



# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 13, 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. June 13, 2024 Consent Agenda

### PUBLIC COMMENTS

### REPORTS

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

### NEW BUSINESS

5. FY 2024-2025 Budget Ordinance
6. FY 2024-2025 Fee Schedule
7. Mountain Projects Board Appointment
8. MSSA Facade Grant Application Approval
9. Board Rules of Procedure
10. Economic Development Board--Discussion Only

### ADJOURNMENT

*Town of Sylva*  
**CONSENT AGENDA**  
*June 13, 2024*

**1-APPROVE MINUTES:** May 09, 2024, **Regular Board Meeting;** May 23, 2024  
**Regular Board Meeting;** May 30, 2024, **Special Called Meeting**

**2- BUDGET AMENDMENT:**

**#29** 10-329-0000 Interest on Investments \$ 2,000 C  
10-562-0000 Street Lights 2,000 D

**REF: To appropriate additional funds into streetlights to cover increased expenses.**

**#30** 10-367-0400 Miscellaneous Grants \$ 5,000 C  
10-510-7104 PD BCBS Grant 5,000 D

**REF: To appropriate a BCBS grant into the Police Department budget.**

**#31** 33-367-0000 Fascade Grant JCTDA \$ 20,000 C  
33-367-0100 Fascade Grant Community Foundation 10,000 C  
33-413-0000 Façade Grant Expense 30,000 D

**REF: Accounting to reflect the Façade Grant Project Ordinance approved by the Board on 4/25/2024.**

**#32** 10-690-9800 Separation Allowance \$ 41,684 C  
10-510-0400 PD Separation Allowance 38,721 D  
10-510-0500 PD FICA 2,963 D

**REF: EOY accounting entries to move the budget for Separation Allowance expenses into their applicable departments to be reflected as of June 30<sup>th</sup>.**

**#33** 10-690-9900 OPEB Health Insurance \$ 74,037 C  
10-510-0600 PD Group Health Insurance 24,953 D  
10-510-0610 PD HAS 8,000 D  
10-560-0600 SD Group Health Insurance 28,412 D  
10-560-0610 SD HSA 6,400 D  
10-510-0620 PD HRA 5,500 D  
10-560-0620 PD HRA 772 D

**REF: EOY accounting entries to move the budget for OPEB expenses into their applicable departments to be reflected as of June 30<sup>th</sup>.**

**#34** 10-510-0200 PD Wages/Salaries \$ 10,000 C  
10-510-0000 PD Wages/Salaries Auxiliary 4,000 D  
10-510-0300 PD OT 6,000 D

**REF: To appropriate with the Police Department salary lines.**

#35 19-531-0300 FD OT	\$ 5,000 C
19-531-0300 FD OT	8,000 C
19-531-0100 FD Wages/Salaries Auxiliary	5,000 D
19-531-0200 FD Wages/Salaries	8,000 D

**REF: To reappropriate within the Fire Department salary lines**

#36 10-329-0000 Interest on Investments	\$ 6,830 C
10-590-7400 FM Capital	6,830 D

**REF: To replace the HVAC System that went out at the Highway Patrol Station.**

#37 10-329-0000 Interest on Investment	\$ 1,300 C
10-640-4500 Cemetery Contract	1,300 D

**REF: To appropriate an additional mowing above the annual contract.**

#38 21-392-0000 GFCRF Transfer from GF	\$ 35,731 C
21-410-0600 GFCRF Contribution	35,731 D

**REF: Budget appropriation that allows for a Capital Reserve Fund Contribution to be transferred in from the General Fund.**

#39 19-336-0200 FD State Property	\$ 2,451 C
19-530-9100 FD Transfer to CRF	2,451 D
20-392-0000 FD Capital Reserve Transfer In	2,451 C
20-410-0600 FDCRF Contribution	2,451 D

**REF: To transfer FD State Property unspent revenue into the Fire Department Capital Reserve Fund.**

#40 10-329-0000 Interest on Investments	\$ 4,000 C
10-580-7300 Sanitation Auto Maintenance	4,000 D

**REF: Appropriation to replace the turbo on the trash truck.**

**3- REPORTS:**

- 1- Business Registration Permit as of **May 31, 2024**
- 2- Vehicle Tax Report as of **April 30, 2024**
- 3- Ad Valorem Tax Report as of **April 30, 2024**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **April 30, 2024**

**4- OTHER:**

- R-2024-05 ~ Resolution Authorizing the Disposition of Town Personal Property (see attached)
- Upon recommendation of the auditor, the Board authorizes the Town Manager to serve as the Deputy Finance Officer for check signing and pre-auditing in the absence of the Finance Officer.

**Business Registration Permit Application  
May 2024**

Item 1.

**Date Submitted**

**Business Name**

**Business Location**

**Owner**

5/18/2024

Solar Nails

310 E. Main Street

Hai Dang (New Owner)

5/18/2024

Blue Ridge Bootleg LLC

582 W. Main Street

Matthew King

5/21/2024

Hotel Sylva

756 W. Main Street

NC-II Ridgeline, LLC

Tax Year 2022	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	434.41		434.41	434.41
Totals For Year 2022			0.00	434.41		434.41	434.41

Grand Totals	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	434.41		434.41	434.41

Tax Summary  
as of April 30, 2024

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
<b>Starting Balances</b>	54618.14	19247.75	14712.84	6778.87	5799.32	5182.1	2905.81	1924.22	1452.88	3,447.23	116,089.16	\$2,197,834.50	10-281-0000
July	-1486.16	-486.62	-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	-36.68	-38.25						-2,433.08	-14,662.01	-17,095.09
September	-1041.67	-29.46	-35.99	-150.29							-1,182.05	-359,534.01	-360,716.06
October	-1174.94	-112.52	-100.3	-214.86	-7.57	-9.49	-0.18				-1,437.75	-113,536.11	-114,973.86
November	-3600.47	-293.97	-100.3	-273.54	-223.9	-53.53	-26.98	-31.43	-31.43	-31.43	-3,994.74	-265,562.31	-269,557.05
December	-1935.54	-4.88		-49.98	-50.35	-147.75	-50.35	-44.01	-44.01	-44.01	-1,940.42	-1,055,677.13	-1,057,617.55
January	-4197.64	-502.41	-31.38	-676.55	-422.32	-313.02	-179.76	-177.18	-177.18	-177.18	-4,963.53	-321,945.81	-326,909.34
February	-6139.03	-697.1	-531.26	-466.87	-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	-466.87	-49.98	-50.35	-147.75	-50.35	-44.01	-44.01	-44.01	-4,357.61	-44,993.16	-49,350.77
April	-134.99	-176.46									-791.89	-3,613.77	-4,405.66
May											0.00		0.00
June											0.00		0.00
July - June Totals	-23709.77	-2935.84	-1737.79	-676.55	-422.32	-313.02	-179.76	-177.18	-177.18	-177.18	-30,506.59	-2,231,377.57	-2,261,884.16
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
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-23,711.16	-2,935.84	-1,737.89	-676.55	-422.32	-313.02	-179.76	-177.18	-177.18	-177.18	-30,508.08	-2,130,358.20	-2,160,866.28
EOY Adjustment													
(10-110-XX) Balance	\$30,906.98	\$16,311.91	\$12,974.95	\$6,102.32	\$5,377.00	\$4,869.08	\$2,726.05	\$1,747.04	\$1,275.70	\$3,270.05	85,561.08	\$67,476.30	\$153,037.38
Interest											Total		
July	105.39	37.1	0.33	33.19	41.97	51.09	60.21	68.90	78.02	87.14	142.82	96.26	142.82
August	50.45	192.96	39.68	13.05	17.01						703.61		799.87
September	77.33	4.97	9.36								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		81.58	3.75	5.23					218.91	1,289.20	218.91
January	417.99	127.19	9.26	107.98	88.22	109.59	17.54	23.44	26.20	28.96	645.00	1,337.37	1,934.20
February	719.78	115.87	158.63	19.87	24.46	31.50	33.34	33.21	37.17	41.13	1,094.28	1,550.45	2,431.65
March	351.7	70.91	142.35	15.43							966.89		2,517.34
April	17.86	12.51									266.48	182.27	448.75
May													
June													
Interest Collected	2349.67	\$662.19	\$404.98	\$255.67	\$175.41	\$297.41	\$111.09	\$125.55	\$141.39	\$157.23	\$4,680.59	\$4,455.55	\$9,136.14
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	97.0650%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 4/30/2024
Angela George	\$ 20,402.70
JTS Transport	\$ 7,897.69
Joe Wilson	\$ 6,010.44
Western Carolina #1LLC	\$ 5,742.10
Acicem Realty LLC	\$ 5,719.24
Dorothy Worley	\$ 5,510.58
Marjorie Herbert Smith	\$ 4,587.56
Kelly Robinson	\$ 4,540.51
Wid George Howell	\$ 4,340.05
Ice Straton	\$ 4,015.92

General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
4/30/2024

	General Fund				2023-2024 Budget Balance	Actual to Budget Percent	Statement Period	Variance
	2023-2024	Previously	2023-2024	Current				
	Budgeted	Reported	YTD Actual	Month				
<b>Revenues:</b>								
Ad valorem taxes	\$ 2,318,925	\$ 2,349,253.97	\$ 2,354,622.57	\$ 5,368.60	\$ (35,697.57)	101.54%	83.33%	18.21%
Other taxes and licenses	\$ 6,200	5,290.00	6,600.00	\$ 1,310.00	\$ (400.00)	106.45%	83.33%	23.12%
Unrestricted intergovernmental	\$ 2,847,872	1,946,173.16	2,307,967.05	\$ 361,793.89	\$ 539,904.95	81.04%	83.33%	-2.29% *
Permits and Fees	\$ 18,250	10,680.30	12,320.39	\$ 1,640.09	\$ 5,929.61	67.51%	83.33%	-15.82% *
Restricted intergovernmental	\$ 156,989	118,497.50	140,564.00	\$ 22,066.50	\$ 16,425.00	89.54%	83.33%	6.20%
Investment earnings	\$ 70,093	210,541.54	240,365.78	\$ 29,824.24	\$ (170,272.78)	342.92%	83.33%	259.59%
Other revenues	\$ 52,932	52,909.55	82,873.16	\$ 30,152.44	\$ (29,941.16)	156.57%	83.33%	73.23%
<b>Total revenues</b>	\$ 5,471,261	4,693,346.02	5,145,312.95	452,155.76	\$ 325,948.05	94.04%	83.33%	10.71%
<b>Expenditures:</b>								
<b>General Government</b>	\$ 1,016,166	681,071.34	738,584.11	57,671.60	277,581.89	72.68%	83.33%	10.65%
Salaries & Benefits	\$ 426,778	239,777.54	355,606.44	30,993.24				
Capital outlay	\$ 26,000	26,000.00	26,000.00	-				
All other expenditures	\$ 547,188	415,293.80	356,977.67	26,678.36				
<b>Public Safety</b>	\$ 3,295,949	1,992,113.56	2,294,117.28	228,782.75	1,001,831.72	69.60%	83.33%	13.73%
Salaries & Benefits	\$ 1,817,996	1,196,562.09	1,372,666.22	122,509.32				
Capital outlay	\$ 169,749	-	72,628.28	26,434.76				
All other expenditures	\$ 1,325,073	28,773.70	28,773.70	79,838.67				
<b>Culture and Recreation</b>	\$ 111,090	68,224.77	71,504.13	3,279.36	39,585.87	64.37%	83.33%	18.97%
Salaries & Benefits	\$ 31,990	16,540.61	18,174.74	1,634.13				
Capital outlay	\$ 7,000	-	-	-				
All other expenditures	\$ 72,100	51,684.16	53,329.39	1,645.23				
<b>Transportation</b>	\$ 841,005	509,337.57	560,983.61	51,646.04	280,021.39	66.70%	83.33%	16.63%
Salaries & Benefits	\$ 350,246	189,228.87	278,368.63	25,286.11				
Capital outlay	\$ 131,538	47,805.54	47,805.54	-				
All other expenditures	\$ 359,221	272,303.16	234,809.44	26,359.93				
<b>Economic and Physical Development</b>	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$ -	-	-	-				
<b>Environmental Protection</b>	\$ 207,581	130,826.09	141,594.54	10,768.45	65,986.46	68.21%	83.33%	15.12%
Salaries & Benefits	\$ 92,154	49,724.16	73,858.29	6,842.86				
Capital outlay	\$ -	-	-	-				
All other expenditures	\$ 115,427	81,101.93	67,736.25	3,925.59				
<b>Total expenditures</b>	\$ 5,471,791	3,381,573.33	3,806,783.67	352,148.20	1,665,007.33	69.57%	83.33%	13.76%
<b>Revenues over expenditures</b>	\$ (530)	1,311,772.69	1,338,529.28	100,007.56	(1,339,059.28)	-24.47%		
<b>Other financing sources (uses):</b>								
Transfers in	\$ 423,085	423,085.00	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	13,405.00	13,405.00					
Loan Proceeds	\$ -	-						
	\$ 1,708,542	436,490.00	436,490.00	-				
<b>Transfers to other funds:</b>								
Contributed to GF fund balance	\$ -							
Transfers out	\$ 884,281	923,870.64	923,870.64					
Transfer to Capital Reserve	\$ 823,731	823,731.00	823,731.00					
	\$ 1,708,012	1,747,601.64	1,747,601.64					
<b>Total other financing sources (uses)</b>	\$ 530	(1,311,111.64)	(1,311,111.64)					
<b>Revenues and other sources over expenditures and other uses</b>	\$ -	661.05	27,417.64	100,007.56	(1,339,059.28)			

Analysis:  
\* Timing of revenues

### Resolution Authorizing the Disposition of Town Personal Property

**WHEREAS**, the Board of Commissioners of the Town of Sylva, North Carolina desire to declare surplus and dispose of certain Town owned personal property,

**WHEREAS**, the Town has authorized the Town Manager to dispose of surplus personal property for less than \$5,000 by any means to yield the highest attainable sale price in money or other consideration,

**WHEREAS**, the Town Department heads are periodically asked to verify personal property within their departments,

**WHEREAS**, old personal property records need to be occasionally cleaned up to reflect a more accurate picture of the Town’s Capital Assets,

**WHEREAS**, staff turnover, transferring equipment from/to different vehicles, transferring equipment between departments, trade – in items, storing of old personal property, etc. contribute to personal property not being able to be verified,

**WHEREAS**, for auditing purposes the Capital Assets need to be as accurate as possible,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Sylva that: The following described property is hereby declared surplus and may be removed from the Town financial records:

- **0262** H&K MP 5A2 9MM Fire Carbine ~ trade- in for AR15 purchased 1996
- **0263** H&K MP 5A2 9MM Fire Carbine ~ trade-in for AR15 purchased 1996
- **0500** Amplifier System (used at swimming pool) SN#496060 ~ purchased 1988
- **0513** PD Vehicle Equipment (removed from a vehicle that was totaled) ~ purchased 2012
- **0514** Panasonic Toughbook 53 (CF-53EJAZXIM) ~ purchased 2012
- **0646** IR-900 Infrared Sensor Transmitter ~ purchased 2001
- **0647** RX 900 Receiver/Processor ~ purchased 2001
- **0681** Intel Pentium 4 Processor (serial # X1145371) ~ purchased 2006
- **0685** MPH Python Radar Dual Antenna (PYT546007820) ~ purchased 2000
- **0693** LED Lightbar ~ purchased 2006
- **0694** LED Lightbar ~ purchased 2006
- **0695** LED Lightbar ~ purchased 2006
- **0696** Python II Radar (PYT315018770) ~ purchased 2008 ~ trade- in for Python III
- **0697** Python II Radar (n/a) ~ purchased 2008 ~ trade-in for Python III

ADOPTED this 13th day of June 2023.

\_\_\_\_\_  
Johnny Phillips, Mayor

Attest: \_\_\_\_\_  
Amanda Murajda, Town Clerk





# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 9, 2024 at 5:30 PM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**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 Pro-Tem Gelbaugh called the meeting to order at 5:30 p.m.*

**STAFF PRESENT:** Chris Hatton (Police Chief), Robbie Carter (Police Lieutenant) and Aimee Sumner (Lt. Detective).

**VISITORS:** Luther Jones, Jon Brown, Sarah Hirsch, Chuck Hall and Carol Hall.

### APPROVAL OF AGENDA

*Commissioner Waldrop made a motion to approve the agenda. 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:** None.

**COMMISSIONER'S REPORT:** Commissioner Waldrop reported that he attended the Cowee Tunnel marker ceremony. He also read a letter from Ben Guiney in support of Sylva Pride. Commissioner Jones announced a concert on August 24<sup>th</sup> from 6:00 to 8:00 p.m. featuring Matt Stillwell. Commissioner Gelbaugh reminded everyone of the annual DRC UCM fundraiser on May 19<sup>th</sup> from 10:00 a.m. to 2:00 p.m. Anyone wishing to participate can bring 10 cans of food for a free rafting ride down the Tuckasegee River. Commissioner Estridge reported that he and Commissioner Waldrop, along with staff, attended a utilities walk on Mill Street to discuss ways to improve the large amount of wiring.

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

- She thanked the entire Town staff and the Haskett's for a successful Greening Up the Mountains. The festival was successful, and it was a great day.
- Dowling attended the WNC Managers Association budget roundtable on April 26th.
- Upcoming board meetings to fill the Commissioner vacancy are May 23<sup>rd</sup> and May 30<sup>th</sup>.
- Open enrollment is May 16<sup>th</sup> at 7:00 a.m. for supplemental health benefits.
- The Town's year-end spending deadline is May 15<sup>th</sup>. Department heads need to notify Lynn Bryant of any non-routine expenditures that are anticipated after this date.
- Performance evaluations are due to Amanda Murajda by May 15<sup>th</sup>.

### NEW BUSINESS

**SPECIAL EVENT REQUEST—CONCERTS ON THE CREEK ALCOHOL SERVICE:** This is a request from Innovation Brewing and Balsam Falls Brewing Company to sell alcohol at Concerts on the Creek and July 4th festivities. This would have a similar setup as the beverage-arts area at Greening Up the Mountains. The applications have been amended to add August 24<sup>th</sup> for the Matt Stillwell concert. *Commissioner Waldrop made a motion to approve the requests. The motion carried with a unanimous vote.*

**SOUTHWESTERN NC HOME CONSORTIUM APPOINTMENT—DISCUSSION ONLY:** The Board needs to appoint a replacement to the Southwestern Commission’s Home Consortium due to the resignation of Natalie Newman. No discussion was had.

**MAIN STREET SYLVA ASSOCIATION BOARD APPOINTMENT—DISCUSSION ONLY:** A commissioner needs to be appointed to the Main Street Sylva Association Board due to the resignation of Natalie Newman. Having one commissioner on the MSSA Board helps represent the town to each board and helps MSSA meet the national accreditation standard for entities that are represented. Dowling noted that Commissioner Estridge was interested. No discussion was had.

**FORMAL PRESENTATION OF THE FY 2024-2025 BUDGET:** Manager Dowling formally presented the FY 2024-2025 budget to the board and reminded them of the public hearing scheduled for May 30, 2024, at 5:30 p.m.

**APPLICATIONS FOR BOARD SEAT VACANCY:** Manager Dowling distributed the applications received and explained the voting would take place at the May 30, 2024 meeting.

The three applications received were:

- Jonathan Brown
- Sarah Hirsch
- Luther Jones

**SCHEDULE A SPECIAL CALLED MEETING FOR MAY 30, 2024 AT 5:30 P.M.:** Mayor Pro-Tem Gelbaugh explained that the special-called meeting would be to appoint a commissioner to fill a vacancy and for the FY 2024-2025 budget hearing. *Commissioner Estridge made a motion to schedule the special-called meeting. The motion carried with a unanimous vote.*

**CANCEL THE JUNE 27, 2024 REGULAR BOARD MEETING:** *Commissioner Jones made a motion to cancel the June 17, 2024 regular board meeting. The motion carried with a unanimous vote.*

**CANCEL THE JUNE 27, 2024 PLANNING BOARD MEETING:** *Commissioner Waldrop made a motion to cancel the June 27, 2024 Planning Board meeting. The motion carried with a unanimous vote.*

**ADJOURNMENT:** *Commissioner Estridge made a motion to adjourn the meeting at 5:52 p.m. The motion carried with a unanimous vote.*

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Mary Gelbaugh  
Mayor Pro-Tem

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Amanda W. Murajda  
Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, May 23, 2024 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** 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), Mike Beck (Fire Chief) and Chris Hatton (Police Chief).

**VISITORS:** Luther Jones, Geoffrey Hirsch, Sarah Hirsch, Nathan Mann, Tracey Mann, Jessie Roberts, Jonathan Brown, Tammy Brown, Rachael Bartlett, Lilly Knoepp (Blue Ridge Public Radio), Emmie Cornell, Jay Coward, Jennifer Harr, Becky Abel, Destri Leger, Mary Slagle, Dave Russell (Sylva Herald), and Natalie Newman.

### APPROVAL OF AGENDA

Commissioner Jones made a motion to add a closed session pursuant to NCGS 143-318-11 (a)(3). The motion carried with a unanimous vote. Commissioner Gelbaugh made a motion to approve the agenda as amended. The motion carried with a unanimous vote.

### PUBLIC COMMENTS

Sarah Hirsch addressed the board and asked for their support in appointing her as a new commissioner. Nathan Mann addressed the board and offered support for the Sylva Pride parade and requested the board reconsider their vote. Tracey Mann added her support for the parade and asked the board to approve the proclamation for June as Pride Month. Jessie Roberts, Jennifer Harr and Destri Leger also offered their support of Sylva Pride and the proclamation for June as Pride Month.

### MAYOR'S REPORT

Mayor Phillips thanked Mayor Pro-tem Gelbaugh for serving in his absence at the last meeting. He also thanked Mark and Tammy Haskett for their work on Greening Up the Mountains.

### COMMISSIONER'S REPORT

Commissioner Gelbaugh attended the quarterly Library Board meeting and noted there are several summer events coming up for children this summer. Commissioner Waldrop added that he had noticed an increase in public input in recent weeks and encouraged participation to continue.

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

- The Jackson County ABC Board's budget has been distributed for review.
- The Town budget is currently being advertised in the Sylva Herald and is on our website. The next meeting is May 30<sup>th</sup> at 5:30 p.m. This meeting is to hold a public hearing on the budget and to swear in the new commissioner.
- Employment Update: Steve Shuler retired from Public Works last week after 16.5 years with the Town. We wish Steve a happy retirement. We are currently accepting applications for a Maintenance Technician position.
- Dowling attended the School of Government's Affordable Housing Seminar in Marion, NC.

Regular Board Meeting May 23, 2024

- Town staff participated in open enrollment for supplemental benefits.
- Town offices will be closed Monday, May 27, 2024, for Memorial Day.

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

- Completed plans for Bryson Park have been sent to contractors for pricing.
- Working on Partf grant.
- Paving on 1<sup>st</sup> and 2<sup>nd</sup> Avenue and Oakwood Lane will begin in the next few weeks.
- Congratulated Steve Shuler on his retirement.

**POLICE DEPARTMENT REPORT:** Chris Hatton reported the following:

- Working on filling vacancies.
- Calls for service are up.
- Community Care will be represented at a national conference later in May.

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

- Just over 554 calls so far in 2024 which is approximately 150 ahead of last year.

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

- Unveiled a façade grant program recently.
- Attended the Investing in Rural America conference.
- Launching the third phase of the co-working feasibility study.

**TWSA BOARD REPORT:** Manager Dowling reported that the budget is available to review.

#### NEW BUSINESS

**BOARD OF COMMISSIONER VACANT SEAT:** Board members were given copies of application for those interested in serving on the Town Board in the vacant seat at the May 9, 2024, board meeting. Those applicants included Johnathan Brown, Luther Jones and Sarah Hirsch. Board members were given a ballot that included the name of each applicant. They were instructed to choose one applicant and sign the ballot. Ballots were read for votes as the following:

Commissioner Estridge—Johnathan Brown  
 Commissioner Gelbaugh—Johnathan Brown  
 Commissioner Jones—Johnathan Brown  
 Commissioner Waldrop—Sarah Hirsch

By vote of ballot, Jonathan Brown is appointed to the Town of Sylva Board of Commissioners. His swearing-in ceremony will be on May 30, 2024.

**MAIN STREET SYLVA ASSOCIATION BOARD APPOINTMENT:** Mayor Phillips noted this was discussed at a previous meeting and that Commissioner Estridge would like to serve on the board. *Commissioner Jones made a motion to appoint Commissioner Blitz Estridge to the MSSA board. The motion carried with a unanimous vote.*

**SOUTHWESTERN NC HOME CONSORTIUM BOARD APPOINTMENT:** Mayor Phillips noted that Manager Dowling volunteered to serve on this board. *Commissioner Gelbaugh made a motion to appoint Manager Paige Dowling to the Southwestern NC Home Consortium board. The motion carried with a unanimous vote.*

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

1. 629 & 633 West Main Street—Southern & Sunkissed building—will be repainted.
2. The Hooper House—improve façade with outdoor improvements.
3. 617 West Main Street—Mad Batter building—new awnings.

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

**PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH:** Mayor Phillips introduced the request for a proclamation to designate June as Pride Month in the Town of Sylva. *Commissioner Waldrop made a motion to approve the proclamation. The motion carried with a unanimous vote.*

**CLOSED SESSION:** *Commissioner Jones made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) to consult with the town attorney at 9:42 a.m. The motion carried with a unanimous vote.*

*Commissioner Jones made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 10:25 a.m. No action was taken during closed session.*

**PINNACLE PARK:** The Board discusses granting a right-of-way across town property to parcel # 7643-85-6440. *Commissioner Gelbaugh made a motion to convey a right-of-way over the road in its present location leading from the Pinnacle Park Parking Lot to that approximate 152-acre tract of land more specifically described in deed book 2267 page 1140 and bearing PIN 7643-85-6440 contingent upon sale by the Bradley family to Mainspring Conservation. The motion carried with a unanimous vote.*

**ADJOURNMENT:** *Commissioner Waldrop made a motion to adjourn the meeting at 10:28 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 BOARD OF COMMISSIONERS SPECIAL CALLED MEETING

Thursday, May 30, 2024 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Blitz Estridge, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Mark Jones, Commissioner  
Natalie Newman, 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 5:30 p.m.*

### STAFF PRESENT:

### VISITORS:

### APPROVAL OF AGENDA

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

**PUBLIC HEARING—FY 2024-2025 BUDGET:** Mayor Phillips opened the public hearing at 5:30 p.m. Commissioner Waldrop thanked all those who worked on the budget. *Being no further comment, Commissioner Jones made a motion to close the hearing at 5:31 p.m. The motion carried with a unanimous vote.*

**SWEARING-IN CEREMONY:** Amanda Murajda, Town Clerk, administered the oath of office to the newly appointed Commissioner, Jonathan Brown.

**ADJOURNMENT:** *Commissioner Gelbaugh made a motion to adjourn the meeting at 5:33 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

THE TOWN OF SYLVA  
FY 2024-2025  
**BUDGET ORDINANCE**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Sylva, North Carolina:

**Section 1.** The following amounts are hereby appropriated in the General Operating Budget for the operation of the town government and its activities for the fiscal year beginning **July 1, 2024** and ending **June 30, 2025** in accordance with the chart of accounts heretofore established for this town.

Mayor/Board	40,000
Administration	503,955
Highway Patrol Electric	1,000
Tax Collection Fees	8,000
Main Street Program	160,525
Professional Services	76,485
Police Department	1,801,037
Street Department	612,225
Powell Bill Department	107,000
Street Lights	135,000
Planning/Land use Department	22,300
Sanitation Department	198,130
Facilities Maintenance	56,500
Cemetery Department	26,000
Non-Departmental	139,187
Grants	71,500
Transfer In Capital Reserve Fund	44,750
<u>Miscellaneous Appropriations</u>	<u>501,511</u>
<b>Total Expenses</b>	<b>\$4,505,105</b>

**Section 2.** It is estimated that the following revenues will be available in the General Operating Budget for the fiscal year beginning **July 1, 2024** and ending **June 30, 2025**.

Current Year's Property Tax	2,167,530
Prior Year's Property Tax	20,000
Interest on Taxes	10,600
Tax Advertising Penalties	800
Scrap Metal	500
Business Registration Permit	5,000
ABC License / Privilege License	1,200
Vehicle Taxes	111,000
Interest on Investments	60,000
Sale of Recycling Bins	500
Street Sweeping	1,200
Main Street Program	40,975
K-9 Donations	0
Sales of Telecommunication	21,600
Excise Tax on Natural Gas	8,000
Local Video Programming	9,000
Franchise Tax on Power	295,000

Sales Tax Art 40	210,000
Sales Tax Article 42	222,000
Sales Tax Article 39	425,000
Solid Waste Disposal	2,000
Hold Harmless	190,000
Wine and Beer	11,500
Powell Bill	75,000
ABC Revenue	435,000
Occupancy Use Inspections	3,000
Police Department Fines and Fees	10,000
Conditional Use/Appeals	1,000
Sales Tax Refund	16,450
Grants	71,500
Sale of Assets	0
Vending Machine Revenue	1,000
Miscellaneous Revenue	0
Fund Balance Rollover	0
Fund Balance (Powell Bill)	32,000
Fund Balance Appropriation	0
Transfer In Capital Reserve Fund	44,750
<u>Substance Tax/Equitable Sharing</u>	<u>2,000</u>
<b>Total Revenues</b>	<b>\$4,505,105</b>

**Section 3.** The following amounts are hereby appropriated in the Recreation **Fund 13** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Personnel Expense	33,650
Operating Expenses	51,700
<u>Pool Expense</u>	<u>36,800</u>
<b>Total Expenses</b>	<b>\$122,150</b>

**Section 4:** It is estimated that the following revenues will be available in Recreation **Fund 13** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Interest	3,000
Park Rental	4,000
Local Government Reimbursement	0
<u>Transfer from General Fund</u>	<u>115,150</u>
<b>Total Revenues</b>	<b>\$122,150</b>

**Section 5.** The following amounts are hereby appropriated in the Separation Allowance **Fund 14** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Payroll – Separation Allowance	38,595
<u>Fund Balance Contribution</u>	<u>11,405</u>
<b>Total Expenses</b>	<b>\$50,000</b>

**Section 6.** It is estimated that the following revenues will be available in Separation Allowance **Fund 14** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>Transfer from General Fund</u>	<u>50,000</u>
<b>Total Revenues</b>	<b>\$50,000</b>



**Section 7.** The following amounts are hereby appropriated in the Revolving Loan **Fund 15** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>RLF Expenses</u>	<u>6,000</u>
<b>Total Expenses</b>	<b>\$6,000</b>

**Section 8.** It is estimated that the following revenues will be available in the Revolving Loan **Fund 15** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>Fund Balance Appropriation</u>	<u>6,000</u>
<b>Total Revenues</b>	<b>\$6,000</b>

**Section 9.** The following amounts are hereby appropriated in the Fire Department **Fund 19** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Operating Expense	363,505
Personnel Expense	828,459
Debt	0
<u>Capital</u>	<u>100,000</u>
<b>Total Expense</b>	<b>\$1,291,964</b>

**Section 10.** It is estimated that the following revenues will be available in the Fire Department **Fund 19** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Transfer in FD Capital Reserve Fund	40,706
Sylva Contribution	204,361
Dillsboro Contribution	21,518
Webster Contribution	20,277
Jackson County Contribution	987,602
Sales Tax Refund	10,000
<u>Miscellaneous Revenue</u>	<u>7,500</u>
<b>Total Revenues</b>	<b>\$1,291,964</b>

**Section 11.** The following amounts are hereby appropriated in the Fire Department Capital Reserve **Fund 20** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>Transfer to Fire Department GF</u>	<u>40,706</u>
<b>Total Expenses</b>	<b>\$40,706</b>

**Section 12.** It is estimated that the following revenues will be available in the Fire Department Capital Reserve **Fund 20** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

FD Capital Reserve Fund – Fund Balance Approp.	<u>40,706</u>
<b>Total Revenues</b>	<b>\$40,706</b>

**Section 13.** The following amounts are hereby appropriated in the General Fund Capital Reserve **Fund 21** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>Transfer to General Fund</u>	44,750
<b>Total Expenses</b>	<b>\$44,750</b>

**Section 14.** It is estimated that the following revenues will be available in the General Fund Capital Reserve **Fund 21** for the Fiscal Year beginning **July 1, 2024 and ending June 30, 2025.**

<u>Fund Balance Appropriation</u>	44,750
<b>Total Revenues</b>	<b>\$44,750</b>

**Section 15.** The following amounts are hereby appropriated in the Public Art **Fund 23** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

<u>Public Art Fund Expenditures</u>	2,000
<b>Total Expenses</b>	<b>\$2,000</b>

**Section 16.** It is estimated that the following revenues will be available in the Public Art **Fund 23** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

<u>Public Art Fund Balance Appropriation</u>	2,000
<b>Total Revenues</b>	<b>\$2,000</b>

**Section 17.** The following amounts are hereby appropriated in the Fisher Creek **Fund 24** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

Capital	0
Professional Services	78,560
<u>Maintenance</u>	60,000
<b>Total Expenses</b>	<b>\$138,560</b>

**Section 18.** It is estimated that the following revenues will be available in Fisher Creek **Fund 24** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

Interest	35,000
FC Fund Balance Rollover	40,000
<u>FC Fund Balance Appropriation</u>	63,560
<b>Total Revenues</b>	<b>\$138,560</b>

**Section 19.** The following amounts are hereby appropriated in the Retirement Department **Fund 25** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

Retiree Insurance	92,135
<u>Fund Balance Contribution</u>	32,865
<b>Total Expenses</b>	<b>\$125,000</b>

**Section 20.** It is estimated that the following revenues will be available in Retirement Department **Fund 25** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025.**

<u>Revenue from General Fund</u>	125,000
<b>Total Revenues</b>	<b>\$125,000</b>

**Section 21.** The following amounts are hereby appropriated in the Sidewalk Special Revenue **Fund 27** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

Interest	5,979
<u>Sidewalk Expense</u>	<u>294,021</u>
<b>Total Expenses</b>	<b>\$300,000</b>

**Section 22.** It is estimated that the following revenues will be available in Sidewalk Special Revenue **Fund 27** for the Fiscal Year beginning **July 1, 2024** and ending **June 30, 2025**.

<u>Fund Balance Appropriation</u>	<u>300,000</u>
<b>Total Revenues</b>	<b>\$300,000</b>

**Section 23.** There is hereby levied a tax at the **rate of forty-five cents (.45)** per one hundred dollars (\$100) valuation of property as listed for taxes as of **January 1, 2024** for the purpose of raising the revenue listed as “Current Year’s Property Taxes” in the General Fund in Section 2 of this Ordinance. This is based on a total estimated valuation of property for the purposes of taxation of **498,819,812** with an estimated rate of collection of **97.54%**. The revenue listed as “Vehicle Taxes” in the General Fund in Section 2 of this Ordinance is based on a total estimated valuation of property of **23,333,333** with an estimated rate of collection of **100%**.

**Section 24.** The capitalization threshold for 2024-2025 is **\$5,000** for all capital asset classes.

**Section 25.** The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. Amounts between objects of expenditures within a department may be transferred without limitations and without report being given.
- b. Amounts up to **\$2,000** dollars may be transferred between departments with an official report on such transfers on the next consent agenda.

**Section 24.** The Finance Officer is hereby directed to invest all idle funds only in the North Carolina Capital Management Trust and fully insured FDIC demand deposit accounts in the bank of record for the Town of Sylva. Obligations of the U.S. Government, such as Treasury Bill, Bonds, and Notes, time deposits with any financially sound bank or savings institution whose principal office is in North Carolina; A-1, P-1, domestic commercial paper may be utilized only with approval of the Town Board.

**ADOPTED THIS THE 13th DAY OF JUNE 2024.**

\_\_\_\_\_  
**Johnny Phillips, Mayor**

**ATTEST:** \_\_\_\_\_  
**Amanda Murajda, Town Clerk**

## Town of Sylva Proposed Fee Schedule FY 2024-2025

### Planning and Code Enforcement Permits and Fees:

#### **RESIDENTIAL**

Type	Fee
Single Family	0-1,500 sq. ft. \$50.00
	1,501-3,000 sq. ft. \$75.00
	More than 3,000 sq. ft. \$100.00
Multi-Family Units	\$40.00 per unit
Manufactured Homes	Singlewide \$50.00
	Doublewide \$75.00
(Fees for replacement only)	
Accessory Buildings	\$50.00
Additions/Renovations	(Rooms, Decks, Garage, etc.)
	≤ 500 sq. ft. \$50.00
	> 500 sq. ft. \$75.00

#### **NON-RESIDENTIAL USES: COMMERCIAL, BUSINESS, MIXED USE, INDUSTRIAL (Collected at Town Hall)**

Occupancy Use Inspection (Commercial business opening or change of ownership)	\$100.00 (Paid to Town of Sylva prior to issuance of Business Registration Permit)
Business Registration Permit (Applicable to all businesses not licensed by the State of NC)	\$20.00
Itinerant Merchant License (less than 6 months)	\$100.00
Food Truck (6 months)	\$100.00
Peddler's License (less than 30 minutes in a 24-hour period)	\$25.00

#### **NON-RESIDENTIAL USES: (Collected by Jackson County)**

Large Structure (≥ 20,000 sq. ft.)	\$500.00
Medium Structure (5,001-19,999 sq. ft.)	\$350.00
Small Structure (≤ 5,000 sq. ft.)	\$250.00
Additions/Renovations	≤ 500 sq. ft. \$50.00
	> 500 sq. ft. \$75.00

#### **OVERLAY DISTRICTS**

Planned Unit Development (PUD) & Mobile Home Parks	In Addition to CUP fee
Class 1 (2-11 Units)	\$150.00
Class 2 (12-24 Units)	\$250.00

Class 3 (25+ Units)	\$400.00	+\$25.00 per home above 2
<b>SUBDIVISION PLAT</b>		
Minor Subdivision	\$50.00	+\$20.00 per lot
Major Subdivision	\$250.00	+\$50.00 per lot
<b>DEMOLITION PERMIT</b>		
Residential	\$80.00	
Non-Residential	\$150.00	
<b>SIGN PERMIT</b>		
Single-Face	\$150.00	
Double-Face	\$200.00	
Illuminated	\$250.00	
Temporary	\$20.00	(Per event; fee covers two signs)
Sandwich Board	\$40.00	(Annual renewal required)
Off-Premise Sign	\$500.00	
<b>ABC PERMIT INSPECTIONS</b>		
On-Premise	\$100.00	
Off-Premise	\$100.00	
<b>SEXUALLY ORIENTED BUSINESS PERMIT</b>		
Establishment Permit	\$2,000.00	Annually
Entertainer Permit	\$250.00	Annually
<b>FLOOD PLAIN PERMIT</b>		
Residential	\$50.00	
Non-Residential	\$100.00	
<b>ZONING APPROVAL</b>		
Zoning Approval	\$45.00	
<b>FLOOD DAMAGE PREVENTION VARIANCE</b>		
Residential	\$200.00	
Non-Residential	\$350.00	
<b>ZONING ORDINANCE VARIANCE</b>		
Residential	\$250.00	
Non-Residential	\$350.00	
<b>SPECIAL USE PERMIT</b>		
Residential	\$250.00	
Non-Residential	\$350.00	
<b>ZONING ORDINANCE AMENDMENT</b>		
Amendment to Text	\$500.00	
Map Amendment	\$500.00	
<b>PUBLIC HEARINGS AND APPEAL HEARINGS</b>		
All	\$300.00	

**Recreation Fees:**

<b>POTEET PARK AND BRYSON PARK RENTAL</b>		
Town Residents	\$25.00	Per two hours
Non-Town Residents	\$50.00	Per two hours
<b>BRIDGE PARK PAVILION RENTAL</b>		
Town Residents	Two Hours	\$30.00

	Four Hours	\$50.00
	Eight Hours	\$100.00
	Alcohol (+ Cost of Officers)	\$50.00
Non-Town Residents	Two Hours	\$50.00
	Four Hours	\$75.00
	Eight Hours	\$125.00
	Alcohol (+ Cost of Officers)	\$50.00

**PUBLIC WORKS MISCELLANEOUS:**

**STREET/SIDEWALK CUT PERMIT**

Streets	\$75.00
Sidewalks	\$100.00

**DRIVEWAY ACCESS PERMIT**

Residential	\$25.00
Non-Residential	\$100.00

**HAZARD ABATEMENT**

All	\$200.00
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**RECYCLING BINS**

Residential (both bins and lids)	\$40.00
Lid (individual replacement)	\$10.00
Bin (individual replacement)	\$15.00

**PUBLIC WORKS COST BASIS FOR EQUIPMENT AND MANPOWER:**

**LABOR CHARGE (PER HOUR):**

During Normal Work Hours	\$35.00 per person
After Normal Work Hours	\$53.00 per person

**EQUIPMENT CHARGE (PER HOUR):**

Backhoe	\$50.00
Bucket Truck	\$65.00
Dump Truck	\$40.00
Knuckleboom Truck	\$75.00
Trackhoe	\$65.00
Water Truck	\$60.00 + Water Charge
Ton Truck	\$40.00
Weed Eater OR Leaf Blower	\$20.00
Mower	\$40.00
Sweeper	\$65.00

**POLICE DEPARTMENT COST BASIS FOR MANPOWER**

**LABOR CHARGE PER HOUR:**

During Normal Work Hours	\$42.00
After Normal Work Hours	\$63.00

**PARKING FINES AND FEES:**

Parking in Handicapped Space	\$150.00
Parking in Fire Lane	\$50.00
Downtown Employee (B-1/DTB)	\$50.00
Handicapped Plaque Not Displayed	\$25.00
Parking in Loading Zone	\$25.00
Parking Across Line	\$25.00
Parking in Roadway (Posted)	\$25.00
Parking in Restricted Area	\$15.00
Double Parking	\$15.00
Parking in Prohibited Area	\$15.00
Parking too Close to Intersection	\$15.00
Parking in Wrong Direction	\$15.00
Parking in Alley Way	\$15.00
Improper Parking	\$15.00
Parking in No Parking Zone	\$15.00
Parking Too Close to Fire Hydrant	\$15.00
Dumpster in Parking Area	\$50.00

**FIRE DEPARTMENT COST BASIS FOR MANPOWER**

**LABOR CHARGE PER HOUR:**

During Normal Work Hours	\$26.00
After Normal Work Hours	\$38.00

**ADMINISTRATIVE MISCELLANEOUS:**

**ZONING ORDINANCE COPIES**

Hard Copy	\$20.00
Internet Copy	Free

**CODE OF ORDINANCES (Municipal Code Corporation)**

Internet Copy	Free
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**GENERAL**

Copies	\$0.10 Per Sheet
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Adopted this the 13th day of June 2024.

\_\_\_\_\_  
Johnny Phillips, Mayor

\_\_\_\_\_  
Amanda W. Murajda, Town Clerk

Waynesville: 828-452-1447  
Sylva: 828-586-2345



Waynesville Facsimile: 828-452-1447  
Sylva Facsimile: 828-586-9401

Item 7.

May 29, 2024

Paige Dowling  
Sylva Town Manager  
83 Allen Street  
Sylva, NC 28779

Dear Ms. Dowling,

When Mountain Projects was founded in the summer of 1965 a seat was set aside on the Board of Directors for a local municipality from both Haywood and Jackson counties. In Jackson County, Tracy Rodes from the town of Webster has served for several years but has stepped aside. Prior to that Mayor Lynda Sossman served. We would rotate back to the Town of Sylva and respectfully request a representative be appointed.

Our Board meets six times per year on the second Friday of every other month at 8:30am. Meetings rotate between Sylva and Waynesville with our next meeting on June 14<sup>th</sup>. This is a very important and exciting time as they are in the process of selecting the next Executive Director.

Please let me know who the Board selects.

Thank you for your consideration of this request,

  
Patsy Davis  
Executive Director

**We Provide the Tools to Change People's Lives**





**Amanda Murajda**

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**From:** Bernadette Peters  
**Sent:** Thursday, June 6, 2024 10:19 AM  
**To:** Amanda Murajda; Paige Dowling  
**Subject:** Re: Facade Grant Approval for June 13 Commissioner Meeting

The MSSA Design Committee and Board reviewed and approved façade applications for Sylva NC Holdings at 581 W. Main (Freedom Pavilion) and 567 W. Main (Wild Kitchen) for \$3,000 each and would like to request the Town Board approve this recommendation.

These buildings will have unused signs and mounts removed, power washing, window frames painted, cornice painted, and shiplap ceilings in entryways painted.

**Bernadette Peters**  
*Economic Development Director*  
Town of Sylva  
83 Allen Street Sylva NC 28779  
[www.TownofSylva.org](http://www.TownofSylva.org)  
[www.MainStreetSylva.org](http://www.MainStreetSylva.org)  
<https://www.facebook.com/MainstreetSylva>  
<https://www.facebook.com/sylvahappenings>  
(828) 586-2719 - Office



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**From:** Bernadette Peters <mainstreet@townofsylva.org>  
**Date:** Wednesday, June 5, 2024 at 3:45 PM  
**To:** Amanda Murajda <townclerk@townofsylva.org>, Paige Dowling <townmanager@townofsylva.org>  
**Subject:** Facade Grant Approval for June 13 Commissioner Meeting

# Town of Sylva

## Rules of Procedure

The Town of Sylva Board of Commissioners meet twice monthly, holding a regular meeting on the 2<sup>nd</sup> Thursday of the month at 5:30 p.m. and a work session on the 4<sup>th</sup> Thursday of the month at 9:00 a.m. Work sessions are only to discuss items. Action will not be taken in a work session. All board meetings, unless otherwise noted, are held in the Board Room of Town Hall, 83 Allen Street, Sylva, NC.

### **Rule 1: Attendance**

Board members must notify in writing, the Town Manager, if they will not be attending a board meeting.

### **Rule 2: Voting**

A member may be excused from voting by a majority vote of the board only if a matter involves a member's financial interest or official conduct or a member is prohibited from voting under:

General statute 14-234—direct benefit in contracting

General statute 160A-381(d)—legislative zoning decisions

General statute 160A-388 (e)(2)—quasi-judicial decisions

If a member is unexcused or fails to vote, the vote will be recorded in the affirmative.

### **Rule 3: Live Streaming**

Regular meetings and work sessions will be live streamed on the Town of Sylva's YouTube channel. Unless there is a State of Emergency, Town Commissioners must be present in-person in order to deliberate and vote. Public comments must be received in-person during a meeting's public comment period.

### **Rule 4: Developing an Agenda:**

The Board of Commissioners delegates the preparation of the preliminary agenda to the Town Clerk and Town Manager. An individual or group wishing to be added to the Town of Sylva Board meeting agenda shall contact the Town Clerk in writing, explaining why they would like to be on the agenda and what information they would like to discuss. If the Clerk or Manager has questions on the request he/she will contact the individual or group for clarification. If the item is controversial, the Mayor or Manager will contact board members for input. Once all clarification is made, the Clerk will contact the requester with either an answer of what meeting date they have been added to the agenda for, or that they may present their information to the board at any public comment section of an agenda. The clerk will email the agenda on the Friday or Monday before the scheduled meeting. A majority of the board can always amend the agenda.

### **Rule 5: Public Address to the Council:**

Public comment time is intended to be a time for the public to address the council on general items. It is not a time for debate with the council. Public comment will be allowed for up to three (3) minutes with NO extensions. The Board will receive written comments, handouts, etc. There shall be no personal attacks or profanity used during the

comment period. Disruptive individuals will be removed. Anyone wishing to address the council must sign in prior to the start of the board meeting.

**Rule 6: Public Hearings**

Public hearings comments will be allowed for up to five (5) minutes with NO extensions. Groups should delegate a spokesperson. Anyone wishing to address the council during a public hearing must sign in prior to the start of the board meeting.

**Rule 7: One Motion at a Time**

A member may make only one motion at a time.

**Rule 8: Considering Motions**

Only one substantive (main) motion may be pending at any time. Any procedural motion pertaining to the substantive motion may follow.

**Rule 9: Seconds**

Seconds to a motion are not required.

**Rule 10: Debate**

All members of the council shall have a similar opportunity to speak on a topic of discussion. Discussion of a motion will be in the following order:

- a. Explanation of item
- b. Discussion of item
- c. Motion on item
- d. Vote on item

**Rule 11: To Defer Consideration (Table)**

The board may defer a motion for later consideration after a timeframe specified by the mayor. A motion which has been deferred or dies if it has not been taken up by council cannot be discussed with the same motion unless the board revives the motion. If the motion is not revived by a council member, it dies and cannot be brought up for a vote during this length of time. This is different from postponing to a certain time or day.

**Rule 12: To Prevent Reintroduction for 1 year**

This is called the clincher motion. This is to prevent the same motion from being continually introduced if the subject has been considered. If a motion is defeated, it takes a 2/3 vote of the board to prevent reintroduction. The restriction on the motion remains in effect for (1 year) or until the next organizational meeting of the board, whichever occurs first.

**Effective July 1, 2024**

Adopted this the 13<sup>th</sup> day of June, 2024.

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Johnny Phillips, Mayor

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Amanda W. Murajda, Town Clerk