

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday, March 6, 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 Harter offered the invocation.

Roll call showed the following present:

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

Absent: Council member Joseph Grayson and Council member Ronald Bowers

Staff present: Mike Kehoe, Town Manager; Brian Henshaw, Town Planner/Asst. Town Manager; David Griffin, Town Attorney; Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk

Guests: Joan Roche, Town Manager, Town of Middletown

Press: None

AGENDA

The Agenda for March 6, 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 February 7, 2012

Council member Hollis moved for approval of the minutes of the regular monthly meeting of February 7, 2012 and the motion carried with the following vote:

Recorded Vote:

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

TREASURERS REPORT – Shannon Rothemich – Acting Treasurer

The Mayor said that Council had the Treasurer’s report and asked for any questions. There were none. The Treasurer updated Council on collection of delinquent taxes. The Personal Property taxes collected in the last four weeks was about \$6200.00 and Real Estate taxes a little over \$2400.00 for a total of about \$8600.00 in collections in a four week period. The Mayor asked if she had an estimate of what was still delinquent. The Treasurer said she would put a report together prior to new tax bills coming out.

POLICE REPORT – Charles Bockey, Chief

Mayor Shull-Gellner announced that the members had Chief Bockey’s police report for information and asked if there were any questions. There were none and the police report was accepted for information as presented

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

No meeting was held.

B. Finance Committee – Joseph Hollis, Chair – report attached

No meeting was held.

C. Public Works Committee – Joseph Grayson, Chair

In the absence of the Chair, Mr. Kehoe reported that the Committee met to discuss the possible acquisition of the remaining old school property. He said Mr. Henshaw had been in contact with County officials and the Committee would meet at 3pm on March 15th to tour the other buildings. He added that anyone else was welcome to go on this tour. The Committee would meet at 5 pm or after the tour.

Mr. Kehoe reported that the Committee also looked at quotes for sidewalk repairs and any action on this would be deferred to the next meeting, adding that weather-wise it was not yet time to start on sidewalks.

Mr. Kehoe also reported that the Committee reviewed the stormwater regulations with representatives from DCR and he turned this discussion over to Mr. Henshaw. Mr. Henshaw said he had provided a brief background on the program along with pros and cons of accepting the program. He advised that Council should make a decision whether or not to operate and administer the stormwater program. He said that the Town already does this with the Erosion and Sediment Control program. He added that any action would not lock the Town into this decision and the State was trying to get an idea of how many localities would run their own program or which would want the State to handle it. Mr. Henshaw said the program was similar to the E&S program and there was legislation proposed to combine these programs. He advised that the components were in place and there was no need to start any new processes. He said the Town would have until June 2014 before the program had to be up and running. He suggested that Council just needed to decide tonight if the Town wanted to run the program in house or allow the state to do it. Council member Hollis said from reading the packet information it

sounded like it would be easier for the Town to do this than the state. Mr. Kehoe said his experience with state run programs was you run into more bureaucracy and a lot more detail. Council member Hollis said “who knows our business better than we do.” Mr. Henshaw said that the Town really did not have a lot of area to worry about. Vice Mayor Fravel said that everything that is already approved would be exempt from the new regulations. Mr. Henshaw said that anything that happened on the southern end of town would be addressed by the new stormwater program.

Council member Dilg moved that the Town operate and administer its own stormwater management program. The motion passed with the following recorded vote:

Recorded Vote:

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

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

Report was available for review but no action was required.

G. Parks & Recreation Commission – Ronald Bowers, Chair – report attached

Mr. Henshaw reported that the Commission had not had a quorum. He added that they are up and running with sponsorship for the brick fundraiser for the Veteran’s Memorial project. He said the applications were available at the Town office, were distributed with the Newsletter and would be on-line soon. He reported that they had received a few already and they anticipate a lot more. He said the decision was made to slow up on the fundraiser push until after the Newtown Heritage Festival.

1. Newtown Heritage Festival Subcommittee.

Mr. Kehoe reported that things were progressing for the 20th anniversary of the Festival. He said that the commemorative would be ordered soon. He added that they had been getting early donations and were moving forward. The Committee was well organized but could use more volunteers. He advised that there would be a beauty pageant held at Shenandoah Valley Baptist Church.

PLANNER’S REPORT – Brian Henshaw

Mr. Henshaw said he had nothing to add to his report. He suggested that anyone who had a chance should visit the remodeled website. He said everything was functional and up and running. He said there would be updating of events in the general area and if announcements

were provided, they would be on the website to reach the entire community. He added that the Town was also on Face-book which would be used as an information tool.

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

1. Mr. Kehoe reminded the member that they would be meeting on the 15th to tour the other buildings on the old school property
2. He advised that the House and Senate had approved the changes to the Town Charter to move the election date and it just needed the Governor's signature. He said it looked as though there would be voting in November instead of the spring. He said because some council members' terms expire in July, this would be another consideration. Town Attorney, Dave Griffin reminded the members that by town ordinance, members must continue in office until their successors are elected.
3. Mr. Kehoe said he put in a request to Rappahannock power for the addition of a street light at Mulberry Court which should have been done when that portion of Mulberry Ct. was annexed in 2005. He reported that the cost would be about \$2400 for installation and service would be included in the monthly bill from then forward. He said this would be presented to the Public Works Committee for consideration.
4. Mr. Kehoe reported that he had been working with the Frederick County Little League that wanted to use the ball field adjacent to the town office which they hadn't done for a few years. He said since the Town had not used snow removal money, there were funds available and he was trying to get a good price to replace the ball field fence and the backstop. He said they were badly in need of repair or replacement.
5. He advised Council that he had not heard back from VDOT about the Town's request for the State to take over Crooked Lane. The required documents were submitted in December. He said the State would have to take it sooner or later and the Town was just waiting for a response.

COUNCIL COMMENTS/CALENDAR

Council member Hollis asked that the Finance Committee meeting be moved to March 21st and this was agreed to. Council member Hollis added that since they were working on the budget, this would let them get a start a week early. By consensus of Council the calendar with the change to the Finance Committee meeting date would stand as published. If changes were needed later in the month, the members would be notified.

There being no further business, Council member Harter moved to adjourn at 7:44 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk