

Town of Sylva
CONSENT AGENDA
August 10, 2023

1- APPROVE MINUTES: July 13, 2023, **Regular Board Meeting;** July 27, 2022, **Regular Board Meeting**

2- BUDGET AMENDMENT:

# 4 10-352-0000 PD Fines and Fees	\$ 700 C
10-510-3300 PD Supplies and Expense	700 D

REF: To appropriate court released monies into the Police Department budget.

# 5 10-450-2300 Mainstreet Parades	\$ 1,000 C
10-420-1400 Administration Training	500 C
10-410-1300 Board Training	500 C
10-560-7400 SD (NF) Training	2,000 D

REF: Accounting to purchase crosswalk signs that were approved by Board on 7/13/2023.

#6 10-352-0000 PD Fines and Fees	\$ 300 C
10-510-2900 PD Sunshine Fund	300 D

REF: To appropriate a donation into the Police Department budget.

3- REPORTS:

- 1- Business Registration as of July 2023
- 2- Vehicle Tax Report as of June 30, 2023
- 3- Ad Valorem Tax Reports as of June 30, 2023
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of June 30, 2023
- 5- Quarterly Finance Report as of June 30, 2023
- 6- Quarterly Special Revenue as of June 30, 2023

4- TAX SETTLEMENTS:

- 1- 2022 Ad Valorem Tax Settlement
- 2- 2022 Delinquent Tax Settlement – (2012-2021)
- 3- 2022 Prepaid Ad Valorem Tax Settlement
- 4- \$5.00 or Less Settlement
- 5- \$1.00 or Less Over/ Under Settlement
- 6- 2012 Ad Valorem Tax Release
- 7- Insolvent Tax Settlement
- 8- Delinquent County Vehicle Tax Settlement
- 9- 2022 County Vehicle Tax Settlement – Summary Attached
- 10- 2022 Combined Town and County Tax Settlement

5- OTHER:

- *Based on G.S. 105-373(a)(1)b the insolvent list will be advertised in **The Sylva Herald** on **August 24, 2023.***
- *Lynn Allen Bryant – Deputy Tax Collector – Board authorization to collect taxes (see attachment) bonded under Tax Collector.*
- *Amanda Murajda - Tax Collector – Board authorization to bill and collect taxes (see attachment) bonded for **\$400,000.***

- ***Amended Bryson Park and Playground Equipment Grant Project Ordinance ~ Wurster change order #1 (\$4,000) amended from contingency (see attached).***
- ***Amended Public Restrooms Grant Project Ordinance ~ Amended to reflect the \$10,000 property lease that will be paid to Blue Ridge Southern Railroad.***

**Business Registration Permit Application
July 2023**

Date Submitted

Business Name

Business Location

Owner

7/17/2023

The Rustic Raven

552 W. Main Street

Patricia Sanders

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 6/1/23 THRU 6/30/23

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	457.75		457.75	457.75
Totals For Year 2022			0.00	457.75		457.75	457.75

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	457.75		457.75	457.75

Tax Summary
as of June 30, 2023

(10-301-XX)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	Total	Current Year	TOTALS
Starting Balances	47803.32	25739.87	11355.89	7814.42	6305.23	4092.75	2964.2	2037.46	3,828.52	1,333.46	113,275.12	\$2,205,266.51	10-281-0000
July	-2875.7	-482.5	-286.21	-239.4	-239.4	-239.4	-248.36	-248.36	-248.36	-248.36	-5,356.05	-5,356.05	-5,356.05
August	-1561.35	-389.12	-203.69	-155.9	-155.9	-155.9	-144.29	-144.29	-132.93	-248.36	-3,043.37	-3,043.37	-3,043.37
September	-2282.79	-1238.64	-1287.9	-896.66							-5,705.99	-178,904.25	-184,610.24
October	-754.67	-150.41	-73.27								-978.35	-252,344.84	-253,323.19
November	-506.6	-89.18	-394.56								-990.34	-330,147.84	-331,138.18
December	-3730.74	-321.13	-239.1	-265.18	-265.18	-265.18	-191.57				-5,278.08	-852,964.57	-858,242.65
January	-5458.36	-250.01	-273.02								-5,981.39	-438,281.64	-444,263.03
February	-518.28	-3299.85	-61.3								-3,879.43	-43,187.74	-47,067.17
March	-5374.33	-1007.82	-120.62	-347.18	-56.73	-120.54	-166.72	-191.93			-6,846.76	-44,428.76	-51,275.52
April	-1066.99	-608.62	-537.62	-31.52	-326.66	-326.66	-289.04				-3,694.70	-9,858.85	-13,553.55
May	-4249.73	-3061.77	-1021.06	-79.26	-79.26	-79.26					-8,364.08	-11,502.02	-19,866.10
June	-176.03	-127.98	-78.67	-2015.1	-1123.13	-1186.94	-1039.98	-584.58	-381.29	-248.36	-620.46	-2,615.98	-3,236.44
July - June Totals	-28555.57	-11,027.03	-4,577.02	-2,015.10	-1,123.13	-1,186.94	-1,039.98	-584.58	-381.29	-248.36	-50,739.00	-2,164,236.49	-2,214,975.49
Releases											0.00	-84.48	-84.48
Add to Original Levy											0.00	13,670.60	13,670.60
Under Appeal											0.00	0.00	0.00
Bankruptcy											0.00	0.00	0.00
Refund/Adj											0.00	0.00	0.00
Subtotals	-28,555.57	-11,027.03	-4,577.02	-2,015.10	-1,123.13	-1,186.94	-1,039.98	-584.58	-381.29	-248.36	-50,739.00	-2,150,650.37	-2,201,389.37
EOY Adjustment	\$19,247.75	\$14,712.84	\$6,778.87	\$5,799.32	\$5,182.10	\$2,905.81	\$1,924.22	\$1,452.88	\$3,447.23	\$1,085.10	62,536.12	\$54,618.14	\$117,154.26
(10-110-XX) Balance	\$185.51	\$4,811.11	\$116.11	\$40.1	\$66.05	\$121.07	\$147.69	\$169.89	\$192.09	\$214.30	1,342.98	236.50	1,579.48
Interest													
July	185.51	74.81	59.56	78.35	99.71	121.07	147.69	169.89	192.09	214.30	1,342.98	236.50	1,579.48
August	116.11	54.29	40.1	52.13	66.05	79.97	86.84	99.48	97.34		692.11		692.11
September	193.83	210.37	322.41	306.26							1,032.87		1,032.87
October	64.92	34.75	6.31								105.98		105.98
November	19.13	190.79	38.47								248.39		248.39
December	376.68	45.86	48.28	96.6	120.24	128.39	121.42				937.47		937.47
January	570.22	39.7	57.14								667.06		667.06
February	60.94	610.69	0.46								672.09		672.09
March	659.92	179.16	37.4	132.68	57.29	68.09	109.10				1,110.96		1,110.96
April	186.89	126.03	167.92	157.94	157.94	187.10	191.44	23.38			1,173.38		1,173.38
May	588.67	695.49	275.94	10.58	39.33	31.01					1,570.68		1,570.68
June	99.27	19.37	25.76	32.25	39.33	31.01					246.99		246.99
Interest Collected	\$3,122.09	\$2,281.31	\$1,079.75	\$708.85	\$540.56	\$615.63	\$656.29	\$292.75	\$289.43	\$214.30	\$9,800.96	\$7,367.71	\$17,168.67
Submitted by: Amanda Murajda, Tax Collector													Collection Rate
													97.5385%

Top 10 Delinquent Accounts (2022 & prior)

Name	Balance	6/30/2023
Angela George	\$	14,652.21
Joe Wilson	\$	5,272.58
Dorothy Worley	\$	4,647.92
Marjorie Herbert Smith	\$	3,666.63
5 Grindstaff Cove (Nantahaala Brewing)	\$	3,623.88
David George Howell	\$	3,452.51
Teena Marie Woodard	\$	3,436.47
Joyce Straton	\$	3,337.35
Virginia Beck	\$	2,934.52
Aclem Realty LLC	\$	2,845.25

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
6/30/2023

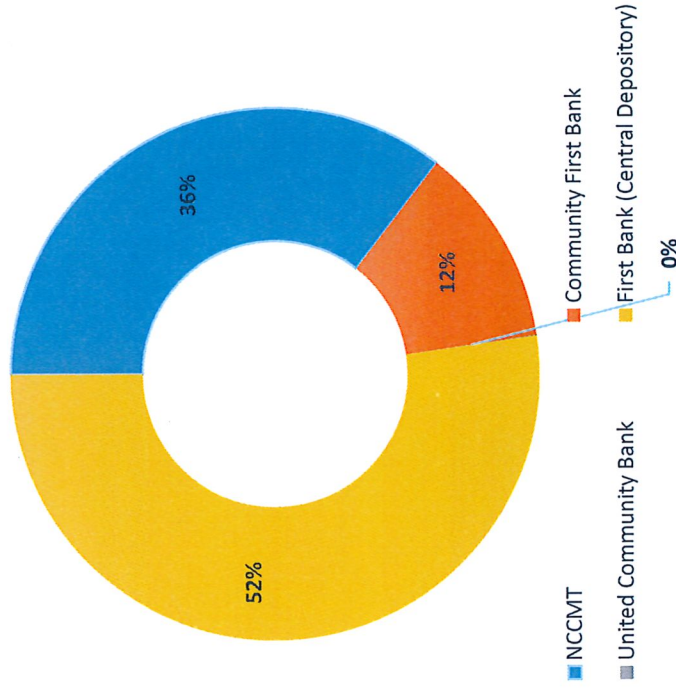
		General Fund							
		2022-2023	Previously	2022-2023	Current	2022-2023	Actual to	Statement	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	Period	Variance
								12	
Revenues:									
Ad valorem taxes	\$	2,257,082	2,329,184.81	2,354,999.90	\$ 25,815.09	\$ (97,917.90)	104.34%	100.00%	4.34%
Other taxes and licenses	\$	6,000	6,900.00	6,980.00	\$ 80.00	\$ (980.00)	116.33%	100.00%	16.33%
Unrestricted intergovernmental	\$	2,842,708	2,516,939.94	3,088,094.95	\$ 571,155.01	\$ (245,386.95)	108.63%	100.00%	8.63%
Permits and Fees	\$	21,291	23,808.03	25,920.59	\$ 2,062.56	\$ (4,629.59)	121.74%	100.00%	21.74%
Restricted intergovernmental	\$	253,637	165,357.11	235,866.90	\$ 70,509.79	\$ 17,770.10	92.99%	100.00%	-7.01% *
Investment earnings	\$	43,192	168,402.56	191,919.00	\$ 23,516.44	\$ (148,727.00)	444.34%	100.00%	344.34%
Other revenues	\$	37,794	52,693.99	52,486.43	\$ (807.56)	\$ (14,692.43)	138.88%	100.00%	38.88%
Total revenues	\$	5,461,704	5,263,286.44	5,956,267.77	692,331.33	\$ (494,563.77)	109.06%	100.00%	9.06%
Expenditures:									
General Government	\$	962,385	748,587.60	815,438.84	66,851.24	146,946.16	84.73%	100.00%	15.27%
Salaries & Benefits	\$	369,637	336,937.63	369,753.52	32,815.89				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	592,748	411,649.97	445,685.32	34,035.35				
Public Safety	\$	3,492,824	2,593,988.67	2,932,775.61	338,786.94	560,048.39	83.97%	100.00%	16.03%
Salaries & Benefits	\$	1,762,418	1,363,879.29	1,428,852.14	136,681.43				
Capital outlay	\$	207,335	113,894.78	113,894.78	-				
All other expenditures	\$	1,523,071	28,773.70	28,773.70	202,105.51				
Culture and Recreation	\$	115,936	79,897.13	83,830.89	3,933.76	32,105.11	72.31%	100.00%	27.69%
Salaries & Benefits	\$	31,400	20,220.32	21,850.55	1,650.23				
Capital outlay	\$	10,000	-	-	-				
All other expenditures	\$	74,536	59,676.81	61,980.34	2,283.53				
Transportation	\$	814,319	518,556.58	645,831.50	127,274.92	168,487.50	79.31%	100.00%	20.69%
Salaries & Benefits	\$	344,648	221,079.05	296,120.64	26,022.94				
Capital outlay	\$	73,664	-	53,451.79	53,451.79				
All other expenditures	\$	396,007	297,477.53	296,259.07	47,800.19				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	194,415	173,752.76	193,144.41	19,391.65	1,270.59	99.35%	100.00%	0.65%
Salaries & Benefits	\$	79,752	81,787.09	89,672.05	7,884.96				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	114,663	91,965.67	103,472.36	11,506.69				
Total expenditures	\$	5,579,879	4,114,782.74	4,671,021.25	556,238.51	908,857.75	83.71%	100.00%	16.29%
Revenues over expenditures	\$	(118,175)	1,148,503.70	1,285,246.52	136,092.82	(1,403,421.52)	-25.15%		
Other financing sources (uses):									
Transfers in	\$	883,107	883,106.50	883,106.50	-				
Appropriated fund balance	\$	605,219	-	-	-				
Contributed Capital	\$	20,000	-	-	-				
Sale of Assets	\$	14,382	14,982.00	14,382.00	-				
Loan Proceeds	\$	1,522,708	898,088.50	897,488.50	-				
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to fund balance	\$	-	-	-	-				
Transfers out	\$	1,404,533	1,096,019.00	1,096,019.00	-				
Transfer to Capital Reserve	\$	-	-	-	-				
Total other financing sources (uses)	\$	118,175	(197,930.50)	(198,530.50)	-	-			
Revenues and other sources over expenditures and other uses	\$	-	950,573.20	1,086,716.02	136,092.82	(1,403,421.52)			

Analysis:

Grant Funding vs Budget

INVESTMENT PORTFOLIO:		3 Month Avg
BANK	INVESTMENTS	INTEREST
NCCMT	\$5,949,957	4.90%
Community First Bank	\$2,051,812	3.00%
United Community Bank	\$6,882	0.21%
First Bank (Central Depository)	\$8,774,148	2.50%
	\$16,782,799	

DIVERSIFICATION OF INVESTMENTS



STATE REVENUE ANALYSIS:		Revenue	% Collected
Telecommunication		\$26,377	109.90%
Natural Gas		\$12,293	245.86%
Video Programming		\$11,274	93.95%
Franchise on Power		\$317,575	112.62%
Total 4rd QTR (Avg should be 100%)		\$367,519	
Article 40		\$247,774	120.28%
Article 42		\$255,110	116.49%
Article 39		\$514,722	114.89%
Hold Harmless		\$223,132	127.50%
Total 12 Months/1 Estimated (Avg should be 100%)		\$1,240,738	

FUND BALANCE ANALYSIS:	
Unassigned - 6/30/22	\$4,672,360
Appropriations (ARPA) + Subsequent	-\$436,000
Appropriated after 7/1/22	-\$153,619
Appropriated rollover	-\$15,600
ARPA related funds 2nd Tranche	\$436,297
Available Fund Balance	\$4,503,438
Without ARPA - 69.55%	77.01%
Goal	68.00%

What does 1 cent = \$49,000

GF Approp. after 7/1 8

Contingency Approp. 2

GF Rollovers after 7/1 2

Balance \$17,100

Note: Board policy states that Fund Balance will not drop below 40% and to have a goal of Fund Balance at 68% of expenditures.

CAPITAL RESERVE FUNDS:		REVOLVING LOAN FUND:	
General Fund	Fire Department	RLF Balance 6/30/22	Interest
GF Res. 6/30/2022	FD Res. 6/30/22	\$218,384	\$293,107
Approp. to CRF	Appropriations	\$0	\$0
Interest	DOI Earmarked	\$4,590	\$16,796
Other	Interest		\$5,398
Subsequent/Approp after 7/1	Transfer to FD GF		-\$22,500
GF Available Funds	FD Available Funds	\$222,974	\$292,801
			RLF Available Funds
			\$45,600

FISHER CREEK ANALYSIS:		Fisher Creek Funds Available	
Bank Investments	Current Invested	FY Interest as of 6/30/2023	Current Interest Rate
NCCMT	\$834,344	\$30,184.50	5.00%
Entegra/Select Bank/First Bank	\$291,497	\$5,081.75	2.50%
Community First Bank	\$2,051,812	\$42,787.27	3.31%
UICB	\$0		
HomeTrust	\$0		
Wachovia	\$0		
1st Citizen	\$0		
	\$3,177,653	\$78,053.52	
			Total Interest starting 10/2007
			\$148,517
			\$116,790
			\$51,827
			\$71,236
			\$55,723
			\$66,937
			\$13,844
			\$524,873
			Funds Available
			\$1,696,320
			ARPA Funds/Interest
			882,642.00
			Appropriations
			-436,000.00
			Balance Remaining
			\$446,642.00

Note: \$3,500,000 received from Clean Water Management Trust Grant 10/2007. The grant requires that \$1,400,000 (40%) be spent on water quality. Currently \$182,141 has been expended towards this purpose leaving \$1,217,859 remaining.

PROPERTY TAX ANALYSIS		OUTSTANDING LOANS	
Budgeted	Original Billing + Utilities	Loan	P/I
\$2,139,982	\$2,215,495	Pumper Truck - FD	\$30,463
	\$2,166,311	Building Renovations - FD*	\$100,454
	\$2,139,829		\$130,917
	\$13,114		
	\$0		
	\$54,618	* Paid by Jackson County	
	97.54%		
	97.97%		

Submitted by: Lynn Bryant, Finance Officer

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
June 30, 2023

Public Art Fund (Fund 23) - Special Revenue Fund:

Original Ordinance (2017-01)	0
Fund Balance (6/30/2022)	3,548
Revenue - Donations/ Interest	1,688.76
Fund Balance Appropriation (Operating Budget)	-2,000
Expenditures	-1,489
Balance to Date	\$1,747

Sidewalk SRF (Fund 27) - Special Revenue Fund:

Original Ordinance (2017-02) Note: Amended from RLF	103,713
Budget Amendment #1 (Skyland Drive 7/11/19)	174,687
Budget Amendment #2 (Skyland Drive 3/12/20 - Note: will be reapproved on 2/10/22)	2,800
GF Transfer In from GF (Hwy 107)	200,000
Budget Amendment #3 (Skyland Drive 11/12/22)	100,000
Revenue/Interest	21,992
Expenditures (Skyland Drive)	-104,692
Balance to Date	\$498,500
* Remaining DOT Contract Skyland Drive	\$276,508

ARPA Funds (Fund 28) - Special Revenue Fund:

Revenue - 1st Tranche	436,296.80
Supplanted to GF Fund Balance (10-229-0500)	-436,296.80
Transferred Interest (10-299-0500)	85.76
Revenue - 2nd Tranche	436,296.80
Supplanted to GF Fund Balance (10-299-0500)	-436,296.80
Transferred Interest (10-299-0500)	1,290.70
Balance to Date	\$0.00

Allen Street Landslide (Fund 22) - Capital Project Fund:

Original Ordinance (GF end of year - could have rolled into Capital Reserves) (5/31/2021)	426,000
Amended (GF Fund Balance - Approved 6/10/2021)	324,000
Amended (6/30/2021 Capital Transfer)	490,500
Amended (4/21/22 GF Fund Balance)	323,647
Amended (4/21/22 DOT Contingency) Reimbursement	750,000
Expenditures	-\$373,487
CDC Encumbrances	-\$34,717
Wurster Encumbrances	-\$1,356,250
Contribution to Allen Street Fund Balance	-\$349,820
Interest	45,105
Balance to Date	\$199,873.85

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
June 30, 2023

Bryson Park/Playground (Fund 31) - SCIF Grant Capital Project Fund:

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000	
Expenditures	-747,420	
Encumbrances (CDC Contract 7/28/2022)	-13,243	
Anticipated Wurster Contract	-1,332,920	
Interest	54,216	
		\$906,417

Public Restrooms (Fund 30) - SCIF Grant Capital Project Fund:

Original Ordinance (SCIF Grant 11611) (2/24/22)	250,000	
Amended - SWC Grant (Reimbursable) (5/12/22)	40,000	
Amended - (SCIF Grant 11613) (10/27/2022)	100,000	
Expenditures	-25,405	
Encumbrances (Odell Contract 3/24/2022)	-7,095	
Interest	6,876	
		\$357,500

Bridge Park Stormwater Project (Fund 32) - Capital Project

Original Ordinance (10/27/2022) ARPA Related Funds	421,000	
Amended Ordinance (11/10/2022) ARPA Related Funds	-3,000	
Expenditures	0	
Encumbrances (Equinox Contract 11/21/22)	-67,500	
Interest	6,950	
		\$350,500

2022 Tax Settlement
July 1, 2022 - June 30, 2023

CHARGES:

Original Levy	2,171,008.55
Additional Levy	13,670.60
Refunds	
Interest	7,367.71
Discoveries	0.00
Discovery Penalties	674.76
Late Listing	30,532.00
Late Listing Penalties	3,053.20
Total Charges	<u>2,226,306.82</u>

CREDITS:

Deposits	2,171,604.20
Releases	84.48
Refunds	0.00
Insolvencies - Personal	7,228.35
Bankruptcy	0.00
Under Appeal	0.00
Uncollected - Real	47,389.79
Total Credits	<u>2,226,306.82</u>

Amanda W. Murajda, Tax Collector

**2022 Tax Settlement
Delinquent Taxes
July 1, 2022 - June 30, 2023**

CHARGES:

Levy	113,275.12
Refunds	0.00
Interest	9,800.96
2012 Statutory Write-Off	-2,106.62
Levy Adj. Correction	0.00
Total Charges	<u>120,969.46</u>

CREDITS:

Deposits	60,539.96
Releases	0.00
Refunds	0.00
Appeals	0.00
Bankruptcy	0.00
Taxes Remaining	60,429.50
Total Credits	<u>120,969.46</u>

Amanda W Murajda, Tax Collector

2022-2023

PREPAID AD VALOREM TAX SETTLEMENT

10-241-00 TAXES COLLECTED IN ADVANCE:

<u>NAME</u>	<u>PIN#</u> <u>ACCT#</u>	<u>(Bal Forward)</u> <u>AMOUNT</u>	<u>DATE PAID</u>	<u>YEAR</u> <u>APPLIED</u>	<u>Amount</u> <u>Applied to 2022</u>	<u>Remaining</u> <u>Balance</u>
						-
Pole Yard Properties	A#1593/personal	1.98	1/5/2018			1.98
Tonemaster/Falco (Ridenour)	A# 1668-Personal	91.46	3/9/2018			91.46
Edith Powell	A# 200	10.00	10/10/2019			10.00
FP Mailing Solutions	A# 4487	7.33	1/30/2020			7.33
SPD Ventures	A# 4507	9.58	2/7/2020			9.58
Kim Neiheisel	A# 4744	23.48	3/18/2022			23.48
Mantz Tire	A# 4656	0.87	3/19/2022			0.87
Perk and Pastry Bistro	A# 3891	0.88	3/19/2022			0.88
Elaine Hall	P# 7642-42-9725	0.01	8/23/2022			0.01
Simply T's	A# 4066	32.24	8/23/2022			32.24
James Cabe	A# 2336	28.91	11/9/2022			
Daniel Hubbard	A# 984	16.00	10/14/2022			
Jack Garrett	P# 7641-15-7958	159.30	10/21/2022			
George Dunn/Corelogic	7641-45-1389	108.21	11/8/2022			
Joseph Russek/Corelogic	7631-75-6455	843.35	11/8/2022			
Mary Gelbaugh/Corelogic	7641-06-3880	1,014.90	11/8/2022			
Aldine Anderson/Corelogic	7631-95-8147	192.10	11/8/2022			
Aldine Anderson/Corelogic	7641-05-1081	144.23	11/8/2022			
Chris Cooper/Corelogic	7641-18-2677	863.02	11/8/2022			
Harris Regional	A# 3915	2.20	1/3/2023			
Mountain Spine	A# 4437	9.16	1/13/2023			
Russell Bowling Attorney	P# 7641-48-7767	986.83	2/13/2023			
Russell Bowling Attorney	P#7641-74-9405	1,308.66	2/24/2023			
Russell Bowling Attorney	P# 7641-76-2124	2,293.59	2/27/2023			
SE Laundry Equip Sales Inc	A#4670	13.68	3/1/2023			
Russell Bowling Attorney	P# 7641-57-1709 & 7641-57-0747	2,600.31	3/20/2023			
Russell Bowling Attorney	A# 4082 P# 7641-57-1548	792.00	3/20/2023			
The Fish Campa	P# 7641-48-5238	773.65	3/20/2023			
AC Siding & Guttering	a# 4022	60.11	4/17/2023			
Russell Bowling Attorney	P# 7641-57-5333	1,543.83	3/24/2023			
Zheng Jinyu	A# 4761	5.53	3/29/2023			
Susan Davis	A# 834	25.00	3/31/2023			
Kyle Carroll	A# 2948	25.11	4/17/2023			
Paragon Acquisitions LLC	A#4765	104.77	4/17/2023			
Paragon Acquisitions LLC	A# 2705	1,820.86	4/17/2023			
Wayne Smith	Various	3,583.95	4/21/2023			
Freebird Co Inc	A# 4642	36.96	5/2/2023			
Susan Davis	A# 834	25.00	5/8/2023			
Wayne Smith		3,850.00	5/16/2023			
Russell Bowling Attorney	P# 7641-74-4093	1,490.85	5/22/2023			
Wayne Smith		3,850.00	6/20/2023			
Exempt						
Applied to Back Taxes						
2022 Pre-pay taxes		28,749.90				-
	Adj. from previous pre-pay	-0.47				
		28,749.43				

**2022 Tax Settlement
Less Than \$5.00**

<u>Acct #</u>	<u>Name</u>	<u>Amount</u>	<u>Value</u>	<u>R/P/U</u>
318	MESSER BESSIE	\$ 4.40	1,000	P
1020	STANFORD DELIA	\$ 3.96	900	R
1372	GERENA PARKER	\$ 4.00	909	P
1378	MICHAEL E DILLARD	\$ 2.10	477	P
1456	LEASECOMM CORP	\$ 1.08	245	P
1506	WATSON ALIGNMENT INC	\$ 1.61	366	P
1528	UHAUL CO KNOXVILLE INC	\$ 2.04	464	P
1676	GANNETT SATELLITE INFO NE	\$ 4.58	1,041	P
1732	BRUCE GREEN	\$ 1.10	250	P
1913	CRAWFORD WILLIAM L	\$ 3.72	845	R
2011	WESTERN CAROLINA COUNSELI	\$ 4.64	1,055	P
2053	DAVIS CARL A	\$ 4.36	991	R
2207	BENEFITSLINK.COM INC	\$ 1.70	386	P
2428	DENISE HOOKER	\$ 2.38	541	P
2520	EMPLOYEE ASSISTANCE NETWORK	\$ 3.10	705	P
2540	SMOKY MOUNTAIN NEWS	\$ 1.43	325	P
2544	PHOUMALA TOLLIE	\$ 3.37	766	P
2873	ACCELERATED CARE PLUS LEASING INC.	\$ 4.39	998	P
3194	J M BROWN AMUSEMENT CO INC	\$ 2.69	611	P
3281	BLANTONS TAX SERVICE INC	\$ 3.06	695	P
3370	JONES JEFFREY SCOTT	\$ 3.09	702	P
3419	BRYSON AUTO SALES	\$ 0.27	61	P
3493	CSI LEASING INC	\$ 4.13	939	P
3529	MARY WILLIAMSON	\$ 3.82	868	P
3617	ASHLEY CONSTRUCTION INC	\$ 2.20	500	R
3621	BERMONDSEY LLC	\$ 2.90	659	R
3621	BERMONDSEY LLC	\$ 1.45	330	R
3621	BERMONDSEY LLC	\$ 4.97	1,130	R
3621	BERMONDSEY LLC	\$ 4.97	1,130	R
3621	BERMONDSEY LLC	\$ 4.84	1,100	R
3621	BERMONDSEY LLC	\$ 0.53	120	R
3718	BETTY PAINTER	\$ 1.68	382	P
3736	THE STYLE STUDIO INC	\$ 1.92	436	P
3753	WILLIAM POWELL JR	\$ 4.40	1,000	P
3915	DLP HARRIS REGIONAL HOSPITAL	\$ 2.20	500	R
3956	OWNER, UNKNOWN	\$ 3.39	770	R
4018	SPOK INC	\$ 3.43	780	P
4058	KING MORRIS PROPERTIES LLC	\$ 2.20	500	R
4068	TRANSACTION NETWORK SERVICES	\$ 0.05	11	P
4119	LAUREL RIDGE TOWNHOMES SYLVA HOA	\$ 2.20	500	R
4185	ATM USA LLC	\$ 3.20	727	P
4193	EMINENCE SALON LLC	\$ 4.41	1,002	P
4273	JACKSON COUNTY REALTY INC	\$ 0.29	66	P
4360	FARMER BROS CO	\$ 4.57	1,039	P
4362	LEONARD ALUMINUM UTILITY BLDG	\$ 4.66	1,059	P

2022 Tax Settlement

Less Than \$5.00

4515	CHUCK COLEMAN	\$ 2.56	582	P
4516	TUCKASEGEE RIVER CLUB INC	\$ 3.33	757	P
4651	JOHNSON CONTROLS SECURITY SOL	\$ 4.93	1,120	P
4685	QUENCH USA INC	\$ 0.50	114	P
4917	CUSTOM NUTRITION AND WELLNESS LLC	\$ 2.71	616	P
4920	MARK MANUFACTURING CORP	\$ 3.73	848	P
4922	ROBERTS OXYGEN COMPANY INC	\$ 0.44	100	P
4924	ROBYN WILSON	\$ 2.20	500	P
4964	NATALIE MARIE BREWTON	\$ 2.13	484	P
4968	FEDERAL EXPRESS CORPORATION	\$ 3.05	693	P
5007	COLONIAL SQUARE POA INC	\$ 2.20	500	P
5063	PORTIER LLC	\$ 3.81	866	P
5065	RAYMOND LARGE LAW PLLC	\$ 1.94	441	P
		<u>\$ 165.01</u>		

Late Listing Personal	\$0.96
Principle Personal	\$120.16
Principle Real	<u>\$43.89</u>
	\$165.01

**2022 Tax Settlement
Less Than \$1.00
as of June 30, 2023**

Name	Account	Principal Amount	Interest Amount	Over/Under Payments	<u>Release Date</u>
2022 Taxes:					
Hidalgos Pro Construction LLC	4561	0.47	0.01		2/7/2023
Tasty Hut of NC LLC	4675	0.27	0.01		2/7/2023
David Bryson	430		0.25		2/7/2023
Lisa Lovedahl Lehman	398	0.22			2/7/2023
Katherine Mathis	683		0.22		2/7/2023
Lydia Tulin	4593	0.16			2/7/2023
Bermondsey LLC	3621	0.06			2/7/2023
Ashley Baggett	4207	0.05			2/7/2023
Peter J Jugis, Bishop	5024	0.05			2/7/2023
Julie Painter	3288		0.01		2/7/2023
Nelon Enterprises	1430	0.01			2/7/2023

1.29 0.50

Tax Overage

As Is Boys	4796	0.53
Mike Fitzgerald	1525	0.04
Russell Stewman	855	0.60

\$ 1.17 10-317-0500

Under and by virtue of the authority vested in me by section 105-373 (a)(1) of the North Carolina General Statutes, I am hereby declaring the below listed taxes as insolvent for personal property that is not secured by liens against real property. By declaring these taxes insolvent, the taxing unit does not compromise its authority to collect these taxes in the future.

Name	Principal	Late List Penalty
ACCESS GRANTED INTERNATIONAL	31.83	3.18
AUTO STAR OF SYLVA	75.74	
BAXTER HEALTHCARE CORP	0.40	
BIG NICK'S BARBECUE LLC	164.84	23.42
BISSELL RENTAL LLC	5.62	
CAREVIEW COMMUNICATIONS INC	33.96	3.40
CATALINA MARKETING CORPORATION	13.00	
CATAMOUNT ELECTRIC	12.20	1.22
CLAUDIA BARRERA	11.00	
CONSOLIDATED METCO INC	669.82	66.98
DARRELL BUCHANAN	15.62	1.56
DORIS QUEEN	14.08	1.41
ECOATM INC	23.46	
ELDER BUSINESS SERVICE		0.18
EVON HALL	22.00	2.20
FERRARAS II INC	110.51	11.05
GLORY MARTIAL ARTS FITNESS LLC	22.00	2.20
H & R BLOCK	30.80	3.08
HANNACOLES	217.84	21.78
HERBERT POTTS	6.75	0.68
DAVID HIGHTOWER	11.00	
JACKTON TECH REPAIR LLC	26.12	
JAMES FRANK LAY	22.00	2.20
JE DAVIS ENTERPRISES INC	1,910.80	
JM SYLVA LLC	1,793.30	
JOHNNY BURRELL	11.00	1.10
KEITH WEST RIVERSIDE COVE INC	42.22	
KOBE EXPRESS	-	6.10
LINDE GAS & EQUIPMENT INC	23.13	
MARVITA QUEEN MCMAHAN	11.00	
MARY SHULER JOHNSON	17.31	1.73
MASIMO AMERICAS INC	2.43	
MICHAEL HOOPER	37.07	
MICHAEL THOMAS	11.00	1.10
MOUNTAIN BREWS	614.44	131.41
MP MOTORSPORTS NC LLC		1.03
NCR CORPORATION	0.14	
NICHOLAS EMMANUEL	6.22	0.62
NUCO2 SUPPLY LLC	51.11	
PEGGY STEPP	31.71	3.17
PFL ENTERPRIESE LLC	231.09	23.11
PINNACLE CONSULT AND MARKETING	8.80	0.88
RICKY COOK	15.42	1.54
ROBERT SULLICAN	7.67	0.77
SCOTT CONNOR	12.72	1.27

SPECIALTS ON CALL INC	18.04	1.80
STEPHEN JEREMY CODY	21.54	3.25
STICKY BRICK LABS LLC	43.46	4.35
SUBWAY OF CULLOWHEE, INC	137.30	13.73
TERESA LYNN STAFFELBACH	17.95	1.80
TOSHIBA AMERICA BUSINESS INC	107.90	
V GALLERY INC	15.62	
VIRGIL HOUSTON	0.23	
WESTERN CAROLINA RENTALS INC	11.00	1.10
WINE BAR AND CELLAR LLC	22.00	2.20
WNC WOOD FIRED CO LLC	74.51	7.45
ZACHARY LONG WATSON	25.58	

Total Insolvency	\$ 6,874.30	\$ 354.05
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Total	\$ 7,228.35
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I certify that the above information is true to the best of my knowledge.

Amanda W. Murajda, Tax Collector

I, _____, a Notary Public for Jackson County, North Carolina, certify that Amanda W. Murajda personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the _____ day of August, 2023.

Notary Public

**2012
AD VALOREM TAX RELEASE**

Based on G.S. 105-378 the following taxes plus interest will be written off for the tax year of 2012 due to the statute of limitations. Account balances are as June 30, 2023.

<u>Acct#</u>	<u>Name</u>	<u>Tax Principal</u>	<u>Tax Interest</u>	<u>Advertising</u>	<u>6/30/2023 Total</u>	<u>July/Aug Int</u>	<u>Total</u>
1012	Bryson, Mary A	9.43	8.87	3.00	21.30	0.14	21.44
115	Mrs JR Chastain	116.18	109.38	3.00	228.56	1.74	230.30
352	Dillard Real Estate Group	62.02	58.70	3.00	123.72	0.94	124.66
485	Dorsey, Charles	78.59	74.72	3.00	156.31	1.18	157.49
1062	Dorsey, Rose Anne	105.06	99.24	3.00	207.30	1.58	208.88
4223	Griffin, Charles	0.00	0.77	0.00	0.77	0.00	0.77
733	Howell, Harvey Heirs	101.74	96.26	3.00	201.00	1.52	202.52
814	Johns, Rachel Sutton	94.30	89.10	3.00	186.40	1.42	187.82
554	Jordan, Kenneth Heirs	37.72	35.47	3.00	76.19	0.56	76.75
421	Lay, Will Heirs	93.55	88.66	3.00	185.21	1.40	186.61
2383	Mandelblum, Jacobo	17.55	16.47	3.00	37.02	0.26	37.28
2961	Mountain Gap Investments	31.43	29.57	3.00	64.00	0.48	64.48
1073	Thomas, Hoy	44.01	41.79	3.00	88.80	0.66	89.46
1800	Welch, Raymond ETAL	31.83	30.39	3.00	65.22	0.48	65.70
420	Wilson, Grant	116.22	110.19	3.00	229.41	1.74	231.15
983	Joe Wilson	2.86	1.42		4.28	0.04	4.32
763	Wilson, Nelson	23.06	21.54	3.00	47.60	0.34	47.94
905	Wilson, Willie D	92.70	87.83	3.00	183.53	1.40	184.93
		1058.25	1000.37	48.00	2106.62	15.88	2122.50

Amanda W. Murajda, Tax Collector

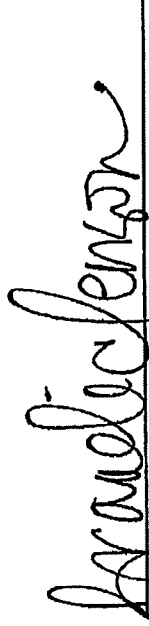
**TOWN OF SYLVA
2022 DELINQUENT TAX SETTLEMENT**

JULY 1, 2022 THROUGH JUNE 30, 2023

YEAR	BALANCE July 1, 2022	COLLECTIONS		RELEASES	WRITE-OFF	REFUNDS	BALANCE June 30, 2023
		TAX	INTEREST				
2013	1,130.33	2.88	2.61	-	-	-	1,127.45
2012	997.88	-	-	-	997.88	-	-
TOTAL	2,128.21	2.88	2.61	-	997.88	-	1,127.45

CHARGES: LEVY \$ 2,128.21
INTEREST 2.61
\$ 2,130.82

CREDITS: DEPOSITED \$ 5.49
WRITE-OFFS 997.88
UNCOLLECTED 1,127.45
\$ 2,130.82

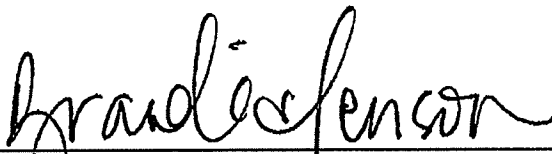

BRANDI HENSON
JACKSON COUNTY TAX COLLECTOR

TOWN OF SYLVA RENTAL MOTOR VEHICLES 2022 TAX SETTLEMENT

JULY 1, 2022 THROUGH JUNE 30, 2023

TOWN OF SYLVA

MONTH	AMOUNT COLLECTED
Jul-22	\$ 552.20
Aug-22	\$ 667.70
Sep-22	\$ 605.39
Oct-22	\$ 522.41
Nov-22	\$ 481.39
Dec-22	\$ 356.10
Jan-23	\$ 521.25
Feb-23	\$ 380.18
Mar-23	\$ 352.39
Apr-23	\$ 450.77
May-23	\$ 328.67
Jun-23	\$ 457.75
TOTAL DEPOSITED	\$ 5,676.20



BRANDI HENSON
JACKSON COUNTY TAX COLLECTOR

**Combined
2022 Tax Settlement
Delinquent Taxes
July 1, 2022 - June 30, 2023**

CHARGES:

Levy	115,403.33
2011 Statutory Write-Off	-2,106.62
Refunds	0.00
Interest	9,803.57
Levy Adj. Correction	0.00
Total Charges	123,100.28

CREDITS:

Deposits	60,545.45
Levy Adj. Write-Off	997.88
Releases	0.00
Refunds	0.00
Appeals	0.00
Bankruptcy	0.00
Taxes Remaining	61,556.95
Total Credits	123,100.28

Amanda W. Murajda, Tax Collector

**State of North Carolina
Town of Sylva**

Amanda Murajda, Tax Collector of the Town of Sylva:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Sylva Municipal Hall and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Sylva, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the **10th day of August, 2023.**

David Nestler, Mayor

Attest:

Amanda Murajda, Town Clerk

**State of North Carolina
Town of Sylva**

Lynn Allen Bryant, Deputy Tax Collector of the Town of Sylva:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Sylva Municipal Hall and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Sylva, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the **10th day of August, 2023.**

David Nestler, Mayor

Attest:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
BRYSON PARK AND PLAYGROUND EQUIPMENT GRANT 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 Statues of North Carolina, the following grant project is adopted:

Section 1. The project authorized is the for the engineering, repair, and construction, facility upgrades, and playground equipment at Bryson Park.

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

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

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

Revenues:	
State Capital and Infrastructure Grant Fund (SCIF)	\$ 3,000,000
 Expenditures:	
Professional Services	68,268
Construction/Repair	1,997,615
Wurster Change Order #1	4,000
Playground, Equipment, and Facility Upgrades	683,736
Sidewalk Professional	27,700
Contingency	198,681
Additional Testing and Inspection (Kessel)	12,832
Miscellaneous Expense	3,668
Sales Tax (NC and County)	3,500
	<hr/>
	\$ 3,000,000

Section 6. The Finance Officer is hereby directed to maintain within the grant 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 grant 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 31 (Bryson Park and Playground Equipment Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant requirements, investment earnings received on grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 10th day of August 2023

David Nestler, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
PUBLIC RESTROOMS GRANT 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 grant project is adopted:

Section 1. The project authorized is the for the engineering and construction of public restrooms downtown.

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

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

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

Revenues:

State Capital and Infrastructure Grant Fund (SCIF #11611)	250,000
State Capital and Infrastructure Grant Fund (SCIF #11613)	100,000
Southwestern Commission Council of Government (SCIF)	<u>40,000</u>
	\$ 390,000

Expenditures:

Professional Services	81,500
Construction	269,500
Property Lease	10,000
Contingency	<u>29,000</u>
	\$ 390,000

Section 6. The Finance Officer is hereby directed to maintain within the grant 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 grant capital 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 30 (Public Restroom Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant and Southwestern Commission of Government Grant requirements, investment earnings received from grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant and Southwestern Commission of Government Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 10th day of August, 2023.

David Nestler, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, July 13, 2023 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Mary Gelbaugh, Mayor Pro-Tem
Ben Guiney, Commissioner
Greg McPherson, Commissioner
David Nestler, Mayor
Natalie Newman, Commissioner
Brad Waldrop, Commissioner

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

ABSENT:

CALL TO ORDER

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

STAFF PRESENT:

VISITORS:

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Nestler reported that notice was received from Representative Mike Clampitt that Jackson County was a potential site for a substance abuse facility to be built. He encouraged the board to support this endeavor.

COMMISSIONER'S REPORT

Commissioner Guiney also expressed support for the health facility. Guiney also requested that crosswalk signs be replaced on Mill Street and added at areas around Innovation Brewing. Manager Dowling noted that each sign would be approximately \$350. Commissioner McPherson congratulated the Police Department on their service award received for the Community Care Program.

MANAGER'S REPORT: Manager Dowling reported the following:

- Employment Updates: Bernadette will begin full-time July 27th. First round interviews for the firefighter vacancy are in process. Eric Fanslau has been promoted to Captain.
- The Town's new website is active.
- The Fire Department dinner is July 17th at 7:00 p.m. in the training room at the Fire Department.
- The Southwestern Commission annual dinner is Monday, July 24th at 5:30 p.m. at Betty's Creek.
- We are still in the process of reviewing our Municode ordinances for recodification and hope to complete the review in August.

Project Updates

- Allen Street: The Allen Street slope stabilization is still on schedule. The North wall has been completed and work is starting on the south wall of soil nails.

Regular Board Meeting July 13, 2023

- **Public Restroom:** Watco/Blue Ridge Railroad has requested additional survey points, so Jake has contacted the surveyor to update the survey. Dowling has provided our municipal insurance liability policies to the real estate division of the railroad in Kansas. Depending on how long it takes to get the plans and lease approved by the railroad, we could potentially be under construction this fall. Lynn Bryant has worked with the Southwestern Commission and the State Office of Budget Management to get a grant extension through June 30, 2028 for the SCIF grants for the restroom and Bryson Park.
- **Bridge Park Green Infrastructure:** The TDA Board of Directors is recommending the County Commissioners approve the grant for Bridge Park. This should go before the County in August. We hope to begin construction on this project in early November right after the pottery festival.

NEW BUSINESS

PLANNING BOARD APPOINTMENT: Mayor Nestler reported that no applications had been received.

ABC BOARD CHAIRMAN APPOINTMENT: Manager Dowling reported that Jackson County reappointed David Noland for a three-year term on the ABC Board, which will expire June 30, 2026. The County also appointed Mr. Noland as Chairman for another one-year term, which will expire June 30, 2024. The ABC merger agreement states that the Chairman will be jointly appointed by both the Town and County boards annually. *Commissioner Gelbaugh made a motion to appoint David Noland as Chairman of the ABC Board for a one-year term to expire June 30, 2024. The motion carried with a unanimous vote.*

FY 2023-2024 ABC BOARD BUDGET—REVIEW ONLY: The FY 2023-2024 ABC Board Budget is included in the agenda packet for review.

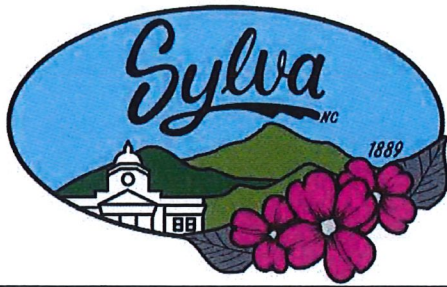
SPECIAL EVENT REQUEST—INNOVATION BREWING AT FARMERS MARKETS: Lisa McBride would like to amend her application to include Innovation Brewing selling alcohol at the third Thursday Farmer's Markets. *Commissioner Guiney made a motion to approve the request. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST—BALSAM FALLS BREWING AT CONCERTS ON THE CREEK: Balsam Falls Brewing is requesting to sell alcohol at Concerts on the Creek July 28, August 4, August 11, and August 25th. *Commissioner Newman made a motion to approve the request. The motion carried with a unanimous vote.*

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

David Nestler
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, July 27, 2023 at 9:00 AM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Mary Gelbaugh, Mayor Pro-Tem
Greg McPherson, Commissioner
David Nestler, Mayor
Natalie Newman, Commissioner
Brad Waldrop, Commissioner

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

ABSENT: Ben Guiney, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Jake Scott (Public Works Director), Bernadette Peters (Main Street Director), Keith Buchanan (Assistant Fire Chief), Galadriel LaVere (Community Care) and Chris Hatton (Police Chief).

VISITORS:

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Nestler acknowledged the passing of former Public Works Director, Dan Schaeffer.

COMMISSIONER'S REPORT

Commissioner Gelbaugh requested that parking lines be repainted in the Main Street area. Commissioner Newman reported that she attended the Southwest Commission meeting on Monday, July 24, 2023. She also requested for a future agenda that the Board discuss a safe haven box.

MANAGER'S REPORT: Manager Dowling reported the following:

- Jackson County has approved the TDA grant for the Bridge Park expansion/green infrastructure project. We have reached out to Equinox to begin preparing the permits and contract documents to bid the project. We hope to begin construction after the pottery festival in November.
- The survey revision is almost complete for the depot site. Once that is complete, we can send it to the railroad.
- Dowling and Jake Scott are participating in the County's feasibility study for a sidewalk along Fairview Road to connect NC 107 with Fairview and SMHS. The County received a grant from NCDOT for this feasibility study.
- Employment Updates:
 - Bernadette begins full-time as the Economic Development Director on Thursday.
 - Officer Brittany MacLean was sworn in yesterday.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Scott gave an update on Allen Street repairs.

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- The annual Powell Bill certified statement has been submitted.
- Painting of Town Hall under way.
- Alex Plott was promoted to Equipment Mechanic and Radburn Schutters was promoted to Senior Maintenance Tech effective July 1, 2023.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- Reviewed calls for service.
- Announced the hiring of Tanya Giordano and Brittany MacLean.
- July 4th festivities went well.

FIRE DEPARTMENT REPORT: Keith Buchanan reported on the following:

- Reviewed calls for service for 2023.
- Fire department Firefighter vacancy has been filled employee will hopefully start in August.

MAIN STREET REPORT: Bernadette Peters reported the following:

- The downtown Harry Potter Birthday festival will be Saturday, July 29th.
- Continuing to work towards a coworking space.
- The NC Main Street Director conference is August 2-4.

TWSA BOARD REPORT: Mayor Nestler reported the following:

- The board is working on updating policies.

PINNACLE BOARD REPORT: Mayor Nestler reported the following:

- The Steering Committee met to plan a schedule for the Master Plan implementation.
- Recreational needs survey will be the first task to complete.

NEW BUSINESS

SKATE PARK DISCUSSION: Commissioner McPherson would like to begin looking at the future of the skate park. He does not think the structure will last. He would like to see the current area have additional structures as well as improvements such as pavement or concrete and additional walls. Commissioner Gelbaugh believes that Mark Watson Park is a great place for a permanent location. Mayor Nestler added that he would like to see energy put into working with the county on an agreed upon location.

PLANNING BOARD APPOINTMENT: Alan Brown's vacancy on the Planning Board must be filled. This term will expire 12/23/2026. The person would then be eligible to serve three terms that last three years each. The Town has received applications from Madeleine Craig, Alison Joseph, and Stephen Phillips. Commissioner McPherson made a motion to appoint Allison Joseph to the Planning Board. The motion carried with a unanimous vote.

ADJOURNMENT: *Commissioner Gelbaugh made a motion to adjourn the meeting at 9:41 a.m. The motion carried with a unanimous vote.*

David Nestler
Mayor

Amanda W. Murajda
Town Clerk