

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, FEBRUARY 1, 2022
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

Mayor Diaz asked that we observe a moment of silence.

Roll was called with the following members present:

Mayor Diaz, Vice-Mayor Fravel-remotely, Councilman Bowers-remotely, Councilman Fravel,
Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith-remotely

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steven Rickards, Town Treasurer-remotely; Dave Griffin, Town Attorney-remotely; William Copp, Police Chief

Guests: Elizabeth Fravel-remotely

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Elizabeth Fravel addressed Council about the MPO 2045 Long Range Transportation Plan Public Input Meeting that was held at the town office. She stated that while she was disappointed with the turnout, she was impressed with the diversity of those that did attend. She wanted to encourage the town to put the information about the survey on the FB page and to share the information with Middletown to help spread the word. She wanted the mayor to know that he had done a great job. Mike Majher stated that he had been told that the meeting held at our office had the highest attendance they have had at any of their meetings.

MINUTES – REGULAR MEETING OF JANUARY 4, 2022

Vice-Mayor Fravel moved for approval of the minutes of the regular Town Council Meeting for January 4, 2022. The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Aye

TREASURER'S REPORT – Report attached

Town Treasurer Steve Rickards reported that January had been a very robust month. He stated that the Proffer payments for Newtown Landing had been received. He explained that a huge portion of that will be going to Frederick County. He said that connection fees continue to roll in. Vice-Mayor Fravel asked if the proffers were for the Old School. He was informed that these proffers were for Parks and Rec and for Main Street improvements.

POLICE REPORT – Report attached

Chief Copp stated that it had been very busy with the snow and ice. He wanted to commend the department and the maintenance department on a job well done. VDOT did a great job and were quick to respond when Locust Street needed to be shut down. He stated that they were honored to lead the procession for the funeral for Chief John Jones. The department wore their dress uniforms for the first time and Chief Copp said that it was noticed by some of the attendees. The Chief informed Council that he had promoted Chris James to Sergeant. He is thinking that he would like to implement an awards and commendation program to the department.

SCVFD REPORT- Report attached

Chief Vaught read his report. He wanted to give out Thank you to everyone for the great support during this time. The loss of Chief Jones was huge. Many fire companies came out to show their support at his funeral and it was appreciated. He let Council know that the annual banquet would be held this Saturday, February 5. Mayor Diaz stated that the outpouring of support from neighboring companies are a testament to Chief Jones impact on the community. He will be sorely missed.

ACTION AGENDA

Public Hearing on Chapter 23 ordinance providing terms for utility infrastructure in town

Mayor Diaz opened the Public Hearing. There were no comments from the Public. Mayor Diaz closed the Public Hearing.

Public Hearing on Chapter 23 ordinance barring transfer of development rights in town

Mayor Diaz opened the Public Hearing. There were no comments from the Public. Mayor Diaz closed the Public Hearing.

Public Hearing on Ch 19 ordinance moving due dates on taxes to the 15th of June and December

Mayor Diaz opened the Public Hearing. There were no comments from the Public. Mayor Diaz closed the Public Hearing.

COMMITTEE REPORTS

A. Finance Committee – Linden A. Fravel, Chair

No Meeting: No comments

B. Personnel Committee- Pete Fravel, Chair

No Meeting: No Comments

C. Public Safety Committee –Ron Bowers, Chair

No Meeting: No Comments

D. Public Works Committee –Mariah Smith, Chair

No Meeting: No Comments

E. Ordinance and Governments Committee- Regina Swygert-Smith, Chair

No Meeting: No Comments

F. Parks and Recreation Commission- Tina Stevens, Chair

No Meeting: No Comments

G. Planning Commission- Linden A. Fravel Jr. Chair

Meeting: Chairman Fravel stated that the meeting had been held to amend the original plans on the Valley Pike subdivision. The original plans had entrance problems and after some meetings with VDOT a plan was agreed upon. The number of houses has changed. The proffers stay the same. The Planning Commission approved the amended plans. If any Council members would like to look at the plans they are available in the town office.

H. Newtown Heritage Festival Committee

No Meeting: No Comments

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Vice-Mayor Fravel made a Motion to approve the committee minutes. The minutes were approved with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Aye

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. The office had been closed to the public due to staff having Covid.
2. We would like to congratulate the Rickards on the birth of their new baby girl Harper Eve.
3. Business licenses need to be renewed by March 1.
4. There was a water main break on School Street . The good news was that it was isolated quickly. Bret and Rich did a great job.
5. Proffer payments have been received for Newtown Landing.
6. Initial budget prep is ongoing.
7. The police department, fire department and Public Works did a great job dealing with the winter weather event.
8. To say that Chief John Johns was a blessing to this Town, the Fire Department and its residents is an understatement. He welcomed me to the Town and helped me tremendously. He will be missed

COUNCIL COMMENTS/CALENDAR

Mayor Diaz stated that February was black history month. He wanted to take a moment to recognize our town residents. Councilwoman Stevens stated that she loves the fact that our small town is so inclusive and always on the forefront in the ways we accept and treat all our citizens. Mayor Diaz let Council know that we will be holding five movie nights this year and will be looking for sponsors for those. He reminded staff off the work session on the 15th and informed them that he would not be present, and that Vice-Mayor Fravel would be taking the helm.

At this time the Town Attorney informed the Town Manager that because we held all three Public Hearings we could go ahead and do the 1st and 2nd readings on those ordinances.

1st & 2nd Reading of Ch 23 ordinance providing terms for utility infrastructure in town

Mayor Diaz asked the Clerk to do the first reading of the Ordinance by title only. The Clerk read, "An ordinance to amend chapter 23, article III, division 1 of the zoning code of the town of Stephens City Virginia to provide terms for utility infrastructure in the town limits." Councilman Fravel made the Motion to Adopt the First reading of the Ordinance.

The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

Mayor Diaz asked the Clerk to do the second reading of the Ordinance by title only. The Clerk read, "An ordinance to amend chapter 23, article III, division 1 of the zoning code of the town of Stephens City Virginia to provide terms for utility infrastructure in the town limits. Councilwoman Stevens made the Motion to Adopt the Second reading of the Ordinance. "

The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

1st & 2nd Reading of Ch 23 ordinance barring transfer of development rights in town

Mayor Diaz asked the Clerk to do the first reading of the Ordinance by title only. The Clerk read, "An ordinance to enact section 23-200 of division 1, article III, chapter 23 barring transfer development rights within town limits." Councilwoman Stevens made the Motion to Adopt the First reading of the Ordinance. "

The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

Mayor Diaz asked the Clerk to do the second reading of the Ordinance by title only. The Clerk read, "An ordinance to enact section 23-200 of division 1, article III, chapter 23 barring transfer development rights within town limits." Councilman Fravel made the Motion to adopt the second reading The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

1st & 2nd Reading of Ch 19 ordinance moving due date on taxes to the 15th of June and December

Mayor Diaz asked the Clerk to do the first reading of the Ordinance by title only. The Clerk read, "An ordinance to amend section 19-1 of chapter 19 Article 1 of the taxation code for the town of Stephens City to change the date real estate and personal property taxes are due. ." Councilwoman Smith made the Motion to Adopt the First reading of the Ordinance. "

The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

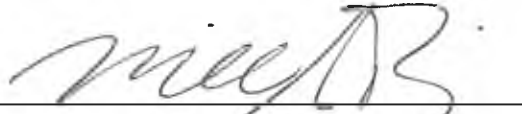
Mayor Diaz asked the Clerk to do the second reading of the Ordinance by title only. The Clerk read, "An ordinance to amend section 19-1 of chapter 19 Article 1 of the taxation code for the town of Stephens City to change the date real estate and personal property taxes are due. ." Councilman Bowers made the Motion to Adopt the Second reading of the Ordinance. "

The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Aye
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye

Mayor Diaz then asked if Council had any comments or if there were any changes to the calendar. There were none.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:36 pm and the motion carried unanimously.



Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk