

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, JULY 3, 2018  
7:00 PM**

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

Councilman Hollis, offered the invocation.

Roll was called with the following members present:

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

Absent: Councilwoman Kelly Thatcher

Staff present: J. David Griffin, Town Attorney; Michael Majher, Town Manager; Charles Bockey Jr., Chief of Police; Steve Rickards, Town Treasurer; Michele Stone, Town Clerk

Absent: None

Guests: Dennis Breeden 1009 Siler Road Winchester VA, Michael Diaz 5207 Pan Tops Road Stephens City VA, Gary Oates; Frederick Water, Eric Lawrence; Frederick Water

**PUBLIC COMMENT**

Mayor Grim asked if anyone in the public had any comments. Mr. Gary Oates with Frederick Water addressed Council, Mr. Oates stated that Stephens City had recently proposed mediation with Frederick Water in court. Mr. Oates asked whether the Town Council was still interested in entering mediation with Frederick Water in light of the contents of a letter which was sent out by the Town of Stephens City to its residence. Mr. Oates asked Council if they were still willing to enter mediation with Frederick Water. Mayor Grim explained that this was not an appropriate time in which Council could comment and that Mr. Oate's comments would be noted.

Mr. Dennis Breeden addressed Council, Mr. Breeden explained that he was hosting a car show at the Newtown Commons on July 14, 2018 and is asking for Council approval. Councilwoman Swygert- Smith moved for approval and the Motion passed with the following recorded VOTE:

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

Nay - None

Abstain - None

Absent - Thatcher

**MINUTES – REGULAR MEETING OF JUNE 5, 2018**

Vice Mayor Bowers moved for approval of the minutes of the regular Town Council meeting of June 5, 2018, the Motion carried with the following Recorded VOTE:

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

Nay - None

Abstain - None

Absent - Thatcher

### **TREASURER'S REPORT**

Treasurer Steve Rickards reported that he has a list for delinquent taxes from fiscal years twenty thirteen through twenty seventeen. Twenty twelve real estate tax amount to be abated is three hundred eighty dollars and fourteen cents, twenty twelve personal property delinquent tax amount to be abated is fourteen thousand one hundred and twenty dollars. Councilman Hollis made a Motion for the twenty twelve delinquent taxes to be abated and the Motion carried with the following recorded VOTE:

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

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

Police Chief Charles Bockey reported that the Stephens City Police Department in conjunction with Middletown and Lord Fairfax Police Departments will be hosting a National Night Out at Lord Fairfax Campus on Tuesday August 7, 2018, from 6 pm to 9 pm. The Police Department will be participating in a Rescue Task Force Training for shooting incidents. Chief Bockey commented that the What's New Worship event which took place in the Commons has become too big of an event to host here in Town at the park. The Mayor suggested that this matter should go to Parks and Rec to be reviewed.

### **SCVFD REPORT- John Jones, Fire Chief**

Fire Chief John Jones was not present to give a report

### **ACTION AGENDA**

None

### **COMMITTEE REPORTS**

#### **A. Finance Committee – Joseph Hollis, Chair**

Meeting: Minutes Attached- Chairman Hollis asked it to be noted in the Minutes that Treasurer Steve Rickards was present at the Finance Meeting. Also the Finance Committee did recommend a Water and Sewer a rate increase for the upcoming year. The new rate for water will raise from three dollars and thirty four cents to four dollars and thirty four cents, the sewer rate will increase from seven dollars and seventy one cents to ten dollars and twenty three cents. The new minimum will increase from fifty six dollars and sixty five cents to sixty six dollars and fifty eight cents. The effective date will reflect on the August billing cycle. Councilman Hollis Made the Motion to increase water and sewer rates and the Motion carried with the following recorded VOTE:

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

#### **B. Personnel Committee –Kelly Thatcher, Chair**

No Meeting: No Comment

#### **C. Public Safety Committee – Ronald Bowers, Chair**

No Meeting: No Comment

#### **D. Public Works Committee – Regina Swygert-Smith Chair**

Meeting: Minutes Attached- Chairwoman Swygert- Smith commented that the Public Works

Department agreed to make a recommendation to Council to declare the forty acres of property near the Police Department gun range as surplus property. Councilwoman Swygert-Smith made the Motion to move forward on declaring that property as surplus and the Motion carried with the following recorded VOTE:

Aye- Bowers, Hollis, Nauman, Swygert- Smith

Nay- Fravel

Abstain- None

Absent- Thatcher

**E. Water /Sewer Committee - Jason Nauman, Chair**

Meeting: Minutes- Chairman Nauman commented that Water/ Sewer and Finance Committee gave an update on the amount of water pumped by the Frederick Water Authority based on documents recently received by the Water Authority that reflect the amount of water withdrawn to be two point three billion gallons since April of twenty fifteen. The amount of money owed to the Town by Frederick Water totals an excess of eighteen point seven million dollars. The amount of water pumped from the Bartonsville well and the Stephens City quarries total four point eight billion gallons, the amount charged to Frederick Water for the water drawn, with penalties and interest totals forty six million four hundred and twenty thousand dollars.

**F. Parks and Recreation Commission- Ronald Bowers, Chair**

No Meeting: No Comment

**G. Newtown Heritage Festival**

Meeting: Steve Rickards reported that the Committee is preparing for the 2018 Newtown Festival and that they are looking into entertainment sources.

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilman Hollis made a Motion to approve the committee minutes and all were in favor.

**TOWN MANAGERS REPORT**

1. Taxes have gone out and are due in two days on July 5th
2. Water bills have gone out to customers and will be due next month on August 6th
3. Public Works will be performing smoke testing on the Eastern side of Route eleven
4. Manholes requiring rehabilitation have been selected and scheduled for repair

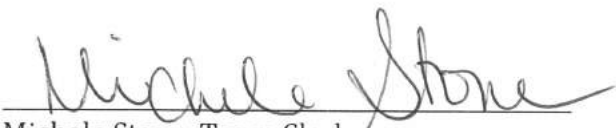
**COUNCIL COMMENTS/CALENDAR**

Mayor Grim asked if there were any adjustments to the calendar or Council Comments. There were none

There being no further business, Councilman Hollis Made a Motion to adjourn at 7:29 pm and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



07/01/2018 - 07/31/2018

| <b>REVENUE DESCRIPTION</b>         | <b>AMOUNT</b>       |
|------------------------------------|---------------------|
| Cigarette Tax                      | \$ 7,125.00         |
| Connection Fees                    | \$ 400.00           |
| Restaurant Meals Tax               | \$ 10,439.59        |
| Lease Property Payments            | \$ 3,000.00         |
| Zoning Permit Fees                 | \$ 25.00            |
| Newtown Heritage Merchandise       | \$ 25.00            |
| Fines, Forfeitures & Finger Prints | \$ 2,952.89         |
| Newtown Commons Fee                | \$ 200.00           |
| Consumption Tax                    | \$ 350.48           |
| State Sales Tax                    | \$ 13,955.47        |
| Sale of Miscellaneous              | \$ 771.00           |
| Utility - Electric                 | \$ 2,543.35         |
| Utility - Natural Gas              | \$ 533.45           |
| <b>Total</b>                       | <b>\$ 42,321.23</b> |

#### **UTILITIES**

|              |                     |
|--------------|---------------------|
| Water        | \$ 9,352.82         |
| Sewer        | \$ 21,571.64        |
| Penalty      | \$ 59.82            |
| PrePay       | \$ 341.17           |
| <b>Total</b> | <b>\$ 31,325.45</b> |

#### **UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)**

|              |                    |
|--------------|--------------------|
| Deposits     | \$ 2,600.00        |
| <b>Total</b> | <b>\$ 2,600.00</b> |

#### **TAXES**

##### **Real Estate Tax**

|                |                     |
|----------------|---------------------|
| Principal Real | \$ 37,514.99        |
| <b>Total</b>   | <b>\$ 37,514.99</b> |

##### **Personal Property Tax**

|                    |              |
|--------------------|--------------|
| Principal Personal | \$ 10,407.60 |
| Penalty Personal   | \$ 26.37     |
| Machine/Tools      | \$ 244.50    |

|                    |                     |
|--------------------|---------------------|
| Business Equipment | \$ 3,727.42         |
| Decal Fee 1        | \$ 6,124.60         |
| Decal Fee 2        | \$ 414.44           |
| <b>Total</b>       | <b>\$ 20,944.93</b> |

#### **Business Licenses**

|                            |                 |
|----------------------------|-----------------|
| 10000 -- RETAIL SALES      | \$ 45.00        |
| 10005 -- BUSINESS SERVICES | \$ 15.00        |
| <b>Total</b>               | <b>\$ 60.00</b> |

#### **Vehicle Decals**

|              |                 |
|--------------|-----------------|
| 3RD QTR DISC | \$ 75.00        |
| TRANSFER     | \$ 8.00         |
| <b>Total</b> | <b>\$ 83.00</b> |

#### **Commonwealth of VA**

|                        |                    |
|------------------------|--------------------|
| Communications Tax     | \$ 1,998.42        |
| Railroad Rolling Stock | \$ 2.75            |
| <b>Total</b>           | <b>\$ 2,001.17</b> |

#### **EXPENDITURES**

|                  |                      |
|------------------|----------------------|
| Accounts Payable | \$ 107,824.93        |
| Wages            | \$ 26,969.14         |
| VRS              | \$ -                 |
| <b>Total</b>     | <b>\$ 134,794.07</b> |

|                           |                      |
|---------------------------|----------------------|
| <b>Total Revenue</b>      | <b>\$ 136,850.77</b> |
| <b>Total Expenditures</b> | <b>\$ 134,794.07</b> |
| <b>Total Net Position</b> | <b>\$ 2,056.70</b>   |



# REVENUE

| REVENUE                            | PFME                    |              | CMTD                    |  |
|------------------------------------|-------------------------|--------------|-------------------------|--|
|                                    | 07/01/2017 - 07/31/2017 |              | 07/01/2018 - 07/31/2018 |  |
| Cigarette Tax                      | \$ 7,125.00             | \$ 7,125.00  | 0%                      |  |
| Connection Fees                    | \$ 325.00               | \$ 400.00    | 23%                     |  |
| Restaurant Meals Tax               | \$ 10,926.91            | \$ 10,439.59 | -4%                     |  |
| Lease Property Payments            | \$ 3,100.00             | \$ 3,000.00  | -3%                     |  |
| Veterans Memorial                  | \$ 400.00               | \$ -         | -100%                   |  |
| Zoning Permit Fees                 | \$ 875.00               | \$ 25.00     | -97%                    |  |
| Newtown Heritage Merchandise       | \$ 12.00                | \$ 25.00     | 108%                    |  |
| Fines, Forfeitures & Finger Prints | \$ 764.71               | \$ 2,952.89  | 286%                    |  |
| Newtown Commons Fee                | \$ 150.00               | \$ 200.00    | 33%                     |  |
| Consumption Tax                    | \$ 374.91               | \$ 350.48    | -7%                     |  |
| State Sales Tax                    | \$ 13,418.32            | \$ 13,955.47 | 4%                      |  |
| Sale of Miscellaneous              | \$ 87.50                | \$ 771.00    | 781%                    |  |
| Utility - Electric                 | \$ 2,528.75             | \$ 2,543.35  | 1%                      |  |
| Utility - Natural Gas              | \$ 593.48               | \$ 533.45    | -10%                    |  |
| Total                              | \$ 40,681.58            | \$ 42,321.23 | 4%                      |  |

## UTILITIES

|              |                     |                     |            |
|--------------|---------------------|---------------------|------------|
| Water        | \$ 9,523.71         | \$ 9,352.82         | -2%        |
| Sewer        | \$ 23,563.78        | \$ 21,571.64        | -8%        |
| Penalty      | \$ 93.00            | \$ 59.82            | -36%       |
| PrePay       | \$ 86.81            | \$ 341.17           | 293%       |
| <b>Total</b> | <b>\$ 33,267.30</b> | <b>\$ 31,325.45</b> | <b>-6%</b> |

## UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

|                 |                    |                    |           |
|-----------------|--------------------|--------------------|-----------|
| Deposits        | \$ 2,600.00        | \$ 2,600.00        | 0%        |
| <b>Total</b>    | <b>\$ 2,600.00</b> | <b>\$ 2,600.00</b> | <b>0%</b> |
| Real Estate Tax | \$ 40,876.61       | \$ 37,514.99       | -8%       |



Personal Property Tax

Business Licenses

Vehicle Decals

Commonwealth of VA

Railroad Rolling Stock  
Communications Tax

Total

EXPENDITURES

Accounts Payable

Wages

VRS

Total

Total Revenue  
Total Expenditures  
Total Net Position

Bank Balances as of 7/2/2018

Bank of Clarke County

Capon Valley Bank General Fund

Capon Valley Bank CIP

Capon Valley Utility Fund

Capon Valley Utility Fund CIP

Capon Valley Bank Mulberry Account

BB&T General Reserve Fund

BB&T Utility Reserve Funds

BB&T Savings Account

BB&T CD (Peter B. Stickley)

Total Bank Fund Balances - Cash On Hand

\$ 26,086.68 \$ 20,944.93

\$ 276.00 \$ 60.00 -78%

\$ 304.50 \$ 83.00 -73%

\$ 1,131.70 \$ 2.75 -100%

\$ 2,146.88 \$ 1,998.42 -7%

\$ 3,278.58 \$ 2,001.17 -39%

\$ 121,666.58 \$ 107,824.93 -11%

\$ 23,964.62 \$ 26,969.14 13%

\$ - \$ -

\$ 145,631.20 \$ 134,794.07 -7%

\$ 147,371.25 \$ 136,850.77 -7%

\$ 145,631.20 \$ 134,794.07 -7%

\$ 1,740.05 \$ 2,056.70 18%

RE Collections: 2017 - 98.57% PP Collections: 2017 - 89.28%

RE Collections: 2018 - 94.55% PP Collections: 2018 - 78.10%

3,238.08  
268,670.49  
146,287.32  
134,401.60  
123,327.56  
2,165.64  
21,988.98  
10,747.11  
9,522.30  
11,552.57  
731,901.65

# Newton Heritage Festival Treasurer's Report

## Income:

|              |           |
|--------------|-----------|
| Donations:   | 13,504.00 |
| Vendors:     | 1,490.00  |
| Merchandise: | 1,802.00  |
| TOTAL:       | 16,796.00 |
| EXPENSES:    | 16,550.64 |
| GRAND TOTAL: | 245.36    |

|                                 |             |
|---------------------------------|-------------|
| 2018 Festival Vendors           |             |
| HEART TOUCH LLC - JUDY M WHITE  | \$ 25.00    |
| GORES MEATS                     | \$ 500.00   |
| CAPON VALLEY BANK               | \$ 300.00   |
| ENDERS & SHIRLEY                | \$ 100.00   |
| RAPPAHANNOCK ELECTRIC COOP      | \$ 250.00   |
| MID ATLANTIC RECEPTIVE SERVICES | \$ 50.00    |
| CLEM'S GARAGE                   | \$ 100.00   |
| BANK OF CLARKE COUNTY           | \$ 500.00   |
| EDWARD JONES                    | \$ 251.00   |
| LAWSON & SLEK, PLC              | \$ 100.00   |
| NEWTOWN MUSIC CENTER            | \$ 250.00   |
| WOODGATE PETROLEUM              | \$ 500.00   |
| HIGH POINT TRUCK STOP           | \$ 500.00   |
| VALLEY HEALTH                   | \$ 500.00   |
| VINCENET'S TIRES                | \$ 300.00   |
| GREGORY'S INC                   | \$ 100.00   |
| COMMERCIAL PRESS                | \$ 250.00   |
| HOLLIS FAMILY FOUNDATION        | \$ 5,000.00 |
| BOWMAN-SHOEMAKER COMPANIES      | \$ 500.00   |
| ANIMAL MEDICAL CENTER           | \$ 250.00   |
| LANTZ'S PHARMACY                | \$ 250.00   |
| JIM STUTZMAN                    | \$ 500.00   |
| 3M PARTNERSHIP                  | \$ 150.00   |
| STEPHENS CITY INSURANCE         | \$ 100.00   |
| GEORGE GLAIZE JR                | \$ 100.00   |
| NEWTOWN VETERINARY CLINIC       | \$ 50.00    |
| MILLER HARDWARE                 | \$ 250.00   |
| NEWTOWN PAGEANT                 | \$ 128.00   |
| BOWMAN-SHOEMAKER COMPANIES      | \$ 1,000.00 |
| CLOTH PEDDLER                   | \$ 50.00    |
| CHRISTABLE SWEENEY              | \$ 275.00   |
| SOUTHERN STATES                 | \$ 250.00   |
| DRAGON FIRE COMICS              | \$ 50.00    |
| 50/50 RAFFLE                    | \$ 25.00    |

| Amount    | Description                                     |
|-----------|---|
| 13,504.00 | Donations 11/7/2017 - 5/31/2018                 |
| 1,490.00  | Vendors 02/22/2018 - 5/31/2018                  |
| 1,802.00  | Sale of Commemoratives 07/01/2017 -- 05/31/2018 |
| 85.75     | COMMERCIAL PRESS, INC 11/20/2017                |
| 269.50    | COMMERCIAL PRESS, INC 5/16/2018                 |
| 420.00    | SANDY PALLET & BOX CO 4/30/2018                 |
| 300.00    | ROYAL BROADCASTING, INC                         |
| 80.00     | DICKY SANDY TO HANG THE NHF BANNERS             |
| 300.00    | WINCHESTER MUSICA VIVA                          |
| 100.00    | WINCHESTER CELTIC CIRCLE                        |
| 1,750.00  | SHERANDO JAZZ ENSEMBLE                          |
| 2,500.00  | COMMONWEALTH                                    |
| 1,000.00  | SOULED OUT                                      |
| 750.00    | ROGUE FARMERS                                   |
| 600.00    | JOHN DUNCAN SOUND                               |
| 5,000.00  | WICKED OLDE                                     |
| 1,190.25  | EXTREME PYROTECHNICS, LLC.                      |
| 222.25    | Grandville Pottery - 75 Pie Plates              |
| 39.50     | COMMERCIAL PRESS, INC - CORROPLAST SIGNS        |
| 500.00    | TENT 30X45                                      |
| 239.00    | JOHNNY BLUE, INCORPORATED                       |
| 76.50     | INMATE LUNCH                                    |
| 35.00     | BEVERAGES FOR PD OFFICERS                       |
| 500.00    | WINCHESTER STAR - 5 ADS                         |
| 126.00    | Grandville Pottery - 14 SMALL Pie Plates        |
| 32.00     | D&M CONTAINER SERVICE                           |
| 134.89    | THROPHY WORLD                                   |





## *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**

**David M. Foley II, President**

**540-869-6784 Fax**

From the Office of the Fire Chief.

Report: To Stephens City Town Council & the Citizens for the month of July 2018

### Emergency Incidents for the Town in **July 2018**

1 Fire incidents

15 Emergency Medical Incidents

0 Motor Vehicle Crashes

2 Fire Public Services

0 EMS Public Services

0 Fuel Spill

For a total of **18**

### Emergency Incidents in Frederick County **July 2018**

27 Fire Incidents

168 Emergency Medical Incidents

12 Motor Vehicle Accidents

0 Station transfers

0 Technical Rescue Responses (Water)

12 EMS Public Services

5 Fire Public Services

1 Hazmat

For a total of **225**

Total combined responses for station 11

**18** Town Responses

**225** County Responses

**243** for the month.

Our Fall Fund Drive Will Kick off October 1<sup>st</sup>. with a letter of salutation. We will add a new segment in the letter to ask for donations to purchase a new ladder truck. We will also be applying for an EMS Grant for equipment in the fall.

We have been especially busy with water Rescues and training. We have three members that will certify this month for Open Water Diver. We also have one to complete his certification for Swiftwater Technician.

***"VOLUNTEERS PROUD TO SERVE"***

To: Mayor Mike Grim  
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: August 2, 2018

Subject: Police Report for July 2018

The Stephens City Police Department responded to 710 calls for services during the month of July. We assisted the Frederick County Sheriff's Office with 39 calls, the Middletown Police Department with 2 calls and the Virginia State Police with 4 calls.

We wrote a total of 45 citations for the month and 1 warning for expired registration. A breakdown of citations follows.

- 27 – Speeding
- 17 – Fail to Obey Signs
- 1 – License Violation

We spent approximately 21 hours in court for the month.

We wrote 20 incident reports for the month and had 7 arrests. A breakdown follows.

- 5 – Found Property
- 2 – Assault & Battery
- 1 – Stalking
- 1 – Malicious Mischief
- 1 – DOA
- 1 – Serve Warrant Other Jurisdiction
- 1 – Larceny
- 1 – Lost Property
- 1 – Violation of Protective Order
- 1 – Embezzlement
- 2 – Shoplifting
- 1 – Throw Missile at Occupied Dwelling
- 1 – Drunk in Public
- 1 – Suspended Driver

# PROCLAMATION

## SHERANDO HIGH SCHOOL SPIRIT WEEK

**WHEREAS**, Sherando High School has become a vital part of the Town of Stephens City, Virginia, providing educational and recreational opportunities to all the residents; and

**WHEREAS**, the education of the youth of the community is of paramount importance to the future of the Town; and

**WHEREAS**, it is in the best interests of the Town of Stephens City, its merchants and its citizens to promote activities sponsored by Sherando High School within the Town limits; and

**WHEREAS**, the Town Council of the Town of Stephens City has agreed to support the Sherando High School homecoming activities;

**NOW THEREFORE**, we, the Town Council of the Town of Stephens City, do hereby proclaim the week of September 16 – 22, 2018 as

### Sherando High School Spirit Week

in Stephens City, Virginia, and call upon all the residents of the Town to join us in supporting the activities of Sherando High School during this week.

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Michael P. Grim, Mayor

August 7, 2018

Attest:



Michele Stone, Town Clerk



## **WATER & SEWER COMMITTEE MINUTES**

Wednesday, July 18, 2018  
4:30 pm

### **I. Call to Order**

Mr. Nauman called the meeting to order at 4:47 pm.

#### In Attendance

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

#### Guests

Michael Diaz, Town Resident

#### Meeting Minutes

The meeting minutes from the prior meeting(s) are approved.

### **II. Matters from the Public**

None

### **III. Updates from Public Works Staff**

- A. Mr. Swain reported that the several manholes scheduled to be raised to address inflow and infiltration has been delayed because none of the manholes are standard size.
- B. The contractor, Lyttle, is working to find the unusual size manholes.
- C. Smoke-testing will begin again at the end of July.

### **IV. Frederick County Sanitation Authority (FCSA)**

#### **A. Updated FCSA Statement of Account**

- 1. Mr. Nauman asked staff to have an updated account statement for FCSA for the next meeting of Town Council including the numbers submitted to the state and the true and actual numbers in the second logs kept by the FCSA.

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

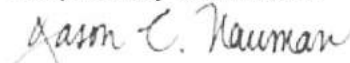
**A. Request for Proposals**

1. The Committee agreed by consensus to recommend to Council to issue a joint RFP with the Town of Middletown to receive estimates for infrastructure to provide water to the Town of Middletown and for Middletown to provide sewer treatment for the Town of Stephens City.
2. Mr. Nauman stated that if Council elects to move forward, he will ask legal counsel to discuss with Middletown.
3. Mr. Nauman stated Council should also direct legal counsel to consult with Middletown and begin the process of forming the joint utility venture or public service corporation. The committee agreed by consensus.

**VI. Adjournment**

Mr. Nauman adjourned the meeting at 5:21 pm.

Respectfully submitted:



Jason C. Nauman  
Committee Chairman

**ACTION LETTER**

- **Legal Counsel:** Assist with the scheduling of the next joint meeting with the Town of Middletown.
- **Town Manager:** Provide updated FCSA statements of account, including numbers reported to the state and provided to the Town and the true and actual accounting within the FCSA's internal records.
- **Council:** Authorize legal counsel and staff to release RFP for water and sewer infrastructure with the Town of Middletown.
- **Council:** Direct legal counsel and staff to consult with Middletown and initiate paperwork and processes to form joint utility venture or public service corporation.



## Newtown Heritage Festival

June 21, 2018

The Newtown Heritage Festival Committee met on Thursday, June 21, 2018 at 7:15 PM at Town Hall. The following members were present: President Tootie Rinker, Angela Mohr, Adrian O'Connor, Donna Steward, Earl Luttrell, Jacquetta Owens, Mike Diaz, and Betty Wymer.

President Tootie Rinker called the meeting to order.

### MINUTES

There were no minutes from the May 24 pre-festival meeting at the Commons.

### TREASURER'S REPORT

No Treasurer's report was available.

### FESTIVAL RECAP

| Successes  | Improvement needed  |
|--|---|
| <ul style="list-style-type: none"><li>• Ice cream vendor</li><li>• Good # of food vendors</li><li>• FIREWORKS</li><li>• Additional veterans groups involved</li><li>• Splash pad/pool – making best of bad situation</li><li>• Pie-eating contest</li><li>• Souled Out</li><li>• Garland's volunteers</li><li>• Entertainment</li><li>• Sound man</li><li>• Jazz Band – good – need to keep time</li><li>• Sherando Band in parade</li><li>• Chess – enjoyed participating</li><li>• Scavenger Hunt concept</li><li>• Rock-stacking – good location for them</li><li>• Publicity – The River</li><li>• Publicity – <i>Winchester Star</i> – good coverage pre-festival</li><li>• Social media coverage<ul style="list-style-type: none"><li>Fireworks – 500 views</li><li>Bluegrass – 226</li><li>Commonwealth videos – 395</li><li>Pie-Eating; Adults-393</li><li>Children – 207</li><li>Souled Out – 300</li><li>252 engagements</li></ul></li><li>• Signs in front of sponsors</li><li>• Framed certificates for donors</li></ul> | <ul style="list-style-type: none"><li>• Find better location for chess group</li><li>• Still in learning curve with new staff</li><li>• Budget</li><li>• Better communication with Town Office</li><li>Pre-emptive transparency</li><li>• Craft show need to be promoted – perhaps reduce price</li><li>• Wagon needs to be fixed before next festival</li><li>• Janet wants someone to take over food.</li><li>• Need to get new tractor and driver to relieve Dudley</li><li>• Promoting scavenger hunt, etc.</li><li>• VOLUNTEERS NEEDED</li></ul> |

### NEXT MEETING

The next NHF meeting will be held August 16. No meeting will be held in July but will try to arrange end-of-year dinner.

Respectfully submitted,  
Betty Wymer, NHF Secretary



151 Windy Hill Lane  
Winchester, VA 22602

July 31, 2018

Town of Stephens City  
Attn: Mike Majher, Town Manager  
1033 Locust Street  
Stephens City, VA 22655

RE: Bluestone Drive Private Street Maintenance

Dear Mike:

As you know, Town Council approved an ordinance to vacate the dedicated right-of-way for Bluestone Drive on December 5, 2017. The purpose of this letter is to provide you with information pertaining to the proposed private street maintenance requirements that have been prepared for the Bluestone Commercial and Industrial Park for consideration by Town Council. These requirements are established in the Declaration Document by Bluestone Industrial Development, LLC dated July 25, 2018 to ensure that the maintenance of all private streets and appurtenances are the Declarant and future property owners within the Bluestone Commercial and Industrial Park. The following information identifies the items within the Declaration Document specific to private street maintenance:

Recital F (Page 3) – identifies the Declarant as the designated party to establish responsibilities for construction, maintenance, repair and reconstruction of private streets.

Article I Definitions (Page 3) – Definition (a) “Association” provides for the Bluestone Commercial and Industrial Maintenance Association.

Article IV Construction, Maintenance and Repair Obligations for Streets (Page 8-10)

Item B identifies the Declarant as the entity to construct private streets in accordance with applicable standards of the Town and identifies the Association as the entity responsible for maintenance of the private streets and appurtenances.

Item C identifies the Declarant as the entity to construct stormwater management facilities required for the streets in accordance with applicable standards of the Town and the County; and identifies the Association as the entity responsible for maintenance of the stormwater management facilities and appurtenances.

Item D specifies that the Town, the County and VDOT will have no obligation, responsibility or liability for the construction or maintenance of private streets within the Bluestone Commercial and Industrial Park.

Article V Covenants for Maintenance and Other Assessments by the Association (Page 10-16)

Section 1 Assessments identifies annual assessment requirements for all property owners for operational, capital and special expenses to the Association.

Section 2a identifies assessments for improvements and maintenance of the stormwater management facilities.

Section 2c identifies assessments for improvements and maintenance of the private streets.

Article VI Reserved Easements (Page 16-17)

Section b reserves temporary construction easements along all lots fronting on private streets for the benefit of the Declarant and the Association to have the ability to maintain and repair private streets.

Please find attached the complete Declaration Document by Bluestone Industrial Development, LLC dated July 25, 2018, the Town Council Ordinance to Vacate Bluestone Drive dated December 5, 2017, and the recorded Right-of-Way Vacation and Easement Plat dated January 18, 2018 for your information. Please note that the complete Declaration Document has been provided to the Town Attorney for review and it is requested that this information be included on the August 7, 2018 regular agenda for discussion and consideration for approval.

Sincerely,



Evan Wyatt, Director of Land Planning  
Greenway Engineering

Cc: J. David Griffin, Town of Stephens City Legal Counsel  
Beverley B. Shoemaker, Manager, Bluestone Industrial Development, LLC  
Michael L. Bryan, Bryan & Coleman, PLC

Attachments

# August 2018

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



# September 2018

| Sunday | Monday                                 | Tuesday                                 | Wednesday                                    | Thursday                       | Friday | Saturday |
|--------|--|---|--|--------------------------------|--------|----------|
|        |  |   |  |                                |        | 1        |
| 2      | 3<br>Labor Day<br>Office Closed        | 4<br>TOWN<br>COUNCIL<br>7:00 PM         | 5  | 6                              | 7      | 8        |
| 9      | 10                                     | 11<br>Personnel<br>4:30 pm              | 12   | 13                             | 14     | 15       |
| 16     | 17                                     | 18<br>HPC Meeting<br>5:00 pm            | 19<br>Public Works<br>Water/Sewer<br>4:30 pm | 20<br>NHF Committee<br>7:15 pm | 21     | 22       |
| 23     | 24<br>Parks &<br>Recreation<br>5:30 pm | 25<br>Planning<br>Commission<br>7:30 pm | 26<br>Finance<br>4:00 pm                     | 27<br>Public Safety<br>5:00 pm | 28     | 29       |
| 30     |  |   |  |                                |        |          |