

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, June 2, 2020
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 remotely:

Mayor Diaz, Councilman Bowers, Councilman Fravel, Councilman Hollis, Councilwoman Swygert-Smith

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

Guests: Brian Brehm, Winchester Star

PUBLIC COMMENT

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

MINUTES – REGULAR MEETING OF MAY 5, 2020

Councilor Hollis asked that the minutes show that Councilor Stevens was present. With the correction noted, Councilor Hollis moved for approval of the minutes of the regular Town Council Meeting of May 5, 2020. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

TREASURER’S REPORT – Report attached

Town Treasurer Steve Rickards reported that May was a strong and rather robust month. He also reported that this was the best fiscal year on record. He stated that the real estate tax and decal bills will be sent out on Friday.

POLICE REPORT – Report attached

Major Hawkins read the report. He stated that it had been two difficult months dealing with Covid and now they were dealing with the fallout from the tragedy in Minnesota. He said it was now a matter of working together and doing our best to regain trust. Councilor Swygert-Smith asked if there had been any incidents here and Major Hawkins said we have had none. He also informed Council that the Frederick County Sheriff’s office was keeping a close eye on the rally that is going to be held Friday in Winchester.

SCVFD REPORT- Timothy Vaught, Fire Chief-Report attached

Fire Chief Timothy Vaught read his report. Chief Vaught reported that calls have been on a rise. He reported that they are still okay as far as supplies go. He also stated that donation letters have gone out. He informed the Council that the annual audit was going on. Mayor Diaz asked what some of the ways there were to give a donation. Chief Vaught said there was a link on the website. Mike Majher also said that the donations could be brought to the office.

ACTION AGENDA

1st & 2ND Reading of Continuity of Operations Ordinance

Mayor Diaz asked the Clerk to do the first reading of 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.” Councilman Hollis made the Motion to Adopt the First reading of the Ordinance. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

Mayor Diaz asked the Clerk to do the Second reading of 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.” Councilwoman Swygert-Smith made the Motion to Adopt the Second reading of the Ordinance. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

1st & 2nd Reading of Amendments to Chapter 19 of the Town Code

Mayor Diaz asked the Clerk to do the First reading of the Amendment by title only. The Clerk read, “Amendment to Chapter 19 of the Town Code.” Councilman Fravel made the Motion to Adopt the First reading of the Amendment. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

Mayor Diaz asked the Clerk to do the Second reading of the Amendment by title only. The Clerk read, “Amendment to Chapter 19 of the Town Code.” Councilman Hollis made the Motion to Adopt the Second reading of the Amendment. The Motion carried with the following roll call Vote:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

1st & 2nd Reading of FYE 2021 Budget and Appropriations Ordinance

Mayor Diaz asked the Clerk to do the First reading of the Ordinance by title only. The Clerk read, “An Ordinance To Budget And Appropriate Funds For The Operations Of Stephens City, Virginia For The Fiscal Year 2020-2021.” Councilman Hollis made the Motion to Adopt the First reading of the Ordinance.” The motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis- Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

Mayor Diaz asked the Clerk to do the Second reading of the Ordinance by title only. The Clerk read, “An Ordinance To Budget And Appropriate Funds For The Operations Of Stephens City, Virginia For The Fiscal Year 2020-2021.” Councilwoman Swygert-Smith made the Motion to Adopt the Second reading of the Ordinance. The Motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: No Comments

B. Personnel Committee –Ronald Bowers, Chair

No Meeting: No Comments

C. Public Safety Committee –Jason Nauman, Chair

Meeting: Mr. Majher reported that the committee had decided that we would do a phased reopening. He said the office would reopen on June 15, the parks and public spaces on July 1 and the August council meeting would be in person.

D. Public Works Committee –Tina Stevens, Chair

No Meeting: No Comments

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

No Meeting: No Comments

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting: No Comments

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

Meeting: Councilman Fravel stated that there were two items that went before the committee.

The first item was the subdivision of lot 40 on Main Street. The committee recommends that this be approved with the condition that there is a right of way for access. The lot has already been practically subdivided in that there are two separate structures with separate uses. This action would simply make that subdivision legal as well.

The second item was dealing with the 6 acre parcel 74A01. This subdivision would consist of spacious single family dwellings built on lots no smaller than 1 acre. The property owner is granting to the town utility easements which will allow the town to further extend its utility system when ready.

Councilman Fravel made a motion to approve the subdivisions as recommended by the Planning Commission. The motion carried with the following roll call VOTE:

Bowers-Aye	Fravel-Aye
Hollis- Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

H. Newtown Heritage Festival Committee

No Meeting: No Comments

Mayor Diaz commented on how well the Memorial Service went. Mr. Majher stated that the live stream had had 1300 views, which was quite impressive. Councilor Hollis suggested that the live streaming continue in

the future.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilor Hollis made a Motion to approve the committee minutes. The minutes were approved with a roll call Vote:

Bowers-Aye	Fravel-Aye
Hollis-Aye	Nauman-Absent
Swygert-Smith-Aye	Stevens-Absent

TOWN MANAGERS REPORT

Town manager Mike Majher reported:

1. That things are still very busy and the new utility accounts keep coming in.
2. The remaining lots of Mountain Valley Estates have had plans submitted.
3. The real estate taxes and decal fees have been entered into the software and will be ready to mail out on Friday.
4. Water bills were due this week. Mayor Diaz asked how many were still outstanding. Mr. Rickards informed Council that it had now reached around \$25,000.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz thanked everyone for being here remotely and asked if there were any comments. Councilwoman Swygert-Smith informed Council that there had been a group of Boy Scouts meeting at the Commons. She wanted to commend Officer Copp on handling the situation. He was not on duty and she contacted him and it was dealt with on his own time.

There being no more business Councilman Fravel made a motion to adjourn at 6:38 pm and the motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Deputy Town Clerk



06/01/2019 - 06/30/2019

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 3,562.50
Connection Fees	\$ 375.00
Restaurant Meals Tax	\$ 7,492.41
Lease Property Payments	\$ 200.00
Zoning Permit Fees	\$ 3,950.00
Fines, Forfeitures & Finger Prints	\$ 368.12
Lodging Tax	\$ 332.00
Consumption Tax	\$ 653.97
State Sales Tax	\$ 13,582.23
Miscellaneous Income	\$ 20.00
Utility - Electric	\$ 4,715.03
Utility - Natural Gas	\$ 866.05
Total	\$ 36,117.31
UTILITIES	
Water	\$ 12,803.28
Sewer	\$ 30,566.98
PrePay	\$ 530.08
Misc	\$ 155.62
Total	\$ 44,055.96
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 3,000.00
Avail. Fees Water	\$ 5,605.00
Avail. Fees Sewer	\$ 12,534.00
Total	\$ 21,139.00
TAXES	
Real Estate Tax	
Principal Real	\$ 51,331.21
Interest Real	\$ 3.63
Total	\$ 51,334.84
Personal Property Tax	
Principal Personal	\$ 1,321.38

Penalty Personal	\$ 5.84
Interest Personal	\$ 4.38
Fire Rescue	\$ 74.88
Machine/Tools	\$ 81.59
Business Equipment	\$ 5,660.86
Decal Fee 1	\$ 12,113.03
Decal Fee 2	\$ 550.00
Total	\$ 19,811.96

Business Licenses

10000 -- RETAIL SALES	\$ 150.00
10003 -- CONTRACTORS	\$ 29.62
PENALTY TRANSACTIONS	\$ 3.38
Total	\$ 183.00

Vehicle Decals

CAR TRUCK BUS	\$ 175.00
TRANSFER	\$ 2.00
Total	\$ 177.00

Commonwealth of VA

DMV-DUI	\$ 675.78
Law Enforcement Grant	\$ 9,222.00
Communications Tax	\$ 1,839.70
Total	\$ 11,737.48

EXPENDITURES

Accounts Payable	\$ 84,419.45
Wages	\$ 28,272.91
VRS /ICMA	\$ 8,058.74
Total	\$ 120,751.10

Total Revenue	\$ 184,556.55
Total Expenditures	\$ 120,751.10
Total Net Position	\$ 63,805.45



REVENUE

	CMTD		PFME		
	06/01/2020 - 06/30/2020		06/01/2019 - 06/30/2019		
Cigarette Tax	\$ 3,562.50	\$ 7,125.00	↓	-50%	
Connection Fees	\$ 375.00	\$ 250.00	↑	50%	
Restaurant Meals Tax	\$ 7,492.41	\$ 10,364.16	↓	-28%	
Lease Property Payments	\$ 200.00	\$ 100.00	↑	100%	
Lodging Tax	\$ 332.00	\$ 172.00	↑	93%	
Zoning Permit Fees	\$ 3,950.00	\$ 100.00	↑	3850%	
Fines, Forfeitures & Finger Prints	\$ 368.12	\$ 2,568.35	↓	-86%	
Newtown Heritage Festival	\$ -	\$ 100.00	↓	-100%	
Consumption Tax	\$ 653.97	\$ 619.08	↑	6%	
State Sales Tax	\$ 13,582.23	\$ 12,236.14	↑	11%	
Miscellaneous Income	\$ 20.00	\$ -	⇒	0%	
Sale of Property	\$ -	\$ 2,500.00	↓	-100%	
Utility - Electric	\$ 4,715.03	\$ 4,850.98	↓	-3%	
Utility - Natural Gas	\$ 866.05	\$ 605.94	↑	43%	
Total	\$ 36,117.31	\$ 41,591.65	↓	-13%	

UTILITIES

Water	\$ 12,803.28	\$ 14,622.06	↓	-12%	
Sewer	\$ 30,566.98	\$ 35,971.15	↓	-15%	
Penalty	\$ -	\$ 1,522.46	↓	-100%	
PrePay	\$ 530.08	\$ 458.44	↑	16%	
Reconnect Fee	\$ -	\$ 150.00	↓	-100%	
Sale of Land	\$ -	\$ 50,000.00	↓	-100%	
Misc	\$ 155.62	\$ -	⇒	0%	
Total	\$ 44,055.96	\$ 102,724.11	↓	-57%	

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 3,000.00	\$ 1,800.00	↑	67%	
Avail Fees -- Water	\$ 5,605.00	\$ -	⇒	0%	

Avail Fees -- Sewer
Total

\$	12,534.00	\$	-	⇒	0%
\$	21,139.00	\$	1,800.00	⇧	1074%

Real Estate Tax

\$	51,334.84	\$	38,964.82	⇧	32%
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Personal Property Tax

\$	19,811.96	\$	30,267.88	↓	-35%
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Business Licenses

\$	183.00	\$	301.50	↓	-39%
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Vehicle Decals

\$	177.00	\$	42.25	⇧	319%
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Commonwealth of VA

Law Enforcement Grant	\$	9,222.00	\$	8,876.00	⇧	4%
Fire Department Flow Thru	\$	-	\$	10,000.00	↓	-100%
Communications Tax	\$	1,839.70	\$	1,850.52	↓	-1%
DMV DUI Grant	\$	675.78	\$	734.52	↓	-8%
Total	\$	11,737.48	\$	21,461.04	↓	-45%

EXPENDITURES

Accounts Payable	\$	84,419.45	\$	119,500.48	↓	-29%
Wages	\$	28,272.91	\$	25,877.36	⇧	9%
VRS	\$	8,058.74	\$	10,042.39	↓	-20%
Total	\$	120,751.10	\$	155,420.23	↓	-22%

Total Revenue

\$	184,556.55	\$	237,153.25	↓	-22%
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Total Expenditures

\$	120,751.10	\$	155,420.23	↓	-22%
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Total Net Position

\$	63,805.45	\$	81,733.02	↓	-22%
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Bank Balances as of 07/06/2020

Bank of Clarke County	3,137.17				
Capon Valley Bank General Fund	520,327.81	RE Collections: 2018 - 99.14%	PP Collections: 2018 - 90.20%		
Capon Valley Bank CIP	117,392.66				
Capon Valley Utility Deposit	140,729.30	RE Collections: 2019 - 98.08%	PP Collections: 2019 - 88.06%		
Capon Valley Utility Fund CIP	114,335.49				
Capon Valley Bank Mulberry Account	2,165.64				
Capon Valley Mountain Valley Estate Bond	124,802.31	RE Collections: 2020 - 56.12%	PP Collections: 2020 - 93.59%		
BB&T General Reserve Fund	23,090.45		Decal Collections: 2020 - 37.98%		
BB&T Utility Reserve Funds	11,798.91				
BB&T Savings Account	9,564.38				
BB&T CD (Peter B. Stickley)	11,637.17	Total RE Collection: 92.43%			

Total Bank Fund Balances - Cash On Hand

1,078,981.29

Total PP Collection: 87.32%

To: Mayor Mike Diaz
Members of Town Council

From: Interim Chief Steve Hawkins

Date: July 6, 2020

Subject: Police Report for June 2020

The Stephens City Police Department responded to 637 calls for services during the month of June. We assisted the Frederick County Sheriff's Office with 22 calls, the Middletown Police Department with 4 calls and the Virginia State Police with 2 calls.

We wrote 4 citations for the month, 2 speed warnings and 1 parking ticket for Parking in Handicap Zone. A breakdown of citations follows.

- 1 – Drive Suspended
- 2 – Fail to Obey Highway Sign
- 1 – Speeding

We spent a total of 2 hours in court for the month.

We wrote 5 incident reports for the month and had 1 arrest. A breakdown follows.

- 1 – Lost/Found Child
- 1 – Larceny
- 1 – Traffic Accident
- 1 – Shoplifting
- 1 – Supplement to Frederick County Pursuit

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



Report of the Fire & EMS Chief July 2020

Report of responses for June 2020

Town of Stephens City:

Fire- 0
EMS- 11
MVC- 0

Frederick County:

Fire- 29
EMS- 172
MVC- 10

Total responses for June 2020: 222
Total YTD responses for 2020: 1240

- Fundraisers have begun again with restrictions in place to aid social distancing and keep food delivery contactless.
- Virginia Department Aid to Localities paperwork has been completed and submitted. We are scheduled to receive that payment next month.

Respectfully submitted,

Timothy J. Vaught
Fire & EMS Chief

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 TOWN COUNCIL 6:00 PM	8	9	10	11
12	13	14 Personnel 4:30 pm	15 Public Works 4:30 pm Ordinance 5:00 pm	16 NHF Committee 7:15 pm	17	18
19	20	21 HPC 5:00 pm Beautification 5:30 pm	22 Finance 4:00 pm	23 Public Safety 5:00 pm	24	25
26	27 Parks & Recreation 5:30pm	28 Planning Commission 7:30 pm	29	30	31	

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 TOWN COUNCIL 5:00 PM	5	6	7	8
9	10	11 Personnel 4:30 pm	12	13	14	15
16	17	18 HPC 5:00 pm Beautification 5:30 pm	19 Public Works 4:30 pm Ordinance Committee 5:00 pm	20 NHF 7:15	21	22
23	24	25 Planning Commission 7:30 pm	26 Finance 4:00 pm	27	28	29
30	31 Parks & Rec 5:30 pm					