

AGENDA
Regular Monthly Meeting of the Stephens City Town Council
Tuesday, April 4, 2017
7:00 pm

1. Call meeting to order – Mayor Mike Grim
2. Opening:
 - A. Pledge of Allegiance to the Flag
 - B. Invocation – Councilman Nauman
 - C. Roll Call of Town Council
3. Public Comment
4. Approval of Minutes: Regular Monthly Meeting of March 7, 2017
5. Treasurer's Report – Stephen Rickards, Town Treasurer
6. Police Report – Charles Bockey, Chief of Police
7. SCVFD Report- John Jones, Fire Chief
8. Action Agenda -
 - A. First and Second Reading and Passage of the Awarding of a Gas Franchise to Washington Gas.
 - B. Appointment of Kelly Thatcher to the Parks and Rec Commission to fulfill the unexpired term of Dennis Clem expiring June of 2020
 - C. First Reading of Ordinance to Amend Chapter 17 the Code of the Town of Stephens City
9. Committee Reports:
 - A. Finance Committee – Joseph Hollis, Chair – Meeting- Minutes Attached
 - B. Personnel Committee – Kelly Thatcher, Chair – No Meeting
 - C. Public Safety Committee – Ronald Bowers, Chair – Meeting- Minutes Attached
 - D. Public Works Committee- Regina Swygert-Smith Chair – Meeting
 - E. Water/Sewer Committee – Jason Nauman, Chair – Meeting- Minutes Attached
 - F. Parks & Recreation Commission – Ronald Bowers – Meeting- Minutes Attached
 - G. Newtown Heritage Festival Committee- Meeting

Approval of Committee minutes and reports
10. Town Manager's Report
11. Council Comments/Calendar
12. Adjourn

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, March 7, 2017
7:00 PM**

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

Councilman Hollis offered the invocation.

Roll was called with the following members present:

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

Absent: None

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

PUBLIC COMMENT

Public Comment:

Mr. Brad Judd at 5375 Germain Street Stephens City, VA. Mr. Judd commented that the Stephens City sign located adjacent from Sheetz is located too close to the road and is inhibiting the ability to see traffic flow. Mr. Judd suggested that the sign be moved back or made higher to prevent obstruction of view and traffic accidents.

MINUTES - REGULAR MEETING OF JANUARY 3, 2017

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of February 7, 2017, the motion carried with the following vote:

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

TREASURER'S REPORT

Treasurer Steve Rickards reported that he had nothing to report on at this time.

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

Mayor Grim Amended the Agenda to add (6A): Resolution of the Town Council of Stephens City to establish the Skyline Regional Criminal Justice Academy.

Chief Bockey reported that the Attorney's for the Skyline Criminal Justice Academy had changed the language and updated parts of the Charter and requested that Town Council reapprove the Resolution. Vice Mayor Bowers made a Motion to reapprove the Resolution and the Motion carried with the following recorded Vote:

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

SCVFD REPORT- John Jones, Fire Chief

Fire Chief John Jones reported that the Stephens City Fire Department had a total of twenty six incidents within the town limits and a total of one hundred and seventy within Frederick County. The Department responded to one hundred and ninety calls for February which brings the grand total since the first of the year to three hundred and eighty eight. On February twenty fifth the Department hosted a ham and oyster dinner and sold approximately one hundred meals. Department is considering hosting a Bar B Q Challenge where the local Fire Departments will do a Barb B Q cook off and the public will judge and decide the winner. Chief Jones reported that the new pumper truck went to Virginia Beach to be a display for the Virginia Fire Chief's conference. The new pumper truck should be in service by Apple Blossom.

Public Hearing to Amend Chapter 17 of The Code of The Town of Stephens City

Mayor Grim explained that the Amendment to Chapter 17 is to give the Police Department the ability to enforce blocking of mailboxes during regular mail delivery hours. Citizens will be permitted to submit a complaint to the Police Department and the offense will carry a twenty five dollar fine. Councilman Fravel did not feel that the new amendment to the code is enforceable and that it could hinder business. Councilman Nauman commented that Stephens Landing is having a reoccurring issue with mailboxes being blocked during postal delivery hours and that currently the Police Department has no legal recourse if someone should choose not to remove a vehicle blocking a mailbox. Mayor Grim asked for any Public comment on the matter, Mr. Brad Judd asked if the Code pertained to one's own mailbox or other individuals' mailboxes. Mayor Grim explained that the enforcement is only based on complaint and therefore would only apply to other individuals mailboxes.

Washington Gas Franchise Agreement

Town Attorney Dave Griffin explained that in the past Washington Gas had refused to provide service unless it was a very short distance to an existing line and that this agreement would require them to provide service to anyone who requested it and will be responsible for service all the way to the meters. The Agreement also makes changes to accommodate the Town on access to the lines. Mr. Griffin explained that it is in bid form and that the paper copy will be available soon. Mayor Grim asked for a motion to accept the bid, Councilman Fravel made the Motion and the Motion carried with the following recorded Vote:

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

Reappointment of Elizabeth Mulvanity to the BZA

Mayor Grim asked for a Motion to reappoint, Councilman Nauman made the Motion and the Motion carried with the following recorded VOTE:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert-Smith, Thatcher
Nay- None

Abstain- None

Absent- None

Discussion of the Cafeteria Building

Town Manager Mike Majher explained that the Town has a lease agreement with 84 Athletes for the Old School Building Cafeteria which has now expired. Mr. Majher explained that during the duration of the lease there had been issues with the upkeep of the building. Councilman Nauman asked if the Lease had expired or if it had been terminated, Mr. Majher explained that the Lease expired and had been on a month to month basis, at that point the Town terminated the Lease.

Mr. Brad Judd with 84 Athletes spoke and apologized for not responding to the Town's letters which were mailed out to him. Mr. Judd said that the six bales of hay which were destroyed had been replaced and then passed around pictures which showed the progress of construction to the building and the upgrades which he had completed. Mr. Judd explained that the pictures also contain the children who are part of the wrestling team and some are not able to afford to be part of other clubs. Mr. Judd asked Council to allow him to keep his month to month lease until the end of the season and would be willing to pay rent if necessary.

Mr. Bret Swain Public Works Director commented that the lack of child supervision was a concern for him and that the children had entered a second building which was not part of the lease. Mr. Judd explained that there had been a misunderstanding on his part and was under the impression he had use of the second building for a parents observatory. Councilman Hollis commented that if the Town chooses to continue to lease to Mr. Judd, then the rules and regulations for leasing will have to be adhered to or the lease will be automatically terminated. Councilman Fravel commented that Council feels there has been an issue involving lack of supervision which is a liability for the Town. Mayor Grim commented that the upgrades to the building were completed after the eviction notice was given and that the Town attempted to contact Mr. Judd for a year with no success.

Councilman Nauman interjected that this in no way a reflection on the value of the program. Councilman Nauman said that Mr. Judd had stated during a Public Works Meeting he had spent thirty two hundred dollars of his own money for renovations to the building with four hundred left over and that Mr. Judd had agreed to complete all the renovations before the March Town Council Meeting. Mr. Judd commented that he had done so. Vice Mayor Bowers asked Mr. Judd if the Certificate of Insurance had been filed with the Town, Mr. Judd replied that it had. Vice Mayor Bowers reminded Mr. Judd that alterations to the building would require Council approval beforehand. Chief Bockey commented that the building was originally intended for the Police and Fire Department to use for working out and instructing classes and that the equipment in the building is in poor shape now.

Councilman Hollis suggested that there be a month to month lease through November of 2017, contingent upon a monthly inspection by Bret Swain to determine the condition of the upkeep of the building. Councilman Hollis made a Motion to lease for one dollar per month for the duration of the lease period. The Motion Carried with the following recorded Vote:

Aye- Hollis, Nauman, Swygert-Smith, Thatcher

Nay- Bowers, Fravel

Abstain- None

Absent- None

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached: Chairman Hollis reported that sidewalk repair had been addressed during the Committee Meeting and that he requested Bret get estimates for repairs by the block. Chairman Hollis mentioned that the Committee is considering a donation to the Stephens City Fire Department, the donation would be based upon a percentage of calls within the Town limits. Chairman Hollis reported that Theo Newlin gave an Eagle Scout presentation to erect a lighted flag pole on the south end of the Town located at the entrance of Stephens Landing and that the Town is willing to contribute towards the funding of the project.

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comments

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting: No Comments

D. Public Works Committee – Regina Swygert- Smith Chair

Meeting: Minutes Attached- Chairwoman Swygert-Smith will be giving revised minutes

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached- Chairman Nauman reported that as of February 28th Frederick County Sanitation Authority owes the Town five point five million dollars. The Town has been served another FOIA request, however the previous FOIA has not been paid for and the Town will be requiring payment for the previous FOIA as well as a prepayment of five thousand dollars for the current FOIA request. The most recent FOIA does create an undue burden on the Town and would require the Town Office to shut down to allow staff time to comply. The Chief Justice of the Virginia Supreme Court has not yet appointed a special Judge to hear the matter for the lawsuit. The Sanitation Authority held a Public Hearing on their Capital Improvements Plan.

Councilman Fravel asked about the sewer lines on Green Street, Mr. Majher replied that Merritts Sanitation will be doing the work on those lines. Mr. Majher also mentioned that he and Town Attorney Dave Griffin will be meeting in regards to the Nick Smart property.

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting: Chairman Bowers reported that the Veterans Memorial Committee was formed to design and construct the Veterans Memorial and considering the project has been completed, it is his recommendation that the Committee be dissolved and place the responsibility of the Memorial under the Parks and Recreation Commission. Chairman Bowers requested that the Veterans Committee Members receive a letter of appreciation for their service. The Committee is preparing a Memorial Day Ceremony. Chairman made the Motion to dissolve the Veterans Memorial Committee and the Motion carried with the following recorded VOTE:

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

G. Newtown Heritage Festival

Meeting: Steve Rickards gave the report. Mr. Rickards reported the Newtown Heritage Festival soliciting auction items. The Festival Committee has sent out more donation letters. There is a new tee shirt logo which was designed by a Middle School student. The Festival Committee ordered seventy five new crocks.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilman Nauman made a motion to approve the committee minutes

TOWN MANAGER'S REPORT - Michael Majher

1. E-billing for water bills has now been automated in new software.
2. Mr. Majher and Mr. Rickards have done the prep work for the upcoming budget.
2. Business License renewals are coming in steadily.
3. Water/Sewer bills have been mailed out and will be due at the beginning of April.
4. Tax information from Frederick County will hopefully be available next month
5. The Water and Sewer line to the end of the south quarry has been completed and should help to facilitate future development of the adjacent properties.
6. The Town has reached a new deal with Comcast for office internet and phone service.
7. The Town is partnering with Microsoft for an email server and software package.
8. Stephens City 307 Interchange is listed as a priority on the regional transportation plan for study and evaluation. Improvements to this interchange are essential to business in town.

COUNCIL COMMENTS/CALENDAR

Mayor Grim commented that the Public Hearing for the 2017/2018 budget needed to be advertised.

Mayor Grim asked if there were any adjustments to the calendar. Councilman Nauman stated that Vice Mayor Bowers scheduled a Parks and Recreation Meeting for Monday March thirteenth and also the Parks and Recreation Meeting time will be permanently changed to 5:30 pm. Councilman Fravel made a motion to adjourn at 8:00 pm, and the motion carried unanimously.


Michele Stone, Town Clerk


Michael P. Grim, Mayor



03/01/2017 - 03/30/2017

REVENUE DESCRIPTION	AMOUNT
Connection Fees	\$ 150.00
Restaurant Meals Tax	\$ 5,506.51
Lease Property Payments	\$ 1,250.00
Zoning Permit Fees	\$ 300.00
Newtown Heritage Festival	\$ 840.00
Newtown Heritage Vendors	\$ 70.00
Fines and Forfeitures	\$ 820.07
Newtown Commons Fee	\$ 450.00
Consumption Tax	\$ 693.54
State Sales Tax	\$ 10,853.76
Sale of Miscellaneos	\$ 228.40
Utility - Electric	\$ 3,012.87
Utility - Natural Gas	\$ 1,447.49
Total	\$ 25,622.64
UTILITIES	
Water	\$ 10,393.02
Sewer	\$ 24,522.21
Penalty	\$ 32.03
PrePay	\$ 374.49
Reconnection Fees	\$ -
Miscellaneous	\$ -
Total	\$ 35,321.75
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 1,200.00
Total	\$ 1,200.00
TAXES	
Real Estate Tax	
Principal Real	\$ 72.67
Total	\$ 72.67
Personal Property Tax	
Principal Personal	\$ 1,024.02

Penalty Personal	\$ 241.58
Interest Personal	\$ 48.84
Decal Fee 1	\$ 187.50
Decal Fee 2	\$ 585.63
Total	\$ 2,087.57

Business Licenses

10000 -- RETAIL SALES	\$ 15,938.07
10001 -- WHOLE SALES	\$ 639.00
10003 -- CONTRACTORS	\$ 910.27
10004 -- PERSONAL SERVICES	\$ 1,249.50
10005 -- BUSINESS SERVICES	\$ 2,826.94
10007 -- PUBLIC UTILITY	\$ 30.00
Total	\$ 21,593.78

Vehicle Decals

CAR TRUCK BUS	\$ 525.00
TRANSFER	\$ 12.00
Total	\$ 537.00

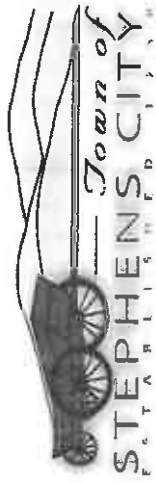
Commonwealth of VA

Communications Tax	\$ 2,139.94
Total	\$ 2,139.94

EXPENDITURES

Accounts Payable	\$ 47,501.64
Wages	\$ 34,579.38
VRS	\$ 7,433.56
Total	\$ 89,514.58

Total Revenue	\$ 88,575.35
Total Expenditures	\$ 89,514.58
Total Net Position	\$ (939.23)



	PFYE		CYTD	
	3/1/16-3/31/16		3/1/2017-3/30/2017	
REVENUE				
Miscellaneous Receipts	\$	1,496.81	\$	228.40
Connection Fees	\$	425.00	\$	150.00
Restaurant Meals Tax	\$	7,071.30	\$	5,506.51
Lease Property Payments	\$	350.00	\$	1,250.00
Fines and Forfeitures	\$	877.74	\$	820.07
Zoning Permit Fees	\$	-	\$	300.00
Sales Tax	\$	10,204.14	\$	10,853.76
Newtown Commons	\$	200.00	\$	450.00
Consumption Tax	\$	748.45	\$	693.54
Newtown Heritage Festival	\$	615.00	\$	910.00
Utility - Natural Gas	\$	1,733.76	\$	1,447.49
Utility - Electric	\$	2,878.89	\$	3,012.87
Total	\$	26,601.09	\$	25,622.64
UTILITIES				
Water	\$	11,776.91	\$	10,393.02
Sewer	\$	26,946.94	\$	24,522.21
Penalty	\$	99.77	\$	32.03
PrePay	\$	-	\$	374.49
Reconnect Fee	\$	150.00	\$	-
Total	\$	38,973.62	\$	35,321.75
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)				
Deposits	\$	3,400.00	\$	1,200.00
				-65%

Total	\$	3,400.00	\$	1,200.00	-65%
Real Estate Tax	\$	1,075.01	\$	72.67	-93%
Personal Property Tax	\$	789.45	\$	2,087.57	164%
Business Licenses	\$	19,066.53	\$	21,593.78	13%
Vehicle Decals	\$	403.00	\$	537.00	33%
Commonwealth of VA					
Law Enforcement Grant	\$	8,292.00	\$	-	-100%
Communications Tax	\$	2,183.84	\$	2,139.94	-2%
DMV DUI Grant	\$	1,339.35	\$	-	-100%
Total	\$	11,815.19	\$	2,139.94	-82%
EXPENDITURES					
Accounts Payable	\$	63,721.61	\$	47,501.64	-25%
Wages	\$	21,111.81	\$	34,579.38	64%
VRS	\$	-	\$	7,433.56	100%
Total	\$	84,833.42	\$	89,514.58	6%
Total Revenue	\$	102,123.89	\$	88,575.35	-13%
Total Expenditures	\$	84,833.42	\$	89,514.58	6%
Total Net Position	\$	17,290.47	\$	(939.23)	-105%

MAR 30th BAL.	
	3,236.09
	9,499.63
	307,001.29
	125,408.01
	11,454.03
	2,180.64
	145,747.81
	265,098.79
	869,626.29

Bank of Clarke County	
United Bank	
Capon Valley Utility Fund CIP	
Capon Valley Utility Fund	
1st Bank CD	
Capon Valley Bank Mulberry Account	
Capon Valley Bank CIP	
Capon Valley Bank General Fund	
Total Bank Fund Balances - Cash On Hand	



REVENUE	FYE 13 07/12-6/13	FYE 14 07/13-6/14	FYE 15 07/14-6/15	FYE 16 07/15-6/16	FYE 17 07/16-6/17
Miscellaneous Receipts	\$ 6,052.50	\$ 11,744.24	\$ 3,928.14	\$ 1,697.54	\$ 529.77
Connection Fees	\$ 4,200.00	\$ 10,525.00	\$ 3,800.00	\$ 4,100.00	\$ 2,775.00
Restaurant Meals Tax	\$ 87,921.48	\$ 85,840.16	\$ 91,225.10	\$ 94,410.67	\$ 71,223.50
Lease Property Payments	\$ 2,000.00	\$ 2,300.00	\$ 4,800.00	\$ 7,551.00	\$ 5,950.00
Veteran's Memorial	\$ 1,176.00	\$ 3,387.00	\$ 13,109.00	\$ 4,615.00	\$ 670.00
Fines and Forfeitures	\$ 41,712.73	\$ 27,495.50	\$ 32,301.88	\$ 19,360.80	\$ 14,344.18
Zoning Permit Fees	\$ 156.10	\$ -	\$ 450.00	\$ 5,872.00	\$ 500.00
Cigarette Tax	\$ 92,625.00	\$ 71,250.00	\$ 78,375.00	\$ 64,125.00	\$ 59,250.98
Sales Tax	\$ 114,031.04	\$ 132,469.05	\$ 133,913.30	\$ 143,778.48	\$ 115,017.97
Lodging Tax	\$ 815.57	\$ 214.14	\$ 360.75	\$ 412.25	\$ -
250th Collector Coin	\$ 25.00	\$ 50.00	\$ 50.00	\$ -	\$ -
Consumption Tax	\$ 8,354.21	\$ 7,008.24	\$ 10,775.77	\$ 5,423.95	\$ 3,971.27
Newtown Heritage Festival	\$ 15,126.00	\$ 16,197.27	\$ 13,333.50	\$ 19,767.20	\$ 7,240.00
Newtown Merchandise	\$ -	\$ -	\$ -	\$ -	\$ 77.00
Newtown Vendors	\$ -	\$ -	\$ -	\$ -	\$ 480.00
Newtown Commons Fees	\$ 1,210.00	\$ 1,895.00	\$ 1,940.00	\$ 1,600.00	\$ 875.00
Utility - Electric	\$ 29,476.20	\$ 32,219.02	\$ 28,493.15	\$ 31,324.10	\$ 25,606.92
Utility - Natural Gas	\$ 8,908.85	\$ 14,835.69	\$ 11,991.96	\$ 10,823.13	\$ 5,807.22
Rental of Cropping Land	\$ 250.00	\$ 250.00	\$ 187.50	\$ -	\$ -
Land Use	\$ 5,000.00	\$ 5,373.00	\$ 2,017.62	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ 377.99
Yard Crawl	\$ 1,258.00	\$ 1,019.00	\$ 520.00	\$ -	\$ -
Fire Marshal Fee	\$ -	\$ -	\$ -	\$ -	\$ 15.00
Fire Department Donations	\$ -	\$ -	\$ -	\$ -	\$ 512.56
EXPENDITURE REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 420,298.68	\$ 424,072.31	\$ 431,572.67	\$ 415,066.58	\$ 315,224.36
UTILITIES					
Water	\$ 160,664.93	\$ 159,420.53	\$ 159,543.83	\$ 149,619.05	\$ 109,083.71
Sewer	\$ 369,510.29	\$ 372,183.42	\$ 371,810.48	\$ 348,600.18	\$ 254,613.80
Penalty	\$ 11,440.46	\$ 10,406.94	\$ 10,406.97	\$ 8,470.35	\$ 4,413.61
PrePayments	\$ -	\$ -	\$ -	\$ -	\$ 4,982.60
Reconnection Fees	\$ 1,070.65	\$ 1,050.09	\$ 3,645.12	\$ 2,036.65	\$ 1,325.00

Miscellaneous	\$ 3,615.99	\$ 27,639.70	\$ 1,219.93	\$ 1,189.05	\$ 927.35
Total	\$ 546,302.32	\$ 570,700.68	\$ 546,626.33	\$ 509,915.28	\$ 375,346.07
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)					
Deposits					
Water (Availability Fees)	\$ 35,800.00	\$ 29,575.00	\$ 32,600.00	\$ 33,000.00	\$ 21,000.00
Sewer (Availability Fees)	\$ 57,269.59	\$ 5,605.00	\$ -	\$ 12,534.00	\$ -
	\$ 75,240.00	\$ 12,534.00	\$ -	\$ 5,605.00	\$ -
Total	\$ 168,309.59	\$ 47,714.00	\$ 32,600.00	\$ 51,139.00	\$ 21,000.00
TAXES					
Real Estate Tax	\$ 101,257.80	\$ 101,512.97	\$ 147,732.21	\$ 105,622.90	\$ 109,160.48
Personal Property Tax	\$ 119,035.38	\$ 126,685.20	\$ 120,190.58	\$ 66,095.09	\$ 94,046.35
SCC - Real Estate	\$ 4,443.52	\$ 3,787.23	\$ 3,931.45	\$ 5,615.86	\$ 2,912.37
Total	\$ 224,736.70	\$ 231,985.40	\$ 271,854.24	\$ 177,333.85	\$ 206,119.20
Business Licenses	\$ 87,928.40	\$ 78,685.80	\$ 81,037.44	\$ 64,004.91	\$ 56,420.25
Vehicle Decals	\$ 3,809.50	\$ 4,070.75	\$ 3,217.25	\$ 2,545.25	\$ 1,507.25
Commonwealth of VA					
MVC Rolling Stock Tax	-	-	\$ 1,241.28	\$ 1,266.02	\$ 1,135.28
Law Enforcement Grant	-	-	\$ 33,168.00	\$ 33,168.00	\$ 17,118.00
Car Rental	-	-	\$ 56.38	\$ -	\$ -
Fire Department Flow Thru	-	-	\$ 19,156.10	\$ 10,512.56	\$ 9,100.00
Dept Hist Res (Street Signs)	-	-	\$ 6,000.00	\$ -	\$ -
SAFETEA - LU GRANT (N Main St)	-	-	\$ -	\$ 3,351.38	\$ -
Communications Tax	-	-	\$ -	\$ 26,592.02	\$ 19,469.77
DMV DUI Grant	-	-	\$ 4,185.05	\$ 1,528.17	\$ 2,917.02
PPTRA	-	-	\$ -	\$ -	\$ 30,884.36
Animal Friendly	-	-	\$ -	\$ -	\$ 76.42
Litter Control Grant	-	-	\$ 1,059.00	\$ 1,071.00	\$ 1,015.39
Total	\$ -	\$ 64,865.81	\$ -	\$ 77,489.15	\$ 81,716.24
EXPENDITURES					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Wages	\$ -	\$ -	\$ -	\$ -	\$ -
VRS	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,057,333.37
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Position	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,057,333.37

Newton Heritage Festival
Treasurer's Report

Income:	
Donations:	6,890.00
Merchandise:	77.00
Vendors:	730.00
25th Anniversary Dinner:	30.00
TOTAL:	7,727.00
EXPENSES:	761.70
GRAND TOTAL:	6,965.30

Amount	Description
6,890.00	Donations from 11/01/2016 - 3/28/2017
25.00	Sale of 2016 Commemoratives 11/28/2016
40.00	Sale of Commemoratives 12/29/2016
12.00	Sale of Commemoratives 1/18/2017
70.00	Vendor Registration 02/10/2017
70.00	Vendor Registration 02/15/2017
200.00	Vendor Registration 02/24/2018
70.00	Vendor Registration 02/27/2019
250.00	Vendor Registration 03/22/2019
70.00	Vendor Registration 03/24/2019
30.00	Dinner Tickets 03/16/2017
58.00	U.S. Postal Service 01/19/2017
398.70	Grandville Hollow Pottery
30.00	Kunstler Enterprises, Ltd.
275.00	SUSQUEHANNA TRAVELLERS

Figures for 2017-2018 Budget

General Fund Revenues

Total	\$ 1,096,400.00
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General Fund Expenditures

Insurance	\$ 9,820.00
Public Safety	\$ 386,904.00
Fire & Rescue	\$ 20,000.00
Public Works	\$ 437,405.00
Admin	\$ 175,338.00
Transfers to Reserves	\$ 11,000.00
General Fund CIP	\$ 55,933.00

Total	\$ 1,096,400.00
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Utility Fund Revenues

Total	\$ 534,000.00
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Utility Fund Expenditures

Insurance	\$ 9,820.00
Water Service	\$ 63,921.00
Sewer Service	\$ 54,061.00
Admin	\$ 351,488.00
Transfers to Reserves	\$ 5,340.00
Utility Fund CIP	\$ 49,370.00

Total	\$ 534,000.00
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General Fund Revenue Line Items	2016-17	2017-18
Real Estate, Current	148,000.00	176,000.00
Personal Property, Current	130,000.00	115,000.00
Personal Property Delinquent	-	4,000.00
Machinery & Tools	3,500.00	3,500.00
SCC Real Estate	5,500.00	5,800.00
Penalty on Taxes	6,000.00	8,000.00
Sales Tax	150,000.00	155,000.00
Business & Professional Licence Tax	80,000.00	70,000.00
Cigarette Tax	75,000.00	80,000.00
Auto Licence Tax (Decals)	44,500.00	44,500.00
Meals Tax	100,000.00	100,000.00
Lodging Tax	500.00	500.00
Communications Tax	30,000.00	30,000.00
Utility Electric Tax	33,000.00	33,000.00
Utility Natural Gas Tax	12,000.00	12,000.00
Utility Consumption Tax	7,000.00	6,000.00
Land Use Application Fees	1,000.00	-
Zoning Advertising Fees	500.00	-
Zoning Permit Fees	100.00	1,500.00
Fines & Forfeitures	30,000.00	20,000.00
Investment Interest	100.00	3,000.00
Newtown Commons Use Fees	1,400.00	1,000.00
Lease Town property	3,000.00	4,700.00
Sale of Property	2,000.00	-
Rolling Stock Tax	1,250.00	1,250.00
Police Grant (599)	33,000.00	33,000.00
Litter Control Grant	1,000.00	1,000.00
Saft-LU Grant	150,000.00	150,000.00
Fire Dept Flow Through Grant	15,000.00	15,000.00
Fire MarsFee	-	150.00
DMV & other grant	8,000.00	-
Newtown War Memorial	-	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	\$ 1,093,350.00	\$ 1,096,400.00

Utility Fund Revenue Line Items	2016-17	2016-17
Earned Interest	1,000.00	3,000.00
Rental Cropping Land	200.00	-
Sale of Equipment	800.00	-
Sale of Water	160,000.00	160,000.00
Sale of Sewer	360,000.00	360,000.00
Penalties Water	10,000.00	6,000.00
Service Fees Water	6,000.00	5,000.00
Total	\$ 538,000.00	\$ 534,000.00

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
Total	\$ 122,114.00	\$ 135,368.00

Professional Fees	2016-17	2017-18
Engineer	10,000.00	10,000.00
Attorney	150,000.00	200,000.00
Audit	6,000.00	6,000.00
Accountant	2,500.00	-
Dues & Subscriptions	120.00	120.00
Total	\$ 168,620.00	\$ 216,120.00

Insurances	2016-17	2016-17
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

Admin General	2016-17	2017-18
Salaries	66,480.00	74,720.00
FICA	6,566.00	7,400.00
Retirement	16,626.00	18,680.00
Employee Health Ins.	12,150.00	11,718.00
Worksmans Comp.	300.00	300.00
Tuition/ Training	250.00	250.00
Contract Maint.	2,500.00	2,750.00
Repair & Maint.	200.00	400.00
Advertising	1,500.00	1,000.00
Postal Services	3,000.00	4,000.00
Computers/Software	3,000.00	1,000.00
Telephone/ Internet	3,000.00	2,500.00
Copier Expenses	2,000.00	2,000.00
Office Supplies	2,000.00	1,500.00
Yard Crawl Expense	750.00	500.00
Auto Expenses	600.00	600.00
Other Oper Expen.	2,000.00	2,000.00
Gasoline	500.00	500.00
Decals/ Cig-Stamps	1,000.00	1,000.00
Travel Expen.	1,250.00	750.00
Dues & Subscript	1,500.00	2,150.00
Bank, Credit Card fees	3,000.00	3,000.00
Office Equip (new)	-	6,000.00
Total	\$130,172.00	\$144,718.00

Professional Fees	2016-17	2017-18
Attorney	20,000.00	20,000.00
Audit	10,500.00	10,500.00
Engineer	4,000.00	-
Attorney Travel	100.00	-
Dues & Subscriptions	120.00	120.00
Total	\$ 34,720.00	\$ 30,620.00

Admin Utility	2016-17	2017-18
Salaries	66,480.00	74,720.00
FICA	6,566.00	7,400.00
Retirement	16,626.00	18,680.00
Employee Health Ins.	10,342.00	11,718.00
Worksmans Comp.	300.00	300.00
Contract Maint.	2,500.00	2,750.00
Advertising	300.00	300.00
Office Electric Service	1,200.00	1,200.00
Office Heating Service	300.00	300.00
Postal Services	4,000.00	4,000.00

Water Service	2016-17	2017-18
Salaries	21,651.00	22,092.00
FICA	2,000.00	3,314.00
Retirement	6,000.00	6,000.00
Employ. Health & Dental	2,338.00	5,205.00
Worksmans Comp.	600.00	350.00
Repair & Maint.	10,000.00	10,000.00
Laboratory Tests	1,000.00	1,000.00
Laboratory Supplies	500.00	500.00
Auto Expences	1,500.00	-
Vechic. & Equip Maint	-	1,500.00
Water Meter Purchase	10,000.00	10,000.00
Gasoline/ Fuel	3,000.00	1,500.00
State water fees	2,200.00	2,200.00
CSX lease	260.00	260.00
Total	\$ 61,049.00	\$ 63,921.00

Sewer Serv.	2016-17	2017-18
Salaries	21,651.00	22,092.00
FICA	2,000.00	3,314.00
Retirement	6,000.00	6,000.00
Employ. Health & Dental	2,338.00	5,205.00
Worksmans Comp.	600.00	350.00
Repair & Maint.	5,000.00	10,000.00
Electricity	1,500.00	4,100.00
Vechic. & Equip Maint	1,500.00	1,500.00
Gasoline/ Fuel	3,000.00	1,500.00
Total	\$ 43,589.00	\$ 54,061.00

Public Works	2016-17	2017-18
Salaries	43,302.00	44,500.00
Part time Salary	6,400.00	6,400.00
Overtime/on call	1,000.00	1,000.00
FICA	3,976.00	4,000.00
Retirement	10,383.00	10,383.00
Employee Health Ins.	10,842.00	10,842.00
Repair & Maint.	5,500.00	6,000.00
Laundry & Dry Clean.	500.00	500.00
Natural Gas heating	400.00	800.00
Telecommunications	300.00	600.00
Janitorial supplies	500.00	500.00
Equip Maint	3,000.00	3,000.00
Gasoline	3,000.00	2,500.00
New Tools & Equip	2,000.00	2,000.00
Build. Improvments.	1,000.00	1,000.00
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	2,000.00	30,000.00
Town Office Electricity	2,000.00	2,000.00
Street Lighting	34,000.00	30,000.00
Street Beautification	2,000.00	2,000.00
Refuse Collection	50,000.00	63,040.00
Recycling Expen.	35,000.00	43,040.00
Enhancement Grant	150,000.00	150,000.00
Newtown War Memorial	3,000.00	500.00
Natural Gas - Park	300.00	300.00
Repair and Maint - Park	1,000.00	1,000.00
Newtown Festival	12,000.00	12,000.00
Electricity - Park	2,500.00	2,500.00
Commons Deposit	-	500.00
Parks Improvements	850.00	1,500.00
Total	\$ 391,753.00	\$ 437,405.00

Public Safety / 100%	2016-17	2017-18
Salaries	210,268.00	218,102.00
Overtime/on call	1,000.00	4,000.00
Part time non class.	4,200.00	8,502.00
Overtime (DMV) exp.	8,000.00	-
Payroll Taxes	16,000.00	18,000.00
Retirement	52,566.00	50,000.00
Emp. Health & Dental Ins.	56,304.00	42,000.00
Workmans Compensation	6,000.00	3,000.00
Professional Health Ins.	-	1,000.00
Repair & Maint. (Equip.)	6,500.00	6,500.00
Laundry & Dry Clean.	-	100.00
Postal Services	100.00	100.00
Telecommunications	5,000.00	5,000.00
Tuition/ Training	500.00	500.00
Office Supplies & Equip	500.00	700.00
Auto Expences	10,000.00	10,400.00
Police Supplies	4,000.00	4,000.00
Uniforms & Equip.	1,000.00	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	11,133.00	-
Total Public Safety	\$ 406,571.00	\$ 386,904.00

Fire & Rescue / 100%	2016-17	2017-18
Fire Dept Donations	-	5,000.00
Fire Flow Thru Fund	15,000.00	15,000.00
Total	\$ 15,000.00	\$ 20,000.00

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: April 3, 2017

Subject: Police Report for March 2017

The Stephens City Police Department responded to 164 calls for services during the month of March. We assisted the Frederick County Sheriff's Office with 12 calls.

We wrote a total of 4 citations for the month. A breakdown follows.

- 2 – Speeding
- 1 – Reckless Driving
- 1 – Driving Suspended

We spent approximately 4 hours in court for the month.

We wrote 10 incident reports for the month. A breakdown follows.

- 1 – Vandalism
- 1 – Threats
- 1 – Credit Card Fraud
- 1 – Found Property
- 1 – Hit & Run Accident
- 2 – Larceny
- 1 – Runaway
- 1 – Traffic Accident
- 1 – Contribute to Minor



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

David M. Foley II, President

540-869-6784 Fax

From the Office of the Fire Chief.

Report: To Stephens City Town Council & the citizens for the month of February 2017

Emergency Incidents for the Town in March. **2017**

3 Fire Incidents
20 Emergency Medical Incidents
2 Motor Vehicle Crashes
0 Fire Public Services
0 EMS Public Services

For a total of 23

Emergency Incidents in Frederick County March. **2017**

49 Fire Incidents
44 Emergency Medical Incidents
13 Motor Vehicle Accidents
1 Technical Rescue Responses Water Rescue
14 EMS Public Services

For a Total of 219

Total combines responses for station 11 March
Year To Date 632

We will have a Fish & Chips dinner the Friday before Easter.

Our Construction project of the storage building is on hold waiting on a Public Safety Committee meeting to be scheduled.

New Truck is 70% ready to go in service.

John W. Jones I
Fire & EMS Chief

"VOLUNTEERS PROUD TO SERVE"

FRANCHISE ORDINANCE

AN ORDINANCE granting to Washington Gas Light Company a franchise to use and occupy the streets, alleys and other public grounds of the Town of Stephens City, as the same now exist or may be laid out for the construction, maintenance and operation of a system of pipes, mains, manholes, connections, meters and other equipment and appliances necessary or convenient for the transmission, distribution and sale of gas in the Town of Stephens City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF STEPHENS CITY:

Section 1. A franchise is hereby granted to Washington Gas Light Company, a corporation organized and existing under the laws of the United States of America and a domestic corporation of the Commonwealth of Virginia, its successors and assigns (hereinafter generally referred to as grantee), to use and occupy streets, alleys, and other public grounds in the Town of Stephens City, Virginia, as now existing or hereafter extended, for the construction, maintenance and operation of a system of pipes, mains, manholes, connections, meters and other equipment and appliances necessary of convenient for the transmission, distribution and sale of gas in and to any part of the Town of Stephens City.

Section 2. The materials to be used and the manner of construction to be followed under this franchise shall be such consistent with applicable U.S. Department of Transportation regulations (currently 49 C.F.R. Part 192) and as are commonly used and followed by similar grantees doing a similar business in towns of substantially the size of the Town of Stephens City. All new locations and laying of all pipes or mains, the placing of manholes and conduits, and the locations of any other permanent equipment or appliances of any kind under this franchise shall be subject to the approval of the Town zoning administrator, and when plans showing the location or

Virginia.

Section 8. The Company shall extend its service pipes to citizens within the corporate limits in accordance with the applicable terms of its tariff approved by the State Corporation Commission of Virginia. Consumers shall be responsible for the installation and maintenance of piping and appurtenances from the point of delivery (the outlet side of the meter and regulator assembly) in accordance with local permitting code and inspection. .

Section 9. This franchise and the rights and privileges hereby granted and conferred shall not become effective unless and until the grantee shall file with the Treasurer of the Town Council of the Town of Stephens City, Virginia, its reimbursement for the statutorily required advertisements for the issuance of this franchise and a single lump sum of \$750.00 (to offset the Town's cost of the franchise process) and the Town sets the statutory bond amount at zero.

Section 10. The privileges hereby granted shall continue for a period of fifteen (15) years from the day of the approval of this franchise. Should this franchise expire prior to a renewal or while a new franchise is pending, the Grantee shall continue to treat this franchise as in force and effect on a month-to-month basis until either party notifies the other that the franchise is terminated. Under no circumstances, however may the total term of this franchise exceed 40 years.

This franchise is accepted and approved this 4th day of April, 2017.

TOWN OF STEPHENS CITY VIRGINIA

By: 
Mayor

By: 
Clerk

Vote: Y= Yes N= No A= Abstain

Absent
Ronald L. Bowers

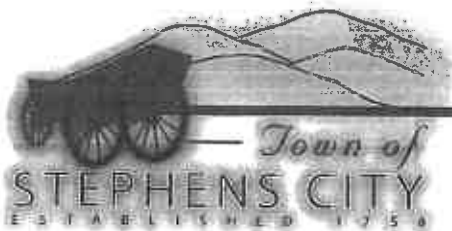
Y Joseph Hollis
Joseph Hollis

Y Jason Nauman
Jason Nauman

Regina Swygert-Smith
Regina Swygert-Smith

Y Linden A. Fravel, Jr.
Linden A. Fravel, Jr.

Kelly Ann Thatcher
Kelly Ann Thatcher



WATER & SEWER COMMITTEE MEETING MINUTES

Wednesday, March 15, 2017

Call to Order

Mr. Nauman called the meeting to order at 4:55 pm,

Attendance

- Messrs. Nauman, Fravel, Ms. Swygert-Smith
- Mr. Grim
- Mr. Majher

Agenda

1. Matters from the Public
2. Matters from Public Works Staff
 - a. Fire & Rescue Department 1" Meter
3. West Fairfax Street Water & Sewer Extension
4. Frederick County Sanitation Authority (FCSA)
5. City of Winchester Agreement
6. Water and Sewer Operational Policies (as provided for in Town Code § 22-26)
7. Private Sewer Lines
8. Matters Not Listed on the Agenda

Meeting Minutes

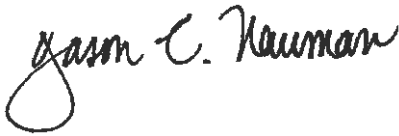
The meeting minutes from the prior meeting are approved.

Discussion, Actions, and Recommendations

1. None
2. a. The Committee decided not to replace the 1" meter at the Fire & Rescue Department and to cease billing the Department for water, if allowed by statute and/or ordinance.
3. Mr. Majher reported that he is waiting for additional information on how to demonstrate a more significant impact on the next grant application.
4. Mr. Majher will provide Mr. Nauman with an updated FCSA statement of account as soon as the next water usage report is received by the Town. Mr. Nauman reported that a special judge still has not been appointed by the Virginia Supreme Court Chief Justice. Ms. Swygert-Smith expressed concern regarding the delay in the appointment of a judge. Mr. Majher will follow-up with Mr. Lawson. The Committee also reiterated that no FOIA requests from the FCSA should be fulfilled until payment is received for prior requests and adequate deposits are paid for the outstanding request.

- **Town Manager:** Obtain disconnect/reconnect fees from benchmark localities and prepare recommendation for next Committee meeting.
- **Town Manager:** Revise Water & Sewer Operational Policies and distribute to Committee members for consideration of action at April Committee meeting.
- **Town Manager:** Schedule system smoke-testing.
- **Town Manager:** Take immediate corrective action related to Mr. Smart's private sewer line.
- **Public Works Staff:** Continue efforts to mitigate leak from Green Street lateral lines.

Respectfully submitted:

A handwritten signature in black ink that reads "Jason C. Nauman". The signature is written in a cursive style with a large, looping initial "J".

Jason C. Nauman
Committee Chairman

Town of Stephens City
Committee Meeting Minutes

Committee: FINANCE

Date: 3/22/17 Time: 4:00 PM

Attendees: FRAVEL, NAUMAN, HOLLIS
GRIM, MAJHER, RICKARDS, SWAIN

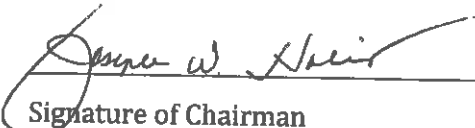
Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:

REVIEW CURRENT BUDGET
" NEXT YEAR'S BUDGET PREPARATION

Brief of Committee Actions and Recommendations:



Signature of Chairman

Town of Stephens City
Committee Meeting Minutes

Committee: PUBLIC SAFETY

Date: 3-23-17 Time: 5 P.M.

Attendees: MAYOR GRIM, MIKE MATHER, CHIEF BOWEN,
JASON NAUMAN, GEORGE VAUGHT, RON BOWERS,
BRIT SWARTZ

Approval of Minutes from prior meeting:

APPROVED

Purposes/Subjects to be reviewed:

1. FIRE HYDRANTS ON BIRLEY DRIVE ARE IN NEED OF REPAIR OR REPLACED
2. THE WELCOME TO STEPHENS CITY SIGN LOCATED AT THE INTERSECTION OF MURBERRY & FAIRFAX STREETS. OBSTRUCTS THE VIEW OF TRAFFIC FLOWING EAST ON FAIRFAX STREET.

Brief of Committee Actions and Recommendations:

1. E.P. NEFF CONSTRUCTION CO. WILL DO THE WORK.
2. REVIEW FOR POSSIBLE RELOCATION.



Signature of Chairman

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 15 March 2017

TIME: 4:00 P.M.

ATTENDING: Jason Nauman, Linden "Butch" Fravel, Regina
Swygert-Smith – Committee Members

Mayor Mike Grim, Town Manager Mike Majher, Brett
Swain

Purposes/Subjects for review:

1. Community Garden: Contract to Jennifer Burgess.
2. Wrestling Contract: Status
3. Street Lights: Status with Rappahannock Electric

Committee Actions and Recommendations:

1. Contract has been provided to Jennifer Burgess.
2. Town Attorney updating new short-term contract.
3. Making progress to arrange visit by Rappahannock Electric to meet with Town representatives to inspect results of bulb changes at Stephens Landing.

General discussion about street lights at Stephens Landing: Potomac Edison, provider at the time, signed off on existing lights, including design. Rappahannock Electric is bound by this action.

General

Trash Service: Discussion re getting cost of leasing trash and recycling containers.

Snow removal: On behalf of the Town, committee members thanked the team of Brett, Dave, and Mike Majher for the excellent snow removal results after the recent snow. It was noted that posting

Town of Stephens City
Committee Meeting Minutes

Committee: PARKS & RECREATION COMMISSION

Date: 3-27-17 Time: 5:30

Attendees: MAYOR GRIM, MIKE MATHEN, GEO KAUGHN
LUU BOYER, BRIS SWAIN, KELLY THATCHER
RAN BOWERS

Approval of Minutes from prior meeting:

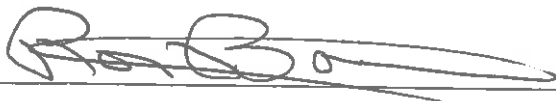
APPROVED

Purposes/Subjects to be reviewed:

1. KELLY THATCHER WAS WELCOMED TO THE COMMITTEE.
2. PLAYGROUND EQUIPMENT AT THE OLD SCHOOL.
3. VETERAN'S MEMORIAL CEREMONY FOR THIS YEAR WILL BE HELD AT 10 A.M. AT THE MEMORIAL.
4. MEETING CHANGE

Brief of Committee Actions and Recommendations:

1. WELCOME
2. EQUIPMENT WAS REMOVED & RELOCATED AT THE NEWTON COMMONS PLAYGROUND
3. CHANGE OF TIME
4. A MEETING WILL BE HELD ON MONDAY APRIL 10 AT 5:30 P.M.



Signature of Chairman

April 2017

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

May 2017

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