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Time Posted: _____
Posted By: Evelyn Baker
Witnessed By: _____

**MINUTES OF A SPECIAL MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 2, 2002**

The Jackson County Board of Commissioners met in a Special Session on Thursday, December 2, 2002, at 7:00 p.m. in Courtroom Two, Justice & Administration Building, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Jay A. Denton, Chairman
Stacy Buchanan, Vice Chairman
Roberta Crawford, Commissioner
Conrad Burrell, Commissioner
Franz Whitmire, Commissioner
Darlene Fox, Clerk to the Board

Chairman Denton called the meeting to order.

MINUTES: Commissioner Buchanan moved to approve the Minutes of the Work Session of November 21, 2002, and the Regular meeting of November 21, 2002. Motion carried by unanimous vote.

BOARD COMMENTS: Chairman Denton thanked the public for supporting the board during the past four years. He gave a brief overview of the board's accomplishments over the past four years including capital projects built and/or under construction, several Ordinances that were adopted, along with improvements for personnel and safety. He stated he was proud of what the board had accomplished and enjoyed serving the county. Commissioner Burrell also thanked the public for its support and stated it was an honor serving the people of Jackson County. Commissioner Whitmire stated he enjoyed serving on the board and that all funds expended were for the betterment of the County. A special thanks was given to Darlene Fox for her outstanding service to the Board.

Judge Marlene Hyatt performed the swearing in ceremony of the newly elected Commissioners.

Chairman Buchanan presented plaques to the previous board members for their service.

INFORMAL COMMENTS BY THE PUBLIC: Juanita Burrell thanked everyone for being so good to her family through the years. Lee Ewart requested that the new board strongly consider improving the library, resolving the landfill issue with Macon County and clean up the Social Services Department. Sheriff Ashe stated he would work with the board.

Present: Stacy Buchanan, Chairman
Roberta Crawford, Commissioner
Joe Cowan, Commissioner
Eddie Madden, Commissioner
Brian McMahan, Commissioner

Chairman Buchanan called for a recess for refreshments.

ORGANIZATIONAL MEETING

(1) **VICE CHAIRMAN:** Commissioner Madden moved to nominate Roberta Crawford as Vice Chairman. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

(2) **BONDS FOR SHERIFF AND REGISTER OF DEEDS:** Commissioner Crawford moved to approve bonds for the Register of Deeds and Sheriff. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

(3) **BANK RESOLUTION & SIGNATURE CARDS:** Commissioner Cowan moved to approve the banking resolution designating the signatures of Darlene Fox, Finance Officer, or Michelle Hopkins, Assistant Finance Officer, and countersigned by Kenneth L. Westmoreland, County Manager, on all checks, drafts or orders. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

(4) **CLERK TO THE BOARD:** Commissioner Crawford moved to appoint Evelyn B. Baker as Clerk to the Board. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

(5) **COUNTY ATTORNEY:** Commissioner Cowan moved to appoint W. Paul Holt, Jr. as County Attorney. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

(6) **RULES OF PROCEDURE:** Chairman Buchanan moved to adopt the Rules and Procedures Manual issued by the Institute of Government. Commissioner Crawford seconded the Motion. Chairman Buchanan called attention to Rule 15, *Second Not Required*, but recommended that all Motions require a second. He also referred to Rule 23, *Duty to Vote*, and called the board's attention to the last sentence of that Rule: "A member who fails to vote, not having been excused, shall be recorded as voting in the

(affirmative)(negative)”, and recommended that failure to vote would be recorded as an affirmative vote. Commissioner Cowan requested that this issue be revisited in one month. Also Rule 9, *Agenda*, Chairman Buchanan recommended that all agenda requests must be submitted to the Clerk or County Manager on or before the first Monday of each month. Motion carried by unanimous vote.

(7) **SCHEDULE OF REGULAR MEETINGS**: Chairman Buchanan moved to schedule the Regular Meetings of the Board on the second and third Tuesdays at 6:00 p.m. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

(8) **RESOLUTION – COUNTY MANAGER TO ADMINISTER PERSONNEL POLICIES**: Commissioner Crawford moved to adopt a Resolution that the County Manager administers county personnel policies. Commissioner Madden seconded the Motion. Commissioner Cowan requested that this issue be revisited in one month. Motion carried by unanimous vote

(9) **APPOINTMENTS TO BOARDS & COMMISSIONS**: Chairman Buchanan moved that the following being appointed to boards and commissions:

Mountain Projects Board of Directors: Commissioner Crawford

Board of Health: Commissioner Cowan

Criminal Justice Partnership Program Advisory Board: Chairman Buchanan

Airport Authority: Commissioner Madden

Grievance Committee: Commissioner Crawford

Transportation Board: Commissioner Crawford

Juvenile Crime Prevention Council: Commissioner Cowan

Transit Transportation Board: Commissioner McMahan

Personnel Committee: Commissioner McMahan

Emergency Food & Shelter Board: Commissioner Madden

Recreation Advisory Board: Chairman Buchanan

Smoky Mountain Mental Health: Commissioner Crawford

Council on Aging: Commissioner Cowan

911 Road Naming Board: Commissioner McMahan, Commissioner Crawford

Jackson/Macon Solid Waste Committee: Chairman Buchanan, County Attorney

WNC Caucus Board: Commissioner Madden

Fire Commission/Emergency Services: Chairman Buchanan

Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

Commissioner Crawford moved that the Board go into Closed Session pursuant to G.S. 143-318.11(a)(6) Personnel. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

Chairman Buchanan called the Open Session back to order and reported no action or votes were taken in Closed Session.

Commissioner McMahan moved that the meeting be adjourned. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote and the meeting adjourned at 9:10 p.m.

Attested By:

Approved:

Clerk to the Board

Stacy Buchanan, Chairman