

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, MARCH 7, 2023
6:00 PM**

Mayor Diaz called the meeting to order at 6:07 pm and led the Pledge of Allegiance.

Mayor Diaz asked that we observe a moment of silence.

Roll was called with the following members present:

Mayor Diaz, Vice-Mayor Fravel, Councilman Bowers, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present:

Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief; Chris James, Police Sergeant

Guests:

Marshall Werner, Jim McIntyre, Winchester Star

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Marshall Werner asked when the water bills would be coming out. Mike Majher explained that the Town had suffered a server outage which affected the billing and that they would be going out this week.

MINUTES – REGULAR MEETING OF FEBRUARY 7, 2023

Vice-Mayor Fravel moved for approval of the minutes of the regular Town Council Meeting of February 7, 2023. The Motion carried with the following VOTE:

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

TREASURER’S REPORT – Report attached

Town Treasurer Steve Rickards stated that it had been a strong month. He informed Council that Capon Valley was going to lock all of our accounts even the General Fund on a 1% prime interest earning rate. He also wanted Council to know, and to approve, a refund to a resident on Green Street. This resident has been charged the sewer portion of his utility bill the entire time he has owned the residence. He had just found out that he is on septic. The previous owner had paid the hookup fee and had never had it done. It was explained to this resident that he may have to eventually hook into the system if his septic failed. The Town would honor the fees paid by the previous owner. However, if he opted for the refund, he would need to sign a paper that stated if the time came that he needed to hookup to the sewer he would have to pay the going rate. The amount of the refund is \$1555.45. Councilor Smith made the Motion to allow the refund of \$1555.45 to the resident on Green Street. The Motion carried with the following VOTE:

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

Smith-Aye
Swygert-Smith-Aye

POLICE REPORT – Report attached

Chief Copp asked if there were any questions about the report. He reported that Cody was half way through the academy and that his instructors said he was doing a fantastic job. Sergeant James attended LEDA Trilogy class last week. If Chief Copp does the classes the FBI will designate the Stephens City Police Department as a Trilogy agency. After the class was over, they drew a name from the agencies that attended and SCPD won and was refunded the entire \$800 for the class.

SCVFD REPORT- Report attached

Chief Vaught read his report. He corrected the numbers on the Frederick County responses fire was 33 and EMS was 157. The yearly response total is 453. The March 30th graduation will be held at the Patsy Kline Theater at Handley High School at 6:30 pm. On April 8th from 8-11 the Easter Bunny breakfast will be held. The BBQ event was successful, and they will probably be doing it again. The car fire on Water Street was deemed accidental.

ACTION AGENDA

RFP for Interim Financing on USDA Town Hall Loan

Councilor Swygert-Smith made the Motion to Request for proposals for financing services for interim financing on USDA Town Hall Loan. The Motion carried with the following VOTE:

Bowers- Aye
P. Fravel-Aye
Stevens- Aye

L. Fravel-Aye
Smith-Aye
Swygert-Smith-Aye

Proposed Comprehensive Plan Amendments

Town Attorney Dave Griffin explained that we were past due on amending the Comprehensive Plan. It needs to be looked at and amendments need to be in place. The Town is rapidly nearing the 3500- population mark. The foundation for all the changes when that magic number hits need to be in place. A public hearing will need to be held. Vice-Mayor Fravel made the Motion to hold a Public Hearing on March 21st for the Proposed Amendments to the Comprehensive Plan. The Motion carried with the following VOTE:

Bowers- Aye
P. Fravel-Aye
Stevens- Aye

L. Fravel-Aye
Smith-Aye
Swygert-Smith-Aye

Tree Commission

Councilor Smith explained that the Town used to have a Tree Commission and that it had been dissolved a few years ago. She would like to reestablish the commission and a Public Hearing would need to be held to do so. Counselor Smith made the Motion to hold a Public Hearing on March 21st to reestablish the Tree Commission. The Motion carried with the following Vote:

Bowers- Aye
P. Fravel-Aye
Stevens- Aye

L. Fravel-Aye
Smith-Aye
Swygert-Smith-Aye

COMMITTEE REPORTS

A. Finance Committee - Linden A. Fravel, Chair

No Meeting: No Comments

B. Personnel Committee - Pete Fravel, Chair

No Meeting: No Comments

C. Public Safety Committee - Ron Bowers, Chair

No Meeting: No Comments

D. Public Works Committee - Mariah Smith, Chair

No Meeting: No Comments

E. Ordinance and Governments Committee - Regina Swygert-Smith, Chair

No Meeting: No Comments

F. Parks and Recreation Commission - Tina Stevens, Chair

No Meeting: No Comments

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

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: Marshall Werner, a member of the committee, informed Council that things were moving along with publicizing the event. They had gotten the same deal for radio spots as they had last year. The entertainment had been booked and the Fireworks company had been attained. The same company as last year will be coming back the show will be longer and will have more color to it.

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. Had a meeting with Frederick County Eats which is a part of Frederick County's EDA about the possibility of establishing a food truck court on the school property.
2. Computer Issues knocked the office out of commission for a few weeks. This also affected our phone service. We now have a new user/server.
3. Water bills will be coming out this week.
4. The Stephens City United Methodist Church will have their Easter Egg hunt on April 1st.
5. Some progress has been made on the wall. VDOT has let them know that they want the wall preserved and not have the proposed trail.

CLERK'S REPORT

Town Clerk Kelly Thatcher let Council know that the server crash happened at the worst possible time with it being time for utility billing and renewing business licenses, none of which could be done without the computers. The Town scrapbook which had been on the back burner got updated. Kelly stated that Mike had found the history book she had been looking for since the Covid quarantine. She then corrected that to say it was actually Steve. La Nortena has not been charging meals tax. Steve took them the forms and explained those to them. The Clerk let Council know that the first Beautification Committee meeting will be held on April 6th at 5:30. She asked Council to push out the due date for the utility bills because of the delay in being able to produce them. Councilor Stevens made the Motion to move the Utility due date to the 17th of April. The Motion carried with the following VOTE:

Bowers- Aye
P. Fravel-Aye
Stevens- Aye

L. Fravel-Aye
Smith-Aye
Swygert-Smith-Aye

COUNCIL COMMENTS/CALENDAR

Councilor Smith gave an update on the Hero Banners. There have been four sold, two of those being a donation from Black Shutter. Vice-Mayor Fravel thought it would be good to use those for the men that had not returned from Vietnam. Each jurisdiction has ordered one flag to start displaying soon so others may become more interested in purchasing them. Bob Claytor will be our first to be hung.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 7:03 pm and the motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk