

REGULAR MONTHLY MEETING AGENDA
MONDAY, MARCH 15, 2021 7:00 P.M.
REMINGTON TOWN COUNCIL
105 E MAIN ST
REMINGTON, VA 22734

- I. CALL TO ORDER, RECOGNITION OF TOWN COUNCIL, STAFF AND GUESTS
- II. PLEDGE OF ALLEGIANCE
- III. Presentation
 - Mark Cole
 - Mike Webert
 - Chris Butler
- IV. CITIZENS TIME
- V. CONSENT AGENDA
 - Utility Billing Report
 - Minutes: Regular Monthly Meeting February 17, 2021
 - Bill Listing
- VI. STAFF REPORTS
 - A. Town Superintendent
 - B. Police Chief
 - C. Town Administrator
- VII. COMMITTEE REPORTS

A. WATER	Chair: Loving	Member:
B. PERSONNEL/POLICE	Chair: Ashby	Member: Tiffany
C. FINANCE <ul style="list-style-type: none">- Monthly Report: February- Budget	Chair: Heaney	Member: Ashby
D. CEMETERY <ul style="list-style-type: none">- Cemetery Maintenance – Tiffany	Chair: Tiffany	Member: Heaney
E. PUBLIC FACILITIES <ul style="list-style-type: none">-Sidewalks- Estimate for parking Lots	Chair: Heflin	Member: Loving
F. COMMUNITY DEVELOPMENT	Chair:	Member: Heflin
- VIII. UNFINISHED BUSINESS
 - Decals
 - Golf Carts
 - Election date
- IX. NEW BUSINESS
 - Council Vacancy
 - Planning Commission Vacancy
 - Flowers on Main Street- Loving
- X. CLOSED SESSION AS NEEDED
- XI. ADJOURNMENT

UTILITY BILLING REPORT

AS OF February 28, 2021

Water Billing

Balance forward from previous month end.....	\$	44,197.95
Late fees assessed February 21st.....	\$	-
Water billing for February 2021.....	\$	27,576.38
Manual bills.....	\$	192.00
Final Bills.....	\$	307.03
Deposit Credit Removal.....	\$	-
Total Due	\$	72,273.36
Payments 2/1/21 through 2/28/21.....	\$	21,192.01
OverPayments (OPA) 2/1/21 through 2/28/21.....	\$	3,671.33
Applied deposits 2/25/21.....	\$	308.00
Manual payments.....	\$	1,850.89
Balance to collect as of 2/28/2021	\$	45,251.13
Monthly Billing Balance Due.....	\$	29,163.51
Past due**	\$	16,087.62
	\$	45,251.13

* Includes accounts delinquent greater than 15 months

** Includes accounts no greater than 15 months delinquent

Respectfully Submitted:



Carol Stalter, Treasurer

3/1/2021

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 1 of 7

Check Number	Bank	Vendor	Date	Amount
26295	11	BB&T FINANCIAL, FSB	02/23/2021	<u>\$170.91</u>
		10-200-01	\$170.91	
Invoice: 030121		Inv Date 02/23/2021	Due Date 02/23/2021	Amt: \$170.91
10-429-19		ZOOM, STAMPS/UB COVID MAILING		\$70.74
10-417-79		DOG WASTE BAGS		\$100.17
Total Distributed:				\$170.91
26296	11	COM SONICS	02/23/2021	<u>\$32.50</u>
		10-200-01	\$32.50	
Invoice: 926881		Inv Date 02/05/2021	Due Date 02/23/2021	Amt: \$32.50
10-419-21		TUNING FORK CALIBRATION		\$32.50
Total Distributed:				\$32.50
26297	11	DENISE SANDLIN	02/23/2021	<u>\$750.00</u>
		10-200-01	\$375.00	
		40-200-01	\$375.00	
Invoice: 2021-01		Inv Date 02/23/2021	Due Date 02/23/2021	Amt: \$750.00
10-414-62		JAN 2021 BANK REC/ADJ ENTRIES		\$375.00
40-414-62		JAN 2021 BANK REC/ADJ ENTRIES		\$375.00
Total Distributed:				\$750.00
26298	11	FIDELITY POWER SYSTEMS	02/23/2021	<u>\$391.46</u>
		40-200-01	\$391.46	
Invoice: FPS0064672		Inv Date 02/05/2021	Due Date 02/23/2021	Amt: \$391.46
40-411-28		REPLACE BATTERY, CHARGER		\$391.46
Total Distributed:				\$391.46
26299	11	FRANK C POLAND, INC	02/23/2021	<u>\$12.00</u>
		40-200-01	\$12.00	
Invoice: UB1715210219134024397		Inv Date 02/19/2021	Due Date 02/23/2021	Amt: \$12.00
40-250-00		Deposit Refund for WATER		\$12.00
Total Distributed:				\$12.00
26300	11	GALLS	02/23/2021	<u>\$150.00</u>
		10-200-01	\$150.00	
Invoice: 017546070		Inv Date 02/16/2021	Due Date 02/23/2021	Amt: \$150.00
10-419-12		TRAFFIC CONES		\$150.00
Total Distributed:				\$150.00
26301	11	GULICK, CARSON & THORPE, P.C.	02/23/2021	<u>\$50.00</u>
		10-200-01	\$50.00	

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Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 2 of 7

Check Number	Bank	Vendor	Date	Amount
Invoice: 16208		Inv Date 02/16/2021	Due Date 02/23/2021	Amt: \$50.00
10-419-60		CLIENT #4855/012221 DOCKET		\$50.00
Total Distributed:				\$50.00
26302	11	RRCJA	02/23/2021	\$25.00
		10-200-01		\$25.00
Invoice: FY21P127		Inv Date 02/05/2021	Due Date 02/23/2021	Amt: \$25.00
10-419-47		2021 ONLINE TRAINING MEMBERSHIP		\$25.00
Total Distributed:				\$25.00
26303	11	TANNER'S PEST SERVICES LLC	02/23/2021	\$76.00
		10-200-01		\$63.33
		40-200-01		\$12.67
Invoice: 33202		Inv Date 02/23/2021	Due Date 02/23/2021	Amt: \$76.00
10-411-25		PEST CONTROL SERVICES		\$38.00
10-411-32		PEST CONTROL SERVICES		\$12.66
10-419-32		PEST CONTROL SERVICES		\$12.67
40-411-32		PEST CONTROL SERVICES		\$12.67
Total Distributed:				\$76.00
26304	11	TOM'S TRUCK SALES, LLC	02/23/2021	\$419.71
		10-200-01		\$419.71
Invoice: 118189		Inv Date 02/17/2021	Due Date 02/23/2021	Amt: \$419.71
10-415-70		MAINT/KENWORTH TRASH TRUCK		\$419.71
Total Distributed:				\$419.71
26305	11	VERIZON WIRELESS	02/23/2021	\$80.02
		10-200-01		\$80.02
Invoice: 030121		Inv Date 02/23/2021	Due Date 02/23/2021	Amt: \$80.02
10-419-46		POLICE/IN-CAR COMPUTERS		\$80.02
Total Distributed:				\$80.02
26306	11	WENDY CHAVEZ	02/23/2021	\$65.00
		10-200-01		\$65.00
Invoice: 020521		Inv Date 02/05/2021	Due Date 02/23/2021	Amt: \$65.00
10-310-01		REFUND BUSINESS LICENSE		\$30.00
10-310-04		REFUND ZONING PERMIT		\$35.00
Total Distributed:				\$65.00
26307	11	ANTHEM BLUE CROSS BLUE SHIELD	02/26/2021	\$2,905.00
		10-200-01		\$853.00

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
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TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 3 of 7

Check Number	Bank	Vendor	Date	Amount
.....		40-200-01	\$1,751.04	
.....		20-200-01	\$300.96	
Invoice: 001144186G		Inv Date 02/24/2021	Due Date 02/26/2021	Amt: \$169.00
10-401-06		MARCH HEALTH INSURANCE/LEE		\$169.00
Total Distributed:				\$169.00
Invoice: 001144185G		Inv Date 02/24/2021	Due Date 02/26/2021	Amt: \$2,736.00
10-401-06		MARCH HEALTH INSURANCE		\$684.00
20-401-06		MARCH HEALTH INSURANCE		\$300.96
40-401-06		MARCH HEALTH INSURANCE		\$1,751.04
Total Distributed:				\$2,736.00
26308	11	COMCAST COMMUNICATIONS	02/26/2021	\$216.96
.....		10-200-01	\$216.96	
Invoice: 031021		Inv Date 02/24/2021	Due Date 02/26/2021	Amt: \$216.96
10-413-46		SHOP/PD PHONE/INTERNET		\$54.24
10-419-46		SHOP/PD PHONE/INTERNET		\$162.72
Total Distributed:				\$216.96
26309	11	MINNESOTA LIFE	02/26/2021	\$44.80
.....		40-200-01	\$35.84	
.....		10-200-01	\$8.96	
Invoice: 031021		Inv Date 02/26/2021	Due Date 02/26/2021	Amt: \$44.80
10-401-07		SUPPL LIFE INSUR/STEWART		\$8.96
40-401-07		SUPPL LIFE INSUR/STEWART		\$35.84
Total Distributed:				\$44.80
26310	11	OFFICE DEPOT	02/26/2021	\$109.84
.....		10-200-01	\$38.61	
.....		20-200-01	\$32.62	
.....		40-200-01	\$38.61	
Invoice: 155047487001		Inv Date 02/24/2021	Due Date 02/26/2021	Amt: \$109.84
10-413-45		OFFICE SUPPLIES		\$38.61
20-413-45		OFFICE SUPPLIES		\$32.62
40-413-45		OFFICE SUPPLIES		\$38.61
Total Distributed:				\$109.84
26311	11	POSTMASTER	02/26/2021	\$380.38
.....		40-200-01	\$352.88	
.....		10-200-01	\$27.50	
Invoice: 022821		Inv Date 02/26/2021	Due Date 02/26/2021	Amt: \$380.38
40-410-88		MAIL WATER BILLS		\$325.38

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 4 of 7

Check Number	Bank	Vendor	Date	Amount
10-413-45		STAMPS		\$27.50
40-413-45		STAMPS		\$27.50
Total Distributed:				\$380.38
26312	11	RAPPAHANNOCK STATION, INC	02/26/2021	\$114.51
		40-200-01	\$84.51	
		10-200-01	\$30.00	
Invoice: 032021		Inv Date 02/24/2021	Due Date 02/26/2021	Amt: \$114.51
10-411-20		FUEL		\$30.00
40-411-20		FUEL		\$84.51
Total Distributed:				\$114.51
26313	11	VACORP	02/26/2021	\$30.05
		10-200-01	\$15.03	
		20-200-01	\$15.02	
Invoice: 031521		Inv Date 02/26/2021	Due Date 02/26/2021	Amt: \$30.05
10-401-01		HYBRID DISABILITY		\$15.03
20-401-01		HYBRID DISABILITY		\$15.02
Total Distributed:				\$30.05
26327	11	AT&T MOBILITY	03/03/2021	\$142.99
		40-200-01	\$142.99	
Invoice: 031321		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$142.99
40-413-46		CELL PHONES		\$142.99
Total Distributed:				\$142.99
26328	11	DIV OF CHILD SUPPORT ENFORCEME	03/03/2021	\$67.32
		10-200-01	\$67.32	
Invoice: 2103011127529802932		Inv Date 03/03/2021	Due Date 03/03/2021	Amt: \$67.32
10-401-01		VA CHILD		\$67.32
Total Distributed:				\$67.32
26329	11	DMV	03/03/2021	\$125.00
		10-200-01	\$125.00	
Invoice: 202105900409		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$125.00
10-332-05		DMV STOP REMOVAL/PP		\$125.00
Total Distributed:				\$125.00
26330	11	DOMINION ENERGY VIRGINIA	03/03/2021	\$1,543.74
		10-200-01	\$410.00	
		40-200-01	\$1,133.74	
Invoice: 032521A		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$167.47
10-412-31		TOWN HALL		\$167.47

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 5 of 7

Check Number	Bank	Vendor	Date	Amount
Total Distributed:				\$167.47
Invoice: 032521B		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$194.55
10-412-32		SHOP/PD		\$97.28
10-419-30		SHOP/PD		\$97.27
Total Distributed:				\$194.55
Invoice: 032521C		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$47.98
10-415-72		RECYCLE CENTER		\$47.98
Total Distributed:				\$47.98
Invoice: 032621A		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$710.02
40-412-31		CONFEDERATE BLVD		\$710.02
Total Distributed:				\$710.02
Invoice: 032621B		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$415.79
40-412-30		FIFTH STREET		\$415.79
Total Distributed:				\$415.79
Invoice: 032621C		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$7.93
40-412-31		FREEMANS FORD		\$7.93
Total Distributed:				\$7.93
26331	11	MP COPIERS, INC.	03/03/2021	\$136.69
		40-200-01		\$45.56
		10-200-01		\$45.57
		20-200-01		\$45.56
Invoice: 28815341		Inv Date 03/03/2021	Due Date 03/03/2021	Amt: \$136.69
10-413-54		COPIER LEASE		\$45.57
20-413-54		COPIER LEASE		\$45.56
40-413-54		COPIER LEASE		\$45.56
Total Distributed:				\$136.69
26332	11	SIGN ENTERPRISE	03/03/2021	\$18,117.50
		10-200-01		\$18,117.50
Invoice: 9554		Inv Date 12/18/2020	Due Date 03/03/2021	Amt: \$18,117.50
10-429-19		BALANCE DUE/DIGITAL SIGN		\$18,117.50
Total Distributed:				\$18,117.50
26333	11	VUPS	03/03/2021	\$23.10
		40-200-01		\$23.10
Invoice: 02210525		Inv Date 03/02/2021	Due Date 03/03/2021	Amt: \$23.10
40-413-46		MISS UTILITY		\$23.10
Total Distributed:				\$23.10

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 6 of 7

Check Number	Bank	Vendor	Date	Amount
26334	11	BUTLER & EICHER	03/12/2021	<u>\$75.00</u>
		10-200-01	\$75.00	
Invoice: 033121		Inv Date 03/05/2021	Due Date 03/12/2021	Amt: \$75.00
10-415-72		PORTABLE TOILET/RECYCLE CENTER		\$75.00
		Total Distributed:		\$75.00
26335	11	COMCAST COMMUNICATIONS	03/12/2021	<u>\$351.47</u>
		10-200-01	\$154.65	
		40-200-01	\$98.41	
		20-200-01	\$98.41	
Invoice: 032421		Inv Date 03/09/2021	Due Date 03/12/2021	Amt: \$351.47
10-413-46		PHONE/INTERNET TOWN HALL		\$154.65
20-413-46		PHONE/INTERNET TOWN HALL		\$98.41
40-413-46		PHONE/INTERNET TOWN HALL		\$98.41
		Total Distributed:		\$351.47
26336	11	DOMINION VA POWER	03/12/2021	<u>\$633.91</u>
		10-200-01	\$633.91	
Invoice: 040521		Inv Date 03/08/2021	Due Date 03/12/2021	Amt: \$633.91
10-420-31		STREET LIGHTS		\$633.91
		Total Distributed:		\$633.91
26337	11	F/C FLEET MAINTENANCE	03/12/2021	<u>\$293.52</u>
		10-200-01	\$247.76	
		40-200-01	\$45.76	
Invoice: 033121		Inv Date 03/05/2021	Due Date 03/12/2021	Amt: \$293.52
10-415-70		FUEL/TRASH TRUCKS		\$179.26
10-419-22		FUEL/POLICE CARS		\$68.50
40-411-20		FUEL/FORD RANGER		\$45.76
		Total Distributed:		\$293.52
26338	11	FCWSA	03/12/2021	<u>\$51.37</u>
		10-200-01	\$42.81	
		40-200-01	\$8.56	
Invoice: 032021		Inv Date 03/05/2021	Due Date 03/12/2021	Amt: \$51.37
10-412-31		TOWN HALL/SHOP		\$25.69
10-412-32		TOWN HALL/SHOP		\$8.56
10-419-30		TOWN HALL/SHOP		\$8.56
40-412-32		TOWN HALL/SHOP		\$8.56
		Total Distributed:		\$51.37

Check Listing

Date From: 2/18/2021 Date To: 6/30/2021
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
03/12/2021 12:08 PM

Page: 7 of 7

Check Number	Bank	Vendor	Date	Amount
26339	11	FCWSA 5TH STREET	03/12/2021	\$97.88
40-200-01			\$97.88	
Invoice: 032021	Inv Date 03/05/2021		Due Date 03/12/2021	Amt: \$97.88
40-412-30	WATER TREATMENT FAC			\$97.88
Total Distributed:			\$97.88	
26340	11	IPITOMY	03/12/2021	\$101.27
20-200-01			\$101.27	
Invoice: 60430	Inv Date 03/05/2021		Due Date 03/12/2021	Amt: \$101.27
20-413-46	PHONE SYSTEM			\$101.27
Total Distributed:			\$101.27	
26341	11	JOINER MICRO LABORATORIES, INC	03/12/2021	\$90.00
40-200-01			\$90.00	
Invoice: 21020904	Inv Date 03/08/2021		Due Date 03/12/2021	Amt: \$30.00
40-410-85	H2O TESTING			\$30.00
Total Distributed:			\$30.00	
Invoice: 21020405	Inv Date 03/08/2021		Due Date 03/12/2021	Amt: \$30.00
40-410-85	H2O TESTING			\$30.00
Total Distributed:			\$30.00	
Invoice: 21022305	Inv Date 03/08/2021		Due Date 03/12/2021	Amt: \$30.00
40-410-85	H2O TESTING			\$30.00
Total Distributed:			\$30.00	
34	Checks Totaling -			\$27,874.90

Totals By Fund

	Checks	Voids	Total
10	\$22,541.05		\$22,541.05
20	\$593.84		\$593.84
40	\$4,740.01		\$4,740.01
Totals:	\$27,874.90		\$27,874.90

Open Payables

TOWN OF REMINGTON

03/12/2021 12:05 PM

Page: 1 of 4

Vendor Code: STALTER

Vendor Name: CAROL STALTER

Invoice: 030221

Invoice Date: 03/02/2021

Inv Amt Open: \$30.60

Desc: REIMBURSE DMV POSTAGE, CASH
DRAWER

Due Date: 03/02/2021

GL Account	Description	Manual PO:	PO Num	Amount
20-310-10	REIMBURSE DMV POSTAGE			\$17.30
10-413-45	REIMBURSE CASH DRAWER			\$4.70
40-410-88	REIMBURSE CASH DRAWER			\$8.60
Total Distributed:				\$30.60

CAROL STALTER Total: \$30.60

Vendor Code: CFC

Vendor Name: CFC FARM & HOME CENTER

Invoice: 4187571-310

Invoice Date: 03/05/2021

Inv Amt Open: \$15.60

Desc: ICE MELT

Due Date: 03/05/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-411-26	ICE MELT			\$15.60
Total Distributed:				\$15.60

CFC FARM & HOME CENTER Total: \$15.60

Vendor Code: PROFFITT

Vendor Name: CHARLES T. PROFFITT

Invoice: 032321

Invoice Date: 02/24/2021

Inv Amt Open: \$287.12

Desc: HOTEL/2020 ANNUAL CHIEFS
CONF

Due Date: 02/24/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-419-47	HOTEL/2020 ANNUAL CHIEFS CONF			\$287.12
Total Distributed:				\$287.12

CHARLES T. PROFFITT Total: \$287.12

Vendor Code: CORNER

Vendor Name: CORNER DELI

Invoice: 20154

Invoice Date: 03/08/2021

Inv Amt Open: \$85.00

Desc: SANDWICH TRAY/BILLINGSLEY

Due Date: 03/08/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-417-79	SANDWICH TRAY/BILLINGSLEY			\$85.00
Total Distributed:				\$85.00

CORNER DELI Total: \$85.00

Vendor Code: FORTILINE

Vendor Name: FORTILINE WATERWORKS

Invoice: 5206703

Invoice Date: 02/24/2021

Inv Amt Open: \$87.53

Desc: CHECK VALVE

Due Date: 02/24/2021

GL Account	Description	Manual PO:	PO Num	Amount
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Open Payables

TOWN OF REMINGTON
03/12/2021 12:05 PM

Page: 2 of 4

40-411-22	CHECK VALVE	\$87.53
Total Distributed:		\$87.53

FORTILINE WATERWORKS		Total:	\$87.53
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Vendor Code: IIMC Vendor Name: IIMC
 Invoice: 123120 Invoice Date: 02/23/2021 Inv Amt Open: \$190.00
 Desc: 2021 MEMBERSHIP DUES/MUNIC CLERKS Due Date: 02/23/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-413-44	2021 MEMBERSHIP DUES/MUNIC CLERKS			\$190.00
Total Distributed:				\$190.00

<u>IIMC</u>		Total:	\$190.00
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Vendor Code: NEWMAN Vendor Name: J.D. NEWMAN
 Invoice: 0185281 Invoice Date: 03/09/2021 Inv Amt Open: \$51.00
 Desc: STATE INSPECTION/2021 KENWORTH Due Date: 03/09/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-415-70	STATE INSPECTION/2021 KENWORTH			\$51.00
Total Distributed:				\$51.00

<u>J.D. NEWMAN</u>		Total:	\$51.00
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Vendor Code: TX2417 Vendor Name: PATTON & APRIL R LONG, JESSE A 2417
 Invoice: TX2417210308095415 Invoice Date: 03/08/2021 Inv Amt Open: \$260.51
 Desc: 607 PATTON & APRIL R LONG, JESSE A Due Date: 03/08/2021
 2417

GL Account	Description	Manual PO:	PO Num	Amount
10-280-00	Pre-Payment Refund for TX Account 2417			\$260.51
Total Distributed:				\$260.51

<u>PATTON & APRIL R LONG, JESSE A 2417</u>		Total:	\$260.51
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Vendor Code: BRINSON Vendor Name: RACHAEL BRINSON
 Invoice: 032421 Invoice Date: 02/24/2021 Inv Amt Open: \$68.46
 Desc: REIMBURSE/FILE CABINET, REPORT COVERS, NOTARY Due Date: 02/24/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-413-45	REIMBURSE/FILE CABINET, REPORT COVERS			\$58.46
10-413-44	REIMBURSE/NOTARY RENEWAL			\$10.00

Open Payables

TOWN OF REMINGTON

03/12/2021 12:05 PM

Page: 3 of 4

Total Distributed: \$68.46

<u>RACHAEL BRINSON</u>		Total:	\$68.46
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Vendor Code: VACP

Vendor Name: VA ASSN. OF CHIEFS OF POLICE

Invoice: 2115

Invoice Date: 02/24/2021

Inv Amt Open: \$275.00

Desc: REGISTRATION/2020 ANNUAL
CONF

Due Date: 02/24/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-419-47	REGISTRATION/2020 ANNUAL CONF			\$275.00
Total Distributed:				\$275.00

<u>VA ASSN. OF CHIEFS OF POLICE</u>		Total:	\$275.00
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Vendor Code: VRSA

Vendor Name: VRSA

Invoice: 040121

Invoice Date: 03/03/2021

Inv Amt Open: \$4,081.00

Desc: 2020-2021 4TH QUARTER
RENEWAL

Due Date: 03/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-401-10	2020-2021 4TH QUARTER RENEWAL			\$344.79
10-419-10	2020-2021 4TH QUARTER RENEWAL			\$383.10
10-413-40	2020-2021 4TH QUARTER RENEWAL			\$901.27
10-419-11	2020-2021 4TH QUARTER RENEWAL			\$421.41
10-419-40	2020-2021 4TH QUARTER RENEWAL			\$306.48
20-401-10	2020-2021 4TH QUARTER RENEWAL			\$38.31
40-401-10	2020-2021 4TH QUARTER RENEWAL			\$268.17
40-413-40	2020-2021 4TH QUARTER RENEWAL			\$976.91
60-413-40	2020-2021 4TH QUARTER RENEWAL			\$440.56
Total Distributed:				\$4,081.00

<u>VRSA</u>		Total:	\$4,081.00
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Vendor Code: WALLY'S

Vendor Name: WALLY'S AUTOMOTIVE

Invoice: 25205

Invoice Date: 02/23/2021

Inv Amt Open: \$102.84

Desc: DODGE CHARGER/TRANSM
DIAGNOSTIC

Due Date: 02/23/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-419-20	DODGE CHARGER/TRANSM DIAGNOSTIC			\$102.84
Total Distributed:				\$102.84

<u>WALLY'S AUTOMOTIVE</u>		Total:	\$102.84
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Open Payables

TOWN OF REMINGTON
03/12/2021 12:05 PM

Page: 4 of 4

Report Totals

Vendors with Open Invoices:	12
Number of Invoices:	12
Total Open Amount:	\$5,534.66
Total Credit Amount:	
<hr/> Total:	\$5,534.66

REGULAR MONTHLY MEETING
Remington Town Council
Wednesday, 17 February 2021, 7:00pm
Remington Town Hall
105 E Main St
REMINGTON, VA 22734

Vice Mayor Devada Allison called the meeting to order at 7:00pm

Town Council Members Present: Devada R. Allison, Jr
Evan H. "Skeet" Ashby III
Stanley L. Heaney
Van M. Loving
Susan L. Tiffany

Town Staff Present: Town Administrator - Sharon G. Lee
Town Attorney - Andrea G. Erard - Virtually
Town Clerk / Deputy Treasurer - Rachael Brinson
Chief of Police - Charles T. Proffitt
Town Superintendent - James Steward

Guests Present: James Steele, Russ Woodward (Virtually), Mike Troiano (Virtually), William E Polk, Jr
Brenda Ashby, Alexy Abdo

Vice Mayor Allison 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

Vice Mayor Allison asked for any questions for the Utility Billing Report and Bill Listing. Vice Mayor Allison asked for any additions or corrections to the draft minutes presented for approval. Council Member Tiffany requested that the minutes be corrected to list the full name of Mr. William Ashby.

Council member Tiffany motioned to adopt the Consent Agenda with the correction of Mr. William Ashby's full name. Council Member Heflin seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays: 0

Abstain: 0

Absent: 0

Mr. Steward joined the meeting at 7:09PM

STAFF REPORTS

Town Superintendent

Town Superintendent Steward informed council the he researched the costs of a snow blower, but felt that at this point, a snow blower was not needed. Mr. Steward stated that George Smith has been helping him and that Ms. Brinson would cover well checks in the case of inclement weather and the office was closed. Mr. Steward asked council to ratify the signing of the hazardous mitigation plan. Mr. Steward also informed council that he would need to order more American Flags and would present the quote at the next meeting.

-DRAFT-

February 17, 2021

POLICE CHIEF

Police Chief Proffitt shared that the police department submitted their policy on the use of force to the state in order to be eligible for federal grants and they are now in compliance. Chief Proffitt stated that in January, he attended a meeting for the Inauguration through the Sheriff's office.

TOWN ADMINISTRATOR

Administrator Lee informed council that there was a written financial summary through the end of December included in the council packet.

TOWN CLERK

Clerk Brinson presented newspaper articles for council to view as well as complimentary emails from DMV customers and a certificate of appreciation from the Census Bureau. Ms. Brinson then shared two quotes from Southern Software, one for the new cemetery module and one for the new business license module. Ms. Brinson also informed council that she had submitted an application and essay and was awarded a \$100 Jim Tinnin online learning scholarship. Ms. Brinson then asked council for approval to pay for her IIMC renewal. Clerk Brinson requested that council devise a policy for the new town sign as well as the Town's Facebook page. She explained that businesses in town were requesting to purchase advertisement space. Administrator Lee suggested that council should task Community Development with devising the policy. Vice Mayor Allison referred the development of a policy for the town sign and Facebook page to the Community Development committee.

Town Superintendent Steward informed council of a request from a town business owner to obtain a sign or banner stating that the dumpster is for town citizen use only. There was a discussion. Mr. Steward stated he would get more information from the business owner and submit an estimate for the sign at the next council meeting.

Council Member Tiffany motioned to approve the payment for Clerk Brinson to renew her IIMC membership. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays: 0

Absent: 0

Abstain: 0

Officer Abdo joined the meeting as a guest at 7:24PM.

COMMITTEE REPORTS

WATER: Chair: Loving

Member: Allison

Town Superintendent Steward informed council that there had been minor leaks. He stated there was an after-hours leak in Wankoma.

PERSONNEL/POLICE COMMITTEE: Chair: Ashby

Member: Tiffany

Council member Tiffany informed council that the personnel committee had not had time to meet, and asked that Christmas bonuses be added to the agenda for the next council meeting. Ms. Tiffany also shared the P.T. DMV employee had put in her notice due to accepting a full-time position elsewhere. Ms. Tiffany shared a timeline of attendance issues the week that the employee was here before giving her notice. She also stated that after a conversation with the DMV manager, Ms. Stalter, they would look for a part time employee at a later date.

Council member Heaney suggested that Christmas bonuses for the employees be discussed so they were not extended to March.

-DRAFT-

February 17, 2021

Council Member Tiffany motioned that full time employees receive a holiday bonus of \$200 after taxes, part time employees working over 15 hours receive a bonus of \$150 after taxes, and employees working up to 14 hours receive a bonus of \$100 after taxes. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: Loving

Chief Proffitt presented the resignation of Mr. Reese, a part time police employee.

Council Member Tiffany motioned accept the resignation of officer Brian Reese, a part time police employee. Council Member Ashby seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

FINANCE COMMITTEE: Chair: Heaney Member: Ashby

Council member Heaney shared that the DMV was above their budget as far as revenue. Administrator Lee gave a summary on January figures.

CEMETERY COMMITTEE: Chair: Tiffany Member: Heaney

Council member Tiffany informed council that there was a cemetery trust fund dispersal in the amount of \$1167.26.

Council Member Tiffany motioned to deposit the cemetery trust fund dispersal amount of \$1167.26 into the cemetery operating fund to go towards next year's mowing bill. Council Member Ashby seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

PUBLIC FACILITIES: Chair: Heflin Member: Loving

Council member Loving shared his concerns regarding the sidewalks, especially on James Madison St and the corner of Marshall up to Washington Street. Superintendent Steward stated that cars were not obeying the no parking signs.

COMMUNITY DEVELOPMENT: Chair: Allison Member: Heflin

Vice Mayor Allison informed council that the Remington Car Show would like to have the car show on September 25, 2021.

UNFINISHED BUSINESS

Council member Heaney suggested to council that the new vehicle be returned. Council member Tiffany shared her agreement.

Council Member Heaney made a motion to return the new town car. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

-DRAFT-

February 17, 2021

Town Superintendent Steward inquired how he should return the vehicle with no title or registration and the inspection was expired.

Council Member Tiffany made a motion pay for a DMV trip permit in order to transport the vehicle back to the Sheriff's office. Council Member Ashby seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays: 0

Absent: 0

Abstain: 0

Town Administrator Lee presented a pamphlet from Dominion Energy with information about the company spraying herbicide. Superintendent Steward stated Dominion Energy was also sending information out regarding work on the transmission lines and transformers.

Chief Proffitt shared a graph of the number of parking tickets for no town decal. He shared his support of keeping the town decal.

Mr. James Steele shared his concern regarding the safety of having the town seal and name on the decal.

Council Member Tiffany made a motion to eliminate the town decal for the year 2021. Council Member Loving seconded the motion.

Administrator Lee questioned if council was going to follow Fauquier County and put the fee on the tax bill. Attorney Erard advised that if they agreed to put the decal fee on the tax bill, then council would need to do an ordinance.

Council Member Tiffany made a motion rescind her motion to eliminate the town decal for the year 2021. Council Member Loving rescinded his second of the motion.

Council member Heflin made a motion to move forward with the town decal for 2021, with a smaller cling on type decal with a number and year only. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays: 0

Absent: 0

Abstain: 0

Chief Proffitt asked Town Attorney to hold the Qualified Immunity resolution he had asked Town Attorney Erard to produce until the next legislative session since it died in committee.

Attorney Erard updated council on the sale of the 5th street property. Ms. Erard asked council to inform her how to proceed regarding the deed. Ms. Erard stated that in the past, the purchaser drafted the deed. Council advised Ms. Erard that she should prepare the deed.

NEW BUSINESS

Mr. William E. Polk, Jr. requested to speak regarding nominations for the new Town of Remington Mayor to fill the term vacated by Mayor Billingsley's passing. Attorney Erard stated it was up to the chair. Vice Mayor Allison allowed with the understanding that any with interest in being nominated for mayor be able to speak.

Mr. Polk introduced himself and spoke regarding his interest in becoming Mayor for the Town of Remington and his qualifications and interest in helping the Town of Remington.

Vice Mayor Allison spoke regarding his interest in becoming Mayor for the Town of Remington and his qualifications and interest in helping the Town of Remington.

Mr. James Steele expressed his support of William E. Polk Jr. in being appointed Mayor for the Town of Remington.

Vice Mayor Allison opened the floor for nominations for Mayor.

Council Member Tiffany nominated Vice Mayor Allison for Mayor of the Town of Remington.

-DRAFT-

February 17, 2021

Council Member Loving nominated William E. Polk Jr. for Mayor of the Town of Remington.

With no other nominations Vice Mayor Allison closed the floor for nominations for Mayor for the Town of Remington.

The vote to appoint Vice Mayor Devada Allison to Mayor of the Town of Remington failed on a roll call vote.

Aye: Ashby, Tiffany

Nay: Heaney, Heflin, Loving

Abstain:0

Absent:0

The vote to appoint William E Polk Jr. to Mayor of the town of Remington carried on a roll call vote.

Aye: Heaney, Heflin, Loving

Nay: Ashby, Tiffany

Abstain:0

Absent:0

Vice Mayor Allison submitted his resignation from council

Clerk Brinson informed council that Linda McClanahan's term with the Board of Zoning Appeals will expired January 31,2021 and she has indicated that she would like to renew her term of service.

Council member Tiffany motioned to recommend Linda McClanahan to the circuit court for appointment the Board of Zoning Appeals. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

Town Administrator Lee informed council that The Local Choice health insurance is up for renewal. The increase in the price is 1.6%.

Council member Ashby motioned to approve the renewal of The Local Choice health insurance benefit. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Tiffany

Nays:0

Absent: 0

Abstain: Loving

Administrator Lee shared the ordinance from Fauquier county regarding the cameras in school zones that Mr. Butler asked for a letter of support from council.

Council Member Ashby motioned to send a letter of support to Fauquier County for the ordinance regarding cameras in school zones. Council member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

Attorney Erard recommended council accept the resignation of Vice Mayor Allison in order to initiate the replacement of a council member vacancy.

Council member Tiffany made a motion accept Vice Mayor Allison's resignation from council. Council Member Heaney seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain: 0

-DRAFT-

February 17, 2021

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

Ayes: Ashby, Heaney, Heflin, Loving, Tiffany

Nays:0

Absent: 0

Abstain:0

The meeting recessed at 8:37 pm.

Devada Allison, Vice-Mayor

Susan L. Tiffany, Recorder

Notes and changes to the Budget:

General Fund:

1. 10-301-21 and 10-302-21 Two new G/L's have been added for 2021 Taxes and the requested amounts moved to the new accounts. Other changes have been noted with numbers for the change explanation.
2. 10-303-01 Sales Tax – Proposed Budget recalculated
3. 10-310-02 Vehicle Decals – Proposed Budget - Council request added
4. *10-319-01 Police Fines – Police Fines – Proposed Budget amount added
5. *10-319-02 Law Enforcement Assistance – Current Year Estimated adjusted – Proposed Budget added
6. *10-319-04 -Other Police Funding - Current year estimate increase to include amount previously entered to 10-319-08.
7. *10-319-05 Police E Summons – Current year and Proposed Budget estimated
8. *10-319-08 Police Grants – Current year moved to 10-319-04 (see #6)
9. 10-331-04 Rent from DMV – Proposed Budget amount added per Council
10. 10-332-02 Interest & Penalties Tax – Proposed Budget amount added
11. 10-390-00 Prior Year Surplus – Remaining COVID Funds added to Proposed Budget. (We may be able to put this in 10-329-19 COVID Recovery instead of Prior Year Surplus – need to check with Ms. Sandlin)
12. 10-401-08 Retirement Expense – Proposed Budget increased to reflect current year posting. I am checking with Ms. Sandlin regarding the accuracy of the current posting. We may need to adjust this amount.

13. 10-411-20 R&M Vehicles – JES Input
 14. 10-411-21 R&M Equipment – JES Input
 15. 10-411-23 R&M Trash Truck – JES Input
 16. 10-411-24 R&M Office Equipment – JES Input
 17. 10-411-25 R&M Town Hall- Proposed Budget adjusted
 18. 10-411-27 R&M Tools and Supplies -- JES Input
 19. 10-413-47 Training & Seminars – Current Year added
 20. 10-415-70 Refuse Collection Expense - Current Year adjusted for mis-post:
Proposed Budget adjusted per JES
 21. 10-415-72 Recycling Site Expense – Proposed Budget JES input
 22. 10-416-60 Legal Fees Current and Proposed added
 23. *10-419-12 Grant Expenditures – Propose Budget added
 24. *10-419-44 Dues & Subscriptions – Current year added
 25. *10-419-47 Training & Seminars – Current and Proposed estimated by SGL
 26. * 10-420-26 R&M Street Lgts and Sidewalks – Current and Proposed added
per Council
 27. 10-429-19 COVID Expense – Proposed Budget added for funds remaining
(see #11)
- All police amount waiting for Chief Profitt's input.

DMV Fund:

No Changes

Water Fund:

28. 40-311-03 Tap Fees – JES Input

29. 40-322-03 Return Check fees – Current and Proposed added

30. 40-401-08 Retirement expense – Proposed adjusted (see # 12)

31. – 42. 40-410-85 through 40-450-00 - JES Input

Cemetery Fund:

No changes.

Budget Preparation Transactions

1 of 12

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	mmprv	Notes	Func
Fund: 10											
Type: R											
10-301-08	2008 Property Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-09	2009 Property Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-10	2010 Property Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-11	2011 Property Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-12	2012 Personal Property	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-13	2013 Personal Property	R	\$100.00	\$0.63	\$0.00	\$22.85	\$22.85	\$0.00	\$0.00	\$0.00	10
10-301-14	2014 Personal Property T	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-301-15	2015 Personal Property T	R	\$0.00	\$47.92	\$0.00	\$32.44	\$32.44	\$0.00	\$0.00	\$0.00	10
10-301-16	2016 Personal Property T	R	\$0.00	\$47.73	\$0.00	\$352.56	\$352.56	\$0.00	\$0.00	\$0.00	10
10-301-17	2017 Personal Property T	R	\$125.00	\$254.37	\$0.00	\$175.54	\$175.54	\$0.00	\$0.00	\$0.00	10
10-301-18	2018 Personal Prop Tax	R	\$1,000.00	\$1,817.64	\$125.00	\$219.25	\$219.25	\$0.00	\$0.00	\$0.00	10
10-301-19	2019 Personal Property T	R	\$34,000.00	\$36,814.60	\$1,000.00	\$2,610.26	\$2,700.00	\$125.00	\$0.00	\$0.00	10
10-301-20	2020 Personal Property	R	\$0.00	\$0.00	\$34,088.69	\$26,264.44	\$34,000.00	\$1,000.00	\$0.00	\$0.00	10
10-301-21	2021 Personal Property T	R	\$0.00	\$0.00	\$0.00	\$0.00	\$2,473.00	\$34,000.00	\$0.00	\$0.00	10
10-302-08	2008 Real Estate Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-09	2009 Real Estate Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-10	2010 Real Estate Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-11	2011 Real Estate Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	10
10-302-12	2012 Real Estate Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-13	2013 Real Estate Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-14	2014 Real Estate Taxes	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-15	2015 R/E Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-16	2016 Real Estate Taxes	R	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-17	2017 Real Estate Taxes	R	\$100.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10
10-302-18	2018 Real Estate Tax	R	\$500.00	\$162.76	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10

(1)

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	Improv	Notes	Fund
10-302-19	2019 Real Estate Tax	R	\$63,000.00	\$63,920.07	\$500.00	\$2,330.19	\$2,500.00	\$100.00	\$0.		10
10-302-20	2020 Real Estate Tax	R	\$0.00	\$0.00	\$63,000.00	\$39,954.95	\$63,000.00	\$500.00	\$0.		10
10-302-21	2021 Real Estate Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,000.00	\$0.		10
10-303-01	Sales Taxes	R	\$41,000.00	\$44,407.88	\$41,000.00	\$35,006.50	\$52,500.00	\$45,972.00	\$0.		10
10-303-02	Utility Taxes	R	\$31,000.00	\$28,579.02	\$30,000.00	\$16,541.62	\$28,300.00	\$30,000.00	\$0.		10
10-303-03	Bank Stock Taxes	R	\$0.00	(\$10,569.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-303-04	Rolling Rail Taxes	R	\$442.00	\$439.46	\$440.00	\$429.87	\$429.87	\$440.00	\$0.		10
10-303-05	Misc. State Revenue	R	\$0.00	\$0.00	\$0.00	\$1,008.00	\$2,000.00	\$2,000.00	\$0.	Game of Skills Inco	10
10-306-01	Donations	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-310-01	Business Licenses	R	\$16,000.00	\$19,493.09	\$16,000.00	\$8,098.87	\$16,000.00	\$16,000.00	\$0.		10
10-310-02	Vehicle Decals	R	\$6,500.00	\$7,141.01	\$8,000.00	\$287.50	\$8,000.00	\$8,000.00	\$0.		10
10-310-03	Refuse Tipping Fees	R	\$540.00	\$540.00	\$540.00	\$360.00	\$540.00	\$540.00	\$0.		10
10-310-04	Zoning Permits	R	\$600.00	\$512.00	\$700.00	\$2,560.00	\$3,000.00	\$1,500.00	\$0.		10
10-310-07	Fire & Rescue Assistance	R	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.		10
10-310-08	FIRE & RESCUE GRANTS	R	\$0.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-313-54	Copier/Notary Income	R	\$250.00	\$254.25	\$300.00	\$28.25	\$58.25	\$300.00	\$0.		10
10-318-08	Misc Grant Revenue	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-319-01	Police Fines	R	\$8,000.00	\$6,864.75	\$6,100.00	\$1,591.75	\$2,400.00	\$0.00	\$0.		10
10-319-02	Law Enforcement Assist	R	\$17,000.00	\$17,664.00	\$17,554.00	\$9,504.00	\$18,336.00	\$17,664.00	\$0.		10
10-319-03	Community Relations	R	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.		10
10-319-04	Other Police Funding	R	\$2,000.00	\$500.00	\$500.00	\$0.00	\$597.00	\$500.00	\$0.		10
10-319-05	Police-E Summons	R	\$675.00	\$131.63	\$110.64	\$24.26	\$50.00	\$50.00	\$0.		10
10-319-06	Police-Asset Forfeiture	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-319-08	Police Grants	R	\$0.00	\$0.00	\$0.00	\$597.91	\$0.00	\$0.00	\$0.		10
10-319-09	DMV Police Citation Stop	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-329-19	Covid-19 Recovery	R	\$0.00	\$503.00	\$0.00	\$125,228.57	\$125,228.57	\$0.00	\$0.		10
10-329-65	Cost Recovery - Reimburs	R	\$0.00	\$1,447.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10

GL Account	GL Act Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	nmprov	Notes	Fund
10-331-04	Rent From DMV	R	\$2,200.00	\$2,200.00	\$43,600.00	\$10,900.00	\$43,600.00	\$2,500.00	\$0.00		10
10-332-01	MMDA Interest	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-332-02	Interest & Penalties-Tax	R	\$950.00	\$1,566.77	\$1,000.00	\$744.36	\$1,116.00	\$1,000.00	\$0.00		10
10-332-03	Return Check Fees	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-332-04	Miscellaneous Income	R	\$100.00	\$121.16	\$200.00	\$1,233.78	\$1,234.00	\$200.00	\$0.00		10
10-332-05	DMV Stop Fee	R	\$0.00	\$525.99	\$0.00	(\$550.99)	\$0.00	\$0.00	\$0.00		10
10-333-02	Community Projects	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-334-01	Sale of Assets	R	\$0.00	\$0.00	\$0.00	(\$16.10)	\$70,000.00	\$0.00	\$0.00		10
10-390-00	Prior Year Surplus	R	\$151,368.6	\$151,369.00	\$10,000.00	\$0.00	\$0.00	\$29,763.57	\$0.00		10
Type: E			\$387,475.68	\$376,757.43	\$284,883.33	\$285,550.63	\$488,865.33	\$265,654,573.00	\$0.00		
10-401-01	Salaries & Wages	E	\$80,855.00	\$102,165.95	\$83,235.00	\$71,071.73	\$108,700.00	\$94,386.91	\$0.00	+3%	10
10-401-02	FICA Tax Expense	E	\$5,013.00	\$7,073.20	\$5,160.57	\$4,418.50	\$6,740.00	\$5,854.99	\$0.00		10
10-401-03	MEDICARE Tax Expense	E	\$1,173.00	\$1,488.51	\$1,250.41	\$1,032.37	\$1,576.15	\$1,368.61	\$0.00		10
10-401-04	SUTA Tax Expense	E	\$150.00	\$115.56	\$0.00	\$47.24	\$50.00	\$50.00	\$0.00		10
10-401-05	FUTA Tax Expense	E	\$0.00	\$316.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-401-06	Health Insurance Expense	E	\$14,552.00	\$12,448.64	\$8,098.56	\$6,137.76	\$3,696.79	\$18,076.32	\$0.00	1.6% + Brinson	10
10-401-07	Life Insurance Expense	E	\$752.00	\$697.15	\$800.00	\$464.15	\$796.00	\$824.00	\$0.00		10
10-401-08	Retirement Expense	E	\$5,140.00	\$7,284.14	\$5,200.00	\$5,593.62	\$9,590.00	\$7,000.00	\$0.00		10
10-401-10	Workers' Compensation I	E	\$1,300.00	\$1,319.24	\$1,400.00	\$1,011.33	\$1,356.12	\$1,442.00	\$0.00		10
10-411-20	R&M - Vehicles	E	\$1,500.00	\$1,800.60	\$1,500.00	\$747.20	\$1,281.00	\$1,500.00	\$0.00		10
10-411-21	R&M - Equipment	E	\$1,200.00	\$801.74	\$1,200.00	\$286.41	\$491.00	\$600.00	\$0.00		10
10-411-22	R&M - Rental Units	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-411-23	R&M Trash Truck	E	\$8,000.00	\$7,026.72	\$9,000.00	\$0.00	\$1,000.00	\$9,000.00	\$0.00		10
10-411-24	R&M - Office Equipment	E	\$355.00	\$296.15	\$250.00	\$670.55	\$800.00	\$450.00	\$0.00		10
10-411-25	R&M - Town Hall	E	\$1,500.00	\$1,553.88	\$1,000.00	\$369.03	\$496.00	\$750.00	\$0.00		10
10-411-26	R&M - Parking Lot	E	\$100.00	\$26.38	\$10,000.00	\$848.75	\$10,000.00	\$10,000.00	\$0.00		10

Budget Preparation Transactions

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	Improv	Notes	Func
10-411-27	R&M - Tools & Supplies	E	\$650.00	\$1,213.93	\$1,000.00	\$682.47	\$1,170.00	\$1,000.00	\$0.		10
10-411-32	R&M - 105 Shop	E	\$300.00	\$271.05	\$200.00	\$113.94	\$196.00	\$200.00	\$0.		10
10-412-31	Utilities-Town Hall	E	\$2,200.00	\$1,544.17	\$2,200.00	\$1,014.48	\$1,522.00	\$2,000.00	\$0.		10
10-412-32	Utilities-105 Shop	E	\$650.00	\$520.79	\$750.00	\$527.53	\$560.00	\$600.00	\$0.		10
10-413-40	Property Insurance	E	\$2,500.00	\$2,540.84	\$2,650.00	\$2,660.29	\$3,561.56	\$3,500.00	\$0.		10
10-413-41	General Advertising	E	\$600.00	\$525.93	\$650.00	\$1,055.24	\$1,500.00	\$1,000.00	\$0.		10
10-413-42	Bank Service Charges	E	\$1,800.00	\$1,045.54	\$1,000.00	\$806.19	\$1,382.00	\$1,704.00	\$0.		10
10-413-44	Dues & Subscriptions	E	\$1,500.00	\$2,274.10	\$1,500.00	\$1,831.53	\$1,832.00	\$2,000.00	\$0.		10
10-413-45	Office Supplies	E	\$4,000.00	\$3,185.53	\$4,500.00	\$1,670.58	\$2,425.00	\$3,000.00	\$0.		10
10-413-46	Telephone	E	\$1,700.00	\$1,913.33	\$1,700.00	\$1,670.58	\$2,425.00	\$2,500.00	\$0.		10
10-413-47	Training & Seminars	E	\$900.00	\$0.00	\$3,175.00	\$889.00	\$2,473.00	\$3,175.00	\$0.		10
10-413-49	Interest Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-413-50	Election Expense	E	\$1,500.00	\$2,362.49	\$0.00	\$0.00	\$0.00	\$2,400.00	\$0.		10
10-413-51	Miscellaneous Expense	E	\$500.00	\$0.00	\$500.00	\$49.20	\$100.00	\$500.00	\$0.		10
10-413-52	Software Support	E	\$4,550.00	\$8,116.18	\$4,500.00	\$800.48	\$4,500.00	\$5,100.00	\$0.	+ business license	10
10-413-53	Software Expense	E	\$4,000.00	\$1,591.00	\$500.00	\$0.00	\$0.00	\$3,000.00	\$0.	Business License	10
10-413-54	Office Equipment	E	\$4,645.00	\$446.07	\$250.00	\$327.27	\$350.00	\$400.00	\$0.		10
10-414-60	Legal Fees	E	\$1,800.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	\$7,200.00	\$0.		10
10-414-61	Audit Fees	E	\$3,300.00	\$3,287.50	\$3,300.00	\$7,000.00	\$7,000.00	\$3,500.00	\$0.	2 yrs paid in curre	10
10-414-62	Accounting Fees	E	\$4,500.00	\$4,125.00	\$4,500.00	\$3,375.00	\$4,875.00	\$4,500.00	\$0.		10
10-414-63	Recorder Fees	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-414-64	Consultant Fees	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-415-70	Refuse Collection Expense	E	\$3,000.00	\$2,266.87	\$3,000.00	\$1,887.96	\$2,000.00	\$3,000.00	\$0.		10
10-415-71	Landfill Tipping Fees	E	\$0.00	\$25.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-415-72	Recycling Site Expense	E	\$2,000.00	\$1,252.93	\$2,000.00	\$807.74	\$1,385.00	\$1,500.00	\$0.		10
10-416-01	Salaries & Wages	E	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10
10-416-02	FICA Tax Expense	E	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		10

GL Account	GL Act Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	mmprv	Notes	Func
10-416-03	MEDICARE Tax Expense	E	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-416-04	SUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-416-05	FUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-416-41	Zoning Advertising	E	\$800.00	\$0.00	\$650.00	\$484.36	\$650.00	\$650.00	\$0.00		10
10-416-50	Violation Enforcement	E	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-416-60	Legal Fees	E	\$540.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00		10
10-416-75	Comprehensive Plan	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-416-76	Annexation Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-417-79	Community Relations	E	\$2,000.00	\$1,091.40	\$1,200.00	\$1,361.29	\$1,500.00	\$1,500.00	\$0.00		10
10-417-80	Fire & Rescue Expense	E	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00		10
10-418-12	Misc Grant Expenditure	E	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00		10
10-419-00	Capital Outlays	E	\$18,000.00	\$17,433.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-01	Salaries & Wages	E	\$40,227.68	\$25,363.96	\$41,434.00	\$12,793.55	\$19,567.00	\$42,677.02	\$0.00	+3%	10
10-419-02	FICA Tax Expense	E	\$2,495.00	\$1,572.60	\$2,569.00	\$793.27	\$1,213.13	\$2,645.98	\$0.00		10
10-419-03	MEDICARE Expense	E	\$648.00	\$367.78	\$600.79	\$185.47	\$283.72	\$618.82	\$0.00		10
10-419-04	SUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-05	FUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-10	Workers' Compensation I	E	\$1,400.00	\$1,419.88	\$1,465.00	\$1,123.70	\$1,506.80	\$1,600.00	\$0.00		10
10-419-11	Officers Liability Ins	E	\$3,708.00	\$3,731.46	\$3,800.00	\$3,388.01	\$3,809.42	\$3,900.00	\$0.00		10
10-419-12	Grant Expenditures	E	\$0.00	\$0.00	\$0.00	\$510.00	\$510.00	\$500.00	\$0.00		10
10-419-13	Police Funding Expenditur	E	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-14	Police Expenditure-Fauqui	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-15	Police Exp-eSummons	E	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-16	Police Exp-Asset Forfeit	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-20	R&M - Vehicles	E	\$800.00	\$104.72	\$800.00	\$642.27	\$1,101.03	\$800.00	\$0.00		10
10-419-21	R&M - Equipment	E	\$1,000.00	\$502.85	\$800.00	\$215.10	\$370.00	\$800.00	\$0.00		10
10-419-22	R&M - Fuel	E	\$2,000.00	\$1,316.05	\$2,000.00	\$593.96	\$1,018.22	\$2,000.00	\$0.00		10

Budget Preparation Transactions

GL Account	GL Acct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	Improv	Notes	Fund
10-419-30	Utilities	E	\$700.00	\$520.80	\$700.00	\$527.50	\$560.00	\$600.00	\$0.00		10
10-419-32	R&M - 105	E	\$300.00	\$228.71	\$300.00	\$114.03	\$152.04	\$400.00	\$0.00		10
10-419-40	Vehicle Insurance	E	\$1,250.00	\$1,270.40	\$2,270.00	\$898.96	\$1,205.44	\$1,250.00	\$0.00		10
10-419-42	Bank Service Charges	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-44	Dues & Subscriptions	E	\$200.00	\$710.00	\$200.00	\$175.00	\$175.00	\$200.00	\$0.00		10
10-419-45	Office Supplies	E	\$300.00	\$126.93	\$200.00	\$23.13	\$40.00	\$200.00	\$0.00		10
10-419-46	Telephone	E	\$2,400.00	\$2,629.67	\$2,400.00	\$2,076.12	\$2,870.00	\$3,000.00	\$0.00		10
10-419-47	Training & Seminars	E	\$2,315.00	\$950.69	\$2,315.00	\$1,573.00	\$2,000.00	\$1,000.00	\$0.00		10
10-419-52	Software Support	E	\$2,250.00	\$700.00	\$2,360.00	\$1,250.00	\$0.00	\$0.00	\$0.00		10
10-419-53	Software Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-419-55	Uniforms	E	\$300.00	\$141.39	\$300.00	\$332.25	\$332.25	\$300.00	\$0.00		10
10-419-60	Legal Fees	E	\$1,000.00	\$120.00	\$650.00	\$180.00	\$270.00	\$650.00	\$0.00		10
10-419-79	Community Relations	E	\$200.00	\$299.17	\$200.00	\$0.00	\$100.00	\$200.00	\$0.00		10
10-420-26	R&M-Street Lgts&Sidewlk	E	\$7,500.00	\$25.42	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00		10
10-420-31	Electricity-Street Lights	E	\$8,000.00	\$8,379.98	\$9,000.00	\$5,095.91	\$7,644.00	\$8,000.00	\$0.00		10
10-429-19	Covid-19 Expense	E	\$0.00	\$5,186.52	\$0.00	\$63,156.70	\$70,000.00	\$29,763.57	\$0.00		10
10-429-65	Reimbursable Expense -	E	\$0.00	\$1,171.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		10
10-450-00	Capital Outlays	E	\$105,000.0	\$85,990.93	\$15,000.00	\$19,953.32	\$19,953.32	\$0.00	\$0.00		10
			\$387,375.68	\$344,279.55	\$284,883.33	\$236,884.30	\$353,061.99	\$324,837.22	\$0.00		
Fund: 20			\$774,851.36	\$721,036.98	\$569,766.66	\$522,434.93	\$841,927.32	\$590,491.79	\$0.00		
Type: R											
20-310-08	DMV Commissions	R	\$92,838.55	\$132,508.03	\$100,000.00	\$105,948.61	\$152,750.00	\$132,000.00	\$0.00		20
20-310-10	Dmv Postage Reimburse	R	\$0.00	(\$2.70)	\$0.00	\$20.05	\$0.00	\$0.00	\$0.00		20
20-332-01	Interest Income	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		20
20-390-00	Prior Year Surplus	R	\$20,000.00	\$20,000.00	\$41,085.42	\$0.00	\$0.00	\$0.00	\$0.00		20
Type: E			\$112,838.55	\$152,505.33	\$141,085.42	\$105,968.66	\$152,750.00	\$132,000.00	\$0.00		

Budget Preparation Transactions

7 of 12

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	nmgsprov	Notes	Funk
20-401-01	Salaries & Wages	E	\$69,628.00	\$69,533.51	\$79,341.28	\$56,775.63	\$86,834.00	\$112,688.70	\$0. \$0. +3% plus addtl e		20
20-401-02	FICA Tax Expense	E	\$4,316.94	\$4,349.91	\$4,919.17	\$3,512.63	\$5,383.00	\$6,986.70	\$0. \$0.		20
20-401-03	Medicare Tax Expense	E	\$1,009.61	\$1,006.57	\$1,150.45	\$821.57	\$1,259.00	\$1,633.99	\$0. \$0.		20
20-401-04	SUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		20
20-401-05	FUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		20
20-401-06	Health Insurance Exp	E	\$5,481.00	\$4,655.52	\$3,611.52	\$2,708.64	\$3,611.52	\$6,413.20	\$0. \$0. +1.6% + Brinson		20
20-401-07	Life Insurance Expense	E	\$250.00	\$556.12	\$625.00	\$367.08	\$632.88	\$650.00	\$0. \$0.		20
20-401-08	Retirement Expense	E	\$2,000.00	\$2,735.09	\$3,150.00	\$2,845.92	\$4,353.00	\$4,483.00	\$0. \$0. +Ellis full time		20
20-401-10	Workers' Compensation I	E	\$203.00	\$209.24	\$238.00	\$112.37	\$150.68	\$155.20	\$0. \$0.		20
20-413-41	Advertising	E	\$150.00	\$334.81	\$150.00	\$140.00	\$150.00	\$150.00	\$0. \$0.		20
20-413-42	Bank Charges	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		20
20-413-45	Office Supplies	E	\$1,000.00	\$1,901.30	\$2,000.00	\$950.14	\$1,500.00	\$2,000.00	\$0. \$0.		20
20-413-46	Telephone	E	\$1,000.00	\$1,048.85	\$1,100.00	\$954.32	\$1,754.32	\$2,400.00	\$0. \$0.		20
20-413-48	Rent	E	\$2,200.00	\$2,200.00	\$43,600.00	\$10,900.00	\$43,600.00	\$2,500.00	\$0. \$0. Extra in current ye		20
20-413-52	Software Support	E	\$0.00	\$437.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		20
20-413-54	Office Equipment	E	\$5,400.00	\$4,665.57	\$1,000.00	\$327.24	\$560.00	\$1,000.00	\$0. \$0.		20
20-413-59	Travel	E	\$200.00	\$93.96	\$200.00	\$0.00	\$0.00	\$200.00	\$0. \$0.		20
20-450-00	Capital Outlay	E	\$20,000.00	\$60,766.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		20
			\$112,838.55	\$154,494.53	\$141,085.42	\$80,415.54	\$149,768.40	\$141,260.79	\$0. \$0.		
Fund: 40			\$225,677.10	\$306,999.86	\$282,170.84	\$186,384.20	\$302,538.40	\$273,260.79	\$0. \$0.		
Type: R											
40-300-00	Refuse Collection	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		40
40-300-01	Received at Town	R	\$230,000.0	\$326,203.34	\$325,000.00	\$204,048.51	\$306,073.00	\$310,000.00	\$0. \$0.		40
40-300-02	Received at Bank	R	\$89,277.00	\$461.70	\$0.00	(\$49.71)	(\$49.71)	\$0.00	\$0. \$0.		40
40-300-03	SDWA Fees	R	\$2,000.00	\$1,947.00	\$2,000.00	\$1,888.14	\$1,888.14	\$2,000.00	\$0. \$0.		40
40-311-01	New Account Fees	R	\$2,800.00	\$1,914.00	\$4,300.00	\$2,271.00	\$3,635.00	\$4,000.00	\$0. \$0.		40
40-311-02	Reconnection Fees	R	\$7,000.00	\$6,281.34	\$8,000.00	\$43.00	\$43.00	\$4,000.00	\$0. \$0. COVTD prohibition		40

Southern Software FMS Budget Preparation Transactions

Date: 3/11/2021 2:32 PM

GL Account	GL Acct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	Time Prov	Notes	Func
40-311-03	Tap Fees	R	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$22,500.00	\$0.00		40
40-320-00	Other Revenues	R	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-332-01	Interest - Savings Acct.	R	\$100.00	\$94.24	\$100.00	\$5.57	\$10.00	\$10.00	\$0.00		40
40-332-02	Interest - C/D's	R	\$1,100.00	\$1,358.58	\$1,300.00	\$670.51	\$1,200.00	\$1,300.00	\$0.00		40
40-332-03	Returned Check Fees	R	\$400.00	\$175.00	\$250.00	\$0.00	\$105.00	\$175.00	\$0.00		40
40-335-05	CIP Loan Proceeds	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-335-06	CIP Loan Proceeds Intere	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-340-00	State Revenue	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-390-00	Prior Year Surplus	R	\$95,820.00	\$0.00	\$1,899.61	\$0.00	\$0.00	\$0.00	\$0.00		40
Type: E			\$443,597.00	\$356,435.20	\$357,949.61	\$223,877.02	\$327,904.43	\$343,985.00	\$0.00		
40-401-01	Salaries & Wages	E	\$100,574.0	\$94,746.12	\$101,200.66	\$50,973.24	\$77,959.00	\$103,603.43	\$0.00	+3%	40
40-401-02	FICA Tax Expense	E	\$6,236.00	\$5,874.36	\$6,274.44	\$3,171.57	\$4,834.00	\$6,423.41	\$0.00		40
40-401-03	MEDICARE Expense	E	\$1,458.00	\$1,373.84	\$1,467.41	\$741.82	\$1,130.41	\$1,502.25	\$0.00		40
40-401-04	SUTA Expense	E	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-401-05	FUTA Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-401-06	Health Insurance Expense	E	\$20,648.00	\$17,663.84	\$21,121.92	\$15,777.60	\$21,036.80	\$25,514.61	\$0.00	+1.6% + Bitson	40
40-401-07	Life Insurance Expense	E	\$1,406.00	\$1,331.29	\$1,194.17	\$771.64	\$1,326.39	\$1,366.18	\$0.00		40
40-401-08	Retirement Expense	E	\$8,077.00	\$7,509.27	\$5,942.32	\$4,102.12	\$6,239.34	\$8,202.96	\$0.00		40
40-401-10	Workers' Compensation I	E	\$1,054.00	\$1,061.16	\$1,091.96	\$786.59	\$1,054.76	\$1,125.75	\$0.00		40
40-410-85	Water Testing Expense	E	\$1,500.00	\$2,403.30	\$3,000.00	\$2,374.68	\$4,070.88	\$3,500.00	\$0.00		40
40-410-86	SDWA Fees	E	\$2,000.00	\$1,947.00	\$2,000.00	\$1,947.00	\$1,947.00	\$2,000.00	\$0.00		40
40-410-87	Meter Reading Expense	E	\$150.00	\$9.30	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00		40
40-410-88	Billing Expense	E	\$4,000.00	\$4,831.21	\$4,700.00	\$2,553.21	\$3,829.82	\$4,500.00	\$0.00		40
40-410-89	Water Treatment Expense	E	\$5,000.00	\$6,554.11	\$4,500.00	\$3,606.88	\$5,410.32	\$5,000.00	\$0.00		40
40-411-20	R&M - Vehicles	E	\$1,500.00	\$1,335.43	\$1,000.00	\$723.70	\$1,085.55	\$1,000.00	\$0.00		40
40-411-21	R&M - Pumps	E	\$200.00	\$715.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00		40

Budget Preparation Transactions

GL Account	GL Act Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	improv	Notes	Func
40-411-22	R&M - Distribution Syste	E	\$20,000.00	\$7,808.79	\$15,000.00	\$3,336.20	\$5,000.00	\$15,000.00	\$0.00		40
40-411-23	R&M - Meters	E	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$250.00	\$0.00		40
40-411-24	R&M - System Supplies	E	\$200.00	\$0.00	\$200.00	\$1,447.86	\$1,500.00	\$1,000.00	\$0.00		40
40-411-25	R&M - 5th St Tower	E	\$7,106.00	\$7,270.73	\$7,270.73	\$7,105.34	\$7,105.34	\$7,200.00	\$0.00		40
40-411-26	R&M - Lee's GlenTower	E	\$5,500.00	\$165.39	\$5,500.00	\$3,890.00	\$3,890.00	\$5,500.00	\$0.00		40
40-411-27	R&M - Tools & Supplies	E	\$500.00	\$146.33	\$500.00	\$565.89	\$500.00	\$500.00	\$0.00		40
40-411-28	R&M Pump Generator	E	\$2,700.00	\$1,426.49	\$2,000.00	\$2,621.46	\$3,000.00	\$3,000.00	\$0.00		40
40-411-32	R&M - Shop	E	\$300.00	\$228.71	\$300.00	\$114.03	\$152.04	\$300.00	\$0.00		40
40-412-30	Utilities	E	\$3,500.00	\$3,384.73	\$3,300.00	\$1,542.46	\$2,269.67	\$3,000.00	\$0.00		40
40-412-31	Utilities - Pumps	E	\$6,500.00	\$7,902.36	\$8,000.00	\$5,006.16	\$7,509.24	\$8,000.00	\$0.00		40
40-412-32	Utilities-105 Shop	E	\$700.00	\$520.90	\$700.00	\$64.45	\$559.73	\$600.00	\$0.00		40
40-413-40	Property Insurance	E	\$3,750.00	\$3,796.28	\$4,000.00	\$2,865.45	\$3,842.36	\$4,000.00	\$0.00		40
40-413-41	Advertising	E	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00		40
40-413-42	Bank Service Charges	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-413-43	Uniforms	E	\$400.00	\$0.00	\$0.00	\$49.20	\$49.20	\$250.00	\$0.00		40
40-413-44	Dues & Subscriptions	E	\$600.00	\$433.00	\$600.00	\$513.00	\$513.00	\$600.00	\$0.00		40
40-413-45	Office Expense	E	\$2,000.00	\$2,287.03	\$2,000.00	\$774.30	\$1,161.45	\$2,000.00	\$0.00		40
40-413-46	Telephone	E	\$4,000.00	\$3,247.85	\$3,750.00	\$2,741.77	\$3,870.73	\$4,000.00	\$0.00		40
40-413-47	Training & Seminars	E	\$1,400.00	\$504.00	\$1,250.00	\$0.00	\$0.00	\$700.00	\$0.00		40
40-413-50	Casual Labor	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-413-52	Software Support	E	\$2,768.00	\$6,197.88	\$2,768.00	\$31.25	\$2,768.00	\$2,768.00	\$0.00		40
40-413-53	Software Expense	E	\$0.00	\$1,591.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-413-54	Office Equipment	E	\$4,920.00	\$446.07	\$480.00	\$327.24	\$490.86	\$500.00	\$0.00		40
40-414-60	Legal Fees	E	\$4,500.00	\$0.00	\$7,200.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-414-61	Audit Fees	E	\$3,300.00	\$3,287.50	\$3,288.00	\$0.00	\$7,000.00	\$3,500.00	\$0.00	current yr = 2 year	40
40-414-62	Accounting Fees	E	\$4,500.00	\$4,125.00	\$4,500.00	\$3,375.00	\$4,875.00	\$4,500.00	\$0.00		40
40-414-64	Consultant Fees	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40

GL Account	GL Acct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	Improv	Notes	Fund
40-429-65	Reimbursable Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
40-450-00	Capital Outlays	E	\$155,000.0	\$57,001.93	\$75,000.00	\$490.00	\$490.00	\$15,000.00	\$0.00	Sample Stations	40
40-451-00	Water Project-Capital	E	\$55,000.00	\$55,073.20	\$56,000.00	\$54,704.70	\$54,704.70	\$54,000.00	\$0.00		40
40-452-00	Capital- Building	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		40
			\$443,597.00	\$314,200.40	\$357,949.61	\$179,095.81	\$241,175.59	\$300,256.59	\$0.00		
			\$887,194.00	\$670,635.60	\$715,899.22	\$402,972.83	\$569,080.02	\$644,241.59	\$0.00		
Fund: 60											
Type: R											
60-304-01	Lot Sales-Town Residents	R	\$4,000.00	\$9,000.00	\$4,000.00	\$0.00	\$1,000.00	\$4,000.00	\$0.00		60
60-304-02	Lot Sales-County Resident	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-304-03	Lot Sales-Out-of-County	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-305-01	Marker Fees	R	\$125.00	\$500.00	\$250.00	\$0.00	\$62.50	\$250.00	\$0.00		60
60-305-02	Burial Fees	R	\$6,000.00	\$4,850.00	\$5,000.00	\$2,450.00	\$3,750.00	\$5,000.00	\$0.00		60
60-305-03	Cremation Fees	R	\$500.00	\$1,200.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00		60
60-305-04	Monument Permits	R	\$300.00	\$250.00	\$400.00	\$200.00	\$300.00	\$400.00	\$0.00		60
60-305-05	Lot Transfer Fees	R	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-305-06	Distribution From Trust	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-306-01	Donations	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-306-02	Income Distributions	R	\$5,500.00	\$5,482.03	\$5,500.00	\$2,561.17	\$3,415.00	\$3,500.00	\$0.00		60
60-332-01	Interest Income	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-390-00	Prior Year Surplus	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
Type: E			\$16,425.00	\$21,332.03	\$15,650.00	\$6,211.17	\$9,527.50	\$14,150.00	\$0.00		
60-401-01	Salaries & Wages	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-401-02	FICA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-401-03	MEDICARE Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-401-04	SUTA Tax Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-411-21	R&M-Equipment	E	\$500.00	\$0.00	\$500.00	\$10.00	\$100.00	\$500.00	\$0.00		60

GL Account	GL Act Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	nmprov	Notes	Func
60-411-26	R&M-Property	E	\$7,175.00	\$6,000.19	\$7,250.00	\$5,009.59	\$7,559.59	\$7,500.00	\$0.00		60
60-411-27	R&M - Tools & Supplies	E	\$100.00	\$72.00	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00		60
60-413-40	Insurance	E	\$1,700.00	\$1,718.80	\$1,750.00	\$1,292.24	\$1,732.80	\$1,750.00	\$0.00		60
60-413-41	Advertising	E	\$0.00	\$80.00	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00		60
60-413-42	Bank Service Charges	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-413-45	Supplies	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-413-49	Interest	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-414-60	Legal Fees	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-421-01	80% Lot Sales (To Trustee)	E	\$3,200.00	\$7,200.00	\$3,200.00	\$0.00	\$800.00	\$3,200.00	\$0.00		60
60-421-02	Repurchased Lots	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-421-03	Burial Expense	E	\$2,500.00	\$1,925.00	\$2,500.00	\$795.00	\$1,875.00	\$2,500.00	\$0.00		60
60-421-06	Corner Markers	E	\$250.00	\$465.00	\$250.00	\$0.00	\$62.50	\$250.00	\$0.00		60
60-422-01	Transfer To Investments	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		60
60-450-00	Capital Outlays	E	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,100.00	\$0.00	FMS Cemetery Soft	60
			\$16,425.00	\$17,460.99	\$15,650.00	\$7,106.83	\$12,329.89	\$20,000.00	\$0.00		
			\$32,850.00	\$38,793.02	\$31,300.00	\$13,318.00	\$21,857.39	\$34,150.00	\$0.00		
Fund: 70											
Type: R											
70-335-01	Dividend Income	R	\$13,000.00	\$8,795.57	\$10,000.00	\$1,581.71	\$6,326.84	\$4,500.00	\$0.00		70
70-335-02	Interest Income	R	\$70.00	\$84.99	\$75.00	\$1.04	\$5.00	\$10.00	\$0.00		70
70-335-03	Capital Gains	R	\$6,500.00	\$19,333.35	\$6,000.00	\$8,407.29	\$0.00	\$0.00	\$0.00		70
70-335-04	Other Investment Income	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		70
70-335-05	80% Lot Sales	R	\$3,200.00	\$7,200.00	\$3,200.00	\$0.00	\$800.00	\$3,200.00	\$0.00		70
70-335-06	DONATIONS	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		70
70-335-20	Transfer From Town	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		70
70-390-00	Prior Year Surplus	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		70
			\$22,770.00	\$35,413.91	\$19,275.00	\$9,990.04	\$7,131.84	\$7,710.00	\$0.00		
Type: E											

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Estimated	Requested	nm&prov	Notes	Func
70-413-01	Trustee Fees	E	\$3,500.00	\$3,677.22	\$3,600.00	\$982.26	\$3,929.04	\$4,500.00	\$0. \$0.		70
70-413-02	Administration Fees	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		70
70-413-03	Distributions to Cemetery	E	\$5,500.00	\$5,481.96	\$5,500.00	\$816.80	\$3,415.00	\$3,500.00	\$0. \$0.		70
70-450-00	Capital Outlays	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		70
70-460-00	Budget Contingencies	E	\$13,770.00	\$0.00	\$10,175.00	\$0.00	\$0.00	\$0.00	\$0. \$0.		70
			\$22,770.00	\$9,159.18	\$19,275.00	\$1,799.06	\$7,344.04	\$8,000.00	\$0.00		
			\$45,540.00	\$44,573.09	\$38,550.00	\$11,789.10	\$14,475.88	\$15,710.00	\$0.00		

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MEMORANDUM

TO: The Honorable Mayor of the Town of Remington
The Honorable Members of the Remington Town Council

FROM: Andrea G. Erard, Town Attorney

RE: "COVID-19 Workplace Safety and Health Standards Amid Pandemic"

DATE: March 12, 2021

On January 27, 2021 Governor Northam approved a final, permanent standard relating to infectious disease prevention. This replaces the temporary standard that was approved in July of 2020, and it is entitled "COVID-19 Workplace Safety and Health Standards Amid Pandemic" (16VAC25-220). The final standard is generally similar to the temporary standard, although there are some differences. The "COVID-19 Workplace Safety and Health Standards Amid Pandemic" is a state law that applies to all employers in the Commonwealth of Virginia, which includes the Town of Remington.

Some of the requirements include, but are not limited to:

- Employees must wear face coverings at work, even when on a break.
- Employees cannot be closer than 6 feet of one another, even if they are wearing a face covering.
- Employees must observe physical distancing at all times on the job and while on breaks.

- A face covering is defined as two or more layers of washable, breathable fabric completely covering the nose and mouth and fitting securely under the chin. Neck gaiters are acceptable if there are two or more layers. No exhalation valves or vents are allowed.
- If an employee cannot wear a mask, the employee must wear a face shield or a hooded face shield. Face shield wearers must wash their hands before and after removing the face shield and avoid touching their eyes, nose, and mouth when removing it. (If disposable, throw away after one use-if reusable must be cleaned and disinfected after every use.)
- Return to work:
 - Symptomatic employees must be fever free for at least 24 hours, cough must have improved and at least 10 days have passed since onset of symptoms.
 - Asymptomatic employees must stay out 10 days from the date of the positive PCR test.
- An employer cannot require employees to pay for the cost of COVID testing for return to work determinations. But it is OK if the employer's insurance covers the entire cost.)
- There should be signage and announcements throughout the workplace indicating the requirement of physical distancing, wearing a mask, hand washing and sanitizing work areas.
- Measures to reduce worksite density should be implemented.
- Ensure exhaust fans in restroom facilities are functional and operating continuously when the building is occupied.
- If possible, improve central air filtration to MERV-13.
- Check air filters to ensure they are within service life and appropriately installed.
- The Infectious Disease Preparedness and Response Plan should consider and address contingency plans for situations that may arise as a result of outbreaks that impact employee safety and health, such as:
 - Increased rates of employee absenteeism (an understaffed business can be at greater risk for accidents);
 - The need for physical distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing workplace control measures such as elimination and substitution, engineering controls, administrative and work practice controls, and personal protective equipment (e.g., respirators, surgical/medical procedure masks, etc.);
 - Options for conducting essential operations in a safe and healthy manner with a reduced workforce; and
 - Interrupted supply chains or delayed deliveries of safety and health related products and services essential to business operations.
- Training should include strategies to extend PPE usage during periods when supplies are not available and no other options are available for protection, as long as the extended use of the PPE does not pose any increased risk of exposure. The training to extend PPE usage shall include the conditions of extended PPE use, inspection criteria of the PPE to determine whether it can or cannot be used for an extended period, and safe storage requirements for PPE used for an extended period.

Since the Town Council is an employer, these same requirements are binding upon each member of the Town Council. Violations can be investigated by the Virginia Department of Labor and/or the Occupational Health and Safety Administration. There are substantial fines for violations.

A summary of the changes published by the Virginia Department of Labor, as well as a complete copy of the final regulations is attached. Additional resources can also be found at <https://www.doli.virginia.gov/covid-19-outreach-education-and-training/>.

**Final Standard for Infectious Disease Prevention of the
SARS-CoV-2 That Causes COVID-19, 16 VAC 25-220**

Summary of Significant Changes from the Emergency Temporary Standard to the Final Permanent Standard

16VAC25-220-10. Purpose, scope, and applicability.

Language added to 16VAC25-220-10.C:

Notwithstanding anything to the contrary in this standard, no enforcement action shall be brought against an employer or institution for failure to provide PPE required by this standard, if such PPE is not readily available on commercially reasonable terms, and the employer or institution makes a good faith effort to acquire or provide such PPE as is readily available on commercially reasonable terms. The Department of Labor and Industry shall consult with the Virginia Department of Health as to the ready availability of PPE on commercially reasonable terms and, in the event there are limited supplies of PPE, whether such supplies are being allocated to high risk or very high risk workplaces.¹

16VAC25-220-20. Effective dates.

Language added as 16VAC25-220-20.B:

The requirements for 16VAC25-220-70 [Infection disease preparedness and response plan] shall take effect on March 26, 2021.² The training requirements in 16VAC25-220-80 shall take effect on March 26, 2021.

Language added as 16VAC25-220-20.C:

Within fourteen (14) days of the expiration of the Governor's COVID-19 State of Emergency and Commissioner of Health's COVID-19 Declaration of Public Emergency, the Virginia Safety and Health Codes Board shall notice a regular, special, or emergency meeting/conduct a regular, special, or emergency meeting to determine whether there is a continued need for the standard.³

¹ DOLI interprets the phrase "no enforcement action" to mean that either no citation shall issue, or if a citation has already been issued it shall be vacated, "if such PPE is not readily available on commercially reasonable terms, and the employer or institution makes a good faith effort to acquire or provide such PPE as is readily available on commercially reasonable terms." DOLI will still retain the right to carry out its statutory authority to conduct informal investigations or onsite inspections and verify employer compliance with this provision.

² This date assumes the permanent standard has an effective date of January 27, 2021.

³ The new language in 16VAC25-220.C requires the Board to make a "determination" of whether there is continued need for the standard. The Department has identified three "determination" options:

- That there is no continued need for the standard;
- That there is a continued need for the standard with no changes; and
- That there is a continued need for a revised standard.

Regardless of the determination, the Department and Board will provide notice and comment opportunities on any changes to or revocation of the standard.

16VAC25-220-30. Definitions.

Definition of "Disinfecting" revised:

"Disinfecting" means using chemicals approved for use against SARS-CoV-2 virus, for example EPA-registered disinfectants, or non-EPA-registered disinfectants that otherwise meet the EPA criteria for use against SARS-CoV-2 virus, to kill germs on surfaces. The process of disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Definition of "Face covering" revised:

"Face covering" means an item made of two or more layers of washable, breathable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. Neck gaiters made of two or more layers of washable, breathable fabric, or folded to make two such layers are considered acceptable face coverings. Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. A face covering is not a surgical/medical procedure mask or respirator.

Definition of "Face shield" revised:

"Face shield" means a form of personal protective equipment made of transparent, impermeable materials primarily used for eye protection from droplets or splashes for the person wearing it. A face shield is not a substitute for a face covering, surgical/medical procedure mask, or respirator.

New definition for "Minimal occupational contact" is provided:

"Minimal occupational contact" means no or very limited, brief, and infrequent contact with employees or other persons at the place of employment. Examples include, but are not limited to, remote work (i.e., those working from home); employees with no more than brief contact with others inside six feet (e.g., passing another person in a hallway that does not allow physical distancing of six feet); health care employees providing only telemedicine services; a long distance truck driver. ⁴

Definition of "Physical distancing" revised:

"Physical distancing" also called "social distancing" means a person keeping space between himself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six feet from other persons.

With regard to the phrase "notice a regular, special, or emergency meeting/conduct a regular, special, or emergency meeting to," the intent of the language is to give the Board the maximum amount of flexibility to "notice" the Board meeting within 14 days even if the Board may not actually meet within 14 days.

⁴ <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

Physical separation of an employee from other employees or persons by a permanent, solid floor to ceiling wall (e.g., an office setting) constitutes one form of physical distancing from an employee or other person stationed on the other side of the wall, provided that six feet of travel distance is maintained from others around the edges or sides of the wall as well.

New definition of "Severely immunocompromised" is provided:

"Severely immunocompromised" means a seriously weakened immune system that lowers the body's ability to fight infection and may increase the risk of getting severely sick from SARS-CoV-2, from being on chemotherapy for cancer, being within one year out from receiving a hematopoietic stem cell or solid organ transplant, untreated HIV infection with CD4 T lymphocyte count less than 200, combined primary immunodeficiency disorder, and receipt of prednisone greater than 20mg per day for more than 14 days. The degree of immunocompromise is determined by the treating provider, and preventive actions are tailored to each individual and situation.

Definition of "Signs of COVID-19" revised:

"Signs of COVID-19" are medical conditions that can be objectively observed and may include fever, trouble breathing or shortness of breath, cough, vomiting, new confusion, bluish lips or face, etc.

New definition of "Symptoms of COVID-19" is provided:

"Symptoms of COVID-19" are medical conditions that are subjective to the person and not observable to others and may include chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea, congestion or runny nose, or diarrhea, etc.

16VAC25-220-40. Mandatory requirements for all employers.

16VAC25-220-40.B.7.d [notification to VDH of positive cases] is changed to:

d. The Virginia Department of Health during a declaration of an emergency by the Governor pursuant to § 44-146.17 of the Code of Virginia. Every employer as defined by § 40.1-2 of the Code of Virginia shall report to the Virginia Department of Health (VDH) when the work site has had two or more confirmed cases of COVID-19 of its own employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period. Employers shall make such a report in a manner specified by VDH, including name, date of birth, and contact information of each case, within 24 hours of becoming aware of such cases. Employers shall continue to report all cases until the local health department has closed the outbreak. After the outbreak is closed, subsequent identification of two or more confirmed cases of COVID-19 during a declared emergency shall be reported, as required by this subdivision B 7 d. The following employers are exempt from this provision because of separate outbreak reporting requirements contained in 12VAC5-90-90: any residential or day program, service, or

facility licensed or operated by any agency of the Commonwealth, school, child care center, or summer camp;....

16VAC25-220-40.B.7.e [notification to DOLI of positive cases] is changed to:

e. The Virginia Department of Labor and Industry within 24 hours of the discovery of three or more of its own employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period. A reported positive SARS-CoV-2 test does not need to be reported more than once and will not be used for the purpose of identifying more than one grouping of three or more cases, or more than one 14-day period.

16VAC25-220-40.C.1 and C.2 are changed to reflect a symptoms based strategy for return to work:

C. Return to work. Employers shall develop and implement policies and procedures for employees known or suspected to be infected with the SARS-CoV-2 virus to return to work.

1. 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 have been met:

- a. The employee is fever-free (less than 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.

However, a limited number of employees with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Employees who are severely immunocompromised may require testing to determine when they can return to work, and the employer shall consider consultation with infection control experts. VOSH will consult with VDH when identifying severe employee illnesses that may warrant extended duration of isolation or severely immunocompromised employees required to undergo testing.

2. Employees known to be infected with SARS-CoV-2 who never develop signs or symptoms are excluded from returning to work until 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

16VAC25-220-40.F [multiple employees occupying a vehicle] is changed to:

F. When multiple employees are occupying a vehicle for work purposes, employers shall use the hierarchy of hazard controls to mitigate the hazards associated with SARS-CoV-2 and COVID-19 to prevent employee exposures in the following order:

1. Eliminate the need for employees to share work vehicles and arrange for alternative means for additional employees to travel to work sites.
2. Provide access to fresh air ventilation (e.g., windows). Do not recirculate cabin air.
3. When physical distancing cannot be maintained, establish procedures to maximize separation between employees during travel (e.g., setting occupancy limits, sitting in alternate seats, etc.).
4. When employees must share work vehicles because no other alternatives are available, employees shall be provided with respiratory protection, such as an N95 filtering face piece respirator. The employer shall ensure compliance with respiratory protection and personal protective equipment standards applicable to the employer's industry.
5. Until adequate supplies of respiratory protection and/or personal protective equipment become readily available for non-medical and non-first responder employers and employees, employers shall provide and employees shall wear face coverings while occupying a work vehicle with other employees or persons.

Notwithstanding anything to the contrary in this standard, the Secretary of Commerce and Trade may exercise discretion in the enforcement of an employer's failure to provide PPE required by this standard, if the employer demonstrates that the employer:

- a. Is exercising due diligence to come into compliance with such requirement; and
- b. Is implementing alternative methods and measures to protect employees that are satisfactory to the Secretary of Commerce and Trade after consultation with the commissioner and the Secretary of Health and Human Services.

16VAC25-220-40.H, the following language is added:

H. When it is necessary for employees solely exposed to lower risk hazards or job tasks to have brief contact with others inside six feet (e.g., passing another person in a hallway that does not allow physical distancing of six feet), a face covering is required.

16VAC25-220-40.J.1, the following language is added:

1. Although face shields are not considered a substitute for face coverings as a method of source control and not used as a replacement for face coverings among people without medical contraindications, face shields may provide some level of protection against contact with respiratory droplets. In situations where a face covering cannot be worn due to medical contraindications, employers shall provide and employees shall wear either:

- a. A face shield that wraps around the sides of the wearer's face and extends below the chin; or
- b. A hooded face shield.

2. To the extent feasible, employees wearing face shields in accordance with this subsection shall observe physical distancing requirements in this standard.

3. Face shield wearers shall wash their hands before and after removing the face shield and

avoid touching their eyes, nose, and mouth when removing it.

4. Disposable face shields shall only be worn for a single use and disposed of according to manufacturer instructions.

5. Reusable face shields shall be cleaned and disinfected after each use according to manufacturer instructions.

16VAC25-220-40.L.5, is changed to:

5. All common spaces, including bathrooms (including port-a-johns, privies, etc.), frequently touched surfaces, and doors, shall at a minimum be cleaned and disinfected at least once during or at the end of the shift. Where multiple shifts are employed, such spaces shall be cleaned and disinfected no less than once every 12 hours.

16VAC25-220-40.L.7, is changed to:

7. Employers shall ensure that cleaning and disinfecting products are readily available to employees to accomplish the required cleaning and disinfecting. In addition, employers shall ensure use of only disinfecting chemicals and products indicated in the Environmental Protection Agency (EPA) List N for use against SARS-CoV-2, or non-EPA-registered disinfectants that otherwise meet the EPA criteria for use against SARS-CoV-2.

16VAC25-220-50. Requirements for hazards or job tasks classified as very high or high exposure risk.

16VAC25-220-50.B.1.b and B.1.c [air handling systems] are changed by deleting references to ASHRAE and ANSI standards,⁵ and adding the following:

b. Where feasible and within the design parameters of the system, are utilized as follows:

- (1) Increase total airflow supply to occupied spaces provided that a greater hazard is not created (e.g., airflow that is increased too much may make doors harder to open or may blow doors open);
- (2) In ground transportation settings, use natural ventilation to increase outdoor air dilution of inside air in a manner that will aid in mitigating the spread of SARS-CoV-2 virus and COVID-19 disease transmission to employees, and when environmental conditions and transportation safety and health requirements allow;
- (3) Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass;
- (4) Increase air filtration to as high as possible in a manner that will still enable the system to provide airflow rates as the system design requires. Ensure compliance with higher filtration values is allowed by the air handler manufacturer's installation instructions and listing;

⁵ American National Standards Institute (ANSI)/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards 62.1 and 62.2 (ASHRAE 2019a, 2019b), which include requirements for outdoor air ventilation in most residential and nonresidential spaces, and ANSI/ASHRAE/ASHE Standard 170 (ASHRAE 2017a).

- (5) Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials;
- (6) Have staff work in "clean" ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open);
- (7) Ensure exhaust fans in restroom facilities are functional and operating continuously when the building is occupied;
- (8) If the system's design can accommodate such an adjustment and is allowed by the air handler manufacturer's installation instructions and listing, improve central air filtration to MERV-13 and seal edges of the filter to limit bypass; and
- (9) Check filters to ensure they are within service life and appropriately installed.

c. Comply with USBC and applicable referenced American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards.

16VA25-220-60.B.6, the following language is added:

....Diagnostic laboratories that conduct routine medical testing and environmental specimen testing for COVID-19 are not required to operate at BSL-3.

16VAC25-220-60. Requirements for hazards or job tasks classified at medium exposure risk.

16VA25-220-60.B.1.b and B.1.c [air handling systems] are changed in the same manner as 16VA25-220-50.B.1.b and B.1.c above.

16VAC25-220-70. Infectious disease preparedness and response plan.

16VAC25-220-70.C.3.a.(4), new language is added:

C.The plan shall:

3. Consider and address the level of SARS-CoV-2 virus and COVID-19 disease risk associated with various places of employment, the hazards employees are exposed to at those sites, and job tasks employees perform at those sites. Such considerations shall include:

a. Where, how, and to what sources of the SARS-CoV-2 virus or COVID-19 disease might employees be exposed at work, including:

(4) Situations where employees work during higher risk activities involving potentially large numbers of people or enclosed work areas such as at large social gatherings, weddings, funerals, parties, restaurants, bars, hotels, sporting events, concerts, parades, movie theaters, rest stops, airports, bus stations, train stations, cruise ships, river boats, airplanes, etc.⁶

⁶ <https://www.vdh.virginia.gov/coronavirus/coronavirus/travel-to-areas-with-widespread-ongoing-community-spread/>

16VAC25-220-70.C.4, is changed to:

4. Consider and address contingency plans for situations that may arise as a result of outbreaks that impact employee safety and health, such as:

- a. Increased rates of employee absenteeism (an understaffed business can be at greater risk for accidents);
- b. The need for physical distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing workplace control measures such as elimination and substitution, engineering controls, administrative and work practice controls, and personal protective equipment (e.g., respirators, surgical/medical procedure masks, etc.);
- c. Options for conducting essential operations in a safe and healthy manner with a reduced workforce; and
- d. Interrupted supply chains or delayed deliveries of safety and health related products and services essential to business operations.

16VAC25-220-80. Training.

16VAC25-220-80.B.8.f, new language is added:

B. The training required under subsection A of this section shall include:

....

8. Personal protective equipment (PPE):

....

- f. Strategies to extend PPE usage during periods when supplies are not available and no other options are available for protection, as long as the extended use of the PPE does not pose any increased risk of exposure. The training to extend PPE usage shall include the conditions of extended PPE use, inspection criteria of the PPE to determine whether it can or cannot be used for an extended period, and safe storage requirements for PPE used for an extended period; and

16VAC25-220-80.C.2 [written certification of training], new language is added:

- 2. A physical or electronic signature is not necessary if other documentation of training completion can be provided (e.g., electronic certification through a training system; security precautions that enable the employer to demonstrate that training was accessed by passwords and usernames unique to each employee, etc.).

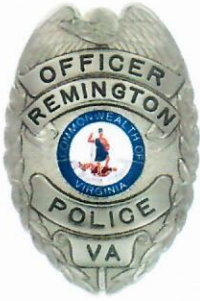
16VAC25-220-90. Discrimination against an employee for exercising rights under this standard is prohibited.

16VAC25-220-90.B, is changed to:

B. No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own personal protective equipment, including, but not limited to, a respirator, face shield, gown, or gloves, provided that the PPE does not create a greater hazard to the employee or create a serious hazard for other employees. In situations where face coverings are not provided by the employer, no person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own face covering that meets the requirements of this standard, provided that the face covering does not create a greater hazard to the employee or create a serious hazard for other employees. Nothing in this subsection shall be construed to prohibit an employer from establishing and enforcing legally permissible dress code or similar requirements addressing the exterior appearance of personal protective equipment or face coverings.

16VAC25-220-90.B, is changed to:

D. Nothing in this standard shall limit an employee from refusing to do work or enter a location because of a reasonable fear of illness or death. The requirements of 16VAC25-60-110 contain the applicable requirements concerning discharge or discipline of an employee who has refused to complete an assigned task because of a reasonable fear of illness or death.



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March 15, 2021 Council Meeting Staff Reports

- 20th National Drug Takeback is Scheduled for April 21, 2021 10 am – 2pm at Remington Drug Store. We are listed online with the DEA as a site in Fauquier.
- Attended Zoom Meeting March 9th with NCR-LInX (National Capital Region - Law Enforcement Information Exchange Program) Full Governance Board Meeting. We are a member.