



TOWN OF SYLVA SUPPLEMENTAL BOARD OF COMMISSIONERS MEETING

Thursday, April 23, 2026 at 9:00 AM
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. April 23, 2026 Consent Agenda

PUBLIC COMMENTS

REPORTS

2. Mayor's Report
3. Commissioner's Report
4. Manager's Report
5. Public Works Department Report
6. Police Department Report
7. Fire Department Report
8. Main Street Report
9. Planning Board Report
10. TWSA Board Report
11. Pinnacle Park Report

NEW BUSINESS

12. Resolution of Appreciation and Declaration of Surplus Property
13. Special Event Request--Ward Plumbing Employee Appreciation--Alcohol Service

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
April 23, 2026

1- TAX RELEASES:

#5 Jackson Paper MFG. ~ Acct#1336 ~ 2020-2025 ~ Personal Property + Interest
\$12,659.95 ~ Adjustment per Jackson County Equalization and Review Board.

#6 Sticky Brick Labs ~ Acct#4355 ~ 2021-2022 ~ Personal Property + Interest
\$129.94 ~ Outside Town limits.

2- OTHER:

- **Amended Bryson Park and Playground Equipment Grant Project Ordinance (see attached).** *The amendment will appropriate an additional estimated \$2,800 in interest into the project. Additionally, the expenditure sources have been amended to reflect a more accurate reflection of the budget vs actual.*
- **Resolution Establishing a Capitalization Threshold and Clarifying Authority (R2026-06).** *The resolution clarifies that the threshold can only be changed by board action in a resolution and not updated in the annual budget ordinance. Additionally, the ordinance documents the capitalization threshold as \$5,000.*

**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 amended:

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 the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and the total budget authorized amount.

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

Revenues Source	Budget	Actual	Variance
SCIF Grant	3,000,000	3,000,000	0
SCIF Interest	137,503	137,130	373
SCIF Sales Tax Refund	<u>56,712</u>	<u>56,712</u>	<u>0</u>
	\$ 3,194,215	\$ 3,193,842	\$ 373
Expenditure Source			
Professional Services	92,693	92,693	0
Construction/Repair	2,309,922	2,286,222	23,700
Playground/ Equipment	<u>791,600</u>	<u>753,028</u>	<u>38,572</u>
	\$ 3,194,215	\$ 3,131,943	\$ 62,272

Section 5. The Finance Officer is hereby directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including contingency appropriation, provided that the total project budget remains unchanged.

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 the 23th day April of 2026

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

R2026-06

RESOLUTION ESTABLISHING A CAPITALIZATION THRESHOLD AND CLARIFYING AUTHORITY

WHEREAS, the Town of Sylva has previously adopted Policies Pertaining to Depreciation of Capitals Assets; and

WHEREAS, certain provisions of the policies to depreciate have referenced the annual budget ordinance as the source for establishing capitalization thresholds; and

WHEREAS, the Town Board finds that capitalization thresholds are accounting policy determinations and should be established through formal action of the governing board through the Policies Pertaining to Depreciation of Capital Asset, rather than through the annual budget ordinance; and

WHEREAS, the current capitalization threshold is \$5,000;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Sylva that:

1. The Town’s Policies Pertaining to Depreciation of Capitals Assets hereby formally establishes the capitalization to be \$5,000.
2. Capitalization thresholds shall be established solely through the Town’s formally adopted Policies Pertaining to Depreciation of Capital Assets and subsequent amendments approved by the Town Board.
3. Any references in the Policies Pertaining to Depreciation of Capital Assets or related documentation indicating that capitalization thresholds are established or modified through the annual budget ordinance are hereby superseded and shall have no further force or effect. The approved threshold will continue to be listed on the annual budget ordinance for information purposes only.
4. All assets capitalized prior to the effective date shall remain in the Town’s capital assets records and continue to be depreciated in accordance with the policy in effect at the time of acquisition.

Adopted this 23rd day of April 2026

Johnny Phillips, Mayor

ATTEST: _____
Amanda Murajda, Town Clerk

Updated:

Attachment B (Policies Pertaining to Depreciation of Capital Assets) – Reference R2004-09

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5,000
Building	\$1	\$5,000
Building Improvements	\$1	\$5,000
Construction In Progress	\$1	Capitalize only
Machinery and Equipment	\$1,000	\$5,000
Vehicle	\$1	\$5,000
Infrastructure	\$1	\$5,000
Art	\$1	Capitalize Only
Intangible Assets	\$1	Capitalize Only

RESOLUTION OF APPRECIATION AND DECLARATION OF SURPLUS PROPERTY

Whereas, the Town of Sylva would like to recognize Christopher Hatton's service to the Town from August 12, 2019 till April 30, 2026; and

Whereas, Christopher Hatton has served the Town of Sylva and its citizens as Chief of Police; and

Whereas, Christopher Hatton has dedicated his life to protect and serve his community as a member of the law enforcement for 30 years; and

Whereas, during Christopher Hatton's time with the Sylva Police department he was instrumental in leading the department in becoming the 2023 North Carolina Police Agency of the Year by the NC Police Executives Association, strengthening community partnerships and implementing a Community Care Program Social Work Program; and

Whereas, the Town of Sylva, its employees, and its citizens extend a sincere expression of appreciation to Christopher Hatton for his dedication to the safety of the community and leadership in the Sylva Police Department, and wish him the very best in his retirement; and

Whereas, in accordance with N.C.G.S 17F-20, at the request of the Town of Sylva Board of Commissioners, Christopher Hatton receive his badge; and

Whereas, in accordance with N.C.G.S 17F-20, at the request of the Town of Sylva Board of Commissioners, Christopher Hatton receive his service side arm, a Glock Model 45 (9mm), Serial Number CEMV792; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that this Resolution of Appreciation and Declaration of Surplus Property be presented to Christopher Hatton upon his retirement. The service side arm is hereby declared surplus to the Town of Sylva and the Town Manager is authorized to present said badge and service side arm to Christopher Hatton.

Approved this the 23rd day of April, 2026.

Johnny Phillips, Mayor

Amanda W. Murajda, Town Clerk

TOWN OF SYLVA

Parks and Recreation Department
83 Allen Street Sylva, N.C. 28779

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

BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 05/06/2026

Today's Date 04/17/2026

Name of Organization Ward Plumbing Heating & Air Phone# 828-506-0445

Primary Organizer Contact:

Name Greg Galbreath Event Day Phone# 828-506-0445

Address 548 Mill Street, Sylva NC 28779

Email Address ggalbreath@wardph.com

Primary Event Category:

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Assembly/Rally | <input type="checkbox"/> Race/Run/Walk | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Block Party | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Filming/Photography | <input checked="" type="checkbox"/> Other: <u>Private Party</u> |

Name of Event Ward PHA Employee Appreciation Party

Mission/Purpose of Event Private Party Estimated # Attending 100
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 5 PM AM/PM - Closing 9 PM AM/PM

Set-up Date(s) 5/6/26 Set-up Time(s) 4 PM AM/PM -- 5 PM AM/PM

Primary On-Site Contact Greg Galbreath Mobile Phone# 828-506-0445

Describe Event Employee party with food, beverage & games/entertainment

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

1 large tent, some inflateables

- 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? Yes ___ No IF YES, how many? _____
- 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 want to request town approval to serve alcohol? Yes No ___

What type of alcohol do you intend to serve? beer & wine By Whom? Innovations - #0021314006
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

****ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA** - ORDINANCE: ARTICLE I SEC 4-2 UNLESS APPROVED BY THE TOWN BOARD. DO NOT publicize your event until you have been granted approval.**

INITIAL FOR ACKNOWLEDGEMENT GG

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 department 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 preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.

Confetti is strictly prohibited.

List of Fees:

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

Park Reservation Fees

Vendor Fees

- ___ \$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)

- ___ \$100 for up to 30 tent/table vendors
- ___ \$75 for up to six food vendors. Please List:

- \$25 for each alcohol vendor, Qty: 1
- \$ 125.00 TOTAL for BOTH Columns

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.

Name of Applicant Ward Plumbing Heating & Air

Signature _____ Date 4/17/2026

Town Official Approval _____ Date _____

Official Use Only

- Certificate of Liability Insurance Coverage
 - Copy of NC License to Sell Alcohol
- Resolution Approval Date: _____

Food Vendors - Limited to a Total of 6

- Available Electricity: 2 50-amp connections, 2 30-amp connections, 4 double 120v receptacles.
- Trucks/trailers: must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. *All tow vehicles must be disconnected and moved to a parking space.*
- Tent and cart food vendors not requiring electricity may set up along Scott's Creek in the grass on the back side of the right paved lot as you face the stage. A maximum of 4 can be staged there.
- All food vendors must have an active "Itinerant Merchant Permit" with the Town of Sylva.

Parking

- Vendor tents must be staked into the grass or weighted.
- No vendor tents may be staged in the right-paved parking lot as you face the stage without approval.
- Applicants who are expecting large crowds should consider providing a shuttle service as parking is limited.
- We recommend you avoid parking on Main and Mill Streets to allow merchant customers to park there.
- Public Parking Suggestions: Poteet Park, Mark Watson Park, Jackson County Library, Bicentennial Park (Keener Street) or request private lots by permission (Pinnacle Relief on Grindstaff Cove Road, First United Methodist Church on Jackson Street)

Restrooms: Public restrooms are available from dawn until dusk at Poteet Park or at the corner of Allen Street and Mill Street & Railroad Avenue. Depending on your crowd size, you may want to consider renting porta-potties. Please let Town Staff know if you intend to do that in order to coordinate the location.

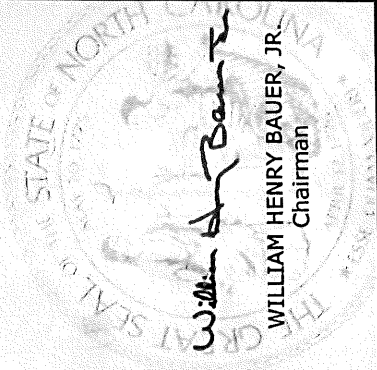
ABC

COMMISSION
NORTH CAROLINA

Innovation Brewing LLC
Innovation Brewing
414-A West Main Street
Sylva, NC 28779

ISSUED: 08/01/2024
COUNTY: Jackson
TYPE: LLC Member Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00340279BM	08/01/2024	Brewery
00340279BW	08/01/2024	Malt Beverage Wholesaler
00340279DG	08/01/2024	Malt Beverage Special Event



FILE NUMBER:

00340279CM-999



Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the back.