

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, APRIL 6, 2021  
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 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 Fravel, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Deputy Town Clerk; Dave Griffin, Town Attorney; Steve Rickards, Town Treasurer; Bill Copp, Police Chief; Timothy Vaught, Fire Chief

Guests: Josh Janney, Winchester Star, Mariah Smith, Shonte Dante

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments. There were no comments.

**MINUTES – REGULAR MEETING OF MARCH 2, 2021**

Town Clerk Kelly Thatcher stated that she had not finished the sentence in 9. H. of the minutes and that he had amended it to add, decided to hold it virtual. Vice-Mayor Fravel moved for approval of the amended minutes of the regular Town Council Meeting of February 2, 2021. The Motion carried with the following VOTE:

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

**TREASURER’S REPORT – Report attached**

Town Treasurer Steve Rickards reported that the Town had a gangbuster month, March ended with a net of \$71,000.00. He reported that this year we have collected \$90,000 in connection fees and around \$400,000 total since construction began. This results in a nice amount of money going into the CIP fund. The finance committee, Town Manager and Treasurer are finalizing the budget to present to Council.

**POLICE REPORT – Report attached**

Chief Copp reported that they have been very busy with the number of calls being up. He said that new ballistic vests had arrived. He let Council know that Jason Nauman would be graduating from the Academy on May 19<sup>th</sup>.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He stated that the Easter basket give away had gone well. He said the spring fund drive letter was being printed and would be hitting the mail soon.

**ACTION AGENDA**

**Extension of Emergency Continuity Ordinance**

Mayor Diaz asked the Clerk to read the Ordinance by title only. The Clerk read, "Emergency Ordinance To Continue Temporary Changes In Certain Deadlines And To Modify Public Meeting And Public Hearing Practices And Procedures To Address Continuity Of Operations Associated With Pandemic Disaster". Vice-Mayor Fravel made the Motion to approve the Ordinance. The Motion carried with the following VOTE:

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

### **Historic Preservation Commission Appointment**

Vice-Mayor Fravel made a recommendation to appoint Yaron Linett to the Historic Preservation Commission. Mr. Linett lives on Valley Pike and is an interior designer. Councilman Fravel made the Motion to appoint Yaron Linett to the Historic Preservation Commission. The Motion carried with the following VOTE:

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

### **Resolution of Support for Frederick Water Source Water Protection Plan**

Mayor Diaz asked the Clerk to read the Resolution of Support. The Clerk read,

WHEREAS: The Town of Stephens City has long supported and taken action to protect the Public Water Supply in its jurisdiction;

Whereas: To protect the health, safety and welfare of the citizens in the Town and the surrounding Frederick County area reasonable planning must be in place to protect, preserve and maintain the existing and potential surface water, well fields, aquifer and ground water supply and recharge areas. Actions must be undertaken to prevent contamination and pollution of the environment which may lead to contamination of the water supply;

Whereas: Action must be taken to encourage productive and enjoyable harmony between human society and the natural environment;

Whereas: Action must be taken to minimize or eliminate the transport of pollutant from development activities, on-site septic systems, and other land disturbing activities to the water resources that serve the public;

Whereas: Action must be taken to protect and maintain the chemical, physical and biological integrity of the public water supply;

Whereas: Action must be taken by government to encourage practices that maintain the water recharge areas and water storage levels.

Whereas: Frederick Water has taken an essential step in establishing a Source Water Protection Plan to protect the raw water resources which will benefit both the people of the Town of Stephens City and Frederick County.

THEREFORE BE IT RESOLVED that the Common Council of the Town of Stephens City, commends and supports Frederick Water on the adoption of its Source Water Protection Plan.

Councilman Fravel Made the Motion to approve the Resolution. The Motion carried with the following VOTE:

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

Swygert-Smith-Aye  
Young-Absent

## **Schedule Public Hearing To Amend Chapter 22**

Town Manager Mike Majher informed Council that there would need to be a Public Hearing to amend chapter 22. The Public Hearing was scheduled for May 4<sup>th</sup>.

## **COMMITTEE REPORTS**

### **A. Finance Committee – Linden Fravel, Chair**

Meeting: Vice-Mayor Fravel commented that the Committee had been working on finalizing the budget to present to Council.

### **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 –Julia Young 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**

Meeting: Councilor Stevens stated that she was disappointed that we will not be having the Festival this year. She is looking forward to receiving ideas from other Council members on what projects they would like to see Parks & Rec get accomplished.

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

Meeting: Vice-Mayor Fravel asked Town Attorney Dave Griffin to speak to Council about the EDA. Mr. Griffin would like Council to look over the packet that was included in the agenda packet. He wants Council to then decide if this is something they would like to move forward with. The next steps in establishing an EDA would be to look at the budget and find the funding.

Vice-Mayor Fravel let Council know that the Stone House Foundation was interested in buying or leasing one of the buildings at the old school to house artifacts for the museum. He said that Byron Smith would be attending the next Planning Commission meeting to address the Commission with his proposal and that the Commission would come back to Council with recommendations.

### **H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz reported that videoing bands for the virtual event were taking place over the next few weeks. He also said plans for the Memorial on May 29<sup>th</sup> were being formalized.

## **APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilor Fravel made a Motion to approve the committee minutes. The minutes were approved with the following VOTE:

Bowers- Aye  
P. Fravel-Aye  
Stevens-Aye

L. Fravel-Aye  
Swygert-Smith-Aye  
Young-Absent

### **TOWN MANAGERS REPORT**

Town Manager Mike Majher reported:

1. He had been working hand and hand with Frederick County on the Resolution and with the amendment to Chapter 22.
2. The Memorial will take place on Saturday May 29<sup>th</sup> at 10:00 am.
3. Utility repairs will be taking place to repair valves and isolate where the issues are. The hope that by doing repairs at night less people will be impacted.
4. Budget Hearings will need to be scheduled.
5. There is a lot of funding available for CIP and he is applying for those funds.

### **COUNCIL COMMENTS/CALENDAR**

Mayor Diaz asked if there were any comments from council or adjustments to the calendar. Town Clerk Kelly Thatcher gave an update on the June 5<sup>th</sup> retreat she informed the Council that James Charles would not be available for this date and a new venue would need to be found. She also let Council know that the I Can 2 organization would be having a ribbon cutting ceremony on Main Street at their new Christian bookstore on April 15<sup>th</sup> at 4:00.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:46 pm and the motion carried unanimous.

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Michael A. Diaz, Mayor

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Kelly Thatcher, Town Clerk



4/01/2021 - 4/30/2021

**REVENUE DESCRIPTION**

	<b>AMOUNT</b>
Cigarette Tax	\$ 12,825.00
Service Fees	\$ 175.00
Restaurant Meals Tax	\$ 11,203.10
Lodging Tax	\$ 879.20
Lease Property Payments	\$ 250.00
Zoning Permit Fees	\$ 200.00
Newtown Commons Fees	\$ 500.00
Fines, Finger Prints & Reports	\$ 40.00
Newtown Heritage Festival	\$ 500.00
Fire Marshall Fee	\$ 100.00
Consumption Tax	\$ 559.95
State Sales Tax	\$ 13,031.12
Miscellaneous Income	\$ 71.00
Utility - Electric	\$ 6,982.37
Utility - Natural Gas	\$ 2,065.59
<b>Total</b>	<b>\$ 49,382.33</b>

**UTILITIES**

Water	\$ 14,144.97
Sewer	\$ 31,908.33
Penalty	\$ 76.89
PrePay	\$ 999.32
<b>Total</b>	<b>\$ 47,129.51</b>

**UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)**

Deposits	\$ 1,400.00
<b>Avail. Fees</b>	<b>\$ 54,417.00</b>
<b>Total</b>	<b>\$ 55,817.00</b>

**TAXES**

**Real Estate Tax**

Principal Real	\$ 1,144.46
Interest Real	\$ 1.43
<b>Total</b>	<b>\$ 1,145.89</b>

**Personal Property Tax**

Principal Personal	\$ 171.25
Penalty Personal	\$ 6.23
Interest Personal	\$ 0.98
Decal Fee 1	\$ 178.56
Decal Fee 2	\$ 25.00
<b>Total</b>	<b>\$ 382.02</b>

**Business Licenses**

10000 -- RETAIL SALES	\$ 8,787.25
10003 -- CONTRACTORS	\$ 75.00
10004 -- PERSONAL SERVICES	\$ 698.11
10005 -- BUSINESS SERVICES	\$ 15.00
<b>Total</b>	<b>\$ 9,575.36</b>

**Vehicle Decals**

2ND QTR DISC	\$ 37.50
TRANSFER	\$ 1.00
<b>Total</b>	<b>\$ 38.50</b>

**Commonwealth of VA**

Communications Tax	\$ 1,680.27
DMV DUI GRANT	\$ 1,163.50
<b>Total</b>	<b>\$ 2,843.77</b>

**EXPENDITURES**

Accounts Payable	\$ 110,948.29
Wages	\$ 26,361.75
VRS /ICMA	\$ 11,294.51
<b>Total</b>	<b>\$ 148,604.55</b>

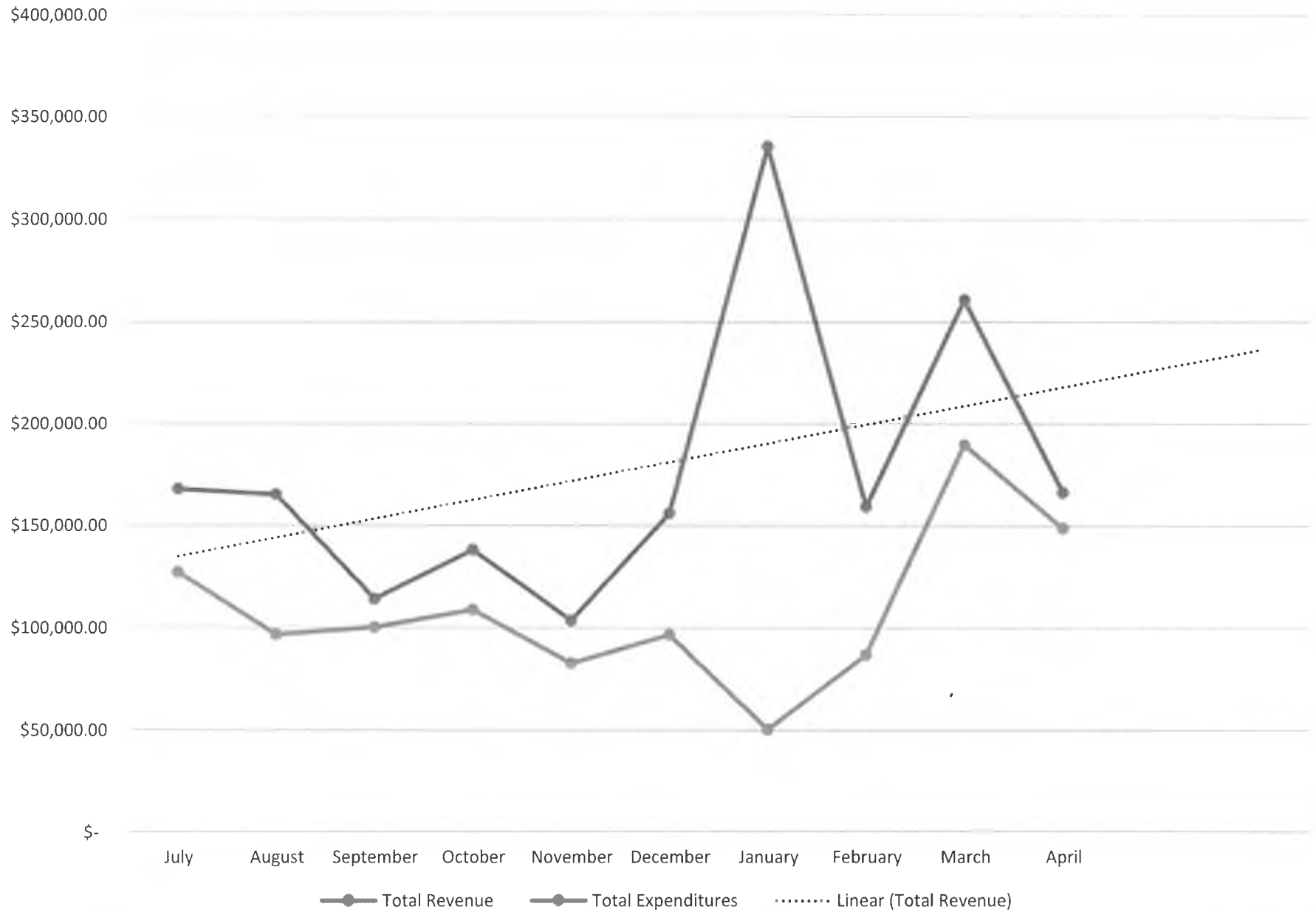
<b>Total Revenue</b>	<b>\$ 166,314.38</b>
<b>Total Expenditures</b>	<b>\$ 148,604.55</b>
<b>Total Net Position</b>	<b>\$ 17,709.83</b>

**Bank Balances as of 05/03/2021**

Capon Valley Bank General Fund	828,240.02
Capon Valley Bank CIP	106,141.70
Capon Valley Utility Deposit	140,952.90
Capon Valley Utility Fund CIP	239,009.20
Capon Valley Bank Mulberry Account	2,165.64
Capon Valley Mountain Valley Estate Bond	166,974.47
Capon Valley CARES ACT Fund	56,106.92

BB&T General Reserve Fund	33,129.04
BB&T Utility Reserve Funds	19,809.43
BB&T Savings Account	9,565.17
BB&T CD (Peter B. Stickley)	11,681.21
<b>Total Bank Fund Balances - Cash On Hand</b>	<b>1,613,775.70</b>

## REV and EXP





**Figures for 2021-2022 Budget**

General Fund Revenues

**Total** **\$ 1,112,205.00**

General Fund Expenditures

Insurance	\$ 8,271.00
Public Safety	\$ 432,034.00
Fire & Rescue	\$ 25,000.00
Admin	\$ 212,039.00
Professional Fees	\$ 35,630.00
Public Works	\$ 331,146.00
Transfers to Reserves	\$ 11,123.00
General Fund CIP	\$ 36,962.00
EDA	\$ 20,000.00

**Total** **\$ 1,112,205.00**

Utility Fund Revenues

**Total** **\$ 692,000.00**

Utility Fund Expenditures

Insurance	\$ 8,271.00
Water Service	\$ 70,586.00
Sewer Service	\$ 58,811.00
Admin	\$ 197,889.00
Professional Fees	\$ 51,130.00
FCSA	\$ 230,000.00
Transfers to Reserves	\$ 6,920.00
Utility Fund CIP	\$ 68,393.00

**Total** **\$ 692,000.00**

General Fund Revenue Line Items	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
Real Estate, Current	176,000.00	181,439.00	232,337.00	283,005.00
Personal Property, Current	120,000.00	120,000.00	-	-
Personal Property Delinquent	6,000.00	6,000.00	6,000.00	6,000.00
Business Equipment	-	-	19,000.00	20,000.00
Machinery & Tools	5,500.00	5,500.00	5,500.00	5,500.00
SCC Real Estate	5,500.00	7,998.00	5,500.00	7,292.00
Penalty on Taxes	10,000.00	13,832.00	5,600.00	5,600.00
Sales Tax	155,000.00	155,000.00	145,000.00	182,000.00
Business & Professional Licence Tax	70,000.00	78,195.00	65,000.00	66,000.00
Cigarette Tax	71,250.00	57,000.00	128,250.00	96,188.00
Auto Licence Tax (Decals)	44,500.00	44,500.00	44,500.00	44,500.00
Bank Stock Tax	1,000.00	1,200.00	2,000.00	3,000.00
Meals Tax	108,000.00	138,000.00	100,000.00	114,000.00
Lodging Tax	500.00	4,697.00	4,697.00	8,500.00
Communications Tax	25,700.00	25,700.00	25,700.00	20,000.00
Utility Electric Tax	33,000.00	33,000.00	150,000.00	100,500.00
Utility Natural Gas Tax	12,000.00	12,000.00	18,000.00	18,000.00
Utility Consumption Tax	7,000.00	7,000.00	6,000.00	6,400.00
Zoning Permit Fees	1,500.00	1,500.00	3,000.00	3,000.00
Trash and Recycling Cans Fees	-	26,100.00	10,000.00	10,000.00
Fines	20,000.00	30,000.00	25,000.00	25,000.00
Investment Interest	1,000.00	1,200.00	1,200.00	1,200.00
Newtown Commons Use Fees	1,000.00	1,000.00	1,000.00	4,000.00
Lease Town property	4,700.00	2,200.00	2,200.00	4,200.00
Sale of Property	2,000.00	2,000.00	-	-
Rolling Stock Tax	1,250.00	1,250.00	1,250.00	1,250.00
Police Grant (599)	34,237.00	34,237.00	36,819.00	40,000.00
VML RISK MANAGEMENT GRANT	-	1,000.00	1,000.00	-
Litter Control Grant	1,000.00	1,000.00	1,000.00	1,000.00
Fire Dept Flow Through Grant	15,000.00	15,000.00	15,000.00	15,000.00
Fire Marshal Fee	150.00	150.00	150.00	150.00
DMV & other grant	5,000.00	5,000.00	5,000.00	5,000.00
Newtown War Memorial	500.00	100.00	100.00	100.00
Hometown Christmas	-	1,000.00	500.00	500.00
Newtown Festival Sales	3,000.00	3,000.00	2,000.00	2,000.00
Newtown Vendors	7,000.00	3,500.00	1,320.00	1,320.00
Newtown Heritage Festival	12,000.00	12,000.00	12,000.00	12,000.00
<b>Total</b>	<b>\$ 960,287.00</b>	<b>\$ 1,032,298.00</b>	<b>\$ 1,081,623.00</b>	<b>\$ 1,112,205.00</b>

Utility Fund Revenue Line Items	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
Earned Interest	1,000.00	2,000.00	2,000.00	2,000.00
Rental Cropping Land	250.00	-	-	-
Sale of Water	208,000.00	239,200.00	208,000.00	208,000.00
Sale of Sewer	468,000.00	538,200.00	468,000.00	468,000.00
Penalties Utility (W/S)	7,000.00	7,000.00	7,000.00	7,000.00
Service Fees Water	6,000.00	7,000.00	7,000.00	7,000.00
Mail Surcharge	-	7,500.00	7,500.00	-
<b>Total</b>	<b>\$ 690,250.00</b>	<b>\$ 800,900.00</b>	<b>\$ 699,500.00</b>	<b>\$ 692,000.00</b>

<b>Admin General</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	76,214.00	78,500.00	98,257.00	103,170.00
FICA	7,600.00	7,828.00	9,826.00	10,317.00
Retirement	22,840.00	23,525.00	30,336.00	32,165.00
Employee Health Ins.	17,100.00	17,100.00	27,960.00	27,690.00
Worksmans Comp.	386.00	386.00	386.00	597.00
Tuition/ Training	250.00	750.00	750.00	750.00
Contract Maint.	2,750.00	2,750.00	3,000.00	3,000.00
Repair & Maint.	400.00	400.00	400.00	400.00
Advertising	1,000.00	1,250.00	1,250.00	1,250.00
Postal Services	4,000.00	4,500.00	4,500.00	4,500.00
Computers/Software	3,000.00	3,000.00	3,500.00	3,500.00
Telephone/ Internet	2,500.00	3,500.00	3,750.00	3,750.00
Copier Expences	2,000.00	2,000.00	2,000.00	2,000.00
Office Supplies	1,600.00	1,600.00	1,700.00	1,700.00
Auto Expenses	600.00	-	-	-
Other Oper Expen.	2,000.00	1,800.00	1,800.00	2,000.00
Gasoline	500.00	250.00	250.00	250.00
Office Heating	500.00	600.00	1,000.00	1,000.00
Decals/ Cig-Stamps	1,000.00	1,000.00	1,500.00	1,500.00
Travel Expen.	750.00	1,500.00	1,500.00	1,500.00
Dues & Subscript	2,500.00	2,500.00	2,500.00	2,500.00
Bank, Credit Card fees	3,000.00	3,000.00	4,000.00	2,500.00
Office Equip (new)	4,000.00	6,000.00	6,000.00	6,000.00
Election Expen.	2,500.00	-	2,500.00	-
<b>Total</b>	<b>\$158,990.00</b>	<b>\$163,739.00</b>	<b>\$208,665.00</b>	<b>\$212,039.00</b>

<b>Professional Fees</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Attorney	20,000.00	25,000.00	25,000.00	25,000.00
Audit	-	10,500.00	10,500.00	10,500.00
Dues & Subscriptions	120.00	120.00	120.00	130.00
<b>Total</b>	<b>\$ 20,120.00</b>	<b>\$ 35,620.00</b>	<b>\$ 35,620.00</b>	<b>\$ 35,630.00</b>

<b>Admin Utility</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	76,214.00	78,500.00	98,257.00	103,170.00
FICA	7,600.00	7,828.00	9,826.00	10,317.00
Retirement	22,840.00	23,525.00	30,336.00	32,165.00
Employee Health Ins.	17,100.00	17,100.00	27,960.00	27,690.00
Worksmans Comp.	386.00	386.00	386.00	597.00
IT Contract Maint.	2,750.00	2,750.00	2,750.00	2,750.00
Advertising	300.00	300.00	300.00	300.00
Office Electric Service	1,200.00	1,200.00	1,200.00	1,200.00

Office Heating Service	1,400.00	1,200.00	1,200.00	1,200.00
Postal Services	4,000.00	4,500.00	4,500.00	4,500.00
Computers/Software	6,000.00	6,000.00	6,000.00	6,000.00
Telephone/ Internet	3,500.00	3,500.00	3,500.00	3,500.00
Bank Service Fees	-	1,500.00	1,500.00	1,000.00
Copier Expences	3,000.00	2,000.00	2,000.00	2,000.00
Office Supplies	1,000.00	1,000.00	1,000.00	1,000.00
Dues & Subscript	500.00	500.00	500.00	500.00
<b>Total</b>	<b>\$ 147,790.00</b>	<b>\$ 151,789.00</b>	<b>\$ 191,215.00</b>	<b>\$ 197,889.00</b>

<b>Professional Fees</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Engineer	10,000.00	20,000.00	20,000.00	20,000.00
Attorney	200,000.00	80,000.00	40,000.00	25,000.00
Audit	-	6,000.00	6,000.00	6,000.00
Dues & Subscriptions	120.00	130.00	130.00	130.00
<b>Total</b>	<b>\$ 210,120.00</b>	<b>\$ 106,130.00</b>	<b>\$ 66,130.00</b>	<b>\$ 51,130.00</b>

<b>Insurances</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Excess Liability	336.00	336.00	336.00	336.00
Auto. Liability	2,341.00	2,341.00	2,341.00	2,341.00
Cyber Insurance	-	-	-	374.00
Gen. Liability	2,574.00	2,574.00	2,574.00	2,574.00
Property/Fire	2,474.00	2,474.00	2,474.00	2,474.00
Surety Bond	172.00	172.00	172.00	172.00
<b>Subtotal</b>	<b>\$ 7,897.00</b>	<b>\$ 7,897.00</b>	<b>\$ 7,897.00</b>	<b>\$ 8,271.00</b>
Utility Fund/ 50%				
Excess Liability	336.00	336.00	336.00	336.00
Auto Liability	2,341.00	2,341.00	2,341.00	2,341.00
Cyber Insurance	-	-	-	374.00
Gen. Liability	2,574.00	2,574.00	2,574.00	2,574.00
Property/Fire	2,474.00	2,474.00	2,474.00	2,474.00
Surety Bond	172.00	172.00	172.00	172.00
<b>Subtotal</b>	<b>\$ 7,897.00</b>	<b>\$ 7,897.00</b>	<b>\$ 7,897.00</b>	<b>\$ 8,271.00</b>
<b>Total Insurances</b>	<b>\$ 15,794.00</b>	<b>\$ 15,794.00</b>	<b>\$ 15,794.00</b>	<b>\$ 16,542.00</b>



<b>Water Service</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	23,198.00	23,894.00	25,114.00	26,370.00
FICA	3,279.00	3,377.00	2,512.00	2,637.00
Retirement	6,410.00	6,602.00	7,000.00	7,384.00
Employ. Health & Dental	5,664.00	5,664.00	6,225.00	6,165.00
Worksmans Comp.	544.00	544.00	544.00	755.00
Repair & Maint.	10,000.00	10,000.00	10,000.00	10,000.00
Laboratory Tests	750.00	750.00	750.00	750.00
Laboratory Supplies	750.00	750.00	750.00	750.00
Vehic. & Equip Maint	1,500.00	1,500.00	1,500.00	1,500.00
Telecommunications	300.00	300.00	300.00	300.00
Water Meter Purchase	10,000.00	10,000.00	10,000.00	10,000.00
Gasoline/ Fuel	1,500.00	1,500.00	1,500.00	1,500.00
State water fees	2,200.00	2,200.00	2,200.00	2,200.00
CSX lease	265.00	275.00	275.00	275.00
<b>Total</b>	<b>\$ 66,360.00</b>	<b>\$ 67,356.00</b>	<b>\$ 68,670.00</b>	<b>\$ 70,586.00</b>

<b>Sewer Serv.</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	23,198.00	23,894.00	25,114.00	26,370.00
FICA	3,279.00	3,377.00	2,512.00	2,637.00
Retirement	6,410.00	6,602.00	7,000.00	7,384.00
Employ. Health & Dental	5,664.00	5,664.00	6,225.00	6,165.00
Worksmans Comp.	544.00	544.00	544.00	755.00
Repair & Maint.	10,000.00	10,000.00	10,000.00	10,000.00
Electricity	1,600.00	2,000.00	2,000.00	2,000.00
Vehic. & Equip Maint	1,500.00	1,500.00	1,500.00	1,500.00
Telecommunications	300.00	300.00	500.00	500.00
Gasoline/ Fuel	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total</b>	<b>\$ 53,995.00</b>	<b>\$ 55,381.00</b>	<b>\$ 56,895.00</b>	<b>\$ 58,811.00</b>

<b>Public Works</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	46,396.00	47,788.00	50,228.00	52,740.00
Part time Salary	-	-	5,460.00	-
Overtime/on call	1,000.00	750.00	750.00	-
FICA	6,558.00	6,755.00	7,418.00	5,274.00
Retirement	12,820.00	13,205.00	15,000.00	16,020.00
Employee Health Ins.	11,327.00	11,327.00	12,450.00	12,330.00
Worksmans Comp.	2,486.00	2,486.00	2,486.00	2,697.00
Repair & Maint.	6,000.00	6,000.00	6,000.00	6,000.00
Uniform/Clothing Allowance	500.00	600.00	600.00	700.00
Natural Gas heating	1,400.00	800.00	1,000.00	1,000.00
Telecommunications	700.00	700.00	800.00	1,000.00
Janitorial supplies	500.00	-	-	100.00
Vehicle & Equip Maint	3,000.00	3,750.00	3,750.00	4,000.00
Gasoline	2,600.00	3,250.00	3,250.00	3,250.00
New Tools & Equip	2,100.00	2,500.00	2,500.00	2,700.00
Tuition/ Training	-	-	-	250.00
Build. Improvments.	1,200.00	250.00	250.00	250.00
Litter Control	1,000.00	1,000.00	1,000.00	1,000.00
Street Maint.	3,000.00	-	-	-
Snow Removal	1,000.00	-	1,000.00	-
Sidewalks	30,000.00	30,000.00	30,000.00	40,000.00
Town Office Electricity	3,000.00	3,000.00	3,000.00	3,000.00
Street Lighting	30,000.00	28,000.00	28,000.00	28,000.00
Street Beautification	2,000.00	3,000.00	3,000.00	4,000.00
Refuse Collection	63,671.00	67,000.00	109,000.00	110,635.00
Recycling Expen.	43,471.00	46,000.00	-	-
Trash and Recycling Cans	-	26,100.00	10,000.00	10,000.00
Newtown War Memorial	500.00	100.00	100.00	100.00
Natural Gas - Park	800.00	1,500.00	1,500.00	1,500.00
Repair and Maint - Park	1,000.00	2,000.00	2,000.00	2,000.00
Newtown Festival	12,000.00	12,000.00	12,000.00	12,000.00
Electricity - Park	2,600.00	3,000.00	4,000.00	4,000.00
HOMETOWN Christmas	-	1,000.00	500.00	500.00
Commons Deposit	500.00	500.00	500.00	500.00
Parks Improvements	1,600.00	2,000.00	2,500.00	5,600.00
<b>Total</b>	<b>\$ 294,729.00</b>	<b>\$ 326,361.00</b>	<b>\$ 320,042.00</b>	<b>\$ 331,146.00</b>

<b>Public Safety / 100%</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Salaries	222,464.00	229,138.00	194,436.00	209,384.00
Overtime/on call	3,000.00	3,000.00	3,000.00	3,000.00
Part time non class.	8,672.00	12,932.00	14,037.00	18,901.00
Overtime (DMV) exp.	5,000.00	5,000.00	5,000.00	5,000.00
Payroll Taxes	19,000.00	19,570.00	16,000.00	22,829.00
Retirement	54,526.00	56,162.00	56,683.00	60,113.00
Emp. Health & Dental Ins.	57,210.00	57,210.00	49,800.00	45,642.00
Workmans Compensation	3,702.00	3,702.00	5,520.00	6,746.00
Line of Duty Act Coverage	2,882.00	2,882.00	4,900.00	4,900.00
Professional Health Ins.	500.00	500.00	500.00	1,000.00
Repair & Maint. (Equip.)	6,500.00	6,500.00	14,000.00	10,000.00
Laundry & Dry Clean.	100.00	100.00	100.00	500.00
Postal Services	100.00	100.00	100.00	100.00
Telecommunications	5,000.00	5,000.00	5,000.00	6,000.00
Tuition/ Training	500.00	3,000.00	3,000.00	4,000.00
Office Supplies & Equip	700.00	700.00	700.00	1,000.00
Auto Expenses	10,400.00	10,000.00	15,000.00	-
Laptops	-	14,000.00	-	-
Body Cams	-	3,500.00	7,000.00	3,500.00
Community Outreach	-	500.00	750.00	750.00
Radios	-	-	16,000.00	-
In-Car Camera System	-	-	10,000.00	-
Police Supplies	4,500.00	5,000.00	10,000.00	11,000.00
Uniforms & Equip.	1,500.00	1,800.00	6,319.00	6,319.00
Gasoline	10,000.00	10,000.00	10,000.00	8,000.00
Travel Expen.	500.00	1,000.00	1,000.00	1,100.00
Dues & Subscript	3,000.00	2,000.00	2,250.00	2,250.00
<b>Total Public Safety</b>	<b>\$ 419,756.00</b>	<b>\$ 453,296.00</b>	<b>\$ 451,095.00</b>	<b>\$ 432,034.00</b>

<b>Fire &amp; Rescue / 100%</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Fire Dept Donations	10,000.00	15,000.00	15,000.00	10,000.00
Fire Flow Thru Fund	15,000.00	15,000.00	15,000.00	15,000.00
<b>Total</b>	<b>\$ 25,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 25,000.00</b>

To: Mayor Mike Diaz  
Members of Town Council

From: Chief Bill Copp

Date: April 29, 2021

Subject: Police Report for April 2021

The Stephens City Police Department responded to 705 calls for services during the month of April. We assisted the Frederick County Sheriff's Office with 20 calls and the Middletown Police Department with 2 calls.

We had 6 incident reports for the month. A breakdown follows.

- 1 - Found Gun
- 1 – Found Cell Phone
- 1 – Hit and Run Accident
- 1 – Illegal Dumping
- 2 – Petit Larceny, both of building materials from the new subdivision

We had 3 speeding citations for the month.

We served 2 parking violations for illegal parking.

We served one Barking Dog Notice.

A total of 3 hours was spent in court for the month.



# *Stephens City Volunteer Fire & Rescue Company, Inc.*

5346 Mulberry Street, P. O. Box 253, Stephens City, VA 22655

Timothy J. Vaught, Fire & EMS Chief

540-869-4576

Lenny G. Peters, President



*Volunteers, Proud to Serve*



9-11-2001

## **Report of the Fire & EMS Chief May 4, 2021**

Report of responses for April 2021\*

### Town of Stephens City:

Fire- 4  
EMS- 6  
MVC- 0

### Frederick County:

Fire- 29  
EMS- 178  
MVC- 4

Total responses for April 2021 through the 29th: 221

Yearly response total through January 29, 2021: 926

\*Call totals are partial month due to report submission deadline.

- COVID-19 vaccination rollouts are continuing. Those seeking information about the COVID-19 vaccines are urged to visit the Virginia Department of Health website at [www.vdh.virginia.gov/covid-19-vaccine](http://www.vdh.virginia.gov/covid-19-vaccine). This page contains helpful vaccine information as well as information about the Virginia Department of Health's tiered deployment of the vaccine.
- Work has been completed on the station exhaust removal system and the marquee sign. Both items are in service and operational.
- Spring fund drive letter has been distributed. We appreciate the public's support.
- The department is hosting a BBQ chicken dinner fundraiser on May 22<sup>nd</sup> at 4 p.m. All are welcome and encouraged to attend.

Respectfully submitted,

Timothy J. Vaught  
Fire & EMS Chief

Town of Stephens City  
Finance Committee Meeting Minutes

April 21, 2021

4:00 pm

Chairman: Linden Fravel

Pete Fravel

Regina Swygert-Smith

Ron Bowers

Mike Diaz

Staff & Guests-Mike Majher, Steve Rickards, Kelly Thatcher

**Purposes/Subjects to be reviewed:**

Monthly Update

Budget Review

**Brief of Committee Actions and Recommendations:**

Treasurer Steve Rickards gave the monthly update.

He reported that we are at a net negative of \$1459.19

Treasurer Rickards presented two budget proposals to the committee. The first one being the Budget that had previously presented to Finance. The second one was a budget that proposes that the real estate tax be increased from .14 to .15. It also proposes that the business license go from .15 to .16. The consensus from the committee is that we move forward with the increase and present it to Council.

Meeting was adjourned at 4:58 pm.

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Signature of Chairman

Town of Stephens City  
Public Works Committee Meeting Minutes

April 14, 2020                      4:30 pm

Chairman: Julia Young-Remotely

Pete Fravel

Tina Stevens-Remotely

Mayor Mike Diaz

Staff & Guests-Mike Majher, Kelly Thatcher, Ben Vogt-Life Rank, Cooper Fitch-Life Rank, Elijah Gordon-Life Rank, Jim Vogt-Scoutmaster, Troop 15

Purposes/Subjects to be reviewed:

Monthly update

Eagle Scout Project

Brief of Committee Actions and Recommendations:

Elijah Gordon addressed the Committee with his idea for an Eagle Scout project. He would like to replace the welcome sign at the west entrance to town. The Committee thought this was a good project for him to pursue.

Cooper Fitch is looking for a project to do. Some of the ideas that were put forth by the Committee were: Repair and painting of the fence at the Bell Air Park, putting a Little Library somewhere in town, and assisting with the community garden. He will look at the different ideas and then come back with a proposal.

Mike Majher reported that there had been a water break on Rowe. Public Works were doing some preliminary work on the line, prior to the night repairs that had been scheduled, when the line blew. The break only impacted a few of the Town's residents.

Discussion was had on the possibility of getting funds to have Municipal Wi-Fi. It was suggested that the Town look into other Towns that have done this to see how it has worked for them. The Committee will have Town Attorney Dave Griffin give guidance on this to see if it is something that is worth doing or if it is something we should not address at this time.

The meeting was adjourned at 5:31 pm.

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Signature of Chairman

Town of Stephens City  
Public Safety Committee Meeting Minutes

April 22, 2021                      5:00 pm

Chairman: Ron Bowers

Bill Copp, Police Chief

Timothy Vaught, Fire Rescue Chief-Absent

Steve Ritter, Fire Marshall

Staff & Guests-Kelly Thatcher, Chris James

Purposes/Subjects to be reviewed:

Updates from Police Chief, Fire Chief and Fire Marshal

Brief of Committee Actions and Recommendations:

Fire Marshall Steve Ritter reported that there had been two fires in town. The fires were on Grove Street and on Locust Street. The fire on Grove resulted in an investigation in which it was determined that there was a faulty heater. The Locust Street fire was an electrical socket that did not require an investigation.

He also reported that he had been back to Vicente's Tires to let them know that they need to get rid of the tires they have outside. Town Clerk Kelly Thatcher stated that they had not renewed their business license and that she would inform them that it would not be renewed until the problem was fixed.

Town Clerk Thatcher gave an update on JR's, she informed the Committee that while JR's had made an attempt to clean up, it was already back to where it was before the letter was issued. They were given one month to comply; May 1<sup>st</sup> is their deadline.

Police Chief Bill Copp reported that the department had received their new vests and their new tasers.

He informed the Committee that Jason Nauman would be graduating on May 19<sup>th</sup>.

He asked the Town Clerk to put a reminder in the Town Newsletter to the citizens that the police department is not on duty 24 hours a day and that if it is after hours, they need to contact Frederick County or call 911.

He stated that he has been trying to make contact with the businesses in town to introduce himself and to get contact numbers in case there are emergencies.

Chief Copp reported that he is still actively taking applications.

Chairman Ron Bowers discussed the need to have handicap parking at the Memorial and that he would see if Town Manager Majhers could order two signs, to be placed along Main Street.

The meeting was adjourned at 5:40 pm.

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Signature of Chairman

Town of Stephens City  
Planning Commission Meeting Minutes

April 27, 2021     7:30pm

Chairman: Linden Fravel

Lisa Bauserman-Absent

Darryl Bell-Absent

Paul Culp

Martha Dilg

Mariah Smith

Robert Wells

Staff & Guests- Mayor Mike Diaz, Mike Majher, Kelly Thatcher, Byron Smith

Purposes/Subjects to be reviewed:

Stone House Foundation

Brief of Committee Actions and Recommendation

Byron Smith from The Stone House Foundation addressed the commission with a request to buy or lease one of the buildings at the Old School property. The Foundation is looking for a building to store and showcase artifacts for the museum. They currently house these artifacts at the Dick Adam's House. The Foundation is looking at the possibility of leasing the property the house sits on.

The Commission will consider the idea and have some more discussion on it once they have more information from the Town Manager.

The meeting was adjourned at 8:20 pm

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Signature of Chairman