

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, FEBRUARY 4, 2020
6:00 PM**

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

Councilor Bowers offered the Invocation.

Roll was called with the following members present:

Mayor Diaz, Councilman Bowers, Councilman Fravel, Councilman Hollis, Councilwoman Stevens,
Councilwoman Swygert-Smith

Staff present: David Griffin, Town Attorney, Kelly Thatcher, Deputy Town Clerk; Steve Rickards, Town
Treasurer; Timothy Vaught, Fire Chief

Guests: Josh Janney, Winchester Star; Evan Wyatt, Greenway Engineering; Rodney Culbreath, Pan Tops
Drive

PUBLIC COMMENT

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

MINUTES – REGULAR MEETING OF JANUARY 14, 2019

Councilman Fravel moved for approval of the minutes of the regular Town Council Meeting of January 14,
2020. The Motion carried with the following Recorded VOTE:

Aye – Bowers, Fravel, Hollis, Stevens, Swygert-Smith

Nay - None

Abstain - None

Absent –Nauman

TREASURER'S REPORT – Report attached

Town Treasurer Steve Rickards reported that things were looking good after a couple of robust months.

POLICE REPORT – Report attached

SCVFD REPORT- Timothy Vaught, Fire Chief-Report attached

Fire Chief Timothy Vaught went over his report. He stated that they were working on the budget. Chief
Vaught said that Frederick County has been very helpful and positive in working with him.

ACTION AGENDA

Public Hearing – West Wynd Rezoning, NDD Boundary Adjustment

Evan Wyatt from Greenway Engineering addressed council to clarify and answer any questions
they had about the 9 acres that were zoned I-1 and needed to be zoned NDD. Evan stated that there
would be no development until this was rezoned. The mixed use would be consistent with the proffers.
Everything had been submitted to Frederick County and there was no feedback from them.
Councilor Fravel made a Motion on recommendation from Planning that the zoning be adopted. The
Motion carried with the following recorded Vote:

Aye-Bowers, Fravel, Hollis, Stevens, Swygert-Smith

Nay-None

Abstain-None

Absent- Nauman

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Councilor Hollis made a Motion to designate Town Manager Michael M. Majher, Treasurer Stephen M. Rickards-Villeta and Councilor Joseph W. Hollis signatories on all existing bank accounts. The Motion carried with the following recorded VOTE:

Aye-Bowers, Fravel, Hollis, Stevens, Swygert-Smith
Nay-None
Abstain-None
Absent-Nauman

B. Personnel Committee –Ronald Bowers, Chair

No Meeting: No Comments

C. Public Safety Committee –Jason Nauman, Chair

No Meeting: No Comments

D. Public Works Committee –Tina Stevens, Chair

Meeting: Councilor Fravel stated that the design around the Old School had been discussed.

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

No Meeting

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting: Councilor Bowers reported that work has begun on the planning of the Memorial Day ceremony to be held during the festival. He also stated that the NHF needs to be reminded that they are a part of the Parks and Rec Commission and that they need to start working together. It was recommended that the NHF committee should have a representative attend the Commission's meetings.

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

Meeting: Councilman Fravel notified council that he and staff had met with a prospective developer for a property located on the north end of town. Mr. Fravel stated that we have certainly seen an increase in land development in the past year and that he anticipates a busy summer.

H. Newtown Heritage Festival Committee

Meeting: Mayor Diaz said that he would talk to the committee about the Parks and Rec meetings. It was suggested that Councilor Stevens could possibly be the liaison as she is a member of both.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilor Bowers made a Motion to approve the committee minutes, all were in favor.

TOWN MANAGERS REPORT

Town Manager Mike Majher was absent due to illness. Deputy Town Clerk Kelly Thatcher gave the report in his absence:

1. Mrs. Thatcher reported that the Public Works Department has been very busy.
2. The yard waste sight is almost finished, all that is needed is a fence.
3. They have built an addition in the back of the garage.
4. Public works had also been measuring and doing calculations on the cost and time it will take to do the sidewalks in front of the commons.

5. Late notices were sent out today, with late fees they are due on the 10th. Cut offs will be on the 11th.
6. We have implemented a monthly staff meeting to discuss ways that we can continue to improve. We can discuss goals we have for the town, better ways to communicate so that we run more efficiently and those things that are not working. The meetings will be held on the first Friday of the month.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz asked if there were any Council comments or any changes to the calendar. Councilor Swygert-Smith asked how things were progressing in the search for Police Chief. Mayor Diaz informed Council that the search had been narrowed down to 6. The last steps in the search would be the background checks and the interviews. Deputy Town Clerk informed Council that there would be a Public Safety meeting either Thursday or Friday depending on the availability of the committee members. The Public Hearing to be held on the 12th was added to the calendar. It was also stated that the Public Safety time should be corrected to say 4:30 and not 5:00.

There being no further business, Councilman Fravel made a Motion to adjourn at 6:29 pm and the Motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Deputy Town Clerk



2/01/2020 - 2/29/2020

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 225.00
Restaurant Meals Tax	\$ 8,833.31
Lodging Tax	\$ 172.00
Fines, Forfeitures & Finger Prints	\$ 528.62
Newtown Heritage Festival	\$ 750.00
Newtown Heritage Festival Vendors	\$ 220.00
Consumption Tax	\$ 602.76
State Sales Tax	\$ 15,150.88
Newtown Commons Fee	\$ 300.00
Zoning Permit Fees	\$ 800.00
Fire Dept Flow Throw	\$ 512.56
Utility - Electric	\$ 2,732.66
Utility - Natural Gas	\$ 1,502.81
Total	\$ 39,455.60

UTILITIES	
Water	\$ 12,334.07
Sewer	\$ 29,118.91
Penalty	\$ 1,548.90
PrePay	\$ 613.80
Reconnect Fee	\$ 855.73
Miscellaneous	\$ 77.04
Total	\$ 44,548.45

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 1,540.00
Total	\$ 1,540.00

TAXES

Real Estate Tax	
Principal Real	\$ 470.97
Total	\$ 470.97

Personal Property Tax

Principal Personal	\$ 1,281.79
Penalty Personal	\$ 162.35
Interest Personal	\$ 13.48
Decal Fee 1	\$ 381.79
Decal Fee 2	\$ 125.00
Total	\$ 1,964.41

Business Licenses

10000 -- RETAIL SALES	\$ 41,600.99
10001 -- WHOLE SALES	\$ 52.68
10002 -- PEDDLERS	\$ 50.00
10003 -- CONTRACTORS	\$ 1,968.46
10004 -- PERSONAL SERVICES	\$ 4,757.01
10005 -- BUSINESS SERVICES	\$ 6,076.16
10008 -- PROFESSIONAL SERVICES	\$ 207.00
PENALTY TRANSACTIONS	\$ 5.71
Total	\$ 54,718.01

Vehicle Decals

CAR TRUCK BUS	\$ 250.00
TRANSFER	\$ 3.00
Total	\$ 253.00

Commonwealth of VA

Communications Tax	\$ 1,855.64
Total	\$ 1,855.64

EXPENDITURES

Accounts Payable	\$ 53,173.29
Wages	\$ 19,035.99
VRS /ICMA	\$ 8,058.74
Total	\$ 80,268.02

Total Revenue	\$ 144,806.08
Total Expenditures	\$ 80,268.02
Total Net Position	\$ 64,538.06



REVENUE

	CMTD		PFME		
	02/01/2020 - 02/29/2020		02/01/2019 - 02/28/2019		
Cigarette Tax	\$ 7,125.00	\$	3,562.50	↑	100%
Connection Fees	\$ 225.00	\$	100.00	↑	125%
Restaurant Meals Tax	\$ 8,833.31	\$	7,054.09	↑	25%
Lease Property Payments	\$ -	\$	450.00	↑	-100%
Lodging Tax	\$ 172.00	\$	250.00	↓	-31%
Zoning Permit Fees	\$ 800.00	\$	-	↔	0%
Fines, Forfeitures & Finger Prints	\$ 528.62	\$	2,286.33	↓	-77%
Newtown Heritage Festival	\$ 970.00	\$	1,155.00	↓	-16%
Consumption Tax	\$ 602.76	\$	659.51	↓	-9%
State Sales Tax	\$ 15,150.88	\$	13,864.84	↑	9%
Newton Commons Fee	\$ 300.00	\$	-	↔	0%
Miscellaneous Income	\$ -	\$	353.40	↓	-100%
Fire Dept Flow Thru	\$ 512.56	\$	512.56	↔	0%
Utility - Electric	\$ 2,732.66	\$	2,750.72	↓	-1%
Utility - Natural Gas	\$ 1,502.81	\$	1,579.95	↓	-5%
Total	\$ 39,455.60	\$	34,578.90	↑	14%

UTILITIES

Water	\$ 12,334.07	\$	15,686.76	↓	-21%
Sewer	\$ 29,118.91	\$	33,916.59	↓	-14%
Penalty	\$ 1,548.90	\$	238.89	↑	548%
PrePay	\$ 613.80	\$	1,311.43	↓	-53%
Reconnect Fee	\$ 855.73	\$	1,150.00	↓	-26%
Misc	\$ 77.04	\$	-	↔	0%
Total	\$ 44,548.45	\$	52,303.67	↓	-15%

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 1,540.00	\$	600.00	↑	157%
Total	\$ 1,540.00	\$	600.00	↑	157%

To: Mayor Mike Diaz
Members of Town Council

From: Interim Chief Steve Hawkins

Date: March 2, 2020

Subject: Police Report for February 2020

The Stephens City Police Department responded to 644 calls for services during the month of February. We assisted the Frederick County Sheriff's Office with 43 calls, the Middletown Police Department with 1 call and the Virginia State Police with 3 calls.

We wrote a total of 21 citations and 3 warnings for the month. The warnings were for speeding. A breakdown of citations follows.

12 - Speeding
8 - Fail to Obey Highway Signs
1 - Fail to Yield

We wrote 2 parking violations. Both were for no decal.

We spent approximately 11 hours in court for the month.

We wrote 12 incident reports for the month. A breakdown follows.

1 - Violate Protective Order
2 - Runaway
1 - Vandalism
1 - Contribute to Minor
1 - Civil Dispute
1 - Shoplifting
1 - Found Property
1 - Credit Card Fraud
1 - Assault & Battery
1 - Traffic Accident w/Fail to Yield Charge
1 - Domestic / No Assault & Battery

Officer Tyler Payne submitted two grant requests for Speed Measurement Equipment and Alcohol Equipment. These grants will also pay for overtime for the officers.

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

Committee: Finance

Date: 2/26/20

Time: 4:00PM

Attendance: Hollis, Fravel, Diaz

Majher, Rickards

Approval of Minutes from prior meeting: YES

Purposes/Subjects to be reviewed:

Review February financial results

Discuss elimination of personal property tax, and replace with electric and gas consumption tax

Committee Actions and Recommendations:

1. Eliminate Town of Stephens City personal property tax with utility tax rate adjustment
2. Increase utility consumption tax rate on natural gas from \$.03/CCF with a base of \$.50 to \$.05/CCF with a base of \$1.00, effective 7/1/20.
3. Increase utility consumption tax rate on electricity from \$.0033/KWH with a base of \$.50 to \$.03/KWH with a base of \$1.00, effective 7/1/20.

Signature of Chairman: 

TOWN OF STEPHENS CITY

COMMITTEE MEETING MINUTES

Committee: PARKS & RECREATION
1- VETERANS MEMORIAL

Date: 3-5-20
2-24-2020

Time:

Attendance: RON BOWERS, MIKE MAHNEY
TINA STEVENS, DONNA STEWARD
LOU BOYER, BRITT SWAIN

Approval of Minutes from prior meeting:

APPROVED

Purposes/Subjects to be reviewed:

1. VETERANS MEMORIAL CEREMONY
2. BRASS EAGLE FOR MEMORIAL
3. COMMUNITY GARDEN

Brief of Committee Actions and Recommendations:

1. VETERAN S MEMORIAL CEREMONY
PREPARED FOR MEMORIAL DAY AT THE
SCHOOL.
2. BRASS EAGLE TO BE PLACED ON THE
VETERANS MEMORIAL WAS ORDERED.
3. IT WAS SUGGESTED THAT A COMMUNITY GARDEN
BE LOCATED AT THE REAR OF THE SCHOOL FURTHER
DISCUSSION NEEDED

R. BOWERS
Signature of Chairman

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Town Council Meeting 6:00 pm	4	5	6	7
8	9	10 Personnel 4:30	11	12	13	14
15	16	17 HPC Meeting 5:00 pm	18 Public Works 4:30 Ordinance Committee 5:00	19 NHIF Committee 7:15 pm	20	21
	23	24	25 Finance 4:00	26 Public Safety 4:30	27	28
29	30 Parks & Recreation 5:30 pm	31 Planning Commission 7:30 pm				

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 TOWN COUNCIL 7:00 PM	8	9	10	11
12	13	14 Personnel Committee 4:30 pm	15 Public Works 4:30 pm Ordinance Committee 5:00 pm	16 NHF Committee 7:15 pm	17	18
19	20	21 HPC 5:00pm	22 Finance 4:00 pm	23 Public Safety 4:30 pm	24	25
26	27 Parks & Recreation 5:30 pm	28 Planning Commission 7:30 pm	29	30		