**TOWN OF WEBSTER**

**Minutes for March 1, 2017 Board Meeting**

The Board of Commissioners for the Town of Webster met for a regularly scheduled meeting at Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:15 p.m.

**MEMBERS PRESENT:** Commissioner Billie Bryson, Commissioner Danell Moses, Commissioner Allan Grant, Commissioner Larry Phillips, Commissioner Leigh Anne Young, and Mayor Tracy Rodes

**MEMBERS ABSENT:** none

**Others Present:** Holly and Raymond Ledford; Michele Smith

#### General meeting

**Approval of Agenda**

***MOTION:*** Commissioner Phillips made a motion to amend the agenda; Commissioner Grant seconded. Motion carried. Commissioner Phillips made a motion to approve the minutes as amended. Commissioner Young seconded.

**Approval of Minutes**

Minutes for the February council meeting were presented for review.

***MOTION:*** Commissioner Phillips moved to approve minutes as amended with a revision showing the cleared balance for the checking account is $85,524.29. Commissioner Grant seconded. Motion carried.

**Informal Comments by Public**

Mr. Ledford expressed a desire to put a garden shed behind Webster Methodist Church. There is a community garden behind the church, and the shed would hold tools and supplies. They propose a small, 8x12 wooden building, stained brown, with a door and lock. Mr. Ledford wants to be sure to stay within the ordinances of the Town of Webster to be sure the addition is permissible, and that the location is within guidelines. They want to place shed in front of the woods behind the current garden space. Mayor Rodes suggested that if Mr. Ledford had any questions on making sure the shed meets historic registry guidelines that he speak with Joe Rhinehart.

**MOTION:** Pursuant to G.S. 143-318.11A6, Commissioner Moses motioned to go into a closed session for discussion of Town Clerk position. Commissioner Grant seconded. The closed session was called at 5:35 pm and open session resumed at 6:20 pm.

#### consent agenda

**Financial Report**

Danell Moses presented the end-of-month detailed and summary reconciliation reports and the up-to-date budget report for February 2017:

Beginning town fund balance per January report: $147,388.10

Cleared expenditures totaled 2,463.42

Deposits 1,000.02

Checking cleared balance Macon 84,060.89

Macon CD 12 25,068.89

Macon CD 48 37,286.70

Ending Town fund balance $146,416.48

Moses said the Town is on target for budget and she does not see a need to make changes at this time. Moses stated that she audits the line items in Excel to confirm they match QuickBooks every few months. Commissioner Larry Phillips asked how many checks are written per month since most items are handled electronically. Moses and Mayor Rodes stated that the Town averages about 4 checks per month.

***MOTION***: Commissioner Phillips motioned to approve the financial report as presented. Motion seconded by Commissioner Grant. Motion passed.

#### ADMINISTRATIVE REPORTS

**Mayors Rodes’ Report**

Mayor Rodes reported that there was a good turnout at the ‘We Love Webster’ event. Mayor Rodes thanked the board for taking part in the event. The board discussed whether a ‘thank you’ is needed to go John Faulk. The consensus was that he should be thanked, and the mayor said she will take care of that. ​

Mayor Rodes relayed that some resident attendees said that they enjoyed the dinner meeting, thought it was community-building, and that we should do it again. It was noted that there was little participation in the interactive displays that were designed to get resident input. The Mayor said she had been hoping for more feedback. Commissioner Bryson said the only question she received was about the street lights, asking why we do not have street lights all through Buchanan Loop. Mayor Rodes received suggestions both for and against keeping the single lane section of Buchanan Loop, for keeping the Post Office, and for having Jackson County transit stop there. Her concern with the last idea is that the parking problem at the post office could be further complicated by asking for a transit stop.

Mayor Rodes reported that she attended Sylva’s Mayors’ meeting, a Sylva Fire protection meeting, interviewed a candidate for clerk, and attended a DOT meeting. Mayor Rodes said that the options offered in the DOT meeting involved a ‘superstreet’ option and a divided median option. A bike path was also discussed. One option offered a 2’ allocation for a bike path, unmarked; another option is to have a marked bike lane that gives the bike lane 3’ and reduces the width of the car lanes. The second option takes five feet of additional space. Mayor Rodes said that it is legal to ride a bike on Webster’s sidewalks.

The Mayor stated that Mr. Harbaugh had asked us not to publish the detailed map of TWSA map infrastructure for security reasons. ​Poston will be asked to develop a more generalized map, suitable for using in the land use plan. Mayor Rodes stated she would meet with Commissioner Moses to go over the map because it does not appear to include Holly Walk, and that is important for the census questionnaire.

Commissioner Phillips spoke to the attendees about why Webster has remained a town, and explained that the input and participation of residents will be needed to continue the viability of Webster in the future.

**Council Member’s Reports**

Commissioner Bryson said that the Greenway committee has not had a meeting this year. No other reports were given.

#### OLD BUSINESS

No old business to discuss.

#### NEW BUSINESS

**Town Clerk**This position will be classified as an employee and not an independent contractor. Pope will get bonded and obtain access to bank accounts at Entegra Bank during the next few weeks while she is training with Moses.

***MOTION***: Commissioner Phillips made a motion to hire Joyce Pope as an employee as the Town Clerk/Finance Officer. Motion was seconded by Commissioner Grant. Motion passed.

**Southwestern Community College**Attorney Michele Smith received a call stating SCC has received a permit to build a 55,000 sq. ft. health sciences building to include classroom space and offices. She asked for clarification within Zone G1. The ordinance states that one parking space is required for every 400 square feet of office space. Using this measure, 138 parking spaces would be required for this new building. John Jelenewski in the Jackson County Planning Department said that he recommended that the Town of Webster look at the safety and welfare of the general public because there is already a parking problem. Also, it is a possibility that SCC desires to put in more parking spaces than is required by ordinance. Attorney Smith said we can offer them clarification of the ordinance. There is reserved faculty parking, and students just have to find a parking spot and walk to their classes. This new building will replace the classrooms in the Balsam building. Mayor Rodes stated that she would like to see additional parking, but ​would also like to keep the amount of unnecessary impervious surfaces to a minimum. Smith said she would pull examples from other colleges/higher education locations to determine which option would be the most sensible, if the board desires. Commissioner Moses said that she does not think the Town of Webster needs to get involved at this time. ​Mayor Rodes stated she thinks SCC will make appropriate decisions concerning the amount of additional parking needed.

**Fire Department Funding and Service Agreement**Mayor Rodes distributed a funding schedule showing the new rate for 2017-2018 will be $0.04. The bill for 2015-2016 year was $16,651. The new rate will add $3,730 to the budget. Commissioner Moses referred to Exhibit D, with $18,500 allotted to fire protection/residential. Mayor Rodes said the rate increase may be partly based on lower property tax rates decreasing their revenue. Commissioner Young asked why the Town’s rate changed and the county rate did not change. There does not appear to be a specific contract date for the new rate. The Funding and Service Agreement needs to be executed by the Town of Webster.

***MOTION***: Commissioner Bryson made a motion to sign the Fire Department Funding and Service agreement. The motion was seconded by Commissioner Young. Motion carried.

**Set meeting time and date for annual planning session**Commissioners discussed available dates for the annual planning session. Mayor Rodes handed out a draft agenda for the planning session for Commissioners to take home and work on. Items for discussion: TWSA, future water and wastewater needs, and tax rates. A tax increase may be needed to repair infrastructure that may not be covered by the Town’s savings account. The savings account might need to be targeted for new projects. Tax increases could cover future increases in basic services such as fire coverage. The annual planning session was set for Friday, March 31 at 12:00 pm, to be held at the Town Hall.

Commissioner Phillips asked for the Board’s approval to work on a mutual aid agreement with the Sylva Police Department. Mayor Rodes requested that this topic be discussed at the planning session.

**Next Meeting**The next Town of Webster Board Meeting will take place on April 5, 2017.

#### adjournment:

***MOTION***: Commissioner Moses motioned to adjourn. Commissioner Young seconded. Motion passed. The meeting adjourned at 7:12 p.m.

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Tracy Rodes, Mayor Danell Moses, Town Clerk