

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, FEBRUARY 5, 2019  
7:00 PM**

Mayor Diaz called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Councilwoman Thatcher offered the Invocation

Roll was called with the following members present:

Mayor Michael Diaz, Vice Mayor Jason Nauman, Councilman Ronald Bowers, Councilman Linden Fravel Jr., Councilman Joseph Hollis, Councilwoman Regina Swygert-Smith, Councilwoman Kelly Thatcher

Absent: None

Staff present: J. David Griffin, Town Attorney; Steve Rickards, Town Treasurer; Sgt Scott Baber, Police Department; Michele Stone, Town Clerk

Absent: Chief Charles Bockey Jr., Town Manager, Mike Majher

Guests: Winchester Star; Josh Janney, Mr. and Mrs. Paul Culp Stephens City, Stephens City Fire Department TJ Vaught and Lowell Murray, Fire Marshall Steve Ritter, Devon Robinson Pan Tops Drive Stephens City VA.

**PUBLIC COMMENT**

Mayor Diaz asked if anyone in the public had any comments. There were no comments from the public.

**MINUTES – REGULAR MEETING OF JANUARY 5, 2019**

Vice Mayor Nauman moved for approval of the minutes of the regular Town Council Meeting of January 5, 2019 the Motion carried with the following Recorded VOTE:

Aye - Bowers, Fravel, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent – None

**TREASURER'S REPORT**

Treasurer Steve Rickards reported that late notices for tax bills have been sent out and the payments are coming in. Also Business License Renewals have been mailed out.

**POLICE REPORT – Sgt Scott Baber**

Sgt. Baber reported that call volume has risen and the Police Department has stayed busy.

**SCVFD REPORT- John Jones, Fire Chief**

Fire Chief John Jones reported that there is no report for the Fire Department due to the department being busy with responding to calls. Chief Jones acknowledged and presented the Joseph Hollis Lifesaving Awards to firefighters T.J Vaught and Lowell Murray for administering advanced lifesaving procedures to an individual during a December 9, 2018 cardiac arrest call. All who were present applauded.

**COMMITTEE REPORTS**

**A. Finance Committee – Joseph Hollis, Chair**

Meeting: Minutes Attached- Chairman Hollis commented that Finance has started working on the new budget.

**B. Personnel Committee –Ronald Bowers, Chair**

No Meeting: No Comments

**C. Public Safety Committee –Jason Nauman, Chair**

Meeting: Minutes Attached- Chairman Nauman reported that Sgt Baber with the Police Department is finalizing a body camera policy as well as a conclusion of the General Orders. Fire Chief John Jones has informed the Public Safety Committee that the Fire Marshall vehicle is in need of replacement, the Public Safety Committee has recommended that the Town 2008 the Crown Victoria or the 2004 Ford Explorer to the Fire Department. Councilwoman Swygert- Smith made a Motion to declare the 2008 Crown Victoria and the 2004 Ford Explorer as surplus vehicles and arrangements be made for disposal and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent – None

Chairman Nauman stated that Frederick County had conducted a Fire and Ems study in which the Town has concerns about the conclusions. Public Safety is requesting Council give consent to hold a joint Public Safety Meeting with the Town of Middletown Public Safety Committee. Councilwoman made a Motion to approve a joint meeting between the Stephens City Public Safety Committee and the Town of Middletown and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent – None

**D. Public Works Committee – Kelly Thatcher Chair**

Meeting: Minutes Attached- No Comments

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

Meeting: Chairwoman Swygert- Smith reported that the Committee will be bringing different things before Council to be voted on. If there are any concerns they can be brought to the Committee.

**F. Parks and Recreation Commission- Ronald Bowers, Chair**

No Meeting: No Comment

**G. Newtown Heritage Festival**

Meeting: Treasurer Steve Rickards reported that the Festival Committee is steadily seeing donations come in. The Committee has also sent out more donation letters. The Festival has decided on a hanging pot commemorative for the 2019 Festival.

**G. Planning Commission**

Councilman Fravel reported that there had been a special use permit submitted for the old Sandy Pallett location. The request was to open an Auction House at the location, there would be tractor and equipment parts and the repair of equipment which would be sold through the auction house. There will be live and

internet auctions. Planning Commission recommended the building inspector, Health department and Fire department would also be involved. Vice Mayor Nauman suggested not moving forward until the Zoning Administrator be present to comment on the matter.

#### **H. Board of Zoning Appeals**

The Commission had a meeting to elect a Chairperson. Wiley Dembeck was elected as the BZA Chairperson.

#### **APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilman Hollis made a Motion to approve the committee minutes and all were in favor.

#### **TOWN MANAGERS REPORT**

Town Manager Mike Majher was not present to give a report.

#### **COUNCIL COMMENTS/CALENDAR**

Mayor Diaz asked if there were any adjustments to the calendar or Council Comments. There were no comments or adjustments.

There being no further business, Councilman Fravel Made a Motion to adjourn at 7:22 pm and the Motion carried unanimously.

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Michael A. Diaz, Mayor

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Michele Stone, Town Clerk