

Town of Sylva
CONSENT AGENDA
February 13, 2025

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

2- BUDGET AMENDMENT:

| | | |
|-----------------------------------|-----------|---|
| #15 10-531-0300 FD OT | \$ 10,000 | C |
| 10-351-0100 FD Wages/Salaries Aux | 10,000 | D |

REF: To appropriate from the Fire Department OT to their Auxiliary line.

| | | |
|---|------------|---|
| #16 21-399-0200 GF CRF Fund Balance Appropriation | \$ 259,502 | C |
| 21-415-0000 GF CRF Transfer to GF | 259,502 | D |
| 10-392-0000 GF Transfer In | 259,502 | C |
| 10-580-7400 Sanitation Dept Capital | 259,502 | D |

REF: To appropriate from GF Capital Reserve Fund to allow for the purchase of a new garbage truck with an estimated delivery date of August 2025.

4- REPORTS:

- 1- Business Registration Permit as of **January 2025**
- 2- Vehicle Tax Report as of **December 31, 2024**
- 3- Ad Valorem Tax Report as of **December 31, 2024**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **December 31, 2024**
- 5- Quarterly Finance Report as of **December 31, 2024**
- 6- Quarterly Special Revenue/Capital and Grant Project **December 31, 2024**

| Tax Year 2022 | Levy | Penalty | Subtotal | Charges | Interest |
|-----------------------------|------|---------|-------------|---------------|----------|
| SGR Sylva Gross Receipts | | | 0.00 | 696.17 | |
| Totals For Year 2022 | | | 0.00 | 696.17 | |

| Grand Totals | Levy | Penalty | Subtotal | Charges | Interest |
|--------------|------|---------|----------|---------|----------|
| | | | 0.00 | 696.17 | |

Tax Summary
as of December 31, 2024

| (10-301-XX) | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | Total | Current Year | TOTALS |
|---|-------------|-------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|---------------|
| Starting Balances | 48668.17 | 20666.09 | 11217.88 | 9177.7 | 6102.32 | 5377 | 4626.93 | 2726.05 | 1747.04 | 1275.7 | 111,584.88 | \$2,176,717.75 | 10-281-0000 |
| July | -855.67 | -202.88 | | | | | -6.55 | | | | -1,065.10 | | -1,065.10 |
| August | -833.26 | -470.15 | -760.85 | | | -50.85 | | | | | -2,115.11 | | -2,115.11 |
| September | -4286.56 | -232.91 | | | | -120.18 | | | | | -4,639.65 | -265,742.26 | -270,381.91 |
| October | -97.91 | -197.31 | | | | -128.49 | | | | | -423.71 | -135,849.18 | -136,272.89 |
| November | -897.29 | -1279.83 | | | | -73.13 | | | | | -2,250.25 | -328,991.79 | -331,242.04 |
| December | -2461 | -216.56 | -49.81 | | | | | | | | -2,727.37 | -1,130,306.05 | -1,133,033.42 |
| January | | | | | | | | | | | 0.00 | | 0.00 |
| 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 | -9431.69 | -2599.64 | -810.66 | 0 | 0 | -372.65 | -6.55 | 0 | 0 | 0 | -13,221.19 | -1,860,889.28 | -1,874,110.47 |
| Releases | | | | | | | | | | | 0.00 | | -3,413.82 |
| Add to Original Levy | | | | | | | | | | | 0.00 | 102,803.24 | 102,803.24 |
| Under Appeal | | | | | | | | | | | 0.00 | | 0.00 |
| Bankruptcy | | | | | | | | | | | 0.00 | | 0.00 |
| Refund/Adj | | | | | | | | | | | 0.00 | | 0.00 |
| Subtotals | -9,431.69 | -2,599.64 | -810.66 | 0.00 | 0.00 | -372.65 | -6.55 | 0.00 | 0.00 | 0.00 | -13,221.19 | -1,761,499.86 | -1,774,721.05 |
| EOY Adjustment | | | | | | | | | | | | | |
| (10-110-XX) Balance | \$39,236.48 | \$18,066.45 | \$10,407.22 | \$9,177.70 | \$6,102.32 | \$5,004.35 | \$4,620.38 | \$2,726.05 | \$1,747.04 | \$1,275.70 | 98,363.69 | \$415,217.89 | \$513,581.58 |
| Interest | 25.09 | 5.08 | 13.04 | 50.00 | | 118.40 | 0.05 | | | | 148.62 | | 148.62 |
| August | 60.48 | 105.57 | 13.04 | | | 70.15 | | | | | 299.24 | | 299.24 |
| September | 388.54 | 10.50 | | | | 4.82 | | | | | 353.86 | | 353.86 |
| October | 34.12 | 1.48 | 120.00 | | | 1.51 | | | | | 157.11 | | 157.11 |
| November | 119.37 | 230.19 | | 51.32 | | 0.55 | | | | | 401.43 | | 401.43 |
| December | 270.79 | 37.92 | 94.19 | | | | | | | | 402.90 | 86.37 | 489.27 |
| January | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | |
| Interest Collected | \$848.39 | \$390.74 | \$227.23 | \$50.00 | \$51.32 | \$195.43 | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$1,763.16 | \$86.37 | \$1,849.53 |
| Submitted by: Amanda Murajda, Tax Collector | | | | | | | | | | | | | 10-317-0000 |
| | | | | | | | | | | | | | 81.7849% |

Top 10 Delinquent Accounts (2023 & prior)

| Name | Balance 12/31/2024 |
|---------------------------|-----------------------|
| JTS Transport | \$ 8,349.05 |
| Dorothy Worley | \$ 5,752.58 |
| Joe Wilson | \$ 5,606.71 |
| Marjorie Herbert Smith | \$ 4,805.96 |
| Kelly Robinson | \$ 4,763.47 |
| David George Howell | \$ 4,541.97 |
| Joyce Straton | \$ 4,196.96 |
| Nantahala Brewing Company | \$ 3,409.83 |
| Jimmy Ray Wilson | \$ 3,308.01 |
| Gary Bryson | \$ 2,718.75 |

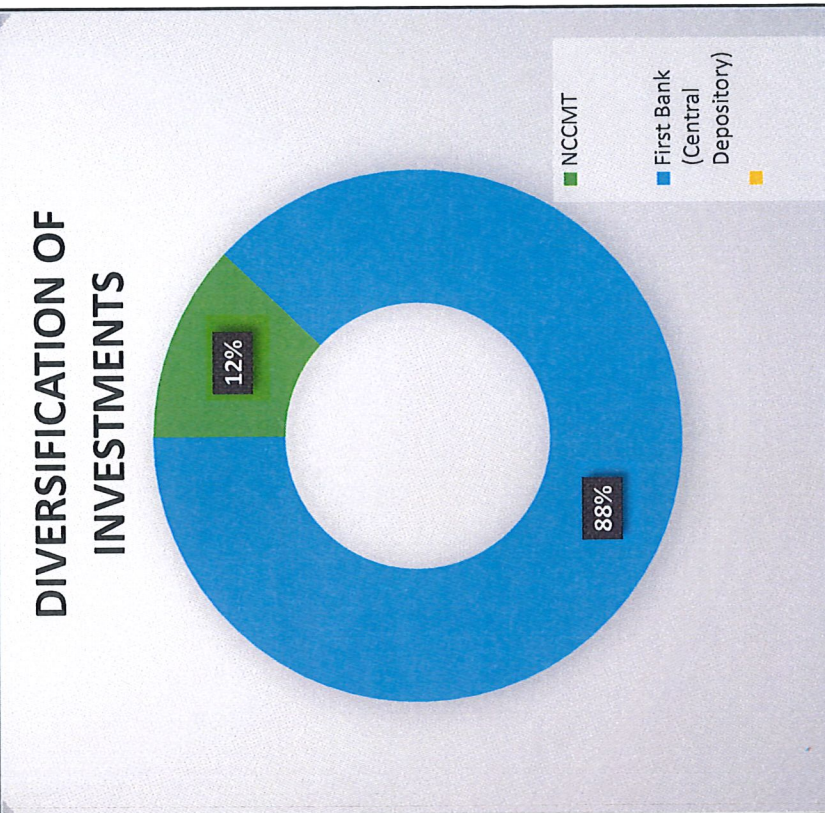
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
12/31/2024

| | General Fund | | | | 2024-2025 Budget Balance | Actual to Budget Percent | Statement Period 6 | Variance |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------------|--------------------------------|--------------------------|-----------------|
| | 2024-2025 | Previously | 2024-2025 | Current | | | | |
| | Budgeted | Reported | YTD Actual | Month | | | | |
| Revenues: | | | | | | | | |
| Ad valorem taxes | \$ 2,309,930 | \$ 787,935.30 | \$ 1,933,211.52 | \$ 1,145,276.22 | \$ 376,718.48 | 83.69% | 50.00% | 33.69% |
| Other taxes and licenses | \$ 6,200 | 5,225.00 | 5,325.00 | \$ 100.00 | \$ 875.00 | 85.89% | 50.00% | 35.89% |
| Unrestricted intergovernmental | \$ 2,853,147 | 976,883.81 | 1,260,275.90 | \$ 283,392.09 | \$ 1,592,871.10 | 44.17% | 50.00% | -5.83% * |
| Permits and Fees | \$ 18,000 | 5,979.45 | 7,025.80 | \$ 1,046.35 | \$ 10,974.20 | 39.03% | 50.00% | -10.97% * |
| Restricted intergovernmental | \$ 188,542 | 94,016.31 | 137,925.02 | \$ 43,908.71 | \$ 50,616.98 | 73.15% | 50.00% | 23.15% |
| Investment earnings | \$ 74,750 | 133,694.31 | 157,480.34 | \$ 23,786.03 | \$ (82,730.34) | 210.68% | 50.00% | 160.68% |
| Other revenues | \$ 46,625 | 7,325.65 | (45,595.25) | \$ (54,672.45) | \$ 92,220.25 | -97.79% | 50.00% | -147.79% ** |
| Total revenues | \$ 5,497,194 | 2,011,059.83 | 3,455,648.33 | 1,442,836.95 | \$ 2,041,545.67 | 62.86% | 50.00% | 12.86% |
| Expenditures: | | | | | | | | |
| General Government | \$ 987,227 | 377,742.85 | 448,044.53 | 48,625.55 | 539,182.47 | 45.38% | 50.00% | - 4.62% |
| Salaries & Benefits | \$ 424,460 | 180,332.26 | 208,535.77 | 32,587.75 | | | | |
| Capital outlay | \$ - | - | - | - | | | | |
| All other expenditures | \$ 562,767 | 197,410.59 | 239,508.76 | 16,037.80 | | | | |
| Public Safety | \$ 3,803,896 | 1,166,030.13 | 1,492,141.78 | 260,412.50 | 2,311,754.22 | 39.23% | 50.00% | 10.77% |
| Salaries & Benefits | \$ 1,687,326 | 596,098.98 | 773,389.32 | 126,435.85 | | | | |
| Capital outlay | \$ 749,977 | 84,801.92 | 112,184.43 | 3,767.04 | | | | |
| All other expenditures | \$ 1,325,073 | 28,773.70 | 28,773.70 | 130,209.61 | | | | |
| Culture and Recreation | \$ 127,650 | 28,605.58 | 32,056.33 | 3,450.75 | 95,593.67 | 25.11% | 50.00% | 24.89% |
| Salaries & Benefits | \$ 36,050 | 9,549.37 | 11,293.24 | 1,743.87 | | | | |
| Capital outlay | \$ - | - | - | - | | | | |
| All other expenditures | \$ 91,600 | 19,056.21 | 20,763.09 | 1,706.88 | | | | |
| Transportation | \$ 863,475 | 311,119.99 | 357,366.59 | 46,216.60 | 506,108.41 | 41.39% | 50.00% | 8.61% |
| Salaries & Benefits | \$ 367,910 | 111,987.34 | 163,524.34 | 24,772.29 | | | | |
| Capital outlay | \$ 85,500 | 8,499.00 | 8,499.00 | - | | | | |
| All other expenditures | \$ 410,065 | 190,633.65 | 185,343.25 | 21,444.31 | | | | |
| Economic and Physical Development | \$ - | - | - | - | - | 0.00% | 0.00% | 0.00% |
| Salaries & Benefits | | | | | | | | |
| Capital outlay | | | | | | | | |
| All other expenditures | \$ - | - | - | - | | | | |
| Environmental Protection | \$ 221,630 | 75,732.37 | 104,052.68 | 12,469.53 | 117,577.32 | 46.95% | 50.00% | 3.05% ** |
| Salaries & Benefits | \$ 96,150 | 40,098.75 | 46,392.08 | 6,293.33 | | | | |
| Capital outlay | \$ - | - | - | - | | | | |
| All other expenditures | \$ 125,480 | 35,633.62 | 57,660.60 | 6,176.20 | | | | |
| Total expenditures | \$ 6,003,878 | 1,959,230.92 | 2,433,661.91 | 371,174.93 | 3,570,216.09 | 40.53% | 50.00% | 9.47% |
| Revenues over expenditures | \$ (506,684) | 51,828.91 | 1,021,986.42 | 1,071,662.02 | (1,528,670.42) | -25.46% | | |
| Other financing sources (uses): | | | | | | | | |
| Transfers in | \$ 592,756 | 548,006.00 | 495,300.00 | - | | | | |
| Appropriated fund balance | \$ 836,200 | - | - | - | | | | |
| Transfers to other depts | \$ 369,511 | 369,511.00 | - | - | | | | |
| PB Appropriated fund balance | \$ 32,000 | - | - | - | | | | |
| Fund Balance rollover | \$ 228 | - | - | - | | | | |
| Contributed Capital | \$ - | - | - | - | | | | |
| Sale of Assets | \$ - | - | - | - | | | | |
| Loan Proceeds | \$ - | - | - | - | | | | |
| | \$ 1,830,695 | 917,517.00 | 495,300.00 | - | | | | |
| Transfers to other funds: | | | | | | | | |
| Contributed to GF fund balance | \$ - | - | - | - | | | | |
| Transfers out | \$ 494,511 | - | - | - | | | | |
| Transfer to Capital Reserve | \$ 829,500 | - | - | - | | | | |
| | \$ 1,324,011 | - | - | - | | | | |
| Total other financing sources (uses) | \$ 506,684 | - | - | - | - | | | |
| Revenues and other sources over expenditures and other uses | \$ - | 51,828.91 | 1,021,986.42 | 1,071,662.02 | (1,528,670.42) | | | |

Analysis:

* Timing of revenues received
 ** Accounting adjustment

| INVESTMENT PORTFOLIO: | | 3 Month Avg |
|---------------------------------|---------------------|-------------|
| BANK | | INTEREST |
| NCCMT | INVESTMENTS | 4.60% |
| First Bank (Central Depository) | \$1,912,609 | 4.59% |
| | \$13,978,039 | |
| | \$15,890,648 | |



| STATE REVENUE ANALYSIS: (31% Budget) | Revenue | % Collected |
|--|------------------|-------------|
| Telecommunication | \$11,850 | 54.86% |
| Natural Gas | \$3,726 | 46.57% |
| Video Programming | \$4,736 | 52.63% |
| Franchise on Power | \$171,742 | 58.22% |
| Total 1ST QTR (Avg should be 50%) | \$192,054 | |
| Article 40 (.50 % pooled - per capita) | \$103,554 | 49.31% |
| Article 42 (.50% point of sale) | \$111,288 | 50.13% |
| Article 39 (1% point of sale) | \$224,467 | 52.82% |
| Hold Harmless (related to county medicaid) | \$90,389 | 47.57% |
| Total 5 Months (Avg should be 41.65%) | \$529,698 | |

| FUND BALANCE ANALYSIS: | Revenue | % Collected |
|--|--------------------|---------------|
| Unassigned - 6/30/2024 | \$5,305,808 | |
| Subsequent appropriation/rollover | \$0 | |
| Appropriated/rollover after 7/1/23 | -\$228 | |
| Transfer Slope Stabilization (Over Goal) | -\$829,500 | |
| ARPA related funds | -\$121,552 | |
| Available Fund Balance | \$4,354,528 | Goal |
| | 72.95% | 73.00% |

What does 1 cent = \$49,410 Estimated

| # ARPA Related Approp | 0 | ARPA Related: |
|--------------------------|---|------------------|
| # GF Approp. after 7/1 | 1 | \$121,552 |
| # Contingency Approp. | 0 | Balance \$27,000 |
| # GF Rollovers after 7/1 | 1 | |

Note: Board policy states that Fund Balance will not drop below 40% and the goal is to have Fund Balance at 73% of expenditures.

| CAPITAL RESERVE FUNDS: | | REVOLVING LOAN FUND: | |
|------------------------|------------------------|---------------------------|-----------------|
| General Fund | Fire Department | RLF Balance 6/30/24 | \$108,621 |
| GF Res 6/30/2024 | FD Res. 6/30/2024 | Interest | \$1,225 |
| \$1,080,694 | FD DOI Earmarked | Investment in Real Estate | -\$52,435 |
| \$0 | Subsequent Approp. | Subsequent Year Approp. | -\$6,000 |
| \$47,515 | Interest | | |
| \$338,593 | Appropriation 7/1/24 | | |
| \$0 | FD Available Funds | | |
| \$1,466,802 | \$202,404 | RLF Available Funds | \$51,411 |

| FISHER CREEK ANALYSIS: | | Fisher Creek Funds Available | |
|--------------------------------|-------------------------|-------------------------------------|--|
| Bank Investments | Current Invested | FY Interest as of 12/31/2024 | Total Interest starting 10/2007 |
| NCCMT | \$8,794 | \$217.72 | \$177,966 |
| Entegra/Select Bank/First Bank | \$3,248,267 | \$31,260.00 | \$172,008 |
| Community 1st/Dogwood Bank | \$0 | \$31,129.21 | \$153,369 |
| UICB | \$0 | | \$71,236 |
| HomeTrust | \$0 | | \$55,723 |
| Wachovia | \$0 | | \$66,937 |
| 1st Citizen | \$0 | | \$13,844 |
| | \$3,257,061 | \$62,606.93 | \$711,083 |
| | | | \$1,874,354 |
| | | | 121,552 |
| | | | Appropriations \$0 |
| | | | Balance Remaining \$121,552 |

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 (5.1% Budget) | | OUTSTANDING LOANS | |
|-------------------------------------|---------------------|-------------------|-------------|
| Budgeted | \$2,167,530 | Loan | P/I |
| Original Billing | \$2,247,006 | Loan Payoff Year | Annual Debt |
| Est. 97.54% Collection | \$2,223,445 | | \$0 |
| Collection/Releases | -\$1,864,303 | | \$0 |
| Discovery/Penalties | \$32,515 | | \$0 |
| Appeals (Total) | \$0 | | |
| Outstanding | \$415,218 | | |
| Collection % Rate | 81.79% | | |
| Prior Year Collection % Rate | 78.69% | | |

Submitted by: Lynn Bryant, Finance Officer

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
 December 31, 2024

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

| | |
|---|----------------|
| Original Ordinance (2017-01) | 0 |
| Fund Balance (6/30/2024) | 4,216 |
| Revenue - Donations/ Interest | 103 |
| Fund Balance Appropriation (Operating Budget) | -2,000 |
| Expenditures | 0.00 |
| Balance to Date | \$2,319 |

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 | 50,143 |
| Expenditures (Skyland Drive) | -114,974 |
| Highway 107 Prepaid NCDOT | 40,131 |
| Encumbrances Remaining DOT Contract Skyland Drive 295,400 Subsequent | -300,000 |
| Balance to Date | \$216,369 |

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

Project Closed 7/31/2024

Total Costs \$1,728,743

 Town \$978,743

 DOT \$750,000

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

| | |
|---|--------------------------------|
| Original Ordinance (SCIF Grant 11612) (2/24/22) | 3,000,000 |
| Expenditures | -2,544,444 |
| Encumbrances (CDC Contract 7/28/2022) Contract Balance | -1,251 |
| Encumbrances (Wurster Contract) | 0 |
| Encumbrances (Kessel Contract) | 0 |
| Encumbrances (Bliss Products - Playground Equipment and Rubber) | -525 |
| Encumbrances (Odell) | -118,423 |
| Encumbrances (Bliss Products - Site Furnishings and Shade) | -289,990 |
| Encumbrance Bartlett | 13,510 |
| Amendment - Sales Tax Refund (11-14-2024) | 115,643 |
| Amendment -Interest thru (9/30/2024)(11-14-2024) | (13,510-13,510) \$0 |
| Sales Tax Refund | (123,969-115,643) \$8,326 |
| Interest | (123,969-115,643) \$8,326 |
| Balance to Date | \$174,519 |

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
December 31, 2024

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 - Sales Tax Interest (11/14/2024) | 9,462 | | |
| Expenditures | -534,606 | | |
| Encumbrances (Cinderella Partners 1/3/2024) | -58,801 | | |
| Encumbrances (Odell Contract 3/24/2022) | -165 | | |
| Sales Tax Refund | (1,259 -1,259) | \$0 | |
| Interest | (29,665.38-27,884) | \$1,781 | |
| | | | \$63,321 |

Bridge Park Stormwater Project (Fund 32) - Capital Project Fund:

| | | | |
|--|----------------|----------|-----------------|
| Original Ordinance (10/27/2022) ARPA Related Funds | 421,000 | | |
| Amended Ordinance (11/10/2022) ARPA Related Funds | -3,000 | | |
| Amended Ordinance (11/9/2023) ARPA Related Funds | 98,447 | | |
| Amended Ordinance (9/14/2023) JCTDA | 367,757 | | |
| Amended Ordinance Bridge Park Interest (11/9/2023) | 9,500 | | |
| Expenditures | -853,564 | | |
| Sales Tax Refund | | \$6,602 | |
| Interest | (19,762-9,500) | \$10,262 | |
| | | | \$40,140 |

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 | 21,492 | | |
| Interest | | \$909 | |
| | | | \$51,492 |

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
December 31, 2024

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

| | |
|---|------------------|
| Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund | 200,000 |
| Expenditures | 0 |
| Interest | \$3,995 |
| <hr/> | |
| | \$200,000 |

Scotts Creek Slope 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 |
| Expenditures | |
| Interest | \$5,491 |
| <hr/> | |
| | \$954,500 |



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, January 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
Mark Jones, Commissioner
Johnny Phillips, Mayor

Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT: Brad Waldrop, Commissioner
Paige Dowling, Town Manager

CALL TO ORDER

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

STAFF PRESENT: Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: None.

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips mentioned the impending snow storm for the area. Town departments will be working to keep roads safe. He reminded the board of the budget work session on January 30, 2025, at 9:00 a.m.

COMMISSIONER'S REPORT: Commissioner Gelbaugh inquired about an email received regarding a skate park. She would like to see commissioners reach out to the county recreation department and offer their support in having a skate park added to the recreational master plan for Jackson County. Mayor Phillips mentioned creating a resolution of support from the Town. Commissioner Estridge noted that Sylva had a great 2024 economically and 2025 will hopefully be the same. Commissioner Brown added that there is interest of county officials in a skate park. Brown participated in a recent Fire Department meeting and discussed their training an upcoming need for a new fire truck.

MANAGER'S REPORT: None.

NEW BUSINESS: None.

ADJOURNMENT: Commissioner Gelbaugh made a motion to adjourn the meeting at 5:39 p.m. The motion carried with a unanimous vote.

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, January 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
Mark Jones, Commissioner
Johnny Phillips, Mayor
Brad Waldrop, Commissioner
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT: Paige Dowling, Town Manager

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), Tammy Pavey (Police), Aimee Sumner (Police), Josh Geiger (Police), Brandon Flesch (Police), Galadriel Lavere (Police), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Cyndy Caravelis

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Phillips reported that Commissioner Jones was absent due to sickness. He reminded everyone of the budget meeting rescheduled for February 13, 2025, at 1:00 p.m. Phillips also commended staff on their work during the recent snowstorm.

COMMISSIONER'S REPORT

Commissioner Gelbaugh encouraged everyone to read an article in the Sylva Herald regarding a skate park. She attended a county meeting with Jon Brown regarding the skate park and there were several residents who spoke. Commissioner Waldrop noted the extreme cold and thanked all town departments for their work during the cold and snow. Commissioner Estridge announced he would be stepping down from the Pinnacle Park Board and Commissioner Jonathan Brown would replace him. Commissioner Brown also commented on the county meeting and skate park.

MANAGER'S REPORT: None.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Scott gave an update on snow removal and thanked Jackson County and NCDOT for their partnership.
- The new public restrooms are open.
- Scott gave an update on Bryson Park renovations.
- The town received an RTP grant to add two loop trails at Pinnacle Park. More information will be forthcoming.
- Scott will meet with FEMA on February 4, 2025, for the first official site visit for wall repairs.
- Two new employees will begin soon—Camren Powell and Dason Farmer

Regular Board Meeting January 23, 2025

POLICE DEPARTMENT REPORT: Chris Hatton, Police Chief, reported the following:

- Officers Kirkland and McFalls have completed field training.
- NC Impact will air on PBS on 2/21/25 at 7:30 p.m. on the Community Care Program.
- Planning has begun for GUTM.

FIRE DEPARTMENT REPORT: Mike Beck, Fire Chief, reported the following:

- The contract for a new fire truck has been signed. The truck will be delivered in 2026.
- Calls for service have increased.

MAIN STREET REPORT: Bernadette Peters reported the following:

- GUTM applications are being accepted, and spots are almost full.
- An ADA study on the downtown area was completed by Jennifer Hinton. Peters and Jake Scott will review.
- Façade grants are almost complete.

NEW BUSINESS—ACTION ITEMS

SPECIAL EVENT REQUEST: WARD'S PLUMBING EMPLOYEE APPRECIATION EVENT—ALCOHOL REQUEST: Ward Plumbing is requesting to have Innovation Brewing serve beer at their employee appreciation event May 7, 2025 at Bridge Park which needs board approval. *Commissioner Waldrop recused himself from voting. Commissioner Gelbaugh made a motion to approve the request. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST: INNOVATION BREWING—BEER GARDEN AT GREENING UP THE MOUNTAINS: Innovation Brewing is working with the MSSA to sponsor the Beer Garden at Greening Up the Mountains in April 2025. *Commissioner Estridge made a motion to approve the application to hold a Beer Garden at the 2025 Greening Up the Mountains festival. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST—CONCERTS ON THE CREEK —REQUEST FOR ALCOHOL: MSSA has requested to have alcohol sold at all events for Concerts on the Creek through Innovation Brewing and Balsam Falls Brewing. *Commissioner Waldrop made a motion to approve the request from MSSA. The motion carried with a unanimous vote.*

COMMUNITY CARE PROGRAM PRESENTATION: Chris Hatton, Galadriel Lavere and Cyndy Caravelis gave an update to the board on the Community Care Program.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:08 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk