

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, April 4, 2017
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 Joseph Hollis, Councilman Linden A. Fravel Jr., Councilman Jason Nauman, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Vice Mayor, Ronald Bowers

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

Guests: Winchester Star, Josh Janney. Mr. Michael Diaz 5207 Pan Tops Drive Stephens City, VA

PUBLIC COMMENT

Public Comment: None

MINUTES – REGULAR MEETING OF March 7, 2017

Councilman Fravel moved for approval of the minutes of the regular Town Council meeting of March 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 the Town should be receiving tax information from Frederick County.

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

Chief Bockey reported that Recruit Tyler Payne is in driving school at the Academy and has aced the course and is doing very well in the Academy. In the absence of the Departments other officer, Scott Baber has stepped up and is doing a great job and has been promoted to Sergeant as of April first.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief John Jones reported that the Stephens City Fire Department had a total of twenty three calls inside the town limits and responded to two hundred and nineteen emergency incidents for Frederick County with a grand total of two hundred and forty four calls. From January first to March thirty first the Fire department has responded to a total of six hundred and thirty two calls. The Department will be sponsoring a fish dinner the Friday before Easter. Construction of the storage building is on hold

until the Fire Department goes before the Frederick County Public Safety Committee. The new pumper truck is close to being in service.

Passing of the Awarding of the Gas Franchise to Washington Gas

Mayor Grim asked the Clerk to read the first reading of the Franchise by title only. The Clerk read "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." Mayor Grim asked for a Motion to approve, Councilman Hollis Made a Motion and the Motion carried with the following recorded VOTE:

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

Mayor Grim asked the Clerk to read the second reading by title only. The Clerk read "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." Mayor Grim asked for a Motion to approve, Councilman Fravel made the Motion and the Motion carried with the following recorded VOTE:

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

Appointment of Kelly Thatcher to Parks and Recreation Commission

Mayor Grim asked for a Motion to appoint Councilman Kelly Thatcher to the Parks and Recreation Commission to fulfill the unexpired term of Dennis Clem. Councilman Nauman made a Motion and the Motion carried with the following recorded VOTE:

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

First Reading to Amend Chapter 17 of The Code of The Town of Stephens City

Mayor Grim asked the Clerk for the first reading for the Ordinance to amend Chapter 17 of the Code of the Town of Stephens City. And the Clerk read "An Ordinance to Amend Chapter 17, Stephens City streets, sidewalks and public places, to establish a penalty for impeding access to mailboxes. Councilman Hollis commented that he has concerns considering that every mailbox receives mail at different times during the day. Councilman Hollis stated that he feels the Police Department has enough to enforce without also having to enforce twenty five dollar fines for blocking mailboxes. Councilwoman Swygert- Smith commented that the Ordinance would only be used when necessary and that the Police Department would not be patrolling looking for vehicles parked in front of mailboxes but would be an avenue to bring resolution those whose mailboxes are being blocked on a continual basis.

Councilman Nauman commented that there is nothing in place to ensure a person complies with not blocking access to mailboxes and that the Ordinance would give the Police Department the legal right to issue a fine for blocking mailboxes. Mayor Grim commented that his concern would be for the public

commercial areas where individuals from out of the area who may visit the Town and would not be aware of the Ordinance. Councilwoman Swygert-Smith reminded everyone that the Ordinance is based on complaint only. Town Manager, Mike Majher commented that the Ordinance could be easily amended to apply to residential areas only. Motion to pass the Ordinance, Recorded Vote

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

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached- Mayor Grim added that there will need to be a Special Meeting in conjunction with Finance on Wednesday April 26, 2017 at 4pm for the Budget.

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comments

C. Public Safety Committee – Ronald Bowers, Chair

Meeting: Minutes Attached-No Comments

D. Public Works Committee – Regina Swygert- Smith Chair

Meeting: Minutes Attached- No Comments

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached- Chairman Nauman reported that he does not currently have the updated amount owed to the Town by the Sanitation Authority.

F. Parks and Recreation Commission- Ronald Bowers, Chair

Mayor Grim reported that the Veterans Ceremony will be on Saturday May 27, 2017 at 10:00 am.

G. Newtown Heritage Festival

Meeting: Steve Rickards gave the report. Mr. Rickards reported the Newtown Heritage Festival has had numerous donations for the silent auction. Mr. Rickards reminded everyone that the dinner and silent auction will be held on Saturday May 20, 2017. The Festival Committee is asking for any volunteer help for the Saturday of the Festival.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilwoman Swygert-Smith made a motion to approve the committee minutes

TOWN MANAGER'S REPORT - Michael Majher

1. Public Works is in the process of moving playground equipment from the Old School to the Commons playground.
2. Public Works has cleaned up the town's property across the interstate
3. The public hearing for the FYE 2018 budget will be held at the Special Council Meeting/ Finance Meeting on Wednesday, April 26, 2017 at 4:00pm.

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

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2. Public Works has cleaned up the town's property across the interstate
3. The public hearing for the FYE 2018 budget will be held at the Special Council Meeting/ Finance Meeting on Wednesday, April 26, 2017 at 4:00pm.

4. The parade application for the Newtown Heritage Festival has been submitted to VDOT.
5. There has been an increased interest of development within the town, there has been a request for determination for on a property at the south end of town.
6. The annual Water quality report will be going out with the water bills.
7. The Town will be planting a Christmas tree at the Commons this spring.
8. The Town has new internet with Comcast and will be getting Caller ID for the phone system.
9. In the process of upgrading the email server.
10. The town has two proposals for the website update.

COUNCIL COMMENTS/CALENDAR

Mayor Grim added that there will be a Special Council Meeting for a Public Hearing for the 2017/2018 budget.

Mayor Grim asked if there were any adjustments to the calendar. Councilwoman Thatcher added that there will be a Parks and Recreation Meeting on Monday April 10, 2017 at 5:30 pm.

Mr. Majher added that there will be a Planning Work Session on Thursday April 13, 2017 at 7:30 pm.

There being no further business, Councilman Favel made a Motion to adjourn at 8:02 pm and the Motion carried unanimously.



Michael P. Grim, Mayor

Michele Stone, Town Clerk

**Special Meeting of the Stephens City Town Council
1033 Locust Street, Stephens City, Virginia**

**Wednesday, April 26, 2017
4:00 pm**

1. Call meeting to order – Mayor Michael P. Grim
2. Roll Call Town Council – Town Clerk
3. Public Hearing For 2017- 2018 Budget
4. Council comments
5. Adjourn

SPECIAL MEETING OF THE TOWN COUNCIL OF STEPHENS CITY

Wednesday April 26, 2017

4:00 pm

At 4:00 pm, Mayor Grim opened the Public Hearing for the Town of Stephens City 2017/2018 Budget.

Roll was called with the following members present:

Mayor Grim, Vice Mayor Bowers, Councilman Fravel, Councilman Hollis, Councilman Nauman Councilwoman Thatcher.

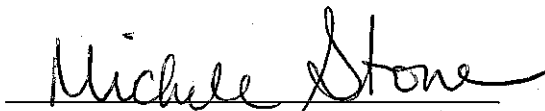
Absent: Councilwoman Swygert-Smith

Staff Present: Mike Majher; Town Manager, Steven Rickards; Town Treasurer, Michele Stone; Town Clerk.

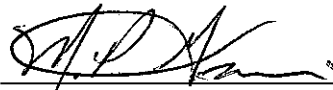
Public Present: None

Public Comment:

Mayor Grim asked if anyone present would like to address Council in regards to the 2017/2018 Budget. There were no comments and Mayor Grim closed the Public Hearing at 4:01 pm.



Michele Stone, Town Clerk



Michael P. Grim, Mayor



04/01/2017 - 04/30/2017

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 225.00
Restaurant Meals Tax	\$ 6,522.12
Lease Property Payments	\$ 100.00
Newtown Heritage Festival	\$ 7,440.00
Newtown Heritage Merchandise	\$ 100.00
Fines and Forfeitures	\$ 1,358.98
Consumption Tax	\$ 519.29
State Sales Tax	\$ 11,499.01
Sale of Miscellaneuous	\$ 855.99
Utility - Electric	\$ 2,571.54
Utility - Natural Gas	\$ 1,518.30
Total	\$ 39,835.23
UTILITIES	
Water	\$ 13,066.08
Sewer	\$ 32,149.92
Penalty	\$ 1,712.06
PrePay	\$ 425.35
Reconnection Fees	\$ 425.00
Miscellaneous	\$ -
Total	\$ 47,778.41
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 1,800.00
Total	\$ 1,800.00
TAXES	
Personal Property Tax	
Principal Personal	\$ 260.03
Penalty Personal	\$ 52.32
Interest Personal	\$ 4.24
Decal Fee 2	\$ 150.00
Total	\$ 466.59

Business Licenses

10000 -- RETAIL SALES	\$ 197.85
10003 -- CONTRACTORS	\$ 19.80
10004 -- PERSONAL SERVICES	\$ 75.00
10008 -- PROFESSIONAL SERVICES	\$ 15.00
Total	\$ 307.65

Vehicle Decals

2ND QTR DISC	\$ 150.00
CAR TRUCK BUS	\$ 50.00
TRANSFER	\$ 11.00
Total	\$ 211.00

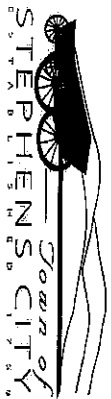
Commonwealth of VA

Communications Tax	\$ 2,098.38
Total	\$ 2,098.38

EXPENDITURES

Accounts Payable	\$ 50,373.02
Wages	\$ 20,629.30
VRS	\$ -
Total	\$ 71,002.32

Total Revenue	\$ 92,497.26
Total Expenditures	\$ 71,002.32
Total Net Position	\$ 21,494.94



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	\$ 1,385.76
Connection Fees	\$ 4,200.00	\$ 10,525.00	\$ 3,800.00	\$ 4,100.00	\$ 3,000.00
Restaurant Meals Tax	\$ 87,921.48	\$ 85,840.16	\$ 91,225.10	\$ 94,410.67	\$ 79,372.57
Lease Property Payments	\$ 2,000.00	\$ 2,300.00	\$ 4,800.00	\$ 7,551.00	\$ 6,050.00
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	\$ 15,703.16
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	\$ 66,375.98
Sales Tax	\$ 114,031.04	\$ 132,469.05	\$ 133,913.30	\$ 143,778.48	\$ 126,516.98
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	\$ 4,490.56
Newtown Heritage Festival	\$ 15,126.00	\$ 16,197.27	\$ 13,333.50	\$ 19,767.20	\$ 14,680.00
Newtown Merchandise	\$ -	\$ -	\$ -	\$ -	\$ 177.00
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	\$ 28,178.46
Utility - Natural Gas	\$ 8,908.85	\$ 14,835.69	\$ 11,991.96	\$ 10,823.13	\$ 7,325.52
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	\$ -	\$ -	\$ -	\$ 205.46	\$ -
Total	\$ 420,298.68	\$ 424,072.31	\$ 431,572.67	\$ 415,066.58	\$ 356,686.54

UTILITIES

Water	\$ 160,664.93	\$ 159,420.53	\$ 159,543.83	\$ 149,619.05	\$ 123,263.81
Sewer	\$ 369,510.29	\$ 372,183.42	\$ 371,810.48	\$ 348,600.18	\$ 289,111.97
Penalty	\$ 11,440.46	\$ 10,406.94	\$ 10,406.97	\$ 8,470.35	\$ 6,125.67
PrePayments	\$ -	\$ -	\$ -	\$ -	\$ 5,408.16
Reconnection Fees	\$ 1,070.65	\$ 1,050.09	\$ 3,645.12	\$ 2,036.65	\$ 1,750.00

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	\$ 426,586.96

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 35,800.00	\$ 29,575.00	\$ 32,600.00	\$ 33,000.00	\$ 22,800.00
Water (Availability Fees)	\$ 57,269.59	\$ 5,605.00	\$ -	\$ 12,534.00	\$ -
Sewer (Availability Fees)	\$ 75,240.00	\$ 12,534.00	\$ -	\$ 5,605.00	\$ -
Total	\$ 168,309.59	\$ 47,714.00	\$ 32,600.00	\$ 51,139.00	\$ 22,800.00

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	\$ 94,512.94
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	\$ 206,585.79

Business Licenses	\$ 87,928.40	\$ 78,685.80	\$ 81,037.44	\$ 64,004.91	\$ 56,727.90
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Vehicle Decals	\$ 3,809.50	\$ 4,070.75	\$ 3,217.25	\$ 2,545.25	\$ 1,743.25
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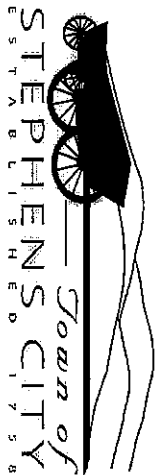
Commonwealth of VA

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	\$ 21,568.15
DMV DUI Grant	-	-	\$ 4,185.05	\$ 1,528.17	\$ 2,917.02
PTTRA	-	-	\$ -	\$ -	\$ 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	\$ 83,814.62

EXPENDITURES

Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Wages	\$ -	\$ -	\$ -	\$ -	\$ -
VRS	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total Revenue	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,154,945.06
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Position	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,154,945.06



REVENUE

	PFYE 4/1/16-4/30/16	CYTD 4/1/2017-4/26/2017	
Miscellaneous Receipts	\$ 26.00	\$ 855.99	3192%
Connection Fees	\$ 450.00	\$ 225.00	-50%
Restaurant Meals Tax	\$ 8,315.86	\$ 6,522.12	-22%
Lease Property Payments	\$ 100.00	\$ 100.00	0%
Veteran's Memorial	\$ 117.50	\$ -	-100%
Fines and Forfeitures	\$ 1,056.60	\$ 1,358.98	29%
Cigarette Tax	\$ 7,125.00	\$ 7,125.00	0%
Sales Tax	\$ 10,553.29	\$ 11,499.01	9%
Consumption Tax	\$ 564.17	\$ 519.29	-8%
Newtown Heritage Festival	\$ 2,400.00	\$ 7,540.00	214%
Expenditure Refunds	\$ 13.51	\$ -	-100%
Utility - Natural Gas	\$ 1,512.32	\$ 1,518.30	0%
Utility - Electric	\$ 2,660.95	\$ 2,571.54	-3%
Total	\$ 34,895.20	\$ 39,835.23	14%

UTILITIES

Water	\$ 14,504.79	\$ 13,066.08	-10%
Sewer	\$ 33,369.18	\$ 32,149.92	-4%
Penalty	\$ 1,562.77	\$ 1,712.06	10%
PrePay	\$ 70.00	\$ 425.35	100%
Reconnect Fee	\$ -	\$ 425.00	0%
Miscellaneous	\$ 70.00	\$ -	-100%
Total	\$ 49,576.74	\$ 47,778.41	-4%

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$	3,400.00	\$	1,800.00	-47%
Total	\$	3,400.00	\$	1,800.00	-47%

Real Estate Tax	\$	174.04	\$	-	-100%
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Personal Property Tax	\$	1,139.93	\$	466.59	-59%
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Business Licenses	\$	306.35	\$	307.65	0%
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Vehicle Decals	\$	301.00	\$	211.00	-30%
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Commonwealth of VA

Communications Tax	\$	2,221.89	\$	2,098.38	-6%
Total	\$	2,221.89	\$	2,098.38	-6%

EXPENDITURES

Accounts Payable	\$	43,678.94	\$	50,373.02	15%
Wages	\$	22,982.02	\$	20,629.30	-10%

VRS	\$	9,633.88	\$	-	-100%
Total	\$	76,294.84	\$	71,002.32	-7%

Total Revenue	\$	92,015.15	\$	92,497.26	1%
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Total Expenditures	\$	76,294.84	\$	71,002.32	-7%
Total Net Position	\$	15,720.31	\$	21,494.94	37%

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

APRIL 27th BAL.
3,236.20
9,499.63
307,053.44
131,429.31
11,454.03
2,180.64
145,772.57
270,777.59
881,403.41

Newton Heritage Festival Treasurer's Report

Income:

Donations:	14,035.00
Merchandise:	202.00
Vendors:	1,010.00
25th Anniversary Dinner:	120.00
TOTAL:	15,367.00
EXPENSES:	787.67
GRAND TOTAL:	14,579.33

4 TICKETS SOLD FOR DINNER ON THE 20TH

Amount	Description
14,035.00	Donations from 11/01/2016 - 4/26/2017
202.00	Sale of 2016 Commemoratives 08/19/2016 -- 04/20/2017
1,010.00	Vendor Registration 02/10/2017 - 04/17/2017
120.00	Dinner Tickets Sold for 5/20/2017
58.00	U.S. Postal Service 01/19/2017
398.70	Grandville Hollow Pottery
30.00	Kunstler Enterprises, Ltd.
275.00	SUSQUEHANNA TRAVELLERS
25.97	Dinner Invitation Mailing

Figures for 2017-2018 Budget

General Fund Revenues

Total **\$ 1,096,400.00**

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**

Utility Fund Revenues

Total **\$ 534,000.00**

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**

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
Safe-TU Grant	150,000.00	150,000.00
Fire Dept Flow Through Grant	15,000.00	15,000.00
Fire Marts Fee	-	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

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

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

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. Expenses	1,500.00	-
Vehic. & 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
Vehic. & 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. Improvements	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. Expenses	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: May 1, 2017

Subject: Police Report for April 2017

The Stephens City Police Department responded to 141 calls for services during the month of April. We assisted the Frederick County Sheriff's Office with 13 calls and the Middletown Police Department with 1 call.

We wrote a total of 4 citations, 3 warnings and 6 parking tickets for the month. Three of the parking tickets were for parking violations and 3 were for no town decal. All three warnings were for speeding. A breakdown of citations follows.

3 – Speeding
1 – Driving Suspended

We spent approximately 5 hours in court for the month.

We wrote 3 incident reports for the month. A breakdown follows.

1 – Reckless Driving – Passing School Bus
1 – Harassment by Phone
1 – Police Info – Drinking While Driving and Carrying Firearm



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 April 2017

I would like to request that the town stats be deferred till next month. The people that compile the numbers has had a tough time doing them in a day or two. All statistics will fall a month behind.

President 11, David Foley would like to approach the Council with a report of the CIP.

New Engine 11 is scheduled to go in service on April 5th. At 12:00.

Shawnee Fire Department has requested to barrow old Engine 11 for Apple Blossom.

Chicken BBQ is still a go for Saturday of Heritage days.

We would like to do a demonstration Saturday Evening after the parade.

The BBQ challenge is still in the planning stage. More information next month.

Notes From the Fire Marshall Office Attached.

A handwritten signature in black ink, appearing to read "John", is written in a cursive style.

"VOLUNTEERS PROUD TO SERVE"

Sharon Nellis Ritenour
201 Shoe Buckle Ct.
Stephens City, VA 22655

April 6, 2017

Stephens City Town Council
Town Hall
1033 Locust Street
Stephens City, VA 22655

Dear Stephens City Town Council:

I am writing as a resident of Stephens Landing subdivision, 201 Shoe Buckle Court. I understand from our HOA correspondence that the Town Council, on May 2, 2017, is considering adopting an ordinance prohibiting the impedance of mailboxes and establishing a penalty for impeding access to mailboxes.

I would like to recommend a solution to hopefully remedy the situation, especially on Shoe Buckle Court. Due to the very limited parking available to residents of our community, if the proposed legislation is passed, the parking problem will just multiply exponentially. I would suggest that all the mailboxes on the north side of Shoe Buckle Court be relocated to the south side of the street where parking is not allowed. This would allow the mail delivery to occur unimpeded by any cars, and still allow the residents on the north side of the street to park in front of their homes. I believe the residents on both sides of the street would see this as the best solution to the problem and be preferable to being penalized for parking in front of their own homes. I live on the north side of Shoe Buckle and I certainly would prefer sharing mailbox space with my neighbors across the street than have our very limited parking spaces disappear. Please consider this option rather than prohibiting resident parking.

Sincerely,

Sharon Nellis Ritenour

Sharon Nellis Ritenour
Resident, Stephens Landing

copy: Stephens Landing Homeowners' Association
c/o Sentry Management
602 S. King St., Suite 400
Leesburg, VA 20175

AN ORDINANCE TO AMEND CHAPTER 17, STEPHENS CITY STREETS,
SIDEWALKS AND PUBLIC PLACES, TO ESTABLISH A PENALTY FOR IMPEDING
ACCESS TO MAILBOXES

BE IT ORDAINED, by the Common Council of the Town of Stephens City,
Virginia, that Section 17-12, is hereby enacted as follows:

Section 17-12 Parking near mailboxes.

Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, or momentarily to pick up or discharge a passenger or passengers, no person shall park a vehicle, whether occupied or not, in a way that impedes access to a mailbox during regular delivery hours of the United States Postal Service.

This ordinance shall be enforced on a complaint basis; the first offense shall be a traffic infraction with a penalty not exceeding \$25.00. Any subsequent offense within a calendar year may also be cause for the towing and impoundment of the vehicle.

This Ordinance shall become in force and in effect on its third and final reading.
Adopted on its third and final reading this _____ day of _____, 2017.



MAYOR Mike Grim

ATTEST:



Michele Stone, Town Clerk

Roll call vote of Council and the votes on this Ordinance:

 NAY

Ronald L. Bowers

 NAY

Joseph Hollis

 NAY

Linden A. Fravel, Jr.

 NAY

Regina Swygert-Smith

 NAY

Jason Nauman

 NAY

Kelly Thatcher

Enabling Legislation 15.2-968.01 Permits Towns to regulate parking in residential areas that may obstruct traffic flows; 15.2-2001 Regulation by Town of Streets general; 15.2-2009 Town may regulate obstructions;

Town of Stephens City
Committee Meeting Minutes

Committee: PARKS & RECREATION

Date: 4-10-17 Time: 5:30 P.M.

Attendees: MIKE MATHES, RON BOWERS, JASON
NALMAN, GEO VAUGHT, GARY FLETCHER,
DONNA STEWART, KELLY HATCHER,
LOU BOYER

Approval of Minutes from prior meeting:

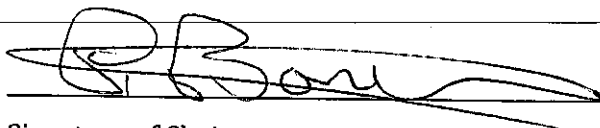
APPROVED

Purposes/Subjects to be reviewed:

1. ADDITIONAL VETERANS BRICKS
HAVE BEEN SOLD
2. FINAL PLANS FOR THE
VETERANS MEMORIAL CEREMONY.

Brief of Committee Actions and Recommendations:

- 1- WILL BE INSTALLED IN MAY.
2. NEXT MEETING WILL BE
HELD ON MON APRIL 24
AT 5:30 PM TO CONTINUE
TO WORK ON THE VETERANS
MEMORIAL CEREMONY



Signature of Chairman

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 19 April 2017

TIME: 4:30 P.M.

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

Town Manager Mike Majher, Brett Swain

Purposes/Subjects for review:

1. Community Garden: Status
2. Steele Court: Overgrown Shrubs and Trees = traffic hazard

Committee Actions and Recommendations:

1. Community Garden: Everything in order.
2. Brett Swain and Regina Swygert-Smith will attack overgrowth.

General

Brief discussion re tree trimming by power companies: Mike Majher presently serves as Tree Commission. May consider re-establishing. Will use old guidelines for approved trimming.

Part-time Staff, Public Works: Referred to Personnel Committee.

Regina Swygert-Smith
Chairman



WATER & SEWER COMMITTEE MEETING MINUTES

Wednesday, April 19, 2017

Call to Order

Mr. Nauman called the meeting to order at 4:43 pm,

Attendance

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

Agenda

1. Matters from the Public
2. Matters from Public Works Staff
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. Revisions to Private or Out-of-Town Water and Sewer Line Inspection and Correction Regulations
8. Green Street Lateral Lines
9. System Smoke-Testing
10. Matters Not Listed on the Agenda

Meeting Minutes

The meeting minutes from the prior meeting are approved.

Discussion, Actions, and Recommendations

1. None
2. None
3. Mr. Majher stated that we did not receive the grant award this month but the award announcements are ongoing. Work continues to improve the grant request to demonstrate need and impact.
4. Mr. Majher stated that we still have not received February and March usage reports from FCSA. There is still no word on the appointment of a special judge to hear the pending case. Upon routine inspection, FCSA determined a leak detector on Squirrel Lane failed a recent test and needs to be replaced. Staff will obtain an estimate.

5. No update.
6. The committee reviewed the Water and Sewer Operational Policies at the March meeting. Mr. Majher obtained disconnect/reconnect fees from benchmark localities that range from \$20.00 to \$100.00. The committee agreed to recommend increasing the reconnect fee to \$50.00. Mr. Majher will revise the operational policies and the committee will consider recommending a revised policy to Council at the May meeting.
7. Mr. Nauman distributed copies of the Private or Out-of-Town Water and Sewer Line Inspection and Connection Regulations. Mr. Nauman asked committee members to review and come to the May meeting prepared with questions, revisions, and/or modifications to the current regulations.

Mr. Majher reported that he has received the test results and video for Mr. Nick Smart's private sewer line. The test results indicated there are no significant issues with the line. Mr. Majher distributed a document from Mr. Smart outlining the history of the sewer line according to him. Mr. Majher also provided a letter to Mr. Smart concerning the line from Mr. Mike Kehoe dated March 13, 1990. Mr. Nauman stated that Mr. Smart will likely attend a future meeting of the committee to address the committee regarding transfer of the line to the Town.
8. Mr. Swain has discussed testing the Green Street lateral lines with the property owner which may potentially occur as early as next Saturday morning.
9. Mr. Majher will give notice for smoke testing on all system mains and lateral lines. Staff will schedule as soon as possible.
10. a. Mr. Swain noted the concern and issue with the grinder pumps used to pump sewage uphill in the area of Crooked Lane. He recommended redirecting the sewage by installing a short connection to another line. Mr. Nauman asked staff to obtain an estimate for the project and provide it to the committee.

b. Mr. Swain expressed concern about permitting water and sewer lines to run underneath slabs, concrete, patios, walkways, etc. Mr. Majher stated he will inquire with Frederick County how they handle the issue and report back to the committee.

Adjournment

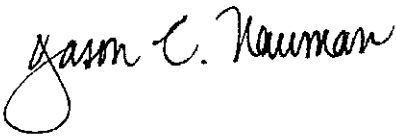
Mr. Nauman adjourned the meeting at 5:28 pm

Action Letter

- **Committee Members:** Review Private or Out-of-Town Water and Sewer Line Inspection and Connection Regulations and be prepared to discuss any necessary revisions at the May committee meeting..
- **Town Manager:** Contact FCSA regarding February and March statements, and distribute updated FCSA statement of account.

- **Town Manager:** Contact Frederick County and determine policy for water and sewer lines beneath slabs, concrete, patios, walkways, etc.
- **Town Manager:** Revise Water & Sewer Operational Policies and distribute to committee members for action at May committee meeting.
- **Town Manager and Public Works Staff:** Schedule system smoke-testing as soon as possible and distribute notice to residents for smoke-testing.
- **Public Works Staff:** Obtain estimate for repair to leak detector on Squirrel Lane.
- **Public Works Staff:** Obtain estimate for redirecting sewage on Crooked Lane and abandonment of grinder pumps.

Respectfully submitted:



Jason C. Nauman
Committee Chairman

A BRIEF HISTORY OF THE SEWER LINE OWNED BY NICHOLAS SMART ON MASSIE COURT

Back in 1990, I owned several commercial properties fronting on Rt. 11 that had failed septic systems. After a brief moratorium, I was allowed to connect to the main sewer line that went down Massie Court. Sonny Neff, the contractor for the installation of the two 4 inch lines suggested that I put in a larger 8 inch line complete with manholes across the rear of my property so that all of the houses could hook up to the sewer, and I could receive some reimbursement from these new sewer connections. When I reached the extra cost I had entailed, I would then give the line to Stephens City. This appeared to be a win/win situation because the town could get a new sewer main without spending any money and everyone who needed a sewer connection could connect.

I thought that \$2,000.00 would be paid to me for each connection as reimbursement for my expenses, and when I got to \$25,000.00 (the cost of the larger 8 inch line & manholes) the line would be given to Stephens City and everyone would benefit. Mike Kehoe, the town manager, agreed with this plan so we put the line in and several homeowners connected to the line. Then without any discussion, I was notified by the Sewer Commission that all future connections were forbidden until I gave the line to the city. I thought this to be a violation of our understanding and so everything stopped. (See attached Exhibit #1 – Kehoe letter).

Subsequently in 2002 the town and I came to a tentative agreement that I would sell the line to the town for \$25,000.00. However, the town required a 20 foot easement over 900 feet of my property. We agreed to hire an independent appraiser who would tell us the value of the easement and we agreed to share the cost equally. Well, when the appraisal of the easement came back at \$39,000.00, the town couldn't and/or wouldn't pay that amount. Then someone got to the appraiser, and he reduced his appraisal to \$9,000.00. I was more than angry at this action, and refused to go forward. I should have complained to the Real Estate licensing people in Richmond over this malfeasance.

The current status is that I have agreed to comply with all inspection requirements and am open to negotiation with the town so that they can own this sewer line and all this unpleasantness would end.

As far as infiltration is concerned, I would suspect that one or more of the houses hooked to the line is pumping water from their sump pump into the sewer. Mike Kehoe told me that he had to issue a Cease and Desist Order because the Massie Court owners were pumping water into the sewer line.

There 4 current sewer connections:

Classic Transit - 4897 Valley Pike

Dawe's Garage – 4915 Valley Pike (the small trailer and garage are on the same line)

Small brick house on Massie Court

Brick house at 5057 Massie Street

NICHOLAS SMART

208 Kersey Lane
Boyce, VA 22620
Cell (540) 539-1245

Office (540) 837-9941
Home (540) 837-9966
Fax (540) 837-9942

e-mail: nsmart@visuallink.com

TOWN OF STEPHENS CITY

P. O. BOX 250
STEPHENS CITY, VA 22655-0250

March 13, 1990

Mr. Nicholas Smart
Roundball Associates
10 East Clifford Street
Winchester, VA 22601

Dear Mr. Smart:

To answer your question concerning connections to the Stephens City Wastewater System in the Massie Street subdivision, I offer the following:

All out-of-town connections are to be approved by the Stephens City Town Council along with appropriate connection charges.

The Town is aware of the need for central sewer system in the area of Massie Street. It is possible that anyone wishing to be connected to the Town's sewer system would be granted approval.

As you recall in discussion with the Town's Water and Sewer Committee last year, the Committee was receptive to your suggestion that the size of the sewer line through your property be increased and be utilized as an interceptor line with the condition that it be installed to town specifications. The plans that were submitted by Greenway Engineering Company meet this criteria.

Persons wishing to connect to the sewer line you are installing may do so under agreement with you along with these provisions:

1. Application must be made to the Stephens City Town Office for connections to the town's wastewater treatment system.

Nicholas Smart
March 13, 1990
Page Two

2. The Town Council must approve all out-of-town connections.
3. A sewer connection fee must be paid to the Town prior to the connection.
4. All connections are to be inspected and approved by the town.

Should you have any questions, please do not hesitate to contact me at 869-3087.

Sincerely yours,

Michael K. Kehoe
(9/5)

Michael K. Kehoe
Town Administrator/Engineer
Town of Stephens City

MKK/jjb

SPECIAL MEETING OF THE TOWN COUNCIL OF STEPHENS CITY

Wednesday April 26, 2017

4:00 pm

At 4:00 pm, Mayor Grim opened the Public Hearing for the Town of Stephens City 2017/2018 Budget.

Roll was called with the following members present:

Mayor Grim, Vice Mayor Bowers, Councilman Fravel, Councilman Hollis, Councilman Nauman Councilwoman Thatcher.

Absent: Councilwoman Swygert-Smith

Staff Present: Mike Majher; Town Manager, Steven Rickards; Town Treasurer, Michele Stone; Town Clerk.

Public Present: None

Public Comment:

Mayor Grim asked if anyone present would like to address Council in regards to the 2017/2018 Budget. There were no comments and Mayor Grim closed the Public Hearing at 4:01 pm.

Michele Stone, Town Clerk

Michael P. Grim, Mayor

**Town of Stephens City
Committee Meeting Minutes**

Committee: FINANCE

Date: 4/26/17 Time: 4:10 PM

Attendees: NAUMAN, FRAVEL, HOLLIS

GRIM, THATCHER, RICKARDS

Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:

REVIEW BUDGET Y-T-D

ANNUAL CONTRIBUTION TO S.C. VOL. FIRE & RESCUE

Brief of Committee Actions and Recommendations:

James W. Hollis

Signature of Chairman

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 TOWN COUNCIL 7:00 PM	3	4	5 Apple Blossom Office Closed	6
7	8 Parks & Recreation 5:30pm	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 Parks & Recreation 5:30pm	23	24 Finance 4:00 pm	25 Public Safety 5:00 pm NHF Committee 7:15 PM	26 25 th Newtown Heritage Festival	27 25 th Newtown Heritage Festival
28	29 Memorial Day Office Closed	30 Planning Commission 7:30 pm	31			

June 2017

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

