

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, November 10, 2020
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 pm. Boy Scout Troup 15 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 Nauman, Councilman Bowers, Councilman Fravel, Councilman Hollis-remotely, Councilwoman Stevens, Councilwoman Swygert-Smith

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

Guests: Josh Janney, Winchester Star; Cooper Fitch, Star Rank Senior Patrol Leader; Zac Pendzich, Star Rank Assistant Patrol Leader; Benjamin Vogt, Star Rank Assistant Patrol Leader; Jason Colf, Tenderfoot Rank Quarter Master; Andrew Colf, First Class Patrol Leader; Jim Vogt

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Scout Master Jim Vogt addressed council. He introduced five Boy Scouts that are working on a Merit Badge. They need to observe a government meeting, lead the Pledge of Allegiance and then question Council after the meeting.

MINUTES - REGULAR MEETING OF October 6, 2020

Councilman Nauman moved for approval of the minutes of the regular Town Council Meeting of October 6, 2020. The Motion carried with the following VOTE:

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

TREASURER'S REPORT - Report attached

Town Treasurer Steve Rickards reported that the Town had ended the month strong. He also stated that he was very proud of the fact that the Town had weathered the pandemic a lot stronger than expected with most residents paying their bills in a timely manner and with the cigarette, sales and meals tax all up. Councilman Fravel asked how many delinquent water and sewer accounts there were. He was informed that there are only about 12 accounts that have not paid or have set up payment plans. It was also stated that this is the normal amount and not due to the pandemic.

POLICE REPORT - Report attached

Chief Copp read his report. He stated that he has been very busy cleaning up and organizing the office. He also stated that the search for new employees was ongoing and that at least one new hire would be happening in the next couple weeks.

SCVFD REPORT- Timothy Vaught

Fire Chief Timothy Vaught reported that Frederick County had received funding for sanitizing/cleaning machines that will be used at all stations as needed. The Gary Sinise has awarded the Stephens City Company a grant for 2 AEDs, a LUCAS CPR compression device and 3 pediatric restraint devices. Sgt. Matthew Caplan completed this grant application. Fire Chief Vaught also stated that this coming Saturday, November 14th there would be pancake and sausage breakfast.

ACTION AGENDA

PUBLIC HEARING ON APPROPRIATIONS OF CARES ACT FUNDS

Mayor Diaz opened the Public Hearing on the Appropriations of Cares Act Funds. Mayor Diaz asked if there were any comments from the public. There being none Mayor Diaz concluded the Public Hearing.

1ST & 2ND READING OF APPROPRIATIONS OF CARES ACTS FUNDS

Mayor Diaz asked the Town Clerk to do the first reading of the Appropriations of Cares Act Funds by title only. Councilman Fravel made the Motion to adopt the first reading. The Motion carried with the following VOTE:

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

Mayor Diaz asked the Town Clerk to do the second reading of the Appropriations of Cares Act Funds by title only. Councilman Fravel made the Motion to adopt the second reading. The Motion carried with the following VOTE:

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

1st & 2nd READING OF DISCOUNT FOR UTILITY BILLING

Mayor Diaz asked the Town Clerk to do the first reading of the Discount for Utility Billing by title only. Councilman Nauman made the Motion to adopt the first reading. The Motion carried with the following VOTE:

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

Mayor Diaz asked the Town Clerk to do the second reading of the Discount for Utility Billing by title only. Councilman Nauman made the Motion to adopt the second reading. The Motion carried with the following VOTE:

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

SCHEDULE PUBLIC HEARING FOR TRAILER & CAMPGROUND ORDINANCE

Mayor Diaz asked Town Manager Mike Majher to schedule a date and time for a Public Hearing for the Trailer & Campground Ordinance. Mr. Majher asked Council if November 18th at 5:30 was good for everyone. All Council members were fine with that date and it was scheduled.

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

No Meeting: No Comments

B. Personnel Committee –Ronald Bowers, Chair

Meeting: Minutes Attached

C. Public Safety Committee –Jason Nauman, Chair

Meeting: Minutes attached

D. Public Works Committee –Tina Stevens, Chair

No Meeting: No Comments

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

No Meeting: No Comments

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting: Minutes attached Chairman Bowers stated that the Veteran's Day ceremony would be held at 8 am on the 11th of November.

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

No Meeting: No Comments

H. Newtown Heritage Festival Committee

Meeting: Mayor Diaz stated that the committee was looking forward to 2021

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilor Swygert-Smith made a Motion to approve the committee minutes. The minutes were approved with the following Vote

Bowers- Aye	Fravel-Aye
Hollis-Aye	Nauman-Aye
Swygert-Smith-Aye	Stevens-Aye

TOWN MANAGERS REPORT

Town manager Mike Majher reported:

1. Brett and Rich would be doing leaf pickup every Monday through December.
2. Water bills and Tax bill have all been mailed out.
3. Development is progressing on both ends of town.
4. The hiring of police officers is ongoing.
5. The Town has once again received a litter grant.
6. Christmas Decorations will be going up in the next couple of weeks.
7. A FOIA training session will be set up for all council members.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz informed Council that a Retreat was going to be scheduled for January for all members. He then asked if there were any comments from Council. Councilman Nauman suggested that Town employees be given the week after Christmas off. Councilor Stevens made the Motion that the Town Office be closed and employees have off December 28th through the 31st in addition to the normal given holiday days. The Motion carried unanimously.

There being no further business Councilman Fravel made a motion to adjourn at 6:36 pm and the motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Deputy Town Clerk

Town of Stephens City
Finance Committee Meeting Minutes

November 18, 2020

4:00pm

Chairman: Joe Hollis

Linden Fravel

Mike Diaz

Staff & Guests-Mike Majher, Steve Rickards, Kelly Thatcher

Purposes/Subjects to be reviewed:

Monthly Update

Brief of Committee Actions and Recommendations:

Treasurer reported that we are at a net positive of \$243,000

Working on Audit

Real Estate Tax bills have gone out.

Wells Fargo has signed up for ACH for tax payments.

More connection fees will be coming in.

Need to take a look at the CIP and prioritize.

Meeting was adjourned at 4:20 pm.

Signature of Chairman

Town of Stephens City
Public Works Committee Meeting Minutes

Date: November 18, 2020

Time: 4:30 pm

Chairman: Tina Stevens

Linden Fravel

Mayor Mike Diaz

Staff & Guests-Mike Majher, Kelly Thatcher, Bret Swain

Purposes/Subjects to be reviewed:

Trash

Spring Clean up

Repair Updates

Brief of Committee Actions and Recommendations

Discussed having a mailer to send to residents about trash guidelines

Need to look into having a Spring clean up for big trash items

Work was done on Plymouth street and a whole section was replaced on Newtown

Christmas decorating will start in the next week

The meeting was adjourned at 4:55 pm.

Signature of Chairman

Town of Stephens City
Public Safety Committee Meeting Minutes

Date: November 18, 2020

Time: 5:00 pm

Chairman: Jason Nauman

Ron Bowers

Bill Copp, Police Chief

Timothy Vaught, Fire Rescue Chief-Absent

Steve Ritter, Fire Marshall

Staff & Guests-Mayor Mike Diaz, Mike Majher, Kelly Thatcher

Purposes/Subjects to be reviewed:

Auxiliary Officers

Inspections

Brief of Committee Actions and Recommendations:

Chief Copp suggested that the Town's Fire Marshalls be sworn in as auxiliary officers for the Town. The treasurer needs to see if they can be insured through the town.

Fire Marshall Ritter has been doing inspections on businesses in town. There are some that have violations.

There is a process that needs to be followed before issuing new and renewing old business licenses. A fire inspection needs to be done, the county needs to sign off on occupancy and then the license can be issued.

The meeting was adjourned at 5:30pm.

Signature of Chairman