

Town of Sylva
CONSENT AGENDA
May 11, 2023

1- APPROVE MINUTES: April 13, 2023, **Regular Board Meeting**; April 27, 2023, **Regular Board Meeting**; April 27, 2023, **Work Session**

2- BUDGET AMENDMENT:

#41 10-367-0200 Federal Grant	\$ 25,000 Credit
10-510-7101 PD Highway Safety Grant	25,000 Debit

REF: Accounting to reflect the Governor's Highway Safety Grant – Board Approved on 1.26.23.

#42 10-329-0000 Interest on Investments	\$ 5,000 Credit
10-470-1300 Legal Insurance	5,000 Debit

REF: To appropriate funds into legal insurance to cover deductibles associated with claims filed with Travelers.

#43 13-338-0000 Recreation SADC Park Donation	\$ 1,037.28 Credit
13-620-7200 Recreation Skate Park	1,037.28 Debit

REF: to appropriate skate park donations into the recreation budget for the purchase of signage.

3- TAX RELEASE:

#4 Current Medical Servies, LLC. ~ 2022 ~ Account #3362 ~ \$75.43 + \$7.54 Late Listing ~ \$4.14 Interest ~ Personal Property was listed incorrectly with Jackson County.

4- REPORTS:

1. Business Registration Permits **April 2023**
2. Vehicle Tax Report as of **March 31, 2023**
3. Ad Valorem Tax Report as of **March 31, 2023**
4. Statement of Revenues, Expenditures, Changes in Fund Balance **as of March 31, 2023**
5. Quarterly Finance Report as of **March 31, 2023**
6. Quarterly Special Revenue Report as of **March 31, 2023**

5- OTHER:

- **Resolution (R2023-03)** allows for the sale of Town personal property by public auction (see attached)
- **Resolution (R2023-04)** allows for the disposition of Town personal property by disassembling and selling as scrap metal (see attached)

**Business Registration Permit Application
April 2023**

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
4/11/2023	TOGA, LLC--Little Ceasars	280 Asheville Hwy	David Blevins
4/20/2023	Los Chiclets Tienda Hispana LLC	1668 E. Main St.	Janice Garcia

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 3/1/23 THRU 3/31/23

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	352.39		352.39	352.39
Totals For Year 2022			0.00	352.39		352.39	352.39

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	352.39		352.39	352.39

Tax Summary
as of March 31, 2023

(10-301-XX)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	Total	Current Year	TOTALS
Starting Balances	47803.32	25739.37	11355.89	7814.42	6305.23	4092.75	2964.2	2037.46	1,333.46	113,275.12	113,275.12	\$2,205,268.51	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	-178,904.25	-3,043.37
September	-2282.79	-1238.64	-1287.9	-896.66	-896.66	-896.66	-896.66	-896.66	-896.66	-896.66	-5,705.99	-252,344.84	-184,610.24
October	-754.67	-150.41	-73.27	-394.56	-394.56	-394.56	-394.56	-394.56	-394.56	-394.56	-990.34	-330,147.84	-253,323.19
November	-506.6	-89.18	-239.1	-265.18	-265.18	-265.18	-265.18	-265.18	-265.18	-265.18	-990.34	-852,964.57	-331,138.18
December	-3730.74	-321.13	-239.1	-265.18	-265.18	-265.18	-265.18	-265.18	-265.18	-265.18	-5,278.08	-852,964.57	-858,242.65
January	-5458.36	-250.01	-273.02	-81.3	-81.3	-81.3	-166.72	-166.72	-166.72	-166.72	-5,981.39	-438,281.64	-444,263.03
February	-518.28	-3299.85	-1007.82	-120.62	-56.73	-120.54	-166.72	-166.72	-166.72	-166.72	-3,879.43	-43,187.74	-47,067.17
March	-5374.33	-1007.82	-120.62	-120.62	-56.73	-120.54	-166.72	-166.72	-166.72	-166.72	-6,846.76	-43,997.47	-50,844.23
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-23062.82	-7228.66	-2539.67	-1557.14	-717.21	-781.02	-750.94	-392.65	-381.29	-248.36	-38,059.76	-2,139,828.35	-2,177,888.11
Releases											0.00		-1.51
Add to Original Levy											0.00		10,226.12
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-23,062.82	-7,228.66	-2,539.67	-1,557.14	-717.21	-781.02	-750.94	-392.65	-381.29	-248.36	-38,059.76	-2,129,603.74	-2,167,663.50
EOY Adjustment													
(10-110-XX) Balance	\$24,740.50	\$18,511.21	\$8,416.22	\$6,257.28	\$5,588.02	\$3,311.73	\$2,213.26	\$1,644.81	\$3,447.23	\$1,085.10	75,215.36	\$75,664.77	\$150,880.13
Interest	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
July	116.11	54.29	40.1	52.13	66.05	79.97	86.64	99.48	97.34		692.11		692.11
August	193.83	210.37	322.41	306.26							1,032.87		1,032.87
September	64.92	34.75	6.31								105.98		372.95
October	19.13	190.79	38.47								248.39		481.06
November	376.68	45.86	48.28	96.6	120.24	128.39	121.42				937.47		937.47
December	570.22	39.7	57.14								667.06		3,100.25
January	60.94	610.69	0.46								672.09		2,015.94
February	659.92	179.16	37.4		57.29	68.09	109.10				1,170.96		2,580.38
March													
April													
May													
June													
Interest Collected	\$2,247.26	\$1,440.42	\$610.13	\$533.34	\$343.29	\$397.52	\$464.85	\$259.37	\$289.43	\$214.30	\$6,809.91	\$5,982.60	\$12,792.51
Collection Rate													96.58477%

Submitted by: Amanda Murajda, Tax Collector

Top 10 Delinquent Accounts (2022 & prior)

Name	Balance 3/31/2023
Angela George	\$ 14,354.25
Joe Wilson	\$ 5,184.92
Dorothy Worley	\$ 4,563.95
Dorothy Franklin	\$ 4,242.77
Ray Worley	\$ 3,866.71
Marjorie Herbert Smith	\$ 3,593.55
5 Gmndstaff Cove (Nantahala Brewing)	\$ 3,541.44
David George Howell	\$ 3,366.92
Teena Marie Woodard	\$ 3,365.76
Joyce Straton	\$ 3,273.75

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
3/31/2023

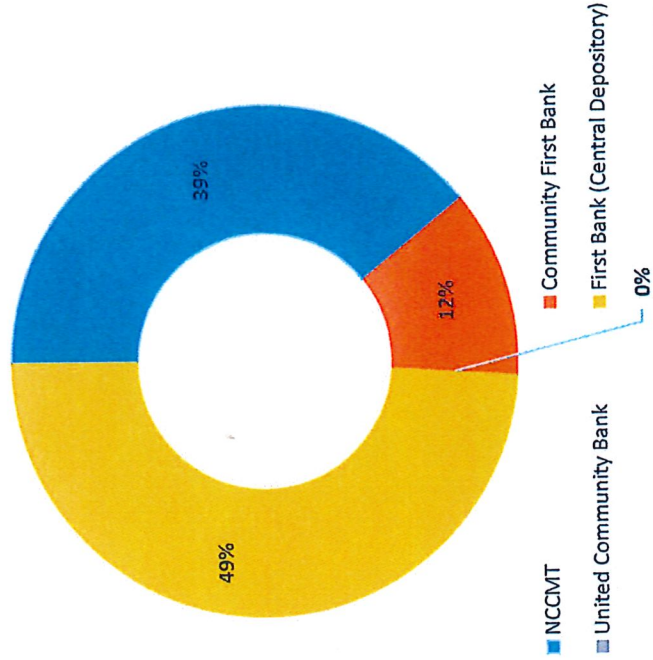
		General Fund				Actual to Budget Statement			
		2022-2023	Previously	2022-2023	Current	2022-2023	Percent	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance		9	
Revenues:									
Ad valorem taxes	\$	2,257,082	2,207,109.46	2,269,318.86	\$ 62,209.40	\$ (12,236.86)	100.54%	75.00%	25.54%
Other taxes and licenses	\$	6,000	5,535.00	5,940.00	\$ 405.00	\$ 60.00	99.00%	75.00%	24.00%
Unrestricted intergovernmental	\$	2,842,708	1,743,258.77	2,051,815.64	\$ 308,556.87	\$ 790,892.36	72.18%	75.00%	-2.82% *
Permits and Fees	\$	21,291	12,493.64	15,068.90	\$ 2,575.26	\$ 6,212.10	70.78%	75.00%	-4.22% *
Restricted intergovernmental	\$	221,205	151,526.62	151,526.62	\$ -	\$ 69,678.38	68.50%	75.00%	-6.50% *
Investment earnings	\$	33,192	103,237.18	124,351.64	\$ 21,114.46	\$ (91,159.64)	374.64%	75.00%	299.64%
Other revenues	\$	36,158	34,525.77	55,097.45	\$ 20,471.68	\$ (18,939.45)	152.38%	75.00%	77.38%
Total revenues	\$	5,417,636	4,257,686.44	4,673,119.11	415,332.67	\$ 744,516.89	86.26%	75.00%	11.26%
Expenditures:									
General Government	\$	952,385	518,756.39	617,865.63	99,109.24	334,519.37	64.88%	75.00%	10.12%
Salaries & Benefits	\$	368,560	238,924.69	272,345.85	27,975.62				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	583,825	279,831.70	345,519.78	71,133.62				
Public Safety	\$	3,358,432	1,907,972.20	2,129,539.88	221,567.68	1,228,892.12	63.41%	75.00%	11.59%
Salaries & Benefits	\$	1,885,251	997,520.94	1,173,710.55	124,277.21				
Capital outlay	\$	208,635	113,894.78	113,894.78	-				
All other expenditures	\$	1,264,546	28,773.70	28,773.70	97,290.47				
Culture and Recreation	\$	114,899	38,682.18	70,998.90	32,316.72	43,900.10	61.79%	75.00%	13.21%
Salaries & Benefits	\$	31,400	12,645.55	16,752.92	2,505.21				
Capital outlay	\$	10,000	-	-	-				
All other expenditures	\$	73,499	26,036.63	54,245.98	29,811.51				
Transportation	\$	775,123	361,696.69	424,444.18	62,747.49	350,678.82	54.76%	75.00%	20.24%
Salaries & Benefits	\$	336,650	185,868.62	221,079.05	32,510.43				
Capital outlay	\$	73,664	-	-	-				
All other expenditures	\$	364,809	175,828.07	203,365.13	30,237.06				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	201,315	123,951.50	140,881.77	16,930.27	60,433.23	69.98%	75.00%	5.02%
Salaries & Benefits	\$	87,750	56,452.86	56,452.86	6,774.03				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	113,565	67,498.64	84,428.91	10,156.24				
Total expenditures	\$	5,402,154	2,951,058.96	3,383,730.36	432,671.40	2,018,423.64	62.64%	75.00%	12.36%
Revenues over expenditures	\$	15,482	1,306,627.48	1,289,388.75	(17,338.73)	(1,273,906.75)	-23.58%		
Other financing sources (uses):									
Transfers in	\$	889,005	883,106.50	883,106.50	-				
Appropriated fund balance	\$	599,320	-	-	-				
Contributed Capital	\$	20,000	-	-	-	(20,000.00)			
Sale of Assets	\$	9,800	10,400.00	10,400.00	-				
Loan Proceeds	\$	1,518,125	893,506.50	893,506.50	-				
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to fund balance	\$	-	1,096,019.00	1,096,019.00	-				
Transfers out	\$	1,533,607	-	-	-				
Transfer to Capital Reserve	\$	1,533,607	1,096,019.00	1,096,019.00	-				
Total other financing sources (uses)	\$	(15,482)	(202,512.50)	(202,512.50)	-	-			
Revenues and other sources over expenditures and other uses	\$	-	1,104,114.98	1,086,876.25	(17,338.73)	(1,273,906.75)			

Analysis:
Timing of Revenues

INVESTMENT PORTFOLIO:

BANK	INVESTMENTS	3 Month Avg INTEREST
NCCMT	\$6,703,865	4.42%
Community First Bank	\$2,036,511	2.80%
United Community Bank	\$6,879	0.15%
First Bank (Central Depository)	\$8,402,237	2.50%
	\$17,149,491	

DIVERSIFICATION OF INVESTMENTS



STATE REVENUE ANALYSIS:

	Revenue	% Collected
Telecommunication	\$19,626	81.78%
Natural Gas	\$6,981	139.62%
Video Programming	\$8,545	71.21%
Franchise on Power	\$225,501	79.96%
Total 3rd QTR (Avg should be 75%)	\$260,653	
Article 40	\$150,829	73.22%
Article 42	\$158,959	72.58%
Article 39	\$320,421	71.52%
Hold Harmless	\$134,358	76.78%
Total 4 Months (Avg should be 66.64%)	\$764,567	

FUND BALANCE ANALYSIS:

Unassigned - 6/30/22	\$4,672,360
Appropriations (ARPA) + Subsequent Appropriated after 7/1/22	-\$436,000
Appropriated rollover	-\$153,619
ARPA related funds 2nd Tranche Available Fund Balance	-\$15,600
Without ARPA - 69.55%	\$436,297
	\$4,503,438
	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:		Fire Department		REVOLVING LOAN FUND:	
General Fund	GF Res. 6/30/2022	FD Res. 6/30/22	FD Res. 6/30/22	RLF Balance 6/30/22	
Approp. to CRF	\$0	Appropriations	\$293,107	Interest	\$103,121
Interest	\$3,206	DOI Earmarked	\$0	Investment in Real Estate	\$635
Other		Interest	\$14,087	Subsequent Year Approp.	-\$52,435
Subsequent/Approp after 7/1			\$3,685	Balsam West Credit (A/R)	-\$8
GF Available Funds	\$221,590	FD Available Funds	\$310,879	RLF Available Funds	\$45,313

FISHER CREEK ANALYSIS:		Current		Fisher Creek	
Bank Investments	Current Invested	FY Interest as of 3/31/2023	Interest Rate	Total Interest starting 10/2007	Funds Available
NCCMT	\$824,241	\$20,081.19	4.57%	\$138,413	3,032,295
Entegra/Select Bank/First Bank	\$240,218	\$3,479.81	2.50%	\$115,241	-26,000
Community First Bank	\$2,036,511	\$27,486.17	2.80%	\$36,525	-1,239,469
UICB	\$0			\$71,236	52,264
HomeTrust	\$0			\$55,723	-11,048
Wachovia	\$0			\$66,937	\$1,808,042
1st Citizen	\$0			\$13,844	879,869.49
	\$3,100,970	\$51,047.17		\$497,920	-435,949.00
					\$443,920.49

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
Est. 97.78% Collection	\$2,166,311	Pumper Truck - FD	\$46,060
Collection/Releases	\$2,139,829	Building Renovations - FD*	\$175,243
Discovery/Penalties	\$13,114		\$221,303
Appeals (Total)	\$0		
Outstanding	\$75,665		
Collection % Rate	96.58%		
Prior Year Collection % Rate	95.62%		

* Paid by Jackson County

Submitted by: Lynn Bryant, Finance Officer

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
March 31, 2023

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

Original Ordinance (2017-01)	0
Fund Balance (6/30/2022)	3,548
Revenue - Donations/ Interest	1,662.90
Fund Balance Appropriation (Operating Budget)	-2,000
Expenditures	-10
Balance to Date	\$3,200

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	18,898
Expenditures (Skyland Drive)	-89,200
Balance to Date	\$510,898
* Remaining DOT Contract Skyland Drive	\$292,000

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	-\$273,139
Encumbrances (CDC, Wurster -Design, Duke)	-\$66,567
Anticipated Wurster Contract	-\$1,426,268
Contribution to Allen Street Fund Balance	-\$349,820
Interest	31,293
Balance to Date	\$198,353.00

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
March 31, 2023

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

Original Ordinance (SCIF Grant 11612) (2/24/22)		3,000,000
Expenditures		-73,350
Encumbrances (CDC Contract 7/28/2022)		-22,618
Anticipated Wurster Contract		-1,997,615
Interest	37,279	
		\$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		-15,825
Encumbrances (Odell Contract 3/24/2022)		-15,675
Interest	4,794	
		\$358,500

Bridge Park Stormwater Project (Fund 32) -

Original Ordinance (10/27/2022) ARPA Related Funds		421,000
Amended Ordinance (11/10/2022) ARPA Related Funds		-3,000
Expenditures		
Encumbrances (Equinox Contract 11/21/22)		-67,500
Interest	4,312	
		\$350,500

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:
 - **Miracle Recreation Playground Slides and Climbing Equipment Set (Asset #0509)**
 - **Handmade Swing Set from Bryson Park (No Asset Number)**
- 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 May 15, 2023 at 8 a.m. and end on May 25, 2023 at 5 p.m. 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 11th day of May 2023

David Nestler, Mayor

Attest:

Amanda W. Murajda, Town Clerk

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 Public Works Director has determined that the pre-1970's steel climbing frame located in Bryson Park is obsolete and has possible safety concerns.

WHEREAS, the Public Works Director recommends that the steel climbing frame be disassembled and sold as scrap metal at fair market value.

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:

- Steel climbing frame located in Bryson Park

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized to dispose of the aforementioned personal property by means allowable by law. The Town Finance Officer shall keep a record of the destruction and report the fair market value obtained to the Board of Commissioners.

ADOPTED this 11th day of May 2023.

David Nestler, Mayor

Attest:

Amanda W. Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, April 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

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

ABSENT: Brad Waldrop, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Aimee Watson

VISITORS: Alan Farmer, Matt Little, Ann Bass, Ross Orr, Owen Carson, Aster Ayer, Sunny Himes, Mike Nichols, Dennis Desmond, Kathy Mathews, Pete Bates, Matthew Morelli, Kelder Monar, Peter Tay.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Nestler thanked the Pinnacle Park Foundation members for attending the meeting.

COMMISSIONER'S REPORT

Commissioner Gelbaugh reported that the Tuckasegee River Clean-up would be Saturday, April 13, 2023, and the annual bike rodeo would be Saturday, April 22, 2023. Commissioner Guiney requested that MSSA work with businesses on reducing waste. Commissioner McPherson thanked the Pinnacle Park Foundation board for attending. He would like a picnic table added to the Ritz lot. Commissioner Newman also thanked the Foundation for attending.

MANAGER'S REPORT: Manager Dowling reported the following:

- Staff is currently preparing for Greening Up the Mountains coming up on April 22, 2023.
- The Allen Street contract has been signed and work will soon begin.
- The skate ramp needs to be inspected by a risk adjuster from our insurance company. That will occur soon.

PUBLIC HEARING—ORDINANCE AMENDMENT: SECTION 5.4.C.1 OF THE TOWN OF SYLVA ZONING AND SUBDIVISION ORDINANCE—AGRICULTURAL USES: Mayor Nestler opened the public hearing at 5:45 p.m. Being no comment, Commissioner McPherson made a motion to close the hearing at 5:45 p.m.

PUBLIC HEARING—ORDINANCE AMENDMENT: SECTION 4.3.B.9 OF THE TOWN OF SYLVA ZONING AND SUBDIVISION ORDINANCE—Flexibility Specific to Commercial Corridor Overlay (CCO) FEE IN LIEU OF SIDEWALKS: Mayor Nestler opened the public hearing at 5:46 p.m. Being no comment, Commissioner McPherson made a motion to close the hearing at 5:46 p.m.

Regular Board Meeting April 13, 2023

NEW BUSINESS

PINNACLE PARK BOTANICAL SURVEY PRESENTATION: Owen Carson, Botanist at Equinox, presented the recent findings of a botanical survey with the boundaries of Pinnacle Park.

PINNACLE PARK MASTER PLAN: The Foundation received proposals for a Master Plan in the amount of \$150,000. Nestler noted that the TDA has pledged \$50,000 and he would like there to be a 3-way partnership with the County and Town. *Commissioner Guiney made a motion to appropriate \$50,000 from the Fisher Creek General Fund. The motion carried with unanimous vote.*

PUBLIC HEARING—ORDINANCE AMENDMENT: SECTION 5.4.C.1 OF THE TOWN OF SYLVA ZONING AND SUBDIVISION ORDINANCE—AGRICULTURAL USES: Manager Dowling reported that the Planning Board has reviewed the ordinance as requested by the Town Board. The Town Board discussed the ordinance and changes to make to the district and start date. Commissioner McPherson made a motion to remove the restriction of the Downtown Business (DTB) district and add a one-year effective date for the number of allowed hens. *The motion carried with a 3-1 vote. Voting in the affirmative were Commissioners Gelbaugh, McPherson and Nestler. Voting against the motion was Commissioner Guiney.*

PUBLIC HEARING—ORDINANCE AMENDMENT: SECTION 4.3.B.9 OF THE TOWN OF SYLVA ZONING AND SUBDIVISION ORDINANCE—Flexibility Specific to Commercial Corridor Overlay (CCO) FEE IN LIEU OF SIDEWALKS: Manager Dowling explained that this ordinance amendment was for properties impacted by the NC 107 construction project and would allow businesses to pay the sidewalk fee to the Town instead of actually constructing a sidewalk since it would be torn down by NCDOT during construction. *Commissioner Newman made a motion to approve the ordinance. The motion carried with a unanimous vote.*

PLANNING BOARD APPOINTMENT: Stephen Phillips withdrew his application leaving only one applicant, Larry Tyson. This term will expire February 28, 2025, and will be a 1st term. *Commissioner Gelbaugh made a motion to appoint Larry Tyson. The motion carried with a unanimous vote.*

SCHEDULE CHANGE—MAY 25, 2023, PLANNING BOARD MEETING—CHANGE TO MAY 18, 2023: The May Planning Board meeting will need to be moved since the budget public hearing will be on May 25th. *Commissioner Newman made a motion to move the May Planning Board meeting to May 18, 2023, at 5:00 p.m. The motion carried with a unanimous vote.*

SCHEDULE CHANGE—MAY 25, 2023, REGULAR BOARD MEETING—CHANGE TIME TO 5:30 P.M.: *Commissioner Newman made a motion to change the time of the May 25, 2023 board meeting to 5:30 p.m. to accommodate the budget public hearing. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 8:00 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, April 27, 2023 at 9:00 AM
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 9:00 a.m.

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

VISITORS: Dave Russell and Jay Coward

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Jay Coward addressed the board and requested a work session be scheduled to discuss the recommendations from the Pinnacle Park survey on invasive species, roads and water breaks, and site clearing.

MAYOR'S REPORT

None.

COMMISSIONER'S REPORT

Commissioner Newman requested support from the Board to attend an affordable housing conference in October. The board gave consensus for registration. All commissioners thanked staff and volunteers for their hard work on the Greening Up the Mountains festival. Commissioner Guiney requested that the Board add to the next agenda a discussion on the Town of Sylva sponsoring the Sylva Pride event so that a street closure could happen.

MANAGER'S REPORT: Manager Dowling reported the following:

- GUTM was a big success.
- Lieutenant Bruce Moore has submitted his resignation.
- Planning Board member Alan Brown will be moving in June and the board will need to replace him on the Planning Board.
- The Employee Wellness Fair is May 11, 2023.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- He thanked all those who helped with Greening Up the Mountains.
- The weather has delayed the start of construction on Allen Street.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- Greening Up the Mountains went very well.

Regular Board Meeting April 27, 2023

- Thanked Lieutenant Bruce Moore for his service.
- The Police Department has one vacancy.
- Continuing training for department members.

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

- Reviewed calls for service for 2023.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Brew Hop was a success.
- The Mainstreet Board retreat was a success.
- Thanked all who helped with Greening Up the Mountains.

TWSA BOARD REPORT: Mayor Nestler reported that TWSA was currently working on the FY 23-24 budget. He also added that TWSA had just received a completed rate study and system development fee study and it showed TWSA's fees were drastically low.

PINNACLE BOARD REPORT:

None.

NEW BUSINESS

None.

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 and (5) for contract purposes at 9:36 a.m. The motion carried with a unanimous vote.*

Commissioner McPherson made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 10:05 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 10:05 a.m. The motion carried with a unanimous vote.*

David Nestler
Mayor

Amanda W. Murajda
Town Clerk

BUDGET WORK SESSION
Town of Sylva Board of Commissioners
April 27, 2023

The Town of Sylva Board of Commissioners held a budget work session on April 27, 2023, at 10:15 a.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

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

ABSENT:

Mayor Nestler called the meeting to order at 10:15 a.m.

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

VISITORS: None.

CALLED TO ORDER: The budget work session was called to order at 10:15 a.m.

OVERVIEW OF BUDGET PROCESS: Manager Dowling explained that the presented budget includes a 1-cent tax increase. The board reviewed revenue and expense changes throughout the budget. The budget is balanced with an appropriation from fund balance in the amount of \$83,150. The board also reviewed the proposed FY 23-24 fee schedule. The only fee increase is adjustments for departmental labor charges.

The May 11, 2023 budget work session has been cancelled.

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 11:15 a.m. The motion carried with a unanimous vote.*

David Nestler
Mayor

Amanda Murajda
Town Clerk