

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday August 6, 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 Bowers 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; Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk.

Guests: Rachel Ortiz

AGENDA

On motion by Vice Mayor Fravel, the agenda for August 6, 2013 was adopted.

PUBLIC COMMENTS

No response from those present.

MINUTES – Regular Meeting of July 2, 2013

Council member Hollis moved for approval of the minutes of the regular Council meeting of July 2, 2013 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 – Council member Grayson
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. Town Treasurer, Shannon Rothemich stated that the tax collection fees were included with the information in the packet. The Treasurer’s report was accepted for information.

POLICE REPORT – Charles Bockey, Chief

There were no questions for Chief Bockey and the Police report was accepted for information.

ACTION AGENDA

A. Proposed Approval of Police Car Lease Option

The Mayor said the first item on the agenda was the lease for a new police car. Chief Bockey reported that he earlier advised the committee that he was trying to keep the price down. He stated that the car was a 2014 Ford Taurus police interceptor and would cost about \$25,925.00 with an additional \$5,000.00 to set the car up. He said he was cutting this amount down significantly. He said this was presented to Mr. Kehoe and the Finance Committee for consideration. He added that the equipment for the car was being ordered locally through Teltronics in Winchester. Chief Bockey said that with this company being local, if anything would go wrong, repairs could be handled locally.

Council member Hollis reported that this lease was reviewed by the Finance Committee and approved. He moved that the Town Council approve the lease of a police car and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

B. Proposed Approval for Installation of New Roof for Town Office

Mayor Shull-Gellner stated that the second item on the agenda was consideration of installation of a new roof for the town office. Mr. Kehoe stated that because it was a membrane roof, it was not recommended that it be replaced with membrane. He added that the last repair was installed twelve years ago or closer to fifteen years ago. Mr. Kehoe said he received a quote a few months ago for \$9000.00 to \$12,000.00 as an estimate; however, the roofer said that with that type of roof he would have to take the old roof off. With that the cost went up to about \$24,180.00. He said that the other quote was \$24,240.00 and with a \$60.00 difference he felt confident that these were valid quotes. He said this was taken before the Finance Committee.

Councilmember Hollis moved that the Town Council approve the expenditure for the new roof on the Town Office building and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

C. Terms for Planning Commission and Historic Preservation Committee for clarification

Mayor Shull-Gellner said the next item was reappointment of William Copp to the Planning Commission. She stated that there was a need to clarify that Council was extending his term until to Jan 7, 2014 at which time he will be reappointed to a regular four year term. She

explained that needed to be done because of the change in Council elections; instead of May the elections were moved to November. The Mayor said that in addition, Council would be doing the same by extending the terms of Byron Smith and Courtney Ben Cooley to the Historic Preservation Commission again to January 7, 2014 at which time they will be reappointed to a regular four year term for the same reason-to get the terms of the commission consistent with Council terms of office

Council member Harter moved to approve the term extensions of William Copp, Byron Smith and Courtney Ben Cooley and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

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 reported to Council that the Committee was studying the creation of an industrial development authority and it had been referred to Dave Griffin for study. He said they were looking at the possibility of issuing bonds if needed. He added that after the study was complete, they would decide if creating the authority was feasible and if the committee would recommend issuing bonds. If they wanted to issue bonds, the town would have the facility in place to do that.

Council member Hollis also reported that the Town would proceed with DMV stops in collaboration with the County. He added that this was talked about for the last few years and was the only way to get a true hold on who lived in Stephens City and who doesn't; so the Finance Committee recommended moving forward. Mr. Kehoe added that he had talked with the County Treasurer and he was willing to go ahead with this process.

C. Public Works Committee – Joseph Grayson, Chair

The Mayor reported that the chairman was not present but there had been no meeting and there was no report. She added that there was nothing yet on the old school study. Mr. Kehoe reported that Frazier Associates should report back sometime this month.

D. Water/Sewer Committee – James Harter, Chair

Council member Harter reported that the first item, the amendment to Chapter 22, availability fees would be put off for thirty days because of anomalies in the numbers.

Council Harter stated that the Committee had reviewed the sewer rehabilitation bids and had recommended that Council accept the bid from Lyttle Utilities, Inc. He moved that the

Council accept the Lyttle bid for sewer rehabilitation and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

The Mayor asked when work might start. Mr. Kehoe said that this was just an approval of a contract for rehabilitation work which was renewed annually. If any work was needed, it would be addressed at a later date and brought before the Committee and Council for approval. Council member Harter noted that this would not have anything to do with the Mulberry Street project. Mr. Kehoe said the Town may want to fix some man holes this winter under the Lyttle contract

E. Personnel Committee – Martha Dilg, Chair

Council member Dilg reported that the Committee did meet and recommended bringing before Council a resolution to opt out of the VRS disability program because it would cost more for the employees and there was already a program in place to provide the same or better services for the employees. Council member Dilg moved that the Council adopt the resolution to opt out of the VRS disability program. Mr. Kehoe reported that the VML insurance program was looking into an alternative to the VRS program because so many jurisdictions were opting out. He said the long term disability insurance was currently in independent agencies. 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

F. Public Safety Committee – Ronald Bowers, Chair

Council member Bowers reported no meeting and no report.

G. Parks & Recreation Commission – Ronald Bowers, Chair

Council member Bowers reported there were two things for action by Council First there was a request from Rachel Ortiz to host a 5K race to benefit the March of Dimes to be held on November 16th and she was present to answer any question. Council member Bowers said that they would follow the same route as the 5K race held during the Festival. Rachel Ortiz advised that so far people who want to participate total about 50 with runners coming from Maryland and West Virginia in addition to local runners. She said there was also one t-shirt sponsor. Chief Bockey said Officer Fox still had the route laid out and the police department would have traffic control. Council member Bowers moved that Town Council approve the 5K run to be held in town on November 15, 2013 and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

Council member Bowers stated that he would like Council to consider appointment of David Smith to the Parks & Recreation Commission. The Mayor asked if there was a set term and Council member Bowers said it would expire on January 7, 2014 as the other appointments would. The Mayor said he would be reappointed to a full term at that time. Council member Bowers moved that David Smith be appointed to a term to expire January 7, 2014 at which time he would be considered for reappointment for a four year term and 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 – Council member Grayson
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

Council member Bowers asked if there were any other questions. Vice Mayor Fravel asked if they would be moving the playground equipment to the park on Bel Air. Mr. Kehoe said it was the suggested location if moving the equipment was feasible. He advised that first they would have to determine where it would site at Bel Air as well as look at disassembling it if possible. It would get more use at the Bel Air playground area. Vice Mayor Fravel stated that kids have a park over at Stephens Landing but he would hate to move it if there was use. Mr. Kehoe said Parks and Recreation was still looking at this but would bring this back to Council when ready.

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

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

1. Mr. Kehoe reported that the good news was that VDOT had accepted Crooked Lane into their system. He said the Town would get official notification in thirty days. He said that left Mulberry Terrace, Pan Tops Drive and the Stephens Landing subdivision still to be turned over to VDOT. This would be an on-going process. Vice Mayor Fravel asked if Stephens Landing was up to par or was there still work to be done. Mr. Kehoe said there was a little more work to be done – a fence was on the state right-of-way and that must be resolved. He advised that another problem with Stephens Landing was that VDOT would only take in so many road miles a year so the subdivision wouldn't be accepted all in one year. He said he was trying to get the other sections into the state system first and then work on Stephens Landing.
2. He noted that for those who didn't know, the Davis-Long tract on the north end of Town had been sold and would be used for single family homes and farm operations.

3. He reported that the Route 11 Yard Crawl would be this weekend so get everything out that you want to get rid of. He said the Town had sold over 60 spaces – 40 at the Commons – 20 at the old school. Vice Mayor Fravel reported that all the spaces were sold at the Stonehouse. Mr. Kehoe noted that he got a call from a group bringing a bus tour for the yard crawl.
4. Mr. Kehoe reported that the Lutheran Church finally broke ground yesterday.
5. He also reported that E.R. Neff had been employed to finish work on Mulberry Terrace drainage repair, doing this simultaneously with Jeremy Tweedy’s project on Pan Tops. He added that this would hopefully start the process to turn these streets over to the state.
6. Mr. Kehoe said the newsletter would go out this month and encouraged anyone on Council to contribute articles. Chief Bockey said Officer Ron Fox would be adding an article this month.
7. Mr. Kehoe noted that there had not been a Planning Commission meeting lately but one was planned for August.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and comments. Mr. Kehoe requested that the Administrative Committee meet and with the consensus of the members of the committee, the meeting was set for Tuesday, August 13 at 4:00 pm. The Personnel Committee cancelled the meeting for the month of August.

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

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk