

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday September 3, 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 Dilg 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: Officer Ron Fox, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk.

Guests: Matt Armstrong, Winchester Star

AGENDA

On motion by Vice Mayor Fravel, the agenda for September 3, 2013 was adopted.

PUBLIC COMMENTS

No response from those present.

MINUTES – Regular Meeting of August 6, 2013

Council member Hollis moved for approval of the minutes of the regular Council meeting of August 6, 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 – 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 and asked for any questions. Vice Mayor Fravel asked about the Capon Valley Bank balance that dropped from the previous month. Town Treasurer, Shannon Rothemich said she discussed this with the Town Manager and pointed out the two payments for Anthem/BCBS in one month to get the town caught up on adjustments and the cost of paying off a police car. The Treasurer’s report was accepted for information.

POLICE REPORT – Charles Bockey, Chief

There were no questions regarding the report and the Police report was accepted for information. Officer Fox added that lately the town had several vehicle break-ins and a robbery at the antique store. He said they felt they had identified the suspect in the robbery. The vehicle break-ins had resulted in a lot of leads and the police had recovered about 90% of the items stolen. The Mayor asked if these were tips from the public. Officer Fox said they had received tips from the public and informants. Council member Hollis asked if the break-ins had been isolated in one particular area and he was advised they had been around Mulberry. The Mayor noted that the summer had been a busy one.

ACTION AGENDA

A. Set Public Input Session for October 1, 2013

The Mayor announced need to set public hearing for resolution for a maintenance agreement on the North Main Street Enhancement Project. Council discussed sending letters to those along Main Street area advising them of the information meeting. Vice Mayor Fravel said the committee had discussed the cost associated with the maintenance of what as planned for that area. Council member Harter opined that if letters were to be sent, they should be sent to the entire constituency. To avoid this extra cost, Council opted to put notification of the information meeting in the newspaper and on the Town’s website. A public information session was set for October 1, 2013 at the beginning of the regular Town Council meeting by consensus of Council.

B. Proclamation – Sherando High School Spirit Week – September 15-21, 2013

The Mayor stated that Council had before them the proclamation for Sherando High School Spirit Week.

Councilmember Fravel moved that the Town Council adopt the Proclamation for Sherando High School Spirit Week for September 15-21, 2013. The Mayor said this was the same Proclamation Council had adopted for the past several years to support the school. 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	

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

Council member Hollis reported that as a result of the meeting to discuss the staffing of the Town in the upcoming years, the Committee requested authorization to advertise for the positions of Deputy Clerk and Maintenance 1. He advised that both positions were included in the budget so there was no need to request additional money. Council member Hollis moved

that Town Council authorize the advertising of the positions of Deputy Clerk and Public Works Maintenance. The motion passed with 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	

B. Finance Committee – Joseph Hollis, Chair

Council member Hollis reported no meeting was held.

C. Personnel Committee – Martha Dilg, Chair

Council member Dilg reported that no meeting was held.

D. Public Safety Committee – Ronald Bowers, Chair

Council member Bowers asked if there were questions on the report. Regarding the section in his report addressing hydrant testing, he explained that what happened with the fire hydrants was the fire department thought the Town was pressure testing and the Town thought the fire department was testing and as a result no testing was done. He advised that the Town would purchase a testing device with the assistance of the fire department. He added that all the tops were painted silver, but the tops should be the color of the flow of the hydrant. The fire department had agreed to go back and paint the color indicting the flow after the testing. Vice Mayor Fravel asked if they would be testing the flow at different times of the day because he had experienced different pressure depending on the day and time. Council member Bowers said that this might have something to do with the flow and would make them aware of it. Council member Bowers also noted that fee for service would go into effect October 1st. Council member Dilg asked about the cost of the testing equipment – was there a questimate. Council member Bowers said he would check into it. Council member Dilg said that if it was needed, it would have to be purchased.

E. Public Works Committee – Joseph Grayson, Chair

Council member Grayson said Council had already taken action on the request for public meeting on the north Main Street project. He explained that the main reason for that was with the north Main Street Enhancement they wanted to review the latest design and costs associated with those designs plus the maintenance agreement proposed by VDOT with the citizens. This was mainly due to the cost associated with it and some of the implications that could come about in the future with signing that maintenance agreement. He stated that this was the background for having a public hearing set.

F. Water/Sewer Committee – James Harter, Chair

Council member Harter reported no meeting held.

G. Parks & Recreation Commission – Ronald Bowers, Chair

Council member Bowers asked if there were questions on the report. He said the Commission did discuss the removal of the old playground equipment from the old school to the

Bel Air street playground. He noted that Stephens Landing had two large playground of their own. Council member Bowers moved that the Town relocate the playground equipment that could be salvaged from the old school location to the Bel Air playground. 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	

Council member Bowers stated that on the Veterans Memorial Committee had a volunteer construction manager for the project. He said Mr. Ralph Wakeman who had volunteered to help the Town has already reviewed some of the structure himself. The permits would all be handled by the Town.

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

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

The Mayor advised that Council had the town Manager’s report and called the members attention to paragraph two regarding Frazier & Associates’ findings for use of the old school. She encouraged all members to attend the meeting to be held at 5:00. She stated that the committee had been impressed with their presentation at the beginning. She said they had done their background research and interviews and would be coming back to give us their findings at this meeting.

Mr. Kehoe’s written report included the following:

1. The roof replacement at the town office had been delayed pending on an asbestos report that is now required as part of the building permit. Triad Engineering Company was conducting the analysis and report.
2. Frazier and Associates would be presenting their findings for possible uses for the old Stephens City School and grounds on Monday September 16th at the town office. The presentation would be to the Old School Committee but all Council Members are encouraged to attend. The meeting will be held at 5:00 pm.
3. Zac Lette of Land Planning and Design Associates would be present at the October town Council meeting to explain changes to the North Main street project since it was last presented to the Town Council and the public.
4. The Sherando parade permit had been approved by VDOT for the 19th of this month. The Town would be placing the Sherando banners along Main Street as last year.
5. Mr. Kehoe would be submitting a request to Frederick County Building officials about abandoned and unsafe structures in the town limits, a dilapidated house trailer on Massie

Street and the old Zea house on Rte. 11 south that was part of the La Grange farm until sold several years ago. Both structures have been stripped of building material.

6. He anticipated that Sheetz Inc. would start the rezoning process necessary for expansion this month now that they have an understanding from VDOT about ingress and egress.
7. The Rte. 11 Yard Crawl went well again this year without any incidents.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and comments. There were none and any changes to the meeting would be announced as needed.

There being no further business, Vice Mayor Fravel moved to adjourn at 7:48 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk