

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, AUGUST 8, 2023
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 Fravel, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present:

Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief; Chris James, Police Sergeant

Guests:

Marshall Werner, Newtown Landing; Yaron Linett, Valley Pike; Jim McIntyre, Winchester Star

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Marshall Werner stated that there is a visibility issue on Walnut Lane because of overgrowth of bushes.

MINUTES – Regular Meeting OF JULY 11, 2023

Councilwoman Swygert-Smith moved for approval of the minutes of the Regular Town Council Meeting of July 11, 2023. The Motion carried with the following VOTE:

Bowers- Absent
P. Fravel-Aye
Stevens- Aye

L. Fravel-Abstain (Not present at the July Meeting)
Smith-Aye
Swygert-Smith-Aye

TREASURER’S REPORT – Report attached

Town Treasurer Steve Rickards stated that the Month of July had been a healthy month. This year’s tax collections have been the best we have had. He informed Council that water bills were due and cutoffs would be next week. He also stated that the Town should be proud of how far we have come in the past five years. Councilwoman Stevens asked how the water program for the residents that have fallen behind was going. The Treasurer said it had helped a few of the residents but there are some that have not bothered with registering. He stated that we would try again to reach out to those folks. The Town Clerk stated that cigarette stamps had been received today and that is why it was not reflected in the report.

POLICE REPORT – Report attached

Chief Copp asked if there were any questions about the report. He said that National Night Out was a big success and that he appreciated the support from Council and Town Staff. He informed Council that school would be starting on August 14th, make sure to use caution.

SCVFD REPORT- Report attached

Chief Vaught read his report. He explained the 2 “fires”, one was a fire alarm and the other was in the lights, with no major problems. The BBQ will be until 3:00 or when they run out. He feels that the date for the pickup date for the tower truck will be pushed further out than the currently slated date of November 6th.

ACTION AGENDA

Approval of Depositories for Town Accounts

Mayor Diaz referred to the handout for Qualified Depositories and said that there needed to be a Motion to approve the Depositories for the Town Accounts. Councilwoman Swygert-Smith made that Motion. The Motion carried with the following VOTE:

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

Approval of Signatories for Town Accounts

Mayor Diaz stated that Mike Majher, Town Manager and Steve Rickards, Town Treasurer were the Signatories for the Town Accounts and there needed to be a Motion to approve them once again. Vice-Mayor Fravel made the Motion. The Motion carried with the following VOTE:

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

It was discussed that there should be a third person just in case there was a situation where Mike or Steve was not available. It was suggested that the third should be the Chair of the Finance Committee, Vice-Mayor Linden Fravel. The Motion was made by Councilwoman Swygert-Smith to add Vice-Mayor Fravel to the list of Signatories. The Motion carried with the following VOTE:

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

Amendment of Zoning and Land Use Maps

Mayor Diaz asked Mike Majher to explain. Mike stated that the maps needed updating and approval was needed by Council to work on them and update them. Councilwoman Swygert-Smith made the Motion to go ahead and move forward with the updating of the maps. The Motion carried with the following VOTE:

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

Motion for Closed Meeting

Councilwoman Smith made the Motion to enter into a Closed Meeting of Stephens City Town Council at 6:24 pursuant to Section 2.2-3711.A.3 of the Code of Virginia. All members of Council voted aye to enter into a Closed Meeting.

Exit and Certification of Closed Meeting

Councilwoman Smith made the Motion to exit and certify the Closed Meeting of the Stephens City Town Council at 6:46 pursuant to Section 2.2-3712.D of the Code of Virginia. All members voted aye to exit and certify the Closed Meeting.

Councilwoman Stevens made a Motion to put in a late bid of \$400,000 for the old Aylor Scholl property prior to the August 9th Frederick County Board of Supervisors Meeting. During the discussion period following the Motion it was stated that late bids are allowed when it is one Government Agency purchasing from another Government Agency. Mayor Diaz put the Motion to Vote. The Motion carried with the following Vote:

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

COMMITTEE REPORTS

A. Finance Committee - Linden A. Fravel, Chair

No Meeting: No Comments

B. Personnel Committee - Pete Fravel, Chair

No Meeting: A meeting for August 15th at 5:00 pm was set.

C. Public Safety Committee - Ron Bowers, Chair

No Meeting: No Comments

D. Public Works Committee - Mariah Smith, Chair

No Meeting: No Comments

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

No Meeting: No Comments

F. Parks and Recreation Commission - Tina Stevens, Chair

No Meeting: No Comments

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

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: Marshall Werner, speaking as a member of the committee, stated that the meeting had been a recap of this year's festival. They went over all the pros and cons to help to make next year's event even more successful.

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. Having two new employees has really helped a lot and many things are getting accomplished. Thank you!
2. As the Treasurer stated, if you haven't paid your water bill, you are late.
3. The architects from Thrasher will be here on the 24th and 25th of this month to do a walk-through of the school and then to go over the additions and corrections to the plans that staff have given them.
4. National Night Out was a success. The hotdogs were great. Thank you to 7-11 and all the attendees.
5. Litter Grant has been awarded and the application for next year has been submitted.
6. Utility Software for the new readers will be later in the month.
7. Utility line work and manhole rehab has helped with lowering the sewer flow.
8. The Yard Crawl is this weekend. Watch out for traffic!

CLERK'S REPORT

Town Clerk had nothing new to report.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz asked if there were any council comments or changes to the calendar, there were none.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:34 pm and the motion was carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk