

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, June 6, 2017
7:00 PM**

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

Councilwoman Thatcher 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

Mr. Michael Diaz 5207 Pan Tops Drive, Stephens City, VA read a letter which is attached. Mr. Diaz addressed Council and stated that the Town Council had spent an unknown amount of man-hours drafting, discussing, and voting on a mailbox ordinance, all the while, life threatening problems are happening to residents of the Town and Frederick County. Mr. Diaz went on to explain that there had been a situation where he had personally witnessed a vehicle blocking the intersection of Fairfax and Mulberry Street and he feels it blocking this particular intersection is both life and property threatening to all who are served by the Stephens City Fire Department. Mr. Diaz then requested that there be clearly marked pedestrian signage and road markings be installed to aid pedestrians in safe crossing. Also that signage be installed indicating the intersection is an emergency intersection and notification of penalties for blocking such intersection.

Mr. Diaz also requested that there be increased law enforcement presence at the intersection during peak traffic times to deter individuals from ignoring the installed signs. Mr. Diaz explained that he did not want to see the Town using this as a revenue opportunity but, to potentially avert a person from unnecessarily losing their home to a fire or family member dying due to someone blocking the intersection at Mulberry and Fairfax St. Mayor Grim commented that VDOT had been contacted about a control light at the intersection and has refused to install one. Mr. Diaz mentioned that there is a nonprofit program called Lights for Life that will raise the money for the lights. Mr. Diaz also mentioned that pedestrian crossing is an issue in the Town.

Mr. Jimmy Tinsman 1454 Macedonia Church Rd. Stephens City VA. Mr. Tinsman stated he is the President of the Sherando Warrior Booster Club and is requesting Permission to host the Sherando Booster Club annual Homecoming Parade and activities here in the Town on September 14, 2017. Councilman Fravel 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

MINUTES – REGULAR MEETING OF MAY 2, 2017

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of May 2, 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 is mailing out Personal and Real Estate taxes.

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

Police Chief Charles Bockey gave the report. Chief Bockey reported new hire Tyler Payne had graduated Police Academy on May 25, and received two awards and graduated "Top Cop" out of the Academy.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief Jones was not present and no report was given.

Third and Final 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

Resolution of Appreciation for the Newtown Heritage Festival Committee

Mayor Grim read aloud the Resolution of Appreciation and all who were present applauded.

Councilman Fravel made a Motion to approve the Resolution and the Motion carried with the following recorded VOTE:

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

Nay- None

Absent – None

Abstain- None

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

No Meeting: No Comment

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- No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached- Chairman Nauman reported that attached are the minutes for the Water/Sewer Meeting and that there are Line Inspection and Correction Regulations recommended for Adoption. Councilman Nauman made a Motion to adopt the changes as recommended by the Water/Sewer Committee for the Private or Out-of –Town Water and Sewer Line Inspection and Correction Regulations and the Motion carried with the following recorded VOTE:

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

Nay- None

Absent- None

Abstain- None

Chairman Nauman gave an updated amount of water purchased by the Sanitation Authority from March of 2015 to April of 2017, the updated amount is one billion seven hundred and four million five hundred and five thousand gallons of water. The amount owed by the Sanitation Authority to the Town as of date is eight million three hundred and eleven thousand seven hundred and fifteen dollars. Judge Cahill out of Loudoun County will be presiding over the court case.

F. Parks and Recreation Commission- Ronald Bowers, Chair

Chairman Bowers reported that there had been a Special Meeting on the 22nd of May to discuss the Veterans Ceremony. The Ceremony went well despite the rain.

G. Newtown Heritage Festival

Meeting: President of the Newtown Heritage Festival Adrian O'Connor gave the report. Mr. O'Connor reported that everyone who was involved in the Festival gave an excellent amount of effort. Despite a couple of mix ups and not being able to have the kids bounce house, the kids seemed to have an enjoyable time regardless. Over all, the food vendors did well however, there were not as many craft vendors. Mr. O'Connor was appreciative to the people to attended the Festival as well as to those who

were apart of the Festival and who gave their time and effort. Mr. O'Connor mentioned that the Festival Committee is looking for volunteers to join the Festival Committee.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilwoman Thatcher made a motion to approve the committee minutes

TOWN MANAGER'S REPORT - Michael Majher

1. Heritage Festival and Veterans Ceremony was a success and thanked all guests and attendees.
2. Mr. Majher thanked the Police Department and Public Works for their work during festival.
3. Taxes have been sent out. The assistance of the Town Clerk and Treasurer is much appreciated.
4. Public Works crew has recently completed the repainting of the curbs throughout town.
5. There will be smoke testing for leaks and or illegal connections in the utility system this month.
6. The new website is live at www.stephenscity.org.

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar. Mayor Grim commented that the July Council Meeting will need to be rescheduled due to it falling on July fourth and suggested July eleventh.

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

Nay: None

Absent: None

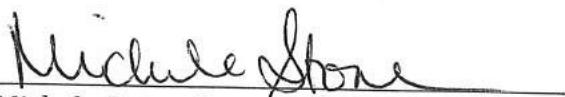
Abstain: None

The July 4, 2017 Town Council Meeting is moved to July 11, 2017

There being no further business, Councilman Favel made a Motion to adjourn at 7:38 pm and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



06/01/2017 - 06/30/2017

REVENUE DESCRIPTION

	AMOUNT
Cigarette Tax	\$ 3,562.50
Connection Fees	\$ 450.00
Restaurant Meals Tax	\$ 7,022.34
Veterans Memorial	\$ 100.00
SCC - REAL ESTATE CURRENT	\$ 472.66
Newtown Heritage Merchandise	\$ 266.00
Newtown Heritage Vendors	\$ 570.00
Fines and Forfeitures	\$ 586.20
Newtown Commons Fee	\$ 200.00
Consumption Tax	\$ 371.28
State Sales Tax	\$ 12,658.08
Sale of Miscellaneous	\$ 44.00
Utility - Electric	\$ 2,354.07
Utility - Natural Gas	\$ 1,061.26
Total	\$ 29,718.39

UTILITIES

Water	\$ 11,931.05
Sewer	\$ 30,008.21
Penalty	\$ 865.29
PrePay	\$ 683.97
Reconnect Fee	\$ 300.00
Miscellaneous	\$ 166.46
Total	\$ 43,954.98

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 3,600.00
Total	\$ 3,600.00

TAXES

Real Estate Tax

Principal Real	\$ 33,677.23
Penalty Real	\$ 137.97
Interest Real	\$ 5.81
Total	\$ 33,821.01

Personal Property Tax

Principal Personal	\$ 14,656.85
Penalty Personal	\$ 26.82
Interest Personal	\$ 4.85
Fire Rescue	\$ 159.78
Machine/Tools	\$ 2,634.85
Business Equipment	\$ 3,661.26
Decal Fee 1	\$ 8,184.84
Decal Fee 2	\$ 805.87
Total	\$ 30,135.12

Business Licenses

10003 -- CONTRACTORS	\$ 149.10
10004 -- PERSONAL SERVICES	\$ 207.70
10005 -- BUSINESS SERVICES	\$ 142.38
PENALTY TRANSACTIONS	\$ 19.55
Total	\$ 518.73

Vehicle Decals

2ND QTR DISC	\$ 37.50
TRANSFER	\$ 6.00
Total	\$ 43.50

Commonwealth of VA

Law Enforcement Grant	\$ 8,559.00
Communications Tax	\$ 2,109.16
FIRE DEPT FLOW THRU	\$ 1,000.00
Total	\$ 11,668.16

EXPENDITURES

Accounts Payable	
Wages	* \$ 91,888.60
VRS	\$ 23,093.37
Total	\$ 121,174.15

Total Revenue	\$ 153,459.89
Total Expenditures	\$ 121,174.15
Total Net Position	\$ 32,285.74

* Includes \$39,907.33 Payment to TMLPC

* Includes \$11,132.20 Final PD Laptop Payments



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					
Connection Fees	\$ 6,052.50	\$ 11,744.24	\$ 3,928.14	\$ 1,697.54	\$ 1,725.76
Restaurant Meals Tax	\$ 4,200.00	\$ 10,525.00	\$ 3,800.00	\$ 4,100.00	\$ 3,750.00
Lease Property Payments	\$ 87,921.48	\$ 85,840.16	\$ 91,225.10	\$ 94,410.67	\$ 96,804.34
Veteran's Memorial	\$ 2,000.00	\$ 2,300.00	\$ 4,800.00	\$ 7,551.00	\$ 6,150.00
Fines and Forfeitures	\$ 1,176.00	\$ 3,387.00	\$ 13,109.00	\$ 4,615.00	\$ 820.00
Zoning Permit Fees	\$ 41,712.73	\$ 27,495.50	\$ 32,301.88	\$ 19,360.80	\$ 18,030.66
Cigarette Tax	\$ 156.10	\$ -	\$ 450.00	\$ 5,872.00	\$ 500.00
Sales Tax	\$ 92,625.00	\$ 71,250.00	\$ 78,375.00	\$ 64,125.00	\$ 77,063.48
Lodging Tax	\$ 114,031.04	\$ 132,469.05	\$ 133,913.30	\$ 143,778.48	\$ 152,394.16
250th Collector Coin	\$ 815.57	\$ 214.14	\$ 360.75	\$ 412.25	\$ -
Consumption Tax	\$ 25.00	\$ 50.00	\$ 50.00	\$ -	\$ -
Newtown Heritage Festival	\$ 8,354.21	\$ 7,008.24	\$ 10,775.77	\$ 5,423.95	\$ 5,326.76
Newtown Merchandise	\$ 15,126.00	\$ 16,197.27	\$ 13,333.50	\$ 19,767.20	\$ 18,207.00
Newtown Vendors	\$ -	\$ -	\$ -	\$ -	\$ 2,471.00
Newtown Commons Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,350.00
Utility - Electric	\$ 1,210.00	\$ 1,895.00	\$ 1,940.00	\$ 1,600.00	\$ 1,500.00
Utility - Natural Gas	\$ 29,476.20	\$ 32,219.02	\$ 28,493.15	\$ 31,324.10	\$ 33,061.51
Rental of Cropping Land	\$ 8,908.85	\$ 14,835.69	\$ 11,991.96	\$ 10,823.13	\$ 9,702.14
Land Use	\$ 250.00	\$ 250.00	\$ 187.50	\$ -	\$ -
Insurance Recoveries	\$ 5,000.00	\$ 5,373.00	\$ 2,017.62	\$ -	\$ -
Yard Crawl	\$ -	\$ -	\$ -	\$ -	\$ 377.99
Fire Marshal Fee	\$ 1,258.00	\$ 1,019.00	\$ 520.00	\$ -	\$ -
Fire Department Donations	\$ -	\$ -	\$ -	\$ -	\$ 15.00
Bank Stock Tax	\$ -	\$ -	\$ -	\$ -	\$ 512.56
EXPENDITURE REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ 113.00
Total	\$ 420,298.68	\$ 424,072.31	\$ 431,572.67	\$ 415,066.58	\$ 429,875.36

UTILITIES

Water					
Sewer	\$ 160,664.93	\$ 159,420.53	\$ 159,543.83	\$ 149,619.05	\$ 146,273.63
Penalty	\$ 369,510.29	\$ 372,183.42	\$ 371,810.48	\$ 348,600.18	\$ 344,502.89
PrePayments	\$ 11,440.46	\$ 10,406.94	\$ 10,406.97	\$ 8,470.35	\$ 7,023.47
	\$ -	\$ -	\$ -	\$ -	\$ 6,183.91

Reconnection Fees									
METER CHG	\$ 1,070.65	\$ 1,050.09	\$ 3,645.12	\$ 2,036.65	\$ 2,075.00				
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 270.12				
Total	\$ 3,615.99	\$ 27,639.70	\$ 1,219.93	\$ 1,189.05	\$ 1,473.67				
	\$ 546,302.32	\$ 570,700.68	\$ 546,626.33	\$ 509,915.28	\$ 507,802.69				

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits									
Water (Availability Fees)	\$ 35,800.00	\$ 29,575.00	\$ 32,600.00	\$ 33,000.00	\$ 28,800.00				
Sewer (Availability Fees)	\$ 57,269.59	\$ 5,605.00	\$ -	\$ 12,534.00	\$ -				
Total	\$ 75,240.00	\$ 12,534.00	\$ -	\$ 5,605.00	\$ -				
	\$ 168,309.59	\$ 47,714.00	\$ 32,600.00	\$ 51,139.00	\$ 28,800.00				

TAXES

Real Estate Tax									
Personal Property Tax	\$ 101,257.80	\$ 101,512.97	\$ 147,732.21	\$ 105,622.90	\$ 142,981.49				
SCC - Real Estate	\$ 119,035.38	\$ 126,685.20	\$ 120,190.58	\$ 66,095.09	\$ 124,712.86				
Total	\$ 4,443.52	\$ 3,787.23	\$ 3,931.45	\$ 5,615.86	\$ 3,385.03				
	\$ 224,736.70	\$ 231,985.40	\$ 271,854.24	\$ 177,333.85	\$ 271,079.38				

Business Licenses

	\$ 87,928.40	\$ 78,685.80	\$ 81,037.44	\$ 64,004.91	\$ 57,421.23				
	\$ 3,809.50	\$ 4,070.75	\$ 3,217.25	\$ 2,545.25	\$ 1,858.25				

Vehicle Decals

Commonwealth of VA

MVC Rolling Stock Tax									
Law Enforcement Grant	-	-	\$ 1,241.28	\$ 1,266.02	\$ 1,135.28				
Car Rental	-	-	\$ 33,168.00	\$ 33,168.00	\$ 34,236.00				
Fire Department Flow Thru	-	-	\$ 56.38	\$ -	\$ -				
Dept Hist Res (Street Signs)	-	-	\$ 19,156.10	\$ 10,512.56	\$ 10,100.00				
SAFETEA - LU GRANT (N Main St)	-	-	\$ 6,000.00	\$ -	\$ -				
Communications Tax	-	-	\$ -	\$ 3,351.38	\$ -				
DMV DUI Grant	-	-	\$ 4,185.05	\$ 26,592.02	\$ 25,867.31				
PPTRA	-	-	\$ -	\$ 1,528.17	\$ -				
Animal Friendly	-	-	\$ -	\$ -	\$ 2,917.02				
Litter Control Grant	-	-	\$ 1,059.00	\$ 1,071.00	\$ 76.42				
Total	-	-	\$ 64,865.81	\$ 77,489.15	\$ 106,231.78				

Total Revenue

Total Expenditures	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,403,068.69				
Total Net Position	\$ 1,451,385.19	\$ 1,357,228.94	\$ 1,431,773.74	\$ 1,297,494.02	\$ 1,403,068.69				



REVENUE

Miscellaneous Receipts
Connection Fees
Restaurant Meals Tax
Lease Property Payments
Veteran's Memorial
Fines and Forfeitures
Zoning Permit Fees
Cigarette Tax
Sales Tax
Newtown Commons
Consumption Tax
Newtown Heritage Festival
SCC - REAL ESTATE CURRENT
Utility - Natural Gas
Utility - Electric
Total

UTILITIES

Water
Sewer
Penalty
PrePay
Reconnect Fee
Miscellaneous
Total

	PFYE 6/1/16-6/30/16	CTD 6/1/2017-6/30/2017	
\$	10.00	\$ 44.00	340%
\$	375.00	\$ 450.00	20%
\$	8,984.76	\$ 7,022.34	-22%
\$	100.00	\$ -	-100%
\$	50.00	\$ 100.00	100%
\$	1,663.78	\$ 586.20	-65%
\$	25.00	\$ -	-100%
\$	-	\$ 3,562.50	100%
\$	12,174.13	\$ 12,658.08	4%
\$	150.00	\$ 200.00	33%
\$	510.05	\$ 371.28	-27%
\$	290.00	\$ 836.00	188%
\$	-	\$ 472.66	100%
\$	665.53	\$ 1,061.26	59%
\$	2,397.47	\$ 2,354.07	-2%
\$	27,395.72	29,718.39	8%

\$	17,263.65	\$ 11,931.05	-31%
\$	37,958.81	\$ 30,008.21	-21%
\$	277.50	\$ 865.29	212%
\$	656.81	\$ 683.97	4%
\$	75.00	\$ 300.00	300%
\$	-	\$ 166.46	100%
\$	56,231.77	43,954.98	-22%

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits

Total

\$	3,000.00	\$	3,600.00	20%
\$	3,000.00	\$	3,600.00	20%

Real Estate Tax

\$	30,171.71	\$	33,821.01	12%
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Personal Property Tax

\$	15,725.39	\$	30,135.12	92%
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Business Licenses

\$	1,794.05	\$	518.73	-71%
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Vehicle Decals

\$	366.25	\$	43.50	-88%
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Commonwealth of VA

Law Enforcement Grant

\$	8,292.00	\$	8,559.00	3%
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Fire Department Flow Thru

\$	10,000.00	\$	1,000.00	-90%
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Communications Tax

\$	2,179.27	\$	2,109.16	-3%
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Total

\$	20,471.27	\$	11,668.16	-43%
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EXPENDITURES

Accounts Payable

\$	86,898.42	\$	91,888.60	6%
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Wages

\$	25,242.37	\$	23,093.37	-9%
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VRS

\$	21,060.38	\$	6,192.18	-71%
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Total

\$	133,201.17	\$	121,174.15	-9%
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Total Revenue

\$	155,156.16	\$	153,459.89	-1%
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Total Expenditures

\$	133,201.17	\$	121,174.15	-9%
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Total Net Position

\$	21,954.99	\$	32,285.74	47%
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	<u>JUNE 30th BAL.</u>
Bank of Clarke County	3,236.31
United Bank	9,499.63
Capon Valley Utility Fund CIP	307,206.57
Capon Valley Utility Fund	135,094.03
1st Bank CD	11,476.95
Capon Valley Bank Mulberry Account	2,165.64
Capon Valley Bank CIP	145,845.27
Capon Valley Bank General Fund	260,895.34
Total Bank Fund Balances - Cash On Hand	875,419.74

REAL ESTATE TAXES

1st Half Taxes 2017-2018

Collections Rate Report

TOWN OF STEPHENS CITY

Tax Year	Charges	Collections	Net	Collections Percentage
2012	\$350.41	\$0.00	\$350.41	0.00%
2013	\$619.08	\$0.00	\$619.08	0.00%
2014	\$784.06	\$0.00	\$784.06	0.00%
2015	\$3,799.94	\$2,396.39	\$1,403.55	63.06%
2016	\$148,036.31	\$144,878.73	\$3,157.58	97.87%
2017	\$82,580.83	\$43,513.53	\$39,067.30	52.69%
Grand Totals:	\$236,170.63	\$190,788.65	\$45,381.98	80.78%
		Total Collections thru 7/6/2017		

*We are still inputting Tax Payments for 1st Half 2017-2018 FYE will be adding penalties before Month End

PERSONAL PROPERTY TAXES

Collections Rate Report

Tax Year	Original Charges	Collected	Remainder	Collections Percentage
2012	\$9,272.01	\$470.48	\$8,801.53	5.07%
2013	\$10,361.71	\$998.82	\$9,362.89	9.64%
2014	\$14,311.87	\$2,130.88	\$12,180.99	14.89%
2015	\$21,231.58	\$6,836.99	\$14,394.59	32.20%
2016	\$118,307.97	\$102,021.35	\$16,286.62	86.23%
2017	\$63,788.56	\$41,462.24	\$22,326.32	65.00%
Grand Totals:	\$237,273.70	\$153,920.76	\$83,352.94	64.87%
		Total Collected Thru 7/6/2017		

*We are still inputting Personal Property Payments will apply Penalties by Months End

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: July 10, 2017

Subject: Police Report for June 2017

The Stephens City Police Department responded to 235 calls for services during the month of June. We assisted the Frederick County Sheriff's Office with 10 calls and the Middletown Police Department with 8 calls.

We wrote a total of 17 citations for the month. A breakdown follows.

12 – Speeding
5 – Fail to Obey Signs

We spent approximately 7 hours in court for the month.

We wrote 13 incident reports for the month and had one arrest. A breakdown follows.

4 – Found Property
2 – Vandalism
2 – Larceny
1 – Shoplifting
1 – Identity Theft
1 – Credit Card Fraud
1 – Hit & Run Accident
1 – Traffic Accident



Stephens City Fire and Rescue Company, Inc.

P.O. Box 253 Stephens City, VA 22655

John W. Jones, I Fire Chief

**540-869-4576 Business
540-869-6784 Fax**

David M. Foley II, President

From the Office of the Fire Chief.

Report: To, Town Council, Stephens City Fire & Rescue & Citizens of the Town

Emergency Incidents for the Town in 2017

51 Fire incidents
260 Emergency Medical Incidents
41 Motor Vehicle Crashes
18 Fire Public Services
22 EMS Public Services

For a total of **392**

Emergency Incidents in Frederick County 2017

128 Fire Incidents
658 Emergency Medical Incidents
78 Motor Vehicle Accidents
6 Fire Public Services
53 EMS Public Services
3 Technical Rescue Responses
1 Aircraft Down

Total combined responses for station 11

1319

Combined dollar loss \$2.7M for Structures and Property. This includes Frederick response area.

Major Responses for Stephens City Station 11.

Two large scale accidents on the Interstate, one at the 307 North Bound exit ramp. A tractor trailer struck a stopped tractor trailer that in turn struck a passenger / cargo van that was stopped for an earlier accident. The second truck hit the tractor trailer with enough force to knock out the rear tandems off the trailer completely out from under the trailer. The truck proceeded on to strike the van. The department worked to free the driver of the van and after removing him noted a child under the driver. Sadly, both the driver and his 13-year-old son lost their lives.

The second incident happened at the Middletown exit, North bound 302 under the bridge. Once again involving two tractor trailers. A tractor trailer had stopped for construction on the interstate and a second tractor trailer hit the left rear of the trailer then swerving around the truck and hitting it again in the left side of the tractor. After striking the tractor it continued to hit the guardrail then stopped. The driver sustained minor injuries and was transported to the medical center. The drivers of the truck that was hit had no injuries. The interstate was closed for approximately 3 hours due to a large fuel spill and clean up.

"VOLUNTEERS PROUD TO SERVE"



Stephens City Fire and Rescue Company, Inc.

P.O. Box 253 Stephens City, VA 22655

John W. Jones, I Fire Chief

**540-869-4576 Business
540-869-6784 Fax**

David M. Foley II, President

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We responded to a five-day old that was not breathing in Lakeside in mid-June. Upon arrival, we found the baby girl not breathing and unconscious. CPR was started and lifesaving efforts was initiated. Upon arrival at the medical center the child did have a pulse and was breathing on its own. The child was flown from Winchester to Children's via medical helicopter. The child is alive and well due to the efforts of the Sherriff's Department and the First Responders that help revive it.

We have responded to numerous structure fires over the past three months. The new Engine is doing a fine job as predicted. We have been fortunate that no loss of life has been associated with the fires.

Frederick County has hired a study group to conduct a study of Fire & Rescue Services within the county. I have met with the study group person and voiced our needs as well as most of the County Chiefs. There is another meeting scheduled for August 30th. We were told to plan on spending the day.

We were requested to respond to Morgan County to assist with a Swiftwater Rescue. The department had called for assistance with a pick up in the river and three people stranded in the truck. Due to an error in dispatch Stephens City was not toned for the response. After a follow, up with the Chief of their department and our dispatch center it was found the error was at Morgan County. The department waited over an hour and a half for another team to arrive. All persons were rescued and no injuries from the incident. Direct contact numbers were given to the department and we assured them we would respond if requested.

Stephens City Fire was given a 2008 Ford Explorer by the Frederick County Sherriff's Department. The vehicle is in excellent shape with approximately 122k miles on it. The vehicle will replace a 1990 Ford Cruiser that was donated. The vehicle will be called Mobile 11 and should go in service sometime in July. This will be a small run around vehicle for supplies and errands.

The Lord Fairfax EMS council has awarded us an 80/20 Grant to replace an ageing Medic unit. The vehicle it will be replacing has over 130k miles and is in bad shape. Our plans are to purchase another stock unit like the last one. It will be a Ford F450 4X4 unit that should mirror the existing Medic unit 11-2. This will bring the department up to two 4X4 transport units.

We hope to start construction on the new ancillary building in Aug. of this year. We will be applying for a building permit to start the process. Currantly there is a five to six-week back log on building permits. We hope to have it completed before cold snowy weather.

Sincerely,

Chief Jones

"VOLUNTEERS PROUD TO SERVE"

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 21 June 2017

TIME: 4:30 P.M.

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

Town Manager Mike Majher, Brett Swain, Mayor Mike
Grim

Visitor: Mr. Ronald J. Nielsen, 5160 Barley Drive


Bret Swain reported that the yellow curb lines in the town had been repainted.

Mr. Nielsen asked that the town's permission for him to have access to his property at 5160 Barley via Farmview and across the park be extended. Committee said they would bring this up before the Town Council, which had approved such access a little over a year ago but that permission had now expired.

American Disposal is to deliver garbage and recycling containers on July 12.

Letter to Rappahannock Electric Cooperative regarding lights at Stephens Landing was sent out.

Discussion of sidewalk repairs needed and approach to getting bids and finding qualified contractors.


Regina Swygert-Smith
Chairman



WATER & SEWER COMMITTEE MEETING MINUTES

Wednesday, June 21, 2017

Call to Order

Mr. Nauman called the meeting to order at 5:15 pm,

Attendance

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

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. Private or Out-of-Town Water and Sewer Line - Smart Line
7. Green Street Lateral Lines
8. System Smoke-Testing
9. 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
 - None
2. Matters from Public Works Staff
 - a. Mulberry Court/Mulberry Terrace Sewer Line
Mr. Swain and Mr. Majher reported that a sewer line at Mulberry Court and Mulberry Terrace had collapsed over the weekend. Neff Excavating will be working with staff to replace approximately 300 linear feet of line as soon as an emergency permit from VDOT is approved. Hopefully, the replacement will be conducted by early next week.
 - b. Redirection of Sewage on Crooked Lane and Abandonment of Grinder Pumps
Staff will follow-up with Neff on an estimate for the project.
 - c. Fire Hydrant(s), Valves, and/or Line Upgrades/Replacements
Staff will follow-up with Neff on an estimate for the upgrade of the line to a six-inch (6") line.

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

Staff will obtain estimates on raising the two manholes which are often underwater and adding a grinder pump for flushable wipes.

e. Squirrel Lane Leak Detector

Upon further evaluation, the notice the Town received from FCSA requiring a leak detector to be calibrated is likely the responsibility of the FCSA - not the Town. The detector, which needs to be calibrated, is in the box which is the responsibility of FCSA. Staff will contact FCSA.

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

a. No update.

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

a. Updated FCSA Statement of Account

Mr. Majher stated that we have not yet received May 2017 numbers for water purchased by the FCSA. Staff will send Mr. Nauman an updated FCSA statement of account as soon as the numbers are received.

b. Litigation Update

No update.

5. **City of Winchester Agreement**

a. No update. Staff will follow-up with City staff.

6. **Private or Out-of-Town Water and Sewer Line: Smart Line**

a. Smart Line

Mr. Nauman reported that based on advice from legal counsel, the Town should not offer the cost of future connections in exchange for dedication of a private main line and easement. The Committee agreed to consider accepting the line into the system with appropriate easements but will not compensate Mr. Smart in any way for doing so. As the developer, the cost of constructing this line was the responsibility of the developer. Staff will contact Mr. Smart and advise him of his option.

7. **Green Street Lateral Sewer Lines**

a. Update

Notice has been served to the property owner. Staff will send a final notice via certified mail, return-receipt. If the owner does not respond, the Town will move forward with the work and bill the owner for the cost of repairs.

8. **System Smoke-Testing**

a. Update

Staff reported that other urgent projects and repairs have caused a delay the system smoke-testing. Staff hopes to be able to complete the testing after July 1.

9. **Matters Not Listed on the Agenda**

None

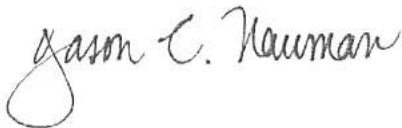
Adjournment

Mr. Nauman adjourned the meeting at 5:48 pm

Action Letter

- Staff: For July Committee meeting, obtain estimate from Neff Excavating for the redirection of sewage on Crooked Lane and the abandonment of grinder pumps.
- Staff: For July Committee meeting, obtain estimate from Neff Excavating on the upgrade of the Barley Drive water main to a six-inch (6") line.
- Staff: For July Committee meeting, obtain estimate on raising the two manholes which are often underwater and adding a grinder pump for flushable wipes.
- Staff: Contact FCSA regarding Squirrel Lane leak detector calibration required.
- Staff: Distribute FCSA statement of account for water purchased when May 2017 numbers are received.
- Staff: Follow-up with City of Winchester staff regarding agreement.
- Staff: Notify Mr. Nick Smart of his option regarding private line.
- Staff: Send notice to Green Street property owner via certified mail, return receipt. Proceed with work and charge property owner if no response is received.

Respectfully submitted:



Jason C. Nauman
Committee Chairman

Town of Stephens City
Committee Meeting Minutes

Committee: FINANCE

Date: 6/28/17

Time: 4:00 PM

Attendees: FRAVEL, NAUMAN, HOLLIS

OTHERS: MAYOR GRIM, CHARLIE BOCKEY, STEVE RICHARDS

Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:

REVIEW OF BUDGET YTD AND MTD

Brief of Committee Actions and Recommendations:

NONE

James W. Hall
Signature of Chairman