

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, July 11, 2017
7:00 PM**

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

Councilman Nauman offered the invocation.

Roll was called with the following members present:

Mayor Mike Grim, Councilman Joseph Hollis, Councilman Linden A. Fravel Jr., Councilman Jason Nauman, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Vice Mayor Ronald Bowers

Staff present: J. David Griffin, Town Attorney; Michael Majher, Town Manager; Steve Rickards, Town Treasurer; Michele Stone, Town Clerk

Absent: Charles Bockey Jr., Chief of Police

Guests: Winchester Star, Josh Janney. Mr. Michael Diaz 5207 Pan Tops Drive Stephens City, VA, Mr. Drew and Michelle Brady 4761 Valley Pike Stephens City, VA

PUBLIC COMMENT

Mrs. Michelle Brady with Camp of Faith Church located on Double Church Road in Stephens City, Va addressed Council. Mrs. Brady explained that the Church wanted to express their gratitude for service to EMS, Stephens City Fire and Rescue Department, the Town Council and Town Staff. Mrs. Brady asked permission from Town Council for Camp of Faith Church to host a thank you luncheon at the Town Commons on Saturday August 26, 2017 for EMS, Fire and Rescue, Town Council and Town Staff. Councilman Hollis made a Motion to approve and the Motion carried with the following recorded VOTE:

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

Nay- None

Abstain- None

Absent- Bowers

MINUTES – REGULAR MEETING OF JUNE 6, 2017

Mayor Grim made a correction to the Minutes, Minutes show there was not a June meeting for Personnel Committee, Personnel did meet on Tuesday June 13, 2017 at 4:30 pm.

Councilman Nauman moved for approval of the minutes of the regular Town Council meeting of June 6, 2017, the motion carried with the following Recorded vote:

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

Nay - None

Abstain - None

Absent – Bowers

TREASURER'S REPORT

Treasurer Steve Rickards reported that tax collection rates are strong and the first half 2017 personal property tax collections are at a sixty five percent collection rate.

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

Police Chief Charles Bockey was absent, Town Manager Mike Majher gave the Police report. Mr. Majher reported that the Police Department's General Orders are complete and have the approval of Town Attorney Dave Griffin. Councilman Fravel made a Motion to Accept the General Orders and the Motion carried with the following recorded VOTE:

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

Nay- None

Abstain- None

Absent - Bowers

SCVFD REPORT- John Jones, Fire Chief

Fire Chief Jones mentioned that he would not read the entire report but mentioned that the Department had a very busy month. Chief Jones then gave a reminder that there will be a BBQ challenge at the Fire Department on Saturday July 29, 2017.

PUBLIC HEARING TO AMEND WATER/ SEWER POLICY for ORDINANCE SECTION 22-63 SUBSECTION E

Mayor Grim opened the Public Hearing. Mayor Grim explained that the Public Hearing is to increase the fee for utility reconnections from twenty five dollars to fifty dollars. Mayor Grim asked for comments and there were none, Mayor Grim then Closed the Public Hearing. The Mayor asked the Clerk to read the Ordinance by title only. The Clerk read "An Ordinance to amend the Water/Sewer Policy for Ordinance Section 22-62 Subsection E Councilman Nauman Made a Motion to approve the first reading and the Motion carried with the following recorded VOTE:

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

Nay- None

Abstain- None

Absent- Bowers

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: No Comment

B. Personnel Committee –Kelly Thatcher, Chair

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- Chairwoman Swygert-Smith reported that Mr. Ron Nielsen of 5160 Barley Drive has requested to use the Commons Park as access to the rear of his property for the

duration of one year to complete construction work on his residence. Mr. Nielsen agreed that he would return the property in the condition which it was loaned to him and that he would not use the property for parking or for any reason other than access to his property. Councilwoman Swygert-Smith made a Motion to allow Mr. Nielsen a temporary construction easement allowing for access to the back of his property and the Motion carried with the following recorded VOTE:

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

Nay- None

Abstain- None

Absent- Bowers

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached- Chairman Nauman gave an updated amount of nine million two hundred ninety six thousand two hundred and seventy dollars, owed to the Town for the raw water withdrawn by the Frederick County Sanitation Authority. Chairman Nauman reported that the Frederick County Sanitation Authority has exceeded the three million gallons per day withdraw during the last three days of June.

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting: No Comment

G. Newtown Heritage Festival

Meeting: Treasurer Steve Rickards gave the report. The Festival Committee met to discuss the pros and cons of the festival and will be voting on new officers in the August Festival Committee Meeting.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilwoman Swygert-Smith made a motion to approve the committee minutes

TOWN MANAGER'S REPORT - Michael Majher

1. Staff has had a busy month with first half personal and real taxes coming in
2. The Town's emails have been moved to a new server with better uptime and redundancy
3. Boyer Landscaping has planted the Christmas tree at the Town Commons
4. Public Works will begin conducting smoke testing on sewer laterals at the north end of town
5. There will be upcoming repairs to three manholes on Mulberry Street

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar. There were no adjustments or additions.

MOTION FOR CLOSED MEETING

Date July 11, 2017:

Motion by: Councilman Jason Nauman

I move that the Council of the Town of Stephen City enter a Closed Session pursuant to Section 2.2-3711A (7) for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual litigation with the Frederick County Sanitation Authority, where such consultation or briefings in open meeting would adversely affect the negotiating or litigating posture of the public body.

I ask that there be a two minute break following voting on the motion to allow the Council chambers to clear.

VOTE:

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

Nay- None

Abstain- None

Absent - Bowers

CERTIFICATION OF CLOSED MEETING

Date: July 11, 2017

Motion By: Jason C. Nauman

I move to certify that to the best of each member's knowledge, only business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies, and only such business matters as were identified in the motion convening the closed session were heard, discussed, or considered by Council.

VOTE:

Aye-

Hollis

Swygert- Smith

Fravel

Thatcher

Nauman

Nay- None

Absent- Bowers

Attest: Jason C. Nauman

No action was taken as a result of the Closed Session. There being no further business, Councilman Fravel made a Motion to adjourn at 9:16 pm and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



07/01/2017 - 07/31/2017

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 200.00
Restaurant Meals Tax	\$ 9,132.55
Lease Property Payments	\$ 3,100.00
Veterans Memorial	\$ 400.00
Zoning Permit Fees	\$ 75.00
Newtown Heritage Merchandise	\$ 12.00
Fines, Forfeitures & Finger Prints	\$ 764.71
Newtown Commons Fee	\$ 100.00
Consumption Tax	\$ 75.48
State Sales Tax	\$ 13,418.32
Sale of Miscellaneous	\$ 74.00
Utility - Electric	\$ 17.86
Utility - Natural Gas	\$ 593.48
Total	\$ 35,088.40

UTILITIES

Water	\$ 8,257.76
Sewer	\$ 21,161.57
Penalty	\$ 93.00
PrePay	\$ 86.81
Total	\$ 29,599.14

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 1,600.00
Total	\$ 1,600.00

TAXES

Real Estate Tax

Principal Real	\$ 40,748.40
Penalty Real	\$ 119.82
Interest Real	\$ 8.39
Total	\$ 40,876.61

Personal Property Tax

Principal Personal	\$ 13,351.47
Penalty Personal	\$ 59.11
Interest Personal	\$ 16.44
Machine/Tools	\$ 244.13
Business Equipment	\$ 4,616.40
Decal Fee 1	\$ 6,766.99
Decal Fee 2	\$ 615.63
Total	\$ 25,670.17

Business Licenses

10003 -- CONTRACTORS	\$ 261.00
10005 -- BUSINESS SERVICES	\$ 15.00
Total	\$ 276.00

Vehicle Decals

3RD QTR DISC	\$ 262.50
TRANSFER	\$ 17.00
Total	\$ 279.50

Commonwealth of VA

Communications Tax	\$ 2,146.88
Railroad Rolling Stock	\$ 1,131.70
Total	\$ 3,278.58

EXPENDITURES

Accounts Payable	\$ 81,924.29
Wages	\$ 23,964.62
Total	\$ 105,888.91

Total Revenue	\$ 136,668.40
Total Expenditures	\$ 105,888.91
Total Net Position	\$ 30,779.49



REVENUE

	PFYE		CYTD	
	7/1/2016-7/31/2016	7/1/2017-7/31/2017		
Miscellaneous Receipts	\$ 115.75	\$ 74.00	-36%	
Connection Fees	\$ 350.00	\$ 200.00	-43%	
Restaurant Meals Tax	\$ 10,310.83	\$ 9,132.55	-11%	
Lease Property Payments	\$ 4,000.00	\$ 3,100.00	-23%	
Veteran's Memorial	\$ 50.00	\$ 400.00	700%	
Fines and Forfeitures	\$ 1,177.76	\$ 764.71	-35%	
Zoning Permit Fees	\$ -	\$ 75.00	100%	
Cigarette Tax	\$ 7,125.00	\$ 7,125.00	100%	
Sales Tax	\$ 12,086.49	\$ 13,418.32	11%	
Newtown Commons	\$ 100.00	\$ 100.00	0%	
Consumption Tax	\$ 354.85	\$ 75.48	-79%	
Newtown Heritage Festival	\$ -	\$ 12.00	100%	
Utility - Natural Gas	\$ 567.04	\$ 593.48	5%	
Utility - Electric	\$ 2,541.53	\$ 17.86	-99%	
Total	\$ 38,779.25	\$ 35,088.40	-10%	

UTILITIES

Water	\$ 9,125.51	\$ 8,257.76	-10%	
Sewer	\$ 21,912.08	\$ 21,161.57	-3%	
Penalty	\$ 66.13	\$ 93.00	41%	
PrePay	\$ 131.99	\$ 86.81	-34%	
Total	\$ 31,235.71	\$ 29,599.14	-5%	

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 2,800.00	\$ 1,600.00	-43%	
Total	\$ 2,800.00	\$ 1,600.00	-43%	
Real Estate Tax	\$ 38,657.82	\$ 40,876.61	6%	

Personal Property Tax

\$	36,229.22	\$	25,670.17	-29%
----	-----------	----	-----------	------

Business Licenses

\$	60.00	\$	276.00	360%
----	-------	----	--------	------

Vehicle Decals

\$	156.00	\$	279.50	79%
----	--------	----	--------	-----

Commonwealth of VA

Fire Department Flow Thru	\$	100.00	\$	-	-100%
Railroad Rolling Stock	\$	-	\$	1,131.70	0%
Communications Tax	\$	2,183.89	\$	2,146.88	-2%
Total	\$	2,283.89	\$	3,278.58	44%

EXPENDITURES

Accounts Payable	\$	59,387.05	\$	81,924.29	38%
Wages	\$	24,010.11	\$	23,964.62	0%
Total	\$	83,397.16	\$	105,888.91	27%

Total Revenue

\$	150,201.89	\$	136,668.40	-9%
----	------------	----	------------	-----

Total Expenditures

\$	83,397.16	\$	105,888.91	27%
----	-----------	----	------------	-----

Total Net Position

\$	66,804.73	\$	30,779.49	-54%
----	-----------	----	-----------	------

JULY 28th BAL.

Bank of Clarke County	3,236.44
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	269,492.80
Total Bank Fund Balances - Cash On Hand	884,017.33



REVENUE	FYE 14	FYE 15	FYE 16	FYE 17	FYE 1
	07/13-6/14	07/14-6/15	07/15-6/16	07/16-6/17	07/17-6/18
Miscellaneous Receipts	\$ 11,744.24	\$ 3,928.14	\$ 1,697.54	\$ 1,725.76	\$ 74.00
Connection Fees	\$ 10,525.00	\$ 3,800.00	\$ 4,100.00	\$ 3,750.00	\$ 200.00
Restaurant Meals Tax	\$ 85,840.16	\$ 91,225.10	\$ 94,410.67	\$ 96,804.34	\$ 9,132.55
Lease Property Payments	\$ 2,300.00	\$ 4,800.00	\$ 7,551.00	\$ 6,150.00	\$ 3,100.00
Veteran's Memorial	\$ 3,387.00	\$ 13,109.00	\$ 4,615.00	\$ 820.00	\$ 400.00
Fines and Forfeitures	\$ 27,495.50	\$ 32,301.88	\$ 19,360.80	\$ 18,030.66	\$ 764.71
Zoning Permit Fees	\$ -	\$ 450.00	\$ 5,872.00	\$ 500.00	\$ 75.00
Cigarette Tax	\$ 71,250.00	\$ 78,375.00	\$ 64,125.00	\$ 77,063.48	\$ 7,125.00
Sales Tax	\$ 132,469.05	\$ 133,913.30	\$ 143,778.48	\$ 152,394.16	\$ 13,418.32
Lodging Tax	\$ 214.14	\$ 360.75	\$ 412.25	\$ -	\$ -
250th Collector Coin	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -
Consumption Tax	\$ 7,008.24	\$ 10,775.77	\$ 5,423.95	\$ 5,326.76	\$ 75.48
Newtown Heritage Festival	\$ 16,197.27	\$ 13,333.50	\$ 19,767.20	\$ 18,207.00	\$ -
Newtown Merchandise	\$ -	\$ -	\$ -	\$ 2,471.00	\$ 12.00
Newtown Vendors	\$ -	\$ -	\$ -	\$ 1,350.00	\$ -
Newtown Commons Fees	\$ 1,895.00	\$ 1,940.00	\$ 1,600.00	\$ 1,500.00	\$ 100.00
Utility - Electric	\$ 32,219.02	\$ 28,493.15	\$ 31,324.10	\$ 33,061.51	\$ 17.86
Utility - Natural Gas	\$ 14,835.69	\$ 11,991.96	\$ 10,823.13	\$ 9,702.14	\$ 593.48
Rental of Cropping Land	\$ 250.00	\$ 187.50	\$ -	\$ -	\$ -
Land Use	\$ 5,373.00	\$ 2,017.62	\$ -	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ 377.99	\$ -
Yard Crawl	\$ 1,019.00	\$ 520.00	\$ -	\$ -	\$ -
Fire Marshal Fee	\$ -	\$ -	\$ -	\$ 15.00	\$ -
Fire Department Donations	\$ -	\$ -	\$ -	\$ 512.56	\$ -
Bank Stock Tax	\$ -	\$ -	\$ -	\$ 113.00	\$ -
EXPENDITURE REFUNDS	\$ -	\$ -	\$ 205.46	\$ -	\$ -
Total	\$ 424,072.31	\$ 431,572.67	\$ 415,066.58	\$ 429,875.36	\$ 35,088.40
UTILITIES					
Water	\$ 159,420.53	\$ 159,543.83	\$ 149,619.05	\$ 146,273.63	\$ 8,257.76
Sewer	\$ 372,183.42	\$ 371,810.48	\$ 348,600.18	\$ 344,502.89	\$ 21,161.57
Penalty	\$ 10,406.94	\$ 10,406.97	\$ 8,470.35	\$ 7,023.47	\$ 93.00
PrePayments	\$ -	\$ -	\$ -	\$ 6,183.91	\$ 86.81

Reconnection Fees	\$	1,050.09	\$	3,645.12	\$	2,036.65	\$	2,075.00	\$	-
METER CHG	\$	-	\$	-	\$	-	\$	270.12	\$	-
Miscellaneous	\$	27,639.70	\$	1,219.93	\$	1,189.05	\$	1,473.67	\$	-
Total	\$	570,700.68	\$	546,626.33	\$	509,915.28	\$	507,802.69	\$	29,599.14

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$	29,575.00	\$	32,600.00	\$	33,000.00	\$	28,800.00	\$	1,600.00
Water (Availability Fees)	\$	5,605.00	\$	-	\$	12,534.00	\$	-	\$	-
Sewer (Availability Fees)	\$	12,534.00	\$	-	\$	5,605.00	\$	-	\$	-
Total	\$	47,714.00	\$	32,600.00	\$	51,139.00	\$	28,800.00	\$	1,600.00

TAXES

Real Estate Tax	\$	101,512.97	\$	147,732.21	\$	105,622.90	\$	142,981.49	\$	40,876.61
Personal Property Tax	\$	126,685.20	\$	120,190.58	\$	66,095.09	\$	124,712.86	\$	25,670.17
SCC - Real Estate	\$	3,787.23	\$	3,931.45	\$	5,615.86	\$	3,385.03	\$	-
Total	\$	231,985.40	\$	271,854.24	\$	177,333.85	\$	271,079.38	\$	66,546.78

Business Licenses

	\$	78,685.80	\$	81,037.44	\$	64,004.91	\$	57,421.23	\$	276.00
Vehicle Decals	\$	4,070.75	\$	3,217.25	\$	2,545.25	\$	1,858.25	\$	279.50

Commonwealth of VA

MVC Rolling Stock Tax	-	\$	1,241.28	\$	1,266.02	\$	1,135.28	\$	1,131.70
Law Enforcement Grant	-	\$	33,168.00	\$	33,168.00	\$	34,236.00	\$	-
Car Rental	-	\$	56.38	\$	-	\$	-	\$	-
Fire Department Flow Thru	-	\$	19,156.10	\$	10,512.56	\$	10,100.00	\$	2,146.88
Dept Hist Res (Street Signs)	-	\$	6,000.00	\$	-	\$	-	\$	-
SAFETEA - LU GRANT (N Main St)	-	\$	-	\$	3,351.38	\$	-	\$	-
Communications Tax	-	\$	-	\$	26,592.02	\$	25,867.31	\$	-
DMV DUI Grant	-	\$	4,185.05	\$	1,528.17	\$	2,917.02	\$	-
PPTRA	-	\$	-	\$	-	\$	30,884.36	\$	-
Animal Friendly	-	\$	-	\$	-	\$	76.42	\$	-
Litter Control Grant	-	\$	1,059.00	\$	1,071.00	\$	1,015.39	\$	-
Total		\$	64,865.81	\$	77,489.15	\$	106,231.78	\$	3,278.58

Total Revenue	\$	1,357,228.94	\$	1,431,773.74	\$	1,297,494.02	\$	1,403,068.69	\$	136,668.40
Total Expenditures	\$	-	\$	-	\$	-	\$	-	\$	-
Total Net Position	\$	1,357,228.94	\$	1,431,773.74	\$	1,297,494.02	\$	1,403,068.69	\$	136,668.40

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	\$2,399.35	\$1,400.59	63.14%
2016	\$148,036.31	\$145,473.02	\$2,563.29	98.27%
2017	\$82,730.78	\$73,329.34	\$9,401.44	88.64%
Grand Totals:	\$236,320.58	\$221,201.71	\$15,118.87	93.60%
		Total Collections thru 7/28/2017		

PERSONAL PROPERTY TAXES

Collections Rate Report

Tax Year	Original Charges	Collected	Remainder	Collections Percentage
2012	\$7,652.69	\$353.55	\$7,299.14	4.62%
2013	\$8,596.17	\$772.62	\$7,823.55	8.99%
2014	\$10,550.07	\$1,475.60	\$9,074.47	13.99%
2015	\$14,746.77	\$4,733.65	\$10,013.12	32.10%
2016	\$118,269.49	\$102,016.19	\$16,253.30	86.26%
2017	\$63,680.02	\$50,246.46	\$13,433.56	78.91%
Grand Totals:	\$223,495.21	\$159,598.07	\$63,897.14	71.41%
Total Collected Thru 7/28/2017				

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: August 1, 2017

Subject: Police Report for July 2017

The Stephens City Police Department responded to 313 calls for services during the month of July. We assisted the Frederick County Sheriff's Office with 9 calls and the Middletown Police Department with 2 calls.

We wrote a total of 23 citations for the month. A breakdown follows.

- 12 – Speeding
- 9 – Fail to Obey Signs
- 1 – Unsafe Equipment
- 1 – Reckless Driving

We wrote 10 parking violations. They were for No Town Decal.

We spent approximately 15 hours in court for the month.

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

- 1 – Threats
- 1 – Lost Property
- 1 – Trespassing
- 1 – Credit Card Fraud
- 1 – Assault & Battery



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 2017

Emergency Incidents for the Town in July. **2017**

2 Fire Incidents

7 Emergency Medical Incidents

0 Motor Vehicle Crashes

1 Fire Public Services

0 EMS Public Services

For a total of **10**

Emergency Incidents in Frederick County March. **2017**

45 Fire Incidents

144 Emergency Medical Incidents

9 Motor Vehicle Crashes

3 Technical Rescue Responses

4 EMS Public Services

2 Fire Public Services

For a Total of **207**

Total combined responses for station 11 was **217** Total for the month of July

The Fire Marshal reports that Hydrant testing will be conducted in Aug. by his office.

The BBQ Challenge was last weekend slow turn out, was low because of the rain event Friday & Saturday. We have Pulled pork for sale by the pint if interested.

The heavy Rains generated 3 Water Rescue incidents for the Technical Rescue Team.

We now have a building permit in hand for the Building addition. The contractor will start ordering material next week with a six week start date.

John W. Jones I
Fire & EMS Chief

"VOLUNTEERS PROUD TO SERVE"

TOWN OF STEPHENS CITY
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 19 July 2017

TIME: 4:30 P.M.

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

Town Manager Mike Majher, Brett Swain

Brett Swain reported that smoke testing would begin tomorrow, July 20, in the north part of town.

He also reported that Public Works had been busy trimming trees on Main and Germain Streets.

Committee chairman reported concern of Town resident about a large bush blocking the view of Locust Street when stopping at the Stop sign on Germain. Brett Swain and Mike Majher said they would look into trimming this bush. Discussion ensued on town ordinance that describes blocking intersections with bushes or installations that are less than 25 feet from the intersection.

Continuing issue regarding a number of stumps that need to be ground down was addressed. Committee asked that Jeremy Hamilton be contacted to do this work.

Jason Nauman reported a large dead tree near the pump station at Stephens Landing that needs to be taken down. Brett will take care of this.

Regina Swygert-Smith
Chairman



WATER & SEWER COMMITTEE MEETING MINUTES

Wednesday, July 19, 2017

Call to Order

Mr. Nauman called the meeting to order at 4:45 pm,

Attendance

- Messrs. Nauman, Fravel, Ms. Swygert-Smith
- Messrs. Majher, 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. 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
Staff reported that we have received the VDOT permit for the work. The estimate for the repairs and upgrades is \$125,000. Manholes are being fabricated, and Neff should begin work during the first week of August.
 - b. Redirection of Sewage on Crooked Lane and Abandonment of Grinder Pumps
Staff will meet with Neff for the estimate on Thursday, July 20.
 - c. Fire Hydrant(s), Valves, and/or Line Upgrades/Replacements
Staff will meet with Neff for the estimate on Thursday, July 20.
 - d. Squirrel Lane Leak Detector
Staff reported that the leak detector will be recalibrated and certified on Thursday, July 20.

e. Green Street Lateral Sewer Lines

Staff reported the property owner has notified the Town that she is aware of the problem, and she is willing to cooperate. Staff states that the best option may be to replace the entire line. Staff will schedule a meeting with the property owner.

f. System Smoke-Testing

Staff reported smoke-testing begins Thursday, July 20.

g. Manhole Replacements and Grinder Pump

Staff reported the contractor plans to replace the manhole replacement toward the end of August or beginning of September at a cost of approximately \$3,000 each.

The price of the grinder pump is \$10,000 which does not include installation or the vault required for housing. Staff will follow-up with FCSA about location of grinder pump.

3. West Fairfax Street Water & Sewer Extension

a. Grant

No update.

4. Frederick County Sanitation Authority (FCSA)

a. Updated FCSA Statement of Account

Mr. Majher stated that we have not yet received June 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 [Closed Session, if required]

No update.

5. City of Winchester Agreement

a. Staff has followed-up with City staff and will reach out via telephone to schedule a meeting or have legal counsel prepare an agreement for consideration.

6. Matters Not Listed on the Agenda

None

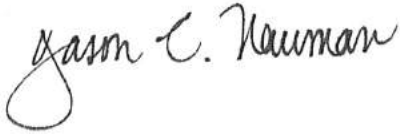
Action Letter

- Staff: For August Committee meeting, staff will have estimates for the redirection of sewage on Crooked Lane and the abandonment of grinder pumps and water line upgrades on Barley Drive.
- Staff: Schedule meeting with Green Street property owner regarding lateral sewer lines.
- Staff: Follow-up with FCSA regarding the location of the grinder pump in the Interstate 81 corridor.
- Staff: Distribute FCSA statement of account for water purchased when June 2017 numbers are obtained.
- Staff: Schedule call with the City of Winchester regarding contingency water supply agreement or have legal counsel prepare an agreement for consideration.

Adjournment

Mr. Nauman adjourned the meeting at 5:25 pm

Respectfully submitted:

A handwritten signature in cursive script that reads "Jason C. Nauman". The signature is written in dark ink and is positioned above a horizontal line.

Jason C. Nauman
Committee Chairman

Michele Stone

From: Jason Nauman
Sent: Wednesday, July 12, 2017 10:14 AM
To: Michele Stone
Subject: Motion & Action to Certify Closed Session

July 11, 2017

Motion by: Nauman

I move to certify that to the best of each member's knowledge, only business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies, and only such business matters as were identified in the motion convening the closed session were heard, discussed, or considered by Council.

Aye -
Hollis
Swygert-Smith
Fravel
Thatcher
Nauman

Nay -

Absent -
Bowers

Attest: Jason C. Nauman

Jason C. Nauman
Councilman
Town of Stephens City, Virginia

August 2017

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

September 2017

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