

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL**  
**Tuesday, September 4, 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 Fravel, Council member Ronald Bowers, Councilmember Martha Dilg, Council member Joseph Grayson, Council member James Harter and Council member Joseph Hollis.

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

Guests: None

Press: None

**AGENDA**

On motion by Vice Mayor Fravel and passed the Agenda for September 4, 2012 was adopted.

**PUBLIC COMMENTS**

Mayor Shull-Gellner noted that since no citizens were present, there would be no public comment section.

**MINUTES – Regular Meeting of August 7, 2012**

Council member Hollis moved for approval of the minutes of the regular monthly meeting of August 7, 2012 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. There were none and the report was accepted for information as presented.

**POLICE REPORT – Charles Bockey, Chief**

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

**ACTION AGENDA**

**A. Town Code Chapter 22, Water, Sewer and Sewage; Amend Article I & II – Second and Final reading**

The Mayor announced the first item on the Agenda was the second and final reading of amendments to Chapter 22 of the Town Code. She asked the Town Clerk to read the amendments by title only for the first reading. The Clerk read “An Ordinance to amend Chapter 22 of the Code of the Town of Stephens City, Virginia for the purpose of updating the terms and conditions for an application for water and sewer services, establishing provisions for water and sewer account policies, revision of landlord responsibilities, removal of deposit refund provisions and revision of cutoff requirements.”

Council member Harter moved that the Town Council approve the Ordinance on its second and final reading 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 - None
Council member Grayson	-	Aye	
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

**B. Proclamation – Sherando Spirit Week – September 16-22, 2012**

Mayor Shull-Gellner said there was a proclamation for Sherando spirit week. The Mayor read the following proclamation:

# PROCLAMATION

## SHERANDO HIGH SCHOOL SPIRIT WEEK

**WHEREAS**, Sherando High School has become a vital part of the Town of Stephens City, Virginia, providing educational and recreational opportunities to all the residents; and

**WHEREAS**, the education of the youth of the community is of paramount importance to the future of the Town; and

**WHEREAS**, it is in the best interests of the Town of Stephens City, its merchants and its citizens to promote activities sponsored by Sherando High School within the Town limits; and

**WHEREAS**, the Town Council of the Town of Stephens City has agreed to support the Sherando High School homecoming activities;

**NOW THEREFORE**, we, the Town Council of the Town of Stephens City, do hereby proclaim the week of September 16-22, 2012 as

Sherando High School Spirit Week

in Stephens City, Virginia, and call upon all the residents of the Town to join us in supporting the activities of Sherando High School during this week.

\_\_\_\_\_  
Joy B. Shull-Gellner, Mayor

September 4, 2012

Attest:

\_\_\_\_\_  
Dianne L. MacMillan, Town Clerk

Vice Mayor Fravel moved that the Council approve the proclamation 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 - None
Council member Grayson	-	Aye	
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

## **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**  
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 – report attached**  
No meeting was held.

## **PLANNER’S REPORT – Brian Henshaw, Town Planner**

Mr. Henshaw reported that there were two sets of banners to go up this fall. One was for the Sherando High School Warriors and the other was a simple fall banner. He said these would be put up in the next few weeks and stay up through the holidays.

Mr. Henshaw showed Council the street signs to be featured in the historic district. He said he applied for the grant with the idea of using wood posts with a black cap. The grant was approved in the amount of \$5500.00 which would take care of the signage. The Town would have to provide funds for the posts. He added that the HPC thought a black post would be more appropriate than the wood grain and since this was not budgeted for, Council approval was needed to proceed with the project. He asked the Council its preference and the members asked for the other options to be considered.

Mr. Henshaw said a Trex sleeve of charcoal black could be used or they could look at aluminum posts in black. He said the aluminum would cost more but would be better from a maintenance aspect as would Trex. Mr. Kehoe asked for specific costs and Mr. Henshaw replied that an aluminum post from the sign manufacturer would be \$228 per post (20 posts) but another supplier might give a lower cost. Council member Harter suggested that steel posts would be cheaper and stronger. He asked for further cost information. Council member Hollis asked the cost of the Trex sleeves and he was told it would be \$130 per post. Mr. Henshaw added that the total for the wood posts only would be \$239.00. Vice Mayor Fravel said he liked the wood post better than the ugly perforated metal sign posts VDOT has put all their signs on and Mr. Kehoe agreed and thought that the wooden post would be easier to replace than metal. Mr. Henshaw said the post would be decorated with a black cap on the top and a sleeve around the bottom to provide protection from weed-whacking. He added that the HPC had recommended a black post. Vice Mayor Fravel said the wood post could be stained black and it would last several years with no scraping or repainting. Council member Harter asked the costs for the different posts. Council member Hollis stated that from a financial standpoint it would be best to go ahead with posts stained black. Vice Mayor Fravel suggested fir as an alternative to the treated post shown.

Council member Hollis moved that Council approve the street sign mounted on a wood grain post stained black. Mr. Henshaw added that any sign would meet VDOT criteria. Mr. Kehoe said this would be a cheaper alternative to replace when it gets hit. The motion passed with the following recorded vote:

Recorded Vote:

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

**TOWN MANAGERS REPORT – Mike Kehoe, Town Manager**

1. Mr. Kehoe reported that he saw the surveyor and he would begin next Monday. The closing on the school property could proceed after the completed survey. Mr. Griffin advised that the title report was in progress and should be completed prior to closing.
2. He advised that VDOT had approved the parade permit for the Sherando High School homecoming parade.
3. Mr. Kehoe advised that the Yard Crawl was a busy day and the Town’s fifth year to participate. He said there was more traffic than with the Newtown Festival and added that he had not heard of any problems with the parade last year. Chief Bockey said there were a lot of people but no problems.

**COUNCIL COMMENTS/CALENDAR**

Council member Dilg advised that she would not be here for the Personnel Committee and Council member Hollis advised he would not be in town for the Finance Committee. After discussion, Council left the calendar as set with the exception of Finance and Personnel which would be rescheduled if needed.

There being no further business, Council member Harter moved to adjourn at 7:53 p.m. and the motion carried.

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Joy B. Shull-Gellner, Mayor

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Dianne L. MacMillan, CMC, Town Clerk