



**TOWN OF SYLVA
BOARD OF COMMISSIONERS
REGULAR MEETING**

Thursday, July 11, 2024 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

All items listed and adopted are for discussion or possible action

APPROVAL OF CONSENT AGENDA

- [1.](#) July 11, 2024 Consent Agenda

PUBLIC COMMENTS

REPORTS

2. Mayor's Report
3. Commissioner's Report
4. Manager's Report

NEW BUSINESS

5. Fire Department Firefighter of the Year Award
- [6.](#) NC Governor's Highway Safety Program—Local Government Grant
7. WNC From the Ground Up-Market Request
- [8.](#) Special Event: Social District Celebration Alcohol Request
9. MSSA Facade Grant Applications Approval

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
July 11, 2023

1- APPROVE MINUTES: June 13, 2024, Regular Board Meeting

2- BUDGET AMENDMENT:

#1 10-580-1000 Sanitation Department W/C	\$ 2,500 Credit
10-560-1000 Street Department W/C	2,500 Debit

REF: To move the estimated Worker's Comp budget between departments to reflect the actual expense.

#2 20-399-0200 FD CRF Fund Balance Approp.	\$ 12,000 Credit
20-415-0000 FD CRF Transfer to	12,000 Debit
19-391-0000 FD Transfer In	12,000 Credit
19-530-7400 FD Capital	12,000 Debit

REF: To amend the budget to allow for the transfer of funds from the Fire Department Capital Reserve Fund to purchase a SKID Unit for brush fires for Truck #351.

3- REPORTS:

Note: No Business Registration Permits as of **June 30, 2024**

1- Vehicle Tax Report as of **May 31, 2024**

2- Ad Valorem Tax Report as of **May 31, 2024**

3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **May 31, 2024**

4- OTHER:

- **Approve R2024-06 Eligible Use Policy Resolution (see attached)**
ARPA Funding requires this policy. A sample policy was not available in the early funding of ARPA monies. The recommendation is to pass this policy now to comply with the grant funding requirements.
- **Amended Bridge Park Stormwater Ordinance (see attached)**
Amendment from contingency to reflect 6 ADA ramps that were installed outside the scope of the contract.
- **Amended Bryson Park and Playground Grant Project Ordinance (see attached)**
Amendment from contingency to cover professional services and expenditures for facility upgrades. Amendment from contingency for a water fountain.

JACKSON COUNTY ACTIVITY TOTALS REPORT
ACTIVITY FROM 5/1/24 THRU 5/31/24

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	455.33		455.33	455.33
Totals For Year 2022			0.00	455.33		455.33	455.33

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	455.33		455.33	455.33

Tax Summary
as of May 31, 2024

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
Starting Balances	5,4618.14	19,247.75	14,712.84	6,778.87	5,799.32	5,182.1	2,905.81	1,924.22	1,452.88	3,447.23	116,069.16	\$2,197,834.50	10-281-0000
July	-1498.16	-498.62	-43.35	-101.49	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,038.13		-2,038.13
August	-1256.79	-134.46	-328.37	-101.49	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,433.08	-14,862.01	-17,095.09
September	-1041.67	-29.46	-35.99	-36.68	-38.25						-1,182.05	-359,534.01	-360,716.06
October	-1174.94	-112.52	-150.29								-1,437.75	-113,536.11	-114,973.86
November	-3600.47	-293.97	-100.3								-3,994.74	-265,562.31	-269,557.05
December	-1935.54	-4.88									-1,940.42	-1,055,677.13	-1,057,617.55
January	-4197.64	-502.41	-31.38	-214.86	-7.57	-9.49	-0.18				-4,963.53	-321,945.81	-326,909.34
February	-6139.03	-697.1	-531.26	-273.54	-223.9	-53.53	-26.98	-31.43	-31.43	-31.43	-7,367.39	-51,853.26	-59,220.65
March	-2730.54	-487.96	-468.87	-49.98	-50.35	-147.75	-50.35	-44.01	-44.01	-44.01	-4,993.16	-44,993.16	-49,350.77
April	-134.99	-176.46	-49.98	-49.98	-50.35	-118.13					-791.89	-3,613.77	-4,405.66
May	-5487.5	-118.37									-5,724.00	-12,165.25	-17,889.25
June											0.00		0.00
July - June Totals	-29197.27	-3054.21	-1737.79	-676.55	-422.32	-431.15	-179.76	-177.18	-177.18	-177.18	-36,230.59	-2,243,542.82	-2,279,773.41
Releases	-1.39		-0.10								-1.49	-202.54	-204.03
Add to Original Levy											0.00	101,221.91	101,221.91
Under Appeal											0.00	0.00	0.00
Bankruptcy											0.00	0.00	0.00
Refund/Adj											0.00	0.00	0.00
Subtotals	-29,198.66	-3,054.21	-1,737.89	-676.55	-422.32	-431.15	-179.76	-177.18	-177.18	-177.18	-36,232.08	-2,142,523.45	-2,178,755.53
EOY Adjustment													
(10-110-XX) Balance	\$25,419.48	\$16,193.54	\$12,974.95	\$6,102.32	\$5,377.00	\$4,750.95	\$2,726.05	\$1,747.04	\$1,275.70	\$3,270.05	79,837.08	\$55,311.05	\$135,148.13
Interest													
July	105.39	37.1	0.33								142.82		142.82
August	50.45	192.96	39.88	33.19	41.97	51.09	60.21	68.90	78.02	87.14	703.61	96.26	799.87
September	77.33	4.97	9.36	13.05	17.01						121.72		121.72
October	89.26	11.57	29.19								130.02		130.02
November	321.12	68.99	0.75								390.86		390.86
December	198.79	20.12									218.91		218.91
January	417.99	127.19	9.26	81.58	3.75	5.23					645.00	1,289.20	1,934.20
February	719.78	115.87	158.63	107.98	88.22	109.59	17.54	23.44	26.20	28.96	1,094.28	1,337.37	2,431.65
March	351.7	70.91	142.95	19.87	24.46	31.50	33.34	33.21	37.17	41.13	966.89	1,550.45	2,517.34
April	17.86	12.51	15.43	19.87	24.46	1.87					266.48	182.27	448.75
May	853.11	13.05									868.03	609.51	1,477.54
June													
Interest Collected	\$675.24	\$404.98	\$255.67	\$175.41	\$299.28	\$111.09	\$125.55	\$141.39	\$157.23	\$5,548.62	\$5,065.06	Collection Rate	97.5942%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 5/31/2024
Angela George	\$ 20,532.20
JTS Transport	\$ 7,954.11
Joe Wilson	\$ 6,040.96
Dorothy Worley	\$ 5,540.83
Marjorie Herbert Smith	\$ 4,614.86
Kelly Robinson	\$ 4,568.38
David George Howell	\$ 4,365.29
Joyce Straton	\$ 4,038.55
Al C Patel	\$ 3,530.57
Palaha Brewing Company	\$ 3,248.62

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
5/31/2024

	General Fund				2023-2024 Budget Balance	Actual to Budget Percent	Statement Period	Variance
	2023-2024	Previously	2023-2024	Current				
	Budgeted	Reported	YTD Actual	Month				
Revenues:								
Ad valorem taxes	\$ 2,318,925	\$ 2,354,622.57	\$ 2,394,441.61	\$ 39,819.04	\$ (75,516.61)	103.26%	91.67%	11.59%
Other taxes and licenses	\$ 6,200	6,600.00	6,870.00	\$ 270.00	\$ (670.00)	110.81%	91.67%	19.14%
Unrestricted intergovernmental	\$ 2,847,872	2,307,967.05	2,493,508.25	\$ 185,541.20	\$ 354,363.75	87.56%	91.67%	-4.11% *
Permits and Fees	\$ 18,250	12,320.39	14,361.57	\$ 2,041.18	\$ 3,888.43	78.69%	91.67%	-12.97% *
Restricted intergovernmental	\$ 157,989	140,564.00	134,015.00	\$ (6,549.00)	\$ 23,974.00	84.83%	91.67%	-6.84% *
Investment earnings	\$ 70,093	240,365.78	270,249.34	\$ 29,883.56	\$ (200,156.34)	385.56%	91.67%	293.89%
Other revenues	\$ 52,932	82,873.16	60,645.92	\$ (22,303.47)	\$ (7,713.92)	114.57%	91.67%	22.91%
Total revenues	\$ 5,472,261	5,145,312.95	5,374,091.69	228,702.51	\$ 98,169.31	98.21%	91.67%	6.54%
Expenditures:								
General Government	\$ 1,017,166	738,584.11	810,722.81	72,062.47	206,443.19	79.70%	91.67%	11.96%
Salaries & Benefits	\$ 426,778	355,606.44	386,438.20	30,831.76				
Capital outlay	\$ 26,000	26,000.00	26,000.00	-				
All other expenditures	\$ 547,188	356,977.67	398,284.61	41,230.71				
Public Safety	\$ 3,295,949	2,294,117.28	2,387,153.59	204,373.34	908,795.41	72.43%	91.67%	19.24%
Salaries & Benefits	\$ 1,817,996	1,372,666.22	1,372,666.22	122,509.32				
Capital outlay	\$ 169,749	72,628.28	72,628.28	-				
All other expenditures	\$ 1,325,073	28,773.70	28,773.70	81,864.02				
Culture and Recreation	\$ 111,090	71,504.13	75,882.05	4,377.92	35,207.95	68.31%	91.67%	23.36%
Salaries & Benefits	\$ 31,990	18,174.74	19,946.72	1,771.98				
Capital outlay	\$ 7,000	-	-	-				
All other expenditures	\$ 72,100	53,329.39	55,935.33	2,605.94				
Transportation	\$ 841,005	560,983.61	615,120.93	54,137.32	225,884.07	73.14%	91.67%	18.53%
Salaries & Benefits	\$ 350,246	278,368.63	278,368.63	25,286.11				
Capital outlay	\$ 131,538	47,805.54	47,805.54	-				
All other expenditures	\$ 359,221	234,809.44	288,946.76	28,851.21				
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$ -	-	-	-				
Environmental Protection	\$ 207,581	141,594.54	157,553.21	15,958.67	50,027.79	75.90%	91.67%	15.77%
Salaries & Benefits	\$ 92,154	73,858.29	81,204.47	7,346.18				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 115,427	67,736.25	76,348.74	8,612.49				
Total expenditures	\$ 5,472,791	3,806,783.67	4,046,432.59	350,909.72	1,426,358.41	73.94%	91.67%	17.73%
Revenues over expenditures	\$ (530)	1,338,529.28	1,327,659.10	(122,207.21)	(1,328,189.10)	-24.27%		
Other financing sources (uses):								
Transfers in	\$ 423,085	423,085.00	-	-	-			
Appropriated fund balance	\$ 851,700	-	-	-	-			
ARPA Related Appropriations	\$ 336,196	-	-	-	-			
PB Appropriated fund balance	\$ 35,000	-	-	-	-			
Fund Balance rollover	\$ 42,561	-	-	-	-			
Contributed Capital	\$ -	-	-	-	-			
Sale of Assets	\$ 20,000	34,433.01	12,150.01	-	-			
Loan Proceeds	\$ -	-	-	-	-			
	\$ 1,708,542	457,518.01	12,150.01	-	-			
Transfers to other funds:								
Contributed to GF fund balance	\$ -	-	-	-	-			
Transfers out	\$ 884,281	884,281.00	884,281.00	-	-			
Transfer to Capital Reserve	\$ 823,731	823,731.00	823,731.00	-	-			
	\$ 1,708,012	1,708,012.00	1,708,012.00	-	-			
Total other financing sources (uses)	\$ 530	(1,250,493.99)	(1,695,861.99)	-	-			
Revenues and other sources over expenditures and other uses	\$ -	88,035.29	(368,202.89)	(122,207.21)	(1,328,189.10)			

Analysis:
* Timing of revenues

R2024-06

ELIGIBLE USE POLICY RESOLUTION

WHEREAS the Town of Sylva, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS US Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule outlining eligible projects; and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors;
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and
6. Invest in certain disaster recovery/mitigation projects, Title I projects, and Surface Transportation projects; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the Assistance Listing; and

WHEREAS US Treasury has issued a Compliance and Reporting Guidance v.3.0 (February 28, 2022) dictating implementation of the ARP/CSLFRF award terms and compliance requirements; and

WHEREAS the Compliance and Reporting Guidance states on page 6 that

Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

BE IT RESOLVED that the Town of Sylva hereby adopts and enacts the following Eligibility Determination Policy for ARP/CSLFRF funds.

Adopted this the 11th day of July 2024

Johnny Phillips, Mayor

ATTEST: _____
Amanda Murajda, Town Clerk

ELIGIBLE USE POLICY

Eligibility Determination Policy for American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funds. It also outlines the procedures for determining how Town of Sylva will spend its ARP/CSLFRF funds.

I. PERMISSIBLE USES OF ARP/CSLFRF FUNDING

US Treasury issued its **Final Rule** regarding use of ARP funds on January 6, 2022. Treasury subsequently released an Interim Final Rule related to certain additional eligible expenditures, referred to as ARP/CLSFRRF-Flex. The Final Rule (and the Interim Final Rule) identify permissible uses of ARP/CSLFRF funds and certain limitations and process requirements. Local governments must allocate most ARP/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. (For certain Title I and Surface Transportation projects, expenditures must occur no later than September 30, 2026.) Failure of an entity to obligate and expend all funds by these deadlines will result in forfeiture of ARP funds.

ARP/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and
6. Invest in certain disaster recovery/mitigation projects, Title I projects, and Surface Transportation projects; and

II. PROHIBITED USES OF ARPA FUNDING

The ARP/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARP/CSLFRF funds. Specifically, ARP/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);
2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;
4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Town of Sylva to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARP/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Town of Sylva, and any of its contractors or subrecipients, may not expend any ARP/CSLFRF funds for these purposes.

III. PROCEDURES FOR PROJECT APPROVAL

The following are procedures for ARP/CSLFRF project approvals. All Town of Sylva employees and officials must comply with these requirements.

1. Requests for ARP/CSLFRF funding, must be made in writing and include all the following:
 - a. Brief description of the project
 - b. Identification of ARP/CSLFRF Expenditure Category (EC) (A list of ECs in in the Appendix to the US Treasury Compliance and Reporting Guidance.)
 - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARP funding should review the Final Rule, Final Rule Overview, and ARP/CSLFRF-Flex Interim Final Rule, and Interim Final Rule Overview prior to submitting a proposal.
 - d. Proposed budget, broken down by cost item, in accordance with the Town of Sylva's Allowable Cost Policy.

- e. A project implementation plan and estimated implementation timeline
2. Requests for funding must be submitted to the Town Manager for approval. All requests will be reviewed by the Town Manager for ARP/CSLFRF compliance and by the Finance Officer for allowable costs and other financial reviews.
3. No ARP/CSLFRF may be obligated or expended before final approval by the Town Manager. Required Board approval and budget amendments must be followed.
4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.
5. Following approval, employees responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Town Manager and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the Town Manager immediately.
6. The Finance Officer must collect, and document required information for each EC, for the purpose of completing the required Project and Expenditure reports.
7. The Finance Officer must maintain written project requests and approvals, all supporting documentation, and financial information until at least 5 years after all the ARP/CSLFRF funds are expended or returned to US Treasury.

**AMENDED
TOWN OF SYLVA
BRIDGE PARK STORMWATER PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project is adopted:

Section 1. The project authorized will install stormwater improvements adjacent to Bridge Park including drainage, biowales, riparian buffers, landscaping, implementation of stream restoration, and parking areas.

Section 2. The project may be funded by financing through debt, grant funding, fund balance, fund balance reserves, or other revenue sources that are applicable.

Section 3. The officers of this unit are hereby directed to proceed with the project within the budget contained herein.

Section 4. The following amounts are appropriated for the project:

Revenues:

ARPA Related Funds (1 st Appropriation)	\$ 418,000
ARPA Related Funds (2 nd Appropriation)	98,447
JCTDA Grant	367,757
Bridge Park Interest	<u>9,500</u>
Total Project	\$ 893,704

Expenditures:

Professional Services	67,500
Construction	768,064
Contingency	44,640
Supplies and Expense	13,000
Sales Tax	<u>500</u>
	\$ 893,704

Section 6. The Finance Officer is hereby directed to maintain within the project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 32 (Bridge Park Stormwater Project Ordinance) will account for the bookkeeping records of this project.

Adopted this the 11th day of July 2024.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
BRYSON PARK AND PLAYGROUND EQUIPMENT GRANT PROJECT
ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statues of North Carolina, the following grant project is adopted:

Section 1. The project authorized is the for the engineering, repair, and construction, facility upgrades, and playground equipment at Bryson Park.

Section 2. The project may be funded by financing through debt, grant funding, fund balance reserves, earmarked monies or other revenue sources that are applicable.

Section 3. The officers of this unit are hereby directed to proceed with the grant project within the budget contained herein.

Section 4. The following amounts are appropriated for the project:

Revenues:	
State Capital and Infrastructure Grant Fund (SCIF)	\$ 3,000,000
 Expenditures:	
Professional Services	72,768
Construction/Repair	2,042,432
Playground Equipment	441,665
Facility Upgrades	303,000
Water Fountain	10,000
Sidewalk Professional	27,700
Contingency (\$30,300 Facility Upgrade)	51,518
Additional Testing and Inspection (Kessel)	12,832
Miscellaneous Expense	3,668
Sales Tax (NC and County)	34,417
	\$ 3,000,000

Section 6. The Finance Officer is hereby directed to maintain within the grant project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this grant project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 31 (Bryson Park and Playground Equipment Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant requirements, investment earnings received on grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 11th day of July 2024

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 13, 2024 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Mark Jones, Commissioner
Natalie Newman, Commissioner
Brad Waldrop, Commissioner

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

ABSENT: Johnny Phillips, Mayor

CALL TO ORDER

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

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

VISITORS: Jennifer Harr, Jessie Roberts, Curtis Collins and Cathy Stillwell Gibson.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Jennifer Harr addressed the board and expressed concert for the LGBTQ and disappointment in the Town Board. Jessie Roberts addressed the board and expressed her disappointment with the Town Board as well. Curt Collins addressed the board about the "Sylva Styrobusters" move to have Styrofoam recycling events. They occur on the first Sunday of each month. Kathy Stillwell Gibson addressed the board about the upcoming Sylva Webster Fest to be held September 21, 2024.

MAYOR'S REPORT: Mayor Phillips reported that the retaining wall behind Town Hall is failing, and the Town is working on securing funding for repairs.

COMMISSIONER'S REPORT: Mayor Pro-Tem Gelbaugh reported on the passing of long-time Sylva Pastor, the Reverend Bill Serjak. Commissioner Waldrop announced a free Juneteenth celebration at Bridge Park on June 19, 2024, from 5:30-8:30 p.m. Commissioner Jones acknowledged the work of Rolling Start and their mission to provide working vehicles to those in need. Commissioner Estridge welcomed Jon Brown to the board.

MANAGER'S REPORT: Manager Dowling reported the following:

- Downtown Restroom Update: The estimated completion date is now July 31st.
- Bartlett Operations Inc. was the low bidder on the Bryson Park Pavilion and restroom renovation.
- Employment Update: Officer Maggie Kirkland has started in the Police Department. Please extend congratulations to Robbie Carter who has been promoted to Assistant Police Chief.
- Paving on Second Avenue is being completed this week.
- Dowling will be at the NC City & County Manager's Summer Conference June 20-22nd. The conference is in Cherokee this year.
- Town Hall will be closed June 21st in observance of Juneteenth.

NEW BUSINESS

FY 2024-2025 BUDGET ORDINANCE: Manager Dowling explained that the budget ordinance presented is the same version as advertised. She thanked everyone for their time and effort on budget. *Commissioner Estridge made a motion to approve the budget as presented. The motion carried with a unanimous vote.*

FY 2024-2025 FEE SCHEDULE: Manager Dowling reported that the fee schedule is the same as the version advertised. *Commissioner Gelbaugh made a motion to approve the FY 2024-2025 fee schedule. The motion carried with a unanimous vote.*

MOUNTAIN PROJECTS BOARD APPOINTMENT: The Mountain Projects board has a seat that rotates between the Town of Sylva and Webster. It is now Sylva's turn to make an appointment. Commissioner Jones is willing to serve. *Commissioner Gelbaugh made a motion to appoint Mark Jones to the Mountain Projects board. The motion carried with a unanimous vote.*

MSSA FAÇADE GRANT APPROVAL: Bernadette Peters presented two applications eligible for a 1:1 match up to \$3,000 to the board for approval:

1. Freedom Pavilion
2. Wild Kitchen

Commissioner Brown made a motion to approve the two grant applications. The motion carried with a unanimous vote.

BOARD RULES OF PROCEDURE: The board has reviewed their current rules of procedures and propose the following:

- a. the second meeting of the month will become a work session
- b. general public comment changed to three minutes
- c. public hearing public comment changed to five minutes
- d. minor changes to livestreaming

ECONOMIC DEVELOPMENT BOARD—DISCUSSION ONLY: Mayor Phillips explained that this board would consist of five members who are taxpayers in the city limits but do not reside inside the city limits of Sylva. He noted that the staff is working on proposed by-laws in the board will be discussed at a future meeting.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 6:09 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk

North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Sylva Police Department (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that the Town of Sylva Board of Commissioners (herein called the "Governing Body") has thoroughly considered the problem

(The Governing Body of the Agency)

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town of Sylva Board of Commissioners IN OPEN MEETING ASSEMBLED IN THE CITY OF Sylva, NORTH CAROLINA,

(Governing Body)

THIS _____ DAY OF _____, 20 24, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Shannon H. Queen is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ 30,000.00 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
(Name and Title of Representative)
(Federal Dollar Request)
3. That the Governing Body has formally appropriated the cash contribution of \$ 0.00 as required by the project contract; and
(Local Cash Appropriation)
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Johnny Phillips
(Chairperson/Mayor)

ATTESTED BY Amanda Murajda
(Clerk)

SEAL

DATE _____

**North Carolina Governor's Highway Safety Program
Agreement of Conditions**

This Agreement is made by and between the North Carolina Department of Transportation, hereinafter referred to as the "Department", to include the Governor's Highway Safety Program, hereinafter referred to as "GHSP"; and the applicant agency, for itself, its assignees and successors in interest, hereinafter referred to as the "Agency". During the performance of this contract, and by signing this contract, the Agency agrees as follows:

A. Federal Provisions

1. **Equal Opportunity/Nondiscrimination.** The Agency will agree to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, handicaps, and age. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252);
 - (b) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601)
 - (c) Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686);
 - (d) Non-Discrimination in Federally-assisted programs of the United States Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (49 CFR Part 21), hereinafter referred to as "USDOT", as amended;
 - (e) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, and 49 CFR Part 27; and
 - (f) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.);
 - (g) The Civil Rights Restoration Act of 1987, (Pub. L. 100-209);
 - (h) Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) and 49 CFR parts 37 and 38;
 - (i) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations;
 - (j) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
2. **Drug Free Workplace.** The Agency agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (41 U.S.C. 8103).
3. **Federal Grant Requirements and Contracts.** The Agency shall comply with the following statutes and implementing regulations as applicable:
 - (a) Highway Safety Act of 1966 (23 U.S.C. Chapter 4 -), as amended;
 - (b) Sec. 1906, Pub. L.109-59, as amended by Sec. 4011, Pub. L. 114-94;
 - (c) Uniform Procedures for State Highway Safety Grant Programs (23 CFR part 1300);
 - (d) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 1201);
 - (e) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and all other relevant Federal regulations covering the Highway Safety Program;
 - (f) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 (www.nhtsa.gov) and additions or amendments thereto.
4. **Political Activity (Hatch Act)** The Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
5. **Lobbying.**
 - (a) **Certification Regarding Federal Lobbying.** The undersigned certifies, to the best of his or her knowledge and belief, that:
 - (i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (iii) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

- (b) **Restriction on State Lobbying.** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

6. Audits.

- (a) **Audit Required.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR, Subpart F, §200.500. Guidance on determining Federal awards expended is provided in 2 CFR, Subpart F, §200.502.
- (b) **Single Audit.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single audit conducted in accordance with 2 CFR, Subpart F, §200.501, except when they elect to have a program-specific audit conducted in accordance with 2 CFR, Subpart F, §200.501, paragraph (c).
- (c) **Non-Governmental Entities.** Non-governmental entities (not-for-profit and for-profit entities) must adhere to North Carolina General Statute 143C-6.22 and 09 NCAC Subchapter 03M.

7. Instructions for Lower Tier Certification.

- (a) By signing and submitting this proposal, the prospective lower tier participant (the Agency) is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1200.
- (b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (c) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (d) The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR Part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- (e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred,

suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- (f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
 - (g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
 - (h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (i) Except for transactions authorized under paragraph 7(e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies including suspension or debarment.
 - (j) **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions.**
 - (i) The prospective lower tier participant (the Agency) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.
 - (ii) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
8. **Buy America Act.** The Agency and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.
 9. **Prohibition On Using Grant Funds To Check For Helmet Usage.** The Agency and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
 10. **Conditions for State, Local and Indian Tribal Governments.** State, local and Indian tribal government Agencies shall adhere to the standards established by 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments and additions or amendments thereto, for principles for determining costs applicable to grants and contracts with state, local and Indian tribal governments.
 11. **Conditions for Institutions of Higher Education.** If the Agency is an institution of higher education, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR 220 Cost Principles for Educational Institutions for determining costs applicable to grants and contracts with educational institutions.

12. **Conditions for Non-Profit Organizations.** If the Agency is a non-profit organization, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR Part 230 Cost Principles for Non-Profit Organizations for determining costs applicable to grants and contracts with non-profit organizations.
13. **Conditions for Hospitals.** If the Agency is a hospital, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

B. General Provisions

1. **Contract Changes.** This document contains the entire agreement of the parties. No other contract, either oral or implied, shall supercede this Agreement. Any proposed changes in this contract that would result in any change in the nature, scope, character, or amount of funding provided for in this contract, shall require a written addendum to this contract on a form provided by the Department.
2. **Subcontracts Under This Contract.** The Agency shall not assign any portion of the work to be performed under this contract, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this contract without the prior written concurrence of the Department. Any subcontract under this contract must include all required and applicable clauses and provisions of this contract. Subcontracting does not relieve the Agency of any of the duties and responsibilities of this agreement. The subcontractor must comply with standards contained in this agreement and provide information that is needed by the Agency to comply with these standards. The Agency must submit any proposed contracts for subcontracted services to the Governor's Highway Safety Program for final approval no less than 30 days prior to acceptance.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Agency of the Agency's obligations under this contract. Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 2 CFR Part 200 and North Carolina General Statute 143-128.4. Historically underutilized business defined; statewide uniform certification as it pertains to Historically Underutilized Businesses.
4. **Incorporation of Provisions in Subcontracts.** The Agency shall include the provisions of section A-1 through A-13 of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the regulations, or directives issued pursuant thereto. The Agency shall take such action with respect to any subcontract or procurement as the Department, the State of North Carolina, hereinafter referred to as the "State", the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA", or the Federal Highway Administration, hereinafter referred to as "FHWA", may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Agency becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Agency may request the Department or the State to enter into such litigation to protect the interests of the Department or the State. In addition, the Agency may request the NHTSA or FHWA to enter into such litigation to protect the interests of the United States.
5. **Outsourcing.** All work shall be performed in the United States of America. No work will be allowed to be outsourced outside the United States of America.
6. **Property and Equipment.**
 - (a) **Maintenance and Inventory.** The Agency shall maintain and inventory all property and equipment purchased under this contract.
 - (b) **Utilization.** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
 - (c) **Title Interest.** The Department and NHTSA retain title interest in all property and equipment purchased under this contract. In the event that the Agency fails or refuses to comply with the provisions of this Agreement or terminates this contract, the Department, at its discretion, may take either of the following actions:
 - (i) Require the Agency to purchase the property or equipment at fair market value or other mutually agreed to amount; or

- (ii) Require the Agency to transfer the property or equipment and title of said property or equipment, if any, to the Department or to another Agency, as directed by the Department.
- (d) **Non-expendable Property.** Non-expendable property is defined as property or equipment having a value of \$5000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Department.
7. **Educational or Other Materials.** If allowed, any educational or other materials developed using funds from this contract must be reviewed and approved by the GHSP prior to their production or purchase. The cost of these materials is generally limited to a maximum of \$5.00 per item. The purchase of promotional items and memorabilia are not an allowable cost.
8. **Review of Reports and Publications.** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the GHSP prior to their release.
9. **Reimbursement.**
- (a) **General.** Payments are made on a reimbursement basis. There is no schedule of advance payments. Only actual allowable costs are eligible for reimbursement. Claims for reimbursement must be made a minimum of quarterly and no more than once a month via the Grants Management System. Claims for reimbursement not made within the three month threshold are subject to denial. The itemized invoice shall be supported by documentation of costs as prescribed by the Department. Reimbursements will not be processed if other required reports are incomplete or have not been submitted. Failure to submit complete reports by the required deadline may result in denial of reimbursement.
- (b) **Approval.** The Governor's Highway Safety Program and the Department's Fiscal Section shall approve the itemized invoice prior to payment.
- (c) **Unapproved Costs.** Any rejected or unaccepted costs shall be borne by the Agency. The Agency agrees that in the event the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.
- (d) **Final Claims for Reimbursement.** Final claims for reimbursement must be received by the GHSP within 30 days following the close of the approved contract period. Project funds not claimed by this date are subject to reversion.
- (e) **Expending Funds Under This Contract.** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.
10. **Project Costs.** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Department shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and prosecute to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.
11. **Program Income.** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with 2 CFR 200.307. Program income earned during the contract period shall be retained by the Agency and deducted from the federal funds committed to the project by the GHSP unless approved in advance by the Federal awarding agency as an addition to the project. Program income must be accounted for separately and the records made available for audit purposes.
12. **Project Directors.** The Project Director, as specified on the signature page of this Agreement, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of GHSP.
13. **Reports Required.**
- (a) **Quarterly Progress Reports.** Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP, on forms provided by the Department, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete Quarterly Progress Report, the Agency will be subject to having claims for reimbursement withheld. Once a Quarterly Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP.
- (b) **Final Accomplishments Report.** A Final Accomplishments Report must be submitted to the GHSP within fifteen (15) days of completion of the project, on forms provided by the Department, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an

incomplete Final Accomplishments Report, the Agency will be subject to having claims for reimbursement withheld. Once a Final Accomplishments Report that substantiates adequate progress is received, claims for reimbursement may be processed or denied at the discretion of GHSP.

- (c) **Audit Reports.** Audit reports required in Section A-6 above shall be provided to the Department within thirty (30) days of completion of the audit.

14. Out-of-State Travel.

- (a) **General.** All out-of-state travel funded under this contract must have prior written approval by the Governor's Highway Safety Program.
- (b) **Requests.** Requests for approval must be submitted to the GHSP, on forms provided by the Department, no less than thirty (30) days prior to the intended departure date of travel.
- (c) **Agency Travel Policy Required.** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the North Carolina General Assembly.
- (d) **Agenda Required.** Out-of-state travel requests must include a copy of the agenda for the travel requested.

15. Conditions for Law Enforcement. In addition to the other conditions provided for in this Agreement, grants to law enforcement agencies are subject to the following:

(a) **Certifications Required.**

- (i) **In-car Camera or Video System.** For any in-car camera or video system purchased under this contract, it is required that the operator of that equipment has successfully completed Standardized Field Sobriety Testing training (SFST). A copy of this certificate must be filed with GHSP prior to reimbursement of in-car camera or video systems.
- (ii) **Radar.** For any radar equipment purchased under this contract, it is required that the operator of that equipment has successfully completed Radar Certification Training. A copy of this certificate must be filed with GHSP prior to reimbursement of radar equipment.
- (iii) **Alcohol Screening Devices.** For any preliminary alcohol screening devices purchased under this contract, it is required that the operator of that equipment has successfully completed the Alcohol Screening Test Device training offered by the Forensic Test for Alcohol Branch.

- (b) **Report Required - Monthly Enforcement Data Report.** In addition to the reports mentioned above, law enforcement agencies engaging in enforcement activities must submit a Monthly Enforcement Data Report on the form provided by the Department no later than fifteen (15) days after the end of each month. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report that substantiates adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP.

16. Conditions for Local Governmental Agencies.

- (a) **Resolution Required.** If the Agency is a local governmental entity, a resolution from the governing body of the Agency is required on a form provided by the Department.
- (b) **Resolution Content.** The resolution must contain a commitment from the governing body to provide the local funds as indicated in this contract. Additionally, the resolution is required even if the funding is one hundred percent from federal sources, as it serves as recognition by the governing body of federal funding for purposes of Section A-6 above.

17. Seat Belt Policy and Use. Agency must adopt and enforce a seat belt use policy required for all seating positions unless exempted by state law.

18. Text Messaging Policy. Agency must adopt and enforce a policy banning text messaging while driving unless exempted by state law.

19. Prohibited Interests. No member, officer, or employee of the Agency during his or her tenure, and for at least one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof or therefrom.

20. Continued Federal and State Funding.

- (a) **Federal Funding.** The Agency agrees and understands that continuation of this project with Federal funds is contingent upon Federal funds being appropriated by the United States Congress specifically for that purpose. The Agency further agrees and understands that in the event funds originally

appropriated by Congress for these grants are subsequently reduced by further acts of Congress, funding to the Agency may be proportionately reduced.

- (b) **State Funding.** The Agency agrees and understands that continuation of this project with funds from the State of North Carolina is contingent upon State funds being appropriated by the General Assembly specifically for that purpose. The Agency also agrees that any state funds received under this contract are subject to the same terms and conditions stated in this Agreement.
- 21. Performance.** All grants provided by the Governor's Highway Safety Program are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency, whose performance is deemed unsatisfactory by the GHSP, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Department to reduce or deny future funding.
- 22. Resolution of Disputes.** Any dispute concerning a question of fact in connection with the work not disposed of by contract by and between the Agency and the Department, or otherwise arising between the parties to this contract, shall be referred to the Secretary of the North Carolina Department of Transportation and the authorized official of the Agency for a negotiated settlement. In any dispute concerning a question of fact in connection with the project where such negotiated settlement cannot be resolved in a timely fashion, the final decision regarding such dispute shall be made by the Secretary of the North Carolina Department of Transportation, with the concurrence of the Federal funding agency, and shall be final and conclusive for all parties.
- 23. Department Held Harmless.**
- (a) **For State Agencies.** Subject to the limitations of the North Carolina Tort Claims Act, the Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
- (b) **For Agencies Other Than State Agencies.** The Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
- 24. Records Access and Retention.** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the State, NHTSA, or FHWA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for five (5) years from the date of final payment from the Department or until all audit exceptions have been resolved, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, the Agency shall so certify to the Department, State, NHTSA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information. Pursuant to N.C.G.S. §147-64.7, the Department, the State Auditor, appropriate federal officials, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Agency insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of the State of North Carolina pursuant to the performance of this Agreement or to costs charged to this Agreement.
- 25. Sanctions for Non-Compliance.** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurances in this contract, the Department may take any or all of the following actions:
- (a) Cancel, terminate, or suspend this contract in whole or in part;
- (b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- (c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- (d) Refer the case to the United States Department of Justice for appropriate legal proceedings.
- 26. Cancellation, Termination, or Suspension of Contract.**
- (a) **By the Department.** For noncompliance with any of the said rules, regulations, orders or conditions, due to management deficiencies or criminal activity this contract may be immediately canceled, terminated, or suspended in whole or in part by the Department. For noncompliance not indicative of management deficiencies or criminal activity the Department shall give sixty (60) days written notice

to take corrective action. If the Agency has not taken the appropriate corrective action after sixty (60) days the Department may cancel, terminate, or suspend this contract in whole or in part.

- (b) **By mutual consent.** The Agency or the Department may terminate this contract by providing sixty (60) days advanced written notice to the other party.
- (c) **Unexpended funds.** Any unexpended funds remaining after cancelation or termination will revert to the Department.

27. Completion Date. Unless otherwise authorized in writing by the Department, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Project Contract by September 30 of the Federal fiscal year for which it was approved.

28. E-Verify requirements. If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

29. Certification of Eligibility Under the Iran Divestment Act. Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-55 et seq. requires that each Agency, prior to contracting with the State certify, and the undersigned Agency Authorizing Official on behalf of the Agency does hereby certify, to the following:

- (a) that the Agency is not now and was not at the time of the execution of the Contract dated below identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
- (b) that the Agency shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
- (c) that the undersigned Agency Authorizing Official is authorized by the Agency to make this Certification.

30. Agency Fiscal Year. The end date for the Agency's fiscal year is 6/30.

31. Signature. By signing below, the Agency agrees to adhere to the terms and conditions of this Agreement.

AGENCY PROJECT DIRECTOR		
NAME	TITLE	ADDRESS
Shannon H. Queen	Project Director	755 W. Main St. Sylva, NC 28779
SIGNATURE	DATE	TELEPHONE NUMBER
		(828) 269-9867
AGENCY AUTHORIZING OFFICIAL		
NAME	TITLE	ADDRESS
Paige Dowling	Town Manager	83 Allen Street Sylva, NC 28779
SIGNATURE	DATE	TELEPHONE NUMBER
		(828) 586-2719
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME	TITLE	ADDRESS
Lynn Bryant	Finance Director	83 Allen Street Sylva, NC 28779
SIGNATURE	DATE	TELEPHONE NUMBER
		(828) 586-2719

TOWN OF SYLVA

83 Allen Street
Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: townclerk@townofsylva.org

OUTDOOR SPECIAL EVENT PERMIT APPLICATION
CONSUMPTION OF ALCOHOL

Today's Date 7/27/24

Name of Business Balsam Falls Brewing / Main Street Sylva Association

NC alcohol license holder # 256653 Bm (WE, DG)

Primary Organizer Contact:

Name Main Street Sylva Association

Phone# 828-586-2719

Address 83 Allen Street Sylva NC 28779

Email Address mainstreet@Town of Sylva .org

Fax # _____

Primary Event Category:

****Note** 60 Day Advance Notice is Required for Events that will need a Road Closure!!**

Name of Event Social District Celebration (Replaces Brewtop)

Date(s) of Actual Event 9/21/24

Estimated Attendance 200 *determines police presence at \$35/hr/officer*
minimum of 2 officers required

Event Time(s) Opening 3 AM/PM - Closing 7 AM/PM

Set-up Date(s) 9/21/24 Set-up Time(s) 2 AM/PM -- _____ AM/PM

Primary On-Site Contact Bernadette Peters

Mobile Phone# 828-400-8445

Mission/Purpose of Event Create an event focussed less on drinking & more on enjoying Sylva's Social District

Describe Event A "backyard" style celebration with corn hole, chille art & other yard games, beer vendors, snacks, music & incentives to support local merchants.

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

Will streets/sidewalks need to be closed? Yes ___ No X (just grass to grass on Railroad Ave)

Will any vehicles/trailers be located in non-parking areas? Yes ___ No X

Are sales by private vendors being planned? Yes X No ___
IF YES, how many? 2

Will tents or canopies be used at the event? ^{Beer vendors} MSSA Yes X No ___

Will banners or signs be used outside the event area? Yes ___ No X

Does your event require electricity? Yes ___ No X

Will sound amplification be used? Yes X No ___

Will there be any cooking with grease? Yes ___ No X

Will private grills be in use for food preparation? Yes ___ No X

Will additional trash receptacles be used? Yes ___ No X

Will the event be publicized? Yes ✓ No ___

Do you intend to serve alcohol? Yes X No ___

Do you intend to sell the alcohol? Yes X No ___
(If yes, attach a copy of your NC license to sell alcohol)

What type of alcohol do you intend to serve? Beer, Cider
(i.e. beer, unfortified wine, etc.)

A certificate of liability insurance coverage at a level of \$1,000,000 must be held by event organizer and must list the Town of Sylva for the day of the event. Please attach to this application a copy of certificate listing the Town of Sylva.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the Town of Sylva will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until approval has been granted by the Town of Sylva Board of Commissioners. The submission of an Outdoor Special Event Permit Application—Alcohol Consumption is NOT approval to hold an event.

List of Fees:

*NOTE: All fees must be paid before reservation is approved.

- ___ \$30.00 for two hours (Town Residents)
- ___ \$50.00 for two hours (non Town Residents)
- ___ \$50.00 for four hours (Town Residents)
- ___ \$75.00 for four hours (non Town Residents)
- ___ \$100.00 for eight hours (Town Residents)
- ___ \$125.00 for eight hours (non Town Residents)
- ___ \$5.00 per vendor

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

I also understand that I am responsible for scheduling with the Town of Sylva Police Department officers to be on duty during event, and that payment for officer presence is due at the time application is submitted.

Name of Applicant Bernadette Petus, Laurie Bryson

Signature  Date 7/27/24

Official Use Only:

Officers Required _____ (\$35/hr/officer) Total Due _____

Certificate of Liability Insurance Coverage attached _____

Copy of NC license to sell alcohol attached _____ (if required)

Resolution of Approval dated _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/26/2024

Item 8.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

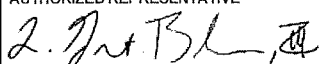
PRODUCER Insurance Service of Asheville P.O. Box 530 Asheville NC 28802	CONTACT NAME: Grant Bowles	
	PHONE (A/C, No., Ext): 828-253-1668	FAX (A/C, No.): 828-258-8164
E-MAIL ADDRESS: certificates@isa-avl.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Cincinnati Insurance Company		10677
INSURER B: Security National Insurance Company		19879
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 1914735066 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ETD 0646715	3/1/2024	3/1/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Liquor Liability	\$ 1,000,000
A	<input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			ETD 0646715	3/1/2024	3/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ETD 0646715	3/1/2024	3/1/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	SWC1481409	3/1/2024	3/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 LLC Members Excluded From Workers Compensation: Laurie Bryson & Corey Bryson
 Town of Sylva is Additional Insured with respect to General Liability when required by contract or written agreement.

CERTIFICATE HOLDER Town of Sylva 83 Allen Street Sylva NC 28779	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--