



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, August 13, 2026, at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Perry Matthews, Commissioner
Samuel McGuire, Commissioner
Johnny Phillips, Mayor
Joseph Waldrum, Commissioner
Brad Waldrop, Mayor Pro Tem

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

ABSENT: Blitz Estridge, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Robbie Carter (Assistant Police Chief), Aimee Sumner (Police Chief), Mallary Caraway (Fire Captain), Mike Beck (Fire Chief) and Jake Scott (Public Works Director).

VISITORS: Deborah Smith.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips announced that the Veterans Parade application would be on the next board agenda.

COMMISSIONER'S REPORT:

Commissioner McGuire welcomed back all county teachers, staff, students and parents as the new school year begins. He also provided an update regarding the SNC Civil War Roundtable. On August 15th, the group will travel to Madison County to tour Civil War sites. Mayor Pro-tem Waldrop expressed his appreciation to the Public Works Department for their continued work and dedication, particularly while working in the extreme summer heat. Commissioner Waldrum reported that he attended the Southwestern Commission Annual Dinner.

MANAGER'S REPORT: Manager Dowling reported the following:

- Employment Updates:
 - Austin Whitehead was hired as a patrol officer and has begun his field training with the Police Department.
 - Michael Ryan has been hired as a patrol officer and has also begun his field training.
 - Abbie Smith is leaving the Fire Department on August 30th for the Waynesville Fire Department.
 - Dowling announced that Angie Stanley has been hired as the new Town Clerk/Tax Collector/Personnel Analyst. Angie's first day will be August 17th.
- Town administration staff will be busy with audit field work the week of August 24-28th. This is the Town's first year with Gould Killian CPA Group, P.A.

NEW BUSINESS:

FISHER CREED DAM PRESENTATION: Jake Scott gave a presentation to the board on the options and associated costs related to fixing the Fisher Creek Dam in accordance with NCDEQ. Scott explained that decommissioning the dam and providing replacement water reserves for the Fire Department would be the best use of money.

RIDGEWAY STREET SLOPE REPAIR BUDGET AMENDMENT: Jake Scott estimates the slope failure on Ridgeway Street to cost between \$400,000 and \$500,000 for a soil nail repair. Soil nails were used to repair parts of the Allen Street slope failure. The Ridgeway Street slope failure is on a smaller scale. An engineer has confirmed this is the right amount for a repair estimate and that soil nails are the appropriate repair method since there is not adequate shoulder width for other types of walls. This will not be budgeted as a project since repairs are estimated to take a month to perform. Sylva's available Fund Balance is 68%, which is the Town's percentage goal. The Town's financial position is healthy and Fund Balance is the appropriate method to fund this repair. The Town will still be in a stable financial position. *Commissioner Waldrum made a motion to appropriate \$400,000 from Fund Balance into the Street Department to fund the repair of the Ridgeway Street slope failure. The motion carried with a unanimous vote.*

RESOLUTION APPROVING THE CRITERIA FOR USE OF THE DESIGN-BUILD CONSTRUCTION

DELIVERY METHOD: In 2013, the General Assembly authorized towns and counties to utilize alternative delivery methods to the traditional bid-build delivery method for construction projects. Local governments must establish written criteria for determining when design-build is appropriate for a project. The proposed resolution establishes the written criteria for the Board to consider for using design-build on projects. This resolution authorizes the Town to utilize this method in the future depending on the project. *Commissioner McGuire made a motion to approve the resolution. The motion carried with a unanimous vote.*

RESOLUTION APPROVING THE USE OF THE DESIGN-BUILD DELIVERY METHOD FOR THE PINNACLE

PARK PART F GRANT: This resolution proposes using the design-build method for the PART F grant because of the unique project elements (trail maintenance, viewing platform, vault toilet, parking lot and stormwater improvements), grant timeline constraints, and knowing the project scope will vary as the project progresses with factors like trail alignment. A traditional formal bid is not possible with this type of project because of variation in prices for trail construction, trail rehab, and locations of other amenities. Bidders would likely bid the grant amount or bid low and not deliver resulting in cost overruns. *Commissioner McGuire made a motion to approve the resolution. The motion carried with a unanimous vote.*

RESOLUTION APPROVING THE USE OF DESIGN-BUILD FOR RIDGEWAY STREET SLOPE FAILURE: This resolution proposes using the design-build delivery method for the Ridgeway Street slope failure primarily because of the reduced construction risk, having a single contract, and work could begin sooner. The Town needs to expedite this repair to stabilize the street. *Commissioner Waldrum made a motion to approve the resolution. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 6:10 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk