

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday, January 3, 2012
7:30 p.m.

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

Council member Bowers offered the invocation.

Roll call showed the following present:

Vice Mayor Linden A. Fravel, Jr., Councilmember Bowers, Council member Martha Dilg, Council member Joseph Grayson, Council member James Harter and Council member Joseph Hollis

Staff present: Mike Kehoe, Town Manager; Brian Henshaw, Town Planner/Asst. Town Manager; David Griffin, Town Attorney; Officer Scott Baber, Police Department; Dianne MacMillan, Town Clerk; Shannon Rothemich, Acting Town Treasurer

Guests: None

Press: None

AGENDA

On motion by Council member Harter the Agenda for January 3, 2012 was adopted by consensus.

PUBLIC COMMENTS

Mayor Shull-Gellner opened the floor for public comments on any topic not on the agenda and there were none.

MINUTES – Regular Meeting of December 6, 2011

Council member Grayson moved for approval of the minutes of the regular monthly meeting of December 6, 2011 and the motion carried with the following 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 – Acting Treasurer

Acting Treasurer Shannon Rothemich apologized for not providing numbers for Council but said the bank statements had not been received but she would be able to provide information when they came in. She said that Vice Mayor Fravel asked at last council meeting about comparing taxes collected from the previous year to the current year and she said she put together those figures. She suggested that at the next meeting Council would discuss how to handle the back taxes.

POLICE REPORT – Charles Bockey, Chief

Mayor Shull-Gellner announced that the members had Chief Bockey’s police report for information and said if there were any questions, Officer Baber would answer them. Council member Hollis noted that there was a 60% increase in calls over last year and said he thought the police department did a good job handling the increase. Officer Baber said the figures were a little off because this was what was kept downstairs and they could not compile everything dispatched through the county. He said there were 2330 total calls in Stephens City. He reported that some were handled by the police department but there was some overlap so the number was probably 1000 low. Council member Hollis said this was two calls for everyone in Town. Officer Baber reported that the police department received a new radar unit so now all the cars except the Chief’s have radar for speed enforcement. He added that they did receive a laser radar unit and they would be trained on its use soon. Mr. Kehoe asked if all the cars had cameras and Officer Baber said only two had cameras. Mr. Kehoe noted that most equipment was paid for through grants. Council member Dilg asked if the calls come from a particular area of the town. Officer Baber said that the calls were pretty well spread out but noted a little increase in calls on Plymouth and Comer. He noted that a police presence seemed to keep the problems down.

ACTION AGENDA

A. Town Code Chapter 5, Erosion and Sediment Control - Amendments

The Mayor announced an ordinance to amend the Erosion and Sediment Control Ordinance. She noted that the entire ordinance was provided for reference with a summary of the specific changes. Mr. Henshaw advised that the Town took over the E&S control about a year ago and a program review was conducted recently. He said that the review found a couple of items that needed to be addressed: one was to correct a definition and others were to address a name change. He said all were simple changes and the Ordinance itself was still intact.

The Mayor asked the Clerk to read the ordinance by title only. The Clerk read “An Ordinance to Amend Chapter 5, Erosions and Sediment Control of the Code of the Town of Stephens City”.

Vice Mayor Fravel moved that the Council of the Town of Stephens City approve the amendment to Chapter 5, Erosion and Sediment Control. Mayor Shull-Gellner asked for discussion. There was none and she called for a vote. 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 there had been no meeting.

B. Finance Committee – Joseph Hollis, Chair

Council member Hollis reported the Finance Committee met that afternoon with the auditors and discussed the draft of the financial report for the fiscal year ending June 31, 2010. He reminded the members that there was no audit for 2009 and there had been a lot of turn-over in the treasurer’s office. He said the auditors were trying to establish a good beginning balance. He added that the current firm seemed to have worked hard in order to feel confident about 2010 numbers. He said Council would hopefully get the report by the next meeting for approval and then the auditors could start on 2011. Vice Mayor Fravel added that all the extra work the auditors did to find a beginning balance was on a gratis basis, thinking it would make their work easier in the years to come.

C. Public Works Committee – Joseph Grayson, Chair

No meeting was held.

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

Council member Bowers stated he would like to comment on the anonymous donation of \$5000 for the veteran’s memorial as very generous and words of appreciation were not enough. He said the Commission had \$1000 in other funds so the total was \$6000 to get this project going. He reported that the Commission wanted to pursue the sale of inscribed bricks for veterans and asked for Council approval if needed. Mr. Griffin, Town Attorney said that if it was going through a fundraising process, it would be best to have Council approval. Council member Bowers moved that the Commission be allowed to pursue the sale of bricks and it would come before council with the formal program at a later date. Mayor Shull-Gellner said that the

interest was already there and she was being asked about the possibility of this type of program. Mr. Henshaw added that they were in the process of getting an application form and fund raising plan in place. He reported that he had heard from other jurisdictions that had successfully held such fundraisers. He said they would simultaneously approach local businesses in town or even regionally for this fundraiser. Council member Bowers said he understood there might be some material donations and Mr. Kehoe advised that Virginia Concrete said they would donate a truck load of concrete for the project. 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	

1. Newtown Heritage Festival Subcommittee.

Mayor Shull-Gellner said Council also needed to address the appointment of officers for the Newtown Heritage Festival subcommittee. Mr. Kehoe said the NHF changed to a subcommittee of the Parks and Recreation Commission as of December, however there were already some outstanding officers on board and unless someone on Council or Parks & Recreation wanted to take over the positions, he wanted to put forward the slate of officers for Council approval. He said the current officers were President, Adrian O’Connor; Vice President, Tootie Rinker; Secretary, Betty Wymer; and Treasurer, Mike Kehoe. He noted that the treasurer’s position might need a title change since this would come under the Town Treasurer’s position now.

Council member Hollis moved that Council approve the slate of officers for the Newtown Heritage Festival Subcommittee as presented. 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	

PLANNER’S REPORT – Brian Henshaw

Mr. Henshaw said that the Stephens City Business Association would be holding a summit at the end of the month with Master Media. He said it would encourage the businesses

in the association to come in for about an hour and a half to find out what they want and expect from the association. He said they planned the summit for the end of January or the first of February.

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

1. Mr. Kehoe advised that the Frederick County Sanitation Authority reported six instances of having to pull pumps and clean them of rag materials in December. He added that the Town would have to start screening lines again and that the problem had diminished but had not gone away.
2. He advised that Christmas trees were being picked up by Town staff on Tuesdays for two weeks and maybe longer if needed.
3. Mr. Kehoe said he noticed today people were putting out trash early and it was becoming a problem again especially with the winds. He said letters would be sent out to the problem areas. The Mayor noted that trash was coming back out of the trash trucks after it was picked up. Mr. Kehoe said he would notify the company about this.
4. He advised that business license renewal notices would be going out this week.
5. Mr. Kehoe also reported that several of the older streets signs around town had been replaced. He noted that with the approval of Frederick County there was an additional road added off of Fairfax - the new road name - Estep Road was the road that goes back to the concrete plant. He said that delivery trucks could not find the business without this new road sign.
6. Mr. Kehoe reported that this year the refuse service contract would expire and the public works committee would have to decide to send out RFP's or consider a rider clause with a contract in the city. He noted that the Town was very satisfied with this company.

COUNCIL COMMENTS/CALENDAR

Mr. Henshaw noted that the Planning Commission would be meeting on the 31st. Council member Dilg said there was a need to discuss personnel issues and suggested this Saturday the 7th. Mr. Kehoe said that the Mayor usually appointed the members to serve on the Office of the Mayor committee to recommend appointment of officers. The Mayor reappointed Council members Hollis and Dilg and Mike Kehoe to serve on the Office of the Mayor committee. After discussion the members of the Office of Mayor agreed to meet on Saturday, January 7th at 11:00 am.

There being no further business, Vice Mayor Fravel moved to adjourn at 7:56 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk