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

**MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 6, 2010**

The Jackson County Board of Commissioners met in an Organizational Meeting on Monday, December 6, 2010 at 6:30 p.m., Justice & Administration Bldg., Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

The Honorable Ann Melton, Clerk of Court, performed the swearing in ceremony of the newly elected Commissioners: Walter J. Debnam, Douglas R. Cody and Charles E. Elders.

Chairman Debnam presented appreciation plaques to outgoing board members Brian Thomas McMahan, Tom L. Massie and William R. Shelton, Jr.

Present: Walter Debnam, Chairman
Douglas Cody, Commissioner
Charles Elders, Commissioner
Mark Jones, Commissioner
Joe Cowan, Commissioner

Chairman Debnam called the meeting to order.

AGENDA: Chairman Debnam amended the Agenda by adding a Resolution Re: Zeb Alley Road and New Employees Require Board Approval. Commissioner Jones moved to approve the amended Agenda. Commissioner Elders seconded the Motion. Motion carried.

(1) VICE CHAIR:

MOTION: Chairman Debnam moved to appoint Doug Cody as Vice Chair. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(2) COUNTY ATTORNEY:

MOTION: Commissioner Cody moved to appoint J. K. Coward as County Attorney. Commissioner Elders seconded the Motion. Commissioner Cowan recommended that Paul Holt be reappointed as County Attorney. Motion carried by a vote of 3-2 with Commissioners Cowan and Jones voting for Paul Holt. Commissioner Cowan requested that Mr. Coward be required to submit a contract for consideration at the next meeting.

(3) CLERK TO BOARD:

MOTION: *Commissioner Cody moved to appoint Evelyn Baker as Clerk to the Board. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.*

(4) RULES OF PROCEDURE: Chairman Debnam recommended that the *Suggested Rules and Procedures, Third Edition* by Joseph S. Ferrell and issued by the Institute of Government be adopted with the understanding that the Board may deviate from those rules if it chooses to do so. Chairman Debnam called specific attention to:

(a) Rule 15, *Second Not Required*. He recommended that all Motions require a second.

(b) Rule 23, *Duty to Vote*. He recommended that failure to vote be recorded as an “affirmative” vote. Further, he recommended an exception to Rule 23 so that a Commissioner may request and be granted permission not to vote or abstain because of a conflict of interest.

MOTION: *Commissioner Jones moved to adopt the Rules of Procedure with the stated recommendations and exceptions. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.*

(5) MEETING DAYS: Chairman Debnam recommended that regular meetings be scheduled as follows: the first Monday of each month at 2:00 p.m., third Monday of each month at 6:00 p.m. and public hearings scheduled prior to regular meetings. The next regular meeting will be December 20th at 6:00 p.m.

MOTION: *Commissioner Elders moved to approve the recommended schedule. Commissioner Cody seconded the Motion. Motion carried by unanimous vote.*

(6) AGENDAS: Chairman Debnam recommended that all agenda requests be submitted to the Clerk or County Manager one week prior to each meeting.

MOTION: *Commissioner Cody moved to approve the recommendation. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(7) CONSENT AGENDA: Chairman Debnam explained that a consent agenda is a mechanism to expedite consideration of routine and non-controversial agenda items, i.e., monthly finance and tax collector’s reports, routine bids, etc.; however, any item can be removed by request of a Commissioner and placed on the regular discussion Agenda.

Motion: *Commissioner Cody moved to adopt a Consent Agenda as a part of the Board’s Rules and Procedures. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(8) PUBLIC COMMENTS: Chairman Debnam recommended that Informal Public Comments be scheduled just prior to press conferences at the end of each meeting.

MOTION: *Commissioner Cody moved to approve the recommendation. Commissioner Elders seconded the Motion. Commissioner Jones requested that in the event there is a conflict due to travel constraints for citizens from outlying areas that an exception be made. Motion carried by a vote of 4-1 with Commissioner Jones voting “no”.*

(9) BANK RESOLUTION & SIGNATURE CARDS:

Motion: *Commissioner Elders moved to approve the banking resolution.
Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(10) APPOINTMENTS TO BOARDS AND COMMISSIONS: Chairman Debnam stated that Commissioners are required by state statute to serve on various boards and commissions. Board members volunteered as follows:

Criminal Justice Partnership Program Advisory Board: Chairman Debnam

Fire Commission/Emergency Services: Commissioner Cody

Grievance Committee: Chairman Debnam

Library Board: Commissioner Cody

Mountain Projects: Commissioner Elders

Personnel Committee: Chairman Debnam

Revolving Loan: Chairman Debnam, Commissioners Cody and Elders

Transit Transportation Board: Commissioner Cody

WNC Caucus Board: Commissioner Elders

911 Road Naming Board: Chairman Debnam, Commissioner Elders

MOTION: *Commissioner Jones moved to approve the appointments.
Commissioner Cody seconded the Motion. Motion carried by unanimous vote.*

(11) ZEB ALLEY RD. – RESOLUTION (R10-27): The Dept. of Transportation requested the county adopt a Resolution urging DOT to use DOT’s contingency funds for a right of way acquisition on Zeb Alley Road in order to make safety improvements which will enhance safety for residents and Summit Charter School. There will be no costs to the county.

MOTION: *Commissioner Jones moved to adopt the resolution. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(12) NEW EMPLOYEES: Chairman Debnam recommended that all new hires be approved by the Board.

MOTION: *Commissioner Elders moved to approve that all new employees must be approved by the Board. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

Commissioner Cowan moved that the meeting be adjourned. Commissioner Cody seconded the Motion. Motion carried and the meeting adjourned at 6:45 p.m.

Attested By:

Approved:

Evelyn B. Baker, Clerk to the Board

W. J. Debnam, Chairman