

Town of Sylva
CONSENT AGENDA
June 12, 2025

1-APPROVE MINUTES: May 08, 2025, **Regular Board Meeting**; May 22, 2025
Regular Board Meeting; May 29, 2025, **Public Hearing**

2- BUDGET AMENDMENT:

#33 10-690-9900 OPEB Health Insurance	\$ 85,223 C
10-510-0600 PD Group Health Insurance	23,474 D
10-510-0610 PD HSA	3,200 D
10-560-0600 SD Group Health Insurance	37,903 D
10-560-0610 SD HSA	3,200 D
10-510-0620 PD HRA	17,211 D
10-560-0620 SD HRA	235 D

REF: EOY accounting entries to move the budget for OPEB expenses into their applicable departments to be reflected as of June 30th.

#26 10-510-0200 PD Wages/Salaries	\$ 22,000 C
10-510-0000 PD Comp/Vacation	5,000 D
10-510-0300 PD OT	17,000 D

REF: To cover overtime expenses due to being short staffed.

#27 19-531-0300 FD OT	\$ 5,000 C
19-531-0100 FD Wages/Salaries Auxiliary	5,000 D

REF: To cover the cost of auxiliary employee payroll.

#28 10-560-0200 SD Wages/Salaries	\$ 3,000 C
10-560-0300 SD Overtime	3,000 D

REF: To cover overtime expenses due to being short-staffed.

#29 10-335-0200 Sale of Capital Assets	\$ 171 C
10-329-0000 Interest on Investments	171 D

REF: To reflect the actual sale of capital assets.

3- REPORTS:

No Business Registration Permits as of **May 31, 2025**

1- Vehicle Tax Report as of **April 30, 2025**

2- Ad Valorem Tax Report as of **April 30, 2025**

3- Statement of Revenues, Expenditures, Changes in Fund Balance as of
April 30, 2025

4- OTHER:

- **The following Personal Property was declared surplus by (R2025-05) and sold by public action (Govdeals) on May 8, 2025. ~ 2016 Ford Police Interceptor (Vehicle #13) CA#0554 (Vin#1FM5K8AR4GGB12860) - \$2,625**
- **Modification to the Hurricane Helene Cash Flow Loan Program Loan Agreement with the NC Department of Treasurer ~ This modification is recommended by the School of Government and is more suitable for the accounting portion of the loan (See Attached).**

Finance Officer

AMENDMENT
to
Loan Agreement between the State of North Carolina
(by and through the North Carolina Department of State Treasurer)
and the Town of Sylva

This amendment (“Amendment”) to the above-identified agreement is hereby made and entered into by the State of North Carolina, by and through the North Carolina Department of State Treasurer (“NCDST”), and the Town of Sylva (“Recipient”), as of the effective date established hereinbelow.

RECITALS

- A. Pursuant to the Hurricane Helene Cash Flow Loan Program created by the North Carolina General Assembly under the Disaster Recovery Act of 2024 – Part II, NCDST and Recipient entered the above-identified agreement to establish terms and conditions governing NCDST’s disbursement of loan proceeds to Recipient (the “Loan Agreement”).
- B. The terms of the Loan Agreement require Recipient to seek alternative sources of funding—namely, federal funding support, insurance proceeds, and private donations (generally, “Alternative Funding”)—to pay for the disaster response activities on which Recipient’s loan origination was based. The terms of the Loan Agreement also provide that, upon receiving any such Alternative Funding, Recipient must remit the equivalent amount of loan proceeds to NCDST: (i) within five business days in the case of federal funding support, and (ii) “promptly” in the case of insurance proceeds and private donations.
- C. Until recently, NCDST was unaware of certain facts and circumstances concerning the nature and timing of the Alternative Funding available to Recipient. In light of those facts and circumstances, NCDST has determined that the provisions of the Loan Agreement requiring Recipient to repay loan proceeds within five business days, or else “promptly,” each time Recipient receives Alternative Funding, are likely to have the unintended consequence of restricting, rather than securing, the cashflow liquidity available to Recipient in the months and years ahead, defeating the very purpose of the Cashflow Loan Program.
- D. In light of the above, and as provided in Section 10. of the Loan Agreement (pertaining to amendments), NCDST and Recipient now wish to enter this Amendment to modify those provisions of the Loan Agreement pertaining to the repayment obligations of Recipient in connection with its receipt of Alternative Funding.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties do hereby agree as follows:

1. Modifications to Loan Agreement.

- (a) Subsection e. to section 3. of the Loan Agreement is hereby amended by deleting the stricken text and inserting the underlined text appearing below:

e. ~~Notwithstanding the Repayment Terms as stated on Page 1 of this Agreement, if RECIPIENT receives~~

~~funding support from the federal government for expenditures covered under the FEMA Public Assistance Worksheets used as the basis for this Agreement, RECIPIENT shall repay NCDST the equivalent amount of loan proceeds within five (5) business days of receipt of the federal funding support. RECIPIENT agrees to deliver repayment installments of the loan proceeds in the amounts and by the dates set forth in the Repayment Terms recited on Page 1 above, which are hereby incorporated by reference. Further, RECIPIENT understands and agrees that all loan proceeds provided to RECIPIENT under this Agreement must be repaid no later than the earlier of the following two dates: the five-year anniversary of the Loan Date; or (b) June 30, 2030.~~

- (b) Section 3., subsection g., of the Loan Agreement is hereby amended by deleting the stricken text and inserting the underlined text appearing below:

g. As provided in the Authorizing Act:

- (i) ~~RECIPIENT agrees to deliver repayment installments of the loan proceeds in the amounts and by the dates set forth in the Repayment Terms recited on Page 1 above, which are hereby incorporated by reference. Further, RECIPIENT understands and agrees that all loan proceeds provided to RECIPIENT under this Agreement must be repaid no later than the earlier of the following two dates: (a) the five-year anniversary of the Loan Date; or (b) June 30, 2030.~~ RESERVED.
- (ii) RECIPIENT shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the loan proceeds are being provided, including funds from insurance policies in effect, available federal aid, and private donations. RECIPIENT understands and agrees that the loan proceeds paid to RECIPIENT pursuant to this Agreement are in excess of any funds received by RECIPIENT from any of the following: (a) settlement of a claim for loss or damage covered under RECIPIENT's applicable insurance policy in effect; (b) federal aid; or (c) private donations.
- (iii) If RECIPIENT obtains alternative funds pursuant to subdivision (ii) of this subsection g., RECIPIENT shall ~~promptly~~ remit such funds to NCDST as soon as reasonably practicable thereafter, but no later than the earlier of the two dates established in subsection e. to this Section 3. Notwithstanding the preceding sentence, RECIPIENT shall not be required to repay to NCDST any amount in excess over the amount of loan proceeds provided under this Agreement.

2. Effect of Amendment.

- (a) Except as expressly provided herein, all terms, conditions and provisions of the Loan Agreement shall remain in full force and effect and are hereby ratified and confirmed by Recipient.
- (b) This Amendment is not intended to modify any term, condition or provision contained in any of the loan documents associated with RECIPIENT's Loan Agreement (the "Associated Loan Documents"). All terms, conditions and provisions of the Associated Loan Documents shall remain in full force and effect, modified only to the extent necessary to accomplish the purposes of this Amendment.
- (c) On and after the effective date hereof, unless the context clearly requires otherwise, any reference to the Loan Agreement contained in the Associated Loan Documents or in the Loan Agreement itself shall be interpreted as a reference to the Loan Agreement mended by this Amendment.

3. **Effective Date.** The provisions of this Amendment shall become effective upon the date on which NCDST has received the following:

(a) This Amendment, duly executed and delivered by Recipient and NCDST; and

(b) A certified copy of a resolution authorizing execution of this Amendment substantially in the form of Exhibit A, duly executed and delivered by RECIPIENT.

4. **Counterparts.** This Amendment may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. One or more counterparts of this Amendment may be delivered by facsimile or in Portable Document Format (PDF) sent by electronic mail, with such delivery having the same effect as delivery of an original counterpart. Signatures provided by facsimile transmission, in PDF sent by electronic mail, or by electronic signature such as DocuSign, shall be deemed to be original signatures.

IN WITNESS WHEREOF, each of the Parties hereto has caused its duly authorized representative, as applicable, to execute this Amendment Number One as of the dates written below.

North Carolina Department of State Treasurer

Town of Sylva

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT A

**RESOLUTION TO APPROVE AMENDMENT TO LOAN AGREEMENT BETWEEN THE STATE OF NORTH CAROLINA
(BY AND THROUGH THE NORTH CAROLINA DEPARTMENT OF STATE TREASURER) AND THE
TOWN OF SYLVA**

WITNESSETH:

WHEREAS, the Town of Sylva previously approved and entered into a loan agreement (“Loan Agreement”) and promissory note with the State of North Carolina, by and through the North Carolina Department of State Treasurer (“NCDST”), in connection with the Hurricane Helene Cash Flow Loan Program created by the North Carolina General Assembly under the Disaster Recovery Act of 2024 – Part II (Session Law 2024-53, as amended by Session Law 2024-57); and

WHEREAS, NCDST has agreed to modify those provisions of the Loan Agreement pertaining to the repayment obligations of the Town of Sylva upon the Town of Sylva’s receipt of “Alternative Funding” (as that term is defined in the Amendment), towards the end of maximizing the cashflow liquidity available to the Town of Sylva for disaster response activities in the months and years ahead (“Amendment to Loan Agreement”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SYLVA, NORTH CAROLINA:

1. That the Amendment to Loan Agreement presented by the North Carolina Department of State Treasurer is hereby approved.
2. That the Manager, Clerk, or Authorized Representative is authorized to execute the attached Amendment to Loan Agreement (or one substantially equivalent thereto) and to take such other actions as necessary to secure disaster recovery loan funding from the State of North Carolina.

Adopted, this the 14th day of June, 2025

Town of Sylva

By: _____
Johnny Phillips, Mayor

Attest: _____
Amanda Murajda, Clerk

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	586.08		586.08	586.08
Totals For Year 2022			0.00	586.08		586.08	586.08

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	586.08		586.08	586.08

Tax Summary
as of April 30, 2025

(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	-2905.12	-668.27	-144.19		-73.72						-3,791.30	-228,005.28	-231,796.58
February	-997.25	-1.4	-145.27		-207.78						-1,351.70	-57,113.87	-58,465.57
March	-2244.11	-1907.71	-365.22	-61.06	-88.38						-4,666.48	-44,926.35	-49,592.83
April	-3286.2	-200.7	-146.52	-262.37	-64.69	-65.18					-4,025.66	-18,356.97	-22,382.63
May											0.00		0.00
June											0.00		0.00
July - June Totals	-18864.37	-5377.72	-1611.86	-323.43	-434.57	-437.83	-6.55	0	0	0	-27,056.33	-2,209,291.75	-2,236,348.08
Releases	-569.96	-554.74									-1,124.70	-2,294.89	-3,419.59
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	-19,434.33	-5,932.46	-1,611.86	-323.43	-434.57	-437.83	-6.55	0.00	0.00	0.00	-28,181.03	-2,108,783.40	-2,136,964.43
EOY Adjustment													
(10-110-XX) Balance	\$29,233.84	\$14,733.63	\$9,606.02	\$8,854.27	\$5,667.75	\$4,939.17	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	83,403.85	\$67,934.35	\$151,338.20
Interest											Total		
July	25.09	5.08				118.40	0.05				148.62		148.62
August	60.48	105.57	13.04	50.00		70.15					299.24		299.24
September	338.54	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	359.97	102.8	5.81		122.28						590.86	1,385.52	1,976.38
February	140.21	0.11	4.73		2.22						147.27	1,539.89	1,687.16
March	271.57	409.98	70.34	145.9	0.66						898.45	1,567.89	2,466.34
April	430.52	19.37	17.95	28.6	32.16	37.55					566.15	844.00	1,410.15
May													
June													
Interest Collected	\$2,050.66	\$923.00	\$326.06	\$224.50	\$208.64	\$232.98	\$0.05	\$0.00	\$0.00	\$0.00	\$3,965.89	\$5,423.67	\$9,389.56
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	97.0198%

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 4/30/2025
JTS Transport	\$ 10,769.09
Dorothy Worley	\$ 6,476.34
Joe Wilson	\$ 6,189.27
Kelly Robinson	\$ 5,763.29
Marjorie Herbert Smith	\$ 5,612.49
David George Howell	\$ 5,325.17
Angela George	\$ 4,797.29
Joyce Stratton	\$ 4,774.05
Jimmy Ray Wilson	\$ 4,133.66
Nantahala Brewing	\$ 3,501.95

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
4/30/2025

General Fund									
	2024-2025	Previously	2024-2025	Current	2024-2025	Actual to	Statement		
	Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	Period	Variance	
							10		
Revenues:									
Ad valorem taxes	\$ 2,309,930	\$ 2,314,555.30	\$ 2,355,939.44	\$ 41,384.14	\$ (46,009.44)	101.99%	83.33%	18.66%	
Other taxes and licenses	\$ 6,200	5,880.00	7,235.00	\$ 1,355.00	\$ (1,035.00)	116.69%	83.33%	33.36%	
Unrestricted intergovernmental	\$ 2,853,147	2,053,679.69	2,324,249.32	\$ 270,569.63	\$ 528,897.68	81.46%	83.33%	-1.87%	*
Permits and Fees	\$ 18,000	13,871.81	17,439.81	\$ 3,568.00	\$ 560.19	96.89%	83.33%	13.55%	
Restricted intergovernmental	\$ 188,542	120,333.93	136,496.89	\$ 16,162.96	\$ 52,045.11	72.40%	83.33%	-10.94%	*
Investment earnings	\$ 74,750	239,376.16	266,754.54	\$ 27,378.38	\$ (192,004.54)	356.86%	83.33%	273.53%	
Other revenues	\$ 51,585	55,052.18	52,635.57	\$ (2,416.61)	\$ (1,050.57)	102.04%	83.33%	18.70%	
Total revenues	\$ 5,502,154	4,802,749.07	5,160,750.57	358,001.50	\$ 341,403.43	93.80%	83.33%	10.46%	
Expenditures:									
General Government	\$ 980,227	641,422.66	715,454.21	74,031.55	264,772.79	72.99%	83.33%	10.34%	
Salaries & Benefits	\$ 424,460	352,299.12	357,557.66	32,258.44					
Capital outlay	\$ -	-	-	-					
All other expenditures	\$ 562,767	289,123.54	357,896.55	41,773.11					
Public Safety	\$ 3,865,953	2,183,607.71	2,413,557.61	233,156.72	1,452,395.39	62.43%	83.33%	20.90%	
Salaries & Benefits	\$ 1,691,516	1,189,745.03	1,306,910.18	119,068.73					
Capital outlay	\$ 753,477	174,303.96	136,332.22	-					
All other expenditures	\$ 1,325,073	819,558.72	970,315.21	114,087.99					
Culture and Recreation	\$ 127,650	85,681.53	90,419.51	4,737.98	37,230.49	70.83%	83.33%	12.50%	
Salaries & Benefits	\$ 33,650	17,075.57	18,827.09	1,751.52					
Capital outlay	\$ 10,474	10,473.95	10,473.95	-					
All other expenditures	\$ 83,526	58,132.01	61,118.47	2,986.46					
Transportation	\$ 870,475	511,180.31	570,418.59	59,238.28	300,056.41	65.53%	83.33%	17.80%	
Salaries & Benefits	\$ 367,910	249,527.23	272,485.82	22,958.59					
Capital outlay	\$ 85,500	14,699.00	14,699.00	-					
All other expenditures	\$ 417,065	246,954.08	283,233.77	36,279.69					
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%	
Salaries & Benefits									
Capital outlay									
All other expenditures	\$ -	-	-	-					
Environmental Protection	\$ 481,132	150,318.18	161,319.31	11,001.13	319,812.69	33.53%	83.33%	49.80%	
Salaries & Benefits	\$ 96,150	55,801.32	76,397.96	6,221.94					
Capital outlay	\$ 259,502	-	-	-					
All other expenditures	\$ 125,480	94,516.86	84,921.35	4,779.19					
Total expenditures	\$ 6,325,437	3,572,210.39	3,951,169.23	382,165.66	2,374,267.77	62.46%	83.33%	20.87%	
Revenues over expenditures	\$ (823,283)	1,230,538.68	1,209,581.34	(24,164.16)	(2,032,864.34)	-32.14%			
Other financing sources (uses):									
Transfers in	\$ 852,258	852,258.00	44,750.00	-					
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	\$ -	-							
Lease Liability	\$ 57,097								
Sale of Assets	\$ -	-	-						
Loan Proceeds	\$ -								
	\$ 2,147,294	1,221,769.00	44,750.00						
Transfers to other funds:									
Contributed to GF fund balance	\$ -								
Transfers out	\$ 494,511	494,511.00							
Transfer to Capital Reserve	\$ 829,500	829,500.00							
	\$ 1,324,011	1,324,011.00	-						
Total other financing sources (uses)	\$ 823,283	(102,242.00)	44,750.00	-	-				
Revenues and other sources over expenditures and other uses	\$ -	1,128,296.68	1,254,331.34	(24,164.16)	(2,032,864.34)				

Analysis:

* Timing of Sales Tax and Grants



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 8, 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
Amanda Murajda, Town Clerk
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)

VISITORS: Dowdy Bradley

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 he scheduled a meeting with Manager Dowling, Chief Hatton and a representative from the Governor's office.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Greening Up the Mountains was a fantastic event.

Estridge—Vendors from Greening Up the Mountains reported that the event was a great success.

Brown— The Pinnacle Park Board met to discuss new trails, the hiring of an intern who will work 300 hours over the summer and the board raised \$2,300 at GUTM.

MANAGER'S REPORT: Manager Dowling reported the following:

- Dowling thanked the entire Town staff and the Hasketts for a successful Greening Up the Mountains.
- The Town received a certificate of occupancy on the restroom at Bryson Park. The remaining elements are grading, sidewalk along the pavilion, resurfacing the basketball court, a new fence, installing the water fountain, and finalizing playground and fixture installation. It will likely be mid-July before the Town can open the park.
- Dowling attended the WNC Managers Association budget roundtable on April 25th.
- Open enrollment is May 13th at 7:00 a.m. for supplemental health benefits.
- The Town's year-end spending deadline is May 15th.
- Performance evaluations are due by May 15th.

PUBLIC HEARING—STREET CLOSING: PORTION OF UNNAMED STREET OFF WALTER ASHE ROAD:

Mayor Phillips opened the public hearing at 5:35 p.m. Manager Dowling explained the hearing was for a request from Mr. Dowdy Bradley to close a portion of an unnamed street off Walter Ashe Road that goes in front of his house, behind UPS, and to the corner of the Enmark station. The area is shown in red on the map in the agenda packet. This portion of the street is reserved on paper, but the actual section of the street does not exist.

Comments: None.

Being no further comment, Commissioner Brown made a motion to close the public hearing at 5:37 p.m. The motion carried with a unanimous vote.

NEW BUSINESS:

STREET CLOSING—PORTION OF UNNAMED STREET OFF WALTER ASHE ROAD: *Commissioner Estridge made a motion to approve the street closing for a portion of an unnamed street off of Walter Ashe Road. The motion carried with a unanimous vote.*

FORMAL PRESENTATION OF FY 2025-2026 BUDGET: Manager Dowling formally presented the FY 2025-2026 budget to the board and reminded them of the public hearing scheduled for May 29, 2025, at 5:30 p.m.

EVENT RESOLUTION: This event resolution is for a July 4th road closure in the event the Police Department needs to detour traffic during the fireworks. This detour is not always necessary depending on the size of the crowd. The resolution needs to be approved by the Board so the Town can send it to NCDOT. By adopting the resolution, the Town is accepting responsibility for safety, traffic flow, traffic control, and signage during an event detour. *Commissioner Brown made a motion to approve the resolution. The motion carried with a unanimous vote.*

CANCEL JUNE 26, 2025, REGULAR BOARD MEETING: *Commissioner Waldrop made a motion to cancel the June 26, 2025 regular board meeting. The motion carried with a unanimous vote.*

CLOSED SESSION: *Commissioner Waldrop made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(2) at 5:49 p.m. The motion carried with a unanimous vote.*

Commissioner Waldrop made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 5:52 p.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:52 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, May 22, 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

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

ABSENT: Joseph Waldrum, Commissioner

CALL TO ORDER

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

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

VISITORS: Luther Jones, Jay Spiro and Sara White.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Luther Jones address the board and expresses his concerns regarding the Fontana Regional Library system.

MAYOR'S REPORT

None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Thanked those who attended the County Commissioner's meeting regarding the library

MANAGER'S REPORT: Manager Dowling reported the following:

- Budget: The public hearing on the budget is Thursday, May 29th at 5:30 p.m. The budget is scheduled to be adopted June 12th.
- A proposed rezoning public hearing will be held on June 12th for the parcel of land in the ETJ for the middle school. The County is requesting a zoning map amendment from General Business to Institutional. The Planning Board unanimously voted to recommend the Town Board approve this request.
- R-5600: The let date on the R-5600 project is now November 18, 2025. Funding is still committed. This delay is due to utilities.
- Town offices will be closed Monday, May 26, 2025, for Memorial Day.
- The employee wellness fair will be held on June 10th from 7:30 a.m.-9:00 a.m.
- Open enrollment for supplemental benefits was held May 13th.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott, Public Works Director, reported the following:

- The department has been working to clean up from the weekend storm that caused damage across town. A new landslide area was discovered on Allen Street, but it appears to be surface runoff. Engineers will evaluate it and let Jake know their findings.
- Bryson Park renovations are on schedule.
- Charles Street and Fincannon Road are scheduled for resurfacing.

- The Public Works Department and Emergency Management will be working on a proposed helicopter site at Pinnacle Park.
- The department still has one vacancy.

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

- Two vacancies remain in the department.
- The department received new body camera equipment and thanked the board for their support.
- The department received new radars to upfit the entire patrol fleet.
- Sgt. Flesch completed traffic crash reconstruction certification.
- The Sergeant promotion process is upcoming to fill a vacancy.
- Reviewed calls for service.

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

- Calls for service have increased and currently stand at around 585 since January, approximately 100 more than the same time last year.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Hosted the NC Main Street regional directors meeting.
- Concerts on the Creek begin Friday, May 23rd.
- Quarterly merchant meeting is May 22, 2025, at 5:30 p.m. at Martha's Place.

TWSA BOARD REPORT:

- Budget was approved Tuesday, May 20th.
- The Clearwell project is moving forward and on schedule.

PINNACLE PARK REPORT:

- None.

NEW BUSINESS

ABC BOARD APPOINTMENT: Mayor Phillips' seat on the ABC Board expires June 30th. He has served one full term on the ABC Board, which started July 2022. Mayor Phillips would like to be appointed to serve this upcoming 3-year term. *Commissioner Estridge made a motion to reappoint Mayor Phillips to a second term on the ABC Board. The motion carried with a unanimous vote.*

Jackson County appointed David Nolan as Chairman of the ABC Board, therefore the Town will need to also appoint the Chairman. Both the Town and the County appoint the Chairman each year. *Commissioner Estridge made a motion reappoint David Nolan as Chairman. The motion carried with a unanimous vote.*

ROTARY CLUB PEACE POLE DISCUSSION: Rotary has raised \$4,300 and hired David Burris to craft a 6 ft. tall metal sculpture with a 6" X6" base. The sculpture says "May Peace Prevail on Earth" in English, Spanish, and Cherokee. Rotary initially wanted to install it at Bridge Park, but we do not have space for permanent sculptures at Bridge Park. Manager Dowling and Jake Scott suggested placing the Peace Pole on the concrete behind the new public restroom and Rotary has approved that location. Jay Spiro, Rotary representative, discussed the history of a peace pole with the board.

SPECIAL EVENT REQUEST—THE JACKSON COUNTY FARMERS MARKET—ALCOHOL SERVICE: The Jackson County Farmers Market has submitted an alcohol request for Bridge Park September 20, 2025, for a salsa contest fundraiser. Innovation will provide alcohol. This application is before the board because it is a request to have alcohol on town owned property. *Commissioner Waldrop made a motion to approve the request. The motion carried with a unanimous vote.*

ADJOURNMENT: Commissioner Waldrop made a motion to adjourn the meeting at 9:24 a.m. *The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS BUDGET HEARING

Thursday, May 29, 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
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer)

VISITORS: None.

APPROVAL OF AGENDA

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

PUBLIC HEARING—FY 2025-2026 BUDGET: *Commissioner Brown made a motion to open the public hearing on the FY 2025-2026 budget at 5:30 p.m. The motion carried with a unanimous vote. Being no comment, Commissioner Gelbaugh made a motion to close the hearing at 5:31 p.m. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:32 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk