

**TOWN OF SYLVA BOARD OF COMMISSIONERS
PROPOSED AGENDA**

REGULAR BOARD MEETING OF THURSDAY, OCTOBER 8, 2020

83 Allen Street
Sylva, North Carolina
5:30 P.M.

CALL TO ORDER

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

PUBLIC COMMENTS

REPORTS

Mayor's Report
Commissioner's Report
Manager's Report
Fire Department Report

NEW BUSINESS

1. Resolution in Support of the Cowee Tunnel Nineteen
2. Christmas Parade Discussion
3. Nonprofit Assistance Grant Program Discussion

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
October 8, 2020

1- APPROVE MINUTES: September 10, 2020, **Regular Board Meeting**; September 24, 2020, **Regular Board Meeting**

2- BUDGET AMENDMENTS:

#5 10-399-0000 Fund Balance Appropriation	\$ 20,000	Credit
10-415-9900 Grant Relief Program	20,000	Debit

REF: Accounting for board approved budget amendment for Non-profit Relief Program – Approved on 9/24/20.

#6 10-399-0200 Fund Balance Rollover	\$ 305.00	Credit
10-353-0000 K-9 Donations	3,683.93	Credit
10-510-4400 K-9 Expense	3,988.93	Debit

REF: To appropriate donations, fundraiser, and rollover funds into the PD K-9 Budget.

#7 10-352-0000 PD Fines and Fees	\$ 3,477.11	Credit
10-510-3400 PD Specified Expense	3,477.11	Debit

REF: To amend budget to approve contract for Lexipol.

3- REPORTS:

- 1- Business Registration Permits as of **September 2020**
- 2- Vehicle Tax Report as of **August 31, 2020**
- 3- Ad Valorem Tax Report as of **August 31, 2020**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **August 31, 2020**

**Business Registration Permit Application
September 2020**

Date Submitted

Business Name

Business Location

Owner

9/4/2020
9/18/2020

Hawkeye Sales
Salon 1718

334 E. Main Street
74 E. Sylva Shopping Center

Mark Hawkins
Julie Faulkenberry

SYLVA COLLECTIONS

AUGUST 2020

YEAR	TAX	INTEREST	TOTAL
RENTAL VEHICLE TAX	436.07	-	436.07
TOTAL	436.07	-	436.07

Tax Summary
as of August 31, 2020

(10-301-XX)	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	Total	Current Year	TOTALS
Starting Balances	41407.96	23675.47	13851.86	6979.94	3591.07	2404.11	4,139.66	1,644.60	2,454.65	4,396.94	2,866.68	107,412.94		10-281-0000
July	-860.23	-37.51	-121.17	-184.71	-28.91							-1,232.53		-1,232.53
August	-176.52	-375.96	-348.86									-901.34		-901.34
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	-1036.75	-413.47	-470.03	-184.71	-28.91	0	0	0	0	0	0	-2,133.87	0.00	-2,133.87
Releases												0.00		0.00
Add to Original Levy												0.00		0.00
Under Appeal	-2032.4	-2342.26	-2673.45									-7,048.11		-7,048.11
Bankruptcy												0.00		0.00
Refund/Adj												0.00		0.00
Subtotals	-3,069.15	-2,755.73	-3,143.48	-184.71	-28.91	0.00	0.00	0.00	0.00	0.00	0.00	-9,181.98	0.00	-9,181.98
EOY Adjustment												0.00		0.00
(10-110-XX) Balance	38,338.81	20,919.74	10,708.38	6,795.23	3,562.16	2,404.11	4,139.66	1,644.60	2,454.65	4,396.94	2,866.68	98,230.96	\$0.00	98,230.96
Interest	37.11	15.69	24.88	2.04	1.09							80.81		80.81
July												171.01		171.01
August	18.36	97.86	54.79									-		-
September												-		-
October												-		-
November												-		-
December												-		-
January												-		-
February												-		-
March												-		-
April												-		-
May												-		-
June												-		-
Interest Collected		\$113.55	\$79.67	\$2.04	\$1.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251.82	\$0.00	\$251.82
Submitted by: Amanda Murajda, Tax Collector														
													Collection Rate	#DIV/0!

Top 10 Delinquent Accounts (2019 & prior)

Name	Balance	8/31/2020
Dewayne Ward	\$ 9,422.81	
Aaron Rents Inc	\$ 8,304.00	Under Appeal
Rodney Riddle	\$ 3,839.02	
Melton Riddle Funeral Home	\$ 3,365.50	Out of Business
Robert Shephard	\$ 3,364.13	
Raleigh Double Cousins Prop LLC (Print Strak)	\$ 3,334.74	
Joe Wilson	\$ 3,237.67	
Michelle D Franklin	\$ 3,182.81	
Carol Garrison/ NCDOT	\$ 2,934.54	NCDOT purchase
MODO Z LLC	\$ 2,723.57	Out of Business

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
8/31/2020

		General Fund				Actual to Budget Statement					
		2020-2021	Previously	2020-2021	Current	2020-2021	Percent	Statement	Variance		
		Budgeted	Reported	YTD Actual	Month	Budget Balance		Period			
								2			
Revenues:											
Ad valorem taxes	\$	1,879,825	10,547.79	20,068.00	\$	9,520.21	\$	1,859,757.00	1.07%	16.67%	-15.60% *
Other taxes and licenses	\$	6,000	2,885.05	4,910.05	\$	2,025.00	\$	1,089.95	81.83%	16.67%	65.17%
Unrestricted intergovernmental	\$	1,464,916	10,840.82	104,419.72	\$	92,578.90	\$	1,360,496.28	7.13%	16.67%	-9.54% *
Permits and Fees	\$	17,000	637.66	1,305.99	\$	668.33	\$	15,694.01	7.68%	16.67%	-8.98%
Restricted intergovernmental	\$	129,219	-	23,923.89	\$	23,923.89	\$	105,295.11	18.51%	16.67%	1.85%
Investment earnings	\$	6,000	1,554.63	2,865.21	\$	1,310.58	\$	3,134.79	47.75%	16.67%	31.09%
Other revenues	\$	27,800	1,336.59	943.99	\$	607.40	\$	26,856.01	3.40%	16.67%	-13.27% *
Total revenues	\$	3,530,760	27,802.54	158,436.85		130,634.31	\$	3,372,323.15	4.49%	16.67%	-12.18%
Expenditures:											
General Government	\$	705,249	83,569.64	142,434.09		58,864.45		562,814.91	20.20%	16.67%	-3.53% **
Salaries & Benefits	\$	268,885	21,561.11	49,671.06		28,110.95					
Capital outlay	\$	-	-	-		-					
All other expenditures	\$	436,364	62,009.53	92,763.03		30,753.50					
Public Safety	\$	2,076,257	219,189.27	320,548.52		101,359.25		1,755,708.48	15.44%	16.67%	1.23%
Salaries & Benefits	\$	808,125	156,800.50	119,804.18		60,296.02					
Capital outlay	\$	91,243	-	-		-					
All other expenditures	\$	1,176,889	62,388.77	200,744.34		41,063.23					
Culture and Recreation	\$	92,533	4,593.31	5,506.22		912.91		87,026.78	5.95%	16.67%	10.72%
Salaries & Benefits	\$	24,425	-	-		-					
Capital outlay	\$	10,000	-	-		-					
All other expenditures	\$	58,108	4,593.31	5,506.22		912.91					
Transportation	\$	628,636	57,384.75	97,971.65		40,586.90		530,664.35	15.58%	16.67%	1.08%
Salaries & Benefits	\$	283,500	19,714.63	38,499.50		19,776.15					
Capital outlay	\$	49,100	7,725.00	7,725.00		7,725.00					
All other expenditures	\$	296,036	29,945.12	51,747.15		13,085.75					
Economic and Physical Development	\$	14,275	-	-		-		14,275.00	0.00%	16.67%	16.67%
Salaries & Benefits	\$	-	-	-		-					
Capital outlay	\$	-	-	-		-					
All other expenditures	\$	14,275	-	-		-					
Environmental Protection	\$	170,176	19,064.30	27,665.90		8,601.60		142,510.10	16.26%	16.67%	0.41%
Salaries & Benefits	\$	60,620	3,512.49	7,809.93		4,297.44					
Capital outlay	\$	-	-	-		-					
All other expenditures	\$	109,556	15,551.81	19,855.97		4,304.16					
Total expenditures	\$	3,687,126	383,801.27	594,126.38		210,325.11		3,092,999.62	16.11%	16.67%	0.55%
Revenues over expenditures	\$	(156,366)	(355,998.73)	(435,689.53)		(79,690.80)		279,323.53	7.58%		
Other financing sources (uses):											
Transfers in	\$	431,246	50,000.00	50,000.00		-					
Appropriated fund balance	\$	200,123	200,123.00	200,123.00		-					
Contributed Capital	\$	-	-	-		-					
Sale of Assets	\$	-	-	-		-					
Loan Proceeds	\$	-	-	-		-					
	\$	631,369	250,123.00	250,123.00		-					
Transfers to other funds:											
Transfers out	\$	475,003	50,000.00	50,000.00		-					
Transfer to Capital Reserve	\$	-	-	-		-					
	\$	475,003	-	-		-					
Total other financing sources (uses)	\$	156,366	250,123.00	250,123.00		-		-			
Revenues and other sources over expenditures and other uses	\$	-	(105,875.73)	(185,566.53)		(79,690.80)		279,323.53			

Analysis:

- * Timing on taxes, state revenues, and misc revenues
- ** Administration Salaries - waiting to close out audit before can input budget amendment

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
September 10, 2020

The Town of Sylva Board of Commissioners held a regular meeting on September 10, 2020 at 5:30 p.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C. and held electronically by Zoom meeting.

PRESENT:	Lynda Sossamon, Mayor	Michael Morgan, Town Manager
	Barbara Hamilton, Vice-Mayor	Amanda Murajda, Town Clerk
	Greg McPherson, Commissioner	Eric Ridenour, Town Attorney
	Mary Gelbaugh, Commissioner	
	Ben Guiney, Commissioner	
	David Nestler, Commissioner	

ABSENT:

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Chris Hatton (Police Chief), Jake Scott (Public Works Director) and Mike Beck (Fire Chief).

VISITORS: Lisa Lovedahl (Board of Elections) and Buddy Parton.

AGENDA: *Commissioner Hamilton made a motion to approve the agenda. The motion carried with a unanimous vote.*

CONSENT AGENDA: *Commissioner Nestler made a motion to approve the consent agenda. The motion carried with a unanimous vote.*

PUBLIC COMMENTS: Buddy Parton addressed the board about removing politics from the equation to move the statue.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioner Gelbaugh complimented the In Your Ear Music Emporium for their writeup in the newspaper about how important it is to support small businesses and reminded everyone to step up and support local businesses. Commissioner Gelbaugh remind everyone to turn right on highway 107 and plan errands accordingly to avoid accidents crossing the road. McPherson noted that he watched the Jackson County Commissioners meeting where they discussed ways to cover up the flag on the monument and changing the wording. He added that the NC State Historic Commission has to approve any changes. Commissioner Guiney gave an update on Covid-19 numbers. He also asked Jake Scott for an update on the crosswalk at Evalina Street. Commissioner Hamilton commented that she was concerned about the small businesses in Sylva. She thanked the police department for their work on Yellowbird Branch during the construction. She also thanked the public works department for their work as well.

MANAGERS REPORT: Interim Manager Mike Morgan updated the board on outdoor dining options for restaurants. He and Jake Scott have met with restaurants and there are approximately four to five that are interested in participating. The Town of Sylva has received the new safety barriers to block off safe seating areas. Paperwork has been sent to NCDOT for approval and as soon as they sign off, things will move forward.

Morgan also reported that Concerts on the Creek for 2020 have been canceled for the season. There will be a downtown cleanup on Monday, September 14, 2020 at 5:15 p.m. sponsored by the Sylva Rotary Club, Main Street Sylva Association, Chamber of Commerce and Public Works Department. Playgrounds in Sylva will remain closed due to Covid-19. After discussions with the Jackson County Health Department, it has been determined that the Town does not have the capacity to adequately clean to a level that would be safe for children.

The Town has received 2 proposals for specialty work needed for the Allen Street slide project. Those have been submitted to Kessel Engineering for evaluation so that they can give recommendations to the Town. The project is expected to be \$500,000.

FIRE DEPARTMENT REPORT: Mike Beck reported that the department completed their ISO rating. Since the last board meeting the roster has increased from 35 to 40. The department has also ran 62 calls since the last board meeting.

NEW BUSINESS

BOARD OF ELECTIONS PRESENTATION: Lisa Lovedahl, Director of the Board of Elections, gave a presentation on logistics of the 2020 election.

FEASIBILITY STUDY FOR MOUNTAIN BIKES AT PINNACLE PARK/BLACKROCK CREEK:

Commissioner Guiney addressed the board and explained that the NAS (Nantahala Area Sorba) and Peter Tay were interested in multiuse trails at Pinnacle Park and Blackrock Creek for hiking and biking. Mr. Tay would like to get permission from the board to move forward with conceptual design on what the project would look like. The project would be grant funded. Guiney also expressed that taking advantage of outdoor areas is important. *Commissioner Guiney made a motion to request that Peter Tay and NAS be granted permission to proceed to develop a conceptual design for a mountain bike multiuse trail system for Pinnacle Park and Blackrock Creek properties.*

ORDINANCE AMENDMENT SECTION 36 TRAFFIC: Interim Manager Morgan explained that at the last board meeting there was concern about unmuffled brake use on Grindstaff Cove Road. His research offered that NCDOT would allow signage prohibiting unmuffled brakes. Therefore, he has presented an ordinance amendment that would officially allow the signage and prohibit unmuffled brakes in the Town of Sylva (also known as jake brakes). *Commissioner Hamilton made a motion to approve the ordinance amendment. The motion carried with a unanimous vote.*

COMMUNITY ASSISTANCE DURING CORONAVIRUS PANDEMIC: Interim Manager Morgan presented to the board recommendations for community assistance during the Coronavirus pandemic. Mayor Sossamon noted that many projects were available to help and that the Community Table is in need of structural repairs to the building. She would like the board to give money to those who would not otherwise have access to other funds. She commented that she would like the board to be frugal with the money. Commissioner Gelbaugh stated that this is a prime opportunity to help the Community Table since they give back so much to the community. Commissioner Nestler would like to open this up to proposals from non-profits to see what the need is. Commissioner Gelbaugh suggested that non-profits submit an application to apply for some of this money. Nestler suggested \$20,000 be available under certain parameters. Nestler also offered to research sample applications and report back to the board.

RESOLUTION ESTABLISHING THE JACKSON COUNTY CONFEDERATE MONUMENT A

NUISANCE: Commissioner Nestler reported that at this point this resolution is not necessary and there is no need for action because the county has taken steps to abate the monument.

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 7:15 p.m. The motion carried with a unanimous vote.*

Lynda Sossamon
Mayor

Amanda W. Murajda
Town Clerk

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
September 24, 2020

The Town of Sylva Board of Commissioners held a regular meeting on September 24, 2020 at 9:00 a.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C. and held electronically by Zoom meeting.

PRESENT:	Lynda Sossamon, Mayor	Michael Morgan, Interim Town Manager
	Barbara Hamilton, Vice-Mayor	Amanda Murajda, Town Clerk
	Mary Gelbaugh, Commissioner	Eric Ridenour, Town Attorney
	Ben Guiney, Commissioner	
	Greg McPherson, Commissioner	
	David Nestler, Commissioner	

ABSENT:

Mayor Sossamon called the meeting to order at 9:00 a.m.

STAFF PRESENT: Lynn Bryant (Finance Officer), Rick Bryson (Assistant Police Chief) and Jake Scott (Public Works Director).

VISITORS: Sloan Despeaux

AGENDA: *Commissioner Hamilton made a motion to approve the agenda. The motion carries with a unanimous vote.*

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Sossamon thanked the Sylva Rotary Club, Jackson County Chamber of Commerce and the Town of Sylva Public Works Department for their help in the Sylva clean-up day. She also noted she had recently attended the NCLM Board of Directors meeting.

COMMISSIONER'S REPORT: Commissioner Gelbaugh commented she was pleased with the Jackson County Board of Education's decision to send K-5 students back to class four day a week. Commissioner Nestler encouraged the other board members to participate in the Health Department's event on wearing masks. He also requested that a resolution in support of the Cowee Tunnel Nineteen be added to the next agenda. Commissioner Guiney gave an update on the Covid-19 pandemic. Commissioner McPherson thanked the Public Works department for their help with the community garden. He would like the Town of Sylva to send a note of thanks to Dr. Han for allowing the garden to be on his property. Commissioner Hamilton commented that she was disappointed in the actions of the participants in a recent demonstration and thanked the Public Works department for coming in to work during the night to clean up their mess.

MANAGERS REPORT: Interim Manager Mike Morgan reported that auditors were currently onsite completing the FY 2019-2020 financial audit. He reminded everyone that the 2020 Census must be completed by September 30, 2020. Tax bills have been sent out for the 2020 year. The Town now has the capability to accept tax payments online through our website or by credit/debit card in the office.

PUBLIC WORKS DEPARTMENT: Jake Scott thanked the Mayor for participating in the Town clean-up day and the Chamber for a great job organizing the event. He reported that signage for the use of jake brakes was being coordinated with NCDOT. The fountain is currently off for repairs, brick laying has commenced at Evalina Street, fall décor will go up in the next couple of weeks and they are waiting on approval from NCDOT to put up barriers for outdoor dining on Main Street.

POLICE DEPARTMENT: Rick Bryson reported that the department recently had a K-9 softball tournament fundraiser. The event was a great success and they are looking at having a second tournament in October. Walk for Hope will be held over the course of a week this year in October due to social distancing rules in place.

PLANNING BOARD REPORT: The September meeting was cancelled because of the Coronavirus.

TWSA REPORT: Commissioner Nestler reported that TWSA policy committee had begun a long reorganization and review of policies.

MAIN STREET REPORT: Julie Donaldson and Kelly Donaldson gave the board an update on happenings from August and September. They continue to plan for upcoming holiday events and will update the board on those at the next meeting.

NEW BUSINESS

PRESENTATION ON JACKSON COUNTY'S INDOOR POOL BALLOT INITIATIVE: Sloan Despeaux addressed the board about the indoor pool initiative on the voting ballot in November. She showed drawings of what the concept design would look like. She also expressed her support for the initiative.

TOWN OF SYLVA NON-PROFIT GRANT RELIEF PROGRAM DISCUSSION: Interim Manager Morgan explained the non-profit grant relief program draft to the board. It will be used to mitigate the impact of COVID-19 on Town of Sylva nonprofits and their patrons. It will be targeted at qualified nonprofit agencies that are negatively impacted by the COVID-10 pandemic. The Town has initially identified up to \$20,000 in emergency relief funds to support the nonprofit agencies. The objective of this program is to offer immediate financial assistance to nonprofit agencies in the Town of Sylva to aid in maintaining their business, workforce and clients.

Eligibility requirements for the grant are:

- The organization is a 501(c)3, 501(c)4, or 501(c)6 organization in good standing with the North Carolina Secretary of State.
- The proposed program will benefit individuals living within the borders of the Town of Sylva, North Carolina.
- The organization is engaged in activities that are legal under the law.
- The organization can meet the program technical requirements including the ability to provide financial records to support the grant request and program validation. Technical requirements are providing a copy of your IRS Tax Exemption Determination letter and a budget for the use of the requested grant funds.

Commissioner Nestler commented that the proposed grant document was a good guideline but would like to change the location requirement for agencies. He would like to remove the requirement that the agency be located in city limits but keep the patrons served to those located in city limits. He would also like to add an "Other Covid-19 Expense" category to the application. The board discussed an amount to allocate for the grant. Commissioner Gelbaugh noted that she was inclined to think 10% of what the Town received in the form of Cares Act money. Mayor Sossamon added that she wanted to offer as much as possible but remain cautious because of the unexpected Allen Street slide expenses.

Commissioner Nestler made a motion to approve the Non-Profit Grant Relief Program with the changes as follows:

- remove the requirement that the agency must be located in city limits*
- set the total amount available to \$20,000 and the per nonprofit amount to \$5,000*
- add an "other Covid-19 related expense" category*

The motion carried with a unanimous vote.

Commissioner Nestler made a motion to appropriate \$20,000 from fund balance to a line item specific to the Non-Profit Grant Relief Program. The motion carried with a unanimous vote.

ADJOURNMENT: Commissioner Guiney made a motion to adjourn the meeting at 10:24 a.m. The motion carries with a unanimous vote.

Lynda Sossamon
Mayor

Amanda W. Murajda
Town Clerk

A Resolution in Support of Erecting a State Highway Historical Marker to Recognize the Contributions of African-American Prison Laborers to the Development of North Carolina's Economy and to Acknowledge the Price They Paid for that Work.

The Cowee Tunnel Nineteen

Whereas, the North Carolina Historical Marker program was established to “designate places, events, or persons of statewide historical significance;” and

Whereas, historical significance requires primary source documentation that denotes the place, event or persons made “a lasting contribution to North Carolina history” that must extend beyond “local or regional importance;” and

Whereas, modern transportation infrastructure, primarily in the form of railroad tracks and roads, was essential for the development of the entire state’s economy; and

Whereas, much of that modern transportation infrastructure during the last half of the 19th-century and the beginning of the 20th-century was accomplished by leased prison labor; and

Whereas, the conditions under which those prisoners labored were fraught, uncompensated, and publicly unrecognized; and

Whereas, the vast majority of those workers were African-Americans, often convicted of Jim Crow era pseudo-crimes, and forced to work in areas of the state foreign to them; and

Whereas, one of the largest single day loss of life happened outside Dillsboro, when 19 shackled convicts died after a barge transporting them to work on the Cowee Tunnel capsized mid-river; and

Whereas, the dead men were then interred in unmarked graves and remembered primarily today as part of a Great Smoky Mountains Train tour, whose guides repeat a local and erroneous legend that their graves are atop the tunnel; and

Whereas, the real location of their graves, like the lives and contributions of too many of the state’s African-Americans, faded over time; and

Whereas, such disappearance is in itself significant and of lasting importance in documenting the effects of systemic racism in telling the stories of our past; and

Whereas, we now recognize the need to resurrect such narratives to have a fuller and more accurate picture of the past we share; and

Whereas, primary sources carried news throughout the state of the Cowee Tunnel Tragedy at the time it happened, thereby meeting the criteria for a marker;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Sylva Board of Commissioners urges the North Carolina Historical Marker program to accept the Jackson County NAACP-Branch’s sponsored

application for a marker recognizing the contributions of prison leased labor to the economic development of the state and noting the tragic deaths of 19 African-Americans in Dillsboro on December 30, 1882.

Adopted this the 8th day of October, 2020

Lynda Sossamon, Mayor
Town of Sylva

Attest:

Amanda W. Murajda, Town Clerk
Town of Sylva