REGULAR MONTHLY MEETING AGENDA MONDAY, AUGUST 16, 2021 7:00 P.M. REMINGTON TOWN COUNCIL 105 E MAIN ST REMINGTON, VA 22734

- CALL TO ORDER, RECOGNITION OF TOWN COUNCIL, STAFF AND GUESTS
- II. PLEDGE OF ALLEGIANCE
- IV. CITIZENS TIME
- V. CONSENT AGENDA
 - Utility Billing Report
 - Minutes: Regular Monthly Meeting July 19, 2021
 - Bill Listing
- VI. STAFF REPORTS
 - A. Town Superintendent
 - **B. Police Chief**
 - C. Town Administrator

VII. COMMITTEE REPORTS

A. WATER Chair: Loving Member: Heaney

B. PERSONNEL/POLICE Chair: Tiffany Member: Heflin

- Administrator position search

- Part time general laborer position
- Vacation accrual/worker's comp
- DMV Guidelines

C. FINANCE Chair: Heaney Member: Ashby

- Monthly Report: July

- Ratification of CD renewal

D. CEMETERY Chair: Ashby Member: Hart

E. PUBLIC FACILITIES Chair: Heflin Member: Loving

F. COMMUNITY DEVELOPMENT Chair: Hart Member: Tiffany

VIII. UNFINISHED BUSINESS

- -Golf Carts
- Water Leak Policy
- Alarm System Quote
- Troy and Banks
- Virginia Overtime Wage Act
- IX. NEW BUSINESS
 - INFECTIOUS DISEASES PLAN
- X. CLOSED SESSION AS NEEDED
- XI. ADJOURNMENT

UTILITY BILLING REPORT

AS OF July 31, 2021

Water Billing

water billing		
Balance forward from previous month end	\$	48,951.63
Late fees assessed July 21st	\$	-
Water billing for July 2021	ς ς	28,930.65
Manual bills	\$ \$	
Final Bills		332.30
Deposit Credit Removal		71.00
Total Due	\$	78,285.58
Payments 7/1/21 through 7/31/21	. \$	23,187.09
OverPayments (OPA) 7/1/21 through 7/31/21	. \$	3,285.65
Applied deposits 7/25/21	. \$	71.00
Manual payments	\$	115.00
Balance to collect as of 7/31/2021	\$	51,626.84
Monthly Billing Balance Due	\$	29,998.80
Past due*	Ś	21,628.04
	\$	51,626.84

^{*} Includes accounts delinquent greater than 15 months

Respectfully Submitted:

Carol Stalter, Treasurer

CarofStalte

8/1/2021

^{**} Includes accounts no greater than 15 months delinquent

Date From: 7/27/2021 Date To: 6/30/2022 Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON 08/13/2021 12:19 PM

Check Number	Bank	Vendor	Dete			age: 1 of
26712	11	BARTLETT TREE EXPERTS	Date		Amoi	unt
	• • • • • • • • • • • • • • • • • • • •		06/03/2021			\$490.0
Invoice: 39694675-		40-200-01		190.00		
	0	Inv Date 07/16/2021	Due Date 08/03/2021	Amt:	\$490.00	
40-450-00		BAGWORM TREATMENT/5TH STREET			\$490.00	
26713	11	CADLING SYSTEMS DUS	Total Distributed:		\$490.00	
		CABLING SYSTEMS, INC.	08/03/	2021		\$7,911.7
Invoice: 7843			\$7,9	11.74		
		Inv Date 07/23/2021	Due Date 08/03/2021	Amt:	\$7,911.74	
10-429-19		BAL/TH SECURITY UPGRADES			\$7,911.74	••••••
	Cype 18		Total Distributed:		\$7,911.74	
26714	11	CHARLES ELKINS	08/03/2		Ψ7,211.74	\$450.00
					-	5450.00
Invoice: 072821		Inv Date 08/03/2021	Due Date 08/03/2021	50.00 Amt:	£150.00	
60-411-26		MOW CEMETERY	5 de 5 de 6 00/03/2021	Amt.	\$450.00	*************
		Unit Validation administration and a management			\$450.00	
26715	11	CORE & MAIN, LP	Total Distributed:		\$450.00	
	• •	CORE & MAIN, EP	08/03/2	021		\$212.60
Invoice: P001802		40-200-01		2.60		
		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$212.60	
40-411-22		DOUBLE CHECK VL			\$212.60	
			Total Distributed:		\$212.60	
26716	11	EAGLE GRANITE	08/03/2	021	4212.00	\$215.00
		60-200-01	\$21	5.00		Φ210.00
Invoice: 073121		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$215.00	
60-421-06		CORNER MARKERS				
	4 11 25		The bridge		\$215.00	
26717	11	IPITOMY	Total Distributed:	2.	\$215.00	
			08/03/20	021		\$91.32
nvoice: 67628		20-200-01		1.32		
		Inv Date 08/03/2021	Due Date 08/03/2021	Amt:	\$91.32	
20-413-46		AUTOMATED PHONE SYSTEM			\$91.32	
5277	1-1-1		Total Distributed:		\$91.32	
26718	11	K&M LAWN & GARDEN	08/03/20	21		\$190.53
			\$190	. 53	-	
nvoice: 166138		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$81.34	
10-411-21		HUSQVARNA TRIMMER/FUEL FILTER, SPARK PLUG		, sinc.	\$81.34	
			Total Distributed:			

Date From: 7/27/2021 Date To: 6/30/2022 Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

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Invoice: 16344 10-411-21 26719 Invoice: 081021 10-401-07 40-401-07	11	Inv Date 07/08/2021 NOTCHED AIR LIFT BLADE MINNESOTA LIFE 10-200-01 40-200-01 Inv Date 08/03/2021 SUPPL LIFE INSUR/STEWARD SUPPL LIFE INSUR/STEWARD		Amt: 021 88.96 95.84 Amt:	\$109.19 \$109.19 \$109.19	\$44.80
26719 Invoice: 081021 10-401-07		MINNESOTA LIFE 10-200-01 40-200-01 Inv Date 08/03/2021 SUPPL LIFE INSUR/STEWARD	08/03/2 \$	88.96 85.84	\$109.19	\$44.80
Invoice: 081021 10-401-07		10-200-01 40-200-01 Inv Date 08/03/2021 SUPPL LIFE INSUR/STEWARD	08/03/2 \$	88.96 85.84		\$44.8
Invoice: 081021 10-401-07		10-200-01 40-200-01 Inv Date 08/03/2021 SUPPL LIFE INSUR/STEWARD	\$3 \$3	88.96 85.84		\$44.8
10-401-07		Inv Date 08/03/2021 SUPPL LIFE INSUR/STEWARD	\$3	5.84	\$44.90	
10-401-07	11	SUPPL LIFE INSUR/STEWARD	Due Date 08/03/2021	Amt:	\$44.90	
	11				Φ44.00	ī
40-401-07	11	SUPPL LIFE INSUR/STEWARD			\$8.96	
	11				\$35.84	
	11		Total Distributed:		\$44.80	
26720		THE SCYLLA GROUP, INC.	08/03/2	021		\$62.50
		10-200-01	\$6	2.50		
Invoice: 5536		Inv Date 07/23/2021	Due Date 08/03/2021	Amt:	\$62.50	
10-413-52		TROUBLESHOOT BACKUP ISSUES			\$62.50	****************
			Total Distributed:		\$62.50	
26721	11	TREASURER OF VA-VRS	08/03/2	021		\$1,972.6
		10-200-01	\$1,97	2.61		
Invoice: FTI000005	7	Inv Date 07/16/2021	Due Date 08/03/2021	Amt:	\$1,972.61	
10-419-11		LODA (2 PT, 3 VOL)			\$1,972.61	
			Total Distributed:		\$1,972.61	
26722	11	USA BLUE BOOK	08/03/2	021		\$1,178.32
		40-200-01	\$1,17	8.32		
Invoice: 632889		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$879.13	
40-410-89		H2O TREATMENT SUPPLIES			\$879.13	
			Total Distributed:		\$879.13	
Invoice: 646711		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$299.19	
40-410-89		CHECK VALVE, TUBING KIT			\$299.19	***************************************
			Total Distributed:		\$299.19	
26723	11	UTILITY SERVICE CO. INC.	08/03/2	021		\$7,886.92
		40-200-01	\$7,88	6.92		
Invoice: 537813		Inv Date 07/16/2021	Due Date 08/03/2021	Amt:	\$7,886.92	
40-413-44		ANNUAL FEE			\$7,886.92	***************************************
			Total Distributed:	HE STORY	\$7,886.92	
26724	11	VDH-OFFICE OF DRINKING WATER	08/03/20			\$1,980.00
		40-200-01	\$1,98	0.00		
Invoice: 073121		Inv Date 07/23/2021	Due Date 08/03/2021	Amt:	\$1,980.00	

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Check Number	Bank	Vendor	Date		Amo	unt
40-410-86		ANNUAL SDWA FEES			\$1,980.00	
	F-HSHE		Total Distributed:		\$1,980.00	
26725	11	WALLY'S AUTOMOTIVE	08/03/2	2021		\$123.5
		40-200-01	\$1	23.58		
Invoice: 26189		Inv Date 07/08/2021	Due Date 08/03/2021	Amt:	\$44.22	2
40-411-20		RANGER/OIL CHANGE			\$44.22	
			Total Distributed:		\$44.22	
Invoice: 26158		Inv Date 07/16/2021	Due Date 08/03/2021	Amt:	\$79.30	5
40-411-20		F250/INSPECTION, OIL CHANGE			\$79.36	*************
	1787 TA		Total Distributed:		\$79.36	
26726	11	AT&T MOBILITY	08/09/2	2021		\$140.9
		40-200-01	\$14	40.96	**************************************	
Invoice: 081321		Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$140.96	<u>-</u>
40-413-46		CELL PHONES			\$140.96	•••••
	When the		Total Distributed:		\$140.96	
26727	11	COMCAST COMMUNICATIONS	08/09/2	2021	Ψ140.90	\$354.1
		40-200-01	S	99.16		
		10-200-01		55.84		
Invoice: 082421		20-200-01		99.16		_
		Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$354.16	•
10-413-46		TOWN HALL PHONE/INTERNET			\$155.84	
20-413-46		TOWN HALL PHONE/INTERNET			\$99.16	
40-413-46		TOWN HALL PHONE/INTERNET			\$99.16	
			Total Distributed:		\$354.16	
26728	11	DMV	08/09/2	021		\$100.00
		10-200-01		00.00		
Invoice: 202121200	0337	Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$100.00	
10-332-05		REMOVE PP/POLICE DMV STOPS			\$75.00	
10-319-01		REMOVE PP/POLICE DMV STOPS			\$25.00	
- As t	The proper		Total Distributed:		\$100.00	
26729	11	DOMINION ENERGY VIRGINIA	08/09/2	021		\$1,667.28
				5.70 1.58		
Invoice: 090121		Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$629.35	
10-420-31		STREET LIGHTS			\$629.35	
			Total Distributed:		\$629.35	

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Check Number	Bank	Vendor		Date		Amou	nt
Invoice: 082421A		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$110.62	
10-412-31		TOWN HALL				\$110.62	
				Total Distributed:		\$110.62	
nvoice: 082421B		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$198.07	
10-412-32		SHOP/POLICE				\$66.02	
10-419-30		SHOP/POLICE				\$66.02	
40-412-32		SHOP/POLICE				\$66.03	
			Section (1984)	Total Distributed:		\$198.07	
nvoice: 082421C		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$13.69	
10-415-72		RECYCLE CENT	ER			\$13.69	
		ering)	7	Total Distributed:	in a real	\$13.69	
nvoice: 082521A		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$600.86	
40-412-31		CONFEDERATE	BLVD			\$600.86	
				Total Distributed:		\$600.86	
nvoice: 082521B		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$106.71	
40-412-30		FIFTH STREET				\$106.71	***************************************
The second secon				Total Distributed:		\$106.71	
nvoice: 082521C		lnv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$7.98	Northe AMOROPHI Mark USE AND
40-412-31		FREEMANS FOR	RD RD			\$7.98	***************************************
	***	4.7233		Total Distributed:	9 (5) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	\$7.98	
26730	11	F/C FLEET MAINTE	NANCE	08/09/2	021		\$399.80
			40-200-01	¢10	0 51		
			10 200 01		00.54		
nvoice: 083121		Inv l	10-200-01 Date 08/08/2021	\$29	99.26	\$300.80	
nvoice: 083121			Date 08/08/2021			\$399.80	
10-415-70		FUEL/TRASH TF	Date 08/08/2021	\$29	99.26	\$189.17	
10-415-70 10-419-22		FUEL/POLICE	Date 08/08/2021	\$29	99.26	\$189.17 \$110.09	
10-415-70		FUEL/TRASH TF	Date 08/08/2021	\$29 Due Date 08/09/2021	99.26	\$189.17 \$110.09 \$100.54	
10-415-70 10-419-22 40-411-20	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER	Date 08/08/2021	\$29 Due Date 08/09/2021 Total Distributed:	99.26 Amt:	\$189.17 \$110.09	
10-415-70 10-419-22	11	FUEL/POLICE	Date 08/08/2021 RUCKS	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2	09.26 Amt:	\$189.17 \$110.09 \$100.54	\$78.69
10-415-70 10-419-22 40-411-20	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER	Date 08/08/2021 RUCKS	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2	09.26 Amt:	\$189.17 \$110.09 \$100.54	\$78.69
10-415-70 10-419-22 40-411-20	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER FCWSA	Date 08/08/2021 RUCKS	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2	09.26 Amt:	\$189.17 \$110.09 \$100.54 \$399.80	
10-415-70 10-419-22 40-411-20 26731	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER FCWSA	Date 08/08/2021 RUCKS 10-200-01 40-200-01	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2 \$4	09.26 Amt: 021 00.39 08.30	\$189.17 \$110.09 \$100.54 \$399.80	
10-415-70 10-419-22 40-411-20 26731 	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER FCWSA	Date 08/08/2021 RUCKS 10-200-01 40-200-01	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2 \$4	09.26 Amt: 021 00.39 08.30	\$189.17 \$110.09 \$100.54 \$399.80	
10-415-70 10-419-22 40-411-20 26731 nvoice: 082021A 10-412-31	11	FUEL/TRASH TE FUEL/POLICE FUEL/RANGER FCWSA Inv I	Date 08/08/2021 RUCKS 10-200-01 40-200-01	\$29 Due Date 08/09/2021 Total Distributed: 08/09/2 \$4	09.26 Amt: 021 00.39 08.30	\$189.17 \$110.09 \$100.54 \$399.80 \$48.46 \$24.23	

Date From: 7/27/2021 Date To: 6/30/2022 Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

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Check Number	Bank	Vendor		Date		Amou	nt
				Total Distributed:		\$48.46	
Invoice: 082021B		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$30.23	***************************************
40-412-30		WATER TREAT	MENT FAC			\$30.23	
				Total Distributed:		\$30.23	
26732	11	GULICK, CARSON &	& THORPE, P.C.	08/09	/2021		\$20.0
			10-200-01		\$20.00		
Invoice: 16865		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$20.00	
10-419-60		REVIEW DOCK	ET/JULY			\$20.00	
				Total Distributed:		\$20.00	
26733	11	JOINER MICRO LAE	BORATORIES, INC	08/09	/2021		\$90.0
			40-200-01		\$90.00		
Invoice: 21071604		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$30.00	
40-410-85		H2O TESTING				\$30.00	
				Total Distributed:		\$30.00	
Invoice: 21070803		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$30.00	
40-410-85		H2O TESTING				\$30.00	
				Total Distributed:		\$30.00	
Invoice: 21070106		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$30.00	
40-410-85		H2O TESTING				\$30.00	*************
			**************************************	Total Distributed:		\$30.00	
26734	11	KS STATE BANK		08/09/	/2021		16,757.30
		•••••	10-200-01	\$16,7	757.36		
Invoice: 082221		Inv	Date 08/08/2021	Due Date 08/09/2021	Amt:	\$16,757.36	
10-450-00		PAYMENT/2021 T370	KENWORTH		\$1	6,757.36	*****************
				Total Distributed:	\$1	6,757.36	
26735	11	MP COPIERS, INC.		08/09/	2021		\$136.69
			10-200-01	9	845.57		
•••••			40-200-01 20-200-01		545.56		
Invoice: 29775200		Inv I	Date 08/08/2021	Due Date 08/09/2021	S45.56 Amt:	\$136.69	
10-413-54		COPIER LEASE			7 Miles		
20-413-54		COPIER LEASE				\$45.57	
40-413-54						\$45.56	
70-713-34		COPIER LEASE				\$45.56	
26736	11	OFFICE DEPOT		Total Distributed:	2021	\$136.69	
20730	11	OTTICE DEPUT		08/09/	-		\$178.17
	• • • • • • • • • • • • • • • • • • • •	••••••	20-200-01	\$	38.89		

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Check Number	Bank	Vendor		Date	e	Amour	nt
*****			. 10-200-01		\$73.88		
Invoice: 18400674	0001		. 40-200-01	B B 00/00/00	\$65.40		
	0001		Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$116.70	
10-413-45		OFFICE SU	PPLIES			\$33.00	
20-413-45		OFFICE SU	PPLIES			\$38.89	
40-413-45		OFFICE SU	PPLIES			\$44.81	
				Total Distributed:		\$116.70	
Invoice: 185212097	7001		Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$61.47	
10-413-45		OFFICE SU	PPLIES			\$40.88	
40-413-45		OFFICE SU	PPLIES			\$20.59	
				Total Distributed:		\$61.47	
26737	11	PIEDMONT PR	ESS & GRAPHICS	08/0	9/2021		\$29.5
			10-200-01		\$29.57		
Invoice: 98192		or a second seco	Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$29.57	
10-411-25		LAMINATE	ED DOOR DECAL			\$29.57	
			To Missing Land	Total Distributed:		\$29.57	
26738	11	TANNER'S PES	T SERVICES LLC	08/0	9/2021		\$80.0
			40-200-01		\$13.34		
			10-200-01		\$66.66		
Invoice: 34741			Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$80.00	
10-411-25		PEST CONT	TROL SERVICES			\$40.00	
10-411-32		PEST CONT	TROL SERVICES			\$13.33	
10-419-32		PEST CONT	TROL SERVICES			\$13.33	
40-411-32		PEST CONT	TROL SERVICES			\$13.34	
				Total Distributed:		\$80.00	
26739	11	THE SCYLLA G	ROUP, INC.		9/2021	400.00	\$62.5
			10-200-01		\$62.50		
Invoice: 5562			Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$62.50	
10-413-52		TROUBLES ERRORS	HOOT BACKUP			\$62.50	••••••
		Tonas	ACTIVITIES TO SELECT	Total Distributed:		\$62.50	
26740	11	VUPS		08/09	9/2021		\$48.3
			40-200-01		\$48.30		
Invoice: 07210526			Inv Date 08/08/2021	Due Date 08/09/2021	Amt:	\$48.30	
40-413-46		MISS UTILI	TY			\$48.30	
				Total Distributed:		\$48.30	
29	Chec	cks Totaling -		TO THE WORLD	Roy Sur		,953.40

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				Page: 7 of 7
Check Number Bank V	/endor		Date	Amount
Totals By Fund				
	Checks	Voids	Total	
10	\$28,683.07		\$28,683.07	
20	\$274.93		\$274.93	
40	\$13,330.40		\$13,330.40	
60	\$665.00		\$665.00	
Totals:	\$42,953.40	Symbol State of the State of th	\$42,953.40	

Open Payables

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Vendor Code: ABDO

Vendor Name: ALEXY ABDO

Invoice:

083121

Invoice Date: 08/13/2021

\$39.37 Inv Amt Open:

Desc:

REIMBURSE/NNO SUPPLIES

Description

Due Date:

08/13/2021

Amount

GL Account

PO Num

10-419-79

REIMBURSE/NNO SUPPLIES

\$39.37

Total Distributed:

\$39.37

Vendor Code:

DORSETT

Vendor Name: DORSETT TECHNOLOGIES, INC.

Manual PO:

ALEXY ABDO

\$39.37

Invoice:

1004432

Invoice Date: 08/13/2021

Inv Amt Open:

\$288.00

Desc:

SCADA CELL SERVICE JUL-DEC

Due Date:

08/13/2021

Gl. Account

Description

Manual PO:

PO Num

Total Distributed:

Amount \$288.00

\$288.00

40-413-46

SCADA CELL SERVICE JUL-DEC

DORSETT TECHNOLOGIES, INC.

Total:

Total:

\$288.00

Vendor Code:

TROIANO

656

Vendor Name: MICHAEL TROIANO

Invoice Date:

Inv Amt Open:

\$450.00

Invoice: Desc:

THIRD STREET/WATER LINE

Due Date:

08/13/2021 08/13/2021

Amount

GL Account

Description

Manual PO:

PO Num

\$450.00

\$450.00

40-411-22

THIRD STREET/WATER LINE

Total Distributed:

\$450.00

Vendor Code: BRINSON

Vendor Name: RACHAEL BRINSON

Invoice Date: 08/13/2021

MICHAEL TROIANO

\$68.74

Invoice: Desc:

083121

REIMBURSE/NNO SUPPLIES

Due Date:

08/13/2021

Inv Amt Open:

GL Account

Description

Manual PO:

PO Num

Amount

10-419-79

REIMBURSE/NNO SUPPLIES

\$68.74

TOWN DONATION/FALL FESTIVAL Due Date:

Total Distributed:

\$68.74

Vendor Code:

FALL FEST

Vendor Name: REMINGTON FALL FESTIVAL

Total:

\$68.74

Invoice:

Invoice Date: 08/13/2021 08/13/2021

RACHAEL BRINSON

Inv Amt Open:

\$200.00

GL Account

Desc:

Description

Total Distributed:

Amount

10-417-79

Manual PO:

PO Num

\$200.00

TOWN DONATION/FALL FESTIVAL

\$200.00

REMINGTON FALL FESTIVAL

\$200.00

Open Payables

TOWN OF REMINGTON 08/13/2021 12:16 PM

Page: 2 of 2

Vendor Code: TOMS

Vendor Name: TOM'S TRUCK SALES, LLC

Invoice:

1023

Invoice Date: 08/13/2021

Inv Amt Open:

\$1,410.22

Desc:

2009 STERLING/TAILGATE LIFT CYLINDER

Description

Due Date:

08/13/2021

GL Account

PO Num

Total Distributed:

Amount

10-411-23

2009 STERLING/TAILGATE LIFT CYLINDER

Manual PO:

\$1,410.22

\$1,410.22

TOM'S TRUCK SALES, LLC

Total:

\$1,410.22

Report Totals

Vendors with Open Invoices:

6

Number of Invoices:

6

Total Open Amount:

\$2,456.33

Total Credit Amount:

Total:

\$2,456.33

-DraftREGULAR MONTHLY MEETING
Remington Town Council
Monday, 19 July 2021, 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: Amanda B. Hart

Stanley L. Heaney Richard Heflin Van Loving Susan L. Tiffany

Town Staff Present:

to - "

Town Administrator – Sharon Lee Town Attorney - Andrea G. Erard

Town Clerk / Deputy Treasurer - Rachael Brinson

Town Superintendent - James Steward

Guests Present: Mike Troiano-virtual.

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

Citizen's Time:

There were no citizens present who wished to address council.

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 for the meeting June 21, 2021 presented for approval.

Administrator Lee asked for the minutes that read general ledger corrected to read only general. Mrs. Lee also stated that the motion authorizing Mayor Polk, Ms. Hart and the new Town Administrator to sign the signature cards should be corrected to CD signature cards as well as add the terms of the renewal of the CD. The consensus of council was to renew at the current rate at Fauquier Bank.

Council Member Heaney motioned to amended the motion from the June 21, 2021 monthly council meeting authorizing the addition of Mrs. Hart, Ms. Tiffany and the new Town Administrator to the signature cards to read the addition of Mrs. Hart, Ms. Tiffany and the new Town Administrator to the bank CD signature cards and renew at the current rate. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Hart, Heaney, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Administrator Lee requested that the minutes that stated Officer Woodward's name twice, be corrected to read Officer Woodward only once.

Mayor Polk asked for any additions or corrections to the draft minutes for the special meeting June 25, 2021 presented for approval.

-Draft-

July 19, 2021

Council member Tiffany motioned to adopt the Consent Agenda with the noted changes to the monthly June 21 meeting minutes. Council Member Heflin seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

STAFF REPORTS

Town Superintendent

Town Superintendent Steward informed council that he had received another bid for the parking lot paving from F&H Paving.

Council member Tiffany motioned to accept both of the quotes from F&H Paving of Virginia for the repaving of the bank lot and town lot. Council Member Heflin seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Superintendent Steward asked for council input on the scheduling for the paving. Council member Heflin suggested that the paving be completed in August pending F&H Paving of Virginia's availability.

Mr. Steward then referred to the landfill tipping fee letter. He stated that the overages were not being forgiven. The town received a bill for \$1012.09. Superintendent Steward also informed council that the fees that the Town pays the state for running the water system have increased by .05. That fee has been added to the water bills. Mr. Steward then shared that the parts for the meter job with Stillwell have been put on backorder until October 8, 2021.

Town Clerk

Clerk Brinson reminded council that the National Night Out will be held on August 3, 2021 from 6:00PM-8:00PM at the Remington Community Gardens. She then informed council that she had received the scholarship to pay for the VDOT Local programs workshop in Norfolk in October. Mrs. Brinson then presented a quote for additional DMV equipment. Council member Loving motioned to approve the purchase of the additional DMV equipment in the amount of \$6848.16. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Police Chief

Chief Proffitt was not in attendance to give a report.

Town Administrator

Administrator Lee informed council that she and Mrs. Stalter have been working to evaluate when the tonnage of the trash increased in order to apply to COVID funds. She then shared that Mr. Smith with the Fall Festival understood the concerns with the port a potty's and is increasing the number to 5 instead of 3. She stated that the Town Superintendent, Chief of Police and she were all comfortable with signing off on the application and if council was in agreement, she would inform the Fall Festival Committee that the application has been approved. She strongly encouraged council to not allow the front bathroom to be available during the event since there has been an issue in the past and the plumbing is not sufficient for that volume of use. The consensus of council was to inform the Fall Festival Committee that the application was approved.

Mrs. Lee then referred to the financial summary for the year ending June 30, 2021 that was included in the council packet and stated that if any council members had questions, she would be available to discuss them.

Administrator Lee shared an email from Troy and Banks regarding a request to analyze the Town of Remington utility billing for financial savings. She stated the Town did engage them in 2015, but to her knowledge, the town has never

-Draft-July 19, 2021

received money from the program. She asked council if they would like the company to analyze the utility billing again this year. Council member Heflin shared his concern with the program. Council member Tiffany asked that the topic be moved to the agenda for August.

COMMITTEE REPORTS

WATER: Chair: Loving There was no report given. Member: Heaney

PERSONNEL/POLICE COMMITTEE: Chair: Tiffany Member: Heflin

Council member Tiffany informed council that she had received an application for the part time DMV clerk position and spoke with the applicant to determine the interest in the Town Administrator position. Town Attorney Erard asked for clarification if the council would prefer the employment ad to read Town Administrator or Town Manager. It was the consensus of the council to keep the Town Administrator title for the employment ad.

Mayor Polk asked that the personnel committee maintain a list of possible applicants.

Council member Tiffany shared that the four candidates for the part time DMV position had been emailed regarding an interview with only two responding. One of those candidates came for an interview.

Council member Tiffany made a motion hire Ann Wilson for the part time DMV position up to 20 hours per week at the rate of \$17 per hour beginning the week of August 2, 2021. Council Member Loving seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Council member Tiffany informed council that the general laborer position for up to 24 hours a week was being advertised on Indeed as well as posted to the front door of the town hall.

Council member Tiffany shared that some jurisdictions have a policy in which an employee is off completely, but not related to workers comp, they would not earn vacation time when they are not working, but if they were out of work due to a work place injury, they would continue to earn vacation hours. Ms. Tiffany suggested that council devise a policy for the accrual of vacation time when an employee is not working for an extended period of time either for personal reasons or for work related injuries. Ms. Tiffany then stated that a compensation time policy discussion would be tabled until a future meeting.

Council member Tiffany shared an article defining hazardous pay. Ms. Tiffany recommended a lump sum for a hazardous pay bonus instead of a pay increase. She also recommended that the bonus include Cindy Sager who no longer works for the Town of Remington, but did work during the pandemic.

Council member Tiffany made a motion that the 5 full time and 4 part time town employees not to include the police department, receive a 3% pay increase to be effective with the next pay cycle. Council Member Hart seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Tiffany

Nays: 0

Abstain: Loving Absent: Ashby

-Draft-

July 19, 2021

Council member Tiffany made a motion to pay a lump sum bonus to the 5 full time town employees and then determine a percentage of full bonus amount, based on hours worked, for the part time employees for the time period of January 2020 to present, to include former Town employee, Cindy Sager as well as the Town police officers. Bonus amounts given would be after taxes are taken out. Council Member Hart seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Tiffany

Nays: 0

Abstain: Loving Absent: Ashby

Council member Heaney asked for an update on Officer Jacobs and his start date. Council member Tiffany informed council that Officer Jacobs accepted another position with the Fauquier County Schools and has to do training with the Sherriff's department before he starts that position. She stated he would still like to work part time for the town, but would not start until August. There was a discussion regarding his availability.

FINANCE COMMITTEE: Chair: Heaney Member: Ashby

Council member Heaney stated the general fund has \$210,000. There is \$341 in recovery funds which the committee is discussing moving from last year to the current year in order to not have a need to amend last years budget. He then stated that DMV was on the plus side. He reminded council of the surplus of money in the water account for repairs and projects.

Council member Heaney made a motion to combine the 2 CD's, one for \$11,152.00 and one for \$9881.00 and renew at the rate of 0.35% for 18 months. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Council member Heflin asked for clarification on the percentage for the part time employee bonuses and Council member Tiffany requested Mr. Heflin's assistance on determining that amount based on the hours worked.

CEMETERY COMMITTEE: Chair: Ashby Member: Hart

Superintendent Steward shared that due to the weather, there was not as much mowing done as in the past years.

PUBLIC FACILITIES: Chair: Heflin Member: Loving

Council member Heflin discussed the placement of the donated picnic tables. He then asked if anything has been placed in the town newsletter regarding signs posted in the ground or on poles. Superintendent Steward informed council that there was a town ordinance regarding signs in the ground but not ones placed on poles. Mr. Heflin asked that a reminder to pick the signs up when the event is over be placed in the town newsletter.

COMMUNITY DEVELOPMENT: Chair: Hart Member: Tiffany

Council member Hart asked if the National Night Out event would be displayed on the electronic sign and Clerk Brinson confirmed that it would be. Council requested that the events at the Remington Community Gardens be displayed as well.

-Draft-July 19, 2021

ORGANIZATIONAL ITEMS

Mayor Polk asked for any conflicts with the upcoming years meeting schedule. Ms. Erard gave the council the dates that

Council member Tiffany made a motion to accept the council meeting schedule as discussed with the date corrections noted for the 2021-2022 FY. Council Member Hart seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

Administrator Lee shared her recommendations for committee assignments. Mayor Polk deferred to council for assigning

Council member Heaney made a motion to accept recommendations from the Town Administrator for committee assignments of the 2021-2022 FY. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

UNFINISHED BUSINESS

Mayor Polk shared that VDOT does not have any concerns with the towns proposed golf cart ordinance. He stated that the next step would be the permitting process. He shared that a concern of VDOT is the 35MPH speed limit on James Madison.

Town Attorney Erard referred to a draft ordinance in the council packet for council's consideration for the election date change. She stated that if it met council approval, a public hearing would need to be advertised. Attorney Erard advised council to advertise the public hearing for the election date change no later than March.

Attorney Erard then asked for an update on the water leak policy. There was a discussion regarding the leak policy.

NEW BUSINESS

Council member Loving shared a quote from Cabling Systems for a fire alarm system. There was a discussion regarding any possible discount with the insurance policy. Mr. Loving asked clerk Brinson to contact VRSA to inquire as to any discount given with the installation of a fire alarm system and add the topic to the next month's agenda.

Clerk Brinson shared information on eVa. She stated that Mr. Price advised the Town to sign up for the website in order for bids for the Depot project to be submitted. It was the consensus of the council that Clerk Brinson sign up for the website.

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

Ayes: Heaney, Hart, Heflin, Loving, Tiffany

Nays: 0 Abstain: 0 Absent: Ashby

The meeting recessed at 8:43 pm.

	William	E.	Polk.	Mayor
--	---------	----	-------	-------

Town Superintendent Report-August 2021

- 1) I would like to review the time table for paving the Town lots.
- 2) We had a 2-inch water leak on 3rd street that has since been repaired.

Respectfully,

James Steward

Jimmy Steward

From:

Chris Poland <fandhpaving@gmail.com>

Sent:

Tuesday, July 27, 2021 4:22 PM

To:

Jimmy Steward

Subject:

Remington lot paving schedule

We can pave the Bank lot on Monday, October 11 and the Town lot on Tuesday, October 12. Let me know if those dates work for you.

Have a blessed day,

Chris Poland F and H Paving Cell: 540-809-3008 Fax: 540-854-9193

Check out our website at: http://www.fandhpaving.net/

DMV Appointment Guidelines:

- !. All appointments are made in 10-minute increments.
- Staffing consists of two employees each day. A reduction in the number of appointments per day will only be made after attempting to use other DMV employees, the DMV manager and the Assistant Manager to cover.
- 3. Appointments should start at 8:00 with the last appointment at 4:10.
- Appointments will only be cancelled for: transactions which we don't do, multiple third-party transactions, repeated "problem" customers i.e., "no shows" or previous "abusive" individuals.
- 5. Individuals may make multiple appointments, for their personal transactions only, with a maximum of three per day.
- 6. Individuals who are more than 10 minutes late may be required to reschedule.
- 7. The Town Administrator or DMV Manager may authorize overtime if the Drop Box transactions are over one (1) week old.
- Cancelled appointments should receive a phone call and an explanation for the cancellation and not an email.
- Appointments should be reviewed daily for cancellations instead of the day of the appointment. If the cancellation is the day of the appointment, then a phone call must be made to the customer.
- 10. Even though we are "Appointment Only", if a customer walks in, it is the discretion of the individual clerk to choose to assist that customer, if there are no customers waiting to be seen and the work needed is not time consuming, otherwise an appointment needs to be made or the customer utilizes the drop box.

Rachael Brinson

From:

Kevin Garry < KGarry@troybanks.com>

Sent:

Monday, July 26, 2021 1:40 PM

To:

Sharon Lee

Cc:

Rachael Brinson

Subject:

Troy and Banks - Renewal Request

Attachments:

Client Agreement (ltrhd).doc; Letter of Authorization-Retype(U&T).doc; Town of

Remington.pdf; Town of Remington loa.pdf

Good afternoon Ms. Lee,

As discussed with Rachael, Troy & Banks, Inc. would like to conduct another Utility/Telecom audit for the town. We will need two attached documents updated in your file along with some current billing information...The outdated documents are attached for your reference.

You may recall that we are a success based firm specializing in auditing utility and telecom accounts for errors and overcharges. Our work, more often than not, results in refunds/savings for our clients. There will be no upfront costs or out of pocket expenses to you, we get paid only if and when we get results. No refund or cost savings...No Fee.

Please review and execute the attached documents, send them to our office along with 1 month's complete bill copy for every utility and telecom account paid by the town. We'll take it from there, and report back to you with our findings.

If you have any questions, please do not hesitate to call me at 716-517-3966.

Kind regards, Kevin

Kevin P. Garry **Director of Client Services** Troy & Banks, Inc. 2216 Kensington Avenue Buffalo, NY 14226 Direct: (716) 517-3966 www.troybanks.com

"Thirst was made for water; inquiry for truth."...C.S. Lewis

PLEASE RETYPE THIS AUTHORIZATION FORM

ONTO YOUR COMPANY LETTERHEAD	
Date:	
Our utility and telephone companies are:	
Dear Representative:	
We have this date engaged Troy & Banks, Inc. as utility and telephone consultants to serve as our agent for the purpose of auditing and evaluating our account(s).	
Please respond to Troy & Banks, Inc. in all matters pertaining to our accounts with you. This includes providing all billing information, billing records, and order activity with reference of our service and equipment. This authorization shall continue until	

This authorization shall continue until same is canceled in writing from our office.

Troy & Banks is hereby authorized to pursue credits due us for past billing discrepancies and act as our agent should a refund check be desired in lieu of a credit.

Their representative will present this request when contacting your offices.

Very truly yours,

Print Name: Title:



Corporate Offices: BUFFALO - NEW YORK 2216 Kensington Avenue Kensington at Saratoga Buffalo, NY 14226 (800) 499-8599 (716) 839-4402 Telefax (716) 839-4452

Branch Offices: CALIFORNIA 398 E Carob Ave Fresno, CA 93654

CONNECTICUT P.O Box 237 Manchester, CT 06045

FLORIDA 11048 Main Sail Dr Ft Lauderdale, FL 33026

GEORGIA P.O. Box 923474 Norcross, GA 30010

NEW YORK 2121 Hillside Ave. #93 Long Island, NY 11040 (516) 746-0992

62 Mallock Rd Rochester, NY 14428

4764 Summerhurst Dr. Liverpool. NY 13088

NORTH CAROLINA 2411 Black Wolf Run Ln Raleigh NC 27604

TENNESSEE 904 Lake Haven Rd Knoxville, TN 37922

e-mail: save@troybanks.com

internet address: www.troybanks.com

Agreement Based off of Prince George County RFP # 13-0327-1

This Agreement is entered into	o as of 111111 between	en Troy & Banks, Inc. ("TB") and
Tom Id. to compat	Cm Inc	with an address at
213 Fast Main St	act Armington	(the "Client").

In consideration of the mutual agreements hereafter set forth, TB and Client agree as follows:

- The Client engages TB to conduct an audit or survey of Client's electric, natural gas, propane, water and sewer, telephone, cellular phones, PDA's, internet and cable TV ("Utility") accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. TB agrees to conduct such audit.
- Overcharges For any refunds, credits or rebates obtained by TB for prior overcharges, billing
 errors or costs in excess of those permitted by applicable contracts, tariffs, statutes, rules or
 regulations, TB shall be paid 24% of all monies refunded or credited to the Client.
- Future Cost Reductions For any reductions in future costs for electric, natural gas, water and sewer, and telecommunications services resulting from TB analysis, the fee is 24% of the amount saved each month for 12 months. TB will document actual monthly savings obtained by analysis of tariff cost applications.
- TB has made and makes no guarantee or assurance of any credit or refund amount or cost saving results.
- If Client does not receive refunds, credits, or reductions in future billings, there will be no fee for TB services.
- 6. This Agreement sets forth the entire understanding and agreement between the parties.

Client Town of Reminster By: Shawn - St. Dee	By:
Name: Charan G. Lee Title: Town Administrator	Thomas T. Ranallo, President
Telephone: 540 439 3220	

Telefax: _540_439 - 976_2



Town of Remington

203 East Main Street, Remington, VA 22734 (540) 439-3220 Fax: (540) 439-9702

February 12, 2015

AT&T Mobility
AT&T
Comcast Systems
Fauquier County Water and Sanitation
Verizon
Dominion Virginia Power
Quarles Petroleum

Dear Representative:

We have this date engaged Troy & Banks, Inc. as utility and telephone consultants to serve as our agent for the purpose of auditing and evaluating our accounts.

Please respond to Troy & Banks, Inc. in all matters pertaining to our accounts with you. This includes providing all billing information, billing records, and order activity with reference to our service and equipment. This authorization shall continue until same is canceled in writing from our office.

Troy & Banks is hereby authorized to pursue credits due us for past billing discrepancies and act as our agent should a refund check be desired in lieu of credit.

Their representative will present this request when contacting your offices.

Very truly yours,

Sharon G. Lee Town Administrator

Town of Remington, Inc.

203 East Main Street

Remington, VA 22734



Corporate Offices: **BUFFALO - NEW YORK**

2216 Kensington Avenue Kensington Avenue at Saratoga Buffalo, NY 14226 (800) 499-8599 (716) 839-4402 Telefax (716) 839-4452

Branch Offices:

CALIFORNIA

398 E. Carob Ave. Fresno, CA 93654

FLORIDA

3980 W. Broward Blvd. Ft. Lauder., FL 33312

2330 Warbler Circle Lakeland, FL 33810

NEVADA

786 Bigler Court Post Office Box 2678 Zephyr Cove, NV 89449

NEW YORK

Rockefeller Center Post Office Box 3968 New York, NY 10185 (212) 699-0621

450 Jericho Turnpike Suite 203 Mineola, NY 11501 (516) 746-0992

OREGON

111 SW Harrison St. 1D Portland, OR 97201

TEXAS

6418 Eckhert Rd. #3101 San Antonio, TX 78240

VIRGINIA

325 East Bayview Blvd. Suite #201 Norfolk, VA 23503 (757) 932-1414

e-mail: save@troybanks.com

internet address: www.troybanks.com

Telefax:

Agreement

7	This Agreement is entered into as of between Troy & Banks, Inc. ("TB") and		
9-	with an address at		
	(the "Client").		
In co	nsideration of the mutual agreements hereafter set forth, TB and Client agree as follows:		
1.	The Client engages TB to conduct an audit or survey of Client's gas, electric, telecommunications and water/sewer utility ("Utility") service accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. TB agrees to conduct such audit.		
2.	Overcharges – For any refunds, credits or rebates obtained by TB for prior overcharges, billing errors or costs in excess of those permitted by applicable contracts, tariffs, statutes, rules or regulations, TB shall be paid 24% of all monies refunded or credited to the Client.		
3.	Future Cost Reductions - For any reductions in future costs for electric, gas telecommunication and water services resulting from TB analysis, the fee is 24% of the amount saved each month for 12 months. TB will document actual monthly savings obtained by analysis of tariff cost applications.		
4.	TB has made and makes no guarantee or assurance of any credit or refund amount or cost saving results.		
5.	If Client does not receive refunds, credits, or reductions in future billings, there will be no fee for TB services.		
6.	This Agreement sets forth the entire understanding and agreement between the parties.		
[Clien	t Name] Troy & Banks, Inc.		
Ву:	By: Thomas T. Ranallo, President		
Name			
Title: _			
Telepi	hone:		



Remington Police Department

P.O. Box 276 Remington, VA 22734

Office (540) 439-0344 Fax (540) 439-9702

August 16, 2021 Council Meeting Staff Reports

- National Night Out was on August 3, 2021 I believe it turned out very well. I would like
 to thank Rachael Brinson, Town Clerk for all her help in organizing the event. I would
 also like to thank the Mayor for helping find us someone to play music at the last
 minute.
- Spoke with Roy Tate at VDOT about putting signs up on Freemans Ford Rd and replacing the no parking sign across from the Corner Deli in front of Rappahannock Station. He said he would send someone out to survey Freemans Ford Rd.
- --- Thoughts/Concerns with New Pizza Business Coming to Town
 - If they are going to be serving meals during lunch/day time, do we want to put up more 2 Hour Parking Limit Signs?
 - If they are going to have evening/night business do we want to change town lot to have no overnight parking?



Sumerduck, VA 22742

DCJS#11-3918

Estimate

Date	Estimate #
7/15/2021	1371
Pro	ject

Name / Address

Town of Remington Rachael Brinson 203 E. Main St Remington, Va 22734

Phone #	Fax#
(540) 439-0101	(540) 439-0705
(540) 439-0101 E-	nail

Qty		orom (godornigs) stemsonime.com		
Qty	Description			
	Estimate to provide and install a Monitored Fire Alarm System to include the following:			
1	Integrated Fire Alarm Control Panel & Dual Path Cellular Communicator* located near Electric Panel*			
1	LCD Fire Red Annunciator (Menu-driven operation, functionality for Reset, Acknowledge, Silence (with disable) located in vestibule			
2	12-Volt System Back-Up Batteries			
4	Photoelectric Smoke Detectors located in waiting area, vestibule, hallway and meeting room			
3	Interior Horn Strobe With Selectable Strobe Settings located in waiting room, back hallway and meeting room			
3	Red, Wall-Mounted, Clear Lens, Strobe Marked "Fire" located in restrooms			
1	Misc. Fire Alarm Cable & Installation Materials			
24	Labor to Install, Test & Program			
	24-Hour Central Station and Cellular Communications Fire Alarm Monitoring (Daily Test Signal) Billed Quarterly at \$59.00 Per Month *County plan review, permitting fees and any additional equipment required by AHJ are not included in this estimate.			
50% Deposit required upon acceptance of the agreeement. Balance due upon the completion of the installation. Subtotal				
	WARRANTY: All new equipment and installation services warranted against defects in materials and workmanship for a period of one year from the date of installation.	Sales Tax (5.3%) \$0.00		
	Acceptance: Signature	Total \$5,065.34		



TOWN OF REMINGTON

Infectious Disease (COVID-19) Preparedness and Response Plan Template

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

II. Responsibilities

The Town of Remington has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Sharon Lee	Town Administrator	Administration	540-439-3220

For the purpose of ensuring compliance with the most recent safety and health requirements, The Town of Remington is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".

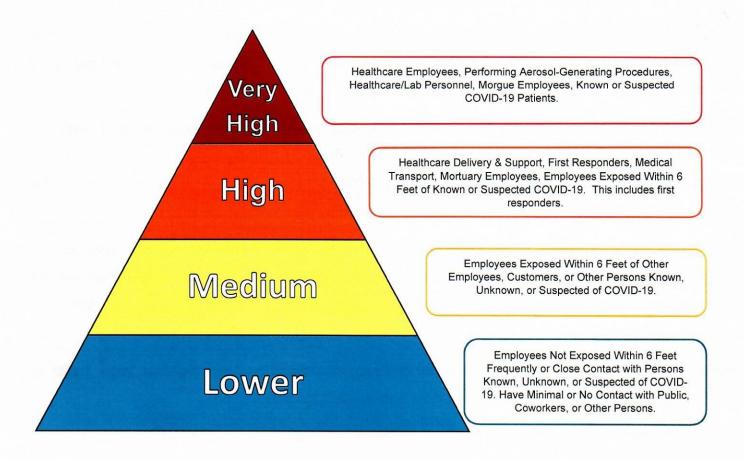
"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220 Regulation for a more detailed description).

"High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as "very high" exposure risk (refer to page 8 of the 16 VAC 25-220 Regulation for a more detailed description).

"Medium" exposure risk hazards or job tasks that are not labeled as "very high" or "high" (refer to pages 9-10 of the 16 VAC 25-220 Regulation for a more detailed description).

"Lower" exposure risk hazards or job tasks are those not otherwise classified as "very high", "high", or "medium" exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220 Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of "Exposure risk level" of the Regulation for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document "Guidance on Preparing Workplaces for COVID-19" which is available at http://www.osha.gov/Publications/OSHA3990.pdf and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

When you have determined the risk level of all your employees and officials, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

The following table is an example.

Work Area	Job Tasks	Exposure	Qualifying
thoes and delse will	nising of comemon, or ad calling	Risk	Factors
emorates (A za ro	a spatialis sucitosist ra lo bei	Determination	(Example: No Public
and wind in the sustain as	to been transplant plant that	merkening a molt a	Contact, Public
			Contact)
DMV	PROCESS DMV TRANSACTIONS	MEDIUM	PUBLIC CONTACT
WATER SERVICE	PROCESS WATER PAYMENTS	MEDIUM	PUBLIC CONTACT
WATER	MAINTAIN AND REPAIR	MEDIUM	PUBLIC CONTACT
DISTRIBUTION	WATER LINES		
TRASH SERVICE	COLLECT REFUSE	MEDIUM	PUBLIC CONTACT
ADMINISTRATION	MANAGE TOWN AFFAIRS	MEDIUM	PUBLIC CONTACT
Police	ENSURE SAFETY OF TOWN CITIZENS	HIGH	PUBLIC CONTACT

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, The Town of Remington has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows: In the event of a significant rise in community spread of COVID-19, the Town Hall may be closed to the public. Masks and access to hand sanitizer and soap and water are available to all employees. In the event that there should be a COVID-19 outbreak amongst Town employees, telework may be approved on a case by case basis. Essential operations consist of trash collection, water and police. The Town has engaged in cross training of staff.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with CDC disinfection guidance.

Additional precautions and actions to take are The Town of Remington specific actions being taken:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should <u>not</u> report to work and, upon notification to **The Town of Remington**; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, The Town of Remington screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

- 1. Are you <u>currently</u> suffering from any of the following symptoms fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

3. Return-to-Work Requirements

Symptomatic employees known or suspected to be infected with the SARS-CoV-2 virus are excluded from returning to work until all three of the following conditions have been met:

- a. The employee is fever-free (below 100.0° F) for at least 24 hours, without the use of fever-reducing medications;
- b. Respiratory symptoms, such as cough and shortness of breath have improved; and

c. At least 10 days have passed since symptoms first appeared.

The employer shall develop and implement policies and procedures for employees known to be infected with SARS-CoV-2 who never develop signs or symptoms to return to work a minimum 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, The Town of Remington may accept written statements from employees confirming all the factors supporting their release.

Actively encourage sick employees to stay home:

- Include a statement regarding your PTO program.
- The Town of Remington will follow state and federal guidance for return-to-work guidance.
 - Guidance from the employee's health care provider will also be considered.

VII. Procedures for Minimizing Exposure from Outside of Workplace

The Town of Remington business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
- In person meetings are to be made by appointments only
- Limit the number of customers allowed into workplace
- Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of The Town of Remington facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

When possible, The Town of Remington will limit the number of visitors in the facility.

 Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - Limit number of individuals allowed into workplace.
 - Minimize face to face contact:
 - Computer workstations positioned at least 6 feet apart
- Information is posted at The Town of Remington facility educating individuals on ways to reduce the spread of COVID-19.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between The Town of Remington employees and the public will be considered in high impact areas (i.e., glass barrier at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees at The Town of Remington will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.

- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Regulation for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

The following table is an example.

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level

Retention of training records must be retained in employee files. These records are located in the employee file in the administration office. The most recent training records will be maintained.

Industry Specific Guidelines

Office Regulations

- a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
- d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f) Turn off water fountains.
- g) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h) Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i) Post signs about the importance of personal hygiene.
- j) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- **k)** Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m) Suspend all nonessential visitors.
- n) Restrict all non-essential travel, including in-person conference events.

Outdoor:

Businesses or operations whose work is primarily and traditionally performed outdoors must

a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

- **b)** Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.