

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
September 17, 2009

The Town of Sylva Board of Commissioners held their regularly scheduled meeting on September 17, 2009 at 9:15 a.m. in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

MEMBERS PRESENT: Mayor Brenda Oliver and Commissioners Sarah Graham, Harold Hensley, Ray Lewis, Stacy Knotts and Maurice Moody

MEMBERS ABSENT: None

STAFF PRESENT: Eric Ridenour (Town Attorney), Tammy Hooper (Asst. Police Chief), Dan Schaeffer (Public Works Director) and Amanda Parker (Police Clerk)

VISITORS PRESENT: Dirk Hoyman, Allison Brantley, Mike Bryson, Mike Beck, Julie Sylvester and Danny Allen

CALLED TO ORDER: Mayor Oliver called the meeting to order at 9:20 a.m.

APPROVAL OF AGENDA: *Commissioner Knotts made a motion to add a Fire Department Report to the agenda. The motion carries with a unanimous vote. Commissioner Hensley made a motion to move the Sylva to Dillsboro Sidewalk discussion to closed session pursuant to G.S. 143-318.11 (a) (3). The motion carries with a unanimous vote. Commissioner Hensley made a motion to add a discussion concerning a turn lane on Grindstaff Cove Road to the agenda. The motion carries with a unanimous vote. Commissioner Graham made a motion to approve the agenda as amended and the motion carries with a unanimous vote.*

PUBLIC COMMENTS: None

MAYOR'S REPORT: None

COMMISSIONER'S REPORT: None

MANAGER'S REPORT: Isenhower was not present for the meeting but wanted the Board to schedule a joint meeting with the Planning Board to discuss the proposed subdivision ordinance. The meeting was scheduled for October 1st at 5:30 p.m.

PUBLIC WORKS REPORT: Schaeffer reported that the purchase of an additional truck for the street department will be more than the budgeted amount. Schaeffer will need an additional \$1,185.97. *Commissioner Hensley made a motion to move the additional funds needed from the Street Department Designated Fund Balance. The motion carries with a unanimous vote.*

Schaeffer also reported he received a letter from Dennis Desmond concerning horseback riding at Pinnacle Park and erosion on the trails. Mayor Oliver would like to hear from Tim Johnson from NCDENR to get his opinion. Schaeffer will contact Johnson about attending next month's Board Meeting.

Commissioner Moody suggested the Board needs to discuss simpler bridges for Pinnacle Park. Moody suggests using pole type bridges instead of the more expensive engineered bridges.

POLICE DEPARTMENT REPORT: Tammy Hooper reported on the statistics of the previous month. The police department has been selected for a surplus stimulus grant and in order to receive the monies they would need to open a separate banking account. *Commissioner Hensley made a motion to allow the Police Department to open a separate bank account to be able to receive grant monies. The motion carries with a unanimous vote.*

PLANNING BOARD REPORT: None

DSA REPORT: Julie Sylvester reported that Tom Shay and his "Strategies to Win in 2010 and Survive this Economy" presentation was well received by the Town. The Chilly Fest will be held on October 10th from 12 noon to 5:00 pm at the Bridge Park.

FIRE DEPARTMENT REPORT: Mike Beck reported that the Fire Department has responded to 523 calls so far this year. Beck also requested that the Board allow Municipal Drive to remain closed for two additional months for the convenience of the contractors to be able to store the steel beams that will be used in the construction of the new fire department. Commissioner Hensley stated merchants are complaining because of the backup on Mill Street. Mayor Oliver suggested that the Public Safety Committee meet and make a recommendation.

PUBLIC HEARING (ZONING ORDINANCE AMENDMENT APPLICATION – THE SUMMIT CHURCH): Mayor Oliver called the public hearing to order at 9:43 a.m. The Summit Church would like to purchase a 15 acre tract in the Dills Cove area owned by James Corbin (PIN 7642-02-4898). Corbin and Jim Dean of The Summit Church are requesting that the 15 acres be rezoned from R-1 to R-2 to allow for a state licensed daycare facility at the Church.

Commissioner Moody suggested rezoning the property to R-1B to better protect the surrounding area. Attorney Ridenour stated the R-1B would allow for a licensed daycare facility with a conditional use permit.

CELL PHONE USE POLICY: The cell phone use policy was developed to mirror that of the IRS. Therefore, employees are allowed to use their personal cell phones as town phones and can be reimbursed if they have an overage on their cell phone bill caused by town business. Under section b. Reimbursement for use of personal cell phones, it currently reads, "...the Town will reimburse the employee for the use of their phone up to \$20 per month". The policy should state, "If the employee chooses to use their personal

cell phone for Town business instead of being provided a phone by the Town and generates overages due to Town business, the Town will reimburse the employee up to \$20 per month". *Commissioner Moody made a motion to make the change to the Cell Phone Use Policy. The motion carries with a unanimous vote.*

TOWN WEBSITE PLAN – DIRK HOYMAN: Hoyman is the Director of Web Services at Western Carolina University. Hoyman is willing to help the Town improve their website through a formal process. *Commissioner Knotts made a motion to accept Hoyman's website plan and move forward. The motion carries with a unanimous vote.*

TOWN WEBSITE TASK FORCE: Mayor Oliver asked the Board to be thinking of members for the task force and the item will be discussed at the next meeting.

ZONING ORDINANCE AMENDMENT APPLICATION (THE SUMMIT CHURCH): *Commissioner Hensley made a motion to rezone the 15 acre parcel that The Summit Church plans to purchase from R-1A to R-1B and they will allow for a licensed daycare center in the future. The motion carries with a unanimous vote.*

PARK POLICIES: There have recently been questions of who is exempt from the fee to use the Town parks. Isenhower recommends that the Board eliminate all exemptions and possibly increase the fees for the Bridge Park. Commissioner Graham stated that the \$20 per 2 hour block fee is not unreasonable for Poteet and Bryson Park. Commissioner Moody suggested a study be done to see what the rate should be for the Bridge Park. Commissioner Graham stated this would be an opportunity for the Town to charge higher rates for private events and charge less for community events. The Town needs to create a new fee schedule for the Bridge Park and will discuss the item at their October 15th meeting.

Commissioner Knotts made a motion to eliminate all exemptions for park reservations. The motion carries with a unanimous vote.

RAILROAD UPGRADE AT ALLEN AND MILL STREETS: In 2007, DOT and the Town of Sylva agreed to upgrade the railroad crossing at Allen and Mill Streets. In the agreement, DOT will pay 90% of the project costs and the Town will pay the additional 10%. The amount of the project is \$155,497.50, so the Town would be responsible for \$15,549.75. The project will include installing and painting new stop bars, new railroad crossing markings, upgrading traffic signals, and removing the crosswalk at Mill Street and Spring Street. *Commissioner Moody made a motion to take \$15,550.00 from the Fund Balance for the Town's portion of the project. The motion carries with a unanimous vote.*

FIRE DEPARTMENT TRAINING GROUND UPGRADES: Chief Mike Beck stated the Fire Department would like to be able to pour concrete slabs around the building at their training grounds on Fisher Creek. The cost of the project would be approximately \$28,000. *Commissioner Knotts made a motion to transfer \$28,000 from the Fire Department's Designated Fund Balance to fund the improvements for the training facility. The motion carries with a unanimous vote.*

GRINDSTAFF COVE ROAD AND MILL STREET TURN LANE: Joel Setzer of NCDOT sent Hensley an email stating they should be able to install a short turn lane if light poles and signage are moved. The DOT needs input from the Town to show they are interested. *Commissioner Hensley made a motion to have Isenhower write a letter to Joel Setzer at NCDOT stating that the Town is interested in having a right turn lane installed at Grindstaff Cove Road and Mill Street. The motion carries with a unanimous vote.*

CLOSED SESSION: *Commissioner Hensley made a motion to go into closed session pursuant to G.S. 143-318.11 (a) (3). The motion carries and the Board entered into closed session.*

Commissioner Hensley made a motion to come out of closed session. The motion carries and the Board entered into regular session.

ADJOURNMENT: *Commissioner Moody made a motion to adjourn the meeting. The motion carries and the meeting was adjourned at 11:00 a.m.*

Brenda A. Oliver
Mayor

Brandi H. King
Town Clerk