

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, March 3, 2020  
6:00 PM**

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

Councilor Fravel offered the Invocation.

Roll was called with the following members present:

Mayor Diaz, Councilman Bowers, Councilman Fravel, Councilman Hollis, Councilwoman Stevens, Councilwoman Swygert-Smith, Vice-Mayor Nauman was available remotely

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Deputy Town Clerk; Steve Rickards, Town Treasurer; Timothy Vaught, Fire Chief ; Major Steve Hawkins, Acting Police Chief

Guests: Brad Judd, Germain Street

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments. Brad Judd addressed council asking for a two-month extension on the use of the old school, stating that the wrestlers had a big tournament coming up and they needed a place to practice. Mr. Judd said they would be willing to pay \$250.00 for each of those months. Council wanted attorney Dave Griffin to put a contract in writing for him to sign and then they would allow him the extension.

**MINUTES – REGULAR MEETING OF JANUARY 14, 2019**

Councilman Hollis moved for approval of the minutes of the regular Town Council Meeting of February 4, 2020. The Motion carried with the following Recorded VOTE:

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

Nay - None

Abstain - None

Absent - None

**TREASURER'S REPORT – Report attached**

Town Treasurer Steve Rickards reported that February was a strong, healthy month. He also reported that the town would be in better shape at the end of the fiscal year than we have had in quite some time. Councilor Hollis added that all of our legal bills have been paid.

**POLICE REPORT – Report attached**

Major Hawkins apologized for missing last month's meeting. He reported that Officer Payne had received two grants. Hawkins mentioned that Officer Bill Copp's mom was in the hospital and he wanted to say that he and his family were in his thoughts and was sending prayers their way. Mayor Diaz wanted to commend our officers for the job they were doing.

**SCVFD REPORT- Timothy Vaught, Fire Chief-Report attached**

Fire Chief Timothy Vaught went over his report.

**ACTION AGENDA**

Appointment of Fire Marshall to Public Safety Committee  
Councilman Bowers made the Motion to appoint Fire Marshall Steve Ritter to the Public Safety Committee. The Motion carried with the following recorded Vote:

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

## **COMMITTEE REPORTS**

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

Meeting: Chairman Hollis read the minute from the meeting. He then made a Motion to hold a Public Hearing on April 7, all were in favor.

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

Meeting: Chairman Bowers informed Council that the committee had asked for the Town Treasurer to do a salary survey and that the committee, after reading all the information, had decided to adjust salaries. He stated that there would need to be some adjustments in the budget and they were all in favor of going forward with this move.

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

No Meeting: No Comments

### **D. Public Works Committee –Tina Stevens, Chair**

Meeting: Councilor Fravel reported that they had discussed the trash and that Mike was working on the final contract.

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

Meeting: Minutes attached

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

Meeting: Councilwoman Stevens discussed all the plans that were being made for the Town Clean up scheduled for May 10<sup>th</sup>. She discussed the sponsors she has lined up, the volunteers, the schedule and how they were going to break the town up into zones.

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

No Meeting: No Comments

### **H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz said there was nothing new to add except that they were working hard on procuring vendors.

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

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

## **TOWN MANAGERS REPORT**

Town manager Mike Majher reported:

1. The pancake breakfast at the fire hall was a success and wanted to thank all that attended.
2. The new gate and fence materials for the yard waste site will be delivered tomorrow. Public Works drilled for the posts. The project should be finished by the end of the week and reopened to the public.
3. The new sidewalk in front of the Commons will be started by the end of the month. In front of the Commons was chosen because of the high visibility. We're going to be able to do the work in house which will save the Town a considerable amount of money.

4. Administrative staff have been busy working on the Budget.
5. Business Licenses are being renewed and next week late notices will be sent out to those that have not yet done so.
6. Ryan Homes will be having their Open House on March the 26<sup>th</sup>. They had a VIP tour on February the 29<sup>th</sup>. They have one of their model homes done and have started work on the 2<sup>nd</sup>. They hope to have 40 of them done by the end of the year. The starting price will be \$360,000.
7. With the warm weather the Public Works has been able to get the mulching done much earlier which will make things easier when it comes to Festival preparations.
8. The town will be getting a new lawn mower. We will be able to do a trade in which will keep the purchase within the Budget.
9. A new contract for trash service should be decided on within the next couple weeks.

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

Mayor Diaz asked if there were any necessary adjustments to the calendar or council comments. There were none.

There being no further business, Councilman Fravel made a Motion to adjourn at 7:53 pm and the Motion carried unanimously.

---

Michael A. Diaz, Mayor

---

Kelly Thatcher, Deputy Town Clerk

WHEREAS, On Thursday, March 12, 2020, the Governor of the Commonwealth declared a State of Emergency for the Commonwealth in response to the COVID-19 pandemic;

WHEREAS, On Friday, March 13, 2020, the President of the United States declared a federal State of Emergency for the United States and its territories in response to the COVID-19 pandemic;

WHEREAS, Pursuant to §44-146.21.A of the Code of Virginia, 1950, as amended, and in response to the immediate threat posed to the citizens, visitors, and employees of the Town of Stephens City by the COVID-19 viral pandemic;

BE IT RESOLVED that the Town Council of Stephens City does hereby declare a State of Emergency effective immediately.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Diaz, Mayor

Attest:

\_\_\_\_\_  
Michael Majher, Town Manager



3/01/2020 - 3/31/2020

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 275.00
Restaurant Meals Tax	\$ 8,433.18
Veterans Memorial	\$ 150.00
Lodging Tax	\$ 266.00
Zoning Permit Fees	\$ 800.00
Bank Stock Tax	\$ 2,346.00
Fines, Forfeitures & Finger Prints	\$ 998.90
Newtown Heritage Festival	\$ 600.00
Newtown Heritage Festival - Commemoratives	\$ 10.00
Newtown Heritage Festival - Vendors	\$ 135.00
Newtown Commons Fee	\$ 300.00
Consumption Tax	\$ 639.18
State Sales Tax	\$ 12,478.39
Sale of Miscellaneous	\$ 211.58
Utility - Electric	\$ 2,738.87
Utility - Natural Gas	\$ 1,583.14
<b>Total</b>	<b>\$ 39,090.24</b>
<b>UTILITIES</b>	
Water	\$ 12,180.75
Sewer	\$ 27,449.52
Penalty	\$ 88.00
PrePay	\$ 454.80
Reconnect Fee	\$ 250.00
Miscellaneous	\$ 262.39
<b>Total</b>	<b>\$ 40,685.46</b>
<b>UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)</b>	
Deposits	\$ 2,200.00
Avail Fees Water	\$ 22,420.00
Avail Fees Sewer	\$ 50,136.00
<b>Total</b>	<b>\$ 74,756.00</b>
<b>TAXES</b>	

**Real Estate Tax**

---

Principal Real	\$ 338.48
Interest Real	\$ 1.41
<b>Total</b>	<b>\$ 339.89</b>

**Personal Property Tax**

---

Principal Personal	\$ 820.77
Penalty Personal	\$ 136.32
Interest Personal	\$ 6.14
Business Equipment	\$ 124.88
Decal Fee 1	\$ 418.85
Decal Fee 2	\$ 103.69
<b>Total</b>	<b>\$ 1,610.65</b>

**Business Licenses**

---

10000 -- RETAIL SALES	\$ 417.81
10003 -- CONTRACTORS	\$ 69.19
10004 -- PERSONAL SERVICES	\$ 928.45
10005 -- BUSINESS SERVICES	\$ 1,927.58
10008 -- PROFESSIONAL SERVICES	\$ 76.50
10009 -- TELEPHONE PROVIDERS	\$ 1,001.71
<b>Total</b>	<b>\$ 4,421.24</b>

**Vehicle Decals**

---

CAR TRUCK BUS	\$ 400.00
TRANSFER	\$ 7.00
<b>Total</b>	<b>\$ 407.00</b>

**Commonwealth of VA**

---

Law Enforcement Grant	\$ 9,222.00
Communications Tax	\$ 1,852.51
<b>Total</b>	<b>\$ 11,074.51</b>

**EXPENDITURES**

---

Accounts Payable	\$ 74,884.75
Wages	\$ 19,169.36
VRS /ICMA	\$ 8,058.74
<b>Total</b>	<b>102,112.85</b>

<b>Total Revenue</b>	<b>\$ 172,384.99</b>
<b>Total Expenditures</b>	<b>\$ 102,112.85</b>
<b>Total Net Position</b>	<b>\$ 70,272.14</b>



# REVENUE

REVENUE	CMTD		PFME	
	03/01/2020 - 03/31/2020	03/01/2019 - 03/31/2019		
Cigarette Tax	\$ 7,125.00	\$ 3,562.50		100%
Connection Fees	\$ 275.00	\$ 150.00		83%
Restaurant Meals Tax	\$ 8,433.18	\$ 10,031.20		-16%
Veterans Memorial	\$ 150.00	\$ 20.25		641%
Lodging Tax	\$ 266.00	\$ -		0%
Zoning Permit Fees	\$ 800.00	\$ 500.00		60%
Bank Stock Tax	\$ 2,346.00	\$ -		0%
Fines, Forfeitures & Finger Prints	\$ 998.90	\$ 2,565.73		-61%
Newtown Heritage Festival	\$ 745.00	\$ 500.00		49%
Consumption Tax	\$ 639.18	\$ 243.67		162%
State Sales Tax	\$ 12,478.39	\$ 11,300.09		10%
Newton Commons Fee	\$ 300.00	\$ 400.00		-25%
Miscellaneous Income	\$ 211.58	\$ -		0%
Utility - Electric	\$ 2,738.87	\$ -		0%
Utility - Natural Gas	\$ 1,583.14	\$ 1,727.84		-8%
Total	\$ 39,090.24	\$ 31,001.28		26%

## UTILITIES

Water	\$ 12,180.75	\$ 15,203.41	-20%
Sewer	\$ 27,449.52	\$ 34,571.70	-21%
Penalty	\$ 88.00	\$ -	0%
PrePay	\$ 454.80	\$ 464.37	-2%
Reconnect Fee	\$ 250.00	\$ 150.00	67%
Misc	\$ 262.39	\$ 140.00	87%
Total	\$ 40,685.46	\$ 50,529.48	-19%

## UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 2,200.00	\$ 1,000.00	120%
Avail Fees -- Water	\$ 22,420.00	\$ -	0%

Avail Fees -- Sewer	\$ 50,136.00	\$ -	0%
Total	\$ 74,756.00	\$ 1,000.00	7376%

Real Estate Tax	\$	339.89	\$	375.25	-9%
-----------------	----	--------	----	--------	---

Personal Property Tax	\$	1,610.65	\$	1,792.18	↑	-10%
-----------------------	----	----------	----	----------	---	------

Business Licenses	\$	4,421.24	\$	4,670.86	↑	-5%
-------------------	----	----------	----	----------	---	-----

Vehicle Decals	\$ 407.00	\$ 32.00	↑ 1172%
----------------	-----------	----------	---------

Commonwealth of VA

Item	Original Price	Current Price	% Change
DMV DUI Grant	\$ -	\$ 1,205.12	↑ -100%

Category	Amount	Percentage
Law Enforcement Grant	\$ 9,222.00	0%

Communications Tax	\$ 1,852.51	\$ 1,945.32	↓ -5%
--------------------	-------------	-------------	-------

Total	\$ 11,074.51	\$ 3,150.44	252%
-------	--------------	-------------	------

EXPENDITURES

Accounts Payable	\$ 74,884.75	\$ 76,683.70	-2%
------------------	--------------	--------------	---

Wages	\$	19,169.36	\$	25,780.70		-26%
-------	----	-----------	----	-----------	---	------

VRS	\$	8,058.74	\$	11,104.71		-27%
-----	----	----------	----	-----------	---	------

Total	\$ 102,112.85	\$ 113,569.11	➔ -10%
-------	---------------	---------------	--------

Category	Revenue	Profit	Margin
Product A	100	20	20%
Product B	150	30	20%
Product C	200	40	20%
Product D	250	50	20%
Product E	300	60	20%
Product F	350	70	20%
Product G	400	80	20%
Product H	450	90	20%
Product I	500	100	20%
Product J	550	110	20%
Product K	600	120	20%
Product L	650	130	20%
Product M	700	140	20%
Product N	750	150	20%
Product O	800	160	20%
Product P	850	170	20%
Product Q	900	180	20%
Product R	950	190	20%
Product S	1000	200	20%
Product T	1050	210	20%
Product U	1100	220	20%
Product V	1150	230	20%
Product W	1200	240	20%
Product X	1250	250	20%
Product Y	1300	260	20%
Product Z	1350	270	20%
Product AA	1400	280	20%
Product AB	1450	290	20%
Product AC	1500	300	20%
Product AD	1550	310	20%
Product AE	1600	320	20%
Product AF	1650	330	20%
Product AG	1700	340	20%
Product AH	1750	350	20%
Product AI	1800	360	20%
Product AJ	1850	370	20%
Product AK	1900	380	20%
Product AL	1950	390	20%
Product AM	2000	400	20%
Product AN	2050	410	20%
Product AO	2100	420	20%
Product AP	2150	430	20%
Product AQ	2200	440	20%
Product AR	2250	450	20%
Product AS	2300	460	20%
Product AT	2350	470	20%
Product AU	2400	480	20%
Product AV	2450	490	20%
Product AW	2500	500	20%
Product AX	2550	510	20%
Product AY	2600	520	20%
Product AZ	2650	530	20%
Product BA	2700	540	20%
Product BB	2750	550	20%
Product BC	2800	560	20%
Product BD	2850	570	20%
Product BE	2900	580	20%
Product BF	2950	590	20%
Product BG	3000	600	20%
Product BH	3050	610	20%
Product BI	3100	620	20%
Product BJ	3150	630	20%
Product BK	3200	640	20%
Product BL	3250	650	20%
Product BM	3300	660	20%
Product BN	3350	670	20%
Product BO	3400	680	20%
Product BP	3450	690	20%
Product BQ	3500	700	20%
Product BR	3550	710	20%
Product BS	3600	720	20%
Product BT	3650	730	20%
Product BU	3700	740	20%
Product BV	3750	750	20%
Product BW	3800	760	20%
Product BX	3850	770	20%
Product BY	3900	780	20%
Product BZ	3950	790	20%
Product CA	4000	800	20%
Product CB	4050	810	20%
Product CC	4100	820	20%
Product CD	4150	830	20%
Product CE	4200	840	20%
Product CF	4250	850	20%
Product CG	4300	860	20%
Product CH	4350	870	20%
Product CI	4400	880	20%
Product CJ	4450	890	20%
Product CK	4500	900	20%
Product CL	4550	910	20%
Product CM	4600	920	20%
Product CN	4650	930	20%
Product CO	4700	940	20%
Product CP	4750	950	20%
Product CQ	4800	960	20%
Product CR	4850	970	20%
Product CS	4900	980	20%

[illegible]

Total Net Position	3	102,112.85	
Total Net Position	4	113,509.11	
Total Net Position	5	70,272.14	
Total Net Position	6	121,012.63	
Total Net Position	7	42,440	
Total Net Position	8	42,440	

0%+5+7-  
♥ (79°/10°17)  
♠ 4T·7/7'0/  
♣

Bank Balances as of 04/06/2020

Bank of Clarke County	3,195.83
-----------------------	----------

Capron Valley Bank General Fund	373,093.25	RE Collections: 2017 - 99.39%	PP Collections: 2017 - 92.44%
---------------------------------	------------	-------------------------------	-------------------------------

Capon Valley Bank CLP	117,290.28
Capon Valley Utility District	172,552.51

Capon Valley Utility Fund CIP	142,002.01	RE Collections: 2018 - 99.08%	BD Collections: 2018 - 99.32%
Capon Valley Utility Deposit	114,235.78		

Capon Valley Bank Mulberry Account	11/1/2010	2,165.64	11 Collections: 2010 - 55.00%	11 Collections: 2010 - 50.42%
------------------------------------	-----------	----------	-------------------------------	-------------------------------

Capon Valley Mountain Valley Estate Bond	80,419.70
--	-----------

BB&T General Reserve Fund	23,079.99	RE Collections: 2019 - 93.72%	PP Collections: 2019 - 86.98%
---------------------------	-----------	-------------------------------	-------------------------------

BB&I Utility Reserve Funds	11,793.56
RR&T Savings Account	0.000.00

BB&T CD (Peter B. Stickle)	11,637.17
BB&T savings account	5,500.05
<b>Total RE Collection: 97.63%</b>	

Total Bank Fund Balances - Cash On Hand	889,133.86
Total PP Collection:	87.01%
Total PP Collection:	27.00%

Q: What is the main purpose of the study?

## **TOWN OF STEPHENS CITY**

### **EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.**

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic as further refined in Executive Order Fifty-Five Ordering limitations on activities.

**WHEREAS**, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

**WHEREAS**, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and Executive Order Fifty-Five Ordered citizens to remain at their place of residence, absent certain qualifying conditions.

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 12, 2020, the Town of Stephens City Virginia ("Town") confirmed the declaration of local emergency made by the Town Administrator acting as the Town's emergency management coordinator on March 12, 2020; and

**WHEREAS**, the Town finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a "disaster" as defined by Virginia Code §44-146.16 being a "communicable disease of public health threat;" and

**WHEREAS**, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

**WHEREAS**, Virginia Code § 44-146.21(C) further provides that a local director of emergency management, or any member of a governing body in his absence, may upon the declaration of a local emergency "proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;" and the Town Council by Resolution granted this power;

**WHEREAS**, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Council may convene solely by electronic means "to address the emergency;" and

**WHEREAS**, the open public meeting requirements of the Virginia Freedom of Information Act ("FOIA") are limited only by a properly claimed exemption provided under that Act or "any other statute;" and

**WHEREAS**, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

**WHEREAS**, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

**WHEREAS**, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Stephens City, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Council, the Public, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Town or to which the Council appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least three days in advance of the electronic meeting, except for emergency meetings, identifying how the public may participate or otherwise offer comment; and
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
- d. Any such electronic meeting of a Public Entity shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. A Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

**IT IS FURTHER ORDAINED** that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

**IT IS FURTHER ORDAINED**, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

**IT IS FURTHER ORDAINED**, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than six months. Upon rescission by the Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

**ADOPTED** by the Town Council this \_\_\_\_ day of April, 2020.

APPROVED

\_\_\_\_\_  
Mike Diaz, Mayor

ATTEST:

\_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. David Griffin, Town Attorney

Council votes/signatures on Ordinance

Vote: Y= Yes N= No A= Abstain

\_\_\_\_\_

Ronald L. Bowers

Tina Stevens

---

Joseph Hollis

---

A. Linden Fravel, Jr.

---

Jason Nauman

---

Regina Swygert-Smith



# TOWN OF STEPHENS CITY, VIRGINIA

Established 1758

## PUBLIC SAFETY COMMITTEE MINUTES

Saturday, March 14, 2020  
1:00 pm

### I. Call to Order

Mr. Nauman called an emergency meeting of the Public Safety Committee of the Town of Stephens City to order at 1:00 pm in accordance with §2.2-3707.D of the *Code of Virginia*, 1950, as amended.

### II. Statement of Quorum

#### In Attendance

Messrs. Nauman, Bowers, Vaught (remote participation due to illness), Ritter

Messrs. Majher, Diaz

Ms. Thatcher

### III. New Business

#### A. State of Emergency

1. On Thursday, March 12, 2020, the Governor of the Commonwealth declared a State of Emergency for the Commonwealth in response to the COVID-19 pandemic.
2. On Friday, March 13, 2020, the President of the United States declared a federal State of Emergency for the United States and its territories in response to the COVID-19 pandemic.
3. Pursuant to §44-146.21.A of the *Code of Virginia*, 1950, as amended, and in response to the immediate threat posed to the citizens, visitors, and employees of the Town of Stephens City by the COVID-19 viral pandemic, the Public Safety Committee unanimously recommends Town Council declare a State of Emergency effective immediately upon the adoption of a resolution declaring the same.
4. Upon said declaration, the Public Safety Committee directs all Town staff and appointed officers to document all encumbrances, expenditures, salaries including overtime, resources usage, etc. in compliance with Federal Emergency Management Agency (FEMA) requirements and guidelines. Further, the Committee directs the Town Manager to arrange for the provision of assistance to the Fire & Rescue Department and Police Department to assist in the required documentation. The Committee unanimously recommends Town Council authorize the Town Manager to procure assistance as needed and required to achieve the documentation requirements stated above.

#### B. Town Office Closure to the Public

1. The Public Safety Committee unanimously recommends Town Council authorize the emergency closure of all Town administrative offices to the public effective Monday, March 16, 2020 at 12:00 pm for a period of no less than two (2) weeks, and said offices to remain closed to the public until further notice. The offices will be reopened to the public at a date and time so determined by the