TOWN OF ABINGDON, VIRGINIA
REGULAR SESSION/BUDGET WORK SESSION
MONDAY, APRIL 20, 2020 – 6:30 pm
COUNCIL CHAMBERS
TOWN HALL

AGENDA

Welcome to the Town of Abingdon, Virginia Council meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be an opportunity during the meeting for you to address the Council members when the Mayor declares the public comments open. We do request that anyone addressing the Council, sign-up, approach the podium, identify your first and last name and give your complete mailing address.

A. WELCOME – ***Mayor Craig***

B. ROLL CALL – ***Kim Kingsley, Clerk***

C. PLEDGE OF ALLEGIANCE – ***Donna Quetsch, Council Member***

D. APPROVAL OF AGENDA – ***Mayor Craig***

E. PUBLIC COMMENTS – Please place your name on the sign-up sheet provided and comments are limited to three (3) minutes per person.

F. APPROVAL OF MINUTES

- February 19, 2020 work session
- March 2, 2020 regular meeting
- March 18, 2020 work session
- March 26, 2020 non-departmental budget meeting

G. PROCLAMATIONS

H. RESOLUTIONS

1. Resolution regarding an Electronic Meeting Policy – ***Cameron Bell, Counsel***

2. Resolution regarding supporting Thompson Drive and Stanley Street Roundabout and Cook Street Extension for the Virginia Department of Transportation Smart Scale Evaluation Cycle for funding – ***John Dew, Director of Public Works***

3. Resolution to Encourage Support for the Mutual Aid and Cooperation Agreement for Law Enforcement Services by and between The Town of Abingdon, Virginia and The County of Washington, Virginia – ***James Morani, Town Manager***

4. Resolution extending the suspension of sewer disconnections – ***James Morani, Town Manager***

I. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

1. **Public Hearing** – Proposed issuance of a bond in the amount of $2,000,000, by the Town of Abingdon for the purpose to provide funds, together with other available funds, to pay costs of developing and constructing of public sports and recreation complex. – ***James Morani, Town Manager***

2. **Public Hearing -** Consideration of VDOT request for a permanent easement over a portion of the Virginia Creeper Trail right-of-way, parallel to Drowning Ford Road, approximately 700 feet north of the existing intersection of Route 58 and Virginia Creeper Trail rights-of-way. VDOT seeks this easement for construction and maintenance of two new bridges to be constructed along the proposed new alignment of Route 58. ***– John Dew, Director of Public Works***

3. **Public Hearing / First Reading of Ordinance** – Amendment to Part II – Code, Appendix B – Zoning Ordinance, Article 8. – OH Old and Historic District, Section 8.6. – Board of Architectural Review – Creation and membership, namely renaming to "Historic Preservation Review Board". – ***James Morani, Town Manager***

4. **First Reading of Ordinance** – Amendment to Part II – Code, Chapter 2 – Administration, Article VI. – Planning Commission, Division 2. – Powers and Duties, Section 2-326. – Town provisions, Subsection (b) – Composition, qualifications and appointment of members. – ***James Morani, Town Manager***

J. SECOND READINGS

K. CONSIDERATION OF BIDS

L. REPORTS FROM THE TOWN MANAGER / STAFF

1. Budget Work Session and Presentation of Draft FY 2020-2021 Budget – ***James Morani, Town Manager***

M. OLD BUSINESS - MATTERS NOT ON THE AGENDA

1. Discussion regarding property and casualty insurance renewal with VACoRP – ***James Morani, Town Manager***

N. COUNCIL MEMBER REPORTS

O. APPOINTMENTS TO BOARDS AND COMMITTEES

1. **Recreation Advisory Commiss**ion

   - Appointment to fill the appointment of Larry Bales, who does not wish to serve an additional term

   - Appointment to fill the appointment of Steve Puckett, who does not wish to serve an additional term

2. **Tourism Advisory Committee**

   - Appointment of Barter Theatre representative to fill the unexpired term of Dan McNeillie, who is no longer available to serve

If Council so desires, Closed Session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment/reappointment the position(s) on the Recreation Advisory Commission and Tourism Advisory Committee.

P. ADJOURNMENT

TOWN OF ABINGDON
WORK SESSION
WEDNESDAY, FEBRUARY 19, 2020 – 2:30 PM
COUNCIL CHAMBERS – MUNICIPAL BUILDING

A work session of the Abingdon Town Council was held on Wednesday, February 19, 2020, at 2:30 pm in the Council Chambers in the Municipal Building.

A. WELCOME- *Mayor Craig*

B. ROLL CALL – *Kimberly Kingsley, Clerk*

Members of Council Present: Mr. Bradley
Mrs. Quetsch
Mr. Webb
Ms. Patterson
Mayor Craig

C. PUBLIC COMMENTS - None

D. PROCLAMATION – (VIDEO 18:38 – 22:43)

1. Proclamation declaring March as Multiple Sclerosis Education and Awareness Month – ***Derek Webb, Councilmember***

Mr. Webb read the Proclamation into the record, and at which time Council presented same to Sharon Cross and thanked her for her dedication to raise awareness.

E. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

1. Public Hearing pursuant to Code of Virginia, 1950, as amended, Section 15.2-1800 regarding the lease of property between the Town and Senior Services Center, Inc., a Virginia corporation, also known as "The Community Center" located at 300 Senior Drive, Abingdon, Virginia. – ***James Morani, Town Manager*** **(VIDEO 22:56 – 24:57)**

Town Manager Morani stated that this lease of property to provide a pickleball court has been discussed several times and advised that Council can vote and/or place on next month's agenda.

Mayor Craig declared the public hearing open, hearing no comments, Mayor Craig closed the public hearing.

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On motion by Mr. Bradley, seconded by Mr. Webb, Council approved the lease of property between the Town and Senior Services Center, Inc. and authorize James Morani to sign.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

F. NEW BUSINESS

1. Presentation from Nicole Childress, Executive Director regarding Abingdon Main Street **(VIDEO 24:59 – 28:00)**

Nicole Childress provided Council with an update regarding Abingdon Main Street, including applying for HGTV "Hometown Takeover", designs for benches and bike-racks, wayfinding signs and "Art in the Park".

2. Discussion regarding an easement from Town of Abingdon to Virginia Department of Transportation for Virginia Creeper Trail. – ***James Morani, Town Manager*** **(VIDEO 28:10 – 36:55)**

Town Manager James Morani advised Council that someone from Virginia Department of Transportation approached John Dew seeking an easement on property located on the Virginia Creeper Trail. John Dew, Director of Public Works stated that the next phase of Route 58 extension towards Damascus would include the relocation of a bridge with two new structures requiring a permanent easement of 1.09 acres, the width of the Virginia Creeper Trail in that area, to maintain the bridges. Mr. Dew stated that VDOT has also approached the Town of Damascus. Discussion ensued.

3. Discussion regarding proposed amendment and referral to Planning Commission regarding Article 8. – OH Old & Historic District, Section 8-2-13 Permitted uses – By right. – ***Jason Boswell, Director of Planning*** **(VIDEO 36:56 – 41:00)**

Jason Boswell, Director of Planning, advised Council that staff is asking Council to refer the proposed amendment to the Planning Commission for its recommendation. The amendment would add loft apartments in existing buildings or portions of existing buildings as permitted use by right in the Old & Historic District, Sub-District 13, which is the Depot Square district which encompasses five structures. Mr. Boswell stated that the current code allows for residential dwellings in some form or fashion, including lofts, single family dwellings, multi-family

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dwellings, and townhouses in every O&H sub-district, with the exception of Sub-District 13 and Sub-District 8, which is Sinking Spring Cemetery. The proposed language is similar to that in the other sub-districts and mix-use districts such as B-1, B-2, B-3 business districts. Discussion ensued.

On motion by Mr. Bradley, seconded by Ms. Patterson, Council refer the proposed amendment regarding Article 8. – OH Old & Historic District, Section 8-2-13. Permitted uses – By right to the Planning Commission for consideration

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Town Manager James Morani advised Council that at next Monday's Planning Commission meeting the Commission will discuss another proposed text amendment. Mr. Morani stated that from the Town's involvement with the Courthouse issue that a text amendment can be initiated from either the Council or the Planning Commission. Further, since the Planning Commission's agenda was completed that it will be referred to the Council prior to approval. This amendment refers to the restaurant in the Sub-District 4, which at this time is not an allowable use. This is correcting that portion of the ordinance as there is additional properties in that district that would be suitable for restaurants. The staff recommends a public hearing on the amendment.

4. Discussion regarding the Meade Meadows Crossing Improvement Project located within the Winterham and Glenrochie Country Club subdivisions. – ***John Dew, Director of Public Services*** **(VIDEO 41:01 – 53:35)**

John Dew, Director of Public Works, provided Council an update on the Meade Meadows Crossing Improvements Project and a restroom facility located on the Glenrochie Country Club, including the history of the project and information gathered at the public meeting on held on February 5, 2020. Mr. Dew advised Council that it was unanimous regarding the proposed parking lot and therefore would recommend that Council make a motion to withdrawal the project from the Virginia Department of Transportation grant project. Discussion ensued.

Mr. Bradley questioned the arrangement regarding maintenance agreement between the Town and Glenrochie Country Club regarding "*The Snack Shack*" and asked that management review the agreement to determine if it should be terminated. Discussion ensued.

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On motion by Mr. Bradley, seconded by Ms. Patterson, Council to inform Virginia Department of Transportation that it is the Town's intent to terminate the project and that we look into ending the arrangement with Glenrochie Country Club on the maintenance of that building.

Cameron Bell, Town Counsel, requested that the motion be amended to consider each matter separately.

On motion by Mr. Bradley, seconded by Ms. Patterson, Council to inform Virginia Department of Transportation that it is the Town's intent to terminate Project UPC #113449.

Ms. Patterson questioned the costs and the Town's share, estimated to be approximately $74,000, and stated that this Council had no involved in this 2014-2015 project. Mr. Dew verified that the actual discussion was around that time, however the actual agreement between Virginia Department of Transportation and the Town was signed in September 2018, which is when funding was provided by Virginia Department of Transportation. Mr. Dew stated that he also believe that the Town had applied for funding approximately three times in the last few years. Mayor Craig stated it has not been verified that Council initiated the grant application. Mr. Dew stated that he felt the resolution was actually passed by a previous Council. Mayor Craig stated that it would have been nice to have a handicapped restroom, however the citizens did not welcome it.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

On motion by Mr. Bradley, Council inform Glenrochie Country Club of the Town's intent to dissolve the agreement regarding The Snack Shack.

Discussion ensued. Cameron Bell, Counsel, questioned whether Mr. Bradley would amend his motion to "Council request that the Town Manager and Counsel review said contract and communicate consistent with the agreement to Glenrochie Country Club of consideration to terminate the lease." Mr. Bradley agreed to amend his motion as stated by Mr. Bell.

Mr. Bradley amended his motion as follows:

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On motion by Mr. Bradley, Council request that the Town Manager and Counsel review said contract and communicate consistent with the agreement to Glenrochie Country Club of consideration to terminate the lease.

Mayor Craig stated that he was not in favor of terminating the lease as the facility is being utilized.

Mr. Bradley's motion died on the floor for lack of a second.

5. Discussion regarding East Main Street flooding – ***John Dew, Director of Public Services*** **(VIDEO 53:36 – 1:03:21)**

Mr. Dew updated Council with regarding overtopping and closing of East Main Street for significant rainfall for two-days with re-routing of traffic to Valley Street, which always presents some difficulties. Mr. Dew reminded Council that this is not a new issue, however when it occurs we discuss possibilities on how to mitigate this issue in the future. Discussion ensued, including areas on Valley View Drive and Clark Street.

G. UNFINISHED BUSINESS

H. MATTERS NOT ON THE AGENDA (VIDEO 1:03:27 – 1:03:53)

Mr. Bradley noted that the Honorable Mayor's photograph is displayed on the Chamber wall.

I. REPORTS FROM COUNCIL / STAFF (VIDEO 1:03:54 - 1:05:12)

Town Manager James Morani updated Council regarding the upcoming budget process.

Mayor Craig adjourned the meeting.

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J. Wayne Craig, Mayor

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Kimberly Kingsley, Clerk

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TOWN OF ABINGDON
REGULAR MEETING
MONDAY, MARCH 2, 2020 – 6:30 PM
COUNCIL CHAMBERS - MUNICIPAL BUILDING

A regular meeting of the Abingdon Town Council was held on Monday, March 2, 2020 at 6:30 pm in the Council Chambers, Municipal Building.

A. WELCOME- *Mayor Craig*

B. ROLL CALL – *Kimberly Kingsley, Clerk*

Members of Council Present: Mr. Bradley
Mrs. Quetsch
Mr. Webb
Ms. Patterson
Mayor Craig

C. PLEDGE OF ALLEGIANCE – *Mayor Wayne Craig*

D. PUBLIC COMMENTS – Please place your name on the sign-up sheet provided and comments are limited to three (3) minutes per person. **(VIDEO 10:02 – 15:12)**

- Jim Fogleman, President of Washington County Life Saving Crew

E. APPROVAL OF MINUTES (VIDEO 15:19 – 16:58)

- January 6, 2020 Regular Meeting
- January 22, 2020 Work Session
- February 3, 2020 Regular Meeting

Ms. Patterson advised of one change to the January 6, 2020 minutes, page 2, changing "Webby" to "Webb".

On motion by Ms. Patterson, seconded by Mr. Bradley, Council approved the January 6, 2020 regular meeting minutes with noted correction.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**

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Mayor Craig **Aye**

On motion by Mr. Webb, seconded by Mrs. Quetsch, Council approved the January 22, 2020 work session and the February 3, 2020 regular meeting minutes.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

F. PROCLAMATION (VIDEO 16:59 – 20:30)

1. Proclamation recognizing March 2020 as Meals on Wheels month – ***Cindy Patterson, Vice Mayor***

Vice Mayor Patterson read the Proclamation into the record and thereafter presented to Ernest Daniels, Executive Director of The Community Center.

G. RESOLUTIONS

H. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

1. Public Hearing / First Reading of Ordinance – Zoning Text Amendment to the Code of the Town of Abingdon, Virginia, Appendix B – Zoning Ordinance, Article 21. – Signs, Section 21-8. – Prohibited Signs, 21-8-1 t. – ***James Morani, Town Manager*** **(VIDEO 20:48 – 23:25)**

Town Manager James Morani advised Council that the proposed amendment was recommended by the Planning Commission, after the required public hearing, and recommends the changes by the Council. Mr. Morani advised Council that the Planning Commission raised concerns regarding proliferation of vehicles being parked in front of businesses that are trailers and some being used to store inventory. Mr. Morani further stated that this would assist the code officials trying to address those matters.

Mayor Craig declared the public hearing open for comment. Hearing no comments, Mayor Craig closed the public hearing. Mayor Craig questioned whether the proposal should be rejected. Hearing no comments, Mayor Craig requested that the matter be placed on the April 6, 2020 agenda for second reading.

I. SECOND READINGS

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1. Second Reading - proposed amendment to Town of Abingdon Code, Part II – Code, Chapter 2 – Administration, Division 4, Ordinances and Resolutions, Section 2-96 Generally. – ***James Morani, Town Manager*** **(VIDEO 23:26 – 25:21)**

Cameron Bell, Counsel briefed Council regarding the proposed amendments stating it was mostly clarifying when an ordinance could be passed by emergency measures and dispensing with the second reading of a proposed ordinance. Mr. Bell stated that this amendment includes the passing of an emergency measure by affirmative vote of on two-thirds of its members present may be passed without a second reading. Mr. Bell stated that otherwise, all ordinances shall be passed only after two readings of the ordinance, unless the requirements of such second reading is dispensed with by the affirmative vote of four of the members. Further, all ordinances and resolutions passed shall be in effect from the date of their passage, unless indicated otherwise in the ordinance or resolution.

On motion by Mr. Bradley, seconded by Mr. Webb, Council approved the amendment to Chapter 2 – Administration, Division 4, Ordinances and Resolutions, Section 2-96 Generally as presented.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

2. Second Reading - proposed amendment to Section 2-129. – Fire Department – ***James Morani, Town Manager*** **(VIDEO 25:24 – 26:51)**

Town Manager James Morani advised that the amendment makes the provision in the Code correspond with the changes in the Town Charter. Cameron Bell, Counsel stated that the Charter will become effective July 1, 2020.

On motion by Mr. Bradley, seconded by Ms. Patterson, Council approved the amendment to Section 2-129. – Fire Department as presented.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

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3. Second Reading - proposed amendment to Town of Abingdon Code, Part II – Chapter 2 – Administration, Article V. – Procurement; Sales – ***James Morani, Town Manager*** **(VIDEO 26:53 – 28:17)**

Town Manager James Morani stated that the proposed change would comply with the Virginia Public Procurement Act and that he would develop regulations for small purchase outside the Act.

On motion by Ms. Patterson, seconded by Mr. Webb, Council approved the amendment to Article V. – Procurement; Sales as presented.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

4. Second Reading - proposed amendment to the Town of Abingdon Code, Part II – Chapter 74 – Utilities, Article II. – Sewers and Sewage Disposal, Division 1. – Generally, Section 74-28. – Administration and Section 74-34. – Application for Service. – ***James Morani, Town Manager*** **(VIDEO 28:18 – 29:54)**

Town Manager James Morani stated that the amendment changes references of "Town" to "Town Manager or designee" and the town manager could delegate powers or duties to other town personnel. Cameron Bell, Counsel stated that Section 74-34 added language that any application may be refused should there be insufficient capacity in the sewage works to allow a new connection.

On motion by Mr. Bradley, seconded by Mr. Webb, Council approved the amendments to Section 74-28 and Section 74-34 as presented.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

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5. Second Reading – proposed amendment to Town of Abingdon Code, Part II – Chapter 74 – Utilities, Article II. – Sewer and Sewage Disposal, Division 4. – Wastewater Discharge, Subdivision I. – In General, Section 74-82. – Administration.; Subdivision III. – Administration, Section 74-123. – Wastewater Analysis and Section 74-124. – Permit – Requirement. – ***James Morani, Town Manager*** **(VIDEO 29:56 – 32:38)**

Town Manager James Morani stated that amendments included "Facility Manager" to "Town Manager or designee". Cameron Bell, Counsel advised Council that "POTW" – publicly owned treatment works, changed to his/her for clarification purposes.

On motion by Mr. Webb, seconded by Mr. Bradley, Council approved the amendments to Section 74-82; Section 74-123 and Section 74-124 as presented.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

J. CONSIDERATION OF BIDS

K. REPORTS FROM THE TOWN MANAGER / STAFF

1. Update regarding the Abingdon Sessions – ***Jayne Duehring, Director of Tourism*** **(VIDEO 32:41 - 41:14)**

Jayne Duehring, Director of Tourism provided Council with an update regarding the Abingdon Sessions, including costs, ticket sales, and geographic locations of ticket buyers, including 52% of all ticket buyers were first time visitors to any event at Barter. Mrs. Duehring also announced that the Town won several American Federation of Advertising ADDY Awards.

L. OLD BUSINESS - MATTERS NOT ON THE AGENDA

M. COUNCIL MEMBER REPORTS (VIDEO 41:22 – 45:33)

Ms. Patterson stated that she had attended the Veterans Memorial Park, Tourism Advisory Commission and Tree Commission meetings. She stated that she also travelled to Richmond and meet with Delegates O'Quinn and Wampler and Senator Pillion. She also attended the State Association of Consulting Engineers event and was pleased to announce that the Urban Path

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project won, together with attending the Virginia Municipal League and VaCorp meetings. Ms. Patterson further stated that she has been research recycling options and attended a regional meeting in St. Paul, Virginia.

N. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 45:33 – 1:05:19) (VIDEO 1:15:53 – 1:19:56)

On motion by Ms. Patterson, seconded by Mr. Bradley, to go into closed session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment for position on the Historic Preservation Review Board; Board of Building Code Appeals; Sustain Abingdon; Economic Development Authority; and the Recreation Advisory Commission.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

On motion by Ms. Patterson, seconded by Mr. Webb, to reconvene in open session.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Ms. Patterson moved that the Town Council certify that, in closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.

The certification was as follows:

Mr. Bradley	**I so certify**
Mrs. Quetsch	**I so certify**
Mr. Webb	**I so certify**
Ms. Patterson	**I so certify**

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Mayor Craig **I so certify**

(VIDEO 1:05:19 – 1:15:53)

Ms. Patterson asked for an update on the sports complex. Discussion ensued regarding the progress, plans and completion.

(VIDEO 1:15:53 – 1:19:56)

1. **Historic Preservation Review Board**
   - Appointment to fill the expired term of Andrew Neese
   - Reappointment of Byrum Geisler, who is eligible to serve an additional term.

On motion by Mrs. Quetch, seconded by Ms. Patterson, Council appointed Kristi Hartshorn to fill the expired term of Andrew Neese.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

On motion by Ms. Patterson, seconded by Mr. Bradley, Council reappointed Byrum Geisler to serve an additional term.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

2. **Board of Building Code Appeals**
   - Appointment to fill the expired term of Charlie Day
   - Appointment to fill the expired term of Bob Baker

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On motion by Mr. Webb, seconded by Mrs. Quetsch, Council appointed Michael Weaver to fill the expired term of Charlie Day.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Sustain Abingdon

- Appointment to fill a vacancy
- Reappointment of Melissa Kalb, who is eligible to serve an additional two year term

On motion by Mr. Bradley, seconded by Mr. Webb, Council appointed Erin Bond to fill a vacancy.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

On motion by Mr. Webb, seconded by Mr. Bradley, Council reappointed Melissa Kalb to serve an additional two year term.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

3. **Economic Development Authority**

- Appointment to an unexpired term of Alex Brown, who is unable to complete his term

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On motion by Ms. Patterson, seconded by Mrs. Quetsch, Council appointed Richard Morgan, to fill the unexpired term of Alex Brown.

The roll call vote was as follows:

Mr. Bradley	**Aye**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

4. **Recreation Advisory Commiss**ion
   - Appointment to fill the appointment of Larry Bales, who does not wish to serve an additional term
   - Appointment to fill the appointment of Steve Puckett, who does not wish to serve an additional term

Council requested that the vacant positions be re-advertised and placed on next month's agenda.

Mayor Craig adjourned the meeting.

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J. Wayne Craig, Mayor

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Kimberly Kingsley, Clerk

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TOWN OF ABINGDON
WORK SESSION
WEDNESDAY, MARCH 18, 2020 – 2:30 PM
COUNCIL CHAMBERS – MUNICIPAL BUILDING

A work session of the Abingdon Town Council was held on Wednesday, March 18, 2020 at 2:30 pm in the Council Chambers in the Municipal Building.

A. WELCOME- *Mayor Craig*

B. ROLL CALL – *Kimberly Kingsley, Clerk*

Members of Council Present:	Mrs. Quetsch Mr. Webb Ms. Patterson Mayor Craig
Members of Council Absent:	Mr. Bradley

(VIDEO 10:05 – 10:29)

On motion by Mayor Craig, second by Ms. Patterson, to approve the agenda as presented.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

C. PUBLIC COMMENTS (VIDEO 10:30 – 13:27)

- Ashby Dickerson

D. PROCLAMATION

E. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

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F. NEW BUSINESS

1. Presentation from Sam Rosenthal regarding proposals for property and casualty insurance – ***Sam Rosenthal, Rosenthal Insurance Consulting, Inc.*** **(VIDEO 13:36 – 14:55)**

Town Manager James Morani stated that he asked the two consultant brokers not to come to the meeting. Mr. Morani stated that the Town is currently with VaCorp. The process for the Request for Proposals was followed, however did not result in a solicitation or submittal by VML Insurance Company and requested that the Council table this matter and not take any action at this time. Mr. Morani stated that he would like to contact Mr. Rosenthal to consider an extension and discuss the issue with Cameron Bell, Counsel. Council present agreed to continue the matter as requested.

2. Presentation from Regina Fields, Price & Ramey Insurance, regarding proposals for health insurance – ***Regina Fields, Price & Ramey Insurance*** **(VIDEO 14:55 – 16:14)**

   Town Manager James Morani advised Council that the results were favorable with 0% increase and recommended renewal of health insurance with The Local Choice - Anthem/Blue Cross-Blue Shield.

On motion by Ms. Patterson, second by Mr. Webb, approve the recommendation by the Town Manager to accept a proposal for the renewal of health insurance with The Local Choice with no increase.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

3. Presentation from David Rose, Davenport & Associates, regarding Wastewater Fund Overview – ***David Rose, Davenport & Associate*** **(VIDEO 16:16 – 40:22)**

Jimmy Sanderson with Davenport & Associates advised Council that Mr. Rose was under the weather and he would be presenting on his behalf. Mr. Sanderson's presentation included the goal to develop a multi-year pro forma for the Utility Enterprise Fund (wastewater) to determine/analyze the timing and magnitude of future user rate increases; historical and future capability to meet Virginia Resources Authority's debt-related covenants; ability to provide CIP funding over the next five-years; viability of avoiding General Fund subsidy(s) to the Wastewater

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Fund; and compliance with industry best-practices. Mr. Sanderson also stated that the objectives would be to provide a strategy(s) consistent with the objectives which minimizing user rate increases and to provide a timetable for execution of the strategy(s). Mr. Sanderson recommended that the Town utilize a strategic financing plan and work with town staff to implement required user rate increases and to move forward to procure interim financing; prepare and adopt updated Financial Policy Guidelines related to the Wastewater Fund, and close on interim financing in May/June 2020. Discussion ensued.

4. Discussion regarding sports complex budget – ***James Morani, Town Manager*** **(VIDEO 40:31 – 52:38)**

Mr. Webb provided Council with an update regarding getting the sports complex out for bid and the Recreation Advisory Committee held several meeting to discuss different design options. Mr. Webb presented that Council consider a complete build-out from the beginning, however when reviewing the numbers it appears that we may need additional monies. Mr. Webb stated that it would be wise to tap into the extra $2,000,000 that the Town was approved for with our bond rating. Discussion ensued and Jimmy Sanderson with Davenport & Associates addressed some questions.

Council agreed to conduct a public hearing at the next Council meeting.

5. Discussion regarding adoption of an ordinance regarding the collection of delinquent taxes by distress, personal judgment or sale, to include publishing delinquent taxes in a newspaper of general circulation and/or on the Town's website. – ***James Morani, Town Manager*** **(VIDEO 52:39 – 56:18)**

Town Manager James Morani stated this matter required no action as it is being presented as a draft that would allow publication of delinquent taxes in a newspaper of general circulation and/or on the Town's website. Council agreed to have this matter placed on the next agenda for a first reading.

6. Discussion regarding an easement from Town of Abingdon to Virginia Department of Transportation for Virginia Creeper Trail. – ***John Dew, Director of Public Works*** **(VIDEO 56:18 – 1:01:28)**

John Dew, Director of Public Works provided Council with an update on the agreement with the Virginia Department of Transportation, which included additional language to protect the Town's interest. Discussion ensued.

7. Discussion regarding composition of Planning Commission and Historic Preservation Review Board – ***James Morani, Town Manager*** **(VIDEO 1:01:31 – 1:08:59)**

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Town Manager James Morani proposed that Council consider changes to remove the Town Manager, as he felt that it was inappropriate. Mr. Morani also suggested an amendment to state that "a council member may appoint a Council member to that commission", should the Council feel that a liaison is needed, and the position is open to a Council or non-Council member. Discussion ensued.

Cameron Bell, Counsel, stated that the statute stated that one member of the Commission states that it may be an administrator or Council, or neither could serve. Discussion continued. Council agreed to place on next month's agenda.

G. UNFINISHED BUSINESS

H. MATTERS NOT ON THE AGENDA (VIDEO 1:09:00 – 1:10:43)

Town Manager James Morani stated that there were some discussion regarding suspending sewer disconnections. Mr. Morani presented a Resolution that sewer disconnects would be suspended for non-payment through April 30, 2020, unless Council agreed to extend the deadline at that time.

On motion by Mr. Webb, second by Mrs. Quetsch, to adopt the Resolution extending the sewer disconnects for non-payment through April 30, 2020.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

I. REPORTS FROM COUNCIL / STAFF (VIDEO 1:10:46 - 1:27:02)

Town Manager James Morani provided Council with an update regarding the changes and amendments to work and building closures needed directly related to the Coronavirus. Police Chief Sullivan also provided an update regarding the Governor's Executive Order.

Cameron Bell, Counsel, addressed Council stating that most localities around the region, and even private business, on how to meet and how to serve their constituents during this time. Mr. Bell referred to Code of Virginia, Section 2.2-3708.2 allows the localities to adopt a policy to allow electronic meetings and communications. Discussion ensued.

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On motion by Mr. Webb, second by Mrs. Quetsch, to assign the authority to draft a policy regarding electronic meetings and communications that will allow the Council to continue to discern.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Town Manager James Morani recommended contacting the organizations that requested non-departmental budget appropriations and assigning a time to conduct presentations, Council would assemble. It would be an open meeting and live stream the meeting on the Town's Youtube channel. Council agreed.

Cameron Bell, Counsel, stated that contrary to what was stated prior, this is not a mandatory public meeting as it is allowing the people the opportunity to give input on the budget.

(VIDEO 1:27:02 – 1:29:12)

Mrs. Quetsch recognized Mr. Morani's one-year anniversary and stated that she was thankful to find a qualified, compassionate and principled person to lead the staff in service to the Town's citizens. She stated the Town management cares about each employee. Mrs. Quetsch voiced that she felt the best way to promote and a happy and healthy workplace was to promote honesty, loyalty and respect to their employer and that Mr. Morani and the team he is building is truly doing what is right for the Town of Abingdon and she will looks forward to working with him as long as the citizens allow her to serve on Council.

(VIDEO 1:29:17 – 1:30:59)

Ms. Patterson stated that Mr. Ashby relied a lot of the information regarding Meals on Wheels taking extra applications to assist folks that cannot get out asked that they contact The Community Center.

(VIDEO 1:31:00 – 1:31:54)

Mr. Webb stated that in thirteen years of being a pharmacist that he has never quite seen a situation like the CoVID-19 and is mass chaos in the grocery stores. Also, he stated that he

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admired the work that Mr. Morani and the team is doing the proactive approach and Chief Sullivan with our police force, with everyone stepping up.

(VIDEO 1:31:54 – 1:32:16)

Mayor Craig thanked the Council for cooperating with the staff and appreciates their work and that he felt this is the hardest work that he has been involved with.

(VIDEO 1:32:27 – 2:30:50)

On motion by Mr. Webb, seconded by Ms. Patterson, to go into closed session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) a personnel matter involving (1) performance evaluation or job assignments of specific employees (2) and a personnel matter involving demotion, discipline or resignation of specific public officer, appointee or employee of any public body; and (3) as permitted pursuant to Section 2.2-3711(A)(3) a matter involving acquisition of real property for recreational purposes because discussion in an open meeting would adversely affect our bargaining position.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

On motion by Ms. Patterson, seconded by Mrs. Quetsch, to reconvene in open session.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Mr. Webb moved that the Town Council certify that, in closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2)

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lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.

The certification was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**I so certify**
Mr. Webb	**I so certify**
Ms. Patterson	**I so certify**
Mayor Craig	**I so certify**

On motion by Mr. Webb, second by Mrs. Quetsch, pursuant to the Charter of the Town of Abingdon, Section 4.8 to remove Charles Banner as Town Treasurer and pursuant to Charter Section 4.3 appoint Tammy Baldwin to serve at the pleasure of Council

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Aye**

Mayor Craig adjourned the meeting.

_____
J. Wayne Craig, Mayor

_____
Kimberly Kingsley, Clerk

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TOWN OF ABINGDON
NON-DEPARTMENTAL BUDGET WORK SESSION
THURSDAY, MARCH 26, 2020 – 1:00 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING

A Non-Departmental Budget Work Session of the Abingdon Town Council held on Thursday, March 26, 2020 at 1:00 p.m. in the Arthur Campbell Room of the Municipal Building.

A. Welcome – Vice Mayor Patterson

B. Roll Call – Kimberly Kingsley, Clerk

Members of Council Present:	Mrs. Quetsch Mr. Webb Ms. Patterson
Members of Council Absent:	Mayor Wayne Craig Mr. Bradley

C. Approval of Agenda as presented – *Vice-Mayor Patterson*

On motion of Mrs. Quetch, seconded by Mr. Webb, approved agenda as presented.

The roll call vote was as follows:

Mr. Bradley	**Absent**
Mrs. Quetsch	**Aye**
Mr. Webb	**Aye**
Ms. Patterson	**Aye**
Mayor Craig	**Absent**

D. Non-Departmental Agencies Presentations for Funding FY2020/2021

Vice Mayor Patterson commented that a quorum of the public body was present and thanked everyone for agreeing to present through electronic communications as the Council and staff are striving to continue daily operations and comply with the State of Emergency. Ms. Patterson stated that the meeting was open to the public; however encouraged viewing via live stream on the Abingdon TV YouTube page. Ms. Patterson advised that the Clerk would place the call to our agencies at the pre-designated times as posted and each agency was allotted five-minutes. Ms. Patterson stated that the Council would not be determining appropriations at this meeting. Vice Mayor Patterson requested the Clerk to place the call to the first organization.

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The following organizations were called upon for presentation to Council:

1:05 Holston Mountain Artisans – Andrea Rhoten
1:10 Virginia Highlands Festival – Becky Caldwell
1:15 William King Museum of Art – Betsy White
1:20 Ecumenical Faith in Action – Brad Farmer
1:25 Friends of Southwest Virginia – Chris Cannon
1:30 Crossroad Medical Mission – Cindy Rockett
1:35 Feeding America – David Millsap
1:40 Veterans Memorial Park – Emmitt Yeary
1:45 The Community Center of Abingdon – Ernest Daniels (moved presentation to 2:45 pm)
1:50 Barter Theatre – Katy Brown
1:55 Animal Defense League of Washington County – Nancy Firebaugh/Darryl Blankenship
2:00 Washington County Fair Association – Roger Garrett
2:05 Appalachian Independence Center – David Barrett (no presentation)
2:10 Southwest Virginia Emergency Management System – Greg Woods
2:15 Whites Mill Foundation – Joe Mitchell (moved presentation to 2:50 pm)
2:20 Abingdon Cycling, Inc. – Link Elmore
2:25 Symphony of the Mountains – Scott Edwards
2:30 Historic Society of Washington County – Walter Jenny
2:35 Depot Artist Association dba The Arts Depot – Karen Moore
2:40 Appalachian Sustainable Development – Kathleen Terry
2:45 The Community Center of Abingdon (no answer/no presentation)
2:50 Whites Mill Foundation (no answer/no presentation)

Vice Mayor Patterson adjourned the meeting.

_____
Vice Mayor M. Cindy Patterson

_____
Kimberly Kingsley, Clerk

DRAFT

A RESOLUTION OF THE COUNCIL FOR THE TOWN OF ABINGDON IN SUPPORT OF AN ELECTRONIC MEETING POLICY

WHEREAS, pursuant to Virginia Code Section 2.2-3708.2, the governing body, the Council for the Town of Abingdon, supports an act to adopt an Electronic Meeting Policy; and

WHEREAS, the Council desires to adopt the proposed Resolution as follows:

It is the policy of the Town of Abingdon ("Town"), its Council, boards, committees, and other groups subject to Virginia Open Meeting law ("public body") that individual council, board, committee and other members ("Members") may participate in meetings by electronic means as permitted by Virginia Code.

This policy shall apply without regard to the identity of the member requesting remote participation or the matter that will be considered or voted on at the meeting.

1. **Definitions.**

For the purposes of this policy, the following definition shall apply:

Electronic meeting is a gathering where members of a public body discuss or transact public business through any audio or combined audio and visual communication means.

2. **Notification.**

a. In order to proceed by electronic means, on or before the day of a meeting, a member notifies the chair of the public body that:

i. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

ii. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

3. **Procedures.**

a. Physical Quorum Present

1. Whenever a member wishes to participate from a remote location, the law requires a quorum of the members to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

b. Recording of Reason.

1. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

c. Limitations.

1. When such member participates due to an emergency or personal matter, such participation is limited by law to two meetings of the public body per member each calendar year.

d. Vote.

i. Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, the body shall vote whether to allow such participation. If a majority of the body votes to disapprove of the member's participation, such disapproval shall be recorded in the minutes with specificity.

4. **Emergency.**

a. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, as may be amended, provided that (1) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (2) the purpose of the meeting is to address the emergency.

The public body convening a meeting in accordance with this subdivision shall:

i. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;

ii. Make arrangements for public access to such meeting; and

iii. Otherwise comply with the provisions of this section.

b. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated the minutes.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Council for the Town of Abingdon supports the adoption of an Electronic Meeting policy.

TOWN OF ABINGDON, VIRGINIA

BY: _____
Mayor

BY: _____
Town Manager

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town") hereby certifies that the foregoing constitutes a true and correct copy of a resolution duly adopted at a meeting of the Council held on April 20, 2020. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing resolution was as follows:

Member	Attendance	Vote
Wayne Craig, Mayor		
Cindy Patterson, Vice Mayor		
Al Bradley		
Donna Quetsch		
Derek Webb		

WITNESS my hand and seal of the Town of Abingdon as of April 20, 2020.

(SEAL)_____
Kimberly Kingsley, Clerk

A RESOLUTION OF THE COUNCIL FOR THE TOWN OF ABINGDON, VIRGINIA SUPPORTING THE THOMPSON DRIVE AND STANELY STREET ROUNDABOUT, and COOK STREET EXTENSION

WHEREAS, the Council of the Town of Abingdon, Virginia submitted an application for round four of Virginia Department of Transportation Smart Scale Evaluation Cycle for funding; and

WHEREAS, Council for the Town of Abingdon support the following projects:

- Thompson Drive and Stanley Street Roundabout; and
- Cook Street Extension

WHEREAS, Council for the Town of Abingdon supports the comprehensive plan, cooperation and continued transportation planning process to improve network connectivity and further safety enhancements.

WHEREAS, the Smart Scale is an application-based process available for regional agencies, counties, cities and towns, and public transportation agencies to apply for project funding.

WHEREAS, the Council of the Town of Abingdon, Virginia agrees that the two projects set forth will greatly improve and be beneficial to the citizens of the Town of Abingdon; and

NOW THEREFORE BE IT RESOLVED, that the Council of the Town of Abingdon, Virginia supports the Virginia's Smart Scale program establishment of prioritization and scoring process for the Commonwealth Transportation Board to objectively evaluate the funding applications for the following projects:

- Thompson Drive and Stanley Street Roundabout; and
- Cook Street Extension

TOWN OF ABINGDON, VIRGINIA

By: _____
Mayor

By: _____
Town Manager

The undersigned clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of a resolution duly adopted at a meeting of the Council held on April 20,2020. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing resolution was as follows:

MEMBERS	ATTENDANCE	VOTE
Mayor Wayne Craig		
Cindy Patterson		
Al Bradley		
Donna Quetsch		
Derek Webb		

WITNESS MY HAND and the seal of the Town of Abingdon as of April 20, 2020.

(SEAL)

_____
Kimberly Kingsley, Clerk
Town of Abingdon

A RESOLUTION BY THE COUNCIL OF THE TOWN OF ABINGDON, VIRGINIA TO ENCOURAGE SUPPORT FOR THE MUTUAL AID AND COOPERATION AGREEMENT FOR LAW ENFORCEMENT SERVICES BY AND BETWEEN THE TOWN OF ABINGDON, VIRGINIA AND THE COUNTY OF WASHINGTON, VIRGINIA

WHEREAS, the Code of Virginia, 1950, as amended, §§ 15.2-1724, 15.2-1726, 15.2-1730.1, and 15.2-1736 supports that law enforcement services of each locality better serve their citizens via the manner described in the Mutual Aid and Cooperation Agreement for Law Enforcement Services for Town of Abingdon, Virginia and Washington County, Virginia ("Agreement"), a copy of which is attached hereto and made a part hereof; and

WHEREAS, the Town and County have determined that providing emergency police aid across jurisdictional boundaries will increase the ability of the local law enforcement agencies to promote the public safety and protect the general welfare of the citizens, and intend by this accord to enter into a reciprocal agreement for cooperation in furnishing police services and for use of their joint policies, forces, equipment, and materials for their mutual protection, defense, and maintenance of peace and good order as further detailed in the Agreement; and

NOW, THEREFORE, BE IT KNOWN, AGREED, AND RESOLVED that Council approves the Agreement and further authorizes the Mayor and the Chief of Police to endorse the Agreement on behalf of the Town.

TOWN OF ABINGDON, VIRGINIA

BY: _____
Mayor Wayne Craig

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town") hereby certifies that the foregoing constitutes a true and correct copy of a resolution duly adopted at a meeting of the Council held on April 20, 2020. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing resolution was as follows:

Member	Attendance	Vote
Wayne Craig, Mayor		
Cindy Patterson, Vice Mayor		
Al Bradley		
Donna Quetsch		
Derek Webb		

WITNESS my hand and seal of the Town of Abingdon as of April 20, 2020.
(SEAL)

_____
Kimberly Kingsley, Clerk

MUTUAL AID AND COOPERATION AGREEMENT FOR LAW ENFORCEMENT SERVICES FOR TOWN OF ABINGDON, VIRGINIA AND WASHINGTON COUNTY, VIRGINIA

Pursuant to Virginia Code §§ 15.2-1724, 15.2-1726, 15.2-1730.1, and 15.2-1736 (1950, as amended), in order that law enforcement services of each locality better serve their citizens, this Mutual Aid and Cooperation Agreement for Law Enforcement Services ("Agreement") is made this the 1st day of January, 2020, by and between the County of Washington, Virginia, the Sheriff of the County of Washington County, Virginia, the Town of Abingdon, Virginia, and the Chief of Police of the Town of Abingdon, Virginia (together, Parties or parties).

WHEREAS, the Town of Abingdon, Virginia is located fully within the County of Washington, Virginia, is a political subdivision of the Commonwealth of Virginia, and is governed by an elected Town Council and the County of Washington, Virginia is a political subdivision of the Commonwealth of Virginia, governed by an elected Board of Supervisors;

WHEREAS, Washington County does not have a county police force and the Sheriff of the County serves as the chief law enforcement officer;

WHEREAS, the parties have determined that providing emergency police aid across jurisdictional boundaries will increase the ability of the local law enforcement agencies to promote the public safety and protect the general welfare of the citizens, and intend by this accord to enter into a reciprocal agreement for cooperation in furnishing police services and for use of their joint polices forces, their equipment, and materials for their mutual protection, defense, and maintenance of peace and good order;

WHEREAS, County and Town (together, Localities) are members of the Southwest Virginia Regional Jail Authority, and use the jail facilities of the Southwest Virginia Regional Jail located in Washington County, Virginia ("Jail"), to house prisoners;

WHEREAS, criminal investigations often cross jurisdictional lines and the demands of emergencies and disasters, as addressed in Virginia Code § 15.2-1730.1, may require interjurisdictional law enforcement support;

WHEREAS, in light of the foregoing, the Localities are so located in relation to each other and to the Jail, that it is advantageous of each, under the circumstances herein specified, to permit law enforcement officers of the neighboring jurisdictions to provide service of civil summons, service of criminal warrants, process of arrest, and emergency support in the neighboring jurisdictions of the parties to this Agreement as if they were officers in such jurisdictions; and

WHEREAS, the parties hereto have determined that it is in the best interests of the public health, safety, and welfare that their law enforcement personnel should have the authority

pursuant to Virginia Code §§ 15.2-1724, 15.2-1726, 15.2-1730.1, and 15.2-1736 to cooperate and to request and render assistance as provided herein.

NOW THEREFORE, BE IT KNOWN AND AGREED that the governing bodies of the County and Town by proper resolutions adopted at regular meetings, at the request of, and with the agreement of the Sheriff of the County and Chief of Police of the Town, hereby approve and enter into this Agreement, and the parties hereto jointly resolve and agree with one another as follows:

Assistance in Event of Emergency, Disaster, or Other Need

1. The chief law enforcement officer of the respective parties, or the officer commanding in his or her absence, is authorized to determine the need for additional law enforcement assistance, without the necessity of deputizing officers from the other cooperating jurisdictions, when such officer determines that an emergency or other need exists. In such cases, they may participate in law enforcement activities beyond their respective jurisdiction to the extent authorized by the general laws of the Commonwealth of Virginia.

2. In the event that a determination is made that law enforcement assistance is required, the law enforcement officer authorized to act shall communicate the determination to the chief law enforcement officer or his/her then officer in command of the law enforcement agency from which assistance is requested. In the event where immediate response is required for the requesting agency said request may be made through general dispatch at the direction of the requesting officer. Such request will include the following:

a) Name and title of the officer making the request;

b) A summary of the circumstances initiating the action and a description of the assistance needed; and

c) The name, title, and location of the officer to whom assisting personnel shall report.

3. Upon receipt of a request for assistance, the law enforcement officer authorized to act will provide such assistance as is consistent with the circumstances within the requesting jurisdiction and the availability of his or her own agency's forces.

4. Nothing contained in this Agreement shall compel any party hereto to respond to a request for law enforcement assistance nor shall any party providing assistance pursuant to this Agreement be compelled to continue with such assistance after such assistance was initiated.

5. During the period assistance is provided, personnel of the assisting agency shall operate in the requesting jurisdiction with the same powers, rights, benefits, privileges and immunities as are enjoyed by members of the requesting agency. Each officer who enters the jurisdiction of the requesting agency pursuant to this Agreement is authorized to exercise the full police powers

of the requesting agency's law enforcement personnel. For purposes of this Agreement it is understood that the assisting party is considered to be rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance. This specifically includes, but is not limited to, the following: the authority to serve civil summons; the authority to serve criminal warrants; and the authority to make arrests.

Interjurisdictional Actions

6. Further, pursuant to this Agreement, (1.) law enforcement officers of the Town of Abingdon may serve civil summons, serve criminal warrants, and make arrests within the territorial limits of Washington County when the alleged offense or civil cause of action occurred in the territorial limits of Town of Abingdon, and (2.) the officers of the Washington County Sheriff's Office may serve civil summons, serve criminal warrants, and make arrests in the territorial limits of Town of Abingdon, when the alleged offense or civil cause of action occurred within the territorial limits of Washington County, including the Towns of Abingdon, Damascus, Glade Spring, and the portion of Saltville located within Washington County.

Formation of Task Force

7. Pursuant to Virginia Code § 15.2-1726, in the event that a determination is made by the chief law enforcement officers of two or more participating jurisdictions, or either of their then acting second in command, that cooperation between both agencies would be necessary or beneficial to the enforcement of laws and maintenance of peace in their respective jurisdictions, then they may form a task force of officers from two or more jurisdictions until such time as the agency of that participating jurisdiction determines that the need for such a task force no longer exists. The purpose for which the agency of two or more participating jurisdictions may form a task force include, but is not limited to, the following:

a) The investigation of any sexual offense or prostitution as contained in Article 3 of Chapter 8 of Title 18.2;

b) The investigation of laws assigned to control or prohibit the use or sale of controlled substances as defined by Virginia Code § 54.1-3401;

c) The investigation of serial rapes, murders, armed robberies, or other felonies;

d) Law enforcement and crowd control at special events and athletic events, such as parades, sporting events, rallies, gatherings, or such other occurrences; or

e) The occurrence of any other event which in the opinion of both chief law enforcement officers makes cooperation between their respective agencies necessary.

General Terms and Conditions

8. In the event of arrest or service of process by law enforcement outside their regular jurisdiction pursuant to this Agreement, the law enforcement agency of the jurisdiction where the case is to be adjudicated will be responsible for satisfaction of the requirements under Virginia Code § 19.2-390.

9. The chief law enforcement officer of any agency receiving assistance under this Agreement shall be responsible for directing the activities of other officers, agents, or employees coming into his or her jurisdiction. The chief law enforcement officer of the agency receiving assistance shall notify the chief law enforcement officer of the assisting agency of any complaints, reports, or other instances of inappropriate, criminal, or otherwise improper conduct or act of any assisting officer promptly after receipt of such complaint, report, or other instance.

10. Each agency shall bear any liability arising from acts undertaken by the personnel of that office pursuant to this Agreement. All of the privileges and immunities from liability, exemption from laws, ordinances, and rules, and all pension, insurance, relief, disability, worker's compensation, salary, death and other benefits, which apply to the activity of such officers, agents, or employees of either agency, when performing their respective functions within the territorial limits of their respective public agencies shall apply to them to the same degree, manner, and extent as if they were within their territorial limits while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

11. Each agency shall provide satisfactory proof of law enforcement professional liability insurance, including public liability insurance in the minimum amount of ONE MILLION DOLLARS ($1,000,000.00). Each agency shall maintain worker's compensation insurance in the statutorily required amount for any person acting under and covered by this Agreement. Should the coverage of such insurance required by this Agreement of either agency be canceled or materially changed, then that agency shall notify the other agency of such cancellation or change in writing within fifteen (15) calendar days of that agency's receipt of notice of such cancellation or material change. Each party shall notify its insurance carriers of this Agreement.

12. Whenever the law enforcement officer, agent, or other employee acts pursuant to this Agreement outside of their normal jurisdiction, pursuant to the authority contained herein, or under any other written agreement subsequent to signing of this Agreement, or any supplement or addition hereto, such persons shall have the same authorities, powers, rights, benefits, privileges, and immunities as if they were performing their duties in the territorial jurisdiction of which they are employed, appointed, or elected.

13. It is the intent and purpose of this Agreement that there be the fullest cooperation among the agencies to ensure the maintenance of good order and law enforcement during an

emergency situation or other law enforcement matter which requires interjurisdictional law enforcement activity pursuant to this Agreement.

14. If any part, section, sub-section, sentence, clause or phrase of this Agreement is for any reason declared invalid, such decision shall not affect the validity of the remaining portions of this Agreement.

15. This Agreement shall be in effect from January 1, 2020 through and including December 31, 2023, and shall extend thereafter until replaced by a subsequent written agreement or until terminated by written notice as provided in this paragraph. Each party to this Agreement may terminate this Agreement upon fifteen (15) days advance written notice to the other parties. This Agreement shall bind the localities indicated herein and the chief law enforcement officer for such localities regardless of changes in administration, subject to the right to terminate as set forth in this paragraph.

16. This Agreement is subject to modification only by written agreement signed by all parties hereto. Any such modification shall be made a part of this Agreement as an addendum.

17. This Agreement may be signed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written below:

Executed pursuant to a resolution of the Council of the Town of Abingdon at its regular meeting on the ____ day of _____, 2020.

TOWN OF ABINGDON, VIRGINIA

_____
Wayne Craig, Mayor

TOWN OF ABINGDON, VIRGINIA, POLICE

_____
Phillip A. Sullivan, Chief of Police

Executed pursuant to a resolution of the Washington County Board of Supervisors at its regular meeting on the ____ day of _____2020.

COUNTY OF WASHINGTON, VIRGINIA

_____
Dwayne Ball, Chairman
Washington County Board of Supervisors

COUNTY OF WASHINGTON, VIRGINIA SHERIFF

_____
Blake Andis, Sheriff
Washington County, Virginia

AMENDED RESOLUTION OF
THE COUNCIL FOR THE TOWN OF ABINGDON
SUSPENDING SEWER DISCONNECTIONS

WHEREAS, the Council of the Town of Abingdon ("Council") acknowledges the declarations of an emergency related to the spread of the coronavirus or COVID-19 issued at the federal, state and county levels; and

WHEREAS, pursuant to Town of Abingdon Ordinances § 44-237(c) when any sewer bill is more than 20-days in default, water and/or sewer service to such premises shall be discontinued until such bill is paid;

WHEREAS, pursuant to Town of Abingdon Ordinances § 74-240 "all unpaid charges for sewer service, together with penalties and interest thereon, shall constitute a lien on the property served"; and

WHEREAS, the present emergency may cause hardships to the citizens and businesses of the Town;

NOW THEREFORE BE IT RESOLVED that the Town suspend disconnection of water and/or sewer service to any customer due to nonpayment for the duration of this resolution. This resolution is in effect from the date of its passage until _____. This resolution shall expire on its own terms as of midnight on _____ if not extended by the Council.

AND BE IT FURTHER RESOLVED that a copy of this resolution be placed in the official minutes of the Town.

Adopted on April 20, 2020.

TOWN OF ABINGDON, VIRGINIA

_____
J. Wayne Craig, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town") hereby certifies that the foregoing constitutes a true and correct copy of a Resolution duly adopted at a meeting of the Council held on April 20, 2020. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing Resolution a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing Resolution was as follows:

Members:	Attendance:	Vote:
J. Wayne Craig	_____	_____
Cindy Patterson	_____	_____
Al Bradley	_____	_____
Donna Quetsch	_____	_____
Derek Webb	_____	_____

WITNESS my hand and seal of the Town of Abingdon as April 20, 2020.

(SEAL)

_____
Kimberly S. Kingsley, Clerk

Order Confirmation

Order# 0001079807

Client: TOWN OF ABINGDON
Phone: 2764922149

Payor : TOWN OF ABINGDON
Phone: 2764922149

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Sales Rep	Accnt Rep	Ordered By	Fax:
aperrone_tri	selfserve_TRI	Kimberly Kingsley	EMail: kkingsley@abingdon-va.gov

Total Amount	**$477.60**
Payment Amount	**$0.00**
Amount Due	**$477.60**
Tax Amount:	0.00
Payment Meth:	Invoice - Statement

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	$2.0m bond notice for sports complex

Ad Number	Ad Type	Ad Size	Color
0001079807-01	CLS Legal Liner	2 X 24 li	$0.00

Production Method	Production Notes	Pick Up Number
AdBooker (liner)		0001079788

Product and Zone	Placement	Position	# Inserts
TRI heraldcourier.com	C-Legal Ads	Legal Notices	17

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING Pursuant to Code of

Run Dates 4/ 6/2020, 4/ 7/2020, 4/ 8/2020, 4/ 9/2020, 4/10/2020, 4/11/2020, 4/12/2020, 4/13/2020, 4/14/2020, 4/15/2020, 4/16/2020, 4/17/2020, 4/18/2020, 4/19/2020, 4/20/2020, 4/21/2020, 4/22/2020

Product and Zone	Placement	Position	# Inserts
TRI Bristol Herald Courier	C-Legal Ads	Legal Notices	2

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING Pursuant to Code of

Run Dates 4/ 6/2020, 4/13/2020

TagLine: NOTICEOFPUBLICHEARINGPURSUANTTOCODEOFVIRGINIA1950ASAMENDEDSECTION1522606THETOWNOFABINGDONWILLHOLDAPUBLICHEARINGBEFORETHEMEMBER

Ad Content Proof
Note: Ad size does not reflect actual ad

NOTICE OF PUBLIC HEARING

Pursuant to Code of Virginia, 1950, as amended, Section 15.2-2606, the Town of Abingdon will hold a public hearing before the members of the Town Council at 6:30 p.m. on Monday, April 20, 2020, in the Council Chambers of the Town Hall, 133 West Main Street, Abingdon, Virginia, to receive comments from the public regarding the proposed issuance of a bond by the Town of Abingdon. The general purposes for which the bond is to be issued is to provide funds, together with other available funds, to pay costs of developing and constructing of public sports and recreation complex. Inquiries into the issuance of the bond should be directed to the Town Manager, Municipal Building, 133 West Main Street, Abingdon, Virginia.

_____
James Morani, Town Manager

Order Confirmation

Order# 0001079788

Client: TOWN OF ABINGDON
Phone: 2764922149

Payor : TOWN OF ABINGDON
Phone: 2764922149

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Sales Rep	Accnt Rep	Ordered By	Fax:
aperrone_tri	selfserve_TRI	Kimberly Kingsley	EMail: kkingsley@abingdon-va.gov

Total Amount	**$296.60**
Payment Amount	**$0.00**
Amount Due	**$296.60**
Tax Amount:	0.00
Payment Meth:	Invoice - Statement

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	VDOT easement for VCT - Jeb Stuart

Ad Number	Ad Type	Ad Size	Color
0001079788-01	CLS Legal Liner	2 X 29 li	$0.00

Production Method
AdBooker (liner)

Production Notes

Product and Zone	Placement	Position	# Inserts
TRI Bristol Herald Courier	C-Legal Ads	Legal Notices	1

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING Pursuant to Section

Run Dates 4/13/2020

Product and Zone	Placement	Position	# Inserts
TRI heraldcourier.com	C-Legal Ads	Legal Notices	10

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING Pursuant to Section

Run Dates 4/13/2020, 4/14/2020, 4/15/2020, 4/16/2020, 4/17/2020, 4/18/2020, 4/19/2020, 4/20/2020, 4/21/2020, 4/22/2020

TagLine: NOTICEOFPUBLICHEARINGPURSUANTTOSECTION1521800ETSEQOFTHECODEOFVIRGINIA1950ASAMENDEDTHETOWNOFABINGDONWILLHOLDAPUBLICHEARINGB

Order Confirmation

Order# 0001079788

Ad Content Proof

Note: Ad size does not reflect actual ad

NOTICE OF PUBLIC HEARING

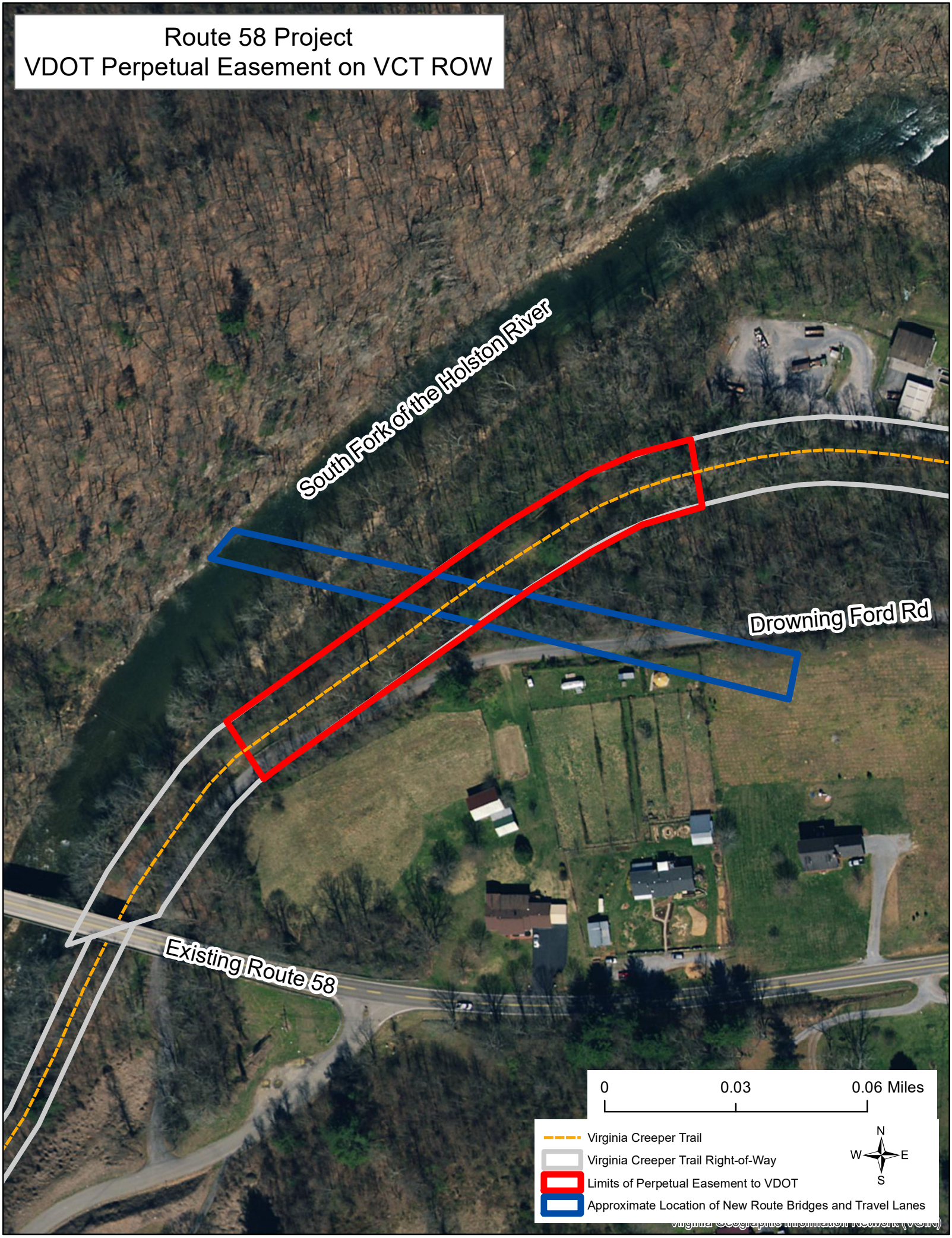
Pursuant to Section 15.2-1800, et seq., of the Code of Virginia, 1950, as amended, the Town of Abingdon will hold a public hearing before the members of the Town Council at 6:30 p.m. on Monday, April 20, 2020 in the Council Chambers of the Town Hall, 133 West Main Street, Abingdon, Virginia, to receive comments from the public regarding a request from Virginia Department of Transportation for a permanent easement over a portion of the Virginia Creeper Trail right-of-way, parallel to Drowning Ford Road, approximately 700 feet north of the existing intersection of Route 58 and Virginia Creeper Trail rights-of-way. The Virginia Department of Transportation seeks this easement for construction and maintenance of two new bridges to be constructed along the proposed new alignment of Route 58.

Copies of the right of way and easement documents are on file for review by the public, during regular office hours in the Town Manager's Office, at the Abingdon Municipal Building, 133 West Main Street, Abingdon, VA 24210.

All interested citizens are invited to attend.

_____

James Morani, Town Manager


Route 58 Project
VDOT Perpetual Easement on VCT ROW
South Fork of the Holston River
Drowning Ford Rd
Existing Route 58
0
0.03
0.06 Miles
Virginia Creeper Trail
Virginia Creeper Trail Right-of-Way
Limits of Perpetual Easement to VDOT
Approximate Location of New Route Bridges and Travel Lanes
N
W
E
S

AN ORDINANCE OF
THE COUNCIL FOR THE TOWN OF ABINGDON,
TO REPEAL, AMEND AND REENACT
APPENDIX B – ZONING ORDINANCE – ARTICLE 8 –
OH OLD AND HISTORIC DISTRICT – SECTION 8-6. THROUGH
SECTION 8-8– BOARD OF ARCHITECTURAL REVIEW

WHEREAS, §15.2-2306 of the Code of Virginia 1950, as amended, may provide for a review board to administer ordinances to review all alterations, additions and changes within the boundary of the old and historic district; and

WHEREAS, the Town of Abingdon's current Appendix B – Zoning Ordinance – Article 8 – OH Old and Historic District – Section 8-6. Board of Architectural Review, and upon due consideration to amend said ordinance, the Council for the Town of Abingdon elects to repeal, amend and reenact the body of its ordinance; and

NOW, THEREFORE BE IT ORDAINED, upon recommendation of the Council of the Town of Abingdon, Virginia that:

1. That should any section or provision of this ordinance be decided to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other section or provision of this ordinance or the Code of the Town of Abingdon, Virginia; and

2. That the Town of Abingdon's Appendix B – Zoning Ordinance – Article 8 – OH Old and Historic District – Section 8-6. Board of Architectural Review, that is proposed for repeal, amendment, and reenactment, currently appears as follows:

Section 8-6. - Board of architectural review—Creation and membership.

8-6-1. *Creation and empowerment of the board.* For the purpose of making effective the provisions of this article, a board of architectural review ("board") is hereby established and empowered to consider and review all alterations, additions and changes within the boundaries of the old and historic district which fall within the purview of section 8-4-1 of this article, whether or not brought before it by an application for a certificate of appropriateness or other permit.

8-6-2. *Duty to enforce and sanctions.* The board shall make its decision on each project brought before it and see to the enforcement of its decisions through the administrator and the town's inspection department, to the end that buildings, structures or other resources of historic, architectural, or cultural significance are preserved insofar as they are appropriate and incongruous projects are prohibited. The failure of an applicant or any other person to observe the board's decisions shall be subject to the sanctions provided in article 24, section 24-2 of this ordinance.

8-6-3. *Composition of the board.* The board shall consist of five members appointed by the town council, one of whom shall be a resident of the old and historic district and all of whom shall have a demonstrated interest, competence, or knowledge in historic preservation. All members must be residents and qualified voters of the town; provided, the town council may in its discretion appoint any non-resident of the town who is otherwise qualified under this section 8-6 and holds or is employed by a person or firm holding a current business license issued by the town.

8-6-4. *Qualifications of the board members.* At least one board member shall be either a registered architect with a demonstrated interest in historic preservation or an architectural historian meeting the professional qualifications standards of Appendix A of 36 CFR 61. Similarly, at least one additional board member shall have professional training or equivalent experience in any one of the following disciplines: architecture, history, architectural history, American studies, archaeology, or planning. Each board member is required to attend at least one informational or educational meeting per year which has been approved by the state department of historic resources as pertaining to the work and functions of the board or historic preservation. Provided, when adequate review of any proposed action would normally involve a professional discipline not represented on the board, the board must seek and secure appropriate professional advice before rendering its decision on the particular action. The administrator shall serve as advisor to the board.

8-6-5. *Terms of office and vacancies.* The board members shall be appointed for three-year terms and serve until their respective successors are appointed. If at any time hereafter all five positions on the board are vacant, the board members shall be appointed for three-year staggered terms, one member to serve for one year, two members to serve for two years, two members to serve for three years and all members to serve three-year terms thereafter. Vacancies caused by death, resignation or otherwise shall be filled (i) promptly and in any event not more than 90 days following the date on which the vacancy occurs; and (ii) for the unexpired term in the same manner original appointments are made. The town council shall have the discretion to appoint members to serve consecutive terms and also to remove them for habitual failure to attend meetings. Members may serve any number of terms but not more than two terms consecutively.

Section 8-7. - Same—Chairman; vice-chairman and secretary.

8-7-1. The board shall elect its chairman and vice-chairman from its membership and the administrator shall serve as secretary to the board.

Section 8-8. - Same—Procedure for meetings.

8-8-1. *Procedure to be followed in meetings.* The chairman shall conduct the meetings of the board in accordance with its written bylaws and all applicable provisions of the Code of Virginia, 1950, as amended. In the absence of the chairman the vice chairman shall preside. The secretary shall keep and make available for public inspection the minutes of the meetings and a permanent record of all resolutions, motions, transactions and decisions, including exemptions from review by the board. A quorum of three members present is required before the board may take any official action. Each member of the board shall have the right to one vote on each issue, to be exercised in person at a meeting and not by proxy, and the decision of the majority shall be final, subject only to the rights of appeal set out below.

8-8-2. *Notice of meetings.* Prior public notice of all regular or special meetings of the board must be given. In addition, the board's bylaws shall specify the means by which written public notice of such meetings is to be provided. Each meeting of the board shall be open to the public and an agenda shall be made available to the public prior to the meeting. The board shall grant a full and impartial hearing on each application and permit testimony from not only the applicants but interested members of the public.

8-8-3. *Frequency of meetings.* The board shall meet not less than four times a year, in regular and special meetings as provided in its bylaws but in the absence of a mutual agreement between the board and the applicant all applications shall be heard within 30 days after the application is filed. The board shall vote and announce its decision on any matter properly before it not later than 14 days after the conclusion of the hearing on the matter, unless the time is extended by mutual agreement between the board and applicant.

8-8-4. *Procedure on disapproval of application.* If the board disapproves any application it shall furnish the applicant with its written decision stating the reasons for disapproval and make recommendations with respect to the appropriateness of design, arrangement, texture, material, color, location, and any other factor on which the disapproval was based. The board shall rehear the application if within the 90-day period following the date of disapproval the applicant submits an amended application that complies with all recommendations of the board. Provided, the board shall not otherwise re-hear the subject matter of any application which has been denied for a period of one year after the date of the hearing, or if a re-hearing was held, for a period of one year after the rehearing.

8-8-5. *Requirement for bylaws.* The board shall adopt and make available for public inspection written bylaws for procedural matters, written notice of public meetings and other matters not covered by this article that include at a minimum (i) provision for regularly scheduled meetings at least four times a year; (ii) a requirement that a quorum be present to conduct business; (iii) rules of procedure for considering applications; (iv) a requirement for written minutes for all meetings; (v) minimum attendance requirements for all board members; and (vi) requirements that board members attend training sessions.

BE IT FURTHER ORDAINED, that upon the recommendation of the Council for the Town of Abingdon, Appendix B – Zoning Ordinance – Article 8 – OH Old and Historic District – Section 8-6. Board of Architectural Review Ordinance be repealed, amended and reenacted as follows:

Section 8-6. - Board of Architectural Review will be hereinafter renamed and referred to as Historic Preservation Review Board —Creation and membership.

8-6-1. *Creation and empowerment of the board.*

For the purpose of making effective the provisions of this article, a Historic Preservation Review Board ("board") is hereby established and empowered to consider and review all alterations, additions and changes within the boundaries of the old and historic district which fall within the purview of section 8-4-1 of this article, whether or not brought before it by an application for a certificate of appropriateness or other permit.

8-6-2. *Duty to enforce and sanctions.*

The board shall make its decision on each project brought before it and see to the enforcement of its decisions through the administrator and the town's inspection department, to the end that buildings, structures or other resources of historic, architectural, or cultural significance are preserved insofar as they are appropriate and incongruous projects are prohibited. The failure of an applicant or any other person to observe the board's decisions shall be subject to the sanctions provided in article 24, section 24-2 of this ordinance.

8-6-3. *Composition of the board.*

The board shall consist of five members appointed by the town council, one of whom shall be a resident of the old and historic district and all of whom shall have a demonstrated interest, competence, or knowledge in historic preservation. All members must be residents and qualified voters of the town; provided, the town council may in its discretion appoint any non-resident of the town who is otherwise qualified under this section 8-6 and holds or is employed by a person or firm holding a current business license issued by the town.

8-6-4. *Qualifications of the board members.*

At least one board member shall be either a registered architect with a demonstrated interest in historic preservation or an architectural historian meeting the professional qualifications standards of Appendix A of 36 CFR 61. Similarly, at least one additional board member shall have professional training or equivalent experience in any one of the following disciplines: architecture, history, architectural history, American studies, archaeology, or planning. Each board member is required to attend at least one informational or educational meeting per year which has been approved by the state department of historic resources as pertaining to the work and functions of the board or historic preservation. Provided, when adequate review of any proposed action would normally involve a professional discipline not represented on the board, the board must seek and secure appropriate professional advice before rendering its decision on the particular action. The administrator shall serve as advisor to the board.

8-6-5. *Terms of office and vacancies.*

The board members shall be appointed for three-year terms and serve until their respective successors are appointed. If at any time hereafter all five positions on the board are vacant, the

board members shall be appointed for three-year staggered terms, one member to serve for one year, two members to serve for two years, two members to serve for three years and all members to serve three-year terms thereafter. Vacancies caused by death, resignation or otherwise shall be filled (i) promptly and in any event not more than 90 days following the date on which the vacancy occurs; and (ii) for the unexpired term in the same manner original appointments are made. The town council shall have the discretion to appoint members to serve consecutive terms and also to remove them for habitual failure to attend meetings. Members may serve any number of terms but not more than two terms consecutively.

Section 8 – 7. – *Same – Chairman, vice-chairman and secretary.*

8-7-1. The board shall elect its chairman and vice-chairman from its membership and the administrator shall serve as secretary to the board.

CERTIFICATE

Pursuant to Section 2-100 of the Code of the Town of Abingdon, Virginia, I hereby certify that I have reviewed the foregoing proposed ordinance to amend Appendix B – Zoning Ordinance – Article 8 – OH Old and Historic District – Section 8-6. Board of Architectural Review, and find it to be in correct form, as set forth above, this ____ day of _____, 2020.

_____
Cameron Bell, Counsel

This ordinance was adopted on the_____day of_____, to take effect on_____.

_____
J. Wayne Craig, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on April 20, 2020. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
J. Wayne Craig, Mayor		
Cindy Patterson, Vice Mayor		
Al Bradley		
Donna Quetsch		
Derek Webb		

WITNESS MY HAND and the seal of the Town of Abingdon as of_____, 2020.

(SEAL)

_____
Kimberly Kingsley, Clerk

NOTICE OF PUBLIC HEARING

The Town of Abingdon will hold a public hearing before the members of the Town Council on Monday, April 20, 2020 at 6:30 pm, in the Council Chambers of the Town Hall, 133 West Main Street, Abingdon, Virginia, to receive comments from the public pursuant to Virginia Code Section § 15.2-2204 and The Code for the Town of Abingdon, Part II – Code, Appendix B – Zoning Ordinance, Article 8. – OH Old and Historic District, Section 8-6. – Board of Architectural Review – Creation and membership. The amendment to said ordinance shall address the renaming of the "Board of Architectural Review" to "Historic Preservation Review Board".

A copy of the amendment is on file for review by the public, during regular office hours in the Town Manager's Office, at the Abingdon Municipal Building, 133 West Main Street, Abingdon, VA 24210.

_____
James Morani, Town Manager

Please advertise in Bristol Herald Courier under the Town of Abingdon seal on:

Monday, April 6, 2020
Monday, April 13, 2020

Order Confirmation

Order# 0001079808

Client: TOWN OF ABINGDON
Phone: 2764922149

Payor : TOWN OF ABINGDON
Phone: 2764922149

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Account: 6019851
Address: 133 W MAIN ST.
ABINGDON VA 242120789

Sales Rep	Accnt Rep	Ordered By	Fax:
aperrone_tri	selfserve_TRI	Kimberly Kingsley	EMail: kkingsley@abingdon-va.gov

Total Amount	**$530.60**
Payment Amount	**$0.00**
Amount Due	**$530.60**
Tax Amount:	0.00
Payment Meth:	Invoice - Statement

Tear Sheets	Proofs	Affidavits	PO Number:
0	0	1	BAR to HPRB notice

Ad Number	Ad Type	Ad Size	Color
0001079808-01	CLS Legal Liner	2 X 27 li	$0.00

Production Method	Production Notes	Pick Up Number
AdBooker (liner)		0001079807

Product and Zone	Placement	Position	# Inserts
TRI heraldcourier.com	C-Legal Ads	Legal Notices	17

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING The Town of Abingdon will

Run Dates 4/ 6/2020, 4/ 7/2020, 4/ 8/2020, 4/ 9/2020, 4/10/2020, 4/11/2020, 4/12/2020, 4/13/2020, 4/14/2020, 4/15/2020, 4/16/2020, 4/17/2020, 4/18/2020, 4/19/2020, 4/20/2020, 4/21/2020, 4/22/2020

Product and Zone	Placement	Position	# Inserts
TRI Bristol Herald Courier	C-Legal Ads	Legal Notices	2

Run Schedule Invoice Text: NOTICE OF PUBLIC HEARING The Town of Abingdon will

Run Dates 4/ 6/2020, 4/13/2020

TagLine: NOTICEOFPUBLICHEARINGTHETOWNOFABINGDONWILLHOLDAPUBLICHEARINGBEFORETHEMEMBERSOFTHETOWNCOUNCILONMONDAYAPRIL202020AT630PMINTHE

Order Confirmation

Order# 0001079808

Ad Content Proof

Note: Ad size does not reflect actual ad

NOTICE OF PUBLIC HEARING

The Town of Abingdon will hold a public hearing before the members of the Town Council on Monday, April 20, 2020 at 6:30 pm, in the Council Chambers of the Town Hall, 133 West Main Street, Abingdon, Virginia, to receive comments from the public pursuant to Virginia Code Section § 15.2-2204 and The Code for the Town of Abingdon, Part II – Code, Appendix B – Zoning Ordinance, Article 8. – OH Old and Historic District, Section 8-6. – Board of Architectural Review – Creation and membership. The amendment to said ordinance shall address the renaming of the "Board of Architectural Review" to "Historic Preservation Review Board".

A copy of the amendment is on file for review by the public, during regular office hours in the Town Manager's Office, at the Abingdon Municipal Building, 133 West Main Street, Abingdon, VA 24210.

_____
James Morani, Town Manager

AN ORDINANCE OF THE COUNCIL

FOR THE TOWN OF ABINGDON, VIRGINIA TO AMEND

Part II – Code, Chapter 2 – Administration, Article VI. – Planning Commission;

Division 2 – Powers and Duties, Sub-section 2-326. – Town Provisions.

WHEREAS, §15.2- 2212 of the Code of Virginia 1950, as amended, grants the local governing body the authority to appoint members of a local planning commission; and

WHEREAS, the Town of Abingdon's current Code, Chapter 2 – Administration, Article VI. – Planning Commission; Division 2 – Powers and Duties, Sub-section 2-326 – Town provisions, the Council for the Town of Abingdon has found it in the best interest to amend the body of its ordinance; and

NOW, THEREFORE BE IT ORDAINED by the council of the Town of Abingdon that:

1. Should any section or provision of this ordinance be decided to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other section or provision of this ordinance or the Code of the Town of Abingdon, Virginia; and

2. The Town of Abingdon's Code – Part II, Chapter 2 – Administration, Article VI. – Planning Commission; Division 2 – Powers and Duties, Sub-section 2-326 – Town provisions that is proposed for amendment currently appears as follows:

Sec. 2-326. - Town provisions.

(a) *Name.* There is hereby created a town planning commission, which commission shall be known as the "Abingdon Town Planning Commission" which may be referred to in this Code as the planning commission.

(b) *Composition, qualifications and appointment of members.* The planning commission shall consist of not less than seven or more than 15 members, one of whom shall be a member of the town council and one of whom shall be the town manager. The remaining members, to be known as appointed members, shall all be residents of the town and at least half of them shall be owners of real property, within the town. All members shall be appointed by the town council and must have knowledge and experience to make decisions on questions of community growth and development.

(c) *Terms of members; filling vacancies.*

(1) With the exception of council members, the appointed members shall be appointed for terms of four years, beginning on July 1 and ending on June 30 of the relevant years. Any vacancy in membership may be filled by appointment by the town council. Such

appointment in case of an appointed member shall be for the unexpired term. The term of any council member appointed to the planning commission shall be a two-year term. The council member may serve two consecutive terms.

(2) The council may appoint any member for two consecutive terms.

(3) To fill a vacancy of an appointed member, the council may follow this procedure or any part thereof. The director of planning shall notify the council 60 days prior to the end of the term or terms to expire. The council shall not appoint any member to the commission without having received a letter of interest and qualification for membership from the candidate. The council shall fill any vacancy it may choose to fill, provided the commission shall never have less than seven members.

(4) In reviewing the qualifications of current appointed members to the planning commission, the council shall consider the following:

a. Attendance and participation at meetings of the commission or its committees;

b. Attendance at such annual training programs as the town council deems appropriate and approves.

c. A witnessed knowledge of and experience in dealing with questions of community growth and development.

(d) *Compensation of members.* All members of the planning commission shall serve as such without compensation.

(e) *Removal of members.* Any appointed member of the planning commission may be removed by the town council for malfeasance in office. Such removal may be made only after a public hearing at which such member is given an opportunity to appear and be heard on the charges against him/her. In addition, any member who is absent for more than three consecutive regularly scheduled meetings and whose absences are deemed unexcused, shall be requested by the council to voluntarily relinquish their position.

(f) *[Powers and duties.]* The planning commission shall have all the powers and duties which are now or may hereafter be granted to or imposed upon such commissions by the Code of Virginia, town ordinances and in these bylaws.

BE IT FURTHER ORDAINED, that upon the recommendation of the Council for the Town of Abingdon, Part II – Code, Chapter 2 – Administration, Article VI. – Planning Commission, Division 2 – Powers and Duties, Sub-section 2-326 – Town provisions be amended as follows:

Sec. 2-326. - Town provisions.

(a) *Name.* There is hereby created a town planning commission, which commission shall be known as the "Abingdon Town Planning Commission" which may be referred to in this Code as the planning commission.

(b) *Composition, qualifications and appointment of members.* The planning commission shall consist of not less than seven or more than 15 members, one of whom ~~shall~~ may be a member of the town council. ~~and one of whom shall be the town manager.~~ The remaining

members, to be known as appointed members, shall all be residents of the town and at least half of them shall be owners of real property, within the town. All members shall be appointed by the town council and must have knowledge and experience to make decisions on questions of community growth and development.

(c) *Terms of members; filling vacancies.*

(1) With the exception of council members, the appointed members shall be appointed for terms of four years, beginning on July 1 and ending on June 30 of the relevant years. Any vacancy in membership may be filled by appointment by the town council. Such appointment in case of an appointed member shall be for the unexpired term. The term of any council member appointed to the planning commission shall be a two-year term. The council member may serve two consecutive terms.

(2) The council may appoint any member for two consecutive terms.

(3) To fill a vacancy of an appointed member, the council may follow this procedure or any part thereof. The director of planning shall notify the council 60 days prior to the end of the term or terms to expire. The council shall not appoint any member to the commission without having received a letter of interest and qualification for membership from the candidate. The council shall fill any vacancy it may choose to fill, provided the commission shall never have less than seven members.

(4) In reviewing the qualifications of current appointed members to the planning commission, the council shall consider the following:

a. Attendance and participation at meetings of the commission or its committees;

b. Attendance at such annual training programs as the town council deems appropriate and approves.

c. A witnessed knowledge of and experience in dealing with questions of community growth and development.

(d) *Compensation of members.* All members of the planning commission shall serve as such without compensation.

(e) *Removal of members.* Any appointed member of the planning commission may be removed by the town council for malfeasance in office. Such removal may be made only after a public hearing at which such member is given an opportunity to appear and be heard on the charges against him/her. In addition, any member who is absent for more than three consecutive regularly scheduled meetings and whose absences are deemed unexcused, shall be requested by the council to voluntarily relinquish their position.

(f) *[Powers and duties.]* The planning commission shall have all the powers and duties which are now or may hereafter be granted to or imposed upon such commissions by the Code of Virginia and town ordinances. ~~and in these bylaws.~~

CERTIFICATE

Pursuant to Section 2-100 of the Code of the Town of Abingdon, Virginia, I hereby certify that I have reviewed the foregoing proposed ordinance to amend Part II – Code, Chapter 2 – Administration, Article VI. – Planning Commission, Division 2 – Powers and Duties, Sub-section 2-326 – Town provisions, and find it to be in correct form, as set forth above, this ____ day of _____, 2020.

_____
Cameron Bell, Counsel

This ordinance was adopted on the_____day of_____, to take effect on_____.

_____
J. Wayne Craig, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on April 20, 2020. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
J. Wayne Craig, Mayor		
Cindy Patterson, Vice Mayor		
Al Bradley		
Donna Quetsch		
Derek Webb		

WITNESS MY HAND and the seal of the Town of Abingdon as of_____, 2020.

(SEAL)

_____
Kimberly Kingsley, Clerk

Draft FY2021 Budget Summary

4/17/2020

Revenue Estimates General Fund	**FY20/21 Estimates**
General Property Taxes	$2,921,399
Other Local Taxes	$5,198,000
Permits	$39,200
Fines and Forfeitures	$34,400
Revenue-Use of Money and Property	$62,175
Charges for Services	$445,750
Miscellaneous Revenues	$793,000
Recovered Costs	$5,000
Revenue-Other Agencies	$1,375,658
Total Revenue General Fund 20-21	**$10,874,582**
Expenditures Estimates General Fund	
General Government	
Legislative	$70,652
General and Financial Administration	$1,551,538
Total General Government	**$1,622,190**
Public Safety	
Police Department	$2,044,998
Fire Department	$478,084
Building Inspections	$124,685
Total Public Safety	**$2,647,767**
Maintenance of Highways, Streets, Buildings & Grounds	
Recreation, Community Development	
Public Works	$369,000
Street Maintenance and Operations	$1,465,792
Facility Management	$523,376
Central Garage	$379,741
Solid Waste Collection and Recycling	$282,012
Parks and Recreation	$1,019,610
Cemeteries	$1,260
Community Development	$785,379
Non-Departmental	$164,691
Municipal Insurance	$105,732
Debt Service and Restricted Funds	$1,002,832
Transfers to Other Funds	$505,200
Total Maintenance of Highways, Streets, Buildings & Grounds, Recreation, Community Development	**$6,604,625**
Total General Fund Operations	**$10,874,582**

Draft FY2021 Budget Summary

4/17/2020

Revenue Estimates - Capital Projects Fund	
Loan Proceeds	$7,500,000
Short Term Financing	$530,680
Transfer from General Fund	$455,200
Total Revenue Estimates - Capital Projects Fund	**$8,485,880**
Expenditure Estimates - Capital Projects Fund	
Information Technology Capital Projects	$598,180
Police Department Capital Projects	$184,550
Facility Management Capital Projects	$129,000
Parks and Playgrounds Capital Projects	$18,650
Coomes Recreation Center Capital Projects	$55,500
Meadows Sports Complex Capital Project	$7,500,000
Total Expenditure Estimates - Capital Projects Fund	**$8,485,880**
Revenue Estimates - Street Maintenance Fund	
Virginia Department of Transportation	$2,416,500
Transfer from General Fund	$50,000
Total Revenue Estimates - Street Maintenance Fund	**$2,466,500**
Expenditure Estimates - Street Maintenance Fund	
Street Operations	$50,000
VDOT Urban Maintenance	$866,500
Park Street Project	$1,550,000
Total Expenditure Estimates Street Maintenance Fund	**$2,466,500**
Revenue Estimates - Sewer Fund	
Sewer Service	$3,127,098
Sewer Service Penalties	$50,000
WCSA Exit 13	$82,500
Sewer Connection	$80,000
Recovered Costs	$1,000
Pretreatment Control Authority	$79,800
Non-operating Revenues	$1,440,324
Total Revenue Estimates - Sewer Fund	**$4,860,722**
Expenditure Estimates - Sewer Fund	
Administration	$259,035
Collection	$2,314,439

Draft FY2021 Budget Summary

4/17/2020

Disposal	$1,139,686
Debt Service	$815,918
Pretreatment Control Authority	$93,092
Non-Departmental	$20,000
Insurance	$31,552
Capital Projects	$187,000
Total Expenditure Estimates	**$4,860,722**

ROSENTHAL
INSURANCE CONSULTING
Maximizing Coverage • Minimizing Cost

P.O. Box 35220 • North Chesterfield, VA 23235-0220
tel: 804/674-8100 • cell: 804-512-2937 • fax: 804/674-6481 • email: sam@samric.com

TO: INSURANCE AGENTS AND THEIR UNDERWRITERS

FROM: SAM ROSENTHAL

CC: STACEY REICHLER

REGARDING: TOWN OF ABINGDON, VIRGINIA
PROPERTY AND CASUALTY RENEWAL

DATE: FEBRUARY 3, 2020

The **Town of Abingdon** is requesting **COMPETITIVE *NEGOTIABLE* PROPOSALS** for its various property and casualty insurance coverages that renew **July 1, 2020**.

You are requested to base your proposals on the following criteria. Questions regarding these specifications are to be directed to RIC, at sam@samric.com or 804.512.2937.

Your ORIGINAL OFFER(S) ALONG WITH THREE (3) COPIES are to be delivered to the following person no later than 2:00 PM, prevailing time, on FRIDAY, FEBRUARY 28, 2020, in a sealed envelope(s) to:

Ms. Stacey Reichler
Director of Human Resources
Town of Abingdon
133 West Main Street
Abingdon, Virginia 24210
Or
Post Office Box 789
Abingdon, Virginia 24212

Mark your envelope(s) in the lower right hand corner to read:

PROPERTY-CASUALTY INSURANCE PROPOSALS
DUE FEBRUARY 28, 2020
2:00 PM

No extensions or other accommodations will be made regarding this time and date.

Your proposal will be reviewed and the information will form the basis of RIC's report to the Town of Abingdon and Town Council.

Thank you for considering our request.

INVITATION TO PROVIDE A PROPERTY AND CASUALTY INSURANCE OFFER

The Town of Abingdon of Abingdon, Virginia, invites you to offer a **Competitive Negotiable Proposal** on a **"Non-Professional Services" basis** for our **Property and Casualty Insurance Program** to be **effective July 1, 2020.**

To meet the requirements of the Virginia Public Procurement Act we offer the following for your information so we will not encounter any problems with our process:

We will be following the Non-Professional Services requirements of the Virginia Public Procurement Act, 2.2-4300, 2.2-4301-3.b & 5.

Procurement of other than professional services. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

"Nonprofessional services" means any services not specifically identified as professional services in the definition of professional services.

"Professional services" means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. "Professional services" shall also include the services of an economist procured by the State Corporation Commission.

We ask all bidders, offerors or contractors to review the Virginia Procurement Act and contact Sam Rosenthal if you have questions or concerns about what the act states and how we will be prosecuting the interviews and negotiations with the top two or three bidders, offerors or contractors.

The Town of Abingdon has the right to negotiate with any or all of the bidders, offerors or contractors and to accept a proposal and pricing from a bidder, offeror or contractor that is not interviewed as long as the Town of Abingdon interviews two of the bidders, offerors or contractors in person, via electronic communications or by telephone.

Price will be a factor in our consideration along with limits, deductibles, terms and conditions presented.

We are enclosing the specifications and criteria for ranking the selected bidder, offeror or contractor and the criteria for ranking the bidder, offeror or contractor after the negotiations.

When submitting your program please note the items that the Town Council wants to have addressed. Please address these issues and feel free to add to or expand the information.

We have the option of negotiating with at least two of the bidders, offerors or contractors. The date and time of the negotiations will be established for the face-to-face, electronic or telephone negotiations if necessary. We will have a recommendation ready for the Town Council for their May or June meeting.

There will be at least two individuals on the Town's committee who may be involved with the interviews and negotiations. Please have three (3) copies of your offers for distribution among the committee members.

Proprietary information from competing offerors shall not be disclosed to the public or to competitors.

Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or **upon submission** of the data or other materials, (ii) **identify the data or other materials to be protected**, and (iii) **state the reasons why protection is necessary**.

All bidders, offerors or contractors are to note their proprietary information and the reasons for the declaration clearly in the proposal as outlined above. Proprietary information will not be shared with others.

Thank you for considering the Town of Abingdon by being a bidder, offeror or contractor for our Property and Casualty insurance network provider services.

TO: **MS. STACEY REICHLER**
TOWN OF ABINGDON

FROM: _____

RE: **PROPRIETARY INFORMATION**
SECTION 2.2. -4342(F) of the CODE of VIGINIA

DATE: _____

As per the requirements of the Virginia Public Procurement Act, we are hereby noting the following information and pages of our Request for Proposals for Property and Casualty insurance due at 2:00 PM on Friday, February 28, 2020 as illustrated below.

All information noted and highlighted as proprietary is considered confidential and is not to be shared with any other individual or organization other than the three committee members during their discussions and negotiations.

We ask that the information remain with Ms. Reichler before and after each meeting and that the information not leave the Town of Abingdon's Administration offices.

After the final negotiations and award, all copies of the offer are to be in the hands of Ms. Reichler and Mr. Rosenthal and they agree not to discuss or release any of the data to any other individual or organization and to discuss this information with only those individuals at my company who are authorized to partake in the discussions and negotiations and handling of the claims processing activities and any other activity where the discussion of this material is necessary to the benefit of all parties.

Bidders, proposers or contractors must invoke the protection of Section 2.2. -4342(F) of the Code of Virginia, in writing, either before or at the time of the data or other material is submitted to avoid public disclosure under the Freedom of Information Act. Bidders, offerors or contractors must explain the proprietary or trade secret materials submitted and they must be identified by some distinct method of highlighting or underlining. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

PROPRIETY INFORMATION

Page	**Description**

GENERAL INSTRUCTIONS

1. Use the following information as the basis for your offer.

   You may improve the coverages to the benefit of the Town of Abingdon in addition to your advantage. Please let us know what enhancements you have included and their positive impact on our program.

2. Please contact these individuals if you have questions regarding our program:

Underwriting	Sam Rosenthal	
	Office	804/512.2937
	Sam's Cell	804/512-2937
	Sam's Email	sam@samric.com
Inspections	Stacey Reichler	276/628-3167

3. **The final awards will be based upon the insurance products that best meets the needs of the Town of Abingdon including but not limited to the proposed coverages and premiums quoted. Additional services will also be considered as part of our ranking system when reviewing the proposals.**

4. Include copies of all documents you believe will be helpful in making our decision. This can include, but not limited to, policies, endorsements, company handouts, **lists of Virginia Town entities served by your agency or insurance company**, articles, A.M. Best ratings, sample copies of loss runs, coverage charts and comparisons, in addition to the reasons why your forms are superior to those of your competitors.

5. Let us know what special services you can offer to the Town of Abingdon including your professional credentials and any other information you believe will be helpful and informative to us.

6. You may approach any markets you desire on a FIRST COME - FIRST SERVED BASIS. We cannot provide Producer of Record Letters to anyone. If there is a conflict with any insurance company and/or agency the matter must be resolved between or among all parties concerned. The Town cannot and will not award markets to anyone during this process.

   We have our property and casualty coverages with the Virginia Municipal League.

7. The following information is provided so you may use the data as necessary when completing your company and ACCORD applications. You may contact RIC for additional information, ask questions, and discuss additional coverages you think the Town may need.

   RIC will **NOT** complete the applications for you. When sending any applications to RIC please complete the form to the best of your ability using these specifications and any drive by views of our property.

General Instructions...continued.

This completion of the applications are an agent's responsibility and although the Town of Abingdon is utilizing the services of a professional insurance consultant, **all agents must continue to perform their expected activities on behalf of the Town of Abingdon as if RIC was not involved and you gathered the underwriting information from the Town.**

8. We have requested a number of coverages for which the underwriters may desire applications. **Once again, you must complete the applications to the best of your ability,** and then forward them to RIC for the missing information.

   Please **HIGHLIGHT or ACKNOWLEDGE** the data that is requested so we will know what to include for your underwriters.

9. The final awards will be made by the Town of Abingdon based on variable factor. Please list your replies to these ten (10) rating factors so everyone reviewing your proposal will have an idea of what you can provide the Town. These then items will be the base of our award, however there may be additional factors the Town will consider while reviewing your offer:

Price	50
Blanket Real and Personal Property Limits	25
Other Limits	25
Direct Damage Deductibles	25
Terms and Conditions	25
Safety and Loss Control Libraries	10
Building Appraisals	10
Special Services Offered	10
Special Coverages Offered	10
Miscellaneous Points	10
Total Maximum Points	200

10. **A low premium may not be strong enough to be awarded the coverages.** Your entire offer will be considered and compared to the other proposals received from your competitors.

11. Please inform us which coverages can be purchased independently of each other and which coverages must be written together.

12. A breakdown of your premiums charged by coverage is to be provided. This is important information that may "make or break" your offer and we want to give the Town in idea of what each coverage costs.

13. Remember, any additional information you can include will be to your advantage.

14. If you have questions regarding the inclusion of any specific material, please contact RIC to discuss your concerns.

General Instructions...continued.

15. **Town of Abingdon intends to award the coverages to the successful proposer(s) for a one year term, with the option of continuing the program for another two (2) years.** However, Town of Abingdon **reserves the right** to consider changing the coverages, deductibles, policy terms, conditions, or insurance companies on each renewal date.

    This decision will be made by Town of Abingdon based on the services provided by the agent and insurance company, claims assistance, renewal premium levels, audits and the current environment prevailing within the insurance industry.

16. Town of Abingdon will not be responsible for late proposals received via either the United States Postal System or other delivery services. **Proposals received after 2:00 PM on FRIDAY, FEBRUARY 28, 2020, will NOT and cannot be considered.**

****

If you are using Federal Express, UPS or other delivery services, please send your offer to arrive on THURSDAY, FEBRUARY 27, 2020 by the close of business.

****

17. **THE TOWN OF ABINGDON, VIRGINIA RESERVES THE RIGHT TO ACCEPT OR REJECT ALL PROPOSALS AND TO AWARD THE COVERAGES IN WHATEVER MANNER BEST SERVES THE INTEREST OF THE TOWN OF ABINGDON, VIRGINIA AS PROVIDED BY THE CODE OF VIRGINIA, 1950, AS AMENDED, AND THE TOWN'S PURCHASING POLICY.**

18. **ALL inspections are by appointment ONLY. Please contact Ms. Stacey Reichler for an appointment, 276/628-3167.**

19. WHEN QUOTING OUR COVERAGES, PLEASE BE SURE TO QUOTE ALL COVERAGES REQUESTED. FOR INSTANCE, WE ARE ASKING FOR A **DIC PROPOSAL**. PLEASE BE SURE TO INCLUDE THIS COVERAGE IN YOUR OFFER.

    If you are not quoting any specific coverage or have amended the limits or deductibles please highlight the change in your proposal.

APPLICATIONS

We will complete applications as necessary and use the first one received for all requests.

We do not want to complete any ACORD forms so independent agents please take the time and complete your ACORD forms as necessary

.

When sending applications please complete the general information data for all applications and ACORD forms and add your agency's name on the application so we will know who sent it to us.

EXPANDED COVERAGES

If your Pool or standard market program includes higher limits than requested please use the higher limits and so note in your proposal.

TOWN OF ABINGDON, VIRGINIA

Please include this letter on your company or agency letterhead.

TO: **MS. STACEY REICHLER**
TOWN OF ABINGDON

FROM: _____

RE: **PROPERTY AND CASUALTY INSURANCE PROPOSAL**
OPENING DATE 2:00 O'CLOCK ON FRIDAY, FEBRUARY 28, 2020

DATE: _____

In compliance with this Request for Negotiable Proposals on a "Best Buy" basis and subject to all of the instructions, specifications and conditions imposed therein, the Undersigned offers and agrees to furnish and deliver any one or all of the insurance coverages at or beyond the requested limits described at the annual premiums indicated.

We hereby submit this proposal and agree to enter into either a written contract, if requested, or to furnish the insurance binders within 30 days of the award and the original insurance policies and documents within 60 days of the award.

My signature below certifies that this proposal is made without prior understanding, agreement or connection with any corporation, entity or person submitting a proposal for the same insurance coverages as requested in the RFP and is in all respects fair and without collusion or fraud.

I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and the Federal Law and can result in fines, prison sentences and civil damage awards.

I further certify that the insurance products and services to be provided pursuant to this proposal fully satisfies each of the identified terms, requirements, conditions and coverages requested within the RFP, unless the proposal specifically amends or eliminates these terms, requirements, conditions and coverages requested and that if any insurance products or services described within the proposal differ in any manner from that described in the RFP all differences are specifically identified and fully described.

I certify that I am authorized to sign this proposal on behalf of the insurance company, insurance agency or insurance pool making this offer.

COMPANY NAME _____

AUTHORIZED INDIVIDUAL
SIGNATURE_____

AUTHORIZED INDIVIDUAL NAME AND
TITLE_____

DATE FORM SIGNED_____

BASIC POLICY INFORMATION

TOWN OF ABINGDON, VIRGINIA

Please include the following for **ALL** policies quoted:

1. The named insured will reflect:

Town of Abingdon, Virginia, Abingdon Fire Department

and

Any affiliated or subsidiary board, authority, committee or independent agency provided that such affiliated or subsidiary board, authority, committee or independent agency created by the Named Insured or is one in which controlling interest or membership therein is vested in the Named Insured;

and

All officials, employees and volunteers while acting within their scope of their duties.

2. The mailing address will read:

Finance Department
Town of Abingdon
Post Office Box 789
Abingdon, Virginia 24212

3. The inception date of all policies will be July 1, 2020.

4. Include a **60 day notice** of cancellation, **non-renewal** or reduction in coverages for **all policies offered.**

5. Each coverage section of these criteria reflects additional enhancements that we are requesting. Please address our requests with your underwriters and let us know how you plan to approach these coverage improvements.

6. Any additional enhancements will be to your advantage. Please state them clearly in your proposal. You may also expand on how these enhancements are to the benefit of the insured.

7. Please note our Internet web page for information about the Town and our budget data, http://abingdon-va.gov/?page_id=757

THE TOWN'S INFORMATION
To introduce the Town to underwriters please note the following.

TOWN'S INTERNET SITE
Please go to www.abingdon-va.gov to view our Town's web page. Although the current 2019-2020 budget is shown you can use this data to estimate any additional underwriting data you may need for underwriting purposes.

REAL AND PERSONAL PROPERTY CRITERIA

GENERAL INSTRUCTIONS

Please base your Real and Personal Property coverages on the following criteria. You may improve our requested coverages to the advantage of the insureds.

REAL AND PERSONAL PROPERTY

The Town's covered property will include **ALL real and personal property either that is owned by the Town or for which the Town has an interest including the property of others in the Town's care, custody or control.**

Our limits will be on a **Blanket Real and Personal Property Basis at All Locations.** Please advise if you can offer one blanket limit for both Real and Personal Property.

LOCATIONS

Note the Statement of Property Values.

Please include the following endorsement in your proposal to help you and the Town of Abingdon to avoid claims problems and clarify our position regarding what we expect to be covered:

"Coverage will not be invalidated nor affected by inadvertent errors, omission or improper descriptions of the premises or operations described in our Statement of Property Values."

VALUATIONS

Real and Personal Property and Improvements and Betterments of the Town of Abingdon or Which are Leased from Others on a Replacement Cost basis.

Extend your Replacement Cost valuation to include permission to rebuild or replace any real property at another location, on either Town of Abingdon property or off-premises at a new location.

Real Property	$43,614,353
Personal Property	$12,187,958
Real Property in Open	$ 500,000
Personal Property in Open	$ 100,000
Total Blanket Values	**$56,402,311**

CAUSES OF LOSS

SPECIAL CAUSES OF LOSS Perils for all Covered Exposures.

Although we are including request for flood and earthquake coverages in addition to a Difference in Conditions form to complete our property program we still want the Special Causes of Loss form included for our Real and Personal and Time Element coverages.

Real and Personal Property Criteria...continued.

OFF-PREMISES POWER INTERRUPTION coverages, including loss from water supply services, communications and power supply services and **INCLUDING** overhead transmission lines.

Off-Premises Power Interruption is to also apply to our indirect (time element) coverages for $1,000,000 for any one occurrence.

Our intent is to **INCLUDE** all transmission lines off premises and **NOT** the "solely providing service" coverage form.

If you are offering a separate POWER EQUIPMENT AND MACHINERY policy include the **JOINT LOSS AGREEMENT** wording within the property forms.

Please confirm that your policy form includes coverage for COLLAPSE either within the Special Perils endorsement or by attaching ISO FORM CF-0013 (01/89).

Confirm that your form includes coverages for damages arising out of the **BACK-UP OF SEWERS AND DRAINS** either in the standard form or by endorsement for at least $10,000.

Include **BUILDING ORDINANCE (INCREASED COST OF CONSTRUCTION)** coverages in the amount of **$5,000,000** pertaining to any occurrence where we must comply with local or federal building codes, laws or ordinances, Coverages A, B and C.

In addition, if the structure is replaced at another premise either on or off the Town of Abingdon's property because relocation is required by ordinance or law, the **Increased Cost of Construction will be applicable at the new location subject** to the **$5,000,000** that may have to be incurred to meet the new building laws and requirements.

Include **DEMOLITION** coverages in the amount of **$5,000,000** pertaining to any occurrence where we must comply with local or federal building codes, laws, or ordinances to the undamaged portion of any structure.

Include **LEASED PERSONAL PROPERTY** for which the Town of Abingdon has a contractual responsibility to procure coverage. The values of this property are included within our Statement of Property Values.

Include **LEGAL LIABILITY COVERAGE** for Newly Acquired Property that comes into the Town of Abingdon's care, custody or control after the beginning of our coverages.

CONSEQUENTIAL LOSS TO FOOD IN COLD STORAGE, which is not covered by our Power Equipment and Machinery coverages, for the Special Causes of Loss, for **$10,000** <u>at all locations on a blanket basis</u> and **INCLUDING** both Breakdown and Power Outage coverages.

Real and Personal Property Criteria...continued.

GLASS BREAKAGE as an insured peril subject to our Property Deductible, with no limitations on either the "Per Pane" or "Total Recovery" from any one occurrence.

Up to **$10,000** for the **COST OF PREPARING ANY PROOF OF LOSS** or associated Claim Preparation costs by the Town.

SURFACE WATER is to be included as an insured peril within the Flood coverage.

SEWAGE BACKUP to Town Owned Property is to be included.

COINSURANCE
All Coinsurance is to be waived via an **AGREED AMOUNT ENDORSEMENT** for **BOTH** the Real and Personal Property direct damage Causes of Loss.

DEDUCTIBLES
$1,000 per Occurrence.

ENHANCEMENTS
Please outline your company's coverage enhancements in a clear and concise fashion so we will be aware of their existence and how they benefit the Town.

STATEMENT OF VALUES
Please note our Statement of Values which are attached.

HISTORIC PROPERTIES
The Town has a number of historic properties that we want "old for old" replacement cost in lieu of "new for old" replacement cost coverage. This means that our insurance carrier will work with the Town in trying to locate building materials that are from the same period as the original structure was built. Please expand on this option and the added cost to have specific properties so noted as "Historic."

The "Historic Properties" are:
Fields Penn House
Retirement House at the Muster Grounds
Train Depot
Arts Depot
Findlay House (Creeper Trail Center)
The Meadows House

Real and Personal Property Criteria...continued.

MORTGAGE HOLDERS AND LOSS PAYEES
Endorse the policy to include the following:

"It is agreed and understood that all persons or entities Town of Abingdon has agreed to name as a Loss Payee in accordance with the terms of any lease, rental agreement, loans or other written agreements, will be considered as a Loss Payee provided Town of Abingdon identifies the entity to the company when reporting a claim; and

It is also agreed and understood that the Director of Human Resources of the Town of Abingdon, Virginia, his/her appointee or successor, will be recognized as the individuals to handle all property claims for Town of Abingdon as to the negotiation and settlement activities with the insurance company."

LOSS PAYEES

Pitney Bowes Credit Corporation Post Office Box 5151 Shelton, Connecticut 06484-5151	Mailing Machine and Scale #1708016-001

OMNIBUS COVERAGE CLAUSE
Include the following within our Statement of Property Values as reflected within our Statement of Property Values for $500,000 of unscheduled Real and $100,000 unscheduled Personal Property at all locations:

Miscellaneous Property in the Open belonging to the Town of Abingdon and not specifically scheduled in the Statement of Property Values but are to be insured by your property insurance carrier, including but not limited to trailers, storage buildings, sheds, flag poles, athletic equipment, fencing, gates, stairs, railings, pump houses, light poles and lighting systems, stairs, railings, machinery, generators, propane tanks, above ground gasoline tanks, above ground diesel tanks, diesel and gasoline tanks, all fuel pumping systems and pipes, motors and related equipment, tools of every description and all other Real and Personal property usual and incidental to a Town located at all property sites throughout the Town of Abingdon, Virginia.

STATEMENT OF PROPERTY VALUES

Loc #	Bldg #	Bldg Description	Street Address	City	Bldg Value	Cts Value	Deductible	Valuation	Vacant?
Business Income / Extra Expense			$100,000 Included at no charge			$10,000,000.00 Total Limit			
1	1	Municipal Building	133 W. Main Street	Abingdon	$2,323,500.00	$269,500.00	$1,000.00	Replacement Cost	
10	1	Historical Society	306 Depot Square SW	Abingdon	$652,000.00	$79,000.00	$1,000.00	Replacement Cost	

11	1	Wolf Creek WWTP - Sewage Pumping Station	21410 Vances Mill Road	Abingdon	$1,046,000.00	$1,239,000.00	$1,000.00	Replacement Cost	
11	10	Sludge Holding Tank	21410 Vances Mill Road	Abingdon	$128,593.00	$0.00	$1,000.00	Replacement Cost	
11	11	Garage & Office Bldg - SMD & WCWRF Shop	21410 Vances Mill Road	Abingdon	$425,500.00	$233,500.00	$1,000.00	Replacement Cost	
11	12	Anearobic Digester	21410 Vances Mill Road	Abingdon	$1,737,500.00	$848,500.00	$1,000.00	Replacement Cost	
11	13	Sludge Dewatering Bldg & Operator Cntrl- Westfalia	21410 Vances Mill Road	Abingdon	$367,500.00	$27,000.00	$1,000.00	Replacement Cost	
11	14	Electrical Maintenance Bldg	21410 Vances Mill Road	Abingdon	$172,500.00	$25,500.00	$1,000.00	Replacement Cost	
11	15	Primary Clarifier 1	21410 Vances Mill Road	Abingdon	$267,500.00	$131,000.00	$1,000.00	Replacement Cost	
11	16	Gravity Thickener	21410 Vances Mill Road	Abingdon	$165,000.00	$67,000.00	$1,000.00	Replacement Cost	
11	17	Therma Flex Green House	21410 Vances Mill Road	Abingdon	$13,008.00	$5,555.00	$1,000.00	Replacement Cost	
11	18	Compost Building Office	21410 Vances Mill Road	Abingdon	$12,347.00	$8,843.00	$1,000.00	Replacement Cost	
11	19	Equipment Storage Shed	21410 Vances Mill Road	Abingdon	$136,500.00	$25,000.00	$1,000.00	Replacement Cost	
11	2	Grit Collector (2)	21410 Vances Mill Road	Abingdon	$9,350.00	$477,124.00	$1,000.00	Replacement Cost	
11	20	Compost Storage Shed	21410 Vances Mill Road	Abingdon	$226,500.00	$0.00	$1,000.00	Replacement Cost	
11	21	Administration Building	21410 Vances Mill Road	Abingdon	$689,500.00	$80,000.00	$1,000.00	Replacement Cost	
11	22	E.Q. Screening Channel	21410 Vances Mill Road	Abingdon	$99,000.00	$197,000.00	$1,000.00	Replacement Cost	
11	23	Special Waste Building	21410 Vances Mill Road	Abingdon	$386,000.00	$247,500.00	$1,000.00	Replacement Cost	
11	24	Ultra Violet Disinfection Bldg	21410 Vances Mill Road	Abingdon	$465,500.00	$1,393,500.00	$1,000.00	Replacement Cost	
11	25	Sludge Holding Tank	21410 Vances Mill Road	Abingdon	$338,317.00	$0.00	$1,000.00	Replacement Cost	
11	26	Pump Blower #1	21410 Vances Mill Road	Abingdon	$108,500.00	$0.00	$1,000.00	Replacement Cost	
11	27	Pump Blower #2	21410 Vances Mill Road	Abingdon	$108,500.00	$0.00	$1,000.00	Replacement Cost	
11	28	Secondary Clarifer 1	21410 Vances Mill Road	Abingdon	$1,018,000.00	$261,500.00	$1,000.00	Replacement Cost	
11	29	Secondary Clarifer 2	21410 Vances Mill Road	Abingdon	$1,018,000.00	$261,500.00	$1,000.00	Replacement Cost	
11	3	Excess Flow Pumping Station	21410 Vances Mill Road	Abingdon	$346,000.00	$281,000.00	$1,000.00	Replacement Cost	
11	30	Bldg & Grounds Maintenance Bldg	21410 Vances Mill Road	Abingdon	$102,500.00	$60,000.00	$1,000.00	Replacement Cost	
11	31	Primary Clarifer #2	21410 Vances Mill Road	Abingdon	$267,500.00	$131,000.00	$1,000.00	Replacement Cost	
11	32	New Office Bldg	21410 Vances Mill Road	Abingdon	$11,024.00	$3,121.00	$1,000.00	Replacement Cost	
11	33	Bridge	21410 Vances Mill Road	Abingdon	$113,000.00	$0.00	$1,000.00	Replacement Cost	
11	34	Aeration Basin 2	21410 Vances Mill Road	Abingdon	$1,134,500.00	$305,000.00	$1,000.00	Replacement Cost	

11	35	Aeration Splitter Box	21410 Vances Mill Road	Abingdon	$31,337.00	$8,888.00	$1,000.00	Replacement Cost	
11	36	Primary Clarifer Splitter Box	21410 Vances Mill Road	Abingdon	$29,312.00	$12,928.00	$1,000.00	Replacement Cost	
11	37	Sludge Wet Well	21410 Vances Mill Road	Abingdon	$32,297.00	$36,764.00	$1,000.00	Replacement Cost	
11	38	Secondary Clarifer Splitter	21410 Vances Mill Road	Abingdon	$38,266.00	$14,948.00	$1,000.00	Replacement Cost	
11	39	EQ Washdown Pump Station	21410 Vances Mill Road	Abingdon	$18,227.00	$34,946.00	$1,000.00	Replacement Cost	
11	4	Excess Flow Holding Tank	21410 Vances Mill Road	Abingdon	$2,236,000.00	$574,000.00	$1,000.00	Replacement Cost	
11	40	Sampler Building	21410 Vances Mill Road	Abingdon	$7,276.00	$5,858.00	$1,000.00	Replacement Cost	
11	41	Flow Bend Pump Station	21410 Vances Mill Road	Abingdon	$27,500.00	$65,044.00	$1,000.00	Replacement Cost	
11	42	Compost Sales Bldg	21410 Vances Mill Road	Abingdon	$35,690.00	$0.00	$1,000.00	Replacement Cost	
11	43	Grit Collector 2	21410 Vances Mill Road	Abingdon	$7,930.00	$258,411.00	$1,000.00	Replacement Cost	
11	5	Aeration Tank 1	21410 Vances Mill Road	Abingdon	$1,022,500.00	$359,000.00	$1,000.00	Replacement Cost	
11	6	Sludge Pumping Station	21410 Vances Mill Road	Abingdon	$415,500.00	$370,000.00	$1,000.00	Replacement Cost	
11	7	Sludge Dewatering Bldg	21410 Vances Mill Road	Abingdon	$501,000.00	$896,500.00	$1,000.00	Replacement Cost	
11	9	Scum Holding Tank	21410 Vances Mill Road	Abingdon	$128,593.00	$0.00	$1,000.00	Replacement Cost	
12	1	Art Depot / Freight Depot	314 Depot Square	Abingdon	$623,500.00	$0.00	$1,000.00	Replacement Cost	
13	1	Police Station	425 West Main Street	Abingdon	$2,560,000.00	$735,000.00	$1,000.00	Replacement Cost	
16	1	Barter Theater	127 West Main Street	Abingdon	$5,122,000.00	$0.00	$1,000.00	Replacement Cost	
19	1	Fire Hall	316 Park Street	Abingdon	$2,107,000.00	$279,500.00	$1,000.00	Replacement Cost	
2	1	Field House	Russell Road	Abingdon	$33,733.00	$0.00	$1,000.00	Replacement Cost	
20	1	Harry L. Coomes Recreation Center	300 Stanley Street	Abingdon	$5,749,000.00	$430,000.00	$1,000.00	Replacement Cost	
21	1	Historic Train & Shed	320 Green Springs Road	Abingdon	$39,328.00	$0.00	$1,000.00	Replacement Cost	
22	1	Town Park (Main Street Park)	305 W. Main Street	Abingdon	$21,056.00	$0.00	$1,000.00	Replacement Cost	
25	1	Grounds Office Building	431 W. Main Street	Abingdon	$250,000.00	$65,000.00	$1,000.00	Replacement Cost	
25	2	Grounds Shop	427 W. Main Street	Abingdon	$205,000.00	$26,000.00	$1,000.00	Replacement Cost	
25	3	Grounds Storage Bldg	429 W. Main Street	Abingdon	$200,000.00	$264,250.00	$1,000.00	Replacement Cost	
32	1	Retirement House	702 Colonial Road SW	Abingdon	$468,000.00	$0.00	$1,000.00	Replacement Cost	
32	2	Muster Ground Vistor Center	1780 Muster Lane	Abingdon	$144,500.00	$5,000.00	$1,000.00	Replacement Cost	
34	1	Farmers Market	100 Remsburg Drive	Abingdon	$383,000.00	$0.00	$1,000.00	Replacement Cost	
35	1	Caboose	310 Depot Square	Abingdon	$8,037.00	$0.00	$1,000.00	Replacement Cost	

38	2	Veterans Memorial Park Statue-Bronze Ribbon	Lt. Billy Webb Avenue	Abingdon	$91,800.00	$0.00	$1,000.00	Replacement Cost	
38	3	Veterans Memorial Pavilion	Lt. Billy Webb Avenue	Abingdon	$100,000.00	$0.00	$1,000.00	Replacement Cost	
38	4	Veterans Memorial Playground	Lt. Billy Webb Avenue	Abingdon	$12,000.00	$0.00	$1,000.00	Replacement Cost	
38	5	Veterans Memorial Picnic Shelters (3)	Lt. Billy Webb Avenue	Abingdon	$45,000.00	$0.00	$1,000.00	Replacement Cost	
38	6	Veterans Memorial Large Picnic Shelter	Lt. Billy Webb Avenue	Abingdon	$60,000.00	$0.00	$1,000.00	Replacement Cost	
38	7	Veterans Memorial Signs & Granite Markers	Lt. Billy Webb Avenue	Abingdon	$137,800.00	$0.00	$1,000.00	Replacement Cost	
38	8	Veterans Park-Restroom	Lt. Billy Webb Avenue	Abingdon	$125,000.00	$15,000.00	$1,000.00	Replacement Cost	
40	1	Latture Sports Field - Concession Stand	101 Latture Field Drive	Abingdon	$54,834.00	$2,601.00	$1,000.00	Replacement Cost	
40	2	Baseball Pressbox	205 Latture Field Drive	Abingdon	$11,024.00	$0.00	$1,000.00	Replacement Cost	
40	3	Refreshment Stand/Bathroom	Latture Field Drive	Abingdon	$21,432.00	$0.00	$1,000.00	Replacement Cost	
40	4	Bleachers	Latture Field Drive	Abingdon	$196,959.00	$0.00	$1,000.00	Replacement Cost	
40	5	Football Pressbox	Latture Field Drive	Abingdon	$12,234.00	$0.00	$1,000.00	Replacement Cost	
40	7	Fencing, Goal Posts, Field Lights	Latture Field Drive	Abingdon	$0.00	$175,000.00	$1,000.00	Replacement Cost	
41	1	Ray Petty Memorial Field - Pressbox	431 Russell Road NW	Abingdon	$193,000.00	$5,000.00	$1,000.00	Replacement Cost	
41	2	Storage Shed	431 Russell Road	Abingdon	$17,259.00	$2,601.00	$1,000.00	Replacement Cost	
41	3	Bleachers	431 Russell Road	Abingdon	$27,560.00	$0.00	$1,000.00	Replacement Cost	
41	4	Storage Shed	431 Russell Road	Abingdon	$11,024.00	$5,202.00	$1,000.00	Replacement Cost	
42	1	Foster-DeBose Field - Concession Stand	395 Russell Road NW	Abingdon	$91,500.00	$3,000.00	$1,000.00	Replacement Cost	
42	2	Batting Cage 1	395 Russell Road NW	Abingdon	$51,500.00	$0.00	$1,000.00	Replacement Cost	
42	3	Batting Cage 2	395 Russell Road NW	Abingdon	$66,500.00	$0.00	$1,000.00	Replacement Cost	
43	1	Harry L. Coomes Rec Ctr - Storage Shed	300 Stanley Street	Abingdon	$19,032.00	$4,161.00	$1,000.00	Replacement Cost	
43	2	Swimming Pool	300 Stanley Street	Abingdon	$311,000.00	$0.00	$1,000.00	Replacement Cost	
43	3	Baby Swimming Pool	300 Stanley Street	Abingdon	$33,375.00	$0.00	$1,000.00	Replacement Cost	
43	4	Jacuzzi	300 Stanley Street	Abingdon	$54,894.00	$0.00	$1,000.00	Replacement Cost	
43	5	Coomes Rec Center - Picnic Shelter	300 Stanley Street	Abingdon	$17,528.00	$0.00	$1,000.00	Replacement Cost	
46	1	Creeper Trail Restroom	325 Kings Mountain Drive	Abingdon	$86,000.00	$0.00	$1,000.00	Replacement Cost	
47	1	Alvarado Station	21180 Alvarado Road	Abingdon	$270,500.00	$0.00	$1,000.00	Replacement Cost	

47	2	Alvarado Park	21183 Alvarado Rd	Abingdon	$26,200.00	$0.00	$1,000.00	Replacement Cost	
48	1	Sinking Springs Cemetary, Parson Cummings Cabin	123 Russell Road NW	Abingdon	$167,000.00	$0.00	$1,000.00	Replacement Cost	
48	2	Fencing	123 Russell Road	Abingdon	$39,931.00	$0.00	$1,000.00	Replacement Cost	
49	1	Russell Road Property	460 Rusell Road	Abingdon	$447,020.00	$0.00	$1,000.00	Replacement Cost	
50	1	Lots in SF Hurt Subdivision	Lots 1, 2, 3, 4, 5, 11, 12, 13, 14, 15,	Abingdon	$159,200.00	$1,000.00	$1,000.00	Replacement Cost	
52	1	The Meadows	440 Green Spring Rd	Abingdon	$641,000.00	$0.00	$1,000.00	Actual Cash Value	
53	1	Municipal Garage	200 A Street	Abingdon	$180,285.00	$51,500.00	$1,000.00	Replacement Cost	
54	1	Public Works Garage	202 A Street	Abingdon	$566,814.00	$231,338.00	$1,000.00	Replacement Cost	
54	2	Public Works Equipment Shed	202 A Street	Abingdon	$189,375.00	$43,775.00	$1,000.00	Replacement Cost	
54	3	Public Works Fuel Tanks	202 A Street	Abingdon	$29,172.00	$0.00	$1,000.00	Replacement Cost	
54	4	Public Works Salt Shed	202 A Street	Abingdon	$44,100.00	$0.00	$1,000.00	Replacement Cost	
55	1	Sludge Dewatering Bldg 2- Alfa Laval	21410 Vances Mill Road	Abingdon	$365,000.00	$385,000.00	$1,000.00	Replacement Cost	
56	1	Fuel Pumps and Fuelmaster Shed	21410 Vances Mill Road	Abingdon	$15,000.00	$45,000.00	$1,000.00	Replacement Cost	
57	1	Munchkin Park	328 Clark Street	Abingdon	$45,000.00	$0.00	$1,000.00	Replacement Cost	
58	1	Landon Boyd Park	247 A Street	Abingdon	$14,600.00	$0.00	$1,000.00	Replacement Cost	
59	1	Eberhardt Park	Park Street	Abingdon	$29,500.00	$0.00	$1,000.00	Replacement Cost	
60	1	Kings Mountain School Park	101 Highland Street	Abingdon	$8,500.00	$0.00	$1,000.00	Replacement Cost	
62	1	North Church Street Tennis Courts	North Church Street	Abingdon	$14,000.00	$0.00	$1,000.00	Replacement Cost	
63	1	Labyrinith Meditation Park	250 East Valley Street	Abingdon	$15,000.00	$0.00	$1,000.00	Replacement Cost	
64	1	Fairview Log Cabin	908 Hillman Hwy	Abingdon	$263,400.00	$0.00	$1,000.00	Replacement Cost	
64	1	Fairview Barns (2)	908 Hillman Hwy NE	Abingdon	$30,000.00	$0.00	$1,000.00	Replacement Cost	
64	2	Fairview Barns	908 Hillman Hwy	Abingdon	$10,000.00	$0.00	$1,000.00	Replacement Cost	
64	2	Fairview Log Cabin	908 Hillman Hwy Ne	Abingdon	$163,365.00	$0.00	$1,000.00	Replacement Cost	
64	3	Fairview Picnic Shelter	908 Hillman Hwy NE	Abingdon	$45,000.00	$0.00	$1,000.00	Replacement Cost	
64	4	Fairview Bunn House	908 Hillman Hwy NE	Abigndon	$75,000.00	$10,000.00	$1,000.00	Replacement Cost	
66	1	Watauga Pump Station	17366 Watauga Road	Abingdon	$42,000.00	$39,600.00	$1,000.00	Replacement Cost	
67	1	JMH Cancer Center Pump Station	26180 Lee Hwy	Abingdon	$36,845.00	$0.00	$1,000.00	Replacement Cost	
68	1	South View Pump Station	989 Empire Drive	Abingdon	$26,230.00	$0.00	$1,000.00	Replacement Cost	

69	1	Meade Meadows Pump Station	24030 Berry Creek Dr	Abingdon	$36,700.00	$0.00	$1,000.00	Replacement Cost	
7	1	Findlay House	300 Green Spring Road	Abingdon	$231,000.00	$0.00	$1,000.00	Replacement Cost	
70	1	Wilson Subdivision Pump Station	18255 Woodland Hills Rd	Abingdon	$18,230.00	$0.00	$1,000.00	Replacement Cost	
71	1	Westwood Pump Station	18326 Stone Mill Rd	Abingdon	$36,410.00	$0.00	$1,000.00	Replacement Cost	
8	1	Hassinger House	335 Cummings street	Abingdon	$591,000.00	$68,500.00	$1,000.00	Replacement Cost	
9	1	Penn House & Musuem	208 W. Main Street	Abingdon	$472,000.00	$0.00	$1,000.00	Replacement Cost	
9	2	Penn House & Musuem - Restrooms	208 W. Main Street	Abingdon	$87,000.00	$0.00	$1,000.00	Replacement Cost	
Totals			Count: 121		$43,614,353.00	$12,187,958.00			

TIME ELEMENT CRITERIA

GENERAL INSTRUCTIONS

The Time Element form will provide **BLANKET** Extra Expense, Loss of Income and Loss of Rental Income coverages, subject to an **Agreed Amount Endorsement.**

TIME ELEMENT COVERAGES

Include Extra Expense, Loss of Income and Loss of Rental Income on a blanket basis or on an **Actual Loss Sustained basis with and "Unlimited" recovery.**

VALUATION

$10,000,000 Any One Occurrence

An "Actual Loss Sustained" coverage definition will be strongly considered.

TIME OF RECOVERY

Advise if your form can provide Time Element recovery time of up to 36-months or more from the date of the loss. If not, can we have either 18 or 24-month recovery period?

LOCATIONS

All locations and <u>all property at each location</u> are to be included within our Statement of Property Values.

COINSURANCE

Include the **AGREED AMOUNT CLAUSE,** for all Time Element coverages or place the coverage on an "Actual Loss Sustained" Basis.

CAUSES OF LOSS

Special Causes of Loss Form, as applying to our direct damage including the **Joint Loss Agreement** to parallel the same wording in our Power Equipment and Machinery contract.

Building Ordinance coverage to extend our Time Element coverage to include losses during the increased period of suspension of operations caused by a law that 1) regulates the construction or repair of the property; 2) requires the tearing down of property not damaged; and 3) is in force at the time of the loss.

Demolition coverage is to extend to our Time Element coverage for up to the policy limits, as requested.

Include the **Utility Interruption Endorsement** for water, electricity, and gas, extending to our Indirect Damage losses, as an option. Please include this cost within the same optional offer for our Direct Loss coverages.

VALUABLE PAPERS AND RECORDS CRITERIA

GENERAL INSTRUCTIONS

We are seeking coverage for the insured's Valuable Papers and Records within the Town.

LOCATIONS

All Town Companies and Squads.

VALUATION

$250,000 Any One Loss.

DEDUCTIBLE

$1,000 Any One Loss.

DIFFERENCE IN CONDITIONS
FLOOD AND EARTHQUAKE COVERAGES
GENERAL INSTRUCTIONS
The Town of Abingdon is seeking either a **TRUE** Difference in Conditions contract to compliment our Special Causes of Loss form or Flood and Earthquake perils.

PLEASE INCLUDE A COPY OF YOUR DIC FORM'S INSURING AGREEMENTS, PERILS COVERED AND EXCLUSIONS.

OPTION 1 - DIFFERENCE IN CONDITIONS
A true DIC including "All Risks of Direct and Indirect" occurrences, excluding those perils of the Basic Causes of Loss, plus additional limited exclusions that are in the DIC form covering all Real, Personal and Indirect Damage and including the coverage enhancements requested within the Direct and Indirect Loss criteria.

LIMITS	
Flood	$25,000,000 or Higher
Earthquake	$25,000,000 or Higher
All Other Perils	$25,000,000 or Higher
Demolition	$5,000,000
Increased Cost of Construction	$5,000,000
Transit	$10,000
Extra Expense/Loss of Income	$5,000,000
Food in Cold Storage	$10,000

****
SURFACE WATER is to be included as a covered peril.
****

OPTION 2 – FLOOD AND EARTHQUAKE, ONLY
Flood and Earthquake occurrences covering all Real, Personal and Indirect Damage occurrence, and including the coverage enhancements requested within the Direct and Indirect Loss criteria.

LIMITS Flood	$25,000,000 or Higher
Earthquake	$25,000,000 or Higher
Demolition	$5,000,000
Increased Cost of Construction	$5,000,000
Transit	$10,000
Extra Expense/Loss of Income	$5,000,000
Food in Cold Storage	$10,000

****
SURFACE WATER is to be included as a covered peril.
****

DIC/Flood Earthquake Criteria...continued.

DEDUCTIBLES
For each option, we are seeking a $25,000 deductible per occurrence as reflected in this section of our DIC criteria.

FEDERAL FLOOD PROGRAM
We do NOT want to engage the services of the Federal Flood Program other than for the current locations within the Federal Flood program as illustrated below.

CURRENT COVERAGE
The Town has the following Federal Flood coverages via The Travelers' The Standard Fire Insurance Company with a term of July 21, 2020 to July 21, 2018.

316 Park Street
Abingdon, Virginia 24210

Non-Residential One Floor No Basement
Lowest Floor Only Above Ground Level
FIRM Zone X

Building $235,700
Contents $39,000

ELECTRONIC DATA PROCESSING EQUIPMENT

GENERAL INSTRUCTIONS

Town of Abingdon is seeking a **FUNCTIONAL REPLACEMENT COST** form for its Electronic Data Processing equipment and media, including extra expense and programming costs, at **all locations either owned, leased, rented or on the premises of others**, and including the telephone systems.

EDP COVERAGE

Functional Replacement Cost Coverage on our EDP equipment.

Hardware EDP – Administration, Laptops Controls on All Treatment Plant Machinery, Law Enforcement, And All Hardware and Servers Throughout The Town	$1,000,000
Wi-Fi System	$200,000
Telephone Systems and - Fiber Optics, All Locations	$30,000
Alarm Systems	$10,000
Software, Including Mapping Software	$100,000
Extra Expense	$500,000
Programming Costs	$100,000
Transit Coverage	$5,000
At Any Unnamed Locations and Homes of Volunteers and Employees	$25,000
Storage of Duplicate Media permanently stored at locations not listed in the schedule of locations	$25,000
Newly Acquired Locations	$25,000
Off-Premises Power Coverages	$100,000

Electronic Data Processing Criteria...continued.

LOCATIONS
All locations will be included for this coverage.

VALUATIONS

EDP Equipment	Functional Replacement Costs (New for Old)
Media and Data	Replacement Cost Values
Extra Expense	100% First Month Limits
Programming Costs	Actual Costs Sustained

CAUSES OF LOSS
Our perils will be either ALL RISK or SPECIAL CAUSES OF LOSS.

COINSURANCE
Please waive all coinsurance requirements by an Agreed Amount Endorsement, your coverage form or a manuscript endorsement reflecting our understanding and intent.

DEDUCTIBLES
$1,000 each occurrence, including breakdown.

INLAND MARINE FLOATER CRITERIA

GENERAL INSTRUCTIONS

Town of Abingdon has many Inland Marine exposures that we desire coverage at our insured locations, in transit, and at temporary locations including exhibitions and shows. Please review the following and include the pricing for these exposures.

EXPOSURES

Please note following list of Inland Marine exposures and include the following:

Inland Marine Schedule	$5,600,000
Blanket Miscellaneous Contractors' Equipment Consisting of tractors, mowers, implements, backhoes, Front-end loaders, street and roads equipment, Sewer Plant equipment and miscellaneous tools, Golf Carts, And all like and kind items used by the Town for its Operations	$500,000
Miscellaneous Fine Arts such as wrought iron bird feeders And vine holders, fiberglass wolves, granite time capsule, Busts on pedestals, art work, all other Fine Arts and Including Property of Others in the Town's Care, Custody or Control	$200,000
Creeper Trail Bridges	$2,000,000
Other Three Bridges	$1,500,000
Addition to Inland Marine List	$1,801,300

LOCATIONS

All locations will be included for this coverage.

VALUATIONS

Replacement Cost Coverage. Please clarify if your form provides replacement cost coverage.

CAUSES OF LOSS

Perils will be either ALL RISK or SPECIAL CAUSES OF LOSS.

DEDUCTIBLES

$1,000 per Occurrence.

NOTES TO UNDERWRITERS

The Inland Marine exposures may be included within our Property form or your "Automatic Coverages" if the premiums are lower than an Inland Marine Floater. If you do this please let us know which Inland Marine items you are including under Property Coverage and reduce the total Inland Marine values by the corresponding amounts.

INLAND MARINE PROPERTY LIST

Equipment Type	Department	Item Description	Serial Number	Value	Deductible
Bridges	Town	Blanket Bridge Coverage ($10m Maximum Automatic coverage)	0001	$0.00	$25,000.00
Bridges	Town	Bridge located at Cummings St (included under automatic coverage)	1000	$0.00	$25,000.00
Bridges	Town	Bridge located at E Main St (included under automatic coverage)	2000	$0.00	$25,000.00
Bridges	Town	15 Wood Trestles- Creeper Trail (included under automatic coverage)	3000	$0.00	$25,000.00

CREEPER TRAIL BRIDGES VALUE

$2,000,000

ADDITIONAL INLAND MARINE EXPOSURES

IT – DJI Mavic Pro Drone - Valued at $1,300
IT – Mesh Antenna Deployments- various locations - Valued at $500,000
IT – 120 foot Tower, High Street, Tower and Equipment included - Valued at $100,00
IT- 120 foot tower, Wolf Creek Sewer Treatment- with Solar panel deployment - $150,000
IT- 120 foot tower, Virginia Highlands Community College with solar panel deployment- $150,000
IT- 120 foot tower, Coomes Center - $100,000
IT- 60 foot tower, Munchkin Park – $75,000
IT- 5-10 miles of Fiber Optic cabling deployed on street – Valued at $500,000
IT- Rack and switch equipment at Phone company Central Office- $75,000
IT – Video Camera System - Valued at $150,000

Contractor's Equipment		Blanket Misc Contractor's Equipment		$2,000,000.00	$1,000.00
Electronic Data Hardware		Blanket EDP Hardware		$1,240,000.00	$1,000.00
Fine Arts		Blanket Fine Arts incl PPO ($10m automatically included)		$0.00	$1,000.00
Fine Arts	Parks	War Artifacts ($130k valued) - included in automatic coverage	25267 Lee HWY & 133 W Main St	$0.00	$1,000.00
Fine Arts	Parks	Veterans Memorial Park Granite Statute w/Ribbon ($90k value) - included in automatic coverage		$0.00	$1,000.00
Fine Arts	Parks	Four Granite Markers at $7,000 each - included in automatic coverage		$0.00	$1,000.00
Fine Arts	Parks	Veterans Memorial Park Sign ($25k) - included in automatic coverage		$0.00	$1,000.00
Miscellaneous Equipment	Town HALL	1778 Town Clock and Base		$25,000.00	$1,000.00
Miscellaneous Equipment	IT	DJI Mavic Pro drone		$1,300.00	$1,000.00
Miscellaneous Equipment	IT	3DR Solo drone		$1,000.00	$1,000.00
Miscellaneous Equipment	IT	Mesh Antenna Deployments		$125,000.00	$1,000.00
Miscellaneous Equipment	IT	Tower, High Street, Tower & Equpment incl	CAT Alarm System	$100,000.00	$1,000.00
Miscellaneous Equipment	IT	Video Camera Security System		$50,000.00	$1,000.00
Miscellaneous Equipment	Maintenance	John Deere 930R Mower	KT070311	$10,676.66	$1,000.00
Miscellaneous Equipment	Maintenance	John Deere 930R Mower	KT070309	$10,676.66	$1,000.00
Miscellaneous Equipment	Planning	2012 Club Car XJ1217	76477	$4,000.00	$1,000.00
Miscellaneous Equipment	Police	GE Radio		$2,000.00	$1,000.00
Miscellaneous Equipment	Police	Armored Vests, Mag Flashlights, Shotguns,	Handguns & Various Items - Town Police	$150,000.00	$1,000.00
Miscellaneous Equipment	Police	Conflict Monitor Tester for Traffic	Light Signals	$15,000.00	$1,000.00
Miscellaneous Equipment	Police	Two Wheel Cycles		$50,000.00	$1,000.00
Miscellaneous Equipment	Police	Segway with Radio (4 @ $8,000 each)		$32,000	$1,000.00
Miscellaneous Equipment	Police	Police Dept Property Installed in Vehicles		$254,500	$1,000.00
Miscellaneous Equipment	Rec	2008 John Deere 5225 Tractor	R423434	$32,000.00	$1,000.00
Miscellaneous Equipment	Rec	2010 60" John Deere Z Trak	P010803	$7,500.00	$1,000.00
Miscellaneous Equipment	Rec	2007 48" Exmark Zero Turn Mower	695735	$3,000.00	$1,000.00
Miscellaneous Equipment	Rec	2006 60" Exmark Zero Turn Mower	722205	$3,000.00	$1,000.00
Miscellaneous Equipment	Rec	2006 48" Scag Zero Turn Mower	A4805432	$5,000.00	$1,000.00
Miscellaneous Equipment	Rec	2012 John Deere Gator TS	M061729	$5,000.00	$1,000.00
Miscellaneous Equipment	Rec	2011 John Deere Z Trak 60"	T022004	$9,000.00	$1,000.00

Miscellaneous Equipment	Rec Center	2014 John Deere 1025R Tractor	11361	$20,000.00	$1,000.00
Miscellaneous Equipment	Rec Center	2015 John Deere 930 R 60" Mower	30155	$10,000.00	$1,000.00
Miscellaneous Equipment	Rec Center	2017 John Deere Z930M Z Trak	51880	$12,000.00	$1,000.00
Miscellaneous Equipment	Sewer	Sewer Camera		$100,000.00	$1,000.00
Miscellaneous Equipment	Sewer	Case Backhoe 580 K	021105	$15,000.00	$1,000.00
Miscellaneous Equipment	Sewer	Case Excavator 180	160K3-1961	$75,000.00	$1,000.00
Miscellaneous Equipment	Sewer	Skid Steer Loader 763	20296	$10,000.00	$1,000.00
Miscellaneous Equipment	Sewer	1979 Fermont Army Generator	FZ-04042	$250.00	$1,000.00
Miscellaneous Equipment	Sewer	2004 Portable CAT Generator	38668	$5,000.00	$1,000.00
Miscellaneous Equipment	Sewer	1997 Smith Air Compressor	1001137	$1,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2007 John Deere Zero Turn Mower	41665	$3,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2007 Newage Cummins Generator	S202077-01	$15,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2009 Kohler Power Systems 60	2252289	$10,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2011 Kohler Power Systems 80	2330784	$15,000.00	$1,000.00
Miscellaneous Equipment	Sewer	1986 Hollingsworth Generator	KZ08739	$1,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2011 Kohler Power Systems 125 Gen	2330903	$25,000.00	$1,000.00
Miscellaneous Equipment	Sewer	1985 Hollingsworth Generator	KZ04896	$1,000.00	$1,000.00
Miscellaneous Equipment	Sewer	Komatsu WB-140 Backhoe	D2645A	$15,000.00	$1,000.00
Miscellaneous Equipment	Sewer	1996 Trommell Powerscreen	9401206	$20,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2010 Kubota B 2320 Mower	54432	$13,500.00	$1,000.00
Miscellaneous Equipment	Sewer	2011 Kubota Mower 4WD	55349	$10,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2014 Cub Cadet Z Force Mower	H10197	$3,000.00	$1,000.00
Miscellaneous Equipment	Sewer	John Deere Wheel Loader	H570971	$50,000.00	$1,000.00
Miscellaneous Equipment	Sewer	2019 T740 Bobcat	15157	$65,000.00	$1,000.00
Miscellaneous Equipment	Street	1994 John Deere Motograder	X544865	$30,000.00	$1,000.00
Miscellaneous Equipment	Street	Ingersoll Rand Roller	196236	$17,000.00	$1,000.00
Miscellaneous Equipment	Street	2006 Bobcat	529911744	$15,000.00	$1,000.00
Miscellaneous Equipment	Street	2000 Caterpillar Loader	BXJ01523	$30,000.00	$1,000.00
Miscellaneous Equipment	Street	2015 Bobcat	B2VY11513	$20,000.00	$1,000.00

Miscellaneous Equipment	Street	2003 John Deere GX 325 mower	B105909	$3,000.00	$1,000.00
Miscellaneous Equipment	Street	2012 John Deere X320 mower Tractor	M223257	$2,750.00	$1,000.00
Miscellaneous Equipment	Street	1994 Ford 7600 Tractor	F192067	$20,000.00	$1,000.00
Miscellaneous Equipment	Street	1994 Ford 4630 Tractor	A615894	$10,000.00	$1,000.00
Miscellaneous Equipment	Street	2008 John Deere 5525 Tractor	R423435	$30,000.00	$1,000.00
Miscellaneous Equipment	Street	2007 Kubota Tractor	50824	$10,000.00	$1,000.00
Miscellaneous Equipment	Street	John Deere 2355 Tractor		$10,000.00	$1,000.00
Miscellaneous Equipment	Street	1995 Cat Backhoe	5HK27665	$15,000.00	$1,000.00
Miscellaneous Equipment	Street	Bandit 150 Brush Chipper	018443	$8,000.00	$1,000.00
Miscellaneous Equipment	Street	KM International 8000TEDD Hot Box	1K8U 2022 GN	$20,000.00	$1,000.00
Miscellaneous Equipment	Street	2012 John Deere X350 Mower Tractor	071596	$3,000.00	$1,000.00
Miscellaneous Equipment	Street	425 John Deere Riding Mower	066121	$4,000.00	$1,000.00
Miscellaneous Equipment	Street	2018 Case 580 Super N Backhoe	53037	$60,000.00	$1,000.00
Miscellaneous Equipment	Streets	Street Signs and Signals		$225,000.00	$1,000.00
Miscellaneous Equipment	Town Shop	Miller Welder	J847471	$500.00	$1,000.00
Radios & Equipment	Police	Law Enforcement Radios		$150,000.00	$1,000.00
Trailers	167	2007 Bri-Mar Dump Trailer	63385	$2,000.00	$1,000.00
Trailers	168	2007 Bri-Mar Dump Trailer	63380	$2,000.00	$1,000.00
Trailers	169	Homemade Trailer-Roller	300029TR	$1,000.00	$1,000.00
Trailers	170	2003 Hughes Trailer	1917	$1,500.00	$1,000.00
Trailers	171	2003 Hughes Trailer	L389	$2,000.00	$1,000.00
Trailers	172	1997 Homemade Trailer	60TR	$2,000.00	$1,000.00
Trailers	173	1997 Homemade Trailer	58TR	$2,000.00	$1,000.00
Trailers	174	1997 Homemade Trailer	59TR	$2,000.00	$1,000.00
Trailers	175	2013 Vorteq Trailer with Arrown Board	2360	$21,279.00	$1,000.00
Trailers	176	2011 Homemade Trailer	76TR	$700.00	$1,000.00
Trailers	177	Homedmade Lowboy Trailer	93TR	$1,000.00	$1,000.00
Trailers	178	Econoline Box Trailer	2159	$2,000.00	$1,000.00
Trailers	179	2016 Utility Trailer	6160	$2,500.00	$1,000.00
Trailers	250	Wells Cargo Trailer	3020220	$2,000.00	$1,000.00
Trailers	251	2012 Featherlite ATV Trailer	1900	$5,000.00	$1,000.00
Trailers	364	2001 Low Boy Trailer	0600	$15,000.00	$1,000.00
Trailers	365	Homemade BobCat Trailer	34811TR	$1,000.00	$1,000.00
Trailers	366	1978 Trailer	49TR	$1,001.00	$1,000.00
Trailers	367	1994 MEB Trailer	5309	$495.00	$1,000.00
Trailers	368	1979 Reid Trailer	8640	$1,000.00	$1,000.00
Trailers	564	2012 Carry On Trailer	4041	$700.00	$1,000.00
Trailers	565	2001 Bri-Mar Trailer	0521	$3,500.00	$1,000.00
Trailers	566	2006 Hughes Trailer	0023	$2,150.00	$1,000.00
Trailers	567	P&T Trailer	6740	$2,000.00	$1,000.00
Trailers	568	Homemade Tilt Trailer	28TR	$1,000.00	$1,000.00

Trailers	569	2001 Arsenal Trailer	7283	$2,600.00	$1,000.00
Trailers	570	Homesteader Trailer	5884	$2,000.00	$1,000.00
Trailers	571	2007 O' Quin 16" Trailer	0640	$1,945.00	$1,000.00
Trailers	572	2005 Hughes Trailer (Stage Trailer)	0272	$30,000.00	$1,000.00
Trailers	573	P&T Trailer Tent Trailer	8537	$15,000.00	$1,000.00
Trailers	574	Cargo Mate Portable Bathroom Trailer	1096	$2,000.00	$1,000.00
Trailers	850	1999 Track Radar Trailer	5578	$8,130.00	$1,000.00
Trailers	851	2002 J&L Cargo Trailer	6835	$1,795.00	$1,000.00
Valuable Papers		Blanket Valuable Papers		$250,000.00	$1,000.00
Totals		Count: 112		$5,583,448.32	
Police		Additional Equipment		$100,000	$1,000

POLICE DEPARTMENT CONTINUED

In addition to what is illustrated on the list we are including the following for our Police Department
You may place these coverages in your program as directed by underwriting rules

Generator	$30,000	
SRO and Crime Scene Van		
Trailers, 2 Enclosed	$7,500	For traffic and Radar trailers
Hand Held LIDAR/Radar		
Patrol Car Equipment		
Specialty Van Equipment		
Unmarked Car Equipment		
Officer Duty Equipment & Clothing		
Rifles, Shotguns, Pistols and Ammunition		
Body Armor/Helmet/Shields		
Investigations Equipment	Cameras, total station, etc.	
Internal Camera System		
Cones and Barricades		
Taser and Shotgun		

POWER EQUIPMENT AND MACHINERY COVERAGE CRITERIA

GENERAL INSTRUCTIONS

You have the option of offering a separate MACHINERY BREAKDOWN policy or including the coverage as a peril within the property form. Pool limits are acceptable.

POWER EQUIPMENT AND MACHINERY COVERAGES

The Town need these coverages at every location, owned, leased or rented or in its care, custody or control or is legally liable for the exposure:

$5,000,000 or PROPERTY LIMITS for REPAIR AND REPLACEMENT COST coverage on the COMPREHENSIVE DEFINITION OF AN ACCIDENT format, OBJECT DEFINITION NUMBER 6, including Diagnostic and Production Equipment.

If you are including this coverage as an additional peril within the property form, the limits will be the same as the blanket real and personal property limits in addition to the time element coverages or your Pool's blanket limits for any one accident.

UTILITY INTERRUPTION coverage for "All Services" without any "Footage Limitations" or any "Not Solely Providing" limitations, for $1,000,000.

Food items in both Cold Storage and in Process will be included in this program for **$10,000.**

LOCATIONS

All locations owned, rented or leased by all insureds.

UNLIMITED LIMITS

Programs providing "Unlimited" limits or Property Limits will be strongly considered.

DEMOLITION AND INCREASED COST OF CONSTRUCTION

$1,000,000 limit will apply to this coverage.

VALUATIONS

Our limits will be either UNLIMITED or as follows:

Direct Damage per Occurrence	$5,000,000 or Property/Pool Limits
Loss of Income/Ordinary Payroll	$5,000,000 or Actual Loss Sustained Basis
Extra Expense/	$5,000,000 or Actual Loss Sustained Basis
Water Damage	$500,000
Expediting Expenses	$500,000
Hazardous Substances Removal	$500,000
Demolition and Increased Cost of Construction	$1,000,000

Power Equipment and Machinery Criteria...continued.

Off-Premises Power Loss including Overhead Transmission Lines and Spoilage and Utility Interruption including losses arising out of the loss of Water, Electricity Gas, including Food in Cold Storage or in Processing.	$1,000,000

DEDUCTIBLES
$1,000

CAUSES OF LOSS
Comprehensive Definition of Accident, **INCLUDING** Production Machinery.

The JOINT LOSS AGREEMENT must be included if you are providing a separate Power Equipment and Machinery policy.

Include all PROCESSING COMPUTERS that operate the heating, air conditioning and alarm systems at any covered location and as installed in the future.

Business Interruption may be on an ACTUAL LOSS SUSTAINED BASIS, ALONG WITH OUR GROSS EARNINGS AND EXTRA EXPENSE COVERAGE.

ALL ORDINARY PAYROLLS FOR ALL EMPLOYEES IS TO BE INCLUDED.

DISHONESTY BOND CRITERIA
GENERAL INSTRUCTIONS
Town of Abingdon is seeking a **CRIME POLICY** for all employees and all volunteers.

CRIME POLICY

Employee Dishonesty on the Faithful Performance Cover Form	$500,000
Forgery or Alterations	$500,000
Theft, Disappearance and Destruction:	
Loss Inside the Premises	$25,000 or $500,000
Loss Outside the Premises	$25,000 or $500,000
Computer, Hackers and Telephone Fraud including Theft of Information	$250,000 or $500,000
Extortion, **NO PARTICIPATION BY THE INSURED** If Available	$1,000,000

CAUSES OF LOSS
Faithful Performance Insuring Agreement that automatically includes the Employee Dishonesty and all other coverages included within the instrument, arising from our employees and volunteers.

Amend the definition of employee to include all non-compensated and elected or appointed officials and volunteers, whether compensated or not, and any person who is a director, trustee, manager, officer or employee of an employee welfare or pension benefit plan on behalf of the insured and its employees.

DEDUCTIBLES
$1,000 deductible for Employee Dishonesty and Loss of Money.

LOCATIONS
All locations of the insured, in addition to all employees of the insured, no matter where situated, within the Continental United States.

UNDERWRITING INFORMATION

Individuals Handling Money & Controlling Property	8
All Others	274

CASH EXPOSURES	**REGULAR DAYS**	**HOLIDAYS**	**SPECIAL EVENTS**
Average Any One Day	$1,500	$1,500	$2,000
Maximum	$2,000	$2,000	$3,000

Dishonesty Bond Criteria...continued.

VAULT
We have a vault in our Treasurer's office with a 2-Hour UL Approved Fire Rating. There is no alarm on the vault.

ALARM SYSTEMS
The building has a central station monitored intrusion and fire alarm system monitored by the Police's Dispatch Office 24 hours a day, every day of the year.

THIRD PARTY LEGAL LIABILITIY CRITERIA

GENERAL INSTRUCTIONS

All insureds desire a Third Party Legal Liability insurance policy for all exposures.

COMMERCIAL GENERAL LIABILITY COVERAGES

General Aggregate Limit	$2,000,000
Products-Completed Operations Aggregate	$2,000,000
Personal and Advertising Injury	$1,000,000
Each Occurrence Limit	$1,000,000
Fire Damage Limit (Any One Fire)	$100,000
Medical Expense Limit (Any One Person)	$10,000
Employee Benefits Liability	$1,000,000
Liquor Legal Liability	$1,000,000
Public Officials Liability	$1,000,000
Professional Health Care Medical Malpractice	$1,000,000 basic limit and the Excess Program providing the remaining limits

LOCATIONS

All locations and emergency operations are to be included.

VALUATIONS

We do not want either a retention or a deductible for this coverage.
No Aggregate Limits will be strongly considered.

CAUSES OF LOSS

All CGL coverage items including the special coverages requested above.

PROFESSIONAL HEALTH CARE MEDICAL MALPRACTICE

Please note the Virginia Code Title 8.01. Civil Remedies and Procedure Chapter 21.1. Medical Malpractice Article 2 Miscellaneous Provisions 8.01-581.15 for an outline of the maximum cap on medical malpractice claims for 2020/2021 and into the future.

DRONES

Include coverage for our two (2) drones:

DJI Mavic Pro Drone

3DR Solo Drone

And their replacements and additional drones secured in the future.

LAND USE COVERAGE

Advise if your CGL includes coverage for land use issues.

DEDUCTIBLES AND RETENTIONS

None are requested.

Third Party Legal Liability...continued.

ADDITIONAL INSUREDS Town of Bristol, Virginia 300 Lee Street Bristol, Virginia 24201	Use of Town's Facilities
The Barter Foundation, Inc. Barter Theater 133 West Main Street Abingdon, Virginia 24210	Use of Facilities
Trustees of Sinking Springs Presbyterian Church 136 East Main Street Abingdon, Virginia 24210 Third Party Legal Liability Criteria...continued.	Cemetery and Use of Facilities
American Electric Power Highway 19 Abingdon, Virginia 24210	Use of Facilities
Fairview in Abingdon Foundation, Inc. ATIMA 908 Hillman Highway Abingdon, Virginia 24210	Use of Facilities
Norfolk Southern Railway Company Insurance Compliance Post Office Box 12020 – NF Hemet, CA 92546-2191 Norfolk, Virginia 23510-2191	Depot Square Caboose
Pitney Bowes Credit Corporation Post Office Box 5151 Shelton, Connecticut 06484-5151	Mailing Machine and Scale #1708016-001
WAIVER OF RIGHT OF RECOVERY The Barter Foundation, Inc. Barter Theater 133 West Main Street Abingdon, Virginia 24210	Use of Facilities

Third Party Legal Liability…continued.

EXPOSURE ESTIMATES FOR 2020/2021	
Town Population	8,200
Budget Expenditures	Please see our Budget on Internet
Real Estate Development Land	114 Acres
Buildings – Lessor's Risk Only	21,310 Square Feet
Employee Benefits Liability	274 Employees

INDIVIDUALLY RATED EXPOSURES (Note Budget for Figures)	
Airports	None
Amusement Parks	None
Exhibition or Convention Buildings	1,600 Square Feet
Dams, Levees or Dikes	None
Golf Courses	None
Housing Projects	None
Lakes or Reservoirs	None
Medical Care Facilities	None
Nursing Homes	None
Penal Institutions and Jails	None
Town or Colleges	None
Ski Facilities	None
Stadiums, Bleachers, Etc.	1 Football - $1,000 Receipts
Streets, Roads, Highways and Bridges	100 Miles
Transit Systems	None
Utilities, Wastewater Plants, Water Plants, Etc.	913 Million Gallons Year 4,174 Households 711 Commercial
Wharfs, Piers, Docks and Marinas	None
Zoos	None
Parks and Recreation	$475,000 Receipts
Sewer Lines	100.8 Miles
Electric Generation/Distribution	None
Gas Distribution	None
Water/Sewer Operations	$350,000
Owned Aircraft	None
Dams/Reservoirs	None
Landfills/Dumps	None
Watercraft Over 26 Feet	None
Watercraft over $5,000 in Value	None
Swimming Pools	3
Diving Boards	1
Firefighters	35 Part Time 1 Chief 1 Assistant Chief

Third Party Legal Liability…continued.

Fire and EMS Volunteers	44 Part Time Employees
Golf Courses	None
Skateboard Parks	1 Not in Use At This Time
Day Care Centers	None
Tunnels	None
Background Checks on All Employees and Volunteers Who Come Into Contact with Children	Yes
Police Firing Range	1

CERTIFICATE HOLDERS

Certificate Holder	Address	City	State	Zip	Description
Doug & Yvonne Ellis Elaine Cook	217 W. Main St	Abingdon	VA	24210	RE: Busker Fest August 31st
Enterprise FM Trust	PO Box 16805	St Louis	MO	63105	RE :All Leased Autos from Enterprise FM Trust -$1,000,000 Non-Owned Liability Certificate Holder is listed as Loss Payee and is added as an additional insured to the extent permitted by the laws of the Commonwealth of VA and only in respect to claims or actions arising from or in connection with negligent acts of the Member, its employees, agents or officials.
First Bank & Trust	P.O. Box 1008	Abingdon	VA	24212	RE: Loan agreement for 2020 Kenworth
Sinking Spring Presbyterian Church	136 E. Main St	Abingdon	VA	24210	RE: Busker Fest August 31st
Sinking Springs Presbyterian Church	136 E Main St	Abingdon	VA	24210	RE: Parking
Town of Abingdon	PO Box 789	Abingdon	VA	24212	Renewal Certificate
Town of Abingdon	133 W Main St	Abingdon	VA	24210	RE: Midwood Entertainment LLC
Town of Abingdon ATTN: Stacey Reichler	133 W Main St	Abingdon	VA	24210	RE: Silver Sneakers
Virginia Highlands Small Business Incubator	P.O. Box 1165	Abingdon	VA	24212	RE: Wintercross Cyclocross on January 4-5, 2020
Virginia Resources Authority	1111 E Main St	Richmond	VA	23219	RE: Certificate of Coverage
WECO Rentals	PO Box 1448	Abingdon	VA	24212	
Wells Fargo Equipment Finance Inc its Successors and/or assigns	2700 S Price Road 3rd Floor	Chandler	AZ	85286	RE: Contract #0010338964401, 2016 Pierce $349,102 - Certificate Holder is added as loss payee and as an additional insured to the extent permitted by the laws of the Commonwealth of VA and only in respect to claims or actions arising from or in connection with negligent acts of the Town, its employees agents or officials.
New COI Holder					

ENVIRONMENTAL LIABILITY

GENERAL INSTRUCTIONS

If possible, please include an offer for Environmental Liability on behalf of the Town.

COVERAGES

Third-Party cleanup for Above Ground Pollution exposures such as water and sewer operations, Transfer Stations, Spraying of Pesticides and Herbicides, Golf Courses, Above Ground Storage Tanks and the like.

We understand that landfills and underground storage tanks are not included in this coverage unless underwriters wish to grant coverage for these two exposures.

LIMITS

$1,000,000 Each Occurrence

DEDUCTIBLES

$1,000 Each Occurrence

SECURITY RISK MANAGEMENT PROGRAM CRITERIA

GENERAL INSTRUCTIONS

The Town wishes to consider purchasing a Security Risk Management Program that will include the following events:

Ransom
Legal Liability
Business Interruption
Temporary Security
Negotiators
Public Relations
Counseling Fees
Various Other Coverages Offered

LIIMITS

$1,000,000 per Event for Ransom, Legal Liability, Business Interruption and Temporary Security
$1,000,000 per Event for Negotiators, Public Relations and counseling Fees

COVERED PERSONS

Town Council members, Administrators, Employees, Family Members, Volunteers while on premises or attending or participating in an activity organized or sponsored by the Town.

COVERED EVENTS

Assault with a weapon resulting in death or serious injury and regional media coverage
Disappearance of an insured person from Town, a Town activity or Town event
Extortion Threats
Hijacking
Hostage Taking
Abduction of an Employee or Volunteer
Emergency Political Evacuation
Threats to kill or injure covered individuals, damage Town property, disrupt computer systems or reveal confidential information about any covered person

COVERAGE PROVIDED

Legal Liability of the Town
Loss of Revenue
Fees and Expenses of Expert Crisis Response Consultants within 24-hours
Costs of increased temporary security measures
Consultant costs and expenses for investigation into the disappearance of a covered person
Costs to evacuate insured persons to a place of safety due to political instability
Death or Dismemberment Benefit of up to $1,000,000
The Benefit will be up to $1,000,000 as per the Limits provided
Psychiatric and medical care
Legal advice
Reward monies
Travel and accommodation
Salary of victim for their family and replacement staff

Security Risk Management Criteria…continued.

COVERAGE PROVIDED
Personal financial loss of victim or their family
Rest and Rehabilitation
All other reasonable and necessary expenses

CLARIFICATIONS
Please include your clarifications on how your program operates; what coverages are provided; and your program limits.

CYBER LIABILITY CRITERIA

GENERAL INSTRUCTIONS

Breach response services for any Cyber Liability claims or expenses including notification to the affected individuals, forensic and legal assistance, identification of theft-related fraud resolution services, free loss control information services, indemnification of Payment Card Industry (PCI) fines and penalties, regulatory defense and penalties and public relations and crisis management expenses.

LIMITS OF LIABILTY

Policy Aggregate	$3,000,000
Aggregate Sublimit of Liability for Regulatory Defense and Penalties	$250,000
Aggregate Sublimit of Liability for Crisis Management and Public Relations	$250,000
Aggregate Sublimit of Liability for Fines and Costs	$250,000
Social Engineering (emails)	$3,000,000

LIMITS FOR BRERACH RESPONSE SERVICES

Notify Individuals in the Aggregate	$1,000,000 or included in the $3,000,000 above
Aggregate Sublimit for Legal and Forensic Expenses	$100,000
Aggregate Limit for Identity Theft Resolution Services	$10,000
Aggregate Sublimit for any Foreign Notifications	$25,000

RETENTIONS

$2,500 for all with the following exceptions:

Call Center Services and Credit Monitoring	$100

OPTIONS

We will consider optional limits, sublimits and deductibles as suggested by the agents or the Cyber Liability underwriters.

POOL PROGRAMS

We would like to review your Pool program's Cyber Liability and accept the highest limits available. We will discuss Social Engineering and other topics relating to Cyber Liability at any future interviews.

PUBLIC OFFICIALS LEGAL LIABILITY

GENERAL INSTRUCTIONS

The Town desires Public Officials Legal Liability insurance for all current, past and future Town Council members and all other employees and volunteers and includes all actions for wrongful acts against the Town or individuals. The coverage is to include Employee Practices Act protection. We have five (5) elected members on our Town Council.

Coverage is to apply to **ALL ACTIVITIES** of the Town.

LIMITS

$1,000,000 Annual Aggregate Limit

Non-Monetary Claims and Defense Costs are to be included at least for $10,000 Per Claim and $50,000 (or more) Total Annual Aggregate.

Punitive Damages will be included.
Include Suits seeking no Pecuniary Relief.
Include Suits alleging Loss from Asbestos.
Include Suits alleging loss from Discrimination.
Include Land Use Allegations and Suits.

DEFENSE AND DEFENSE COSTS

Advise if the County will be allowed to use their own legal counsel to defend their positions under this coverage and if there is a "Consent to Settle" Endorsement.

RETENTIONS

Each Loss	$1,000
Total Retention for All Covered Persons & Count as Relates to Any One Loss	$1,000
Total Retention for Each Loss for the County Regarding the Reimbursement to the Employee	$1,000
Total Retention for the County	$1,000

Public Officials Legal Liability...continued.

LOCATIONS
All locations are to be included.

SEXUAL ABUSE AND MOLESTATION
Advise if your form includes this coverage.

RETRO DATE
Coverage is to either have **FULL PRIOR ACTS** protection within the form or a retro date of July 1, 2000.

EXCESS LIABILITY
Please advise if you can include this coverage within our Excess Liability Program.

LAW ENFORCEMENT LEGAL LAIBILITY CRITERIA

GENERAL INSTRUCTIONS

The Town needs coverage for its Police Department's activities.

LIMITS

$1,000,000 Each Occurrence

$2,000,000 Aggregate

DEDUCTIBLES AND RETENTIONS

None if Possible

EXPOSURES

Officers	25
Dispatchers	None
Dogs	None
Horses	None
Jails	None (Use Washington County Facilities)

RETRO DATE

Coverage is to either have **FULL PRIOR ACTS** protection within the form or a retro date of July 1, 2000.

EXCESS LIABILITY

Please advise if you can include this coverage within our Excess Liability Program.

BUSINESS AUTOMOBILE POLICY CRITERIA

GENERAL INSTRUCTIONS`

The Town is seeking a Business Automobile Policy (BAP) for our owned, non-owned and hired autos.

BAP COVERAGES

Please use these Liability Limits as the foundation of the program:

Liability	$1,000,000
Medical Payments	$5,000
Uninsured Motorist	$1,000,000

Physical Damage coverages are:

Comprehensive Perils	ACV Less $250
Collision & Upset	ACV Less $1,000
Rental Reimbursement	$50 Day for 60 Days
Hired Auto Physical Damage	$30,000 per Vehicle

REPLACEMENT COST

We want full Replacement Cost coverage on our vehicles and apparatus as per our fleet schedule, especially on Town owned fire trucks.

Please clarify how your program would provide Replacement Cost coverage should we destroy a vehicle based on either its use or value.

VEHICLE REPORTING

Please let us know if we have to report all new and sold vehicles to your carrier or will we have automatic coverage for new vehicles added during the year and no premium return for vehicles disposed during the policy term?

TRAILERS

You may provide only Fire, Theft and Windstorm coverages for our small trailers.

ADDITIONAL INSURED FOR FLEET POLICY

Town of Bristol 41 Piedmont Street Bristol, Virginia 24201	Waste Disposal at Town of Bristol's Waste Management Facility

AUTO FLEET

Vehicle #	Department	Year	Make	Model	VIN	Repl. Cost Value	Comp Ded	Coll Ded
610	Building Inspector	2016	Nissan	Frontier Pickup	0888	$0.00	$250.00	$1,000.00
611	Building Inspector	2016	Dodge	Ram	0997	$0.00	$250.00	$1,000.00
601	Comm Dev	2016	Chevrolet	Traverse	5702	$0.00	$250.00	$1,000.00
515	Coomes Center	2017	Chevrolet	Express 3500 Van	3797	$0.00	$250.00	$1,000.00
604	Finance	2017	Nissan	Altima	8443	$0.00	$250.00	$1,000.00
500	Parks	1996	Ford	CF7000	0539	$0.00	$250.00	$1,000.00
501	Parks	2004	Chevrolet	Cargo Van	9125	$0.00	$250.00	$1,000.00
503	Parks	1994	Dodge	2500 PU	7822	$0.00	$250.00	$1,000.00
505	Parks	2014	Ford	F150 Reg Cab 4x4	5026	$0.00	$250.00	$1,000.00
506	Parks	2007	Chevrolet	Silverado	8786	$0.00	$250.00	$1,000.00
507	Parks	2012	Ford	Truck	9754	$0.00	$250.00	$1,000.00
508	Parks	2000	Jeep	Cherokee 4wd	1332	$0.00	$250.00	$1,000.00
512	Parks	2018	Ford	F-350	3533	$0.00	$250.00	$1,000.00
602	Planning	2016	Nissan	Frontier Pickup Truck	0896	$0.00	$250.00	$1,000.00
6016	Police	2019	Ford	Police Utility	9257	$0.00	$250.00	$1,000.00
6017	Police	2019	Ford	Police Utility	9046	$0.00	$250.00	$1,000.00

801	Police	2017	Ford	Utility Police 4 Door	3344	$0.00	$250.00	$1,000.00
802	Police	2017	Ford	Explorer	4747	$0.00	$250.00	$1,000.00
803	Police	2017	Ford	Explorer	4748	$0.00	$250.00	$1,000.00
804	Police	2017	Ford	Explorer	4736	$0.00	$250.00	$1,000.00
805	Police	2018	Chevrolet	Silverado	7187	$0.00	$250.00	$1,000.00
PD109	Police	2009	Ford	Explorer	0984	$0.00	$250.00	$1,000.00
PD111	Police	2011	Ford	SUV	3506	$0.00	$250.00	$1.000.00
PD114	Police	2014	Ford	Explorer	8292	$0.00	$250.00	$1,000.00
PD115	Police	2015	Ford	Explorer	8503	$0.00	$250.00	$1,000.00
PD209	Police	2009	Ford	E150	0427	$0.00	$250.00	$1,000.00
PD211	Police	2011	Ford	SUV	3507	$0.00	$250.00	$1,000.00
PD213	Police	2013	Ford	Explorer	9186	$0.00	$250.00	$1,000.00
PD310	Police	2010	Ford	F150	7305	$0.00	$250.00	$1,000.00
PD314	Police	2014	Ford	Explorer	8294	$0.00	$250.00	$1,000.00
PD413	Police	2013	Ford	Explorer	0495	$0.00	$250.00	$1,000.00
PD513	Police	2013	Ford	Interceptor	1100	$0.00	$250.00	$1,000.00
643	Public Works	2019	Dodge	Ram 1500	3070	$0.00	$250.00	$1,000.00
642	Public Works	2016	Chevrolet	Equinox	8627	$0.00	$250.00	$1,000.00
510	Rec	2011	Ford	Ranger	5952	$0.00	$250.00	$1,000.00
514	Rec	2019	Ford	F-250	9439	$0.00	$250.00	$1,000.00
515	Rec	2017	Chevrolet	Van	3797	$0.00	$250.00	$1,000.00
603	Rec	2017	Nissan	Altima	9022	$0.00	$250.00	$1,000.00
516	Recreation	2019	Dodge	Ram 1500 Classic	9424	$0.00	$250.00	$1,000.00
112	Sewer	1991	GMC	Dump Truck	7783	$0.00	$250.00	$1,000.00
300	Sewer	1990	GMC	Dump Truck	0601	$0.00	$250.00	$1,000.00
301	Sewer	1996	International	Truck	7215	$0.00	$250.00	$1,000.00
302	Sewer	2003	GMC	Panel TK	0958	$0.00	$250.00	$1,000.00
303	Sewer	2012	Ford	F250 4x4 Crew Cab	6149	$0.00	$250.00	$1,000.00
305								
306	Sewer	1999	Volvo	TRTK	6659	$0.00	$250.00	$1,000.00
307	Sewer	2013	Freightliner	Truck	3194	$297,600.00	$250.00	$1,000.00
308	Sewer	2015	Ford	F250 Crew Cab 4x4	1667	$0.00	$250.00	$1,000.00
309	Sewer	2014	GMC	Savannah	0273	$0.00	$250.00	$1,000.00
311	Sewer	2008	Ford	Explorer	9187	$0.00	$250.00	$1,000.00
312	Sewer	2018	Ford	F-250	4397	$0.00	$250.00	$1,000.00
354	Sewer	2011	Unknown	Mongoose Ditch Cleaner	1085	$0.00	$250.00	$1,000.00
400	Sewer	2007	Chevrolet	Impala	1385	$0.00	$250.00	$1,000.00
401	Sewer	2018	Nissan	Frontier	0157	$0.00	$250.00	$1,000.00
402	Sewer	2012	Chevrolet	Express Cargo	0679	$0.00	$250.00	$1,000.00
403	Sewer	2014	Ford	Explorer	8298	$0.00	$250.00	$1,000.00
404	Sewer	1992	GMC	Dump Truck	0502	$0.00	$250.00	$1,000.00
406	Sewer	1990	GMC	7000	9361	$0.00	$250.00	$1,000.00
408	Sewer	2016	Nissan	Frontier	0089	$0.00	$250.00	$1,000.00
3[illegible]	Sewer	2019	Kenworth	Dump Truck	1700	$0.00	$250.00	$1,000.00
104	Solid Waste	2015	Kenworth	T300 Truck	9068	$138,438.00	$250.00	$1,000.00
127	Solid Waste	2007	Condor	American Truck	8252	$0.00	$250.00	$1,000.00
128	Solid Waste	1999	Volvo	Trash	2003	$0.00	$250.00	$1,000.00
136	Street	2019	Dodge	Ram 1500 Classic	9423	$0.00	$250.00	$1,000.00
138	Street	2019	Ford	F-350	7893	$0.00	$250.00	$1,000.00
139	Street	2019	Ford	F-350	7891	$0.00	$250.00	$1,000.00

131	Street	2019	Kenworth	T370	9039	$0.00	$250.00	$1,000.00
132	Street	2019	Ford	F-350	9440	$0.00	$250.00	$1,000.00
133	Street	2019	Ford	F-350	9441	$0.00	$250.00	$1,000.00
134	Street	2019	Ford	F-350	9442	$0.00	$250.00	$1,000.00
135	Street	2019	Freightliner	M22106	6632	$142,927.00	$250.00	$1,000.00
513	Street	2019	Ford	F-250	9438	$0.00	$250.00	$1,000.00
100	Streets	2005	GMC	Trash Truck	3021	$92,484.00	$250.00	$1,000.00
						[illegible]	[illegible]	
105	Streets	2003	GMC	Dump Truck	5103	$0.00	$250.00	$1,000.00
106	Streets	1997	Ford	F80	7327	$0.00	$250.00	$1,000.00
107	Streets	2015	International	Dump Truck	6473	$86,380.00	$250.00	$1,000.00
108	Streets	2011	International	Truck	0731	$0.00	$250.00	$1,000.00
109	Streets	2001	International	Bucket Truck	8250	$0.00	$250.00	$1,000.00
110	Streets	2008	International	Brush Truck	8135	$0.00	$250.00	$1,000.00
111	Streets	1999	Ford	F550	7593	$0.00	$250.00	$1,000.00
						[illegible]	[illegible]	[illegible]
116	Streets	2011	Ford	F350	2055	$0.00	$250.00	$1,000.00
118	Streets	1987	Ford	Brush Truck	2086	$0.00	$250.00	$1,000.00
119	Streets	2007	GMC	Leaf Truck	2557	$0.00	$250.00	$1,000.00
120	Streets	1991	Ford	Leaf	6213	$0.00	$250.00	$1,000.00
121	Streets	2002	Freightliner	Truck	3698	$0.00	$250.00	$1,000.00
123	Streets	2011	Ford	Ranger	2434	$0.00	$250.00	$1,000.00
126	Streets	2008	Ford	Pickup	4066	$0.00	$250.00	$1,000.00
129	Streets	2018	Chevrolet	Silverado	9731	$0.00	$250.00	$1,000.00
130	Streets	2018	Chevrolet	Silverado	7303	$0.00	$250.00	$1,000.00
620	Technology	2018	Dodge	RAM Promaster 15	8466	$0.00	$250.00	$1,000.00
621	Technology	2000	Ford	Sedan	8408	$0.00	$250.00	$1,000.00
622	Technology	2001	Ford	F350	8798	$0.00	$250.00	$1,000.00
650	Tourism	2011	Ford	Escape Hybrid	7277	$0.00	$250.00	$1,000.00
652	Tourism	2017	Chevrolet	Equinox	7556	$0.00	$250.00	$1,000.00
137	Town Shop	2020	Ford	F-250	7889	$0.00	$250.00	$1,000.00
700	Transit	2001	Ford	Bus	2590	$0.00	$250.00	$1,000.00
407	Wastewater	2019	Ford	F-250	7888	$0.00	$250.00	$1,000.00
313	Wastewater	2020	Kenworth	T370	1700	$93,311.00	$250.00	$1,000.00

140	Street	2019	Ford F350	1FTRF3B63KEG47894
141	Street	2019	Ford F350	1FTRF3B66KEG47890
142	Street	2019	Ford F350	1FTRF3B6XKEG47892
201			Chevy Silverado	1GC4KYCG2GF138187
314		2019	Ford F350	1FT8W3D64KEG47895
0366	Street	2019	Bobcat T740	B3CA15157
632	Muster		Club Car.	A5CUAB2CCCA276477

COMMERCIAL UMBRELLA OR EXCESS LIABILITY CRITERIA

GENERAL INSTRUCTIONS

The Town is seeking either a true UMBRELLA LIABILITY policy or an EXCESS LIABILITY contract to provide additional limits of third party legal liability over and above our primary CGL, Public Officials Legal Liability, Law Enforcement Legal Liability, Automobile Fleet Liability and Employers Liability.

POLICY LIMITS

General Aggregate	$10,000,000
Products-Completed Operations	$10,000,000
Each Incident Limit	$10,000,000

RETENTIONS

The RETAINED LIMIT will not exceed $10,000.
A ZERO Retained Limit will be given strong consideration.

DRONES

Include drones in our excess liability program.

AUDITS

We **DO NOT** want this Umbrella policy based on an audit.
The premium is to be on a FLAT basis, not subject to annual audit.

$10,000,000 LIMITS

The $10,000,000 limits will be in addition to the primary third party liability and auto fleet. Please quote the entire $10,000,000 limits as requested.

VOLUNTEER ACCIDENT, DEATH AND DISMEMBERMENT CRITERIA

GENERAL INSTRUCTIONS

The Town has a Volunteer AD&D policy through Markel for its volunteers.

OBAMA CARE REQUIREMENT

The Affordable Health Care Act mandates that all health insurance benefits be on an "unlimited" basis. Volunteer Accident, Death and Dismemberment coverages included "sickness" benefits which are covered by the "health insurance" portion of the ADD&D program.

Please discuss this situation with your underwriters and let us know if they believe they can still offer the AD&D program to include sickness benefits and if they can be limited to $250,000.

NAMED INSURED

Town of Abingdon and Fairview in Abingdon Foundation, Inc.
133 West Main Street
Abingdon, Virginia 24210

COVERAGES

Aggregate Limit of Indemnity	$250,000
Accident Medical Expense Benefit	
Deductible	$25
Coinsurance Percentage	100%
Benefit Period	52 Weeks
Aggregate Maximum	$5,000 Medical and $500 Dental
AD&D Principal Sum	$5,000

VOLUNTEERS

We have 38 part time firemen and firewomen covered under this policy along with 1 full time chief and 1 Assistant Chief on call for a total of 40 individuals.

LODA AND WORK COMP

Fire and EMS are included in the LODA act and we would like to have your input on including the volunteers within our Workers' Compensation and LODA program as an option to this coverage.

Please give us your input on these options.

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

GENERAL INSTRUCTIONS

The Town will consider Workers' Compensation and Employers Liability offers for its Workers' Compensation exposures.

COVERAGES

Statutory Virginia Workers' Compensation and Employers Liability for $100/$500/$100,000 or the limits for your Umbrella/Excess Liability coverages.

PAYROLLS

Note classifications and payrolls below.

MODIFICATION FACTORS

The tentative 2020/21 VACORP Modification Factor is 1.00.

The 2019/20 VACORP Modification Factor is 1.00.

The 2018/19 VACORP Modification Factor is 1.00.

Please note VRSA's Workers' Compensation Mod Factor Worksheets and claims data along with VACORP's claims data. VACORP does not have any Mod Worksheets for the Town.

FEDERAL ID NUMBER

Our Federal ID Number is 54-6001096.

PAYROLLS

Note VML Classifications and Update Payrolls for the July 1, 2020 Budget that are as follows.

CLASSIFICATION	CODE	PAYROLL	EMPLOYEES
Auto Service or Repair	8380	$116,433	3
Building Operated by Owner	9015	$390,952	9
Park, NOC	9102	$931,457	104
Garbage Collection & Drivers	9405	$92,996	3
Municipal Employees	9410	$289,191	7
Clerical Employees	8810	$1,523,569	38
Police Officers & Drivers	7720	$1,000,000	25
Street Construction & Drivers	5506	$647,276	25
Sewage Disposal & Drivers	7580	$813,232	29
Firefighters & Drivers	7710	$295,600	33

CODES 9403 AND 9405

Please review the SCOPES manual to clarify if you are to use code 9403 or 9405 for our Garbage Collectors and Drivers.

Workers' Compensation...continued.

DIVIDEND PROGRAMS
Please advise if your program has any type of dividend and how it functions.

DRUG FREE WORKPLACE
We are a Drug Free Workplace so please give us our premium credit.

LODA AND WORK COMP
Fire and EMS are included in the LODA act and we would like to have your input on including the volunteers within our Workers' Compensation and LODA program as an option to the AD&D.

Please give us your input on this option.

WORKERS' COMPENSATION PRESENTATION
Please include the Classification, Code, Payrolls, Rates, and then the financial formula that arrives at our final premium. Thank you.

Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2015**
Risk ID:
State: **VA**

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
*****Virginia										
Policy Period:	7/1/2011 to 7/1/2012				Policy #:					
5506	2.52	0.22	530,446	13,367	2,941	01WC11-03687	5	F	23,293	13,500
7382	2.09	0.30	25,954	542	163	01WC11-01926	6	F *	92	92
7580	1.03	0.26	761,742	7,846	2,040	01WC11-01638	6	F *	127	127
7710	2.01	0.22	7,956	160	35	01WC11-04690	6	F *	184	184
7720	0.70	0.26	1,062,732	7,439	1,934	01WC11-03576	6	F *	189	189
8380	1.25	0.27	77,640	971	262	01WC11-03857	6	F *	263	263
8742	0.11	0.26	129,079	142	37	01WC11-04367	6	F *	263	263
8810	0.05	0.30	1,342,591	671	201	01WC11-01374	6	F *	289	289
8820	0.05	0.27	126,026	63	17	01WC11-00102	6	F *	315	315
9015	1.20	0.30	162,351	1,948	584	01WC11-01992	6	F *	397	397
9102	1.19	0.30	1,194,988	14,220	4,266	01WC11-00125	6	F *	603	603
9403	2.45	0.23	90,714	2,222	511	01WC11-01099	6	F *	913	913
9410	1.26	0.30	166,696	2,100	630	01WC11-04826	6	F *	1,422	1,422
						01WC11-03125	6	F *	8,613	8,613
Policy Period Totals			5,678,915	51,693	13,622				36,963	27,170

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2015**
Risk ID:
State: **VA**

Policy Period: 7/1/2012 to 7/1/2013 Policy #:

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
5506	2.52	0.22	518,391	13,063	2,874	01WC12-08981	5	F	14,879	13,500
7382	2.09	0.30	27,746	580	174	01WC12-00016	5	F	70,638	13,500
7580	1.03	0.26	882,829	9,093	2,364	01WC12-00211	5	F	99,768	13,500
7710	2.01	0.22	7,651	154	34	01WC12-05567	6	F *	19	19
7720	0.70	0.26	1,203,257	8,423	2,190	01WC12-06246	6	F *	19	19
8380	1.25	0.27	76,760	960	259	01WC12-00353	6	F *	85	85
8742	0.11	0.26	122,701	135	35	01WC12-06994	6	F *	85	85
8810	0.05	0.30	1,734,377	867	260	01WC12-08930	6	F *	121	121
8820	0.05	0.27	119,377	60	16	01WC12-02169	6	F *	222	222
9015	1.20	0.30	175,513	2,106	632	01WC12-05765	6	F *	259	259
9102	1.19	0.30	1,204,956	14,339	4,302	01WC12-00354	6	F *	263	263
9403	2.45	0.23	97,910	2,399	552	01WC12-08467	6	F *	286	286
9410	1.26	0.30	139,184	1,754	526	01WC12-05687	6	F *	449	449
						01WC12-01930	6	F *	478	478
						01WC12-02115	6	F *	559	559
						01WC12-02459	6	F *	604	604
						01WC12-05561	6	F *	803	803
						01WC12-00734	6	F *	1,082	1,082
						01WC12-02330	6	F *	1,415	1,415
						01WC12-06903	6	F *	3,191	3,191
						01WC12-00614	6	F *	4,160	4,160
Policy Period Totals			6,310,652	53,932	14,218				199,384	54,599

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2015**
Risk ID:
State: **VA**

Policy Period: 7/1/2013 to 7/1/2014 Policy #:

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
5506	2.52	0.22	474,681	11,962	2,632	01WC13-11555	1	F	11,230	11,230
7382	2.09	0.30	38,202	798	240	01WC13-12600	5	O	146,935	13,500
7580	1.03	0.26	810,466	8,348	2,170	01WC13-11751	6	F *	40	40
7710	2.01	0.22	7,434	149	33	01WC13-15526	6	F *	83	83
7720	0.70	0.26	1,158,668	8,111	2,109	01WC13-15847	6	F *	83	83
8380	1.25	0.27	98,246	1,228	332	01WC13-00380	6	F *	164	164
8742	0.11	0.26	92,500	102	26	01WC13-00188	6	F *	278	278
8810	0.05	0.30	1,690,533	845	254	01WC13-14564	6	F *	339	339
8820	0.05	0.27	117,598	59	16	01WC13-11770	6	F *	1,453	1,453
9015	1.20	0.30	137,177	1,646	494	01WC13-00578	6	F *	5,121	5,121
9102	1.19	0.30	1,205,302	14,343	4,303	01WC13-15066	6	O *	6,150	6,150
9403	2.45	0.23	96,668	2,368	545					
9410	1.26	0.30	171,166	2,157	647					
Policy Period Totals			6,098,641	52,116	13,799				171,875	38,440

		(D) - (E)			(H) - (I)			
0.16		116,100	157,740	41,640	288,013	36,000	379,192	91,179
"W" VALUE		EXPECTED EXCESS	TOTAL EXPECTED	TOTAL EXP. PRIM.	ACTUAL EXCESS	"B" VALUE	TOTAL ACTUAL	TOTAL ACT. PRIM.
A	B	C	D	E	F	G	H	I

Limited loss.
s Subrogation or other special loss.

16
ARAP 1.28 if applicable

Experience Modification Calculation	11 PRIMARY LOSSES	12 STABILIZING VALUE	13 RATABLE EXCESS	14 ADJUSTED TOTALS
ACTUAL	(I)	(C) X (1 - A) + (G)	(A) X (F)	
	91,179	133,524	46,082	270,785
EXPECTED	(E)	(C) X (1 - A) + (G)	(A) X (C)	
	41,640	133,524	18,576	193,740

15
EXP MOD (J) / (K) 1.40

* Rating reflects a decrease of 70 percent medical-only primary and excess loss dollars where ERA is applied, reflected only in totals (F), (H), and (I).

The ARAP surcharge shown is for those states in the rating that have approved the ARAP program. It was calculated based on the general interstate formula and maximum, however, the maximum surcharge may vary by state.

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2016**
Risk ID:
State: **VA**

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
*****Virginia										
Policy Period:	7/1/2012 to 7/1/2013				Policy #:					
5506	2.42	0.24	518,391	12,545	3,011	01WC12-08981	5	F	14,879	14,879
7382	2.01	0.33	27,746	558	184	01WC12-00016	5	F	70,638	16,000
7580	1.04	0.27	882,829	9,181	2,479	01WC12-00211	5	F	99,768	16,000
7710	2.13	0.24	7,651	163	39	01WC12-05567	6	F *	19	19
7720	0.78	0.27	1,203,257	9,385	2,534	01WC12-06246	6	F *	19	19
8380	1.33	0.29	76,760	1,021	296	01WC12-00353	6	F *	85	85
8742	0.10	0.27	122,701	123	33	01WC12-06994	6	F *	85	85
8810	0.05	0.33	1,734,377	867	286	01WC12-08930	6	F *	121	121
8820	0.05	0.29	119,377	60	17	01WC12-02169	6	F *	222	222
9015	1.13	0.33	175,513	1,983	654	01WC12-05765	6	F *	259	259
9102	1.34	0.33	1,204,956	16,146	5,328	01WC12-00354	6	F *	263	263
9403	2.95	0.24	97,910	2,888	693	01WC12-08467	6	F *	286	286
9410	1.53	0.33	139,184	2,130	703	01WC12-05687	6	F *	449	449
						01WC12-01930	6	F *	478	478
						01WC12-02115	6	F *	559	559
						01WC12-02459	6	F *	604	604
						01WC12-05561	6	F *	803	803
						01WC12-00734	6	F *	1,082	1,082
						01WC12-02330	6	F *	1,415	1,415
						01WC12-06903	6	F *	3,191	3,191
						01WC12-00614	6	F *	4,160	4,160
Policy Period Totals			6,310,652	57,051	16,258				199,384	60,978

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2016**
Risk ID:
State: **VA**

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
Policy Period: 7/1/2013 to 7/1/2014					Policy #:					
5506	2.42	0.24	474,681	11,487	2,757	01WC13-11555	1	F	11,230	11,230
7382	2.01	0.33	38,202	768	253	01WC13-12600	5	F	170,476	16,000
7580	1.04	0.27	810,466	8,429	2,276	01WC13-15526	6	F *	83	83
7710	2.13	0.24	7,434	158	38	01WC13-15847	6	F *	83	83
7720	0.78	0.27	1,158,668	9,038	2,440	01WC13-11751	6	F *	84	84
8380	1.33	0.29	98,246	1,307	379	01WC13-00380	6	F *	164	164
8742	0.10	0.27	92,500	93	25	01WC13-00188	6	F *	278	278
8810	0.05	0.33	1,690,533	845	279	01WC13-14564	6	F *	340	340
8820	0.05	0.29	117,598	59	17	01WC13-11770	6	F *	1,453	1,453
9015	1.13	0.33	137,177	1,550	512	01WC13-15066	6	F *	4,418	4,418
9102	1.34	0.33	1,205,302	16,151	5,330	01WC13-00578	6	F *	5,121	5,121
9403	2.95	0.24	96,668	2,852	684					
9410	1.53	0.33	171,166	2,619	864					
Policy Period Totals			6,098,641	55,355	15,854				193,729	39,253
Policy Period: 7/1/2014 to 7/1/2015					Policy #:					
5506	2.42	0.24	495,435	11,990	2,877	01WC14-16609	6	F *	83	83
7382	2.01	0.33	37,199	748	247	01WC14-22218	6	F *	153	153
7580	1.04	0.27	836,588	8,701	2,349	01WC14-22868	6	F *	160	160
7710	2.13	0.24	8,624	184	44	01WC14-21644	6	F *	207	207
7720	0.78	0.27	1,158,820	9,039	2,440	01WC14-19062	6	F *	318	318
8380	1.33	0.29	100,296	1,334	387	01WC14-21448	6	F *	494	494
8742	0.10	0.27	87,091	87	24	01WC14-16545	6	F *	679	679
8810	0.05	0.33	1,648,402	824	272	01WC14-18216	6	F *	895	895
8820	0.05	0.29	120,112	60	17	01WC14-16994	6	F *	1,920	1,920
9015	1.13	0.33	118,489	1,339	442	01WC14-22869	6	O *	17,850	16,000
9102	1.34	0.33	1,231,297	16,499	5,445					
9403	2.95	0.24	101,436	2,992	718					
9410	1.53	0.33	181,800	2,782	918					
Policy Period Totals			6,125,589	56,578	16,180				22,759	20,909

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Mod Analysis for Abingdon, Town of

		(D) - (E)			(H) - (I)			
0.15		120,693	168,985	48,292	293,438	39,200	381,659	88,221
"W" VALUE		EXPECTED EXCESS	TOTAL EXPECTED	TOTAL EXP. PRIM.	ACTUAL EXCESS	"B" VALUE	TOTAL ACTUAL	TOTAL ACT. PRIM.
A	B	C	D	E	F	G	H	I

Limited loss.
s Subrogation or other special loss.

Experience Modification Calculation	11 PRIMARY LOSSES	12 STABILIZING VALUE	13 RATABLE EXCESS	14 ADJUSTED TOTALS
ACTUAL	(I)	(C) X (1 - A) + (G)	(A) X (F)	
	88,221	141,789	44,016	274,026
EXPECTED	(E)	(C) X (1 - A) + (G)	(A) X (C)	
	48,292	141,789	18,104	208,185

15
EXP MOD
(J) / (K)
1.32

16
ARAP
1.24
if applicable

* Rating reflects a decrease of 70 percent medical-only primary and excess loss dollars where ERA is applied, reflected only in totals (F), (H), and (I).

The ARAP surcharge shown is for those states in the rating that have approved the ARAP program. It was calculated based on the general interstate formula and maximum, however, the maximum surcharge may vary by state.

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2014**
Risk ID:
State: **VA**

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
*****Virginia										
Policy Period: 7/1/2010 to 7/1/2011					Policy #:					
5506	2.43	0.17	585,192	14,220	2,417	01WC10-02597	6	F *	0	0
7382	2.08	0.25	26,441	550	137	01WC10-02291	6	F *	0	0
7580	1.03	0.21	654,085	6,737	1,415	01WC10-00644	6	F *	142	142
7710	1.73	0.18	7,725	134	24	01WC10-04613	6	F *	144	144
7720	0.73	0.21	1,020,643	7,451	1,565	01WC10-03953	6	F *	325	325
8380	1.16	0.22	100,457	1,165	256	01WC10-02725	6	F *	444	444
8742	0.11	0.21	55,000	61	13	01WC10-00386	6	F *	782	782
8810	0.05	0.25	1,329,897	665	166	01WC10-00480	6	F *	893	893
8820	0.05	0.22	118,323	59	13	01WC10-02771	6	F *	923	923
9015	1.22	0.25	158,041	1,928	482	01WC10-04690	6	F *	1,626	1,626
9102	1.19	0.25	1,122,540	13,358	3,340	01WC10-00016	6	F *	1,943	1,943
9403	2.26	0.18	92,118	2,082	375	01WC10-00384	6	F *	4,325	4,325
9410	1.13	0.25	160,201	1,810	453	01WC10-02519	6	F *	4,527	4,527
						01WC10-04526	6	F *	8,552	8,552
Policy Period Totals			5,430,663	50,220	10,656				24,628	24,628
Policy Period: 7/1/2011 to 7/1/2012					Policy #:					
5506	2.43	0.17	530,446	12,890	2,191	01WC11-03687	5	F	3,985	3,985
7382	2.08	0.25	25,954	540	135	01WC11-01638	6	F *	42	42
7580	1.03	0.21	761,742	7,846	1,648	01WC11-01926	6	F *	74	74
7710	1.73	0.18	7,956	138	25	01WC11-04690	6	F *	99	99
7720	0.73	0.21	1,062,732	7,758	1,629	01WC11-03576	6	F *	171	171
8380	1.16	0.22	77,640	901	198	01WC11-04367	6	F *	178	178
8742	0.11	0.21	129,079	142	30	01WC11-03857	6	F *	178	178
8810	0.05	0.25	1,342,591	671	168	01WC11-01374	6	F *	271	271
8820	0.05	0.22	126,026	63	14	01WC11-00102	6	F *	297	297
9015	1.22	0.25	162,351	1,981	495	01WC11-01992	6	F *	378	378
9102	1.19	0.25	1,194,988	14,220	3,555	01WC11-00125	6	F *	584	584
9403	2.26	0.18	90,714	2,050	369	01WC11-01099	6	F *	828	828
9410	1.13	0.25	166,696	1,884	471	01WC11-04826	6	F *	1,403	1,403
						01WC11-03125	6	F *	8,595	8,595
Policy Period Totals			5,678,915	51,083	10,928				17,083	17,083

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Workers' Compensation Experience Rating Worksheet

Effective Date: **7/1/2014**
Risk ID:
State: **VA**

1	2	3	4	5	6	7	8	9	10	11
CODE	ELR	D - RATIO	PAYROLL	EXPECTED LOSSES	EXP. PRIM. LOSSES	CLAIMDATA # ID	IJ	OF	ACT. INC. LOSSES	ACT. PRIM. LOSSES
Policy Period: 7/1/2012 to 7/1/2013					Policy #:					
5506	2.43	0.17	518,391	12,597	2,141	01WC12-08981	5	O	12,238	10,000
7382	2.08	0.25	27,746	577	144	01WC12-00016	5	O	34,915	10,000
7580	1.03	0.21	882,829	9,093	1,910	01WC12-00211	5	F	99,683	10,000
7710	1.73	0.18	7,651	132	24	01WC12-06246	6	F *	0	0
7720	0.73	0.21	1,203,257	8,784	1,845	01WC12-05567	6	F *	0	0
8380	1.16	0.22	76,760	890	196	01WC12-00353	6	F *	0	0
8742	0.11	0.21	122,701	135	28	01WC12-06994	6	F *	0	0
8810	0.05	0.25	1,734,377	867	217	01WC12-08930	6	F *	103	103
8820	0.05	0.22	119,377	60	13	01WC12-05765	6	F *	174	174
9015	1.22	0.25	175,513	2,141	535	01WC12-00354	6	F *	178	178
9102	1.19	0.25	1,204,956	14,339	3,585	01WC12-02169	6	F *	203	203
9403	2.26	0.18	97,910	2,213	398	01WC12-08467	6	F *	267	267
9410	1.13	0.25	139,184	1,573	393	01WC12-01930	6	F *	276	276
						01WC12-05687	6	F *	364	364
						01WC12-02115	6	F *	474	474
						01WC12-02459	6	F *	586	586
						01WC12-05561	6	F *	784	784
						01WC12-00734	6	F *	1,064	1,064
						01WC12-02330	6	F *	1,330	1,330
						01WC12-06903	6	O *	3,128	3,128
						01WC12-00614	6	F *	4,141	4,141
Policy Period Totals			6,310,652	53,401	11,429				159,909	43,072

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Mod Analysis for Abingdon, Town of

A	B	C	D	E	F	G	H	I
0.16		121,691	154,705	33,014	116,836	34,800	166,059	49,222
"W" VALUE		EXPECTED EXCESS	TOTAL EXPECTED	TOTAL EXP. PRIM.	ACTUAL EXCESS	"B" VALUE	TOTAL ACTUAL	TOTAL ACT. PRIM.
		(D) - (E)			*(H) - (I)*			

Limited loss.
s Subrogation or other special loss.

16
ARAP 1.05 if applicable

Experience Modification Calculation	11	12	13	14	15
	PRIMARY LOSSES	STABILIZING VALUE	RATABLE EXCESS	ADJUSTED TOTALS	EXP MOD *(J) / (K)* 1.08
ACTUAL	*(I)*	*(C) X (1 - A) + (G)*	*(A) X (F)*		
	49,222	137,020	18,694	204,937	
EXPECTED	*(E)*	*(C) X (1 - A) + (G)*	*(A) X (C)*		
	33,014	137,020	19,471	189,505	

* Rating reflects a decrease of 70 percent medical-only primary and excess loss dollars where ERA is applied, reflected only in totals (F), (H), and (I).

The ARAP surcharge shown is for those states in the rating that have approved the ARAP program. It was calculated based on the general interstate formula and maximum, however, the maximum surcharge may vary by state.

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ADDITIONAL RFP INFORMATION FOR CANDIDATES

NONDISCRIMINATION OF CONTRACTORS

A bidder, proposer or contractor shall not be discriminated against in the solicitations or award of this contract because of race, religion, color, sex, national origin, age or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual who applies for or receives goods, services or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services or disbursements, the Town of Abingdon shall offer the individual, within a reasonable period of time after the date his objection, access to equivalent goods, service or disbursements from an alternative provider.

DRUG FREE WORKPLACE

During the performance of this contract, the Insurance Company and Insurance Agency agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all specifications or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "Drug-Free Workplace" means a site of the performance or work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Virginia Code Section 2.2-4312.

RIGHT TO AUDIT

The Town of Abingdon has the right to audit the agent's, insurance companies or companies' and municipal and town insurance pools regarding the insurance coverages placed with these entities on behalf of the Town of Abingdon. Town employees or an outside organization or CPA firm will handle any audits deemed necessary.

CIVIL RIGHTS ACT OF 1964
VIRGINIA GOVERNMENTAL FRAUDS ACT
FEDERAL LAWS

We also herewith assure the Town of Abingdon that our agency and insurance companies are conforming to the provisions of the Civil Rights Act of 1964 and the Virginia Code Section 2.2-4312.

OSHA

All phases of work under this RFP shall conform to the applicable requirements of the Occupational Safety and Health Act (Public Law 91-956) as adopted by the United States Department of Labor while performing any safety or loss control work on behalf of the Town on Town property.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By signing your proposal the insurance agency and/or insurance company/pool certifies that they do not and will not during the performance of this RFP violate the provisions of the Federal Immigration Reform and Control Act of 1968, which prohibits employment of illegal aliens.

SUBLET OF SERVICES

The proposer agrees to perform the necessary services are requested by the RFP and as provided by their insurance agency and/or insurance company/pool and that no services or other work will be "sublet" to others without the permission of the Town of Abingdon .

HOLD HARMLESS AGREEMENT

The proposer shall indemnify, protect, defend and hold harmless the town, their agents and employees, from and against any and all claims, demands, judgments or causes of action, including costs and attorney's fees by any party or parties whatever for the loss, damage, injury, fines, penalties of any kind or character to either persons or property or indirectly arising out of the operations performed under this RFP except for such loss, damage or injury as is caused by the sole negligence of the Town of Abingdon.

CERTIFICATION

The proposer certifies that the proposer and his/her employees have not been convicted of a felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or any crime of moral turpitude.

OWNERSHIP OF MATERIALS

Ownership of all data, materials and documentation originated and prepared for the town pursuant to the RFP shall belong exclusively to the town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Offeror must invoke the protection of Section 2.2. -4342(F) of the Code of Virginia, in writing, either before or at the time of the data or other material is submitted to avoid public disclosure under the Freedom of Information Act. Offerors must explain the proprietary or trade secret materials submitted and they must be identified by some distinct method of highlighting or underlining. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

ETHICS IN PUBLIC CONTRACTING AND CONFLICT OF INTERESTS ACT

The provisions, requirements and prohibitions as contained in Sections 2.2-4367 and 2.2. -3100 of the Virginia Code pertaining to bidders, offerors, contractors and subcontractors are applicable to this RFP.

PROTESTS

Any offeror who wishes to protest or object to any award made or other decisions pursuant to this RFP may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363 and 4364 of the Code of Virginia and only if such is provided for in such Code Section.

TOWN OF ABINGDON

RECREATION ADVISORY COMMISSION

CURRENT MEMBERS

The terms of office of the members of the Commission shall be for three year or until their successors are appointed and qualified. Vacancies in such Commission occurring otherwise than by expiration of the term shall be filled by the Council for the unexpired term.

Staff Contact: Jennifer Johnson, Director of Indoor Parks and Recreation
Phone Number: 276-623-5279

Name	**Address**	**Phone #**	**Appointment Date**	**Term Expiration Date**	**Eligible for Another Term**
Derek Webb (Council Member)	390 Winterham Drive Abingdon, VA 24210	276-791-0284	July 2, 2018	July, 2021	
David Childress	130 Longview Drive Abingdon VA 24211	276-628-5303	Sept 2019	Sept 2022	Yes
Amanda Pillion	205 Stonewall Heights NE Abingdon VA 24210	276-623-3022	Sept 2019	Sept 2022	Yes
Larry Bales	P O Box 825 Abingdon, VA 24212	276-628-9535 276-608-259	Sept 2018	Sept *	
Don Yates	216 Hassinger Street Abingdon, VA 24210	276-451-8450	Sept 2018	Sept *	
Travis "Brock" Hawkins	761 Mosby Street Abingdon, VA 24210	276-356-2051	Sept 2018	Sept *	
Steve Puckett	17520 Mahogany Drive Abingdon, VA 24210	276-608-0323	Sept 2018	Sept *	
Eddie Ramirez	21380 Sheffield Court Abingdon, VA 24210	276-608-9219	Sept 2018	Sept *	
Jimmy Woods	1085 Canterbury Lane Abingdon, VA 24210	276-356-2857	Sept 2018	Sept *	

PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT

APPLICATION EXPIRES DECEMBER 31, 2020

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name ROBERT M. HOWARD Date: 03/05/2020
Address 122 VALLEY ST., NW City/State ABINGDON Zip 24210

Do you live inside the Town limits of Abingdon? Yes [X] No [ ]

Telephone: 276 696 9203

Email Address: *(required)* bh2766969203@gmail.com

Place of Employment: RETIRED, FORMER BANK V.P.

Address:

Description of job duties:

Educational background:

HIGH SCHOOL GRAD 1972, A.S. DEGREE VA HIGHLANDS COMMUNITY COLLEGE 1975, CLINCH VALLY COLLEGE B.S. DEGREE 1977

Rec. 3/5/2020

Are you currently serving on a board or commission of the Town of Abingdon? Yes ____ No X

If so, which Board(s) or Commission(s)? N/A

When do(es) your present term(s) expire? (mm/yy) N/A

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes X No __

If so, name and date(s) of service? INFRASTRUCTURE ADVISORY COMMITTEE, PLANNING COMMISSION, RECREATION ADVISORY COMMITTEE, TREE COMMISSION, ABINGDON TOWN COUNCIL
UNSURE

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?
FORMER MEMBER OF RECREATION ADVISORY COMMISSION AND 32 YEAR MEMBER OF ABINGDON TOWN COUNCIL

To the best of my ability, all information on this application is true and correct.

SIGNATURE

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on:

Board of Building Code Appeals ** ☐	Planning Commission */** ☐
Board of Zoning Appeals ☐	Recreation Advisory Commission ☒
Economic Development Authority ☐	Sinking Springs Cemetery Committee ** ☐
Infrastructure Advisory Committee ☐	Sustain Abingdon Committee ☐
Historic Preservation Review Board */** ☐	Tourism Advisory Committee ** ☐
Housing and Redevelopment Authority ☐	Tree Commission ☐
Muster Grounds Steering Committee ☐	Virginia Highlands Small Business Incubator ☐

***May be required to attend training and/or obtain certification during term**
****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**
Note: All applicants are subject to background verification.

PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT

APPLICATION EXPIRES DECEMBER 31, 2020

Board and Commission Application

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Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Steven Bednar Date: 3/13/20

Address 16386 Middlewood Dr. City/State Abingdon VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes _____ No X

Telephone: 817 729 1463

Email Address: *(required)* smbednar86@gmail.com

Place of Employment: Shields Electronics Supply, The Vine Church

Address: 830 State St. Bristol, TN 37620

Description of job duties: Sales, Pastor

Educational background:

B.S. Biology, UT-Arlington '07

Master of Divinity, Southwestern Baptist Theological Seminary, Ft. Worth TX '11

Rec. 3/13/2020

Are you currently serving on a board or commission of the Town of Abingdon? Yes_____ No X

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes __ No X

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?
I have volunteered in many sports leagues as coach and officiating, and am an avid player of golf, tennis/basketball, disc golf, ultimate frisbee and others. I desire to see Abingdon have a thriving sport/recreational atmosphere so that young families, teenagers, and adults have a plethora of opportunities to get and stay active and healthy.

To the best of my ability, all information on this application is true and correct.

SIGNATURE _____

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Springs Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Muster Grounds Steering Committee	Virginia Highlands Small Business Incubator

***May be required to attend training and/or obtain certification during term**
****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**
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TOURISM ADVISORY COMMISSION

CURRENT MEMBERS & ENTITY REPRESENTED
APPOINTMENT & EXPIRATION DATES
3-YEAR TERMS
1st Tuesday each month at 3pm – Virginia Highlands Small Business Incubator
Staff Contact: Jayne Duehring, Director for Tourism
Phone Number: 276-676-2282
Updated: December 3, 2019

Name	Entity Represented	Address	Contact Information	Appointment Date	Term Expiration Date	Eligible for Another Term
Dan McNeillie (replaced Kalonn G. Roberts who replaced Addie Lee)	Barter Theatre (Attractions)		dirofmarketing@bartertheatre.com	October 2017 1st term	(3-year term) October, 2020	Yes
David Matlock (replaces Sean Webb)	VA Higher Ed Center (Higher Education)	P.O. Box 696 Damascus, Virginia 24236	276-475-6043 (h) 276-492-8500 (c) dmatlock@ewcenter.edu	October 2017 1st term	(3-year term) October. 2020	Yes
Cindy Patterson	Council Member	410 Green Spring Road Abingdon, VA 24210	276-628.6263	July 2018	July 2021	Yes
Alison Mays	Board of Supervisors	118 Village Court, Abingdon, VA 24210	276-608-3253 amays@washcova.com	September 2017 1st term	(3 year term) September 2020	Yes
Lisa Kestner Quigley (replaces Susan Yates)	Member at Large	6434 Clinch Mtn. Rd. Saltville, VA 24370	804-334-5853 LisaK.Quigley@gmail.com	March 5, 2018 1st term	(3 year term) March 2021	Yes
Janet Woolwine	B & B (moved from Retail 10-16-17)	185 Crestview Drive Abingdon VA 24210	276-628-8433 alikelyyarn@yahoo.com jiwoolwine@yahoo.com	October 2016 2ND term	October 2020	No
Neta Farmer Ex-Officio (replaces Susanne Lay Ex-Officio, retiring)	Chamber of Commerce			April, 2018 1st term	April 2021	Yes
Joel Jerkins	J&J Entertainment Group (Restaurant)	115 Charwood Drive Abingdon, VA 24210	276-525-4999 joel.jerkins@yahoo.com	October 2017 2nd term	(3-yr term) August 2020 term expires	No

Nicole Dyer (to fill unexpired term of Katye A. Blankenship)	White Birch Food & Juice (Retail or Downtown Business Owner)	120 Court Street Abingdon, VA 24210	603-724-3567 Dyern11@gmail.com	February 4, 2019 (to fill unexpired 1st term	(3-year term) June, 2020	Yes
Martha Keys to fill unexpired term of Polly Mallory (5.2.14 expired)	Retired/ President of Historical Society of Washington Co. (Historic Sites/Museum)	P O Box 2184 Abingdon, VA 24212	276-628-2987 martha.keys@comcast.net	October 2017 2nd term	(3-year term) October 2020 term expires	No
Samir Patel	Comfort Suites (Hotel/ Motel)	1093 Ole Berry Drive Abingdon, VA 24210	276-698-3040 samirpatel@bvu.net	December 2019 1st term	(3-year term) December 2022 Term expires	Yes
Kathy Shearer	Member at Large	P O Box 117 Emory, VA 24327	276-944-5355 Shearer44@gmail.com	June, 2017 1st term	(3-year term) June, 2020	Yes
Chris Cannon (Heartwood)	Member at Large	33324 Widener Valley Rd. Damascus, VA 24236	276-492-2424 (w) 276-623-3156 (c) ccannon@myswva.org	October 2017 1st term	(3-year term) October. 2020	Yes
Callie Hietala	(Arts and Culture- William King Museum of Art	251 Barter Drive Abingdon, VA 24210	276-628-5005 x 119	December 2019 1st term	(3-year term) December, 2022	Yes
(replace Carrie Baxter)	AMS- Abingdon Main Street Representative			October 17, 2017 1st term	(3-year term) October. 2020	Yes

PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT

APPLICATION EXPIRES DECEMBER 31, 2020

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Morgan Egan Date: 3/3/20
Address 2018 Florist Dr City/State Abingdon VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No____

Telephone: 304 825 1255

Email Address: *(required)* morgan@bartertheatre.com

Place of Employment: Barter Theatre

Address: 160 Cummings St. Abingdon VA 24210

Description of job duties: Director of Marketing

Educational background:

BA in Theatre from Illinois State University.

Are you currently serving on a board or commission of the Town of Abingdon? Yes_____ No X

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes __ No X

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it behelpful?
Tourism is vital to Barter's Success and my responsibility to the marketing department can add value to the Committee.

To the best of my ability, all information on this application is true and correct.

SIGNATURE _____

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Economic Development Authority ☐	Sinking Springs Cemetery Committee ** ☐
Infrastructure Advisory Committee ☐	Sustain Abingdon Committee ☐
Historic Preservation Review Board */** ☐	Tourism Advisory Committee ** ☒
Housing and Redevelopment Authority ☐	Tree Commission ☐
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