

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
June 18, 2009

The Town of Sylva Board of Commissioners held their regularly scheduled meeting on June 18, 2009 at 9:15 a.m. in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

MEMBERS PRESENT: Mayor Pro-Tem Maurice Moody and Commissioners Sarah Graham, Harold Hensley, Ray Lewis and Stacy Knotts

MEMBERS ABSENT: Mayor Brenda Oliver

STAFF PRESENT: Brandi Henson King (Town Clerk), Eric Ridenour (Town Attorney), Jeff Jamison (Police Chief), Dan Schaeffer (Public Works Director) and Adrienne Isenhower (Town Manager)

VISITORS PRESENT: James Manning, Amanda Cleveland, Sheryl Rudd, Gary Frye, Jim Culp, Julie Sylvester and Stephanie Salmons

CALLED TO ORDER: Mayor Pro-Tem Moody called the meeting to order at 9:15 a.m.

APPROVAL OF AGENDA: Mayor Pro-Tem Moody requested that a closed session regarding a pending law suit be added to the agenda. Commissioner Knotts requested that a contribution to the Jackson County Swim Team be added to the agenda. *Commissioner Knotts made a motion to approve the agenda as amended and the motion carries with a unanimous vote.*

PUBLIC COMMENTS: James Manning requested that the Town Board help support the Jackson County swim team.

Jim Culp of First Baptist Church has requested the Board allow the church to move the retaining wall on Landis Street and encroach into the sidewalk approximately two feet in order to save a tree in front of the church. Schaeffer stated they would have to move the sidewalk, curb and guttering, eliminate four parking spaces and make two parallel parking spaces if the retaining wall is moved. The Board will make a decision at their next regularly scheduled meeting on July 2nd.

MAYOR'S REPORT: None

COMMISSIONER'S REPORT: None

MANAGER'S REPORT: The Fire Department's Officer's Dinner will be Monday, June 29, 2009 at 7:00 p.m. at Lovedale Baptist Church. Contracts for the Fire Department Expansion Project have been executed and construction should begin on June 29th.

PUBLIC WORKS REPORT: Schaeffer reported the Public Works Department has completed the cleanup of the streams after the storm damage. The Bridge Park mulching and grassing should be complete by the first of July and the final landscaping will be complete in September. Schaeffer also asked the Board to reconsider the Duke Energy street light proposal at their next meeting.

POLICE DEPARTMENT REPORT: Jamison reported on statistics for the previous month.

PLANNING BOARD REPORT: The Planning Board has recommended a sign ordinance amendment to allow for sandwich boards in the B-1 district and have finalized their changes for the subdivision ordinance and will be reviewing the final draft at their next meeting.

DSA REPORT: Sylvester reported that the ‘Taste of Downtown Sylva’ was a success and they plan on doing this again next year. ‘Sylva After Dark’ will continue and they hope to add more activities. The ‘Chili Fest’ will be held on October 10th.

PUBLIC HEARING – 2009-2010 PROPOSED BUDGET: The Budget Hearing was called to order at 9:35 a.m. There was no public input. The Hearing was closed at 9:40 a.m.

PUBLIC HEARING – REQUEST TO REZONE TRACT D ON LAUREL BRANCH ROAD: The Public Hearing was called to order at 9:40 a.m. Art Pohl of Mountain Gap Development is requesting Tract D of his property on Laurel Branch Road be rezoned from RPUD to R-3 (residential) to allow for a manufactured home. Property on either side of Tract D is zoned R-3. There was no public input. The hearing was closed at 9:42 a.m.

PUBLIC HEARING – SIGN ORDINANCE AMENDMENT (SANDWICH BOARDS): The Hearing was called to order at 9:42 a.m. The purpose of the amendment is to allow for sandwich boards in the B-1 district for special events. There was no public input. The hearing was closed at 9:43 a.m.

JACKSON COUNTY SWIM TEAM DONATION: *Commissioner Knotts made a motion to contribute \$50 to the Jackson County Swim Team. The motion carries with a unanimous vote.*

2009-2010 BUDGET ORDINANCE: *Commissioner Graham made a motion to adopt the Budget Ordinance. The motion carries with a unanimous vote.*

REQUEST TO REZONE TRACT D ON LAUREL BRANCH ROAD:
Commissioner Hensley made a motion to rezone Tract D of Art Pohl’s property on Laurel Branch to R-3 to allow for a manufactured home. The motion carries with a unanimous vote.

SIGN ORDINANCE AMENDMENT (SANDWICH BOARDS): Commissioner Knotts stated she saw potential problems with the proposed ordinance if the Town only allowed (3) sandwich boards per block and there is not a clear definition of a special event. Commissioner Hensley and Chief Jamison both feel this would be a public safety issue since the sandwich boards would be obstructing the sidewalks. The consensus of the Board is to table the topic until their next meeting. The Land Use Committee will meet on July 1st to discuss the ordinance amendment.

MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE: The North Carolina Department of Cultural Resources has updated their Retention and Disposition Schedule which needs to be adopted in an open meeting. *Commissioner Knotts made a motion to adopt the new schedule. The motion carries with a unanimous vote.*

IDENTITY THEFT POLICY: The Town is required to adopt an Identity Theft Policy to protect certain information of customers, vendors, employees, and other individuals who provide information to the Town. *Commissioner Graham made a motion to adopt the policy. The motion carries with a unanimous vote.*

APPROVAL OF FIRE DEPARTMENT OFFICERS: *Commissioner Lewis made a motion to approve the Fire Department Officers for the FY 2009-2010. The motion carries with a unanimous vote.*

2009-2010 Sylva Volunteer Fire Department Officers

Chief	Mike Beck
1 st Assistant Chief	Chris Greene
2 nd Assistant Chief	Mike Bryson
Captain	Brian Wellmon
2 nd Captain	Mike Justice
Safety Officer	Craig Farmer
Secretary	Keith Buchanan
Purchasing Officer	Jeremiah VanResselear
Chaplain	Mike Farmer

RESOLUTION AUTHORIZING JACKSON COUNTY'S HISTORIC PRESERVATION COMMISSION: *Commissioner Graham made a motion to adopt the resolution. The motion carries with a unanimous vote.*

HISTORIC PRESERVATION COMMISSION RECOMMENDATION: *Commissioner Lewis made a motion to nominate Luther Jones to the Historic Preservation Commission. The motion carries with a unanimous vote.*

PLANNING BOARD SEAT: Vicki Szabo will be out of the country from August to December and will not be able to attend the planning board meetings. The Planning Board has recommended holding Szabo's seat open until she returns in January. *Commissioner Knotts made a motion to hold Szabo's seat open until she returns. The motion carries with a unanimous vote.*

CLOSED SESSION: *Commissioner Graham made a motion to go into closed session pursuant to G.S. 143-318.11 (a) (3) regarding a pending lawsuit. The motion carries with a unanimous vote and the Board entered into closed session at 10:05 a.m. Commissioner Knotts made a motion to come out of closed session. The motion carries and the Board entered into regular session at 10:43 a.m.*

ADJOURNMENT: *Commissioner Graham made a motion to adjourn the meeting. The meeting was adjourned at 10:44 a.m.*

Maurice Moody
Mayor Pro-Tem

Brandi H. King
Town Clerk