

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

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

Councilman Nauman offered the invocation.

Roll was called with the following members present:

Mayor Mike Grim, Councilman Linden A. Fravel Jr., Councilman Jason Nauman, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Vice Mayor Bowers, Councilman Joseph Hollis

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

Absent: None

Guests: Josh Janney, Winchester Star; David Frank with Pennoni, Mr. Bob Bowden, South Frederick LLC; Mr. Michael Diaz of Stephens City VA; Ms. Roslyn Jones

PUBLIC HEARING TO AMEND CHAPTER 17 OF THE CODE OF STEPHENS CITY

Mayor Grim opened the Public Hearing for anyone in the Public to speak on the matter. Mr. Michael Diaz commented that on Pan Tops Drive where he lives there is a continuous issue of vehicles parking in areas where it would hinder emergency vehicles. There were no further comments. Mayor Grim closed the Public Hearing at 7:04 pm.

PUBLIC HEARING FOR A ZONNG VARIANCE REQUEST SUBMITTED BY PENNONI ASSOCIATES

Town Manager Mike Majher commented that the zoning variance request went before Planning in February and that Planning Commission made the recommendation Council accept the request. Mayor Grim asked there was anyone in the public who wished to speak on the matter. Mr. David Frank with Pennoni Associates addressed Council. Mr. Frank thanked the Town staff and Planning Commission for their help. Councilman Fravel made a MOTION to accept the Variance Request and the MOTION carried with the following recorded VOTE:

Aye – Fravel, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- Bowers, Hollis

PUBLIC COMMENT

Mayor Grim asked if anyone in the public had any comments.

Mr. Michael Diaz of Pan Tops Drive in Stephens City VA addressed Council about an update in the paving of Pan Tops Drive. Mayor Grim commented that it is not a street owned by the Town of Stephens City and it would be the responsibility of the owner to ensure that the street be up to VDOT standards so that it could be paved.

Mr. Bob Bowden with South Frederick LLC addressed Council. Mr. Bowden expressed his concern in regards to rumor that the Town would not be giving water connections to the fifty five homes that they will be building on the North End of Town. Town Manager Mike Majher commented that the Town had not denied a request for connections and that the Town fully anticipates issuing connections when the property is developed.

Ms. Roslyn Jones a Pastor from the church on Mulberry Street addressed Council. Ms. Jones commented that her church would like to open a Day Learning Center and is requesting a special permit to do so. Mayor Grim advised Ms. Jones to appear before the Planning Commission at the March meeting to get a recommendation.

MINUTES – REGULAR MEETING OF FEBRUARY 6, 2018

Councilman Nauman moved for approval of the minutes of the regular Town Council meeting of February 6, 2018, the Motion carried with the following Recorded VOTE:

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

TREASURER'S REPORT

Treasurer Steve Rickards reported that collection rates for taxes are steady. Real estate taxes are projected to be around a ninety eight percent collection rate and personal property will be around a ninety seven percent collection rate. The Budget is approximately ninety percent complete.

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

Police Chief Charles Bockey reported that the Police Department has been busy with investigations. Officer Copp had broken an investigation wide open and obtained information which lead to arrests and convictions. Sargent Baber is still out with a broken foot and is now in a non- weight bearing walking boot.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief Jones reported that the Fire Department has had been very busy with a total of fifteen calls within the Town for the month of February 2018, they responded to a total of two hundred and seven calls within Frederick County for a total of two hundred twenty two calls for the month of February 2018. Chief Jones reported the Department is now occupying the new building and all permitting is completed. There will be an open house and building dedication in April.

ACTION AGENDA

None

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached - No Comment

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comment – No Comment

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting – No Comment

D. Public Works Committee – Regina Swygert-Smith Chair

Meeting: Minutes Attached- No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

No Meeting- No Comment

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting: The Veterans Ceremony will be on Saturday May 26, 2018 at 10:00 am. The Ceremony will take place at the Veterans Memorial located at the Old School Building.

G. Newtown Heritage Festival

Meeting: No Comment

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilwoman Thatcher made a Motion to approve the committee minutes and all were in favor.

TOWN MANAGERS REPORT

1. Public Works employee Dave Denny is out of the Hospital and is beginning therapy
2. Sgt Scott Baber is still off duty with a broken foot
3. Water bills have been sent out for this new billing cycle
4. Public Works Department is busy cleaning up debris and damage resulting from the high winds
5. Business License late notices will be going out this month
6. There will be a working draft shortly for the Budget and it will be reviewed by finance this month

COUNCIL COMMENTS/CALENDAR

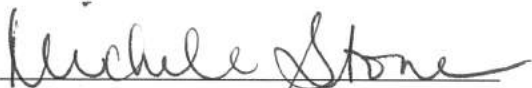
Mayor Grim asked if there were any adjustments to the calendar or Council Comments.

Mayor Grim commented that the Town had received a Certificate of Appreciation from the Stephens Landing HOA.

There being no further business, Councilman Fravel Made a Motion to adjourn at 7:25 pm and the the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk

Figures for 2018-2019 Budget

General Fund Revenues

Total	\$ 960,287.00
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General Fund Expenditures

Insurance	\$ 9,820.00
Public Safety	\$ 418,172.00
Fire & Rescue	\$ 25,000.00
Public Works	\$ 293,243.00
Admin	\$ 179,084.00
Transfers to Reserves	\$ 9,606.00
General Fund CIP	\$ 25,362.00

Total	\$ 960,287.00
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Utility Fund Revenues

Total	\$ 534,250.00
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Utility Fund Expenditures

Insurance	\$ 9,820.00
Water Service	\$ 66,166.00
Sewer Service	\$ 53,801.00
Admin	\$ 357,884.00
Transfers to Reserves	\$ 5,343.00
Utility Fund CIP	\$ 41,236.00

Total	\$ 534,250.00
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General Fund Revenue Line Items	2017-18	2018-19
Real Estate, Current	176,000.00	176,000.00
Personal Property, Current	115,000.00	120,000.00
Personal Property Delinquent	4,000.00	6,000.00
Machinery & Tools	3,500.00	5,500.00
SCC Real Estate	5,800.00	5,500.00
Penalty on Taxes	8,000.00	10,000.00
Sales Tax	155,000.00	155,000.00
Business & Professional Licence Tax	70,000.00	70,000.00
Cigarette Tax	80,000.00	71,250.00
Auto Licence Tax (Decals)	44,500.00	44,500.00
Bank Stock Tax	-	1,000.00
Meals Tax	100,000.00	108,000.00
Lodging Tax	500.00	500.00
Communications Tax	30,000.00	25,700.00
Utility Electric Tax	33,000.00	33,000.00
Utility Natural Gas Tax	12,000.00	12,000.00
Utility Consumption Tax	6,000.00	7,000.00
Land Use Application Fees	-	-
Zoning Advertising Fees	-	-
Zoning Permit Fees	1,500.00	1,500.00
Fines & Forfeitures	20,000.00	20,000.00
Investment Interest	3,000.00	1,000.00
Newtown Commons Use Fees	1,000.00	1,000.00
Lease Town property	4,700.00	4,700.00
Sale of Property	-	2,000.00
Rolling Stock Tax	1,250.00	1,250.00
Police Grant (599)	33,000.00	34,237.00
Litter Control Grant	1,000.00	1,000.00
Saft-LU Grant	150,000.00	-
Fire Dept Flow Through Grant	15,000.00	15,000.00
Fire MarsFee	150.00	150.00
DMV & other grant	-	5,000.00
Newtown War Memorial	500.00	500.00
Newtown Festival Sales	3,000.00	3,000.00
Newtown Vendors	7,000.00	7,000.00
Newtown Heritage Festival	12,000.00	12,000.00
Total	\$ 1,096,400.00	\$ 960,287.00

Utility Fund Revenue Line Items	2017-18	2018-19
Earned Interest	3,000.00	1,000.00
Rental Cropping Land	-	250.00
Sale of Equipment	-	-
Sale of Water	160,000.00	160,000.00
Sale of Sewer	360,000.00	360,000.00
Penalties Utility (W/S)	6,000.00	7,000.00
Service Fees Water	5,000.00	6,000.00
Total	\$ 534,000.00	\$ 534,250.00

Admin General	2017-18	2018-19
Salaries	74,720.00	76,214.00
FICA	7,400.00	7,600.00
Retirement	18,680.00	22,840.00
Employee Health Ins.	11,718.00	17,100.00
Worksmans Comp.	300.00	360.00
Tuition/ Training	250.00	250.00
Contract Maint.	2,750.00	2,750.00
Repair & Maint.	400.00	400.00
Advertising	1,000.00	1,000.00
Postal Services	4,000.00	4,000.00
Computers/Software	1,000.00	3,000.00
Telephone/ Internet	2,500.00	2,500.00
Copier Expences	2,000.00	2,000.00
Office Supplies	1,500.00	1,600.00
Yard Crawl Expense	500.00	-
Auto Expences	600.00	600.00
Other Oper Expen.	2,000.00	2,000.00
Gasoline	500.00	500.00
Office Heating		500.00
Decals/ Cig-Stamps	1,000.00	1,000.00
Travel Expen.	750.00	750.00
Dues & Subscript	2,150.00	2,500.00
Bank, Credit Card fees	3,000.00	3,000.00
Office Equip (new)	6,000.00	4,000.00
Election Expen.		2,500.00
Total	\$144,718.00	\$158,964.00

Professional Fees	2017-18	2018-19
Attorney	20,000.00	20,000.00
Audit	10,500.00	-
Engineer	-	-
Attorney Travel	-	-
Dues & Subscriptions	120.00	120.00
Total	\$ 30,620.00	\$ 20,120.00

Admin Utility	2017-18	2018-19
Salaries	74,720.00	76,214.00
FICA	7,400.00	7,600.00
Retirement	18,680.00	22,840.00
Employee Health Ins.	11,718.00	17,100.00
Worksmans Comp.	300.00	360.00
IT Contract Maint.	2,750.00	2,750.00
Advertising	300.00	300.00
Office Electric Service	1,200.00	1,200.00

Office Heating Service	300.00	1,400.00
Postal Services	4,000.00	4,000.00
Computers/Software	6,000.00	6,000.00
Telephone/ Internet	3,500.00	3,500.00
Copier Expences	3,000.00	3,000.00
Office Supplies	1,000.00	1,000.00
Dues & Subscript	500.00	500.00
Total	\$ 135,368.00	\$ 147,764.00

Professional Fees	2017-18	2018-19
Engineer	10,000.00	10,000.00
Attorney	200,000.00	200,000.00
Audit	6,000.00	-
Accountant	-	-
Dues & Subscriptions	120.00	120.00
Total	\$ 216,120.00	\$ 210,120.00

Insurances	2016-17	2017-18
Excess Liability	800.00	800.00
Auto. Liability	3,000.00	3,000.00
Gen. Liability	4,500.00	4,500.00
Property/Fire	1,500.00	1,500.00
Surety Bond	20.00	20.00
Subtotal	\$ 9,820.00	\$ 9,820.00
Utility Fund/ 50%		
Excess Liability	800.00	800.00
Auto Liability	3,000.00	3,000.00
Gen. Liability	4,500.00	4,500.00
Property/Fire	1,500.00	1,500.00
Surety Bond	20.00	20.00
Subtotal	\$ 9,820.00	\$ 9,820.00
Total Insurances	\$ 19,640.00	\$ 19,640.00

Water Service	2017-18	2018-19
Salaries	22,092.00	23,198.00
FICA	3,314.00	3,279.00
Retirement	6,000.00	6,410.00
Employ. Health & Dental	5,205.00	5,664.00
Worksmans Comp.	350.00	350.00
Repair & Maint.	10,000.00	10,000.00
Laboratory Tests	1,000.00	750.00
Laboratory Supplies	500.00	750.00
Vehic. & Equip Maint	1,500.00	1,500.00
Telecommunications	-	300.00
Water Meter Purchase	10,000.00	10,000.00
Gasoline/ Fuel	1,500.00	1,500.00
State water fees	2,200.00	2,200.00
CSX lease	260.00	265.00
Total	\$ 63,921.00	\$ 66,166.00

Sewer Serv.	2017-18	2018-19
Salaries	22,092.00	23,198.00
FICA	3,314.00	3,279.00
Retirement	6,000.00	6,410.00
Employ. Health & Dental	5,205.00	5,664.00
Worksmans Comp.	350.00	350.00
Repair & Maint.	10,000.00	10,000.00
Electricity	4,100.00	1,600.00
Vehic. & Equip Maint	1,500.00	1,500.00
Telecommunications	-	300.00
Gasoline/ Fuel	1,500.00	1,500.00
Total	\$ 54,061.00	\$ 53,801.00

Public Works	2017-18	2018-19
Salaries	44,500.00	46,396.00
Part time Salary	6,400.00	-
Overtime/on call	1,000.00	1,000.00
FICA	4,000.00	6,558.00
Retirement	10,383.00	12,820.00
Employee Health Ins.	10,842.00	11,327.00
Worksmans Comp.	-	1,000.00
Repair & Maint.	6,000.00	6,000.00
Uniform/Clothing Allowance	500.00	500.00
Natural Gas heating	1,300.00	1,400.00
Telecommunications	600.00	700.00
Janitorial supplies	500.00	500.00
Equip Maint	3,000.00	3,000.00
Gasoline	2,500.00	2,600.00
New Tools & Equip	2,000.00	2,100.00
Build. Improvments.	1,000.00	1,200.00
Litter Control	1,000.00	1,000.00
Street Maint.	3,000.00	3,000.00
Snow Removal	1,000.00	1,000.00
Sidewalks	30,000.00	30,000.00
Town Office Electricity	2,000.00	3,000.00
Street Lighting	30,000.00	30,000.00
Street Beautification	2,000.00	2,000.00
Refuse Collection	63,040.00	63,671.00
Recycling Expen.	43,040.00	43,471.00
Enhancement Grant	150,000.00	-
Newtown War Memorial	500.00	500.00
Natural Gas - Park	700.00	800.00
Repair and Maint - Park	1,000.00	1,000.00
Newtown Festival	12,000.00	12,000.00
Electricity - Park	2,500.00	2,600.00
Commons Deposit	500.00	500.00
Parks Improvements	1,500.00	1,600.00
Total	\$ 438,305.00	\$ 293,243.00

Public Safety / 100%	2017-18	2018-19
Salaries	218,102.00	222,464.00
Overtime/on call	4,000.00	3,000.00
Part time non class.	8,502.00	8,672.00
Overtime (DMV) exp.	-	5,000.00
Payroll Taxes	18,000.00	19,000.00
Retirement	50,000.00	54,526.00
Emp. Health & Dental Ins.	42,000.00	57,210.00
Workmans Compensation	3,000.00	5,000.00
Professional Health Ins.	1,000.00	500.00
Repair & Maint. (Equip.)	6,500.00	6,500.00
Laundry & Dry Clean.	100.00	100.00
Postal Services	100.00	100.00
Telecommunications	5,000.00	5,000.00
Tuition/ Training	500.00	500.00
Office Supplies & Equip	700.00	700.00
Auto Expences	10,400.00	10,400.00
Police Supplies	4,000.00	4,500.00
Uniforms & Equip.	1,500.00	1,500.00
Gasoline	10,000.00	10,000.00
Travel Expen.	500.00	500.00
Dues & Subscript	3,000.00	3,000.00
Computer Cost	-	-
Total Public Safety	\$ 386,904.00	\$ 418,172.00

Fire & Rescue / 100%	2017-18	2018-19
Fire Dept Donations	5,000.00	10,000.00
Fire Flow Thru Fund	15,000.00	15,000.00
Total	\$ 20,000.00	\$ 25,000.00



3/01/2018 - 3/28/2018

REVENUE DESCRIPTION

	AMOUNT
Cigarette Tax	\$ 3,562.50
Connection Fees	\$ 325.00
Restaurant Meals Tax	\$ 8,097.89
Veterans Memorial	\$ 100.00
Lease Property Payments	\$ 100.00
Zoning Permit Fees	\$ 25.00
Bank Stock Tax	\$ 1,208.00
Fines, Forfeitures & Finger Prints	\$ 1,079.91
Newtown Heritage Festival	\$ 250.00
Newtown Commons Fee	\$ 100.00
Consumption Tax	\$ 661.85
State Sales Tax	\$ 10,674.30
Sale of Miscellaneous	\$ 123.00
Rental of Cropping Land	\$ 250.00
Utility - Electric	\$ 2,847.24
Utility - Natural Gas	\$ 1,717.27
Total	\$ 31,121.96

UTILITIES

Water	\$ 10,183.35
Sewer	\$ 24,667.21
Penalty	\$ 62.28
PrePay	\$ 294.22
Reconnect Fee	\$ 200.00
Miscellaneous	\$ 66.99
Total	\$ 35,474.05

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 2,600.00
Total	\$ 2,600.00

TAXES

Real Estate Tax

Principal Real	\$ 171.09
Total	\$ 171.09

Personal Property Tax

Principal Personal	\$ 1,184.99
Penalty Personal	\$ 275.52
Interest Personal	\$ 5.48
Business Equipment	\$ 224.17
Decal Fee 1	\$ 344.35
Decal Fee 2	\$ 362.23
Total	\$ 2,396.74

Business Licenses

10000 -- RETAIL SALES	\$ 8,494.35
10003 -- CONTRACTORS	\$ 175.08
10004 -- PERSONAL SERVICES	\$ 1,469.85
10005 -- BUSINESS SERVICES	\$ 208.78
10007 -- PUBLIC UTILITY	\$ 490.90
10008 -- PROFESSIONAL SERVICES	\$ 15.00
Total	\$ 10,853.96

Vehicle Decals

CAR TRUCK BUS	\$ 150.00
TRANSFER	\$ 2.00
Total	\$ 152.00

Commonwealth of VA

Communications Tax	\$ 2,304.91
FIRE DEPT FLOW THRU	\$ 10,000.00
Total	\$ 12,304.91

EXPENDITURES

Accounts Payable	\$ 61,055.78
Wages	\$ 23,368.08
VRS /ICMA	\$ 9,109.09
Total	\$ 93,532.95

Total Revenue	\$ 95,074.71
Total Expenditures	\$ 93,532.95
Total Net Position	\$ 1,541.76



REVENUE

	PFYE		CYTD	
	03/01/2017 - 3/31/2017		03/01/2018 - 03/28/2018	
Miscellaneous Receipts	\$ 228.40	\$	123.00	
Connection Fees	\$ 150.00	\$	325.00	117%
Restaurant Meals Tax	\$ 7,133.46	\$	8,097.89	14%
Lease Property Payments	\$ 1,250.00	\$	100.00	-92%
Veterans Memorial	\$ -	\$	100.00	
Fines, Forfeitures and Finger Prints	\$ 820.07	\$	1,079.91	32%
Zoning Permit Fees	\$ 300.00	\$	25.00	-92%
Bank Stock Tax		\$	1,208.00	
Cigarette Tax	\$ -	\$	3,562.50	
Sales Tax	\$ 10,853.76	\$	10,674.30	-2%
Newtown Commons	\$ 450.00	\$	100.00	
Consumption Tax	\$ 693.54	\$	661.85	-5%
Newtown Heritage Festival	\$ 910.00	\$	250.00	-73%
Rental of Cropping Land	\$ -	\$	250.00	
Utility - Natural Gas	\$ 1,447.49	\$	1,717.27	
Utility - Electric	\$ 3,012.87	\$	2,847.24	-5%
Total	27,249.59	\$	31,121.96	14%

UTILITIES

Water	\$ 11,507.04	\$	10,183.35	-12%
Sewer	\$ 26,870.46	\$	24,667.21	-8%
Penalty	\$ 32.03	\$	62.28	94%
PrePay	\$ 374.70	\$	294.22	-21%
Reconnect Fee	\$ -	\$	200.00	
Miscellaneous	\$ -	\$	66.99	
Total	38,784.23	\$	35,474.05	-9%

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 1,200.00	\$	2,600.00	117%
Total	1,200.00	\$	2,600.00	117%

Real Estate Tax	\$	72.67	\$	171.09	135%
Personal Property Tax	\$	2,087.57	\$	2,396.74	15%
Business Licenses	\$	21,593.78	\$	10,853.96	-50%
Vehicle Decals	\$	562.00	\$	152.00	-73%
Commonwealth of VA					
Fire Department Flow Thru	\$	-	\$	10,000.00	
Communications Tax	\$	2,139.94	\$	2,304.91	8%
Total	\$	2,139.94	\$	12,304.91	475%
EXPENDITURES					
Accounts Payable	\$	56,016.44	\$	61,055.78	9%
Wages	\$	34,579.38	\$	23,368.08	-32%
VRS	\$	7,433.56	\$	9,109.09	23%
Total	\$	98,029.38	\$	93,532.95	-5%
Total Revenue	\$		\$	95,074.71	1%
Total Expenditures	\$	98,029.38	\$	93,532.95	-5%
Total Net Position	\$	(4,339.60)	\$	1,541.76	136%
Bank Balances as of 3/29/2018					
Bank of Clarke County			3,237.08		
Capon Valley Bank General Fund			279,024.06		
Capon Valley Bank CIP			146,066.08		
Capon Valley Utility Fund			126,593.67		
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			828,466.40		

REAL ESTATE TAXES Both Halves Taxes 2017-2018

Collections Rate Report

TOWN OF STEPHENS CITY

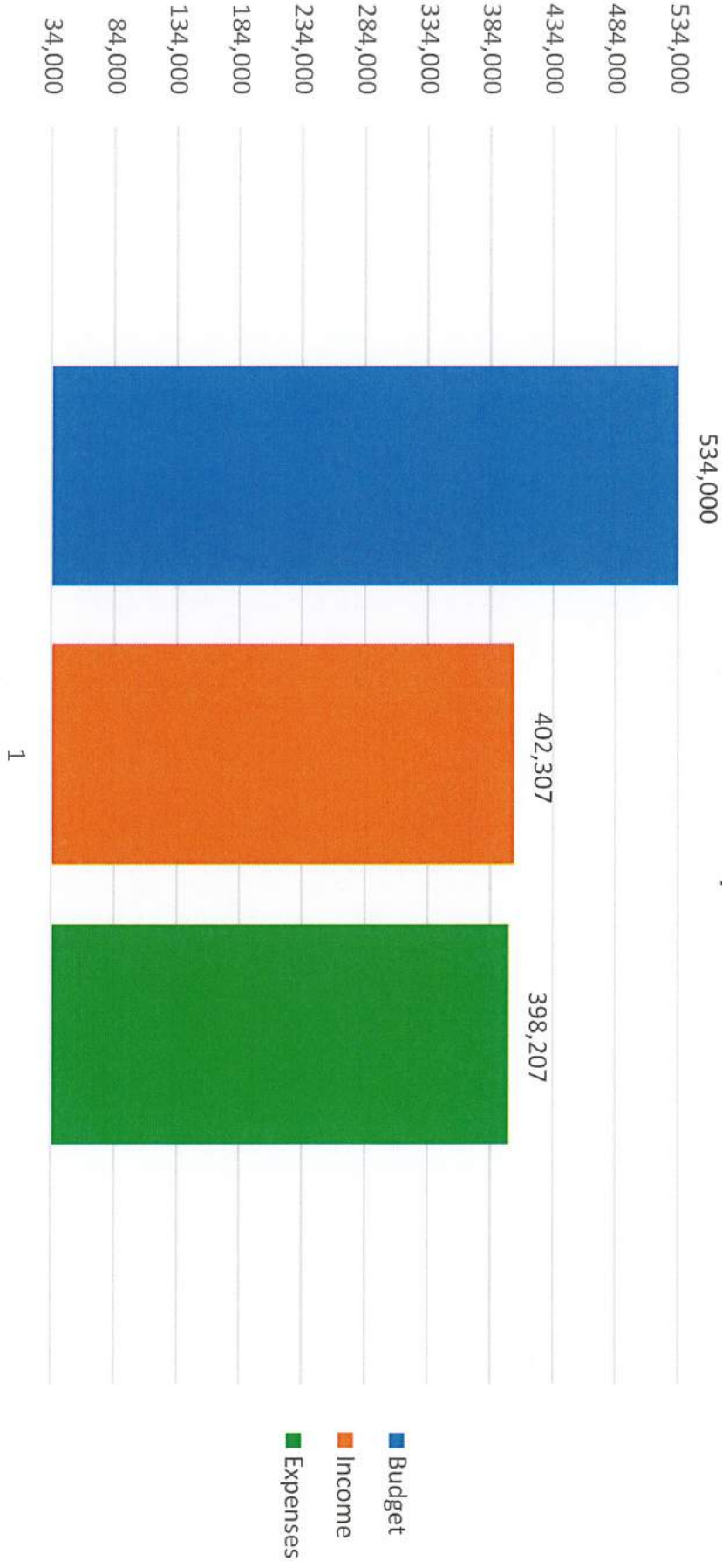
Tax Year	Charges	Collections	Net	Collections Percentage
2012	\$380.14	\$0.00	\$380.14	0.00%
2013	\$670.64	\$0.00	\$670.64	0.00%
2014	\$878.74	\$61.88	\$816.86	7.04%
2015	\$3,939.24	\$2,660.62	\$1,278.62	67.54%
2016	\$148,320.94	\$146,486.53	\$1,834.41	98.76%
2017	\$165,747.10	\$156,711.39	\$9,035.71	94.55%
Grand Totals:	\$319,936.80	\$305,920.42	\$14,016.38	95.62%

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	\$1,675.56	\$8,992.31	15.71%
2015	\$14,850.30	\$5,257.62	\$9,592.68	35.40%
2016	\$118,045.32	\$104,147.02	\$13,898.30	88.23%
2017	\$126,841.75	\$112,324.17	\$14,517.58	88.56%
Grand Totals:	\$286,754.91	\$225,326.08	\$61,428.83	78.58%

3rd Quarter Utility Fund



3rd Quarter General Fund

1,096,400

1,093,600

893,600

693,600

493,600

293,600

93,600

737,876

629,866

■ Budget ■ Revenue ■ Expenses

1

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: April 3, 2018

Subject: Police Report for March 2018

The Stephens City Police Department responded to 623 calls for services during the month of March. We assisted the Frederick County Sheriff's Office with 55 calls, the Middletown Police Department with 5 calls and the Virginia State Police with 3 calls.

We wrote a total of 50 citations for the month and gave two written warnings for speeding. A breakdown follows.

- 30 – Speeding
- 1 – Illegal Passing
- 19 – Fail to Obey Signs

We spent approximately 13 hours in court for the month.

We wrote 4 incident reports for the month and had 1 arrest. A breakdown follows.

- 1 – Serve TDO/ECO
- 1 – Shoplifting
- 1 – Larceny
- 1 – Barking Dog



Stephens City Fire and Rescue Company, Inc.

P.O. Box 253 Stephens City, VA 22655

John W. Jones, I Fire Chief

**540-869-4576 Business
540-869-6784 Fax**

David M. Foley II, President

From the Office of the Fire Chief.

Report: To Stephens City Town Council & the citizens for the month of March 2018

Emergency Incidents for the Town in **March 2018**

0 Fire incidents

10 Emergency Medical Incidents

1 Motor Vehicle Crashes

0 Fire Public Services

1 EMS Public Services

0 Fuel Spill

For a total of **12**

Emergency Incidents in Frederick County **March 2018**

22 Fire Incidents

152 Emergency Medical Incidents

13 Motor Vehicle Accidents

3 Station transfers

0 Technical Rescue Responses (Water)

15 EMS Public Services

0 Fire Public Services

0 Hazmat

For a total of **205**

Total combines responses for station 11

12 Town Responses

205 County Responses

217 for the month.

We have been sending Officers to school for additional training. We had five officers attend a STICO class in Charlottesville last weekend. STICO (Strategy and Tactics for the Initial Company Officer)

Wanted to thank the Police Chief Bockey for helping us with fingerprinting new members.
We are updating records to be compliant with state regulations.

"VOLUNTEERS PROUD TO SERVE"

TOWN OF STEPHENS CITY

COMMITTEE MEETING MINUTES

Committee: Personnel

Date: 3-13

Time: 4:30

Attendance: Kelly Thatcher, Jason Nauman
Mike Mahyer, Ron Bowers
Mike Grim

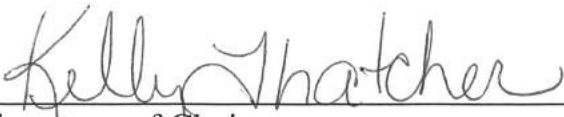
Approval of Minutes from prior meeting:

Purposes/Subjects to be reviewed:

Handbook Revisions
Comprehensive Review of Job Descriptions

Brief of Committee Actions and Recommendations:

Jason Get changes and revisit
after revised
Discussed Annual Physicals



Signature of Chairman

TOWN OF STEPHENS CITY

COMMITTEE MEETING MINUTES

Committee: FINANCE

Date: 3/28/18

Time: 4:00 PM

Attendance: HOLLIS, NAUMAN

OTHERS: GRIM, MASTER, RICHARDS

Approval of Minutes from prior meeting:

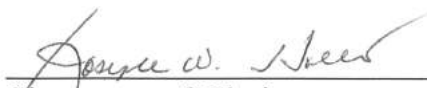
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Purposes/Subjects to be reviewed:

YTD, MTD BUDGET

Brief of Committee Actions and Recommendations:

NONE



Signature of Chairman

April 2018

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

May 2018

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