

**REGULAR MONTHLY MEETING
OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, DECEMBER 6, 2022
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 Bowers, Councilman Fravel, Councilwoman Smith, Councilwoman Stevens, Councilwoman Swygert-Smith

Staff present:

Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief; Chris James, Police Sergeant; Cody Arbogast

Guests:

Marshall Werner

PUBLIC COMMENT

Mayor Diaz asked if anyone from the public had comments. Marshall Werner asked Council if they were aware that there had been a construction sign up on the North end for months about shoulder work. His concern was that it had been left there after the work was done. He also wanted to know where the Ukrainian flag that hung over Main Street had gone. Mike Majher explained that it had ripped and a replacement would be up within the week.

MINUTES – REGULAR MEETING OF NOVEMBER 1, 2022

Councilwoman Swygert-Smith moved for approval of the minutes of the regular Town Council Meeting of November 1, 2022 be approved, with the corrections that had been pointed out . The Motion carried with the following VOTE:

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

TREASURER’S REPORT – Report attached

Town Treasurer Steve Rickards stated that Real Estate taxes are due on December 15th. He said that many of the big companies are now using ACH, which makes the process of entering payments much easier. He is hoping that next year all will be on board. This will reduce the physical checks that come in thus reducing the time that he and the Clerk spend entering payments. Water/sewer bills are due next Monday. The meals tax has increased now that High Point has started making payments. Overall, the month has been very robust!

POLICE REPORT – Report attached

Chief Copp asked if anyone had questions about the attached report. He reported that he had spent the last week in an FBI Leada training class that was very informative. The Department was

involved in two tree lightings and had helped Middletown with their Christmas parade. He reminded everyone that the Cram the Cruiser event would be held this Saturday the 10th from 9-12. The event will be held at Capon Valley Bank and benefits the local Toys for Tots.

SCVFD REPORT- Report attached

Chief Vaught read his report. He also added that they too had participated in the Middletown Parade. Mayor Diaz wanted to thank Chief Vaught for the tour of the station for he and his guests at the Christmas with Santa Breakfast,

ACTION AGENDA

There were no actions on the agenda.

COMMITTEE REPORTS

A. Finance Committee - Linden A. Fravel, Chair

No Meeting: No Comments

B. Personnel Committee - Pete Fravel, Chair

No Meeting: No Comments

C. Public Safety Committee - Ron Bowers, Chair

Meeting: Minutes are attached and will be corrected to reflect that Chief Vaught and Fire Marshall Ritter were present. Councilman Bowers stated that the codes in the Town Code were ancient and he wanted to thank Chief Vaught for his time and for giving the suggestions on how to update them.

D. Public Works Committee - Mariah Smith, Chair

No Meeting: No Comments

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

No Meeting: Councilwoman Swygert-Smith said that there would be an Ordinance meeting when Mr. Griffin got back from his trip.

F. Parks and Recreation Commission - Tina Stevens, Chair

No Meeting: No Comments

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

Meeting: Minutes are attached. Vice-mayor Fravel stated that the Public Hearing for the Special Use Permit had been held. It was decided to table the request as the applicant and his representative were not in attendance.

H. Newtown Heritage Festival Committee

Meeting: The Committee is reviewing, to improve, the applications for vendors. They are working on ways to publicize the Festival more and are working on the donation request letters.

TOWN MANAGERS REPORT

Town Manager Mike Majher reported:

1. A big Thank You to Richard for getting the Town decorated for the Holidays. We have already received dozens of compliments on the newest additions. The plan is to add 5 new decorations a year.
2. The tree lighting went well. We did not have Camp of Faith this year due to illness. However there still was a good turnout. Thank you to all that came and helped to make it enjoyable.
3. Real Estate taxes are due the 15th of this month.
4. Water bills are due Monday the 5th.
5. Come help Cram the Cruiser this Saturday.
6. The Certified Election results have been sent to an Attorney in Harrisonburg, which is all part of the process. The cost for the attorney is \$325 an hour and will be reimbursed with the loan.

Councilwoman Swygert-Smith made the Motion to approve the bond council's legal services agreements with Botkinrose PLC and Winchester Law Group. To assist in the USDA loan process for the Old School Reno. The Motion carried with the following VOTE:

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

CLERK'S REPORT

Town Clerk Kelly Thatcher informed the newly re-elected Councilors that she had their official election certificates on her desk and to see her after the meeting.

COUNCIL COMMENTS/CALENDAR

Mayor Diaz asked if there were any comments or if there were any changes to the calendar. The Clerk scheduled an Ordinance meeting for December 13th at 6:00pm. She also informed the Council that there would be no Planning meeting this month.

Mayor Diaz let Council know that he would not be at this month's work session because he would be away on a cruise. He wished everyone a very Happy Holiday!

There being no further business, Vice-Mayor Fravel made a motion to adjourn at 6:28 pm and the motion carried unanimously.

Michael A. Diaz, Mayor

Kelly Thatcher, Town Clerk