

**REGULAR MONTHLY MEETING
REMINGTON TOWN COUNCIL
TUESDAY, 13 FEBRUARY 2018, 7:00 PM
REMINGTON TOWN HALL
105 EAST MAIN STREET
REMINGTON, VA 22734**

Mayor Gerald A. Billingsley called the meeting to order at 7:00 p.m.

Town Council Members Present: Devada R. Allison, Jr.
Evan H. “Skeet” Ashby, III
Stanley L. Heaney, Sr. – arrived late
Van M. Loving
Patrick T. Nelson, Jr.

Town Council Member Absent: Gabrielle Grumbacher

Town Staff Present: Town Administrator Sharon G. Lee
Town Clerk/Treasurer Kimberly A. Bowrin
Town Attorney Andrea G. Erard
Police Chief Charles T. Proffitt
Town Superintendent James E. Steward

Guests Present: Michelle Clark – Boy Scout Troop 1171

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

CITIZENS' TIME

Ms. Clark addressed the Council asking for support for a 5k run that the Boy Scout Troop is planning for in May 2018. Ms. Clark stated that the route would be the same as the Annual Turkey Trot that takes place each November, which would start and end at M.M. Pierce. Town Clerk Bowrin stated that since the school is outside of Town limits, the only involvement that the Town would be to help with police coverage for traffic control. Chief Proffitt stated that he would co-ordinate with the Sheriff’s department to make sure there is enough police coverage available during the event.

COMMITTEE REPORTS

CEMETERY COMMITTEE: Chair – Grumbacher Member – Loving

Council Member Loving shared that the amount of \$1594.12 from the quarterly distribution needed to be addressed. He suggested to keep the money available in the cemetery checking account since mowing season and the cemetery clean up would soon start.

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Council Member Loving motioned to keep the quarterly distribution check in the amount of \$1594.12 in the cemetery checking account. Council Member Ashby seconded the motion. The motion carried.

Ayes: Allison, Ashby, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

FINANCE COMMITTEE: Chair – Heaney Member – Ashby
Council Member Ashby gave the monthly financial report for January.

WATER SYSTEM COMMITTEE: Chair - Loving Member – Heaney
Council Member Loving did not have anything to report.

PERSONNEL/POLICE COMMITTEE: Chair – Ashby Member – Nelson
Council Member Ashby stated that there are some motions that needed to be ratified since action needed to take place since the last meeting.

Council Member Ashby ratified the motion to accept the resignation of Mary Pamela Langlais as the part time DMV Clerk effective January 17, 2018. Council Member Nelson seconded the motion. The motion carried.

Ayes: Allison, Ashby, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

Council Member ratified the motion to approve the hiring of Kristi L. Adkins as part time DMV Clerk effective January 29, 2018 at an hourly rate of \$12/hour. Council Member Nelson seconded the motion. The motion carried.

Ayes: Allison, Ashby, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

Council Member Ashby ratified the motion to approve Carol J. Stalter taking the position of DMV trainer effective January 29, 2018 at \$15.50/hour. Council Member Nelson seconded the motion. The motion carried.

Ayes: Ashby, Allison, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

PUBLIC FACILITIES COMMITTEE: Chair –Nelson Member – Allison
Council Member Nelson addressed the subject of the cleaning services for the new Town Hall building. Mr. Nelson stated that the committee has recommended that a part time custodial position be created and posted.

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Council Member Nelson motioned that the Town create a position of a part time custodian, that the Town Attorney create a job description for the position and that the position be posted internally for applicants for one week. The position is for a maximum of 6.75 hours per week at \$12/hour. Council Member Ashby seconded the motion. The motion carried.

Ayes: Allison, Ashby, Nelson

Nays: 0

Abstain: Loving

Absent: Grumbacher, Heaney

COMMUNITY DEVELOPMENT: Chair – Allison Member – Grumbacher

Council Member Allison shared information about the upcoming movie night season. Mr. Allison stated that he has been talking with John Waldeck from the Community Gardens group about the entertainment prior to the movies. Mr. Allison gave a line-up of the movies that he would be showing starting on Saturday, May 19th. He also addressed the condition of the movie screen the Town currently has. He recommended and gave quotes on a rear projection screen. A short discussion followed. Mr. Allison stated that he would also like to purchase a table dedicated for just movie night.

Council Member Allison motioned to spend up to \$300 for a table and new screen for movie night. Council Member Nelson seconded the motion. A short discussion followed. The motion carried.

Ayes: Allison, Ashby, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

Council Member Allison also updated the Council on the progress of the upcoming Car Show scheduled for Saturday, April 21, 2018. Mr. Allison stated that the committee would like to shut down East Main and East Madison Streets because they are anticipating a huge turn-out for the event. Mr. Allison shared that 100% of the profit from the event will go to M. M. Pierce PTO for new playground equipment at the school. He suggested that the Council sponsor the car show with a donation.

Council Member Allison motioned to donate \$200 to the car show committee for the sponsorship of the car show. Council Member Ashby seconded the motion. A discussion followed on the funding and Council asked that they receive a record of the finances. The motion carried.

Ayes: Allison, Ashby, Loving, Nelson

Nays: 0

Absent: Grumbacher, Heaney

Council Member Allison re-addressed the subject of the movie night and what to do in case of rain. Mr. Allison stated that he would like to post it on the website and social media with a rain date. He asked for input from Council. A short discussion followed on the subject. The Council suggested to speak with Mr. Waldeck on an alternative plan or date in case of rain.

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UNFINISHED BUSINESS

Council Member Loving addressed the subject of the flag poles for the new building. Mr. Loving suggested that the Town purchase two poles; a 20 foot pole for the State flag and a 25 foot pole for the American flag. Mr. Loving also reminded the Council that the American Legion stated that they would donate \$400 for a flag pole. Mr. Loving gave the ratings and pricing for the poles he was looking at.

Council Member Loving motioned to purchase a 20 foot and a 25 foot flag pole in the amount of \$400 and \$463 respectively plus shipping. Council Member Allison seconded the motion. A discussion followed on having a light installed on the electric pole near the site where the flag poles are installed so that they would remain up at all times. Also there was a discussion of moving the Time Capsule from the old building to the site where the flag poles would be installed. **The motion carried.**

Ayes: Allison, Ashby, Loving, Nelson

Nays; 0

Absent: Grumbacher, Heaney

Town Attorney Erard addressed the Council on the subject of the acquisition of the property on Franklin Street. Ms. Erard stated that last summer, the Town received an offer of gifting of the property for the purpose of a park. She continued to state that Council approved a resolution accepting the property and had the property appraised. She stated that after the acceptance of the property, it was discovered that the property still had a mortgage on it which had to be cleaned up. Ms. Erard stated that a couple of months ago, Council Member Loving indicated to her that the property where the house sits was going to be sold but the owner was still willing to give the back portion of the property for a parking lot. Ms. Erard stated that after looking at the property with Town Administrator Lee, the property with the house on it is a legal non-conforming use. If the configuration of the property changes, the legal non-conforming use would be voided. She stated that it would then have to come into conforming use with the current zoning. Ms. Erard asked the Council for direction as to how to proceed in regards to the property. Discussion followed. The Council instructed Ms. Erard to draft a letter to Mr. Leitz informing him what the ramifications would be if he sub-divided the lot and carved off a piece to give to the Town. They also instructed her to ask him for re-imbusement of the appraisal and the survey if he chooses not to subdivide the lot and sell it as one parcel. If he says the buyer is going to tear down the house and still wants to give the back portion of the lot to the Town, the Town would pay for the cost of the subdivision and the new survey.

NEW BUSINESS

Town Administrator Lee shared with the Council that the Town has to change how the water bills are being sent out. She stated that currently we fold the paper bill in half and staple it together, which is getting caught in the sorter at the post office and destroys the bill. Mrs. Lee stated that if the Town continues to fold the bill in half, all three open ends would need to be secured by a seal not a staple. Mrs. Lee stated that other option would be to fold the bill and mail in an envelope. Mrs. Lee gave the Council price quotes on a machine that would fold the bills for stuffing in an envelope.

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A discussion followed and a suggestion was made to seek a paperless bill through the software program. Chief Proffitt stated he would check on leasing options with companies that have machines that will fold, stuff, and seal the bill in an envelope.

Town Administrator Lee also shared that the BB&T local bank will be leaving Remington in May 2018. She stated that the DMV contract with the Town requires a daily deposit be made at the approved financial institution. She continued to state that the only approved bank is BB&T and the closest branch will be the one in Bealeton. She also shared that the safe deposit box will need to be closed and the contents moved to either a secure closet in the new building or to another safe deposit box at another bank. Mrs. Lee also shared that there is a possibility that the Town will lose the parking lot on Madison Street. Mrs. Lee gave some history stating that before the bank was bought out by BB&T, there was an agreement with First Virginia Bank that the front parking lot could be used as a municipal Town parking lot. She stated that she has since asked BB&T for the parking lot but has not gotten a response.

At this time, Council Member Heaney entered the meeting.

The topic of the cleaning services was brought back up. Council Member Loving asked about the bids that were submitted. Mr. Loving asked to see the bid. Town Attorney Erard presented a draft job description for the cleaning of the building. There was a question about if a customer gets sick in the office, who would be responsible for cleaning it up. Council Member Allison shared that there were 3 bids for the cleaning services. Mr. Allison also shared that the committee decided to go with the bid from the individual that is currently working for the Town. He continued to state that the committee decided to create a position and pay hourly since the individual is already part of the Town's property insurance policy. A discussion also followed on the clean up of bodily fluids and the training for staff members. Mayor Billingsley gave the subject to the Public Facilities committee for a recommendation and if it should be added to the job description of the custodian position that was created earlier. In addition, the Mayor asked for the committee to get prices from a commercial cleaner.

Town Administrator Lee addressed the Council on the subject of changing the location for the Town elections from St. Luke's Parish Hall to the new Town Hall building. Mrs. Lee stated that the Town elections are May 1st. To change the location, an ordinance must be adopted before March 1st. Mrs. Lee continued to state that the advertising for a public hearing has already been in the paper. She asked for a motion to ratify the action.

Council Member Allison ratified the motion to authorize the advertising of the public hearing/special meeting for February 26, 2018. Council Member Ashby seconded the motion. The motion carried.

Ayes: Allison, Ashby, Heaney, Loving, Nelson

Nays: 0

Absent: Grumbacher

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Mayor Billingsley returned back to the discussion regarding the water billing options. Chief Proffitt stated that he would research further the option of a machine that would fold, stuff and seal the envelope. Mr. Proffitt stated that he will bring that information to the next meeting.

NEW TOWN HALL REPORT

Town Clerk Bowrin stated that she is looking at a couple different options regarding the storage of the Town's minutes. She stated that she will have a report once she collects all the information on the various options. Ms. Bowrin stated that, however, she felt it was important to purchase a smaller safe for the purpose of holding the cash drawer, deposit bags and DMV documents. A short discussion followed on a options that the staff researched. Ms. Bowrin requested a motion to purchase a small safe for the purpose of holding the cash drawer and deposit bags.

Council Member Ashby motioned to purchase a safe not to exceed \$300. Council Member Heaney seconded the motion. Discussion followed. Mr. Heaney suggested to purchase a larger safe to hold other items of value in the safe in addition to the monies. Discussion followed on a larger safe.

Council Member Ashby amended his motion to spend up to \$750 on a safe and for the staff to decide on the type of safe they want and for decide where to put the safe. Council Member Heaney seconded the amended motion. The motion carried.

Ayes: Allison, Ashby, Heaney, Loving, Nelson

Nays: 0

Absent: Grumbacher

STAFF REPORTS

Town Administrator

Town Administrator Lee did not have anything additional to report.

Police Chief

Chief Proffitt did not have anything additional to report.

Town Superintendent

Town Superintendent Steward did not have anything additional to report.

Town Clerk

Town Clerk Bowrin did not have anything additional to report.

CONSENT AGENDA

Mayor Billingsley asked for any questions to the Treasurer's Report and the Bill Listing. Mayor Billingsley also asked for any additions or corrections to the draft minutes presented for approval.

Council Member Ashby motioned to adopt the Consent Agenda as presented. Council Member Heaney seconded the motion. The motion carried.

Ayes: Allison, Ashby, Heaney, Loving, Nelson

Nays: 0

Absent: Grumbacher

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

Ayes: Allison, Ashby, Heaney, Loving, Nelson

Nays: 0

Absent: Grumbacher

The meeting adjourned at 9:35 p.m.

Gerald A. Billingsley, Mayor

Evan H. Ashby, III, Recorder

