

**REGULAR BOARD MEETING**  
Town of Sylva Board of Commissioners  
November 17, 2016

The Town of Sylva Board of Commissioners held a regular meeting on November 17, 2016 at 9:15 .m. in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

**MEMBERS PRESENT:** Mayor Lynda Sossamon and Commissioners Mary Gelbaugh, Harold Hensley, Barbara Hamilton, Greg McPherson, and David Nestler.

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Paige Dowling (Town Manager), Amanda Murajda (Town Clerk), Dan Schaeffer (Public Works), Davis Woodard (Police Chief), and Eric Ridenour (Town Attorney).

**VISITORS PRESENT:** Mark Bryant, John Wermuth, Kelly Brown, Jay Spiro, Bernadette Peters, Rick Gorton, Julie Sylvester, Bronwyn Burluson, Kyle Harkleroad, Dieter Kuhn, Dave Hart, Chris Wilcox, Tanner Hall, Jeanette Evans, Jen Pearson, and Danny Allen.

**CALLED TO ORDER:** Mayor Sossamon called the meeting to order at 9:15 a.m.

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

**PUBLIC COMMENTS:** None.

**MAYOR'S REPORT:** Mayor Sossamon noted that attendance was very good at the Veteran's Day Parade.

**COMMISSIONER'S REPORT:** Commissioner Gelbaugh commended the Veteran's Day Parade. She invited everyone to a community Thanksgiving service on Sunday, November 20<sup>th</sup> at 6:00 p.m. at the First Presbyterian Church. Commissioner Nestler reminded everyone of the public art fund established and encouraged citizens to make donations. Commissioner Hamilton also noted the Veteran's Day Parade was a great event and that it recognized all ages of the armed services.

**MANAGER'S REPORT:** Manager Dowling reminded the board that the Town's Economic Development Steering Committee meeting for the comprehensive ED plan is Monday, November 21<sup>st</sup> at 6:00 p.m. Staff from the commerce department will help the committee set the economic development strategies. Dowling told the board that Lisa Leatherman from Duke Energy had contacted her to say that the Town of Sylva was awarded the electric vehicle charging station grant. Documentation has not been received yet, but the board will be notified once specifics are received. The wayfinding sign company should have signs completed and delivered this week. The Public Works Department installed the underground bases earlier this month, so signs should be installed next week.

Dowling also reminded the board of the County's CTP public meetings. The Sylva meeting will be November 29<sup>th</sup> at 7:00 p.m. at the Department on Aging and she encouraged everyone to attend. Town Hall will be closed November 24<sup>th</sup> and 25<sup>th</sup> for Thanksgiving.

**PUBLIC WORKS REPORT:** Dan Schaeffer reported that he is still working on Mill Street cost estimates. Currently the price has been reduced from \$32,000 to \$10,000. Parking places from Spring Street to Landis Street are being evaluated to see how many can be installed diagonally along with a loading zone. The Christmas tree will be installed Friday, November 18<sup>th</sup> and Current Dermatology will decorate it. Schaeffer told the board that DOT has been surveying Highway 107 in preparation for a 2021 project.

**POLICE DEPARTMENT REPORT:** Davis Woodard reported that donations for the purchase of a K-9 unit had exceeded expectations and goals set by the department. Training for the K-9 unit and Officer Adams will begin in January. Officer Lau will be leaving the Sylva Police Department on December 2<sup>nd</sup>. Detective Watson will assume the duties of evidence technician and front desk clerk while assisting detectives. Woodard also reported that the WCU Homecoming and Veteran's Day parades went well. Treat Street had over 500 children participating in trick-or-treating. The police department also recently conducted a check station with other agencies in the county.

**FIRE DEPARTMENT REPORT:** None.

**MAIN STREET REPORT:** The Sylva Christmas Parade will be Saturday, December 3<sup>rd</sup> at 3:00 p.m. Line-up will begin at 1:30 p.m. Grand Marshalls for the parade will be Sylva Police Chief Davis Woodard and Jackson County Sherriff Chip Hall. Photos with Santa will be at Sassy Frass from 12:00-2:30 p.m.

#### **NEW BUSINESS**

**AUDITORS REPORT:** Bronwyn Burluson of Burluson and Earley, PA presented the financial statements and auditor's report for the fiscal year ended June 30, 2016. An unmodified opinion was given with no findings. Burluson encourages the board to review the report and to read the management discussion.

**MAIN STREET DIRECTOR DISCUSSION:** Manager Dowling began by reviewing the history of the Main Street Director position in the Town of Sylva from Sylva Partners in Renewal to the current structure. Sylva joined the Main Street Program in 1996. The Town of Sylva received state level accreditation of the Main Street Program in July 2016. Bernadette Peters addressed the board and expressed the desire for a full-time Main Street Director for Sylva. She noted several events that were no longer in existence and added that the support of a full-time director was vital to the success of the town. She encouraged the board to look at a full-time position that could be an advocate for businesses. Mark Bryant, from End of Main, added his support for a full-time Main Street Director position. He noted that the town seems to be disorganized and no one knows who is in charge. Jay Spiro explained Sylva Partners in Renewal and encouraged the board to find funding for this position. Rick Gorton also voiced support. Other attendees speaking in support of a full time position included Julie Sylvester and Dieter Kuhn.

Commissioner Nestler commented that the Main Street Director is more than just for businesses. The position would be for the entire community. Commissioner Hensley asked the attendees where money would come from to support this position because taxes were already high enough. Mayor Sossamon suggested to the board and attendees that attending a county commissioner meeting would be a good idea. Commissioner McPherson suggested the possibility of having a recurring budget line item added next year.

**RESOLUTION OF SUPPORT FOR GRANT APPLICATIONS—DOWNTOWN WATER FOUNTAIN:** Manager Dowling explained that Jackson County has reinstated their Municipal Grant Program and is accepting applications for grants of \$5,000. The resolution is to authorize Manager Dowling to apply for the grant for the purpose of installing a water fountain in town. *Commissioner Gelbaugh made a motion to approve with resolution with an amount of \$7,500 to cover all features desired by the board. The motion carries with a unanimous vote.*

**TWSA APPOINTMENT:** Mayor Sossamon addressed the board about the appointment of Brenda Oliver which will expire in December 2016. She encouraged board members to speak with citizens and see if there is any interest in the position. Interested citizens should complete the Town's application to serve on a committee. Commissioner McPherson added that this is an important position because TWSA is one reason businesses will not come to Sylva. Commissioner Hensley asked Manager Dowling to schedule a time when Dan Harbough, TWSA Director, could attend a town board meeting and explain impact fees.

**ADJOURNMENT:** *Commissioner Hensley made a motion to adjourn the meeting at 10:38 a.m. The motion carries with a unanimous vote.*

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Lynda Sossamon  
Mayor

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Amanda W. Murajda  
Town Clerk