

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, OCTOBER 3, 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; Cormac Dodd, Winchester Star

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. There were none.

MINUTES – Regular Meeting of September 5, 2023

Vice-Mayor Fravel moved for approval of the minutes of the Regular Town Council Meeting of September 5, 2023. The Motion carried with the following VOTE:

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

TREASURER’S REPORT – Report attached

Town Treasurer Steve Rickards stated that the month had been a healthy one. He noted that Late Notices were sent out today and cut-offs would be next week. He has been busy preparing the 2nd half tax bills and is hoping to have those in the mail by the end of next week.

POLICE REPORT – Report attached

Chief Copp asked if there were any questions about the report. He stated that the Homecoming Parade had gone well. Everyone had a safe and fun time. Chief Copp wanted to thank all staff for their help in making it successful.

SCVFD REPORT- Report attached

Chief Vaught read his report. He stated that the department has about 10 different requests for visits to the fire station for fire prevention week. The fire ban was lifted just in time for the Sherando Homecoming fire ban. Chief Vaught stated that the town would follow Frederick County guidelines for Halloween.

ACTION AGENDA

Schedule Public Hearing

A public hearing needs to be scheduled for an ordinance to amend chapter 17. Council decided to discuss the ordinance at work session and then schedule a date at a later time.

Ron Bowers Resignation

Councilman Bowers informed Council that because of his health he would no longer be able serve the citizens of Stephens City. Councilwoman Stevens made the Motion to accept Councilman Bowers resignation. The Motion carried with the following VOTE:

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

Halloween

Halloween was discussed, Chief Copp stated that Stephens City has always followed Frederick County as far as times for trick-or-treating were concerned. Many citizens have called to see what day we would allow trick-or-treating. Stephens City allows trick-or-treating on the day Halloween falls, no matter what day it falls on. Councilwoman Swygert-Smith made the Motion to follow the guidelines of Frederick County for Halloween. The Motion carried with the following VOTE:

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

Meeting: No Comments

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 committee felt that the car show held at the old school had been a success. They discussed ways to make it better. One idea was to see if they could find Non-profits that would like to be food vendors during the event. Adding events for kids was another idea that was tossed around. The town clerk has been cleaning out old files and found folders from previous years of past food and craft vendors. It was thought that the committee could look through them to see about reaching out to those that had participated in the past. A third history tour was discussed to see if it was feasible to do. Mayor Diaz read a Resolution of Appreciation for the Hollis family thanking them for their sponsorship of the fireworks. Councilwoman Swygert-Smith made the Motion to approve the resolution. The Motion carried with the following VOTE:

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

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. The town is sad to see Ron Bowers leave as a council member. He has been a big part of the town. It is easy to see how much he cares about it. We appreciate all that he has done.
2. The Sherando Homecoming festivities went well. Sherando has expressed their appreciation for all that we did to make it a success. Council member Swygert-Smith stated that it was great seeing the band in the parade.
3. The bids for the sewer work on Mulberry are on the horizon, with three companies lined up.
4. A draft agreement with an agency has been submitted for temp work for Public Works. There were many red flags and a reworked draft was sent back. There has been no other communication.
5. The first section of sidewalk that will be done in town will be both sides of Main from Fairfax to where Gregorys is. Councilwoman Smith made the Motion to move forward with Reyes to do the brick option with homeowners paying half. It was asked if it was possible to have homeowners pay half of what the concrete option cost instead of the brick option with the town paying the rest. It was stated that it could be done. Councilwoman Stevens amended the previous Motion to move forward with owners paying half of the concrete price. The Motion carried with the following VOTE:

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

6. There is a transit study studying the feasibility of a stop in Stephens City that goes to Laurel Ridge .
7. Saturday is the Veteran's Appreciation Day at Capon Valley Bank.
8. The owners of the burnt house on Fairfax said that they will be demolishing the building.

CLERK'S REPORT

Town Clerk Thatcher wanted to express her deepest sympathies to the Mayor on the loss of his mother. She stated that there had been interest shown in the renting of High Point Diner and that Carrie Claytor wanted to do a few upgrades to the building before deciding.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz wanted to thank everyone for their support during the recent loss of his mother Cynthia S. Funk. He and his family appreciate it. The Mayor then asked if there were any council comments or changes to the calendar. Councilwoman Smith invited everyone to attend Saturday's Veteran event. She said that there would be food, non-profits, vendors and raffle tickets would be sold. Any money raised will be divided between the non-profits in attendance.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:41 pm and the motion was carried unanimously.



Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk