

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, APRIL 4, 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; Jason Nauman, Police Officer

Guests:

Marshall Werner; Jim McIntyre, Winchester Star; Martin Yacown, West Wynd; David Giovannacci, Valley Pike; Francesca Vogt, Brady Spiker, Dominic Indiero, Steven Majchrzak, Lenny Peters

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. There were none.

MINUTES – REGULAR MEETING OF MARCH 7, 2023 and SPECIAL MEETING OF MARCH 21, 2023

Councilwoman Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting of March 7, 2023 and Special Meeting of March 21, 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. The office has been buzzing with all kinds of payments coming in and it being only 2 months until the closing of the fiscal year. Budget is in the works and close to being done. There will need to be a finance meeting. The meeting was scheduled for April 18th at 6:30.

POLICE REPORT – Report attached

Chief Copp asked if there were any questions about the report. The Easter Egg Hunt at The Commons went smoothly with a record crowd. The Chief invited Police Officer to speak to Council on a case that he had been working on. Officer Nauman informed that he had been working on a case at Freedom Ag, formerly Southern States, for three weeks and an arrest had been made. The accused are facing charges on multiple counts. He explained that this is an ongoing investigation that involves more than just the individuals arrested in this area. The investigation is far reaching

from Miami, Florida to Elizabeth, New Jersey. Chief Copp wanted to give Evelyn Partlow (Admin. for the Department) a pat on the back for all her help during this investigation. Councilor Fravel commented that in an email from the Virginia Fusion Center it was noted as a success story.

SCVFD REPORT- Report attached

Chief Vaught read his report. He added that Sparky was a big hit at the Easter Egg Hunt. The breakfast with the Bunny will be \$10. Three of the four members who completed the basic fire and EMS academy were in attendance. Chief Vaught explained that this is a 6-month commitment with 2 to 3 classes a week. 3 of them have completed state testing and received their state certifications. Chief Vaught presented the following with their helmets: Brady Spiker (FF1 and FF2), Dominic Indiero (FF1 and FF2) and Francesca Vogt (EMT).

Mayor Diaz attended the awards ceremony. He congratulated the members and thanked them for their service.

ACTION AGENDA

1st and 2nd Reading Comprehensive Plan proposed amendments

Mayor Diaz asked the Clerk to do the 1st reading by title only. The Clerk read, "Stephens City Comprehensive Plan proposed amendments draft version 02-22-2023." Vice-Mayor Fravel made the Motion to approve the 1st reading. The Motion carried with the following VOTE:

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

Mayor Diaz asked the Clerk to do the 2nd reading by title only. The Clerk read, "Stephens City Comprehensive Plan proposed amendments draft version 02-22-2023." Vice-Mayor Fravel made the Motion to approve the 2nd reading. The Motion carried with the following VOTE:

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

1st and 2nd Reading Ordinance to Amend Chapter 17 Reestablishing a Tree Commission

Mayor Diaz asked the Clerk to do the 1st reading by title only. The Clerk read, "An Ordinance to Amend Chapter 17, the Stephens City streets, sidewalks and Public Places Ordinances to reestablish a Tree Commission and Provide for Planting of Trees on Public Property." Councilor Smith made the Motion to approve the 1st reading. The Motion carried with the following VOTE:

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

Mayor Diaz asked the Clerk to do the 2nd reading by title only. The Clerk read, "An Ordinance to Amend Chapter 17, the Stephens City streets, sidewalks and Public Places Ordinances to reestablish a Tree Commission and Provide for Planting of Trees on Public Property." Councilor Smith made the Motion to approve the 2nd reading. The Motion carried with the following VOTE:

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

License to Renew Lease Agreement with Frederick County Little League

Town Manager Mike Majher explained that the Town had an agreement with the Little League and this agreement was a verbal agreement. They had requested that this agreement be in writing due to some difficulties with others using it when they were scheduled to do so. Councilor Swygert-Smith made the Motion to Renew the lease with Frederick County National Little League. The Motion carried with the following VOTE:

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

Amendment to Valley Pike Subdivision Site Plan Submittal

Vice-Mayor Fravel stated that D.R. Horton had sent a letter to agree to the building of the wall and showed on the plans where said wall was. They will be using existing stones and they will be dry stacking the stones. Councilor Swygert-Smith made the Motion to authorize signing off on the site plans with the amendment to include the stone wall. The Motion carried with the following VOTE:

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

COMMITTEE REPORTS

A. Finance Committee - Linden A. Fravel, Chair

No Meeting: No Comments

B. Personnel Committee - Pete Fravel, Chair

Meeting: The Chair stated that there had been discussion on Police staff and looking to the future. No action was taken in the meeting. There were questions and concerns that the Committee felt needed to be discussed at a work session with all Council present.

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

Meeting: Mike Majher explained the Motion to declare surplus Newtown Street. Once declared surplus the property owner would need to purchase it. The owner had a figure they were willing to spend. However, after working with the Commissioner of the Revenue, Seth Thatcher, the amount being offered was too low. The Commissioner said that by adding the Newtown Street acreage it would increase the lot acreage which would raise the value and was worth more than what was offered. Chairman Fravel stated that no action had been taken on the setback request because a formal plan has not even been submitted.

H. Newtown Heritage Festival Committee

Meeting: Marshall Werner, a member of the committee, informed Council that things were moving along. New banners were ordered. Breakfast will be served this year at the car show.

Councilor Swygert-Smith made the Motion to approve Committee Minutes and Reports. The Motion carried with the following VOTE:

Bowers- Aye
P. Fravel-Aye
Stevens- Aye

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

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. Had a meeting with NSVRC and a transit study has been approved to see if we can get a bus stop. WinTran will now be going from Winchester to Laurel Ridge.
2. Thank you to the Police Department, Fire Department and Public Works for the help and support with the first Small Town Hero Banner Ceremony. The first flag honors Robert Claytor.
3. Thank you to Public Works and Frederick water with the water break on Filbert Street. Frederick Water loaned us some parts we did not have.
4. The gas break in Kernstown had a big impact on traffic and it lasted most of the day.
5. Office has been busy with water payments coming in, working on tax figures and the multitude of zoning permits.
6. Proffers have been received from West Wynd.

CLERK'S REPORT

Town Clerk stated that training for Promise, the low-income household water assistance program, had been done and 11 families have been sent to them to process. The Beautification Committee will meet on Thursday at 5:30.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz asked if there were any council comments or changes to the calendar, there were none.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 7:10 pm and the motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk