

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, FEBRUARY 6, 2018
7:00 PM**

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

Councilwoman Swygert- Smith offered the invocation.

Roll was called with the following members present:

Mayor Mike Grim, Vice Mayor Bowers Councilman Linden A. Fravel Jr., Councilman Joseph Hollis,
Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Councilman Nauman

Staff present: J. David Griffin, Town Attorney; Michael Majher, Town Manager; Charles Bockey Jr., Chief
of Police; Steve Rickards, Town Treasurer

Planning Commission Members: Linden A. Fravel Jr., Lisa Bauserman, Daryl Bell, Martha Dilg, Steven
Happek, Robert Wells.

Absent: Michele Stone, Town Clerk

Guests: Josh Janney, Winchester Star; David Frank with Pennoni

JOINT SESSION WITH PLANNING

Mayor Grim opened the Joint Session. Mr. David Frank with Pennoni addressed Council and explained that Pennoni has been working very closely with VDOT and the Town to bring a design solution the relocation of the water and sanitary utilities to maintain 15 feet of separation from the planted trees. Mr. Frank has included a packet which shows a plan layout for the subdivision which includes road widths are included with the minutes. Mr. Majher commented that he would need a decision on the proposed road widths to run the advertisement for a Public Hearing. Mayor Grim closed the Joint Session.

PUBLIC COMMENT

Mayor Grim asked if anyone in the public had any comments. There were none

MINUTES - REGULAR MEETING OF JANUARY 6, 2018

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of December 5, 2017, the Motion carried with the following Recorded VOTE:

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

Nay - None

Abstain - None

Absent - Nauman

TREASURER'S REPORT

Treasurer Steve Rickards reported that collection rates are steady for the delinquent personal property tax notices.

POLICE REPORT – Charles Bockey, Jr., Chief of Police

Police Chief Charles Bockey reported that the Police Department has been busy. Officer Copp worked a case which lead to a big break in both the cases here in Town as well as in Frederick County. Sgt. Baber will be out for a while with a broken foot. Chief Bockey reported that he had been elected Vice President of the Executive board for the Skyline Reginal Criminal Justice Academy

SCVFD REPORT- John Jones, Fire Chief

Fire Chief Jones reported that the Fire Department has had been very busy with a total of sixteen calls within the Town for the month of January 2018, they responded to a total of two hundred thirty six calls within Frederick County for a total of two hundred fifty two calls for the month of January 2018. Chief Jones reported that on January 1, 2018 the department had responded to 17 calls in 24 hour period, the all-time record was 21 calls within a 24 hour period. The new building had its final inspection and passed for a final occupancy permit. The building's floor is in the process of having epoxy applied and should take approximately seven days and then it will be move in ready. The Fire Department had an all you can eat breakfast and freewill offering. The exterior building lights are being replaced with LED's to save money, some lights were donated by Tri-State Electric.

ACTION AGENDA

Reappointment of Judy Whiting for the BZA.

Mayor Grim commented that Ms. Whiting's term expires on April 1, 2018. Mayor Grim asked for a Motion to reappoint Ms. Whiting to the BZA. Councilman Fravel made the Motion and the Motion carried with the following recorded VOTE:

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

Nay - None

Abstain - None

Absent - Nauman

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached - No Comment

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comment

C. Public Safety Committee – Ronald Bowers, Chair

Meeting: Minutes Attached- Chairman Bowers reported that the Public Safety Committee met and discussed the Ordinance to Amend Chapter Seventeen which is to allow the Town's Fire and Police Department to make recommendations to the Town's Public Safety Committee to restrict parking in certain areas of the Town so as not to interfere with emergency operations access. There will be a Public Hearing on the matter at the March Town Council Meeting.

D. Public Works Committee – Regina Swygert-Smith Chair

Meeting: Minutes Attached- No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Councilman Hollis commented that the Sanitation Authority has withdrawn 2.2 billion gallons of water since March of 2015.

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting; No Comment

G. Newtown Heritage Festival

Meeting: Steve Rickards reported that the Festival Committee has the entertainment lineup as well as the proposed budget. As of now, the committee has about half of the funding needed. The Committee will be sending out more contribution letters. The Committee discussed a pie eating contest with the suggestion of celebrating Pie Town which was a previous name for the Town of Stephens City. The commemorative for this year will be a ceramic pie plate.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilwoman Swygert-Smith made a Motion to approve the committee minutes and all were in favor.

TOWN MANAGERS REPORT

1. Revenues for delinquent personal property taxes have been coming in.
2. Business License Renewals for 2018 have also started to com in.
3. Cut offs for nonpayment of late water bills is next week.
4. Business License Renewals are due the first of March.
5. The Police Department had forensic computers donated by Loudoun County.
6. Town staff has made significant progress on preparing next year's budget.
7. There has been a dramatic increase in Zoning inquires which may be an indicator of growth.

COUNCIL COMMENTS/CALENDAR

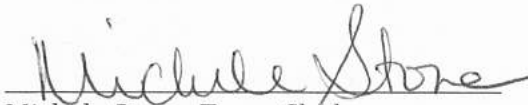
Mayor Grim asked if there were any adjustments to the calendar or Council Comments.

Mayor Grim commented that Councilor Nauman will be out of Town on Wednesday February 21, 2018 requested the Public Works/ Water Sewer Meeting be rescheduled on Wednesday February 28, 2018 after the Finance Committee Meeting. All were in favor.

There being no further business The Town Council Meeting was adjourned at 7:40 pm, and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



2/01/2018 - 2/28/2018

REVENUE DESCRIPTION

AMOUNT

Cigarette Tax	\$ 3,562.50
Connection Fees	\$ 300.00
Restaurant Meals Tax	\$ 8,063.80
Lease Property Payments	\$ 100.00
Zoning Permit Fees	\$ 25.00
Newtown Commons	\$ 400.00
Fines, Forfeitures & Finger Prints	\$ 1,244.72
Newtown Heritage Festival	\$ 7,035.00
Consumption Tax	\$ 814.21
State Sales Tax	\$ 13,321.60
Sale of Miscellaneous	\$ 1,631.76
Utility - Electric	\$ 2,919.19
Utility - Natural Gas	\$ 1,530.24
Total	\$ 40,948.02

UTILITIES

Water	\$ 13,395.25
Sewer	\$ 31,008.49
Penalty	\$ 1,445.42
PrePay	\$ 652.39
Reconnect Fee	\$ 850.00
Total	\$ 47,351.55

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 2,200.00
Total	\$ 2,200.00

TAXES

Real Estate Tax

Principal Real	\$ 401.01
Penalty Real	\$ 4.30
Interest Real	\$ 0.36
Total	\$ 405.67

Personal Property Tax

Principal Personal	\$ 5,441.04
Penalty Personal	\$ 831.57
Interest Personal	\$ 43.09
Machine/Tools	\$ 7.09
Business Equipment	\$ 20.53
Decal Fee 1	\$ 1,335.99
Decal Fee 2	\$ 455.00
Total	\$ 8,134.31

Business Licenses

10000 -- RETAIL SALES	\$ 30,277.99
10001 -- WHOLE SALES	\$ 53.86
10002 -- PEDDLERS	\$ 50.00
10003 -- CONTRACTORS	\$ 1,594.44
10004 -- PERSONAL SERVICES	\$ 3,562.98
10005 -- BUSINESS SERVICES	\$ 1,724.89
10008 -- PROFESSIONAL SERVICES	\$ 172.50
Total	\$ 37,436.66

Vehicle Decals

CAR TRUCK BUS	\$ 100.00
TRANSFER	\$ 11.00
Total	\$ 111.00

Commonwealth of VA

Law Enforcement Grant	\$ 8,559.00
Communications Tax	\$ 2,080.90
Total	\$ 10,639.90

EXPENDITURES

Accounts Payable	\$ 70,077.36
Wages	\$ 25,003.72
VRS /ICMA	\$ -
Total	\$ 95,081.08

Total Revenue	\$ 147,227.11
Total Expenditures	\$ 95,081.08
Total Net Position	\$ 52,146.03



REVENUE	PFYE		CYTD	
	02/01/2017 - 2/28/2017	02/01/2018 - 02/28/2018		
Miscellaneous Receipts			1,631.76	100%
Connection Fees			300.00	10%
Restaurant Meals Tax	150.00		8,063.80	0%
Lease Property Payments	7,350.32		100.00	-100%
Fire Dept Donations	100.00			64%
Fines, Forfeitures and Finger Prints	512.56		1,244.72	-67%
Zoning Permit Fees	758.04		25.00	-50%
Cigarette Tax	75.00		3,562.50	-3%
Sales Tax	7,125.00		13,321.60	83%
Newtown Commons	13,778.83		400.00	1616%
Consumption Tax			814.21	5%
Newtown Heritage Festival	444.80			22%
Utility - Natural Gas	410.00		7,035.00	
Utility - Electric			1,530.24	
Total	2,772.79		2,919.19	
	33,477.34		40,948.02	
UTILITIES				
Water	14,471.84		13,395.25	-7%
Sewer	33,428.70		31,008.49	-7%
Penalty	1,353.08		1,445.42	7%
PrePay	721.48		652.39	-10%
Reconnect Fee	200.00		850.00	325%
Total	50,175.10		47,351.55	-6%
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)				
Deposits	1,200.00		2,200.00	83%
Total	1,200.00		2,200.00	83%
Real Estate Tax	49.82		405.67	714%

Personal Property Tax	\$	2,846.85	\$	8,134.31	186%
Business Licenses	\$	34,571.47	\$	37,436.66	8%
Vehicle Decals	\$	140.00	\$	111.00	-21%
Commonwealth of VA					
Animal Friendly	\$	76.42	\$	-	
Law Enforcement Grant	\$	-	\$	8,559.00	
Communications Tax	\$	2,166.17	\$	2,080.90	-4%
Total	\$	2,242.59	\$	10,639.90	374%
EXPENDITURES					
Accounts Payable	\$	26,251.85	\$	70,077.36	167%
Wages	\$	24,585.88	\$	25,003.72	2%
VRS	\$	8,180.98	\$	-	-100%
Total	\$	59,018.71	\$	95,081.08	61%
Total Revenue	\$	124,703.17	\$	147,227.11	18%
Total Expenditures	\$	59,018.71	\$	95,081.08	61%
Total Net Position	\$	65,684.46	\$	52,146.03	-21%

Bank Balances as of 3/1/2018

Bank of Clarke County	3,237.08
Capon Valley Bank General Fund	251,264.56
Capon Valley Bank CIP	146,066.08
Capon Valley Utility Fund	123,412.20
Capon Valley Utility Fund CIP	217,688.30
Capon Valley Bank Mulberry Account	2,165.64
BB&T General Reserve Fund	21,965.95
BB&T Utility Reserve Funds	10,735.85
BB&T Savings Account	9,512.32
BB&T CD (Peter B. Stickley)	11,477.45
Total Bank Fund Balances - Cash On Hand	797,525.43

REAL ESTATE TAXES Both Halves Taxes 2017-2018

Collections Rate Report

TOWN OF STEPHENS CITY

Tax Year	Charges	Collections	Net	Collections Percentage
2012	\$380.14	\$0.00	\$380.14	0.00%
2013	\$670.64	\$0.00	\$670.64	0.00%
2014	\$878.74	\$61.88	\$816.86	7.04%
2015	\$3,939.24	\$2,660.62	\$1,278.62	67.54%
2016	\$148,320.94	\$146,486.53	\$1,834.41	98.76%
2017	\$165,747.10	\$156,540.30	\$9,206.80	94.45%
Grand Totals:	\$319,936.80	\$305,749.33	\$14,187.47	95.57%

PERSONAL PROPERTY TAXES
Both Halves Taxes 2017-2018

Collections Rate Report

Tax Year	Original Charges	Collected	Remainder	Collections Percentage
2012	\$7,693.58	\$681.93	\$7,011.65	8.86%
2013	\$8,656.09	\$1,239.78	\$7,416.31	14.32%
2014	\$10,667.87	\$1,657.63	\$9,010.24	15.54%
2015	\$14,850.30	\$5,236.93	\$9,613.37	35.27%
2016	\$118,045.32	\$103,973.70	\$14,071.62	88.08%
2017	\$126,841.75	\$111,405.70	\$15,436.05	87.83%
Grand Totals:	\$286,754.91	\$224,195.67	\$62,559.24	78.18%

To: Mayor Mike Grim
Members of Town Council
From: Chief Charles E. Bockey, Jr.
Date: March 5, 2018
Subject: Police Report for February 2018

The Stephens City Police Department responded to 451 calls for services during the month of February. We assisted the Frederick County Sheriff's Office with 33 calls, the Middletown Police Department with 2 calls and the Virginia State Police with 1 call.

We wrote a total of 12 citations for the month. A breakdown follows.

10 – Speeding
2 – Fail to Obey Signs

We spent approximately 11 hours in court for the month.

We wrote 13 incident reports for the month and had 2 arrests. A breakdown follows.

2 – Vandalism
3 – Shoplifting
1 – Traffic Charge
1 – Threats
1 – Serve Warrant
2 – Larceny
1 – Assault & Battery
1 – Possession of Controlled Substance
1 – Accident

SOCIAL MEDIA

Mike reported that he has received parade, craft show, and food vendor applications and forwarded them to the Town for posting on the website. He will also post them on Facebook.

Mike and Adrian will work together to locate promotional items and YouTube videos for the various entertainment groups. Mike will then post and/or provide links on Facebook to these items. He will stagger the postings to keep the information fresh and fluid.

Wayne has compiled an impressive and interesting collection of information about Stephens City as "Pietown". He will send this out to all committee members and he will also prepare a short paragraph on the subject for Mike to post of Facebook.

Mike also needs photos of past festival to post of the town's website and Facebook page. Commercial Press has CDs of photos which Mike will pick up to use as needed.

2018 FESTIVAL EVENTS

Chess Extravaganza – featuring open play and a mini-tournament. Committee members are encouraged by the enthusiasm of the participating chess clubs and look forward to hearing detailed information and what they need from the committee. The Newtown History Center has given permission for the chess club their sunroom as a 'green room' for their use.

Rock Stacking – Details need to be worked out. This event is still a work in progress.

Lawnmower Derby – Tootie has researched this event and following her report, the committee decided to put this event on the back burner for this year. We still need to work with Papa John's to see about providing pizza for the chess club members' lunch.

"Pietown" theme-related events

1. Pie eating contest- Tootie has researched such events and found detailed rules and procedures which she briefly shared with committee members. Committee members agreed that this event needs to be advertised on the rack card and Facebook. Details will be worked out.
2. Pie Scavenger hunt – Mike suggested this event which was enthusiastically received by committee members. Several ideas were bounced around. Members were asked to think about how this event would look and how we would incorporate town history into the event. Wayne was asked to help with the historical information.
3. Pie-related commemorative. Betty has contacted Grandville Pottery and they are preparing a prototype of a NHF commemorative pie pan. When the piece is ready a photo will be sent out to members for their approval. If the piece is approved, 75 of the 9" pans will be ordered. There is still interest in also ordering some small (6") pie pans to use as award for various festival events.

FESTIVAL SALES

Patty has agreed to order items to be sold at the Commemorative tent.

BEAUTY PAGEANT

It is believed that Michelle has found a location for the 2018 NHF Beauty Pageant but sadly no committee member can recall the name of the location.

NEWTOWN HISTORY CENTER – ROSENWALD MOVIE

Committee members were encouraged to support the History Center's Rosenwald School event on March 25. We may revamp some of the commemorative paperweights with pictures of the Stephens City School to sell at the event.

ADJOURNMENT

Adrian made a motion to adjourn. The motion was seconded by Mike and unanimously approved.

Next meeting – March 15 Adrian will call Frances.

The meeting was adjourned.

Respectfully submitted,
Betty Wymer, Secretary
Newtown Heritage Festival

Town of Stephens City
Committee Meeting Minutes

Committee: Banks & Recreation

Date: 2-26-18 Time: 5:30 P.M.

Attendees: MIKE MASHER, RON BOWERS, GEO VAUGHN
LOU BOWERS, JASON HARRMAN
DONNA STEWART, KELLY THATCHER

Approval of Minutes from prior meeting:
APPROVED.

Purposes/Subjects to be reviewed:

1. CEREMONY TO BE HELD AT THE
NEWTOWN VETERANS MEMORIAL
ON MEMORIAL DAY.
2. SEAT TO BE ALLOCATED AT THE VETERANS
MEMORIAL

Brief of Committee Actions and Recommendations:

- 1 - PLANS WERE DISCUSSED
- 2 - FUNDS WERE DONATED
FOR THE SEAT WHICH
BE INSTALLED THIS SPRING
AT THE MEMORIAL.

Signature of Chairman



TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

Committee: *FINANCE*

Date: *2/28/18*

Time: *4:00 PM*

Attendance: *FRANKE, NAUMAN, HOLLIS*
OTHERS: GRIM, MASTER, RICHARDS, SWAIN

Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:

REVIEW MTD AND YTD FINANCIAL STATEMENTS
ECHO VILLAGE LODGING TAX - RECTIFIED

Brief of Committee Actions and Recommendations:

Joe Haller

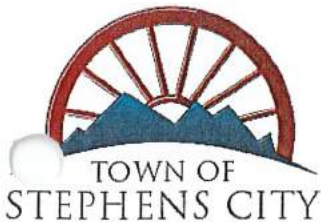
Signature of Chairman

February 2018

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

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 TOWN COUNCIL 7:00 PM	7	8	9	10
11	12	13 Personnel 4:30 pm	14	15 NHF Committee 7:15 pm	16	17
18	19	20 HPC Meeting 5:00 pm	21 Public Works Water/Sewer 4:30 pm	22 Public Safety 5:00 pm	23	24
25	26 Parks & Recreation 5:30 pm	27 Planning Commission 7:30 pm	28 Finance 4:00 pm	29	30	31



P.O. Box 250
1033 Locust Street
Stephens City, VA 22655
Phone: 540-869-3087
Fax: 540-869-6166

MEMORANDUM:

To: Town Council Members
Planning Commission Members
From: Mike Majher - Town Manager
Date: February 2, 2018
Re: Council Planning Joint Session

This coming council meeting will be a joint session between the Planning Commission and the Town Council. This was originally intended to serve as a public hearing for the variance application received from SFC Properties. The variance is a request to adjust the road widths for their subdivision application on the southern end of town.

Additional comments from VDOT delayed the resubmission of designs to the town. The finalized drawings were not received from the engineer until today. Without a finalized design for the application we could not advertize for a public hearing on this application.

This meeting can still serve as an opportunity for progress to be made on this application. We will have chance for both planning and council to discuss the submitted designs, whether a variance is justified, or if there is need to amend the standards in our current ordinance.

Thanks,
Mike Majher

Mike Majher

From: David Frank <DFrank@Pennoni.com>
Sent: Friday, February 02, 2018 9:35 AM
To: Mike Majher; fravel@comcast.net; tncolt@comcast.net; robertwells946@comcast.net; steven.happek@swirlettes.com; darylmbell@hotmail.com; mdig1@comcast.net
Cc: martha.dilg@hg.doe.gov
Subject: Village at Stephens City roadway widths VDOT coordination follow-up
Attachments: 31' ROAD SECTION 2-6-2018 public hearing.pdf; VDOT approved street trees in ROW - Village at Stephens City Subdivision 20180131.docx; 37' ROAD SECTION 2-6-2018 public hearing.pdf; Roadway Exhibit.pdf

Good morning members of the Planning Commission and Mike,

Over the past two and a half months we have been working to accommodate the various and competing regulations and ordinances impacting the Village of Stephens City subdivision project. At the last planning commission meeting our discussion progressed toward a general consensus on two typical street sections within the proposed neighborhood. Since that meeting I have been coordinating with VDOT to also verify their approval of the sections. It has required coordination with various individuals at VDOT and has resulted in the minor shifting of the water and sanitary utilities to maintain 15 feet of separation from the planted trees. VDOT has also pre-approved the attached planting list for trees within the ROW. We will stipulate on the final permit documents that any other trees to be planted within the ROW shall require approval from both the Town of Stephens City and VDOT. Please review the attached documents that will be on the public hearing agenda this Tuesday. Please do not hesitate to contact me should you have any questions or comments. I also request that you respond to this e-mail to notify us that you have indeed received this message. I would like to ensure that we have been able to get this latest VDOT adjustments to the typical street sections into your hands before Tuesday's joint Town Council and Planning Commission meeting date.

I would like to also thank all of you for having worked so closely with us the past two months in resolving the competing agency regulations and codes that have impacted this by right development application. Thank you for your time, and please do not hesitate to contact me if you have any questions or comments.

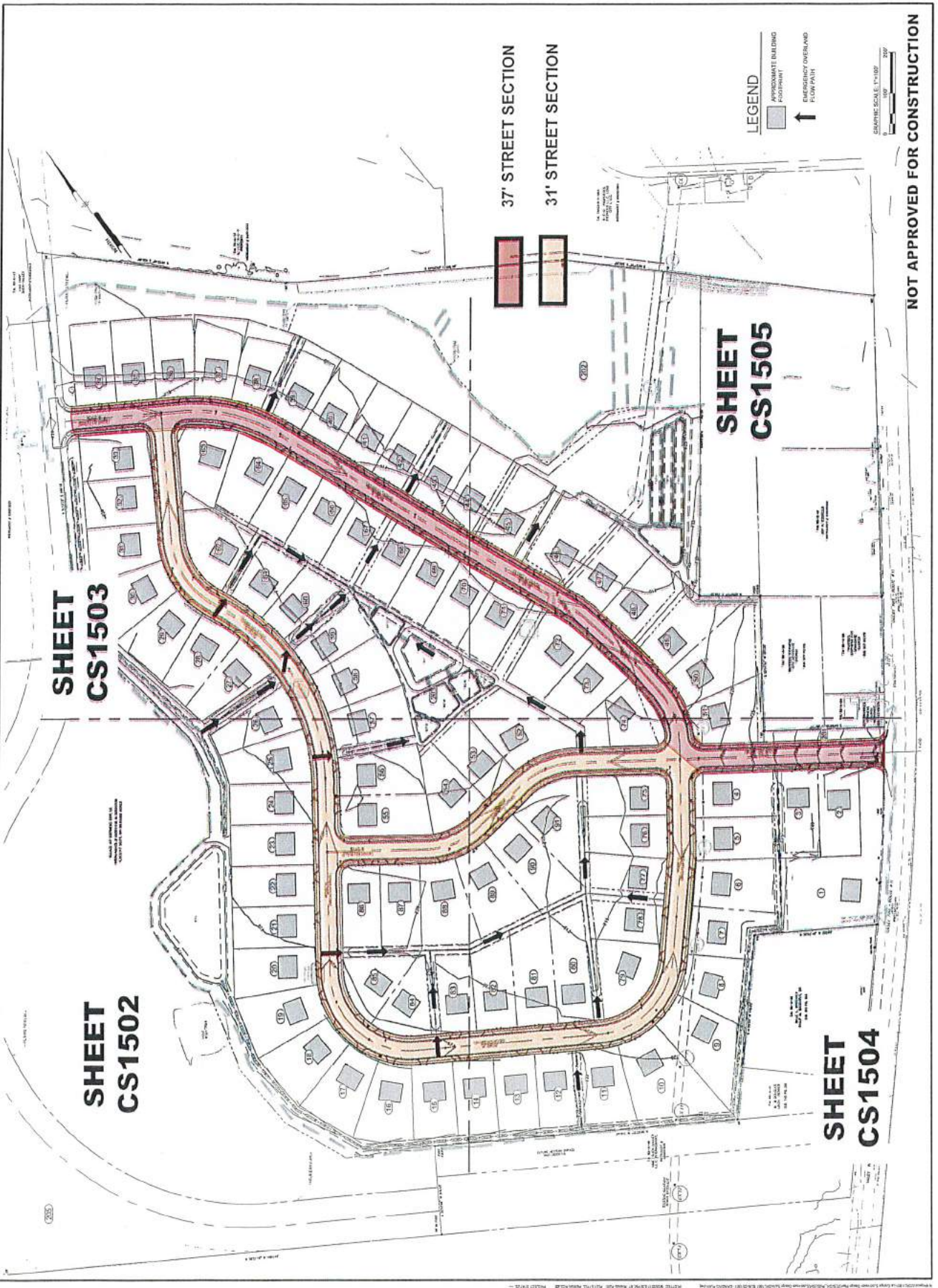
David Frank

Pennoni

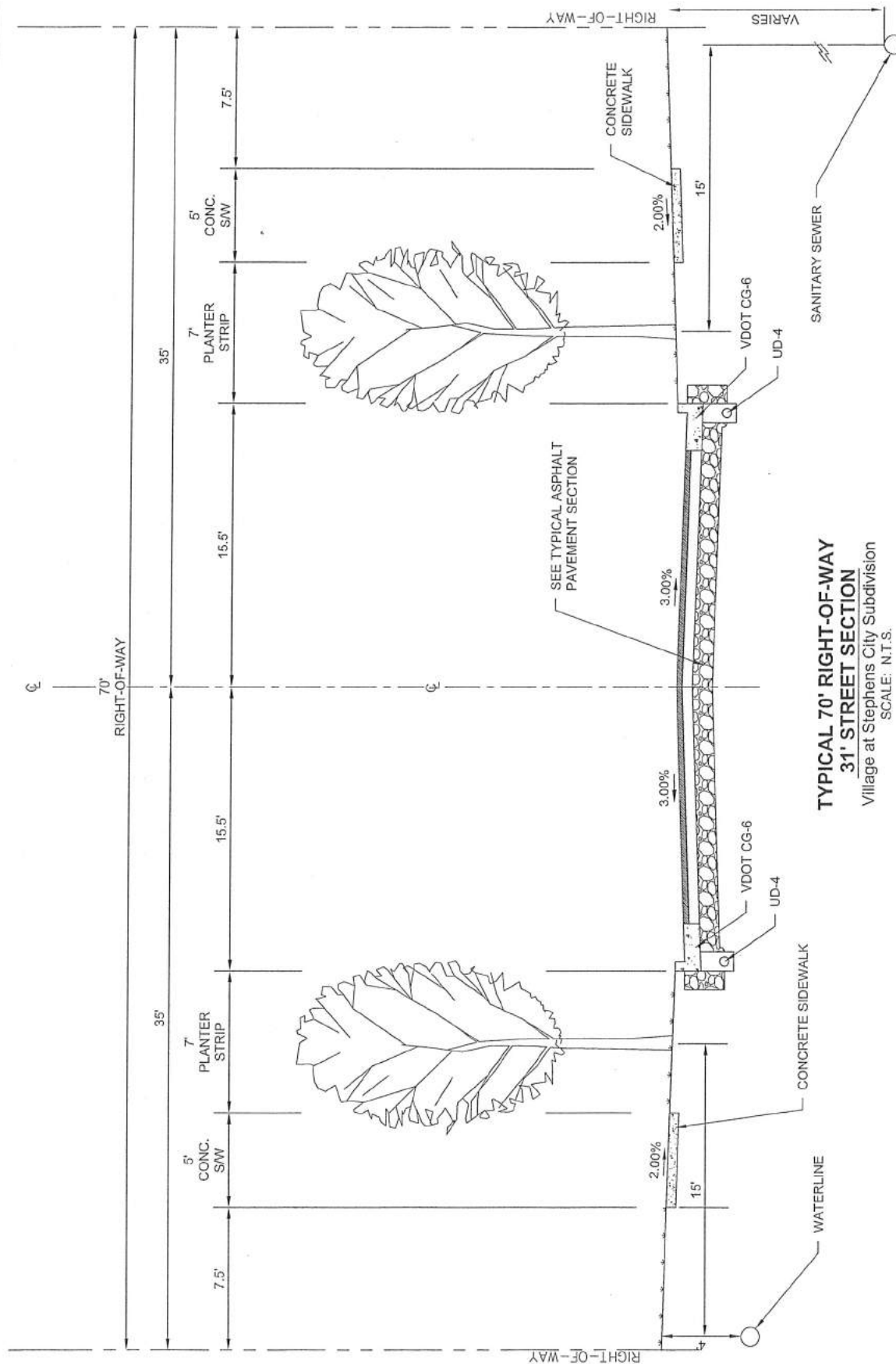
117 East Piccadilly Street | Winchester, VA 22601
Direct: +1 (540) 771-2087
www.pennoni.com | DFrank@Pennoni.com



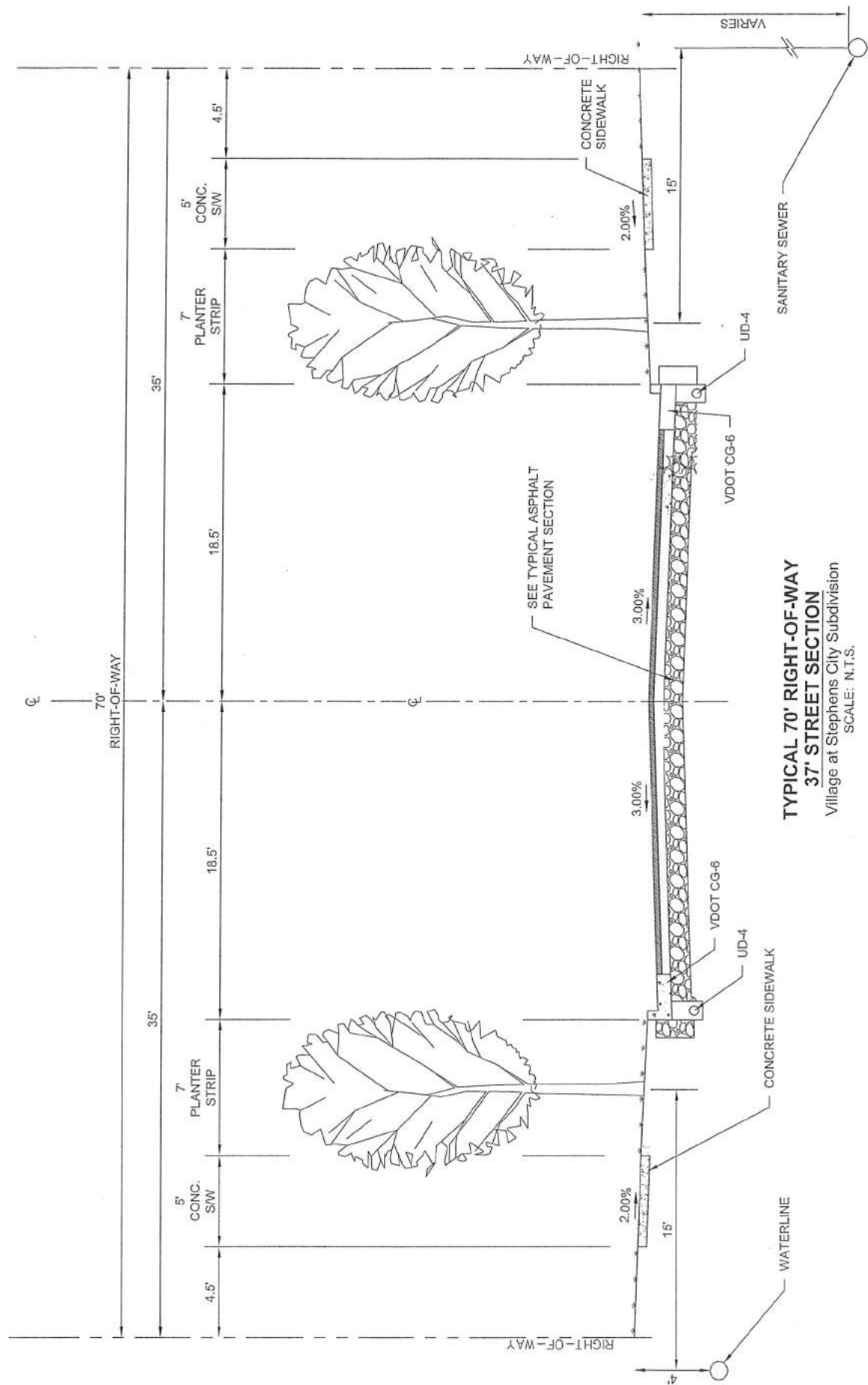
PARTNERS FOR WHAT'S POSSIBLE



NOT APPROVED FOR CONSTRUCTION



**TYPICAL 70' RIGHT-OF-WAY
31' STREET SECTION**
Village at Stephens City Subdivision
SCALE: N.T.S.



**TYPICAL 70' RIGHT-OF-WAY
37' STREET SECTION**
Village at Stephens City Subdivision
SCALE: N.T.S.

Village at Stephens City Subdivision

Street Trees approved for planting within Street ROW

- Carolina Silverbell (*Halesia dipteral*)
- Goldenraintree (*Koelreuteria paniculata*)
- River Birch (*Betula nigra* / cultivar: *Duraheat*)
- American Hornbeam (*Carpinus caroliniana*)
- European Hornbeam (*Carpinus betulus* / cultivar: *Fastigiata*)
- Sourwood (*Oxydendron arboretum*)
- Yoshino Cherry (*Prunus x yedoensis*)
- Sargent Cherry (*Prunus sargentii*)
- Kwanzan Cherry (*Prunus serrulata* / cultivar *Kwanzan*)
- Japanese Stewartia (*Stewartia pseudocamellia*)
- Kousa Dogwood (*Cornus Kousa*)
- White Redbud (*Cercis canadensis* / cultivar: *Texas White*)
- Crape myrtle (*Lagerstroemia indica*)
- Serviceberry (*Amalanchier arborea*, *Amelanchier canadensis* & *grandiflora* / cultivars: *Autumn, Brilliance* & *Robin Hill*)