

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday July 2, 2013
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 Fravel offered the invocation.

Roll call showed the following present:

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

Staff present: Mike Kehoe, Town Manager; David Griffin, Town Attorney; Tim Stowe; Town Engineer, Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Joan F. Roche, Acting Town Clerk.

Guests: Joe and Betsy Hickman

Press: Alex Bridges, NVD

AGENDA

On motion by Vice Mayor Fravel, the agenda for July 2, 2013 was adopted.

PUBLIC COMMENTS

No response from those present.

MINUTES – Regular Meeting of June 4, 2013

Council member Dilg pointed out corrections to be made to the final minutes. Council member Hollis moved to make necessary corrections and moved to approve the minutes of the regular meeting of June 4, 2013 as amended. The motion passed with the following recorded vote:

Recorded Vote:

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

MINUTES – Special Meeting of June 26, 2013

Council member Dilg pointed out corrections to be made to the final minutes. Council member Hollis moved to make necessary corrections. Council member Fravel moved to adopt the minutes of the special council meeting of June 26, 2013 as amended and the motion carried with the following recorded vote:

Recorded Vote:

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

TREASURERS REPORT – Shannon Rothemich – Treasurer

The Mayor said that Council had the Treasurer’s report. The treasurer provided an update regarding tax collection. The Treasurer’s report was accepted for information.

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 presented an update to the Council on a credit card scam that officer Fox has been investigating and that the Federal law enforcement will be taking over the case. There were no further comments and the report was accepted for information.

ACTION AGENDA**A. Sherando Homecoming Parade Permit**

Mr. Joe Hickman of 6970 Main St. requested approval of a permit for the Sherando Parade on September 19, 2013 he stated that the support of the Town Government would be greatly appreciated and requested that Mayor Shull attend the 1st home game before homecoming. He also said that there would not be fireworks this year. Chief Bockey asked about blow-ups and vendors and Mr. Hickman said” no, they would not be part of this year’s activities”. Council member Dilg made a motion to approve the Parade permit. The motion was carried.

B. Revised Resolution for Dedication of Crooked Lane Ext. To VDOT

Council member Grayson moved to accept the revised resolution. Council member Bowers seconded the motion. The motion passed with the following recorded vote:

Recorded Vote:

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

C. Disability Program, Virginia Retirement system

The Town Manager reported that all local governments in VRS will be required to participate in the States long and short term disability programs, **unless a resolution is passed to not participate**. The town currently has long and short term disability (short term is up to 6 month of sick time)

The decision for opt-out of the VRS was referred back to the personnel committee.

D. Reappointment with standing planning commission and HPC membership

Council member Dilg made a motion to approve reappointment of Bill Copp to Planning Commission and Byron Smith to the Historic Preservation Commission for a term to expire on January 15, 2014. Motion carried.

E. Closing of Town Offices on July 5, 2013

Mayor presented that the Town Offices close on July 5, 2013. Ron Bowers made a motion to close the town offices on July 5, 2013. Motion carried.

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

Council member Hollis reported no meeting and no report

B. Finance Committee – Joseph Hollis, Chair

Council member Hollis stated that the report is included in the packet

C. Public Works Committee – Joseph Grayson, Chair

Council member Grayson reported no meeting no report

D. Water/Sewer Committee – James Harter, Chair

The Chairman had nothing to add to the attached report

E. Personnel Committee – Martha Dilg, Chair

The Chairman had nothing to add to the attached report

F. Public Safety Committee – Ronald Bowers, Chair

The Chairman had nothing to add to the attached report

G. Parks & Recreation Commission – Ronald Bowers, Chair

The Chairman had nothing to add to the attached report

Council member Grayson moved that Town Council approve the committee meeting minutes and reports for information. The motion passed unanimously.

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

1. Mr. Kehoe reported that two bids were received on July 1, 2013 for sewer line rehabilitation work. The overall low bid was from **Lytle Utilities, Inc. for: 1,016,900.00** The second bid was from **Amliner, Inc. for: 1,331,057.00**. The bids were referred to the water and sewer committee for recommendation.
2. The carpet in the council room is scheduled to be replaced this year. The carpet is **35 years old** as it was installed in **1978**.
3. The Town has been awarded a **\$6000.00** Certified Local Government grant for additional signage for the Historic District for directional signs.
4. There is a little over **\$2000.00** left in the Mulberry Terrace maintenance bond fund, which will be used to replace a broken VDOT culvert as VDOT will not accept the street until the culvert is repaired.
5. Anderson Associates is continuing to work on the plans for the West Fairfax Street sewer extension project; the project should be completed soon. The project is being partially funded at **\$24,000.00** through a grant with SERCAP
6. Interest has begun to pick up for the Veterans Memorial Project. A number of Memorial Bricks have been purchased.
7. There is nothing new to report on the “North Main Street Enhancement Project”
8. Mr. Kehoe and the Town Attorney, David Griffin will be working on a draft lease for the proposed shooting range, which is west of the rail road that is on Town property.
9. The 2013 Yard Crawl will be held on Saturday August 10th.
10. Frazier & Associates are continuing to interview selected business people and citizens regarding potential uses for the old Stephens City School.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and comments. The only change to the calendar was the closing of offices on July 5, 2013.

MOTION FOR CLOSED MEETING

Date: July 2, 2013

Motion By: Council member Joseph Grayson

I move that the Council of the Town of Stephens City enter Closed Session pursuant to Section 2.2-3711.A.7 of the Code of Virginia, 1950, As Amended, for the purpose of consultation with legal counsel pertaining to actual or probable litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

VOTE:

Aye – Vice Mayor Fravel
Council member Bowers
Council member Dilg
Council member Grayson
Council member Harter
Council member Hollis

Nay – None

Absent/Abstain -None

ATTEST: _____
Joan Roche, Acting Town Clerk

Vice Mayor Fravel moved to reconvene to open session. The motion was seconded by council member Grayson and passed.

CERTIFICATION OF CLOSED MEETING RESOLUTION

Date: July 2, 2013

Motion By: Council member Grayson

WHEREAS, the Council of the Town of Stephens City, Virginia has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such Closed Meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

RECORDED ROLL CALL VOTE:

Aye –

Vice Mayor Fravel
Council member Dilg
Council member Grayson
Council member Harter
Council member Hollis
Council member Bowers

Nay –None

Absent –None

Abstain – None

Joan Roche, Acting Town Clerk

There being no further business, the meeting was adjourned at 8:35.

Joy B. Shull-Gellner, Mayor

Joan Roche, Acting Town Clerk