

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, DECEMBER 4, 2018
7:00 PM**

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

Councilman Nauman offered the Invocation

Roll was called with the following members present:

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

Absent: Councilman Joseph Hollis

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

Absent: None

Guests: Michael Diaz Stephens City VA

PUBLIC COMMENT

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

MINUTES – REGULAR MEETING OF November 6, 2018

Councilwoman Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting of November 6, 2018, the Motion carried with the following Recorded VOTE:

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

Nay - None

Abstain - None

Absent – Hollis

TREASURER'S REPORT

Treasurer Steve Rickards reported that all but one of the SCC taxes have been received. The Town is receiving Lodging taxes from the Redwood Motel, approximately three hundred and twelve dollars monthly.

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

Police Chief Charles Bockey reported that the Police Department had a busy month with the Officers spending a lot of time in court. The Police Department received a certificate of appreciation from Winchester and Frederick Bright Futures which is a program where the Police have lunch with the elementary school children in the Frederick County schools.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief John Jones reported that there will be breakfast with Santa on Saturday at the fire department. On Sunday at 6:00 pm they will be present with Santa at the Stephens Landing tree lighting. Next Council meeting the yearend total for calls will be available as well as the financials.

ACTION AGENDA

1. First and Second Reading for the Amendment to Chapter six of the Code of the Town of Stephens City Fire Prevention and Protection. Mayor Grim asked the Clerk to read the Ordinance by title only for the

first reading and the Clerk read, “Recommended changes and or additions to Chapter six, Article three of the Stephens City Town Code to support functions of the Office of the Fire Marshall. Mayor Grim asked for a Motion to approve the first reading, Councilman Nauman made a Motion to approve the first Reading and the Motion passed with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

Mayor Grim asked the Clerk to read the Ordinance by title only for the second reading and the Clerk read, “Recommended changes and or additions to Chapter six, Article three of the Stephens City Town Code to support functions of the Office of the Fire Marshall. Mayor Grim asked for a Motion to approve the second reading, Councilwoman Swygert-Smith made a Motion to approve the first Reading and the Motion passed with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

2. Reappointment of Members to the Parks and Recreation Commission.

Mayor Grim asked for a Motion to approve the reappointment of Ronald Bowers, Jason Nauman, Lewis Boyer, George Vaught and Kelly Thatcher to the Parks and Recreation Commission for a four year term to expire on December 31, 2022. Councilwoman Swygert-Smith made the Motion and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

3. Reappointment of Members to the Planning Commission

Mayor Grim asked for a Motion to approve the reappointment of Linden Fravel Jr., Steven Happek, Martha Dilg, and Paul Culp to the Planning Commission for a four year term to expire on December 31, 2022. Councilwoman Swygert-Smith made a Motion and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

4. Renewal of the lease agreement with Team 84 Athletes for the cafeteria building at the old school

Town Manager Mike Majher explained that this is the lease for the wrestling team, Eighty Four Athletes who leases the old school cafeteria building and that the lease has come to its term and are seeking another year to lease. The building has undergone the periodic inspections and passed. Councilwoman Swygert-Smith made a Motion to renew the lease to Eighty Four Athletes for another year and the Motion passed with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

5. Ordinance to Amend Chapter Section 67, 106, 108, 111 and Chapter 15 of the Code of the Town of Stephens City

Councilwoman Thatcher explained that Personnel Committee met to update the Town Code to reflect the final changes to implement a Town Manager form of government. One half of the Ordinances were enacted following the creation of the Town Manager position and would enact the remaining Ordinances following the trial period of having a Town Manager and when the Town felt comfortable having a Town Manager position. Additionally there is a modification of the Council Operations Ordinance to better clarify the Town Council Committees. The Mayor asked the Clerk to read the Ordinance by title only and the Clerk read "Ordinance to Amend Chapter 2 Section 67, 106, 108, 111 and Chapter 15 Section 2 of the Code of The Town of Stephens City". Councilwoman Thatcher made a Motion to adopt the Ordinance changes and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent - Hollis

Mayor Grim asked the Clerk to read the Ordinance by title only for the second reading and the Clerk read "Ordinance to Amend Chapter 2 Section 67, 106, 108, 111 and Chapter 15 Section 2 of the Code of The Town of Stephens City". Councilwoman Thatcher made a Motion to adopt the Ordinance changes and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent – Hollis

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

No Meeting: No Comment

E. Water /Sewer Committee - Jason Nauman, Chair

No Meeting: Chairperson Nauman stated that the Town has been working with Mr. Nick Smart on his private water and sewer lines for a number of years, it was agreed that Mr. Smart would convey his sewer line as well as an easement behind his property in exchange for sewer connection fee waiver. Councilman Nauman made a Motion to allow the Town Attorney and Town Manager to negotiate and execute the agreement with Nick Smart and the Motion carried with the following recorded VOTE:

Aye - Bowers, Fravel, Nauman, Swygert-Smith, Thatcher
Nay - None
Abstain - None
Absent – Hollis

F. Parks and Recreation Commission- Ronald Bowers, Chair

No Meeting: No Comment

G. Newtown Heritage Festival

Meeting: Treasurer Steve Rickards reported that the Festival Committee did not have a meeting due to the Thanksgiving holiday and that donations for the upcoming Heritage Festival are steadily coming in.

APPROVAL OF COMMITTEE MINUTES AND REPORTS

Councilwoman Swygert- Smith made to approve the committee minutes and all were in favor.

TOWN MANAGERS REPORT

Town Manager Mike Majher gave the report.

1. This year's Veterans Day event went well and thank you to the speaker Lee Williams.
2. Mike Majher gave recognition for Jacquetta Owen's help with the Hometown Christmas, the fire company for providing a ride for Santa, as well as a thank you to Camp of Faith Church who handled the tree lighting service, hot chocolate, and cookies.
3. Water bills are due and cut offs will take place Tuesday December 11, 2018.
4. Taxes are due December 5, 2018.
5. The Town is working with a new utility company called Spectra Shield, they deal with manhole rehabilitation using new technology.
6. Staff is working on updating estimates for the Capital Improvements Plan for upcoming water and sewer projects.
7. The USDA has a funding arm which works with rural towns and rural water systems and the Town of Stephens City qualifies as both and there is potentially a significant amount of grant funding for some of our project. USDA could also offer competitive loans for the funding of the Old School.
8. Leaf pickup has been extremely successful and widely utilized and it will be extended one more week.

Town Manager Mike Majher gave a sincere thankyou to Mayor Mike Grim for his years of service as Town Mayor and those who were present gave a standing ovation.


COUNCIL COMMENTS/CALENDAR

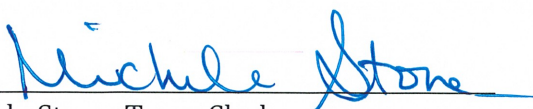
Mayor Grim asked if there were any adjustments to the calendar or Council Comments.

Councilwoman Thatcher requested that the Personnel Meeting be moved and it was decided that it would be moved to December eighteenth.

Councilman Nauman commented that the Stephens Landing Homeowners Association will be having their Tree lighting ceremony Sunday December 9, 2018 at 6:00 pm and all are invited to attend. Camp of Faith Church will have caroling and the Stephens City Fire Department will have Santa present.

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


Michael A. Diaz, Mayor


Michele Stone, Town Clerk