

Town of Sylva
CONSENT AGENDA
November 13, 2025

1- APPROVE MINUTES: October 9, 2025, Regular Board Meeting; October 23, 2025 Regular Board Meeting

2- BUDGET:

#18 24-399-0000 FC Fund Balance Appropriation	\$ 750,646 C
24-420-0900 FC Transfer Out	750,646 D
36-392-0000 PARTF Transfer In	750,646 C
36-329-0200 PARTF Match/Cash Flow	750,646 D

REF: Accounting to reflect Fisher Creek Fund Balance (non-water quality) that was appropriated into the Pinnacle Park – NC Parks and Recreation Trust Fund (PARTF) Grant Project Ordinance on 10/23/2025.

3- REPORTS:

- 1- Business Registration Permits as of **October 2025**
- 2- Ad Valorem Tax Report as of **September 30, 2025**
- 3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **September 30, 2025**
- 4- Quarterly Special Revenue/Capital and Grant Project Report as of **September 30, 2025**
- 5- Quarterly Finance Report as of **September 30, 2025**

4- OTHER:

- **Closeout Public Restroom Grant Project Ordinance** (see attached). *This ordinance closes out the project and authorizes the remaining funds of \$81,482 to be appropriated into the Poteet Park Restroom Renovation Project.*
- **Amended Poteet Park Restroom Renovation Project** (see attached). *This amendment appropriated the closeout of \$81,482 from the Public Restroom Grant Project into the Poteet Park Restroom Renovation Project.*
- **Amended Bryson Park and Playground Equipment Grant Project Ordinance** (see attached). *This amendment appropriated the SCIF interest and SCIF sales tax refund into the project. The project budget has been amended to reflect remaining SCIF Grant funding that can be used within the scope of the project. Administration plans on replacing steps, adding an automatic lock gate, spare sunshades and park equipment, installing a sink, paying for single audit that is required by the grant and other additions or improvements.*

Business Registration Permit Application

October 2025

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
10/23/25	Speedy's Pizza	1070 Skyland Drive	Craig and Natalie Czymanski
10/28/25	Lola's Gifts	619 E. Main Street	Lora and Jozef Lenders

Tax Summary
as of September 30, 2025

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance
	<u>5/30/2025</u>
JTS Transport	\$ 11,129.54
Gretta Worley	\$ 6,648.89
Kelly Robinson	\$ 5,934.14
Marjorie Herbert Smith	\$ 5,773.69
Joe Wilson	\$ 5,705.50
David George Howell	\$ 5,474.92
Jimmy Ray Wilson	\$ 4,259.66
Nantahala Brewing	\$ 3,617.10
Mountain Park Urgent Care	\$ 3,300.40
Western Carolina #1 LLC	\$ 2,884.72

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
9/30/2025

	General Fund						Actual to Budget Percent	Statement Period	Variance			
	2025-2026		2025-2026		Current Month	2025-2026 Budget Balance						
	Budgeted	Previously Reported	YTD Actual									
Revenues:												
Ad valorem taxes	\$ 2,713,680	\$ 29,129.97	\$ 462,291.13	\$ 433,161.37	\$ 2,251,388.87	17.04%	25.00%	-7.96%	*			
Other taxes and licenses	\$ 2,200	200.00	200.00	\$ -	\$ 2,000.00	9.09%	25.00%	-15.91%	*			
Unrestricted intergovernmental	\$ 3,131,761	509,839.31	847,701.69	\$ 337,862.38	\$ 2,284,059.31	27.07%	25.00%	2.07%				
Permits and Fees	\$ 15,000	2,279.50	2,920.00	\$ 640.50	\$ 12,080.00	19.47%	25.00%	-5.53%	*			
Restricted intergovernmental	\$ 315,488	10,958.56	59,713.81	\$ 48,755.25	\$ 255,774.19	18.93%	25.00%	-6.07%	*			
Investment earnings	\$ 112,000	51,980.06	75,820.99	\$ 23,840.93	\$ 36,179.01	67.70%	25.00%	42.70%				
Other revenues	\$ 56,445	9,692.66	18,313.36	\$ 8,600.49	\$ 38,131.64	32.44%	25.00%	7.44%				
Total revenues	\$ 6,346,574	614,080.06	1,466,960.98	\$ 852,860.92	\$ 4,879,613.02	23.11%	25.00%	-1.89%				
Expenditures:												
General Government	\$ 1,098,700	245,607.16	337,948.80	\$ 92,341.64	760,751.20	30.76%	25.00%	-5.76%	**			
Salaries & Benefits	\$ 444,310	88,791.22	116,229.16	\$ 34,084.91								
Capital outlay	\$ -	-	-	\$ -								
All other expenditures	\$ 562,767	156,815.94	221,719.64	\$ 58,256.73								
Public Safety	\$ 4,245,796	695,979.57	931,071.09	\$ 235,091.52	3,314,724.91	21.93%	25.00%	3.07%				
Salaries & Benefits	\$ 1,827,655	312,829.13	432,266.83	\$ 125,924.56								
Capital outlay	\$ 745,246	11,762.98	41,210.85	\$ 11,762.98								
All other expenditures	\$ 1,325,073	371,387.46	457,593.41	\$ 97,403.98								
Culture and Recreation	\$ 141,112	17,816.91	21,033.41	\$ 3,216.50	120,078.59	14.91%	25.00%	10.09%				
Salaries & Benefits	\$ 36,300	2,669.43	6,246.63	\$ 1,843.61								
Capital outlay	\$ 10,474	-	-	\$ -								
All other expenditures	\$ 94,338	15,147.48	14,786.78	\$ 1,372.89								
Transportation	\$ 990,388	144,494.23	202,951.37	\$ 58,457.14	787,436.63	20.49%	25.00%	4.51%				
Salaries & Benefits	\$ 358,500	62,569.46	87,642.70	\$ 25,073.24								
Capital outlay	\$ 180,000	8,786.58	5,883.98	\$ 5,883.98								
All other expenditures	\$ 451,888	73,141.19	109,424.69	\$ 27,499.92								
Economic and Physical Development	\$ -	-	-	\$ -								
Salaries & Benefits												
Capital outlay												
All other expenditures	\$ -	-	-	\$ -								
Environmental Protection	\$ 486,323	47,449.46	62,364.98	\$ 14,915.52	423,958.02	12.82%	25.00%	12.18%				
Salaries & Benefits	\$ 104,500	10,592.76	25,790.38	\$ 7,365.29								
Capital outlay	\$ 261,508	-	-	\$ -								
All other expenditures	\$ 120,315	36,856.70	36,574.60	\$ 7,550.23								
Total expenditures	\$ 6,962,319	1,151,347.33	1,555,369.65	\$ 404,022.32	\$ 5,406,949.35	22.34%	25.00%	2.66%				
Revenues over expenditures	\$ (615,745)	(537,267.27)	(88,408.67)	\$ 448,838.60	(527,336.33)	-7.57%						
Other financing sources (uses):												
Transfers in	\$ 39,000	39,000.00	-	-	-							
Appropriated fund balance	\$ 9,093	-	-	-	-							
Transfers to other depts	\$ 374,236	-	-	-	-							
ARPA Appropriations	\$ 30,000	-	-	-	-							
Fund Balance rollover	\$ 825,652	-	-	-	-							
Capital reserve fund	\$ 60,000	-	-	-	-							
Lease Liability	\$ -	-	-	-	-							
Sale of Assets	\$ 37,000	-	-	-	-							
Loan Proceeds	\$ 1,374,981	39,000.00	-	-	-							
Transfers to other funds:												
Contributed to GF fund balance	\$ -	-	-	-	-							
Transfers out	\$ 759,236	385,000.00	-	-	-							
Transfer to Capital Reserve	\$ 759,236	385,000.00	-	-	-							
Total other financing sources (uses)	\$ 615,745	(346,000.00)	-	-	-							
Revenues and other sources over expenditures and other uses	\$ -	(883,267.27)	(88,408.67)	\$ 448,838.60	(527,336.33)							

Analysis:

* Timing of revenues - grants and taxes
** Skate Park, Parking Lot Rental, ABC Rehab,

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
September 30, 2025

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

Original Ordinance (2017-01)		\$0
Fund Balance (6/30/2024)		\$4,216
Revenue - Donations/ Interest		\$242
Fund Balance Appropriation (Operating Budget)		-\$2,000
Expenditures		\$0
Balance to Date		\$2,458

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: Reapproved on 2/10/22)		2,800
GF Transfer In from GF (Hwy 107) - (Prepaid 40,131.38)		159,869
Budget Amendment #3 (Skyland Drive 11/12/22)		100,000
Revenue/Interest		65,447
Expenditures (Skyland Drive)		-114,974
Highway 107 Prepaid NCDOT		\$45,311.77
Encumbrances Remaining DOT Contract Skyland Drive	295,400	Subsequent
Balance to Date		\$191,542

As of 10/31/2025

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

Original Ordinance (SCIF Grant 11612) (2/24/22)		3,000,000
Expenditures		-3,043,782
Encumbrances (CDC Contract 7/28/2022)		0
Encumbrances (Wurster Contract)		0
Encumbrances (Kessel Contract)		0
Encumbrances (Bliss Products - Playground Equipment and Rubber)		0
Encumbrances (Odell)		-75
Encumbrances (Bliss Products - Site Furnishings and Shade)		0
Encumbrance Bartlett		-2,997
Amendment - Sales Tax Refund (11-14-2024)		13,510
Amendment -Interest thru (9/30/2024)(11-14-2024)		115,643
Encumbrances (Parker Paving)		
Sales Tax Refund	(13,510-13,510)	\$43,202
Interest	(134,703.81-115,643)	\$19,061
Balance to Date		\$82,299

As of 10/31/2025

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
Amended - Project Interest (SCIF #11611) (October 26, 2023)		8,900
Amended - ARPA Related Funds (10/26/2023)		209,773
Amended - ARPA Related Funds (12/14/2023)		5,976
Amended - ARPA Related Funds (3/14/2024)		22,000
Amended - SCIF Interest (SCIF #11611) 10/10/2024		3,573
Amended - SCIF Interest (SCIF #11613) 10/10/2024		5,949
Amended -Sales Tax Reimbursement (SCIF#11611)		1,259

Amended - Interest (11/14/2024)		9,462
Expenditures		-579,399
Sales Tax Refund	(1,259 -1,259)	\$3,534
Interest	(32,411.12-27,884)	\$4,527
Balance to Date		\$77,493

Facade Grant Improvement Program (Fund 33) - Grant Project Fund:

Original Ordinance (4/25/2024) JC TDA	20,000
Original Ordinance (4/25/2024) Community Foundation	10,000
Expenditures	-28,910
Interest	\$1,067
Balance to Date	\$1,090

Poteet Park Restroom Project (Fund 34) - Grant Project Fund:

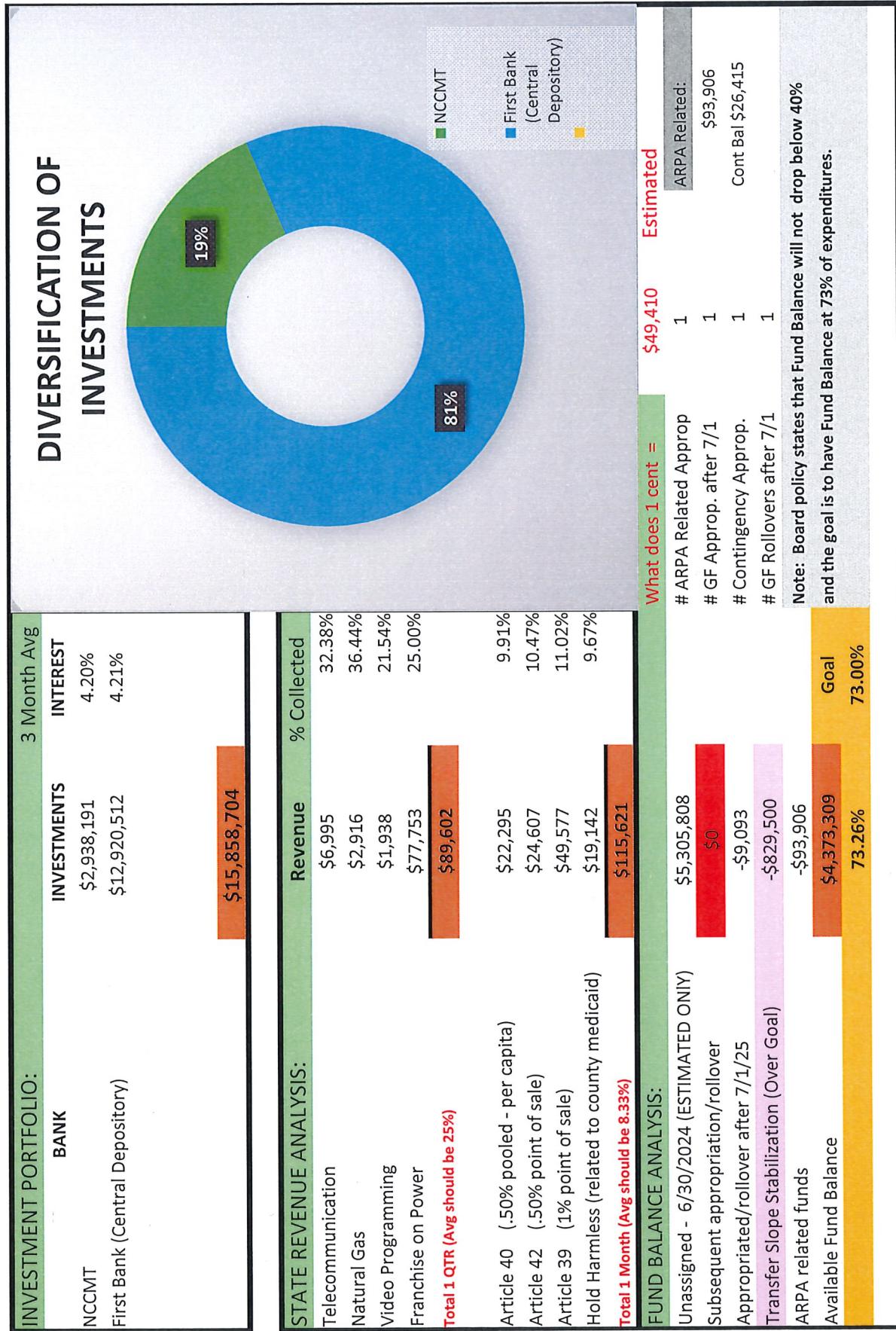
Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	200,000
Expenditures	1,200
Interest	\$10,547
Balance to Date	\$201,200

Scotts Creek Bridge Project (Fund 35) - Grant Project Fund:

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	125,000
Transfer In GF Year End (6/30/2024)	829,500
NCDTS Cashflow Loan 4/10/2025)	203,929
Closeout Bridge Park Project (May 8, 2025)	57,329
Transfer In GF FY 25-26	385,000
Expenditures	0
Interest	\$45,831
Balance to Date	\$1,600,758

Town of Sylva Financial Report as of September 30, 2025

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CAPITAL RESERVE FUNDS:			REVOLVING LOAN FUND:		
General Fund	ESTIMATE	Fire Department	ESTIMATE	Annual Debt	ESTIMATE
GF Res 6/30/2024	\$1,080,694	FD Res. 6/30/2024	\$757,864	RLF Balance 6/30/24	\$108,621
Transfer In GF (Over Goal)	\$0	FD DOI Earmarked	\$10,843	Interest Prior	\$2,318
Interest/Sales Tax Prior/Current	\$85,365	Subsequent Approv.	-\$40,706	Investment in Real Estate	-\$52,435
Closeout Allen Street Project	\$338,593	Interest/Dol	\$18,247	Subsequent Year Approp.	-\$6,000
Appropriation 7/1/2024	-\$304,252	Appropriation 7/1/24	\$615,006	Interest Current	\$559
GF Available Funds	\$1,200,400	FD Available Funds	\$131,242		
		Minus \$40,000 5/8/25		RLF Available Funds	\$53,064
FISHER CREEK ANALYSIS:			Fisher Creek Funds Available		
Bank Investments	Current Invested	FY Interest as of 9/30/2025	Current Interest Rate	Total Interest starting 10/2007	Available Cash
NCCMT	\$9,076	\$95.51	4.17%	\$178,248	3,328,007
Integra/Select Bank/First Bank	\$3,318,932	\$34,990.59	4.13%	\$275,558	-95,771
Community 1st/Dogwood Bank	\$0			\$153,369	-1,217,859
UICB	\$0			\$71,236	35,338
HomeeTrust	\$0			\$55,723	-2,202
Wachovia	\$0			\$66,937	
1st Citizen	\$0			\$13,844	
	\$3,328,007	\$35,086.10		\$814,914	Balance Remaining
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.			Total H2O Quality Interest \$139,424.87		
PROPERTY TAX ANALYSIS (51% Budget)			OUTSTANDING LOANS		
Budgeted	Loan	P/I	Loan Payoff Year	Annual Debt	
Original Billing	\$2,581,280			\$0	\$0
Est. 97.88% Collection	\$2,817,079			\$0	\$0
Collection/Releases	\$2,767,271				
Discovery/Penalties	-\$407,376				
Appeals (Total)	\$10,129				
Outstanding	\$0				
Collection % Rate	14.41%				
Prior Year Collection % Rate	12.21%				

Submitted by: Lynn Bryant, Finance Officer

**Closeout
Town of Sylva
Public Restrooms Grant Project Ordinance**

WHEREAS, the Town of Sylva adopted a Capital Project Ordinance on May 12, 2022, for the project known as Public Restrooms Grant Project, pursuant to the requirements of North Carolina General Statutes, Chapter 159, Article 6, Section 13.2.

WHEREAS, the project has now been fully completed, all associated revenues and expenditures have been accounted for, and there remains a balance of **\$81,482**.

WHEREAS, the Finance Officer is authorized to transfer amounts between line items within the project ordinance, including contingency appropriation, provided that the total project budget remains unchanged.

WHEREAS, it is appropriate to formally close the capital project ordinance and to appropriate any remaining funds.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Sylva that:

1. The Capital Project Ordinance for Public Restrooms Grant Project Ordinance last amended on November 14, 2024, is closed based on the following:

2. The revenues originally authorized and then amended are adjusted as follows:

Revenue Source	Budget	Actual	Closeout
SCIF (11611&11613)	350,000	350,000	0
SCIF Interest	18,562	18,562	0
SW Commission	40,000	40,000	0
Interest	5,788	14,132	8,344
Sales Tax Reimb	4,793	4,793	0
ARPA Related Funds	<u>237,749</u>	<u>237,749</u>	<u>0</u>
Totals	\$656,892	\$665,236	\$8,344

3. The expenditures originally authorized and then amended are adjusted as follows:

Expenditure Source	Budget	Actual	Closeout
Professional	32,500	32,500	0
Construction	<u>624,392</u>	<u>551,254</u>	<u>73,138</u>
Totals	\$656,892	\$583,754	\$73,138

4. The remaining unexpended balance of **\$81,482** is hereby transferred to the **Poteet Park Restroom Renovation Project (34)** of the Town of Sylva.

5. A certified copy of this ordinance shall be furnished to the Finance Officer and Town Clerk.

6. This ordinance shall become effective immediately upon its adoption.

Adopted the 13th day of November, 2025.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
POTEET PARK RESTROOM RENOVATION PROJECT
CAPITAL PROJECT ORDINANCE**

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

Section 1. The project authorized is the for the improvement of the Poteet Park Restrooms.

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

Section 3. The officers of the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and within the total budget authorized amount.

Section 4. The following amounts are authorized and appropriated for the project.

Revenue Source	Budget	Actual	Variance
Closeout of Allen Street	200,000	200,000	0
Interest	10,547	10,547	0
Closeout Public Restroom	<u>81,982</u>	<u>81,982</u>	<u>0</u>
	\$ 292,529	\$ 292,529	\$ 0
Expenditure Source			
Professional Services	5,000	0	5,000
Facility Upgrades/Construction	<u>287,529</u>	<u>0</u>	<u>287,529</u>
	\$ 292,529	\$ 0	\$ 292,529

Section 5. The Finance Officer is directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including the contingency appropriation, provided that the total project budget remains unchanged.

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

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

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

Section 10 . Fund 34 (Poteet Park Restroom Renovation Project) will account for the bookkeeping records of this project.

Adopted the 13th day of November 2025

Johnny Phillips, 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 amended:

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 the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and the total budget authorized amount.

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

Revenues Source	Budget	Actual	Variance
SCIF Grant	3,000,000	3,000,000	0
SCIF Interest	134,703	134,703	0
SCIF Sales Tax Refund	<u>56,712</u>	<u>56,712</u>	<u>0</u>
	\$ 3,191,415	\$ 3,191,415	\$ 0
Expenditure Source			
Professional Services	85,668	75,342	10,326
Construction/Repair	2,257,420	2,236,637	20,783
Playground/ Equipment	<u>848,327</u>	<u>731,803</u>	<u>116,523</u>
	\$ 3,191,415	\$ 3,043,782	\$ 147,633

Section 5. The Finance Officer is hereby directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including contingency appropriation, provided that the total project budget remains unchanged.

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 the 13th day of November 2025

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, October 9, 2025 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

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

Paige Dowling, Town Manager
Eric Ridenour, Town Attorney

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Robbie Carter (Asst. Police Chief), Jake Scott (Public Works Director) and Bernadette Peters (Econ. Development Director).

VISITORS: Beth Baxley, Steve Baxley, Luther Jones, Paige Christie, Rachel Byrd, Sarah Hiseay, John Hurrera, Susan Barsheskie, and Shawn Oberlies.

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS:

-Luther Jones spoke to clarify his position on the Sylva Support Stop and his interaction with the Community Table.
-Paige Christie spoke in support of the Sylva Support Stop and believes it is a vital resource for people of the community.
-Rachel Byrd is the Client Services Coordinator for Circles of Jackson County. She invited the board to a poverty simulation at WCU on November 15, 2025.
-Sarah Hiseay distributed information in conjunction with Rachel Byrd.
-John Hurrera spoke in support of the Sylva Support Stop.
-Susan Barsheskie requested that the board not move the Sylva Support Stop.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Hands on Jackson event was a great success and very commendable. Over 200 volunteers participated.

Waldrum—Visits the Sylva Support Stop on a regular basis to check on it.

Brown—Also commended the community for participating in Hands on Jackson.

MANAGER'S REPORT: Manager Dowling reported the following:

- We are pleased to officially announce that the Town is going to receive a \$341,323 PARTF grant for Pinnacle Park through the Dept. of Natural and Cultural Resources. This is a matching grant. The grant is for elements of the

master plan including additional trails, trail improvements, campsite improvements, a viewing platform, parking lot and stormwater improvements, and a vault toilet. We are hopeful that our TDA grant application will be successful in helping with the dollar-for-dollar matching funds. The Town has not received an award letter from PARTF but the announcement of awarded grants is online.

- The Town has received a lot of positive feedback about Bryson Park.
- Odell Thompson has completed the preliminary drawings for the Poteet Park restrooms. We hope to have proposals later this month so that work can begin in late November. Poteet Park will be closed while the restrooms are being remodeled. We anticipate this will take two months to complete.
- The Town has contracted with the MAPS Group to update the pay and classification plan and review the personnel policy. This is updated every 5-7 years depending on the market. The MAPS group met with employees last week to explain the salary study process. All town employee position questionnaires are due to their department heads by October 10th. The goal is to have the MAPS Group present their findings and recommendations to the Town Board in March or April.
- We still have a maintenance technician position open in Public Works.
- The Christmas Parade is Sunday, December 7th at 3:00 p.m.
- The Essentials of Municipal Government course is January 15th and 16th in Asheville.

NEW BUSINESS:

SYLVA SUPPORT STOP: Commissioner Gelbaugh noted that she visited everyday to take pictures of the condition. It has been in good shape. She suggested a screen door hinge and pavers for the mud. The location serves well, and volunteers are willing to help. Commissioner Waldrop supports the location. The benefits outweigh any potential drawbacks. What it does and where it is does not need to be changed. Commissioner Waldrum agrees with Commissioners Gelbaugh and Waldrop and believes the board should listen to those who supply and use it. Commissioner Estridge is ok with leaving the box where it is. Commissioner Brown supports the box but would also like to work on the maintenance and condition of it.

Commissioner Waldrum made a motion to leave the Sylva Support Stop in its current location. Gelbaugh encouraged the board to financially support it. Jake Scott, Public Works Director, reminded the board that the Sylva Support Stop is not currently owned by the Town. He noted it most likely needs a new roof, concrete pad and caulking work. The motion carried with a unanimous vote.

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

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, October 23, 2025 at 9:00 AM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

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

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

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Keith Buchanan (Asst. Fire Chief), Robbie Carter (Asst. Police Chief) and Bernadette Peters (Econ. Development Director).

VISITORS: Sam McGuire

APPROVAL OF AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Gelbaugh—Reminded everyone to vote.

Waldrop—Gave an update on the Mountain Projects Board meeting and the programs that could be affected by the government shutdown.

Waldrum—Encouraged everyone to vote and reminded the board members to read their oath.

Estridge—Thanked the Public Works Department for restriping the loading zone on Mill Street.

Brown—Shared that the Pinnacle Park Board is working on several trail ideas and improvements.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Town received one proposal for the RTP trails. RYU Contracting Inc.'s proposal was for \$115,000. This is the amount of the RTP grant award. The Town used this company in 2019 to build the Shelter Rock Trail.
- The Town's FEMA Public Assistance amount is still under review since the engineer's estimate was submitted.
- The maintenance technician position in Public Works has been filled. Ben Bailey started on Monday.
- Congratulations to Chief Hatton, Galadriel LaVere, and Dr. Cyndy Caravelias who are in Denver, Colorado presenting at the International Association of Chiefs of Police annual conference. They are presenting two sessions on the community care program.
- Treat Street is October 31 from 5:00-7:00 p.m.
- The WCU Homecoming Parade is November 7 at 5:30 p.m.
- The WNC Pottery Festival is November 8 from 10:00 a.m. – 4:00 p.m.
- The Veteran's Day holiday is November 11th and Town offices will be closed.
- Reminder: The Essentials of Municipal Government course through the School of Government is January 15-16th in Asheville.

PUBLIC WORKS DEPARTMENT REPORT: Paige Dowling, reported the following:

- Mill Street restriping of loading zone complete
- Leaf collection has begun.
- The deadline for proposals for Poteet Park Restroom has been extended till 11/8/2025.
- The department recently hired Ben Bailey to fill the Maintenance Tech vacancy.

POLICE DEPARTMENT REPORT: Robbie Carter, Asst. Police Chief, reported the following:

- 619 calls in the last month
- Lt. Sumner, Sgts. Mathis and Waldroup completed CIT training.
- Lt. Pavey completed the advanced law certificate.
- Sgt. Geiger completed the intermediate law certificate.
- The department is preparing for a visit from the NC Governor's office to showcase the Community Care Program

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

- Calls for service are just above 1,300 for the year.
- The department has completed Fire and Life Safety programs in all schools.

MAIN STREET REPORT: Bernadette Peters, Economic Development Director, reported the following:

- A new economic impact report is now published. She reviewed the statistics included in the report

PLANNING BOARD REPORT: Paige Dowling reported that the board discussed the mural maintenance guidelines at their September meeting. The board will review a zoning map amendment request at their October meeting. The Town Board will hear the same request at the November 13th meeting.

TWSA BOARD REPORT:

- Rehabilitation of the treatment plant near Harold's Supermarket is underway and is expected to take approximately a year to complete.
- Applying for sewer rehabilitation project funding to improve old clay lines.

NEW BUSINESS

PARKS AND RECREATION TRUST FUND (PARTF) GRANT CONTRACT: Manager Dowling explained that the board needs to vote to authorize the mayor to sign the contract. This grant award amount is \$341,323 and it requires a \$341,323 match. The Town is applying for a TDA grant to help with the matching funds. The Fisher Creek fund will cover the rest of the match. The initial Project Budget shows the entire match coming from the Fisher Creek fund because we have not completed the TDA application. The Project Scope includes Outdoor Classroom, Campsite Improvements, Viewing Platform, Accessible Platform, Accessible Trail (303 LFT, 6 ft wide), Site furnishings, Vault Toilet, Trailhead Kiosk, Benches, Signage at Accessible Platform, Trash Receptacles, Entrance Sign, Stone Wall in Parking Area, Parking Area + Stormwater, Trail Improvements, Hiking Trail (5940 LFT). The Town will have until October 31, 2028, to complete the grant work. The Town will need to contract with a grant administrator to administer all or a portion of this grant because of the amount of work and multiple projects that will coincide with this project. The three grant awards the Town has received in the last few months for Pinnacle Park total \$458,323 and \$822,646 in projects will be completed over the next 3 years. This is incredibly exciting for Pinnacle Park. *Commissioner Brown made a motion to authorize the mayor to sign the contract. The motion carried with a unanimous vote.*

PARTF GRANT PROJECT ORDINANCE: Manager Dowling explained that this project ordinance is the financial piece to the PARTF Grant Contract. *Commissioner Brown made a motion to approve the project ordinance. The motion carried with a unanimous vote.*

ADJOURNMENT: Commissioner Waldrop made a motion to adjourn the meeting at 9:23 a.m. The motion carried with a unanimous vote.

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk