

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, MARCH 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, Councilman Bowers, Councilman Fravel, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith-remotely

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

Guests: Jim Vogt, Eli McDonald

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments. Jim Vogt said that Eli was here to observe and later ask questions. He stated that this is a requirement to earn a Scout badge.

**MINUTES – REGULAR MEETING OF FEBRUARY 1, 2022**

Vice-Mayor Fravel moved for approval of the minutes of the regular Town Council Meeting for February 1, 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 February had been a rather robust month. He stated that water bills were going out and that business licenses were rapidly coming in. He let Council know that he and Mike had been working on the budget. He stated that it would soon be ready for Finance to go over it and help finalize it to present to Council.

**POLICE REPORT – Report attached**

Chief Copp asked everyone to keep Evelyn Partlow in their prayers as she has been having some health issues. He reminded everyone that Daylight Savings Time is in two weeks. The Chief also wanted Council to know that there would be an Easter Egg Hunt at the Commons on April 9<sup>th</sup>. Chief Copp was excited to inform Council that the new SUV had arrived. Council then took a quick break so they could go out and take a look at it.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He thanked Mayor Diaz for administering the Oath of Office to the officers at the annual banquet. He also wanted to thank everyone for their continuing support. He let Council know that the Breakfast with the Easter Bunny would be held on April 2<sup>nd</sup> from 8-11. Chief Vaught included the Annual Report in this month’s report and encouraged everyone to take a look at it.

## **ACTION AGENDA**

### **3<sup>rd</sup> reading Ch 19 ordinance moving due dates on taxes to the 15<sup>th</sup> of June and December**

Mayor Diaz asked the Clerk to do the third 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." Vice-Mayor Fravel made the Motion to adopt the Third reading of the Ordinance. The Motion carried with the following roll call VOTE:

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

### **3<sup>rd</sup> reading on Chapter 23 ordinance providing terms for utility infrastructure in town**

Mayor Diaz asked the Clerk to do the third 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." Vice-Mayor Fravel made the Motion to Adopt the Third reading of the Ordinance.

The Motion carried with the following roll call VOTE:

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

### **3<sup>rd</sup> reading on Chapter 23 ordinance barring transfer of development rights in town**

Mayor Diaz asked the Clerk to do the third 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." Vice-Mayor Fravel made the Motion to Adopt the Third reading of the Ordinance."

The Motion carried with the following roll call VOTE:

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

### **Amendment to Town Office Covid-19 masking policy**

Mayor Diaz informed Council that they needed to amend the Town's policy on the mask mandate. Attorney Dave Griffin explained that because there had been an order put in place by Council, they had to officially rescind that order. Councilwoman Swygert-Smith made the Motion that since Covid cases were going down and policies had become more relaxed the Town should rescind the mask mandate. The Motion carried with the following VOTE:

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

Mayor Diaz reminded everyone that even though we have rescinded this order we should continue to be cautious, to mask when necessary and to stay home if symptoms are present.

## **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**

No Meeting: No Comments

**H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz commented that a sponsor was needed for the movie that would be playing on Friday night. The movie, The Sandlot, will be \$450.00.

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

No Meetings: No Minutes

**TOWN MANAGERS REPORT**

Town Manager Mike Majher reported:

1. We have been working on the budget and will have an early draft ready for next month's meeting.
2. Progress is being made on the school loan, a list of furniture and equipment was needed. It is a slow process but it seems to be moving forward. Vice-Mayor Fravel asked if the loan amount included the elevator. Mike said that it did.
3. The Bel Air Eagle Scout project has been completed and the fence looks great.
4. Jacquetta Owens has been working hard on plans for the community garden. The young man that is doing the raised boxes for his Eagle Scout project is hoping to have them done by the end of March.
5. The town is growing with the building that is going on both the North and South ends of town. This has resulted in an increase in large truck traffic in town.
6. Treasurer and attorney attended meeting on how to properly handle accounting on ARPA funds.
7. There was a water break that was caused by a contractor hitting a line. Fortunately, it didn't impact many of the Town's residents and was quickly isolated.

**COUNCIL COMMENTS/CALENDAR**

Mayor Diaz stated that March was Women's History Month and he wanted to Honor the Councilwomen, staff and residents of Stephens City. Vice-Mayor Fravel said that it was the Women of Stephens City that were instrumental in bringing the Fire Department to the town.

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 6:26 pm and the motion carried unanimously.

  
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Michael A. Diaz, Mayor

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Kelly Thatcher, Town Clerk