

TOWN OF WEBSTER

Minutes for May 24, 2017 Board Meeting



The Board of Commissioners for the Town of Webster met for their regular monthly meeting at the Webster Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:13 p.m.

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

MEMBERS ABSENT: none

OTHERS PRESENT: none

GENERAL MEETING

Approval of Agenda

MOTION: Commissioner Danell Moses made a motion to accept the agenda. Commissioner Leigh Anne Young seconded. Motion carried.

Approval of Minutes

Minutes for the May 3 council meeting were presented for review.

MOTION: Commissioner Phillips motioned to approve the minutes. Commissioner Moses seconded. Motion carried.

CONSENT AGENDA

Mayor's Report

Mayor Rodes advised the Board that the sidewalk cut has been approved by the NCDOT at no charge to the town. Rodes attended an RPOTCC meeting and spoke with Jonathan Woodard, who two days later advised Mayor Rodes the project had been added to their work list.

Workers Comp. We are required by law to carry workers comp on the board and support staff. The basic policy costs \$600. The Town must sign on for this fiscal year and then renew for 2017-2018. The coverage would start June 1st. In order to pay the Town Clerk as an employee, additional paperwork must be completed with Excel payroll.

Law Enforcement. Mayor Rodes is working on a contract for our law enforcement personnel. She has received certificates of insurance for the officers. Mayor Rodes will also develop a Release of Liability for the Town.

SCC Variance: we have addresses for mailers for 34 families.

Council Member's Reports

Commissioner Young reported that she received her notary certification.

OLD BUSINESS:

- 1) **Workers Comp.** A NCLM Risk Manager might visit the Town to do an inspection for the Workers Comp policy. The Board discussed the proposed Workers Comp contract.
MOTION: Larry Phillips made a motion to approve signing a Workers Comp contract. Danell Moses seconded. Motion carried.
- 2) **Town Hall Maintenance**
- 3) **SCC Variance and Public Hearing:**
 - a. Potential Date. Mayor Rodes advised that if mailers and signs went out by Friday 5/26, and get a notice in next week's paper, the earliest date for a public hearing would be 6/14. Then the Board would meet to be sure the BOA decision is correctly filed, which requires posting a notice of a Special Meeting. Commissioner Phillips suggested that the Board go ahead and set a date of June 14.



MOTION: Commissioner Phillips made a motion that Mayor Rodes be authorized to choose and set a date. Commissioner Young seconded. Motion carried.

- b. Town Council Attendance / Public Notice: the Town must post notice for meetings at times other than the regularly advertised meetings. Mayor Rodes will advertise the meeting as required.
- 4) **Board of Adjustment Appointments.** Mayor Rodes suggested that alternates be appointed to the Board due to summer vacation schedules. A quorum of the Town Council must be present at the Public Hearing for SCC's Variance Request, which will be held immediately before the Board of Adjustment meets.

MOTION: Danell Moses made a motion to appoint Neal Morgan, Laura Chapman, Kelli Rhoades (ETJ), and Janice Blanton; and to appoint as alternates appoint Fitzellen Eldridge, Marilyn Jody, and Leigh Anne Young. Walter Turner is the county candidate for the board and Robert Edwards is the alternate (ETJ) county appointment. The motion was seconded by Commissioner Phillips.

5) **Payroll**

- a. Board Pay: Mayor Rodes asked the Board if they want to have Excel handle all payroll and if they want to receive w-2s or 1099s. The board agreed to allow Excel to handle payroll and will decide on the w2s at a later date.
- b. Excel: Mayor Rodes advised that the cost to the Town will probably be about 8% including fees to Excel and employer contributions. The yearly cost is \$480 for payroll only for the Town Clerk and \$696 for everyone.
- c. Training for Joyce: An additional option is to provide Training for Joyce so that she can do payroll in-house rather than paying Excel. Commissioner Moses suggested the Board try Excel for 6 months and look for training. Moses advised that she will check to see if SCC will offer their online payroll certification program in the fall.

MOTION: Commissioner Moses made a motion that the Town hire Excel Payroll to perform payroll services for the Town Council and the Town Clerk. Commissioner Phillips seconded. Motion carried.

6) **Budget FY 2017-2018 Discussion**

The Board reviewed the proposed budget.

- The Town will seek a new renter and discussed offering reduced rent to a police officer or to a renter who would park a police vehicle in front of Town Hall. Mayor Rodes will speak to the Jackson County Sheriff about the aforementioned contracts and will discuss the Town apartment at that time.
- The Board reviewed the remaining funds in the 2016-17 budget. The sidewalk fund should be reduced to \$3,000 and the General Fund changed to \$13,000 for a net total projected income of \$100,900. Under expenses, the line item for Government / Liability Insurance should be changed to Government / Insurance, which would cover property and liability and workers comp. \$1,900 should be allocated to this line item. Payroll expenses should be added under Office Expenses (\$700) for a new total of \$2,400. Council stipends would be \$500 per month for mayor and \$225 per quarter for all other board members, for a total of \$10,500. Planning, travel and training was reduced to \$700, giving net expenses of \$100,900.

MOTION: Commissioner Moses made a motion to approved the proposed 2017-18 budget as revised. Commissioner Grant seconded. Motion carried. The budget will be presented at a public hearing at a date tba.

NEW BUSINESS:

1) **Town Hall Apartment**

- a. Rent: the board agreed to keep the rent at \$700 at this time.
- b. Deposit: the deposit amount required will be evaluated at another meeting.



- c. Maintenance: the apartment needs to be inspected and a checklist made for maintenance items. Painting needs to be touched up, and a new refrigerator will be needed soon. The board consensus is that we will not do major renovations to the apartment at this time.
- 2) **Entegra CD Account**
- a. Remove Danell/Add Joyce
MOTION: Commissioner Phillips made a motion to remove Danell and add Joyce to the Entegra CD accounts and add Leigh Anne Young as a third signer. Commissioner Moses seconded. Motion carried.
 - b. Third Signer: the board agreed to add a third signer to all Town bank accounts.

Reminders - Next Meeting: June 7, 2017

ADJOURNMENT:

MOTION: Commissioner Phillips motioned to adjourn. Commissioner Young seconded.

Meeting adjourned at 6:44 p.m.

Tracy Rodes, Mayor

Joyce Pope, Town Clerk