BUSINESS*

**1. Town Hall Property Management:** Mayor Rodes met with Adrienne Higdon, with Blue Ridge Premier Realty/Rentals, on July 11th and signed the Property Mgmt. contract, paid the \$500 for a repair fund and \$700 for the security deposit. Adrienne met with the tenant on July 20 to update his lease. Mayor Rodes said that Adrienne is scheduling with Terminix to come quarterly and that she is going to meet with the housekeeper to discuss cleaning Town Hall and will follow-up. She noted that their services will begin in August. Mayor Rodes said that there was a maintenance issue with the apartment, there was a leak and the toilet was running. She called Ward's and they came out and fixed the problem and showed the renter how to solve the problem if it happened again. There was no charge.

Mayor Rodes said that she mentioned the Town Hall basement issue with the foundation and that Adrienne knew someone that could come and do a consult for approximately \$250

*Consensus of the board was to move forward with scheduling a consult..*

**2. Town Hall Electrical work:** Mayor Rodes said that she spoke with Catamount Electric when they came to install the additional outlet for the air conditioner about the additional electrical work that will need to be done in the future at Town Hall and that the quote was \$4700 for the work to replace both inside fuse boxes and the exterior meter can.

**3. Schedule Planning Meeting:** Mayor Rodes asked the board for dates that might work for the Planning meeting they discussed previously. The Planning Meeting will be held to discuss grants, events and to plan and budget for Town Hall and the Town of Webster expenditures, The board recommended meeting on either August 18th or August 25th. They will follow-up to set the date.

**4. Webster Park Update:** Mayor Rodes said that she spoke with Rusty at JCPRD, he said that the sidewalks were poured on July 28. He said that the original ETA of construction materials was the end of August but he is waiting for an update on that. Rusty said that the next step is to get power run out to the shelter site and he asked for assistance with Duke to make that happen. Mayor Rodes said that she emailed Lisa Leatherman to ask for the appropriate Duke contact, if there are relevant grant opportunities, and any advice she may have in proceeding.

#### *NEW BUSINESS*

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**1. Appointment of JC Historic Preservation Commission:** Mayor Rodes said the Historical Preservation representative seat is up for renewal for the Town of Webster and that she would like to recommend that Commissioner Core continue to be the representative if he is willing. Commissioner Core said that he is willing to remain as the representative for the Town of Webster on the Historical Preservation Commission.

*MOTION: Vice Mayor Young made a motion to reappoint Commissioner Core as the representative for the Jackson Co. Historical Preservation Commission. Commissioner Davis seconded. Motion carried unanimously.*

**2. Letter of Support for WCU Dam Improvements:** Mayor Rodes introduced the request from WCU for a letter of support for the WCU dam remediation and improvements grant. She said that she would like to send a letter of support if TWSA was in support of the improvements recommended.

*MOTION: Vice Mayor Young made a motion for the Town of Webster to submit a letter of support for the WCU Dam Repairs and Improvements pending approval from TWSA. Commissioner Core seconded. Motion carried unanimously.*

**3. Park Event:** The board discussed having a park event and dedication for the new park pavilion but decided that they may not have time to plan an event in the fall. They will discuss further at the next meeting.

#### *ADMINISTRATIVE REPORTS*

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**Mayor's Report:**

- **2022-2023 Audit Preparation:** Debbie, Stephanie and I worked several hours last Saturday to prepare the financial documentation for the audit and files for the upcoming fiscal year.
- **Mowing:** Travis Painter left a note saying that he could mow around Buchanan Loop if the board wanted him to. Commissioner's discussed the idea but felt that DOT should be called to address any maintenance issues since the property is in their right-of-way.
- **Traffic Update:** Mayor Rodes said that the officers have not submitted a current report.

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

**Traffic Safety Committee Report:** Commissioner Collins was absent.

**Planning Board Report:** Vice Mayor Leigh Anne Young said that the Planning Board has a draft copy of the STR regulations recommended and that Sara would be sending a copy to the board for review and will discuss the recommendations at the September meeting.

**Historic Preservation Meeting:** Commissioner Core said that the committee is working internally on edits and did not have a meeting, he will bring recommendations forward.

**Solid Waste Meetings:** Commissioner Moses was absent.

**Webster Town sign:** Commissioner Davis said that he looked at the Town sign and that it needs to be cleaned and have a fresh coat of paint. Vice Mayor Young said she would see what paint she had and would check with Commissioner Collins and they would see what they could get done.

**Elections:** Commissioners Davis and Core shared that they both filed to keep their seats on the Town board that are up for reappointment in November.

*ADJOURNMENT*

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*MOTION: Commissioner Davis moved to adjourn. The meeting adjourned at 7:20 p.m.*

**Next Meetings:** Regular Meeting: Wednesday September 6, 2023, at 5:30 pm, Webster Town Hall

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Tracy Rodes, Mayor

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Stephanie Gibson, Town Clerk