

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, May 2, 2017
7:00 PM**

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

Councilwoman Swygert-Smith offered the invocation.

Roll was called with the following members present:

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

Absent: None

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 April 4, 2017, the motion carried with the following Recorded vote:

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

Nay - None

Abstain - None

Absent – None

MINTUES – SPECIAL TOWN COUNCIL MEETING OF MARCH 26, 2017

Councilman Hollis moved for approval of the minutes of the Special Town Council Meeting of April 26, 2017, 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 Town has received the information for Real estate taxes and should be shortly be receiving information for Personal Property taxes from Frederick County.

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

Town Manager Mike Majher gave the report- The Police Department had no major incidents within the Town. New hire Tyler Payne will graduate from the Police Academy on May 25, 2017. Chief Charles Bockey has been elected as a Board of Director for the Regional Skyline Criminal Justice Academy.

SCVFD REPORT- John Jones, Fire Chief

Dave Foley, President of the Fire Department spoke first. Mr. Foley explained that the Department had been expecting CIP proffer money from the County to build a storage building for equipment. The request for the proffer money was referred to the Frederick County Public Safety Committee, the Committee did not vote and the request was sent again to the Board of Supervisors. After emails and contact with the Board of Supervisor members, it was then voted to give the proffer money to the Stephens City Fire Department. Mr. Foley reported that there are three new fire stations planned for Frederick County which should help relieve the Stephens City department on the many calls which they respond to per month. The Department currently responds to approximately twenty four hundred calls. The Department anticipates having the new storage building completed the first to mid part of August.

Fire Chief John Jones reported that the new fire engine is scheduled to be in service on May fifth. The department will be hosting a chicken Bar-B-Q for the Heritage Festival and will also be doing a mock accident demonstration at the Commons. The Department is working to set a date for a Bar-B-Q challenge.

First and Second Reading of the Town of Stephens City 2017-2018 Budget

Mayor Grim asked the Clerk to read the first reading of the Budget by title only. The Clerk read "This is the First Reading of the Town of Stephens City 2017-2018 Budget by title only." Mayor Grim asked for a Motion to approve, Councilman Hollis Made a Motion and the Motion carried with the following recorded VOTE:

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

Mayor Grim asked the Clerk to read the second reading of the Budget by title only. The Clerk read "This is the Second Reading of the Town of Stephens City 2017-2018 Budget by title only." Mayor Grim asked for a Motion to approve, Councilman Fravel made the Motion and the Motion carried with the following recorded VOTE:

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

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

Mayor Grim asked the Clerk for the second reading of 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. Motion to pass the Ordinance, Councilman Nauman made a Motion to approve. Mayor Grim asked if there were

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 from different businesses. Dinner tickets are thirty dollars per person, the dinner will be catered by Carraba's Grill and entertainment by Civil War Dancers.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilman Nauman made a motion to approve the committee minutes

TOWN MANAGER'S REPORT - Michael Majher

1. Public Works has a new street sweeper.
2. Repairs on Green Street are scheduled, will be smoke testing after the Newtown Festival.
3. Recently repaired a water main valve on Barley Drive.
4. There will be an upcoming Eagle Scout project for another set of shelters at the ball fields.
5. The 307 Interchange has made it into the final draft for the MPO 2040 long range plan.
6. Town Staff has been busy preparing for the Newtown Heritage Festival.
7. The Parade Permit is awaiting approval and the fireworks have been scheduled.
8. Narce Caliva will be our guest speaker for the Memorial Ceremony.
9. The Town has arranged with American Disposal to provide trash and recycle containers for rent at the amount of one dollar per month.
10. Taxes should be coming in shortly.

Councilman Hollis asked how the website progress is coming. Mr. Majher explained that he has a conference call scheduled with the gentleman who will be doing the work.

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar. Vice Mayor Bowers commented that there will be a Parks and Rec Meeting on Monday May 8, at 5:30 pm. Mr. Majher added that there will be a Personnel Meeting on Tuesday May 9, at 4:30 pm.

Mayor Grim asked if Mr. Majher could contact someone with the Little League and ask that they not park in the Town Office parking lot the first Tuesday of each month.

There being no further business, Councilman Favel made a Motion to adjourn at 7: pm and the Motion carried unanimously.



Michael P. Grim, Mayor

Michele Stone, Town Clerk

any questions. Councilman Nauman commented that the Ordinance was requested by homeowners in Stephens Landing primarily on the Western end of Shoe Buckle Court. Councilman Nauman stated he had reached out to those who asked for the Ordinance however did not get a response. Ms. Sharon Ritenour submitted a letter that she did not feel a need to have an Ordinance on this matter, Councilman Nauman requested that the letter be part of the minutes.

Councilman Bowers commented that he contacted the Post Office Manager about the Ordinance, the Manager said there are no Federal regulations to govern this, just mere policy. The Post Office Manager agreed to consult with the mail carriers to see if the blocking of mailboxes was an issue during mail delivery hours and give an answer prior to Town Council Meeting. Councilman Bowers stated that he has received no response and is led to believe there is not an issue and that the negatives outweigh the positives.

Councilwoman Swygert-Smith commented that the one positive to the Ordinance would be that the Police Department could use it in the event that it would be needed and does not feel that the Ordinance would be used. Councilman Hollis commented that the Ordinance would just be another regulation. Councilwoman Thatcher commented that there must not be much of an issue considering that those who wanted the Ordinance were not present at the meeting. Mayor Grim asked for a motion to pass the Ordinance, the following is the Recorded Vote:

Aye- None

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

Absent – None

Abstain- None

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached- Chairman Hollis reported that it is the intent to contribute five thousand dollars this fiscal year to the Fire Department, and increase that amount each fiscal year after.

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comments

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting: No Comments

D. Public Works Committee – Regina Swygert- Smith Chair

Meeting: Minutes Attached- Chairwoman Swygert-Smith reported that the overgrowth of shrubs and trees have been removed at the corner of Steele Court and Main Street.

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached- Chairman Nauman reported that he just received the numbers for the water amount which Frederick County has withdrawn and has not had time to determine the delinquent amount of money owed by the County.

F. Parks and Recreation Commission- Ronald Bowers, Chair

Chairman Bowers reported that Ms. Beazley the widow of SGT. Beazley who was a member of the local National Guard Unit, will be laying the wreath at the Veterans Ceremony. Mayor Grim announced that the Christmas tree has been delivered and is ready to be planted at the Commons.



05/01/2017 - 05/31/2017

REVENUE DESCRIPTION	AMOUNT
Bank Stock Tax	\$ 113.00
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 300.00
Restaurant Meals Tax	\$ 8,611.81
Lease Property Payments	\$ 100.00
Veterans Memorial	\$ 50.00
Newtown Heritage Festival	\$ 3,467.00
Newtown Heritage Merchandise	\$ 2,028.00
Newtown Heritage Vendors	\$ 300.00
Fines and Forfeitures	\$ 1,741.30
Newtown Commons Fee	\$ 425.00
Consumption Tax	\$ 464.92
State Sales Tax	\$ 13,219.10
Sale of Miscellaneous	\$ 296.00
Utility - Electric	\$ 2,528.98
Utility - Natural Gas	\$ 1,315.36
Total	\$ 42,085.47
UTILITIES	
Water	\$ 11,028.57
Sewer	\$ 25,264.37
Penalty	\$ 21.32
PrePay	\$ 91.78
Reconnect Fee	\$ 25.00
METER CHG	\$ 270.12
Miscellaneous	\$ 379.86
Total	\$ 37,081.02
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 2,400.00
Total	\$ 2,400.00
TAXES	
Personal Property Tax	
Principal Personal	\$ 6.66
Total	\$ 6.66
Business Licenses	
10001 -- WHOLE SALES	\$ 30.00
10003 -- CONTRACTORS	\$ 129.60
10008 -- PROFESSIONAL SERVICES	\$ 15.00
Total	\$ 174.60
Vehicle Decals	
2ND QTR DISC	\$ 75.00
TRANSFER	\$ 7.00
Total	\$ 82.00
Commonwealth of VA	

Communications Tax	\$ 2,190.00
Total	\$ 2,190.00

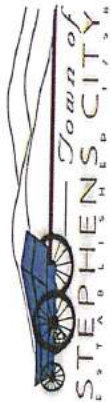
EXPENDITURES

		W/O TMLPC Payment
Accounts Payable	* \$ 66,634.79	\$ 44,696.74
Wages	\$ 22,144.30	\$ 22,144.30
VRS	\$ 7,458.16	\$ 7,458.16
Total	\$ 96,237.25	\$ 74,299.20

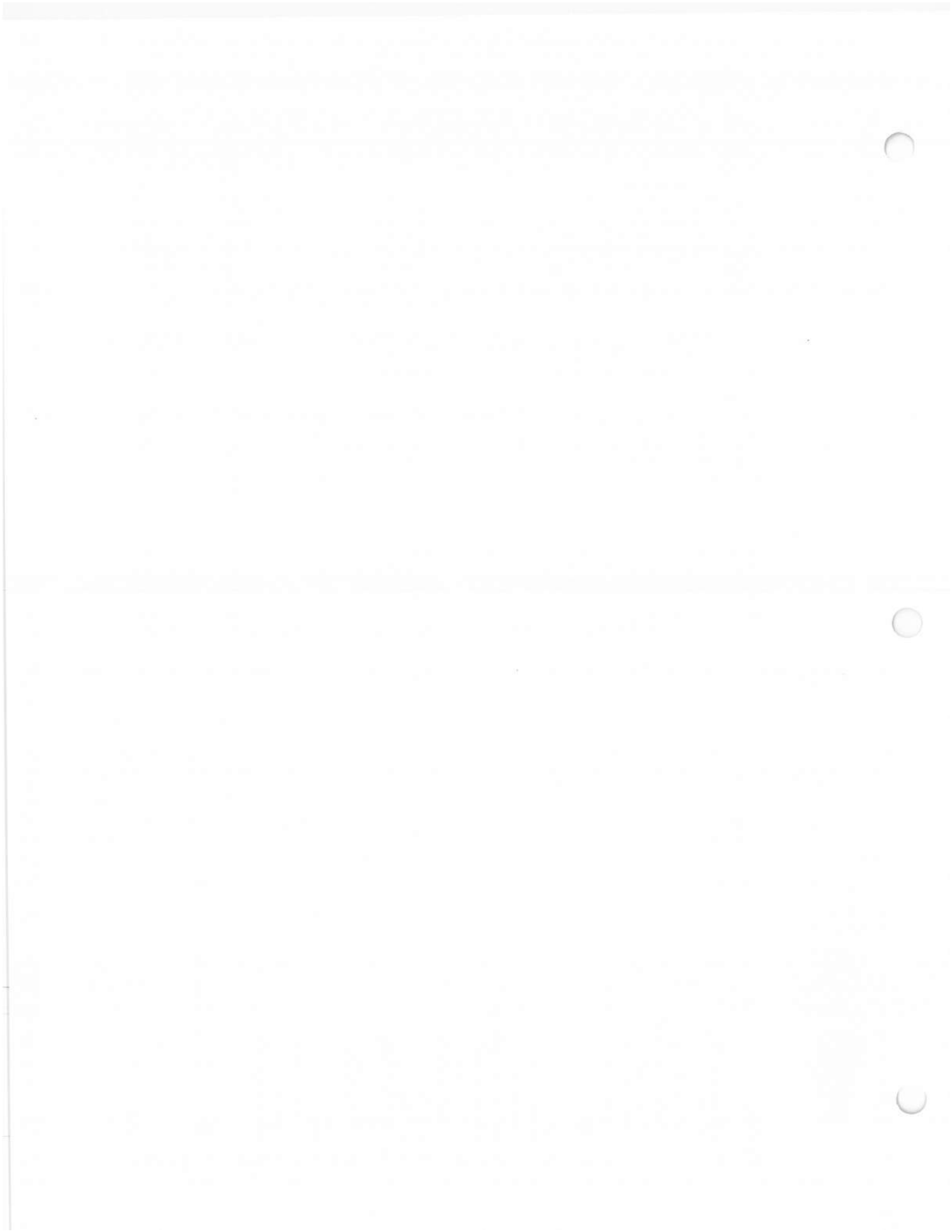
Total Revenue	\$ 84,019.75	\$ 84,019.75
Total Expenditures	\$ 96,237.25	\$ 74,299.20
Total Net Position	\$ (12,217.50)	\$ 9,720.55

* Includes 22,685.75 Payment to TMLPC of which \$21,938.05 is a catch up payment to pay outstanding balances and \$747.70 are current charges.

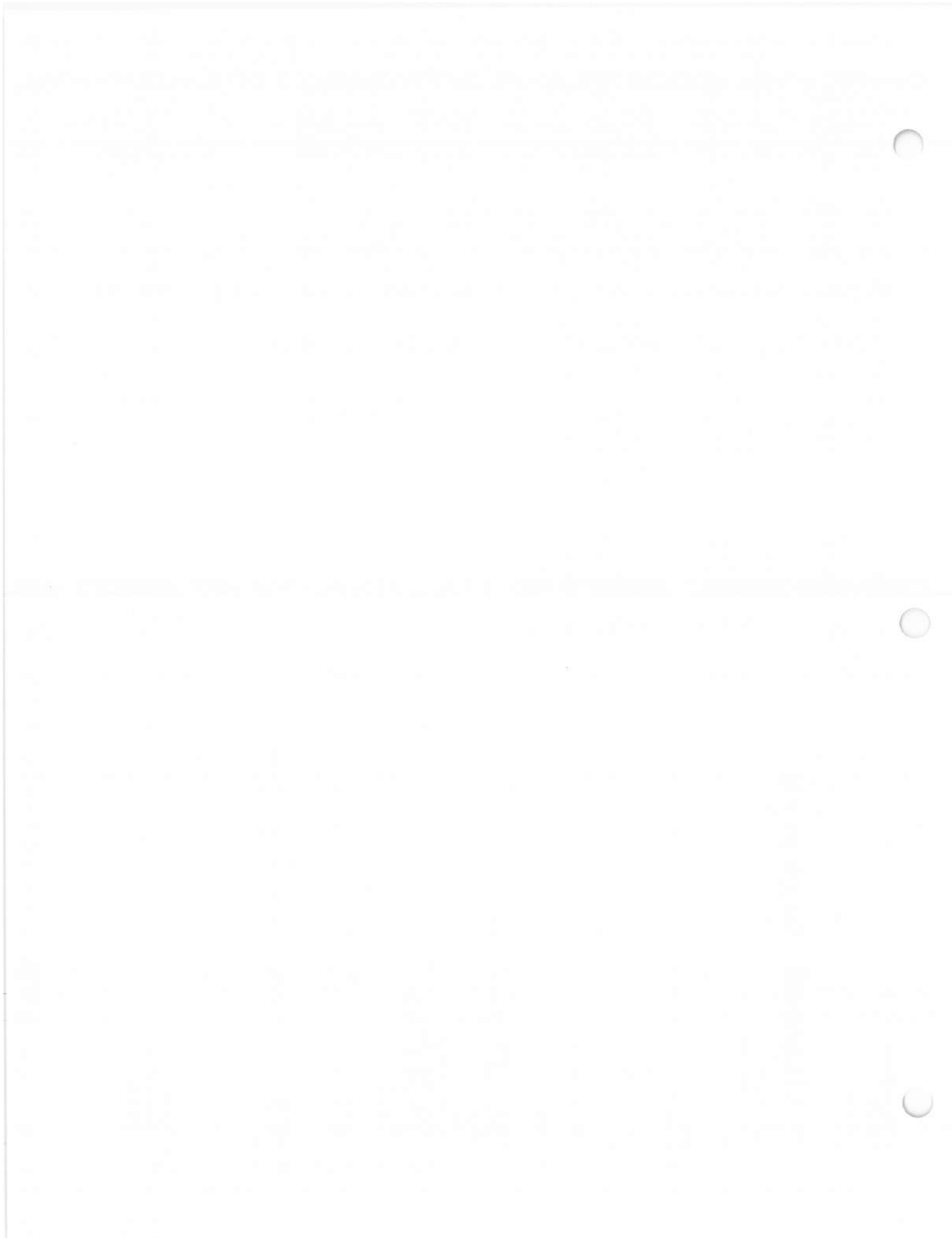
* Includes Newtown Heritage Festival

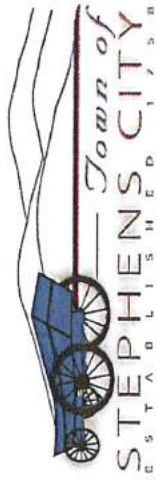


REVENUE	FYE 13 07/12-6/13	FYE 14 07/13-6/14	FYE 15 07/14-6/15	FYE 16 07/15-6/16	FYE 17 07/16-6/17
Miscellaneous Receipts	\$ 6,052.50	\$ 11,744.24	\$ 3,928.14	\$ 1,697.54	\$ 1,681.76
Connection Fees	\$ 4,200.00	\$ 10,525.00	\$ 3,800.00	\$ 4,100.00	\$ 3,300.00
Restaurant Meals Tax	\$ 87,921.48	\$ 85,840.16	\$ 91,225.10	\$ 94,410.67	\$ 89,782.00
Lease Property Payments	\$ 2,000.00	\$ 2,300.00	\$ 4,800.00	\$ 7,551.00	\$ 6,150.00
Veteran's Memorial	\$ 1,176.00	\$ 3,387.00	\$ 13,109.00	\$ 4,615.00	\$ 720.00
Fines and Forfeitures	\$ 41,712.73	\$ 27,495.50	\$ 32,301.88	\$ 19,360.80	\$ 17,444.46
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	\$ 73,500.98
Sales Tax	\$ 114,031.04	\$ 132,469.05	\$ 133,913.30	\$ 143,778.48	\$ 139,736.08
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	\$ 4,955.48
Newtown Heritage Festival	\$ 15,126.00	\$ 16,197.27	\$ 13,333.50	\$ 19,767.20	\$ 18,207.00
Newtown Merchandise	\$ -	\$ -	\$ -	\$ -	\$ 2,205.00
Newtown Vendors	\$ -	\$ -	\$ -	\$ -	\$ 780.00
Newtown Commons Fees	\$ 1,210.00	\$ 1,895.00	\$ 1,940.00	\$ 1,600.00	\$ 1,300.00
Utility - Electric	\$ 29,476.20	\$ 32,219.02	\$ 28,493.15	\$ 31,324.10	\$ 30,707.44
Utility - Natural Gas	\$ 8,908.85	\$ 14,835.69	\$ 11,991.96	\$ 10,823.13	\$ 8,640.88
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
Bank Stock Tax	\$ -	\$ -	\$ -	\$ -	\$ 113.00
EXPENDITURE REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 420,298.68	\$ 424,072.31	\$ 431,572.67	\$ 415,066.58	\$ 400,629.63
UTILITIES					
Water	\$ 160,664.93	\$ 159,420.53	\$ 159,543.83	\$ 149,619.05	\$ 134,342.58
Sewer	\$ 369,510.29	\$ 372,183.42	\$ 371,810.48	\$ 348,600.18	\$ 314,494.68
Penalty	\$ 11,440.46	\$ 10,406.94	\$ 10,406.97	\$ 8,470.35	\$ 6,158.18
PrePayments	\$ -	\$ -	\$ -	\$ -	\$ 5,499.94



[illegible]





REVENUE

	PFYE		CYTD	
	5/1/16-5/31/16		5/1/2017-5/31/2017	
Miscellaneous Receipts	\$ 10.50	\$	296.00	2719%
Connection Fees	\$ 250.00	\$	300.00	20%
Restaurant Meals Tax	\$ 7,134.07	\$	8,611.81	21%
Lease Property Payments	\$ 300.00	\$	100.00	-67%
Veteran's Memorial	\$ 530.00	\$	50.00	-91%
Fines and Forfeitures	\$ 2,076.77	\$	1,741.30	-16%
Zoning Permit Fees	\$ 5,447.00	\$	-	100%
Cigarette Tax	\$ 10,687.50	\$	7,125.00	-33%
Sales Tax	\$ 12,690.06	\$	13,219.10	4%
Newtown Commons	\$ 100.00	\$	425.00	325%
Bank Stock Tax	\$ -	\$	113.00	100%
Consumption Tax	\$ 427.49	\$	464.92	9%
Newtown Heritage Festival	\$ 4,526.50	\$	5,795.00	28%
Utility - Natural Gas	\$ 1,117.48	\$	1,315.36	18%
Utility - Electric	\$ 2,546.92	\$	2,528.98	-1%
Total	\$ 47,844.29	\$	42,085.47	-12%

UTILITIES

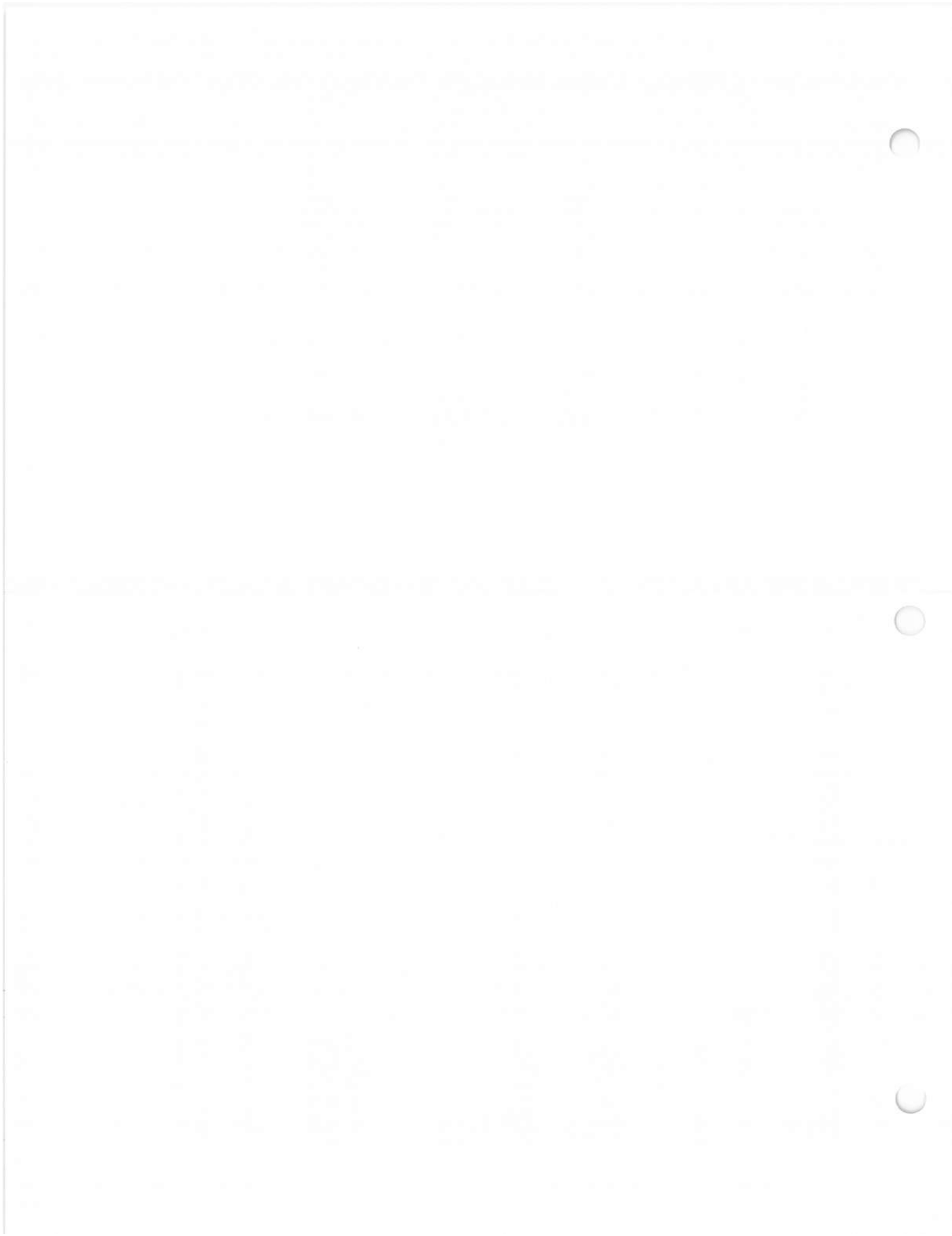
Water	\$ 7,885.12	\$	11,028.57	40%
Sewer	\$ 18,106.10	\$	25,264.37	40%
Penalty	\$ 36.23	\$	21.32	-41%
PrePay	\$ 212.24	\$	91.78	-57%
Reconnect Fee	\$ -	\$	25.00	100%
Meter Chg	\$ -	\$	270.12	100%
Miscellaneous	\$ -	\$	379.86	100%
Total	\$ 26,239.69	\$	37,081.02	41%

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$	2,400.00	\$	2,400.00	0%
Total	\$	2,400.00	\$	2,400.00	0%
Personal Property Tax	\$	79.58	\$	6.66	-92%
Business Licenses	\$	249.00	\$	174.60	-30%
Vehicle Decals	\$	445.50	\$	82.00	-82%
Commonwealth of VA					
Communications Tax	\$	2,274.92	\$	2,190.00	-4%
Total	\$	2,274.92	\$	2,190.00	-4%
EXPENDITURES					
Accounts Payable	* \$	58,296.49	* \$	66,634.79	14%
Wages	\$	36,252.41	\$	22,144.30	-39%
VRS	\$	10,530.19	\$	7,458.16	-29%
Total	\$	105,079.09	\$	96,237.25	-8%
Total Revenue	\$	79,532.98	\$	84,019.75	6%
Total Expenditures	\$	105,079.09	\$	96,237.25	-8%
Total Net Position	\$	(25,546.11)	\$	(12,217.50)	52%

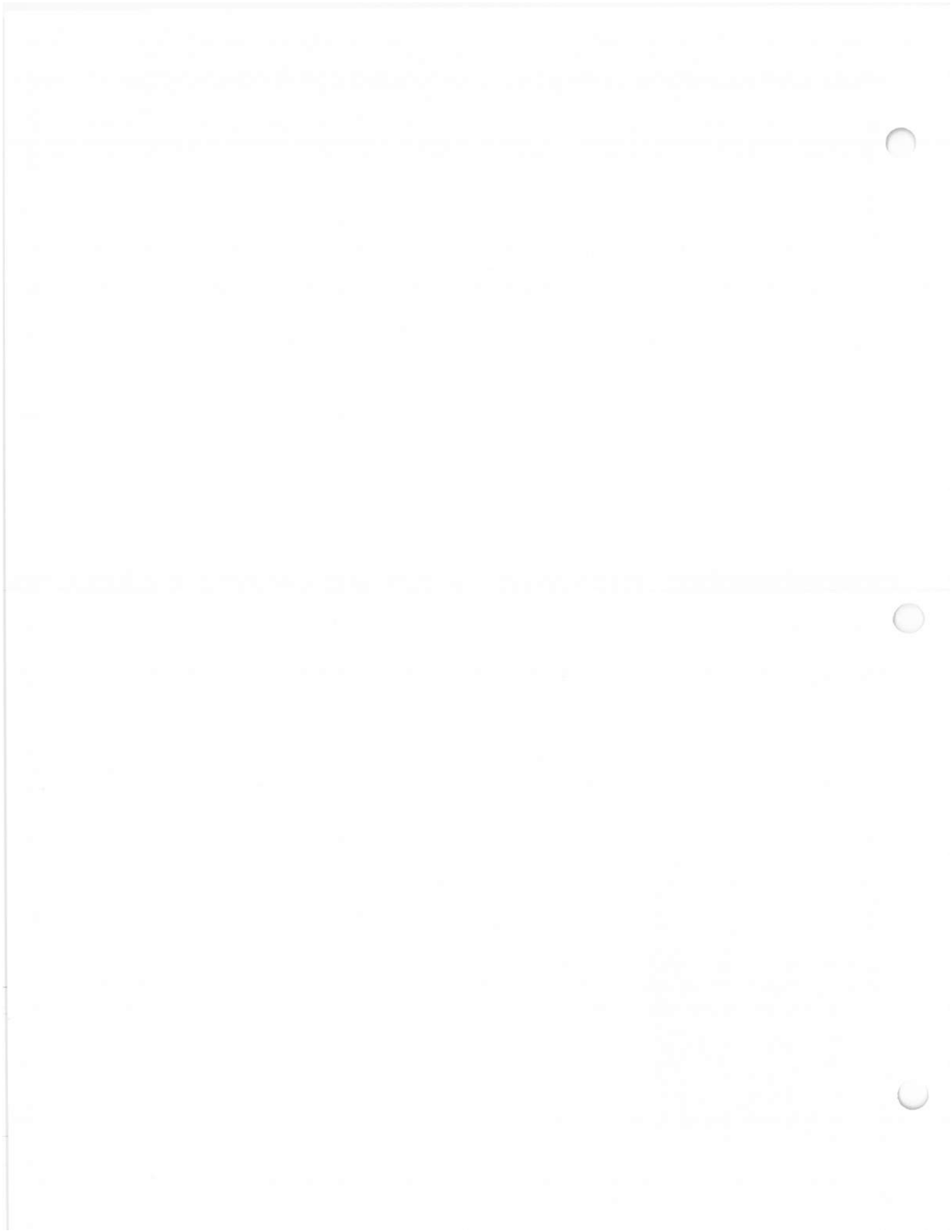
* 2016 - Purchase of 2016 FORD F250: 26,550.10

* 2017 - Includes 22,685.75 Payment to TMLPC of which \$21,938.05 is a catch up payment to pay outstanding balances and \$747.70 are current charges



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

	<u>JUNE 1ST BAL.</u>
	3,236.30
	9,499.63
	307,156.08
	131,472.42
	11,454.03
	2,180.64
	145,821.30
	240,771.65
	851,592.05



Town of Stephens City
Committee Meeting Minutes

Committee: PERSONNEL

Date: 5-9-2017

Time: 4:30 PM

Attendees: KELLY THATCHER, JASON NAUMAN, MIKE GRIM, MIKE MASHER

Approval of Minutes from prior meeting:

Purposes/Subjects to be reviewed:

CONT. DISCUSSION OF PUBLIC WORKS

PART TIME / FULL TIME STATUS
SEASONAL EMPLOYEE

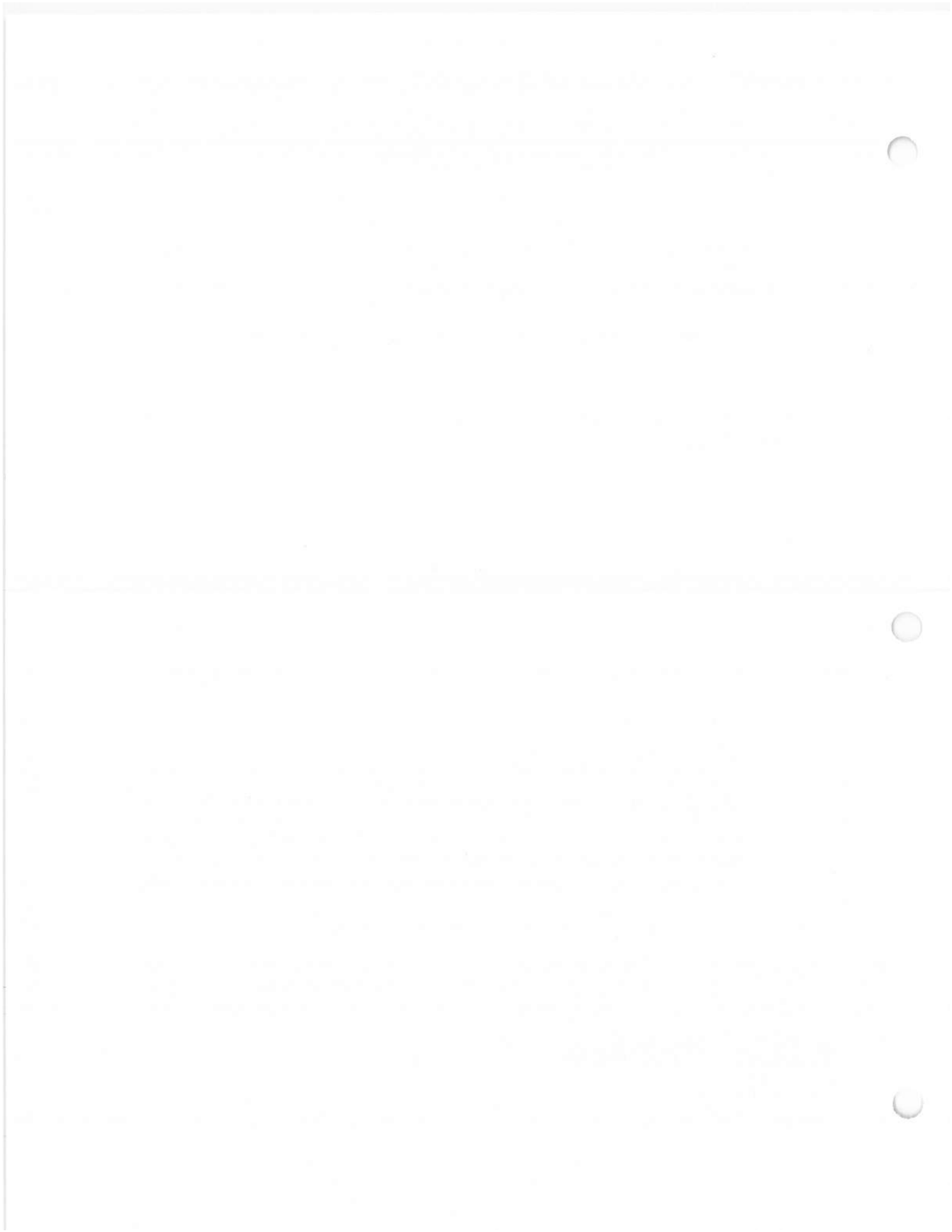
Brief of Committee Actions and Recommendations:

RECOMMEND NO CHANGES TO PART TIME / FULL TIME STATUS

RECOMMEND POLICY BE CHANGED TO RESTRICT TAKE HOME VEHICLES
TO EMPLOYEES WHO ARE ON-CALL AND/OR EMERGENCY CALL BACK

CONTINUE TO UPDATE PERSONNEL POLICY BOOK

Kelly Thatcher
Signature of Chairman



TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 17 May 2017

TIME: 4:30 P.M.

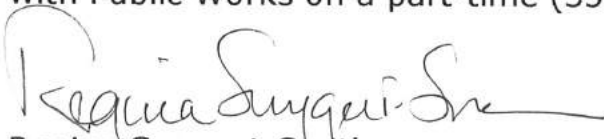
ATTENDING: Jason Nauman, Linden "Butch" Fravel, Regina
Swygert-Smith – Committee

Town Manager Mike Majher, Brett Swain, Mayor Mike
Grim

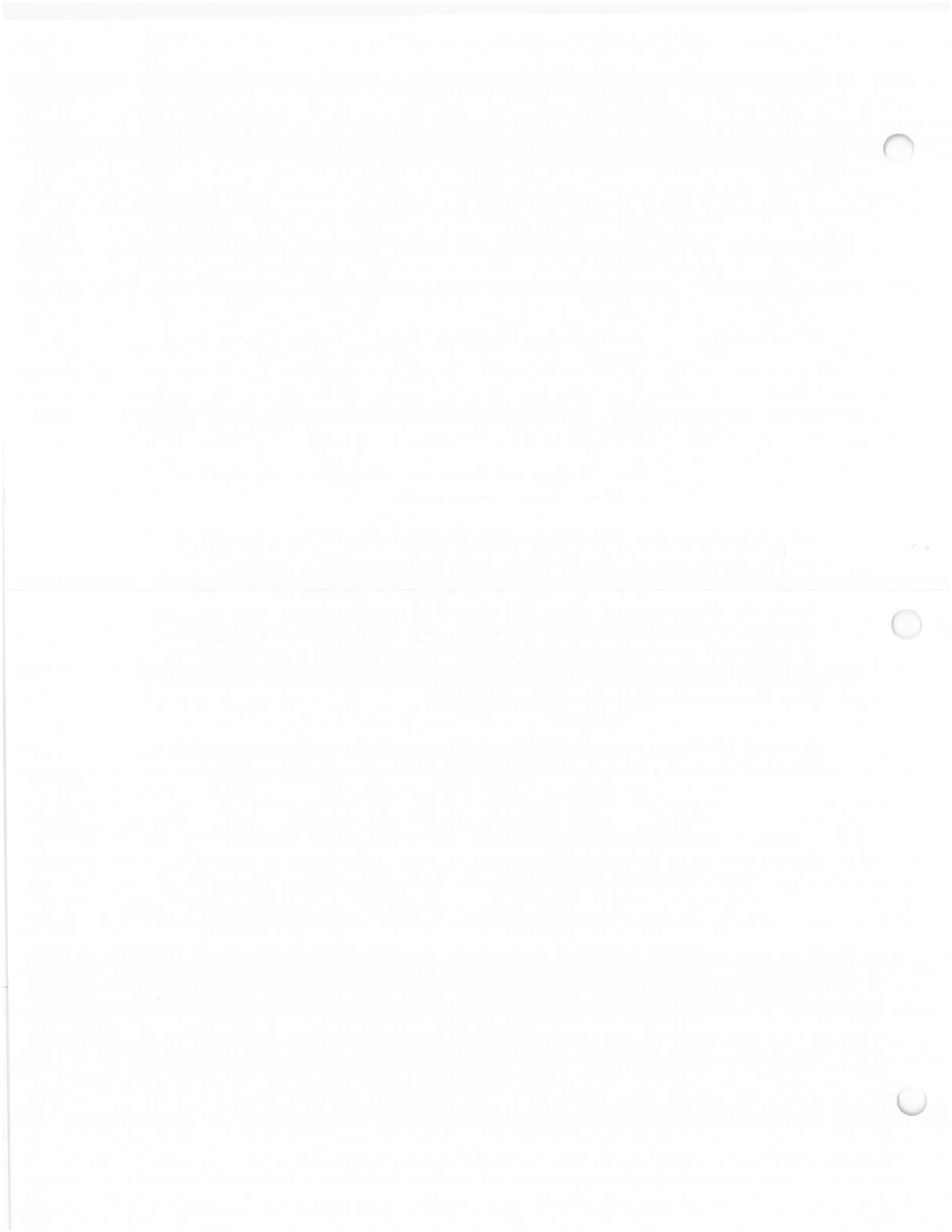
Visitors: Scott Burkart and Matthew Boley Northern
Virginia Home Improvements, LLC

Messrs Burkart and Boley addressed the committee with a proposed plan to renovate the former Head Start building (a four-room structure) on the Old School property into a film studio for a Town resident. They inquired about the extent of any renovations to alleviate problems with mold, asbestos, and such, and modernization of bathroom facilities. Committee members answered their questions and referred them to the Historic Preservation Commission as a first step in the process of obtaining approval.

Committee was advised that Richard Runyon had been hired to work with Public Works on a part-time (35 hours/week), seasonal basis.



Regina Swygert-Smith
Chairman





WATER & SEWER COMMITTEE MEETING MINUTES

Wednesday, May 17, 2017

Call to Order

Mr. Nauman called the meeting to order at 4:54 pm,

Attendance

- Messrs. Nauman, Fravel, Ms. Swygert-Smith
- Mayor Grim, Mr. Majher, Mr. Swain
- Mr. Nick Smart

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. Private or Out-of-Town Water and Sewer Line Inspection and Correction Regulations
8. Green Street Lateral Lines
9. System Smoke-Testing
10. West Wind Development
11. Matters Not Listed on the Agenda

Meeting Minutes

The meeting minutes from the prior meeting are approved.

Discussion, Actions, and Recommendations

1. Matters from the Public

At the April meeting, Mr. Majher provided the results of the test and video for Mr. Nick Smart's private sewer line. The test results indicated there are no significant issues with the line. Mr. Nick Smart addressed the committee and inquired if the Town is interested in owning the line in exchange for outright purchase or future connection fees. Discussion followed. **Legal Counsel:** Can the Town offer the cost of future connections in exchange for dedication of the main line and easement?

2. Matters from Public Works Staff

a. Water/Sewer Lines Beneath Slabs/Concrete/Patios/etc. - Frederick County Policy

Mr. Swain expressed concern about permitting water and sewer lines to run underneath slabs, concrete, patios, walkways, etc. Mr. Majher reported that the Code of Virginia permits lines beneath slabs/concrete/patios.

b. Redirection of Sewage on Crooked Lane and Abandonment of Grinder Pumps

Mr. Swain noted the concern and issue with the grinder pumps used to pump sewage uphill in the area of Crooked Lane. Mr. Swain has not yet heard from Neff on the estimate; staff will follow-up.

c. Fire Hydrant(s), Valves, and/or Line Upgrades/Replacements

Mr. Swain reported that the two valves on Barley Drive have been repaired, but the pressure has improved. Therefore, it is likely the three-inch (3") line must be replaced. Staff will obtain an estimate from Neff on the upgrade of the line to a six-inch (6") line.

d. Priority System Repairs/Upgrades to Address Infiltration & Inflow

Mr. Nauman stated that we need to take immediate action to address some I&I issues. Discussion followed. Staff will obtain estimates on raising manholes, adding a grinder pump for flushable wipes, and prioritize high-impact projects to reduce I&I.

e. Squirrel Lane Leak Detector

Upon routine inspection, FCSA determined a leak detector on Squirrel Lane failed a recent test and needs to be replaced. Staff is waiting on an estimate.

3. **West Fairfax Street Water & Sewer Extension**

a. No update.

4. **Frederick County Sanitation Authority (FCSA)**

a. Updated FCSA Statement of Account

Mr. Majher will send Mr. Nauman an updated FCSA statement of account.

b. Litigation Update

Mr. Lawson has informed us that Judge Burke F. McCahill (Ret) has been appointed by the Chief Justice of the Virginia Supreme Court to preside over Town of Stephens City vs. Frederick County Sanitation Authority.

5. **City of Winchester Agreement**

a. No update.

6. **Water and Sewer Operational Policies**

a. Proposed Revisions for Action

The committee reviewed the Water and Sewer Operational Policies at the March and April meetings. Mr. Majher presented the revised policy. The committee unanimously approved the revised policy and will propose adoption of the policy to Council at the June 6 meeting.

7. **Private or Out-of-Town Water and Sewer Line Inspection and Correction Regulations**

a. Review and Revisions

Mr. Nauman distributed copies of the Private or Out-of-Town Water and Sewer Line Inspection and Connection Regulations. Discussion followed. The committee unanimously approved the revised regulations and will propose adoption of the regulations to Council at the June 6 meeting.

8. Green Street Lateral Sewer Lines

a. Update

Mr. Swain has discussed testing the Green Street lateral lines with the property owner. Staff is trying to locate another contractor to assist with the testing because the usual contractor is non-responsive. Staff will contact other contractors.

9. System Smoke-Testing

a. Schedule

Mr. Majher will schedule the system smoke-testing and announce the dates at the June 6 Council meeting.

b. Notice to Residents

Staff will hand-deliver notices of system smoke-testing to residents seventy-two (72) hours prior to the start of testing.

10. West Wynd Development

a. Response to Beverley Shoemaker, c/o Michael Bryan

Mr. Nauman inquired if there has been any further correspondence from Ms. Shoemaker or her attorney after our response to their letter of April 12, 2017. Legal Counsel: please advise.

11. Matters Not Listed on the Agenda

None

Adjournment

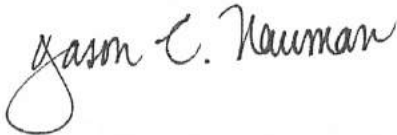
Mr. Nauman adjourned the meeting at 6:20 pm

Action Letter

- Town Clerk: Schedule and advertise public hearing for adoption of Water and Sewer Operational Policies.
- Town Clerk: Add Water and Sewer Operational Policies to the June 6, 2017 Council agenda.
- Town Clerk: Add Private or Out-of-Town Water and Sewer Line Inspection and Correction Regulations to the June 6, 2017 Council agenda.
- Legal Counsel: Can the Town offer the cost of future connections in exchange for dedication of the Smart main line and easement?
- Legal Counsel: Has the Town received any further communication from Beverley Shoemaker, c/o Michael Bryan following our response to their April 12, 2017 correspondence?
- Public Works Staff: Follow-up with Neff Excavating regarding the estimate for the redirection of sewage on Crooked Lane and the abandonment of grinder pumps.
- Public Works Staff: Obtain an estimate from Neff Excavating on the upgrade of the Barley Drive water main to a six-inch (6") line.
- Public Works Staff: Contact other contractors to conduct work and testing of Green Street lateral sewer lines.
- Public Works Staff: Once estimate for replacement of leak detector at Squirrel Lane is received, prepare recommendation for committee consideration at June meeting.
- Town Manager/Public Works Staff: Obtain estimates on raising manholes, adding a grinder pump for flushable wipes, and prioritize high-impact projects to reduce I&I for the June committee meeting.

- Town Manager: Send Mr. Nauman an updated FCSA statement of account.
- Town Manager: Schedule the system smoke-testing and announce the dates at the June 6 Council meeting.
- Town Manager/Town Staff: Hand-deliver notices of system smoke-testing to residents seventy-two (72) hours prior to the start of testing.

Respectfully submitted:



Jason C. Nauman
Committee Chairman

WATER/SEWER ACCOUNT POLICIES

These policies are based on the regulations set forth by the Town Code and may address issues not specifically covered in the Code but found to be necessary in order to collect water and sewer payments on a timely and equal basis.

A. Water/Sewer Accounts - General

1. Water/Sewer bills are mailed on a bimonthly basis in the months of February, April, June, August, October, and December.
2. A \$200.00 security deposit plus a \$25.00 administrative fee for in-town locations and a \$220.00 security deposit plus a non-refundable meter reading/meter service fee of \$25.00 for out-of-town locations must be paid prior to establishment of a new account. The deposit and/or additional fees cannot be billed on the first water bill. The deposit will be held until the account is closed at which time it will be applied to the final bill.
3. A New Utility Account Application must be submitted for each new account. Additionally, tenants/renters will be required to submit an Owner Authorization form from the property owner prior to the application for water/and or sewer service being processed. The form must be signed by the property owner unless the management company is authorized by power of attorney to act on behalf of the property owner.
4. Prior balances on any account must be paid prior to establishing a new active account at the same address. Balances on accounts opened before 2012 must be paid before establishing a new active account at the same address. This must be paid by the owner of the property if a prior renter moved leaving a balance on an account. If a renter moves without notifying the town to discontinue service, the responsibility for the bill still remains with the landlord or property owner. The responsibility of the property owner is set forth in the Town Code.
5. Water/sewer bill must be paid in full by 5:00 pm on the due date or be subject to penalty. Partial payments can be made, however; penalties still apply if the full amount is not paid the full amount must be paid by the due date or penalty will apply.

6. The owner/landlord is responsible for informing the Town that a tenant is moving. The Town Office must be contacted at least one business day in advance ~~for final read.~~ *to enable a timely read.*
7. The property owner or designee will be sent copies of tenant's cut-off notices and copies of final bills after termination of a tenant's account.
8. Payments CANNOT be made after hours to any town employees in order to have service reconnected. If water was disconnected for any reason, payment must be made the next ~~working~~ *business* day in order to be reconnected. (memo of 10-10-95)
9. A water meter can ONLY be turned on or off by a town employee. Tampering with the Town's water meters is punishable under the law.
10. Bills are due and payable upon receipt. Payments must be received by 5:00 PM on the penalty date printed on the bill to avoid a penalty or by 5:00 PM on a cut-off date to avoid turn off. If paying after 5:00 PM on a cut-off date, the ~~\$25.00~~ *\$50.00* administration reconnect fee must be included whether service is turned off or not. A postmark date or bank process date does not represent receipt of payment.
11. Non-receipt of a bill or cut-off notice does not cancel out the customer's obligation to pay by the penalty date or cut-off date. The Town bills bi-monthly. It is the customer's responsibility to contact the Town Office if you have not received a bill.

B. Water/Sewer Collections – Customers are given ~~in excess of~~ *a maximum* 30 days to pay accounts.

1. No extensions are allowed for water/sewer payments unless authorized by the Town Manager.
2. Pledges by any organization to pay the water/sewer bill must be received prior to the cut-off date or the service will be cut off and a reconnect fee assessed.
3. Online payments are not posted to accounts until the next business day. To avoid water service disconnect, customers should not pay online after the late date.

C. Contesting Water/Sewer Billings

1. Residents must question water/sewer bills immediately upon receipt allowing town employees to ~~correct any mis readings or clerical mistakes.~~ *review the bill in question*

passed prior to a re-reading, an adjustment can be made, if an error is found, by averaging prior water billings.

2. Adjustments can also be made if a leak is detected and a plumber provides written certification that the leaking water did not go into the system to be treated. Any slow leaks inside the residence which returns to the system to be treated (ie a leaking toilet) shall not merit adjustment.
3. If there are continuing complaints about a water bill after monitoring of the water meter, the Town Manager can determine if a calibration to a water meter is needed. The policy as established by Town Council (1-7-1986) for the calibration of water meters is as follows:
 - a. Once a complaint is received, the Town Manager or Public Works Supervisor will monitor the water meter.
 - b. If nothing is found to be faulty when monitoring the water meter and complaints are still received, the Town Manager or Public Works Supervisor department has the authority to have the water meter calibrated, even without the customer's permission.
 - c. The Town Manager will notify the water customer, that the meter will be calibrated and the ~~water user~~ ^{customer} will ~~bear~~ ^{be responsible for} this expense if the calibration shows that nothing is malfunctioning in the meter.
 - d. Calibration charge or expense if no malfunction is found will be borne by the water user and will ~~become a part of~~ ^{be added to} the water/sewer bill. (policy cited in minutes)
4. Unusual situations such as undetected broken water lines resulting in high water/sewer bills as determined by Town Staff will be addressed in the following manner:
 - a. Determine the cause of the excessively high water bill.
 - b. If the cause meets the criteria, sewer charges beyond the twelve month average will be waived.
 - c. Charge for water in excess of normal usage will be at the base rate paid by the Town to its water supplier.
 - d. Scheduled payments may be allowed over a period of one year.
(policy set by Council at recommendation of water/sewer committee – March 2010 – for item 5)
5. Any other adjustments or considerations outside of the above situations are at the discretion of the ~~Town Manager and Water/Sewer Committee.~~

D. Procedure for Cut-off for Non-Payment

1. Employees will turn off meters without additional notification to residents.

2. Employees will place the disconnection stickers on the doors.
3. Every customer turned off for non-payment will be charged s \$50.00 reconnect fee.

(policy set by mayor 10/14/1987)

E. Procedure for return of water deposits

1. The meter will be read on the date requested by the resident ^{/landlord} and a final bill will be computed. If the amount due is less than the deposit, the remaining balance will be refunded to the depositor.
2. If the amount of the bill is higher than the amount of the deposit, a bill for the remaining amount will be forwarded to the resident and a copy of the bill will also be sent to the landlord or owner of the property.

Fix
Wording {

Revisions adopted by Town Council 8/7/12

Add eBill /ACH section

Town of Stephens City

Stephens City, VA 22645

PRIVATE OR OUT OF TOWN WATER AND SEWER LINE INSPECTION AND CORRECTION REGULATIONS

I. **PURPOSE:** To protect the Town's water and sewer system from problems emanating outside of the Town's areas of responsibility and control and to protect the viability and operations of the system. This plan applies to outside owned Water and Sewer mains; it is not required by homeowners or businesses who only have individual service connections. The use of this plan will allow for periodic checks of manholes and wastewater flows in various sections of the collection system outside the Town's own mains, reduces infiltration and inflow and limits water line leakage. The implementation of this plan will also help to reduce the number of sewage back ups before the situation become critical and the number of emergency calls to eliminate blockage, as well as limit treatment for groundwater. The cost of the inspections and corrections is with the owner of the line.

The intent of this plan is also to help identify and keep records of sections of the sewer system that are prone to infiltration and inflow.

II. **REPORTS AND RECORDS:** All owners of water and or sewer mains that are connected to a Stephens City line are required to provide the following reports annually. These are due January 1 of each year. Failure to file the reports and complete the annual required testing and inspection is grounds for termination of the connection to the Town lines. Reports must provide the following:

1. Field work summary.
2. Flow data summary, if any.
3. Discussion of findings.
4. Photographs or video film, if available.
5. Map of the area inspected, cleaned, etc.
6. Recommendations.
7. Plans for repair and replacement and/or upgrades.
8. Detailed Maintenance Plan

Deleted: December

Deleted: should

Deleted: consist of

Deleted: over view of items

III. **INSPECTIONS:** Complete inspections of the lines shall be accomplished once every 24 months. If it has been more than 24 months since the requisite inspection has occurred, it must take place within the next thirty days. Certain items require more frequent inspections, as noted below.

Deleted: sewer system

1. Visual inspections of manholes and inverts- annually.
2. Pressure testing of manholes.
3. Smoke testing of lines.
4. TV inspection.
5. Pressure testing of service lines.
6. Flow monitoring using in line flow meter - annually.

Manhole inspections are to be performed at least once per year. These are approximately 200 manholes in the Town's collection system. Manholes are to be visually checked for sluggish movement of wastewater, grease build up, roots, and cracks on the sides of the manhole. Manhole frames and lids are to be checked for surface leakage.

Smoke testing is to be performed in sewer line sections that will be later inspected by closed circuit TV. Smoke testing is to take place during the summer months or periods of dry weather for better results.

Observations will be made for broken clean outs, breaks in the sewer main or service line, improper venting, roof drains or floor drains that are improperly connected to the system.

A record is to be kept of the smoke test results. Property owners are to be notified of any problems that are found with the service lines, venting, etc. for any corrections that are to be made.

TV inspections of sewer lines is to be made with a reputable licensed contractor that is experienced with inspections and rehabilitation of sewer systems, or by a utility company. The contractor or company must be approved by the Town in advance.

TV inspections reports will be completed on survey and evaluation forms.

Cleaning of sewer lines should take place on a regular basis, but at least once every 24 months, using information that is gained from manhole or other inspections. Any cleaning compounds or other items introduced into the system must have the advance written approval of the Town **Public Works** department. Complaints received concerning back ups or sluggish sewer lines should be investigated and used in determining which sections of sewer lines are more prone to blockages and cleaning of the sections that are identified as problematic. Otherwise sewer lines should be cleaned in a cycle that corresponds with the TV inspections.

Deleted: Maintenance

Flow monitoring of the various sewer sectors and manhole functions points should be completed annually. Information from the flow monitoring will be used to access the areas that should be prioritized for TV inspection to determine where infiltration and inflow may be occurring.

IV: **WATER AND SEWER LINE INSTALLATIONS:** Water and Sewer lines must be installed or replaced in accordance with adopted construction standards and specifications as set forth by the Town. ~~Any section of line not built to specifications prior to the approval of these regulations must have a plan of action submitted to the Town for correction within 120 days, and the plan must outline a correction completion schedule which may not exceed 36 months.~~

Deleted: 's Maintenance Department



Private or Out-of-Town Water & Sewer Line Inspection & Correction Regulations

Revised June 2017

I. **PURPOSE:** To protect the Town's water and sewer system from problems emanating outside of the Town's areas of responsibility and control and to protect the viability and operations of the system. This plan applies to outside owned Water and Sewer mains; it is not required by homeowners or businesses who only have individual service connections. The use of this plan will allow for periodic checks of manholes and wastewater flows in various sections of the collection system outside the Town's own mains, reduces infiltration and inflow and limits water line leakage. The implementation of this plan will also help to reduce the number of sewage back ups before the situation become critical and the number of emergency calls to eliminate blockage, as well as limit treatment for groundwater. The cost of the inspections and corrections is with the owner of the line.

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2. Flow data summary, if any.
3. Discussion of findings.
4. Photographs or video film, if available.
5. Map of the area inspected, cleaned, etc.
6. Recommendations.
7. Plans for repair and replacement **and/or upgrades.**
8. **Detailed maintenance plan**

III. **INSPECTIONS:** Complete inspections of the **lines** shall be accomplished once every 24 months. If it has been more than 24 months since the requisite inspection has occurred, **notice will be served and testing** must take place within thirty (30) calendar days. Certain items require more frequent inspections, **as noted below:**

1. Visual inspections of manholes and inverts- **annually.**
2. Flow monitoring using in-line flow meter - **annually.**
3. Smoke testing of lines.
4. TV inspection.

Private or Out-of-Town Water & Sewer Line Inspection & Correction Regulations

Manhole inspections are to be performed at least once per year. These are approximately 200 manholes in the Town's collection system. Manholes are to be visually checked for sluggish movement of wastewater, grease build up, roots, and cracks on the sides of the manhole. Manhole frames and lids are to be checked for surface leakage.

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Sample of a Sanitary Sewer Smoke Testing Public Notice:

PUBLIC NOTICE

To All Residents and Occupants of the City of _____:

The city of _____ Utilities Department will be conducting smoke testing of the sanitary sewer system in upcoming months. This testing will begin in _____. This study will involve the opening and entering of manholes in the streets and public utility easements. An important task of the testing will be to locate breaks and defects in the sewer system. The smoke will also reveal sources of where storm and other surface water enter the sewer system.

A special non-toxic smoke will be used in these tests. The smoke is manufactured for this purpose, leaves no residuals or stains, and has no effect on plant or animal life. The smoke has a distinctive, but not unpleasant, odor. Visibility and odor last only a few minutes, where there is adequate ventilation.

Because the plumbing appliances in your house or building are connected to the sanitary sewer system, some smoke may enter your home or place of business if the:

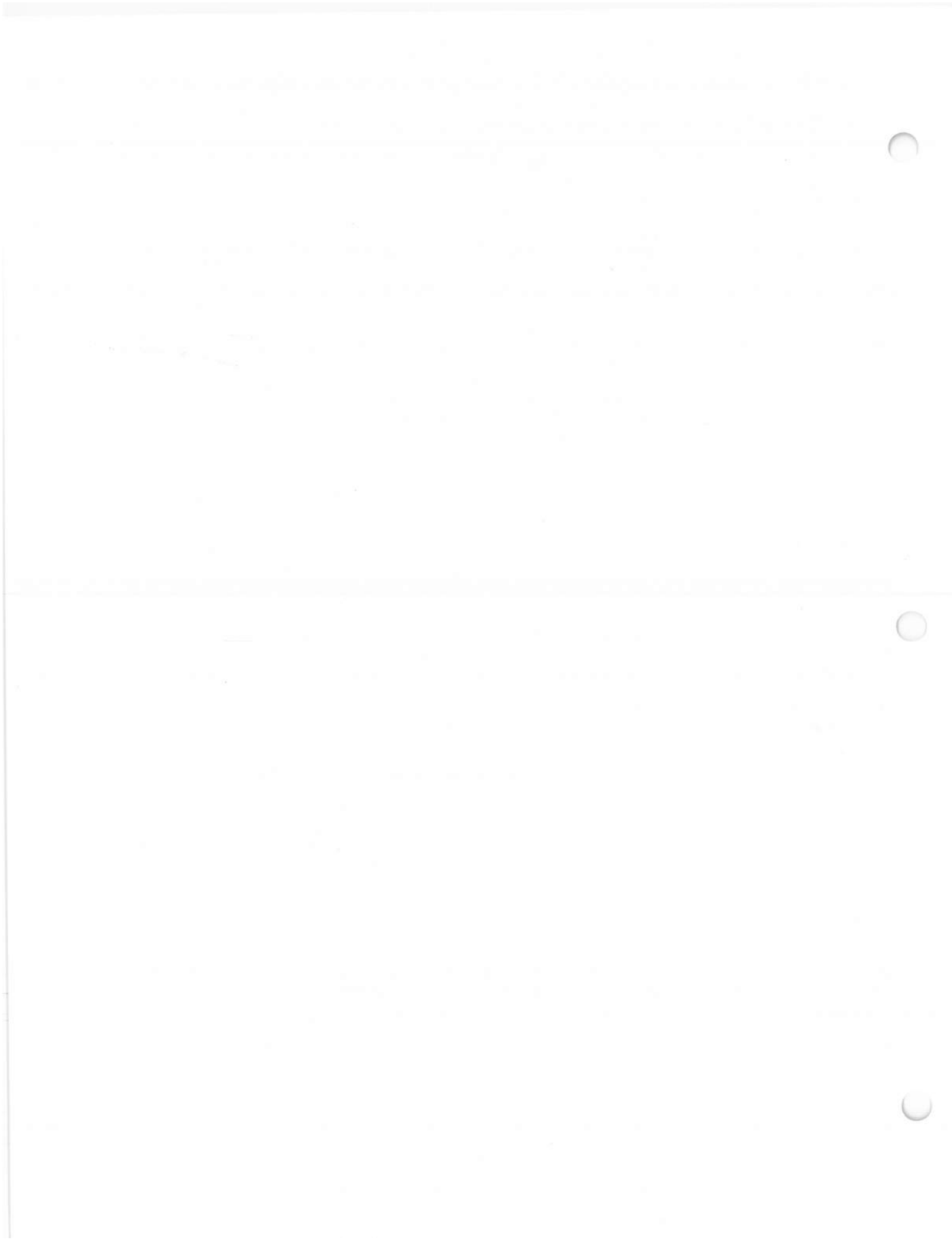
- Vents connected to your building's sewer pipes are inadequate, defective, or improperly installed.
- Traps under sinks, tubs, basins, showers and other drains are dry, defective, improperly installed, or missing.
- Pipes, connections and seals of the wastewater drain system in and under your buildings are damaged, defective, have plugs missing, or are improperly installed.

All residents are advised that if traces of this smoke or its odor enter your house or building, it is an indication that gases and odors from the sewer also may enter. These can be both unpleasant and dangerous, as well as a health risk to the occupants. Should smoke enter your home or business, you may contact a member of the smoke testing crew working in your area.

The crew member will be able to help and check with you as to where the smoke has entered your building. Location, identification, and correction of the source of smoke that enters your building is urgently advised. Your cooperation will be appreciated.

The information gained from this testing will be used to improve your sewer services and may reduce the eventual cost to utility customers.

Should you have any questions on this matter, please contact _____, at _____.



Newtown Heritage Festival Committee
Thursday, May 11, 2017

The Newtown Heritage Festival committee met on Thursday, May 11, 2017, at 7:15 pm at Town Office. The following members were present: President Adrian O'Connor, Earl Luttrell, Janet Davidson, Wayne Eldred, Rich Lyons, Donna Steward, Kim Begnaud, Patty Corey, Angela Mohr, Mike Kehoe, and Betty Wymer.

Adrian called the meeting to order.

Minutes – The April 27 minutes were reviewed and approved as presented.

Treasurer's Report – No report submitted

25th Anniversary Celebration/Soirée

Twelve tickets have been sold so far. It was suggested that we check with Town Hall and see if committee members may pick up tickets to sell if they so desire.

Members gave updates on Silent Auction donations received so far. Updated list is as follows:

- Hair products-Heritage Salon
- Free tour-Kernstown Battlefield
- Gift certificate- Flower Center
- Massage session
- Gift certificate- Main St. Classics
- Free month /ear buds/T-Shirt-Body Renew
- Winchester Basket- Visitors' Center
- A Wine Basket with 2 bottles of Virginia Wines -- donated by Rinker Orchards
- Two decorator dolls ---donated by Wendy Wiley
- Patriotic basket-Donna
- Kunstler prints
- Christmas ornament- King James Galleries
- Golf package – Shenandoah Valley Golf
- Golf package-Blue Ridge Shadows
- Gift certificate- Glory Days
- Family pass- Discovery Museum
- Four daytime admissions- Mount Vernon
- Pass- Natural Bridge Zoo
- Statues from DinosaurLand
- Charlie Thorne matted print- Newtown History Center
- Gift card – Martin's
- Two decorator dolls ---donated by Wendy Wiley
- An ice cream basket --with toppings, ice cream glasses and scoop --donated by Robin Campbell
- A Winchester Basket --with food items from Winchester -- donated by Tootie and Dudley Rinker
- Longhorn - \$25 gift certificates (may be used for parade prize winners)
- Two Dollywood admissions
- 6 \$10 gift certificates – Outback
- Basket- A Bit of Heaven and Earth

- Mirror- Big Yellow House
- Granny's -\$20 gift card
- Gift card-Shop and Save- \$15
- Baskets- Big Yellow House
- Stonewall Jackson framed print- Treasurer on Main

Adrian would like to have remaining Silent Auction items brought to the May 18 meeting.

Parade – Applications are out. Donna still needs someone to be Newton in the parade and remains hopeful that a local high school student will serve in this capacity. She has a car available for the T-shirt winners.

Adrian reported that Molly Lantz of Lantz's Pharmacy has requested that the northernmost entrance to her parking lot be open until 1:15ish so that customers can have access to the pharmacy. It was felt this issue should be referred to the Town Police Department.

Commemoratives/Festival Sales- Mike volunteered to go pick up the commemorative pottery as soon as we receive notification they are ready.

We will check about ordering glow sticks for the festival.

The Veterans committee has asked that we sell the Veterans medallions at the festival stand. This will necessitate keeping this money separate. They would also like to set out a donation jar.

Volunteers – Last year's list for Sherando volunteers was passed around for people to update. This list will then be passed along to Garland.

Entertainment –No news on use of the Green Room. Janet suggested getting an RV/trailer for the green room if an agreement cannot be worked out with Galen.

Newtown Cadillacs- The Rinkers have the Newtown Cadillac at their farm. Dennis has graciously given us the use of the wagon for as long as the festival needs it. Once the festival no longer has a need for it, Dennis has asked that the wagon be returned to him. It was decided that we put signage on the wagon saying "Newtown Uber".

History –Tootie, Mike, and Donna will test the Escape Room on Sunday.

Wagon Museum will be at the Old School, Steele & Bro. Store and Newtown History Center will be open.

Civil War dancers will be at the Old School from 11:00-1:00.

Car Show – Kim has initiated contact with V-DOT and will get back with them as requested. The Car Show is ready to go. The Show will be juried with three awards being presented.

Vendors- Janet reported that she has a nice lineup of food vendors in place for the festival.

T-Shirts- Order has been placed with Jacquetta for 25th anniversary T-Shirts.

Advertising- There will be an ad in Saturday's *Winchester Star* advertising the Soiree. The remaining five ads will run Thursday 5/18, Saturday 5/20, Wednesday 5/24, Thursday 5/25, and Friday 5/26.

Sue and Adrian are working on the *Stephens City Star*. They hope to have some available at the Soiree.

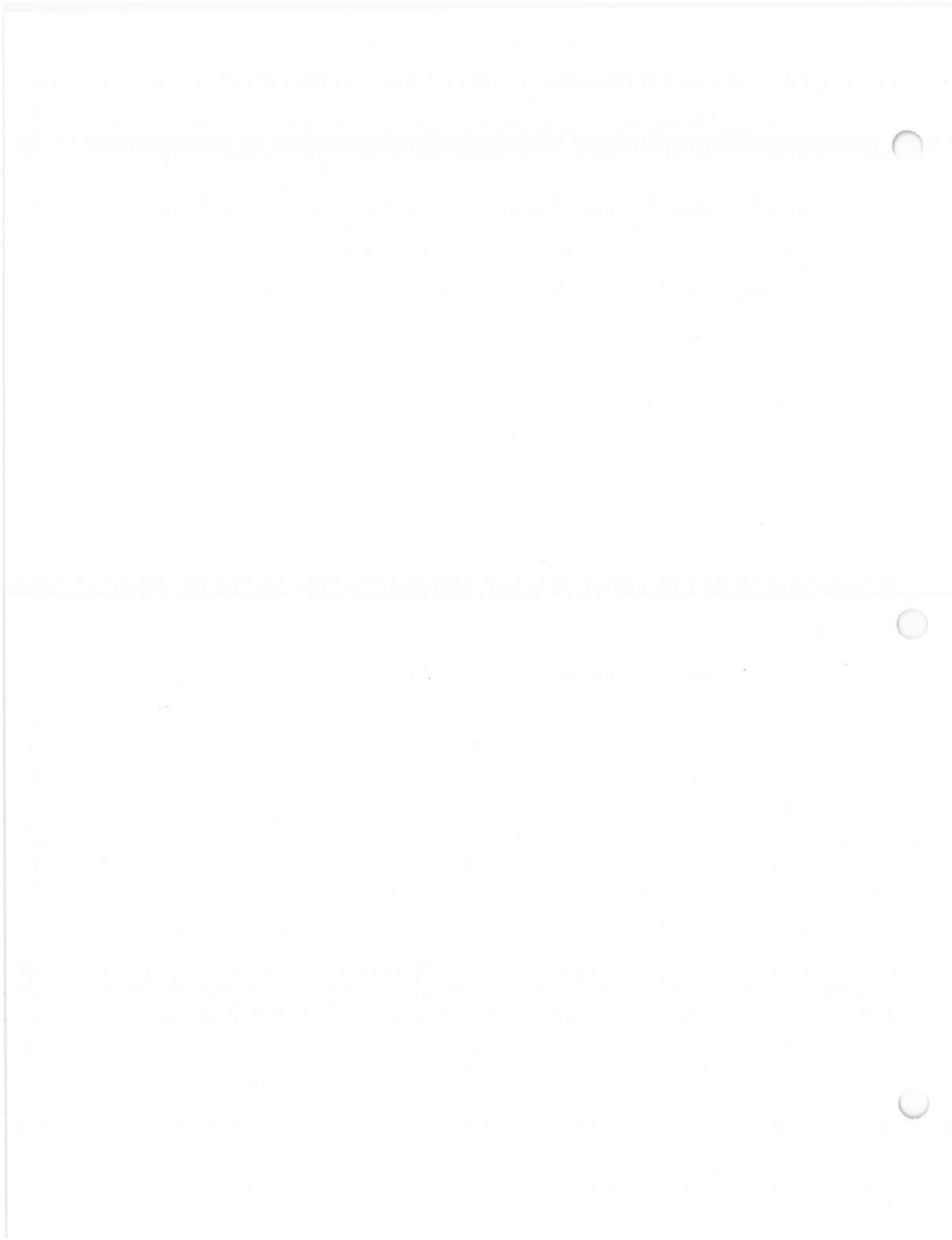
Members reported seeing a very nice festival blurb in *Cooperative Living*.
The Town website still shows 2015 festival information.

Veterans Observance – The Veterans Ceremony will begin at 10:00am and last approximately one half hour. Mike Majher will emcee. The Veterans committee would like to have a banner put up at the Commons advertising the ceremony.

Meeting was adjourned.

Respectfully submitted,

Betty Wymer, Secretary
Newtown Heritage Festival



Town of Stephens City
Committee Meeting Minutes

SPECIAL MEETING

Committee: PARKS & RECREATION

Date: 5-22-17 Time: 5:30 PM

Attendees: RON BOWERS, JASON NAVMAN,
BRIE SWAIN, MIKE MATHER, DONNA STEWARD,
LOU RYER, GEO VAUGHT, GARY FLETCHER,
KEWY THATCHER

Approval of Minutes from prior meeting:

APPROVED

Purposes/Subjects to be reviewed:

1. COMPLETE NEWTOWN VETERANS
MEMORIAL CEREMONY PROGRAM.

Brief of Committee Actions and Recommendations:

2. PROGRAM IS COMPLETE.

RJB
Signature of Chairman

Statement for Newtown Festival

May 15, 2017

From:

Jacquetta Owen

~~120 Massie Lane~~

~~Stephens City, VA 22635~~

~~549-869-1764~~

Printing shirts for 2017 Newtown Festival

32 Youth Small to Adult XL Lt Blue @ \$6 each	\$192
6 Adult 2X Lt Blue @ \$8 each	48
2 Adult 3X Lt Blue @ \$10 each	20
34 Youth Small to Adult XL Purple @ \$6 each	204
6 Adult 2X Purple @ \$8 each	48
2 Adult 3X Purple @ \$10 each	20

Total 82 shirts

Total \$532

Itemized job list includes:

2 Screen set up (for white and dark ink)

Photo Processing

Shirts and shipping

Screen ink/ Labor to print

Please report any imperfections for free replacement.

Thank you for using my service.

Jacquetta Owen

Newton Heritage Festival Treasurer's Report

Income:

Donations:	14,584.00
Merchandise:	2,700.00
Vendors:	2,395.00
25th Anniversary Dinner:	1,020.00
Silent Auction Sales	1,283.00
TOTAL:	21,982.00
EXPENSES:	18,221.53
GRAND TOTAL:	3,760.47

34 TICKETS SOLD FOR DINNER ON THE 20TH

72 2017 Commemorative Sold

TOTAL COST OF THE COMMEMORATIVE:	\$ 1,329.00
2017 COMMEMORATIVE INCOME:	\$ 1,800.00
NET OVER/(UNDER):	\$ 471.00
BREAK EVEN AMOUNT:	\$ 1,350.00

75 Commemoratives purchase in total
3 Remain

25th Dinner

SUSQUEHANNA:	\$ 575.00
CWDF DANCE CALLERS:	\$ 150.00
ACCOMMODATIONS:	\$ 560.00
Total Soiree Expenses:	\$ 1,285.00

Dinner Tickets Sold:

Silent Auction Items:

Total Soiree Income:

NET OVER/(UNDER):

2015 (3,408.10) Deficit

2016 4,166.03 Surplus

2017 4,460.07 Surplus

Amount	Description
14,584.00	Donations from 11/01/2016 - 5/25/2017
2,700.00	Sale of Commemoratives 08/19/2016 -- 05/30/2017
2,395.00	Vendor Registration 02/10/2017 - 05/30/2017
1,020.00	Dinner Tickets Sold for 5/20/2017
1,283.00	Soiree Silent Auction Sales
58.00	U.S. Postal Service 01/19/2017
398.70	Grandville Hollow Pottery
30.00	Kunstler Enterprises, Ltd.
275.00	SUSQUEHANNA TRAVELLERS 50% DEPOSIT
25.97	Dinner Invitation Mailing
139.95	Commercial Press
930.30	Grandville Hollow Pottery Final Payment
300.00	SUSQUEHANNA TRAVELLERS REMAINDER 50% PLUS 25 FOR TRAVEL
150.00	CWDF
532.00	Jacquetta Owens
72.00	Patricia Corey
789.70	Tent Rental
560.00	Holiday Inn Express
70.00	FRANKS B Q LLC REFUND
76.50	FREDERICK COUNTY TREASURER
1,200.00	DAVIS BRADLEY
550.00	HATCHER BOYS
2,000.00	ROBBIE LIMON BAND
2,500.00	SOULED OUT
500.00	JOE DE MASI
300.00	SHEN-VALLEY CIVIL WAR ERA DANCERS
250.00	HAPPY FEET CLOGGERS
18.98	Refreshments for Volunteer Police Offices
274.83	Valley Threadz Staff Shirts
5,000.00	Extreme Pyrotechnics, LLC
40.50	D&M CONTAINER SERVICE
733.10	WINCHESTER STAR ADS
239.00	Johnny Blue, Inc.
207.00	Sandys Pallet & Box

Newton Heritage Festival Treasurer's Report

Income:

Donations:	14,205.00
Merchandise:	674.00
Vendors:	1,330.00
25th Anniversary Dinner:	600.00
TOTAL:	16,809.00
EXPENSES:	2,839.92
GRAND TOTAL:	13,969.08

20 TICKETS SOLD FOR DINNER ON THE 20TH

18 2017 Commemorative Sold

TOTAL COST OF THE COMMEMORATIVE:	\$ 1,329.00
2017 COMMEMORATIVE INCOME:	\$ 450.00
NET OVER/(UNDER):	\$ (879.00)
BREAK EVEN AMOUNT:	\$ 1,350.00
54 Commemorative total need to be purchased for us to break even	
18 Sold	
36 Left to be sold	

Amount needed to BREAK EVEN: \$ 900.00

Amount	Description
14,205.00	Donations from 11/01/2016 - 5/19/2017
674.00	Sale of Commemoratives 08/19/2016 -- 05/19/2017
1,330.00	Vendor Registration 02/10/2017 - 05/19/2017
600.00	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 50% DEPOSIT
25.97	Dinner Invitation Mailing
139.95	Commercial Press
930.30	Grandville Hollow Pottery Final Payment
300.00	SUSQUEHANNA TRAVELLERS REMAINDER 50% PLUS 25 FOR TRAVEL
150.00	CWDF
532.00	Festival Shirts

Projections:

SUSQUEHANNA:	\$ 575.00
CWDF DANCE CALLERS:	\$ 150.00
ACCOMMODATIONS:	\$ 560.00
TOTAL SOIREE EXPENSES:	\$ 1,285.00

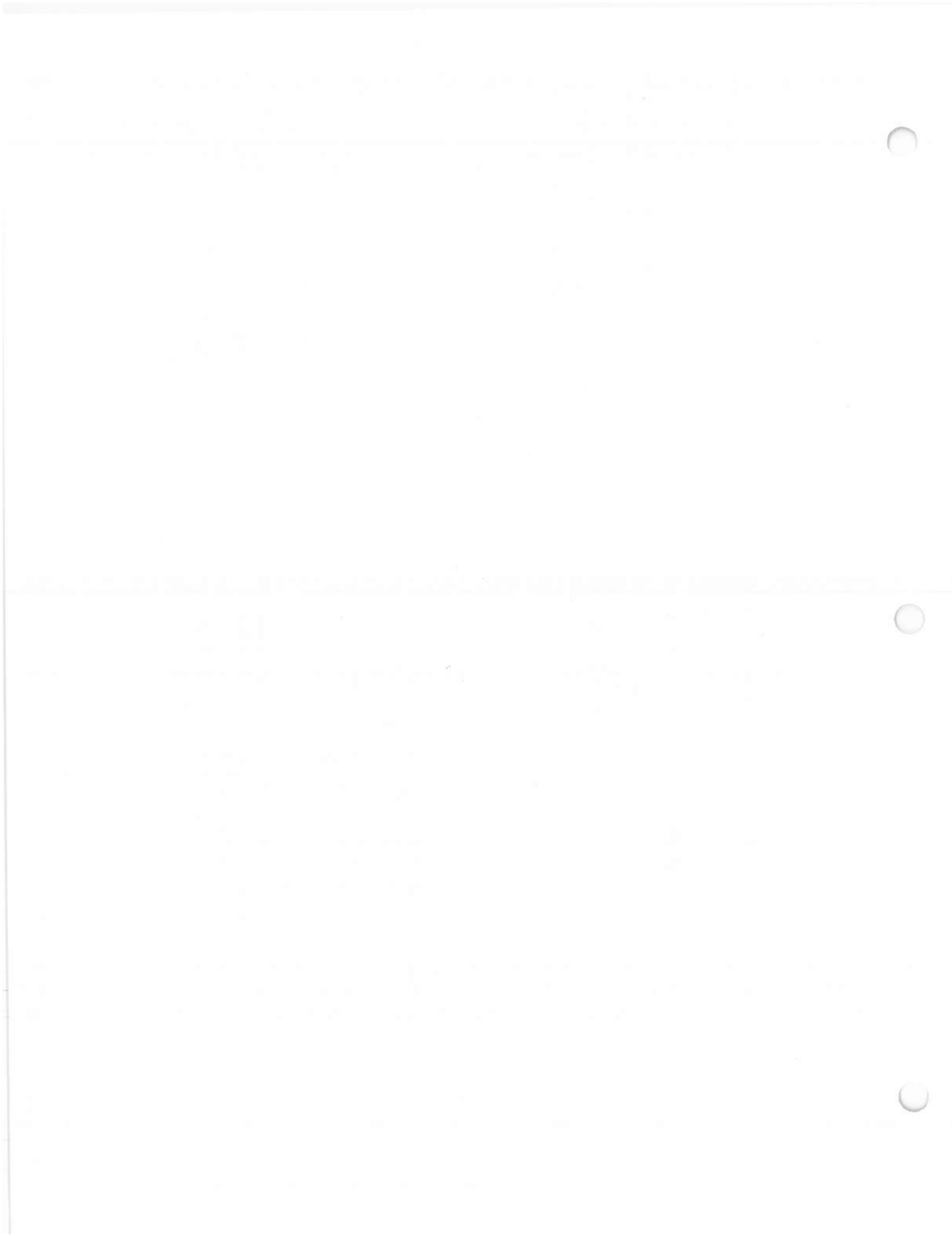
Dinner Tickets Sold: 600.00

NET OVER/(UNDER): \$ (685.00)

BREAK EVEN AMOUNT: 1,290.00

43 Tickets total need to be purchased for us to break even
20 Sold
23 Left to be sold

Amount needed to BREAK EVEN: 690.00





05/01/2017 - 05/31/2017

REVENUE DESCRIPTION

	AMOUNT
Bank Stock Tax	\$ 113.00
Connection Fees	\$ 150.00
Restaurant Meals Tax	\$ 6,837.34
Lease Property Payments	\$ 100.00
Newtown Heritage Festival	\$ 915.00
Newtown Heritage Merchandise	\$ 108.00
Fines and Forfeitures	\$ 1,741.30
Newtown Commons Fee	\$ 100.00
Consumption Tax	\$ 160.13
State Sales Tax	\$ -
Sale of Miscellaneos	\$ 282.00
Utility - Electric	\$ 15.76
Utility - Natural Gas	\$ 1,315.36
Total	\$ 11,837.89

UTILITIES

Water	\$ 6,415.58
Sewer	\$ 14,929.25
Penalty	\$ 6.67
PrePay	\$ 89.39
METER CHG	\$ 270.12
Miscellaneous	\$ 255.32
Total	\$ 21,966.33

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 1,200.00
Total	\$ 1,200.00

TAXES

Personal Property Tax

Principal Personal	\$ 6.66
Penalty Personal	\$ -
Interest Personal	\$ -
Decal Fee 2	\$ -
Total	\$ 6.66

Business Licenses

10000 -- RETAIL SALES	\$ -
10001 -- WHOLE SALES	\$ 15.00
10002 -- PEDDLERS	\$ -
10003 -- CONTRACTORS	\$ 60.60
10004 -- PERSONAL SERVICES	\$ -
10008 -- PROFESSIONAL SERVICES	\$ -
Total	\$ 75.60

Vehicle Decals

2ND QTR DISC	\$ 37.50
CAR TRUCK BUS	\$ -
MOTORCYCLE	\$ -



TRANSFER	\$	1.00
Total	\$	38.50

Commonwealth of VA

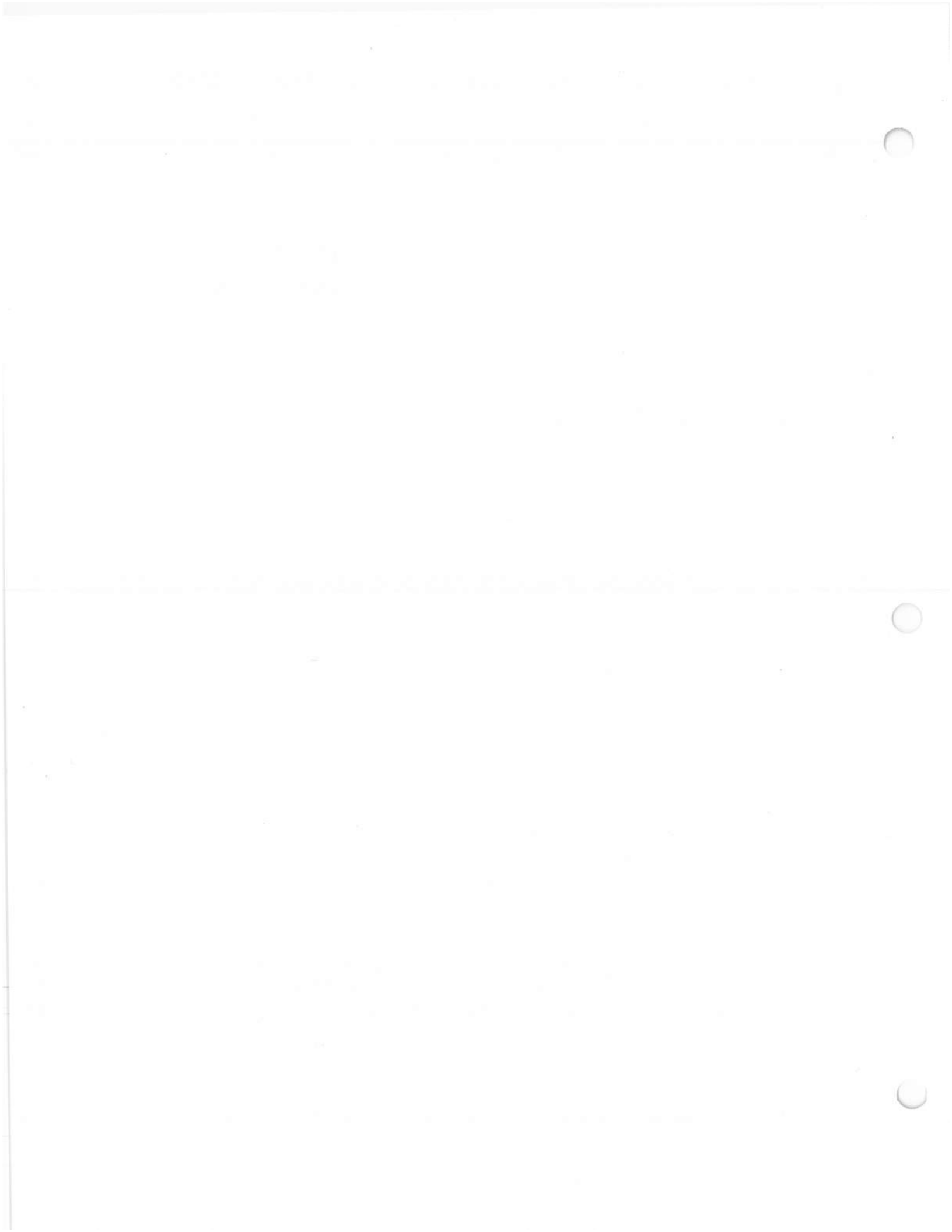
Communications Tax	\$	-
Total	\$	-

EXPENDITURES

Accounts Payable	* \$	41,512.03	W/O TMLPC Payment	\$	19,573.98
Wages	\$	10,500.17		\$	10,500.17
VRS	\$	7,458.16		\$	7,458.16
Total	\$	59,470.36		\$	37,532.31

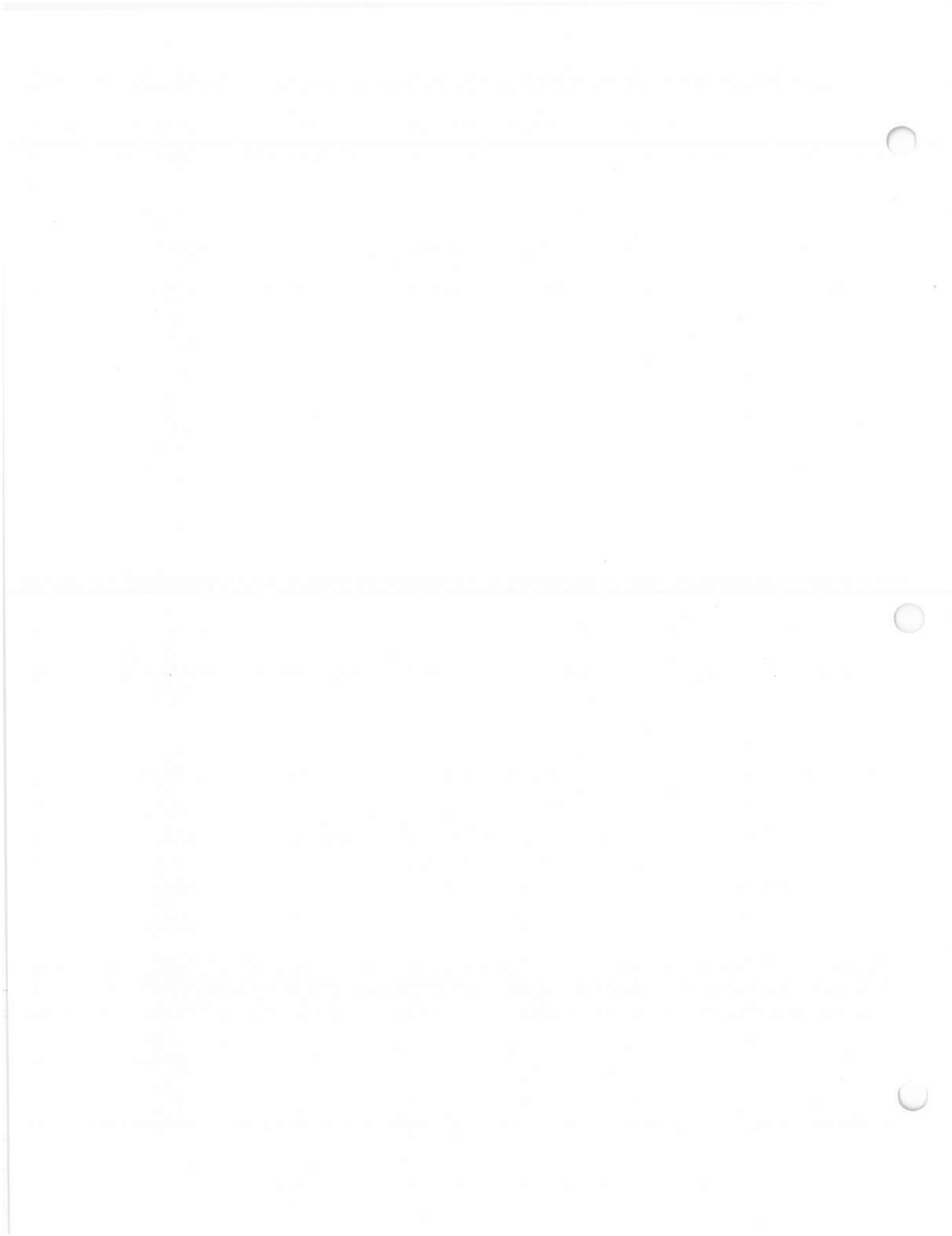
Total Revenue	\$	35,124.98	\$	35,124.98
Total Expenditures	\$	59,470.36	\$	37,532.31
Total Net Position	\$	(24,345.38)	\$	(2,407.33)

* Includes 22,685.75 Payment to TMLPC of which \$21,938.05 is a catch up payment to pay outstanding balances and \$747.70 are current charges.



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	



July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Fourth of July Observed Office Closed	4 Fourth of July Office Closed	5	6	7	8
9	10	11 Personnel 4:30 pm Town Council 7:00 pm	12	13	14	15
16	17	18 HPC Meeting 5:00 pm	19 Public Works Water/Sewer 4:30 pm	20 NHF Committee 7:15 pm	21	22
23	24 Parks & Recreation 5:30pm	25 Planning Commission 7:30 pm	26 Finance 4:00 pm	27 Public Safety 5:00 pm	28	29
31	31					

