

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday December 3, 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 Harter offered the invocation.

Roll call showed the following present:

Vice Mayor Linden A. Fravel, Jr., 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; Chief Charles Bockey, Police Department; Shannon Rothemich, Town Treasurer; Dianne MacMillan, Town Clerk.

Press: None

Guests: None

AGENDA

On motion by Vice Mayor Fravel, the agenda for December 3, 2013 was adopted.

PUBLIC COMMENTS

The Mayor noted that no public was present therefore, no public comments.

MINUTES – Regular Meeting of November 5, 2013

Vice Mayor Fravel moved for approval of the minutes of the regular Town Council meeting of November 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. Council member Hollis, Chairman of Finance, asked the Treasurer if transfers had been made in the accounts. He explained that payments had been made out of the General Operating Fund for CIP purchases leaving the General Fund a little low. She advised that enough transfers had been

made to get over the hump until the auditors provide a draft advising further transfers. The treasurer’s report was accepted for information.

POLICE REPORT – Charles Bockey, Chief

The Mayor said that the members had the Police Report and Chief Bockey was present to answer any question. The Chief said the department had been busy and the new car was at the shop getting radio equipment installed. The decals put on the car were defective and the car was sent back for this to be corrected. The police report was accepted to information.

ACTION AGENDA

A. Set Public Hearing for Amendment to Chapter 19, Sec 19-4-DMV Collections & Stops

The Mayor stated that Council needed to set a public hearing for amendments to chapter 19. Mr. Kehoe said Mr. Griffin sent changes to the amendment regarding notification of persons that the stop was going to be implemented within 30 days. He also noted that Council could still schedule the public hearing and changes could be made later. Council member Hollis said this was something that had been considered and worked on for several years. By consensus, a public hearing on the changes to Chapter 19 to allow for DMV stops and collection was set for the January 2014 meeting.

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

Council member Hollis reported no meeting was held.

B. Finance Committee – Joseph Hollis, Chair

Nothing more to add from earlier comments.

C. Personnel Committee – Martha Dilg, Chair

Council member Dilg reported that the Personnel Committee did meet. She noted that the Town Manager had hired Bill Nelson for the maintenance team. She moved that Bret Swain be promoted to (public works) supervisor with an increase in salary retroactive to December 1st, 2013. 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. Public Safety Committee – Ronald Bowers, Chair

Council member Bowers said there was no meeting.

E. Public Works Committee – Joseph Grayson, Chair

Council member Grayson reported no meeting was held.

F. Water/Sewer Committee – James Harter, Chair

Council member Harter reported no meeting was held.

G. Parks & Recreation Commission – Ronald Bowers, Chair

Council member Bowers said the war memorial committee had discussed the possibility of moving the memorial from its present proposed location to the old school property. The committee visited the site and proposed that it be moved because 1) the excavation costs at the park location were going to be considerable versus the excavation at the school and 2) several students that attended that school served and it would be an appropriate location. He added that at some time down the road the old school might be the hub of the Town which would put it into more perspective and hopefully that building would become a public building for public uses. Council member Bowers said the memorial committee was asking Council approval to move it to the school site. Council member Hollis said that it made perfect sense and he did not like the original site; it would blend in better at the school. Mr. Kehoe said they were looking at a site close to the flag pole.

Council member Bowers moved that Council approve the removal of the Veterans' Memorial to the school site. 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	

Vice Mayor Fravel added that there should be some provision that if the school property did sell, the memorial should stay at that location. Mr. Kehoe said there could be an easement on the property for the memorial.

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 Saturday, December 7 would be the 6th Annual Christmas on the Commons from 3:30 to 5:30 pm sponsored by the Stephens City Business Association with the Town helping out. He noted that the streets were decorated this week in preparation for the holidays.
2. He reported that the Town was still waiting on site plans to be submitted for the Sheetz expansion but were expecting them sometime in the next 30 to 40 days.
3. Mr. Kehoe stated that at the old school Washington Gas had installed meters in two of the buildings. The cafeteria building was being used by the Police Department and the other building, the “clinic building” was ready to go. He added that the “Head Start” building in the front needed work because the County let the roof leak, resulting in damage to the

ceiling and causing mold in sections of the building. Vice Mayor Fravel asked if it was still leaking and Mr. Kehoe said it was, which was why a meeting of the school committee was needed. He said they would need to get a contractor to repair this.

4. Mr. Kehoe said the Newtown calendars for 2014 were available and encouraged every council member to purchase one for five dollars.
5. He advised that the Christmas lunch was scheduled for December 27 at noon at Carrabba's. He said invitations would be sent out along with the menu in the next week.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and Council comments. Council member Hollis advised that Finance Committee requested the auditor be present at the meeting but he was only available on Wednesday at 1:00 pm. The meeting was rescheduled to Wednesday, December 18th at 1:00 pm.

Council member Harter stated that today marked the one week anniversary of being a home owner. He said "My residence within a matter of weeks will become 107 Double Church Road. I hereby resign from the Council of the Town of Stephens City effective 31, December 2013." The other Council members offered congratulations and best wishes.

The Personnel Committee was scheduled for Tuesday, December 10th at 5:00 pm for interviews. The Water/Sewer Committee was rescheduled to December 18th at 4:30 pm followed by the Public Works Committee at 5:00 pm.

There being no further business, Council member Harter moved to adjourn at 7:48 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk