

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday April 1, 2014
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 A. Fravel, Jr., Council member Joseph Grayson, Council member Joseph Hollis, Council member Nauman. Absent: Council members Bowers and Dilg.

Staff present: Mike Kehoe, Town Manager; David Griffin, Town Attorney; Chief of Police, Charles Bockey, Tina Wyatt, Acting Town Treasurer, Dianne MacMillan, Town Clerk.

Press: Matt Armstrong, Winchester Star

Guests: Mrs. Sue Barley, Mrs. Barbara Monk

AGENDA

On motion by Vice Mayor Fravel, the agenda for April 1, 2014 was adopted.

PUBLIC COMMENTS

The Mayor asked if there was anyone present who wished to address Council on any item not on the agenda. There were none.

PRESENTATION

The Mayor requested Sue Barley to come forward for a presentation honoring her late husband Allen Barley. The Mayor read the resolution (Resolution attached) presenting Mrs. Barley with a copy of the resolution and a plaque recognizing Mr. Barley's years of service to the town – "In memory of Allen F. Barley for his many years of service and dedication to the citizens of Stephens City 1978-2014." Mrs. Barley thanked everyone and said that he enjoyed everything he did for the Town and enjoyed working with all of the people he served on the commissions with. There was a round of applause from all those present.

MINUTES – Regular Meeting of March 4, 2014

Council member Hollis moved for approval of the minutes of the regular Town Council meeting of March 4, 2014 as corrected and the motion carried with the following recorded vote:

Recorded Vote:

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

TREASURERS REPORT

The Mayor said that Council had the Treasurer’s report. Council member Hollis said that it was the same treasurer’s report as of February 28th. The treasurer’s report was accepted for information only.

POLICE REPORT – Charles Bockey, Chief

The Mayor advised that the members had the Police Report and asked for any questions to be directed to Chief Bockey. Chief Bockey reported that the new car was all set up, the decals were on and it was in service. He said that Office Fox wanted the cruiser to be in the Apple Blossom parade so it would be there.

The Chief informed the Council that Officer Fox had been sent to “active shooters instructors’ school” which dealt with any kind of mass shooting in schools or other facilities. He said that Officer Fox graduated and had become a certified instructor. He said that chances were, if any situations arose around the area, the Town’s department would be the first to respond. He added that they trained at the old Stephens City School, a school in Winchester and the academy in Middletown. He said after Office Fox graduated, the academy had him teach a class as second instructor a week later.

The Chief reported that there had been an auto theft in the Town last year and Officer Baber was assigned to the case which turned into a big situation that involved the FBI, State Police and numerous other jurisdictions. The case involved theft of cars from DC, MD, Front Royal and Stephens City and Officer Baber and a Frederick County Deputy were able to identify some people involved and identify the tow truck that picked up the cars and the garage where the cars were chopped. Chief Bockey stated that he submitted Officer Baber’s name to the Virginia State Police program “Help Eliminate Auto Theft”. For Officer Baber’s hard work on the case, he had won the award. The Chief added that on May 15th, they would be in Richmond so he could receive this award. The Mayor and Council extended congratulations to both officers for their hard work and achievements.

ACTION AGENDA

A. Proclamation – disAbility Awareness Week – April 12-18, 2014

The Mayor said the first item on the action agenda was a proclamation establishing April 12 through 18 as disAbility Awareness Week. Council member Hollis moved to adopt the proclamation and the motion passed with the following recorded vote:

Recorded Vote:

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

B. Appointment of Town Treasurer – Tina Wyatt

The Mayor announced that Council needed to appoint the new Town Treasurer, Tina Wyatt. She said she was very impressed with how she jumped in and applied herself to the job. Mr. Kehoe noted that she had been serving as interim treasurer for 12 days and had attended the Southern Software conference, giving her a jump start to understanding the existing program and

the new program should be in next month. Council member Hollis reported that the committee had a strong pool of applicants and they were all impressed with her background which was primarily in banking. Council member Hollis moved that the Town Council appoint Tina C. Wyatt as the Town Treasurer and the motion passed with the following recorded vote:

Recorded Vote:

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

C. Recommendation to Appointment of Member to BZA – Elizabeth Mulvanity

The Mayor advised that they had one more appointment needed for the BZA and Elizabeth Mulvanity has said she was willing to serve. Council member Grayson moved to recommend to the Court that Elizabeth Mulvanity be appointed to the BZA. The motion carried with the following recorded vote:

Recorded Vote:

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

D. Appointments to HPC, Parks & Recreation and Council Standing Committees

The Mayor said Council Nauman had agreed to serve on Parks and Recreation Commission for a four year term to expire 2018. He would also be appointed to standing committees that Mr. Harter had served on to continue unity Council had which would be Chairman of the water/sewer committee and member of finance committee. Council member Hollis moved to appoint Council member Nauman to the Parks and Recreation Commission and to serve as chairman of the Water/Sewer Committee and a member of the Finance Committee. The motion passed with the following recorded vote:

Recorded vote:

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

The Mayor also reported that Council needed to fill a vacancy on the HPC and Mary Katherine Fravel had agreed to fill the term that would expire June 30, 2015. Council member Hollis moved to appoint Mary Katherine Fravel to the Historic Preservation Commission for a term to expire June 30, 2015 and the motion passed with the following recorded vote:

Recorded vote

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

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

No meeting was held.

B. Finance Committee – Joseph Hollis, Chair

Council member Hollis noted that the committee had met the day before and the main action to appoint the Town Treasurer had been taken.

C. Personnel Committee – Martha Dilg, Chair

Mr. Hollis reported that the committee met to review the applications for the treasurer’s position only.

D. Public Safety Committee – Ronald Bowers, Chair

No meeting was held.

E. Public Works Committee – Joseph Grayson, Chair

Council member Grayson reported the Committee did meet and the report was included in the packet. He said that the Committee recommended that the stormwater and E&S program follow along with the Frederick County plan. He said this would require Mr. Kehoe to write a letter and Council would need to adopt a resolution to reflect what the town wanted to do.

Council member Grayson moved that the Town piggy back onto the Frederick County stormwater management program and the motion passed with the following recorded vote:

Recorded vote

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

Council member Grayson reported that the Frederick County inspectors visited the old school complex and they should be issuing a report soon. No action to be taken now.

Council member Grayson noted that the Committee decided that the Town needed to shore up the building code as far as getting the building maintenance included into the regular building code chapter and recommend adoption of Sec. 4-9. Council member Grayson requested that a public hearing be held at the May meeting. The Town by consensus agreed to the public hearing.

F. Water/Sewer Committee

Mr. Kehoe said the public works committee served in that capacity the last month. Council member Hollis asked if the Town had hired a consultant yet to look at the Sanitation Authority. Mr. Kehoe said they had not yet but were trying to prepare a draft scope of work more in depth than what was done by the accountant. The consultant would be sub-contracted through Stowe Engineering Co.

G. Parks & Recreation Commission – Ronald Bowers, Chair

In the absence of Council member Bowers, Mr. Kehoe said the report was included in the packets along with the report for the Veterans’ Memorial. Mr. Kehoe showed the Council a print

by Mort Kuntsler “The Palace Bar”, donated by Kevin Bowers to be raffled to benefit the Veterans’ Memorial with tickets at \$5.00 each. He said it was starting to come together; the Town would be putting money in the budget to take care of the memorial and as money came in it would pay for expenses.

Newtown Heritage Festival

Adrian O’Connor, President of the Newtown Heritage Festival addressed Council with updates on information for the 22nd festival. He reported that the committee had sent out fundraising letters and funds were coming in to support the events. He said they have planned a good deal of the same things as in the last years. Robbie Lyman would be back and the headliner would be “Blue Moon Rising” – a nationally acclaimed bluegrass band; both to be followed by best display of fireworks in the valley. Mr. O’Connor said the festival would have the normal food, crafts and commemoratives. The commemorative would be a butter crock from Granville Pottery. The second commemorative would be a special pin with the trademark wagon. He added that there had been 300 ordered and he was assured that they would sell well. He said they would be bringing back the 5K Fun Run which proved popular in 2013 and a new event would be a corn-hole tournament.

Mr. O’Connor noted that this would be the heritage festival with emphasis on heritage. He said a special event was scheduled for Friday, May 23 to preview a video put together by a talented Sherando senior. The film would be seen on the 150th anniversary of the beginning of the episode where General Hunter had threatened to burn the Town during the Civil War. The event would feature a lecture on the threatened burning by LFCC professor Jonathan Noyalas. Mr. O’Connor said he hoped everyone would come to the festival; but this year everyone was invited to come to the Stephens City United Methodist Church at 7:00 pm on Friday, May 23. He said he would be back again with further updates prior to this presentation. He also reported that the Newtown Heritage covered wagon would be at the end of the parade at the Apple Blossom Festival. He said he hoped to see everyone May 22nd thru 24th. Mr. O’Connor added that all the proceeds from the corn-hole and 5k would go toward the Veterans’ 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 the town crew had been busy getting ready for spring. They had just mulched the playground and kids were playing there already. He said they would be painting curbs and sprucing up Main Street. The new historic district signs should be in sometime before the end of month and these would be installed before the festival. He added that the Town would be holding a litter drive as soon as possible because of the litter around town.
2. Mr. Kehoe reported that the Town had selected ECS Engineering to do the lead and asbestos analysis on the old school and they would be starting on that early next week. He said there should be a report within two weeks after that.

3. Mr. Kehoe reported that there would not be a Hop-In this Easter as there had been in the past. He said the Stephens City Business Association had only three active members and they felt like it was something they could not do this year
4. The Town Manager said that the news on economic development was that the site plans for the Sheetz expansion had been signed and work should begin in the near future.
5. Mr. Kehoe said that the BZA supported the zoning administrators opinion that condominiums were not the same as town houses as proffered in the Stephens Landing subdivision. He said he was not sure where that will go from here.

Mayor Shull-Gellner asked if part of the clean up would include the clean out of some of the culverts. Mr. Kehoe said it would and also would include sweeping the streets, if a sweeper could be used soon. He said Virginia Concrete had offered their sweeper but it was not known how long before it would be available. He added that if it took too long the Town would have to do it. Vice Mayor Fravel stated that some of the street signs in the historic district were flashing and some were out. Mr. Kehoe said he could ask the police to check these at night.

COUNCIL COMMENTS/CALENDAR

The Mayor asked for changes to the calendar and Council comments and there were none. The Mayor stated that all committee meetings would stand as shown on the calendar unless otherwise advised.

There being no further business, Vice Mayor Fravel moved to adjourn at 8:10 p.m. and the motion carried.

Joy B. Shull-Gellner, Mayor

Dianne L. MacMillan, CMC, Town Clerk