

*Town of Sylva*  
**CONSENT AGENDA**  
*March 9, 2023*

**1- APPROVE MINUTES:** February 9, 2023, **Regular Board Meeting;** February 16, 2023, **Special Called Meeting;** February 23, 2022, **Regular Board Meeting**

**2- BUDGET AMENDMENT:**

#33 10-367-0400 Miscellaneous Grant	\$ 5,000 C
10-510-7100 PD Grant Expense	5,000 D

**REF: To appropriate a Wal-Mart Grant into the Police Department budget.**

#34 10-329-0000 Interest on Investments	\$ 10,000 C
10-510-1700 PD Auto Maintenance	2,000 D
10-510-3100 PD Fuel	8,000 D

**REF: To appropriate additional interest on investments into the Police Department budget to cover a shortfall in fuel and auto maintenance.**

#35 10-336-0300 GUTM Sponsorship	\$ 8,048 C
10-450-1700 GUTM Expenditures	8,048 D

**REF: To amend GUTM Expenditures to reflect additional sponsorships.**

**3- REPORTS:**

- 1- Business Registration Permit as of **February 2023**
- 2- Vehicle Tax Report as of **January 31, 2023**
- 3- Ad Valorem Tax Report as of **January 31, 2023**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **January 31, 2023**

**4- OTHER:**

- *Approve the 2022 Swimming Pool Report (attached)*

**Business Registration Permit Application  
February 2023**

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
2/8/2023	Tattoos by Robbie Crisp	325 W. Main Street	Robbie Crisp
2/24/2023	Sylva Bullet LLC	642 W. Main Street	Gary Stockton
2/27/2023	Friends of Panthertown	116 Central Street	Jason Kimenker

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

Tax Year 2022	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	521.25		521.25	521.25
<b>Totals For Year 2022</b>			<b>0.00</b>	<b>521.25</b>		<b>521.25</b>	<b>521.25</b>

Grand Totals	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	521.25		521.25	521.25

**Tax Summary**  
as of January 31, 2023

(10-301-XX)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	Total	Current Year	TOTALS
<b>Starting Balances</b>	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
August	-1561.35	-389.12	-203.69	-155.9	-155.9	-155.9	-144.29	-144.29	-132.93		-3,043.37		-3,043.37
September	-2282.79	-1238.64	-1287.9	-896.66							-5,705.99		-184,610.24
October	-754.67	-150.41	-73.27								-978.35		-252,344.84
November	-506.6	-89.18	-394.56								-990.34		-331,138.18
December	-3730.74	-321.13	-239.1	-265.18	-265.18	-265.18	-191.57				-5,278.08		-858,242.65
January	-5458.36	-250.01	-273.02								-5,981.39		-444,263.03
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
<b>July - June Totals</b>	-17170.21	-2920.99	-2757.75	-1557.14	-660.48	-660.48	-584.22	-392.65	-381.29	-248.36	-27,333.57	-2,052,643.14	-2,079,976.71
<b>Releases</b>											0.00		0.00
Add to Original Levy Under Appeal											0.00		10,226.12
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
<b>Subtotals</b>	-17,170.21	-2,920.99	-2,757.75	-1,557.14	-660.48	-660.48	-584.22	-392.65	-381.29	-248.36	-27,333.57	-2,042,417.02	-2,069,750.59
<b>EOY Adjustment</b>													
<b>(10-110-XX) Balance</b>	\$30,633.11	\$22,818.88	\$8,598.14	\$6,257.28	\$5,644.75	\$3,432.27	\$2,379.98	\$1,644.81	\$3,447.23	\$1,085.10	85,941.55	\$162,851.49	\$248,793.04
<b>Interest</b>													
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	86.64	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		372.95
November	19.13	190.79	38.47								248.39		481.06
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		3,100.25
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
<b>Interest Collected</b>	\$1,526.40	\$650.57	\$572.27	\$533.34	\$286.00	\$329.43	\$355.75	\$269.37	\$289.43	\$214.30	\$5,026.86	\$3,169.33	\$8,196.19
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	92.6494%

**Top 10 Delinquent Accounts (2022 & prior)**

Name	Balance 1/31/2022
Angela George	\$ 14,163.61
Tamara Holland	\$ 6,596.06
Joe Wilson	\$ 5,130.48
East Coast Petroleum	\$ 4,721.99
Dorothy Worley	\$ 4,511.97
Dorothy Franklin	\$ 4,186.73
Ray Worley	\$ 3,823.11
Marjorie Herbert Smith	\$ 3,548.83
5 Grindstaff Cove (Nantahala Brewing)	\$ 3,490.48
David George Howell	\$ 3,325.86

General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
1/31/2023

		General Fund				Actual to	Statement		
		2022-2023	Previously	2022-2023	Current	Budget	Period	Variance	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	7		
<b>Revenues:</b>									
Ad valorem taxes	\$	2,257,082	1,689,719.02	2,145,436.09	\$ 455,717.07	\$ 111,645.91	95.05%	58.33%	36.72%
Other taxes and licenses	\$	6,000	5,140.00	5,355.00	\$ 215.00	\$ 645.00	89.25%	58.33%	30.92%
Unrestricted intergovernmental	\$	2,842,708	1,281,769.91	1,556,611.08	\$ 274,841.17	\$ 1,286,096.92	54.76%	58.33%	-3.58% *
Permits and Fees	\$	21,291	10,256.33	11,630.33	\$ 1,374.00	\$ 9,660.67	54.63%	58.33%	-3.71% *
Restricted intergovernmental	\$	216,205	140,370.14	149,091.82	\$ 8,721.68	\$ 67,113.18	68.96%	58.33%	10.63%
Investment earnings	\$	23,192	64,663.34	82,981.62	\$ 19,802.77	\$ (59,789.62)	357.80%	58.33%	299.47%
Other revenues	\$	28,110	11,176.77	24,595.77	\$ 13,419.00	\$ 3,514.23	87.50%	58.33%	29.16%
<b>Total revenues</b>	\$	<b>5,394,588</b>	<b>3,203,095.51</b>	<b>3,975,701.71</b>	<b>774,090.69</b>	<b>\$ 1,418,886.29</b>	<b>73.70%</b>	<b>58.33%</b>	<b>15.36%</b>
<b>Expenditures:</b>									
<b>General Government</b>	\$	<b>944,337</b>	<b>420,552.04</b>	<b>472,957.72</b>	<b>52,405.62</b>	<b>471,379.28</b>	<b>50.08%</b>	<b>58.33%</b>	<b>8.25%</b>
Salaries & Benefits	\$	368,560	182,647.82	2,108,949.07	27,956.77				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	575,777	237,904.22	(1,635,991.35)	24,448.85				
<b>Public Safety</b>	\$	<b>3,333,432</b>	<b>1,469,452.75</b>	<b>1,659,643.34</b>	<b>190,190.59</b>	<b>1,673,788.66</b>	<b>49.79%</b>	<b>58.33%</b>	<b>8.55%</b>
Salaries & Benefits	\$	1,885,251	739,744.89	868,970.36	119,807.25				
Capital outlay	\$	208,635	84,385.00	84,385.00	-				
All other expenditures	\$	1,239,546	28,773.70	28,773.70	70,383.34				
<b>Culture and Recreation</b>	\$	<b>114,899</b>	<b>31,084.96</b>	<b>36,505.87</b>	<b>5,420.91</b>	<b>78,393.13</b>	<b>31.77%</b>	<b>58.33%</b>	<b>26.56%</b>
Salaries & Benefits	\$	31,400	9,543.48	12,645.55	1,494.97				
Capital outlay	\$	10,000	-	-	-				
All other expenditures	\$	73,499	21,541.48	23,860.32	3,925.94				
<b>Transportation</b>	\$	<b>775,123</b>	<b>251,110.22</b>	<b>322,547.74</b>	<b>71,437.52</b>	<b>452,575.26</b>	<b>41.61%</b>	<b>58.33%</b>	<b>16.72%</b>
Salaries & Benefits	\$	336,650	120,920.81	163,801.22	20,548.54				
Capital outlay	\$	73,664	(31,538.42)	-	-				
All other expenditures	\$	364,809	161,727.83	158,746.52	50,888.98				
<b>Economic and Physical Development</b>	\$	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
<b>Environmental Protection</b>	\$	<b>201,315</b>	<b>92,462.05</b>	<b>110,638.13</b>	<b>18,176.08</b>	<b>90,676.87</b>	<b>54.96%</b>	<b>58.33%</b>	<b>3.38%</b>
Salaries & Benefits	\$	87,750	42,398.49	49,678.83	7,280.34				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	113,565	50,063.56	60,959.30	10,895.74				
<b>Total expenditures</b>	\$	<b>5,369,106</b>	<b>2,264,662.02</b>	<b>2,602,292.80</b>	<b>337,630.72</b>	<b>2,766,813.20</b>	<b>48.47%</b>	<b>58.33%</b>	<b>9.87%</b>
<b>Revenues over expenditures</b>	\$	<b>25,482</b>	<b>938,433.49</b>	<b>1,373,408.91</b>	<b>436,459.97</b>	<b>(1,347,926.91)</b>	<b>-25.11%</b>		
<b>Other financing sources (uses):</b>									
Transfers in	\$	903,106	892,906.50	883,106.50	-				
Appropriated fund balance	\$	595,219	-	-	-				
Contributed Capital	\$	-	-	-	-				
Sale of Assets	\$	-	-	-	-				
Loan Proceeds	\$	9,800	-	9,800.00	-				
	\$	1,508,125	892,906.50	892,906.50	-				
<b>Transfers to other funds:</b>	\$	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
Contributed to fund balance	\$	-	-	-	-				
Transfers out	\$	1,533,607	-	-	-				
Transfer to Capital Reserve	\$	-	-	-	-				
	\$	1,533,607	-	-	-				
<b>Total other financing sources (uses)</b>	\$	<b>(25,482)</b>	<b>892,906.50</b>	<b>892,906.50</b>	<b>-</b>	<b>-</b>			
<b>Revenues and other sources over expenditures and other uses</b>	\$	<b>-</b>	<b>1,831,339.99</b>	<b>2,266,315.41</b>	<b>436,459.97</b>	<b>(1,347,926.91)</b>			

**Analysis:**  
Timing of Revenues

**SWIMMING POOL REPORT**

**2022**

**REVENUES**

	<u>Account</u>	<u>Total Season</u>
Admissions	11-3612-410-01	36,508.50
Swim Lessons	11-3612-410-02	-
Concessions	11-3612-480-01	6,127.00
<b>TOTAL REVENUE</b>		<b><u>\$ 42,635.50</u></b>

**EXPENSES**

SALARIES & WAGES	11-6121-121-00	31,442.79
SOCIAL SECURITY	11-6121-181-00	2,248.49
UNEMPLOYMENT COMPENSATION	11-6121-185-00	321.17
WORKMAN'S COMPENSATION	11-6121-186-00	705.00
MEDICARE TAX	11-6121-187-00	525.86
SUPPLIES & MATERIALS	11-6121-260-00	18,281.02
CONCESSION SUPPLIES	11-6121-270-00	5,860.36
TELEPHONE	11-6121-321-00	1,904.33
WATER & UTILITIES	11-6121-331-00	7,980.83
CONTRACTED SERVICES	11-6121-393-00	14,093.16
TOWN OF SYLVA/INSURANCE	PD. BY TOWN	1,272.00
CAPITAL OUTLAY-EQUIPMENT	11-6121-550-00	4,290.80
CAPITAL OUTLAY-IMPROVEMENT	11-6121-550-01	-
<b>TOTAL EXPENSE</b>		<b><u>\$ 88,925.81</u></b>

TOTAL REVENUE	\$ 42,635.50
TOTAL EXPENSES	<u>\$ 88,925.81</u>
NET PROFIT/LOSS	<u>\$ (46,290.31)</u>
1/2 of Net Profit/Loss	\$ (23,145.16)
1/2 of \$1272 Insurance Paid by Town of Sylva	\$ 636.00
<b>Amount Due From Town of Sylva:</b>	<b>\$ (22,509.16)</b>

*INCLUDED ABOVE*

Michael Hopkin:	10%
WAGES	8,190.51
FICA	507.81
MEDICARE	118.76
Joseph Lyon	6%
WAGES	2,485.25
FICA	154.09
MEDICARE	36.04



# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, February 9, 2023 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Mary Gelbaugh, Commissioner  
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:**

### CALL TO ORDER

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

**STAFF PRESENT:** Lynn Bryant (Finance Officer).

**VISITORS:** Rozaria Hart, Roy Davis, Susanne Saucier, Ann Bass, Adam Gelbaugh, Seth Gelbaugh, Wren Gelbaugh, Vickie Nestler Davis, Wayne Smith, Sara Lavway, Livingston Kelley, Destri Leger, Dave Russell and Clemmy Queen.

### APPROVAL OF AGENDA

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

### APPROVAL OF CONSENT AGENDA

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

### PUBLIC COMMENTS

Wayne Smith addressed the board about drainage issues near the Azalea Motel, owned by him. Water runoff is causing damage to his property and the culvert needs to be replaced. NCDOT is working on a sidewalk project on Skyland Drive near the Azalea Motel and Smith would like to request the Town replace the failing drainage pipes and culvert.

**MAYOR'S REPORT:** David Nestler reported that he had received the final draft of the Pinnacle Park Botanical Survey. The Pinnacle Park Foundation will review and a presentation to the board will follow at a future meeting.

### COMMISSIONER'S REPORT

Commissioner Gelbaugh acknowledged David Joy, a local author, who recently had a book written by him made into a motion picture. Commissioner Guiney reminded everyone that 2023 is the Year of the Trail.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- Thank you all for the opportunity to attend the NCCCMA conference in Winston-Salem last week. It was excellent. The best sessions I attended were on the state of the economy, keeping communities affordable, employee mental health, the retirement system, and community engagement. It was exciting to talk with other managers about capital projects they are working on in their jurisdictions.
- Employment Update: Albin Gashi has accepted a job at the Sheriff's Department with their SWAT team so we will work to fill that vacancy in the police department.
- The TWSA annual meeting is March 7<sup>th</sup> at 4:00 p.m. The business meeting starts at 5:00 p.m. Please let me know if you would like me to RSVP for you.
- Jeanette White from NCDOT is working to provide a written update on R-5600. I requested this on behalf of the Board after our last meeting and we should have it soon.
- The biodiversity study should be submitted to the Pinnacle Park Foundation tomorrow, February 8<sup>th</sup>.

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**PLANNING BOARD REPORT**

Manager Dowling reported that the Planning Board reviewed agricultural uses in city limits during their January meeting. Boyd Sossamon, chairman, resigned from the Planning Board.

**SWEARING-IN CEREMONY:** Amanda Murajda, Town Clerk, administered the oath of office to the newly appointed mayor, David Nestler.

**NEW BUSINESS**

**MAYOR PRO-TEM APPOINTMENT:** Commissioner Newman made a motion to appoint Mary Gelbaugh as Mayor Pro-tempore (Vice Mayor). The motion carried with a unanimous vote.

**OATH OF OFFICE TO MAYOR PRO-TEM:** Amanda Murajda, Town Clerk, administered the oath of office to the newly appointed Mayor Pro-tem, Mary Gelbaugh.

**APPOINTMENT TO THE RURAL PLANNING ORGANIZATION**

Each jurisdiction has a representative serving on the RPO. *Commissioner Guiney made a motion to appoint David Nestler, replacing Lynda Sossamon, to the RPO. The motion carried with a unanimous vote.*

**APPOINTMENT TO THE SOUTHWESTERN NC HOME CONSORTIUM BOARD OF DIRECTORS**

Manager Dowling explained this board looks at federal funds for the region for housing. Each jurisdiction has a representative on the board. *Commissioner Gelbaugh made a motion to appoint David Nestler, replacing Lynda Sossamon, to the Southwestern NC Home Consortium Board of Directors. The motion carried with a unanimous vote.*

**PLANNING BOARD APPOINTMENTS**

Term limits have been applied to the Planning Board. Melissa Madrona is eligible for reappointment through 2025. The board will accept applications for the replacement of Boyd Sossamon. *Commissioner Gelbaugh made a motion to reappoint Melissa Madrona to the Planning Board for a term to expire in February 2025. The motion carried with a unanimous vote.*

**SPECIAL EVENT REQUEST—INNOVATION BREWING 10 YEAR ANNIVERSARY CELEBRATION**

Nicole Owen, from Innovation Brewing, submitted an application to serve alcohol at their 10-year anniversary celebration in September 2023. *Commissioner McPherson made a motion to approve the request. The motion carried with a unanimous vote.*

**FOOD TRUCK REQUEST TO SET UP ON TOWN PROPERTY**

Shane Bennett from Bread Heads Co. is a food vendor at the Farmers Market. He would like to remain at the market on Saturdays until 4:00 p.m. after the market has closed. The food truck ordinance requires Town Board approval to set up on Town owned property. *Commissioner McPherson made a motion to approve the request. The motion carried with a unanimous vote.*

**NC DEPARTMENT OF COMMERCE OUTDOOR RECREATION ECONOMIES—CORE MOU**

The NC Dept. of Commerce is using State ARP grant money to fund a technical assistance initiative for outdoor recreation economy strategic planning and asset development services in rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies (“CORE”) is intended leverage outdoor recreation assets available across the state to bolster local economic vitality. The Town of Sylva will be working in conjunction with Jackson County and separately as a town with the guidance of our Prosperity Zone coordinator here locally, Ann Bass. Once the MOU and resolution are signed, we will be getting a brainstorming/informational meeting scheduled with key stakeholders to pave the way for this process. *Commissioner Gelbaugh made a motion to adopt the resolution and approve the memorandum of understanding. The motion carried with a unanimous vote.*

**ADJOURNMENT:** *Commissioner Guiney made a motion to adjourn the meeting at 6:01 p.m. The motion carried with a unanimous vote.*

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David Nestler  
Mayor

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Amanda W. Murajda  
Town Clerk





# TOWN OF SYLVA BOARD OF COMMISSIONERS SPECIAL CALLED MEETING

Thursday, February 16, 2023 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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

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

**ABSENT:**

### CALL TO ORDER

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

**STAFF PRESENT:**

**VISITORS:**

### NEW BUSINESS

The purpose of the special called meeting is for the board to receive applications for the vacant seat on the Town Council. Manager Dowling distributed the applications received and explained the voting would take place at the February 23, 2023 meeting.

The three applications received were:

Guy John Phillips, Jr.  
Destri Leger  
Brad Waldrop

No discussion from the board.

**ADJOURNMENT:** *Commissioner Guiney made a motion to adjourn the meeting at 9:02 a.m. The motion carried with a unanimous vote.*

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David Nestler  
Mayor

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Amanda W. Murajda  
Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, February 23, 2023 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Mary Gelbaugh, Commissioner  
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:**

### CALL TO ORDER

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

**STAFF PRESENT:** Jake Scott (Public Works Director), Keith Buchanan (Asst. Fire Chief), Bernadette Peters (Main Street Director), and Chris Hatton (Police Chief).

**VISITORS:** Faustine McDonald, Marie Cochran, Judith Lewis, Johnny Phillips, Brad Waldrop, Hannah McLeod and Dave Russell.

### APPROVAL OF AGENDA

*Commissioner Gelbaugh made a motion to approve the agenda. The motion carried 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

Judith Lewis addressed the board about homelessness, substance abuse and mental health issues that are on the rise in the Town of Sylva. She currently works for Appalachian Community Services.

### MAYOR'S REPORT

Mayor Nestle reported that he attended the Sylva Art and Design Committee meeting, and they are looking for volunteers.

### COMMISSIONER'S REPORT

Commissioner Guiney thanked the Public Works department for cleaning up the Poteet bathrooms. He asked for an update on the purr pod sculpture and the skate park. Both are close to being completed. Commissioner Gelbaugh noted that she would be attending a workforce conference for retail, hospitality and tourism industry. She thanked Manager Dowling for getting a update for the board on where the Highway 107 construction stands for construction. She would like a completion date from NCDOT.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- The TWSA annual meeting is March 7<sup>th</sup> at 4:00 p.m.
- GUTM: Mark and Tammy Haskett are doing an incredible job with Greening up the Mountains planning. There are only a couple of vendor spots left. This is the earliest spots have filled up in the festival. Sponsorships are also coming in higher than last year so there will be additional advertising.
- Budget Update: Departmental budget sheets are due by Friday, March 3<sup>rd</sup>.
- Restroom Update: Jake Scott and Manager Dowling met with Odell Thompson, the mechanical engineer, and civil engineer to discuss items that need to be included in the bid packet for the restroom construction. The reviewed details for heaters, floor drains, a mop sink, and automatic toilets that hang from the wall for easy cleaning. The next

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step is for the architect and engineers to prepare the bid package. The depot site also needs to be rezoned General Business to the Downtown Business District because we cannot meet the site requirements like parking and setbacks.

**PUBLIC WORKS DEPARTMENT REPORT:** Jake Scott reported the following:

- The Skyland Drive sidewalk project is underway.
- Working on event plans including traffic detours.
- Attended the 2023 WASP meeting of TWSA

**POLICE DEPARTMENT REPORT:** Chris Hatton reported the following:

- Planning for the next event season including Greening Up the Mountains.
- Thanked the Public Works department for their assistance with issues at Bryson Park.
- Department has one vacancy.
- Continuing training for department members.

**FIRE DEPARTMENT REPORT:** Keith Buchanan reported the following:

- Reviewed calls for service for 2023.
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**MAIN STREET REPORT:** Bernadette Peters reported the following:

- Festival and event season planning is underway.
- Downtown merchants' market will be March 18, 2023.
- Friends Night Out will be March 30, 2023.
- Sylva Brew Hop will be April 1, 2023.
- This will be the 25<sup>th</sup> anniversary of GUTM.

**TWSA BOARD REPORT:** Mayor Nestler reported that TWSA had recently updated their personnel policy.

**PINNACLE BOARD REPORT:**

Mayor Nestler reported that the draft botanical survey had been received and the board is still reviewing. Equinox will tentatively give a presentation to the Town Board at a meeting in April.

**NEW BUSINESS**

**PROCLAMATION—VICTORIA CASEY-MCDONALD DAY-FEBRUARY 26, 2023:** Marie Cochran approached both the Town and County requesting the boards pass a proclamation declaring Feb. 26<sup>th</sup> Victoria Casey-McDonald Day on February 26, 2023, which would've been Ms. Casey-McDonald's 80<sup>th</sup> birthday. Victoria was a retired teacher. She later wrote books on the life of residents in Black Appalachia. Her daughter, Faustine McDonald thanked the board for their support. *Commissioner Newman made a motion to adopt the proclamation. The motion carried with a unanimous vote.*

**REQUEST FROM NCDOT—US HIGHWAY 23 SPEED LIMIT CHANGES:** NCDOT Division Traffic Engineer contacted the town after reviewing the downhill grade of the road and found that it is difficult to reduce speed in this section with increased development. NCDOT has suggested lowering the speed limit from Teakwood Lane to Hospital Road from 45 mph to 35 mph. *Commissioner Guiney made a motion to accept the recommended speed limit changes per NCDOT. The motion carried with a unanimous vote.*

**BOARD OF COMMISSIONER VACANT SEAT:** Board members were given copies of application for those interested in serving on the Town Board in the vacant seat. Those applicants included Destri Leger, Guy John Phillips, Jr. and Brad Waldrop. Board members were given a ballot that include the name of each applicant. They were instructed to choose one applicant and sign the ballot. Ballots were read for votes as the following:

Commissioner McPherson—Brad Waldrop  
Commissioner Newman—Brad Waldrop  
Commissioner Gelbaugh—Guy John Phillips, Jr.  
Commissioner Guiney—Brad Waldrop

By vote of ballot, Brad Waldrop is appointed to the Town of Sylva Board of Commissioners. His swearing-in ceremony will be on March 9, 2023.

**ADJOURNMENT:** *Commissioner Guiney made a motion to adjourn the meeting at 9:44 a.m. The motion carried with a unanimous vote.*

Regular Board Meeting February 23, 2023

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David Nestler  
Mayor

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Amanda W. Murajda  
Town Clerk