

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, NOVEMBER 9, 2021  
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 Stevens, Councilwoman Swygert-Smith

Staff present: Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Dave Griffin, Town Attorney; Steve Rickards, Town Treasurer; William Copp, Police Chief

Guests: Charles Harbaugh IV, Donna Day & Barbara Rupert- Access Independence, Andrew Guyer-Stephens Landing, Patrick & Liam Quest-Stephens Landing, Kathy & Gardner Bates-Stephens landing, Jeff Dunlap- Stephens Landing, Todd Narcross-Stephens Landing, Zachary Pendzich- Barley Drive, Benjamin & Jim Vogt- Barley Drive

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments.

Charles Harbaugh IV, Mayor of Middletown, gave a presentation on Access Independence. Access Independence is a non-profit organization that provides independent living skills training, mentoring, information and referrals to residents with disability related issues. They serve Clarke, Frederick, Page, Shenandoah, Warren and the City of Winchester. Donna Day discussed ways that Access Independence has helped the hearing impaired. She gave Council literature and said if there was anyone that needed assistance to refer them to her.

Andrew Guyer of Stephens Landing addressed Council with concerns that he and other residents have with the Phase II plans for Stephens Landing. Some of the concerns are the loss of the playground and walking paths, the size of the cul-de-sacs and roads, and the increase in traffic.

**MINUTES – REGULAR MEETING OF OCTOBER 5, 2021**

Councilwoman Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting for October 5, 2021. The Motion carried with the following VOTE:

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

**TREASURER'S REPORT – Report attached**

Town Treasurer Steve Rickards reported that the town had a robust month. He informed Council that Workman's Comp had done an audit on the Town. Their findings found the Town to be safe and cautious will result in a refund/credit for \$4000.00. The new phone system has been installed and will save money.

**POLICE REPORT – Report attached**

Chief Copp read his report. He noted that there were a couple events coming up, the Veteran's Day ceremony on November 11<sup>th</sup> and Cram the Cruiser on December 11<sup>th</sup>. Chief Copp praised Evelyn Partlow, police department clerk, for her 25 years of service.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He stated that this year's Santa Run would start on December 5<sup>th</sup>. He let Council know that John Jones was really touched by his surprise celebration.

**ACTION AGENDA**

**Schedule Public Hearing for Traffic Study Request for Comer Drive**

Mike Majher voiced the concerns of residents about trucks on Comer Drive. Mr. Majher informed Council that the first step was to hold a Public Hearing for the residents to voice their concerns and for them to request a traffic study. The Public Hearing was scheduled for the next regularly scheduled Council meeting on December 7, 2021 at 6:00pm.

**COMMITTEE REPORTS**

**A. Finance Committee – Linden A. Fravel, Chair**

Meeting: No Comments

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

No Meeting: No Comments

**C. Public Safety Committee –Ron Bowers, Chair**

Meeting: Mayor Diaz read the minutes.

**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**

Meeting: Councilwoman Stevens read the minutes. Two Eagle Scouts addressed Council. Ben Vogt wants to replace the fencing at the Bel Air Park. He estimates that it will cost around \$2100.00. Zach Pendzich wants to put a flagpole in the Commons. His estimate is \$2600.00. They are both requesting help with the money from the Town.

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

No Meeting: Vice-Mayor Fravel informed Council that there would be a meeting on the 30<sup>th</sup>.

**H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz stated that things are moving and grooving for 2022.

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilwoman Stevens made a Motion to approve the committee minutes. The minutes were approved with the following VOTE:

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

**TOWN MANAGERS REPORT**

Town Manager Mike Majher reported:

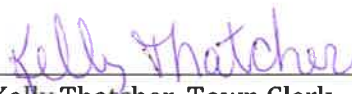
1. Leaves will be picked up on Mondays thru November and the first Monday of December. Leaves can be put into bags or raked to the side of the street.
2. Public works is doing a burn at the yard waste site.
3. The traffic cam has been installed on the Flower Center. This will help to keep updates on the backups that occur at the light on 11 and Fairfax.
4. The USDA loan is still moving along. They are doing an environmental study to see the effect on migratory birds.
5. The first resident has moved into Newtown Landing.
6. The blue house at the entrance of Newtown is for sale. It needs to stay commercial and can not be sold as residential.
7. The Town is holding a house/door decorating contest.
8. A Utility Relief Grant has been awarded to the town. The \$15,000.00 can be used to pay off accounts where the tenant moved during COVID and did not pay their final bill.
9. MPO has launched a public survey to gain public input on transportation needs in the area. Go to [winfredmpo.org](http://winfredmpo.org) to comment.
10. The Veteran's Day Ceremony is Thursday at 8:00 am.

#### **COUNCIL COMMENTS/CALENDAR**

Mayor Diaz discussed the option of holding a work session every month instead of holding committee meetings. There would still be committees, they would all be addressed at one meeting. The consensus of Council was that this would be a good idea. In January this will be implemented. The Finance meeting for this month falls on the first day of Thanksgiving break, it was decided to reschedule the meeting to the 30<sup>th</sup>.

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:51 pm and the motion carried unanimously.

  
Michael A. Diaz, Mayor

  
Kelly Thatcher, Town Clerk