

REGULAR MONTHLY MEETING
Remington Town Council
Monday, APRIL 18, 2022 7:00pm
Remington Town Hall
105 E Main St
REMINGTON, VA 22734

Mayor William E. Polk, Jr. called the meeting to order at 7:00pm

Town Council Members Present: Evan H. "Skeet" Ashby III
Amanda B. Hart
Stanley L. Heaney
Richard Heflin
Van M. Loving
Susan L. Tiffany

Town Staff Present: Town Administrator – David F. Burrelli
Town Attorney - Andrea G. Erard - Virtually
Town Clerk / Deputy Treasurer – Rachael R. Brinson
Chief of Police - Charles T. Proffitt
Town Superintendent - James Steward
Town Treasurer – Carol Stalter

Mayor Polk introduced each person in attendance and invited everyone to stand for the Pledge of Allegiance.

Guests Present: Patrick Mauney-RRRC, Elijah Polk, Aimee Cooler

CITIZEN TIME

Patrick Mauney gave an update with the feasibility study. Aimee Cooler spoke regarding a delinquent tax account.

CONSENT AGENDA

Mayor Polk asked for any questions for the Utility Billing Report and Bill Listing. Mayor Polk asked for any additions or corrections to the draft minutes presented for approval.

Council member Tiffany motioned to adopt the Consent Agenda with the correction of adding Council Member Loving for the council work session minutes from March 14, 2022. Council Member Heflin seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Loving, Tiffany

Nays: 0

Abstain: 0

Absent: 0

STAFF REPORTS

Town Superintendent

Mr. Steward shared with council that the plans for the Dollar General have been reviewed and returned to Fauquier County with a list of questions/concerns. He stated that he spoke to the engineer about installing a booster pump as well as relocating the meter box to within 10 feet of the connection. Mr. Steward then referenced a letter from the county stating that the tipping fee for the landfill is on course for the year, but expressed his concerns about non town residents using the dumpster. Clerk Brinson informed council that she has received several phone calls from town citizens inquiring about a town clean up day.

POLICE CHIEF

Chief Proffitt informed council that Drug Take Back will be held at the Remington Community Gardens during the Fauquier Get Healthy Fair on April 30, 2022. He also stated that Fauquier County donated and installed a radio in the police Charger. Council member Loving expressed his concern about the hours that the town officers work.

TOWN ADMINISTRATOR

Administrator Burrelli gave an update on the budget. He then informed council that he was researching Fauquier County abandoned structure codes. Mr. Burrelli urged council to plan for the COVID funds. Administrator Burrelli then shared a

CEMETERY COMMITTEE: Chair: Ashby Member: Hart

Mr. Ashby informed council that he would like to research remapping the cemetery. Mr. Steward stated he would contact engineering companies for quotes. Mr. Steward indicated that he would like to add cemetery rules added to the agenda for next month for discussion.

PUBLIC FACILITIES: Chair: Heflin Member: Loving

Mr. Heflin shared that Craft and Crust approached him to discuss barriers for the restaurant. They would also like to discuss policy regarding events and closing the streets. He then requested that any information regarding the Railway Museum be shared with council.

Council member Tiffany motioned to instruct the Town Clerk to forward any email or information that pertains to the Railway Museum to the Public Facilities committee. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Loving, Tiffany

Nays: 0

Abstain: 0

Absent: 0

COMMUNITY DEVELOPMENT: Chair: Hart Member: Tiffany

Council Member Hart discussed a grant with T-Mobile and Main Street America.

UNFINISHED BUSINESS

Mayor Polk updated council regarding golf carts and a map submitted to VDOT as well as signs needed. There was a discussion regarding sending a letter to inspection stations with a check list of what is to be inspected with the golf carts as well as confirmation that they will participate in the inspections. Administrator Burrelli indicated he will produce a letter for council approval. Mr. Heflin also indicated the need for town decals that would adhere to the golf cart as well as compiling the packet of information for the public with rules and regulations.

Council member Loving made a motion to purchase the golf cart signs from Safety Supplies. Council Member Heaney seconded the motion. The motion carried on a roll call vote with Mayor Polk breaking the tie with an Aye.

Ashby: Abstain

Hart: Abstain

Heaney: Aye

Heflin: Nay

Loving: Aye

Tiffany: Nay

Mayor Polk: Aye

Council member Tiffany motioned to ratify the purchase of the monitor system in the amount of \$5272.03 with HTDNet. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Loving, Tiffany

Nays: 0

Abstain: 0

Absent: 0

NEW BUSINESS

Council member Heflin motioned to establish a guest register for all visitors entering town hall. Visitors are defined as those entering spaces to provide products and services, and all visitors meeting with Staff, Mayor, Council members, and also all external organizations' meetings in Town Hall for event planning. Guest register is to include date of visit, visitor name, organization, and purpose of visit. Town Clerk will create and maintain a 3-ring binder for the above required visitor information. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Loving, Tiffany

Nays: 0

Abstain: 0

Absent: 0

Council member Heflin motioned to establish official Remington.Gov email accounts for the Mayor and Council members. As of June 1, 2022 individual's private personal email will no longer be recognized and used as a means of correspondence to conduct official business for the Town of Remington with all external, private or government, entities. Access to email accounts will be maintained in town hall to support Remington.Gov email accounts. The following is required to establish Remington.Gov email. Town Staff will create Remington.Gov email account for each user named in the above motion. Town Clerk will reach out to notify the Mayor and Council members when new email requiring a response is in queue for more than five workdays. Council and Staff will work together to determine if additional computers are necessary in the meeting room and make a recommendation at an upcoming meeting in May 2022. Council Member Ashby seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Tiffany

Nays: Heaney

Abstain: 0

Absent: Loving

Council member Loving left the meeting at 19:09

Council member Heflin motioned to produce on behalf of the Town of Remington, an official letter of notice from the Town Administrator to current organizations, private and government, declaring all correspondence to be conducted through Remington.Gov email accounts. At a minimum correspondence with any organization is required to include the Clerk, Mayor, and select Council committee members. Phone calls with organizations will be documented in a follow-on Remington.Gov email. This initial letter will include town Clerk, the Mayor, all Council members, and a brief overview committee responsibilities and designees. The following is required to prepare the Lines of Communication letter. The town clerk will assemble a list of all current entities from Staff, Mayor, and Council. Town Administrator will create a draft letter for initial review at the upcoming regular council meeting in May. During June's regular monthly meeting Administrator and Clerk will provide Council with a final review of the letter and list of organizations designated to receive the letter. Administrator will present this letter periodically for updates to maintain open lines of communication. Council member Ashby seconded the motion. The motion carried.

Ayes: Ashby, Hart, Heflin, Tiffany

Nays: Heaney

Abstain: 0

Absent: Loving

Council member Tiffany updated council on Mr. Smith and the accident with the trash truck.

With no further business before the Council, Council member Tiffany motioned to adjourn with a second by Council Member Hart. The motion carried.

Ayes: Ashby, Hart, Heaney, Heflin, Tiffany

Nays: 0

Absent: Loving

Abstain: 0

The meeting recessed at 9:19 pm.

William E. Polk, Mayor

Susan L. Tiffany, Recorder