

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

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

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

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

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

Guests Present: Rosemary Damewood, Mark Nesbit-VDOT, Stephanie Young

**CITIZEN TIME**

Rosemary Damewood spoke regarding her concern with traffic on Main Street and damages to vehicles, her concern with adding UTV's to the Town golf cart ordinance and her interest in The Remington Walks program. Mark Nesbit spoke regarding the approval for golf carts in the Town of Remington. Stephanie Young addressed council regarding a late fee she incurred due to a delinquent water payment.

**Council member Ashby motioned to authorize the Town Administrator to waive a late fee for a water account provided the account has not been late more than once in any twelve-month period of time. Council Member Tiffany seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

**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 Ashby motioned to adopt the Consent Agenda. Council Member Tiffany seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

**STAFF REPORTS**

Town Superintendent

Mr. Steward informed council that the town was running \$9000 as of December 30<sup>th</sup>, which was right on course with the tipping fee for the landfill. He also informed council that the upgrade to the recycle center was being delayed due to supply issues with materials.

POLICE CHIEF

Chief Proffitt informed council that he had attended the Board of Directors meeting for the police academy. He stated that the fees were increasing 20% per officer this July for the academy. He also shared that he had attending the Police Chiefs Conference and referenced his report regarding proposed amendment to the 559 funds.

TOWN ADMINISTRATOR

Administrator Burrelli informed council that he had completed his background check and fingerprinting. He also stated that he was working with the census bureau to verify the Town of Remington geographic area as there is a discrepancy between the town and the census bureau. Mr. Burrelli then advised council that a letter had been sent to the owner of 100 Main Street to see the intentions regarding the structure. He also shared that he was discussing water grants with Mr. Steward to see if any were available to the town. Lastly, Mr. Burrelli updated council with the ADA compliance status for the DMV.

TOWN CLERK

Clerk Brinson reminded council that there was still a vacancy on Planning Commission as well as BZA. Mayor Polk urged council members to bring nominations to the next council meeting. She also shared a quote from Rosson and Troilo Fire Protection Services for updates to the fire extinguishers.

**Council member Tiffany motioned to approve the quote from Rosson and Troilo Fire Protection Services to update and install fire extinguishers in order to be compliant. Council Member Loving seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

Mrs. Brinson then shared a quote from RRRC to update the Zoning Map for the Town of Remington.

**Council member Loving motioned to approve the quote from RRRC to update the Zoning Map for the Town of Remington to a digital PDF version. Council Member Tiffany seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

Clerk Brinson then shared a quote for a new decal for the Council Chamber wall containing the new town seal.

TOWN TREASURER

Treasurer Stalter advised council that the money for the CARES funds has been depleted. Any future Corona Virus expense would be coming from the infrastructure funding. She then asked for council to approve her attendance at the FMS software conference March 21-24, 2022.

**Council member Tiffany motioned to approve Carol Stalter to attend the FMS Software conference March 21-24, 2022 in South Carolina. Council Member Hart seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

Mrs. Stalter then informed council that the health insurance for Town employees would be increasing 11.1% for the upcoming fiscal year.

**COMMITTEE REPORTS**

WATER: Chair: Loving

Member: Heaney

No report was given.

PERSONNEL/POLICE COMMITTEE: Chair: Tiffany Member: Heflin

Council member Tiffany spoke to council regarding the need for a full-time class 4 water plant operator and also work on the public works side due to one employee possibly retiring and concerns about attendance with another part time employee.

Ms. Tiffany then informed council that Desiree Ellis would be cross trained on the town side to assist with staff being out of the office employees did not need to come in early and stay late. Mr. Heaney then stated Clerk Brinson needed to be trained in payroll.

FINANCE COMMITTEE: Chair: Heaney Member: Ashby

Mr. Heaney reminded council that the January 24, 2022 CD in the amount of \$1373.00 at the rate of .15% for 6 months. CD needed to be ratified.

**Council member Heaney motioned to ratify the renewal of the CD due for renewal January 24, 2022 in the amount of \$1373.00 at the rate of .15% for 6 months. Council Member Loving seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

**Council member Heaney motioned to deposit the cemetery trust fund payment into the regular account for the cemetery. Council Member Loving seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

CEMETERY COMMITTEE: Chair: Ashby Member: Hart

Mr. Ashby informed council that he would like to research quotes for a columbarium for the cemetery.

PUBLIC FACILITIES: Chair: Heflin Member: Loving

Mr. Heflin shared that he has compiled a list of sidewalks and the repairs needed. Mr. Heflin stated that he had requested that clerk Brinson research quotes for a projector and screen for council meetings. He then shared that he had asked Mr. Steward to bring recommendations for lighting on Main Street to the next council meeting.

COMMUNITY DEVELOPMENT: Chair: Hart Member: Tiffany

Council Member Hart discussed outreach programs for the town.

Mayor Polk referenced the feasibility study that was included in the council packet. He shared that RRRC and IOTO would like to have a kick off meeting in March.

#### **UNFINISHED BUSINESS**

Mayor Polk questioned if council would like to schedule a work session to discuss golf carts. There was a discussion.

Mr. Heflin asked for recommendations for capital expenditures. Ms. Tiffany suggested cut off valves and to replace the last of the water meters as well as fire hydrants. Mr. Steward suggested that isolation valves be placed to assist with shutting water off to make repairs. Mr. Heaney stated sidewalks should be a priority.

**Ms. Tiffany made a motion to approve the content that was sent out in the letter in November to include Tin Pot Run Lane and East Madison Street from 15/29 to North Franklin Street. Council Member Heaney seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: 0**

Mayor Polk asked to include the food tax/meal tax to future cigarette tax discussion.

#### **NEW BUSINESS**

Mr. Heflin asked for information regarding the Remington Walks.

Town Attorney Erard shared a presentation on the Roles of the Mayor, Council, Town Administrator and Staff.

Council Member Tiffany informed council that the pay for one of the part-time police officers needed to be adjusted and would be added to the agenda for next months council meeting.

Mr. Heaney shared his concern with abandoned vehicles in town. Chief Proffitt advised that it was a zoning issue. Ms. Erard informed council that it would become a town code enforcement issue of an inoperative motor vehicle on private property. She explained that the Town Administrator would need to issue a letter notifying the citizen to remedy the situation and if it is not remedied, ultimately the town would tow the vehicle and then pay to have the vehicle stored. If the citizen would like to get the vehicle back, they would have to pay the fees. Ms. Erard then suggested that this topic be added to next months agenda.

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

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

**Nays:0**

**Absent: 0**

**Abstain:0**

**The meeting recessed at 9:10 pm.**

---

**William E. Polk, Mayor**

---

**Susan L. Tiffany, Recorder**