



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, October 09, 2025 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.](#) October 9, 2025 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

5. Sylva Support Stop

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
October 9, 2025

1- APPROVE MINUTES: September 11, 2025, **Regular Board Meeting**; September 25, 2025, **Regular Board Meeting**

2- BUDGET AMENDMENT:

#17 24-399-0000 FC Fund Balance	\$ 92,000 C
24-420-3401 FC RTP Cash Flow	92,000 D

REF: To appropriate cash flow monies into the budget since the RTP Grant is reimbursable. This will allow for some timing flexibility in requesting and receiving the grant.

3- TAX RELEASE:

#1 AUTOSTAR USA LLC ~ 2025 ~ Account #5650 ~\$298.44 ~ Personal Property incorrectly listed by county.

4- REPORTS:

1-Ad Valorem Tax Report as of **August 31, 2025**

2-Statement of Revenues, Expenditures, Changes in Fund Balance as of **August 31, 2025**

Tax Summary
as of August 31, 2025

(10-301-XX)	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	54280.15	27507.36	14404.67	9193.08	8413.67	5331.96	4600.86	4282.07	2411.82	1747.04	1275.7	133,448.38		10-281-0000
July	-1709.47		-341.05	-148.53								-2,199.05		-2,199.05
August	-141.85	-95.83	-92.62	-198.14								-528.44		-528.44
September												0.00		0.00
October												0.00		0.00
November												0.00		0.00
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	-1851.32	-95.83	-433.67	-346.67	0	0	0	0	0	0	0	-2,727.49	0.00	-2,727.49
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	-1,851.32	-95.83	-433.67	-346.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,727.49	0.00	-2,727.49
EOY Adjustment												0.00		0.00
(10-110-XX) Balance	\$52,428.83	\$27,411.53	\$13,971.00	\$8,846.41	\$8,413.67	\$5,331.96	\$4,600.86	\$4,282.07	\$2,411.82	\$1,747.04	\$1,275.70	130,720.89	\$0.00	\$130,720.89
Interest												Total		
July	106.77		102.56	45.47								254.80		254.80
August	80.31	1.44	51.38	1.86								134.99		134.99
September												-		-
October												-		-
November												-		-
December												-		-
January												-		-
February												-		-
March												-		-
April												-		-
May												-		-
June												-		-
Interest Collected	\$187.08	\$1.44	\$153.94	\$47.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389.79	\$0.00	\$389.79
Submitted by: Amanda Murajda, Tax Collector														#DIV/0!
														Collection Rate

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 8/31/2025
JTS Transport	\$ 11,057.45
Gretta Worley	\$ 6,614.38
Joe Wilson	\$ 6,314.95
Kelly Robinson	\$ 5,899.97
Marjorie Herbert Smith	\$ 5,741.45
David George Howell	\$ 5,444.97
Angela George	\$ 4,934.01
Jimmy Ray Wilson	\$ 4,234.46
Maia Brewing	\$ 3,594.07
Main Park Urgent Care	\$ 3,277.64

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
8/31/2025

General Fund									
	2025-2026	Previously	2025-2026	Current	2025-2026	Actual to	Statement	Variance	
	Budgeted	Reported	YTD Actual	Month	Budget Balance	Budget Percent	Period		
							2		
Revenues:									
Ad valorem taxes	\$ 2,713,680	\$ 15,294.00	\$ 29,129.97	\$ 13,835.76	\$ 2,684,550.03	1.07%	16.67%	-15.59%	*
Other taxes and licenses	\$ 2,200	100.00	200.00	\$ 100.00	\$ 2,000.00	9.09%	16.67%	-7.58%	*
Unrestricted intergovernmental	\$ 3,131,161	303,273.34	509,839.31	\$ 206,565.97	\$ 2,621,321.69	16.28%	16.67%	-0.38%	*
Permits and Fees	\$ 15,000	1,403.50	2,279.50	\$ 876.00	\$ 12,720.50	15.20%	16.67%	-1.47%	*
Restricted intergovernmental	\$ 257,000	10,358.56	10,958.56	\$ 600.00	\$ 246,041.44	4.26%	16.67%	-12.40%	*
Investment earnings	\$ 98,500	26,569.56	51,980.06	\$ 25,410.50	\$ 46,519.94	52.77%	16.67%	36.10%	
Other revenues	\$ 49,095	1,253.76	9,692.66	\$ 8,439.11	\$ 39,402.34	19.74%	16.67%	3.08%	
Total revenues	\$ 6,266,636	358,252.72	614,080.06	255,827.34	\$ 5,652,555.94	9.80%	16.67%	-6.87%	
Expenditures:									
General Government	\$ 1,055,200	170,432.65	245,607.16	75,174.51	809,592.84	23.28%	16.67%	-6.61%	**
Salaries & Benefits	\$ 444,310	49,336.32	88,791.22	40,159.58					
Capital outlay	\$ -	-	-	-					
All other expenditures	\$ 562,767	121,096.33	156,815.94	35,014.93					
Public Safety	\$ 4,182,846	426,048.80	695,979.57	269,930.77	3,486,866.43	16.64%	16.67%	0.03%	
Salaries & Benefits	\$ 1,768,598	189,293.17	312,829.13	126,742.78					
Capital outlay	\$ 745,246	41,210.85	11,762.98	11,762.98					
All other expenditures	\$ 1,325,073	195,544.78	371,387.46	131,425.01					
Culture and Recreation	\$ 141,112	15,460.71	17,816.91	2,356.20	123,295.09	12.63%	16.67%	4.04%	
Salaries & Benefits	\$ 36,300	2,669.43	2,669.43	2,669.43					
Capital outlay	\$ 10,474	-	-	-					
All other expenditures	\$ 94,338	12,791.28	15,147.48	(313.23)					
Transportation	\$ 986,900	104,312.37	144,494.23	40,181.86	842,405.77	14.64%	16.67%	2.03%	
Salaries & Benefits	\$ 358,500	37,247.15	62,569.46	25,322.31					
Capital outlay	\$ 180,000	8,786.58	8,783.58	-					
All other expenditures	\$ 448,400	58,278.64	73,141.19	14,859.55					
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%	
Salaries & Benefits									
Capital outlay									
All other expenditures	\$ -	-	-	-					
Environmental Protection	\$ 486,323	34,824.30	47,449.46	12,625.16	438,873.54	9.76%	16.67%	6.91%	
Salaries & Benefits	\$ 104,500	10,592.76	10,592.76	10,592.76					
Capital outlay	\$ 261,508	-	-	-					
All other expenditures	\$ 120,315	24,231.54	36,856.70	2,032.40					
Total expenditures	\$ 6,852,381	751,078.83	1,151,347.33	400,268.50	5,701,033.67	16.80%	16.67%	-0.14%	
Revenues over expenditures	\$ (585,745)	(392,826.11)	(537,267.27)	(144,441.16)	(48,477.73)	-0.71%			
Other financing sources (uses):									
Transfers in	\$ 39,000	39,000.00	-	-	-				
Appropriated fund balance	\$ 9,093	-	-	-					
Transfers to other depts	\$ 374,236	-	-	-					
PB Appropriated fund balance	\$ -	-	-	-					
Fund Balance rollover	\$ 825,652	-	-	-					
Capital reserve fund	\$ 60,000	-	-	-					
Lease Liability	\$ -	-	-	-					
Sale of Assets	\$ 37,000	-	-	-					
Loan Proceeds	\$ 1,344,981	39,000.00	-	-					
Transfers to other funds:									
Contributed to GF fund balance	\$ -	-	-	-	-				
Transfers out	\$ 759,236	385,000.00	-	-					
Transfer to Capital Reserve	\$ 759,236	385,000.00	-	-					
Total other financing sources (uses)	\$ 585,745	(346,000.00)	-	-	-				
Revenues and other sources over expenditures and other uses	\$ -	(738,826.11)	(537,267.27)	(144,441.16)	(48,477.73)				

Analysis:

*	Timing of revenues - grants and taxes
**	Timing of expenses - insurance and capital expenditures

**TOWN OF SYLVA
TAX RELEASE FORM**

Date: 9-30-25

Name: Autostar USA LLC

36 Montgomery St.

Asheville NC 28806

Tax Year(s)

Pin # or Account

2025

P# 175638 / A# 5650

Real Property

Released Valuation

Levy Released

Was \$ _____

\$ _____

\$ _____

Now \$ _____

Personal Property

Was \$ 66319

\$ 66319

\$ 298.44

Now \$ _____

Age & Disability

\$ _____

\$ _____

Interest

\$ _____

\$ _____

Total Levy Released \$ _____

Reasons: Personal Property incorrectly listed by county.

Letter Attached



County Release Attached

Approved by Board on this the _____ day of _____
Posted to G.L. on _____ 10-110-__ C / 10-281-00 D



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, September 11, 2025 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Johnny Phillips, Mayor
Brad Waldrop, Commissioner
Joseph Waldrum, 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: Robbie Carter (Asst. Police Chief) and Chris Hatton (Police Chief).

VISITORS: Andrew Warner, Seth Digh, Haven Bryant, Tom Howard, Madyson Daniels and Nathaniel Pressley.

APPROVAL OF AGENDA:

Commissioner Estridge made a motion to add an item to the agenda to discuss the Sylva Support Stop. 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.

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips thanked Jake Scott and the contractor who painted the mast arms on the traffic lights on Main Street.

COMMISSIONER'S REPORT: Commissioners reported the following:

Gelbaugh—Tree trimming in the downtown area has helped with shrub removal.

Brown—Thanked the fire department for their tremendous work during a recent house fire in the community.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Town received 3 proposals for the Scott's Creek Slope Stabilization. JMT, GEI, and BLE all submitted Statements of Qualifications. Dowling and Jake Scott scored the proposals and are meeting with the top-scoring company.
- Dowling and Scott met with Odell Thompson to review a concept for the restroom renovation at Poteet Park. Odell is drawing a concept with four unisex stalls like at the depot, except they will all be in a line and have a maintenance chase behind them. This will keep the plumbing on an interior wall to help prevent freezing. The project is anticipated to be underway after the Pottery Festival in mid-November and will take approximately 4-6 weeks to complete.
- There is a maintenance technician position open in Public Works.

- The floodplain mapping public meeting will be held September 29th at the Department on Aging at 5:30 p.m.
- Tax bills were mailed at the end of last week.
- Audit fieldwork will be completed September 22nd-23rd.
- The Essentials of Municipal Government course through the School of Government is January 15-16th in Asheville. The entire board completes this training together each year so please make arrangements to attend.

NEW BUSINESS:

SYLVA SUPPORT STOP DISCUSSION: Mayor Phillips opened the discussion and explained that each time he walked by the Sylva Support Stop, it was full of garbage left by others and discarded dirty clothes. He added that volunteers are not keeping it stocked, and it is drawing the wrong crowd. He proposed moving it to another location. Commissioner Brown noted that he had heard from a few concerned citizens that felt like it was not being maintained and that the Community Table volunteers do not want it there. Manager Dowling clarified that the board gave permission in 2021 to install the Support Stop and when Bridge Park underwent construction it was moved. Paige Christie will be on next agenda to give an update from the Community Table. Commissioner Waldrop commented that some of the issues are not attributed to the box; it is the intent of the box to provide positive things for the community. Just moving it doesn't change anything about the problems occurring. Mayor Phillips continued that he doesn't think it should be in a residential area, and he wanted it moved. The Sylva Support Box will be added to the September 25, 2025, agenda.

RESOLUTION OF SUPPORT—GRANT FUNDING APPLICATION -TDA TCPF APPLICATION: The Town is applying to the TDA for a grant to help with the \$341,323 matching funds. This resolution supports the Town's grant application to the TDA for funding elements from the Pinnacle Park Master Plan including a vault toilet, paving and stormwater improvements for the parking lot, trail improvements, campsite improvements, and constructing a viewing platform. *Commissioner Waldrum made a motion to approve the resolution of support. The motion carried with a unanimous vote.*

SPECIAL EVENT STREET CLOSURE RESOLUTION: AMENDED WCU HOMECOMING PARADE TIME: Manager Dowling explained to the audience, WCU Political Science students, why the Town must approve such a resolution. *Commissioner Brown made a motion to approve the resolution. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:56 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, September 25, 2025 at 9:00 AM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Johnny Phillips, Mayor
Brad Waldrop, Commissioner
Joseph Waldrum, 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:

VISITORS: Caleb Lynch, Susan Bogardus, Kass Patterson, Erin Adams, Francesco Savilio, Jason Kimmenker, Kathy Didanato and Shay Harr.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

Caleb Lynch expressed his supports for the Sylva Support Stop. He regularly donates to the box and has never encountered any issues. He believes this should be a judgement free area.

Susan Bogardus serves as a volunteer at the Community Table and remembers the time the box was moved due to construction. She explained that the Community Table has nothing to do with the Sylva Support Stop.

Kass Patterson, Executive Director of Cornbread and Roses explained that the Sylva Support Stop is a blessing box and it is really important to have this for the needy. She has clients who use the Sylva Support Stop. Blessing boxes are good and if removed, you are taking away a blessing from someone.

Erin Adams read a statement from Eli Hashemi who manages the Sylva Support Stop. It was created in response for the desire to help those in need anonymously.

Francesco Savilio expressed his support for the Sylva Support Stop and explained that the kindness in the Town is what keeps him here.

Jason Kimmenker has an office location where you can see the Sylva Support Stop and is grateful and appreciative that there is this opportunity for the community. He is a regular contributor to the box.

Kathy Didanato with Help Sylva also regularly donates to the box and is appreciative of everyone who helps.

Shay Harr explained that the Sylva Support Stop is managed by the community, and you should not take something away that the majority wants. The Sylva Support Stop is for those who not only do not have housing, but those who need a little extra between bills, etc.

MAYOR'S REPORT: Mayor Phillips explained that first and foremost he never made a statement that he wanted to do away with Sylva Support Stop. He believes there is a responsibility to take care of everyone and will not back down from moving it. Phillips issued a public apology to Paige Christie and the Community table for comments made at a previous meeting. He added he does support the Community Table and its efforts. The Sylva Support Stop is a needed thing but it can be improved.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Thanked everyone who spoke and added that the words spoken during the meeting were inspirational.

Waldrum—Also thanked those who spoke in support of the Sylva Support Stop and added it is an important resource.

Estridge—Explained that he is in support of the Sylva Support Stop and believes the board can help with maintaining it.

Brown—Thanked those who shared their support. He also thanked the Police Department for their presence during recent events.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Bryson Park ribbon cutting was held today.
- Employment Update: We want to welcome Officer Katie Roberts to the Police Department. Katie started September 15th after relocating to the area. She formerly served as a detective in South Georgia. We still have a maintenance technician position open in Public Works.
- The floodplain mapping public meeting will be held September 29th at the Department on Aging at 5:30 p.m.
- Sheila Gahagan is here conducting audit fieldwork today and tomorrow.
- The Maps Group is coming October 1st to begin the employee meeting for the pay and classification plan. Every 5 years we go through a salary study and review of the personnel policy.
- The Essentials of Municipal Government course through the School of Government is January 15-16th in Asheville.
- The Fire Department's ISO rating has been rescheduled for October 29th.
- The Fire Department's Open House is October 4th from 12:00 p.m.-4:00 p.m.
- Walk for Hope is October 4th from 10:00 a.m.-12:00 p.m. at Bridge Park.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott, Public Works Director, reported the following:

- Still reviewing the contract for engineering for the Scotts Creek wall
- Prebid meeting for the Pinnacle Park trail expansion is today at 1:00 p.m.
- Fall decorations are up
- Repairs to sidewalks on Landis and Schulman streets are complete
- Loading zones will be repainted soon
- Public Works department will participate in Hands on Jackson October 9th.
- There is one vacant position open in the department.

POLICE DEPARTMENT REPORT: Chris Hatton, Police Chief, reported the following:

To address misconceptions, he noted that Poteet Park gates are locked on time. Officers try to lock at dark unless they are on a call. They are required to report when it is locked. On average the reporting shows 8:35 p.m. as the time the park is locked. Hatton added that the Police Department is dealing with the idea that things are always like they used to be and that they have time for coffee. This is not the case as the officers answer 1000+ calls per month which is approximately 25 per day on average. Officers carry out the vision of the board and it's important to remember your words are very powerful.

FIRE DEPARTMENT REPORT: Mike Beck, Fire Chief, reported the following:

- Calls for service have increased and the department is approximately 100 more than at the same time last year.
- The department received a state grant to purchase side-by-side for rescue purposes.
- The ladder truck is still out for repairs.
- The department's open house will be Saturday, October 4th.

MAIN STREET REPORT: Bernadette Peters, Economic Development Director, reported the following:

- All town events take a tremendous number of volunteers and workers, and the three department directors (Fire, Police & Public Works) work all events. She thanked them for all of their support.
- The Mountain Brewfest was a success. There were 500 attendees.
- The Outdoor Economy Conference was held last week and there was an excursion bringing a group of attendees to Sylva for the evening.
- Mountain Heritage Center concert is Friday, September 26, 2025.

TWSA BOARD REPORT:

- TWSA and WCU are working on an interconnect between their agencies to help supply water.

NEW BUSINESS

COMMUNITY TABLE PRESENTATION: Paige Christie, Director of the Community Table, addressed the board and gave an update on the happenings at the Community Table. She explained where their funding comes from, updates on the number of people fed and future plans.

SYLVA SUPPORT STOP: Commissioner Gelbaugh noted that perception is reality and what the Sylva Support Stop looks like changes by the minute as donations are made and then used. She added that she mentioned at last meeting that maybe a board member could volunteer to watch over it. Gelbaugh volunteered till December to visit and look after the Support Stop. Commissioner Brown thanked Gelbaugh for volunteering. He would like to see if volunteers could work together to build a new one. Jake Scott reminded the board it was not designed to be moved. *Commissioner Brown made a motion to table to the next meeting. The motion carried with a unanimous vote.*

ADJOURNMENT: Commissioner Waldrop made a motion to adjourn the meeting at 10:21 a.m. *The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk