

**JOINT PUBLIC HEARING / REGULAR MONTHLY MEETING AGENDA  
MONDAY, SEPTEMBER 20, 2021 7:00 P.M.  
REMINGTON TOWN COUNCIL  
105 E MAIN ST  
REMINGTON, VA 22734**

**MONTHLY COUNCIL MEETING AGENDA**

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

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC HEARING I**

**- PROPOSED ORDINANCE 01-21**

ORDINANCE NO. 01-21 AMENDS THE REMINGTON TOWN CODE BY ADDING CHAPTER 14, "GOLF CARTS," SECTION 14-1, "DEFINITIONS," SECTION 14-1, "GOLF CART OPERATION PERMITTED," SECTION 14-2, "REQUIRED SAFETY EQUIPMENT," SECTION 14-3, "TOWN SAFETY INSPECTION," SECTION 14-4, "INSURANCE REQUIRED," SECTION 14-5, "LOCAL VEHICLE LICENSE," AND SECTION 14-6, "LIABILITY DISCLAIMER."

**CITIZEN'S COMMENTS**

**CLOSE PUBLIC HEARING I**

**Action on Ordinance 01-21**

**IV. PUBLIC HEARING II**

**- PROPOSED ORDINANCE 02-21**

ORDINANCE NO. 02-21-AN ORDINANCE PROVIDING FOR THE ELECTION OF A MAYOR AND TOWN COUNCIL MEMBERS AT THE NOVEMBER GENERAL ELECTION DATE OF EVEN-NUMBERED YEARS AS REQUIRED BY STATE LAW.

**CITIZENS' COMMENTS**

**CLOSE PUBLIC HEARING II**

**Action on Ordinance 02-21**

**V. CITIZEN'S TIME**

**VI. CONSENT AGENDA**

- Utility Billing Report
- Minutes: Regular Monthly Meeting August 16, 2021
- Bill Listing

**VII. STAFF REPORTS**

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

**VIII. COMMITTEE REPORTS**

<b>A. WATER</b>	<b>Chair: Loving</b>	<b>Member: Heaney</b>
<b>B. PERSONNEL/POLICE</b> - Administrator position search	<b>Chair: Tiffany</b>	<b>Member: Heflin</b>
<b>C. FINANCE</b> - Monthly Report: August	<b>Chair: Heaney</b>	<b>Member: Ashby</b>
<b>D. CEMETERY</b>	<b>Chair: Ashby</b>	<b>Member: Hart</b>
<b>E. PUBLIC FACILITIES</b> -Relocate AC Power and Shed removal -Sidewalk repairs	<b>Chair: Heflin</b>	<b>Member: Loving</b>
<b>F. COMMUNITY DEVELOPMENT</b>	<b>Chair: Hart</b>	<b>Member: Tiffany</b>

**IX. UNFINISHED BUSINESS**

- Golf Carts
- Water Leak Policy
- Troy and Banks
- Ratification of Security system approval
- Electronic sign policy

**X. NEW BUSINESS**

- Garden Gate Quote- Fall Planting
- MP Copier Quote
- New COVID Regulations from the Virginia Department of Labor
- Cohesive Planning

**XI. CLOSED SESSION – Virginia Code section 2.2-3711(A)(1) for the purpose of the discussion of the hiring of a Town Administrator/Interim Town Administrator.**

**XII. ADJOURNMENT**

Fellow Council members and Mayor,

In preparation for the public hearing here are a few observations and conflicting points found in the proposed **Golf Cart Ordinance** and **Guidelines Document from the State of Virginia**. As proposed this ordinance should be of concern since annually it will impose recurring budget, safety, and law enforcement responsibilities. Under Virginia law any resident meeting existing criteria is able to purchase a golf cart or utility vehicle without this ordinance, and operate them in town and on county roads as so defined.

To the point, I support the use of Golf carts and utility vehicles acquired under current Virginia law as a viable pathway to promote economic growth, attract future business owners, and for social functions. Being advocates for responsible development, we could better serve the community at large by collectively promoting the use of golf carts and utility vehicles through marketing and amenities such as designated parking. Promoting the use of these vehicles under current Virginia law is at no long-term fiscal and administrative imposition to the Town of Remington. I look forward to the upcoming public hearing and receiving the citizen's feedback to the council.

## **20 September Public Hearing**

1. Opening the public hearing suggest the golf cart committee announce the reason for the proposed use of golf carts in lieu of existing VA Code/VDOT guidelines for golf carts and utility vehicles.
2. Suggestion for a comprehensive plan to accompany the Ordinance:
  - a. Budget lines for both initial and recurring annual costs.
  - b. Written memorandum of agreement (MOA) with participating inspection station owners in the town, including the fee for annual inspection and specific inspections requirements. (Council to consider town attorney drafting the agreement)
  - c. Defined/Designated Parking – designated Golf Cart and Utility Vehicles parking ONLY. (Council to consider designated parking in town parking lots due to limited vehicle parking on streets.)
3. Questions for the existing Town of Remington Golf Cart Ordinance
  - a. Shall the Ordinance apply to both residents and business owners within the town?
  - b. Ordinance shows an annual \$25 per license fee (when was this approved).
  - c. Consistent with Virginia guidelines, the ordinance should include utility vehicles for citizens and in-town business owners?



## Notes taken from the following document

### Guidelines – Designation of Golf Cart and Utility Vehicles for State-Maintained Highways in Virginia

#### Section I

- To adopt this ordinance the Town of Remington is required to have a Police Department.
- Police enforcement is required. Recommend annual Golf Cart and Utility Vehicle training be developed and managed by the Police Chief.
- Locality is responsible for installing all signs in accordance with MUTCD. See note included at the top of the town's ordinance document.
- Review and understand The Virginia Supplement to the 2009 **Manual on Uniform Traffic Control Devices** (MUTCD). Contains the most current standards, guidance, options, and support for the design, application, and placement of traffic control devices (including signs, signals, and pavement markings) on roadways in Virginia.

Section II, All council members going forward should be aware of this statement in section II: **Golf Carts are for use in protected environments and not on public highways since they are not built to withstand a crash or protect its occupants from a crash; they are not required to have basic safety features like seat belts or rear brake lights.**

- Town of Remington proposed Golf Cart Ordinance states: Sec 14.4 & 14.4 Safety Lap Belts (**please explain**)
- Designate Routes: Signage and Markings (there should be a diagram available for the public meeting with designated routes including proposed James Madison crossing/crossings).

#### Section III, Process and Responsibilities of the Locality

- Locality shall submit a completed **Land Use Permit** for Golf Cart and Utility accommodation. (Includes)
  - Golf Cart Route Plan
  - Highway Crossing
  - Speed Limits
  - Signs and pavement markings
- Solicitation of law enforcement review and comments (council would request review and comments from the Chief and Sherriff's Office)



## **Guidelines - Designation of Golf Cart and Utility Vehicles For State-Maintained Highways in Virginia**

### Background:

Code of Virginia §§ 46.2-916.1, 46.2-916.2, and 46.2-916.3 govern the operation and designation of public highways for operation for golf carts and utility vehicles (see Code of Virginia definitions for applicable vehicles in Appendix). The provisions and requirements prescribed in these various sections are outlined below.

- I. General requirements for the designation of a public highway (per §§46.2-916.1 - 46.2-916.3)
  - The governing body of any city or county or; any town that has their own established police force may, by ordinance designate any public highway (regardless of whether the locality or VDOT owns/maintains the road) within their boundaries, within the constraints of the Code of Virginia as laid out below.
  - The designation of a public highway may only occur after the following is met (i) consideration of the speed, volume, and character of motor vehicle traffic using such highways and (ii) the determination that golf cart and utility vehicle operations on particular highways is compatible with state and local transportation plans and consistent with the Commonwealth's Statewide Pedestrian Policy.
  - No highway may be designated for golf carts and utility use if their operation impedes the safe and efficient flow of motor vehicle traffic therefore, all roadways designated by a locality must address the requirements in Section II of this document.
  - No town that has not established its own police department may authorize the operation of golf carts or utility vehicles (the towns' of Claremont, Irvington, Saxis, Urbanna, and Wachapreague are excluded from this requirement).
  - The locality is responsible for the installation and maintenance of signs (Subsection E of Section 46.2-916.2 states VDOT shall not be responsible for those costs).
  - Additional limitations on the operations of Golf Carts and Utility Vehicles (§46.2-916.3) that must be considered when designating a highway are (i) the speed limit must be 25 mph or lower and (ii) highway may not cross a roadway where the speed limit is greater than 25 mph except where the intersection is controlled by a traffic signal and the speed limit is 35mph or lower. [Special conditions: In the Town of Colonial Beach, golf carts and utility vehicles may cross any highway at an intersection marked as a golf cart crossing by signs posted by the Virginia Department of Transportation. In towns with populations of 2,000 or less golf carts and utility vehicles may cross a highway at an intersection marked by VDOT if the posted speed limit is no more than 35 mph and the crossing is required as the only means to provide golf cart access from one part of the town to another part of the town. In order to cross from one portion of a golf course to another portion thereof or to another adjacent golf course or to travel between a person's home and golf course if the trip would not be longer than one-half mile in either direction; Golf Carts and Utility Vehicles may travel on a highway where the speed limit is greater than 25 mph but no more than 35 miles per hour and may cross a highway where the speed limit is no more than 35 miles per hour whether or not the intersection is controlled by a traffic signal.]
- II. VDOT's guidelines for the designation of highways for golf cart use



## Guidelines - Designation of Golf Cart and Utility Vehicles For State-Maintained Highways in Virginia

Golf carts are designed for use in protected environments and not on public highways since they are not built to withstand a crash or protect its occupants from a crash; they are not required to have basic safety features like seat belts or rear brake lights and their acceleration and deceleration abilities are limited. To address these limitations and the various requirements of the Code of Virginia for designating a highway as appropriate for such vehicle use, consideration of the following pertaining to the appropriate speeds, volume, and character of motor vehicle traffic, as well as roadway features should be made to ensure the safe and efficient flow of motor vehicle traffic on state-maintained highways:

- The volume of the roadway to be designated should be relatively low, 1000 vehicles per day (vpd) or less.
- Actual truck traffic shall not exceed 10% or create an operational or safety concern with the use of golf carts and utility vehicles. VDOT may determine that such traffic creates an operational or safety concern for the use of golf carts and utility vehicles on the designated route.
- The roadway should be posted with appropriate warning signs for any geometric constraints that limit sight distance at crossings or along the roadway.
- Where parking is allowed on the designated route the minimum pavement width for 2-way travel shall be 24-feet with parking on one side and 29-feet with parking both sides.
- The total paved width available for 2-way travel (excluding parking) shall not be less than 17 feet. This width may include any drivable paved or grass shoulders on each side of the travel way.
- Roadway or intersections do not have a high incidence of crashes.
- On-going development is not expected to trigger any of the above thresholds.
- Preferred highway crossing conditions for designated routes are as follows:
  - o Mid-block crossings are not recommended.
  - o Crossings are preferred to occur at signalized or all-way stop controlled intersections.
  - o Signalized intersections should contain the appropriate length of phases to accommodate slow moving vehicles.
  - o Crossings are preferred to be at 90 degree angles -skewed or offset intersections are not recommended for golf cart crossings.
  - o At an intersection with side street stop control, the speed limit/vehicle speeds, traffic volumes and character of the cross street traffic should be considered to ensure there is ample opportunity and sight distance for a slow moving vehicle to safely cross (operating speeds on crossing highways may be 10+ mph above the posted speed limit). The maximum crossing distance for undivided roadways shall not be more than three (3) lanes not including any right-turn lanes or bike lanes. For divided roadways of four (4) lanes or less, a refuge median is required.
  - o Approaches to designated routes shall be signed and marked (e.g. stop signs, pavement markings, and golf cart signs) in accordance with the current adopted version of the **MUTCD**.
- Appropriate signs including; "Use of Golf Cart" Warning signs, "Golf Cart" crossing indications and "Share the Road" signs should be installed in accordance with the current adopted version of the **MUTCD**.



## **Guidelines - Designation of Golf Cart and Utility Vehicles For State-Maintained Highways in Virginia**

### **III. Process and Responsibilities of the Locality**

1. The locality shall submit a completed Land Use Permit for Golf Cart & Utility Vehicle Accommodation ([click here for LUP-GC form](#)) and satisfy all requirements stipulated in the permit.
2. Along with the LUP-GC the locality shall submit documentation indicating the appropriate consideration of both the General Requirements in (Section I) above and the Specific Requirements laid out in (Section II) including a map or diagram indicating:
  - a. The overall golf cart route plan showing the proposed designated routes and their connectivity to and from specific origins and destinations. For example, residences to a local golf course, park, ball field, community center, etc.
  - b. The highways crossing the proposed designated routes and the approximate skew.
  - c. Speed Limits, pavement widths (available for two-way travel excluding parking -may include any drivable paved or grass shoulders on each side of the travel way), traffic volumes and truck % of the proposed designated routes and crossing routes.
  - d. Existing signs and signalization and; signs and pavement markings to be installed on the highways proposed for designation and for crossing highways at the approaches to those routes.
    - The solicitation of Local law enforcement review and comments.
3. The above items should be submitted to the local VDOT land use permitting office ([click here for local office](#)) who will review of the application in coordination with the Regional/District Traffic Engineer and District Planner.
4. The VDOT permit office will approve the request (with any revisions), including the installation of signs and markings pertaining to the designation(s), as appropriate. The designation of highway(s) for golf cart and utility vehicle operations is effective upon VDOT's approval of the request and is accomplished by the installation of the appropriate signs and markings for the designated highways and approaches to such highways.

### **Appendix. Relevant Code of Virginia Definitions**

#### **Excerpts from § 46.2-100. Definitions.**

*"Golf cart" means a self-propelled vehicle that is designed to transport persons playing golf and their equipment on a golf course.*

*"Utility vehicle" means a motor vehicle that is (i) designed for off-road use, (ii) powered by a motor, and (iii) used for general maintenance, security, agricultural, or horticultural purposes. "Utility vehicle" does not include riding lawn mowers.*



## Rachael Brinson

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**From:** DARTH Irishman <darthirishman@gmail.com>  
**Sent:** Wednesday, September 15, 2021 9:34 AM  
**To:** Rachael Brinson  
**Subject:** Golf Carts

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Council,

I am taking the time to write this email as I am unfortunately out of town and unable to attend tonight's meeting. It is fair to say that I as a town resident and former council member am disappointed that this item is still being pushed. It shows me that some members of the current council are not interested in what is best for the residents who elected them but more interested in pushing the agenda of a mayor not elected by the people, who unfortunately has not been made to understand his job is simply to run the monthly meeting and maintain its order. It is not a position of power as he seems to think it is. I will state once again if the change is made to allow golf carts it creates a tremendous safety issue for residents and visiting motorists and has been a waste of taxpayer dollars that should have been spent in countless other more fitting ways to develop programs /parks or events for the families who live in town that continually have to go outside of town for recreation. I know that unfortunately nobody ever shows up to these meetings and most things get pushed through but I would simply ask the members of the council who with this decision lies to think long and hard about the ramifications and issues that will be created by allowing golf carts and understand when it goes wrong as it will, the 6 of you not 7 that have to answer for it.

sincerely

Devada R Allison Jr.  
Resident and taxpayer  
104 E Marshall St.

## ORDINANCE NO. 01-21

ORDINANCE NO. 01-21 AMENDS THE REMINGTON TOWN CODE BY ADDING CHAPTER 14, "GOLF CARTS," SECTION 14-1, "DEFINITIONS," SECTION 14-1, "GOLF CART OPERATION PERMITTED," SECTION 14-2, "REQUIRED SAFETY EQUIPMENT," SECTION 14-3, "TOWN SAFETY INSPECTION," SECTION 14-4, "INSURANCE REQUIRED," SECTION 14-5, "LOCAL VEHICLE LICENSE," AND SECTION 14-6, "LIABILITY DISCLAIMER."

BE IT ORDAINED by the Remington Town Council that the Remington Town Code shall be amended by adding Chapter 14, "Golf Carts," Section 14-1, "Definitions," Section 14-1, "Golf Cart Operation Permitted," Section 14-2, "Required Safety Equipment," Section 14-3, "Town Safety Inspection," Section 14-4, "Insurance Required," Section 14-5, "Local Vehicle License," and Section 14-6, "Liability Disclaimer" as follows:

### **"Chapter 14. Golf Carts.**

#### **Sec. 14-1. Definitions.**

The following words and phrases when used in this article shall, for the purpose of this article, have the meanings respectively ascribed to them in this section except in those instances where the context clearly indicates a different meaning:

"Crosswalk" means that part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway; or any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

"Decal" means a sticker to be attached to the lower left from side of the fender of a golf cart that validates payment of the annual license fee.

"Department" means the Department of Motor Vehicles of the Commonwealth.

"Driver's license" means any license, including a commercial driver's license as defined in the Virginia Commercial Driver's License Act (§ 46.2-341.1 et seq.), issued under the laws of the Commonwealth authorizing the operation of a motor vehicle.

"Golf cart" means a self-propelled vehicle that is designed to transport persons playing golf and their equipment on a golf course.



"Highway" means the entire width between the boundary lines of every way or place open to the use of the public for purposes of vehicular travel in the Commonwealth, including the streets and alleys, and, for law-enforcement purposes, (i) the entire width between the boundary lines of all private roads or private streets that have been specifically designated "highways" by an ordinance adopted by the governing body of the county, city, or town in which such private roads or streets are located and (ii) the entire width between the boundary lines of every way or place used for purposes of vehicular travel on any property owned, leased, or controlled by the United States government and located in the Commonwealth.

"Intersection" means (i) the area embraced within the prolongation or connection of the lateral curb lines or, if none, then the lateral boundary lines of the roadways of two highways that join one another at, or approximately at, right angles, or the area within which vehicles traveling on different highways joining at any other angle may come in conflict; (ii) where a highway includes two roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection, in the event such intersecting highway also includes two roadways 30 feet or more apart, then every crossing of two roadways of such highways shall be regarded as a separate intersection; or (iii) for purposes only of authorizing installation of traffic-control devices, every crossing of a highway or street at grade by a pedestrian crosswalk.

"Roadway" means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder. A highway may include two or more roadways if divided by a physical barrier or barriers or an unpaved area.

"Shoulder" means that part of a highway between the portion regularly traveled by vehicular traffic and the lateral curb line or ditch.

"Sidewalk" means the portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

#### **Sec. 14-2. Golf Cart Operation Permitted.**

A. The operation of golf carts within the Town of Remington shall be permitted as follows:

1. A golf cart vehicle may be operated on all public highways within the Town of Remington where the speed limit is 25 miles per hour or less. A golf cart may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour.

2. A golf cart vehicle may cross a highway at an intersection conspicuously marked as a golf cart crossing by signs posted by the Virginia Department of Transportation if the highway has a posted speed limit of no more than 35 miles per hour and the crossing is



Golf carts shall pass a safety inspection at least once a year. Such safety inspection shall be conducted by an official inspection station as such are designated in accordance with state law or by a business which is engaged in the sale of golf carts. Such safety inspection shall only cover the following items:

1. Headlights, tail lights and turn signals, if the golf cart is driven between sunset and sunrise.
2. Rubber or equivalent tires.
3. Windshield wipers if equipped with permanent windshield.
4. Horn, adequate steering gear, brakes, emergency or parking brake, one mirror, adequately fixed driver's seat.
5. All other factory installed safety or mechanical systems, including checking for gasoline or propane leaks.
6. Speed governor if gasoline powered.
7. Safety lap belts.

The owner of the golf cart shall be responsible for obtaining a certification from the inspection station that the golf cart passed the inspection.

**Sec. 14-5. Insurance required.**

Every golf cart and driver thereof shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in section 46.2-472 of the Code of Virginia (1950) as amended, and provide coverage during the operation of the golf cart upon public highways.

**Sec. 14-6. Local vehicle license.**

No golf cart shall be used on the public highways within the Town of Remington unless it has obtained a Remington golf cart vehicle license. No golf cart vehicle license shall be issued until the owner of the golf cart presents evidence that the golf cart is insured and that the golf cart has passed a safety inspection required by this chapter. Remington golf cart vehicle licenses shall be issued on an annual basis for \$ 25.00 per license. Golf cart vehicle licenses shall be valid from March 15 through March 14 of the next year.

**Sec. 14-7. Liability disclaimer.**

required as the only means to provide golf cart vehicle access from one part of the town to another part of the town.

3. No person shall operate any golf cart on any public highway unless he has in his possession a valid driver's license.

4. Every golf cart, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with Virginia Code § 46.2-1081.

5. Golf carts shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required by state law as set forth in Virginia Code § 46.2-1010 et seq., for different classes of vehicles.

6. Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.

7. Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags.

8. Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.

9. The chief of police, or his designee, may prohibit the operation of golf carts on any highway if the chief determines that the prohibition is necessary in the interest of safety.

B. The limitations contained in subdivision A of this section shall not apply to golf carts being operated by local government employees, operating only upon highways located within the locality, to fulfill a governmental purpose, provided the golf cart is being operated on highways with speed limits of 35 miles per hour or less.

#### **Sec. 14-3. Required safety equipment.**

In addition to any safety equipment required by state law or regulation for golf carts, golf carts shall have the following safety equipment installed:

- (1) Speed governor if gasoline powered.
- (2) Safety lap belts.

#### **Sec. 14-4. Town safety inspection.**

This article is adopted in the interests of public safety. Golf carts are not designed or manufactured to be used on the public streets, and the Town of Remington urges anyone operating a golf cart to exercise caution. The adoption of this article is not to be relied upon as a determination that operation on public streets is safe or advisable if done in accordance with this article. All persons who operate or ride upon golf carts on public streets or roads do so at their own risk. The Town of Remington assumes no liability for permitting golf carts to be operated on the public streets and roads under the legislation granted by the Virginia General Assembly. Any person who operates a golf cart is responsible for obtaining liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roads.”

Vote:



ORDINANCE NO. 02-21

AN ORDINANCE PROVIDING FOR THE ELECTION OF A MAYOR AND TOWN COUNCIL MEMBERS AT THE NOVEMBER GENERAL ELECTION DATE OF EVEN-NUMBERED YEARS AS REQUIRED BY STATE LAW.

WHEREAS members of the Remington Town Council are elected in May in even numbered years for two-year terms and take office on July 1; and

WHEREAS the 2021 General Assembly passed Senate Bill 1157 shifting all municipal elections for towns from May to November, beginning with elections held after January 1, 2022; and

WHEREAS the Remington Town Council has conducted a duly advertised public hearing.

NOW THEREFORE BE IT ORDAINED THAT elections for the Remington Town Council will be held in November of even numbered years, beginning on November 1, 2022, at location(s) that are within the designated precinct(s) in accordance with state law and applicable Fauquier County Ordinance(s); and

BE IT FINALLY RESOLVED that any person elected to the Remington Town Council shall take office on the succeeding January 1, provided that the person has qualified as required by state law.

This Ordinance shall take effect upon adoption.

## UTILITY BILLING REPORT

AS OF August 31, 2021

### Water Billing

Balance forward from previous month end.....	\$	51,626.84
Late fees assessed August 21st.....	\$	-
Water billing for August 2021.....	\$	27,050.58
Manual bills.....	\$	1,213.44
Final Bills.....	\$	513.01
Deposit Credit Removal.....	\$	-
<b>Total Due</b>	<b>\$</b>	<b>80,403.87</b>
Payments 8/1/21 through 8/31/21.....	\$	24,209.48
OverPayments (OPA) 8/1/21 through 8/31/21.....	\$	3,560.75
Applied deposits 8/25/21.....	\$	529.00
Manual payments.....	\$	748.23
<b>Balance to collect as of 8/31/2021</b>	<b>\$</b>	<b>51,356.41</b>
Monthly Billing Balance Due.....	\$	28,846.05
Past due* .....	\$	22,510.36
	<b>\$</b>	<b>51,356.41</b>

\* Includes accounts delinquent greater than 15 months

\*\* Includes accounts no greater than 15 months delinquent

Respectfully Submitted:



Carol Stalter, Treasurer  
9/1/2021



## Open Payables

TOWN OF REMINGTON  
09/17/2021 11:46 AM

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Vendor Code: AWWA Vendor Name: AMERICAN WATER WORKS ASSOC.

Invoice: 101121 Invoice Date: 09/02/2021 Inv Amt Open: \$83.00  
Desc: MEMBERSHIP DUES 110121-103122 Due Date: 09/02/2021

GL Account	Description	Manual PO:	PO Num	Amount
40-413-44	MEMBERSHIP DUES 110121-103122			\$83.00
Total Distributed:				\$83.00

**AMERICAN WATER WORKS ASSOC. Total: \$83.00**

Vendor Code: BB&T CEM T Vendor Name: BB&T/SASG 2

Invoice: 091521 Invoice Date: 09/15/2021 Inv Amt Open: \$800.00  
Desc: 80% LOT SALES THROUGH 9/14/21 Due Date: 09/15/2021

GL Account	Description	Manual PO:	PO Num	Amount
60-421-01	80% LOT SALES THROUGH 9/14/21			\$800.00
Total Distributed:				\$800.00

**BB&T/SASG 2 Total: \$800.00**

Vendor Code: STALTER Vendor Name: CAROL STALTER

Invoice: 091521 Invoice Date: 09/15/2021 Inv Amt Open: \$33.35  
Desc: REIMBURSE CASH DRAWER Due Date: 09/15/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-415-70	REIMBURSE CASH DRAWER/POSTAGE			\$7.00
10-413-45	REIMBURSE CASH DRAWER/POSTAGE			\$3.76
10-419-20	REIMBURSE CASH DRAWER/TRIP PERMIT			\$5.00
40-410-88	REIMBURSE CASH DRAWER/POSTAGE			\$17.59
Total Distributed:				\$33.35

**CAROL STALTER Total: \$33.35**

Vendor Code: CFC Vendor Name: CFC FARM & HOME CENTER

Invoice: 4330210-310 Invoice Date: 09/08/2021 Inv Amt Open: \$24.00  
Desc: HARDWOOD MULCH Due Date: 09/08/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-411-25	HARDWOOD MULCH			\$24.00
Total Distributed:				\$24.00

**CFC FARM & HOME CENTER Total: \$24.00**

Vendor Code: CORE Vendor Name: CORE & MAIN, LP

Invoice: P383457 Invoice Date: 08/20/2021 Inv Amt Open: \$99.81  
Desc: F/PVC OD 2.375 Due Date: 08/20/2021

GL Account	Description	Manual PO:	PO Num	Amount
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# Open Payables

TOWN OF REMINGTON  
09/17/2021 11:46 AM

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40-411-22	F/PVC OD 2.375	\$99.81
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Total Distributed:	\$99.81
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CORE & MAIN. LP	Total:	\$99.81
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Vendor Code: FORTILINE Vendor Name: FORTILINE WATERWORKS

Invoice: 5377829 Invoice Date: 08/20/2021 Inv Amt Open: \$945.03

Desc: COUPLINGS/CHECK VALVES Due Date: 08/20/2021

GL Account	Description	Manual PO:	PO Num	Amount
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40-411-22	COUPLING/CHECK VALVE			\$945.03
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Total Distributed:	\$945.03
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FORTILINE WATERWORKS	Total:	\$945.03
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Vendor Code: NEWMAN Vendor Name: J.D. NEWMAN

Invoice: 0191078 Invoice Date: 08/26/2021 Inv Amt Open: \$1,486.64

Desc: 2009 STERLING/MISC REPAIRS Due Date: 08/26/2021

GL Account	Description	Manual PO:	PO Num	Amount
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10-411-23	2009 STERLING/MISC REPAIRS			\$324.50
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10-411-23	2021 KENWORTH REPAIRS			\$1,162.14
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Total Distributed:	\$1,486.64
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J.D. NEWMAN	Total:	\$1,486.64
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Vendor Code: RED BUD Vendor Name: RED BUD SUPPLY, INC.

Invoice: 173742 Invoice Date: 08/30/2021 Inv Amt Open: \$74.50

Desc: TOOLS/SUPPLIES Due Date: 08/30/2021

GL Account	Description	Manual PO:	PO Num	Amount
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10-411-27	TOOLS/SUPPLIES			\$74.50
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Total Distributed:	\$74.50
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RED BUD SUPPLY, INC.	Total:	\$74.50
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Vendor Code: LEE Vendor Name: SHARON LEE

Invoice: 090721 Invoice Date: 09/08/2021 Inv Amt Open: \$105.29

Desc: PAPER PRODUCTS/TRASH BAGS/HAND SANITIZER Due Date: 09/08/2021

GL Account	Description	Manual PO:	PO Num	Amount
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10-413-45	PAPER PRODUCTS/TRASH BAGS/SOAP			\$21.30
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10-429-19	HAND SANITIZER			\$26.37
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20-413-45	PAPER PRODUCTS/TRASH BAGS/SOAP			\$21.30
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40-413-45	PAPER PRODUCTS/TRASH BAGS/SOAP			\$21.29
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10-429-19	FLOOR CLEANER			\$15.03
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# Open Payables

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Total Distributed: \$105.29

**SHARON LEE** Total: \$105.29

Vendor Code: UNIVAR Vendor Name: UNIVAR  
Invoice: 49391696 Invoice Date: 09/08/2021 Inv Amt Open: \$1,466.67  
Desc: SODIUM HYPOCHLORITE Due Date: 09/08/2021

GL Account	Description	Manual PO:	PO Num	Amount
40-410-89	SODIUM HYPOCHLORITE			\$1,466.67

Total Distributed: \$1,466.67

**UNIVAR** Total: \$1,466.67

Vendor Code: USA BLUE Vendor Name: USA BLUE BOOK  
Invoice: 709077 Invoice Date: 09/09/2021 Inv Amt Open: \$42.74  
Desc: H2O TESTING SUPPLIES Due Date: 09/09/2021

GL Account	Description	Manual PO:	PO Num	Amount
40-410-85	H2O TESTING SUPPLIES			\$42.74

Total Distributed: \$42.74

Invoice: 706237 Invoice Date: 09/09/2021 Inv Amt Open: \$95.37  
Desc: BLUE PAINT Due Date: 09/09/2021

GL Account	Description	Manual PO:	PO Num	Amount
40-411-27	BLUE PAINT			\$95.37

Total Distributed: \$95.37

**USA BLUE BOOK** Total: \$138.11

Vendor Code: VACP Vendor Name: VA ASSN. OF CHIEFS OF POLICE  
Invoice: 090121 Invoice Date: 09/01/2021 Inv Amt Open: \$375.00  
Desc: 2021 ANNUAL CONFERENCE AUGUST Due Date: 09/01/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-419-47	2021 ANNUAL CONFERENCE AUGUST			\$375.00

Total Distributed: \$375.00

**VA ASSN. OF CHIEFS OF POLICE** Total: \$375.00

Vendor Code: VRSA Vendor Name: VRSA  
Invoice: 101521 Invoice Date: 09/17/2021 Inv Amt Open: \$4,021.50  
Desc: 2021-2022 RENEWAL/QUARTER Due Date: 09/17/2021

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

10-419-10	2021-2022 RENEWAL/QUARTER			\$375.90
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## Open Payables

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

<u>VRSA</u>	Total:	\$4,021.50
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Vendor Code: WALLY'S

Vendor Name: WALLY'S AUTOMOTIVE

Invoice: 26483

Invoice Date: 08/20/2021

Inv Amt Open: \$202.72

Desc: DODGE CHARGER  
INSPECTION/MAINTENANCE

Due Date: 08/20/2021

GL Account	Description	Manual PO:	PO Num	Amount
10-419-20	DODGE CHARGER INSPECTION/MAINTENANCE			\$202.72
Total Distributed:				\$202.72

<u>WALLY'S AUTOMOTIVE</u>	Total:	\$202.72
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### Report Totals

Vendors with Open Invoices:	14
Number of Invoices:	15
Total Open Amount:	\$9,855.62
Total Credit Amount:	
<u>Total:</u>	<u>\$9,855.62</u>

## Check Listing

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Check Number	Bank	Vendor	Date	Amount
26754	11	ALEXY ABDO	08/17/2021	<u>\$39.37</u>
		10-200-01	\$39.37	
Invoice: 083121		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$39.37
10-419-79		REIMBURSE/NNO SUPPLIES		\$39.37
Total Distributed:				\$39.37
26755	11	BB&T FINANCIAL, FSB	08/17/2021	<u>\$340.30</u>
		40-200-01	\$233.07	
		10-200-01	\$107.23	
Invoice: 083021		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$340.30
10-429-19		ZOOM		\$15.74
10-411-32		BLINDS		\$8.42
10-413-41		INDEED		\$83.07
40-413-41		INDEED		\$83.07
40-413-47		TRAINING		\$150.00
Total Distributed:				\$340.30
26756	11	BUTLER & EICHER	08/17/2021	<u>\$75.00</u>
		10-200-01	\$75.00	
Invoice: 083121		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$75.00
10-415-72		PORTABLE TOILET/RECYCLE CENTER		\$75.00
Total Distributed:				\$75.00
26757	11	DENISE SANDLIN	08/17/2021	<u>\$1,500.00</u>
		40-200-01	\$750.00	
		10-200-01	\$750.00	
Invoice: 083121		Inv Date 08/17/2021	Due Date 08/17/2021	Amt: \$1,500.00
10-414-62		JUNE/JULY BANK REC, ADJ ENTRIES		\$750.00
40-414-62		JUNE/JULY BANK REC, ADJ ENTRIES		\$750.00
Total Distributed:				\$1,500.00
26758	11	DORSETT TECHNOLOGIES, INC.	08/17/2021	<u>\$288.00</u>
		40-200-01	\$288.00	
Invoice: J004432		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$288.00
40-413-46		SCADA CELL SERVICE JUL-DEC		\$288.00
Total Distributed:				\$288.00
26759	11	GROVES HARDWARE, LLC	08/17/2021	<u>\$176.51</u>
		10-200-01	\$100.18	
		40-200-01	\$76.33	



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Check Number	Bank	Vendor	Date	Amount
Invoice: 083121		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$176.51
10-411-25		MISC. SUPPLIES		\$5.49
40-411-27		MISC. SUPPLIES		\$11.40
40-411-22		MISC. SUPPLIES		\$24.16
40-411-27		MISC. SUPPLIES		\$30.98
40-411-22		MISC. SUPPLIES		\$7.79
40-411-22		MISC. SUPPLIES		\$2.00
10-411-27		MISC. SUPPLIES		\$77.63
10-411-27		MISC. SUPPLIES		\$17.06
Total Distributed:				\$176.51
26760	11	JOHN & NEYSI CARTER	08/17/2021	\$37.00
		40-200-01		\$37.00
Invoice: UB1338210816143204337		Inv Date 08/16/2021	Due Date 08/17/2021	Amt: \$37.00
40-250-00		Deposit Refund for WATER		\$37.00
Total Distributed:				\$37.00
26761	11	MICHAEL TROIANO	08/17/2021	\$450.00
		40-200-01		\$450.00
Invoice: 656		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$450.00
40-411-22		THIRD STREET/WATER LINE		\$450.00
Total Distributed:				\$450.00
26762	11	OFFICE DEPOT	08/17/2021	\$273.85
		40-200-01		\$136.92
		10-200-01		\$136.93
Invoice: 186103452001		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$273.85
10-413-45		HP TONER		\$136.93
40-413-45		HP TONER		\$136.92
Total Distributed:				\$273.85
26763	11	QUYNH NGUYEN	08/17/2021	\$34.00
		40-200-01		\$34.00
Invoice: UB1476210816143204337		Inv Date 08/16/2021	Due Date 08/17/2021	Amt: \$34.00
40-250-00		Deposit Refund for WATER		\$34.00
Total Distributed:				\$34.00
26764	11	RACHAEL BRINSON	08/17/2021	\$68.74
		10-200-01		\$68.74
Invoice: 083121		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$68.74
10-419-79		REIMBURSE/NNO SUPPLIES		\$68.74



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Check Number	Bank	Vendor	Date	Amount
			Total Distributed:	\$68.74
26765	11	REMINGTON FALL FESTIVAL	08/17/2021	\$200.00
			10-200-01	\$200.00
Invoice: 083121		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$200.00
10-417-79		TOWN DONATION/FALL FESTIVAL		\$200.00
			Total Distributed:	\$200.00
26766	11	TOM'S TRUCK SALES, LLC	08/17/2021	\$1,410.22
			10-200-01	\$1,410.22
Invoice: 1023		Inv Date 08/13/2021	Due Date 08/17/2021	Amt: \$1,410.22
10-411-23		2009 STERLING/TAILGATE LIFT CYLINDER		\$1,410.22
			Total Distributed:	\$1,410.22
26767	11	ANTHEM BLUE CROSS BLUE SHIELD	08/26/2021	\$3,873.00
			10-200-01	\$2,058.04
			40-200-01	\$1,324.18
			20-200-01	\$490.78
Invoice: 001219939G		Inv Date 08/20/2021	Due Date 08/26/2021	Amt: \$3,704.00
10-401-06		HEALTH INSURANCE/SEPT		\$1,889.04
20-401-06		HEALTH INSURANCE/SEPT		\$490.78
40-401-06		HEALTH INSURANCE/SEPT		\$1,324.18
			Total Distributed:	\$3,704.00
Invoice: 001219940G		Inv Date 08/20/2021	Due Date 08/26/2021	Amt: \$169.00
10-401-06		HEALTH INSURANCE/LEE		\$169.00
			Total Distributed:	\$169.00
26768	11	COMCAST COMMUNICATIONS	08/26/2021	\$239.97
			10-200-01	\$239.97
Invoice: 090721		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$239.97
10-413-46		SHOP & PD PHONE/INTERNET		\$59.99
10-419-46		SHOP & PD PHONE/INTERNET		\$179.98
			Total Distributed:	\$239.97
26769	11	GEORGE ROBERTSON	08/26/2021	\$40.00
			40-200-01	\$40.00
Invoice: UB1330210824135834830		Inv Date 08/24/2021	Due Date 08/26/2021	Amt: \$40.00
40-250-00		Deposit Refund for WATER		\$40.00
			Total Distributed:	\$40.00
26770	11	GEORGE ROBERTSON	08/26/2021	\$40.00
			40-200-01	\$40.00



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Check Number	Bank	Vendor	Date	Amount
Invoice: UB395210824135903253		Inv Date 08/24/2021	Due Date 08/26/2021	Amt: \$40.00
40-250-00		Deposit Refund for WATER		\$40.00
Total Distributed:				\$40.00
26771	11	GEORGE ROBERTSON	08/26/2021	\$40.00
		40-200-01		\$40.00
Invoice: UB611210824135802880		Inv Date 08/24/2021	Due Date 08/26/2021	Amt: \$40.00
40-250-00		Deposit Refund for WATER		\$40.00
Total Distributed:				\$40.00
26772	11	JOINER MICRO LABORATORIES, INC	08/26/2021	\$90.00
		40-200-01		\$90.00
Invoice: 21081702		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$30.00
40-410-85		H2O TESTING		\$30.00
Total Distributed:				\$30.00
Invoice: 21080308		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$30.00
40-410-85		H2O TESTING		\$30.00
Total Distributed:				\$30.00
Invoice: 21081001		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$30.00
40-410-85		H2O TESTING		\$30.00
Total Distributed:				\$30.00
26773	11	MINNESOTA LIFE	08/26/2021	\$48.80
		10-200-01		\$9.76
		40-200-01		\$39.04
Invoice: 091021		Inv Date 08/26/2021	Due Date 08/26/2021	Amt: \$48.80
10-401-07		SUPPL LIFE INSUR/STEWARD		\$9.76
40-401-07		SUPPL LIFE INSUR/STEWARD		\$39.04
Total Distributed:				\$48.80
26774	11	OFFICE DEPOT	08/26/2021	\$66.83
		20-200-01		\$22.28
		10-200-01		\$22.28
		40-200-01		\$22.27
Invoice: 188875197001		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$29.99
10-413-45		MULTIFOLD TOWELS		\$10.00
20-413-45		MULTIFOLD TOWELS		\$10.00
40-413-45		MULTIFOLD TOWELS		\$9.99
Total Distributed:				\$29.99
Invoice: 188876052001		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$36.84
10-413-45		BATH TISSUE		\$12.28



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Check Number	Bank	Vendor	Date	Amount
20-413-45		BATH TISSUE		\$12.28
40-413-45		BATH TISSUE		\$12.28
Total Distributed:				\$36.84
26775	11	POSTMASTER	08/26/2021	\$374.77
		10-200-01	\$27.50	
		40-200-01	\$347.27	
Invoice: 083121		Inv Date 08/26/2021	Due Date 08/26/2021	Amt: \$374.77
10-413-45		STAMPS		\$27.50
40-413-45		STAMPS		\$27.50
40-410-88		AUGUST H2O BILLS		\$319.77
Total Distributed:				\$374.77
26776	11	RAPPAHANNOCK STATION, INC	08/26/2021	\$91.00
		10-200-01	\$91.00	
Invoice: 083121		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$91.00
10-411-20		FUEL/VEHICLES		\$55.00
10-411-21		FUEL/EQUIPMENT		\$36.00
Total Distributed:				\$91.00
26777	11	VACORP	08/26/2021	\$30.94
		20-200-01	\$15.47	
		10-200-01	\$15.47	
Invoice: 091521		Inv Date 08/20/2021	Due Date 08/26/2021	Amt: \$30.94
10-401-01		HYBRID DISABILITY		\$15.47
20-401-01		HYBRID DISABILITY		\$15.47
Total Distributed:				\$30.94
26778	11	VERIZON WIRELESS	08/26/2021	\$80.04
		10-200-01	\$80.04	
Invoice: 9885843913		Inv Date 08/23/2021	Due Date 08/26/2021	Amt: \$80.04
10-419-46		POLICE/IN-CAR COMPUTERS		\$80.04
Total Distributed:				\$80.04
26792	11	AT&T MOBILITY	09/08/2021	\$142.76
		40-200-01	\$142.76	
Invoice: 091321		Inv Date 08/31/2021	Due Date 09/08/2021	Amt: \$142.76
40-413-46		CELL PHONES		\$142.76
Total Distributed:				\$142.76
26793	11	CHARLES ELKINS	09/08/2021	\$450.00
		60-200-01	\$450.00	
Invoice: 082621		Inv Date 08/30/2021	Due Date 09/08/2021	Amt: \$450.00



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Check Number	Bank	Vendor	Date	Amount
60-411-26		MOW CEMETERY		\$450.00
Total Distributed:				\$450.00
26794	11	COMCAST COMMUNICATIONS	09/08/2021	\$354.16
		20-200-01	\$99.16	
		40-200-01	\$99.16	
		10-200-01	\$155.84	
Invoice: 092421 Inv Date 09/08/2021 Due Date 09/08/2021 Amt:				\$354.16
10-413-46		LOBBY PHONE/INTERNET		\$155.84
20-413-46		LOBBY PHONE/INTERNET		\$99.16
40-413-46		LOBBY PHONE/INTERNET		\$99.16
Total Distributed:				\$354.16
26795	11	DMV	09/08/2021	\$135.00
		10-200-01	\$125.00	
		20-200-01	\$10.00	
Invoice: 202117300120A Inv Date 08/31/2021 Due Date 09/08/2021 Amt:				\$10.00
20-413-54		CREDIT CARD TERMINAL		\$10.00
Total Distributed:				\$10.00
Invoice: 202124300512 Inv Date 09/08/2021 Due Date 09/08/2021 Amt:				\$125.00
10-332-05		PP VRWS STOP REMOVAL		\$125.00
Total Distributed:				\$125.00
26796	11	DOMINION ENERGY VIRGINIA	09/08/2021	\$1,109.39
		10-200-01	\$266.63	
		40-200-01	\$842.76	
Invoice: 092221A Inv Date 08/30/2021 Due Date 09/08/2021 Amt:				\$114.04
10-412-31		TOWN HALL		\$114.04
Total Distributed:				\$114.04
Invoice: 092221B Inv Date 08/30/2021 Due Date 09/08/2021 Amt:				\$206.90
10-412-32		SHOP/PD		\$68.97
10-419-30		SHOP/PD		\$68.97
40-412-32		SHOP/PD		\$68.96
Total Distributed:				\$206.90
Invoice: 092221C Inv Date 08/30/2021 Due Date 09/08/2021 Amt:				\$14.65
10-415-72		RECYCLE CENTER		\$14.65
Total Distributed:				\$14.65
Invoice: 092321A Inv Date 08/30/2021 Due Date 09/08/2021 Amt:				\$196.94
40-412-30		FIFTH STREET		\$196.94
Total Distributed:				\$196.94



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Check Number	Bank	Vendor	Date	Amount
<hr/>				
Invoice: 092321B		Inv Date 08/30/2021	Due Date 09/08/2021	Amt: \$568.95
40-412-31		CONFEDERATE BLVD		\$568.95
Total Distributed:				\$568.95
<hr/>				
Invoice: 092321C		Inv Date 08/30/2021	Due Date 09/08/2021	Amt: \$7.91
40-412-31		FREEMANS FORD RD		\$7.91
Total Distributed:				\$7.91
<hr/>				
26797	11	FCWSA	09/08/2021	\$150.24
		40-200-01	\$105.34	
		10-200-01	\$44.90	
<hr/>				
Invoice: 092021A		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$53.88
10-412-31		TOWN HALL/SHOP		\$26.94
10-412-32		TOWN HALL/SHOP		\$8.98
10-419-30		TOWN HALL/SHOP		\$8.98
40-412-32		TOWN HALL/SHOP		\$8.98
Total Distributed:				\$53.88
<hr/>				
Invoice: 092021B		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$96.36
40-412-30		WATER TREATMENT FACILITY		\$96.36
Total Distributed:				\$96.36
<hr/>				
26798	11	GROVES HARDWARE, LLC	09/08/2021	\$32.77
		40-200-01	\$32.77	
<hr/>				
Invoice: 091521		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$32.77
40-413-45		PAPER TOWELS		\$2.78
40-411-27		PROPANE TORCH		\$29.99
Total Distributed:				\$32.77
<hr/>				
26799	11	IPITOMY	09/08/2021	\$91.32
		20-200-01	\$91.32	
<hr/>				
Invoice: 69893		Inv Date 09/02/2021	Due Date 09/08/2021	Amt: \$91.32
20-413-46		AUTOMATED PHONE SYSTEM		\$91.32
Total Distributed:				\$91.32
<hr/>				
26800	11	MP COPIERS, INC.	09/08/2021	\$225.07
		40-200-01	\$75.02	
		20-200-01	\$75.02	
		10-200-01	\$75.03	
<hr/>				
Invoice: 29963650		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$225.07
10-413-54		COPIER LEASE		\$75.03
20-413-54		COPIER LEASE		\$75.02
40-413-54		COPIER LEASE		\$75.02



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Check Number	Bank	Vendor	Date	Amount
Total Distributed:				\$225.07
26801	11	OFFICE DEPOT	09/08/2021	\$122.31
		10-200-01	\$61.16	
		40-200-01	\$61.15	
Invoice: 190999637001		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$122.31
10-413-45		HP TONER		\$61.16
40-413-45		HP TONER		\$61.15
Total Distributed:				\$122.31
26802	11	REMINGTON DRUG COMPANY	09/08/2021	\$89.41
		10-200-01	\$89.41	
Invoice: 092521		Inv Date 09/08/2021	Due Date 09/08/2021	Amt: \$89.41
10-429-19		COVID FACE MASKS		\$89.41
Total Distributed:				\$89.41
26803	11	TANNER'S PEST SERVICES LLC	09/08/2021	\$80.00
		10-200-01	\$66.66	
		40-200-01	\$13.34	
Invoice: 35082		Inv Date 09/01/2021	Due Date 09/08/2021	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
26804	11	VUPS	09/08/2021	\$47.25
		40-200-01	\$47.25	
Invoice: 08210531		Inv Date 09/01/2021	Due Date 09/08/2021	Amt: \$47.25
40-413-46		MISS UTILITY		\$47.25
Total Distributed:				\$47.25
26805	11	WATER DEPOSIT REFUND	09/08/2021	\$45.40
		40-200-01	\$45.40	
Invoice: 082321		Inv Date 08/23/2021	Due Date 09/08/2021	Amt: \$45.40
40-250-00		REPLACE CHK #26249/DAMAGED BY USPS		\$40.00
40-250-01		REPLACE CHK #26249/DAMAGED BY USPS		\$5.40
Total Distributed:				\$45.40
39	Checks Totaling -			\$12,983.42

Checks

Voids

Total

## Check Listing

Date From: 8/17/2021 Date To: 6/30/2022  
Vendor Range: 29 AUTO OUTLET - ZONIA E GUTIERREZ

TOWN OF REMINGTON  
09/17/2021 11:49 AM

Page: 9 of 9

Check Number	Bank	Vendor	Date	Amount
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### Totals By Fund

	Checks	Voids	Total
10	\$6,316.36		\$6,316.36
20	\$804.03		\$804.03
40	\$5,413.03		\$5,413.03
60	\$450.00		\$450.00
Totals:	\$12,983.42		\$12,983.42



-Draft-  
**REGULAR MONTHLY MEETING**  
**Remington Town Council**  
**Monday, 16 AUGUST 2021, 7:00pm**  
**Remington Town Hall**  
**105 E Main St**  
**REMINGTON, VA 22734**

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

**Town Council Members Present:** Skeet Ashby  
Amanda B. Hart  
Stanley L. Heaney  
Richard Heflin  
Susan L. Tiffany

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

Guests Present: Michelle Clark- Boy Scout Troop 1171, Mike Troiano-virtual.

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

**Citizen's Time:**

Michelle Clark spoke to council regarding a 5k that Boy Scout Troop 1171 would like to organize.

**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 for the meeting July 19, 2021 presented for approval.

**Council Member Tiffany motioned to approve the consent agenda. Council Member Ashby seconded the motion. The motion carried.**

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

**Nays:** 0

**Abstain:** 0

**Absent:** Loving

**STAFF REPORTS**

Town Superintendent

Town Superintendent Steward referenced an email from F&H Paving. He stated the company would be paving the DMV parking lot on October 11, 2021 and the second parking lot on October 12, 2021.

Council member Tiffany questioned if there were any conflicts with the Fall Festival. Mr. Steward informed council that the Fall Festival would be held on September 9, 2021 and there would not be a conflict with the paving of the parking lots. Mr. Steward then informed council that there had been a 2-inch leak in town that has since been repaired.

Police Chief

Chief Proffitt informed council that National Night Out went well and he thought that the event being held at the Remington Community Gardens gave more space for attendees and activities. Chief Proffitt thanked Town Clerk Brinson for helping to organize the event, Mayor Polk for finding the musician, Town Superintendent Steward for donating a bike and helping to pick up items for the event and Council Member Tiffany for volunteering for the dunk tank.



-DRAFT-  
August 16, 2021

Chief Proffitt also stated that he spoke to VDOT regarding Freemans Ford Road. VDOT informed Chief Proffitt that there would be someone out to survey and install no parking signs near the stop sign. Chief Proffitt then shared some concerns regarding parking with the new restaurant opening in town.

Council member Tiffany informed council that the Chief would like to attend an upcoming Chief of Police conference in Williamsburg. There was a general consensus that Chief Proffitt attend the conference. Ms. Tiffany then asked Chief Proffitt to explain the allowable hours for the new police employee to work with retirement and VRS limitations.

#### Town Administrator

Administrator Lee informed council that there was still a need for a policy for the electronic sign. She stated that currently, the staff is following the Myrtle Beach policy and recommended that an official policy be assigned to a committee to compose. She recommended that the community development committee be assigned the task. Council member Hart and Tiffany agreed to accept the task. Council member Ashby requested that the Boy Scout 5k be allowed to be posted on the electronic sign.

### **COMMITTEE REPORTS**

WATER: Chair: Loving                      Member: Heaney

Town Superintendent Steward informed council that he had met with Thrasher engineer group. He stated they do several things that the town may need in the future. Council member Ashby asked to have a motion to allow Mr. Steward to continue to speak with the engineering firm, but Ms. Tiffany stated that a motion would not be needed for Mr. Steward to continue to speak with the engineering firm.

PERSONNEL/POLICE COMMITTEE: Chair: Tiffany                      Member: Heflin

Council member Tiffany shared with council that there had been four interviews scheduled for the part time laborer position. One applicant emailed to inform Ms. Tiffany that he would be unable to interview and take a part time position at this time due to family issues, and withdrew his application. The other three did not show for their interviews. She then stated that Mr. Steward would like to continue with the part time staff he currently has and delay any further interviews until a later time and increased need for part time assistance.

Ms. Tiffany then shared DMV guidelines for council approval.

**Council member Tiffany made a motion to approve the DMV appointment guidelines as typed out and written, to be implemented as soon as possible once approved. Council Member Ashby seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

Council member Tiffany gave an update on a vacation policy that the personnel committee was drafting. Ms. Erard stated she would pull the personnel policy manual and find a place to implement it, and then council would need to amend it at the next council meeting.

Ms. Tiffany then shared that a posting had been listed with VML for the Town Administrator position, and so far, there had been two resumes submitted. Ms. Tiffany stated that she would like to extend the advertisement for the position as well as post the position to Indeed. Ms. Lee clarified that there had been interest from a candidate that was shared by a council member that was inaccurate. That candidate was not interested in applying for the position.

FINANCE COMMITTEE: Chair: Heaney                      Member: Ashby

Council member Heaney questioned if water improvements would be covered under the CARES ACT. Administrator Lee clarified that infrastructure repairs would be covered under the CARES ACT. Town Attorney Erard advised that some localities are placing the federal funds in a separate bank account. She suggested that this be looked in to for accounting purposes. Ms. Lee agreed that this would potentially make it easier for the treasurer to track the funds.

Ms. Lee informed council that there were several discrepancies in the financial. She stated the discrepancies were due to posting errors, not financial issue.



-DRAFT-  
August 16, 2021

Administrator Lee advised council of the need to ratify the CD renewal.

**Council member Heaney made a motion to ratify the renewal of 2 CD's, one for \$1,354.27 for 6 months at .499% and one for \$9896.07 for 3 years at .75%. Council Member Tiffany seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

CEMETERY COMMITTEE: Chair: Ashby                      Member: Hart

Council member Ashby informed council that there was new software with FMS for the cemetery. He stated that the data was being input into the system. He also stated that the new software would be accessible by any terminal unlike the previous software.

PUBLIC FACILITIES: Chair: Heflin                      Member: Loving

Council member Heflin requested that the paving dates be posted to the electronic sign in order to inform town citizens.

Council member Tiffany also advised that signs be posted on the Town Hall Doors and local businesses.

Administrator Lee inquired about the condition of the road on Main Street with FCWSA working on the lines. Mr. Steward informed her that they were pulling new sewer lines as part of a Five-year plan.

Mr. Heflin requested that a work request to repair the leaning stop sign on the corner of Church Street and Washington Street be submitted to VDOT. Superintendent Steward confirmed that he would place that call to request the repair.

COMMUNITY DEVELOPMENT: Chair: Hart                      Member: Tiffany

Council member Hart shared information on the 5-year plan to rehabilitate the sewer pipes and manholes in Remington to eliminate the infiltration of water sources. Ms. Hart also shared the VDOT plan for tactical warning for the ADA ramps.

### **UNFINISHED BUSINESS**

Mayor Polk shared that VDOT has approved the ordinance for the golf carts and Attorney Erard advised council of the need for a motion from council to authorize the advertisement for a public hearing for consideration of the approval of the golf cart ordinance for the town of Remington.

**Council member Heaney made a motion to authorize staff to advertise for a public hearing for the golf cart ordinance at the next regular council meeting. Council member Tiffany seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

Attorney Erard informed council that the ad for the public hearing would include the change in the election date as well.

Council member Heaney shared that the water committee was still working on a water leak policy and would present at a future meeting.

Clerk Brinson informed council that according to the VRSA contact, there would not be a discount given for the installation of a security/fire alarm system.

**Council member Tiffany made a motion to approve the quote from Cabling Systems Inc to install a monitored fire alarm system to include the items listed in the estimate for the cost of \$5065.34. Council member Heflin seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

Council member Heaney inquired if the system would be covered under CARES ACT funding and council member Tiffany confirmed that it would be covered.



-DRAFT-  
August 16, 2021

Administrator Lee informed council that the treasurer indicated that the Town had not received any refund payments from Troy and Banks and recommended that Troy and Banks be contacted to verify any amount refunded to the town in the past.

**Council member Ashby made a motion that Troy and Banks be contacted to verify if there have been refund payments issued to the town in the past. Council member Heaney seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

Council member Tiffany informed council that there has been an extension for the Virginia Overtime Wage Act until July 2022. She stated this will allow the council to review and not make a policy in haste.

#### **NEW BUSINESS**

Attorney Erard informed council that clerk Brinson reached out to her to inform her that OSHA is contacting businesses to confirm that they have a mask policy. Ms. Erard stated she was not aware that businesses were required to have a mask policy, however she stated there was a requirement for an infectious disease policy. Ms. Erard included the draft policy in the packet for council to review. Ms. Erard stated that regardless of this policy being approved, training would still be mandatory per the Virginia Department of Labor.

**Council member Tiffany made a motion to approve the Town of Remington infectious disease COVID 19 preparedness and response plan. Council member Heflin seconded the motion. The motion carried.**

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

**Nays: 0**

**Abstain: 0**

**Absent: Loving**

Council member Tiffany reminded council that when making motions, there is a need to be clear in order for the clerk to hear when typing minutes. Mr. Heflin suggested making the motions twice in the future to help clarify the wording for the motions.

Attorney Erard shared the Department of Labor's website in order to show council the regulations and training certification forms as well as training PowerPoints.

Council member Heaney asked for clarification on the letter from PEC. Mayor Polk informed council that the letter was proposing that PEC would help the Town acquire funds to pay a certain percentage to install a sidewalk in town limits. Council member Tiffany asked for requirements for ADA compliant sidewalks.

Mayor Polk requested a work session at the leisure of council to have a discussion about a Segway from Main Street to River Road and a revitalization plan for the Town of Remington. He suggested that council look at the Virginia Main Street website for more information as well as the Remington Walks plan. Mayor Polk stated that PATH, PEC and Virginia Mainstreet representatives would be invited to this meeting to explain the different processes and grants.

Council member Tiffany suggested a special meeting for September 13, 2021 at 7:00PM at Remington Town Hall to discuss a Segway from Main Street to River Road and a plan for the revitalization of the Town of Remington and invite representatives from PATH, PEC and Virginia Mainstreet. There was a consensus of council to have the special meeting on September 13, 2021 at 7:00 PM at Remington Town Hall.



-DRAFT-

August 16, 2021

Council member Ashby suggested that council discuss looking at the boundaries of the town to change them to include areas of people that think they are in the Town of Remington, but are not. He stated there are grants that may be available to help with services to those areas if they were added to the town limits. Council member Tiffany shared concerns with out-of-town citizens regarding the extra taxes and other stipulations that come with being town citizens. Mayor Polk informed council member Ashby that he would speak to him and add the boundary adjustment to the September council meeting agenda if needed.

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

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

**Nays: 0**

**Abstain: 0**

**Absent: Ashby**

**The meeting recessed at 8:43 pm.**

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**William E. Polk, Mayor**

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**Susan L. Tiffany, Recorder**

## Town Clerk Report – September 2021

- 1) The Virginia Municipal Clerks Institute and Academy will be October 12-21. The Academy will be virtual and I will be in the office on these days. I have included the schedule and information in your council packet. The cost to attend will be \$639.00. I would like to ask Council's permission to sign up for the Academy. This does earn points towards my clerk certification.
- 2) Included in your packet is a quote from MP Copiers and well as a copier from Office Depot. The fax/color copier machine on the front counter keeps having an error code displayed and the recommendation from MP Copiers was to replace it.
- 3) A majority of the staff attended a Health Department given training session on COVID this past week. I have recorded the training session for those that were not able to attend.
- 4) Fauquier County Water and Sanitation Authority will be resuming cut offs for customers delinquent in payments September 20, 2021. I would request that council discuss and determine when cut offs for the Town of Remington should resume.

Respectfully,

A handwritten signature in cursive script that reads "Rachael Brinson". The signature is written in dark ink and is positioned below the word "Respectfully,".

Rachael Brinson



**Municipal Clerk Emerging Leader Institute 2021 Agenda at a Glance** *Tuesday, October 12, 2021*

Time	Session
9-10 a.m.	<b>Welcome, Virtual Institutes and Academy Overview, and Technology Review</b> <i>Jennifer Sisane, Institute Director – Virginia; Approved Institute, International Institute of Municipal Clerks</i> <i>Libby Hume, MMC, President, VMCA (2021-2022), and Athenian Leadership Society Fellow</i>
10-11:30 a.m.	<b>Cybersecurity in Your Municipality: Protecting Data and Securing Your Work Environment</b> <i>Thomas Bullock and Marcus Hensel, Virginia Risk Sharing Association</i>  Cyber risks are not emerging risks – they are here today. Public bodies may take steps to reduce the likelihood of a cyber incident in three defined areas: technical, physical and administrative. We will explore ways you can protect data and secure your work environment. We will also discuss some consequences of weak cybersecurity from the Colonial pipeline ransomware incident to cyberattacks at the local level.
11:30 a.m.-1 p.m.	<b>Virginia General Assembly Legislative Update</b> <i>Michelle Gowdy, Virginia Municipal League</i>  The Virginia Municipal League will provide an update on the 2021 Virginia General Assembly regular and special sessions. The presentation will include information on new legislation and studies important for municipal clerks and municipalities to understand.

**Wednesday, October 13, 2021**

Time	Session
30 minutes of preparation time on your own	<b>Understanding Emotional Intelligence and Leadership Styles</b> <i>James Burke, Ph.D and Linda Pierce</i> <i>VCU Performance Management Group, Center for Public Policy, L. Douglas Wilder School of Government and Public Affairs</i>
10 a.m.-Noon	Emotional intelligence is the ability to accurately perceive emotions in oneself and others, to use this awareness in decision making, and to regulate your emotions. Emotionally intelligent leaders foster collaborative solutions and loyalty, as well as build teams, develop staff, and create a positive organizational culture. We will identify personal and professional leadership traits and your leadership style while assessing your level of emotional intelligence and where you would like to grow.

**Thursday, October 14, 2021**

Time	Session
9-10 a.m.	<b>Ethics and Decorum: Key Components of Good Governance</b> <i>Michelle Gowdy, Virginia Municipal League</i>  In this session, we will explore how ethics and civility play a critical role a thriving public sector. From an elected persons comments to the volatility of public comment, we will discuss various case studies on how local government officials deal with conflict amongst themselves, their colleagues, and the public. We will also explore ways municipal clerks can serve their municipalities and officials to mitigate risks.
10 a.m.-1 p.m.	<b>Building Inclusive Communities</b> <i>Latiesha Handie, Gabe Diaz, and Hugo Morrison</i> <i>Citizens' Unity Commission Department – Hampton, Virginia</i>  Hampton Diversity College is a multi-level interactive program that concentrates on increasing knowledge about the value of diversity, unity and inclusion in contemporary workplaces and in our community. In this session, you will learn about the evolution of this program based in Hampton, Virginia and methods of building inclusive communities that you can apply in your own municipality. You will learn why topics of diversity, equity, and inclusion are important in our communities and how they impact our values, attitudes, and behaviors. We will explore timely real-life examples and offer tools to foster greater diversity, equity, and inclusion in your communities.

**Tuesday, October 19, 2021**



Time	Session
9-11 a.m.	<b>Virginia Freedom of Information Act (FOIA) Essentials</b> <i>Alan Gemhardt, Virginia Freedom of Information Advisory Council</i> <p>Whether you are an elected or appointed clerk, this session for local elected officials in Virginia provides a solid overview of statutory requirements all officials must understand. This session covers the general FOIA requirements for local elected officials, public records, public meetings, and remedies and penalties. We will focus on the practical application of the law, including procedural items, and provide law references and additional resources for you to conduct a deeper investigation as situations arise. This session serves as the required biannual FOIA training in the state of Virginia. Upon successful completion, you will earn certificates from the Virginia Freedom of Information Advisory Council and VCU-VMCA.</p>
11 a.m.-Noon	<b>Records Management for the Seasoned Clerk</b> <i>Chadwick Owen, Library of Virginia</i> <p>This session will provide a high-level review of how records management is handled in the Commonwealth, including how to categorize, retain, destroy, and report destruction of records as mandated by the Virginia Public Records Act. We will delve into potentially problematic records such as email, social media, and text messages, and how we can effectively manage them. We will also discuss the challenges of dealing with electronic recordkeeping as most of our municipalities have relied more heavily upon digital formats and workflows in the COVID-19 era.</p>
Noon-1 p.m.	<b>Mitigating Terrorism in our Communities</b> <i>SSA Scott Buchner, Federal Bureau of Investigation (FBI), Norfolk Field Office</i> <p>In 2019, at the Virginia Beach Municipal Center a longtime city employee shot and killed 12 people before being fatally wounded by police. In this session we will discuss the rise of domestic terrorism such as the Virginia Beach mass shooting and other domestic and international threats. We will discuss how the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force responds to and mitigates threats from International and Domestic Terrorism groups throughout the Hampton Roads region. This presentation addresses the investigative efforts to combat the rise in domestic terrorist activity and challenges associated with these investigations. We will also explore steps you and your municipality can take to make your community safer.</p>

**Thursday, October 21, 2021**

Time	Session
9-10:30 a.m.	<b>Emerging from the Pandemic: Requirements for Electronic Records and Meetings</b> <i>Alan Gemhardt, Virginia Freedom of Information Advisory Council</i> <p>Throughout the pandemic, many municipalities pivoted to utilizing electronic meetings and relying on digital records. This session will focus on the statutory requirements and practical application of the law so you can help your municipality stay in compliance. We will look more closely at the legislative history that has led to having six different electronic meetings procedures, along with the requirements and limitations involved in using each of those procedures. We will also explore different types of electronic records, the difference between creating a new record and converting the format of an electronic record, and how different types of social media may implicate both the records and meetings provisions of FOIA.</p>
11 a.m.-1 p.m.	<b>Knowledge Transfer Virtual Rooms</b> <i>Various facilitators</i> <p>Connect with emerging and seasoned clerks and explore new ways to deepen your expertise in municipal government management. Every 20 minutes you will have the opportunity to join a new facilitated discussion in a different themed virtual room.</p> <p><i>Specific room discussion descriptions coming soon.</i></p>
1-1:15 p.m.	<b>Closing and Adjournment</b> <i>Jennifer Sisane, Institute Director – Virginia; Approved Institute, International Institute of Municipal Clerks</i> <i>Libby Hume, MMC, President, VMCA (2021-2022), and Athenian Leadership Society Fellow</i>



**BROTHER MFC - L8900CDW**

BROTHER Business MFC-L8900CDW Wireless Color Laser All-in-One Printer

Account: 5447513

Item #447513 Manufacturer #MFCL8900CDW

★★★★★ 4.5 (647) Write a review



1 / 12

**\$549.99 each**

1

Add To Cart

Temporarily out of stock for delivery

Availability to ship: New York, NY 10001

Free In-Store or Curbside Pickup in 30 Minutes

In-Store Pickup: New York, NY 10001

Out of Stock [View Store](#)

## Description

Eco Eco-Consious

Safety Data Sheet

Keep business moving forward with the Brother MFC-L8900CDW Laser Printer. Fast, high-quality printing and copying helps you meet deadlines and deliver professional-looking results, and wireless capability makes it easy to connect from your computer or mobile device. Thanks to advanced security features, you can enjoy greater peace of mind when it comes to sensitive information.

- Brother laser printer all-in-one prints, copies, scans and faxes.
- Wireless networking and Gigabit Ethernet connectivity.
- Print from/scan to NFC-capable mobile devices with this Brother wireless printer.
- Prints and copies up to 33 ppm.
- Scans to e-mail, SharePoint®, network folders, Cloud services and other destinations.
- Large scan/copy surface accommodates documents up to legal size and bound materials.
- 5" color touch screen.
- Create up to 64 customized shortcuts.
- Automatic 2-sided printing.
- 70-page duplex auto document feeder scans single-sided pages up to 29 ipm and double-sided pages up to 58 ipm.
- 250-sheet paper tray accepts letter or legal paper sizes.
- 50-sheet multipurpose tray handles envelopes or other media.
- Total capacity expandable to 1,300 sheets with optional trays (sold separately).
- Advanced security features help protect sensitive documents and help lower costs by restricting printing on a per user or group basis.
- 512MB internal memory.
- Compatible with PCs and Macs.
- Backed by the manufacturer's 1-year limited warranty.
- Eco-conscious choice — has one or more meaningful eco-attributes or eco-labels.
- ENERGY STAR certified — meets federal guidelines for energy efficiency.
- Energy efficient — designed to use less energy than alternative products, potentially helping you save money and reduce your carbon

## Specifications

Item #	447513
Manufacturer #	MFCL8900CDW
Width	19-1/2 in.
Height	21.6 in.
Depth	20-2/3 in.
Display Screen Size	5 in.
Automatic Document Feeder Capacity	70 sheets
Automatic Document Feeder	Yes
Number Of Users	1-5



9/14/21

Remington Town Hall,



Thank you, for your business with MP Copiers, Inc. Based on your needs, I would recommend our **"Complete Customer Care"** program. Following are some of the benefits of the program:

- One low payment each month to simplify your bill paying process, that includes the equipment, all parts, labor, toner and a guaranteed 4-Hour service response time.
- A replacement guarantee.
- Free loaner
- Remote monitoring, meter readings & automated toner delivery
- The ability to upgrade your contract or your equipment if your needs increase and your current copier no longer meets your needs.
- No Annual increases for service, you pay the same low rate for the entire term of the agreement.
- Unlimited end user training
- No overage guarantee.





10621 Gateway Blvd. Suite 204  
Manassas, VA 20110  
703-369-2575 Fax 703-369-2653

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**Current Monthly Copier Expenses**

Current CCC Agreement Monthly Payment	\$136.69
B/W Cost Analysis	\$139.19
Color Cost Analysis	<u>\$349.42</u>
<b>Total Average Monthly Expense</b>	<b>\$625.30</b>

**60-Month All Inclusive *Complete Customer Care Program***

B/W CCC Rate \$0.0304; Includes 18,600 pages per quarter

Color CCC Rate \$0.09; Includes 2,700 pages per quarter

Includes **All** service and supplies (except paper & staples)

**\$269.48 per month** (plus sales taxes; PPT included)

Includes assembly, delivery, installation, setup, unlimited training.

**SPECIAL PRICING GOOD THROUGH 10/14/21**

Thank You,

Bill Merring



**TROY & BANKS**  
Utility and Telecommunication Consultants

**Corporate Offices:**

**BUFFALO - NEW YORK**  
2216 Kensington Avenue  
Kensington Avenue  
at Saratoga  
Buffalo, NY 14226  
(800) 499-8599  
(716) 839-4402  
Telefax (716) 839-4452

**Branch Offices:**

**CALIFORNIA**  
398 E. Carol Ave.  
Fresno, CA 93654

**FLORIDA**  
3980 W. Broward Blvd.  
Ft. Lauderdale, FL 33312

2330 Warbler Circle  
Lakeland, FL 33810

**NEVADA**  
786 Bigler Court  
Post Office Box 2678  
Zephyr Cove, NV 89449

**NEW YORK**  
Rockefeller Center  
Post Office Box 3968  
New York, NY 10185  
(212) 699-0621

450 Jenchu Turnpike  
Suite 203  
Mineola, NY 11501  
(516) 746-0992

**OREGON**  
111 SW Harrison St. 1D  
Portland, OR 97201

**TEXAS**  
6418 Eckhart Rd. #3101  
San Antonio, TX 78240

**VIRGINIA**  
325 East Bayview Blvd.  
Suite #201  
Norfolk, VA 23503  
(757) 932-1414

e-mail:  
save@troybanks.com

net address:  
www.troybanks.com

July 20, 2015

Kim Bowrin  
Town of Remington  
203 East Main St  
Remington, VA 22734

**RE: Telecom Tax Credits**  
**See attached**

Dear Ms. Bowrin:

This letter serves as a follow-up to my recent correspondence regarding tax credits to several of your telecom accounts.

Please find enclosed our invoice dated July 20, 2015 in the amount of \$376.41. This amount represents Troy & Banks 24% contingency fee as outlined in our agreement.

Please mark your records accordingly. Thank you.

Sincerely,  
TROY & BANKS INC.

BY: Keith Wiese  
Keith Wiese, Audit Manager  
kwiese@troybanks.com

KW/pgh  
Enclosure

10-413-5A

71C

10-413-5A  
71C



VENDOR HISTORY

Report Parameters-

From Vendor: TROY BANKS Thru Vendor: TROY BANKS  
From Date: 01/01/1990 Thru Date: 08/23/2021

Vendor:		TROY & BANKS	- Active				
08/07/2015	Inv	082015/telecom audit	1099: N				
08/11/2015	Chk	20788			376.41	376.41	Pd 20788
09/24/2015	Inv	09242015/re iss ck 4	1099: N				
		svcs				376.41	Pd 20916
09/24/2015	Chk	20916			376.41		
12/11/2015	Inv	122015/	1099: N				
12/15/2015	Chk	21152	VOID		10.69	10.69	Pd 21171
12/15/2015	Chk	21171			10.69		
09/07/2016	Inv	08252016/	1099: N			67.40	Pd 21852
09/07/2016	Inv	07132016/	1099: N			85.24	Pd 21852
09/07/2016	Chk	21852			152.64		
Open POs:		0.00	Invoices -	916.15	Checks -	916.15	
Current Open Invoices:		0.00	Vendor Balance For Range:				0.00

Total pd. to Troy's Banks = \$529.05  
Total net savings So TOR = \$1675.33

## **Rachael Brinson**

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**From:** Pam Perkins <thegardengate225@gmail.com>  
**Sent:** Tuesday, September 7, 2021 7:23 PM  
**To:** Rachael Brinson  
**Subject:** A figure on fall planting price

Hi Rachael,

We have a price figure for the fall planting of the barrels. It will be 30 for the pansies and 10 for compost per barrel. So 480 altogether for all 12 of them. Labor charge is donated to the town.

Thank you,  
Pam and Ray  
The Garden Gate





## COVID-19 Hazard Assessment Instructions

This document address COVID-19 Hazards employees may be exposed to. It will serve as the Hazard Assessment requirements of 16VAC-25-220-50.B.1

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against COVID-19 but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

### General Guidelines

The Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

### HAZARD ASSESSMENT INSTRUCTIONS

#### STEP 1: INFORM AFFECTED EMPLOYEES OF THE PROCESS:

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

#### Step 2: Review data:

Reports of work-related injuries or illnesses, near-miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

### Step 3: Conduct a walk-through survey:

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section (organized by body part).

### Step 4: Identify COVID 19 Risks

Jobs that have high potential for exposure to sources of COVID-19.

Healthcare Examples:

- i. Aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on a COVID-19 patient
- ii. Collecting or handling specimens from a known or suspected COVID-19 patient (e.g., manipulating cultures from patients known or suspected to have COVID-19 patients)
- iii. Performing an autopsy, which generally involves aerosol-generating procedures, on the body of a person known to have COVID-19 at the time of their death
- iv. Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed COVID-19 patients
- v. Medical transport (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles
- vi. Mortuary workers exposed to known or suspected COVID-19 patients

Other examples:

- i. Correctional facilities

- ii. Schools

[www.doh.virginia.gov](http://www.doh.virginia.gov)

9/1/2001



# COVID-19 HAZARD ASSESSMENT

Evaluator:

Department/Division:

Date:

Job Task/Employee/Job Category		Description of hazard(s):	Engineering/Administrative Controls	PPE
Check the appropriate box for each hazard:				
Healthcare				
Higher Risk				
Job Task/Employee/Job Category		Description of hazard(s):	Engineering/Administrative Controls	PPE
Check the appropriate box for each hazard:				
Healthcare				
Higher Risk				
Job Task/Employee/Job Category		Description of hazard(s):	Engineering/Administrative Controls	PPE
Check the appropriate box for each hazard:				
Healthcare				
Higher Risk				
Job Task/Employee/Job Category		Description of hazard(s):	Engineering/Administrative Controls	PPE
Check the appropriate box for each hazard:				
Healthcare				
Higher Risk				

- iii. High population density work environments (e.g., poultry, meat, other food processing; manufacturing, etc.)
- iv. High-volume customer facing retail settings (grocery stores, restaurants, bars, etc.)
- v. Mass gathering venues (e.g., sports, entertainment, movies, theaters, etc.)

**Step 5: Determine Controls to protect against COVID-19:**

After considering and/or planning for engineering and administrative controls, select the PPE which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate controls in the boxes.

**Step 6: Make Document Accessible:**

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

**Step 7: Reassess the workplace as necessary by identifying and evaluating:**

1. New equipment and processes
2. Accident records
3. Suitability of previously selected PPE

See the attached Hazard Assessment



Job Task/Employee/Job Category			
Check the appropriate box for each hazard:		Description of hazard(s):	Engineering/Administrative Controls
Very High			PPE
High			
Medium			
Lower			
Job Task/Employee/Job Category			
Check the appropriate box for each hazard:		Description of hazard(s):	Engineering/Administrative Controls
Very High			PPE
High			
Medium			
Lower			
Job Task/Employee/Job Category			
Check the appropriate box for each hazard:		Description of hazard(s):	Engineering/Administrative Controls
Very High			PPE
High			
Medium			
Lower			

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

\_\_\_\_\_ (signature)

I, \_\_\_\_\_ understand that, as an employee of the \_\_\_\_\_, I am responsible for monitoring my health. Potential symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I understand that, if I have any of these symptoms, I am not report to work, and I will report my symptoms by \_\_\_\_\_.

I also understand that if I receive a positive test result for COVID-19 I am required to report the test result by \_\_\_\_\_.

In signing below I acknowledge that I have received a copy of the Infectious Disease/Return to Work Policy, and I understand the requirements.

I also understand that I may make an anonymous complaint regarding violations of 16VAC25-220, VOSH Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19 As Adopted by the Virginia Safety and Health Codes Board on August 26, 2021 and approved by the Governor of Virginia on September 8, 2021.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Date



## Vaccination Status Form

All employees are required to provide their COVID-19 vaccination status.

This Vaccination Status Form will be retained in a confidential file that is separate from the employee's official personnel file.

**Please complete the information below to disclose your current vaccination status. Failure to provide this information as required may result in disciplinary action.**

Employee Name: \_\_\_\_\_

☐ **Fully Vaccinated**      Date of Final Inoculation (Month/Day/Year) \_\_\_\_\_

By selecting the above, I am declaring that I am fully vaccinated with a COVID-19 vaccine and presenting proof. Fully vaccinated means that it has been two weeks or more since receiving the final dose in a two-dose series or two weeks since receiving a single dose vaccination.

Have you received a third dose or booster shot? If yes, please provide the date: \_\_\_\_\_

☐ **Not Fully Vaccinated**

By selecting the above, I am declaring that I am either partially vaccinated, or I am not vaccinated. Partially vaccinated means the individual has received only one vaccination dose in a two-dose series or that two weeks following the last inoculation has not yet lapsed.

\_\_\_\_\_  
My signature below indicates that the information provided is accurate and true.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

### **Steps for implementation of September 8, 2021 DOLI Regulations**

1. Find out which employees are vaccinated, and which are not. Ask for a copy of the vaccination verification which can be obtained at <https://vaccinate.virginia.gov/>. Documentation of an employee's vaccination status is subject to the confidentiality requirements of the Americans with Disabilities Act. Vaccination status must be kept separate from an employee's personnel file in a separate medical file with other confidential information such as doctor's notes, etc. (Sample document attached.)
2. Require unvaccinated employees to mask and physical distance while at work whether working or on a break.
3. Check <https://www.doli.virginia.gov/request-a-poster/> weekly to ascertain whether the community is listed as having "substantial" or "high" transmission. If the community is listed as "substantial" or "high" then vaccinated employees must wear a mask while at work whether working or on a break.
4. Assess the workplace for hazards and job tasks that could potentially expose employees to the SARS-CoV-2 virus or COVID-19 disease and take measures to reduce the potential for exposure whether through installation of physical barriers, distancing, etc. Worksite density should be reduced where possible through flexible scheduling, physical distancing and/or teleworking. May also require appointments for members of the public to enter the building. (See attached document from DOLI.)
5. Provide visual cues (e.g., floor markings, signs) as a reminder to maintain physical distancing. (Check this link to make sure that workplace has posted all the posters required by state & federal law <https://www.doli.virginia.gov/request-a-poster/>.)
6. Post the maximum occupancy for common areas.
7. Implement an anonymous reporting system where employees may make anonymous complaints of violations of the DOLI Regulations.
8. Implement a system for employees to report the symptoms of COVID-19 and/or a positive test result for COVID-19.
9. Review Infectious Disease/Return to Work Policy to ensure conformity with DOLI Regulations.
10. Distribute the attached document, along with the Infectious Disease/Return to Work Policy, to employees; ask them to sign and return the form.