

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL**  
**Tuesday March 5, 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 Grayson 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: Mike Kehoe, Town Manager; David Griffin, Town Attorney; Brian Henshaw, Town Planner; Officer Ron Fox, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk.

Guests: None present

Press: Matt Armstrong, Winchester Star

**AGENDA**

On motion by Council member Harter, the agenda for March 5, 2013 was adopted.

**PUBLIC COMMENTS**

The Mayor noted that this was the time for the public to make comments on any items other than the ones on the agenda and asked for questions or comments. There was no response from those present.

**MINUTES – Regular Meeting of February 5, 2013**

Council member Dilg moved for approval of the minutes of the regular monthly meeting of February 5, 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. There were none and the report was accepted as presented for information.

**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. Officer Fox representing the Chief added that for the Newtown Heritage Festival there would be a 5k race held from 9:00 am to 10:30 am. He said that it was too difficult to shut down Main Street twice in one day so the race would be using some back roads. He added that there should be a route established within the month and this activity should be a good addition to the festival. He said it would be a just-for-fun run, not timed and a good way to bring more business into Town. The report was accepted as presented.

**ACTION AGENDA**

**A. Town Council Retreat**

The Mayor stated that there was a need to have a council retreat to discuss some items important to the town at this time. She said it would provide the Council a chance to exchange ideas at a leisurely pace. The Council considered two dates - March 23 and April 13 and discussed the possibility of two half day sessions of four hours instead of one long day. It was reported that the facilities at Bethel Lutheran Church on Route 522 were available on both dates. Council member Dilg said she was not available on March 23<sup>rd</sup>. Council member Hollis asked if there was a plan to have speakers for the retreat. The Mayor advised that the Town Attorney might be arranging for speakers on specific topics. The Mayor noted that the Council had not held a retreat for several years.

Mr. Griffin said that the idea of the retreat was to get Council to think outside the box and to do some thinking about where the Town might be in forty or fifty years; to see the big picture plan and discuss what would be the best way to get there. He said Council would need to ask where they see Stephens City in the next years. He added that in prior years Council had seen the potential growth that nobody else recognized and acted to address the possibilities. Mr. Griffin said that that was the type of planning that got the water system in the first place. The retreat should provide an opportunity for the members to review the resources and plan long range goals with updates to prepare planning and staff for the big picture. He suggested Council meet April 13<sup>th</sup> in the morning set another date for another half day if deemed necessary.

Council member Bowers moved to hold the Council retreat on April 13<sup>th</sup> from 8:00 am to 12:00 pm at Bethel Lutheran Church 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**

Council member Hollis reported no meeting and no report.

**B. Finance Committee – Joseph Hollis, Chair**

Council member Hollis reported the Committee did meet and reviewed personal property taxes that were deemed uncollectible. He said there was a resolution before Council to write off these taxes for the years 2006 and 2007. He added that after the five year window it was practically impossible to collect these.

Council member Hollis moved to adopt the resolution to charge off personal property taxes for the years 2006 and 2007 as uncollectible (copy attached) 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	

## TOWN OF STEPHENS CITY

### RESOLUTION

WHEREAS, Section 58.1-3940 of the Code of Virginia, 1950, as amended, provides the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed, and

WHEREAS, the attached personal property taxes assessed by the Town of Stephens City, Virginia for tax years 2006 and 2007 have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Stephens City, Virginia, in meeting duly assembled this 5th day of March, 2013, that the attached list of delinquent personal property taxes for tax years 2006 and 2007 shall be charged off the tax records of the Town of Stephens City as uncollectible.

Adopted: March 5, 2013

---

Joy B. Shull-Gellner, Mayor

ATTEST:

---

Dianne L. MacMillan, CMC  
Town Clerk

Council member Hollis reported that the next item considered by the Committee was the release of Deeds of Trusts held by the Town on two properties on Crooked Lane. He said it was normal for a municipality to execute such deeds under grant requirements and also normal to release them when the grant was closed. Mr. Henshaw verified that the grants were closed out. Council member Hollis moved that Council release the Deed of Trust for Angela Carver at 5360 Crooked Lane and Patsy Wright at 5330 Crooked Lane 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	

**C. Public Works Committee – Joseph Grayson, Chair**

Council member Grayson noted that the committee did not meet.

**D. Water/Sewer Committee – James Harter, Chair**

Council member Harter reported no meeting held.

**E. Personnel Committee – Martha Dilg, Chair**

Council member Dilg reported that the Committee did not meet.

**F. Public Safety Committee – Ronald Bowers, Chair**

Council member Bowers reported that the committee did not meet.

**G. Parks & Recreation Commission – Ronald Bowers, Chair**

Council member Bowers said the commission did not meet.

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

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

Mr. Henshaw reported nothing to add to his report and asked if there were any questions and there were none.

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

1. Mr. Kehoe reported that Anderson, White auditors had submitted a draft audit for review. He added he hoped to get a final version soon.
2. Mr. Kehoe advised that Anderson & Associates had begun survey work on the west Fairfax Street project. He added that while they were doing that work they came across a sinkhole close to a sewer line. The Town called in an excavation contractor to fill in the sinkhole in accordance with town standards.
3. He reported that the lawsuit brought by Vernon Downes was dismissed with prejudice by Judge Athey.
4. Mr. Kehoe reported that the Newtown Heritage Festival would be holding a carnival this year and would be opening up the old school building for a quilt show and a beginning of a transportation museum.
5. Mr. Kehoe reported that trash removal was uncertain for Wednesday and if it was cancelled it would be picked up on Saturday, March 9. He said that the Town was prepared for any snow removal and the police had notified residents of the no parking requirement for Main Street, a snow emergency route.

**COUNCIL COMMENTS/CALENDAR**

There were no changes requested and the Mayor stated that the calendar would stand as set unless the members were advised otherwise.

There being no further business, Council member Harter moved to adjourn at 7:51 p.m. and the motion carried.

---

Joy B. Shull-Gellner, Mayor

---

Dianne L. MacMillan, CMC, Town Clerk