

Town of Sylva
CONSENT AGENDA
October 13, 2022

1- APPROVE MINUTES: September 8, 2022, **Regular Board Meeting;** September 22, 2022, **Regular Board Meeting**

2- BUDGET AMENDMENTS:

14 10-660-0600 Contingency \$ 2,000 C

10-660-1800 Website Maintenance 2,000 D

REF: To appropriate contingency funds to allow for an update to the Town's website.

15 19-367-0300 State Grant \$ 35,000 C

19-530-7300 FD Grant 35,000 D

REF: To appropriate the 2022 Supplemental Grant from the Department of Insurance into the Fire Department budget to allow for the purchase of airpacks and bottles.

3- REPORTS:

1-Business Registration ~ **September**

2-Vehicle Tax Report as of **August 31, 2022**

3-Ad Valorem Tax Report as of **August 31, 2022**

4-Statement of Revenues, Expenditures, Changes in Fund Balance as of **August 31, 2022**

4- OTHER:

- R022-10 Resolutions Authorizing the Sale of Town Personal Property by Public Action

Business Registration Permit Application September 2022

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
9/23/2022	Sylva Nails and Spa	374 Walmart Plaza	Sun K Lee
9/29/2022	Romero's Gallery	170 E Sylva Shopping Ctr	Mayra Romero

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 8/1/22 THRU 8/31/22

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	667.70		667.70	667.70
Totals For Year 2022			0.00	667.70		667.70	667.70

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	667.70		667.70	667.70

Tax Summary
as of August 31, 2022

(10-301-XX)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	Total	Current Year	TOTALS
Starting Balances	47803.32	25739.87	11855.89	7814.42	6305.23	4092.75	2954.2	2037.46	3,828.52	1,333.46	2,214.77	115,489.89		10-281-0000
July	-2875.7	-482.5	-286.21	-239.4	-239.4	-239.4	-248.36	-248.36	-248.36	-248.36	-248.36	-5,604.41		-5,604.41
August	-1561.35	-389.12	-203.69	-155.9	-155.9	-155.9	-144.29	-144.29	-132.93			-3,043.37		-3,043.37
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	-4437.05	-871.62	-489.9	-395.3	-395.3	-395.3	-392.65	-392.65	-381.29	-248.36	-248.36	-8,647.78	0.00	-8,647.78
Releases												0.00		0.00
Add to Original Levy												0.00		0.00
Under Appeal	-3256.02	-2439.98										-5,696.00		-5,696.00
Bankruptcy												0.00		0.00
Refund/Adj												0.00		0.00
Subtotals	-7,693.07	-3,311.60	-489.90	-395.30	-395.30	-395.30	-392.65	-392.65	-381.29	-248.36	-248.36	-14,343.78	0.00	-14,343.78
EOY Adjustment												0.00		0.00
(10-110-XX) Balance	\$40,110.25	\$22,428.27	\$10,865.99	\$7,419.12	\$5,909.93	\$3,697.45	\$2,571.55	\$1,644.81	\$3,447.23	\$1,085.10	\$1,966.41	101,146.11	\$0.00	\$101,146.11
Interest														
July	185.51	74.81	59.56	78.35	99.71	121.07	147.69	169.89	192.09	214.30	236.50	1,579.48		1,579.48
August	116.11	54.29	40.1	52.13	66.05	79.97	86.64	99.48	97.34			692.11		692.11
September												-		-
October												-		-
November												-		-
December												-		-
January												-		-
February												-		-
March												-		-
April												-		-
May												-		-
June												-		-
Interest Collected	\$301.62	\$129.10	\$99.66	\$130.48	\$165.76	\$201.04	\$234.33	\$269.37	\$289.43	\$214.30	\$236.50	\$2,271.59	\$0.00	\$2,271.59
Submitted by: Amanda Murajda, Tax Collector														#DIV/0!

Top 10 Delinquent Accounts (2021 & prior)

Name	Balance 8/31/2022
Angela George	\$ 9,275.42
Joe Wilson	\$ 4,586.49
Robert J Humes	\$ 4,426.72
Dorothy Worley	\$ 3,831.87
AFN ABSPROP002 LLC	\$ 3,664.06
Aarons LLC	\$ 3,516.50
Reginald Holland	\$ 3,324.07 Under Appeal
Ray Worley	\$ 3,319.32
Aarons Inc	\$ 3,122.20 Under Appeal
Dorothy Franklin	\$ 2,884.21

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
8/31/2022

	General Fund				2022-2023 Budget Balance	Actual to Budget Percent	Statement Period	Variance
	2022-2023	Previously	2022-2023	Current				
	Budgeted	Reported	YTD Actual	Month				
Revenues:								
Ad valorem taxes	\$ 2,257,082	\$ 19,141.04	\$ 32,502.49	\$ 13,361.45	\$ 2,224,579.51	1.44%	16.67%	-15.23% *
Other taxes and licenses	\$ 6,000	2,910.00	4,570.00	\$ 1,660.00	\$ 1,430.00	76.17%	16.67%	59.50%
Unrestricted intergovernmental	\$ 2,959,432	215,964.82	410,558.68	\$ 194,593.86	\$ 2,548,873.32	13.87%	16.67%	-2.79% *
Permits and Fees	\$ 16,000	932.43	5,679.12	\$ 4,746.69	\$ 10,320.88	35.49%	16.67%	18.83% *
Restricted intergovernmental	\$ 130,000	10,000.00	12,500.00	\$ 2,500.00	\$ 117,500.00	9.62%	16.67%	-7.05% *
Investment earnings	\$ 23,192	4,882.53	11,897.50	\$ 7,014.97	\$ 11,294.50	51.30%	16.67%	34.63%
Other revenues	\$ 23,150	13,950.61	16,324.61	\$ 2,374.00	\$ 6,825.39	70.52%	16.67%	53.85%
Total revenues	\$ 5,414,856	267,781.43	494,032.40	226,250.97	\$ 4,920,823.60	9.12%	16.67%	-7.54%
Expenditures:								
General Government	\$ 889,338	80,127.32	145,157.69	65,030.37	744,180.31	16.32%	16.67%	0.34%
Salaries & Benefits	\$ 368,560	25,891.22	30,434.05	25,936.72				
Capital outlay	\$ 29,302	-	-	-				
All other expenditures	\$ 491,476	54,236.10	114,723.64	39,093.65				
Public Safety	\$ 3,315,180	225,584.18	476,768.43	251,184.25	2,838,411.57	14.38%	16.67%	2.29%
Salaries & Benefits	\$ 1,826,851	82,770.54	174,793.41	96,903.35				
Capital outlay	\$ 196,220	-	71,600.00	71,600.00				
All other expenditures	\$ 1,292,109	142,813.64	230,375.02	82,680.90				
Culture and Recreation	\$ 103,500	6,616.40	10,067.81	3,451.41	93,432.19	9.73%	16.67%	6.94%
Salaries & Benefits	\$ 31,400	1,853.14	3,595.99	1,742.85				
Capital outlay	\$ 10,000	-	-	-				
All other expenditures	\$ 62,100	4,763.26	6,471.82	1,708.56				
Transportation	\$ 760,523	59,352.94	99,039.32	39,686.38	661,483.68	13.02%	16.67%	3.64%
Salaries & Benefits	\$ 336,650	20,912.44	42,582.84	2,167.04				
Capital outlay	\$ 73,664	-	-	-				
All other expenditures	\$ 350,209	38,440.50	56,456.48	37,519.34				
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$ -	-	-	-				
Environmental Protection	\$ 201,315	23,079.08	37,936.27	14,857.19	163,378.73	18.84%	16.67%	-2.18% **
Salaries & Benefits	\$ 87,750	5,717.23	12,394.99	6,677.76				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 113,565	17,361.85	25,541.28	8,179.43				
Total expenditures	\$ 5,269,856	394,759.92	768,969.52	374,209.60	4,500,886.48	14.59%	16.67%	2.07%
Revenues over expenditures	\$ 145,000	(126,978.49)	(274,937.12)	(147,958.63)	419,937.12	7.97%		
Other financing sources (uses):								
Transfers in	\$ 423,019	-	-	-	-			
Appropriated fund balance	\$ 10,000	-	-	-	-			
Contributed Capital	\$ -	-	-	-	-			
Sale of Assets	\$ -	-	-	-	-			
Loan Proceeds	\$ -	-	-	-	-			
	\$ 433,019	-	-	-	-			
Transfers to other funds:								
Contributed to fund balance	\$ -	-	-	-	-			
Transfers out	\$ 578,019	-	-	-	-			
Transfer to Capital Reserve	\$ -	-	-	-	-			
	\$ 578,019	-	-	-	-			
Total other financing sources (uses)	\$ (145,000)	-	-	-	-			
Revenues and other sources over expenditures and other uses	\$ -	(126,978.49)	(274,937.12)	(147,958.63)	419,937.12			

Analysis:

Timing of Revenues
WC/Liability Insurance/Other Dues Paid in July

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:

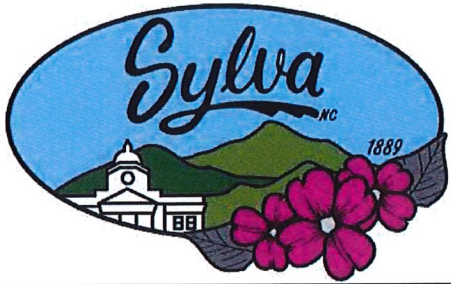
- 1- The following described property is hereby declared to be surplus to the needs of the Town of Sylva:
 - **2012 Dodge Charger (Vin#2C3CDXAT5CH305453) (Asset #0548)**
 - **2013 Dodge Charger (Vin#2C3CDXAT6DH677028) (Asset #0550)**
 - **Paramount CT 20 Exercise Equipment and Weights Bundle (Asset #0667)**
- 2- 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.
- 3- The public auction will be held through GovDeals, an online governmental surplus auction service (www.govdeals.com). The auction will start on October 14, 2022 at 8 a.m. and end on October 24, 2022 at 8 p.m. with 10 minute increments until all three items have ended. The terms of the sale shall be that the above listed items will be sold "as is" with no express or implied warranties.
- 4- The highest bid, if it complies with the terms of the sale, may be accepted by the Town of Sylva and the sale consummated.
- 5- 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 13th day of October 2022

Lynda Sossamon, Mayor

Attest:

Amanda W. Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, September 08, 2022 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Lynda Sossamon, Mayor
Mary Gelbaugh, Commissioner
Ben Guiney, Commissioner
Greg McPherson, Commissioner
David Nestler, Vice-Mayor
Natalie Newman, Commissioner

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

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Mike Beck (Fire Chief) and Chris Hatton (Police Chief).

VISITORS: Carol Martin-Vegue and Mardy Ashe.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Sossamon reported that she attended the NCLM's American Rescue plan expert tour. She gave a presentation on the Town's planning for ARP funds.

COMMISSIONER'S REPORT

Commissioner Gelbaugh reported that she attended the recent skateboard competition held in Town. She added it was great to see many skaters from the community participating and was excited to see the enthusiasm. She thanked the Sylva Methodist Church for hosting. Commissioner Guiney reported that Covid vaccines are available at the health department. He noted that Saturday, September 10, 2022, is the Sylva Pride event from 11:00 a.m. to 4:00 p.m. at Bridge Park. He thanked the board for their discussions on short-term rentals. Commissioner McPherson noted the skateboard competition was great.

MANAGER'S REPORT: Manager Dowling reported the following:

- The NCLM Bulletin from August 26, 2022, featured Sylva and the Bridge Park Stormwater Project. Mayor Sossamon gave a presentation as a regional case study for planning to use ARPA funds.
- An RFP is on our website to receive proposals for an engineering firm to oversee the Bridge Park project. Proposals are due September 30, 2022, at 12:00 p.m.
- Allen Street: Plans are almost finalized, and the contract is being drafted. The timeline is to have the Board approve the construction contract September 22, 2022, and work will begin early October.

- The annual financial audit field work is the week of September 12, 2022, so administrative staff will be tied up working with the auditor.
- There is an opening in the Police Department for a Sergeant.

NEW BUSINESS

Proclamation for Constitution Week 2022: Mardy Ashe addressed the board in regard to Constitution Week 2022. She is a member of the Daughters of the American Revolution. She explained the history behind Constitution Week and asked for the support of the Board. *Commissioner Gelbaugh made a motion to approve the proclamation. The motion carried with a unanimous vote.*

Ordinance Amendment--Chapter 4: Alcoholic Beverages-Social District Hours Update:

Manager Dowling explained that the original social district ordinance was amended, and a 6-month trial period of changes added. This revised version goes back to original version except changes the start time on Sundays to 10:00 a.m. Commissioner McPherson added that he reached out to the task force for any issues. The only thing reported was that extending the Sunday hours would be less confusing. Police Chief Hatton reported that there had been no increase in police calls due to the social district ordinance. Commissioner Gelbaugh noted that she had been contacted by one restaurant who had issues with patrons trying to bring alcohol into their establishment even though they were not participating. *Commissioner McPherson made a motion to approve the ordinance amendment. The motion carried with a unanimous vote.*

ADJOURNMENT

Commissioner Guiney made a motion to adjourn the meeting at 5:46 p.m. The motion carried with a unanimous vote.

Lynda Sossamon
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, September 22, 2022 at 9:00 AM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Lynda Sossamon, Mayor
Mary Gelbaugh, Commissioner
Ben Guiney, Commissioner
Greg McPherson, Commissioner
David Nestler, Vice-Mayor
Natalie Newman, Commissioner

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

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Mike Beck (Fire Chief) and Chris Hatton (Police Chief).

VISITORS: Dave Russell

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Sossamon reported that she attended the NC Mayors Association meeting in Greensboro, NC. There will be an upcoming meeting of the association in Hendersonville, NC.

COMMISSIONER'S REPORT

Commissioner Nestler mentioned that he believed there were issues with the current sidewalk policy and that it was time to review the policy. He noted that one problem is the continuous increase in the cost of constructing a sidewalk. Commissioner Guiney added his support for the sidewalk review. Guiney also thanked everyone for their services during the Sylva Pride event. He reminded everyone that Covid booster shots are available and that there will be a drive-thru vaccine clinic at the Health Department on Tuesdays and Thursdays from 2:00 - 6:00 p.m. for flu and covid shots. Guiney also noted that he had received complaints on the bathrooms at Poteet Park and would like to see them updated and asked that staff look at funding options. Commissioner McPherson offered his support for the Poteet Park restrooms. He added that the Art and Design Committee would be hosting a skate park theme show on September 30, 2022, and October 1, 2022, from 6:00 - 9:00 p.m. as a fundraiser for a larger skatepark. Commissioner Newman offered her support for review of the sidewalk ordinance and Poteet Park restroom updates.

MANAGER'S REPORT: Manager Dowling reported the following:

- Tax bills for 2022 have been mailed.
- Town decorations will be put up ahead of Mountain Heritage Day.
- The skate ramp parts have been delivered and Jake Scott is working to have power and security cameras installed.
- The cost for construction on Allen Street and Bryson Park is over budget. The shortfall is approximately \$618,435. Staff is working with engineers and the construction company to set prioritization for a closer estimate.

Regular Board Meeting September 22, 2022

- The construction date for R-5600 (NC107) is now set for 2025 due to right-of-way and appraisal processes taking longer.
- Auditors have completed their field work for the FY2021-2022 annual audit.
- The RFP for the Bridge Park stormwater project is due September 30, 2022.
- Walk for Hope is October 1, 2022.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- The department will be working on the skate park implementation and assembly.
- Scott is working on a rural transformation grant for Bridge Park
- The rooftop HCAV unit at the police department has been installed.
- Allen Street bridge repairs will be completed soon and are due to the annual bridge inspection.
- On October 6, 2022, Public Works staff will be participating in Hands on Jackson.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- He reviewed calls for services
- He reminded everyone of Walk for Hope on October 1, 2022.
- A UNC SOG criminal justice innovation lab is working on case studies across the state with social worker-based programs. They will interview Sylva Police Department personnel and may become a case study.
- The current homeless situation is taking up a lot of the police department time. There is a definite increase in the area. The community care program is helping, and the department is meeting weekly with community stakeholders on ways to help.

FIRE DEPARTMENT REPORT: Mike Beck reported the following:

- There have been 856 calls since January 1, 2022.
- Paid staff has helped on response time for calls.
- Saturday, September 24, 2022, on Crestview Heights the department will conduct a training burn beginning at 8:00 a.m.
- October 1, 2022, is open house from 12:00 p.m. - 4:00 p.m.

MAIN STREET REPORT: Bernadette Peters reported the following:

- The Main Street program is sponsoring a culinary apprentice program designed to retain staff and elevate the talent in the area.
- There was a great turnout for the Bridge Park Boogie which was a dance for those with disabilities.
- The theme for the 2022 Christmas parade is "My Christmas Story" and the grand marshals will be story builders of Sylva which is a group of individuals who have contributed to the story of downtown sylva through design, building, growth and storytelling.

PLANNING BOARD REPORT: Manager Dowling reported that there was no quorum at the September meeting and the board discussed by-laws.

TWSA BOARD REPORT: Commissioner Nestler reported that the lift station at Jackson Paper will soon be completed.

PINNACLE BOARD REPORT:

Commissioner Nestler reported that he was not at the last meeting, however an RFP for a master plan will soon be out.

NEW BUSINESS

Bridge Park Sculpture Discussion

Manager Dowling reported the Mr. Sims has offered to loan the Town of Sylva a Purr Pod sculpture. Commissioner McPherson gave a presentation on the sculpture, named Scooby Doo. The sculpture would be on permanent loan to the Town of Sylva. He would like it to be located at Bridge Park. The board discussed the sculpture, where to place it and any legal requirements for a lease. *Commissioner Guiney made a motion to accept the loan of the sculpture and have staff draw up loan paperwork. The motion carried with a unanimous vote.*

Resolution for NC Department of Commerce Rural Transformation Grant Fund

Manager Dowling reported that the resolution is for the Rural Transformation Grant application that the Southwester Commission is administering and will apply for the Town of Sylva. *Commissioner Nestler made a motion to approve the resolution. The motion carried with a unanimous vote.*

Proclamation for Breast Cancer Awareness Month

Mayor Sossamon read the proclamation for Breast Cancer Awareness Month. Everyone is reminded to wear pink on October 21, 2022. Commissioner Gelbaugh made a motion to approve the proclamation. The motion carried with a unanimous vote.

Police Department Take-home Vehicle Policy

Manager Dowling reported that this is an update to the board approved policy from 2016. The current housing shortage has created problems for employees to find housing within the required limits. The proposal is to change the requirement from living within 10 miles of city limits to being able to arrive at work within 30 minutes to have a take-home vehicle. This is coming before the board because it was originally approved by the board. There is also a budget impact for driving farther.

Commissioner Guiney made a motion to approve the changes to the take-home vehicle policy. The motion carried with a 4-1 vote. Voting in the affirmative were Commissioners Gelbaugh, Guiney, McPherson and Newman. Voting against was Commissioner Nestler.

Commissioner Guiney made a motion to make the police department take-home vehicle policy an administrative issue rather than board issue. The motion carried with a 4-1 vote. Voting in the affirmative were Commissioners Gelbaugh, Guiney, McPherson and Newman. Voting against was Commissioner Nestler.

CLOSED SESSION: *Commissioner Gelbaugh made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) to consult with the town attorney at 10:40 a.m. The motion carried with a unanimous vote.*

Commissioner Guiney made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 11:22 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 11:23 a.m. The motion carried with a unanimous vote.*

Lynda Sossamon
Mayor

Amanda W. Murajda
Town Clerk