

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, DECEMBER 5, 2017
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, Councilman Linden A. Fravel Jr., Councilman Joseph Hollis, Councilman Jason Nauman, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Vice Mayor Bowers

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

Absent: J. David Griffin, Town Attorney; Michael Majher, Town Manager

Guests: Mr. Michael Diaz, Stephens City Va; Evan Wyatt, Greenway Engineering

PUBLIC HEARING FOR ORDINANCE TO VACATE BLUESTONE DRIVE

Mr. Evan Wyatt with Greenway Engineering addressed Council. Mr. Wyatt explained that Bluestone Drive is located on the Southern limits of Town across from Southern States, the property was annexed into the Town around 2005. Greenway had received approval for a master development plan to include commercial, light industrial as well as heavy industrial for the property. It is the intent to now move forward with the development of Bluestone Industrial Park and the property owner is requesting that the Town relinquish ownership so that the development can move forward. Mayor Grim asked if there was any public Comment in regards to the hearing and there were no comments. Mayor Grim closed the Public Hearing at 7:16 pm. Councilman Hollis made a Motion to vacate Bluestone Drive.

Mayor Grim asked the Clerk to read the Ordinance by Title only for the First Reading: And the Clerk read, "Ordinance to Vacate Bluestone Drive within the Town of Stephens City".

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

Nay- None

Abstain- None

Absent- None

Mayor Grim asked the Clerk to read the Ordinance by Title Only for the Second Reading: And the Clerk read, "Ordinance to Vacate Bluestone Drive within the Town of Stephens City".

The Motion Carried with the following recorded **VOTE**:

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

Nay- None

Abstain- None

Absent- None

Mayor Grim commented that the Ordinance passed however there is a thirty day appeal time for anyone in the public to appeal the Ordinance.

PUBLIC COMMENT

Mayor Grim asked if anyone in the public had any comments. Mr. Michael Diaz of Pan Tops Drive Stephens City VA addressed Council. Mr. Diaz requested that the Town pursue the developer of Pan Tops Drive for not bringing the Street up to VDOT standards. Mr. Diaz said he had received information that VDOT had inspected the road and the developer will make the necessary repairs in the spring.

MINUTES – REGULAR MEETING OF NOVEMBER 7, 2017

Councilman Hollis moved for approval of the minutes of the regular Town Council meeting of 2017, the Motion carried with the following Recorded VOTE:

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

Nay - None

Abstain - None

Absent – None

TREASURER'S REPORT

Treasurer Steve Rickards reported that Monday December 4, Water bills will be due and Tuesday December 5, tax bills are due. All SCC taxes have been received for an amount of over five thousand dollars.

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

Police Chief Charles Bockey reported that the Police Department had a busy month with criminal investigations. Also had a couple overdoses. Winchester City Sheriff's Office is going to train the Police Department on how to use Narcam.

SCVFD REPORT- John Jones, Fire Chief

Fire Chief Jones reported that the Fire Department has had a very busy month, the Department responded to a total of twenty one calls within the Town for the month of November, they responded to a total of one hundred eighty ninety six calls within Frederick County for a total of two thousand four hundred and forty two calls for the year to date. Chief Jones reported that the new building is close to being completed. The freewill offering breakfast with Santa went very well. Santa will be making his rounds through town on a fire truck. The Challenge Coin Life Safety Award has been named after Mr. Joseph Hollis for his donation to the community. The Fire Company has donated the new Medic Unit in memory of the late Mr. Kevin Bowers.

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Meeting: Minutes Attached- No Comment

B. Personnel Committee –Kelly Thatcher, Chair

No Meeting: No Comment

C. Public Safety Committee – Ronald Bowers, Chair

No Meeting: No Comment

D. Public Works Committee – Regina Swygert- Smith Chair

No Meeting: Chairwoman Swygert-Smith commented that the leaf collection from the streets has gone very well.

E. Water /Sewer Committee - Jason Nauman, Chair

No Meeting: No Comment

F. Parks and Recreation Commission- Ronald Bowers, Chair

Meeting: Chairman Bowers reported that the Veterans Ceremony on Veterans Day went very well. Mayor Grim commented that last evening December 4, the Town had a tree lighting ceremony which was very successful with thanks to The Camp of Faith Church for hosting the event.

G. Newtown Heritage Festival

Meeting: Steve Rickards gave the report. Mr. Rickards reported that Festival Committee has all the entertainment lined up for the 2018 Festival event. The first round of donation letters have been mailed out and the second round of letters will be sent out in January.

APPROVAL of COMMITTEE MINUTES AND REPORTS:

Councilman Nauman made a Motion to approve the committee minutes all were in favor

COUNCIL COMMENTS/CALENDAR

Mayor Grim asked if there were any adjustments to the calendar or Council Comments. There were no adjustments or comments

Councilman Nauman made a Motion to move the Regular Town Council Meeting from Tuesday January 2, 2018 to Tuesday January 9, 2018 at 7pm. And the Motion carried with the following recorded **VOTE:**

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

Nay- None

Abstain- None


Absent- None

Water /Sewer Public Works Meeting has been moved from Wednesday December 20, to Wednesday December 13, at 4:40 pm.

At 7:34 pm Councilman Nauman moved to go into Closed Session. No action was taken as a result of the Closed Session. There being no further business, Councilman Fravel made a Motion to adjourn at 8:30 pm, and the motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



12/01/2017 - 12/31/2017

REVENUE DESCRIPTION	AMOUNT
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 175.00
Restaurant Meals Tax	\$ 8,788.32
Land Use Appl. Fees	\$ 11,600.00
Lease Property Payments	\$ 100.00
Zoning Permit Fees	\$ 275.00
SCC - REAL ESTATE TAX	\$ 4,721.71
Fines, Forfeitures & Finger Prints	\$ 1,033.20
Newtown Heritage Festival	\$ 700.00
Consumption Tax	\$ 91.81
State Sales Tax	\$ 11,779.08
Sale of Miscellaneous	\$ 50.00
Utility - Availability Fees	\$ 15,952.00
Utility - Electric	\$ 2,421.73
Utility - Natural Gas	\$ 942.24
Total	\$ 65,755.09

UTILITIES	
Water	\$ 12,764.62
Sewer	\$ 30,853.06
Penalty	\$ 1,157.31
PrePay	\$ 423.90
Reconnect Fee	\$ 950.00
Miscellaneous	\$ 557.56
Total	\$ 46,706.45

UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)	
Deposits	\$ 1,400.00
Total	\$ 1,400.00

TAXES

Real Estate Tax	
Principal Real	\$ 38,746.92
Penalty Real	\$ 20.77
Interest Real	\$ 1.75

Total	\$ 38,769.44
--------------	---------------------

Personal Property Tax	
------------------------------	--

Principal Personal	\$ 10,834.45
Penalty Personal	\$ 196.92
Interest Personal	\$ 2.17
Machine/Tools	\$ 440.36
Business Equipment	\$ 1,159.73
Decal Fee 1	\$ 784.77
Decal Fee 2	\$ 112.50
Total	\$ 13,530.90

Vehicle Decals	
-----------------------	--

4TH QTR DISC	\$ 18.75
TRANSFER	\$ 12.00
Total	\$ 30.75

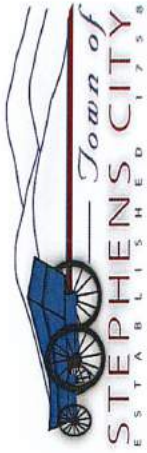
Commonwealth of VA	
---------------------------	--

Law Enforcement Grant	\$ 8,559.00
Communications Tax	\$ 2,206.32
Total	\$ 10,765.32

EXPENDITURES	
---------------------	--

Accounts Payable	\$ 124,388.90
Wages	\$ 25,539.33
VRS /ICMA	\$ 9,109.09
Total	\$ 159,037.32

Total Revenue	\$ 176,957.95
Total Expenditures	\$ 159,037.32
Total Net Position	\$ 17,920.63



REVENUE	PFYE		CYTD	
	12/1/2016 - 12/31/2016		12/01/2017 - 12/31/2017	
Miscellaneous Receipts	\$ 63.39	\$	50.00	-21%
Connection Fees	200.00	\$	175.00	-13%
Restaurant Meals Tax	8,623.97	\$	8,788.32	2%
Lease Property Payments	100.00	\$	100.00	0%
Fines and Forfeitures	1,250.18	\$	1,033.20	-17%
Zoning Permit Fees	25.00	\$	275.00	1000%
Land Use Appl. Fees	-	\$	11,600.00	
Cigarette Tax	10,687.50	\$	7,125.00	-33%
Sales Tax	13,023.14	\$	11,779.08	-10%
Consumption Tax	347.50	\$	91.81	-74%
Newtown Heritage Festival	665.00	\$	700.00	5%
SCC - REAL ESTATE CURRENT	2,695.99	\$	4,721.71	75%
Utility - Natural Gas	666.97	\$	942.24	41%
Utility - Electric	4,160.88	\$	2,421.73	-42%
Total	\$ 42,509.52	\$	49,803.09	17%
UTILITIES				
Water	12,539.12	\$	12,764.62	2%
Sewer	30,126.57	\$	30,853.06	2%
Penalty	1,309.79	\$	1,157.31	-12%
PrePay	519.68	\$	423.90	-18%
Reconnect Fee	575.92	\$	950.00	65%
Miscellaneous	35.00	\$	557.56	1493%
Total	\$ 45,106.08	\$	46,706.45	4%
UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)				
Deposits	1,600.00	\$	1,400.00	-13%
Avail Fees -- Sewer	-	\$	15,952.00	
Total	\$ 1,600.00	\$	17,352.00	985%

Real Estate Tax	\$	32,966.01	\$	38,769.44	18%
Personal Property Tax	\$	20,895.89	\$	13,530.90	-35%
Business Licenses	\$	15.00	\$	-	-100%
Vehicle Decals	\$	12.25	\$	30.75	151%
Commonwealth of VA					
Law Enforcement Grant	\$	8,559.00	\$	8,559.00	0%
Communications Tax	\$	2,212.36	\$	2,206.32	0%
DMV DUI Grant	\$	2,291.52	\$	-	-100%
Total	\$	13,062.88	\$	10,765.32	-18%
EXPENDITURES					
Accounts Payable	\$	93,061.59	\$	124,388.90	34%
Wages	\$	22,060.97	\$	25,539.33	16%
VRS	\$	7,703.42	\$	9,109.09	18%
Total	\$	122,825.98	\$	159,037.32	29%
Total Revenue	\$	156,167.63	\$	176,957.95	13%
Total Expenditures	\$	122,825.98	\$	159,037.32	29%
Total Net Position	\$	33,341.65	\$	17,920.63	-46%

Bank of Clarke County	3,236.86
Capon Valley Bank General Fund	243,616.74
Capon Valley Bank CIP	145,991.67
Capon Valley Utility Fund	122,734.13
Capon Valley Utility Fund CIP	217,577.42
Capon Valley Bank Mulberry Account	2,165.64
BB&T General Reserve Fund	21,957.08
BB&T Utility Reserve Funds	10,731.51
BB&T Savings Account	9,508.48
BB&T CD (Peter B. Stickley)	11,477.45
Total Bank Fund Balances - Cash On Hand	788,996.98

REAL ESTATE TAXES

1st Half Taxes 2017-2018

Collections Rate Report

TOWN OF STEPHENS CITY

Tax Year	Charges	Collections	Net	Collections Percentage
2012	\$380.14	\$0.00	\$380.14	0.00%
2013	\$670.64	\$0.00	\$670.64	0.00%
2014	\$878.74	\$61.88	\$816.86	7.04%
2015	\$3,939.24	\$2,660.62	\$1,278.62	67.54%
2016	\$148,320.94	\$146,386.51	\$1,934.43	98.70%
2017	\$165,747.10	\$155,791.00	\$9,956.10	93.99%
Grand Totals:	\$319,936.80	\$304,900.01	\$15,036.79	95.30%

PERSONAL PROPERTY TAXES

Collections Rate Report

Tax Year	Original Charges	Collected	Remainder	Collections Percentage
2012	\$7,760.53	\$533.95	\$7,226.58	6.88%
2013	\$8,709.89	\$1,135.68	\$7,574.21	13.04%
2014	\$10,692.67	\$1,504.87	\$9,187.80	14.07%
2015	\$14,903.41	\$5,097.68	\$9,805.73	34.21%
2016	\$118,429.80	\$103,473.50	\$14,956.30	87.37%
2017	\$107,418.05	\$88,078.76	\$19,339.29	82.00%
Grand Totals:	\$267,914.35	\$199,824.44	\$68,089.91	74.59%

To: Mayor Mike Grim
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: January 2, 2018

Subject: Police Report for December 2017

The Stephens City Police Department responded to 432 calls for services during the month of December. We assisted the Frederick County Sheriff's Office with 31 calls, the Middletown Police Department with 9 calls and the Virginia State Police with 3 calls.

We wrote a total of 16 citations for the month. A breakdown follows.

- 3 – Fail to Obey Signs
- 12 – Speeding
- 1 – Driving Suspended

We wrote 1 Parking Violation Notice for parking on yellow curb.

We spent approximately 11 hours in court for the month.

We wrote 7 incident reports for the month and had two arrests. A breakdown follows.

- 1 – Vandalism
- 1 – Assault & Battery
- 2 – Shoplifting
- 1 – Found Property
- 1 – Larceny
- 1 – Trespassing



Stephens City Fire and Rescue Company, Inc.

P.O. Box 253 Stephens City, VA 22655

John W. Jones, I Fire Chief

540-869-4576 Business

540-869-6784 Fax

David M. Foley II, President

December 29, 2017

Michael Majher, Town Manager
Town of Stephens City
1033 Locust Street
Stephens City, VA 22655

Mr. Majher,

The Stephens City Fire and Rescue Company, Inc. respectfully present the Administrative and Operational Officers elected by the general membership on December 19, 2017 at the regularly scheduled Company business meeting for presentation and consideration by the Town Council as follows;

President-Elect	David M. Foley II+
Vice President-Elect	Bruce A. Luttrell Sr.+
Secretary-Elect	Bonnie R. Jones+
Asst. Secretary-Elect	Thomas E. Merritt+
Treasurer-Elect	John W. Jones II
Asst. Treasurer-Elect	Ruth (Tweety) M. Eastep

Fire/EMS Chief-Elect	John W. Jones I+
Deputy EMS Chief-Elect	Thomas E. Merritt+

Upon concurrence from the Town Council these Officers will be affirmed under the Oath of Office for a one year term at the Company Banquet on January 20, 2018.

+Indicates incumbent officer.

Both I and Chief Jones should be available to attend the Town Council meeting in January.

If you have any question regarding the election on the Company Officers, please do not hesitate to contact me at your convenience.

Respectfully,

A handwritten signature in black ink, appearing to be "David M. Foley II", with a long, sweeping horizontal line extending to the right.

David M. Foley II
President

"VOLUNTEERS PROUD TO SERVE"

January 2018

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

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 TOWN COUNCIL 7:00 PM	7	8	9	10
11	12	13 Personnel 4:30 pm	14	15 NHF Committee 7:15 pm	16	17
18	19 Presidents Day Office Closed	20 HPC Meeting 5:00 pm	21 Public Works Water/ Sewer 4:30 pm	22 Public Safety 5:00 pm	23	24
25	26 Parks & Recreation 5:30 pm	27 Planning Commission 7:30 pm	28 Finance 4:00 pm			