

Town of Sylva
CONSENT AGENDA
April 10, 2025

1- APPROVE MINUTES: March 13, 2025, **Regular Board Meeting**; March 27, 2025, **Regular Board Meeting**; March 27, 2025, **Budget Work Session**

2- BUDGET AMENDMENT:

#18 10-660-0600 Contingency	\$ 7,000 C
10-560-7500 SD NF Capital	7,000 D

REF: To appropriate contingency funding due to an emergency sinkhole repair on Main Street.

3- REPORTS:

1. Business Registration Permits – **No permits for March 2025**
2. Vehicle Tax Report as of **February 28, 2025**
3. Ad Valorem Tax Report as of **February 28, 2025**
4. Statement of Revenues, Expenditures, Changes in Fund Balance as of **February 28, 2025**

4 -OTHER:

- **Amended Scotts Creek Slope Stabilization Capital Project (see attached)**
To appropriate the North Carolina Department of State Treasurer (NCDTS) Cashflow Loan into project.
- **Resolution Authorizing the Sale of Town Personal Property by Public Auction (R2025-05) (see attached)** ~ surplus items will be listed on GovDeals starting April 14, 2025 and ending April 24, 2025.
- **Resolution Authorizing the disposition of Town Personal Property (R2025-06) (see attached)**

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	374.04		374.04	374.04
Totals For Year 2022			0.00	374.04		374.04	374.04

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	374.04		374.04	374.04

Tax Summary as of February 28, 2025

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	48668.17	20666.09	11217.88	9177.7	6102.32	5377	4826.93	2726.05	1747.04	1275.7	111,584.88	\$2,176,717.75	10-281-0000
July	-855.67	-202.88					-6.55				-1,065.10		-1,065.10
August	-833.26	-470.15	-760.85			-50.85					-2,115.11		-2,115.11
September	-4286.56	-232.91				-120.18					-4,639.65	-265,742.26	-270,381.91
October	-97.91	-197.31				-128.49					-423.71	-135,849.18	-136,272.89
November	-897.29	-1279.83				-73.13					-2,250.25	-328,991.79	-331,242.04
December	-2461	-216.56	-49.81								-2,727.37	-1,130,306.05	-1,133,033.42
January	-2905.12	-668.27	-144.19		-73.72						-3,791.30	-228,005.28	-231,796.58
February	-997.25	-1.4	-145.27		-207.78						-1,351.70	-57,113.87	-58,465.57
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals										0	-18,364.19	-2,146,008.43	-2,164,372.62
Releases	-13334.06	-3269.31	-1100.12		-281.5	-372.65	-6.55				-1,124.70	-2,294.89	-3,419.59
Add to Original Levy	-569.96	-554.74									0.00	102,803.24	102,803.24
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-13,904.02	-3,824.05	-1,100.12	0.00	-281.50	-372.65	-6.55	0.00	0.00	0.00	-19,488.89	-2,045,500.08	-2,064,988.97
EYO Adjustment											0.00		0.00
(10-110-XX) Balance	\$34,764.15	\$16,842.04	\$10,117.76	\$9,177.70	\$5,820.82	\$5,004.35	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	92,095.99	\$131,217.67	\$223,313.66
Interest							0.05				Total		
July	25.09	5.08				118.40					148.62		148.62
August	60.48	105.57	13.04	50.00		70.15					299.24		299.24
September	338.54	10.50				4.82					353.86		353.86
October	34.12	1.48	120.00			1.51					157.11		157.11
November	119.37	230.19			51.32	0.55					401.43		401.43
December	270.79	37.92	94.19								402.90	86.37	489.27
January	359.97	102.8	5.81		122.28						590.86	1,385.52	1,976.38
February	140.21	0.11	4.73		2.22						147.27	1,539.89	1,687.16
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$1,348.57	\$493.65	\$237.77	\$50.00	\$175.82	\$195.43	\$0.05	\$0.00	\$0.00	\$0.00	\$2,501.29	\$3,011.78	\$5,513.07
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	94.2436%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 2/28/2025
JTS Transport	\$ 10,552.82
DT Retail Properties	\$ 6,489.30
Dorothy Worley	\$ 6,366.81
Joe Wilson	\$ 6,089.01
Kelly Robinson	\$ 5,654.78
Jimmy Moore Trustee	\$ 5,569.63
Marjorie Herbert Smith	\$ 5,509.77
NCDOT	\$ 5,337.39
David George Howell	\$ 5,211.32
Joyce Stratton	\$ 4,689.87

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
2/28/2025

		General Fund				Actual to	Statement	
		2024-2025	Previously	2024-2025	Current	Budget	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance	8	
Revenues:								
Ad valorem taxes	\$	2,309,930	\$ 2,177,587.31	\$ 2,249,715.24	\$ 72,127.93	\$ 60,214.76	97.39%	66.67% 30.73%
Other taxes and licenses	\$	6,200	5,325.00	5,345.00	20.00	855.00	86.21%	66.67% 19.54%
Unrestricted intergovernmental	\$	2,853,147	1,541,705.48	1,730,121.09	\$ 188,415.61	\$ 1,123,025.91	60.64%	66.67% -6.03% *
Permits and Fees	\$	18,000	8,743.30	10,516.30	\$ 1,773.00	\$ 7,483.70	58.42%	66.67% -8.24% *
Restricted intergovernmental	\$	188,542	147,772.89	147,772.89	\$ -	\$ 40,769.11	78.38%	66.67% 11.71%
Investment earnings	\$	74,750	184,710.88	210,354.97	\$ 25,644.09	\$ (135,604.97)	281.41%	66.67% 214.74%
Other revenues	\$	51,585	43,797.96	51,292.11	\$ 7,494.15	\$ 292.89	99.43%	66.67% 32.77%
Total revenues	\$	5,502,154	4,109,642.82	4,405,117.60	295,474.78	\$ 1,097,036.40	80.06%	66.67% 13.40%
Expenditures:								
General Government	\$	987,227	522,351.27	595,164.29	68,680.45	392,062.71	60.29%	66.67% 6.38%
Salaries & Benefits	\$	424,460	260,779.06	260,779.06	47,858.95			
Capital outlay	\$	-	-	-	-			
All other expenditures	\$	562,767	261,572.21	334,385.23	20,821.50			
Public Safety	\$	3,808,856	1,750,905.40	1,960,864.20	209,958.80	1,847,991.80	51.48%	66.67% 15.18%
Salaries & Benefits	\$	1,687,326	922,934.95	922,934.95	126,435.85			
Capital outlay	\$	749,977	114,039.43	114,039.43	1,855.00			
All other expenditures	\$	1,325,073	713,931.02	923,889.82	81,667.95			
Culture and Recreation	\$	127,650	36,400.28	39,703.06	3,302.78	87,946.94	31.10%	66.67% 35.56%
Salaries & Benefits	\$	36,050	13,679.60	13,679.60	2,386.36			
Capital outlay	\$	-	-	-	-			
All other expenditures	\$	91,600	22,720.68	26,023.46	916.42			
Transportation	\$	863,475	415,677.24	460,742.28	45,065.04	402,732.72	53.36%	66.67% 13.31%
Salaries & Benefits	\$	367,910	163,524.34	163,524.34	24,772.29			
Capital outlay	\$	85,500	14,699.00	14,699.00	-			
All other expenditures	\$	410,065	237,453.90	282,518.94	20,292.75			
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00% 0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$	-	-	-	-			
Environmental Protection	\$	481,132	118,974.98	130,604.63	11,626.65	350,527.37	27.15%	66.67% 39.52%
Salaries & Benefits	\$	96,150	55,801.32	55,801.32	9,409.24			
Capital outlay	\$	259,502	-	-	-			
All other expenditures	\$	125,480	63,173.66	74,803.31	2,217.41			
Total expenditures	\$	6,268,340	2,844,309.17	3,187,078.46	338,633.72	3,081,261.54	50.84%	66.67% 15.82%
Revenues over expenditures	\$	(766,186)	1,265,333.65	1,218,039.14	(43,158.94)	(1,984,225.14)	-31.65%	
Other financing sources (uses):								
Transfers in	\$	852,258	807,508.00	259,502.00	-	-		
Appropriated fund balance	\$	836,200	-	-	-	-		
Transfers to other depts	\$	369,511	369,511.00	-	-	-		
PB Appropriated fund balance	\$	32,000	-	-	-	-		
Fund Balance rollover	\$	228	-	-	-	-		
Contributed Capital	\$	-	-	-	-	-		
Sale of Assets	\$	-	-	-	-	-		
Loan Proceeds	\$	-	-	-	-	-		
	\$	2,090,197	1,177,019.00	259,502.00	-	-		
Transfers to other funds:								
Contributed to GF fund balance	\$	-	-	-	-	-		
Transfers out	\$	494,511	494,511.00	-	-	-		
Transfer to Capital Reserve	\$	829,500	829,500.00	-	-	-		
	\$	1,324,011	1,324,011.00	-	-	-		
Total other financing sources (uses)	\$	766,186	2,648,022.00	-	-	-		
Revenues and other sources over expenditures and other uses	\$	-	3,913,355.65	1,218,039.14	(43,158.94)	(1,984,225.14)		

Analysis:

* Timing of revenues received

Resolution Authorizing the Sale of Town Personal Property by Public Auction

WHEREAS, the Board of Commissioners of the town of Sylva, North Carolina desire to declare surplus and dispose of certain Town owned personal property,

WHEREAS, G.S. 160A-270 (b) allows for the disposal of surplus personal property through public auction,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

- The following described property is hereby declared to be surplus to the needs of the Town of Sylva:
 - ~ NAPA Air Compressor Model #82309VBTF
 - ~ Coats Tire Changer Model #5040a
 - ~ 4 Hercules 12R22.5 Tires
 - ~ TOA Conference System CA# 0149
 - ~ 2016 Ford Police Interceptor (Vehicle #13) CA# 0554 (VIN# 1FM5K8AR4GGB12860)
 - ~ 2015 Ford Police Interceptor (Vehicle #5) CA# 0552 (VIN# 1FM5K8AR8FGA78243)
 - ~ 2014 Ford Police Interceptor (Vehicle #6) CA# 0549 (VIN# 1FM5K8AR8EGA70643)
 - ~ 2010 Ford Crown Victoria (Hope) CA# 0541 (VIN# 2FABP7BVXAX106485)
 - ~ 2006 Ford Explorer (Blue) CA# 0543 (VIN# 1FMEU73E06UA41705)
- The Finance Officer is authorized to receive, on behalf of the Town of Sylva, bids at public auction for the purchase of the described property.
- The public auction will be held through GovDeals, an online governmental surplus auction service (www.govdeals.com). The auction will start on April 14, 2025 at 8 a.m. and end on April 24, 2025 starting at 12 p.m. with 15 minutes staggered closing times. The terms of the sale shall be that the above listed items will be sold "as is" with no express of implied warranties.
- The highest bid, if it complies with the terms of the sale, may be accepted by the Town of Sylva and the sale consummated.
- The Town Clerk shall cause a notice of the public auction to be advertised solely by electronic means in accordance with G.S. 106A-270 (c). This will be accomplished by linking GovDeals to the Town of Sylva website at (www.townofsylva.org). The online auction will run for ten days; thus meeting the advertising requirements.

ADOPTED this 10th day of April 2025

Attest:

Amanda W. Murajda, Town Clerk

Johnny Phillips, Mayor

Resolution Authorizing the Disposition of Town Personal Property

WHEREAS, the Board of Commissioners of the Town of Sylva, North Carolina desire to declare surplus and dispose of certain Town owned personal property,

WHEREAS, the Town has authorized the Town Manager to dispose of surplus personal property for less than \$5,000 by any means to yield the highest attainable sale price in money or other consideration,

WHEREAS, the Town Department heads are periodically asked to verify personal property within their departments,

WHEREAS, old personal property records need to be occasionally cleaned up to reflect a more accurate picture of the Town's Capital Assets,

WHEREAS, staff turnover, transferring equipment from/to different vehicles, transferring equipment between departments, trade – in items, storing of old personal property, etc. contribute to personal property not being able to be verified,

WHEREAS, for auditing purposes the Capital Assets need to be as accurate as possible,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that: The following described property is hereby declared surplus and may be removed from the Town financial records:

- **0168 UHF Repeater on Kings Mountain** - *repeater was replaced*
- **0188 Panasonic Phone System** - *sold with a bundle*

ADOPTED this 10th day of April 2025.

Johnny Phillips, Mayor

Attest: _____
Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
SCOTTS CREEK SLOPE STABILIZATION CAPITAL PROJECT
CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project is adopted:

Section 1. The project authorized is the for the planning, budgeting, and procurement of a qualified contractor to repair the Scott's Creek retaining wall failure. The project will stabilize Scott's Creek along the bank adjacent to Town property from the Allen Street Bridge to Poteet Park.

Section 2. The project may be funded by financing through debt, grant funding, fund balance reserves, fund balance, earmarked monies or other revenue sources that are applicable.

Section 3. The officers of this unit are hereby directed to proceed with the project within the budget contained herein.

Section 4. The following amounts are appropriated for the project:

Revenues:

Closeout of Allen Street Capital Project Fund (In lieu Capital Reserve Fund)	\$ 125,000.00
Transfer GF Fund Balance (In lieu Capital Reserve Fund)	829,500.00
NCDTS Cashflow Loan	<u>203,928.93</u>
	\$ 1,158,428.93

Expenditures:

Professional Services	120,000.00
Construction/Repair	909,428.93
Contingency	118,000.00
Miscellaneous Expense	10,000.00
Sales Tax (NC and County)	<u>1,000.00</u>
	\$ 1,158,428.93

Section 6. The Finance Officer is hereby directed to maintain within the project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 35 (Scotts Creek Slope Stabilization Project) will account for the bookkeeping records of this project.

Adopted this the 10th day of April 2025

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, March 13, 2025 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Johnny Phillips, Mayor
Brad Waldrop, Commissioner

Paige Dowling, Town Manager
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT:

CALL TO ORDER

Mayor Phillips called the meeting to order at 5:30 p.m.

STAFF PRESENT: Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Paige LeBlanc, Marti Walker, Joseph Waldrum, David Ginn, Tim Pressley, Paul Heckert and Dwight McMahan.

APPROVAL OF AGENDA:

Commissioner Gelbaugh made a motion to approve the agenda. The motion carried with a unanimous vote.

APPROVAL OF CONSENT AGENDA

Commissioner Waldrop made a motion to approve the consent agenda. The motion carried with a unanimous vote.

PUBLIC COMMENTS: None.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioner Estridge extended his condolences to the family of Commissioner Jon Brown on the death of his mother.

MANAGER'S REPORT: Manager Dowling reported the following:

- The next budget work session will be March 27th after the regular meeting.
- Employment Update: There is a vacancy in Public Works for a maintenance technician.
- There is a vacancy on the Planning Board for the remainder of a term ending December 31, 2026.
- GUTM vendor spaces are full. The festival is Saturday, April 26th from 10:0 a.m. – 4:00 p.m.

PUBLIC HEARING

ZONING MAP AMENDMENT REQUEST—SYLVA CHURCH OF GOD/HIGHTS, INC: *Commissioner Estridge made a motion to open the public hearing at 5:33 p.m. The motion carried with a unanimous vote.* John Jeleniewski, Senior County Planner, presented the staff report to the zoning map amendment request as follows:

Applicant: Sylva Church of God – Property Owners; Hights, Inc. (purchaser)

Property Location: 130 Sunrise Park, 131 Sunrise Park, Sylva NC 28779; PIN 7641-37-9289 & 7641-47-1241

Current Property Zoning: High Density Residential - HDR

Ordinance Section for which the Text Amendment is requested: Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

Description of Request:

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

Background:

The General Business District (GB) is the largest district within Sylva's commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil, accessory dwellings and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on both sides of Sunrise Park (road), approximately 720 ft south of Highway 107/Sunrise Park intersection. The total land area for both properties is 0.72 acres with a main church structure, formally the Church of God (west side) and two accessory dwellings. Access to this property is from the public right-of-way of Sunrise Park (S.R. 1355), Ensley Street and Conley Street. This property is adjacent to properties to the northeast that are in the GB District and are not located within the 100-year flood plain. This property is served by Tuckasegee Water & Sewer Authority for public utilities.

Application Response:

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate the subject property (portion of the 0.72 acres after subdivision) to the General Business District.

Staff Findings:

The requested map amendment would not constitute "spot zoning" as the properties to the northeast are zoned GB District. The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *Civic and Cultural District* and the encouraged land uses for this future district include: Public and private green space; Recreation (passive or active); forested land; buildings, structures and/or commercial uses that support or activate parks and recreation facilities; government/social service facilities, places of worship, and educational facilities. However, if the map amendment request is approved (GB), these properties will be in the future *Community Corridor District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the current GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

Paul Heckert, Director of Hights, Inc, addressed the board and gave a description of what Hights, Inc does in the community.

Being no further comment, Commissioner Gelbaugh made a motion to close the public hearing at 5:43 p.m. The motion carried with a unanimous vote.

PUBLIC HEARING

ZONING MAP AMENDMENT REQUEST—MISTY & LARMAN TAYLOR: *Commissioner Gelbaugh made a motion to open the public hearing at 5:44 p.m. The motion carried with a unanimous vote.* John Jeleniewski, Senior County Planner, presented the staff report to the zoning map amendment request as follows:

Applicant: Misty and Larman Taylor – Property Owners

Property Location: 28 and 42 Path Finder Lane, Sylva NC 28779; PIN's 7641-66-6143 and 7641-66-7045

Current Property Zoning: High Density Residential - HDR

Ordinance Section for which the Text Amendment is requested: Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

Description of Request:

The applicant is requesting a map amendment that would designate the subject properties as General Business (GB) District.

Background:

The General Business District (GB) is the largest district within Sylva's commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants,

public/civil and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject properties are located on the south side of Pathfinder Lane and approximately 100 ft east of the Walter Ashe Road/Path Finder Lane intersection. These properties total 0.70 acres in land area with one existing residential dwelling and a vacant property. Access to these properties is from the public right-of-way of Walter Ashe Road (S.R. 1352) and the private access of Path Finder Lane. These properties are adjacent to properties to the east and north that are in the GB District and are not located within the 100-year flood plain. These properties are or can be served by Tuckasegee Water & Sewer Authority for public utilities.

Application Response:

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate these two properties (0.70 acres total) to the General Business District.

Staff Findings:

The requested map amendment would not constitute “spot zoning” as the properties to the east and north are zoned GB District.

The Town’s adopted Land Use Plan for 2040 establishes that these properties will be in the future *Urban Neighborhood District*. The encouraged land uses for this future district include primarily residential: small lot single family, townhome residential, two-, three- or four-family units, and multifamily; civic and educational uses that support community residents, live-work units, small scale in-home businesses and small scale public open space (e.g. active pocket parks, passive open space, greenways). However, if the map amendment request is approved, these properties will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

Being no comment, Commissioner Waldrop made a motion to close the hearing at 5:52 p.m. The motion carried with a unanimous vote.

NEW BUSINESS:

ZONING MAP AMENDMENT REQUEST—SYLVA CHURCH OF GOD/HIGHTS, INC.: *Commissioner Brown made a motion to approve the request. The motion carried with a unanimous vote. Commissioner Waldrop read the statement of consistency and motioned for approval. The motion carried with a unanimous vote.*

ZONING MAP AMENDMENT REQUEST—MISTY & LARMAN TAYLOR: *Commissioner Gelbaugh made a motion to approve the request. The motion carried with a unanimous vote. Commissioner Waldrop read the statement of consistency and motioned for approval. The motion carried with a unanimous vote.*

RESOLUTION OF INTENT TO CLOSE A PORTION OF AN UNNAMED STREET OFF OF WALTER ASHE ROAD: Dowdy Bradley, who owns the house behind the former Soul Infusion property and the manufactured home park, would like to close the unopened portion of the unnamed street off of Walter Ashe Road that goes in front of his house, behind UPS, and to the corner of the Enmark station. This portion of the street is reserved on paper, but the actual section of the street does not exist. UPS made this request to the Board April 12, 2018, and the Town Board denied it. Neighbors were opposed to the request at the time. Property owners that were initially against the closure have now sold their property or it has been taken by NCDOT. This resolution of intent directs the Town to advertise, notify property owners, and schedule a public hearing May 8, 2025, to vote on the street closure. *Commissioner Gelbaugh made a motion to approve the resolution of intent. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST—PRIVATE WEDDING ALCOHOL SERVICE AT BRIDGE PARK: This is a special event permit application for a wedding at Bridge Park October 18, 2025. Lazy Hiker will provide alcohol. The Board will need to approve this event to allow alcohol to be consumed at Bridge Park for a special event. *Commissioner Waldrop made a motion to approve the request. The motion carried with a unanimous vote.*

APPLICATIONS FOR BOARD SEAT VACANCY: The Town received four applications to consider for the board vacancy. Commissioners will vote by ballot on March 27, 2025. The candidate chosen must win with a simple majority. The candidate selected will need to be prepared to attend the budget work session March 27, 2025, following the regular meeting. The appointed member will be sworn in April 10, 2025, at 5:30 p.m. The applicants were as follows:

- Taylor Armstrong
- Nathan Clapsadle
- Tom Howard
- Joseph Waldrum

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 6:04 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, March 27, 2025 at 9:00 AM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Johnny Phillips, Mayor
Brad Waldrop, Commissioner

Paige Dowling, Town Manager
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT:

CALL TO ORDER

Mayor Phillips called the meeting to order at 9:00 a.m.

STAFF PRESENT: Jake Scott (Public Works Director), Bernadette Peters (Main Street Director), Mike Beck (Fire Chief), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Christine Taber, Taylor Armstrong, Joe Waldrum, Tom Howard, Hannah Yarrington and Keith Blaine.

APPROVAL OF AGENDA

Commissioner Gelbaugh made a motion to approve the agenda. The motion carried with a unanimous vote.

PUBLIC COMMENTS

Christine Taber addressed the board about Hurricane Helene response.

MAYOR'S REPORT

Mayor Phillips has worked with Jackson Paper to clean up Chipper Curve Road. He attended the recent Southwest Commission meeting.

COMMISSIONER'S REPORT

Commissioner Gelbaugh mentioned thoughts for all those affected by recent forest fires in WNC. Commissioner Estridge thanked Tyler Watras for his work painting the Sylva Supply sign. Commissioner Brown thanked everyone for their condolences for his mother's passing. He noted that the Sylva Supply sign should be completed in the next week.

MANAGER'S REPORT: Manager Dowling reported the following:

- Employment Update: The Police Department is still conducting interviews for the vacant officer position. Public Works is advertising for a vacant maintenance technician position.
- Bryson Park renovations continue and the siding on the building will be painted the same grey as the public restroom. The Town is aiming to open the park in June. Concrete work will be the determining factor.
- There is a vacancy on the Planning Board for the remainder of a term that will end December 31, 2026. Applications are being accepted.
- Greening Up the Mountains is Saturday, April 26th from 10:00 a.m. – 4:00 p.m. There will be a ribbon cutting ceremony at 2:00 p.m. for the public restroom.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Volunteer work to clean up flower beds and other areas around town will take place on Saturday, March 30, 2025.
- Preliminary cost estimates are expected soon for repairs of the retaining wall behind Town Hall.
- Assault on Blackrock race was a success.

POLICE DEPARTMENT REPORT: Chris Hatton, Police Chief, reported the following:

- Still have one personnel vacancy.

- Reviewed calls for service.

FIRE DEPARTMENT REPORT: Mike Beck, Fire Chief, reported the following:

- Calls for service have increased and currently stand at 346 since January.
- The Sylva FD has been working a significant forest fire in the Kitchens Branch area along with the NC Forest Service and other local emergency agencies.
- The Sylva FD has also sent crews to Polk County and surrounding areas to help with much larger forest fires due to such dry conditions.

MAIN STREET REPORT: Bernadette Peters reported the following:

- The Jackson County Business Appreciation dinner was held with over 200 attendees from across the county.
- Peters attended the NC Main Street Conference with three members of the MSSA board.

PLANNING BOARD REPORT:

- The Planning Board met February 27, 2025, to review two zoning map amendment requests.
- There will be no March meeting.

TWSA BOARD REPORT:

- A resolution to establish repairs to the wastewater treatment plant near Harolds Supermarket was approved.
- Clearwell plant will have concrete work beginning in early April.

PINNACLE PARK REPORT:

- Board is working with master plan and grant funding.

NEW BUSINESS

LOAN AGREEMENT FOR LOCAL GOVERNMENT DISASTER RESPONSE ACTIVITIES: The State Treasurer's office is disbursing principal-only loans, without interest, to local governments impacted by Hurricane Helene. The Town was preapproved for \$203,928.93 based off the damage inventory that we have submitted in our FEMA/NC Emergency Management grant portal. The cashflow loan must be used for disaster response activities and must be repaid when we receive funding from FEMA. The schedule in the agreement is 10% due on June 30, 2027, and 20%, 30% and 40% would be due in full in the 5th year, but we will pay it back as soon as we receive funding from FEMA. *Commissioner Waldrop made a motion to approve the agreement, and the motion carried with a unanimous vote.*

PINNACLE PARK MASTER PLAN ADOPTION: Equinox presented the draft master plan agreement to the Town Board around this time last year. The final version includes more detailed recommendations, a strategic plan for implementation, a rendering for the trailhead kiosks, and cost estimates. If the Board approves the final master plan for Pinnacle Park, Equinox will submit the PARTF application again for this round of funding. The grant cycle deadline is May 1, 2025. *Commissioner Estridge made a motion to approve the master plan. The motion carried with a unanimous vote.*

BOARD OF COMMISSIONER VACANT SEAT APPOINTMENT: Board members were given copies of application for those interested in serving on the Town Board in the vacant seat at the March 13, 2025, board meeting. Those applicants included Taylor Armstrong, Nathan Clapsadle, Tom Howard and Joseph Waldrum. Board members were given a ballot that included the name of each applicant. They were instructed to choose one applicant and sign the ballot. Ballots were read for votes as the following:

Commissioner Brown—Joseph Waldrum
Commissioner Estridge—Joseph Waldrum
Commissioner Gelbaugh—Joseph Waldrum
Commissioner Waldrop—Joseph Waldrum

By vote of ballot, Joseph Waldrum is appointed to the Town of Sylva Board of Commissioners. His swearing-in ceremony will be on April 10, 2025.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 9:36 a.m. The motion carried with a unanimous vote.*

BUDGET WORK SESSION
Town of Sylva Board of Commissioners
March 27, 2025

The Town of Sylva Board of Commissioners held a budget work session on March 27, 2025, at 10:00 a.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

PRESENT:	Jon Brown, Commissioner Blitz Estridge, Commissioner Mary Gelbaugh, Mayor Pro-Tem Johnny Phillips, Mayor Brad Waldrop, Commissioner	Paige Dowling, Town Manager Amanda Murajda, Town Clerk
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ABSENT:

STAFF PRESENT: Lynn Bryant (Finance Officer), Chris Hatton (Police Chief), Robbie Carter (Assistant Police Chief), Jake Scott (Public Works Director) and Bernadette Peters (Mainstreet Director).

VISITORS: Joseph Waldrum

CALLED TO ORDER: Mayor Phillips called the budget work session to order at 10:00 a.m.

OVERVIEW OF BUDGET PROCESS: Manager Dowling gave an overview of where the budget planning for FY 2025-2026 stands.

- Dowling reminded everyone of the FY 2024-2025 spending deadlines.
- The FY 2025-2026 budget is balanced at the current tax rate.
- Dowling reviewed revenue sources.
- Lynn Bryant reviewed tax revaluation data and the effect of the tax rate

UPDATE ON FINANCIAL CONDITION: Manager Dowling reviewed the budget to date, the preliminary FY 2025-2026 budget and discussion of major changes from the previous budget.

- A balanced draft budget will be sent to the board on April 18, 2025.
- The next budget meeting is April 24, 2025, following the regular board meeting.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:52 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda Murajda
Town Clerk