

MONTHLY COUNCIL MEETING AGENDA
MONDAY, SEPTEMBER 19, 2022 7:00 P.M.
REMINGTON TOWN COUNCIL
105 E MAIN ST
REMINGTON, VA 22734

I. CALL TO ORDER OF TOWN COUNCIL, RECOGNITION OF TOWN COUNCIL, STAFF AND GUESTS

II. CITIZEN'S TIME

III. CONSENT AGENDA

- Utility Billing Report
- Minutes: August 15, 2022 – Council Meeting
- Bill Listing

IV. NEWSLETTER BULLETS

V. STAFF REPORTS

- A. Town Superintendent
- B Town Clerk
- C. Town Treasurer
- D. Town Administrator
- E. Police Chief

VI. COMMITTEE REPORTS

A. WATER	Chair: Loving	Member: Heaney
B. PERSONNEL/POLICE	Chair: Tiffany	Member: Heflin
C. FINANCE - Decals on Tax Bill	Chair: Heaney	Member: Ashby
D. CEMETERY	Chair: Ashby	Member: Hart
E. PUBLIC FACILITIES -Public Parking on Main Street <ul style="list-style-type: none">• Identify Locations to place signs• Where to purchase the signs• Who will install the signs	Chair: Heflin	Member: Loving
F. COMMUNITY DEVELOPMENT	Chair: Hart	Member: Tiffany

VII. UNFINISHED BUSINESS

- Return Check policy/liens/fee

VIII. NEW BUSINESS

- Academy Letter
- Charter & Resolution
- Bylaws

IX. CLOSED SESSION AS NEEDED

X. ADJOURNMENT

UTILITY BILLING REPORT

AS OF August 31, 2022

Water Billing

Balance forward from previous month end.....	\$	42,529.31
Late fees assessed August 21st.....	\$	618.58
Water billing for August 2022.....	\$	27,096.73
Manual bills.....	\$	1,601.00
Final Bills.....	\$	228.00
Total Due	\$	72,073.62
Payments 8/1/22 through 8/31/22.....	\$	27,303.51
OverPayments (OPA) 8/1/22 through 8/31/22.....	\$	3,888.49
Applied deposits 8/25/22.....	\$	200.00
Manual payments.....	\$	-
Balance to collect as of 8/31/2022	\$	40,681.62
Monthly Billing Balance Due.....	\$	29,623.10
Past due	\$	11,058.52
	\$	40,681.62

Respectfully Submitted:



Carol Stalter, Treasurer
9/1/2022

Cash Balance Report

Period Ending 8/31/2022

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	Bank Information	Balance
11	Operating Checking (7281) Acct#- 7281	\$109,751.14
12	Operating Deposit (0856) Acct#- 0856	\$1,655,814.01
14	WATER-LGIP-#2236801 Acct#- 2236801	\$5,905.10
15	TFB CD 103847 - 01/02/2023 Acct#- 103847	\$16,569.54
16	TFB CD 101432 - 07/27/2024 Acct#- 101432	\$9,951.89
20	TFB CD 11951 - 07/25/2022 Acct#- 11951	\$11,391.78
21	TFB CD 11948 - 12/01/2022 Acct#- 11948	\$10,417.03
22	TFB CD 11945 - 07/27/2022 Acct#- 11945	\$10,756.23
23	TFB CD 17855 -07/27/2022 Acct#- 17855	\$10,815.01
24	TFB CD 17858 - 07/27/2022 Acct#- 17858	\$10,808.41
27	TFB CD 102734 - 12/01/2022 Acct#- 102734	\$14,661.65
31	BB&T Gen Ob Bond Acct Acct#- 155299886	\$0.00
33	Cemetery Trust Fund Inves Acct#- 0782	\$435,816.59
34	Cash Mgmt Acct Acct#- 0856	\$0.00

Total Cash Balance:	\$2,302,658.38
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GL Balance Sheet
Period Ending 8/31/2022

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10 General Fund		
Asset		
10-100-04 Petty Cash		\$1,150.00
10-101-01 General - Checking Account		\$80,729.94
10-101-03 General-Deposit Account		\$46,299.86
	Total	\$128,179.80
Liability		
10-210-04 Withheld State Taxes		\$592.46
10-210-05 Withheld Retirement		\$323.17
10-210-07 Withheld Retirement		\$63.93
10-280-00 Tax Prepayments		\$1,346.15
10-290-01 Unrestricted Fund Reserve		-\$250,450.30
Current Fund Balance Adjustment		-\$29,660.04
P/Y Fund Balance Adjustment		\$405,964.43
	Total	\$128,179.80

GL Balance Sheet
Period Ending 8/31/2022

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20 DMV Fund

Asset

20-100-04 Petty Cash	\$50.00
20-100-07 Cash Drawer	\$250.00
20-101-01 DMV - Checking Account	\$11,843.92
20-101-03 DMV - Deposit Account	\$147,970.31
Total	\$160,114.23

Liability

20-210-04 Withheld State Taxes	\$411.32
20-210-05 Withheld Retirement	\$517.64
20-210-07 Withheld Retirement	\$50.70
20-290-01 Unrestricted Fund Reserve	\$101,488.65
Current Fund Balance Adjustment	\$2,424.39
P/Y Fund Balance Adjustment	\$55,221.53
Total	\$160,114.23

GL Balance Sheet

Period Ending 8/31/2022

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40 Water Fund	
Asset	
40-100-11 LGIP#2236801	\$5,905.10
40-100-13 TFB CD #103847 Matures 01/02/2023	\$16,569.54
40-100-14 TFB CD #101432 Matures 07/27/2024	\$9,951.89
40-100-18 TFB CD #11951 Matures 07/25/2022	\$11,391.78
40-100-19 TFB CD #11948 Matures 12/01/2022	\$10,417.03
40-100-20 TFB CD #11945 Matures 07/27/2022	\$10,756.23
40-100-21 TFB CD #17855 Matures 07/27/2022	\$10,815.01
40-100-22 TFB CD #17858 Matures 07/27/2022	\$10,808.41
40-100-23 TFB CD #102734 Matures 12/01/2022	\$14,661.65
40-101-01 Water-Checking Account	\$3,314.98
40-101-03 Water-Deposit Account	\$888,419.68
Total	\$993,011.30
Liability	
40-210-04 Withheld State Taxes	\$543.20
40-210-05 Withheld Retirement	-\$532.89
40-210-07 Withheld Retirement	\$105.82
40-250-00 Refundable Deposits	\$41,387.60
40-250-01 Water Deposit Prepayment	\$5,270.38
40-290-01 Unrestricted Fund Reservs	\$781,920.42
Current Fund Balance Adjustment	-\$2,387.40
P/Y Fund Balance Adjustment	\$166,704.17
Total	\$993,011.30

GL Balance Sheet
Period Ending 8/31/2022

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60 Cemetery Fund

Asset

60-101-01 Cemetery-Checking Account	\$4,072.77
60-101-03 Cemetery-Deposit Account	\$12,190.16
Total	\$16,262.93

Liability

60-290-01 Unrestricted Fund Balance	\$11,848.64
Current Fund Balance Adjustment	\$1,418.07
P/Y Fund Balance Adjustment	\$2,996.22
Total	\$16,262.93

GL Balance Sheet
Period Ending 8/31/2022

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70 Cemetery Trust Fund

Asset

70-103-01 CEM TRUST FUND INV	\$435,816.59
Total	\$435,816.59

Liability

70-290-01 Unrestricted Fund Balance	\$369,581.90
P/Y Fund Balance Adjustment	\$66,234.69
Total	\$435,816.59

GL Balance Sheet
Period Ending 8/31/2022

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50 Grant Fund	
Asset	
50-101-01 Grant-Checking Account	\$9,789.53
50-101-03 Grant-Deposit Account	\$560,934.00
Total	\$570,723.53
Liability	
50-290-01 Unrestricted Fund Reserve	\$341,343.00
Current Fund Balance Adjustment	\$229,380.53
Total	\$570,723.53

Budget vs Actual (Summary)

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Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
		892,091	29,730.47	41,802.22	41,802.22	(850,288.50)	5%
	Revenues Totals:	892,091	29,730.47	41,802.22	41,802.22	(850,288.50)	5%
Expenses							
	SALARIES & WAGES	139,027	14,952.93	23,663.14	23,663.14	115,363.43	17%
	REPAIRS & MAINTENANCE	19,050	589.71	934.23	934.23	18,115.77	5%
	UTILITIES	2,900	297.68	537.96	537.96	2,362.04	19%
	GENERAL & ADMIN EXPENSES	27,452	4,090.14	8,744.29	8,744.29	18,707.71	32%
	PROFESSIONAL FEES	20,300	875.00	1,775.00	1,775.00	18,525.00	9%
	OTHER FEES	6,500	868.23	3,007.75	3,007.75	3,492.25	46%
	ANNEXATION/ZONING	1,650	0.00	0.00	0.00	1,650.00	
	OTHER EXPENSES	17,000	0.00	0.00	0.00	17,000.00	
	COMMUNITY PROJECTS	0	0.00	0.00	0.00	0.00	
	POLICE DEPARTMENT	69,140	7,197.80	12,409.96	12,409.96	56,729.83	18%
	STREETS, LIGHTS & SIDEWALKS	15,000	2,892.14	3,567.37	3,567.37	11,432.63	24%
	REIMBURSEABLE EXPENSES	557,315	49.46	65.20	65.20	557,249.80	0%
	CAPITAL OUTLAYS	16,757	16,757.36	16,757.36	16,757.36	0.00	100%
	Expenses Totals:	892,091	48,570.45	71,462.26	71,462.26	820,628.46	8%
10 General Fund	Revenues Over/(Under) Expenses:		(18,839.98)	(29,660.04)	(29,660.04)		

Budget vs Actual

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Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
10-301-07	2007 Personal Property Tax	0	0.00	0.00	0.00	0.00	0.00
10-301-08	2008 Property Taxes	0	0.00	0.00	0.00	0.00	0.00
10-301-09	2009 Property Taxes	0	0.00	0.00	0.00	0.00	0.00
10-301-10	2010 Property Tax	0	0.00	0.00	0.00	0.00	0.00
10-301-11	2011 Property Taxes	0	0.00	0.00	0.00	0.00	0.00
10-301-12	2012 Personal Property	0	0.00	0.00	0.00	0.00	0.00
10-301-13	2013 Personal Property	0	0.00	0.00	0.00	0.00	0.00
10-301-14	2014 Personal Property Taxes	0	0.00	0.00	0.00	0.00	0.00
10-301-15	2015 Personal Property Tax	0	0.00	0.00	0.00	0.00	0.00
10-301-16	2016 Personal Property Tax	0	0.00	111.09	111.09	111.09	111.09
10-301-17	2017 Personal Property Tax	0	0.00	0.00	0.00	0.00	0.00
10-301-18	2018 Personal Prop Tax	0	0.00	0.00	0.00	0.00	0.00
10-301-19	2019 Personal Property Tax	0	0.00	4.13	4.13	4.13	4.13
10-301-20	2020 Personal Property	125	45.34	98.23	98.23	(26.77)	79%
10-301-21	2021 Personal Property Tax	1,000	448.40	1,986.37	1,986.37	986.37	199%
10-301-22	2022 Personal Property Tax	45,000	15,668.90	15,668.90	15,668.90	(29,331.10)	35%
10-302-07	2007 Real Estate Tax	0	0.00	0.00	0.00	0.00	0.00
10-302-08	2008 Real Estate Tax	0	0.00	0.00	0.00	0.00	0.00
10-302-09	2009 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-10	2010 Real Estate Tax	0	0.00	0.00	0.00	0.00	0.00
10-302-11	2011 Real Estate Tax	0	0.00	0.00	0.00	0.00	0.00
10-302-12	2012 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-13	2013 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-14	2014 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-15	2015 R/E Tax	0	0.00	0.00	0.00	0.00	0.00
10-302-16	2016 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-17	2017 Real Estate Taxes	0	0.00	0.00	0.00	0.00	0.00
10-302-18	2018 Real Estate Tax	0	0.00	0.00	0.00	0.00	0.00

Budget vs Actual

Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
10-302-19	2019 Real Estate Tax	0	0.00	(1,340.37)	(1,340.37)	(1,340.37)	
10-302-20	2020 Real Estate Tax	100	0.00	0.00	0.00	(100.00)	
10-302-21	2021 Real Estate Tax	500	0.00	220.38	220.38	(279.62)	44%
10-302-22	2022 Real Estate Tax	82,515	0.00	0.00	0.00	(82,515.00)	
10-303-01	Sales Taxes	52,000	4,816.76	9,754.32	9,754.32	(42,245.68)	19%
10-303-02	Utility Taxes	28,000	2,286.10	4,526.00	4,526.00	(23,474.00)	16%
10-303-03	Bank Stock Taxes	0	0.00	0.00	0.00	0.00	
10-303-04	Rolling Rail Taxes	420	425.58	425.58	425.58	5.58	101%
10-303-05	Misc. State Revenue	0	0.00	0.00	0.00	0.00	
10-303-06	Meals Tax	0	0.00	0.00	0.00	0.00	
10-303-07	Cigarette Tax	0	0.00	0.00	0.00	0.00	
10-306-01	Donations	0	0.00	0.00	0.00	0.00	
10-310-01	Business Licenses	20,000	60.00	60.00	60.00	(19,940.00)	0%
10-310-02	Vehicle Decals	7,500	127.00	314.50	314.50	(7,185.50)	4%
10-310-03	Refuse Tipping Fees	540	45.00	90.00	90.00	(450.00)	17%
10-310-04	Zoning Permits	900	0.00	75.00	75.00	(825.00)	8%
10-310-07	Fire & Rescue Assistance	15,000	0.00	0.00	0.00	(15,000.00)	
10-310-08	FIRE & RESCUE GRANTS	0	0.00	0.00	0.00	0.00	
10-313-54	Copier/Notary Income	30	28.00	39.00	39.00	9.00	130%
10-318-08	Misc Grant Revenue	0	0.00	0.00	0.00	0.00	
10-319-01	Police Fines	5,000	417.20	1,482.56	1,482.56	(3,517.44)	30%
10-319-02	Law Enforcement Assist	17,664	4,855.00	4,855.00	4,855.00	(12,809.00)	27%
10-319-03	Community Relations	0	0.00	0.00	0.00	0.00	
10-319-04	Other Police Funding	1,000	250.00	2,750.00	2,750.00	1,750.00	275%
10-319-05	Police-E Summons	0	0.00	0.00	0.00	0.00	
10-319-06	Police-Asset Forfeiture	0	0.00	0.00	0.00	0.00	
10-319-08	Police Grants	0	0.00	0.00	0.00	0.00	
10-319-09	DMV Police Citation Stop Fee	0	25.00	0.00	0.00	0.00	
10-329-19	Covid-19 Recovery	0	0.00	0.00	0.00	0.00	

Budget vs Actual

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Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
	10-329-65 Cost Recovery - Reimbursable Exp - 200 Franklin	0	0.00	0.00	0.00	0.00	0.00
	10-331-04 Rent From DMV	40,000	0.00	0.00	0.00	(40,000.00)	
	10-332-01 MMDA Interest	0	0.00	0.00	0.00	0.00	0.00
	10-332-02 Interest & Penalties-Tax	1,500	102.18	431.53	431.53	(1,068.47)	29%
	10-332-03 Return Check Fees	0	0.00	0.00	0.00	0.00	0.00
	10-332-04 Miscellaneous Income	250	0.00	0.00	0.00	(250.00)	
	10-332-05 DMV Stop Fee	0	130.01	250.00	250.00	250.00	
	10-333-02 Community Projects	0	0.00	0.00	0.00	0.00	0.00
	10-334-01 Sale of Assets	0	0.00	0.00	0.00	0.00	0.00
	10-390-00 Prior Year Surplus	573,047	0.00	0.00	0.00	(573,046.72)	
	Revenues Totals:	892,091	29,730.47	41,802.22	41,802.22	(850,288.50)	5%
Expenses							
	10-401-01 Salaries & Wages	103,697	11,722.25	18,446.96	18,446.96	85,249.95	18%
	10-401-02 FICA Tax Expense	6,429	724.53	1,140.50	1,140.50	5,288.81	18%
	10-401-03 MEDICARE Tax Expense	1,504	169.46	266.75	266.75	1,236.86	18%
	10-401-04 SUTA Tax Expense	250	0.00	65.91	65.91	184.09	26%
	10-401-05 FUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-401-06 Health Insurance Expense	19,233	1,448.96	1,996.17	1,996.17	17,236.83	10%
	10-401-07 Life Insurance Expense	837	52.24	108.98	108.98	727.58	13%
	10-401-08 Retirement Expense	5,648	835.49	1,290.51	1,290.51	4,357.51	23%
	10-401-10 Workers' Compensation Ins	1,429	0.00	347.36	347.36	1,081.80	24%
	SALARIES & WAGES Totals:	139,027	14,952.93	23,663.14	23,663.14	115,363.43	17%
	10-411-20 R&M - Vehicles	1,500	105.23	154.97	154.97	1,345.03	10%
	10-411-21 R&M - Equipment	1,200	104.78	160.78	160.78	1,039.22	13%
	10-411-22 R&M - Rental Units	0	0.00	0.00	0.00	0.00	0.00
	10-411-23 R&M Trash Truck	9,000	0.00	0.00	0.00	9,000.00	
	10-411-24 R&M - Office Equipment	250	0.00	0.00	0.00	250.00	
	10-411-25 R&M - Town Hall	1,000	260.00	300.00	300.00	700.00	30%

Budget vs Actual

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Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
	10-411-26 R&M - Parking Lot	5,000	0.00	0.00	0.00	5,000.00	
	10-411-27 R&M - Tools & Supplies	900	119.70	280.68	280.68	619.32	31%
	10-411-32 R&M - 105 Shop	200	0.00	37.80	37.80	162.20	19%
	REPAIRS & MAINTENANCE Totals:	19,050	589.71	934.23	934.23	18,115.77	5%
	10-412-31 Utilities-Town Hall	2,000	210.23	363.25	363.25	1,636.75	18%
	10-412-32 Utilities-105 Shop	900	87.45	174.71	174.71	725.29	19%
	UTILITIES Totals:	2,900	297.68	537.96	537.96	2,362.04	19%
	10-413-40 Property Insurance	3,700	0.00	944.87	944.87	2,755.13	26%
	10-413-41 General Advertising	1,000	0.00	0.00	0.00	1,000.00	
	10-413-42 Bank Service Charges	2,000	455.23	607.68	607.68	1,392.32	30%
	10-413-44 Dues & Subscriptions	2,000	0.00	190.00	190.00	1,810.00	10%
	10-413-45 Office Supplies	2,750	267.43	306.66	306.66	2,443.34	11%
	10-413-46 Telephone	2,750	237.15	465.96	465.96	2,284.04	17%
	10-413-47 Training & Seminars	2,500	115.00	514.00	514.00	1,986.00	21%
	10-413-49 Interest Expense	0	0.00	0.00	0.00	0.00	
	10-413-50 Election Expense	2,400	0.00	0.00	0.00	2,400.00	
	10-413-51 Miscellaneous Expense	500	0.00	0.00	0.00	500.00	
	10-413-52 Software Support	6,000	2,925.50	3,709.09	3,709.09	2,290.91	62%
	10-413-53 Software Expense	500	0.00	1,757.50	1,757.50	(1,257.50)	352%
	10-413-54 Office Equipment	1,352	89.83	248.53	248.53	1,103.47	18%
	GENERAL & ADMIN EXPENSES Totals:	27,452	4,090.14	8,744.29	8,744.29	18,707.71	32%
	10-414-60 Legal Fees	10,800	0.00	900.00	900.00	9,900.00	8%
	10-414-61 Audit Fees	3,500	0.00	0.00	0.00	3,500.00	
	10-414-62 Accounting Fees	6,000	875.00	875.00	875.00	5,125.00	15%
	10-414-63 Recorder Fees	0	0.00	0.00	0.00	0.00	
	10-414-64 Consultant Fees	0	0.00	0.00	0.00	0.00	
	PROFESSIONAL FEES Totals:	20,300	875.00	1,775.00	1,775.00	18,525.00	9%
	10-415-70 Refuse Collection Expense	5,000	778.33	2,053.19	2,053.19	2,946.81	41%

Budget vs Actual

Period Ending 8/31/2022

10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
	10-415-71 Landfill Tipping Fees	0	0.00	0.00	0.00	0.00	0.00
	10-415-72 Recycling Site Expense	1,500	89.90	954.56	954.56	545.44	64%
	OTHER FEES Totals:	6,500	868.23	3,007.75	3,007.75	3,492.25	46%
	10-416-01 Salaries & Wages	0	0.00	0.00	0.00	0.00	0.00
	10-416-02 FICA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-416-03 MEDICARE Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-416-04 SUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-416-05 FUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-416-41 Zoning Advertising	650	0.00	0.00	0.00	650.00	0.00
	10-416-50 Violation Enforcement	0	0.00	0.00	0.00	0.00	0.00
	10-416-60 Legal Fees	1,000	0.00	0.00	0.00	1,000.00	0.00
	10-416-75 Comprehensive Plan	0	0.00	0.00	0.00	0.00	0.00
	10-416-76 Annexation Expense	0	0.00	0.00	0.00	0.00	0.00
	ANNEXATION/ZONING Totals:	1,650	0.00	0.00	0.00	1,650.00	0.00
	10-417-79 Community Relations	2,000	0.00	0.00	0.00	2,000.00	0.00
	10-417-80 Fire & Rescue Expense	15,000	0.00	0.00	0.00	15,000.00	0.00
	OTHER EXPENSES Totals:	17,000	0.00	0.00	0.00	17,000.00	0.00
	10-418-12 Misc Grant Expenditure	0	0.00	0.00	0.00	0.00	0.00
	COMMUNITY PROJECTS Totals:	0	0.00	0.00	0.00	0.00	0.00
	10-419-00 Capital Outlays	0	0.00	0.00	0.00	0.00	0.00
	10-419-01 Salaries & Wages	42,677	2,165.65	4,641.45	4,641.45	38,035.55	11%
	10-419-02 FICA Tax Expense	2,646	134.28	287.78	287.78	2,358.19	11%
	10-419-03 MEDICARE Expense	619	31.40	67.30	67.30	551.52	11%
	10-419-04 SUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-419-05 FUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00
	10-419-10 Workers' Compensation Ins	1,648	0.00	385.95	385.95	1,262.05	23%
	10-419-11 Officers Liability Ins	3,900	1,875.06	2,299.61	2,299.61	1,600.39	59%
	10-419-12 Grant Expenditures	500	0.00	0.00	0.00	500.00	0.00

Budget vs Actual

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10 General Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
	10-419-13 Police Funding Expenditures	0	2,130.48	2,130.48	2,130.48	(2,130.48)	
	10-419-14 Police Expenditure-Fauquier	0	0.00	0.00	0.00	0.00	
	10-419-15 Police Exp-eSummons	0	0.00	0.00	0.00	0.00	
	10-419-16 Police Exp-Asset Forfeit	0	0.00	0.00	0.00	0.00	
	10-419-20 R&M - Vehicles	1,500	389.89	876.28	876.28	623.72	58%
	10-419-21 R&M - Equipment	500	0.00	273.24	273.24	226.76	55%
	10-419-22 R&M - Fuel	2,000	115.30	209.48	209.48	1,790.52	10%
	10-419-30 Utilities	850	87.43	174.69	174.69	675.31	21%
	10-419-32 R&M - 105	400	0.00	13.33	13.33	386.67	3%
	10-419-40 Vehicle Insurance	1,250	0.00	308.76	308.76	941.24	25%
	10-419-42 Bank Service Charges	0	0.00	0.00	0.00	0.00	
	10-419-44 Dues & Subscriptions	200	0.00	175.00	175.00	25.00	88%
	10-419-45 Office Supplies	150	0.00	0.00	0.00	150.00	
	10-419-46 Telephone	3,200	268.31	536.61	536.61	2,663.39	17%
	10-419-47 Training & Seminars	2,600	0.00	0.00	0.00	2,600.00	
	10-419-52 Software Support	2,500	0.00	0.00	0.00	2,500.00	
	10-419-53 Software Expense	0	0.00	0.00	0.00	0.00	
	10-419-55 Uniforms	300	0.00	0.00	0.00	300.00	
	10-419-60 Legal Fees	1,500	0.00	30.00	30.00	1,470.00	2%
	10-419-79 Community Relations	200	0.00	0.00	0.00	200.00	
	POLICE DEPARTMENT Totals:	69,140	7,197.80	12,409.96	12,409.96	56,729.83	18%
	10-420-26 R&M-Street Lgts&Sidewlks	7,500	2,199.22	2,199.22	2,199.22	5,300.78	29%
	10-420-31 Electricity-Street Lights	7,500	692.92	1,368.15	1,368.15	6,131.85	18%
	STREETS,LIGHTS& SIDEWALKS Totals:	15,000	2,892.14	3,567.37	3,567.37	11,432.63	24%
	10-429-19 Covid-19 Expense	557,315	49.46	65.20	65.20	557,249.80	0%
	10-429-65 Reimbursable Expense - 200 Franklin Street	0	0.00	0.00	0.00	0.00	
	REIMBURSEABLE EXPENSES Totals:	557,315	49.46	65.20	65.20	557,249.80	0%
	10-450-00 Capital Outlays	16,757	16,757.36	16,757.36	16,757.36	0.00	100%

Budget vs Actual

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CAPITAL OUTLAYS Totals: 16,757
Expenses Totals: 892,091

16,757.36 16,757.36 16,757.36 0.00 100%
48,570.45 71,462.26 71,462.26 820,628.46 8%

10 General Fund Revenues Over/(Under) Expenses:

(18,839.98) (29,660.04) (29,660.04)

Budget vs Actual (Summary)

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Period Ending 8/31/2022

20 DMV Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
		156,438	11,699.56	23,499.13	23,499.13	(132,938.70)	15%
	Revenues Totals:	156,438	11,699.56	23,499.13	23,499.13	(132,938.70)	15%
Expenses							
	SALARIES & WAGES	111,688	12,671.76	20,381.71	20,381.71	91,306.12	18%
	GENERAL & ADMIN EXPENSES	44,750	320.70	693.03	693.03	44,056.97	2%
	CAPITAL OUTLAYS	0	0.00	0.00	0.00	0.00	
	Expenses Totals:	156,438	12,992.46	21,074.74	21,074.74	135,363.09	13%
20 DMV Fund	Revenues Over/(Under) Expenses:		(1,292.90)	2,424.39	2,424.39		

Budget vs Actual

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Period Ending 8/31/2022

20 DMV Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
20-310-08 DMV Commissions		156,438	11,720.88	23,499.13	23,499.13	(132,938.70)	15%
20-310-10 Dmv Postage Reimburse		0	(21.32)	0.00	0.00	0.00	
20-332-01 Interest Income		0	0.00	0.00	0.00	0.00	
20-390-00 Prior Year Surplus		0	0.00	0.00	0.00	0.00	
Revenues Totals:		156,438	11,699.56	23,499.13	23,499.13	(132,938.70)	15%
Expenses							
20-401-01 Salaries & Wages		91,112	10,598.33	16,902.28	16,902.28	74,209.72	19%
20-401-02 FICA Tax Expense		5,649	655.87	1,045.76	1,045.76	4,603.18	19%
20-401-03 Medicare Tax Expense		1,312	153.39	244.56	244.56	1,067.56	19%
20-401-04 SUTA Tax Expense		0	0.00	0.00	0.00	0.00	
20-401-05 FUTA Tax Expense		0	0.00	0.00	0.00	0.00	
20-401-06 Health Insurance Exp		6,538	545.37	927.14	927.14	5,610.86	14%
20-401-07 Life Insurance Expense		899	44.40	88.80	88.80	810.20	10%
20-401-08 Retirement Expense		6,018	674.40	1,134.57	1,134.57	4,883.20	19%
20-401-10 Workers' Compensation Ins		160	0.00	38.60	38.60	121.40	24%
SALARIES & WAGES Totals:		111,688	12,671.76	20,381.71	20,381.71	91,306.12	18%
20-413-41 Advertising		150	0.00	0.00	0.00	150.00	
20-413-42 Bank Charges		0	0.00	0.00	0.00	0.00	
20-413-45 Office Supplies		2,000	28.80	45.81	45.81	1,954.19	2%
20-413-46 Telephone		2,400	202.08	398.71	398.71	2,001.29	17%
20-413-48 Rent		40,000	0.00	0.00	0.00	40,000.00	
20-413-52 Software Support		0	0.00	0.00	0.00	0.00	
20-413-54 Office Equipment		0	89.82	248.51	248.51	(248.51)	
20-413-59 Travel		200	0.00	0.00	0.00	200.00	
GENERAL & ADMIN EXPENSES Totals:		44,750	320.70	693.03	693.03	44,056.97	2%
20-450-00 Capital Outlay		0	0.00	0.00	0.00	0.00	
CAPITAL OUTLAYS Totals:		0	0.00	0.00	0.00	0.00	

Budget vs Actual

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Expenses Totals:	156,438	12,992.46	21,074.74	21,074.74	135,363.09	13%
20 DMV Fund	Revenues Over/(Under) Expenses:	(1,292.90)	2,424.39	2,424.39		

Budget vs Actual (Summary)

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Period Ending 8/31/2022

40 Water Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
		353,155	75,143.30	98,263.59	98,263.59	(254,891.41)	28%
	Revenues Totals:	353,155	75,143.30	98,263.59	98,263.59	(254,891.41)	28%
Expenses							
	SALARIES & WAGES	157,656	15,706.60	24,022.66	24,022.66	133,632.87	15%
	WATER EXPENDITURES	16,100	2,209.84	4,660.48	4,660.48	11,439.52	29%
	REPAIRS & MAINTENANCE	32,700	1,403.58	2,959.79	2,959.79	29,740.21	9%
	UTILITIES	12,400	855.05	1,774.39	1,774.39	10,625.61	14%
	GENERAL & ADMIN EXPENSES	15,695	3,863.28	14,140.88	14,140.88	1,554.17	90%
	PROFESSIONAL FEES	20,300	875.00	1,775.00	1,775.00	18,525.00	9%
	REIMBURSEABLE EXPENSES	0	0.00	0.00	0.00	0.00	
	CAPITAL OUTLAYS	44,304	0.00	520.00	520.00	43,784.42	1%
		54,000	0.00	50,797.79	50,797.79	3,202.21	94%
		0	0.00	0.00	0.00	0.00	
	Expenses Totals:	353,155	24,913.35	100,650.99	100,650.99	252,504.01	29%
40 Water Fund	Revenues Over/(Under) Expenses:		50,229.95	(2,387.40)	(2,387.40)		

Budget vs Actual

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Period Ending 8/31/2022

40 Water Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
40-300-00	Refuse Collection	0	0.00	0.00	0.00	0.00	
40-300-01	Received at Town	330,000	28,447.14	49,688.09	49,688.09	(280,311.91)	15%
40-300-02	Received at Bank	0	0.00	0.00	0.00	0.00	
40-300-03	SDWA Fees	2,000	1,360.70	1,816.27	1,816.27	(183.73)	91%
40-311-01	New Account Fees	5,000	775.00	1,525.00	1,525.00	(3,475.00)	31%
40-311-02	Reconnection Fees	8,000	747.44	1,421.21	1,421.21	(6,578.79)	18%
40-311-03	Tap Fees	7,500	0.00	0.00	0.00	(7,500.00)	
40-320-00	Other Revenues	0	43,778.16	43,778.16	43,778.16	43,778.16	
40-332-01	Interest - Savings Acct.	5	0.00	0.00	0.00	(5.00)	
40-332-02	Interest - C/D's	400	18.14	18.14	18.14	(381.86)	5%
40-332-03	Returned Check Fees	250	16.72	16.72	16.72	(233.28)	7%
40-335-05	CIP Loan Proceeds	0	0.00	0.00	0.00	0.00	
40-335-06	CIP Loan Proceeds Interest	0	0.00	0.00	0.00	0.00	
40-340-00	State Revenue	0	0.00	0.00	0.00	0.00	
40-390-00	Prior Year Surplus	0	0.00	0.00	0.00	0.00	
Revenues Totals:		353,155	75,143.30	98,263.59	98,263.59	(254,891.41)	28%
Expenses							
40-401-01	Salaries & Wages	114,945	12,320.03	18,444.79	18,444.79	96,500.21	16%
40-401-02	FICA Tax Expense	7,127	763.65	1,143.37	1,143.37	5,983.22	16%
40-401-03	MEDICARE Expense	1,667	178.61	267.42	267.42	1,399.28	16%
40-401-04	SUTA Expense	0	0.00	0.00	0.00	0.00	
40-401-05	FUTA Expense	0	0.00	0.00	0.00	0.00	
40-401-06	Health Insurance Expense	23,805	1,265.67	2,151.69	2,151.69	21,653.55	9%
40-401-07	Life Insurance Expense	1,500	77.64	173.30	173.30	1,326.70	12%
40-401-08	Retirement Expense	7,500	1,101.00	1,571.92	1,571.92	5,928.08	21%
40-401-10	Workers' Compensation Ins	1,112	0.00	270.17	270.17	841.83	24%
SALARIES & WAGES Totals:		157,656	15,706.60	24,022.66	24,022.66	133,632.87	15%

Budget vs Actual

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Period Ending 8/31/2022

40 Water Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
40-410-85	Water Testing Expense	3,500	172.75	271.75	271.75	3,228.25	8%
40-410-86	SDWA Fees	2,000	0.00	1,980.00	1,980.00	20.00	99%
40-410-87	Meter Reading Expense	100	0.00	0.00	0.00	100.00	
40-410-88	Billing Expense	4,500	381.08	752.72	752.72	3,747.28	17%
40-410-89	Water Treatment Expense	6,000	1,656.01	1,656.01	1,656.01	4,343.99	28%
WATER EXPENDITURES Totals:		16,100	2,209.84	4,660.48	4,660.48	11,439.52	29%
40-411-20	R&M - Vehicles	1,500	301.71	706.48	706.48	793.52	47%
40-411-21	R&M - Pumps	200	0.00	709.66	709.66	(509.66)	355%
40-411-22	R&M - Distribution System	15,000	991.11	1,324.56	1,324.56	13,675.44	9%
40-411-23	R&M - Meters	500	0.00	0.00	0.00	500.00	
40-411-24	R&M - System Supplies	200	0.00	0.00	0.00	200.00	
40-411-25	R&M - 5th St Tower	7,500	0.00	0.00	0.00	7,500.00	
40-411-26	R&M - Lee's Glen Tower	5,000	0.00	0.00	0.00	5,000.00	
40-411-27	R&M - Tools & Supplies	500	110.76	205.75	205.75	294.25	41%
40-411-28	R&M Pump Generator	2,000	0.00	0.00	0.00	2,000.00	
40-411-32	R&M - Shop	300	0.00	13.34	13.34	286.66	4%
REPAIRS & MAINTENANCE Totals:		32,700	1,403.58	2,959.79	2,959.79	29,740.21	9%
40-412-30	Utilities	3,500	101.35	183.72	183.72	3,316.28	5%
40-412-31	Utilities - Pumps	8,000	666.26	1,415.97	1,415.97	6,584.03	18%
40-412-32	Utilities-105 Shop	900	87.44	174.70	174.70	725.30	19%
UTILITIES Totals:		12,400	855.05	1,774.39	1,774.39	10,625.61	14%
40-413-40	Property Insurance	4,000	0.00	984.17	984.17	3,015.83	25%
40-413-41	Advertising	100	0.00	0.00	0.00	100.00	
40-413-42	Bank Service Charges	0	0.00	0.00	0.00	0.00	
40-413-43	Uniforms	500	144.45	231.61	231.61	268.39	46%
40-413-44	Dues & Subscriptions	550	0.00	8,236.92	8,236.92	(7,686.92)	1498%
40-413-45	Office Expense	2,000	133.85	138.15	138.15	1,861.85	7%
40-413-46	Telephone	5,000	569.65	1,027.42	1,027.42	3,972.58	21%

Budget vs Actual

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Period Ending 8/31/2022

40 Water Fund		Budget	MTD	QTD	YTD	Variance	Percent
Description							
40-413-47 Training & Seminars		700	0.00	150.00	150.00	550.00	21%
40-413-50 Casual Labor		0	0.00	0.00	0.00	0.00	
40-413-52 Software Support		800	2,925.50	3,124.09	3,124.09	(2,324.09)	391%
40-413-53 Software Expense		0	0.00	0.00	0.00	0.00	
40-413-54 Office Equipment		2,045	89.83	248.52	248.52	1,796.53	12%
GENERAL & ADMIN EXPENSES Totals:		15,695	3,863.28	14,140.88	14,140.88	1,554.17	90%
40-414-60 Legal Fees		10,800	0.00	900.00	900.00	9,900.00	8%
40-414-61 Audit Fees		3,500	0.00	0.00	0.00	3,500.00	
40-414-62 Accounting Fees		6,000	875.00	875.00	875.00	5,125.00	15%
40-414-64 Consultant Fees		0	0.00	0.00	0.00	0.00	
PROFESSIONAL FEES Totals:		20,300	875.00	1,775.00	1,775.00	18,525.00	9%
40-429-65 Reimbursable Expense		0	0.00	0.00	0.00	0.00	
REIMBURSEABLE EXPENSES Totals:		0	0.00	0.00	0.00	0.00	
40-450-00 Capital Outlays		44,304	0.00	520.00	520.00	43,784.42	1%
CAPITAL OUTLAYS Totals:		44,304	0.00	520.00	520.00	43,784.42	1%
40-451-00 Water Project-Capital		54,000	0.00	50,797.79	50,797.79	3,202.21	94%
40-452-00 Capital- Building		0	0.00	0.00	0.00	0.00	
Totals:		54,000	0.00	50,797.79	50,797.79	3,202.21	94%
Expenses Totals:		353,155	24,913.35	100,650.99	100,650.99	252,504.01	29%
40 Water Fund Revenues Over/(Under) Expenses:			50,229.95	(2,387.40)	(2,387.40)		

Budget vs Actual (Summary)

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Period Ending 8/31/2022

60 Cemetery Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
		14,173	3,900.00	6,720.87	6,720.87	(7,452.13)	47%
Revenues Totals:		14,173	3,900.00	6,720.87	6,720.87	(7,452.13)	47%
Expenses							
	SALARIES & WAGES	0	0.00	0.00	0.00	0.00	
	REPAIRS & MAINTENANCE	6,850	908.98	2,133.98	2,133.98	4,716.02	31%
	GENERAL & ADMIN EXPENSES	1,873	0.00	443.82	443.82	1,429.18	24%
	PROFESSIONAL FEES	0	0.00	0.00	0.00	0.00	
	CEMETERY EXPENDITURES	5,450	325.00	2,725.00	2,725.00	2,725.00	50%
	TRUST EXPENDITURES	0	0.00	0.00	0.00	0.00	
	CAPITAL OUTLAYS	0	0.00	0.00	0.00	0.00	
Expenses Totals:		14,173	1,233.98	5,302.80	5,302.80	8,870.20	37%
60 Cemetery Fund Revenues Over/(Under) Expenses:			2,666.02	1,418.07	1,418.07		

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Budget vs Actual

60 Cemetery Fund	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues								
60-304-01	Lot Sales-Town Residents	4,000	0.00	3,000.00	5,000.00	5,000.00	1,000.00	125%
60-304-02	Lot Sales-County Resident	0	0.00	0.00	0.00	0.00	0.00	
60-304-03	Lot Sales-Out-of-County	0	0.00	0.00	0.00	0.00	0.00	
60-305-01	Marker Fees	400	0.00	250.00	375.00	375.00	(25.00)	94%
60-305-02	Burial Fees	5,000	0.00	650.00	650.00	650.00	(4,350.00)	13%
60-305-03	Cremation Fees	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
60-305-04	Monument Permits	200	0.00	0.00	0.00	0.00	(200.00)	
60-305-05	Lot Transfer Fees	0	0.00	0.00	0.00	0.00	0.00	
60-305-06	Distribution From Trust	0	0.00	0.00	0.00	0.00	0.00	
60-306-01	Donations	0	0.00	0.00	0.00	0.00	0.00	
60-306-02	Income Distributions	3,500	0.00	0.00	695.87	695.87	(2,804.13)	20%
60-332-01	Interest Income	0	0.00	0.00	0.00	0.00	0.00	
60-390-00	Prior Year Surplus	73	0.00	0.00	0.00	0.00	(73.00)	
Revenues Totals:		14,173	0.00	3,900.00	6,720.87	6,720.87	(7,452.13)	47%
Expenses								
60-401-01	Salaries & Wages	0	0.00	0.00	0.00	0.00	0.00	
60-401-02	FICA Tax Expense	0	0.00	0.00	0.00	0.00	0.00	
60-401-03	MEDICARE Tax Expense	0	0.00	0.00	0.00	0.00	0.00	
60-401-04	SUTA Tax Expense	0	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES Totals:		0	0.00	0.00	0.00	0.00	0.00	
60-411-21	R&M-Equipment	500	0.00	0.00	0.00	0.00	500.00	
60-411-26	R&M-Property	6,250	0.00	908.98	2,133.98	2,133.98	4,116.02	34%
60-411-27	R&M - Tools & Supplies	100	0.00	0.00	0.00	0.00	100.00	
REPAIRS & MAINTENANCE Totals:		6,850	0.00	908.98	2,133.98	2,133.98	4,716.02	31%
60-413-40	Insurance	1,773	0.00	0.00	443.82	443.82	1,329.18	25%
60-413-41	Advertising	100	0.00	0.00	0.00	0.00	100.00	
60-413-42	Bank Service Charges	0	0.00	0.00	0.00	0.00	0.00	

Budget vs Actual

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Period Ending 8/31/2022

60 Cemetery Fund									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
60-413-45 Supplies	0	0.00	0.00	0.00	0.00	0.00	0.00		
60-413-49 Interest	0	0.00	0.00	0.00	0.00	0.00	0.00		
GENERAL & ADMIN EXPENSES Totals:	1,873	0.00	0.00	443.82	443.82	1,429.18	24%		
60-414-60 Legal Fees	0	0.00	0.00	0.00	0.00	0.00	0.00		
PROFESSIONAL FEES Totals:	0	0.00	0.00	0.00	0.00	0.00	0.00		
60-421-01 80% Lot Sales (To Trustee)	3,200	0.00	0.00	2,400.00	2,400.00	800.00	75%		
60-421-02 Repurchased Lots	0	0.00	0.00	0.00	0.00	0.00	0.00		
60-421-03 Burial Expense	2,000	0.00	325.00	325.00	325.00	1,675.00	16%		
60-421-06 Corner Markers	250	0.00	0.00	0.00	0.00	250.00			
CEMETERY EXPENDITURES Totals:	5,450	0.00	325.00	2,725.00	2,725.00	2,725.00	50%		
60-422-01 Transfer To Investments	0	0.00	0.00	0.00	0.00	0.00	0.00		
TRUST EXPENDITURES Totals:	0	0.00	0.00	0.00	0.00	0.00	0.00		
60-450-00 Capital Outlays	0	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAYS Totals:	0	0.00	0.00	0.00	0.00	0.00	0.00		
Expenses Totals:	14,173	0.00	1,233.98	5,302.80	5,302.80	8,870.20	37%		
60 Cemetery Fund Revenues Over/(Under) Expenses:			2,666.02	1,418.07	1,418.07				

Budget vs Actual (Summary)

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Period Ending 8/31/2022

70 Cemetery Trust Fund		Budget	MTD	QTD	YTD	Variance	Percent
Description							
Revenues							
		24,210	0.00	0.00	0.00	(24,210.00)	
	Revenues Totals:	24,210	0.00	0.00	0.00	(24,210.00)	
Expenses							
GENERAL & ADMIN EXPENSES		8,000	0.00	0.00	0.00	8,000.00	
CAPITAL OUTLAYS		0	0.00	0.00	0.00	0.00	
		16,210	0.00	0.00	0.00	16,210.00	
	Expenses Totals:	24,210	0.00	0.00	0.00	24,210.00	
70 Cemetery Trust Fund		Revenues Over/(Under)	Expenses:				
		0.00	0.00	0.00	0.00		

Budget vs Actual

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Period Ending 8/31/2022

70 Cemetery Trust Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
70-335-01	Dividend Income	6,000	0.00	0.00	0.00	(6,000.00)	
70-335-02	Interest Income	10	0.00	0.00	0.00	(10.00)	
70-335-03	Capital Gains	15,000	0.00	0.00	0.00	(15,000.00)	
70-335-04	Other Investment Income	0	0.00	0.00	0.00	0.00	
70-335-05	80% Lot Sales	3,200	0.00	0.00	0.00	(3,200.00)	
70-335-06	DONATIONS	0	0.00	0.00	0.00	0.00	
70-335-20	Transfer From Town	0	0.00	0.00	0.00	0.00	
70-390-00	Prior Year Surplus	0	0.00	0.00	0.00	0.00	
Revenues Totals:		24,210	0.00	0.00	0.00	(24,210.00)	
Expenses							
70-413-01	Trustee Fees	4,500	0.00	0.00	0.00	4,500.00	
70-413-02	Administration Fees	0	0.00	0.00	0.00	0.00	
70-413-03	Distributions to Cemetery	3,500	0.00	0.00	0.00	3,500.00	
GENERAL & ADMIN EXPENSES Totals:		8,000	0.00	0.00	0.00	8,000.00	
70-450-00	Capital Outlays	0	0.00	0.00	0.00	0.00	
CAPITAL OUTLAYS Totals:		0	0.00	0.00	0.00	0.00	
70-460-00	Budget Contingencies	16,210	0.00	0.00	0.00	16,210.00	
Totals:		16,210	0.00	0.00	0.00	16,210.00	
Expenses Totals:		24,210	0.00	0.00	0.00	24,210.00	
70 Cemetery Trust Fund Revenues Over/(Under) Expenses:			0.00	0.00	0.00		

Budget vs Actual (Summary)

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Period Ending 8/31/2022

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50 Grant Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
		371,343	0.00	341,343.00	369,591.00	(1,752.00)	100%
	Revenues Totals:	371,343	0.00	341,343.00	369,591.00	(1,752.00)	100%
Expenses							
	SALARIES & WAGES	15,000	0.00	0.00	15,000.00	0.00	100%
	PAYROLL TAXES	15,000	0.00	0.00	0.00	15,000.00	
		0	0.00	0.00	0.00	0.00	
		341,343	0.00	16.55	125,210.47	216,132.53	37%
	COMMUNITY PROJECTS	0	0.00	0.00	0.00	0.00	
	Expenses Totals:	371,343	0.00	16.55	140,210.47	231,132.53	38%
50 Grant Fund	Revenues Over/(Under) Expenses:		0.00	341,326.45	229,380.53		

Budget vs Actual

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Period Ending 8/31/2022

50 Grant Fund	Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues							
50-301-01	Fire & Rescue Assistance	15,000	0.00	0.00	15,000.00	0.00	100%
50-301-02	Fire & Rescue Grant	0	0.00	0.00	0.00	0.00	
50-302-01	Law Enforcement Assistance	15,000	0.00	0.00	13,248.00	(1,752.00)	88%
50-302-02	Police Grant	0	0.00	0.00	0.00	0.00	
50-303-01	State Grant-Train Depot	0	0.00	0.00	0.00	0.00	
50-304-01	Federal ARPA	341,343	0.00	341,343.00	341,343.00	0.00	100%
50-318-01	Misc Grant	0	0.00	0.00	0.00	0.00	
Revenues Totals:		371,343	0.00	341,343.00	369,591.00	(1,752.00)	100%
Expenses							
50-401-01	Fire & Rescue Assistance Expense	15,000	0.00	0.00	0.00	15,000.00	
50-401-02	Fire & Rescue Grant Expense	0	0.00	0.00	15,000.00	(15,000.00)	
SALARIES & WAGES Totals:		15,000	0.00	0.00	15,000.00	0.00	100%
50-402-01	Law Enforcement Assistance Expense	15,000	0.00	0.00	0.00	15,000.00	
50-402-02	Police Grant Expense	0	0.00	0.00	0.00	0.00	
PAYROLL TAXES Totals:		15,000	0.00	0.00	0.00	15,000.00	
50-403-01	State Grant-Train Depot Expenses	0	0.00	0.00	0.00	0.00	
50-404-00	Federal ARPA	0	0.00	0.00	0.00	0.00	
50-404-10	ARPA-Public Health	1,637	0.00	16.55	1,653.51	(16.51)	101%
50-404-22	ARPA-Economic Impact-Utility Aid	0	0.00	0.00	0.00	0.00	
50-404-41	ARPA- Premium Pay-Employees	97,962	0.00	0.00	91,000.00	6,962.00	93%
50-404-50	ARPA-Infrastructure	241,744	0.00	0.00	32,556.96	209,187.04	13%
Totals:		341,343	0.00	16.55	125,210.47	216,132.53	37%
50-418-01	Misc Grant Expense	0	0.00	0.00	0.00	0.00	
COMMUNITY PROJECTS Totals:		0	0.00	0.00	0.00	0.00	
Expenses Totals:		371,343	0.00	16.55	140,210.47	231,132.53	38%
50 Grant Fund Revenues Over/(Under) Expenses:			0.00	341,326.45	229,380.53		

Check Listing

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Check Number	Bank	Vendor	Date	Amount
27675	11	2SHEPS CARPENTRY, LLC	08/02/2022	<u>\$260.00</u>
10-200-01				\$260.00
Invoice: 072722		Inv Date 08/01/2022	Due Date 08/02/2022	Amt: \$260.00
10-411-25		TOWN HALL PORCH BIRDPROOFING		\$260.00
Total Distributed:				\$260.00
27676	11	AT&T MOBILITY	08/02/2022	<u>\$191.66</u>
40-200-01				\$191.66
Invoice: 081322		Inv Date 07/29/2022	Due Date 08/02/2022	Amt: \$191.66
40-413-46		CELL PHONES		\$191.66
Total Distributed:				\$191.66
27677	11	DMV	08/02/2022	<u>\$150.00</u>
10-200-01				\$150.00
Invoice: 202221200403		Inv Date 08/02/2022	Due Date 08/02/2022	Amt: \$150.00
10-332-05		DMV STOPS - PP		\$125.00
10-319-09		DMV STOPS - CITATIONS		\$25.00
Total Distributed:				\$150.00
27678	11	F/C FLEET MAINTENANCE	08/02/2022	<u>\$637.56</u>
40-200-01				\$276.71
10-200-01				\$360.85
Invoice: 083122		Inv Date 08/02/2022	Due Date 08/02/2022	Amt: \$637.56
10-411-20		FUEL		\$80.21
10-415-70		FUEL		\$165.34
10-419-22		FUEL		\$115.30
40-411-20		FUEL		\$276.71
Total Distributed:				\$637.56
27679	11	IPITOMY	08/02/2022	<u>\$91.10</u>
20-200-01				\$91.10
Invoice: 85703		Inv Date 08/02/2022	Due Date 08/02/2022	Amt: \$91.10
20-413-46		AUTOMATED PHONE SYSTEM		\$91.10
Total Distributed:				\$91.10
27680	11	K&M LAWN & GARDEN	08/02/2022	<u>\$24.57</u>
10-200-01				\$24.57
Invoice: 193598		Inv Date 08/02/2022	Due Date 08/02/2022	Amt: \$24.57
10-411-21		TRIMMER HEAD		\$24.57
Total Distributed:				\$24.57
27681	11	KS STATE BANK	08/02/2022	<u>\$16,757.36</u>

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Check Number	Bank	Vendor	Date	Amount
		10-200-01	\$16,757.36	
Invoice: 56688-8-2022		Inv Date 08/01/2022 Due Date 08/02/2022	Amt:	\$16,757.36
10-450-00		PAYMENT/2021 KENWORTH T370		\$16,757.36
Total Distributed:				\$16,757.36
27682	11	MICHAEL TROIANO	08/02/2022	\$200.00
		10-200-01	\$200.00	
Invoice: 678		Inv Date 08/02/2022 Due Date 08/02/2022	Amt:	\$200.00
10-415-70		TRASH PICKUP 7/22, 7/29		\$200.00
Total Distributed:				\$200.00
27683	11	MP COPIERS, INC.	08/02/2022	\$269.48
		10-200-01	\$89.83	
		20-200-01	\$89.82	
		40-200-01	\$89.83	
Invoice: 32097661		Inv Date 08/02/2022 Due Date 08/02/2022	Amt:	\$269.48
10-413-54		COPIERS/LEASE		\$89.83
20-413-54		COPIERS/LEASE		\$89.82
40-413-54		COPIERS/LEASE		\$89.83
Total Distributed:				\$269.48
27684	11	RED BUD SUPPLY, INC.	08/02/2022	\$144.45
		40-200-01	\$144.45	
Invoice: 178905		Inv Date 08/02/2022 Due Date 08/02/2022	Amt:	\$144.45
40-413-43		SAFETY TSHIRTS		\$144.45
Total Distributed:				\$144.45
27685	11	TREASURER OF VA-VRS	08/02/2022	\$1,875.06
		10-200-01	\$1,875.06	
Invoice: FTI0000312		Inv Date 08/01/2022 Due Date 08/02/2022	Amt:	\$1,875.06
10-419-11		LODA (2 PT, 3 VOL)		\$1,875.06
Total Distributed:				\$1,875.06
27686	11	TREASURER, FAUQUIER CO	08/02/2022	\$264.75
		10-200-01	\$264.75	
Invoice: 081522		Inv Date 08/01/2022 Due Date 08/02/2022	Amt:	\$264.75
10-401-01		PAYROLL W/H - BRINSON, RACHAEL		\$264.75
Total Distributed:				\$264.75
27687	11	VUPS	08/02/2022	\$17.85
		40-200-01	\$17.85	
Invoice: 07220530		Inv Date 08/02/2022 Due Date 08/02/2022	Amt:	\$17.85

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Check Number	Bank	Vendor	Date	Amount
40-413-46		MISS UTILITY/JULY		\$17.85
Total Distributed:				\$17.85
27688	11	BUTLER & EICHER	08/09/2022	\$75.00
10-200-01				\$75.00
Invoice: 083122		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$75.00
10-415-72		PORTABLE TOILET/RECYCLE SITE		\$75.00
Total Distributed:				\$75.00
27689	11	CAROL STALTER	08/09/2022	\$39.20
10-200-01				\$8.22
40-200-01				\$9.66
20-200-01				\$21.32
Invoice: 080222		Inv Date 08/02/2022	Due Date 08/09/2022	Amt: \$39.20
10-413-45		REIMBURSE CASH DRAWER		\$8.22
20-310-10		REIMBURSE DMV POSTAGE		\$21.32
40-410-88		REIMBURSE CASH DRAWER		\$8.30
40-413-45		REIMBURSE CASH DRAWER		\$1.36
Total Distributed:				\$39.20
27690	11	CFC FARM & HOME CENTER	08/09/2022	\$69.82
40-200-01				\$69.82
Invoice: 083122		Inv Date 08/03/2022	Due Date 08/09/2022	Amt: \$69.82
40-411-22		GRASS SEED/STRAW		\$20.05
40-411-27		SAFETY SUPPLIES		\$49.77
Total Distributed:				\$69.82
27691	11	CHARLES ELKINS	08/09/2022	\$450.00
60-200-01				\$450.00
Invoice: 080322		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$450.00
60-411-26		MOW CEMETERY		\$450.00
Total Distributed:				\$450.00
27692	11	COMCAST COMMUNICATIONS	08/09/2022	\$396.35
20-200-01				\$110.98
40-200-01				\$110.98
10-200-01				\$174.39
Invoice: 082422		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$396.35
10-413-46		TOWN HALL PHONE/INTERNET		\$174.39
20-413-46		TOWN HALL PHONE/INTERNET		\$110.98
40-413-46		TOWN HALL PHONE/INTERNET		\$110.98

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Check Number	Bank	Vendor	Date	Amount
Total Distributed:				\$396.35
27693	11	DOMINION ENERGY VIRGINIA	08/09/2022	\$692.92
10-200-01				\$692.92
Invoice: 083122		Inv Date 08/03/2022	Due Date 08/09/2022	Amt: \$692.92
10-420-31		STREET LIGHTS		\$692.92
Total Distributed:				\$692.92
27694	11	FCWSA	08/09/2022	\$82.53
40-200-01				\$38.95
10-200-01				\$43.58
Invoice: 082022A		Inv Date 08/03/2022	Due Date 08/09/2022	Amt: \$52.30
10-412-31		105 E MAIN ST		\$26.15
10-412-32		105 E MAIN ST		\$8.72
10-419-30		105 E MAIN ST		\$8.71
40-412-32		105 E MAIN ST		\$8.72
Total Distributed:				\$52.30
Invoice: 082022B		Inv Date 08/03/2022	Due Date 08/09/2022	Amt: \$30.23
40-412-30		WATER TREATMENT FAC		\$30.23
Total Distributed:				\$30.23
27695	11	GROVES HARDWARE, LLC	08/09/2022	\$129.41
10-200-01				\$15.99
40-200-01				\$104.44
60-200-01				\$8.98
Invoice: 083122		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$129.41
10-411-27		MISC TOOLS, SUPPLIES		\$3.00
10-415-70		MISC TOOLS, SUPPLIES		\$12.99
40-411-22		MISC TOOLS, SUPPLIES		\$43.45
40-411-27		MISC TOOLS, SUPPLIES		\$60.99
60-411-26		MISC TOOLS, SUPPLIES		\$8.98
Total Distributed:				\$129.41
27696	11	JOINER MICRO LABORATORIES, INC	08/09/2022	\$99.00
40-200-01				\$99.00
Invoice: 22072129		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00
Invoice: 22071403		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00

Check Listing

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Check Number	Bank	Vendor	Date	Amount
Invoice: 22070604		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00
27697	11	OFFICE DEPOT	08/09/2022	\$254.80
		10-200-01	\$77.75	
		40-200-01	\$114.69	
		20-200-01	\$45.81	
		50-200-01	\$16.55	
Invoice: 254842098001		Inv Date 07/26/2022	Due Date 08/09/2022	Amt: \$63.41
10-413-45		OFFICE SUPPLIES		\$25.55
20-413-45		OFFICE SUPPLIES		\$17.01
40-413-45		OFFICE SUPPLIES		\$4.30
50-404-10		CLEANING SUPPLIES		\$16.55
Total Distributed:				\$63.41
Invoice: 255944327001		Inv Date 08/09/2022	Due Date 08/09/2022	Amt: \$183.63
10-413-45		OFFICE SUPPLIES		\$48.21
20-413-45		OFFICE SUPPLIES		\$25.03
40-413-45		OFFICE SUPPLIES		\$110.39
Total Distributed:				\$183.63
Invoice: 256222460001		Inv Date 08/09/2022	Due Date 08/09/2022	Amt: \$3.99
10-413-45		OFFICE SUPPLIES		\$3.99
Total Distributed:				\$3.99
Invoice: 256222462001		Inv Date 08/09/2022	Due Date 08/09/2022	Amt: \$3.77
20-413-45		OFFICE SUPPLIES		\$3.77
Total Distributed:				\$3.77
27698	11	UNIVAR	08/09/2022	\$1,656.01
		40-200-01	\$1,656.01	
Invoice: 50442763		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$1,656.01
40-410-89		SOD HYPO 12.5%		\$1,656.01
Total Distributed:				\$1,656.01
27699	11	USA BLUE BOOK	08/09/2022	\$73.75
		40-200-01	\$73.75	
Invoice: 058605		Inv Date 08/08/2022	Due Date 08/09/2022	Amt: \$73.75
40-410-85		HACH SAMPLE		\$73.75
Total Distributed:				\$73.75
27712	11	BB&T FINANCIAL, FSB	08/15/2022	\$2,638.73
		10-200-01	\$2,343.49	

Check Listing

Date From: 8/1/2022 Date To: 8/31/2023
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Check Number	Bank	Vendor	Date	Amount
		40-200-01	\$295.24	
Invoice: 082922		Inv Date 08/15/2022	Due Date 08/15/2022	Amt: \$2,638.73
10-413-45		OFFICE SUPPLIES		\$48.55
10-413-47		CLERK CERTIFICATION		\$115.00
10-419-13		NATL NIGHT OUT		\$2,130.48
10-429-19		ZOOM, BOTTLED H2O		\$49.46
40-413-45		OFFICE SUPPLIES		\$22.10
40-413-46		CELL PHONE		\$273.14
Total Distributed:				\$2,638.73
27713	11	FORTILINE WATERWORKS	08/15/2022	\$337.61
		40-200-01	\$337.61	
Invoice: 5757981		Inv Date 08/15/2022	Due Date 08/15/2022	Amt: \$337.61
40-411-22		ADAPTERS, VALVES		\$337.61
Total Distributed:				\$337.61
27714	11	MICHAEL TROIANO	08/15/2022	\$200.00
		10-200-01	\$200.00	
Invoice: 680		Inv Date 08/15/2022	Due Date 08/15/2022	Amt: \$200.00
10-415-70		TRASH TRUCK 8/5/22, 8/12/22		\$200.00
Total Distributed:				\$200.00
27715	11	MULLEN'S MARKINGS	08/15/2022	\$2,199.22
		10-200-01	\$2,199.22	
Invoice: 220254-001		Inv Date 08/11/2022	Due Date 08/15/2022	Amt: \$2,199.22
10-420-26		INSTALL GOLF CART SIGNS		\$2,199.22
Total Distributed:				\$2,199.22
27716	11	RAPPAHANNOCK STATION, INC	08/15/2022	\$130.23
		40-200-01	\$25.00	
		10-200-01	\$105.23	
Invoice: 083122		Inv Date 08/12/2022	Due Date 08/15/2022	Amt: \$130.23
10-411-20		FUEL/EQUIPMENT		\$25.02
10-411-21		FUEL/TRUCK		\$80.21
40-411-20		FUELTRUCK		\$25.00
Total Distributed:				\$130.23
27717	11	SOUTHERN SOFTWARE, INC.	08/15/2022	\$5,851.00
		40-200-01	\$2,925.50	
		10-200-01	\$2,925.50	
Invoice: 251287		Inv Date 08/15/2022	Due Date 08/15/2022	Amt: \$5,851.00
10-413-52		FMS ANNUAL SUPPORT FEE		\$2,925.50

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40-413-52		FMS ANNUAL SUPPORT FEE		\$2,925.50
Total Distributed:				\$5,851.00
27729	11	ANTHEM BLUE CROSS BLUE SHIELD	08/30/2022	\$3,260.00
		10-200-01	\$1,448.96	
		40-200-01	\$1,265.67	
		20-200-01	\$545.37	
Invoice: 001378522G		Inv Date 08/22/2022	Due Date 08/30/2022	Amt: \$3,087.00
10-401-06		HEALTH INSURANCE/SEPTEMBER		\$1,275.96
20-401-06		HEALTH INSURANCE/SEPTEMBER		\$545.37
40-401-06		HEALTH INSURANCE/SEPTEMBER		\$1,265.67
Total Distributed:				\$3,087.00
Invoice: 001378523G		Inv Date 08/22/2022	Due Date 08/30/2022	Amt: \$173.00
10-401-06		INSURANCE/LEE/SEPT		\$173.00
Total Distributed:				\$173.00
27730	11	AT&T MOBILITY	08/30/2022	\$167.68
		40-200-01	\$167.68	
Invoice: 091322		Inv Date 08/30/2022	Due Date 08/30/2022	Amt: \$167.68
40-413-46		CELL PHONES		\$167.68
Total Distributed:				\$167.68
27731	11	CARROT-TOP INDUSTRIES	08/30/2022	\$116.70
		10-200-01	\$116.70	
Invoice: INV108674		Inv Date 08/19/2022	Due Date 08/30/2022	Amt: \$116.70
10-411-27		FLAGS - US, VIRGINIA		\$116.70
Total Distributed:				\$116.70
27732	11	CHARLES ELKINS	08/30/2022	\$450.00
		60-200-01	\$450.00	
Invoice: 081722		Inv Date 08/22/2022	Due Date 08/30/2022	Amt: \$450.00
60-411-26		MOW CEMETERY		\$450.00
Total Distributed:				\$450.00
27733	11	COMCAST COMMUNICATIONS	08/30/2022	\$251.03
		10-200-01	\$251.03	
Invoice: 090722		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$251.03
10-413-46		SHOP/PD PHONE, INTERNET		\$62.76
10-419-46		SHOP/PD PHONE, INTERNET		\$188.27
Total Distributed:				\$251.03

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27734	11	DAVID & KIMBERLY RITTER	08/30/2022	<u>\$40.00</u>
		40-200-01	\$40.00	
Invoice: UB1576220816083643187		Inv Date 08/16/2022	Due Date 08/30/2022	Amt: \$40.00
40-250-00		Deposit Refund for WATER		\$40.00
Total Distributed:				\$40.00
27735	11	DENISE SANDLIN	08/30/2022	<u>\$1,750.00</u>
		40-200-01	\$875.00	
		10-200-01	\$875.00	
Invoice: 083122		Inv Date 08/19/2022	Due Date 08/30/2022	Amt: \$1,750.00
10-414-62		JUNE, JULY BANK REC/ADJ ENTRIES		\$875.00
40-414-62		JUNE, JULY BANK REC/ADJ ENTRIES		\$875.00
Total Distributed:				\$1,750.00
27736	11	DOMINION ENERGY VIRGINIA	08/30/2022	<u>\$1,172.53</u>
		10-200-01	\$356.43	
		40-200-01	\$816.10	
Invoice: 092122A		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$184.08
10-412-31		TOWN HALL		\$184.08
Total Distributed:				\$184.08
Invoice: 092122B		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$236.17
10-412-32		SHOP/PD		\$78.73
10-419-30		SHOP/PD		\$78.72
40-412-32		SHOP/PD		\$78.72
Total Distributed:				\$236.17
Invoice: 092122C		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$14.90
10-415-72		RECYCLE CENTER		\$14.90
Total Distributed:				\$14.90
Invoice: 092222A		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$659.67
40-412-31		CONFEDERATE BLVD		\$659.67
Total Distributed:				\$659.67
Invoice: 092222B		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$71.12
40-412-30		FIFTH ST		\$71.12
Total Distributed:				\$71.12
Invoice: 092222C		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$6.59
40-412-31		FREEMANS FORD RD		\$6.59
Total Distributed:				\$6.59

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27737	11	DOUG TAYLOR'S ELECTRICAL M & R	08/30/2022	\$590.00
		40-200-01	\$590.00	
Invoice: 082522.1		Inv Date 08/30/2022	Due Date 08/30/2022	Amt: \$590.00
40-411-22		REPAIR/REPLACE EXHAUST FAN		\$590.00
		Total Distributed:		\$590.00
27738	11	MICHAEL TROIANO	08/30/2022	\$525.00
		10-200-01	\$200.00	
		60-200-01	\$325.00	
Invoice: 681		Inv Date 08/22/2022	Due Date 08/30/2022	Amt: \$325.00
60-421-03		GRAVE/GIBSON 081822		\$325.00
		Total Distributed:		\$325.00
Invoice: 682		Inv Date 08/30/2022	Due Date 08/30/2022	Amt: \$200.00
10-415-70		TRASH TRUCK 8/19/22, 8/29/22		\$200.00
		Total Distributed:		\$200.00
27739	11	MINNESOTA LIFE	08/30/2022	\$48.80
		40-200-01	\$39.04	
		10-200-01	\$9.76	
Invoice: 083122		Inv Date 08/30/2022	Due Date 08/30/2022	Amt: \$48.80
10-401-07		SUPPL LIFE/STEWART - AUGUST		\$9.76
40-401-07		SUPPL LIFE/STEWART - AUGUST		\$39.04
		Total Distributed:		\$48.80
27740	11	POSTMASTER	08/30/2022	\$372.78
		40-200-01	\$372.78	
Invoice: 083122		Inv Date 08/23/2022	Due Date 08/30/2022	Amt: \$372.78
40-410-88		MAIL WATER BILLS		\$372.78
		Total Distributed:		\$372.78
27741	11	RUSSELL CHESLEY	08/30/2022	\$120.00
		10-200-01	\$120.00	
Invoice: 020122		Inv Date 08/16/2022	Due Date 08/30/2022	Amt: \$120.00
10-419-20		INSTALL IN-CAR ROUTER		\$120.00
		Total Distributed:		\$120.00
27742	11	VACORP	08/30/2022	\$59.33
		10-200-01	\$19.78	
		20-200-01	\$19.77	
		40-200-01	\$19.78	

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Check Number	Bank	Vendor	Date	Amount
Invoice: 091522		Inv Date 08/17/2022	Due Date 08/30/2022	Amt: \$59.33
10-401-01		HYBRID DISABILITY		\$19.78
20-401-01		HYBRID DISABILITY		\$19.77
40-401-01		HYBRID DISABILITY		\$19.78
Total Distributed:				\$59.33
27743	11	VERIZON WIRELESS	08/30/2022	\$80.04
10-200-01				\$80.04
Invoice: 090122		Inv Date 08/19/2022	Due Date 08/30/2022	Amt: \$80.04
10-419-46		POLICE IN-CAR COMPUTERS		\$80.04
Total Distributed:				\$80.04
27744	11	WALLY'S AUTOMOTIVE	08/30/2022	\$269.89
10-200-01				\$269.89
Invoice: 28883		Inv Date 08/30/2022	Due Date 08/30/2022	Amt: \$269.89
10-419-20		FORD SUV: INSPECTION/OIL/ETC		\$269.89
Total Distributed:				\$269.89
27745	11	POSTMASTER	08/31/2022	\$158.46
10-200-01				\$158.46
Invoice: 090122		Inv Date 08/31/2022	Due Date 08/31/2022	Amt: \$158.46
10-413-45		MAIL MEETING NOTICE		\$158.46
Total Distributed:				\$158.46
27746	11	AMERICAN WATER WORKS ASSOC.	09/08/2022	\$83.00
40-200-01				\$83.00
Invoice: 101122		Inv Date 09/02/2022	Due Date 09/08/2022	Amt: \$83.00
40-413-44		MEMBERSHIP DUES 110122- 103123		\$83.00
Total Distributed:				\$83.00
27747	11	CFC FARM & HOME CENTER	09/08/2022	\$10.77
10-200-01				\$10.77
Invoice: 4596629-110		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$10.77
10-411-27		Invoice - 4596629		\$10.77
Total Distributed:				\$10.77
27748	11	CHARLES ELKINS	09/08/2022	\$450.00
60-200-01				\$450.00
Invoice: 090122		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$450.00
60-411-26		MOW CEMETERY		\$450.00
Total Distributed:				\$450.00

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27749	11	DMV	09/08/2022	\$350.00
10-200-01			\$350.00	
Invoice: 202224300585	Inv Date 09/02/2022		Due Date 09/08/2022	Amt: \$350.00
10-332-05	DMV STOP REMOVAL			\$250.00
10-319-09	DMV STOP REMOVAL			\$100.00
Total Distributed:				\$350.00
27750	11	DOMINION ENERGY VIRGINIA	09/08/2022	\$697.32
10-200-01			\$697.32	
Invoice: 092922	Inv Date 09/02/2022		Due Date 09/08/2022	Amt: \$697.32
10-420-31	STREET LIGHTS			\$697.32
Total Distributed:				\$697.32
27751	11	EAGLE GRANITE	09/08/2022	\$121.00
60-200-01			\$121.00	
Invoice: ES672116203	Inv Date 09/02/2022		Due Date 09/08/2022	Amt: \$108.00
60-421-06	CORNER POSTS "Y"			\$108.00
Total Distributed:				\$108.00
Invoice: TOWNR0185051f	Inv Date 09/02/2022		Due Date 09/08/2022	Amt: \$13.00
60-421-06	FREIGHT/CORNER POSTS			\$13.00
Total Distributed:				\$13.00
27752	11	F/C FLEET MAINTENANCE	09/08/2022	\$782.95
40-200-01			\$245.85	
10-200-01			\$537.10	
Invoice: 093022	Inv Date 09/02/2022		Due Date 09/08/2022	Amt: \$782.95
10-411-20	FUEL, FUEL FOB			\$118.12
10-415-70	FUEL, FUEL FOB			\$341.54
10-419-22	FUEL, FUEL FOB			\$77.44
40-411-20	FUEL, FUEL FOB			\$245.85
Total Distributed:				\$782.95
27753	11	FCWSA	09/08/2022	\$84.18
40-200-01			\$39.22	
10-200-01			\$44.96	
Invoice: 092022A	Inv Date 09/07/2022		Due Date 09/08/2022	Amt: \$53.95
10-412-31	105 E MAIN ST			\$26.98
10-412-32	105 E MAIN ST			\$8.99
10-419-30	105 E MAIN ST			\$8.99
40-412-32	105 E MAIN ST			\$8.99

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Total Distributed:				\$53.95
Invoice: 092022B		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$30.23
40-412-30		WATER TREATMENT FACILITY		\$30.23
Total Distributed:				\$30.23
27754	11	GROVES HARDWARE, LLC	09/08/2022	\$56.45
		40-200-01	\$12.40	
		10-200-01	\$44.05	
Invoice: 093022		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$56.45
10-415-70		MISC. SUPPLIES		\$14.58
10-411-27		MISC. SUPPLIES		\$21.99
10-411-32		MISC. SUPPLIES		\$7.48
40-411-27		MISC. SUPPLIES		\$12.40
Total Distributed:				\$56.45
27755	11	GULICK, CARSON & THORPE, P.C.	09/08/2022	\$70.00
		10-200-01	\$70.00	
Invoice: 18230		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$70.00
10-419-60		PROSECUTE 082622 DOCKET		\$70.00
Total Distributed:				\$70.00
27756	11	IPITOMY	09/08/2022	\$91.10
		20-200-01	\$91.10	
Invoice: 86885		Inv Date 09/02/2022	Due Date 09/08/2022	Amt: \$91.10
20-413-46		AUTOMATED PHONE SYSTEM		\$91.10
Total Distributed:				\$91.10
27757	11	K&M LAWN & GARDEN	09/08/2022	\$19.14
		10-200-01	\$19.14	
Invoice: 196173		Inv Date 09/08/2022	Due Date 09/08/2022	Amt: \$19.14
10-411-21		ENGINE OIL		\$19.14
Total Distributed:				\$19.14
27758	11	MICHAEL TROIANO	09/08/2022	\$700.00
		50-200-01	\$400.00	
		60-200-01	\$300.00	
Invoice: 684		Inv Date 09/08/2022	Due Date 09/08/2022	Amt: \$300.00
60-421-03		GRAVE/MARKLEY 090122		\$300.00
Total Distributed:				\$300.00
Invoice: 685		Inv Date 09/08/2022	Due Date 09/08/2022	Amt: \$400.00
50-404-50		STORM DRAIN/MILL ST BACKHOE		\$400.00

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			Total Distributed:	\$400.00
27759	11	OFFICE DEPOT	09/08/2022	\$88.84
		20-200-01	\$28.02	
		40-200-01	\$34.80	
		10-200-01	\$26.02	
Invoice: 260942689001		Inv Date 09/02/2022	Due Date 09/08/2022	Amt: \$88.84
10-413-45		OFFICE SUPPLIES		\$26.02
20-413-45		OFFICE SUPPLIES		\$28.02
40-413-45		OFFICE SUPPLIES		\$34.80
			Total Distributed:	\$88.84
27760	11	TANNER'S PEST SERVICES LLC	09/08/2022	\$80.00
		10-200-01	\$66.66	
		40-200-01	\$13.34	
Invoice: 38726		Inv Date 09/02/2022	Due Date 09/08/2022	Amt: \$80.00
10-411-25		PEST CONTROL SERVICES		\$40.00
10-411-32		PEST CONTROL SERVICES		\$13.33
10-419-32		PEST CONTROL SERVICES		\$13.33
40-411-32		PEST CONTROL SERVICES		\$13.34
			Total Distributed:	\$80.00
27761	11	THE SCYLLA GROUP, INC.	09/08/2022	\$70.00
		10-200-01	\$70.00	
Invoice: 6137		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$70.00
10-413-52		FMS CALL/PASSWORD/WEBSITE		\$70.00
			Total Distributed:	\$70.00
27762	11	VRSA	09/08/2022	\$4,148.25
		10-200-01	\$2,411.49	
		40-200-01	\$1,254.34	
		60-200-01	\$443.82	
		20-200-01	\$38.60	
Invoice: 0406-09062022		Inv Date 09/07/2022	Due Date 09/08/2022	Amt: \$4,148.25
10-401-10		2022-2023 RENEWAL/QUARTER		\$347.36
10-419-10		2022-2023 RENEWAL/QUARTER		\$385.95
10-413-40		2022-2023 RENEWAL/QUARTER		\$944.87
10-419-11		2022-2023 RENEWAL/QUARTER		\$424.55
10-419-40		2022-2023 RENEWAL/QUARTER		\$308.76
20-401-10		2022-2023 RENEWAL/QUARTER		\$38.60
40-401-10		2022-2023 RENEWAL/QUARTER		\$270.17

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40-413-40		2022-2023 RENEWAL/QUARTER		\$984.17
60-413-40		2022-2023 RENEWAL/QUARTER		\$443.82
Total Distributed:				\$4,148.25
27763	11	VUPS	09/08/2022	\$22.05
40-200-01				\$22.05
Invoice: 08220530		Inv Date 09/02/2022	Due Date 09/08/2022	Amt: \$22.05
40-413-46		MISS UTILITY		\$22.05
Total Distributed:				\$22.05
27764	11	WALLY'S AUTOMOTIVE	09/08/2022	\$368.91
10-200-01				\$368.91
Invoice: 28950		Inv Date 09/08/2022	Due Date 09/08/2022	Amt: \$368.91
10-419-20		DODGE CHARGER/INSPECTION, REPAIRS		\$368.91
Total Distributed:				\$368.91
27779	11	ALEXY ABDO	09/15/2022	\$17.89
10-200-01				\$17.89
Invoice: 091022		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$17.89
10-419-46		REIMBURSE/PHONE CHARGER		\$17.89
Total Distributed:				\$17.89
27780	11	BB&T FINANCIAL, FSB	09/15/2022	\$1,366.80
10-200-01				\$1,250.55
50-200-01				\$82.37
20-200-01				\$33.88
Invoice: 100322		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$1,366.80
10-411-20		MISC SUPPLIES		\$109.99
10-411-21		MISC SUPPLIES		\$69.08
10-411-27		SPILL KITS		\$131.63
10-413-47		ONLINE TRAINING/RACHAEL		\$120.00
10-413-52		WEBSITE/GODADDY		\$179.40
10-417-79		PENS, DOG WASTE BAGS		\$325.67
10-415-70		WASTE TOTERS		\$314.78
20-413-45		NUMBER TICKET ROLL		\$33.88
50-404-10		BOTTLED H2O, ZOOM		\$82.37
Total Distributed:				\$1,366.80
27781	11	BUTLER & EICHER	09/15/2022	\$75.00
10-200-01				\$75.00

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Invoice: 093022		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$75.00
10-415-72		PORTABLE TOILET/RECYCLE SITE		\$75.00
Total Distributed:				\$75.00
27782	11	CHARLES T. PROFFITT	09/15/2022	\$41.00
		10-200-01		\$41.00
Invoice: 091422		Inv Date 09/14/2022	Due Date 09/15/2022	Amt: \$41.00
10-419-22		REIMBURSE/FUEL		\$41.00
Total Distributed:				\$41.00
27783	11	COMCAST COMMUNICATIONS	09/15/2022	\$377.49
		40-200-01		\$105.70
		20-200-01		\$105.70
		10-200-01		\$166.09
Invoice: 092422		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$377.49
10-413-46		TOWN HALL PHONE/INTERNET		\$166.09
20-413-46		TOWN HALL PHONE/INTERNET		\$105.70
40-413-46		TOWN HALL PHONE/INTERNET		\$105.70
Total Distributed:				\$377.49
27784	11	CULPEPER STAR-EXPONENT	09/15/2022	\$336.80
		10-200-01		\$336.80
Invoice: 093022		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$336.80
10-413-41		AD/PUBLIC HEARING 081522		\$336.80
Total Distributed:				\$336.80
27785	11	JOINER MICRO LABORATORIES, INC	09/15/2022	\$99.00
		40-200-01		\$99.00
Invoice: 22081807		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00
Invoice: 22081103		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00
Invoice: 22080425		Inv Date 09/13/2022	Due Date 09/15/2022	Amt: \$33.00
40-410-85		H2O TESTING		\$33.00
Total Distributed:				\$33.00
27786	11	MP COPIERS, INC.	09/15/2022	\$284.43
		40-200-01		\$94.81
		20-200-01		\$94.81

Check Listing

Date From: 8/1/2022 Date To: 8/31/2023
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON
09/16/2022 10:22 AM

Page: 16 of 16

Check Number	Bank	Vendor	Date	Amount
			10-200-01	\$94.81
Invoice: 32301037			Inv Date 09/08/2022 Due Date 09/15/2022	Amt: \$284.43
10-413-54		COPIER LEASE		\$94.81
20-413-54		COPIER LEASE		\$94.81
40-413-54		COPIER LEASE		\$94.81
			Total Distributed:	\$284.43
75	Checks Totaling -			\$56,584.03

Totals By Fund

	Checks	Voids	Total
10	\$39,448.32		\$39,448.32
20	\$1,316.28		\$1,316.28
40	\$12,771.71		\$12,771.71
50	\$498.92		\$498.92
60	\$2,548.80		\$2,548.80
Totals:	\$56,584.03		\$56,584.03

JOINT PUBLIC HEARING/ REGULAR MONTHLY COUNCIL MEETING
Remington Town Council
Monday, 15 AUGUST, 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 "Skeet" Ashby
Stanley L. Heaney
Richard Heflin
Van Loving
Susan L. Tiffany

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

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

Guests Present: Stephanie Litter-Reber, Patrick Mauney-Virtual

Mayor Polk opened the public hearing for ordinance 04-22.

AN ORDINANCE TO AMEND THE REMINGTON TOWN CODE TO ADD THE REQUIREMENT OF A FOUR PERCENT (.04) MEALS TAX ON ALL MEALS THAT COST MORE THAN FIFTY CENTS (.50). ORDINANCE NO. 04-22 WILL TAKE EFFECT SEPTEMBER 1, 2022. MEALS TAX RETURNS ARE DUE MONTHLY ON THE FIRST OF THE MONTH, THE FIRST MEALS TAX RETURNS WILL BE DUE NO LATER THAN OCTOBER 1, 2022. MEALS TAX RETURNS FILED BY THE 20TH OF THE MONTH QUALIFY FOR A THREE PERCENT (3%) DISCOUNT. THERE IS A TEN PERCENT PENALTY FOR LATE FILING, PLUS A CHARGE OF TEN PERCENT INTEREST UNTIL THE RETURN FILED AND THE TAXES ARE PAID. ORDINANCE NO. 04-22 IS AUTHORIZED BY THE GRANT OF AUTHORITY CONTAINED IN VA. CODE § 58.1-3840 ET SEQ.

CITIZEN TIME

There were no citizens present who wished to address council.

Mayor Polk closed the public hearing for ordinance 04-22.

Mayor Polk opened the regular council meeting.

CITIZEN TIME

Stephanie Litter-Reber addressed council regarding her concerns with Main Street and urged council to re-engage VDOT regarding a solution. Patrick Mauney gave an update regarding the feasibility study.

Council discussed a town hall meeting to update citizens on the feasibility study. The consensus was to hold the meeting next month.

Council Action on ordinance 04-22.

Council member Ashby motioned to approve ordinance 04-22. An ordinance to amend the Remington Town code to add the requirement of a four percent (.04) meals tax on all meals that cost more than fifty cents (.50). Ordinance No. 04-22 will take effect September 1, 2022. Meals tax returns are due monthly on the first of the month; the first meals tax returns will be due no later than October 1, 2022. Meals tax returns filed by the 20th of the month qualify for a three percent (3%) discount. There is a ten percent penalty for late filing, plus a charge of ten percent interest until the return filed and the taxes are paid. Ordinance NO. 04-22 is authorized by the grant of authority contained in VA. Code § 58.1-3840 *ET SEQ.* Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heflin, Tiffany

Nays: 0

Abstain: Heaney

Absent: Hart, Loving

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 Heflin seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Tiffany

Nays: 0

Abstain: 0

Absent: Hart, Loving

Council chose the following points from the July minutes for the Town Clerk to add to the newsletter for the month.

- Second deposit of COVID funds
- Hygiene project/Movie Night Plans

STAFF REPORTS

Town Superintendent

Superintendent Steward informed council that he had attended a hazardous waste class and they reviewed new laws. He stated that it would be an OSHA violation for town employees to use a N95 mask without proper fit testing and training. COVID is a new workplace safety hazard and training is required. He stated the new employee was progressing very well. The second new hire has filled out all paperwork and is scheduled to start work August 29, 2022. He then informed council that the upgrade for the power at the recycle center is currently waiting on Dominion Power to energize the box to get power to it before Mr. Meadows proceeds.

TOWN CLERK

Clerk Brinson informed council that there was a meeting scheduled with Fauquier County to discuss the possibility of the Town merging with the county health insurance to help with increasing costs. She then stated that the Cigarette Tax Authority Board asked for a timeline regarding the cigarette tax for the town. Mrs. Brinson then asked if council would like to have a vendor booth at the Remington Fall Festival and if they would like pens or magnets ordered. Council consensus was to purchase pens for the fall festival to not exceed \$250.00 and to have a booth for council members at the fall festival.

Clerk Brinson then spoke to council regarding the need for a new tree for the Gazebo for Christmas and the plan for lights across Main Street. Superintendent Steward reminded council that any Christmas Lights need to have businesses on Main Street agree to allow use of their power. There was discussion regarding the tree lighting and coordinating with the Remington Volunteer Fire Department.

TOWN TREASURER

Mrs. Stalter informed council that the second deposit of approximately \$343,000 of covid funds was received. She then stated that application for the 2023 Fire Programs Fund has been submitted. She then encouraged council to discuss and adopt a written policy for returned checks and money orders as well as potentially increasing the utility deposit for new accounts.

TOWN ADMINISTRATOR

Administrator Burrelli spoke in detail regarding his administrator report included in the council packet.

POLICE CHIEF

Chief Proffitt thanked Clerk Brinson and Superintendent Steward for their assistance with National Night Out. He then stated that the Sheriff's office would be sending officers out for The Car Show and Fall Festival. Chief Proffitt asked for council permission to attend the Chief's Conference in Roanoke. Council consensus was for Chief Proffitt to attend the Sheriff's conference.

COMMITTEE REPORTS

WATER: Chair: Loving

Member: Heaney

Council member Heaney asked about the status of replacing meters. Superintendent Steward explained that it is on the list to be done.

PERSONNEL/POLICE COMMITTEE: Chair: Tiffany

Member: Heflin

Council member Tiffany stated that the new employee would be starting August 29, 2022.

FINANCE COMMITTEE: Chair: Heaney

Member: Ashby

Council member Heaney shared that CD's had been cashed in and deposited into the account. He stated DMV revenue was down.

CEMETERY COMMITTEE: Chair: Ashby

Member: Hart

Superintendent Steward stated that there was wording in the cemetery rules and regulations that needed to be addressed at a later date. He stated there was conflicting information in the wording.

PUBLIC FACILITIES: Chair: Heflin

Member: Loving

Council member Heflin requested that Mr. Steward obtain quotes for the removal of the metal building at the recycle center. He then expressed his concern regarding the in-kind funding for the Depot project and wanted to remind council that the cost may increase significantly. Mr. Heflin then questioned the Town Administrator regarding the status of the letters regarding gov contact information for council. Mr. Burrelli stated he was waiting on a response to an email sent to council before distributing.

COMMUNITY DEVELOPMENT: Chair: Hart

Member: Tiffany

Council member Tiffany reiterated the car show and Fall Festival dates.

UNFINISHED BUSINESS

Council member Tiffany motioned to send a letter to town citizens and businesses advising items that council is considering for Main Street will be discussed at a special meeting on September 12, 2022. Council Member Heflin seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Tiffany

Nays: 0

Abstain: 0

Absent: Hart, Loving

Council member Heflin questioned why the golf cart sign crossing was placed on Washington Street. Mayor Polk explained that VDOT determined all three crossings. He further explained that the application submitted requested multiple crossings and VDOT limited the crossings to the three. Council member Heflin expressed his concern that council did not approve of the three crossings.

Council member Heflin motioned that all computer devices belonging to the town, be it laptop or desktop, any user must be approved by council and in that, each user has a unique ID and password unique to each individual. Council Member Tiffany seconded the motion. The motion carried.

Ayes: Ashby, Heaney, Heflin, Tiffany

Nays: 0

Abstain: 0

Absent: Hart, Loving

NEW BUSINESS

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

Ayes: Ashby, Heaney, Heflin, Tiffany

Nays:0

Absent: Hart, Loving

Abstain:0

The meeting recessed at 8:33 pm.

William E. Polk, Mayor

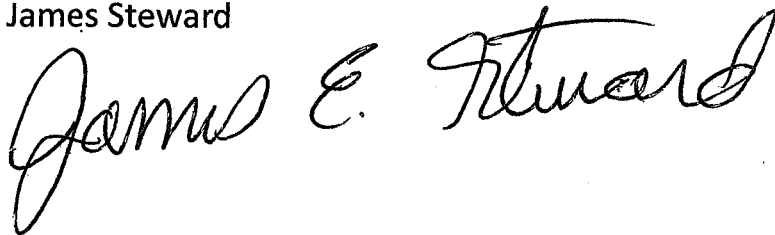
Susan L. Tiffany, Recorder

Town Superintendent Report- September 2022

- 1) We have received sealed bids for the demolition of the storage building at the town lot near the recycle center. Council will need to open and review the sealed bids.
- 2) Thrasher Engineering has completed the fire hydrant testing. The data should be sent within the next few months.
- 3) After several days of digging and searching, we have determined the location of the end of the storm water pipe at Mill Street.
- 4) Included in your council packets are quotes for uniforms for the public works employees for council review.

Respectfully,

James Steward

A handwritten signature in black ink that reads "James E. Steward". The signature is written in a cursive, flowing style with a large initial 'J' and 'S'.



COMMONWEALTH of VIRGINIA

Collin M. Greene, MD, MPH
State Health Commissioner

Department of Health
OFFICE OF DRINKING WATER
Culpeper Field Office

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

September 13, 2022

SUBJECT: Fauquier County
Water: Town of Remington
PWSID No.: 6061500

David Burrelli
105 East Main Street
Remington, Virginia 22734

Dear Mr. Burrelli:

We have received 10 (ten) lead and copper "first draw" tap sample results for the subject waterworks. You submitted these results in accordance with Lead and Copper Rule monitoring requirements of the Virginia Waterworks Regulations, 12VAC5-590-10 et seq. With these results, the waterworks has now completed triennial reduced monitoring for the 2020 – 2022 compliance period. We have summarized the results of this monitoring in the table below:

Monitoring Period	Lead 90 th Percentile (Action Level: 0.015 Mg/L)	Copper 90 th Percentile (Action Level: 1.3 Mg/L)
June 1 to September 30, 2022	0 Mg/L	0.144 Mg/L

Since the above summarized results indicate 90th percentile lead and copper concentrations below the established Action Levels, the waterworks will continue with triennial reduced monitoring. The next required monitoring will be to collect 10 (ten) samples during the June 1 to September 30, 2025 monitoring period. Please note that you must collect all lead and copper "first draw" tap samples from the same approved sample sites. If you find it necessary to change any tap sample sites, the new site should be of the same tier and category as the initial site and you must submit written justification to this office for approval.

Please note that there are Lead and Copper Rule Revisions (LCRR) that became effective on December 16, 2021, with a compliance deadline of October 16, 2024. This means that there are compliance tasks associated with the LCRR that your waterworks will need to complete before your next set of Lead and Copper samples are due. Guidance for understanding and implementing LCRR

requirements can be found at <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>. Check in periodically for updates, as we will continue to add resources.

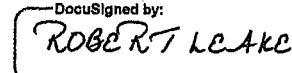
To complete all requirements related to this year's samples, you are reminded that the waterworks owner is required to provide consumer notification to the occupants of the residence or building where the tap was tested by direct mail or hand delivery as soon as practical, but no later than 30 days from the date the laboratory informed you of the sample results. See 12VAC5-590-405 D 4.

After you notify the consumers at each sample location, you must complete a "Lead Results Delivery Certification" form and return it to us along with a sample of the notification sent to participating consumers. The Certification form and a copy of one sample notification must be submitted to us within three months from the end of the monitoring period or no later than December 31, 2022. See 12VAC5-590-532 G 3.

You may obtain the consumer notification template and delivery certification form from our website: <https://www.vdh.virginia.gov/drinking-water/office-of-drinking-water/information-for-waterworks-owners/>

We are available to assist you with complying with the requirements of the Lead and Copper Rule. Should you have any questions, please do not hesitate to contact me at robert.leake@vdh.virginia.gov or 804-314-3352.

Sincerely,

DocuSigned by:

70CD31DD205848F...

Robert Leake
Environmental Inspector

RKL

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

Town Clerk Report- September 2022

1) I have placed 3 quotes for Christmas trees for the gazebo at the council table for discussion.

2) Included in your council packet, is a quote from Scylla Group for IT monthly maintenance. Andrew Serene from Scylla group plans to attend the meeting virtually to help answer any council questions.

3) The car show was this past weekend. The car show committee would like to thank the council for allowing the event to be held in town, and we would like to thank Mr. Steward, Chris and Nate for their assistance and Chief Proffitt and Officer Abdo for attending (and it was officer Abdo's birthday that day too!) We had 161 cars and were able to raise almost \$9000 which will be donated to the Remington Volunteer Fire Department and M. M Pierce.

4) The town will have a booth at Remington Fall Festival on October 8, 2022. Please see me to sign up to volunteer at the table if you have not yet.

Respectfully,

Rachael Brinson

Rachael Brinson

From: Andrew Serene <aserene@scyllagroup.com>
Sent: Thursday, August 25, 2022 11:26 AM
To: Carol Stalter; Rachael Brinson
Subject: Server / Firewall Patching
Attachments: Scylla-IT Support and Maintenance Agreement.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I wanted to send this as a follow-up to the FMS request. I'm sending it to both of you because you really are the only ones we talk to routinely. Please feel free to forward this to whoever should read it.

When I just logged into your servers this morning to try and access FMS for Desiree's request, I noticed that neither of the servers or the firewall are up to date on patches. The firewalls cannot automatically patch themselves and it is pretty common for Windows to hang up and not always patch. I know this has come up before, but I'm concerned about the overall security of the network there without any of the software or hardware being actively managed, patched and maintained. I hate that is going to come off as a sales email because we are so busy here that sales definitely isn't one of my current goals, but the status did concern me. I recommend that the council really consider paying someone/anyone to monitor and maintain the systems before something bad happens.

We (Scylla Group) would be happy to take care of this for you with one of our maintenance packages if you wanted us to. It obviously comes with a cost, but it isn't terribly expensive in the scheme of things and when considering what it would cost to clean up after an intrusion. We have a maintenance plan that would cover your 10 PCs and 2 servers for \$550 per month. I've attached a copy of our basic agreement so you can look at it, but I'll highlight some items that would benefit the town here.

1. We'll patch the servers with Windows/Microsoft updates and implement policies to ensure the workstations/laptops are patched and the status is reported to us for remediation if needed.
2. In addition to those Microsoft updates, we will automatically patch your workstations with third party software updates. We have automated processes to patch Chrome, Adobe Reader, Firefox, 7-zip and so many more applications. Going after things like Chrome exploits is a VERY common technique to gain access to a computer. We'll patch applications in the background and end-users won't ignore important update prompts.
3. We will automatically patch your firewall network equipment after validating the new releases. We keep track of when updates come out and get them updated fairly quickly.
4. We have active alerting that is setup on the hardware network connections, and software. We know if things are breaking/dying and we know when unexpected changes are happening. That's a huge early warning sign on if your network might be compromised or under attack.
5. You will be licensed for our Backup, software patching and inventory management solutions, so we know the status of all domain devices from a hardware and software perspective at any time. You don't have to track equipment in spreadsheets anymore if you don't want to.
6. We are actively tracking the status of patches and security settings so we can flag items for review if they fall out of compliance.
7. We pro-actively implement fixes in preparation of major Microsoft updates or new attack styles. We stay ahead of major changes like Print Nightmare and DCOM hardening.
8. We frequently adjust Windows, Azure/365 and Fortigate settings to improve security and adapt to changes. Attack patterns change frequently and new techniques come to the forefront frequently. Now you will be able to improve your security posture frequently and automatically.
9. We can be more active in finding technology solutions to the Town's issues. We can become your de facto CIO.

10. A lower rate of \$110 per hour instead of \$140.
11. The basic agreement includes a 5 hour monthly retainer. We generally spend 2-3 hours each month proactively managing the environment and then you have the remaining time for questions and support whenever needed.
12. And one of the best benefits, we provide 2 hour response times during business hours. We've become slammed busy over the years as the business as grown and we always prioritize our maintenance clients. We also find that they have fewer unexpected emergencies as things are being patched and monitored so we can often see issues coming.

Please let me know if you or the council want to explore this at all. I'm happy to answer questions if they have some. I can also go back to being quiet and doing what is asked.

.....

Andrew Serene,
President, IT Director



The Scylla Group, Inc.
9 N. Loudoun St., Winchester VA 22601
70 Main St. Ste 42, Warrenton, VA 20186
Office: 540.773.3570 x301
IT Support: 540.349.6601 option 1
aserene@scyllagroup.com
<http://www.scyllagroup.com>



70 Main Street, Suite 42, Warrenton, VA 20186
9 N. Loudoun Street, Suite 200, Winchester VA 22601
Tel: 540-242-0598
<http://www.scyllagroup.com>

IT Support & Maintenance Agreement

Date: Thursday, August 25, 2022

Purpose:

This document outlines a technical services support agreement that is being entered into between The Scylla Group with its offices in Winchester and Warrenton, VA and the Town of Remington Virginia with offices located in Remington, VA.

Service Level Agreement Period:

This agreement is valid on a month to month term and automatically renews itself each month. This agreement can be terminated by either party with a 30 day notice.

We are Different:

We think IT should be an asset for any organization instead of just a cost center. Don't think of us as "just IT support", but periodically involve us like a technical director or experts to help understand where the business is going so your technology assets and processes reflect your mission. We want to help you take advantage of technology, project the right image, educate staff, automate processes, and reduce costs whenever possible.

We bill for our time instead of by device or project. We don't want to charge you per server, device, user or cell phone each month and then charge you more when things change. You don't need to worry about how many computers you have or what buying another tablet will do to your recurring monthly costs. We automate things like routine software patching, so it doesn't matter if you have 5 computers or 50. In addition, we are transparent with our efforts and billing so we all can spot opportunities to reduce costs and address problems before they occur.

Description of Services:

As your Managed Services Provider, Scylla Group network and systems engineers will provide IT related maintenance and support services directly to the customer. Support may be provided via email, remote sessions, over the telephone or during on-site visits for issues that cannot be solved remotely. Support services will include network support, server/router maintenance, operating systems support, device procurement and deployment, hardware/software support, account assignment; password resets, file and print services, mobile email services, and other IT related services of the customer's existing systems. The Scylla Group will provide two hour response times for any issues reported during normal business hours.

Maintenance and support tasks include the following:

- Active monitoring of internet access and critical services
- Active Monitoring of server hardware for signs of failure
- Preventative maintenance
- Backup maintenance and monitoring
- Patching of Microsoft Windows operating systems and common third-party applications



70 Main Street, Suite 42, Warrenton, VA 20186
9 N. Loudoun Street, Suite 200, Winchester VA 22601
Tel: 540-242-0598
<http://www.scyllagroup.com>

- Routine analysis of server performance and vulnerabilities
- Security analysis, review, and mitigation
- Technical issues reported by the customer

In addition to and in support of performing maintenance and support work, a maintenance contract from the Scylla Group makes you eligible for the following items for the term of this agreement:

- Licensing for our software patching and management software to be used in your environment
- Licensing for our software and hardware inventory management software to be used in your environment
- Licensing for our proprietary backup and alerting software solutions. This eliminates the need to purchase costly backup software to perform on-premises backups. Only optional cloud-based backup storage requires additional fees.
- Access to discounts on eligible hardware and software purchases when made through The Scylla Group

Tasks generally regarded as being beyond the scope of support that may not be eligible for response time guarantees or use of monthly hours include:

- Replacing printer consumables (paper, toner cartridges)
- Telephone (voice) systems and services
- Support for personal laptops, desktops, and other systems
- Any other non-technical related activities

Contact Procedures to Issue Support Services Request:

Whenever possible, it is preferred that requests for IT Support Services be initiated by submitting an email to helpdesk@scyllagroup.com. However, services may also be requested by calling our local support telephone number.

When a request for support is received, a Scylla Group assigned specialist will:

1. Capture the request and verify the right to service of the person initiating the request.
2. Take down contact information of person initiating the request.
3. Acknowledge the request and issue an estimated response time.
4. Work the request.
5. Provide a resolution.
6. Verify satisfaction with the resolution of the request.

Nondisclosure:

The Scylla Group will safeguard any proprietary information and not disclose, publish, release or make available that information directly or indirectly to any other party. Reasonable security measures will be implemented and performed to ensure proprietary information is protected.

(continued on the next page)



70 Main Street, Suite 42, Warrenton, VA 20186
9 N. Loudoun Street, Suite 200, Winchester VA 22601
Tel: 540-242-0598
<http://www.scyllagroup.com>

Payment Terms:

Invoices will be submitted to the customer once a month via email. The customer agrees to pay all fees and all expenses, as set forth in this agreement, within 30 days of invoice. Invoices not paid within 30 days of the date of the invoice are subject to a monthly finance charge.

Pricing:

Task Name	Rate	Cost
Monthly minimum – up to 5 hours	\$ 110.00 per hour	\$ 550.00 per month
Hourly rate for time beyond minimum*	\$ 110.00 per hour	
Licensing for our Windows PC patch management, inventory, alerting, and server backup solutions	Included at no extra cost	
RECOMMENDED: Scylla Group Provided and managed Antivirus	Only \$2.00 per device each month	
RECOMMENDED: Scylla Group managed SPAM filtering and Cloud application security (Teams, SharePoint, OneDrive, etc)	Only \$1.35 per user each month	
OPTIONAL: Microsoft 365 Services including, Email, SharePoint, OneDrive, Teams and optional Office software suites.	Starting at \$5.00 per user each month	
OPTIONAL: Business grade Cloud Backup Solution to store backups offsite in addition to physical media on-premises.	Starting at \$25 per month for up to 500GB	
Monthly minimum		\$ 550.00 per month

Any Monthly minimums will be invoiced to the customer at the start of the month that they apply toward. The first months minimum will be charged as a deposit on the start date of this agreement.

*Any additional support beyond the regular maintenance hours and services described in this agreement will be charged at the agreed upon rate stated above.

By signing below both parties agree to the terms of this agreement.

For: The Scylla Group, Inc.

For: _____

BY: _____

BY: _____

NAME: Andrew Serene

NAME: _____

TITLE: President, IT Director

TITLE: _____

DATE: Thursday, August 25, 2022

DATE: _____

10. A lower rate of \$110 per hour instead of \$140.
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Andrew Serene,
President, IT Director



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Town Administrator Report – September 19, 2022

E-mail concerning river gauges sent to Army.

Aug. 16 meeting with Fauquier Co. to discuss health care coverage for employees. Rachael and I visited the Bealeton Depot and received a tour and info on their experiences.

Letter sent to VDOT seeking review for traffic calming.

Awaiting construction work on the side door and parking lot in re ADA compliance for the election. Modified ADA bids for the interior doors. Does the Council wish to fund either of these two bids? Can the Council delegate the authority to sign one of these contracts?

Summation Letter drafted and posted on Town website for the Monday, Sept. 12 meeting.

Depot meeting set for Sept. 29. The Town is committed to funding its share. We are awaiting a project number from VDOT and then will solicit bids.

Correspondence with Mr. Agha concerning possible demolition of the building, 100 W. Main. Is a council resolution needed to demolish the property?

E-mail to Christine Gillison, VRSA: HR and comp time.

Cigarette Tax: Sept. 27 mtg. with NVCTB scheduled.

Mr. Mullins was hired and began working in Aug.

Reminder: We received our 2nd tranche of Covid funding, \$341,343.00. Use it or lose it?

Resolution regarding a Drainage Study and DEQ/Comm. Dev./VDOT cooperation statement: Before VDOT repaves the secondary streets. The draft letter is awaiting Council review/approval.

Multiple "field trips" addressing the drainage issue on Mill St.

CDBG grant application: thanks Rachael.

Thanks for addressing the Meal Tax.

TOWN TREASURER'S REPORT

9/16/2022

- Water leak adjustment requested for (possible) toilet valve issue
- Policies for customers with multiple returned checks/money orders (IE: maximum number of returned payments allowed before account is flagged "guaranteed funds only")/increasing returned check fees billed to customers/placing liens against properties for closed utility accounts with unpaid balance
- Lost Town Decal revenue/incorporating Town Decal fees on Personal Property tax bills



Carol Stalter
Town Treasurer

REMINGTON WATER DEPARTMENT

APPLICATION FOR LEAK ADJUSTMENT

Adjustments cannot be made for indoor leaks. Requests for leak adjustments must be received within a reasonable time period after door hanger notification by the water department and will be processed pending approval by the water department and/or Town Council.

CUSTOMER NAME

Donna Munn

ACCOUNT #

SERVICE ADDRESS

1268 5th St. Remington VA 22724

PHONE NUMBER

(540) 522-6273

DATE LEAK DISCOVERED

Noticed the bill going high
3 months

DATE LEAK REPAIRED

DESCRIPTION OF LEAK & LOCATION (example: leak at pipe fitting; underground 5 feet from hose bib on back of house):

We have outdoor House pump we use for
flowers - we installed a new toilet valve
to see if this was a issue.

REPAIRED BY (business or individual):

(Attach invoice if repaired by a business or materials receipt if repaired by homeowner/tenant.)

Signature

Donna Munn

Date

Sept 12 2022

SEP 12 2022

Remington Water Department



BRANDY Printing & Embroidery

Expires Date: 09/11/2022

Professional Screen Printing and Embroidery

19638 Church Road, Brandy Station, VA 22714 540-825-5583
Sales@brandyprinting.com

Description: Shirts Embroidered

Bill to

Town of Remington
Rachael Brinson

Ship to

Town of Remington
Rachael Brinson
Ship method: Deliver

Town of Remington

Contact: **Rachael Brinson**
Email: rbrinson@remington-va.gov
Sales Rep: Henry Becker

Quote Date: 03/31/2022

Terms: Due on Receipt

Account #: TOW0001

1. Shirts

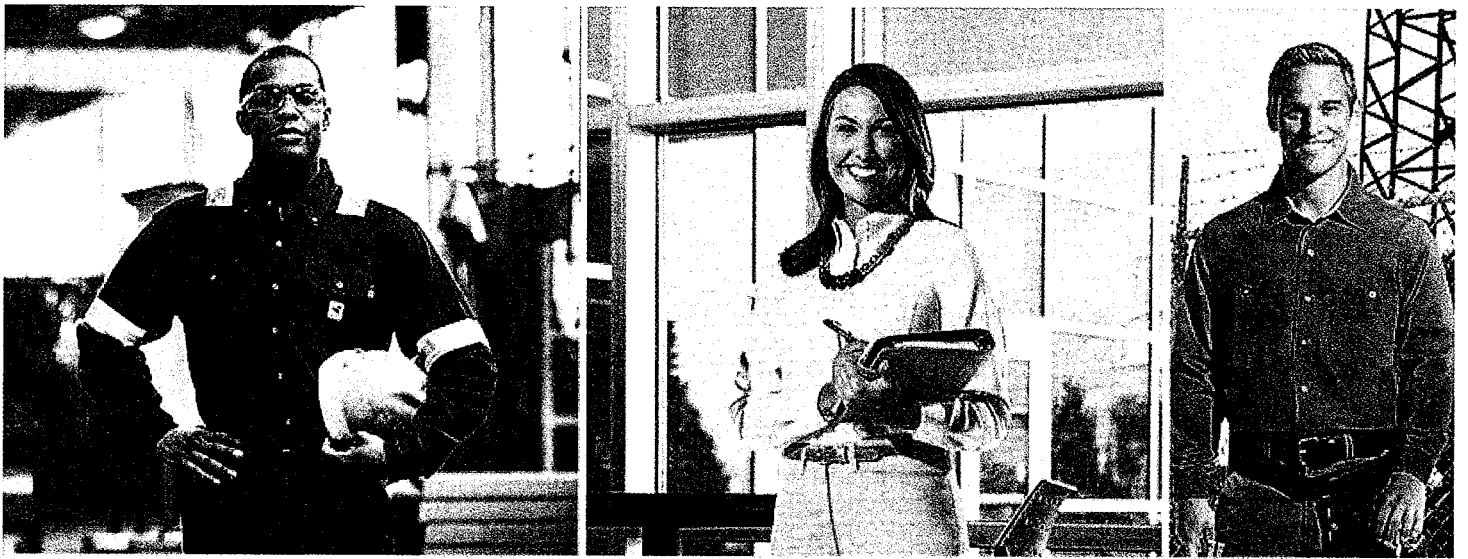
Code	Color	Size	Qty	Amount	Total	Tax Code
SP14 - Red Kap Long Sleeve Industrial Work Shirt. SP14	Light Blue	LR	10	33.86	338.60	TAX
		2XLR	5	37.86	189.30	TAX
SP24 - Red Kap Short Sleeve Industrial Work Shirt. SP24	Light Blue	LR	5	30.86	154.30	TAX
EMB-TOW0001-944 - Town of Remington	Location: Left Chest		20	0.00	0.00	NON
EMB-TOW0001-945 - Name	Location: Right Sleeve		20	0.00	0.00	NON

2. Pants

PT20 - Red Kap Industrial Work Pant. PT20	Navy	3032	5	28.10	140.50	TAX
		3630	5	28.10	140.50	TAX
		3830	1	28.10	28.10	TAX
		4030	5	28.10	140.50	TAX

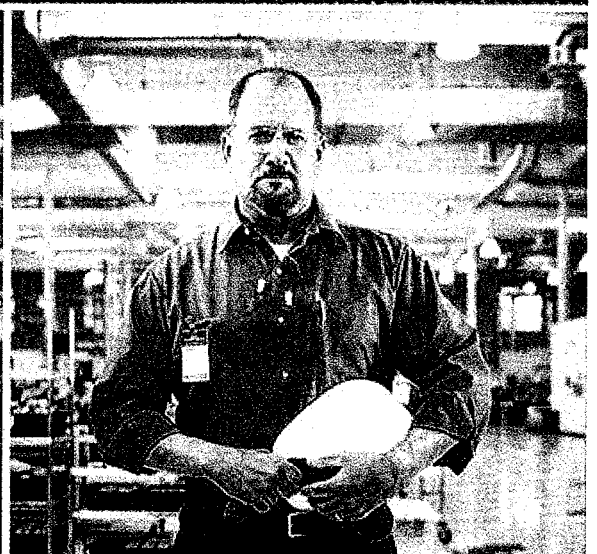
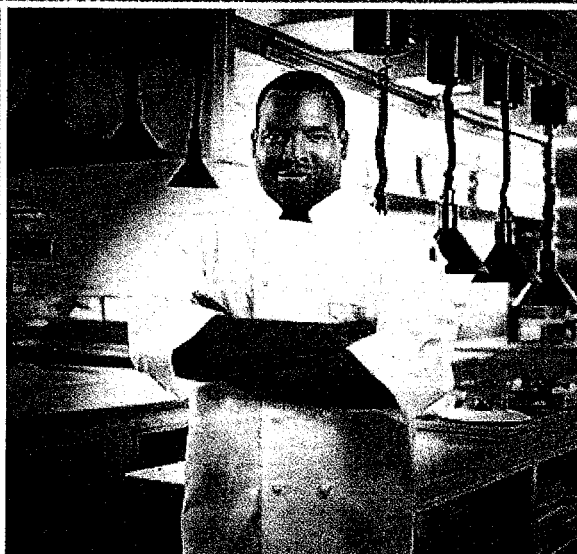
Total	Tax NON @ 0	Net Total	Payments	Balance Due
1,131.80	0.00	1,131.80	0.00	1,131.80

This is a Quote and prices are subject to change.



HARD-WORKING STYLE & COMFORT

READY™







Proposal Date: 09/15/2022
Expiration Date: 10/15/2022

Customer Name Town of Remington		Prepared For: Town of Remington	
Delivery Address: 105 E Main St		Delivery Address Line 2:	
City: REMINGTON	State / Province: VA	Zip / Postal Code: 22734	Phone: (540) 439-3220

Garment Group 1

Garment	Frequency	Inventory	Unit Price	Price
 X383 X383-CARHARTT PANT	Weekly	6	\$ 0.38	\$ 2.30
 X45779 X45779-SHT/M/RIPSTREFLT	Weekly	12	\$ 0.55	\$ 6.60
Employees: 3		per employee per week		\$ 8.90

Programs

Charge Description	Total Per Week
Uniform Advantage	\$ 4.32
Premium Uniform Advantage	\$ 0.00
Prep Advantage	\$ 3.24
Emblem Advantage	\$ 2.16

Other Charges

Charge Description	Price Per Week
Service Charge	\$ 0.00

Uniform Charges

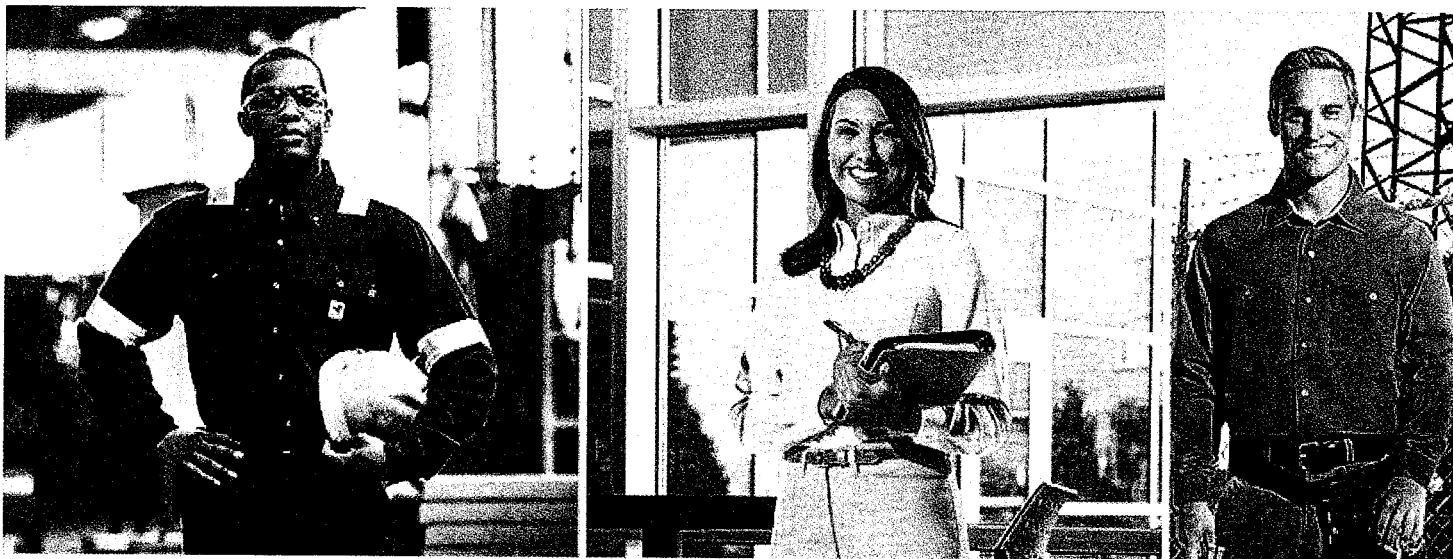
Charge Description	One Time Charges
Name Emblem	\$ 1.95

Charge Description	One Time Charges	
Company Emblem	\$	2.95
Custom Emblem 1	\$	2.95
Preparation Charge	\$	2.25

James
Sales Partner

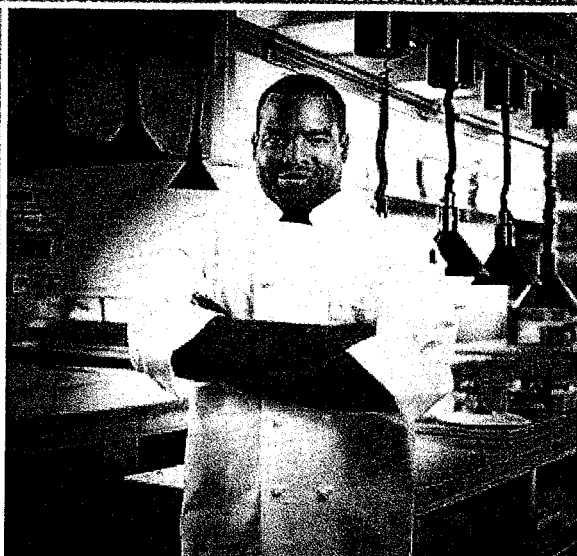
KEARNSJ2@CINTAS.COM
UR v2





HARD-WORKING STYLE & COMFORT

READY™







Proposal Date: 09/15/2022
Expiration Date: 10/15/2022

Customer Name Town of Remington		Prepared For: Town of Remington	
Delivery Address: 105 E Main St		Delivery Address Line 2:	
City: REMINGTON	State / Province: VA	Zip / Postal Code: 22734	Phone: (540) 439-3220

Laundering

Garment	Frequency	Inventory	Unit Price	Price
 X383 X383-CARHARTT PANT	Weekly	11	\$ 0.38	\$ 4.21
 X45779 X45779-SHT/M/RIPSTREFLT	Weekly	11	\$ 0.55	\$ 6.05
Employees: 3				per employee per week \$ 10.26

Programs

Charge Description	Total Per Week
Uniform Advantage	\$ 5.28
Premium Uniform Advantage	\$ 0.00
Prep Advantage	\$ 3.96
Emblem Advantage	\$ 1.98

Other Charges

Charge Description	Price Per Week
Service Charge	\$ 0.00

Uniform Charges

Charge Description	One Time Charges
Name Emblem	\$ 1.95

Charge Description	One Time Charges	
Company Emblem	\$	2.95
Custom Emblem 1	\$	2.95
Preparation Charge	\$	2.25

James
Sales Partner

KEARNSJ2@CINTAS.COM
UR V2



Adopted:

ORDINANCE NO. _____

ORDINANCE _____ AMENDS SECTION 20-1, "BAD CHECK FEES" OF THE REMINGTON TOWN CODE AND PROVIDES FOR AN INCREASE IN THE FEE FROM \$35 TO \$50 FOR THE UTTERING, PUBLISHING OR PASSING OF ANY CHECK OR DRAFT FOR PAYMENT OF TAXES OR ANY OTHER SUMS DUE TO THE TOWN OF REMINGTON WHICH IS SUBSEQUENTLY RETURNED FOR INSUFFICIENT FUNDS OR BECAUSE THERE IS NO ACCOUNT OR THE ACCOUNT HAS BEEN CLOSED. ORDINANCE 02-05 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VIRGINIA CODE SECTION 15.2-106.

BE IT ORDAINED THAT Section 20-1 "Bad Check Fee" shall be amended to read in its entirety as follows:

"Section. 20-1. Bad Check Fee.

There shall be a fee of fifty dollars (\$50~~35~~) for the uttering, publishing or passing of any check or draft for payment of taxes or any other sums due to the Town of Remington, which is subsequently returned for insufficient funds or because there is no account or the account has been closed."

This Ordinance shall take effect upon adoption.

Vote: Ayes – L. Scott Bruggemann
Van M. Loving
Roger L. Hart
Rosemary L. Damewood
Patrick T. Nelson
Linda L. Conrad

Nays – 0

Absent: None

Lydia L. Edwards, CMC

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

ARTICLE I - THE ACADEMY

- 1.1 **Description:** The Rappahannock Regional Criminal Justice Training Academy was created and exists pursuant to a charter agreement dated November 28, 1978 by and between the original local political subdivisions. The remaining charter jurisdictions are as listed:

City of Fredericksburg	County of Goochland
Town of Bowling Green	County of King George
Town of Colonial Beach	County of King William
Town of Kilmarnock	County of Lancaster
Town of Orange	County of Northumberland
Town of Tappahannock	County of Orange
Town of Warrenton	County of Richmond
Town of Warsaw	County of Spotsylvania
County of Caroline	County of Stafford
County of Essex	County of Westmoreland

- 1.2 **Name:** The name of this regional organization shall be the Rappahannock Regional Criminal Justice Training Academy.
- 1.3 **Purpose:** The purpose of the Academy is to provide the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.
- 1.4 **Agencies to be Served:** The Academy shall serve the charter member agencies and any other agency that may become a training member.
- 1.5 **Office:** The principal office of the Academy shall be the office of the Executive Director of the Rappahannock Regional Criminal Justice Training Academy at 3630 Lee Hill Drive, Fredericksburg, VA 22408.
- 1.6 **Records:** All of the books and records of the Academy shall be kept at the principal office, except as may be otherwise required by the Academy for the conducting of business.
- 1.7 **Definitions** Terms used in these by laws shall be defined as follows:
- A. "Agreement" - Shall mean the charter agreement entered into by resolutions adopted in November 1978 or any subsequent revisions of such charter.
 - B. "Board of Directors" - Shall include all charter and training members of the academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia.
 - C. "Charter Members" - Shall mean the original agencies chartered under the resolution adopted in November 1978.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

- D. "Training Members" - Shall mean any agency which has joined the academy after its original charter.

ARTICLE II - MEMBERSHIP TO THE ACADEMY

- 2.1 Joining: The Academy may admit any other jurisdiction of the Commonwealth of Virginia as a training member following two-thirds vote of the Board and providing that the requesting jurisdiction has met the requirements of section 15.2-1747 of the Code of Virginia and stipulations as set forth by the Board
- 2.2 Withdrawal: A jurisdiction may withdraw membership from the academy only by two-thirds vote of the Board of Directors of the academy. Such withdrawals are considered in October once every five years commencing in October 2001. No requests to withdraw will be considered at any other time, unless agreed to unanimously. Any withdrawal agreed to by the Board of Directors will normally be effective on June 30 of the following year. In addition to fulfilling any financial obligations for the current fiscal year, withdrawing agencies will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.
- 2.3 Duration: The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:
- A. At any time, by unanimous agreement of the governing members of the academy.
- B. In the event the governing member desiring to withdraw receives approval under section 2.2.
- 2.4 Termination: Termination of this cooperative endeavor shall occur only as provided for in this section. In the event this agreement and charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board of Directors and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

ARTICLE III - BOARD OF DIRECTORS

- 3.1 Board Members: There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.
- 3.2 Term: Each board member shall serve so long as the member agency remains in good standing with the academy.
- 3.3 Ex-officio Members: Ex-officio members may be admitted at the discretion of the Board. They shall not have a vote in decisions made by the Board. The Executive Director shall be an Ex-officio member of the Board.
- 3.4 Powers and Duties of the Board:

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

- | | |
|---|---|
| A. Appointment of the Academy Director | G. Authorize budget and revenue |
| B. Fix compensation of the Director and staff | H. Establish fees for outside users |
| C. Establish duties of the director | I. Approve contractual arrangements |
| D. Evaluate performance of the director | J. Adopt and approve Academy By-laws |
| E. Establish staffing level for the Academy | K. Review policies, rules and procedures |
| F. Establish the level of support personnel | L. Other duties as specified in the Academy Charter, and the Code of VA |

ARTICLE IV - OFFICERS OF THE BOARD

- 4.1 **Officers**: The Officers of the Board shall be selected or nominated from the Board members and shall consist of a Chairperson, a Vice-Chairperson and a Secretary. The Secretary need not be a member of the Board.
- 4.2 **Elections**: The election of officers shall occur at the regular meeting of the Board in December of each year. The Secretary shall be elected by the Board upon recommendation of the Executive Director. Officers shall be elected at the regular meeting of the Board in December of each year to serve a staggered term of two years, unless sooner removed by the Board. The officers will take office in January of the proceeding calendar year. Officers are eligible to serve consecutive terms.
- 4.3 **Vacancies**: Any vacancy occurring in an office shall be filled for the unexpired term by the Board at the next regular scheduled meeting, or at a special meeting called for that purpose. An office shall become vacant when the holder of an office ceases to be a member of the Board.
- 4.4 **Chairperson**: The Chairperson shall preside at all meetings of the Board and shall serve as Chairperson of the Executive Committee. The Chairperson shall appoint such committees as may be deemed appropriate and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.
- 4.5 **Vice Chairperson**: The Vice Chairperson shall preside at all meetings of Board and Executive Committee when the Chairperson is not in attendance and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.
- 4.6 **Secretary**: The Secretary shall attend all regular and special meetings of the Board and Executive Committee. The Secretary shall be responsible for keeping the minutes of the Board and Executive Committee and keeping a record of their proceedings, which shall be a public record, and copies of which shall be mailed or delivered to the members of the Board.

ARTICLE V - COMMITTEES

- 5.1 **Executive Committee**: The Executive Committee shall consist of nine (9) members, as outlined below. The Executive Committee shall be composed as follows: The Chairperson of the Board, the Vice Chairperson of the Board, past-chairperson and six 6 members elected by the Board All members of the Executive Committee shall serve two (2) year staggered terms. In the event the nominating committee cannot fill a specific member role, the position shall become an at-large position and voted on by the full board.

- A. **Executive Committee Membership**

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

- Chairperson – elected from full board membership
- Vice-Chairperson – elected from full board membership
- Past Chairperson – automatic two (2) year term upon election of new chairperson
- Member – At-Large – elected from full board membership
- Member – Chief of Police – elected from Board Chiefs
- Member – Sheriff – elected from Board Sheriffs
- Member – Jail Superintendent – elected from Board Superintendents
- Member – Campus Chief of Police – elected from Campus Chiefs
- Member – Communications Director – elected from Board Communications Directors
- Executive Director – ex-officio member
- Secretary – ex-officio member elected on recommendation of Executive Director

5.2 The Executive Committee shall be responsible for the following functions:

- A. Overseeing the budgeting, financial operation and quality of training of the Academy.
- B. Meeting quarterly or as needed to conduct Academy business.
- C. The Chairman shall conduct an annual performance evaluation of the Academy Director.
- D. The committee will present the budget for the coming fiscal year for amendment, modification or approval, to the Board of Directors at the annual meeting.
- E. The Chairman shall call special meetings of the Executive Committee as required to conduct Academy business which is time sensitive.

5.3 Nominating Committee: The Executive Committee shall serve as the nominating committee.

5.4 Finance Committee: The Finance Committee shall be a standing committee reporting to the Executive Committee. The Finance Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the finance committee. The finance committee shall work with the academy director in crafting and amending the academy annual budget.

5.5 Training Committee: The Training Committee shall be a standing committee reporting to the Executive Committee. The Training Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the training committee. The training committee shall work with the academy director in developing, changing and amending academy training programs.

5.6 Special Committees: The Board Chair may appoint from time to time such committees as may be

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

deemed necessary for the effective operation of the academy. All special committees shall be chaired by a member of the executive committee and have 3-5 board members appoint by the board chair.

ARTICLE VI - MEETINGS

- 6.1 Full Board Meeting: The annual meeting of the Board of Directors shall take place during the month of December of each year. Should the Executive Committee determine, for good and sufficient reason, that a December meeting is not possible all members of the Board will be given thirty days (30) advance written notice of the changed meeting date, time and place. At the annual meeting the Executive Committee shall present the budget for the coming fiscal year and any other matters that may require action by the Board. The Executive Director of the Academy shall make a report concerning Academy activities for the previous year. The officers for the coming year shall be elected and installed.
- 6.2 Special Meetings: The Chairman shall have the authority to call special meetings of the Board of Directors and the Executive Committee for urgent Academy business.
- 6.3 Quorum: In order to achieve a quorum two-thirds (2/3) of the voting members of the board, or any committee, must be in attendance. The member may assign an alternate or give their vote to a proxy to constitute a quorum. An alternate may be sent to represent the interests of the member. The alternate shall have the authority of the absent member. The member may also request another board member act as their proxy and vote on the members behalf. Alternates and proxies shall be counted as the member being present in constituting a quorum. All members assigning an alternate or proxy shall notify the secretary in writing.
- 6.4 Vote: Each member of the Board shall be entitled one (1) vote. All actions of the Board, outside of Article II – Membership to the Academy, shall require a simple majority vote of those present plus alternates and proxies for the motion to pass.
- 6.5 Procedure: Meetings of the Board and Executive Committee shall be conducted in compliance with the Virginia Freedom of Information Act. In all matters of parliamentary procedure not specifically governed by these By-laws, Robert's Rules of Order shall be parliamentary authority in all meetings of the Board and Executive Committee.

ARTICLE VII - ADMINISTRATION

- 7.1 Executive Director: The Chief Executive and Administrative Officer of the Rappahannock Regional Criminal Justice Training Academy shall be the Executive Director who shall have direct supervision of all the other employees of the Academy. The Executive Director will have direct control, subject to the authority and approval of the Board for the management of the affairs of the Academy. The Executive Director shall have such duties as provided by the Code of Virginia, and other such duties as established by the Board. The Executive Director shall be employed under a written contract establishing terms, conditions and rate of pay of employment. The contract shall be for no more than a period of two years. The Chairperson of the Board shall review the Executive Directors performance at least annually.
- 7.2 Personnel Actions: The Executive Committee will hear appeals of personnel actions of termination taken by the Executive Director. At the discretion of the Chairperson, Executive Committee members may be appointed to hear such matters.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

- 7.3 Policy: The Board retains the right to establish policy for the operation of the Academy and the conduct of Academy business.

ARTICLE VIII - FINANCIAL

- 8.1 Fiscal Year: The Fiscal Year of the Board shall begin each year on July 1st, and shall end on June 30th of the following year.
- 8.2 Budget: The Board, at the annual meeting, shall approve an annual budget for the coming fiscal year.
- 8.3 Audits: An audit shall be conducted annually by an independent Certified Public Accountant of all academy revenue and expenditures. A full report of the audit shall be made to the Board at the annual meeting.
- 8.4 Insurance: The Board shall cause to be secured such casualty and liability insurance coverage as the Board deems necessary to protect its liability and cover its assets.

ARTICLE IX - AMENDMENTS

- 9.1 Amendments: These By-laws may be amended upon recommendation of the Executive Committee and affirmed by a majority vote of the Board of Directors at the next regularly scheduled meeting or a special meeting called for that purpose.

Last Reviewed: 08/24/2022

Revised: 08/24/2022

Adopted: 01/01/2023

Rappahannock Regional Criminal Justice Academy

Michael C. Harvey, Executive Director



August 25, 2022

To: RRCJA Academy Members

From: Michael C. Harvey, Executive Director

Re: Academy Charter and By-laws Revisions

During the annual academy full board meeting on December 7, 2021, several members expressed concerns over the structure of the academy board and executive committee. Training members brought concerns to the full board meeting regarding the perception of unfair practices in creating and approving the budget and limited seats on the Executive Committee. The original Charter and By-laws designate only the Charter members as having a financial interest in the academy and the authority to approve and/or adjust the academy budget. It also required $\frac{3}{4}$ of the members of the Executive Board be Charter members. The academy currently supports 43 agencies with only 20 of those being identified as Charter members. After discussion, the academy board convened a committee to examine the current academy Charter and By-laws and to propose changes allowing for full equity of all members. The Charter/By-law committee found no evidence that Charter members have ever assumed a higher burden of dues payment or separately funded any capital project or debt service. All members have consistently paid the same level of dues payments across the history of the academy. Several revisions were made and approved by the Charter Committee on August 24, 2022. The revised Academy Charter and By-laws shall become effective on January 1, 2023.

In accordance with Code of Virginia 15.2-1747, "Creation of Academies" the Charter must be approved by your Governing body in the form of a Resolution or Ordinance. The Charter has a space for your Governing Body to adopt it by resolution on its last page. **Please make every effort to have the amended Charter adopted and returned prior to the Academy Annual Full Board Meeting on December 6, 2022.**

- Major Changes are highlighted below and the Charter and By-Laws, are attached for your review.
 - Defined Charter Members
 - "Shall mean the original agencies chartered under the resolution adopted November 1978."
 - Defined Training Members
 - "Shall mean any agency which has joined the academy after its original charter."
 - Defined Board of Directors
 - "Shall include all charter and training member of the academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia."
 - Clarified Officer and Executive Committee Elections
 - Two-year appointments on staggered terms
 1. Chairperson – Elected by Full Board
 2. Vice-Chairperson – Elected by Full Board
 3. Past-Chair – automatic term upon election of new chair
 4. Member – At-large – Elected by Full Board
 5. Member – Chief – Elected by board Chiefs
 6. Member – Sheriff – Elected by board Sheriffs
 7. Member – Jail – Elected by Jail Superintendents
 8. Member – Campus – Elected by Campus Chiefs
 9. Member – Communications – Elected by Comm Directors
 10. Executive Director – Non-voting Ex-Officio member
 11. Secretary -Non-voting Ex-Officio member elected upon rec. of ED.

CHARTER AGREEMENT
FOR THE
RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY
(EFF. 01/01/2023, AMENDED 08/24/2022)

Section 1. Creation

On July 13, 1978 the participating Counties, Cities and Towns created the Rappahannock Regional Criminal Justice Training Academy (hereinafter called the "Academy") which shall exist under and be subject to the terms and conditions of this charter, which shall be deemed to constitute the agreement required by Section 15.2-1747 Code of Virginia, 1950, as amended, for the joint exercise of powers of participating political subdivisions.

Section 2. Purpose

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Section 3. Duration

The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:

- A. At any time, by unanimous agreement of the governing bodies of the academy.
- B. In the event the governing body of a jurisdiction desiring to withdraw receives approval.
 - Withdrawal: Pursuant to Virginia Code 15.2-1747, an agency seeking to withdraw membership from RRCJA must signify its desire by resolution or ordinance issued from the agency's governing body and submitted to the Board of Directors. Withdrawals are only considered in October, once every five (5) years, commencing in October, 2001, and will not be considered at any other time, unless agreed to unanimously. Approval for the withdrawal requires a favorable vote of two-thirds of the Board of Directors of the academy. Withdrawals agreed to by the Board will be effective on June 30 of the following year, unless stipulated as otherwise by the Board. In addition to fulfilling any financial obligations for the current fiscal year, agencies granted withdrawal will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.

Section 4. Board of Directors

There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

- A. Organization - - The Board shall conduct an annual meeting on a date selected by the Chairperson. Board officers and Executive Committee members shall be elected at this annual meeting in accordance with the Academy by-laws. Members shall serve a two-year term and may be re-elected at the expiration of the term. The secretary need not be a member of the Board. The Board shall fix such other meeting times as it deems necessary. Written minutes shall be recorded for all board and committee meetings.

B. Powers of the Board - - The Board shall have the following powers and duties:

1. To develop and approve the Academy curriculum in cooperation with and subject to review by the Virginia Department of Criminal Justice Services, and the academy policy.
2. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruit and in-service training and to the maximum benefits of instruction available, in fixing length and frequency of training, and in accordance with demand fixing the operational and staffing levels of the Academy, with which it shall have the power to expend funds appropriated to it.
3. To appoint a Director of the Academy, fix compensation and prescribe powers and responsibilities.
4. To contract with participating jurisdictions for necessary administrative and maintenance services.
5. To provide for the admission of trainees not employed by a participating jurisdiction and to fix necessary fees.
6. To create such standing committees as are deemed necessary to assist in developing plans for regional training programs and projects for criminal justice agencies and for proper administration and operation of the Academy.

Section 5. Financing and Budget

The Board shall designate the Chief Financial Officer of one of the participating jurisdictions to act as its fiscal agent. The Board shall provide for the manner in which and by whom disbursements may be authorized provided that it shall ensure that the disbursement authorization system of the fiscal agent is employed.

A. Capital Assets and Expenditures

1. Real Estate - - The Board may own or lease necessary real property, or may contract for its location needs. In the event an Academy location is furnished by a participating jurisdiction; the Board shall determine the method by which payment and/or credit for the furnishing of the physical facilities shall be given.
2. Equipment - - The Board shall, from time to time as it deems necessary, approve a schedule of equipment requirements, provided, however, that one or more participants may purchase the interests of one or more of the other participants in the property.
3. Debt Service - The Board, by majority vote, may enter into debt service to secure real property or equipment necessary to meet the needs and requirements of the academy. Each agency shall be responsible for its share of the debt service as outlined in the initial debt approval and subsequent budget reviews.

B. Operating Expenses

1. The Executive Committee shall be responsible for preparation of an annual operating budget, and shall submit its approved proposal to the Board not later than December 15th preceding the next fiscal year. Upon the receipt of the proposed budget, the Board may make adjustments as approved by a majority of the Board members.

2. The operating budget and debt service appropriations shall be determined by the number of sworn personnel and that cost shall be established by the Board. Payments of the operational and debt appropriation to the academy shall be made at such intervals as the Board may provide.

Section 6. Termination

Termination of this cooperative endeavor shall occur only as provided for in Section 3. In the event this charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

Section 7. Amendments

The Executive Committee may recommend minor amendments to this Charter to keep the academy in compliance with any state or federal law or regulation change. Such amendments shall become effective upon approval by two-thirds of the Board Members.

The board may recommend amendments to this Charter. Such amendments shall become effective upon approval by two-thirds of the Board Members, and by Resolution duly adopted by their respective governing bodies.

FORM OF RESOLUTION FOR ADOPTING 2022 CHARTER AMENDMENTS

Amendment to the Charter Agreement of the Rappahannock Regional Criminal Justice Training Academy:

RESOLVED that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised and updated by the adoption of the changes reflected in the document entitled, "CHARTER AGREEMENT FOR THE RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (EFF. 01/01/2023, AMENDED 08/24/2022) attached hereto and incorporated herein.

The foregoing Resolution was duly adopted by the governing body of the TOWN OF REMINGTON on the _____ day of _____, 2022.

ATTEST:

William Polk Jr, Mayor

Rachael R. Brinson, Town Clerk