

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, NOVEMBER 2, 2018
7:00 PM**

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

Councilman Hollis offered the Invocation

Roll was called with the following members present:

Mayor Mike Grim, Vice Mayor Ronald Bowers, Councilman Linden Fravel Jr., Councilman Joseph Hollis, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Councilman Jason Nauman

Staff present: Mike Majher, Town Manager; Steve Rickards, Town Treasurer; Charles Bockey Jr., Chief of Police; Michele Stone, Town Clerk

Absent: J. David Griffin, Town Attorney

Guests: Stephens City Fire Marshall Steve Ritter

PUBLIC COMMENT

Mayor Grim asked if anyone in the public had any comments. Fire Marshall Steve Ritter commented that Redwood Motel is violation of several codes. The motel has been occupying without a building permit. There also has been no final Fire Inspection. These issues have been taken to the County Attorney.

MINUTES – REGULAR MEETING OF OCTOBER 2, 2018

Councilman Hollis moved for approval of the minutes of the regular Town Council Meeting of September 4, 2018, the Motion carried with the following Recorded VOTE:

Aye - Bowers, Fravel, Hollis, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent – Nauman

TREASURER'S REPORT

Treasurer Steve Rickards reported that personal and real estate property tax bills for the second half of the year have been mailed out and payments have started coming in. The Town and the County have been corresponding to resolve the issue with Redwood Motel paying lodging taxes to the Town, the Town will be receiving the portion of lodging taxes due to it.

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

Police Chief Charles Bockey reported that Halloween night went very smooth with no incidents, the trick or treating hot spots were on Barley Drive and Stephens Landing subdivision.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief John Jones reported that call volume was down for the month of September with a total of one hundred and eighty four calls.

ACTION AGENDA

At 7:13 pm, Mayor Grim opened the Public Hearing to Amend Chapter six of the Code of the Town of Stephens City Fire Prevention and Protection. No one from the public was present to make comments on the matter. Mayor Grim closed the Public Hearing at 7:13 pm.

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

No Meeting: No Comment

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comments

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting: No Comment

D. Public Works Committee – Regina Swygert-Smith Chair

Meeting: No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

Meeting: Minutes Attached

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting: Minutes Attached- Chairman Bowers commented that the Veterans Ceremony will be held at the Old School on November 12, 2018, at 8 am. Also this year marks the one hundredth anniversary for the end of WWI.

G. Newtown Heritage Festival

Meeting: Treasurer Steve Rickards reported that the Festival Committee has sent out the fundraising letters and there has been twenty four hundred dollars in donations so far. The committee is contemplating hosting the pie eating contest again this year due to the success they had last year. The Committee will be asking the Lion's Club to host an apple crate derby.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilman Hollis made a Motion to approve the committee minutes and all were in favor.

TOWN MANAGERS REPORT

Town Manager Mike Majher gave the report.

1. The Veterans event will be on Veterans Day and all are encouraged to attend
2. The town is working with Jaquetta Owens for the upcoming Hometown Christmas event.
3. Public Works has been replacing outlets on the light poles so that the Christmas wreaths can be hung and work will be completed prior to the Hometown Christmas.
4. Staff is working with Frederick Water to get estimates for a new sewage metering system.
5. The Town will be testing a new manhole rehabilitation technology with neighboring localities.
6. Public Works and Mike Majher may be out after dark to check infiltration systems.
7. Water bills are due on December 3, 2018 and taxes are due on December 5, 2018.

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar or Council Comments.

Councilman Nauman commented that he would be out of Town for the November Council Meeting. Finance will move the November meeting to Wednesday, November 28, 2018 and Public Safety will move the November meeting to Thursday, November 29, 2018.

There being no further business, Councilman Fravel Made a Motion to adjourn at 7:21 pm and the Motion carried unanimously.

Michael P. Grim, Mayor

Michele Stone, Town Clerk



11/01/2018 - 11/30/2018

| REVENUE DESCRIPTION | Amount |
|------------------------------------|---------------------|
| Cigarette Tax | \$ 7,125.00 |
| Connection Fees | \$ 200.00 |
| Restaurant Meals Tax | \$ 12,462.23 |
| VML GRANT | \$ 1,000.00 |
| Veterans Memorial | \$ 100.00 |
| Lodging Tax | \$ 4,309.42 |
| Zoning Permit Fees | \$ 250.00 |
| SCC - REAL ESTATE TAX | \$ 2,341.00 |
| Fines, Forfeitures & Finger Prints | \$ 1,276.61 |
| Newtown Heritage Festival | \$ 5,750.00 |
| Consumption Tax | \$ 685.66 |
| State Sales Tax | \$ 12,334.30 |
| Fire Marshall Fee | \$ 50.00 |
| Miscellaneous Income | \$ 947.00 |
| Utility - Electric | \$ 5,132.76 |
| Utility - Natural Gas | \$ 428.32 |
| Total | \$ 54,392.30 |

| UTILITIES | |
|------------------|---------------------|
| Water | \$ 12,169.65 |
| Sewer | \$ 29,802.39 |
| Penalty | \$ 63.06 |
| PrePay | \$ 380.65 |
| Miscellaneous | \$ 45.29 |
| Total | \$ 42,461.04 |

| UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW) | |
|---|--------------------|
| Deposits | \$ 1,600.00 |
| Total | \$ 1,600.00 |

TAXES

| Real Estate Tax | |
|------------------------|---------------------|
| Principal Real | \$ 41,532.64 |
| Penalty Real | \$ 47.29 |
| Total | \$ 41,579.93 |

Personal Property Tax

| | |
|--------------------|---------------------|
| Principal Personal | \$ 13,516.89 |
| Penalty Personal | \$ 113.27 |
| Interest Personal | \$ 4.70 |
| Fire Rescue | \$ 75.09 |
| Machine/Tools | \$ 70.88 |
| Business Equipment | \$ 2,844.47 |
| Decal Fee 1 | \$ 712.03 |
| Decal Fee 2 | \$ 390.57 |
| Total | \$ 17,727.90 |

Business Licenses

| | |
|----------------------------|-----------------|
| 10004 -- PERSONAL SERVICES | \$ 15.00 |
| 10005 -- BUSINESS SERVICES | \$ 15.00 |
| Total | \$ 30.00 |

Vehicle Decals

| | |
|--------------|-----------------|
| 4TH QTR DISC | \$ 81.25 |
| TRANSFER | \$ 7.00 |
| Total | \$ 88.25 |

Commonwealth of VA

| | |
|----------------------|--------------------|
| Communications Tax | \$ 1,999.35 |
| Litter Control Grant | \$ - |
| Total | \$ 1,999.35 |

EXPENDITURES

| | |
|------------------|----------------------|
| Accounts Payable | \$ 107,067.05 |
| Wages | \$ 24,421.20 |
| VRS /ICMA | \$ - |
| Total | \$ 131,488.25 |

| | |
|---------------------------|----------------------|
| Total Revenue | \$ 159,878.77 |
| Total Expenditures | \$ 131,488.25 |
| Total Net Position | \$ 28,390.52 |



REVENUE

| |
|------------------------------------|
| Cigarette Tax |
| Connection Fees |
| Restaurant Meals Tax |
| Land Use Appl. Fees |
| VML Grant |
| Veterans Memorial |
| Lodging Tax |
| Zoning Permit Fees |
| SCC - REAL ESTATE TAX |
| Fines, Forfeitures & Finger Prints |
| Newtown Heritage Festival |
| Consumption Tax |
| State Sales Tax |
| Fire Marshall Fee |
| Sale of Miscellaneous |
| Utility - Electric |
| Utility - Natural Gas |
| Total |

UTILITIES

| |
|---------------|
| Water |
| Sewer |
| Penalty |
| PrePay |
| Miscellaneous |
| Total |

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits

PENME

11/01/2017 - 11/30/2017

CMTD

10/01/2018 - 10/31/2018

| | | | | |
|----|-----------|----|-----------|--------|
| \$ | 7,125.00 | \$ | 7,125.00 | 0% |
| \$ | 175.00 | \$ | 200.00 | 14% |
| \$ | 7,140.87 | \$ | 12,462.23 | 75% |
| \$ | 11,600.00 | \$ | - | -100% |
| \$ | - | \$ | 1,000.00 | |
| \$ | 20.00 | \$ | 100.00 | 400% |
| \$ | - | \$ | 4,309.42 | |
| \$ | 100.00 | \$ | 250.00 | 150% |
| \$ | 531.15 | \$ | 2,341.00 | 341% |
| \$ | 2,605.20 | \$ | 1,276.61 | -51% |
| \$ | 525.00 | \$ | 5,750.00 | 995% |
| \$ | 308.50 | \$ | 685.66 | 122% |
| \$ | 13,093.96 | \$ | 12,334.30 | -6% |
| \$ | - | \$ | 50.00 | |
| \$ | 833.95 | \$ | 947.00 | 14% |
| \$ | 8.79 | \$ | 5,132.76 | 58293% |
| \$ | 493.59 | \$ | 428.32 | -13% |
| \$ | 44,561.01 | \$ | 54,392.30 | 22% |

| | | | | |
|----|-----------|----|-----------|------|
| \$ | 9,874.25 | \$ | 12,169.65 | 23% |
| \$ | 22,920.55 | \$ | 29,802.39 | 30% |
| \$ | 82.90 | \$ | 63.06 | -24% |
| \$ | 238.78 | \$ | 380.65 | 59% |
| \$ | 25.00 | \$ | 45.29 | |
| \$ | 33,141.48 | \$ | 42,461.04 | 28% |

| | | | | |
|----|----------|----|----------|-----|
| \$ | 1,400.00 | \$ | 1,600.00 | 14% |
|----|----------|----|----------|-----|

| | | | | | |
|---|----|------------|----|------------|------|
| Total | \$ | 1,400.00 | \$ | 1,600.00 | 14% |
| Real Estate Tax | \$ | 16,187.11 | \$ | 41,579.93 | 157% |
| Personal Property Tax | \$ | 16,419.62 | \$ | 17,727.90 | 8% |
| Business Licenses | \$ | 300.00 | \$ | 30.00 | -90% |
| Vehicle Decals | \$ | 76.50 | \$ | 88.25 | 15% |
| Commonwealth of VA | | | | | |
| Communications Tax | \$ | 2,080.20 | \$ | 1,999.35 | -4% |
| Total | \$ | 2,080.20 | \$ | 1,999.35 | -4% |
| EXPENDITURES | | | | | |
| Accounts Payable | \$ | 83,004.22 | \$ | 107,067.05 | 29% |
| Wages | \$ | 25,573.45 | \$ | 24,421.20 | -5% |
| VRS | \$ | - | \$ | - | |
| Total | \$ | 108,577.67 | \$ | 131,488.25 | 21% |
| Total Revenue | \$ | 114,165.92 | \$ | 159,878.77 | 40% |
| Total Expenditures | \$ | 108,577.67 | \$ | 131,488.25 | 21% |
| Total Net Position | \$ | 5,588.25 | \$ | 28,390.52 | 408% |
| Bank Balances as of 11/02/2018 | | | | | |
| Bank of Clarke County | | 3,238.08 | | | |
| Capon Valley Bank General Fund | | 219,182.11 | | | |
| Capon Valley Bank CIP | | 116,311.33 | | | |
| Capon Valley Utility Fund | | 141,423.38 | | | |
| Capon Valley Utility Fund CIP | | 123,616.36 | | | |
| Capon Valley Bank Mulberry Account | | 2,165.64 | | | |
| BB&T General Reserve Fund | | 23,008.04 | | | |
| BB&T Utility Reserve Funds | | 11,756.78 | | | |
| BB&T Savings Account | | 9,530.26 | | | |
| BB&T CD (Peter B. Stickley) | | 11,552.57 | | | |
| Total Bank Fund Balances - Cash On Hand | | 661,784.55 | | | |

RE Collections: 2017 - 99.17% PP Collections: 2017 - 89.79%

RE Collections: 2018 - 83.71% PP Collections: 2018 - 72.39%

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: December 3, 2018

Subject: Police Report for November 2018

The Stephens City Police Department responded to 670 calls for services during the month of November. We assisted the Frederick County Sheriff's Office with 40 calls, the Middletown Police Department with 3 calls and the Virginia State Police with 1 call.

We wrote a total of 40 citations for the month. A breakdown of citations follows.

- 1 – Texting While Operating Vehicle
- 13 – Fail to Obey Traffic Signs
- 18 – Speeding
- 1 – Seatbelt Violation
- 1 – Expired State Tags
- 4 – No Operator's License
- 1 – Driving Suspended
- 1 – Authorize Unlicensed Person to Operate Vehicle

There were 16 parking violation notices written, 15 for No Town Decal and 1 for No Valid License Plates.

We spent approximately 16 hours in court for the month.

We wrote 20 incident reports for the month and had 4 arrests. A breakdown follows.

- 2 – Runaway
- 2 – Construction Fraud
- 1 – Mental Health Investigation
- 3 – Assault & Battery
- 2 – Traffic Accident
- 2 – Larceny
- 1 – Trespassing
- 2 – Shoplifting
- 1 – Impound Vehicle
- 1 – Obtain by False Pretense
- 1 – Found Property
- 1 – Domestic
- 1 – Vandalism

TOWN OF STEPHENS CITY

COMMITTEE MEETING MINUTES

Committee: *Personel*

Date: *11/28/19*

Time: *430*

Attendance: *Kelly Thatcher, Jason Nauman, Ron Bowers
Mike Majher, David Griffin*

Approval of Minutes from prior meeting:

Purposes/Subjects to be reviewed:

Committees -

Reinstate Ordinance Committee

Appointments

Combining Committees = W/S & Public Works

Brief of Committee Actions and Recommendations:

Revision of Sec. 2

Kelly Thatcher

Signature of Chairman

December 2018

| December 2018 | | | | | | |
|---------------|---------------------------------------|--------------------------------------|---|--------------------------------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 TOWN COUNCIL 7:00 PM | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 Personnel 4:30 pm | 12 | 13 | 14 | 15 |
| 16 | 17 Parks & Recreation 5:30 pm | 18 HPC Meeting 5:00 pm | 19 Public Works Water/Sewer 4:30 pm | 20 NHF Committee 7:15 pm | 21 | 22 |
| 23 | 24 Christmas Eve Office Closed | 25 Christmas Day Office Closed | 26 Finance 4:00 pm Christmas Holiday Office Closed | 27 Public Safety 5:00 pm | 28 | 29 |
| 30 | 31 New Year's Eve Office Closed | | | | | |

January 2019

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|---|--------------------------------|---|----------|
| | | 1 NEW YEARS Day Office Closed TOWN COUNCIL 7:00 PM | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 Town Council 7:00 pm | 9 | 10 | 11 | 12 |
| | | Personnel 4:30 pm | | | | |
| 13 | 14 | 15 HPC Meeting 5:00 pm | 16 Public Works Water/ Sewer 4:30 pm | 17 NTHF 7:15 pm | 18 Lee Jackson Day Office Closed | 19 |
| 20 | 21 Martin Luther King Jr. Day Office Closed | 22 | 23 Finance 4:00 pm | 24 Public Safety 5:00 pm | 25 | 26 |
| 27 | 28 Parks & Recreation 5:30 pm | 29 Planning Commission 7:30 pm | 30 | 31 | | |
| | | | | | | |

December 2018

| December 2018 | | | | | | |
|---------------|---------------------------------------|--------------------------------------|---|--------------------------------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 TOWN COUNCIL 7:00 PM | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 Personnel 4:30 pm | 12 | 13 | 14 | 15 |
| 16 | 17 Parks & Recreation 5:30 pm | 18 HPC Meeting 5:00 pm | 19 Public Works Water/Sewer 4:30 pm | 20 NHF Committee 7:15 pm | 21 | 22 |
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