



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

Thursday, January 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. [January 11, 2024 Consent Agenda](#)

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

5. Appointment to the Rural Planning Organization (RPO)
6. Appointment to the Southwestern NC Home Consortium Board of Directors
7. Appointment to the Historic Preservation Committee
8. Public Notice: Bryson Park Playground Equipment Survey Open
9. Schedule Public Hearing for Bryson Park Playground Renovations
10. Request for Authorization to Join the National Cooperative Purchasing Alliance and the Purchasing Cooperative of America
11. Request for Staff to Develop a Proposed Panhandling Ordinance

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
January 11, 2024

1- APPROVE MINUTES: December 14, 2023, **Regular Board Meeting**

2- BUDGET AMENDMENTS:

#16 10-399-0300 FB ARPA Related Funds	\$ 5,976 C
10-690-0800 Transfer Out of GF	5,976 D
30-369-0000 Transfer in From ARPA RF	5,976 C
30-413-0800 TWSA Allocations	5,976 D

REF: Accounting to reflect an appropriation of ARPA Related Funds into the Public Restroom Project. Board approved on 12/14/2023.

#17 10-353-0000 PD Donations	\$ 800 C
10-510-3700 Community Policing	800 D

REF: To appropriate gift cards received from Wal-Mart and the Great Smokies Inn into community policing.

#18 10-353-0100 PD Donations	\$ 500 C
10-510-3700 Community Policing	500 D

REF: To appropriate a Police Department donation into community policing.

3- REPORTS:

- 1- Business Registration Permit – **December 2023**
- 2- Vehicle Tax Report as of **November 30, 2023**
- 3- Ad Valorem Tax Report as of **November 30, 2023**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **November 30, 2023**

4- OTHER:

- R2023-11 ~2006 Radial Screw Compressor (serial #A11649211) – CA#0364 sold as scrap metal for \$26.60.

**Business Registration Permit Application
December 2023**

Item 1.

Date Submitted

Business Name

Business Location

Owner

12/4/2023
12/6/2023

Jackson County Republican Party
HERE in Jackson County

40 W Sylva Shopping Ctr
563 W. Main Street, Ste 2

Keith Blaine
HERE in Jackson County

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 11/01/23 THRU 11/30/23

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	414.76		414.76	414.76
Totals For Year 2022			0.00	414.76		414.76	414.76

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	414.76		414.76	414.76

Tax Summary
as of November 30, 2023

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
Starting Balances	54618.14	19247.75	14712.84	6778.87	5799.32	5182.1	2905.81	1924.22	1452.88	3,447.23	116,069.16	\$2,197,834.50	10-281-0000
July	-1498.16	-496.62	-43.35								-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	-14,662.01	-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	-114,973.86	-114,973.86
November	-3600.47	-293.97	-100.3								-3,994.74	-265,562.31	-269,557.05
December											0.00		0.00
January											0.00		0.00
February											0.00		0.00
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-8572.03	-1067.03	-658.3	-138.17	-140.5	-102.25	-102.25	-101.74	-101.74	-101.74	-11,085.75	-753,294.44	-764,380.19
Releases											0.00		-200.82
Add to Original Levy											0.00		101,221.91
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-8,572.03	-1,067.03	-658.3	-138.17	-140.5	-102.25	-102.25	-101.74	-101.74	-101.74	-11,085.75	-652,273.35	-663,359.10
EOY Adjustment													
(10-110-XX) Balance	\$46,046.11	\$18,180.72	\$14,054.54	\$6,640.70	\$5,658.82	\$5,079.85	\$2,803.56	\$1,822.48	\$1,351.14	\$3,345.49	104,983.41	\$1,545,561.15	\$1,650,544.56
Interest	105.39	37.1	0.33								142.82		142.82
July	50.45	192.96	39.68	33.19	41.97	51.09	60.21	68.90	78.02	87.14	703.61	96.26	799.87
August	77.33	4.97	9.36	13.05	17.01						121.72		121.72
September	89.26	11.57	29.19								130.02		130.02
October	321.12	68.99	0.75								390.86		390.86
November													
December													
January													
February													
March													
April													
May													
June													
Interest Collected		\$315.59	\$79.31	\$46.24	\$58.98	\$51.09	\$60.21	\$68.90	\$78.02	\$87.14	\$1,489.03	\$96.26	\$1,585.29
Submitted by: Amanda Murajida, Tax Collector												Collection Rate	32.7741%

Top 10 Delinquent Accounts (2022 & prior)

Name	Balance 11/30/2023
Angela George	\$ 15,128.81
Joe Wilson	\$ 5,404.28
Dorothy Worley	\$ 4,777.87
Marjorie Herbert Smith	\$ 3,778.43
5 Grindstaff Cove (Nantahala Brewing)	\$ 3,751.28
David George Howell	\$ 3,555.16
Teena Marie Woodard	\$ 3,544.32
Joyce Straton	\$ 3,433.35
Janina Beck	\$ 3,019.82
pm Realty LLC	\$ 2,944.80

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
11/30/2023

	General Fund					Actual to Budget Percent	Statement Period	Variance
	2023-2024	Previously	2023-2024	Current	2022-2023			
	Budgeted	Reported	YTD Actual	Month	Budget Balance			
Revenues:								
Ad valorem taxes	\$ 2,318,925	\$ 535,496.01	\$ 804,603.59	\$ 269,107.58	\$ 1,514,321.41	34.70%	41.67%	-6.97% *
Other taxes and licenses	\$ 6,200	4,925.00	4,945.00	\$ 20.00	\$ 1,255.00	79.76%	41.67%	38.09%
Unrestricted intergovernmental	\$ 2,847,272	1,121,342.95	973,552.17	\$ (147,790.78)	\$ 1,873,719.83	34.19%	41.67%	-7.47% *
Permits and Fees	\$ 18,250	4,204.10	5,002.80	\$ 798.70	\$ 13,247.20	27.41%	41.67%	-14.25% *
Restricted intergovernmental	\$ 156,485	96,290.35	53,691.81	\$ (42,587.54)	\$ 102,793.19	34.31%	41.67%	-7.36% *
Investment earnings	\$ 68,590	90,555.42	113,302.28	\$ 22,746.86	\$ (44,712.28)	165.19%	41.67%	123.52%
Other revenues	\$ 35,782	21,624.69	22,639.14	\$ 1,003.45	\$ 13,142.86	63.27%	41.67%	21.60%
Total revenues	\$ 5,451,504	1,874,438.52	1,977,736.79	103,298.27	\$ 3,473,767.21	36.28%	41.67%	-5.39% *
Expenditures:								
General Government	\$ 1,009,966	365,902.09	410,449.86	44,547.77	599,516.14	40.64%	41.67%	1.03%
Salaries & Benefits	\$ 426,778	135,022.45	168,160.10	33,137.65				
Capital outlay	\$ 26,000	26,000.00	26,000.00	-				
All other expenditures	\$ 557,188	204,879.64	216,289.76	11,410.12				
Public Safety	\$ 3,273,692	985,557.05	1,231,155.40	245,598.35	2,042,536.60	37.61%	41.67%	4.06%
Salaries & Benefits	\$ 1,762,178	389,998.16	688,494.57	126,346.13				
Capital outlay	\$ 127,993	46,547.39	46,547.39	-				
All other expenditures	\$ 1,383,521	28,773.70	28,773.70	119,252.22				
Culture and Recreation	\$ 111,090	23,225.55	26,042.59	2,817.04	85,047.41	23.44%	41.67%	18.22%
Salaries & Benefits	\$ 31,990	7,565.56	10,159.99	1,693.55				
Capital outlay	\$ 7,000	-	-	-				
All other expenditures	\$ 72,100	15,659.99	15,882.60	1,123.49				
Transportation	\$ 841,005	283,727.58	314,799.80	31,072.22	526,205.20	37.43%	41.67%	4.24%
Salaries & Benefits	\$ 350,246	110,091.16	137,651.28	27,560.12				
Capital outlay	\$ 131,538	53,975.24	47,805.54	(6,169.70)				
All other expenditures	\$ 359,221	119,661.18	129,342.98	9,681.80				
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$ -	-	-	-				
Environmental Protection	\$ 209,581	66,316.30	79,455.04	13,138.74	130,125.96	37.91%	41.67%	3.76%
Salaries & Benefits	\$ 92,154	29,143.51	36,385.41	7,241.90				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 117,427	37,172.79	43,069.63	5,896.84				
Total expenditures	\$ 5,445,334	1,724,728.57	2,061,902.69	337,174.12	3,383,431.31	37.87%	41.67%	3.80%
Revenues over expenditures	\$ 6,170	149,709.95	(84,165.90)	(233,875.85)	90,335.90	1.66%		
Other financing sources (uses):								
Transfers in	\$ 423,085	125,000.00	423,085.00	298,085.00	-			
Appropriated fund balance	\$ 845,000	-	-	-				
ARPA Related Appropriations	\$ 209,773	-	-	-				
PB Appropriated fund balance	\$ 35,000	-	-	-				
Fund Balance rollover	\$ 42,561	-	-	-				
Contributed Capital	\$ -	-	-	-				
Sale of Assets	\$ 20,000	3,400.00	-	(3,400.00)				
Loan Proceeds	\$ -	-	-	-				
	\$ 1,575,419	128,400.00	423,085.00	294,685.00				
Transfers to other funds:								
Contributed to GF fund balance	\$ -	-	-	-				
Transfers out	\$ 757,858	-	-	-				
Transfer to Capital Reserve	\$ 823,731	-	823,731.00	788,000.00				
	\$ 1,581,589	-	823,731.00	-				
Total other financing sources (uses)	\$ (6,170)	128,400.00	(400,646.00)	294,685.00	-			
Revenues and other sources over expenditures and other uses	\$ -	278,109.95	(484,811.90)	60,809.15	90,335.90			

Analysis:

Timing of revenues and prior year reversing entries



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, December 14, 2023 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Mary Gelbaugh, Mayor Pro-Tem
Greg McPherson, Commissioner
David Nestler, Mayor
Natalie Newman, Commissioner
Ben Guiney, Commissioner

Richard Hicks, Interim Town Manager
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT: Brad Waldrop, Commissioner

CALL TO ORDER

Mayor Nestler called the meeting to order at 5:30 p.m, following the Board of Adjustment meeting.

STAFF PRESENT: Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Robbie Carter (Police Lieutenant) and Chris Hatton (Police Chief).

VISITORS: Joe Hamilton, Barbara Hamilton, Chuck Hall, Carol Hall, Cameron Estridge, Esiah Bird, Alicia Stewart, Maurice Moody, Kenyon Thweatt, Juanita Burrell, Cody Lewis, Carter Lewis, Eddie Wells, Savannah Wells, William Allen, Laura Estridge, Devin Estridge, Christie Hooper, Ellie Freeman, MG Davis, Carolyn Cagle, Davey Stephens, Rick Buchanan, Sandy Buchanan, Gayle Woody, Jamie Cunningham, Autumn Cunningham, Martha Jones, Luther Jones, Richard Wilson, Ray Faircloth, Keith Blaine, Chip Hall, Selena Hall, Dave Russell, Jonathan Brown and Tammy Brown.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Barbara Hamilton thanked the board for their service to the Town. Luther Jones addressed the board and asked for more directional signage for Pinnacle Park on Fisher Creek Road.

AUDIT REPORT: Bronwyn Burluson of Burluson and Earley, PA presented the financial statements and auditor's report for the fiscal year ended June 30, 2023. A clean audit opinion was given with no findings. Burluson encouraged the board to review the report and to read the management discussion.

MAYOR'S REPORT: Mayor Nestler noted it had been an honor to serve on the Town Board for the past eight years as it was one of the best learning experiences for him. He also reminded the incoming board that the most important thing they do is set the budget and to be a strong advocate for employees.

COMMISSIONER'S REPORT: Commissioner Gelbaugh thanked the outgoing board members for their service to the Town. Commissioner McPherson thanked staff and commissioners as well as family for their support of his time as a commissioner. Commissioner Newman thanked the outgoing board members for their service to the Town. Commissioner Guiney thanked staff for their work on the Christmas parade. He reminded everyone that there was a lot of flu and other sickness in the community. Guiney congratulated the incoming board members and reminded them that it was important to do what is right for the Town whether it is liked or not.

MANAGER'S REPORT: Interim Town Manager Richard Hicks reported the following:

- Thanked the outgoing board members for their service to the Town and reminded them to be proud of their accomplishments.

OLD BUSINESS**DOWNTOWN PUBLIC RESTROOM PROJECT:**

A: BUDGET AMENDMENT: *Commissioner McPherson made a motion to appropriate \$5,976 from fund balance using the ARPA related funds for the TWSA Allocation Fees and associated services. The motion carried with a unanimous vote.*

B: PROJECT ORDINANCE AMENDMENT: *Commissioner Guiney made a motion to approve the project ordinance as presented. The motion carried with a unanimous vote.*

PRESENTATIONS OF APPRECIATION: Commissioner Gelbaugh presented awards of appreciation to outgoing board members David Nestler (Mayor), Ben Guiney (Commissioner) and Greg McPherson (Commissioner).

SWEARING-IN CEREMONY: The Honorable Judge Alan Thornburg performed the ceremony and administered the oath of office to the newly elected mayor and commissioners.

Johnny Phillips, Mayor
Blitz Estridge, Commissioner
Mark Jones, Commissioner

NEW BUSINESS

MAYOR PRO-TEM APPOINTMENT: *Commissioner Jones made a motion to appoint Mary Gelbaugh as Mayor Pro-tempore (Vice Mayor). The motion carried with a unanimous vote.*

OATH OF OFFICE TO MAYOR PRO-TEM: The Honorable Judge Alan Thornburg administered the oath of office to the newly appointed mayor pro-tempore, Mary Gelbaugh.

DISCLOSURE OF COMMISSIONER BUSINESS OWNERSHIP: Interim Town Manager Richard Hicks reported that normally an elected official is prohibited from entering into contracts with local government, or the purchase of goods or services from an elected official. For local governments that have a population of less than 20,000, the N.C. General Statutes (14-234) provide for an exception. This is in recognition that small towns have fewer options for many types of businesses. The statutes allow Town Boards to authorize doing business with their elected officials as long as it is approved at a meeting of the Board; the costs shall not exceed \$60,000 per year; a running total of contracts and/or purchases are kept and posted in a prominent location; and the total annual expenditure is listed in the Town's annual audit. Staff is requesting the Board's approval to allow Town staff to contract and/or purchase goods and services from Catamount Electric (Commissioner-Elect, Blitz Estridge) and Ward's Plumbing and Heating (Commissioner Brad Waldrop). The Town has done business with each of them in the past.

Commissioner Jones made a motion pursuant to NCGS 14-234 (d1), to authorize the Town of Sylva to conduct general operating business with Catamount Electric for the purchase of goods and services, acknowledging that Blitz Estridge, current Town of Sylva Commissioner, is part owner of the company. Furthermore, a summary of expenditures shall be posted in a conspicuous place, shall not exceed \$60,000 on an annual basis and shall be specifically noted in the audited annual financial statement of the Town in accordance with NCGS 14-234(d1)(3 and 4). Commissioner Estridge abstained from voting. The motion carried with a unanimous vote from Commissioners Gelbaugh, Jones and Newman.

Commissioner Jones made a motion pursuant to NCGS 14-234 (d1), to authorize the Town of Sylva to conduct general operating business with Ward Plumbing and Heating, Inc. for the purchase of goods and services, acknowledging that Brad Waldrop, current Town of Sylva Commissioner, is part owner of the company. Furthermore, a summary of expenditures shall be posted in a conspicuous place, shall not exceed \$60,000 on an annual basis and shall be specifically noted in the audited annual financial statement of the Town in accordance with NCGS 14-234(d1)(3 and 4). Commissioner Waldrop was absent from the meeting. The motion carried with a unanimous vote from Commissioners Estridge, Gelbaugh, Jones and Newman.

FIRE DEPARTMENT PERSONNEL DISCUSSION: Fire Chief Mike Beck was unable to attend the meeting for illness so Interim Town Manager Richard Hicks explained that the department had seen a significant increase in calls in the current year and would like to explore adding additional personnel. They would like permission from the Town Board to approach County Commissioners regarding personnel. *Commissioner Newman made a motion to authorize the Fire Department to have discussions with the Jackson County Commissioners regarding additional fire department personnel for the Fiscal Year 2024-2025. The motion carried with a unanimous vote.*

FY 2024-2025 BUDGET CALENDAR: *Commissioner Gelbaugh made a motion to approve the FY 2024-2025 budget calendar. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Gelbaugh made a motion to adjourn the meeting at 6:35 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk