

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL**  
**Tuesday June 4, 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 Hollis 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; Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk.

Guests: Brian Snyder and Boy Scout Kenny Snyder

Press: None

**AGENDA**

On motion by Vice Mayor Fravel, the agenda for June 4, 2013 was adopted.

**PUBLIC COMMENTS**

No response from those present.

**PUBLIC HEARING**

**A. Proposed Budget for Fiscal Year 2013 – 2014**

The Mayor opened the public hearing for comments on the proposed budget for fiscal year 2013-2014. The Town Manager gave a brief overview of the budget stating there was an increase from last year's budget for the bottom line only because we combined the CIP in with the general fund and utility fund. He advised that the revenues and expenditures on the general fund side equal \$1,055,900.00 and on the utility side totaled \$960,700.00 for a total budget of \$2,016,600.00. He said the 21% increase in the general fund was because the capital improvements line items are incorporated into the general fund and utility funds. Mr. Kehoe said the budget showed an increase in revenue in the utilities based on several factors including availability fees for this year. He said it was to offset utility increases imposed by the FCSA amounting to an 86 cent increase for water and sewer per 1000 gallons. He said the increase

would be implemented July 1 for sewer and January 1 for water. He added that there had been no response to the letter sent to FCSA indicating that the increases would be imposed and needed to be included in the budget. There being no further comments or questions, the Mayor closed the public hearing.

### **MINUTES – Regular Meeting of May 7, 2013**

Council member Hollis pointed out several corrections to be made to the final minutes. He moved for approval of the minutes of the regular monthly meeting of May 7, 2013 as amended 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. Council member Hollis asked if all the tax bills were out and signed tax rolls received. Town Treasurer, Shannon Rothemich stated that tax rolls are still unsigned but the town did get the bills out two weeks prior to the due date. She said she would not be applying penalty any time soon because we haven’t finished processing what has been received. The Treasurer’s report was accepted 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. Chief Bockey reported to the Council that Officer Baber just completed training as a defensive driving instructor. The Chief said he was proud of the way the officers have been going and there was a lot of talent in the department. He added that Officer Baber also teaches defensive tactics and control techniques at the academy when time allows. Officer Ron Fox teaches traffic control and is a fire arms instructor and Officer Smedley was a general instructor and teaches radar. Chief Bockey said they had a wide range of talent in a small department. The Mayor congratulated the leadership of the department. The Chief said he was very proud of them; they worked hard and did a good job. The Mayor asked Council that when they met the officers to tell them we are proud of their service and their pursuit of education and training. Council member Hollis noted that this was one of the most professional groups the town has had. There were no further comments and the report was accepted for information.

**ACTION AGENDA**

**A. Proposed Budget for Fiscal Year 2013-2014 – First Reading**

The Mayor asked the Town clerk to read the budget by title only for the first reading. The Clerk read “An Ordinance to Adopt the 2013-2014 Budget and Appropriate Funds for Fiscal Year 2013-2014.”

Vice Mayor Fravel moved that the Town Council approve the first reading of the Ordinance to adopt the budget and appropriate funds for 2013-2014 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. Set Date for Special Meeting of Town Council for Adoption of the Budget FY 2013-2014**

Mayor Shull-Gellner stated that Council needed to set a special meeting date in June in order to approve budget transfers for the 2011-2012 Budget and to have the second and final reading of the Budget for Fiscal Year 2013-2014. Council by consensus set the date and time for the special meeting for Wednesday, June 26, 2013 at 5:30 p.m. following the Finance Committee meeting.

**C. Recommendation for Appointment to Board of Zoning Appeals-Regina Swygert-Smith**

Mayor Shull-Gellner said the next item was for a recommendation for appointment to the Board of Zoning Appeals. She said the name of Regina Swygert-Smith of 5206 Main Street was suggested. Mr. Kehoe said that Ms. Swygert-Smith has never served on a town commission but she has been a resident for ten years and had an interest in the Town.

Vice Mayor Fravel moved that Town Council recommend Regina Swygert-Smith for the vacancy on the Board of Zoning Appeals. 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 |               |

**D. Approval of Washington Gas Easement across Town Property**

The Mayor said next item was for approval of the Washington Gas Easement which had been provided in the packet for review. Council member Grayson said it had come before the Public Works Committee and been recommended for approval. Vice Mayor Fravel noted that the easement was outside the setback lines so would not diminish the use or development of the property. Town Attorney Dave Griffin stated that Washington Gas still paid \$3000.00 for the easement which was not a permanent easement. He also noted that this was the first non-permanent easement the Town had negotiated and this may be revisited in the future. Mr. Kehoe noted that it would benefit the town by looping the gas line running into the Town from the east if there was ever a problem with the lines. Mr. Griffin said this was justification for not holding a public hearing; showing it as a public purpose to benefit the town residents so a public hearing was not required.

Council member Grayson moved that the Town grant an easement to Washington Gas 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 |               |

**E. Approval of Contract for Professional Services Frazier Associates – Old Stephens City School**

The Mayor said the next item was consideration of the contract for professional services with Frazier Associates for the old Stephens City School. Mr. Kehoe said this was a project Mr. Henshaw was working on before he left for Haymarket. He added that most council members had met with Frazier Assoc but there was no formal contract at the time. Council member Hollis moved to approve the contract with Frazier Associates to develop plans for the use of the old school property. The Mayor asked for questions or discussion. Council member Dilg said she assumed that there will be additional things we need them to do. Mr. Kehoe said there would be but these would be discussed by the building committee. Council member Dilg asked how the two phases would be split up. Vice Mayor Fravel said he thought this was just for phase 1 and phase 2 would be negotiated later. Council member Dilg asked if all reimbursable expenses would be over and above the \$5,000.00 and Vice Mayor Fravel said these were included in item #6. Mr. Kehoe said they would make one more trip to Town and if we want them to, they would work with the Town on applying for block grants. Council member Grayson asked if they were clear that there was only \$5,000.00 for this contract and he was assured they were aware of this. Council member Hollis said he felt they were the preeminent firm in trying to find second uses for public property. Vice Mayor Fravel said they had worked with the town in the past. Mr. Kehoe said they would do nothing without approval from the Town. The motion on the floor 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 that the Council had the committee report but added that the Town Treasurer had attended the meeting and was inadvertently omitted from the minutes.

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

Council member Grayson stated that the minutes were included in the packet. He said the easement for Washington Gas was already addressed. He reported that the Committee would like the town attorney to develop a lease agreement for a shooting range that could be used by the town police department. Mr. Griffin agreed to do this. Council member Grayson said this was just a possible lease and nothing had been decided at this point for certain.

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

The Chairman had nothing to add to the report

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

Council member Dilg reported that the Committee did meet and the report was attached. She said they discussed replacing the town planner and other clerical duties that need to be tended to particularly in the absence of the town clerk.

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

Council member Bowers reported no meeting and no report.

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

Council member Bowers reported the report attached.

Adrian O'Connor, President of the Newtown Heritage Festival addressed Council saying he would like to say we had a perfect festival but could not. He said they had a good festival with its ups and downs due to the weather. He reported that rain washed out the carnival on Wednesday and Thursday and the chill froze out the carnival on Friday and the carnival froze

itself out on Saturday by not opening up until 6. He said for about nine hours they had good weather but a bit cool. He said the inaugural 5K was a success, the parade was excellent, the commemorative sales were brisk and the entertainment was fabulous. He noted that the chill in late evening kept the crowd for Robby Limon and the fireworks down a bit but those who came saw an excellent show. Mr. O'Connor said the persistent winds threatened to cancel the fireworks but the winds ceased and the fireworks took place. He said he sent a letter to the Star earlier thanking the co-collaborators. He thanked the town for supporting the festival and particularly Mr. Kehoe and his staff and the town as a whole joining with The Hollis Foundation for funding the fireworks. He concluded by saying in the coming months, those co-conspirators and he would assess and reassess and hope to do better festival in 2014. .

Council member Grayson 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 most of the activities for the past month centered around the Newtown Heritage Festival.
2. He noted that there were still pending rezoning and Planning Commission business coming but these were not active at this time.
3. He added to Mr. O'Connor's comments saying it was all and all an enjoyable festival. He said he enjoyed seeing the old school opened up again and the public works crew worked hard to get it clean and presentable. He said they had a fine quilt show there and transportation museum exhibits with pictures as documentation to be submitted to VDOT to meet their requirements.
4. He reported he did get a price for replacing the roof between which was between \$9,000.00 and \$12,000.00 which was not a firm price. He said he would try to hold it to the bottom line or get additional quotes. He added that there were not too many companies out there to replace membrane roofs.
5. Mr. Kehoe introduced Joan Roche, who served for several years as the Town Manager in Middletown. She is working in the Stephens City office on a temporary basis, at least during the absence of the town clerk and hopefully longer. He said the Town would advertise for the permanent open position, at a later time. The Mayor welcomed Joan.

### **COUNCIL COMMENTS/CALENDAR**

The Mayor asked for changes to the calendar and comments. Vice Mayor Fravel noted regarding the festival –it was not always about the numbers and that was the interesting thing he saw having worked in the wagon museum. It's the new people we met – this was a big thing for them not every having been through it before. He said it was always worth our while from a history standpoint because we usually get as much information as we give-information from sources never anticipated. Council member Hollis said it was wonderful to have a facility like the Commons where we can concentrate things but it was nice to have things going on in the other end of town to get people to walk through the town. He said it was great for people to get into the old school. The Mayor noted that they also visited the History Museum and it was interesting that people she met from Pennsylvania took advantage of what this little town was

doing. The Mayor also reported that she did allow the sirens to be sounded in the parade for which she was praised. Mr. Kehoe noted that all committees should meet this month. Council member Dilg set the Personnel Committee meeting for 5:00 pm on the 11<sup>th</sup>. The Mayor said the rest of the schedule would stay the same unless advised differently.

There being no further business, Council member Hollis moved to adjourn at 8:04 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