

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, MAY 2, 2023
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 Bowers, Councilwoman Stevens, Councilwoman Swygert-Smith

*Absent
KT*

Staff present:

Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief; Chris James, Police Sergeant

Guests:

Marshall Werner; Jim McIntyre, Winchester Star; Travis Clower, FNB

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Travis Clower came to the meeting to introduce himself and to inform Council that First National Bank will be opening a new bank branch in the Stephens City area.

MINUTES – REGULAR MEETING OF APRIL 4, 2023

Councilwoman Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting of April , 2023. The Motion carried with the following VOTE:

Bowers- Absent

P. Fravel-Aye

Stevens- Aye

L. Fravel-Aye

Smith-Absent

Swygert-Smith-Aye

TREASURER'S REPORT – Report attached

Town Treasurer Steve Rickards stated that this month's expenses were low which helped the total net position for the month end to be quite robust. He has been working with the Auditor on the 2022 audit and will then get the ball rolling for 2023. The tax book has not come from Frederick County, the person that handles the book has been in the hospital. The Commissioner is working with the IT department to try to get the book into our hands.

POLICE REPORT – Report attached

Chief Copp asked if there were any questions about the report. Chief Copp stated that the Department has been very busy and the next few weeks will be filled with many events. They helped with the funeral procession for Fire Chief Louk. Upcoming events will be riding in the Apple Blossom Parade, assisting with traffic for Laurel Ridge's graduation, being involved in the Law Enforcement Memorial, Cody Arbogast graduating from the Academy, assisting in the Newtown Heritage Festival and riding in the Berryville parade, celebrating 225 years. He also noted that a

firearm stolen in 2010 had been recovered in King George County. The firearm had changed hands 4 times in the past 13 years.

SCVFD REPORT- Report attached

Chief Vaught read his report. He wanted to remind everyone that the Department will be selling BBQ chicken dinners during the festival. Chief Vaught requested adoption of the company mission, vision and values. Councilman P. Fravel made the Motion to approve the adoption of the company mission, vision and values. The Motion carried with the following VOTE:

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

ACTION AGENDA

3rd Reading Comprehensive Plan proposed amendments

Mayor Diaz asked the Clerk to do the 3rd reading by title only. The Clerk read, "Stephens City Comprehensive Plan proposed amendments draft version 02-22-2023." Vice-Mayor Fravel made the Motion to approve the 3rd reading. The Motion carried with the following VOTE:

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

3rd Reading Ordinance to Amend Chapter 17 Reestablishing a Tree Commission

Mayor Diaz asked the Clerk to do the 3rd reading by title only. The Clerk read, "An Ordinance to Amend Chapter 17, the Stephens City streets, sidewalks and Public Places Ordinances to reestablish a Tree Commission and Provide for Planting of Trees on Public Property." Councilor Swygert-Smith made the Motion to approve the 3rd reading. The Motion carried with the following VOTE:

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

Police Department Budget Request

The grant has been secured and will be enough to equip an additional officer if Council approves. Counselor Fravel asked if this could be tabled until the work session and turn the work session into a Special Meeting and then have a closed session. Everyone was in agreement.

Approve and Schedule Budget Public Haring

It was decided that the Public Hearing would be held on May 16th during the scheduled Special meeting.

COMMITTEE REPORTS

A. Finance Committee - Linden A. Fravel, Chair

No Meeting: No Comments

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 - Mariah Smith, Chair

No Meeting: No Comments

E. Ordinance and Governments Committee - Regina Swygert-Smith, Chair

No Meeting: No Comments

F. Parks and Recreation Commission - Tina Stevens, Chair

No Meeting: No Comments

G. Planning Commission - Linden A. Fravel Jr, Chair

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: Marshall Werner, a member of the committee, informed Council that things were moving along. They are now meeting weekly to get everything finalized. The commemoratives will be coming in the week of the 15th. Press releases have gone out and there will be a podcast with Barry Lee.

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. The new Neptune water/sewer reader has arrived it will have the capability to give leak reports.
2. A new firewall has been installed for cyber security.
3. Once the tax rolls are received they will be sent off to Southern Software to be converted.
4. Sidewalk assessments will be happening to see which areas we need to work on first.
5. The Memorial Day Service will be on May 25th at 8 am.
6. The Heritage Festival is moving along and has been a lot of added work on staff.
7. Zoning permits continue to come in and have surpassed last year's count.

CLERK'S REPORT

Town Clerk stated that the Beautification Committee is working on getting the commons looking nice for festival. Public Works will be building a planter in front of the stage. Carole Miernick will be painting some of our old pots to revive them so we can use them by the Concession Stand. As of right now we have had 14 Hometown Hero banners ordered. There are still a few days left to order, the deadline being May 7th.

COUNCIL COMMENTS/CALENDAR

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

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

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk