

Posted: February 21, 2003  
Time Posted: \_\_\_\_\_  
Posted By: Evelyn Baker  
Witnessed By: \_\_\_\_\_

**MINUTES OF THE REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
FEBRUARY 18, 2003**

The Jackson County Board of Commissioners met in a Regular Session on Tuesday, February 18, 2003, at 6:00 p.m. in the Boardroom, Justice & Administration Building, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Stacy Buchanan, Chairman  
Roberta Crawford, Vice Chairman  
Joe Cowan, Commissioner  
Eddie Madden, Commissioner  
Brian McMahan, Commissioner  
Kenneth L. Westmoreland, County Manager  
W. Paul Holt, Jr., County Attorney  
Evelyn B. Baker, Clerk to the Board

Chairman Buchanan called the meeting to order.

**AGENDA:** Commissioner Crawford moved to approve the Agenda. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

**MINUTES:** Commissioner McMahan moved to approve the Minutes of the Special Meeting of February 4, 2003, Regular Meeting of February 11, 2003, and a Special Meeting of February 13, 2003. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote.

**INFORMAL COMMENTS BY THE PUBLIC:** None

**CONSENT AGENDA**

(1) (2) Commissioner Madden moved to approve the Finance Report for December 2002 and Budget Amendments. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

**ADMINISTRATIVE REPORTS**

**(3) CHAIRMAN'S REPORT:** None

**(4) COMMISSIONERS' REPORT:** Commissioner Madden reported that he attended a meeting at the Asheville Airport this morning, on behalf of the Jackson

County Airport Authority, and met with the Department of Transportation, Aviation Division. It was a positive meeting and the outcome should result in a monetary benefit to Jackson County. He reported that he had also met with some Caney Fork residents concerning a Fire Substation.

**(5) COUNTY MANAGER'S REPORT:** Pursuant to Chairman Buchanan's request, Mr. Westmoreland inquired about assistance for the Register of Deeds' office. The Register of Deeds Association and statewide Paralegal Association, working through the N.C. Association of County Commissioners, would be willing to provide assistance to develop a specific program inclusive of training, remedial action and guidelines. Chairman Buchanan moved to authorize Mr. Westmoreland to proceed with procuring this assistance. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote.

**(6) – (8) Sheriff's Office, Planning Department, Asphalt Plant:**

Action taken on February 11, 2003.

**(9) REGISTER OF DEEDS:** Joe Hamilton, Register of Deeds, had requested an additional employee. Commissioner Crawford moved to deny the request and that funds be appropriated from the Register of Deeds' budget to pay for assistance/training/consultant fees. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

**(10) REVOLVING LOAN:** Tom McClure, Chairman of the Revolving Loan Committee, had recommended that Fraternal Composite Specialties LLC be loaned an additional \$125,000 for the acquisition of 14 digital cameras. Tamera Crisp reported that she had received new documentation concerning Fraternal Composite Specialties, LLC, which was sent to Attorney Holt confirming the corporate name. Attorney Holt stated the corporate charter was in good standing as of today. Commissioner Crawford moved that the recommendation be approved provided the corporation executes new documents for the current and new loans. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

**(11) SCATTERED HOUSING GRANT:** Commissioner McMahan moved to authorize Mr. Westmoreland to proceed with the application process. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

**(12) COUNTY GROUP HEALTH INSURANCE PROGRAMS AND PROVIDERS FOR FY04-05:** Commissioner Cowan moved to authorize the County Manager to solicit bids for the county's various insurance programs. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote.

**(13) CANEY FORK FIRE SUBSTATION:** Chairman Buchanan moved to table action on this matter until after the upcoming budget retreats.

**(14) SIX-MILE FIRE DISTRICTS MAP RESOLUTION:** Commissioner McMahan moved to adopt the Six-Mile Fire Districts Map Resolution. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

**(15) NOISE ORDINANCE TASK FORCE APPOINTMENTS:** Mike Fox, Raymond Bunn, Hugh Thompson, Bob Ginn, and Ira Jones were appointed to serve on the Noise Ordinance Task Force. Commissioner Crawford moved to approve the appointments. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

**(16) SEDIMENT CONTROL ORDINANCE TASK FORCE APPOINTMENTS:** Bill Lyons, Gerald McCall, Gary Buchanan, Johnny Phillips, and Mack Dendy were appointed serve on the Sediment Control Ordinance Task Force. Commissioner Madden to approve the appointments. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

**(17) CASHIERS DISTRICT “MODEL” COMMERCIAL DISTRICT PLAN TASK FORCE APPOINTMENT:** Chairman Buchanan appointed Mark Jones, Commissioner Cowan appointed Tammy Bryson, Commissioner Madden appointed Ed Henson, Commissioners Crawford and McMahan did not make an appointment and suggested the other Commissioners make two additional appointments, Commissioner Madden then appointed Darrell Stewart and Marlene Fowler. Commissioner Madden moved to approve the appointments. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

**(18) HISTORIC COURTHOUSE USE COMMITTEE:** Chairman Buchanan appointed Marion Jones, Commissioner Crawford appointed George Allison and Conrad Burrell, Commissioner Madden appointed Ann Austin, Georgia Ann Fowler, Commissioner McMahan appointed Rick Frizzell and Fred Holcombe, Commissioner Cowan appointed Irene Hooper and Fannie Roper. The Committee will elect its Chair and Vice Chair. Commissioner Crawford will be the liaison between the Commissioners and that Committee.

Commissioner Cowan moved to approve the appointments. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

**(19) PICKET LANE RESOLUTION:** C. D. Crawford requested that the Board request the Department of Transportation to add a portion of Picket Lane to its maintenance system. Commissioner McMahan moved to adopt the Resolution. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote.

**(20) STATE ASSUMPTION OF LOCAL SHARE OF MEDICAID RESOLUTION:** Commissioner Crawford moved to adopt the Resolution. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

**(21) TROOPER JOSEPH ROBERT DAVIS MEMORIAL BRIDGE**

**RESOLUTION:** Based upon the Town of Webster’s support, Commissioner Cowan moved to adopt the Resolution. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

Irene Hooper, at Chairman Buchanan’s request, contacted the Historical Society and they have agreed to do some research in other counties concerning criteria for displays in public areas, naming bridges, etc.

**(22) SPECIAL BOARD OF EQUALIZATION AND REVIEW**

**RESOLUTION:** Pursuant to N.C.G.S. 105-322(d):

*“The assessor shall serve as clerk to the board of equalization and review, shall be present at all meetings, . . .”*

The Resolution states:

*“The Board of County Commissioners shall designate one of the persons so appointed as Chairman and one as Vice-Chairman of the Board of Equalization and Review”.*

Commissioner Crawford moved to adopt the Resolution. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

An appointment to that board and designation of the chairman and vice-chairman is tabled until the March meeting.

**(23) UNLAWFUL WORKPLACE HARASSMENT POLICY**

**RESOLUTION:** Commissioner Crawford moved to adopt the Resolution. Commissioner McMahan seconded the Motion. Motion carried by unanimous vote.

**(24) ESTABLISH SHERIFF’S OFFICE AS SECONDARY PUBLIC**

**SAFETY ANSWERING POINT RESOLUTION:** Commissioner McMahan moved to adopt the Resolution. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

**(25) INSURANCE DISTRICT BOUNDARIES RESOLUTION:** See #14

above.

**(26) CONSULTANT - CASHIERS DISTRICT MODEL COMMERCIAL**

**DISTRICT PLAN.** Chairman Buchanan moved to suspend the rules to add to the Agenda, “#26. Consultant-Cashiers District Model Commercial District Plan”. Commissioner Crawford seconded the Motion. Motion carried by unanimous vote. Mr. Westmoreland reported that at the Board’s direction he, along with Commissioner Madden and Tamera Crisp, have been negotiating with potential consultants. Three applications were received. Following a series of evaluations and background checks, they recommend Gerald Green to serve in this capacity. Mr. Green is a member of the American Institute of Certified Planners, retired Chief Planner for Buncombe County, and has over 20 years of experience in all areas of land use planning. Mr. Green furnished a scope of work for preparation of development standards for the Cashiers commercial area. Mr. Green is qualified and meets the requirements for this project. His fees, \$85 per hour, are reasonable. The total fees are estimated to be less than \$20,000. It was requested that this project be completed in 120 days since time is of the essence. Public

meetings and input from the community are important for this project. The Board of Commissioners will make the final decision concerning the district plan ordinance. Mr. Westmoreland recommended that Mr. Green's fees be appropriated from the Planning Department's salary line item budgeted this fiscal year for a Planner. Attorney Holt recommended that a termination clause be included in Mr. Green's contract in the event incorporation is successful. Commissioner Cowan moved to authorize Mr. Westmoreland to proceed with preparing a contract for Mr. Green. Commissioner Madden seconded the Motion. Motion carried by unanimous vote.

Commissioner Crawford moved that the meeting be adjourned. Commissioner Madden seconded the Motion. Motion carried by unanimous vote and the meeting adjourned at 7:00 p.m.

Attested By:

Approved:

---

Evelyn B. Baker  
Clerk to the Board

---

Stacy Buchanan, Chairman