

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday, December 4, 2012
7:30 p.m.

Mayor Joy Shull-Gellner called the meeting to order at 7:30 p.m. and led everyone in the Pledge of Allegiance.

Council member Grayson offered the invocation.

Roll call showed the following present:

Vice Mayor Linden Fravel, Council member Martha Dilg, Council member Joseph Grayson; Council member James Harter, Council member Joseph Hollis. Absent: Council member Ronald Bowers.

Staff present: Mike Kehoe, Town Manager; Brian Henshaw, Town Planner, Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk; John Dever, Reserve Officer, Police Department.

Guests: None present

Press: None present

AGENDA

On motion by Vice Mayor Fravel, the Agenda for December 4, 2012 was adopted.

PUBLIC COMMENTS

No members of the public or press were present.

MINUTES – Regular Meeting of November 6, 2012

Council member Hollis asked if Council member Harter had made the motion on the Business Facilitation Agreement. After discussion it was determined the Council member Harter had made the motion. Council member Hollis moved for approval of the minutes of the regular monthly meeting of November 6, 2012 and the motion carried with the following recorded vote:
Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain- None
Council member Grayson	-	Aye	Absent – Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

TREASURERS REPORT – Shannon Rothemich – Treasurer

The Mayor said that Council had the Treasurer’s report and asked for any questions. Council member Hollis asked if tax receipts were coming in steadily. The Town Treasurer noted that the Town had received about \$40,000.00 Monday and Tuesday between water billing and taxes.

POLICE REPORT – Charles Bockey, Chief

Mayor Shull-Gellner noted that the members had Chief Bockey’s police report for information and asked if there were any questions. Chief Bockey introduced the new reserve officer John Dever who lived in the Green Brier area of Stephens City. He said he had retired from the Fairfax City Police Department. The Chief said he just reopened the reserve program and Mr. Dever had shown interest in the position in this area. He added that John brings 33 years of experience and training to the job. John Dever was welcomed by the Council members and stated that he had been a resident of Stephens City in the past, had always identified with the Town and was happy to be associated with the Police Department.

ACTION AGENDA

A. Set Public Hearing on Revision to Town Code Chapter 20-Taxicabs

The Mayor said Council needed to set a public hearing for revisions to the Taxicab Ordinance. Council member Hollis said the major item subject to change was raising the license fee annually from five dollars to thirty dollars. Council member Hollis moved to set a public hearing for the January Council meeting. Vice Mayor Fravel asked if the town could both assess a license fee and charge a percentage of gross; he didn’t think the town could do both. Mr. Kehoe said this would be a special exception. He also noted that the town would be paying about \$500.00 for an ad for the public hearing notice for businesses the town does not have. Vice Mayor Fravel said that the whole thing seemed archaic to him since there were no taxicabs located in town. The Mayor asked if there was any reason it needed to be done now. Council member Harter noted some other changes needed in the revision and said he thought they needed to hash some of the changes over with the Town Attorney prior to any action. Council member Hollis withdrew the motion. Vice Mayor Fravel stated that it seemed archaic establishing a taxi stand - did these even exist anymore. He added that it was not clear in parts, for example: “for any taxicab operated in the town” did this mean headquartered here or just passing through. Council member Hollis suggested that the revision be send back for further review by the town attorney. Mr. Kehoe said he would rather advertise with more than one ordinance. Council member Dilg asked if there was any emergency to get this adopted and she was advised there was not.

The Mayor said the Town Attorney would be made aware of Council’s questions and concerns.

B. Set date for Rescheduled January Town Council Meeting

The Mayor announced that Council needed to set a date changing the January Council meeting. It was agreed not to meet on New Year’s Day. After discussion, Council decided that the Town Council meeting would be held January 2nd.

Council member Dilg moved that the Town Council Meeting for January be moved to Wednesday, January 2, 2013 at 7:30 pm and the motion passed with the following recorded vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain- None
Council member Grayson	-	Aye	Absent – Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

Member should be notified after the Christmas holidays as to the reschedule

C. Finalize Plans for Holiday Luncheon

The Mayor said they needed to finalize plans for the Christmas celebration. Mr. Kehoe said he had checked with Carrabbas and they would have lunch specials the days following Christmas on Wednesday, Thursday or Friday. He noted that everyone was pleased with the luncheon last year. Thursday, December 27 at noon was chosen for the luncheon. Mr. Henshaw asked if the invitation was to be extended to the Planning Commission and Historic Preservation Commission members. The Mayor said they would be included as recognition for their hard work throughout the year.

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

Council member Hollis said that other than the “productive” meeting on the revision to taxicabs, there was nothing to add to the attached minutes.

B. Finance Committee – Joseph Hollis, Chair

No meeting was held.

C. Public Works Committee – Joseph Grayson, Chair

Council member Grayson reported that the Public Works committee did not meet but they did have a meeting of the Old School Subcommittee. He thanked Mr. Henshaw for typing the notes and updated the other members. He said that Mr. Kehoe was proceeding with the stabilizing of the building, mainly the roof to make sure there was no further deterioration. Council member Grayson advised that that the subcommittee decided the main item for action was a consultant to help with plans for the renovation of the complex.

Council member Grayson moved that Mr. Kehoe and Mr. Henshaw be directed to draft an RFP for consultants to assist the Town in renovation and reuse of the old school complex. The motion passed with the following recorded vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain- None
Council member Grayson	-	Aye	Absent – Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

D. Water/Sewer Committee – James Harter, Chair

No meeting was held.

E. Personnel Committee – Martha Dilg, Chair

No meeting was held.

F. Public Safety Committee – Ronald Bowers, Chair

No meeting was held.

G. Parks & Recreation Commission – Ronald Bowers, Chair

In the absence of Council member Bowers, Mr. Henshaw reported that no meeting was held but the committee still needed help with raising money for the planned veterans’ memorial.

PLANNER’S REPORT – Brian Henshaw, Town Planner

Mr. Henshaw reported he had nothing to add to the planner’s report as submitted. He reported that the Christmas on the Commons was successful and attendance was from 200 to 250 through the day. He said a lot of fun was had and the event had already become a tradition. He reported that they always got a lot of good feedback at the event. People like it because it is family-friendly event. He added that more businesses, even though across the bridge were involved in the celebration this year.

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

1. Mr. Kehoe advised Council that the Town Clerk needed to use many days of vacation time and asked Town Council to approve a carry-over of additional leave time into next year. Council member Hollis moved that the Town Clerk be allowed to carry over additional hours of vacation into next year and the motion carried unanimously
2. He also advised that the bobcat had arrived and was used that day for the first time. He added that the Town was able to get \$1000 trade-in on the old Kabota tractor.
3. Mr. Kehoe advised that there was an auto accident on Barley drive resulting in a destroyed fire hydrant. He said that Neff’s would be hired to replace it when the new one is received. He added that there were three hydrants in the area if needed for fires. He said he hoped to have the hydrant back in service next week.

4. He also reported that the Town received a bill from the Frederick County Registrar's office for election expenses in the amount of \$1800 which was a lot less than the previous election.
5. Mr. Kehoe reported that those re-elected Council members needed to be sworn in by the first of the year or the town may be able to get someone to come to the town council meeting. He would check on the possibilities.

COUNCIL COMMENTS/CALENDAR

Mr. Henshaw stated that the Planning Commission meeting would be on December 11 at 6:00 pm and the HPC would meet on the same date. Mr. Kehoe said a Water & Sewer Committee meeting would be needed on December 19th. If other meetings were required, the members would be notified.

There being no further business, Council member Grayson moved to adjourn at 8:00 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk