



# TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, October 10, 2024 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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## AGENDA

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### CALL TO ORDER

### APPROVAL OF AGENDA

*All items listed and adopted are for discussion or possible action*

### APPROVAL OF CONSENT AGENDA

1. [October 10, 2024 Consent Agenda](#)

### PUBLIC COMMENTS

### REPORTS

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

### NEW BUSINESS

5. Fire Department Request to Purchase Pumper Truck
6. Planning Board Term Limits and Appointments
7. [Economic Development Committee Appointments](#)
8. MSSA Facade Grant Applications Approval
9. [Special Event Request: Farm To Table Dinner--Alcohol Request](#)
10. [Historical Sign at New Public Restroom](#)

### ADJOURNMENT

*Town of Sylva*  
**CONSENT AGENDA**  
*October 10, 2024*

**1- APPROVE MINUTES:** September 12, 2024, **Regular Board Meeting**; September 26, 2024, **Board Work Session**

**2- BUDGET AMENDMENTS:**

# 7 10-367-0200 Federal Grant Revenue \$ 7 C  
10-510-7101 PD Highway Safety Grant 7 D

**REF: To appropriate additional remaining (23-24) GHSG money into the (24-25) Budget. See budget amendment #6 on 9.12.24 for original amendment.**

#8 10-366-0110 FC Non-Water Quality Fund Balance \$ 75 C  
10-450-1800 MS Promotions 75 D

**REF: To appropriate a donation from WCU into the Main Street Budget.**

**3- REPORTS:**

- 1-Business Registration ~ **September 2024**
- 2-Vehicle Tax Report as of **August 31, 2024**
- 3-Ad Valorem Tax Report as of **August 31, 2024**
- 4-Statement of Revenues, Expenditures, Changes in Fund Balance as of **August 31, 2024**

**4- OTHER:**

- **Amended Public Restrooms Grant Project Ordinance (see attached)**  
*The amended ordinance appropriates additional earned interest from SCIF Funding (11611 and 11613) as well as SCIF Sales Tax Reimbursement (11611) into the project. These funds will be used to supplant the construction costs which in turn will increase the project contingency.*
  
- **Amended Bridge Park Stormwater Project Ordinance (see attached)**  
*The amended ordinance appropriates some of the remaining contingency into landscaping and sales tax.*

**Business Registration Permit Application  
September 2024**

Item 1.

**Date Submitted**

**Business Name**

**Business Location**

**Owner**

9/6/2024

Southern & Sunkissed-New Owner

633 W. Main Street

Stephanie Fitch

9/9/2024

WNC Wholesale Distribution

623 E. Main Street

Lora Lenders

9/12/2024

Sylva Social

582 W. Main Street

Tammy Fuller

9/17/2024

Lucas Auto & Marine Detailing

59 East Sylva Circle

Caleb Lucas

9/26/2024

Dream Catcher's Guides LLC-New Owner

21 B Steeple Rd

Brian Cagle

JACKSON COUNTY ACTIVITY TOTALS REPORT  
ACTIVITY FROM 8/1/24 THRU 8/31/24

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	691.56		691.56	691.56
Totals For Year 2022			0.00	691.56		691.56	691.56
Grand Totals			0.00	691.56		691.56	691.56

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**8/31/2024**

	General Fund				2024-2025 Budget Balance	Actual to Budget Percent	Statement Period	Variance
	2024-2025 Budgeted	Previously Reported	2024-2025 YTD Actual	Current Month				
<b>Revenues:</b>								
Ad valorem taxes	\$ 2,309,930	\$ 12,756.69	\$ 27,329.64	\$ 14,572.95	\$ 2,282,600.36	1.18%	16.67%	-15.48% *
Other taxes and licenses	\$ 6,200	2,980.00	4,290.00	\$ 1,310.00	\$ 1,910.00	69.19%	16.67%	52.53%
Unrestricted intergovernmental	\$ 2,853,147	266,778.55	455,619.53	\$ 188,840.98	\$ 2,397,527.47	15.97%	16.67%	-0.70% *
Permits and Fees	\$ 18,000	3,032.01	3,588.25	\$ 556.24	\$ 14,411.75	19.93%	16.67%	3.27%
Restricted intergovernmental	\$ 181,500	-	-	\$ -	\$ 181,500.00	0.00%	16.67%	-16.67% *
Investment earnings	\$ 68,000	28,367.15	56,135.73	\$ 27,768.58	\$ 11,864.27	82.55%	16.67%	65.89%
Other revenues	\$ 45,475	154.55	5,289.60	\$ 5,135.05	\$ 40,185.40	11.63%	16.67%	-5.03% *
<b>Total revenues</b>	<b>\$ 5,482,252</b>	<b>314,068.95</b>	<b>552,252.75</b>	<b>238,183.80</b>	<b>\$ 4,929,999.25</b>	<b>10.07%</b>	<b>16.67%</b>	<b>-6.59%</b>
<b>Expenditures:</b>								
<b>General Government</b>	\$ 980,152	185,267.16	199,523.95	14,256.79	780,628.05	20.36%	16.67%	-3.69% **
Salaries & Benefits	\$ 421,185	32,587.75	80,416.11	17,828.36				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 547,188	152,679.41	119,107.84	(3,571.57)				
<b>Public Safety</b>	\$ 3,300,251	330,501.14	572,460.29	241,959.15	2,727,790.71	17.35%	16.67%	-0.68% **
Salaries & Benefits	\$ 1,645,472	3,206.82	313,921.22	185,459.33				
Capital outlay	\$ 254,677	-	-	-				
All other expenditures	\$ 1,325,073	28,773.70	28,773.70	56,499.82				
<b>Culture and Recreation</b>	\$ 127,650	8,105.52	12,295.77	4,190.25	115,354.23	9.63%	16.67%	7.03%
Salaries & Benefits	\$ 31,990	1,777.07	7,971.43	1,642.98				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 95,660	6,328.45	4,324.34	2,547.27				
<b>Transportation</b>	\$ 856,725	75,951.08	151,376.13	75,424.35	705,348.87	17.67%	16.67%	-1.00% **
Salaries & Benefits	\$ 367,910	67,214.06	60,623.93	36,122.41				
Capital outlay	\$ 85,500	-	-	-				
All other expenditures	\$ 403,315	8,737.02	90,752.20	39,301.94				
<b>Economic and Physical Development</b>	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$ -	-	-	-				
<b>Environmental Protection</b>	\$ 221,630	21,422.93	41,253.94	19,831.01	180,376.06	18.61%	16.67%	-1.95% **
Salaries & Benefits	\$ 96,150	6,606.24	17,366.10	10,759.86				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 125,480	14,816.69	23,887.84	9,071.15				
<b>Total expenditures</b>	<b>\$ 5,486,408</b>	<b>621,247.83</b>	<b>976,910.08</b>	<b>355,661.55</b>	<b>4,509,497.92</b>	<b>17.81%</b>	<b>16.67%</b>	<b>-1.14%</b>
<b>Revenues over expenditures</b>	<b>\$ (4,156)</b>	<b>(307,178.88)</b>	<b>(424,657.33)</b>	<b>(117,477.75)</b>	<b>420,501.33</b>	<b>7.66%</b>		
<b>Other financing sources (uses):</b>								
Transfers in	\$ 466,967	-	-	-	-			
Appropriated fund balance	\$ 6,700	-	-	-	-			
ARPA Related Appropriations	\$ -	-	-	-	-			
PB Appropriated fund balance	\$ 32,000	-	-	-	-			
Fund Balance rollover	\$ -	-	-	-	-			
Contributed Capital	\$ -	-	-	-	-			
Sale of Assets	\$ -	-	-	-	-			
Loan Proceeds	\$ -	-	-	-	-			
	\$ 505,667	-	-	-	-			
Transfers to other funds:								
Contributed to GF fund balance	\$ -	-	-	-	-			
Transfers out	\$ 501,511	-	-	-	-			
Transfer to Capital Reserve	\$ -	-	-	-	-			
	\$ 501,511	-	-	-	-			
<b>Total other financing sources (uses)</b>	<b>\$ 4,156</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Revenues and other sources over expenditures and other uses</b>	<b>\$ -</b>	<b>(307,178.88)</b>	<b>(424,657.33)</b>	<b>(117,477.75)</b>	<b>420,501.33</b>			

**Analysis:**  
 \* Timing of revenues received  
 \*\* Timing and large capital purchases

Tax Summary  
as of August 31, 2024

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	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	3,270.05	114,854.93		10-281-0000
July												-1,065.10		-1,065.10
August	-855.67	-202.88												
September	-833.26	-470.15	-760.85			-50.85								
October														
November														
December														
January														
February														
March														
April														
May														
June														
July - June Totals	-1688.93	-673.03	-760.85	0	0	-50.85	-6.55	0	0	0	0	-3,180.21	0.00	-3,180.21
Releases												0.00		0.00
Add to Original Levy												0.00		0.00
Under Appeal												0.00		0.00
Bankruptcy												0.00		0.00
Refund/Adj												0.00		0.00
Subtotals	-1,688.93	-673.03	-760.85	0.00	0.00	-50.85	-6.55	0.00	0.00	0.00	0.00	-3,180.21	0.00	-3,180.21
EOY Adjustment														
(10-110-XX) Balance	\$46,979.24	\$19,993.06	\$10,457.03	\$9,177.70	\$6,102.32	\$5,326.15	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	\$3,270.05	\$11,674.72	\$0.00	\$111,674.72
Interest														
July	25.09	5.08	13.04	50		118.4	0.05					148.62		148.62
August	60.48	105.57	70.15									299.24		299.24
September														
October														
November														
December														
January														
February														
March														
April														
May														
June														
Interest Collected	\$85.57	\$110.65	\$13.04	\$50.00	\$0.00	\$188.55	\$0.05	\$0.00	\$0.00	\$0.00	\$0.00	\$447.86	\$0.00	\$447.86
Submitted by: Amanda Murajida, Tax Collector														
													Collection Rate	#DIV/0!

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance
JTS Transport	8/31/2024
Joe Wilson	\$ 8,123.37
Dorothy Worley	\$ 6,132.52
Marjorie Herbert Smith	\$ 5,631.58
Kelly Robinson	\$ 4,696.76
David George Howell	\$ 4,651.99
Joyce Straton	\$ 4,441.01
Nantahala Brewing Company	\$ 4,106.44
Ray Wilson	\$ 3,317.71
Bryson	\$ 3,228.37
	\$ 2,914.29

**AMENDED  
TOWN OF SYLVA  
PUBLIC RESTROOMS 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 Statutes of North Carolina, the following grant project is adopted:

**Section 1.** The project authorized is the for the engineering and construction of public restrooms downtown.

**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 #11611)	250,000
State Capital and Infrastructure Grant Fund (SCIF #11613)	100,000
Southwestern Commission Council of Government (SCIF)	40,000
<b>Interest (SCIF #11611)</b>	<b>12,473.34</b>
<b>Interest (SCIF#11613)</b>	<b>5,948.71</b>
<b>Sales Tax Reimbursement (SCIF #11611) 6/30/2024</b>	<b>1,259.16</b>
Town of Sylva ARPA Related Funds (10/26/2023)	209,773
Town of Sylva ARPA Related Funds (12/14/2023)	5,976
Town of Sylva ARPA Related Funds (3/14/2024)	<u>22,000</u>
	<b>\$ 647,430.21</b>

**Expenditures:**

Professional Services	32,500
<b>Construction (\$22,000 Contingency)</b>	<b>529,292</b>
Utility Relocation	5,000
Property Lease	10,000
Misc. Supplies and Expense	3,000
Sales Tax	2,000
Landscape/Tables/Benches	20,000
TWSA Allocation/Associated Services	5,976
<b>Contingency</b>	<b><u>39,662.21</u></b>
	<b>\$ 647,430.21</b>

**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 capital 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 30** (Public Restroom Grant Project Ordinance) will account for the bookkeeping records of this project.

**Section 11.** Per SCIF Grant and Southwestern Commission of Government Grant requirements, investment earnings received from 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 and Southwestern Commission of Government 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 10th day of October 2024.

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Johnny Phillips, Mayor

ATTEST:

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Amanda Murajda, Town Clerk



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

**Expenditures:**

Professional Services	67,500
Construction	768,064
<b>Contingency</b>	<b>29,140</b>
Supplies and Expense	18,000
<b>Landscaping</b>	<b>10,000</b>
<b>Sales Tax</b>	<u><b>1,000</b></u>
	<b>\$ 893,704</b>

**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 10th day of October 2024.

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Johnny Phillips, Mayor

ATTEST:

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Amanda Murajda, Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, September 12, 2024 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Jonathan Brown, Commissioner  
Blitz Estridge, Commissioner  
Mark Jones, Commissioner  
Johnny Phillips, Mayor

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

**ABSENT:** Mary Gelbaugh, Mayor Pro-Tem  
Brad Waldrop, Commissioner

### CALL TO ORDER

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

**STAFF PRESENT:** Robbie Carter (Assistant Police Chief) and Aimee Sumner (Lieutenant).

**VISITORS:** Luther Jones, Travis Rountree, Nelia Waldrum, Cathy Stillwell Gibson, Ben Guiney, Kristen Caplinger, John Caplinger, Destri Leger, Mardy Ashe, Patrick Cochran, Blair Smoker and Natalie Newman.

### APPROVAL OF AGENDA

*Commissioner Jones made a motion to add an item to the agenda to discuss the local ABC distribution rates. The motion carried with a unanimous vote. Commissioner Estridge made a motion to approve the agenda as amended. The motion carried with a unanimous vote.*

### APPROVAL OF CONSENT AGENDA

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

**PUBLIC COMMENTS:** None.

**MAYOR'S REPORT:** Mayor Phillips met with County Commissioners about changing the ABC Distribution formula to 50/50 for the next 5 years. This would help the Town during the Highway 107 construction phase.

**COMMISSIONER'S REPORT:** Commissioner Jones reported that he met with Public Works and visited Bryson Park to see the construction of the new playground equipment. He also thanked everyone for attending the Matt Stillwell concert where over \$4,000 was raised and a tremendous amount of canned food was collected for UCM. Commissioner Estridge reported that he and Commissioner Waldrop were continuing to work on the clean-up of cables and wiring on Mill Street.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- The Town should have a contract soon from Bartlett Operations for the Bryson Park pavilion. The poured-in-place rubber is being installed this week on the playground.
- Unfortunately, the Town did not receive the PARTF grant for Pinnacle Park this funding cycle, but the application for the Recreational Trails Program was submitted by Equinox last Friday. Sylva will need to submit the PARTF application again for a future funding cycle.
- Employee flu shots are scheduled for October 8<sup>th</sup>.

### PUBLIC HEARING: ORDINANCE AMENDMENT—CHAPTER 30: STREETS AND SIDEWALKS:

*Commissioner Estridge made a motion to open the public hearing. The motion carried with a unanimous vote. Luther Jones explained that he did not like the proposed changes and that they do not fix the problem. He added that it gives the chief of police and town manager judicial power that is not warranted. Ben Guiney also addressed the board and expressed his dislike of the ordinance. Destri Leger and Sarah Hirsch also expressed their disapproval of the proposed ordinance changes.*

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Commissioner Jon Brown thanked everyone for their comments. He added that he had been in conversation with others since the last board meeting and he felt it was important to make the Town a welcoming place. He noted that the ordinance as it stands is sufficient and changes are not needed.

*Being no further comment, Commissioner Estridge made a motion to close the hearing. The motion carried with a unanimous vote.*

#### **NEW BUSINESS**

**PROCLAMATION FOR CONSTITUTION WEEK 2024:** Mardy Ashe addressed the board and gave a history of the Constitution. She requested the Town adopt a proclamation declaring September 17-23, 2024, Constitution Week. This request is made on behalf of the local DAR chapter. *Commissioner Jones made a motion to approve the proclamation. The motion carried with a unanimous vote.*

**SYLVA WEBSERFEST 2024:** Cathy Stillwell Gibson addressed the board about the upcoming Sylva Websterfest giving details of all events planned.

**ORDINANCE AMENDMENT—CHAPTER 30: STREETS AND SIDEWALKS:** Mayor Phillips asked for the pleasure of the board. *Commissioner Jones made a motion to deny the proposed revisions to the ordinance amendment of Chapter 30: Streets and Sidewalks. The motion carried with a unanimous vote.*

**SPECIAL EVENT REQUEST: UNCOMPLICATED KITCHEN CROQUET TOURNAMENT—ALCOHOL REQUEST:** Uncomplicated Kitchen is requesting to have Innovation Brewing serve beer at their croquet tournament and carnival October 5th at Bridge Park which needs board approval. *Commissioner Estridge made a motion to approve the request. The motion carried with a unanimous vote.*

**SPECIAL EVENT REQUEST: WARD'S PLUMBING EMPLOYEE APPRECIATION EVENT—ALCOHOL REQUEST:** Ward Plumbing is requesting to have Innovation Brewing serve beer at their employee appreciation event October 2nd at Bridge Park which needs board approval. *Commissioner Brown made a motion to approve the request. The motion carried with a unanimous vote.*

#### **SPECIAL EVENT STREET CLOSURE RESOLUTIONS:**

##### **EVENT STREET CLOSURE RESOLUTIONS:**

- (A) **EVENT RESOLUTION—TREAT STREET:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a "Treat Street" festival for Halloween on October 31, 2024.
- (B) **EVENT RESOLUTION—WCU HOMECOMING PARADE:** A request has been made by Western Carolina University to close Main Street for the purpose of having a homecoming parade on November 1, 2024.
- (C) **PARADE RESOLUTION—CHRISTMAS PARADE:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a Christmas parade on December 1, 2024.
- (D) **EVENT RESOLUTION—GREENING UP THE MOUNTAINS:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having the Greening Up the Mountains festival on April 26, 2025.

*Commissioner Estridge made a motion to approve all of the event street closure resolutions. The motion carried with a unanimous vote.*

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

1. Kent Cranford—Motion Makers Building
2. Baxley's Chocolates

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

**FY 2024-2025 FEE SCHEDULE AMENDMENTS:** Changes are proposed for Bridge Park fees for alcohol vendors, food trucks, and vendor tents. Staff are proposing these increases because the types of events Bridge Park is being rented for are changing and it is primarily used for large events. The park rental fee will remain the same at \$50 for two hours (with a discount for town residents) but it is proposed to change the alcohol fee to \$25.00 per vendor. The previous fee was a flat

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\$50.00. The Town Board will continue to approve alcohol requests. Staff are also proposing adding a flat fee for up to six food trucks of \$75.00. In the past, food trucks were approved with a separate permit fee of \$30.00-\$65.00 based on the type of event. The final suggested change is adding a \$100 fee if the park rental includes vendor tents. This is the rate for up to 30 tents, which is all that can feasibly fit for most events on the grass. These fees will help offset maintenance costs and electricity, but the fees will reflect the types of events the park is now being rented for. *Commissioner Jones made a motion to approve the proposed changes. The motion carried with a unanimous vote.*

**ABC DISTRIBUTION RATES:** Mayor Phillips would like to request that Jackson County agree to change the ABC distribution rates to 60/40 to 50/50 for the upcoming 5-year period of Highway 107 construction. *Commissioner Jones made a motion to request that staff construct a request to be sent to Jackson County requesting that the distribution rates be changed for a period of 5 years. The motion carried with a unanimous vote.*

**ADJOURNMENT:** *Commissioner Brown made a motion to adjourn the meeting at 6:07 p.m. The motion carried with a unanimous vote.*

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Johnny Phillips  
Mayor

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Amanda W. Murajda  
Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, September 26, 2024 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Jonathan Brown, Commissioner  
Blitz Estridge, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Mark Jones, Commissioner  
Johnny Phillips, Mayor  
Brad Waldrop, 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:** Jake Scott (Public Works Director), Bernadette Peters (Main Street Director) and Mike Beck (Fire Chief).

**VISITORS:** None.

### APPROVAL OF AGENDA

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

### PUBLIC COMMENTS

None.

### MAYOR'S REPORT

Mayor Phillips reported that he participated in conference call with local WNC mayors in regard to Hurricane Helene and storm preparation.

### COMMISSIONER'S REPORT

Commissioner Gelbaugh expressed her concern with Hurricane Helene and reminded everyone to stay safe. Commissioner Waldrop reported that Sylva Pride festivities were successful. Commissioner Estridge has been attending the Pinnacle Park Foundation meetings. They are in the process of working on a directional sign to be located at the base of Fisher Creek Road. Commissioner Brown noted that he received great feedback about the Sylva Websterfest.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- Property tax bills have been mailed and payments are beginning to come in.
- Employment Update: Jacob Lewis has resigned at the Fire Department. He is moving back home near Wilmington to be closer to family. Blake Cabe has been covering shifts at the Fire Department and he will begin full-time.

**PUBLIC WORKS DEPARTMENT REPORT:** Jake Scott reported the following:

- The department is working on storm preparation in anticipation of Hurricane Helene.
- Bryson Park—playground equipment is approximately 95% installed; the poured-in-place rubber is complete, and Bliss Products will submit plans for shade structures. The contract with Bartlett Construction has been received and under review.

**POLICE DEPARTMENT REPORT:** None.

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**FIRE DEPARTMENT REPORT:** Mike Beck reported on the following:

- Storm preparation is underway for Hurricane Helene.
- Just over 1055 calls so far in 2024.

**MAIN STREET REPORT:** Bernadette Peters reported the following:

- Community entrepreneurship pitch program and 7 participants presented their business ideas.
- Social district celebration was lightly attended so the board will debrief on the future of the event.
- There are 3 façade grant applications remaining. If approved, that will conclude the first round of awards.

**TWSA BOARD REPORT:** Manager Dowling reported TWSA was preparing for Hurricane Helene.

#### **NEW BUSINESS**

**PLANNING BOARD TERM LIMITS AND APPOINTMENTS—DISCUSSION ONLY:** Mayor Phillips reported that the term limits of the ABC Board were recently changed for the Town of Sylva, and he would like to see the planning board changed to the same. This would allow four, 3-year terms instead of three. Manager Dowling explained that there are four seats for reappointment. Those include Russ Harris, Rose Bauguess, Kendall Waldrop and Geoffrey Hirsch.

**ECONOMIC DEVELOPMENT COMMITTEE APPLICATIONS—DISCUSSION ONLY:** Mayor Phillips explained that applications had been received for the 2 ex-officio seats and three of the five general seats. Those include Marne Harris and Josh Carpenter for the ex-officio seats and Donald Green, Tim Jones and Don Hensley for the general seats.

**HISTORICAL SIGN AT NEW PUBLIC RESTROOM—DISCUSSION ONLY:** Luther Jones submitted a proposal to the Town for a historical sign identifying the center of town near the new public restrooms. Commissioner Gelbaugh suggested “then and now” pictures from David Schulman be included.

**ADJOURNMENT:** *Commissioner Estridge made a motion to adjourn the meeting at 9:32 a.m. The motion carried with a unanimous vote.*

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Johnny Phillips  
Mayor

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Amanda W. Murajda  
Town Clerk

# Town of Sylva



## APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

NAME DONALD L. GREEN DATE 08-15-2024

ADDRESS PO Box 1864 Sylva NC 28779

EMAIL \_\_\_\_\_

HOME PHONE 828-507-6637 WORK PHONE 828-586-9220

EMPLOYER GREEN'S AUTO SERVICE & SALES OCCUPATION OWNER

EMPLOYER'S ADDRESS 125 Asheville Hwy PO Box 1864 Sylva NC

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? NO

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? NO

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:

Economic Development Advisory Committee

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

OWNER / GREEN'S AUTO SERVICE & SALES  
EST. 1966 FAMILY OWNED & STAFFED

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?

To assist in the growth of Sylva OUTWARDS

**PLEASE RETURN THIS APPLICATION TO TOWN HALL**  
**83 ALLEN STREET, SYLVA, NC 28779**



# Town of Sylva



## Board/Commission Appointment Application

**Full Name:** Marne Harris

**Date of application:** August 19, 2024

**Address:** 111 Storybook Lane, Sylva, NC, 28779

**Email Address:** m\_harris@southwesterncc.edu

**Home Phone:** 8283999838

**Work Phone:** 8283394211

**Employer:** Southwestern Community College

**Occupation:** Director of Small Business Center

**Employer Address:** 447 College Drive, Sylva, NC, 28779

**Do you live within the municipal limits of Sylva?** Yes

**Do you live within the extra territorial zoning district?** Yes

**Name of the board or commission for which you are applying to serve on:** Economic Development Committee

**Please list any special skills, interests, or qualifications which you feel would be an asset to said board or commission:** I have been the Director of the Small Business Center at Southwestern Community College for 3 years. As SBC Director, I work everyday to increase the # and success of our small business community by providing business trainings, 1 on 1 counseling, and connecting them with resources to help plan, start, and grow their businesses. Listening, identifying, and assessing the needs of a business is a strength, and lends itself well for this board.

**Why do you wish to serve on said board or commission?** I am passionate about, invested in, and love where we live, and want to further the work to make it stronger, better, and smarter. I work with small businesses everyday, they drive our local economy, and are the heart and soul of our community. I have served on the Highway 107 Project Team for the past 3 years supporting businesses with relocation, and see this opportunity board as an extension of that work. I feel it is my responsibility to help Sylva maintain it's beauty, culture, and small-town charm, and to progress in a way that compliments that.

# Town of Sylva



## APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

NAME JOSH CARPENTER DATE 8/22/2024

ADDRESS 125 BONNIE LAVE SYLVA NC 28779

EMAIL josh@gownc.org

HOME PHONE 828-735-4469 WORK PHONE 828-586-1962

EMPLOYER SOUTH WESTERN COMMISSION OCCUPATION ECONOMIC DEVELOPER

EMPLOYER'S ADDRESS SAME AS ABOVE

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? NO

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? NO

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:  
ECONOMIC DEVELOPMENT COMMISSION

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

I 15+ years of economic development ~~exp~~ experience in various roles around the region and state.

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?

AT THE REQUEST OF MAYOR PHILLIPS

**PLEASE RETURN THIS APPLICATION TO TOWN HALL  
83 ALLEN STREET, SYLVA, NC 28779**



APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

NAME Tim Jones DATE 8/22/24

ADDRESS \_\_\_\_\_

EMAIL TRJ001@gmail.com

HOME PHONE 828-269-0285 WORK PHONE 828-586-6569

EMPLOYER Self NAPA OCCUPATION Business owner

EMPLOYER'S ADDRESS 509 Asheville Hwy

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? No

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? No

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:  
\_\_\_\_\_

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

Business owner  
\_\_\_\_\_  
\_\_\_\_\_

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?

Promote sound business growth in Sylva  
\_\_\_\_\_

**PLEASE RETURN THIS APPLICATION TO TOWN HALL  
83 ALLEN STREET, SYLVA, NC 28779**

# Town of Sylva



## APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

NAME Don Hensley DATE 9-11-24

ADDRESS P.O. Box 741 Sylva, N.C. 28779

EMAIL don@westernbuildersinc.com

HOME PHONE 828-399-1414 WORK PHONE N/A

EMPLOYER retired OCCUPATION General Contractor

EMPLOYER'S ADDRESS N/A

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? No

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? No

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:  
Advisory Committee

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

- 1) 52 years in commercial building
- 2) experience in buying and selling commercial property

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?  
would like to see quality of buildings improved along 107 corridor

**PLEASE RETURN THIS APPLICATION TO TOWN HALL  
83 ALLEN STREET, SYLVA, NC 28779**

# Town of Sylva



## APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

**Applicants are strongly urged to attend several meetings of a board prior to applying  
and/or appointment to a board.**

NAME Johnny B Maney DATE 10-9-24

ADDRESS PO Box 545 Sylva NC 28779

EMAIL Maney JB@yahoo.com

HOME PHONE 828-508-3334 WORK PHONE Same

EMPLOYER Retired OCCUPATION Self Empl

EMPLOYER'S ADDRESS \_\_\_\_\_

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? yes

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? \_\_\_\_\_

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:  
Business Board

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL  
WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

Started multiple Businesses in Jackson County  
Quin Theater, Precision Tross Co,  
Resian Builders

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETURN THIS APPLICATION TO TOWN HALL**  
**83 ALLEN STREET, SYLVA, NC 28779**



APPLICATION FOR CONSIDERATION OF APPOINTMENT TO TOWN OF SYLVA BOARDS OR COMMISSIONS

Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

NAME Jack Hennessey Sr DATE 10-10-24

ADDRESS 780 Henry Cove Rd Clonohessy, NC 28723

EMAIL Swathy25@gmail.com

HOME PHONE 253-5725 WORK PHONE 226-7618

EMPLOYER PS Sr OCCUPATION OWNER

EMPLOYER'S ADDRESS 237 Asheville Hwy, Sylva, NC

DO YOU LIVE WITHIN THE MUNICIPAL LIMITS OF SYLVA? NO

DO YOU LIVE WITHIN THE EXTRA TERRITORIAL ZONING DISTRICT? Damned I don't know!

NAME OF BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING TO SERVE ON:  
\_\_\_\_\_

PLEASE LIST ANY SPECIAL SKILLS, INTEREST OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO SAID BOARD OR COMMISSION:

I have owned PS's (pet food) market since 1982, 42 years!

WHY DO YOU WISH TO SERVE ON SAID BOARD OR COMMISSION?

Try to help Sylva spend money wisely!

PLEASE RETURN THIS APPLICATION TO TOWN HALL  
83 ALLEN STREET, SYLVA, NC 28779

# TOWN OF SYLVA

83 Allen Street  
Sylva, N.C. 28779

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

## OUTDOOR SPECIAL EVENT PERMIT APPLICATION CONSUMPTION OF ALCOHOL

Today's Date 26 August 2024

Name of Business Santé - The Wine Bar

00278258DB

NC alcohol license holder # \_\_\_\_\_

Primary Organizer Contact:

Name Lisa McBride

Phone# 828.331.7684

Address 513 Mill Street, Sylva, NC 28779

Email Address wncfarmtotable@gmail.com

Fax # \_\_\_\_\_

Primary Event Category:

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

Name of Event Sylva Celebration - a Farm-to Table-Dinner

Date(s) of Actual Event 7 December 2024

Estimated Attendance 100 **\*determines police presence at \$35/hr/officer\***  
**\*minimum of 2 officers required\***

Event Time(s) Opening 4 pm AM/PM - Closing 7:30 pm AM/PM

Set-up Date(s) 7 December Set-up Time(s) 12 pm AM/PM -- 9pm AM/PM

Primary On-Site Contact Lisa McBride

Mobile Phone# 828.331.7684

Mission/Purpose of Event An event to simply celebrate the Town of Sylva

Describe Event It will be a ticketed event, but people will have the option of just attending for appetizers and drinks or a full sit-down dinner.  
It is just a way that Ilda & WNC From the Ground Up want to say thank you to our special town.

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

Tables - 30, Chairs - 100  
Fire pit -1

Will streets/sidewalks need to be closed? Yes \_\_\_ No

Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No

Are sales by private vendors being planned?  
IF YES, how many? \_\_\_\_\_ Yes \_\_\_ No

Will tents or canopies be used at the event? Yes \_\_\_ No

Will banners or signs be used outside the event area? Yes \_\_\_ No

Does your event require electricity? Yes  No \_\_\_

Will sound amplification be used? Yes  No \_\_\_

Will there be any cooking with grease? Yes \_\_\_ No

Will private grills be in use for food preparation? Yes  No \_\_\_

Will additional trash receptacles be used? Yes \_\_\_ No

Will the event be publicized? Yes  No \_\_\_

Do you intend to serve alcohol? Yes  No \_\_\_

Do you intend to sell the alcohol? Yes \_\_\_ No

(If yes, attach a copy of your NC license to sell alcohol)

beer, wine

What type of alcohol do you intend to serve? \_\_\_\_\_  
(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.

Lisa McBride

Name of Applicant \_\_\_\_\_

Signature Lisa McBride Date 26 August 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 \_\_\_\_\_

### **Proposed Wording for the Historical Sign at the new Sylva Public Restrooms**

The sign should have a graphic of an octagon with the angles marked with the points of the compass: North, Northeast, East, Southeast, South, Southwest, West, and Northwest. Centered in the octagon should be a point marked "You Are Here" showing the location of the center of town marker.

Possible lettering on the sign could read:

**Why do the Public Restrooms look like a Train Station?**

**This was the site of the original Railroad Depot. The importance of the railroad to Sylva can be seen by the establishment of the town boundaries in 1899.**

**"Beginning at the southeast corner of the depot, as now located, shall run three-fourths of a mile each North, South, East, and West with the cardinal points of the compass, and intermediate points of same a like distance of three-fourths of a mile so as to form an exact octagon."**

The sign should be placed so that both the new restrooms and the center of town marker located in the flowerbed adjacent to Mill Street can be observed.