

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, SEPTEMBER 6, 2022  
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; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief

Guests:

Julius Perkins, 120 Decatur Circle; Santiago Castillo, 134 Decatur Circle; Dustin Puerto, 135 Decatur Circle

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments.

Dustin Puerto came to the meeting to express his concerns about the utility bills. He feels that discounts or adjustments should be made to those residents that water lawns or use irrigation systems. The reasoning behind that is that the water used on lawns does not go into the sewer system and there should not be a charge for the sewage.

Mike Majher stated that there had been a Public Works meeting where different suggestions were thrown around such as discounts and adjustments and separate meter systems.

Councilwoman Smith, who chairs the public works committee, informed council and the residents in attendance that all options had been discussed. The discount and adjustment options were denied because by law it would have to be given to all town residents even those not watering lawns because there is no way of knowing which water goes into the system and water that does not. The committee discussed separate water meters and decided against them. Councilwoman Smith explained that in an agreement with Frederick water, Stephens City must keep the monthly average daily flow below 250,000 gallons with all the new growth in town we are slowly nearing that. The committee wants to discourage residents from using excess amounts of water. They feel that by allowing separate meters it would encourage and not discourage. She stated that they are aware that this is an evolving problem and solutions will need to be found.

**MINUTES – REGULAR MEETING OF AUGUST 2, 2022 AND SPECIAL MEETING OF AUGUST 16**

Mayor Diaz moved for approval of the minutes of the regular Town Council Meeting of August 2, 2022 and the Special Meeting of August 16, 2022. The Motion carried with the following VOTE:

Bowers- Aye  
P. Fravel-Aye

L. Fravel-Aye  
Smith-Aye

Stevens- Aye

Swygert-Smith-Aye

**TREASURER'S REPORT – Report attached**

Town Treasurer Steve Rickards reported that once again the town had a robust month. He also stated that the water bills would be going out this week.

**POLICE REPORT – Report attached**

Chief Copp reported that the Heroes on the River 5k had gone well with good attendance. He let Council know that Sergeant James had spent a week at the Skyline Supervisors school. He said that the department has a lot of events coming up. They have been invited to a number of 9/11 ceremonies. On the 15<sup>th</sup> there will be the parade for Sherando's Homecoming. On the 10<sup>th</sup> of October the Chief will be going to the Christian Academy to speak to the students. The Police Department and the Fire and rescue Department will be holding their first Public Safety Day on October 15<sup>th</sup> from 12-4. Capon Valley Bank will be the sponsor of this event. Officer Nauman has brought his vehicle tonight for Council to check out the in-car cameras.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He informed Council that because of the supply chain issues the preconstruction meeting for the new engine has been rescheduled to January. Chief Vaught was pleased to announce that there are 7 new members going through the Academy. He reminded everyone that all upcoming events are listed in the town newsletter.

**ACTION AGENDA**

**TORCH ENERGY AGREEMENT TO USE ROW**

Mayor Diaz asked the Clerk to read the Resolution by title only. The Clerk read, " Resolution of the Town of Stephens City granting a license to allow certain use of Town undeveloped rights-of-way for the period of the initial lease." Vice-Mayor Fravel made the Motion to adopt the Resolution. The Motion carried with the following VOTE:

Bowers- Aye

L. Fravel-Aye

P. Fravel-Aye

Smith-Aye

Stevens- Aye

Swygert-Smith-Aye

**BOUNDARY LINE ADJUSTMENT WEST WYND SUBDIVISION**

Vice-Mayor Fravel voiced his concerns about the width of the roads in the subdivision, after discussion Council decide to table this until questions were answered. It was decided that there would be a special meeting in 2 weeks before the Council work session

**RESOLUTION OF APPRECIATION FOR JOSH JANNEY**

Mayor Diaz informed Council that Winchester Star reporter Josh Janney had recently accepted a new job in the Williamsburg area and would no longer be in the area. He asked the Clerk to read a Resolution of Appreciation for Josh Janney. The Clerk read,

## **RESOLUTION OF APPRECIATION**

**WHEREAS, Joshua Janney, was employed at the Winchester Star as a local reporter from July of 2015 and served through August of 2022 with dedication and enthusiasm, and;**

**WHEREAS, Mr. Janney covered the happenings and efforts of the local municipal bodies of Stephens City, Frederick County, and Middletown, attending countless public meetings, hearings, and community events and;**

**WHEREAS, it is the position of the Town of Stephens City that the local reporting of news is an essential function in the education of the citizenry and the commitment that Mr. Janney has shown to this craft does not go unappreciated;**

**NOW, THEREFORE BE IT RESOLVED, that the Mayor and all members of the Stephens City Town Council do hereby take this opportunity on behalf of the citizens of the town to express our sincere appreciation for the years of work reporting to the community and wish you the best in your future endeavors as you continue your career in journalism.**

Council woman Swygert-Smith made the MOTION to adopt the Resolution. The Motion carried 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**

No Meeting: No Comments

### **B. Personnel Committee - Pete Fravel, Chair**

No Meeting: No Comments

### **C. Public Safety Committee - Ron Bowers, Chair**

No Meeting: No Comments

### **D. Public Works Committee - Mariah Smith, Chair**

Meeting: Councilwoman Smith stated that the main purpose of the meeting was to discuss irrigation systems and as stated earlier the decision was to not allow separate meters. The committee understands the concerns of the residents and will continue to look at possible solutions. The Committee discussed the hiring of an additional employee for Public Works and worked on the job description for the ad. The Committee also wants to look into the possibility of glass recycling.

### **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**

Meeting: Vice-Mayor Fravel reported that there had been three items on the action agenda. Two of the applicants did not show up. Those were tabled. The other item was a discussion of the Newtown Landing proffer/zoning violation. No actions were taken at this time.

**H. Newtown Heritage Festival Committee**

No Meeting: No Comments

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilwoman Smith made the Motion to approve the Minutes and Reports. The Motion carried 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. Heroes on the River was a success. Thank you, Adam Packham, for choosing our town.
2. Thank you to Stephens Landing for allowing the 5k to use their subdivision.
3. Thank you to the Police department for helping and keeping all the runners safe.
4. Sherando Homecoming Parade is the 15<sup>th</sup> and I always a fun event.
5. The water bills will be mailed this week, information on the referendum for the old school will be included with the bill.
6. Kelly and I both will be at the voting location all day to answer questions and hand out information.
7. Public works has been very busy with sewer meters, isolating and making repairs to lines and narrowing down the areas to be repaired.
8. A manhole across the interstate needs to be repaired.


**CLERK'S REPORT**


Town Clerk Kelly Thatcher wanted to thank Jeannie Merritt from bringing lunch to the entire staff. She also asked if there was anything that needed to be included in the newsletter?

**COUNCIL COMMENTS/CALENDAR**

Mayor Diaz asked if there were any comments or if there were any changes to the calendar. He stated that there would be a Planning work session with the Town Attorney on September 8<sup>th</sup> at 6 pm, a Public Safety meeting on the 20<sup>th</sup> at 5:30 before the council work session, and a Public Works meeting at 6:30 on the 27<sup>th</sup> before the Planning meeting at 7:30.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:53 pm and the motion carried unanimously.

  
Michael A. Diaz, Mayor

  
Kelly Thatcher, Town Clerk