

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, OCTOBER 3, 2017  
7:00 PM**

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

Councilman Fravel offered the invocation.

Roll was called with the following members present:

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

Absent: Vice Mayor Bowers, 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

Guests: Winchester Star, Josh Janney, Mr. Ralph Gregory, Mr. Brad Judd with 84 Athletes.

**PUBLIC COMMENT**

Mr. Brad Judd with 84 Athletes addressed Council. Mr. Judd asked Council to renew a one year lease for the use of the Cafeteria Building located at the Old School. Council informed Mr. Judd that he would need to take the matter before the Public Works Committee so that they could make a recommendation and then Mr. Judd could bring the request back to Town Council.

**MINUTES – REGULAR MEETING OF SEPTEMBER 5, 2017**

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of September 5, 2017, the Motion carried with the following Recorded VOTE:

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

ANay - None

Abstain - None

Absent – Bowers, Thatcher

**TREASURER'S REPORT**

Treasurer Steve Rickards reported that personal property and real estate taxes will be mailed out at the end of October. As of October 28, 2017, real estate tax collection stands at ninety six percent and personal property stands at eighty two percent collection rate.

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

Police Chief Charles Bockey reported that the Police Department has been participating in the Lunch Buddies Program at the local elementary schools.

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

Fire Chief Jones reported that the Fire Department has had a very busy month, the call total for year to date September 31, 2017, is two thousand one hundred and twenty seven calls. Calls within Frederick County totaled one hundred and ninety three for the month of September. Calls within the Town of Stephens City for the month of September totaled twenty three. The Fire Department's new Medic unit arrived and will be on display at the November Town Council Meeting. The floor for the new building is scheduled to be poured October 9, 2017. There is a breakfast scheduled for October 7, 2017 from 7am to 11am.

### **PUBLIC HEARING FOR THE GRANTING OF A RESIDENTIAL USE EASEMENT FOR PROPERTY AT 1065 GREEN STREET**

Mayor Grim opened the Public Hearing at 7:15 pm and asked if anyone from the public had any comment on the matter at hand. No one from the public was present and there were no comments so Mayor Grim closed the Public Hearing at 7:15 pm. Councilman Hollis made a Motion to approve the residential use easement for Mr. Ralph Gregory's property located at 1065 Green Street and the Motion carried with the following recorded VOTE:

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

### **COMMITTEE REPORTS**

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

Meeting: No Comment

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

Meeting: Councilman Nauman gave the report. A work session will be scheduled to review the Policy Handbook.

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

Meeting: No Comments

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

Meeting: Chairwoman Swygert-Smith asked if the Public Works report on the September Minutes be Amended to say that a homeowner had inquired if the Town would install a fence on her property abutting the Commons Park. The property owner was informed by the Town that they do not install fences on private property however, does allow homeowners to do so.

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

Meeting: Minutes Attached- Chairman Nauman reported that the cost to repair the waterline on Barley Drive would be six hundred thousand dollars. The current amount of money owed to the Town by Frederick Water is eleven million four hundred nine thousand four hundred and five dollars.

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

Meeting: No Comment

#### **G. Newtown Heritage Festival**

Meeting: Steve Rickards gave the report. Mr. Rickards reported that the Festival Committee had

elected new Officers at the September Festival Committee Meeting. The new Committee is reaching out to business owners within the Town to gain support for the next Heritage Festival.

**APPROVAL of COMMITTEE MINUTES AND REPORTS:**

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

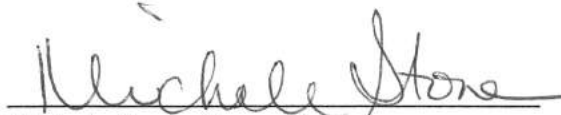
**TOWN MANAGER'S REPORT - Michael Majher**

1. Public Works has been clearing the fence line at the quarries.
2. The leaf vacuum system has arrived and a mounting system is being built.
3. Leaf pick up has begun. Residents may place leaves at the curb for pickup on Mondays.
4. Water bills are due October 10, 2017 and cut offs are October 17, 2017.
5. Public Works will continue conducting sewer system smoke testing.
6. The Town Office will be closed on Monday October 9, 2017 for Columbus Day

**COUNCIL COMMENTS/CALENDAR**

Mayor Grim asked if there were any adjustments to the calendar or Council Comments.  
There were no adjustments or comments

There being no further business, Councilman Fravel made a Motion to adjourn at 7:25pm, and the notion carried unanimously.

  
\_\_\_\_\_  
Michael P. Grim, Mayor  
\_\_\_\_\_  
Michele Stone, Town Clerk



10/01/2017 - 10/31/2017

<b>REVENUE DESCRIPTION</b>	<b>AMOUNT</b>
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 125.00
Restaurant Meals Tax	\$ 8,747.06
Lease Property Payments	\$ 200.00
SCC - REAL ESTATE TAX	\$ 253.46
Fines, Forfeitures & Finger Prints	\$ 1,864.48
Newtown Commons Fee	\$ 200.00
Consumption Tax	\$ 347.06
State Sales Tax	\$ 13,430.35
Sale of Miscellaneous	\$ 10.00
Utility - Electric	\$ 2,519.36
Utility - Natural Gas	\$ 67.63
<b>Total</b>	<b>\$ 34,889.40</b>

<b>UTILITIES</b>	
Water	\$ 13,867.89
Sewer	\$ 30,469.63
Penalty	\$ 1,004.41
PrePay	\$ 725.31
Reconnect Fee	\$ 925.00
<b>Total</b>	<b>\$ 46,992.24</b>

<b>UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)</b>	
Deposits	\$ 1,400.00
<b>Total</b>	<b>\$ 1,400.00</b>

#### **TAXES**

<b>Real Estate Tax</b>	
Principal Real	\$ 14,989.61
Penalty Real	\$ 53.84
Interest Real	\$ 2.80
<b>Total</b>	<b>\$ 15,046.25</b>

<b>Personal Property Tax</b>	
Principal Personal	\$ 6,509.35

Penalty Personal	\$ 79.19
Interest Personal	\$ 2.95
Machine/Tools	\$ 73.56
Business Equipment	\$ 88.33
Decal Fee 1	\$ 309.91
Decal Fee 2	\$ 157.54
<b>Total</b>	<b>\$ 7,220.83</b>

#### **Business Licenses**

10000 -- RETAIL SALES	\$ 1,612.50
<b>Total</b>	<b>\$ 1,612.50</b>

#### **Vehicle Decals**

4TH QTR DISC	\$ 68.75
TRANSFER	\$ 7.00
<b>Total</b>	<b>\$ 75.75</b>

#### **Commonwealth of VA**

Communications Tax	\$ 2,118.21
Litter Control Grant	\$ 1,006.00
<b>Total</b>	<b>\$ 3,124.21</b>

#### **EXPENDITURES**

Accounts Payable	\$ 61,899.51
Wages	\$ 26,040.52
VRS /ICMA	\$ -
<b>Total</b>	<b>\$ 87,940.03</b>

<b>Total Revenue</b>	<b>\$ 110,361.18</b>
<b>Total Expenditures</b>	<b>\$ 87,940.03</b>
<b>Total Net Position</b>	<b>\$ 22,421.15</b>



# REVENUE

Miscellaneous Receipts  
 Connection Fees  
 Restaurant Meals Tax  
 Lease Property Payments  
 Fines and Forfeitures  
 Cigarette Tax  
 Sales Tax  
 Newtown Commons  
 Consumption Tax  
 SCC - REAL ESTATE CURRENT  
 Utility - Natural Gas  
 Utility - Electric  
**Total**

PFYE		CYTD	
10/01/2016 - 10/31/2016		10/01/2017 - 10/31/2017	
\$ 15.00	\$	10.00	-33%
\$ 300.00	\$	125.00	-58%
\$ 8,641.94	\$	8,747.06	1%
\$ 100.00	\$	200.00	100%
\$ 3,077.33	\$	1,864.48	-39%
\$ -	\$	7,125.00	100%
\$ 13,735.10	\$	13,430.35	-2%
\$ 25.00	\$	200.00	700%
\$ 421.67	\$	347.06	-18%
\$ 186.26	\$	253.46	36%
\$ 428.77	\$	67.63	-84%
\$ 2,726.20	\$	2,519.36	-8%
\$ 29,657.27	\$	34,889.40	18%

## UTILITIES

Water  
 Sewer  
 Penalty  
 PrePay  
 Reconnect Fee  
**Total**

\$ 18,296.90	\$ 13,867.89	-24%
\$ 40,887.30	\$ 30,469.63	-25%
\$ 83.93	\$ 1,004.41	1097%
\$ 1,016.70	\$ 725.31	-29%
\$ 399.08	\$ 925.00	100%
\$ 60,683.91	\$ 46,992.24	-23%

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

Deposits  
**Total**

\$ 2,400.00	\$ 1,400.00	-42%
\$ 2,400.00	\$ 1,400.00	-42%

**Real Estate Tax**

\$ 2,698.35	\$ 15,046.25	458%
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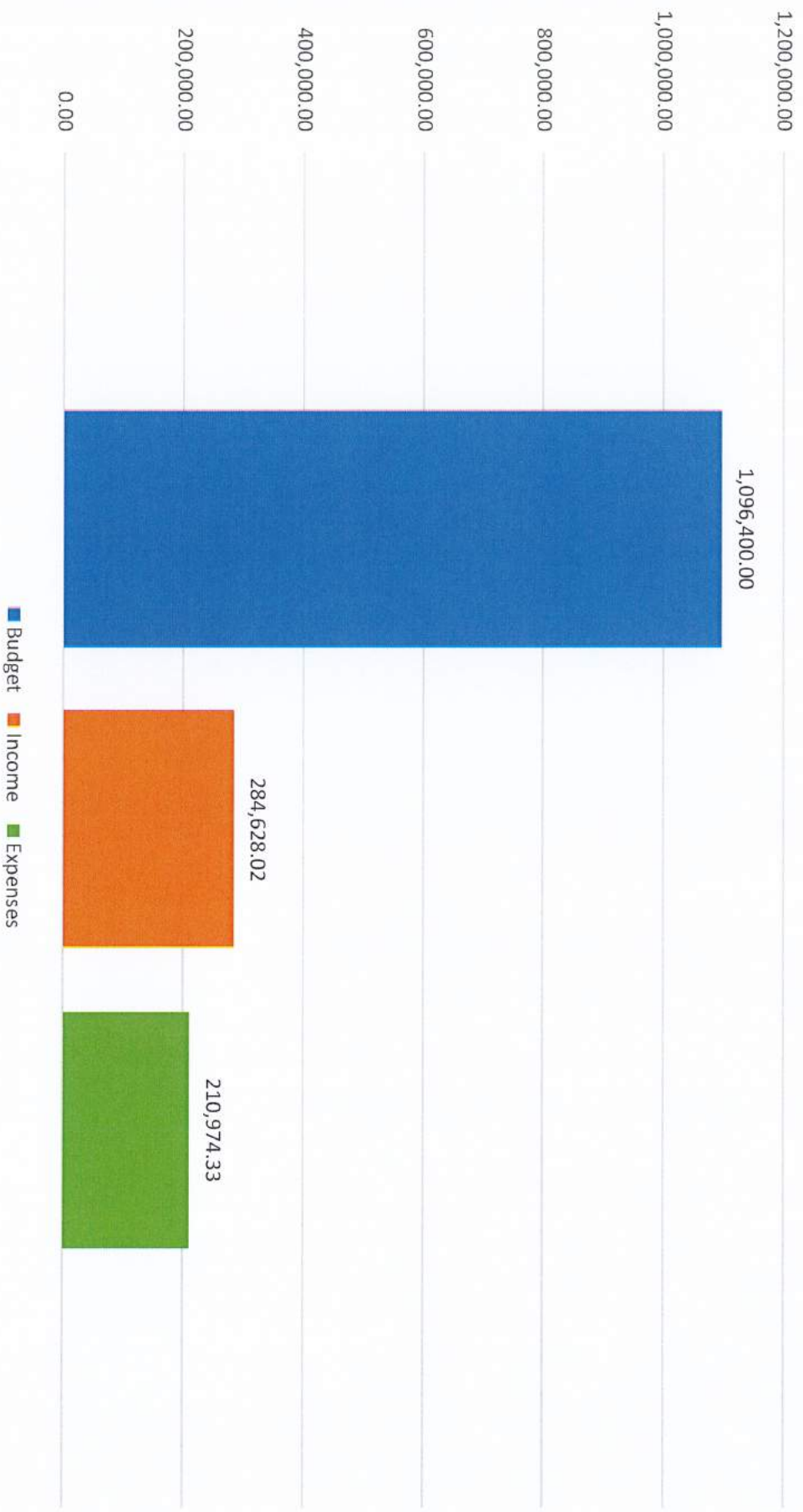
**Personal Property Tax**

\$ 2,967.83	\$ 7,220.83	143%
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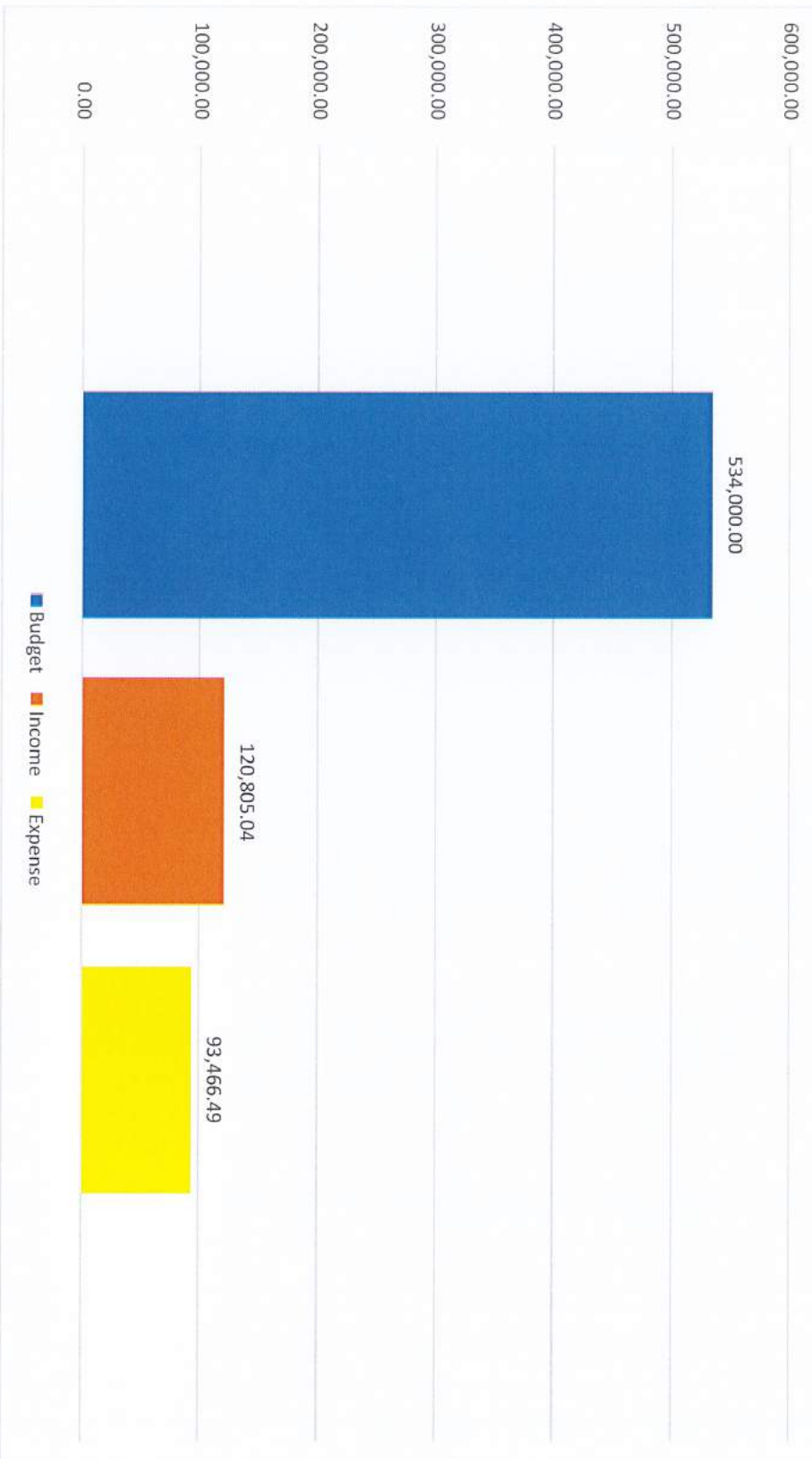
Business Licenses	\$	15.00	\$	1,612.50	10650%
Vehicle Decals	\$	170.75	\$	75.75	-56%
<b>Commonwealth of VA</b>					
Communications Tax	\$	2,168.15	\$	2,118.21	-2%
Litter Control Grant	\$	-	\$	1,006.00	100%
<b>Total</b>	\$	<b>2,168.15</b>	\$	<b>3,124.21</b>	44%
<b>EXPENDITURES</b>					
Accounts Payable	\$	52,324.52	\$	61,899.51	18%
Wages	\$	25,104.98	\$	26,040.52	4%
VRS	\$	8,523.09	\$	-	-100%
<b>Total</b>	\$	<b>85,952.59</b>	\$	<b>87,940.03</b>	2%
<b>Total Revenue</b>	\$	100,761.26	\$	110,361.18	10%
<b>Total Expenditures</b>	\$	85,952.59	\$	87,940.03	2%
<b>Total Net Position</b>	\$	<b>14,808.67</b>	\$	<b>22,421.15</b>	51%
<b>OCT 31ST BAL.</b>					
Bank of Clarke County		3,236.64			
Capon Valley Bank General Fund		255,344.60			
Capon Valley Bank CIP		145,943.59			
Capon Valley Utility Fund		123,123.63			
Capon Valley Utility Fund CIP		323,237.35			
Capon Valley Bank Mulberry Account		2,165.64			
BB&T General Reserve Fund		21,938.74			
BB&T Utility Reserve Funds		10,722.55			
BB&T Savings Account		9,500.54			
BB&T CD (Peter B. Stickle)		11,477.45			
<b>Total Bank Fund Balances - Cash On Hand</b>		<b>906,690.73</b>			

General Fund  
FYE 17-18  
July - September  
1st Qtr





Utility Fund  
FYE 17-18  
July - September  
1st Qr



To: Mayor Mike Grim  
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: November 2, 2017

Subject: Police Report for October 2017

The Stephens City Police Department responded to 434 calls for services during the month of October. We assisted the Frederick County Sheriff's Office with 58 calls, the Middletown Police Department with 9 calls and the Virginia State Police with 3 calls.

We wrote a total of 14 citations for the month. A breakdown follows.

- 4 – Fail to Obey Signs
- 8 – Speeding
- 1 – Hit & Run
- 1 – Following Too Close

We wrote 4 Parking Violation Notices all for No Town Decal.

We spent approximately 11 hours in court for the month.

We wrote 6 incident reports for the month. A breakdown follows.

- 1 – Runaway
- 1 – Found Property
- 2 – Larceny (1 tag and 1 license decal)
- 1 – Harassment
- 1 – Hit & Run

# Stephens City Volunteer Fire & Rescue Company, Inc.

P. O. Box 253, Stephens City, VA 22655

John W. Jones I, Fire/EMS Chief

540-869-4576

David Foley II, President



*Volunteers, Proud to Serve*

November 7, 2017



9-11-2001

Report to the Town Council & Citizens from the Office of the Fire Chief.

October 2017 Calls for station 11

Town:

EMS	16
Fire	2
MVC's	2
EMS Public Services	5
Fire Public Services	0
Total	25

Frederick County Assist:

EMS	123
Fire	26
MVC's	13
EMS Public Services	21
Fire Public Services	4
Total	187

Total Emergency Incidents for **October 2017** 212

The New Building is still on track to be completed by December. The concrete has been finished and the interior walls are scheduled to be completed by this Friday. This will leave door installation and heat / electric.

The new Medic unit is at Atlantic Emergency having a few bugs worked out. The unit was a demo and already built when we purchased it. They are changing the light program so the side and rear doors the lights will come on when the doors are open. They are also installing Drug Box Lock.

The company Newsletter / Fall Fund drive letter is out to the citizens and we are hoping for a good return.

TOWN OF STEPHENS CITY  
COMMITTEE MEETING MINUTES

COMMITTEE: Public Works

DATE: 18 October 2017

TIME: 4:30 P.M.

ATTENDING: Jason Nauman, Linden "Butch" Fravel,  
Regina Swygert-Smith – Committee  
Mayor Mike Grim, Bret Swain  
Brad Judd, 84 Athletes

After a presentation by Mr. Judd and some questions for him and Bret Swain, the committee voted to recommend to Town Council that the present one-year lease of the cafeteria building at the Old School be extended for one year.

A number of topics were discussed by the committee, including

- Quarry Fences cleared by Public Works staff
- Leaf Pickup on Mondays continues
- Stump Grinding expected to begin mid-week
- Installation of concrete shooting runs at Gun Range
- Recent Car show cleanup after the show was excellent
- Smoke testing continues

Bret Swain brought to the committee's attention an open water pipe running from Ronald Neilsen's property out into the park. Committee asked that this matter be brought to the attention of the Town manager for resolution.

Lighting at Stephens Landing: Problems continues and include light pollution due to missing frosted panels (removed by Rappahannock Electric) in fixtures and lights stay on all day and night. It was suggested that future developers should be held to stricter standards for number of outside lights and their design to avoid problems currently seen at Stephens Landing.

  
Regina Swygert-Smith  
Chairman

Town of Stephens City  
Committee Meeting Minutes

Committee: PARKS & RECREATION

Date: 10-30-17 Time: \_\_\_\_\_

Attendees: RON BOWERS, MIKE MATHER, KELLY  
THATCHER, BRITT SWAN, JASON NAYMAN  
LOU BOYER

Approval of Minutes from prior meeting:

APPROVED

Purposes/Subjects to be reviewed:

1. VETERANS DAY CEREMONY

Brief of Committee Actions and Recommendations:

1. FINAL PLANS WERE MADE  
FOR THE CEREMONY NOV-  
11, 2017 AT 8 AM.

R Bowers

Signature of Chairman

# November 2017

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



## December 2017

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