

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, MAY 1, 2018
7:00 PM**

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

Councilman Fravel offered the invocation.

Roll was called with the following members present:

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

Absent: Councilman Linden A. Fravel Jr.

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

Absent: None

Guests: Josh Janney; Winchester Star

PUBLIC COMMENT

Mayor Grim asked if anyone in the public had any comments. No one from the public was present for comments and therefore Mayor Grim closed the public comments.

MINUTES - REGULAR MEETING OF APRIL 2, 2018

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of April 3, 2018, the Motion carried with the following Recorded VOTE:

Aye - Bowers, Fravel, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent - None

TREASURER'S REPORT

Treasurer Steve Rickards reported that the tax collection rate is around eighty eight point nine five percent. The late notices for taxes have been mailed out and collection rates are expected to reach eighty nine percent. E-billing for water bills have gone out. The Town has received the tax roles from Frederick County and tax bills will be mailed out shortly.

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

Police Chief Charles Bockey reported that Sargent Baber is healing form his broken foot and will be returning to work very soon.

SCVFD REPORT- John Jones, Fire Chief

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting- Chairman Bowers commented that there had been donations made by Mr. Don Shockey and Mr. Ralph Gregory for benches to be installed at the War Memorial. The benches are projected to be installed before Memorial Day.

G. Newtown Heritage Festival

Meeting: Steve Rickards reported that the Festival is coming along with lining up events and performances. There will be a pie eating contest and a scavenger hunt. The pie plate commemoratives should be coming in very soon.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilwoman Swygert- Smith made a Motion to approve the committee minutes and all were in favor.

TOWN MANAGERS REPORT

1. The Town is busy preparing for the upcoming Newtown Heritage Festival
2. Public Works has been preparing the Town Park and properties for the Memorial Weekend event
3. Water ebills have been sent out to customers who have elected to receive electronic bills
4. Paper bills for water will go out when the Town receives the water quality report from the VDH
5. Tax bills will be going out upon receipt of the data from our contracted software company
6. The pads for the Veterans Memorial benches will be poured and benches in time for the festival8

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar or Council Comments.

Vice Mayor Bowers moved the Parks & Rec Meeting to May 7, at 5:30 pm and cancelled the Parks & Rec Meeting for Monday May 28, 2018.

Councilman Nauman asked that the Public Works Water/Sewer Committee be moved to Tuesday May 22, 2018 at 6:00 pm.

MOTION FOR CLOSED MEETING

DATE: MAY 1, 2018

MOTION BY: COUNCILMAN JASON NAUMAN

I move that the Town of Stephens City Virginia enter Closed Session pursuant to Section 2.2-3711.A.7 of the Code of Virginia, las amended for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

VOTE:

Aye- Bowers, Fravel, Hollis, Swygert- Smith

Swygert- Smith

Bowers

Thatcher

Nauman

Nay- None

Absent- None

Abstain- None

Fire Chief John Jones reported that he did not have a report for the month however he did want to mention that that Fire Department assisted Warren County in the water search.

ACTION AGENDA

1. First and Second Reading for Ordinance to Amend Chapter 17, Stephens City to Establish a Process for Restricted Parking in Town

Mayor Grim explained that the Ordinance would allow the Public Works Department to bring an issue with parking on any particular street before Council so that action can be taken without holding a Public Hearing on the matter each time. Mayor Grim asked the Clerk to read the Ordinance by title only. The Clerk read "An Ordinance to amend Chapter 17, Stephens City streets, sidewalks and public places, to establish a process for restricted parking in Town". Councilman Nauman made a Motion to approve and the Motion carried with the following recorded **VOTE**:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

The Mayor asked the Clerk to read the Ordinance by title only for the second reading. The Clerk read "An Ordinance to amend Chapter 17, Stephens City streets, sidewalks, and public places, to establish a process for restricted parking in Town. Councilman Nauman made a Motion to approve the Ordinance and the Motion carried with the following recorded **VOTE**:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

2. Ordinance to Adopt the Budget For Fiscal Year 2018-2019 First and Second Reading.

Mayor Grim asked the Clerk to read the Ordinance by title only for the first reading. The Clerk read "An Ordinance to adopt the 2018- 2019 Budget and appropriate funds for fiscal year 2018- 2019". Councilman Hollis made a Motion to adopt the first reading for the Ordinance and the Motion carried with the following recorded **VOTE**:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

Mayor Grim asked the Clerk to read the Ordinance by title only for the second reading. The Clerk read "An Ordinance to adopt the 2018-2019 Budget and appropriate funds for fiscal year 2018-2019". Councilman Fravel made a Motion to adopt the second reading for the Ordinance and the Motion carried with the following recorded **VOTE**:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

Mayor Grim commented that the third and final reading for the Budget would be at the June Town Council Meeting.

3. The Appointment of Ashley Barendse to Fill the Vacant Seat on the Planning Commission

Mayor Grim asked for a Motion to appoint Ashley Barendse to the Planning Commission to fulfill the unexpired term of Bill Copp to expire on 12/31/2018. Councilman Nauman made a Motion to appoint Ashley Barendse to the unexpired term on the Planning Commission and the Motion carried with the following recorded VOTE:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

4. Resolution for Banking Deposits for the Town of Stephens City

Mayor Grim explained that the Resolution contains a list of Banks in which the Town can conduct business with. Councilman Hollis made a Motion to adopt the Resolution for Banking Deposits for the Town of Stephens City with an amendment to say “as set forth on the attached roster”.

The Motion carried with the following recorded VOTE:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent - None

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

No Meeting: No Comment

B. Personnel Committee – Kelly Thatcher, Chair

No Meeting: No Comment

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting – No Comment

D. Public Works Committee – Regina Swygert-Smith Chair

Meeting- Minutes- No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting- Minutes- Chairman Nauman commented that the Water/Sewer Committee recommends to Council the Sanitation Authority be notified that The Town protests the 2019 rates due to the lack of support to justify such an increase. The committee also recommends to Council a rate increase for water extracted by the Sanitation Authority to nine dollars and twenty five cents per one thousand gallons. Councilman Nauman made the recommendation that this increase go into effect starting June 1, 2018. The Motion carried with the following recorded VOTE:

Aye- Bowers, Fravel, Hollis, Nauman, Swygert- Smith, Thatcher

Nay- None

Abstain- None

Absent- None

F. Parks and Recreation Commission- Ronald Bowers, Chair

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VOTE:

Aye- Bowers, Fravel, Hollis, Swygert- Smith

Swygert- Smith

Bowers

Thatcher

Nauman

Nay- None

Absent- None

Abstain- None

ATTEST: _____
Michele Stone
Town Clerk

**CERTIFICATION OF CLOSED MEETING
RESOLUTION**

DATE: MAY 1, 2018

MOTION BY: COUNCILMAN JASON NAUMAN

WHEREAS, the Council of the Town of Stephens City, Virginia has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia of Freedom of Information Act; and

WHEREAS, Section 2.2-3711.A of the Code of Virginia requires a certification by this Council that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

RECORDED ROLL CALL VOTE:


Aye- Hollis, Bowers, Fravel, Nauman, Swygert- Smith, Thatcher, Grim

Nay- None

Absent- None

Abstain- None

No action was taken as a result of the Closed Session. There being no further business, Councilman Fravel Made a Motion to adjourn at 9:27 pm and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk