REGULAR MONTHLY MEETING AGENDA
MONDAY, DECEMBER 6, 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

IV. CITIZENS TIME

V. CONSENT AGENDA
- Utility Billing Report
- Minutes: November 15, 2021
- Bill Listing

VI. STAFF REPORTS
A. Town Superintendent
B. Police Chief
C. Town Administrator
D. Town Clerk
E. Town Treasurer

VII. COMMITTEE REPORTS

A. WATER	Chair: Loving	Member: Heaney
B. PERSONNEL/POLICE -Pay increase for police - Chief 90-day review - Christmas Bonus	Chair: Tiffany	Member: Heflin
C. FINANCE - Monthly Report: November	Chair: Heaney	Member: Ashby
D. CEMETERY	Chair: Ashby	Member: Hart
E. PUBLIC FACILITIES	Chair: Heflin	Member: Loving
F. COMMUNITY DEVELOPMENT	Chair: Hart	Member: Tiffany

VIII. UNFINISHED BUSINESS
- BZA/Planning Commission Vacancy
- Golf Cart Ordinance: Streets and Crossings

IX. NEW BUSINESS
-Prioritized list of Capital Expenditures

X. CLOSED SESSION AS NEEDED

XI. ADJOURNMENT

UTILITY BILLING REPORT
AS OF November 30, 2021

Water Billing

Balance forward from previous month end	$	**37,656.18**
Late fees assessed November 21st	$	613.42
Water billing for November 2021	$	26,515.40
Manual bills	$	2,198.40
Final Bills	$	71.00
Deposit Credit Removal	$	-
Total Due	$	67,054.40
Payments 11/1/21 through 11/30/21	$	24,027.26
OverPayments (OPA) 11/1/21 through 11/30/21	$	3,502.39
Applied deposits 11/25/21	$	80.00
Manual payments	$	221.20
Balance to collect as of 11/30/2021	$	39,223.55
Monthly Billing Balance Due	$	28,879.81
Past due*	$	10,343.74
	$	39,223.55

* Includes accounts delinquent greater than 15 months

** Includes accounts no greater than 15 months delinquent

Respectfully Submitted:

Carol Stalter

Carol Stalter, Treasurer
12/1/2021

Check Listing

Date From: 11/16/2021 Date To: 6/30/2022
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
12/03/2021 12:01 PM

Check Number	Bank	Vendor	Date	Amount
26978	11	ALEXY ABDO	11/17/2021	**$30.00**

10-200-01 $30.00

Invoice: 102321 Inv Date 11/10/2021 Due Date 11/17/2021 Amt: $30.00

10-419-22	REIMBURSE/GAS FOR DODGE	$30.00
	Total Distributed:	$30.00

Check Number	Bank	Vendor	Date	Amount
26979	11	BB&T FINANCIAL, FSB	11/17/2021	**$533.77**

10-200-01 $533.77

Invoice: 112921 Inv Date 11/17/2021 Due Date 11/17/2021 Amt: $533.77

10-411-32	WATER HEATER	$483.33
10-413-45	OFFICE SUPPLIES	$24.21
10-419-45	OFFICE SUPPLIES	$10.49
10-429-19	ZOOM	$15.74
	Total Distributed:	$533.77

Check Number	Bank	Vendor	Date	Amount
26980	11	BUTLER & EICHER	11/17/2021	**$75.00**

10-200-01 $75.00

Invoice: 113021 Inv Date 11/08/2021 Due Date 11/17/2021 Amt: $75.00

10-415-72	PORTABLE TOILET/RECYCLE SITE	$75.00
	Total Distributed:	$75.00

Check Number	Bank	Vendor	Date	Amount
26981	11	CFC FARM & HOME CENTER	11/17/2021	**$47.36**

10-200-01 $47.36

Invoice: 113021 Inv Date 11/10/2021 Due Date 11/17/2021 Amt: $47.36

10-415-70	GLOVES	$47.36
	Total Distributed:	$47.36

Check Number	Bank	Vendor	Date	Amount
26982	11	COMCAST COMMUNICATIONS	11/17/2021	**$353.29**

40-200-01 $98.92
20-200-01 $98.92
10-200-01 $155.45

Invoice: 112421 Inv Date 11/08/2021 Due Date 11/17/2021 Amt: $353.29

10-413-46	TOWN HALL PHONE/INTERNET	$155.45
20-413-46	TOWN HALL PHONE/INTERNET	$98.92
40-413-46	TOWN HALL PHONE/INTERNET	$98.92
	Total Distributed:	$353.29

Check Number	Bank	Vendor	Date	Amount
26983	11	FORTILINE WATERWORKS	11/17/2021	**$690.45**

40-200-01 $690.45

Invoice: 5452209 Inv Date 11/10/2021 Due Date 11/17/2021 Amt: $231.50

40-411-22	3/4" COUPLINGS	$231.50

Check Listing

Date From: 11/16/2021 Date To: 6/30/2022
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TOWN OF REMINGTON
12/03/2021 12:01 PM

Check Number	Bank	Vendor			Date		Amount
				Total Distributed:		$231.50	
Invoice: 5461232			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$458.95
40-411-22		3/4" MTR COUPLINGS				$458.95	
				Total Distributed:		$458.95	
26984	11	K&M LAWN & GARDEN			11/17/2021		**$31.95**
			10-200-01		$31.95		
Invoice: 175431			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$31.95
10-411-21		CHAIN SAW CHAIN & SHARPEN				$31.95	
				Total Distributed:		$31.95	
26985	11	MICHAEL TROIANO			11/17/2021		**$300.00**
			60-200-01		$300.00		
Invoice: 660			Inv Date 11/15/2021	Due Date 11/17/2021		Amt:	$300.00
60-421-03		GRAVE/CLARA REESE				$300.00	
				Total Distributed:		$300.00	
26986	11	PIEDMONT MEDIA LLC			11/17/2021		**$142.00**
			10-200-01		$142.00		
Invoice: 112721			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$142.00
10-413-44		FAUQUIER TIMES RENEWAL/2 YRS				$142.00	
				Total Distributed:		$142.00	
26987	11	PIEDMONT PRESS & GRAPHICS			11/17/2021		**$257.57**
			10-200-01		$257.57		
Invoice: 99768			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$63.81
10-415-70		BANNER/NO DUMPING				$63.81	
				Total Distributed:		$63.81	
Invoice: 99978			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$193.76
10-411-26		ALUM SIGNS/HANDICAP PARKING				$193.76	
				Total Distributed:		$193.76	
26988	11	RACHAEL BRINSON			11/17/2021		**$161.28**
			10-200-01		$161.28		
Invoice: 102821			Inv Date 11/10/2021	Due Date 11/17/2021		Amt:	$161.28
10-413-47		REIMBURSE MILEAGE/VDOT WORKSHOP				$161.28	
				Total Distributed:		$161.28	
26989	11	RRCJA			11/17/2021		**$1,648.00**
			10-200-01		$1,648.00		

Check Listing

Date From: 11/16/2021 Date To: 6/30/2022
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
12/03/2021 12:01 PM

Check Number	Bank	Vendor		Date		Amount
Invoice: FY22DUES34		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$1,548.00
10-419-47		FY22 TRAINING DUES			$1,548.00	
			Total Distributed:		$1,548.00	
Invoice: FY22P101		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$100.00
10-419-44		ONLINE TRAINING OCT20-DEC31, 2021			$100.00	
			Total Distributed:		$100.00	
26990	11	THE GARDEN GATE		11/17/2021		$480.00
		10-200-01		$480.00		
Invoice: 102521		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$480.00
10-417-79		FALL FLOWERS/MAIN STREET			$480.00	
			Total Distributed:		$480.00	
26991	11	THE SCYLLA GROUP, INC.		11/17/2021		$93.75
		10-200-01		$93.75		
Invoice: 5723		Inv Date 11/17/2021		Due Date 11/17/2021	Amt:	$93.75
10-413-52		BACKUP ERRORS, HP UPDATES			$93.75	
			Total Distributed:		$93.75	
26992	11	USA BLUE BOOK		11/17/2021		$3,327.09
		40-200-01		$3,327.09		
Invoice: 763744		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$3,004.62
40-411-22		(12) RESETTERS			$3,004.62	
			Total Distributed:		$3,004.62	
Invoice: 769923		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$322.47
40-410-89		TUBING KITS, CHECK VALVES			$322.47	
			Total Distributed:		$322.47	
26993	11	VAMAC INC.		11/17/2021		$106.46
		40-200-01		$106.46		
Invoice: S5823140.001		Inv Date 11/10/2021		Due Date 11/17/2021	Amt:	$106.46
40-411-22		METER BOX/COVER			$106.46	
			Total Distributed:		$106.46	
26997	11	ANTHEM BLUE CROSS BLUE SHIELD		11/24/2021		$3,873.00
		40-200-01		$1,879.78		
		10-200-01		$1,502.44		
		20-200-01		$490.78		
Invoice: 001257995G		Inv Date 11/19/2021		Due Date 11/24/2021	Amt:	$3,704.00
10-401-06		HEALTH INSURANCE/DECEMBER			$1,333.44	

Check Listing

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TOWN OF REMINGTON
12/03/2021 12:01 PM

Check Number	Bank	Vendor	Date	Amount
20-401-06		HEALTH INSURANCE/DECEMBER		$490.78
40-401-06		HEALTH INSURANCE/DECEMBER		$1,879.78
			Total Distributed:	$3,704.00
Invoice: 001257996G		Inv Date 11/19/2021	Due Date 11/24/2021	Amt: $169.00
10-401-06		HEALTH INSURANCE/LEE		$169.00
			Total Distributed:	$169.00
26998	11	COMCAST COMMUNICATIONS	11/24/2021	**$239.14**
		10-200-01	$239.14	
Invoice: 120821		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $239.14
10-413-46		SHOP/PD PHONE & INTERNET		$59.78
10-419-46		SHOP/PD PHONE & INTERNET		$179.36
			Total Distributed:	$239.14
26999	11	DENISE SANDLIN	11/24/2021	**$1,500.00**
		10-200-01	$750.00	
		40-200-01	$750.00	
Invoice: 113021		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $1,500.00
10-414-62		SEPT/OCT BANK REC & ADJ ENTRIES		$750.00
40-414-62		SEPT/OCT BANK REC & ADJ ENTRIES		$750.00
			Total Distributed:	$1,500.00
27000	11	MINNESOTA LIFE	11/24/2021	**$48.80**
		40-200-01	$39.04	
		10-200-01	$9.76	
Invoice: 113021		Inv Date 11/24/2021	Due Date 11/24/2021	Amt: $48.80
10-401-07		SUPPLEMENTAL LIFE/STEWARD		$9.76
40-401-07		SUPPLEMENTAL LIFE/STEWARD		$39.04
			Total Distributed:	$48.80
27001	11	OFFICE DEPOT	11/24/2021	**$338.88**
		20-200-01	$110.29	
		40-200-01	$103.95	
		10-200-01	$124.64	
Invoice: 209631414001		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $14.49
10-429-19		DISINFECTANT WIPES		$14.49
			Total Distributed:	$14.49
Invoice: 209625467001		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $38.77

Check Number	Bank	Vendor	Date	Amount
10-413-45		TOILET CLEANER, SHREDDER BAGS		$19.39
20-413-45		TOILET CLEANER, SHREDDER BAGS		$19.38
		Total Distributed:		$38.77
Invoice: 209367687001		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $285.62
10-413-45		TONER, PAPER, MISC SUPPLIES		$90.76
20-413-45		TONER, PAPER, MISC SUPPLIES		$90.91
40-413-45		TONER, PAPER, MISC SUPPLIES		$103.95
		Total Distributed:		$285.62
27002	11	POSTMASTER	11/24/2021	**$337.08**
		40-200-01	$337.08	
Invoice: 113021		Inv Date 11/24/2021	Due Date 11/24/2021	Amt: $337.08
40-410-88		NOVEMBER WATER BILLS		$337.08
		Total Distributed:		$337.08
27003	11	RAPPAHANNOCK STATION, INC	11/24/2021	**$145.40**
		10-200-01	$145.40	
Invoice: 113021		Inv Date 11/19/2021	Due Date 11/24/2021	Amt: $145.40
10-411-21		FUEL/MOWER		$53.00
10-415-70		FUEL/TRASH TRUCK		$92.40
		Total Distributed:		$145.40
27004	11	TANNER'S PEST SERVICES LLC	11/24/2021	**$80.00**
		10-200-01	$66.66	
		40-200-01	$13.34	
Invoice: 35958		Inv Date 11/22/2021	Due Date 11/24/2021	Amt: $80.00
10-411-25		TOWN HALL/SHOP PEST CONTROL		$40.00
10-411-32		TOWN HALL/SHOP PEST CONTROL		$13.33
10-419-32		TOWN HALL/SHOP PEST CONTROL		$13.33
40-411-32		TOWN HALL/SHOP PEST CONTROL		$13.34
		Total Distributed:		$80.00
27005	11	VACORP	11/24/2021	**$30.94**
		10-200-01	$15.47	
		20-200-01	$15.47	
Invoice: 121521		Inv Date 11/23/2021	Due Date 11/24/2021	Amt: $30.94

Check Listing

Date From: 11/16/2021 Date To: 6/30/2022
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

Check Number	Bank	Vendor		Date	Amount
10-401-01		HYBRID DISABILITY		$15.47	
20-401-01		HYBRID DISABILITY		$15.47	
			Total Distributed:	$30.94	
27006	11	VERIZON WIRELESS		11/24/2021	$80.02
		10-200-01	$80.02		
Invoice: 120121		Inv Date 11/22/2021	Due Date 11/24/2021	Amt:	$80.02
10-419-46		POLICE IN-CAR COMPUTERS		$80.02	
			Total Distributed:	$80.02	
27007	11	VRSA		11/24/2021	$381.00
		10-200-01	$209.55		
		40-200-01	$123.83		
		60-200-01	$43.81		
		20-200-01	$3.81		
Invoice: 113021		Inv Date 11/19/2021	Due Date 11/24/2021	Amt:	$381.00
10-401-10		SUPPL INVOICE (POST AUDIT)		$34.29	
10-419-10		SUPPL INVOICE (POST AUDIT)		$38.10	
10-413-40		SUPPL INVOICE (POST AUDIT)		$64.77	
10-419-11		SUPPL INVOICE (POST AUDIT)		$41.91	
10-419-40		SUPPL INVOICE (POST AUDIT)		$30.48	
20-401-10		SUPPL INVOICE (POST AUDIT)		$3.81	
40-401-10		SUPPL INVOICE (POST AUDIT)		$26.67	
40-413-40		SUPPL INVOICE (POST AUDIT)		$97.16	
60-413-40		SUPPL INVOICE (POST AUDIT)		$43.81	
			Total Distributed:	$381.00	
27		Checks Totaling -			$15,332.23

Totals By Fund

	Checks	Voids	Total
10	$6,799.21		$6,799.21
20	$719.27		$719.27
40	$7,469.94		$7,469.94
60	$343.81		$343.81
Totals:	$15,332.23		$15,332.23

Open Payables

TOWN OF REMINGTON
12/03/2021 01:11 PM

Vendor Code: FAUQ DES   Vendor Name: FAUQUIER COUNTY/DES
Invoice: 011522   Invoice Date: 12/03/2021   Inv Amt Open: $60.00
Desc: (4) ANNUAL LANDFILL PERMITS   Due Date: 12/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-415-70	(4) ANNUAL LANDFILL PERMITS			$60.00
			Total Distributed:	$60.00

FAUQUIER COUNTY/DES Total: $60.00

Vendor Code: CONRAD   Vendor Name: LINDA L CONRAD
Invoice: 123121   Invoice Date: 12/03/2021   Inv Amt Open: $500.00
Desc: RE-PURCHASE 2 CEMETERY LOTS   Due Date: 12/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
60-421-02	RE-PURCHASE 2 CEMETERY LOTS			$500.00
			Total Distributed:	$500.00

LINDA L CONRAD Total: $500.00

Vendor Code: REALBUSSOL   Vendor Name: REAL BUSINESS SOLUTIONS LLC
Invoice: 6164   Invoice Date: 12/03/2021   Inv Amt Open: $315.00
Desc: UPDATE MENU, MSG - PHONE SYSTEM   Due Date: 12/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
20-413-46	UPDATE MENU, MSG - PHONE SYSTEM			$315.00
			Total Distributed:	$315.00

REAL BUSINESS SOLUTIONS LLC Total: $315.00

Vendor Code: USA BLUE   Vendor Name: USA BLUE BOOK
Invoice: 776202   Invoice Date: 12/03/2021   Inv Amt Open: $336.36
Desc: (3) PIPE SADDLE   Due Date: 12/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
40-411-22	(3) PIPE SADDLE			$336.36
			Total Distributed:	$336.36

USA BLUE BOOK Total: $336.36

Vendor Code: VRSA   Vendor Name: VRSA
Invoice: 010122   Invoice Date: 12/03/2021   Inv Amt Open: $4,021.50
Desc: 2021-2022 RENEWAL/QUARTER   Due Date: 12/03/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-401-10	2021-2022 RENEWAL/QUARTER			$338.31
10-419-10	2021-2022 RENEWAL/QUARTER			$375.90

Open Payables

10-413-40	2021-2022 RENEWAL/QUARTER	$901.53
10-419-11	2021-2022 RENEWAL/QUARTER	$413.49
10-419-40	2021-2022 RENEWAL/QUARTER	$300.72
20-401-10	2021-2022 RENEWAL/QUARTER	$37.59
40-401-10	2021-2022 RENEWAL/QUARTER	$263.13
40-413-40	2021-2022 RENEWAL/QUARTER	$958.55
60-413-40	2021-2022 RENEWAL/QUARTER	$432.28
	Total Distributed:	$4,021.50

VRSA Total: $4,021.50

Report Totals

Vendors with Open Invoices:	5
Number of Invoices:	5
Total Open Amount:	$5,232.86
Total Credit Amount:	
Total:	$5,232.86

-DRAFT-
REGULAR MONTHLY MEETING
Remington Town Council
Monday, 15 NOVEMBER 2021, 7:00pm
Remington Town Hall
105 E Main St
REMINGTON, VA 22734

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

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

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

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

Guests Present: Sharon Lee, Brenda Ashby, Coy Ferrill-Fauquier Times-Virtual, Mike Troiano-Virtual

CITIZEN TIME
There were no citizens present who wished to address council.

CONSENT AGENDA
Mayor Polk asked for any questions for the Utility Billing Report and Bill Listing. Mayor Polk asked for any additions or corrections to the draft minutes presented for approval.
Council member Tiffany motioned to adopt the Consent Agenda. Council Member Ashby seconded the motion. The motion carried.
Ayes: Ashby, Hart, Heaney, Heflin, Tiffany
Nays: 0
Abstain: 0
Absent: Loving

STAFF REPORTS
Town Superintendent
Superintendent Steward reminded council that the original quote for relocating the electricity at the recycling center was included in the council packet. Mr. Heflin informed council that he had spoken with Mary Root from Remington Community Partnership regarding the relocation and they were in agreement to proceed with the original quote and plan.

Council member Heaney made a motion to approve and move forward with the bid from Meadows Electric to relocate the electricity at the recycling center. Council member Tiffany seconded the motion. The motion carried.
Ayes: Ashby, Heaney, Hart, Heflin, Tiffany
Nays: 0
Abstain: 0
Absent: Loving

Mr. Steward then informed council that the Sterling trash truck needs repair to the catalytic converter. He then presented a quote from JD Newman for the repairs.

TOWN TREASURER
Town Treasurer Stalter informed council that there was a water leak adjustment request from a citizen. The request was being brought before council due to the fact that it was not a leak, but the customer's granddaughter had left the spigot on in the back yard according to the customer. Mrs. Stalter stated that meter readings were read the following month and the reading was still high. There was a consensus of council that the customer needed to be informed that the reading was still high and that there may be another issue that would need to be investigated before an adjustment could be given.
Mrs. Stalter then informed council that the county is using a new method to calculate the personal property tax rate for vehicles. The new method would provide the town an increased revenue of approximately $13,000. Town Attorney Erard suggested that the Town Administrator research and present a formal recommendation at a future council meeting.
Mrs. Stalter then shared that the Town of Remington received a supplemental bill for VRSA worker's compensation insurance based on the recent audit She stated that the bill has been contested, and the results should be available within the week.

COMMITTEE REPORTS
WATER: Chair: Loving Member: Heaney
Superintendent Steward shared that he had contacted the same company that inspected Fauquier County fire hydrants at the request of council member Heaney. He stated that the company requested additional information regarding the Town of Remington fire hydrants. Per Mr. Steward, the company does not maintain or paint the hydrants, they only check for deficiencies and compile a report. Mr. Heflin informed council that the service of painting of the hydrants was being donated to the town.

PERSONNEL/POLICE COMMITTEE: Chair: Tiffany Member: Heflin
Council member Tiffany referenced the draft Town Administrator employment agreement and asked if there were any suggestions or corrections.
Council member Tiffany made a motion to approve the employment agreement between the Town of Remington and the Town Administrator. Council member Heflin seconded the motion. The motion carried.
Ayes: Ashby, Heaney, Hart, Heflin, Tiffany
Nays: 0
Abstain: 0
Absent: Loving

Mayor Polk reminded council that the Police Chief was under a 90-day measurement program and the 90 days had passed. Council member Tiffany indicated she would meet with Chief Proffitt within the next week.

FINANCE COMMITTEE: Chair: Heaney Member: Ashby
Council member Heaney shared that the Finance Committee had met and everything was pretty much in line. He stated there needed to be posting corrections made.

Mrs. Sharon Lee reminded council that the signature cards need to be updated for all CD and investments accounts with the change in Administrator. There was a consensus of council that the approved signers for the CD accounts would be Stan Heaney, David Burrelli and Richard Heflin.

CEMETERY COMMITTEE: Chair: Ashby Member: Hart
Council member Ashby informed council that there had not been any plot sales since the last meeting and there will be a funeral the following day.

PUBLIC FACILITIES: Chair: Heflin Member: Loving
Council member Heflin informed council that he had written a list of town sidewalks that was broken down in bullets with notes regarding repairs needed. He stated he would email the list to Clerk Brinson and she would distribute to those that would be interested. Mr. Heflin expressed his concern for the sidewalk across from Rappahannock Station.
Superintendent Steward then stated that he had received a phone call from VDOT regarding a request for repair that Clerk Brinson had submitted for the sidewalk in front of the church. Mr. Steward stated that VDOT is looking for the documentation that states that sidewalk is the responsibility of the property owner.

Town Superintendent Report-December 2021

1) I have included the System Sanitary Survey Report in your council packets for review.

Respectfully,

James E Steward

James Steward

COMMONWEALTH *of* VIRGINIA

M. Norman Oliver, MD, MA
State Health Commissioner

DEPARTMENT OF HEALTH

OFFICE OF DRINKING WATER

Culpeper Field Office

400 S Main St., 2nd Floor
Culpeper, VA 22701
Phone: 540-829-7340
Fax: 540-829-7337

NOV 1 6 2021

System Sanitary Survey Report

To: Mr. David Burrelli
Town of Remington
105 East Main St.
Remington, VA, 22734

SUBJECT: Fauquier County
Waterworks: Town of Remington
PWSID: VA6061500

Survey Date: October 22, 2021

Next Survey Scheduled: October 2023

Present at Survey:

Name	Organization
Robert Leake	Office of Drinking Water
James E. Steward	Town of Remington

As a result of the sanitary survey noted above, the Office of Drinking Water offers the following comments. Should you have questions or desire to discuss our findings, please contact me at 540 829-7330 or robert.leake@vdh.virginia.gov.

This Office would like to thank Jimmy for his time and assistance during the survey.

SIGNIFICANT DEFICIENCIES:

The Virginia Waterworks Regulations 5-590-350 D, requires your waterworks to complete the actions specified by the attached Notice of Significant Deficiency by the specified dates. Your failure to respond as requested by the specified deadlines may force VDH to pursue enforcement action in order to protect public health.

- There were no significant deficiencies at the time of this inspection.

MINOR DEFICIENCIES:

The Virginia *Waterworks Regulations* require your waterworks to complete the following actions. Failure to complete these actions by the specified dates may result in a Notice of Alleged Violation.

- There were no minor deficiencies at the time of this inspection.

RECOMMENDATIONS:

The following recommendations do not rise to the level of a violation of the Virginia *Waterworks Regulations* but are items identified during the sanitary survey.

- Mr. Steward is the only licensed operator employed by the town. Should he be out for a lengthy period of time due to illness or leave employment, plant operations may suffer. A couple of the other town staff are trained to perform the required daily testing, record meter readings, etc. Written instructions for performing various tasks are posted. However, it is questionable if they enough experience to troubleshoot unexpected problems. We recommend having a licensed operator (Class 4 or higher) available as a back-up to Mr. Steward.

Please review the attached summary of required sampling and visit our web site at http://www.vdh.virginia.gov/ODW/. There you will find helpful information on water sampling and testing, operator licensing and training, consumer education, project funding and **many other topics, as well as, links to other key websites and Virginia's *Waterworks Regulations*.**

Survey By:

Robert Leake

Robert Leake
Environmental Inspector

Attachment: Checklist Report

ec: Jimmy Steward, jsteward@remington-va.gov
VDH-ODW-Central Office
Rappahannock/Rapidan Health District EHM, whitney.wright@vdh.virginia.gov
Rappahannock/Rapidan Health District EH Supervisor, dwayne.dixon@vdh.virginia.gov

The following is provided for your information.

Chemical Schedule for 6061500 REMINGTON, TOWN OF

EP001 ENTRY POINT - WELL 1

EP001 ENTRY POINT- WELL #1

Group Comments	Last Sample	Freq.	Next Sample
Cyanide	7/1/2013	108	7/1/2022
Inorganics	7/30/2019	36	7/30/2022
Metals	7/30/2019	36	7/30/2022
Nitrate + Nitrite (Combined)	8/30/2021	12	8/30/2022
VOC	8/30/2021	12	8/30/2022
Radiological	3/12/2020	72	3/12/2026

Waivers

	Begin	End
CYANIDE2028_B	1/1/2020	12/31/2028
SOC-CAH2022_B	1/1/2020	12/31/2022
SOC-CAR2022_B	1/1/2020	12/31/2022
SOC-DIQ2022_B	1/1/2020	12/31/2022
SOC-SEMI2022_B	1/1/2020	12/31/2022
SOC-VOL2022_B	1/1/2020	12/31/2022

EP003 ENTRY POINT - WELL 3

EP003 TAP AFTER TREATMENT

Group Comments	Last Sample	Freq.	Next Sample
Nitrate + Nitrite (Combined)	8/26/2021	12	8/26/2022
Inorganics	12/1/2020	36	12/1/2023
Metals	12/1/2020	36	12/1/2023
VOC	12/1/2020	36	12/1/2023
Cyanide	5/6/2015	108	5/6/2024
Radiological	12/1/2020	72	12/1/2026

Waivers

	Begin	End
CYANIDE2028_B	1/1/2020	12/31/2028
SOC-CAH2022_B	1/1/2020	12/31/2022
SOC-CAR2022_B	1/1/2020	12/31/2022
SOC-DIQ2022_B	1/1/2020	12/31/2022
SOC-SEMI2022_B	1/1/2020	12/31/2022
SOC-VOL2022_B	1/1/2020	12/31/2022

TP001 WL 1 - FECL3, HYPO, MNO4, GREENSAND
UP001 TAP AFTER TREATMENT-WELL 1

Group Comments	Last Sample	Freq.	Next Sample
Arsenic	8/30/2021	12	8/30/2022

DS001 DISTRIBUTION SYSTEM
DBP02 MAX RESIDENCE TIME

Group Comments	Last Sample	Freq.	Next Sample
HAA5	8/30/2021	12	8/30/2022
TTHM	8/30/2021	12	8/30/2022

10 Lead and Copper Samples due 9/16/2022

Violation History

There is no recent violation history.

Finished Survey Questions

Inspector: Robert Leake

PWS Name: Remington, Town Of

Sources

WELL 1

1	Have all raw water MPN samples been E. coli negative and TC less than 50 CFU / 100 mL raw water sample results in the last 12 months?	✓
2	Is the condition of the well house or well control and appurtenance housings adequate (maintenance)?	✓
3	Does the well house provide a safe and protective environment with adequate ventilation, lighting, heating, drainage, dehumidification, and accessibility to equipment for operation and maintenance?	✓
4	Is the well house clean and uncluttered?	✓
5	Is the well house free of unsafe materials (toxic or explosive)?	✓
6	Is the well house free of cross connections?	✓
7	Is the well house locked and adequately protected from vandalism?	✓
8	Is emergency power available and tested under load routinely (onsite generator or hookups with readily available portable generator)?	✓
10	Does the well have a functional discharge check valve?	✓
11	Does the well have a functional discharge shut-off valve?	✓
12	Does the well have a functional valved blow-off?	✓
13	Does the well have a suitable raw water sample tap upstream of the well blow-off?	✓
14	Is an operable well water meter available and located upstream of the well blow-off?	✓
15	Has reported production from this well not exceeded the well yield capacity since the last inspection?	✓
16	Is well discharge equipped with a standard pressure gauge capable of displaying pressure under all operating conditions?	✓
17	Are pump controls in good working order and is pump operation satisfactory?	✓
18	Is the sanitary seal or well cap intact and the cap secured?	✓
19	Is the well equipped with a downward facing vent, intact screen with a small enough opening size to prevent entry of insects?	✓
20	Does the casing extend at least 12-inches above the concrete pad?	✓
21	Is the well equipped with a drawdown gauge, airline, and appurtenances for measuring the change in the elevation of the water level in the well?	✓
22	Is the well equipped with an intact 6-inch thick concrete pad extending at least 3 ft on each side of the well?	✓
23	Is the well adequately protected from floodwaters and surface runoff?	✓
24	All well components in good general condition (no excessive corrosion, excessive leaks in valves and piping)	✓
25	Is the well lot (50-ft radius) free of chemical storage, unapproved uses, generators not compliant with the Source Water Manual, or other sources of contamination?	✓
26	Is an adequate access road available or is the well lot adjacent to a public road?	✓
27	Is access to the well lot fenced and locked, or located within a greater secure area? (fence and lock in good condition)	✓
28	Were any new potential sources of contamination (not on the SWAP) noted within 1,000 ft of the well? (see Source Water Manual Instructions)	✓
9	If there is a voluntary UV unit, does it appear to be functioning and adequately sized, and is the bulb properly maintained?	

WELL 3

1	Have all raw water MPN samples been E. coli negative and TC less than 50 CFU / 100 mL raw water sample results in the last 12 months?	✓
2	Is the condition of the well house or well control and appurtenance housings adequate (maintenance)?	✓
3	Does the well house provide a safe and protective environment with adequate ventilation, lighting, heating, drainage, dehumidification, and accessibility to equipment for operation and maintenance?	✓
4	Is the well house clean and uncluttered?	✓

Finished Survey Questions

Inspector: Robert Leake

PWS Name: Remington, Town Of

5	Is the well house free of unsafe materials (toxic or explosive)?	✓
6	Is the well house free of cross connections?	✓
7	Is the well house locked and adequately protected from vandalism?	✓
8	Is emergency power available and tested under load routinely (onsite generator or hookups with readily available portable generator)?	✓
10	Does the well have a functional discharge check valve?	✓
11	Does the well have a functional discharge shut-off valve?	✓
12	Does the well have a functional valved blow-off?	✓
13	Does the well have a suitable raw water sample tap upstream of the well blow-off?	✓
14	Is an operable well water meter available and located upstream of the well blow-off?	✓
15	Has reported production from this well not exceeded the well yield capacity since the last inspection?	✓
16	Is well discharge equipped with a standard pressure gauge capable of displaying pressure under all operating conditions?	✓
17	Are pump controls in good working order and is pump operation satisfactory?	✓
18	Is the sanitary seal or well cap intact and the cap secured?	✓
19	Is the well equipped with a downward facing vent, intact screen with a small enough opening size to prevent entry of insects?	✓
20	Does the casing extend at least 12-inches above the concrete pad?	✓
21	Is the well equipped with a drawdown gauge, airline, and appurtenances for measuring the change in the elevation of the water level in the well?	✓
22	Is the well equipped with an intact 6-inch thick concrete pad extending at least 3 ft on each side of the well?	✓
23	Is the well adequately protected from floodwaters and surface runoff?	✓
24	All well components in good general condition (no excessive corrosion, excessive leaks in valves and piping)	✓
25	Is the well lot (50-ft radius) free of chemical storage, unapproved uses, generators not compliant with the Source Water Manual, or other sources of contamination?	✓
26	Is an adequate access road available or is the well lot adjacent to a public road?	✓
27	Is access to the well lot fenced and locked, or located within a greater secure area? (fence and lock in good condition)	✓
28	Were any new potential sources of contamination (not on the SWAP) noted within 1,000 ft of the well? (see Source Water Manual Instructions)	✓
9	If there is a voluntary UV unit, does it appear to be functioning and adequately sized, and is the bulb properly maintained?	

Treatment

WELL 3 - HYPO

1	Does the waterworks have documentation to demonstrate that all treatment chemicals used are ANSI certified or NSF approved?	✓
2	No potential for explosions in chemical storage and handling areas? (i.e. $KMnO_4$ with organic materials, or improperly stored PAC)	✓
3	Are incompatible chemicals stored separately? (i.e. acids/bases)	✓
4	Is adequate personal protective equipment provided for the chemicals handled at this site (i.e. rubber gloves, breathing apparatus, goggles, aprons, etc.)?	✓
5	Are Safety Data Sheets (SDS) available?	✓
6	Are all chemical containers labeled?	✓
7	Is adequate on-site chemical storage area provided?	✓
8	Are there approved backflow prevention devices installed to isolate process water from finished water?	✓
9	Is the manufacturers equipment literature available for all treatment equipment?	✓

Finished Survey Questions

Inspector: Robert Leake

10	Is the treatment equipment in good operating condition? (cleaned and maintained as recommended by manufacturer)	✓
11	Is the treatment equipment adequately operated?	✓
12	Is a spare feeder/metering pump available? (req'd for req'd treatment, recommend spare pump or parts for voluntary treatment)	✓
13	Is there adequate chemical mixing downstream of chemical addition?	✓
14	Is adequate mixing of chemical slurries/solutions provided?	✓
15	Is adequate chemical storage provided? (30 days minimum)	✓
16	Are suitable sampling taps available? (upstream and downstream of each treatment process)	✓
17	Is an adequate entry point tap available?	✓
18	Is appropriate and operable testing equipment available?	✓
47	Is the feeder in good working condition?	✓
48	Are safety features/procedures adequate to protect operators and the public? (ventilation/eye wash)	✓
49	Are operational procedures / controls adequate? (residuals maintained in an acceptable range)	✓
52	Is the injection line in good condition? (no scale build-up, leakes, etc.)	✓
53	Is the chlorine solution tank covered and in good condition?	✓
54	Does the waterworks have a depth/volume gauge, scale, or other means of determining the amount of chemical fed/remaining?	✓
55	Field test is generally equal to MOR residuals and in compliance with minimum residual requirements and the MRDL?	✓
50	Is the chlorine contact tank in service?	
51	Is the chlorine contact tank in good condition?	

WL 1 - FECL3, HYPO, MNO4, GREENSAND

PWS Name: Remington, Town Of

1	Does the waterworks have documentation to demonstrate that all treatment chemicals used are ANSI certified or NSF approved?	✓
2	No potential for explosions in chemical storage and handling areas? (i.e. KMnO4 with organic materials, or improperly stored PAC)	✓
3	Are incompatible chemicals stored separately? (i.e. acids/bases)	✓
4	Is adequate personal protective equipment provided for the chemicals handled at this site (i.e. rubber gloves, breathing apparatus, goggles, aprons, etc.)?	✓
5	Are Safety Data Sheets (SDS) available?	✓
6	Are all chemical containers labeled?	✓
7	Is adequate on-site chemical storage area provided?	✓
8	Are there approved backflow prevention devices installed to isolate process water from finished water?	✓
9	Is the manufacturers equipment literature available for all treatment equipment?	✓
10	Is the treatment equipment in good operating condition? (cleaned and maintained as recommended by manufacturer)	✓
11	Is the treatment equipment adequately operated?	✓
12	Is a spare feeder/metering pump available? (req'd for req'd treatment, recommend spare pump or parts for voluntary treatment)	✓
13	Is there adequate chemical mixing downstream of chemical addition?	✓
14	Is adequate mixing of chemical slurries/solutions provided?	✓
15	Is adequate chemical storage provided? (30 days minimum)	✓
16	Are suitable sampling taps available? (upstream and downstream of each treatment process)	✓
17	Is an adequate entry point tap available?	✓
18	Is appropriate and operable testing equipment available?	✓

Inspector: Robert Leake

PWS Name: Remington, Town Of

47 Is the feeder in good working condition? ✓

48 Are safety features/procedures adequate to protect operators and the public? (ventilation/eye wash) ✓

49 Are operational procedures / controls adequate? (residuals maintained in an acceptable range) ✓

52 Is the injection line in good condition? (no scale build-up, leakes, etc.) ✓

53 Is the chlorine solution tank covered and in good condition? ✓

54 Does the waterworks have a depth/volume gauge, scale, or other means of determining the amount of chemical fed/remaining? ✓

55 Field test is generally equal to MOR residuals and in compliance with minimum residual requirements and the MRDL? ✓

50 Is the chlorine contact tank in service?

51 Is the chlorine contact tank in good condition?

Distribution

DISTRIBUTION SYSTEM

1 Is the CCCP maintained by an individual designated in responsible charge of the CCCP by the owner? ✓

3 Does the waterworks have adequate and up to date records of all cross connections , all required annual testing of installed backflow prevention devices, and records of annual residential surveys? ✓

Mr. Steward keeps thorough records regarding the cross connection control program.

4 Are CCCP records retained for 10 years? ✓

13 Are individual service meters provided for all connections? ✓

14 Is a service meter calibration and replacement program in effect? ✓

15 Is a flushing program in place? (unidirectional preferred) ✓

16 Is an isolation valve exercising program in place? ✓

17 No evidence of less than 20 psi at service connections or other pressure problems? ✓

18 Does the waterworks follow ODW guidelines for disinfection, sampling, and Boil Water Advisories following a main repair (see ODW Field Manual)? ✓

19 Are water audits (water loss/leakage calculation) routinely performed? ✓

20 Was the average leakage (real losses) over the past 12 months greater than 30%? ✓

21 Are fire flow tests routinely performed and communicated to the waterworks? ✓

23 Are plans, sketches, or maps with valve & master meter locations available? ✓

24 Inspected records of repairs, flushing, hydrant testing, and water audits, and confirmed that they are addequate and maintained (kept) for at least 5 years? ✓

5 Is the vault drain/sump pump functioning? (Is there evidence of standing water?)

6 If the meter is a consecutive connection, is there an operable sample tap?

7 Are operators able to safely enter the vault for inspection, maintenance and repairs? (adequate ladder, confined space equipment and training if applicable)

8 Is access to the vault / chamber locked or otherwise secured?

9 Is there bypass piping and isolation valves available for meter maintenance?

10 Are there operable pressure gauges present? (for PRV or altitude valve)

11 Are air and vacuum relief valve ports properly installed to prevent against cross connections? (not subject to flooding, downward facing, and screened)

12 Is the meter in the vault operational? (recommend recording meter reading in comments)

Finished Water Storage

5TH ST TANK - 120 KGAL

1 Is the access ladder locked from unauthorized access? ✓

2	Has the waterworks provided documentation to verify the vent is properly shielded and screened with #24 mesh?	✓
3	Has the waterworks provided documentation that the entrance hatch is locked and a shoebox style or otherwise protected from the entrance of water?	✓
4	Are pictures of the tank interior provided? Are there indications of problems? (Floating debris, deteriorated lining, corrosion evident, excess sediment, etc.)	✓
5	Does the tank have a functioning drain with a protected outlet?	✓
6	Does the tank have an overflow affixed with #24 mesh screen or a duckbill, and an air gap with a splash pad/sanitary drain?	✓
7	Is the sidewall access and all other access locked/bolted?	✓
8	Is access to the storage tank facility fenced and locked, or located within a greater secure area? (fence and lock in good condition)	✓
9	Are all other tank openings curbed, sleeved, watertight and freeze protected?	✓
10	Does the waterworks have an effective routine tank inspection and preventative maintenance program in place?	✓
11	Does the waterworks have an adequate strategy to monitor and maintain tank water quality? (preventing issues due to stratification, water age, nitrification, etc.)	✓
13	Is tank level control adequate? (pressure maintained, high/low alarms if needed, level recorded)	✓
14	Are operators familiar with tank levels necessary to maintain 20 psi, 1/2 day storage, and provide target fire flow for target duration?	✓
15	Is adequate corrosion control in place? (exterior coating in good condition, cathodic protection operable, ringwall seal intact)	✓
16	Is operator safety adequately provided? (ladder safety system in good condition, operators trained and adequately equipped, no other hazards)	✓
17	Is access to the storage tank maintained? (lot mowed/kept up, road maintained)	✓
18	Is surface water diverted from the tank?	✓
12	Is the tank mixer/aerator functioning adequately?	

LEE'S GLEN TANK - 247 KGAL

1	Is the access ladder locked from unauthorized access?	✓
2	Has the waterworks provided documentation to verify the vent is properly shielded and screened with #24 mesh?	✓
3	Has the waterworks provided documentation that the entrance hatch is locked and a shoebox style or otherwise protected from the entrance of water?	✓
4	Are pictures of the tank interior provided? Are there indications of problems? (Floating debris, deteriorated lining, corrosion evident, excess sediment, etc.)	✓
5	Does the tank have a functioning drain with a protected outlet? The tank can not be completely drained due to a design error. To date, this has not caused any major problems.	REC
6	Does the tank have an overflow affixed with #24 mesh screen or a duckbill, and an air gap with a splash pad/sanitary drain?	✓
7	Is the sidewall access and all other access locked/bolted?	✓
8	Is access to the storage tank facility fenced and locked, or located within a greater secure area? (fence and lock in good condition)	✓
9	Are all other tank openings curbed, sleeved, watertight and freeze protected?	✓
10	Does the waterworks have an effective routine tank inspection and preventative maintenance program in place?	✓
11	Does the waterworks have an adequate strategy to monitor and maintain tank water quality? (preventing issues due to stratification, water age, nitrification, etc.)	✓
13	Is tank level control adequate? (pressure maintained, high/low alarms if needed, level recorded)	✓
14	Are operators familiar with tank levels necessary to maintain 20 psi, 1/2 day storage, and provide target fire flow for target duration?	✓
15	Is adequate corrosion control in place? (exterior coating in good condition, cathodic protection operable, ringwall seal intact)	✓
16	Is operator safety adequately provided? (ladder safety system in good condition, operators trained and adequately equipped, no other hazards)	✓

Inspector: Robert Leake

17 Is access to the storage tank maintained? (lot mowed/kept up, road maintained) ✓

18 Is surface water diverted from the tank? ✓

12 Is the tank mixer/aerator functioning adequately?

MR Data Verification

1 Have there been changes in the population served, sample sites used, or extent of the distribution system necessitating revision of the BSSP? ✓

2 Does the waterworks correctly rotate sites, use all approved sites, and not use unapproved sites? ✓

The waterworks continues to collect three routine bacteriological samples each month, even though only two samples are required based on population.

5 Does the DDBP require an adequate number of samples, correct frequency, sites are located at sites where maximum DBP formation is expected? ✓

6 Does the LCR Plan require updating due to changes in population or distribution system modification? ✓

8 Have all MORs been submitted in the last 12 months? ✓

9 Are all required operational treatment parameter monitoring and other information reported? ✓

Management and Operation

1 Are the waterworks facilities and appurtenances in good operating condition? (source, treatment, and distribution facilities without defect) ✓

2 Does the system meet Waterworks Regulations design and construction standards? (unpermitted construction or modification) (triennial assessment) ✓

3 Does the waterworks meet all established National Primary Drinking Water Standards, and has taken action to prevent recurrence of past violations? (triennial assessment) ✓

4 Did the owner issue Public Notice if required? ✓

PWS Name: Remington, Town Of

5 Has the waterworks either not received significant deficiencies, or completed timely correction of all significant deficiencies? (triennial assessment) ✓

6 Did the waterworks address recommendations from recent sanitary surveys? (triennial assessment) ✓

7 Free of complaints since the last inspection? (explain or summarize any complaints reported to ODW or the waterworks in the comments) ✓

8 Does the waterworks have a written policy for responding to customer complaints? (triennial assessment) ✓

9 Does the waterworks have an emergency response plan that has been tested and is routinely updated? ✓

10 Is the Emergency Management Plan for Extended Power Outage current? ✓

The EMP was updated earlier this year.

11 Are all plans and reports up to date and implemented (eg. BSSP, LCR Plan, CCCP, CCR, Sampling, etc.)? (triennial assessment) ✓

12 Does the waterworks have sufficient licensed operator coverage for sick leave and vacation? (triennial assessment) REC

Mr. Steward is the only licensed operator employed by the town. Should he be out for a lengthy period of time due to illness or leave employment, plant operations may suffer.

A couple of the other town staff are trained to perform the required daily testing, record meter readings, etc. Written instructions for performing various tasks are posted. However, it is questionable if they enough experience to troubleshoot unexpected problems. We recommend having a licensed operator (Class 4 or higher) available as a back-up to Mr. Steward.

13 Are there problems with personnel turnover? ✓

14 Are there records of an active ongoing staff training program? ✓

15 Have all operators attended a technical training seminar or conference at least once per year, over the past 3 years? (triennial assessment) ✓

16 Did operators appear to be adequately trained for their roles? ✓

17 Is there an active safety program? ✓

19 Is the system's management generally responsive to operator requests for training, equipment, or other needs? ✓

Finished Survey Questions

Inspector: Robert Leake

PWS Name: Remington, Town Of

20 Does the waterworks have records demonstrating that preventative maintenance tasks are scheduled and performed? ✓

21 Does the waterworks have a written Asset Management Plan? (triennial assessment) ✓

22 Does the waterworks have a written Capital Improvement Plan? (triennial assessment) ✓

23 Is a reserve fund established to cover necessary replacements or Capital Improvements? (triennial assessment) ✓

24 Does the waterworks have at least 45 days cash on-hand to cover expenses? ✓

25 Is the waterworks budget independent from subsidization by general funds, sewer funds or other funding sources? (triennial assessment) ✓

26 Have the waterworks' rates been adjusted in the past three years? (triennial assessment) ✓

28 Are all service connections equipped with operational meters and is there a water accountability program in place? (triennial assessment) ✓

29 Did the waterworks consistently operate within 80% of its permitted capacity? (not exceeded for 3 consecutive months) (triennial assessment) ✓

30 Has the waterworks operated within their Operation Permit capacity since the last inspection? (If not, explain in comments) ✓

18 Clear lines of communication established with managers, plant and system operators?

27 Does the waterworks have a WBOP that is up to date and implemented?

The waterworks is a local government agency; WBOP is not required.

Operator Compliance

1 Does the designated operator have an unexpired Virginia DPOR waterworks operator license of at least the same class as the waterworks? ✓

Other

1 Enter into comment field the number of hours spent (number only) on this survey, including preparation, travel, time on site, and report writing. ✓

6

2 Is the waterworks Operation Permit up-to-date? (If no, describe changes needed in comments) ✓

3 Is the Waterworks Description Sheet up-to-date? (If no, describe changes needed in comments) ✓

4 Is SDWIS inventory data current? (update while in the field if possible, or note changes needed in comments) ✓

5 SDWIS Violation & Enforcement Action, Public Notification data current? ✓

Town Clerk Report-December 2021

1) Mrs. Hart and Ms. Tiffany with The Community Development Committee worked hard to plan the annual Christmas Tree Lighting. I would like to thank The Corner Deli and Desiree Ellis who helped with items needed for the event. I would also like to thank Mr. Steward and Mr. Loving for picking up the tree and decorating the gazebo.

2) We are very thankful for Arbor Tech. They provided the service to replace the broken lights across Main Street at no charge to the town.

3) Please let me know by December 5th if you would like to attend the Christmas get together at Luigi's in Culpeper on December 12th at 5:00PM.

4) Craft and Crust, the new restaurant in town have delayed their opening due to replacing their flooring and hopefully will open next week.

Respectfully,

Rachael Brinson

Rachael Brinson

TOWN TREASURER'S REPORT
12/3/2021

- After VRSA reviewed Jimmy & Van's annual hourly breakdown, the Worker's Compensation supplemental invoice was reduced to $381.00 (originally $2,266.00).

Carol Stalter

Carol Stalter
Town Treasurer

Rachael Brinson

From: Andrea Erard <erardlaw@gmail.com>
Sent: Thursday, December 2, 2021 4:04 PM
To: Rachael Brinson
Cc: Andrea Erard
Subject: Invoices
Attachments: Remington invoice June 2022.pdf; Remington invoice May 2022.pdf; Remington invoice april 2022.pdf; Remington invoice mar 2022.pdf; Remington invoice feb 2022.pdf; Remington invoice jan 2022.pdf; Remington invoice dec 2021.pdf; Remington invoice nov 2021.pdf; Remington invoice oct 2021.pdf; Remington invoice sept 2021.pdf; Remington invoice august 2021.pdf; Remington invoice july 2021.pdf

Rachael,

I enclose a set of invoices for this fiscal year. I had promised Council I would submit monthly, but then I didn't want to bill hourly in July because an hourly bill would have been high. It was the same in the following months. I am hopeful now that we have a new Town Administrator that things will settle down. I have calculated an average monthly amount so that the Town would have a fixed monthly legal cost. This fixed amount is lower than the actual hours I work.

Please enclose this email in the agenda packet for this month.

Thank you!

Best,
Andrea

The Law Office of
Andrea G. Erard
9702 Gayton Road, Suite 324, Richmond, Virginia 23238
Telephone 804.920.2241 * Facsimile 1.866.684.5657

BILL TO: DATE: 7/15/21

Town of Remington
105 East Main Street
Remington, Virginia 22734

DESCRIPTION:

For general legal services rendered for July 2021 — Flat Fee (4.0 hours per month @ $225 per hour) ($900.00 per month)

For legal services rendered in relation to the Town's water system for July 2021 (4.0 hours @ $ 225 per hour) ($900.00 per month)

Breakdown:

TOTAL: $1,800.00

Monthly Council Meeting (Includes preparation for meeting, the meeting itself, and follow up after the meeting.)	*2 hours*
Weekly allotment of legal services: (6 hours ÷ 4.3 weeks)	*1.40 hours*
Total:	*8.00 hours*

Actual hourly numbers are higher. These numbers are lowered because of sensitivity to budgetary constraints.

**N/C for zoning services.*

Please make check payable to "Andrea G. Erard."
Thank you for your business!

David Burrelli: Monthly review for Council Meeting 12/6/21

ADA compliance inspection: awaiting report.

Letter to resident concerning fowl running loose.

Review/initial Christmas parade application.

Review /sign EZ Pass document.

Receive and acknowledge via letter VDOT Land Use Permit (Golf Carts) General Requirements/Exceptions.

Received and researching request for Peddler/Solicitor License.

Review Sidewalk plan.