MONTHLY WORK SESSION AGENDA
MONDAY, MAY 8, 2023 7:00 P.M.
REMINGTON TOWN COUNCIL
105 E MAIN ST
REMINGTON, VA 22734

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

II. PLEDGE OF ALLEGIANCE

III. CITIZENS TIME

IV. UNFINISHED BUSINESS

1) REVITALIZATION BLOCK GRANT
2) FLOWERS – JAMES MADISON

V. NEW BUSINESS

1) DMV ADVERTISEMENT
2) FUTURE GRANT SUBMISSION APPROVAL
3) TRASH CANS
4) OAK VIEW CD SIGNERS

VI. CLOSED SESSION AS NEEDED

VII. ADJOURNMENT

1. Confirm by vote nominations for the management team.

2. Consider and confirm by vote all of the following:

- Management Team meetings are only conducted at Town Hall.
- Team Attendance will be recorded and maintained by the clerk.
- Meetings are scheduled with a minimum of 5 days notice.
- All meetings are posted at town hall, and management team is notified.
- Meetings are open to the citizens.
- Citizens may sign in and be called upon for a maximum of 5 minutes to speak.
- Town clerk will record meetings and maintain highlights for monthly council meetings.
- Town administrator will provide council each month with status brief.
- All management team documentation, requests and responses will be subject for council's review and edit prior to submission.
- Documentation must be provided to council within 5 days of a monthly work sessions or a regular monthly meeting. Resulting in two opportunities per month. Council will discuss council member's input followed by a motion to accept and submit the documentation with a Yes or No vote.

Town of Remington

105 East Main Street, Remington, VA 22734 (540) 439-3220

Date: May 5, 2023

To: Town Council

From: David F. Burrelli
Town Administrator

RE: Notes for the May 8, 2023 Town Council Work Session

The foregoing is provided as an update for the Town Council on matters specifically related to our activities regarding the VHCD Grant. The first is a recounting of a meeting (zoom) held with VHCD concerning the processes involved with the awarding and receipt of Grant funding. The second is a listing of the Management Team members. Third is Mr. Richard Heflin's comments concerning my notes from the VHCD meeting. Fourth is **preliminary draft** outline required of the Management Team by VHCD of the steps to be taken as part of the grant process. Last are my notes from the Town/Count Liaison meeting pertaining to the VHCD Grant.

Town of Remington/Virginia Housing and Community Development (VHCD) Meeting Notes

The foregoing is based on my notes from this meeting, as edited by others present.

On April 20, 2023, at 3:00 p.m., a zoom meeting was held at Remington Town Hall concerning Remington's application for a Community Development Block Grant (CDBG) from VHCD. In attendance were Kelly Charapich, Chase Sawyer and Matt Weaver (VHCD), Mayor Polk, Council Member Richard Heflin, Rick Moxley (Management Team Leader), David Burrelli (Town Administrator), Rachael Brinson (Grants Administrator) and Joe Korpsak (citizen).

The meeting was called by Mayor Polk to get an update on the VHCD funding as well as to get an overview of the processes, roles/responsibilities of relevant participants, objectives, timelines, etc., based on VHCD's past experiences.

VHCD informed the town that they are increasing the grant amount to $10.250 million.

Before funds can be released, VHCD requires the Town to provide a list of the Management Team members as well as a larger outline that will serve to guide the decision-making process. Information provided to VHCD needs to be handled via the VHCD Centralized Application and Management System

or CAMS. (As of this writing, the attached list of Management Team members has been sent to VHCD via CAMS.) VHCD noted that they could provide Remington with outlines drafted by other grant recipients in the past to serve as a template for Remington's outline.

VHCD encouraged the Town to continue to seek funding from other sources to compliment or be independent of activities being addressed by the grant that would further help the Town. It was also noted that other organizations/agencies would, de facto/de jure, be involved in this process, such as VDOT, Fauquier County, etc., thus requiring coordination.

Unstated in the meeting but restated here is the overall primary goal of aiding the Town by all concerned.

As explained by VHCD, the Management Team is 'not tied to' nor completely independent of the Town Council. The Town Council is required to agree to sign the grant contract, implying the citizens'/Town Council's broad oversight/approval of the agreement to the process.

Furthermore, and also implied, is the fact that the Council has a say in the process, including, but not limited to, veto power. The Management Team would be allowed to independently perform their duties as they see fit without excessive oversight delays from the Town Council. The Town Council reserves the right to review, modify, accept, negotiate, etc., the Management Team's recommendations. Furthermore, with Council members serving on the Management Team, transparency exists and the Council maintains representation in the immediate decisions of this process thereby allowing it to progress without awaiting unnecessary delays. Concerns of the Council as a whole may be addressed via regular Council meetings or more immediately via Council representation on the Management Team.

The issue of hiring a consultant to work with the Town and Management team was raised. Funding a consultant is permitted via the grant. However, payment of Town employees for work performed on the grant is a Town obligation. Likewise, the paying of County, State and/or Federal employees (such as the building inspector, VDOT or the Army Corps of Engineers, for example) is a County, State and/or Federal matter, respectively.

Hypothetically, a consultant may be hired to review the outline mentioned above, draft a plan of action, then submit the plan to the Management Team and Town Council for approval, modification, etc. Once approved, the process of implementing the plan (such as coordinating with other agencies such as VDOT and hiring contractors, for example) would begin. Obviously, it is in our interest to have relevant agencies, County officials and others "in the loop" throughout this process.

Ms Charapich was invited to and agreed to attend (via zoom or otherwise) Management Team and other meetings to assist us in the process.

David F. Burrelli
Town Administrator

Attachment

Town of Remington Management Team
Pedestrian Safety for a Walkable Community Program

Mayor Polk- Mayor Town of Remington
540-764-3001
WPOLK@REMINGTON-VA.GOV

Rick Moxley – Leader
richardmoxley@ymail.com
Phone 540-656-0816

Stephanie Litter-Rieber – Co-Leader
540-935-7699
Stephanie.litter@gmail.com

Michael Felber-Member
703-870-9612
Mikefelbersr@gmail.com

Lindsey Mills-Member
540-272-4320
85lhmurphy@gmail.com

Paul Groves – Member
540-439-3225
groveshardware@msn.com

James Steele – Member/Business Representative
Jsteele1@farmersagent.com
949-309-6717

Zacharia Tiemens – Member
Ztiemens@protonmail.com
540-424-4103

Richard Heflin - Town of Remington Council Member
Rheflin@remington-va.gov
540-270-2643

Veronica Meadows – Town of Remington Council Member
Vmeadows@remington-va.gov
540-222-0172

David Burrelli - Town Administrator
540-439-3220
Dburrelli@Remington-va.gov

Rachael Brinson- Grants
540-439-3220 (O) or 540-351-2861 (C)
Rbrinson@remington-va.gov

Jeffrie Morrow – Fauquier County Building Inspector
540-422-8230
jeffrie.morrow@fauquiercounty.gov

Richard Heflin's Comments

As noted above, Mr. Heflin participated in the VHCD meeting. I provided Mr. Heflin with an earlier draft (hard copy) of my notes for editing, comment, etc. The following are Mr. Heflin's comments (with my subsequent responses in *ital.*):

Good morning David, thank you for capturing the notes and compiling them in a document.

Here is what I have from the hard copy document you provided while we were at the bank.

If you sent a digital copy I don't see it in my email.

No digital copy of the draft had yet been provided.

Did you receive copies of decision-making processes others have submitted VHCD? If so please provide them.

During the VHCD meeting, we requested information that VHCD received from other Towns in their grant process to use as a guide/template for Remington. We have not yet received the requested 'decision-making processes' that others have used. We have followed-up with VHCD.

1. Names of the managment team as requested by VHCD; I also wrote in my notes VHCD had asked for a smaller, sub-set, to function as an executive committee for decisions.
2. I heard clearly VHDC recommended the Management Team be able to operate independently, however Council, not VHDC will establish a framework for the Management Team's work. As you indicated transparency is vital, I don't see any examples how an established framwork and an approved set of requirements would be delayed by council provided we have true transparency. I'm open to examples of a decisions where the council would be an impedement.
3. My recommendation for an Executive Committe:
    a. Rick Moxley - Leader (pending approval)
    b. Stefanie Litter-Rieber - Co-Leader (pending approval)
    c. Mayor Polk - Town of Remington
    d. Veronica Meadows - Town of Remington Council Member
    e. Richard Heflin - Town of remington Vice Mayor/Council Member
    f. David Burelli - Town Administrator
    g. Rachael Brinson - Grants

Richard L. Heflin Jr.

rheflin@remington-va.gov

From: Richard Heflin <rheflin@remington-va.gov>
Sent: Friday, April 28, 2023 12:48 PM
To: David Burrelli <dburrelli@remington-va.gov>
Subject: Re: Response for VHCD

Thank you for the update, a recap is definitely worthwhile.

I was referring to the response VHDC requested during the meeting regarding the names of the managment team.

The names of the Management Team Members (above) have been provided to VHCD. A preliminary draft of the CDBG Outline is provided below.

Richard L. Heflin Jr.

rheflin@remington-va.gov

Town of Remington

105 East Main Street, Remington, VA 22734 (540) 439-3220

CDBG OUTLINE

Draft: May 1, 2023

Introduction

This responds to the Virginia Department of Housing and Community Development requirement for an outline of steps to be taken as part of the grant process for the Town of Remington receiving a Community Development Block Grant. In preparing for the future, Remington contracted with Toole Design Group as part of Remington's "Revitalization for a Destination Program." The objective of that work was to identify location-specific traffic calming measure and on/off-road multimodal improvements between M.M. Pierce Elementary school, located north of the Town's corporate boundary.... The objective builds on the Remington Walks Plan, adopted in 2017 along James Madison Street Business Route U.S. 15/29...."

Building on the work of the Toole Design submitted report (August 9, 2022), the primary objective of the Town of Remington is to revitalize its downtown business district by improving Main and Madison Streets as well as to improve walkability and pedestrian safety in other parts of Town, particularly to the school.

An original concept provided for two parallel one-streets rather than two-way traffic on Main Street, see "Existing Conditions and One-Way Circulation Technical Memorandum". That concept was determined not to be feasible "with the current level of large truck traffic through Main Street, (and) not support(ing) the objective of improved pedestrian comfort and safety in the downtown."

As proposed, the current outline incorporates four phases listed below.

Phase I: Main Street Improvements

-Bury Infrastructure
-Repave 2-way Direction Street, 1-side Parking
-Replace Sidewalks
-Implement Traffick Calming Measures; Streetscapes
-Add Appropriate Pedestrian Crossings
-Install Period Correct Street Lights, Both Sides

Phase II: Madison Street Improvements

-Same as Phase I
-Build Out Main Street Business t Madison Street

Phase III: Intersection JM-15 & Main Street

-Bury Infrastructure North/South & West Main Street to Church Street
-Repave with Traffic Calming Measures, Streetscapes
-Implement Pedestrian Cross Walks from School to River Road
-Replace Sidewalks to ADA Standards

Phase IV: Preservation Grant

-Grainery
-Creamery
-Doctor's Office
-Others

*Determine when Business Fronts can be Uplifted

**Risk Management Plan

-Anticipate the unforeseeable

Town/County Liaison Meeting

Notes from Town/County Liaison Meeting in re VHCD grant.

On May 3, 2023, starting at 8:30 a.m., the quarterly Town/County Liaison meeting was held in the Warren Green Building, Warrenton, Virginia.

During this meeting, two items were raised directly concerning Remington:

1. Mayor Polk announced the status of the VHCD Grant for the Town of Remington and noted that the funding of this Grant required the Town of Remington to initially pay for works related to the Grant with the money from the Grant being used to reimburse the Town. The Mayor requested Fauquier County's support in aiding the Town by providing a 'no interest loan' to the Town to cover these up-front expenses due to the fact that the Town does not have these resources. The Town would then reimburse Fauquier County once the Grant funding is received.
2. It was noted that there will be projects that will require County/Town coordination such as providing sidewalks in Remington though parts of Fauquier. Specifically, providing sidewalks to M.M. Pierce School and the River Walks Plan were cited.

Rachael Brinson

From: Frankie Gilmore <fgilmore@wjmafm.com>
Sent: Tuesday, April 18, 2023 8:13 AM
To: Rachael Brinson
Subject: Re: Town of Remington DMV Select
Attachments: Town of Remington_April Proposal.2023.pdf; WJMA Net Rates.pdf; Why Advertise.docx

Good Morning Rachael,

Thank you for your patience!!
I was working to get approval to extend a lower discount from our current rates.
The price Stan mentioned was an old pricing extended to many of our clients during the pandemic, to stimulate sales. Unfortunately, we are back to our normal rates, which are still very competitive.
I was able to discount you down from our net rates (see attached Info/Rate sheet). However, I wouldn't be able to discount down further without a larger monthly budget. Basically, the more you purchase, the more I can give.
I thought these 2 options would be a good starting point.

NOTE: for a 6-month commitment, I can add 3 additional no charge spots each month - to both options, to air during the weekends

- **Option 1 - 24 Commercials for $360 per month**
  - Averages out to $15.00 per commercial, running 2 weeks a month
- **Option 2 - 36 Commercials for $450 per month (includes 6 free units)**
  - Averages out to $12.50 per commercial, running 3 weeks a month

Frankie Gilmore
103.1 WJMA *'Today's Country'* wjmafm.com
105.5|95.3 WOJL SAM-FM *'Classic Hits'* 1055samfm.com
540-272-1848

From: Rachael Brinson <rbrinson@remington-va.gov>
Date: Monday, April 17, 2023 at 10:53 AM
To: "FGilmore@WJMAFM.com" <FGilmore@WJMAFM.com>
Subject: Town of Remington DMV Select

Ms. Gilmore,

Thank you so much for taking my call. It was a pleasure speaking with you! The council is asking that I do research on advertising for the Remington DMV Select. That being said, I am not even sure of the questions I need to be asking, so any information you can give me would be GREATLY appreciated!!

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Radio Marketing Proposal for

REMINGTON, VA

Objective

*To bring MORE AWARENESS to **Remington DMV Select** ...*

To Educate and Inform potential Customers of the Benefits of with The Town of Remington's DMV location ...

103.1 WJMA
TODAY'S COUNTRY

103.1 WJMA Today's Country
Attracts Fierce listener loyalty

Personality Driven,
Award-Winning News offers
LOCAL ANGLE, Weather and Traffic

Grassroots Community Involvement.
Charity and Cause Marketing Events.

Contests and Promotions keep our Listeners engaged!
Effective Websites that will deliver traffic!

OPTION 1

24 commercials for $360

24 commercials (6am-10pm) at $15/unit

Monthly Example

12 'Run of Schedule' commercials per week at a discounted rate of $15/unit - for 2 weeks each month,

103.1 WJMA Today's Country.

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1st Week	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	3 Commercials (6am-10pm)	3 Commercials (6am-10pm)	-	-
2nd Week	-	-	-	-	-	-	-
3rd Week	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	3 Commercials (6am-10pm)	3 Commercials (6am-10pm)	-	-
4th Week	-	-	-	-	-	-	-
** Bonus Spots at No Charge*							

Total of 24 commercials per month

Total Value - $480 *(24 x $20)*

Total Savings - $120

Investment - $360 per month *(24 x $15)*

OPTION 2

36 commercials for $450

30 commercials (6am-10pm) at $15/unit, with 6 bonus commercials no charge

Monthly Example

10 'Run of Schedule' commercials per week at a discounted rate of $15/unit - 3 weeks each month, Plus 3 Free Commercials on one weekend.

103.1 WJMA Today's Country.

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1st Week	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	-	-
2nd Week	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	* 3 Commercials FREE (6am-12mid)	-
3rd Week	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	-	3 Commercials (6am-10pm)	* 3 Commercials FREE (6am-12mid)	-
4th Week	-	-	-	-	-	-	-
** Bonus Spots at No Charge*							

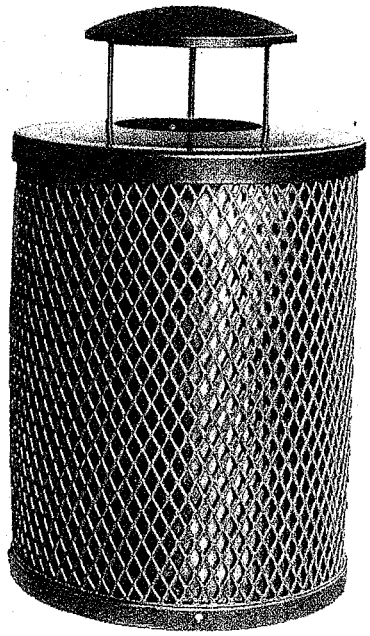
Total of 36 commercials per month
Total Value - $720 *(36 x $20)*
Total Savings - $270
Investment - $450 per month *(30 x $15, plus 6 FREE)*

Commercials produced and updated throughout schedule at no charge.

Frankie Gilmore
540-272-1848
fgilmore@wjmafm.com

103.1 WJMA TODAY'S COUNTRY

105.5 CLASSIC HITS sam FM & 95.3



AS LOW AS $468.85 ea.

VIL5400

SuperSaver™

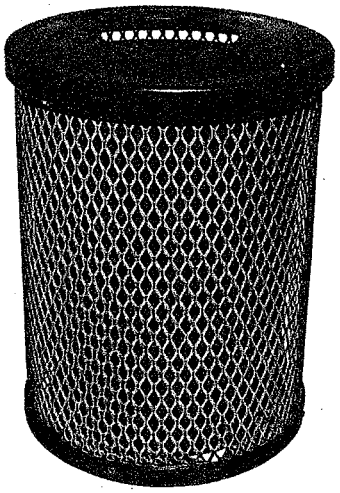
Commercial Receptacles

- Rust- and weather-resistant thermoplastic coated heavy-gauge expanded metal
- Available in 32-gallon commercial capacity
- Heavy-duty LDPE liner with handles included for easy removal

Lids

- Black thermoplastic-coated steel flat lid
- Self-closing, heavy-duty plastic dome lid
- Thermoplastic-coated steel rain bonnet lid

Easy Assembly Accessible



AS LOW AS $448.85 ea.

VIL5406

MODEL #	DESCRIPTION	DIMENSIONS	WEIGHT	PRICE	SALE PRICE	6+
VIL5405	32-gal. receptacle, dome lid & liner	24.75" dia. x 40" h	80 lbs.	~~$589.00 ea.~~	$498.85 ea.	$468.85 ea.
VIL5406	32-gal. receptacle, flat lid & liner	24.75" dia. x 30.5" h	70 lbs.	~~$569.00 ea.~~	$478.85 ea.	$448.85 ea.
VIL5400	32-gal. receptacle, rain bonnet lid & liner	23.5" dia. x 39.5" h	63 lbs.	~~$589.00 ea.~~	$498.85 ea.	$468.85 ea.
VIL5408	Surface mount kit	6" sq. x 4.75" h	4 lbs.	~~$ 79.00 ea.~~	$ 68.85 ea.	—
VIL5409	Inground mount kit	6" sq. x 24" h	7 lbs.	~~$ 89.00 ea.~~	$ 78.85 ea.	—
				+ shipping	+ shipping	+ shipping

BLACK GREEN

BLUE RED

phone: 866.330.0789 fax: 630.761.0231