

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

REGULAR BOARD MEETING OF THURSDAY, JULY 09, 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
Main Street Report
Fire Department Report

NEW BUSINESS

1. Approve Interim Town Manager Position
2. Approve Interim Town Manager Contract
3. Approve Changes to Bank Signature Card for Interim Town Manager
4. Approve Fire Department Officers FY 2020-2021
5. Speed Limit Reduction—East Hometown Place
6. Use of Confederate Imagery

Re: Use of Confederate imagery on Town of Sylva vehicles and property will no longer be permitted as of July 10, 2020. In the interest of fiscal responsibility this applies to all future design changes, but does not apply to imagery currently on Town of Sylva Property.

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
July 9, 2020

1- APPROVE MINUTES: June 11, 2020, Regular Board Meeting

2- BUDGET AMENDMENT:

# 31 10-560-0600 SD Group Insurance	\$ 940 C
10-660-1500 Sant Group Insurance	275 C
10-560-0610 SD H-S-A	940 D
10-580-0610 Sant H-S-A	275 D

REF: Transfer to cover new employee expense.

3- REPORTS:

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

**Business Registration Permit Application
June 2020**

<u>Date Submitted</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Owner</u>
6/15/2020	Lou's Country Cottage	150 E. Sylva Shopping Center	Loretta Luker

SYLVA COLLECTIONS

MAY 2020

YEAR	TAX	INTEREST	TOTAL
RENTAL VEHICLE TAX	539.06	-	539.06
TOTAL	539.06	-	539.06

Tax Summary
as of May 31, 2020

(10-301-XX)	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	Total	Current Year	TOTALS
Starting Balances	41157.98	17812.17	8365.05	4275.63	2594.86	4,259.57	1,700.96	2,442.53	4,435.93	3,027.98	90,072.66	\$1,749,823.36	10-281-0000
July	-1459.1	-74.61	-131.66	-68.4	-68.4	-68.4	-68.4	-68.4	-68.4	-119.83	-2,127.20		-2,127.20
August	-2792.28									-29.53	-2,821.81		-2,821.81
September	-1043.7	-111.48	-39.12							-29.75	-1,224.05	-189,432.78	-190,656.83
October	-1337.83	-549.54	-485.3	-339.9	-45.7					-3.54	-2,761.81	-119,077.20	-121,839.01
November	-230.44		-18.32								-248.76	-259,836.49	-260,085.25
December	-615.18	-575.18	-575.18	-25.36							-1,790.90	-916,037.44	-917,828.34
January	-1654.99	-1203.37	-158.68	-132.51							-3,216.84	-215,269.45	-218,486.29
February	-849.99	-315.66									-1,165.65	-30,708.87	-31,874.52
March	-5563.63	-342.96									-5,906.59	-37,998.28	-43,904.87
April	-726.03	-107.77		-114.89	-95.06						-1,043.75	-5,221.84	-6,265.59
May	-802.98	-622.3									-1,425.28	-10,670.49	-12,095.77
June											0.00		0.00
July - June Totals	-17076.15	-3902.87	-1408.26	-681.06	-209.16	-135.69	-68.4	0	-68.4	-182.65	-23,732.64	-1,784,252.84	-1,807,985.48
Releases	-0.03										-0.03	-755.50	-755.53
Add to Original Levy											0.00	83,988.75	83,988.75
Under Appeal	-2342.26	-2673.45									-5,015.71	-2,032.40	-7,048.11
Bankruptcy											0.00		0.00
Refund/Adj	227	90.67	53.43	28.52	18.41	15.78	12.04	12.12	29.41	21.35	508.73		508.73
Subtotals	-19,191.44	-6,485.65	-1,354.83	-652.54	-190.75	-119.91	-56.36	12.12	-38.99	-161.30	-28,239.65	-1,703,051.99	-1,731,291.64
EOY Adjustment													
(10-110-XX) Balance	\$21,966.54	\$11,326.52	\$7,010.22	\$3,623.09	\$2,404.11	\$4,139.66	\$1,644.60	\$2,454.65	\$4,396.94	\$2,866.68	\$61,833.01	\$40,771.37	\$102,604.38
Interest													
July	87.87	11.49	35.97	22.79	28.91	35.03	41.16		53.40	126.73	443.35		443.35
August	41.63									0.47	42.10		42.10
September	78.46	84.52	0.88							0.25	164.11		164.11
October	93.79	87.34	129.62	141.18	51.30					11.83	515.06		515.06
November	19.18	21.54	0.14	35.00							75.86		75.86
December	85.64	105.58	156.94	31.41							379.57		379.57
January	152.17	281.83	38.36	30.17							518.03	1,152.92	1,670.95
February	136.77	29.64									166.41	917.72	1,084.13
March	724.83	50.89	40.00								815.72	1,385.76	2,201.48
April	52.03	3.23	15.40	116.86	4.79						192.31	151.79	344.10
May	352.43	126.53									478.96	518.87	997.83
June													
Interest Collected	\$1,824.80	\$802.59	\$417.31	\$377.41	\$85.00	\$50.53	\$41.16	\$0.00	\$53.40	\$139.28	\$3,791.48	\$4,127.06	\$7,918.54
Submitted by: Amanda Muralda, Tax Collector													Collection Rate
													97.7694%

Top 10 Delinquent Accounts (2019 & prior)

Name	Balance 5/31/2020
Dewayne Ward	\$ 9,245.96
Aaron Rents Inc	\$ 8,145.42 Under Appeal
Rodney Riddle	\$ 3,762.28
Melton Riddle Funeral Home	\$ 3,324.70 Out of Business
Robert Shephard	\$ 3,309.86
Raleigh Double Cousins Prop LLC (Print Strak)	\$ 3,267.96
Joe Wilson	\$ 3,183.49
Michelle D Franklin	\$ 3,133.37
Carol Garrison/ NCDOT	\$ 2,873.55 NCDOT purchase
MODO Z LLC	\$ 2,691.68 Out of Business

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
5/31/2020

		General Fund				Actual to		Statement			
		2019-2020	Previously	2019-2020	Current	2019-2020	Budget	Period	Variance		
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	11			
Revenues:											
Ad valorem taxes	\$	1,830,356	1,882,339.31	1,908,362.98	\$	26,023.67	\$	(78,006.98)	104.26%	91.67%	12.60%
Other taxes and licenses	\$	6,500	5,930.00	6,170.00	\$	240.00	\$	330.00	94.92%	91.67%	3.26%
Unrestricted intergovernmental	\$	1,609,472	1,221,130.31	1,371,303.39	\$	150,173.08	\$	238,168.61	85.20%	91.67%	-6.46%
Permits and Fees	\$	18,000	13,538.98	14,051.98	\$	282.00	\$	3,948.02	78.07%	91.67%	-13.60%
Restricted intergovernmental	\$	131,409	86,958.92	86,958.92	\$	-	\$	44,450.08	66.17%	91.67%	-25.49%
Investment earnings	\$	59,400	61,133.15	63,049.74	\$	1,916.59	\$	(3,649.74)	106.14%	91.67%	14.48%
Other revenues	\$	24,320	29,352.76	31,331.65	\$	2,069.46	\$	(7,011.65)	128.83%	91.67%	37.16%
Total revenues	\$	3,679,457	3,300,383.43	3,481,228.66		180,704.80	\$	198,228.34	94.61%	91.67%	2.95%
Expenditures:											
General Government	\$	671,826	470,549.60	504,039.64		33,390.04		167,786.36	75.03%	91.67%	16.64%
Salaries & Benefits	\$	263,300	220,627.26	230,866.07		20,238.81					
Capital outlay	\$	11,300	10,865.13	10,865.13		-					
All other expenditures	\$	397,226	239,057.21	262,308.44		13,151.23					
Public Safety	\$	1,995,325	1,333,404.04	1,445,813.23		118,656.43		549,511.77	72.46%	91.67%	19.21%
Salaries & Benefits	\$	832,275	773,039.29	659,791.97		53,701.41					
Capital outlay	\$	70,990	39,551.15	56,128.59		16,577.44					
All other expenditures	\$	1,092,060	520,813.60	729,892.67		48,377.58					
Culture and Recreation	\$	102,283	55,065.73	55,894.87		829.14		46,388.13	54.65%	91.67%	37.02%
Salaries & Benefits	\$	23,875	16,156.64	16,156.64		-					
Capital outlay	\$	23,250	13,799.94	13,799.94		-					
All other expenditures	\$	55,158	25,109.15	25,938.29		829.14					
Transportation	\$	636,725	427,232.92	461,961.87		34,728.95		174,763.13	72.55%	91.67%	19.11%
Salaries & Benefits	\$	283,500	220,578.50	240,293.14		19,714.63					
Capital outlay	\$	53,400	-	-		-					
All other expenditures	\$	299,825	206,654.42	221,668.73		15,014.32					
Economic and Physical Development	\$	14,275	7,288.79	7,288.79		-		6,986.21	51.06%	91.67%	40.61%
Salaries & Benefits											
Capital outlay											
All other expenditures	\$	14,275	7,288.79	7,288.79		-					
Environmental Protection	\$	177,160	120,469.69	132,271.94		11,802.25		44,888.06	74.66%	91.67%	17.00%
Salaries & Benefits	\$	63,875	50,699.24	55,206.16		4,506.92					
Capital outlay	\$	-	-	-		-					
All other expenditures	\$	113,285	69,770.45	77,065.78		7,295.33					
Total expenditures	\$	3,597,594	2,414,010.77	2,607,270.34		199,406.81		990,323.66	72.47%	91.67%	19.19%
Revenues over expenditures	\$	81,863	886,372.66	873,958.32		(18,702.01)		(792,095.32)	-22.02%		
Other financing sources (uses):											
Transfers in	\$	393,985	393,985.00	393,985.00		-					
Appropriated fund balance	\$	364,324	364,324.00	364,324.00		-					
Contributed Capital	\$	-	-	-		-					
Sale of Assets	\$	-	-	-		-					
Loan Proceeds	\$	-	-	-		-					
Total Transfers in	\$	758,309	758,309.00	758,309.00		-					
Transfers to other funds:											
Transfers out	\$	840,172	718,672.00	718,672.00		-					
Transfer to Capital Reserve	\$	-	121,500.00	121,500.00		-					
Total Transfers to other funds	\$	840,172	840,172.00	840,172.00		-					
Total other financing sources (uses)	\$	(81,863)	(81,863.00)	(81,863.00)		-		-			
Revenues and other sources over expenditures and other uses	\$	-	804,509.66	792,095.32		(18,702.01)		(792,095.32)			

Analysis:

* Timing of State Revenues and Grants

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
June 11, 2020

The Town of Sylva Board of Commissioners held a regular meeting on June 11, 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
Barbara Hamilton, Vice-Mayor
Mary Gelbaugh, Commissioner
Ben Guiney, Commissioner
Greg McPherson, Commissioner
David Nestler, Commissioner
Paige Dowling, Town Manager
Amanda Murajda, Town Clerk
Eric Ridenour, Town Attorney

ABSENT:

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

STAFF PRESENT: Chris Hatton (Police Chief) and Jake Scott (Public Works Director).

VISITORS: Dave Russell, David Noland, Flemming Holt, Carrie McBane and Amy McKenzie.

AGENDA: *Commissioner Gelbaugh made a motion to add a closed session to the agenda pursuant to NCGS 143-318.11(a)(3) and (6) regarding consulting the attorney and personnel. The motion carried with a unanimous vote. Commissioner Guiney made a motion to approve the agenda as amended. The motion carries with a unanimous vote.*

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

PUBLIC COMMENTS: Christine Taber submitted the following comment for the Zoom meeting: After reviewing the budget, I noticed there was no funding for a social worker that could be attached to the police department. I was wondering if the city would be open to creating such a position, so a mental health professional could respond on certain calls?

MAYOR'S REPORT: Mayor Sossamon reported that she had been in contact with representatives in regards to relief funding for sales tax during the COVID-19 pandemic. She encouraged the public to do the same.

COMMISSIONER'S REPORT: Commissioner Gelbaugh reported that the UCM food drive was a success. Commissioner Nestler reported that the TWSA budget had been approved. He reminded everyone that the Community Table still needed donations. Commissioner Guiney reported that COVID-19 cases were still being seen at the ER. Commissioner McPherson reiterated his opposition to closing the streets for the Dillsboro Bridge replacement and thanked the staff for all of their work during the pandemic. Commissioner Hamilton reminded everyone to wear masks.

MANAGERS REPORT: Manager Dowling reported the following:

- Employment Update: Jeff Buchanan, Public Works Maintenance Technician, resigned. The job has been posted online and in the Sylva Herald. The position will be opened until filled.
- The Police Department has been very busy the last two weeks preparing to have a safe protest on Saturday.
- Allen Street will be surveyed next week for the repairs.
- Mike Poston reported that Sylva's city limit response rate for the census is only 45%. This is down approximately 10% from the last census. The County is paying to mail additional notifications to post office boxes in hopes to increase the response rate.
- Concerts on the Creek: The Town sponsored concerts are July 24, Aug. 8, Aug. 22, Sept. 4, and Sept. 5.
- Michael Hopkins reported that the Sylva pool is still tentatively scheduled to open June 15. There will be a morning and afternoon session. Occupancy will be limited to 60 people. People will need to bring their own chairs. Concessions and season passes won't be sold this season.
- Covid-19 Update: Administrative staff came back into Town Hall on Monday. We have the office closed to the public through June 19th. We are monitoring the number of cases and trying to limit our exposure to the

public. Meanwhile, we are still available to the public by phone and email. All services are available to our citizens.

MAIN STREET REPORT: None.

FIRE DEPARTMENT REPORT: None.

NEW BUSINESS

FY 2020-2021 BUDGET ORDINANCE: *Commissioner McPherson made a motion to approve the FY 2020-2021 budget ordinance. The motion carries with a unanimous vote.*

FY 2020-2021 FEE SCHEDULE: *Commissioner Nestler made a motion to approve the FY 2020-2021 fee schedule. The motion carries with a unanimous vote.*

ABC BOARD BUDGET—REVIEW ONLY: The board reviewed the ABC Board budget. No comments.

CLOSED SESSION: *Commissioner Gelbaugh made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) and (6) in regards to consulting attorney and personnel matters at 5:58 p.m. The motion carries with a unanimous vote.*

Commissioner Nestler made a motion to come out of closed session. The motion carries with a unanimous vote and the Board entered into regular session at 8:03 p.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Guiney made a motion to adjourn the meeting at 8:03 p.m. The motion carried with a unanimous vote.*

Lynda Sossamon
Mayor

Amanda W. Murajda
Town Clerk

Sylva Fire Department

Officer List

FY 2020-2021

Elected – June 22, 2020

Chief	Mike Beck
1 st Assistant Chief	Keith Buchanan
2 nd Assistant Chief	Brandon Sutton
Captain	Sam Shuler
Captain	Brian Wellmon
Lieutenant	Ben Clawson
Secretary	Jessie Turner
Safety Officer	Belinda Clawson
Chaplain	Mike Farmer

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1078312

Division: 14 County: JACKSON

Municipality: SYLVA

Type: Municipal Speed Zones

Road: SR 1580

Car: 25 MPH

Truck: 25 MPH

Description: Between a point 0.231 west of US 23 Business and US 23 Business.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____
