

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday March 4, 2014
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 A. Fravel, Jr., Council member Ronald Bowers, Council member Martha Dilg, Council member Joseph Grayson, Council member Joseph Hollis. Absent: Council member Nauman

Staff present: Mike Kehoe, Town Manager; David Griffin, Town Attorney; Officer Scott Baber, Stephens City Police Department; Dianne MacMillan, Town Clerk.

Press: None

Guests: Daryl Bell, several unidentified citizens

AGENDA

On motion by Vice Mayor Fravel, the agenda for March 4, 2014 was adopted.

PUBLIC COMMENTS

The Mayor asked if there was anyone present who wished to address Council on any item not on the agenda. There were none.

MINUTES – Regular Meeting of February 4, 2014

Council member Hollis moved for approval of the minutes of the regular Town Council meeting of March 4, 2013 as corrected 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 Nauman
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

TREASURERS REPORT – prepared by Shannon Rothemich

The Mayor said that Council had the Treasurer’s report through March 29th and asked for any questions. There were none and the Treasurer’s report was accepted for information. The Mayor noted that until the office of Treasurer was filled any questions on finance could be directed to Mr. Kehoe.

POLICE REPORT – Charles Bockey, Chief

The Mayor advised that the members had the Police Report and asked for any questions or comments from Council. Council member Hollis asked Officer Baber how everything went during the snowstorm. Officer Baber said they had a positive response from almost everybody and only had to tow one vehicle from Main Street. The Mayor then made a presentation to the Police Department from the Stephens Landing HOA – a “Certificate of Appreciation to the Stephens City Police Department for providing exceptional service to and promoting the general welfare and safety of the Stephens Landing community”. Officer Baber accepted the resolution to share with the entire department. There were no further comments and the police report was accepted for information.

ACTION AGENDA

A. Resolution to Write Off 2008 Personal Property Taxes as Uncollectible

The Mayor said the first item on the action agenda was a resolution to write off the 2008 Personal Property taxes as uncollectible. Town Manager, Mike Kehoe stated that it was past the term to collect anyway and the Town has tried to collect for several years. He also noted that the list was inflated and the amount was less than the \$18000.00 as presented. He explained that the amount was probably less than half that amount because of additional penalty and interest which had been applied monthly instead of yearly in error. Council member Hollis, Chairman of the Finance Committee, noted that the Town had hit the point after five years of diminishing returns adding that effort and money spent to collect was not worth what the outstanding balance was. Mr. Kehoe noted that sometimes the Town still collects outstanding taxes. Council member Hollis moved to adopt the resolution writing off the 2008 Personal Property taxes as uncollectible 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 Nauman
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

B. Appointment to Planning Commission – Daryl Bell

The Mayor announced that Council needed to appoint a member to the Planning Commission to replace Mr. Nauman who was appointed to Town Council in February. She said that the Town was pleased to have Mr. Bell present that evening and added that he had discussed the position with Vice Mayor Fravel and was willing to serve. Council member Bowers moved to appoint Daryl Bell to the Planning Commission to the unexpired term of Jason Nauman 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 Nauman
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

C. Recommendation to Re-appointment Member to BZA – Willey Dembeck

The Mayor advised that they had one more appointment. Council needed to recommend to the court reappointment of Willey Dembeck to the BZA. Vice Mayor Fravel moved to recommend Willey Dembeck to be reappointed to the BZA. 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 Hollis
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

Mr. Kehoe advised that there was still one vacancy on the BZA. The Mayor responded that there was one person in town interested in being active on one of the committees but there was also a need for persons to serve on the HPC and other committees.

COMMITTEE REPORTS**A. Administrative Committee – Joseph Hollis, Chair**

No meeting was held but the Mayor advised that a meeting was needed on Thursday at 1:00 pm to be followed by interviews for Town Treasurer at 2:00 pm.

B. Finance Committee – Joseph Hollis, Chair

Council member Hollis noted that action had been taken on the resolution to write off 2008 PP taxes and the Committee was in the process of reviewing resumes for the Treasurer position

C. Personnel Committee – Martha Dilg, Chair

Council member Dilg reported no meeting and no report.

D. Public Safety Committee – Ronald Bowers, Chair

Council member Bowers said there was no meeting.

E. Public Works Committee – Joseph Grayson, Chair

Council member Grayson reported the Committee did meet and the main issue was to work with Frederick County on inspections of the school buildings. Mr. Kehoe advised that was planned for Friday. He added that before the Town went any farther with the leasing of the property, it needed to know what the building codes were. Vice Mayor Fravel noted that the Town had to make sure what conditions were required for the uses. Mr. Kehoe said that because the buildings had already served as a school, it was not as intense as changing over for other uses but there was still a need to address lead paint and asbestos. Also handicapped accessibility would come into play as well

F. Water/Sewer Committee

Mayor reported that the special committee that been meeting the FCSA was continuing to meet and a little headway had been made. She said the committee let them know that if things did not change, the Town would have to start charging for water, and the Town had been advised that they don't want to do that. The Mayor added that they had been letting Mr. Kehoe and Euva meet trying to work out details of the agreement without the entire committee getting back together. She advised that letter were sent to the Sanitation Authority outlining what had been

discussed and another letter will be prepared from the last meeting. They had been made aware of the fact that there was not much the town could do. The Town needed to address I&I improvements that were needed and were faced with a 100% increase in rates over the past four years from the Sanitation Authority. She said that the Town could not continue to address the infrastructure problems and continue to pay the bills from the Authority. Council member Dilg noted that it did sound like some progress was being made. The Mayor added that Mr. Nauman had agreed to chair the water/sewer committee and will be brought up to speed on this issue.

G. Parks & Recreation Commission – Ronald Bowers, Chair

Council member Bowers reported that the memorial would be located at the school complex and reference to “Newtown Commons” for the memorial would be removed. He stated that the committee had met at the school complex on February 25th and looked at the different designs of the bricks on the buildings. He noted that there were so many different designs at the school that almost any brick would match it. A final decision would be made at the end of the month.

In the meantime, the Committee would be selling veterans bricks for \$50.00 to raise funds for the memorial. He showed the inscription on the brick and said the bricks would be placed into the pavers leading up to the memorial. He said the Committee was continuing to look at other funding opportunities and how to pursue them. He said he was assured by the brick manufacturer that the brick inscriptions would be permanent.

Council member Bowers said that the sign was at the complex and it would be updated soon. He noted that some people have asked why the memorial was moved. He said that at the time the memorial was planned, the Town did not own the complex. After the purchase, it was decided that would be a better place for it. He added that application for purchasing the bricks were available at the town office and on the town’s website.

Council member Dilg 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 town crew had been busy this winter. He said a citizen came in and remarked on the snow removal in town and said the town crew was doing a great job. He advised that the State and Middletown do some removal but the town crew was doing what they didn’t do and widening the street and cleaning up after the state was gone.
2. Mr. Kehoe reported that sidewalks throughout the Town were clear. He said it was necessary to notify a few property owners but mostly the citizen had done a good job of clearing the walks.
3. Mr. Kehoe reminded the Council that this Friday there would be having an inspection with the Frederick County building official at the old school property to go through all three buildings.
4. The Town Manager said that on Feb 25th the BZA had a hearing on appeal of the zoning administrator’s decision about condominiums for future development in Stephens Landing. His opinion was not to allowed condominiums because town houses were

proffered and it was rather specific when they did the proffers, that was what the impact statement was based on. The BZA has 30 days to render a decision from February 25th.

5. Mr. Kehoe said that negotiations with Frederick County Sanitation Authority were ongoing. He also reported that so far this year the Town had exceeded the budgeted amount for wastewater treatment. Due to excessive I&I experienced this past fall and winter – all snow and wet weather – flows had gone way up. Added to this, the rates went up 30% from last year. The budgeted amount was gone and they were aware of the situation and advised that the Town would pay what had been budgeted.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and Council comments.

The Mayor announced that Stephens Landing has also sent a certificate to the Town. She read “a Certificate of Appreciation to the Town of Stephens City for providing ongoing service and support to and fostering a multiple beneficial partnership with the Stephens Landing Community” and noted that this was to become part of the record.

The only change in meeting was for Thursday at 1:00 pm as previously mentioned. The Mayor stated that all committees would stand as shown on the calendar unless otherwise advised.

There being no further business, Vice Mayor Fravel moved to adjourn at 8:00 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk