

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, NOVEMBER 5, 2019  
7:00 PM**

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

Councilor Fravel offered the Invocation.

Roll was called with the following members present:

Mayor Diaz, Vice Mayor Nauman (via telephone), Councilman Fravel, Councilman Happek, Councilman Hollis, Councilwoman Swygert-Smith, Councilman Bowers

Absent:

Staff present: Mike Majher, Town Manager; David Griffin, Town Attorney; Steve Rickards, Town Treasurer; Officer Bill Copp

Guests: None

**PUBLIC COMMENT**

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

**MINUTES – REGULAR MEETING OF October 1, 2019**

Councilman Hollis moved for approval of the minutes of the regular Town Council Meeting of October 1, 2019.

The Motion carried with the following Recorded VOTE:

Aye - Fravel, Happek, Hollis, Nauman, Swygert-Smith, Bowers

Nay - None

Abstain - None

Absent - None

**TREASURER'S REPORT**

Town Treasurer Steve Rickards reported that bills were due on December 5<sup>th</sup> and we have already begun to see a steady flow of payments coming in at the office.

**POLICE REPORT**

Officer Bill Copp provided the Stephens City Police Report on behalf of Major Hawkins.

**SCVFD REPORT**

Fire Chief John Jones reported that the Fire Company would be hosting a sausage and pancake breakfast on November 16<sup>th</sup> at the fire hall and encouraged all to attend. This was another record month for the company in terms of call volume and Chief Jones entertained any questions from council.

**ACTION AGENDA**

**A. Public Hearing for Amendment of Section 2-36 of the Town Code.**

Mayor Diaz asked if anyone from the public had any comments. There were no comments. Mayor Diaz closed the public Hearing. Mr. Fravel asked for clarification on this amendment. Mr. Majher elaborated that this was the ordinance amendment which would allow the council to set its own time for the meetings as needed or if a scheduling conflict should arise. Mayor Diaz added that this ordinance does not require a set time and that it can be moved to accommodate the council and its

citizens. He also offered streaming our meetings as an option if there is a concern that moving the meeting earlier would impact involvement.

- a. Mayor Diaz asked for the first reading of the amended ordinance by title only.

The Town Manager read out "An Ordinance to amend section 2-36 of the Stephens City Code to provide a change to the start time of Town Council Meetings." Mayor Diaz called for a motion on the proposed ordinance. Mr. Hollis made a motion to approve the proposed amendment.

The Motion carried with the following Recorded VOTE:

Aye - Fravel, Happek, Hollis, Nauman, Swygert-Smith, Bowers

Nay - None

Abstain - None

Absent - None

- b. Mayor Diaz asked for the second reading of the amended ordinance by title only.

The Town Manager read out "An Ordinance to amend section 2-36 of the Stephens City Code to provide a change to the start time of Town Council Meetings." Mayor Diaz called for a motion on the proposed ordinance. Mrs. Swygert-Smith made a motion to approve the proposed amendment.

The Motion carried with the following Recorded VOTE:

Aye - Fravel, Happek, Hollis, Nauman, Swygert-Smith, Bowers

Nay - None

Abstain - None

Absent - None

#### **B. Schedule Community forum on selection of Chief of Police**

Mr. Majher explained that this forum is an opportunity for public input on the selection of our next Chief of Police and comes as recommendation from the Public Safety Committee and it is left to the council to decide when they would like to schedule it. Mr. Hollis questioned whether this was the norm, as to his knowledge the town had not held such a forum for its positions in the past. Mr. Fravel noted that during his time on council he did not recall having done this.

Mr. Nauman stated that this was becoming increasingly common for high level positions in the public sector and served primarily as a chance for the citizenry to provide input before the selection process begins so that their concerns may be taken into account. Council elected to schedule this forum for during the public comment period at its regularly scheduled meeting on December 3rd.

### **COMMITTEE REPORTS**

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

Meeting: No Comments

#### **B. Personnel Committee –Ronald Bowers, Chair**

No Meeting: No Comments

#### **C. Public Safety Committee –Jason Nauman, Chair**

No Meeting: No Comments

#### **D. Public Works Committee –Butch Fravel, Chair**

Meeting: Mr. Fravel mentioned that the committee had a very productive and informative work session

with our engineers from Peed & Bortz. The group reviewed step by step and in detail the process which would take place during the inflow and infiltration study.

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

No Meeting: No Comments

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

Meeting: Councilor Bowers reminded everyone of the Veteran's Day event at 8:00am at the memorial. Mayor Diaz noted that Adam Packham would be serving as our guest speaker.

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

No Meeting: No Comments

**H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz reported that things are moving forward on the 2020 Festival.

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilor Swygert-Smith made a Motion to approve the committee minutes, all were in favor.

**TOWN MANAGERS REPORT**

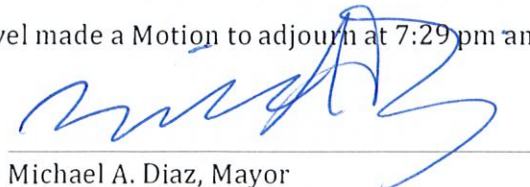
Town Manager Mike Majher gave the report.

1. Mr. Majher echoed Mr. Fravel's comments that we had had a very productive work session and noted that the work has already begun on the study and he would keep council informed.
2. Water and sewer bills have been sent out but are not due until next month.
3. Both personal and real property taxes have been sent out and will also be due in December.
4. Leaf pickup in town by Public Works staff has begun. Every Monday in town residents can put their leaves along the road for collection in bags or in piles.
5. The town has been awarded a litter grant by DEQ for around one thousand dollars.
6. Mr. Majher commended Deputy Clerk Kelly Thatcher on her work and noted that she is working closely with the police department on a project to update contact information for town citizens.
7. Advertising for the Chief of Police position has begun and there has been significant interest.
8. A COIA and FOIA training session will be held at the office for elected officials. Anyone interested in completing the training at the office should contact town staff to schedule.

**COUNCIL COMMENTS/CALENDAR**

Mayor Diaz asked if there were any adjustments to the calendar or Council Comments. The November Finance meeting was moved to the 20<sup>th</sup> at 4pm and the Public Safety meeting was moved to the 26<sup>th</sup> at 5:00pm. The December Finance meeting was moved to the 18<sup>th</sup> at 4pm and the Public Safety meeting was moved to the 18<sup>th</sup> at 5:30pm. Mr. Nauman proposed that the town staff be given an additional day off on December 27<sup>th</sup> for the holidays.

There being no further business, Councilman Fravel made a Motion to adjourn at 7:29 pm and the Motion carried unanimously.

  
Michael A. Diaz, Mayor

  
Mike Majher, Town Manager