

# TOWN OF WEBSTER

## Minutes for November 4, 2015 Board Meeting



The Board of Commissioners for the Town of Webster met for its regularly scheduled meeting at 1411 Webster Road. Mayor Breedlove called the meeting to order at 5:15 p.m.

**MEMBERS PRESENT:** Commissioner Janice Blanton, Mayor Nick Breedlove, Commissioner Billie Bryson, Commissioner Allan Grant, Commissioner Danell Moses, and Vice Mayor Tracy Rodes

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Tanner Hall of *The Sylva Herald*, Louise Stephens, Michele Smith, Larry Phillips, Kirk Stephens

### GENERAL MEETING

#### Approval of Agenda

Mayor Breedlove asked to amend the agenda by adding new item Finance Officer Policy. Vice-Mayor Rodes motioned to approve agenda as amended; Commissioner Grant seconded. Motion carried.

#### Approval of Minutes

Minutes for the October 7 regular and closed session meetings were presented for review. Commissioner Grant motioned to approve the minutes as amended; Vice-Mayor Rodes seconded. Motion carried.

#### Informal Comments by Public

No comments were made.

#### Consent Agenda

##### *Financial Report*

Danell Moses presented the end-of-month reconciliation and budget reports for October 2015:

Beginning town fund balance per September report:	\$127,229.79
Deposits	1,240.11
Cleared expenditures totaled	6,133.35
Checking balance Macon	59,789.74
CD 0001 balance	25,611.61
CD 1681 balance	36,981.78
Ending town fund balance	\$127,383.13

Moses requested that the board allow the movement of funds as follows:

AMOUNT	FROM	TO
\$300.00	MISCELLANEOUS	ADVERTISING/LEGAL NOTICE
\$47.00	MISCELLANEOUS	MEMBERSHIP DUES
\$3000.00	STREET LIGHTS	MISCELLANEOUS

Commissioner Grant provided a motion for approval of the financial report and movement of budget funds with Vice-Mayor Rodes providing a second. The motion carried.

### ADMINISTRATIVE REPORTS

#### Mayor's Report

Mayor Breedlove

- Commented that Webster had a great turn out of the Halloween event. Over 400 children were estimated to have been trick-or-treating in town that night.
- Received a letter from Mark Jamison commenting the town should purchase the Penland property as a possible site for the monument. The letter was received two weeks after the period for public comment had ended.
- Attended the recent LEAF training on tourism and economic development.

#### Council Member's Reports

- Blanton reported that the signs for Sitton Road and Doghobble Lane had been returned, a little scratched and banged up but mostly in good repair.
- Moses reported she would like to attend a grant training workshop during December. The board approved the \$110. seminar fee.
- Rodes attended the recent Rural Economic Development meeting and provided handouts for the board.



- Unofficial election results presented that in the race for town council seats, top votes went to:
  - Billie Jo Bryson, 13 votes
  - Larry Phillips (write in candidate), 10 votes
  - Jade Moses (write in candidate), 6 votes
  - Six other write in candidates receiving 1-2 votes each

### *NEW BUSINESS*

---

1. November 11 Veteran's Day Ceremony
  - a. Mayor Breedlove passed out the program for the day of the event.
  - b. Work continues on the monument and the landscaping.
  - c. Mr. Cowan, the Webster School principal in 1951, and three students (Louise Stephens, Barbara Bennett, and Joe Rhinehart) who originally attended the first dedication will hopefully be in attendance.
  - d. Commissioner Blanton mentioned that we could hang a double print of the original and current pictures of the memorial in our town hall.
  - e. After the event, thank you cards will be sent to all those who've helped.
    - a. All American Awards
    - b. Austin's Light hauling
    - c. Duke Energy
    - d. Jackson County Grounds Crew
    - e. Jackson County Public Schools
    - f. Jackson County Public Works
    - g. Lynn Ashe
    - h. McNeely's Equipment Rental
    - i. Southwestern Child Development Center
    - j. Southwestern Community College Veterans' Club students
    - k. The Sylva Herald
    - l. Woodard Landscaping
    - m. Woodmen of the World
  - f. Mayor listed the order of events
    - a. Brief introduction – mayor
    - b. Presentation of colors – boy scout troop
    - c. National anthem – SMHS choir
    - d. Remarks from Joe Rhinehart, Brian McMahan, Mark Meadows
    - e. Recognition of Veterans
    - f. My Country 'Tis of Thee – SMHS choir
    - g. Moses mentioned that the Pledge of Allegiance should be given, especially since this is the first time it will be flown.
2. Delinquent Taxes
  - a. Mayor Breedlove passed out a printout from the local tax office which listed all Webster residents who are delinquent in taxes from 2014. He indicated that the importance of collecting taxes reflects in the amount we can future budget. We have outstanding \$906.76 which is about a thirtieth of the budget. He wanted to get the best way to approach this from the attorney.
  - b. He asked if Smith could write a letter to the taxpayers. She indicated she could.
  - c. Vice-Mayor Rodes stated that we should check first to see if payments are being made on these accounts before sending out a letter and also asked if a payment plan could be set up.
  - d. Moses indicated that she was on the list but was making monthly payments and that other residents may be doing the same thing.
  - e. Mayor Breedlove asked if Moses would like to write a letter to the taxpayers to remind them of their delinquent status before it progresses on to the attorney. Moses responded that she didn't understand why the town was taking on the task since Webster pays Jackson County to collect those taxes. Mayor indicated that the county doesn't really follow up on delinquent notices.
  - f. Commissioner Blanton said that if the attorney sends the letter, she could mention that the taxpayers could set up payments to the county if needed.



- g. Vice-Mayor Rodes mentioned that a legal letter would be good to have. Commissioner Blanton agreed.
  - h. Mayor Breedlove said we need a plan in place to collect any past due taxes.
  - i. Moses asked if any existed from 2013 or before. Breedlove said he would check and then report back during the January meeting.
3. Finance Officer Duties and Procedures Policy
- a. Attorney Smith formed a policy to addresses all duties and policies followed by the finance officer regarding deposits, budgets, and bill paying.
  - b. The policy was amended to state “Finance officer and the Mayor have authority to make deposits and electronic deposits of any amounts.”
  - c. Vice-Mayor Rodes motioned to approve the Finance Officer Policy as presented with the amendment to item 4A. Commissioner Grant seconded. The motion passed.
  - d. Mayor Breedlove asked if the CD balances could be provided in a printed format instead of hand written. The board approved opening a small \$100 savings account in order to have a print out.

***ADJOURNMENT:***

---

Commissioner Moses motioned to adjourn. Vice-Mayor Rodes seconded. The meeting adjourned at 6:10 p.m.

-----  
Nick Breedlove, Mayor

-----  
Danell Moses, Town Clerk