

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, May 3, 2022  
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, Councilman Fravel, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steven Rickards, Town Treasurer; William Copp, Police Chief; Timothy Vaught, Fire Chief

**PUBLIC COMMENT**

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

**MINUTES – REGULAR MEETING OF APRIL 5, 2022**

Councilman Bowers moved for approval of the minutes of the regular Town Council Meeting for April 5, 2022. The Motion carried with the following VOTE:

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

**TREASURER’S REPORT – Report attached**

Town Treasurer Steve Rickards reported that March had been a robust month ending with a strong net. Cigarette tax arrived today, we exceeded what had been budgeted. The monthly Treasurer’s report has been changed to give Impact Fees their own line. The zip files have been received from the Commissioner’s office and have been sent to Southern Software for their conversion. The utility bills we will be going out this week.

**POLICE REPORT – Report attached**

Chief Copp stated that the Easter Egg Hunt at the commons went well and was well attended. He thanked Mayor Diaz for inviting him to the first annual Apple Blossom Veteran’s Dinner, Councilman Fravel and Councilwoman Smith also attended. Chief Copp let Council know that he and Officer James had ridden in the Apple Blossom Parade and that it was great to see so many local people enjoying the festivities. He said he had met with Donna Steward to go over the logistics of the Newtown Parade.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He stated that it seemed like everyone enjoyed the Easter Egg Hunt and that “Sparky” was a big hit. He pointed out that Mark Gunderman had written a very nice article on the history of the department. The Town Clerk said she would forward the article to the council members. He said that they are working on being able to use PayPal thru their website to make

donating easier. He also stated that they are looking into making business cards with a QR Code so that when they are having their boot drives, they can hand them out.

## **ACTION AGENDA**

### **Public hearing on ordinance to budget and appropriate funds for FYE-23**

Mayor Diaz opened the public hearing on the resolution to budget and appropriate funds for FYE-23. There being no comments from the public, Mayor Diaz closed the public hearing.

### **Public hearing on change to minimum rate and a consumption utility rate increase of 15%**

Mayor Diaz opened the public hearing on change to minimum rate and a consumption utility rate increase of 15%. There being no comments from the public, Mayor Diaz closed the public hearing.

### **1<sup>st</sup> & 2<sup>nd</sup> reading on ordinance to budget and appropriate funds for FYE-23**

Mayor Diaz asked the Clerk to do the first reading by title only. The Clerk read "An Ordinance to Budget and Appropriate Funds for the Operations of Stephens City, Virginia for the Fiscal Year 2022-2023." Vice-Mayor Fravel made the Motion to adopt the first reading of the ordinance. The Motion carried with the following VOTE:

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

Mayor Diaz asked the Clerk to do the second reading by title only. The Clerk read "An Ordinance to Budget and Appropriate Funds for the Operations of Stephens City, Virginia for the Fiscal Year 2022-2023." Vice-Mayor Fravel made the Motion to adopt the second reading of the ordinance. The Motion carried with the following VOTE:

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

### **1<sup>st</sup> & 2<sup>nd</sup> reading on change to minimum rate and a consumption utility rate increase of 15%**

Mayor Diaz asked the Clerk to do the first reading by title only. The Clerk read "An Ordinance to Change the Minimum Water and Sewer Consumption for Billing Purposes to Two Thousand Gallons and to Increase Water and Sewer Rates by 15%." Councilman Fravel made the Motion to adopt the first reading of the ordinance. The Motion carried with the following VOTE:

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

Mayor Diaz asked the Clerk to do the second reading by title only. The Clerk read "An Ordinance to Change the Minimum Water and Sewer Consumption for Billing Purposes to Two Thousand Gallons and to Increase Water and Sewer Rates by 15%." Councilwoman Stevens made the Motion to adopt the second reading of the ordinance. The Motion carried with the following VOTE:

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

## **COMMITTEE REPORTS**

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

Meeting: Vice-Mayor Fravel wanted to commend Chief Copp and his team on their comprehensive budget. It was one of the best that he has seen from the Police Department.

### **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: Mayor Diaz said that the committee was working hard on finalizing all the plans.

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

Vice-Mayor Fravel made the Motion to approve the Minutes and Reports. The Motion carried with the following VOTE:

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

## **TOWN MANAGERS REPORT**

Town Manager Mike Majher reported:

1. The water bills are going out and the water quality report is being sent with them.
2. Festival preparations are in full swing for the Heritage Festival.
3. Taxes have been received from the Commissioner and have been sent to the software company.

4. There will be a Planning Commission meeting this month. The solar plans have been delivered.
5. The Heritage Festival will kick off with the Beauty Pageant on the stage Thursday the 26<sup>th</sup>. Then Friday evening will be the first Movie on Main for this year. The movie will be The Sandlot and it is being sponsored by Seth and Kelly Thatcher.
6. The Easter egg hunt was a huge success. The Church is thinking about holding their Trunk or Treat in the commons.
7. Bret and Rich are doing manhole inspections for repairs.

**COUNCIL COMMENTS/CALENDAR**

Mayor Diaz informed Council that the trash company has not been complying with their contract. They are not supposed to start trash pickup until 7 am. They have been coming as early as 3:30 am. Mayor Diaz would like the council to request the Town Manager to write a letter reminding them of the rules set forth in the contract. Council was in agreement.

Mayor Diaz then asked if there were any other comments or if there were any changes to the calendar. There were none.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:38 pm and the motion carried unanimously.

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Michael A. Diaz, Mayor

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Kelly Thatcher, Town Clerk