

Town of Sylva
CONSENT AGENDA
March 14, 2024

1- APPROVE MINUTES: February 8, 2024, **Regular Board Meeting;** February 22, 2024, **Regular Board Meeting**

2- BUDGET AMENDMENT:

#23 10-336-0110 MS Donations	\$ 4,500 C
10-450-7500 MS (NF)	4,500 D

REF: Roberta Buckner's donation for banner arms for the new streetlights on Main Street.

#24 10-367-0200 Federal Grants	\$ 504 C
10-510-7100 PD Grant Expense	504 D

REF: To amend the budget to reflect the actual grant amount awarded for the Governor's Crime Commission.

#25 10-399-0300 FB Approp. ARPA Related Funds	\$ 22,000 C
10-690-0800 Transfer out of GF	22,000 D
30-369-0000 Transfer in from ARPA Related Funds	22,000 C
30-413-0200 Public Restroom Contingency	22,000 D

REF: Accounting to reflect a Board approved amendment on 3/14/2024 to appropriate ARPA Related Funds into the Public Restroom Contingency.

3- TAX RELEASES: #7 Postmarked Interest Release \$3.32 (attached)

4- REPORTS:

- 1- Business Registration Permit as of **February 2024**
- 2- Vehicle Tax Report as of **January 31, 2024**
- 3- Ad Valorem Tax Report as of **January 31, 2024**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **January 31, 2024**

5- OTHER:

- *Approve the 2023 Swimming Pool Report (attached)*

- *Finance Officer, Lynn Byrant, closed the following bank accounts into First Bank Central Depository due to small balances:*
 - ~ NCCMT – Revolving Loan Fund account #47317284
 - ~ NCCMT – Allen Street Projects account #47041108
 - ~ United Community Bank – account ending in 8162

- ***Resolution Authorizing the Sale of Town Personal Property by Public Auction (R2024-03) (attached) ~ surplus items will be listed on GovDeals starting March 18, 20024 and ending March 28, 2024.***

2023 POSTMARKED TAXES

<u>Acct#</u>	<u>Taxpayer</u>	<u>Interest</u>
708	Carl Corbin	3.32

\$3.32

Business Registration Permit Application February 2024

Date Submitted

Business Name

Business Location

Owner

2/6/2024

Southeast Bookkeeping, LLC

454 E. Main Street

BD Woods Properties

2/8/2024

Martha's Place

553 W. Main Street

Jonathan Gabel

2/13/2024

Reflection of Inspiration Inc.

582 W. Main Street

Tammy Brown

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 1/1/24 THRU 1/31/24

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	480.01		480.01	480.01
Totals For Year 2022			0.00	480.01		480.01	480.01

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	480.01		480.01	480.01

Tax Summary
as of January 31, 2024

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
Starting Balances	54618.14	19247.75	14712.84	6778.87	5799.32	5182.1	2905.81	1924.22	1452.88	3,447.23	116,069.16	\$2,197,834.50	10-281-0000
July	-1489.16	-496.62	-43.35	-101.49	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,038.13	-14,662.01	-2,038.13
August	-1256.79	-134.46	-328.37	-36.68	-38.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,433.08	-17,095.09	-17,095.09
September	-1041.67	-29.46	-35.99	-150.29	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-1,182.05	-359,534.01	-360,716.06
October	-1174.94	-112.52	-100.3	-214.86	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-1,437.75	-113,536.11	-114,973.86
November	-3600.47	-293.97	-100.3	-353.03	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-3,994.74	-265,562.31	-269,557.05
December	-1935.54	-4.88	-31.38	-214.86	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-1,940.42	-1,055,677.13	-1,057,617.55
January	-4197.64	-502.41	-31.38	-214.86	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-4,963.53	-321,945.81	-326,909.34
February											0.00		0.00
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-14705.21	-1574.32	-689.68	-353.03	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-17,989.70	-2,130,917.38	-2,148,907.08
Releases											0.00		-202.54
Add to Original Levy											0.00		101,221.91
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-14,705.21	-1,574.32	-689.68	-353.03	-148.07	-111.74	-102.43	-101.74	-101.74	-101.74	-17,989.70	-2,029,898.01	-2,047,887.71
EOY Adjustment											0.00		0.00
(10-110-XX) Balance	\$39,912.93	\$17,673.43	\$14,023.16	\$6,425.84	\$5,651.25	\$5,070.36	\$2,803.38	\$1,822.48	\$1,351.14	\$3,345.49	98,079.46	\$167,936.49	\$266,015.95
Interest											142.82		142.82
July	105.39	37.1	0.33	33.19	41.97	51.09	60.21	68.90	78.02	87.14	703.61	96.26	799.87
August	50.45	192.96	39.68	13.05	17.01						121.72		121.72
September	77.33	4.97	9.36								130.02		130.02
October	89.26	11.57	29.19								390.86		390.86
November	321.12	68.99	0.75								218.91		218.91
December	198.79	20.12									645.00		645.00
January	417.99	127.19	9.26	81.58	3.75	5.23					1,289.20		1,934.20
February													#VALUE!
March													-
April													-
May													-
June													-
Interest Collected	\$462.90	\$88.57	\$98.57	\$127.82	\$62.73	\$56.32	\$60.21	\$68.90	\$78.02	\$87.14	\$2,352.94	\$1,385.46	\$3,738.40
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	92.6954%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 1/31/2024
Angela George	\$ 20,002.20
Gandhi At Sylva Commons NC LLC (366 Walmart Plaza)	\$ 13,009.43
JTS Transport	\$ 7,728.43
5 Grindstaff Cove (Nantahala Brewing)	\$ 7,372.06
Mountain Park Urgent Care	\$ 6,751.56
Joe Wilson	\$ 5,912.88
Western Carolina #1LLC	\$ 5,618.32
Aciem Realty LLC	\$ 5,584.60
Dorothy Worley	\$ 5,413.83
Murphy & Waldrop LLC (Burger King)	\$ 5,279.49

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
1/31/2024

		General Fund				Actual to Budget		Statement	
		2023-2024	Previously	2023-2024	Current	2023-2024	Percent	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance		7	
Revenues:									
Ad valorem taxes	\$	2,318,925	\$ 1,872,232.73	\$ 2,212,707.55	\$ 340,474.82	\$ 106,217.45	95.42%	58.33%	37.09%
Other taxes and licenses	\$	6,200	5,105.00	5,145.00	40.00	1,055.00	82.98%	58.33%	24.65%
Unrestricted intergovernmental	\$	2,847,272	1,265,574.68	1,536,060.07	270,485.39	1,311,211.93	53.95%	58.33%	-4.38% *
Permits and Fees	\$	18,250	7,562.93	7,939.22	376.29	10,310.78	43.50%	58.33%	-14.83% *
Restricted intergovernmental	\$	156,485	97,484.08	118,497.50	21,013.42	37,987.50	75.72%	58.33%	17.39%
Investment earnings	\$	68,590	134,459.15	140,917.53	6,458.38	(72,327.53)	205.45%	58.33%	147.12%
Other revenues	\$	42,282	23,807.09	33,530.06	23,127.97	8,751.94	79.30%	58.33%	20.97%
Total revenues	\$	5,458,004	3,406,225.66	4,054,796.93	661,976.27	1,403,207.07	74.29%	58.33%	15.96%
Expenditures:									
General Government									
Salaries & Benefits	\$	1,009,966	483,100.54	542,267.23	59,166.69	467,698.77	53.69%	58.33%	4.64%
Capital outlay	\$	426,778	202,374.25	239,777.54	37,403.29	-	-	-	-
All other expenditures	\$	26,000	26,000.00	26,000.00	-	-	-	-	-
	\$	557,188	254,726.29	276,489.69	21,763.40	-	-	-	-
Public Safety									
Salaries & Benefits	\$	3,280,192	1,448,676.13	1,627,450.77	178,774.64	1,652,741.23	49.61%	58.33%	8.72%
Capital outlay	\$	1,813,587	793,459.67	624,477.66	45,979.14	-	-	-	-
All other expenditures	\$	127,993	46,547.39	54,277.39	-	-	-	-	-
	\$	1,338,612	28,773.70	28,773.70	132,795.50	-	-	-	-
Culture and Recreation									
Salaries & Benefits	\$	111,090	28,694.56	32,031.07	3,336.51	79,058.93	28.83%	58.33%	29.50%
Capital outlay	\$	31,990	10,159.99	10,159.99	1,693.55	-	-	-	-
All other expenditures	\$	7,000	-	-	-	-	-	-	-
	\$	72,100	18,534.57	21,871.08	1,642.96	-	-	-	-
Transportation									
Salaries & Benefits	\$	841,005	361,008.97	402,284.76	41,275.79	438,720.24	47.83%	58.33%	10.50%
Capital outlay	\$	350,246	164,807.44	189,228.87	24,421.43	-	-	-	-
All other expenditures	\$	131,538	47,805.54	47,805.54	-	-	-	-	-
	\$	359,221	148,395.99	165,250.35	16,854.36	-	-	-	-
Economic and Physical Development									
Salaries & Benefits	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Capital outlay	\$	-	-	-	-	-	-	-	-
All other expenditures	\$	-	-	-	-	-	-	-	-
Environmental Protection									
Salaries & Benefits	\$	209,581	92,079.08	105,231.11	13,152.03	104,349.89	50.21%	58.33%	8.12%
Capital outlay	\$	92,154	43,105.66	49,724.16	6,618.50	-	-	-	-
All other expenditures	\$	-	-	-	-	-	-	-	-
	\$	117,427	48,973.42	55,506.95	6,533.53	-	-	-	-
Total expenditures	\$	5,451,834	2,413,559.28	2,709,264.94	295,705.66	2,742,569.06	49.69%	58.33%	8.64%
Revenues over expenditures	\$	6,170	992,666.38	1,345,531.99	366,270.61	(1,339,361.99)	-24.57%		
Other financing sources (uses):									
Transfers in	\$	423,085	423,085.00	423,085.00	-	-	-	-	-
Appropriated fund balance	\$	845,000	-	-	-	-	-	-	-
ARPA Related Appropriations	\$	308,220	-	-	-	-	-	-	-
PB Appropriated fund balance	\$	35,000	-	-	-	-	-	-	-
Fund Balance rollover	\$	42,561	-	-	-	-	-	-	-
Contributed Capital	\$	-	-	-	-	-	-	-	-
Sale of Assets	\$	20,000	-	13,405.00	-	-	-	-	-
Loan Proceeds	\$	-	-	-	-	-	-	-	-
	\$	1,673,866	423,085.00	436,490.00	-	-	-	-	-
Transfers to other funds:									
Contributed to GF fund balance	\$	-	-	-	-	-	-	-	-
Transfers out	\$	856,305	856,305.00	923,870.64	-	-	-	-	-
Transfer to Capital Reserve	\$	823,731	823,731.00	823,731.00	67,565.64	-	-	-	-
	\$	1,680,036	1,680,036.00	1,747,601.64	-	-	-	-	-
Total other financing sources (uses)	\$	(6,170)	(1,256,951.00)	(1,311,111.64)	67,565.64	-			
Revenues and other sources over expenditures and other uses	\$	-	(264,284.62)	34,420.35	433,836.25	(1,339,361.99)			

Analysis:

* Timing of revenues

SWIMMING POOL REPORT

2023

REVENUES

	<u>Account</u>	<u>Total Season</u>
Admissions	11-3612-410-01	33,232.00
Swim Lessons	11-3612-410-02	840.00
Concessions	11-3612-480-01	6,763.50
TOTAL REVENUE		\$ <u>40,835.50</u>

EXPENSES

SALARIES & WAGES	11-6121-121-00	43,752.39
SOCIAL SECURITY	11-6121-181-00	2,508.23
UNEMPLOYMENT COMPENSATION	11-6121-185-00	353.57
WORKMAN'S COMPENSATION	11-6121-186-00	726.00
MEDICARE TAX	11-6121-187-00	586.62
SUPPLIES & MATERIALS	11-6121-260-00	15,800.75
CONCESSION SUPPLIES	11-6121-270-00	6,900.69
TELEPHONE	11-6121-321-00	3,186.98
WATER & UTILITIES	11-6121-331-00	10,226.53
CONTRACTED SERVICES	11-6121-393-00	10,633.91
TOWN OF SYLVA/INSURANCE	PD. BY TOWN	1,389.00
CAPITAL OUTLAY-EQUIPMENT	11-6121-550-00	2,214.00
CAPITAL OUTLAY-IMPROVEMENT	11-6121-550-01	-
TOTAL EXPENSE		\$ <u>98,278.67</u>

TOTAL REVENUE	\$ 40,835.50
TOTAL EXPENSES	\$ <u>98,278.67</u>
NET PROFIT/LOSS	\$ <u>(57,443.17)</u>
1/2 of Net Profit/Loss	\$ (28,721.59)
1/2 of \$1389 Insurance Paid by Town of Sylva	\$ 694.50
Amount Due From Town of Sylva:	\$ (28,027.09)

INCLUDED ABOVE

Michael Hopkins	7.93%
WAGES	6,728.79
FICA	417.18
MEDICARE	97.57
Joseph Lyon	6.00%
WAGES	2,613.20
FICA	162.02
MEDICARE	37.89

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:
- 2-
 - **2016 Dodge Charger 2C3CDXAT7GH122304 (Asset #0365)**
 - **Toro Walk Behind Mower S/N#260000448 (Asset #0766)**
 - **2010 Ford F-150 Vin# 1FTEX1EW4AFA89364 (Asset #0781)**
 - **2011 Ford F-150 Vin# 1FTFX1EF1BFC40036 (Asset# 0784)**
 - **Lot of 12 Small Engine/Equipment (No Asset Number)**
 - **Fire Department Air packs, Bottles Masks, Cases, Parts Kit (No Asset Number)**
- 3- 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.
- 4- The public auction will be held through GovDeals, an online governmental surplus auction service (www.govdeals.com). The auction will start on March 18, 2024 at 8 a.m. and end on March 28, 2024 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.
- 5- The highest bid, if it complies with the terms of the sale, may be accepted by the Town of Sylva and the sale consummated.
- 6- 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 14th day of March 2024

Johnny Phillips, Mayor

Attest:

Amanda W. Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, February 8, 2024 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Mark Jones, Commissioner
Natalie Newman, Commissioner
Johnny Phillips, Mayor
Brad Waldrop, Commissioner

Richard Hicks, Interim Town Manager
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney
Paige Dowling, Town Manager

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Robbie Carter (Police Lieutenant) Aimee Sumner (Lt. Detective), John Thomas (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Kenyon Thweatt, Destri Leger, Charles Allen, Daniel Allen, Chuck Hall, Carol Hall, Dave Russell, Luther Jones, David Nestler, Jon Brown, DeMakus Staton, Beth Dennis, Ellerna Forney, and LaShonda Eaddy.

APPROVAL OF AGENDA

Commissioner Gelbaugh 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: DaMaKus Staton addressed the board and introduced his non-profit called Reflection of Inspiration which helps individuals attain their goals and aspirations to serve the community.

MAYOR'S REPORT: Mayor Phillips thanked Richard Hicks for serving as Interim Town Manager. Phillips has asked NCDOT to help with street light painting.

COMMISSIONER'S REPORT: Commissioner Gelbaugh mentioned that she had been approached about the smell of Jackson Paper. She reminded everyone of several articles in the Sylva Herald and a book written by Jason Gregory which explains it is vapor. Commissioner Waldrop requested to have additional information on the Town website regarding the Highway 107 project. Commissioner Jones also thanked Mr. Hicks for his service and welcomed Paige Dowling back to the Town. Commissioner Estridge noted it was sad to see Speedy's Pizza and Bryson Farm Supply taken down. Commissioner Newman requested a MOU about the Victoria Casey-McDonald sculpture be added to a future agenda.

MANAGER'S REPORT: Richard Hicks, Interim Town Manager, reported the following:

- The Fire Department will be conducting training burns in the next few weeks.
- The Police Department still has 2 vacancies.
- Town Hall will be closed on February 19, 2024 for the President's Day holiday.

PUBLIC HEARING

COMMUNITY INPUT: BRYSON PARK PLAYGROUND EQUIPMENT: Jake Scott gave an opening presentation showing concept ideas of playground equipment to be installed. Charles Allen spoke to say he would like to have a multi-use court installed as well as a larger covered pavilion. LaShonda Eaddy addressed the board about the park's namesake. She explained some history related to her Bryson family. She requested the board speak to the Bryson Family. *Being no further comment, Commissioner Gelbaugh made a motion to close the hearing at 6:08 p.m.*

ORDINANCE AMENDMENT: SECTION 30-14: STREETS AND SIDEWALKS—PUBLIC SOLICITATION:

Kenyon Thweat addressed the board and offered his support for the public solicitation ordinance. As a profession, he has worked with individuals who suffer with housing and health issues. Destri Leger noted that she is concerned with the ambiguity of the ordinance and the way it would be enforced. Commissioner Newman read an email from Craig Garrett who expressed that there was no need for the ordinance. *Being no further comment, Commissioner Jones made a motion to close the hearing at 6:18 p.m. The motion carried with a unanimous vote.*

NEW BUSINESS

ORDINANCE AMENDMENT: SECTION 30-14: STREETS AND SIDEWALKS—PUBLIC SOLICITATION:

Mayor Phillips asked for a motion to approve the ordinance as presented. *Commissioner Jones made a motion to approve the ordinance as presented.* Commissioner Waldrop commented that he did not think the ordinance as written was constitutional. He added that the content did not seem constitutional. Commissioner Gelbaugh noted that she has concern on the activities prohibited because it's impossible to discern that. Chief Hatton explained that this is a civil ordinance, and the officer decides. Gelbaugh noted that the ordinance, if passed, could be edited in the future. Commissioner Newman asked what the other commissioners wanted to see in regard to constituents' requests. Newman asked a series of questions of Chief Hatton for clarification. Commissioner Jones mentioned the safety on Highway 107 during the Highway 107 construction project. The board continued to discuss the ordinance. *Mayor Phillips called for a vote on the motion on the floor. The motion carried with a 3-2 vote. Voting in favor of the motion were commissioners Gelbaugh, Jones and Estridge. Voting against the motion were Commissioners Newman and Waldrop.*

MAINSTREET LIGHTING: SELECTION OF LIGHTING FOR MAINSTREET: At the January 25, 2024 board meeting, the board heard a presentation on street light options for replacing lights on Main Street. The board discussed the three options available. *Commissioner Gelbaugh made a motion to choose the Monticello Street Light for the replacement. The motion carried with a unanimous vote.*

RESOLUTION OF INTENT: SCHEDULE PUBLIC HEARING TO RENAME A PORTION OF MUNICIPAL

DRIVE: A request was made to have Municipal Drive, from the Fire Department to the intersection of Allen Street, renamed to Vance Street in memory of RO Vance, a long-time Sylva business owner, fire department member and supporter of the Town of Sylva. The public hearing would be on March 14th and vote to follow that. *Commissioner Gelbaugh made a motion to schedule the public hearing. The motion carried with a unanimous vote.*

RESCHEDULE MARCH 28, 2024 REGULAR BOARD MEETING TO MARCH 21, 2024 AT 9:00 A.M.: The regular meeting needs to be rescheduled to March 21st due to the budget meeting schedule. *Commissioner Newman made a motion to reschedule the meeting. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 7:10 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, February 22, 2024 at 9:00 AM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Mark Jones, Commissioner
Natalie Newman, Commissioner
Johnny Phillips, Mayor
Brad Waldrop, 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: Jake Scott (Public Works Director), Bernadette Peters (Main Street Director), Mike Beck (Fire Chief) and Chris Hatton (Police Chief).

VISITORS: Luther Jones, Dave Russell, and Marie Cochran.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

Luther Jones thanked the board for approval of the solicitation ordinance. Marie Cochran addressed the board and reminded them of the proclamation approved in 2023 for Victoria Casey-McDonald day on February 26th.

MAYOR'S REPORT

Mayor Phillips reported that he had attended the Essentials of Municipal Government class and it was a great learning opportunity.

COMMISSIONER'S REPORT

Commissioner Gelbaugh noted that she attended the quarterly library board meeting. Commissioner Waldrop reported that he is working with a group on overhead utilities on Mill Street as part of a revitalization project. Commissioner Jones commended Jake Scott on the work at Allen Street and Bryson Park. Commissioner Estridge requested that signs stating no tractor trailer vehicles be installed on East Sylva Circle. Commissioner Newman announced that the Appalachian Studies Association will be holding a conference at WCU March 7-9, 2024.

MANAGER'S REPORT: Interim Manager Hicks reported the following:

- Departmental budget requests were submitted. The next budget work session is March 21st following the regular board meeting.
- Both the downtown public restroom project and the Bridge Park green infrastructure project will see lots of progress in the upcoming weeks. Both projects are under construction at this time.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Scott is working with Bliss Products on playground equipment concept ideas. He has requested that they reflect poured-in-place rubber as well as ADA accessible equipment.

Regular Board Meeting February 22, 2024

- Scott has asked Odell Thompson to construct a drawing for a picnic pavilion at Bryson Park
- The public restroom project has encountered unsuitable soil.
- The Bridge Park project has also encountered unsuitable soil and rock.
- Duke Energy expects a mid-summer completion date of the new Main Street light poles.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- The department is currently planning for Town events coming up.
- They still have 2 job vacancies.
- There will be a Community Care symposium on March 4th.
- Joshua Geiger received the Officer of the Year award.
- Robbie Carter received the Supervisor of the Year award.
- Hatton updated the board on calls for service.

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

- 192 calls so far in 2024—this is up 70 from the previous year.
- New employee, Allen Orcutt, began today.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Greening Up the Mountains is full for all vendors.
- Updated Highway 107 project information will be posted on the Town's website.
- Friends of Main Street program created to encourage involvement.

TWSA BOARD REPORT: Manager Dowling reported that the annual meeting will be March 5, 2024.

NEW BUSINESS

MILL STREET DESIGN PRESENTATION: Bernadette Peters gave a presentation on a 5-year revitalization project for the Mill Street area.

PROCLAMATION OF APPRECIATION: Last week, Julie Donaldson celebrated 25 years with the Jackson County Chamber. Mayor Phillips signed the proclamation in the agenda packet. Bernadette Peters presented this to Julie as a surprise. The Town of Sylva is very grateful for Julie's work and dedication to Sylva and Jackson County.

SPECIAL EVENT REQUEST—INNOVATION BREWING @ GREENING UP THE MOUNTAINS: Innovation Brewing is requesting the special event permit for the beverage arts area at Greening Up the Mountains. This permit comes to the board for approval each year. *Commissioner Jones made a motion to approve the special event request. The motion carried with a unanimous vote.*

RESCHEDULE MARCH PLANNING BOARD MEETING TO MARCH 21, 2024 AT 5:00 P.M.: *Commissioner Newman made a motion to reschedule the March Planning Board meeting to March 21, 2024 at 5:00 p.m. The motion carried with a unanimous vote.*

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 (6) for personnel at 9:48 a.m. The motion carried with a unanimous vote.*

Commissioner Jones made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 10:39 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:50 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk