

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
DECEMBER 17, 2018**

The Jackson County Board of Commissioners met in a Regular Session on December 17, 2018, 3:00 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman  
Boyce Deitz, Vice Chair  
Ron Mau, Commissioner  
Gayle Woody, Commissioner

Don Adams, County Manager  
Heather C. Baker, County Attorney  
Angela M. Winchester, Clerk to Board

Absent: Mickey Luker, Commissioner

Chairman McMahan called the meeting to order.

**(1) EMPLOYEE RECOGNITION:** Mr. Adams recognized the following employees for their years of service and retirement:

Retiring:

Mary Smith	Tax Collector	5 Years of Service
Angelina Fisher	Social Services	6 Years of Service
John Thomasson	Fire	8 Years of Service
Debora Pannell	Department on Aging	10 Years of Service
Doyle Powell	Tax Administration	10 Years of Service
Charles Crisp	Sheriff's Office	12 Years of Service
Martha Robinson	Permitting and Code Enforcement	12 Years of Service
Donald Biddix	Housekeeping	13 Years of Service
Thomas R. Codgill	Tax Administration	13 Years of Service
Robert Shelton	Permitting and Code Enforcement	13 Years of Service
Paul Warren	Solid Waste	14 Years of Service
Celestine Holloman	Sheriff's Office	15 Years of Service
Glenda Moody	Finance	20 Years of Service
Martha Russell	Housekeeping	20 Years of Service
Scott Buttery	Sheriff's Office	23 Years of Service
Randal Moss	Social Services	28 Years of Service
Clyde Rice	Sheriff's Office	28 Years of Service
Timothy Thomas	Information Technology	29 Years of Service
Robert McMahan	Tax Administration	35 Years of Service

30 Years of Service:

Chip Hall                      Sheriff's Office

25 Years of Service:

Sheila Akins	Detention
Kathleen Burrell	Transit
Joanna Nicholson	Emergency Telephone
Chet Stephens	Emergency Management
Richard Wellmon	Detention

20 Years of Service:

John Beegle	Sheriff's Office
Margaret Duppstadt	Social Services
Joe Hamilton	Register of Deeds
Michael Hopkins	Parks and Recreation
Elaine Melton	Emergency Management
Rhonda Monteith	Social Services
Glenda Moody	Finance
Martha Russell	Housekeeping
Libbie Shelton	Health Department
Norma Taylor	Transit

(2) **AGENDA:** Commissioner Mau moved to approve the agenda. Commissioner Deitz seconded the Motion. Motion carried.

(3) **MINUTES:** Commissioner Woody moved to approve the minutes of a Special Meeting of December 03, 2018; a Public Hearing (SCC Health Sciences Building Financing) of December 03, 2018; and an Organizational Meeting of December 03, 2018. Commissioner Mau seconded the Motion. Motion carried.

(4) **CHAIRMAN'S REPORT:** Chairman McMahan stated that the county just came off the heels of a fairly significant winter storm and he wanted to express his appreciation to all those who worked during the storm. Multiple departments and agencies were out including the County Maintenance Department, which he wanted to give special thanks to.

(5) **COMMISSIONER REPORTS:** Commissioner Woody stated that she attended the Genealogical Society Christmas Program. It was a nice event where they honored Charlie Shuler and the Deitz Family.

(6) **COUNTY MANAGER REPORT:** Mr. Adams reported:

(a) **Community Services Center/Health Department/One Stop Center:** The project was proceeding forward and he provided the Board with a detailed timeline.

(b) **Green Energy Park Campus:** Withers Ravenel had been contracted to provide the county with a site master plan. Alternative concepts had been developed and preliminary cost estimates were being developed. The site master plan, with alternatives and cost estimates, would be ready for public discussion in January, 2019.

(c) **Department of Public Health Award:** Congratulations to the Health Department for winning the Sarah Morrow Local Health Department Award from the state. This honor was awarded at the NC Public Health Association's Annual Conference last week. The award was given annually to health departments for outstanding programs and efforts. There was an award for urban and rural health departments. According to Health Director Shelley Carraway, the local program that garnered the most recognition was that Jackson County became the first Health Department in North Carolina to have a CDC fully recognized Diabetes Prevention Program. They were one of only two sites in the state with the CDC recognition.

(d) **January 2019 Meeting Schedule:** The meeting schedule for January changed due to the first Tuesday being January 1<sup>st</sup>. The revised meeting schedule was as follows:

- Regular meeting on Tuesday, January 8, 2019 at 3:00 pm
- Work Session on Tuesday, January 15, 2019 at 1:00 pm
- Regular meeting on Tuesday, January 22, 2019 at 6:00 pm

**(7) PLANNING BOARD REPORT:** Kirk Stephens, Chair, stated that since the last report, they had four subdivision reviews for upcoming projects:

- High Hampton – Fieldstone Project
- Glenco
- The Landing
- WCU Millennial

Also, they looked at the zoning map for the airport and had a refresh and update on that by an intern. They also continued to work on the Unified Development Ordinance and anticipate to have a final draft in January.

**(8) INFORMAL COMMENTS BY THE PUBLIC:**

**(a)** Lorri Metcalf of Sylva presented the Board with a petition with 181 signatures stating support of the Jackson County Recreation Center keeping up the Christmas banner with two wreaths and having the same image on their Facebook page.

She stated that Christmas was a federally recognized holiday. The poster did not sanction any church and therefore had nothing to do with separation of church and state. Christmas Day was printed on December 25<sup>th</sup> on calendars. A poster did not force anyone to believe anything. Christmas was the historical celebration of Jesus' birth.

**(b)** Dick Darnall of Pine Creek, stated that his area was in need of fiber optic service for cell phones for safety reasons. Also, the county should be concerned about leverage numbers regarding pensions. He was also opposed to widening the road to Cashiers due to wildlife.

**(9) CONSENT AGENDA:**

**(a)** Darlene Fox, Finance Director, presented the Finance Report for November, 2018 and a Capital Project Ordinance for fiscal year ending June 30, 2019, for approval.

**(b)** Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for November, 2018, for approval.

***Motion:*** Commissioner Mau moved to approve the Consent Agenda. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.

**(10) FY2017-18 AUDIT REPORT:** Brian Broom of Dixon Hughes, PLLC, presented a summary of the audit report for fiscal year ending June 30, 2018. The audit reflected county assets exceeded its liabilities at the close of the fiscal year by \$35,459,643. The general fund balance increased approximately \$1.9 million. The unreserved fund balance was approximately \$28.4 million and represented 49% of general fund expenditures. The Local Government Commission recommended maintaining available fund balance equal to at least 8% of expenditures. The report contained an unqualified opinion and the county was in compliance with all federal and state program requirements. The property tax collection was 97.56%.

*Informational item only.*

**(11) SCRAP METAL REMOVAL CONTRACT:** Chad Parker, Public Works Director, presented the Scrap Metal Removal and Purchase and Freon Removal Services Agreement for consideration.

***Motion:*** Commissioner Mau moved to approve the Scrap Metal Contract, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

**(12) TIRE RECYCLING AND DISPOSAL CONTRACT:** Mr. Parker presented the Tire Recycling and Disposal Contract for consideration.

***Motion:*** Commissioner Mau moved to approve the Scrap Metal Contract, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

**(13) WASTE DISPOSAL SERVICE CONTRACT:** Mr. Parker presented the Waste Disposal Service Contract for consideration.

***Motion:*** *Commissioner Mau moved to approve the Scrap Metal Contract, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(14) RECYCLING CONTRACT:** Mr. Parker presented a proposal from Curbside Management for recycling for consideration. He also requested to amend the Kinsland Trucking's contract to add a price to haul to this facility. The quote from Kinsland Trucking was \$450 per load.

***Motion:*** *Commissioner Mau moved to allow staff to negotiate a potential contract for up to four years with Curbside Management based on the proposal and to modify the Kinsland Trucking contract for a \$450 per load. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(15) MEMORANDUM OF UNDERSTANDING FOR SOIL AND WATER OPERATIONS:** Mr. Adams stated this item was discussed at the last work session and was a standard ongoing agreement between the agencies on how they would work together.

***Motion:*** *Commissioner Woody moved to approve the Memorandum of Understanding, as presented. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(16) COMMUNITY TABLE ROOFING REQUEST:** Mr. Adams stated this item was discussed at the last work session. They received a request to contribute up to \$5,000 to the Town of Sylva to assist with the repair of the roof at the Community Table. The funds would come from contingency.

***Motion:*** *Commissioner Mau moved to contribute up to \$5,000 to assist with the roof repair at the Community Table, from contingency. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(17) ADVERSE WEATHER POLICY AMENDMENT:** Mr. Adams stated this item was discussed at the last work session. He had inquired of the Board who was authorized to close the county in adverse weather. The Board gave direction and he added the following statement to the existing policy:

*"In the event of severe weather conditions the County Manager, or in his absence, the Chairman of the Board of County Commissioners, has authority to alter the regular business day in accordance with the following guidelines."*

***Motion:*** *Commissioner Mau moved to approve the amendment to the Adverse Weather Policy, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(18) SYLVA ROTARY FLAGS FOR HEROES:** Mr. Adams stated this item was discussed at the last work session. Rotary requested permission for the American Flags be placed on the lawn of the historic courthouse on Memorial Day, May 27, 2019 and be displayed at Mark Watson Freedom Park on July 4, 2019. They also requested to have the flags placed on the lawn of the historic courthouse on Veterans Day, November 11, 2019.

***Motion:*** *Commissioner Woody moved to approve the request from the Sylva Rotary Club. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(19) NCACC LEGISLATIVE GOALS CONFERENCE VOTING DELEGATE:**

**Motion:** *Commissioner Deitz moved to appoint Commissioner Woody as the Voting Delegate to the NCACC Legislative Goals Conference, January 10-11, to be held in Wake County. Chairman McMahan seconded the Motion. Motion passed by a vote of 3-1 with Commissioner Woody voting “nay”.*

**(20) ACCEPTING CONVEYANCE OF PROPERTY FROM SCC FOR NEW HEALTH SCIENCES BUILDING:**

Ms. Baker stated that in order to do the financing for the new Health Sciences Building at Southwestern Community College, the county would have to own the property so that it could be used as collateral. She presented a deed to the county for the 0.885 acres in the center of SCC’s campus where the health sciences building would be located.

**Motion:** *Commissioner Mau moved to accept the deed for 0.885 acres from SCC to the county for the health sciences building, as presented. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(21) APPROVAL OF LEASE TO SCC FOR HEALTH SCIENCES BUILDING RESOLUTION R18-17:**

Ms. Baker stated that since the property would be owned by the county, SCC would need to lease the property to build and operate the health sciences building until it was paid off. The county would convey the leased property back to the community college within 30 days after the date of the county’s final payment on the financing contract. She also presented Resolution R18-17 to approve the lease.

**Motion:** *Commissioner Mau moved to adopt Resolution R18-17, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(22) AIRPORT AUTHORITY:**

**Motion:** *Commissioner Deitz moved to reappoint Jim Rowell to serve a six year term on the Airport Authority, term to expire on December 31, 2024. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(23) CASHIERS PLANNING COUNCIL:**

**Motion:** *Commissioner Mau moved to reappoint Bob Dews to serve a three year term on the Cashiers Planning Council, term to expire on December 31, 2021. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(24) HISTORIC PRESERVATION COMMISSION:**

**Motion:** *Commissioner Woody moved to reappoint Connie Haire to serve a three year term on the Historic Preservation Commission, term to expire on December 31, 2021. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(25) PLANNING BOARD:**

**Motion:** *Commissioner Deitz moved to reappoint Jeremy Hyatt and Mark Letson to serve two year terms on the Planning Board. Terms to expire on December 31, 2020. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(26) RECREATION AND PARKS ADVISORY BOARD:**

**Motion:** *Commissioner Woody moved to reappoint Kyle Clayton to serve a three year term on the Recreation and Parks Advisory Board, term to expire on December 31, 2021. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(27) TUCKASEIGEE WATER AND SEWER AUTHORITY:**

**Motion:** *Commissioner Mau moved to reappoint Tom Sawyer to serve a three year term on the Tuckaseigee Water and Sewer Authority, term to expire on December 31, 2021. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(28) US 441 GATEWAY DISTRICT COMMUNITY PLANNING COUNCIL:**

**Motion:** *Commissioner Mau moved to reappoint Debbie Cowan, Dora Robinson, Myra Cloer, Lyna Ferguson and Mary Moody to serve three year terms on the US 441 Gateway District Community Planning Council. Terms to expire on December 31, 2021. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

**(29) PRESS CONFERENCE:** None.

**(30) CLOSED SESSION:**

**Motion:** *Commissioner Mau moved that the Board go into closed session pursuant to G.S.143-318.11(a)(5) Real Property and G.S.143-318.11(a)(6) Personnel. Commissioner Deitz seconded the Motion. Motion carried.*

Chairman McMahan called the regular meeting back to order and stated that no action was taken in closed session except the approval of the minutes.

**(31) AGENDA:** Commissioner Mau moved to amend the agenda to add one item: Job Description for Jackson County Health Director for approval. Commissioner Woody seconded the Motion. Motion carried.

**(32) JOB DESCRIPTION FOR JACKSON COUNTY HEALTH DIRECTOR FOR APPROVAL:** Chairman McMahan stated that the Health Department was going through the accreditation process and one of the requirements was to have a current job description on file that had been approved by the governing board, which was the Board of Commissioners.

**Motion:** *Commissioner Deitz moved to approve the job description for the Jackson County Health Director, as presented to the Board. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Mau moved to adjourn the meeting. Commissioner Deitz seconded the Motion. Motion carried and the meeting adjourned at 6:21 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Brian Thomas McMahan, Chairman