



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, October 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
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 9:00 a.m.

STAFF PRESENT: Keith Buchanan (Asst. Fire Chief), Robbie Carter (Asst. Police Chief) and Bernadette Peters (Econ. Development Director).

VISITORS: Sam McGuire

APPROVAL OF AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Gelbaugh—Reminded everyone to vote.

Waldrop—Gave an update on the Mountain Projects Board meeting and the programs that could be affected by the government shutdown.

Waldrum—Encouraged everyone to vote and reminded the board members to read their oath.

Estridge—Thanked the Public Works Department for restriping the loading zone on Mill Street.

Brown—Shared that the Pinnacle Park Board is working on several trail ideas and improvements.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Town received one proposal for the RTP trails. RYU Contracting Inc.'s proposal was for \$115,000. This is the amount of the RTP grant award. The Town used this company in 2019 to build the Shelter Rock Trail.
- The Town's FEMA Public Assistance amount is still under review since the engineer's estimate was submitted.
- The maintenance technician position in Public Works has been filled. Ben Bailey started on Monday.
- Congratulations to Chief Hatton, Galadriel LaVere, and Dr. Cyndy Caravelias who are in Denver, Colorado presenting at the International Association of Chiefs of Police annual conference. They are presenting two sessions on the community care program.
- Treat Street is October 31 from 5:00-7:00 p.m.
- The WCU Homecoming Parade is November 7 at 5:30 p.m.
- The WNC Pottery Festival is November 8 from 10:00 a.m. – 4:00 p.m.
- The Veteran's Day holiday is November 11th and Town offices will be closed.
- Reminder: The Essentials of Municipal Government course through the School of Government is January 15-16th in Asheville.

PUBLIC WORKS DEPARTMENT REPORT: Paige Dowling, reported the following:

- Mill Street restriping of loading zone complete
- Leaf collection has begun.
- The deadline for proposals for Poteet Park Restroom has been extended till 11/8/2025.
- The department recently hired Ben Bailey to fill the Maintenance Tech vacancy.

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

- 619 calls in the last month
- Lt. Sumner, Sgts. Mathis and Waldroup completed CIT training.
- Lt. Pavey completed the advanced law certificate.
- Sgt. Geiger completed the intermediate law certificate.
- The department is preparing for a visit from the NC Governor's office to showcase the Community Care Program

FIRE DEPARTMENT REPORT: Keith Buchanan, Asst. Fire Chief, reported the following:

- Calls for service are just above 1,300 for the year.
- The department has completed Fire and Life Safety programs in all schools.

MAIN STREET REPORT: Bernadette Peters, Economic Development Director, reported the following:

- A new economic impact report is now published. She reviewed the statistics included in the report

PLANNING BOARD REPORT: Paige Dowling reported that the board discussed the mural maintenance guidelines at their September meeting. The board will review a zoning map amendment request at their October meeting. The Town Board will hear the same request at the November 13th meeting.

TWSA BOARD REPORT:

- Rehabilitation of the treatment plant near Harold's Supermarket is underway and is expected to take approximately a year to complete.
- Applying for sewer rehabilitation project funding to improve old clay lines.

NEW BUSINESS

PARKS AND RECREATION TRUST FUND (PARTF) GRANT CONTRACT: Manager Dowling explained that the board needs to vote to authorize the mayor to sign the contract. This grant award amount is \$341,323 and it requires a \$341,323 match. The Town is applying for a TDA grant to help with the matching funds. The Fisher Creek fund will cover the rest of the match. The initial Project Budget shows the entire match coming from the Fisher Creek fund because we have not completed the TDA application. The Project Scope includes Outdoor Classroom, Campsite Improvements, Viewing Platform, Accessible Platform, Accessible Trail (303 LFT, 6 ft wide), Site furnishings, Vault Toilet, Trailhead Kiosk, Benches, Signage at Accessible Platform, Trash Receptacles, Entrance Sign, Stone Wall in Parking Area, Parking Area + Stormwater, Trail Improvements, Hiking Trail (5940 LFT). The Town will have until October 31, 2028, to complete the grant work. The Town will need to contract with a grant administrator to administer all or a portion of this grant because of the amount of work and multiple projects that will coincide with this project. The three grant awards the Town has received in the last few months for Pinnacle Park total \$458,323 and \$822,646 in projects will be completed over the next 3 years. This is incredibly exciting for Pinnacle Park. *Commissioner Brown made a motion to authorize the mayor to sign the contract. The motion carried with a unanimous vote.*

PARTF GRANT PROJECT ORDINANCE: Manager Dowling explained that this project ordinance is the financial piece to the PARTF Grant Contract. *Commissioner Brown made a motion to approve the project ordinance. The motion carried with a unanimous vote.*

ADJOURNMENT: Commissioner Waldrop made a motion to adjourn the meeting at 9:23 a.m. *The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk