

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, AUGUST 3, 2021
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

Mayor Diaz asked that we observe a moment of silence.

Roll was called with the following members present:

Mayor Diaz, Vice-Mayor Fravel, Councilman Bowers, Councilman Fravel, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Dave Griffin, Town Attorney

Guests: Josh Janney, Winchester Star

PUBLIC COMMENT

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

MINUTES – REGULAR MEETING OF JULY 6, 2021

Vice-Mayor Fravel moved for approval of the minutes of the regular Town Council Meeting of July 6, 2021.

The Motion carried with the following VOTE:

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

TREASURER'S REPORT – Report attached

Town Treasurer Steve Rickards was absent. Mike Majher stated that the Town had a very robust month with tax payments and utility payments coming in. He informed Council that for the first time since the pandemic started late fees and cut offs would be happening next week.

POLICE REPORT – Report attached

Chief Copp was not in attendance. He and the rest of his staff were at Lord Fairfax participating in National Night Out.

SCVFD REPORT- Report attached

Chief Vaught was not in attendance.

ACTION AGENDA

Schedule Public Hearing for Input on ARPA Expenditures

Mike Majher thought that a Public Hearing should be scheduled so the citizens of Stephens City could have some say on how the American Rescue Plan Act funds be spent. The Public Hearing was scheduled for September 7th.

Discussion of COVID-19 Policies

Discussion was held on if Council felt it necessary, due to the increase in COVID-19 cases, to return to COVID restrictions. Councilwoman Swygert-Smith made the Motion that the Town return to Covid restrictions as set forth here, effective immediately:

1. Town officials and employees shall remain socially distanced and masked in their interactions with the public.
2. Electronic interactions by the public are encouraged.
3. All citizens to whom an exemption set forth in the Governor's Executive Order 79 does not apply shall maintain social distancing and masking while indoors in Town facilities.
4. The Town strongly encourages those who have not been vaccinated to obtain a COVID vaccine as soon as possible and to contact the Town staff if they need assistance.
5. The Town strongly encourages citizens and visitors to wear masks when they gather outside of their family pod or in any public interactions and return to the practice of regular handwashing and social distancing.

The Motion passed with the VOTE:

Bowers-Nay	L. Fravel-Nay
P. Fravel-Nay	Smith-Aye
Stevens-Aye	Swygert-Smith-Aye
Mayor Diaz-Aye	

Resolution to Solicit Interested Citizens to Serve on an EDA

Councilwoman Smith read the RESOLUTION OF THE TOWN OF STEPHENS CITY TO SOLICIT INTERESTED CITIZENS TO SERVE ON A STEPHENS CITY ECONOMIC DEVELOPMENT AUTHORITY. Councilwoman Smith made the Motion to approve the Resolution. The Motion passed with the following VOTE:

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

COMMITTEE REPORTS

A. Finance Committee – Linden A. Fravel, Chair

Meeting: Vice-Mayor Fravel explained that Public Works had requested \$60,000 to purchase a Skid-Steer Loader. He recommended, with the approval of the Committee members, that Council approve the request. After some discussion on the benefits of acquiring the loader, Vice-Mayor Fravel made the Motion to approve the request. The Motion passed with the following VOTE:

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

There was discussion on paying 25% of Family Insurance, since 2014 the Town has not paid any of the cost. Vice-Mayor Fravel made the Motion to cover 25% of the cost. The Motion passed with the following VOTE:

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

B. Personnel Committee –Pete Fravel, Chair

Meeting: Councilor Fravel stated that there are changes that need to be made to the Employee Handbook. Councilor Fravel made the Motion to implement the following changes to the Handbook.

II. The state law changes to add no discrimination for sexual orientation, gender identity, hair and traits associated with race are added.

IX. Cell phone use must comply with state law and there is a warning that a violation may become a workers' compensation bar.

XII. Tobacco and vaping are no longer permitted for employees while on duty for the Town.

XV. Smoking is deleted as it is covered in another section of the policy and this provision also dealt with public conduct, which does not belong in the personnel manual. It is replaced with a new topic – Physical Fitness – which encourages employees to obtain an annual physical and maintain an active and healthy lifestyle. These are recommendations but not requirements.

The Motion passed with the following VOTE:

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

Parental Leave was discussed, at this time the Town does not give any time for parental leave. The Committee is suggesting that the Town implement a parental leave policy. Councilor Fravel made the Motion to implement 4 weeks parental leave. The Motion carried with the following VOTE:

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

C. Public Safety Committee –Ron Bowers, Chair

Meeting: Town Manager Mike Majher asked Council to declare the Crown Vic surplus so that it could be auctioned off. Councilor Swygert-Smith made the Motion to declare the Crown Vic surplus. During discussion of the Motion, it was suggested that there be a reserve on it for \$3500. Councilor Swygert-Smith amended the Motion to add the \$3500 reserve. The Motion carried with the following VOTE:

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

D. Public Works Committee –Mariah Smith Chair

No Meeting: No Comments

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

Meeting: Councilor Swygert-Smith informed Council that there were some changes in Ordinances that would need to have public hearings if Council agreed. It was agreed that Sept. 7th would be fine to put forward the changes in Chapter 19, raising bad check fee to \$50, and Chapter 13, adding Bamboo as a Special Penalty. Councilor Swygert-Smith made the Motion to change the name of Chapter 19 from “Taxation” to “Taxation and Finance”. The Motion carried with the following VOTE:

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

F. Parks and Recreation Commission- Tina Stevens, Chair

No Meeting: Councilor Stevens wanted to remind everyone that Turn the Town Teal an event to help raise Ovarian Cancer Awareness would be happening in September.

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

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: No Comments

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilman Bowers made a Motion to approve the committee minutes. The minutes were approved with the following VOTE:

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

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. The Yard Waste site was getting full and Public Works would be burning soon. Which would mean the site would be closed for a while. We will let people know beforehand.
2. It looks like the loan for the school will go thru once the asbestos and lead paint study has been done.
3. The auditors have all the information so we should be hearing back from them soon
4. Several manholes have been selected for repairs.
5. National Night out is tonight. Our Police Dept. has worked very hard coordinating this event with Middletown and Lord Fairfax. I encourage everyone to attend and show them our support.

COUNCIL COMMENTS/CALENDAR

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

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:56 pm and the motion carried unanimous.

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk