

Town of Sylva
CONSENT AGENDA
September 11, 2025

1- APPROVE MINUTES: August 14, 2025, Regular Board Meeting; August 28, 2025, Regular Board Meeting

2- BUDGET AMENDMENT:

#9 10-367-0000 Miscellaneous Grants	\$ 600.00 C
10-510-3700 PD Community Policing	600.00 D

REF: To appropriate a Great Smokies Health Foundation Grant into the Police Department budget for Walk for Hope.

#10 10-367-0400 RMS Grant	\$ 3,487.59 C
10-560-7000 SD Grant Funding	3,487.59 D

REF: To appropriate an RMS Safety Grant into the Street Department budget for road signs – will require a match.

#11 10-353-0100 Police Department Donations	\$ 2,250 C
10-510-3700 Police Department Policing	2,250 D

REF: To appropriate donations into the Police Department budget for Walk for Hope.

#12 19-336-0100 Fire Department Donations	\$ 5,000 C
19-530-7400 Fire Department Capital	5,000 D

REF: To appropriate a donation into the Fire Department budget to allow for the purchase of a Forcible Entry Door.

#13 10-329-0000 Interest on Investments	\$ 13,500 C
10-590-7400 Facility Maintenance Capital	13,500 D

REF: Accounting to reflect a Board approved amendment (8.28.2025) to purchase 2 Zoeller Pumps with capacitor packs for the Fire Department building. Additionally, a third pump will be repaired to be available as a spare.

#14 24-369-0000 Duke Energy Grant	\$ 25,000 C
24-420-3000 FC Duke Energy Grant	25,000 D

REF: To appropriate a Duke Energy Grant into the Fisher Creek Watershed Funds to be used for an accessible trail section and an interpretive sign.

3- REPORTS:

1- Business Registration as of **August 31, 2025**

2- Ad Valorem Tax Report as of **July 31, 2025**

3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **July 31, 2025**

Business Registration Permit Application

August 2025

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
8/25/2025	Sylva CBD (change of ownership)	1336 E. Main St.	Danny Walles
8/29/2025	Fuller Center for Housing (Name Change for Habitat for Humianity)	1315 W. Main St.	Fuller Center for Housing

Tax Summary
as of July 31, 2025

(10-301-XX)	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	54280.15	27507.36	14404.67	9193.08	8413.67	5331.96	4600.86	4282.07	2411.82	1747.04	1275.7	133,448.38		10-281-0000
July	-1709.47		-341.05	-148.53								-2,199.05		-2,199.05
August												0.00		0.00
September												0.00		0.00
October												0.00		0.00
November												0.00		0.00
December												0.00		0.00
January												0.00		0.00
February												0.00		0.00
March												0.00		0.00
April												0.00		0.00
May												0.00		0.00
June												0.00		0.00
July - June Totals	-1709.47	0	-341.05	-148.53	0	0	0	0	0	0	0	-2,199.05	0.00	-2,199.05
Releases												0.00		0.00
Add to Original Levy												0.00		0.00
Under Appeal												0.00		0.00
Bankruptcy												0.00		0.00
Refund/Adj												0.00		0.00
Subtotals	-1,709.47	0.00	-341.05	-148.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,199.05	0.00	-2,199.05
EOY Adjustment														
(10-110-XX) Balance	\$52,570.68	\$27,507.36	\$14,063.62	\$9,044.55	\$8,413.67	\$5,331.96	\$4,600.86	\$4,282.07	\$2,411.82	\$1,747.04	\$1,275.70	131,249.33	\$0.00	\$131,249.33
Interest	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total		
July	106.77		102.56	45.47								254.80		254.80
August												-		-
September												-		-
October												-		-
November												-		-
December												-		-
January												-		-
February												-		-
March												-		-
April												-		-
May												-		-
June												-		-
Interest Collected	\$106.77	\$0.00	\$102.56	\$45.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254.80	\$0.00	\$254.80
Submitted by: Amanda Murajda, Tax Collector														#DIV/0!
													Collection Rate	

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 7/31/2025
JTS Transport	\$ 10,985.30
Dorothy Worley	\$ 6,579.87
Joe Wilson	\$ 6,283.53
Kelly Robinson	\$ 5,865.80
Marjorie Herbert Smith	\$ 5,709.21
David George Howell	\$ 5,415.02
Angela George	\$ 4,899.83
Jimmy Ray Wilson	\$ 4,209.26
Nantahala Brewing	\$ 3,571.04
Mountain Park Urgent Care	\$ 3,254.88

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
7/31/2025

		General Fund				Actual to	Statement		
		2025-2026	Previously	2025-2026	Current	Budget	Percent	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance		1	
Revenues:									
Ad valorem taxes	\$	2,713,680	\$ -	\$ 15,294.00	\$ 15,294.00	\$ 2,698,386.00	0.56%	8.33%	-7.77% *
Other taxes and licenses	\$	2,200	-	100.00	100.00	2,100.00	4.55%	8.33%	-3.79% *
Unrestricted intergovernmental	\$	3,131,161	-	303,273.34	303,273.34	2,827,887.66	9.69%	8.33%	1.35%
Permits and Fees	\$	15,000	-	1,403.50	1,403.50	13,596.50	9.36%	8.33%	1.02%
Restricted intergovernmental	\$	257,000	-	10,358.56	10,358.56	246,641.44	4.03%	8.33%	-4.30% *
Investment earnings	\$	98,500	-	26,569.56	26,569.56	71,930.44	26.97%	8.33%	18.64%
Other revenues	\$	49,095	-	1,253.76	1,253.76	47,841.24	2.55%	8.33%	-5.78% *
Total revenues	\$	6,266,636	-	358,252.72	358,252.72	5,908,383.28	5.72%	8.33%	-2.62% *
Expenditures:									
General Government	\$	1,055,200	-	170,432.65	170,432.65	884,767.35	16.15%	8.33%	-7.82% **
Salaries & Benefits	\$	444,310	-	49,336.32	49,336.32				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	562,767	-	121,096.33	121,096.33				
Public Safety	\$	4,182,846	-	426,048.80	426,048.80	3,756,797.20	10.19%	8.33%	-1.85% **
Salaries & Benefits	\$	1,768,598	-	189,293.17	189,293.17				
Capital outlay	\$	745,246	-	29,447.87	29,447.87				
All other expenditures	\$	1,325,073	-	207,307.76	207,307.76				
Culture and Recreation	\$	141,112	-	15,460.71	15,460.71	125,651.29	10.96%	8.33%	-2.62% **
Salaries & Benefits	\$	36,300	-	2,669.43	2,669.43				
Capital outlay	\$	10,474	-	-	-				
All other expenditures	\$	94,338	-	12,791.28	12,791.28				
Transportation	\$	986,900	-	104,312.37	104,312.37	882,587.63	10.57%	8.33%	-2.24% **
Salaries & Benefits	\$	358,500	-	37,247.15	37,247.15				
Capital outlay	\$	180,000	-	8,783.58	8,783.58				
All other expenditures	\$	448,400	-	58,281.64	58,281.64				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	486,323	-	34,824.30	34,824.30	451,498.70	7.16%	8.33%	1.17%
Salaries & Benefits	\$	104,500	-	10,592.76	10,592.76				
Capital outlay	\$	261,508	-	-	-				
All other expenditures	\$	120,315	-	24,231.54	24,231.54				
Total expenditures	\$	6,852,381	-	751,078.83	751,078.83	6,101,302.17	10.96%	8.33%	-2.63%
Revenues over expenditures	\$	(585,745)	-	(392,826.11)	(392,826.11)	(192,918.89)	-2.82%		
Other financing sources (uses):									
Transfers in	\$	39,000	-	39,000.00		-			
Appropriated fund balance	\$	9,093	-	-					
Transfers to other depts	\$	374,236	-						
PB Appropriated fund balance	\$	-	-						
Fund Balance rollover	\$	825,652	-						
Capital reserve fund	\$	60,000	-			-			
Lease Liability	\$	-	-						
Sale of Assets	\$	37,000	-						
Loan Proceeds	\$	1,344,981	-	39,000.00					
Transfers to other funds:						-			
Contributed to GF fund balance	\$	-	-						
Transfers out	\$	759,236	-	385,000.00					
Transfer to Capital Reserve	\$	759,236	-	385,000.00					
Total other financing sources (uses)	\$	585,745	-	424,000.00		-			
Revenues and other sources over expenditures and other uses	\$	-	-	31,173.89	(392,826.11)	(192,918.89)			

Analysis:

*	Timing of revenues - grants and taxes
**	Timing of expenses - insurance and capital expenditures



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, August 14, 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
Joseph Waldrum, 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)

VISITORS: Sarah Hirsch, Shawn Oberlies, Nelia Waldrum, Beth Baxley, Sam McGuire and Michael Hopkins.

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Beth Baxley addressed the board and thanked them as well as the police department and so many other volunteers who support the Town of Sylva endeavors. She thanked the board specifically for supporting the Sylva Stop donation box. Baxley commended all who continue to donate time, work and effort to maintain the Sylva Stop.

Sarah Hirsch echoed Baxley's comments. She also gave the board an update on UNIDXS, a non-profit organization supplying needs to various groups in the community.

MAYOR'S REPORT: Mayor Phillips reported that in light of a recent rescue at Pinnacle Park, it may be necessary for the Town to consider purchasing additional rescue equipment in the future.

COMMISSIONER'S REPORT: Commissioners reported the following:

Gelbaugh: Expressed her gratitude towards a new skate park being planned by Jackson County.

Waldrop: Congratulated Gelbaugh on her dedication towards seeing the wheels in motion for a skatepark.

Waldrum: Expressed support for additional rescue equipment purchases for Pinnacle Park.

Estridge: Also expressed appreciation for the skate park.

Brown: Attended the Pinnacle Park board meeting. They are continuing to work on signage and trail construction plans.

MANAGER'S REPORT: Manager Dowling reported the following:

- The RFQ for engineering for the Scotts Creek Slope Stabilization is open until August 15th at 12:00 p.m.
- Lisa Leatherman from Duke Energy notified the Town that the Duke Energy Foundation has approved Pinnacle Park's \$25,000 grant for improving 300 feet of the forest therapy trail at Pinnacle Park and adding signage.

- Dowling and Jake Scott met with Equinox on grant administration for the Recreational Trails Program grant.
- Jackson County is scheduling a public meeting on changes to the flood plain. This is considered a public hearing for Sylva and Dillsboro also since property owners inside town limits are impacted. The meeting will be held either August 25 or September 29, 2025 at the Justice Center.

NEW BUSINESS:

SKATE PARK DONATION REQUEST FROM JACKSON COUNTY: Michael Hopkins, Parks and Recreation Director from Jackson County, shared a presentation with the board on plans for a new skate park at Mark Watson Park. The County is seeking a \$30,000 donation from the Town for the park. *Commissioner Gelbaugh made a motion to appropriate \$30,000 from ARPA related funds for the contribution to Jackson County. The motion carried with a unanimous vote.*

SCHEDULE RIBBON CUTTING FOR BRYSON PARK SEPTEMBER 25, 2025: *Commissioner Waldrum made a motion to schedule a ribbon cutting ceremony for Bryson Park on September 25, 2025, at 11:00 a.m. The motion carried with a unanimous vote.*

CANCEL NOVEMBER 27, 2025, REGULAR BOARD MEETING: The November 27, 2025, regular Board of Commissioner meeting falls on the Thanksgiving holiday. *Commissioner Brown made a motion to cancel the meeting. The motion carried with a unanimous vote.*

CANCEL NOVEMBER 27, 2025, PLANNING BOARD MEETING: The November 27, 2025, Planning Board Meeting falls on the Thanksgiving holiday. *Commissioner Brown made a motion to cancel the meeting. The motion carried with a unanimous vote.*

CANCEL DECEMBER 25, 2025, REGULAR BOARD OF COMMISSIONERS MEETING: The December 25, 2025 regular Board of Commissioners meeting falls on the Christmas holiday. *Commissioner Waldrum made a motion to cancel the meeting. The motion carried with a unanimous vote.*

CANCEL DECEMBER 25, 2025, PLANNING BOARD OF COMMISSIONERS MEETING: The December 25, 2025 Planning Board meeting falls on the Christmas holiday. *Commissioner Waldrum made a motion to cancel the meeting. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:55 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, August 28, 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
Joseph Waldrum, 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: Keith Buchanan (Assistant Fire Chief), Robbie Carter (Asst. Police Chief), Chris Hatton (Police Chief), Jake Scott (Public Works Director).

VISITORS: Steve Steinbrueck, Jay Spiro, Tammy Haskett, Rick Price, Lisa Leatherman, Sam McGuire, Kelly Donaldson, Julie Donaldson, Heather Baker, Scott Baker, Nick Breedlove, Corey Bryson, Laurie Bryson, Kathy Mathews, Michael Hopkins, Charles Wolfe, Wanda Wolfe, Taylor Armstrong, Robert Jumper, Todd Vineyard and Thom Brooks.

APPROVAL OF AGENDA

Commissioner Gelbaugh made a motion to add an item to the agenda for the Fire Department to purchase replacement pumps. The motion carried with a unanimous vote. Commissioner Brown made a motion Commissioner Brown made a motion to approve the agenda as amended. The motion carried with a unanimous vote.

PUBLIC COMMENTS

None.

MAYOR'S REPORT

None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Gelbaugh—Expressed her appreciation for the new Charles Elers Center.

Waldrop—Gave an update from the recent Library Board meeting and thanked the public for attending.

Waldrum—He will continue to host listening sessions with constituents.

MANAGER'S REPORT: Manager Dowling reported the following:

- Town offices will be closed for Labor Day September 1st. The Monday trash route will run on Tuesday.
- The Town received 3 proposals for the Scott's Creek Slope Stabilization. JMT, GEI, and BLE all submitted Statements of Qualifications.
- There is a maintenance technician position open in the Public Works department.
- The floodplain mapping public meeting will be held September 29th at the Department on Aging at 5:30 p.m.
- Tax bills will be mailed within the next few days.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott, Public Works Director, reported the following:

- The FY 2024-2025 Solid Waste report has been submitted. The department collected 239.8 tons of brush and 786.6 tons of solid waste
- Working with Odell Thompson on the design for remodeling Poteet Park restrooms.

Regular Board Meeting August 28, 2025

- Zach Sorrells applied for and received an NCLM grant for work signs.
- Scott has been appointed to the District 9 Preparedness Committee.
- Streetlights on Mill Street and at the fountain have been installed.
- Mast arms have been painted.
- The department has one maintenance technician vacancy.

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

- Department continues to work on training and presentations for conferences
- Reviewed calls for service.

FIRE DEPARTMENT REPORT: Keith Buchanan, Assistant Fire Chief, reported the following:

- Calls for service have increased and currently stand at around 1069 since January.
- The department will have their ISO Inspection on September 8, 2025.
- The department will conduct fire and life safety training in October.

MAIN STREET REPORT:

- Cycle NC was a successful event held in the Town of Sylva.
- Mountainwest Brew Fest will be held September 13, 2025, at Bridge Park.
- The last Concert on the Creek will be September 5, 2025.

TWSA BOARD REPORT:

- TWSA and WCU are working on an interconnect between their agencies to help supply water.

PINNACLE PARK REPORT:

- Thank you to Lisa Leather and Duke Energy for a grant of \$25,000

NEW BUSINESS

SPECIAL PUBLIC SERVICE AWARD PRESENTATION: Manager Dowling and Mayor Phillips presented Julie Donaldson, former Director of the Jackson County Chamber of Commerce, the Order of the Long Leaf Pine award for her outstanding service to Jackson County and the Town of Sylva.

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

ORDINANCE AMENDMENT: SECTION 4, ARTICLE 1: ALCOHOLIC BEVERAGES: Corey Bryson addressed the board as a representative from the MSSA and explained that the board was requesting to extend the hours to 10:00 p.m. for all days of the week. *Commissioner Estridge made a motion to approve the amendment. The motion carried with a unanimous vote.*

PROCLAMATION FOR CONSTITUTION WEEK 2025: Mardy Ashe, on behalf of the local DAR chapter, requested the Town adopt a proclamation declaring September 17-23, 2025, Constitution Week. *Commissioner Brown made a motion to approve the proclamation. The motion carried with a unanimous vote.*

SPECIAL EVENT STREET CLOSURE RESOLUTIONS:

- (A) **EVENT RESOLUTION—TREAT STREET:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a “Treat Street” festival for Halloween on October 31, 2025.
- (B) **EVENT RESOLUTION—WCU HOMECOMING PARADE:** A request has been made by Western Carolina University to close Main Street for the purpose of having a homecoming parade on November 7, 2025.
- (C) **PARADE RESOLUTION—CHRISTMAS PARADE:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a Christmas parade on December 7, 2025.
- (D) **EVENT RESOLUTION—GREENING UP THE MOUNTAINS:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having the Greening Up the Mountains festival on April 25, 2026.
- (E) **EVENT RESOLUTION—JULY 4TH CELEBRATION:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a July 4th celebration on July 4, 2026.

Commissioner Waldrum made a motion to approve all of the event street closure resolutions. The motion carried with a unanimous vote.

FIRE DEPARTMENT VERIFICATION FROM MUNICIPALITY RESOLUTION: Manager Dowling stated this resolution is needed from the Board in order for the Fire Department to complete their ISO Rating Process. The inspection will hopefully lower the tax rating to decrease the insurance premiums for homeowners and business owners in the Town. *Commissioner Waldrum made a motion to approve the resolution. The motion carried with a unanimous vote.*

RESOLUTION FOR EXEMPTION FROM QUALIFICATION-BASED SELECTION PROCESS—POTEET PARK RESTROOM: The Resolution for Exemption from the Qualification Based Selection process will allow the Town to contract for architectural services without going through the RFP process since the fee will be under \$50,000. The Town would like to contract with Odell Thompson for drawings of the Poteet Park restroom to make it easier for contractors to bid on the project. The expectation is to begin the renovation after the Pottery Festival in November. The park will be closed while the restrooms are being remodeled. *Commissioner Waldrum made a motion to approve the resolution. The motion carried with a unanimous vote.*

FIRE DEPARTMENT WATER PUMP REPLACEMENTS: *Commissioner Gelbaugh made a motion to appropriate \$13,500 from Interest on Investments (10-329-0000) into Facility Maintenance Capital (10-590-7400) to purchase two replacement pumps for the Fire Department building. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrum made a motion to adjourn the meeting at 9:37 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk