

**MINUTES**  
**PURCELLVILLE TOWN COUNCIL MEETING**  
**MAY 24, 2016, 7:00 PM**  
**TOWN HALL HERITAGE ROOM**

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The regular meeting of the Purcellville Town Council convened at 7:00 PM in the Heritage Room with the following in attendance:

**PRESENT:** Kwasi Fraser, Mayor  
John Nave, Council member  
Joan Lehr, Council member  
Patrick McConville, Council member  
Doug McCollum, Council member  
Karen Jimmerson, Council member  
Kelli Grim, Council member

**ABSENT:** None

**STAFF:** Robert Lohr, Jr., Town Manager  
Danny Davis, Assistant Town Manager  
Sally Hankins, Town Attorney  
Alex Vanegas, Director of Public Works  
Liz Krens, Director of Finance  
Hooper McCann, Director of Administration  
Chief Cindy McAlister, Police Dept.  
Connie LeMarr, Assistant Director of Finance  
Melanie Scoggins, Events Specialist  
Paula Hicks, Staff Accountant (arrived 7:50 PM)  
Debbie Capitan, Budget Specialist  
Sheryl McIlvaine, Executive Assistant  
Diana Hays, Town Clerk (arrived 7:50 PM)

**CALL TO ORDER OF REGULAR MEETING:**

Mayor Fraser called the regular meeting to order at 7:02 PM.

**AGENDA AMENDMENTS/APPROVAL:**

None

**PROCLAMATIONS/RECOGNITIONS:**

- a. Proclamation – Memorial Day Poppy

The American Legion Auxiliary Unit 293 talked about the poppy distribution on Memorial Day. Mayor Fraser issued the proclamation and the auxiliary handed out poppies.

- b. Proclamation – Hunger Awareness Month, May 2016

Mayor Fraser introduced Brian Mullen with Tree of Life and Rebecca Makowski who talked about food drives and goals for the year. Mayor Fraser issued the proclamation.

**PUBLIC HEARINGS:**

None

**PRESENTATIONS:**

None

**CITIZEN AND BUSINESS COMMENTS:**

None

**MAYOR AND COUNCIL COMMENTS:**

Council member Lehr had no comments.

Council member Grim thanked Melanie Scoggins and staff for the Music and Arts Festival and the extra efforts because of the rain. Council member Grim noted that it is the second anniversary of the death of Christian Sierra.

Vice Mayor McConville thanked Melanie Scoggins and the Parks and Recreation Advisory Board for their efforts with the Music and Arts Festival.

Council member McCollum thanked Melanie Scoggins and staff for Music and Arts Festival as well as the Parks and Recreation Advisory Board and the Purcellville Arts Council. Council member McCollum stated he attended the Purcellville Police Dept. Valor Award Dinner that honored Cpl. Rick Costello as officer of the year and recognized Cpl. McDaniel and Ofc. Fraley for their dedication toward removing drunk drivers from the roads in Town. Council member McCollum congratulated Rob Lohr, Alex Vanegas and the water staff for the award from the Center of Disease Control for Water Fluoridation in 2014. Council member McCollum talked about the Comprehensive Plan Visioning Workshop hosted by the Planning Commission last week which was well attended, and added that the results of the workshop were shared at the Music and Arts Festival. Council member McCollum stated that on June 8<sup>th</sup>

he will be attending the first meeting of the VML Federal Advisory Council and will report back to Council at the next meeting.

Council member Nave thanked Melanie Scoggins for her efforts with the Music and Arts Festival.

Council member Jimmerson talked about the success of the Music and Arts Festival. Council member Jimmerson stated she met with someone who has a company that does drone technology and are trying to explore ideas where they can test and fly drones.

Mayor Fraser thanked Melanie Scoggins and her team for the efforts with the Music and Arts Festival. Mayor Fraser stated he attended two classes by invitation at Blue Ridge Middle School to talk about the Town Council and government as it relates to real life. Mayor Fraser stated he also attended a presentation at Woodgrove High School as they are trying to get more involved with the community.

Vice Mayor McConville thanked the PBA for handling the trolley tour throughout the Music and Arts Festival.

**DISCUSSION/INFORMATIONAL ITEMS:**

**a. Public Safety Reports**

i. Purcellville Volunteer Rescue Squad

No verbal report.

ii. Purcellville Police Department

Chief McAllister noted the change in format of the report to add the year to date total. Chief McAlister talked about upcoming events and training. Mayor Fraser asked via a question from a citizen where the department stands with tasers and body cameras. Chief McAlister stated that everyone has a new shared taser and the in-car cameras have gone out for bid which closes June 7<sup>th</sup>.

iii. Purcellville Volunteer Fire Company

No verbal report.

iv. Purcellville Police Citizens Support Team

No verbal report.

**b. Public Works Monthly Operations Report**

Alex Vanegas introduced the report provided in the agenda packet. Council had no questions or comments.

**c. Personnel Update**

Danny Davis introduced the report and added staff is in the process of recruiting for a police officer position and a payroll specialist. Mr. Davis added that an offer has been extended and accepted by a part-time IT help desk person who will start in June, and that there is a vacancy in Maintenance and that the status is pending.

Mayor Fraser requested a draft project plan the software project. Danny Davis stated he would add this to the next meeting agenda.

**d. Economic Development Monthly Report**

Rob Lohr introduced the report in Patrick Sullivan's absence. Council member McCollum stated he would like to know more about Catocin Corner and what businesses have committed to the location.

**e. Purcellville Wine and Food Festival Planning Update**

Melanie Scoggins provided an update on the festival to include the status of vendors, sponsors, marketing plan, and tickets.

**f. Process for Handling Complaints Against Public Officials**

Sally Hankins stated that the report provided summarizes the discussion from the May 10<sup>th</sup> meeting and went through each of the issues left for further discussion.

Council member Lehr stated she likes the idea of having a citizen on the committee who is chosen at random out of those interested. Council member Grim agreed with including a citizen on the committee and that the person raising the complaint needs to present it. Council member McCollum stated he is against citizen participation on the committee because the meeting would be open forum and the proper role for citizens to observe, and added the larger the committee the more scheduling conflicts and meeting preparation occur. Council member Nave talked about having an independent person look at complaints. Council member Jimmerson talked about the option of having public input as well as a baseline for what is considered a complaint. Council member Grim stated she has reviewed this for other municipalities and that some do have a baseline of things that would determine a complaint and talked about an outside person including citizens. Mayor Fraser summarized by saying that the majority of Council want the citizen participation. Sally Hankins talked about the initial test being Council as a whole discuss the complaint and determine if it (i) disrupts the ability of the public body to conduct the business of the Town, of (ii) harm the public's confidence in the integrity of Town government, and if it does it would move forward to a hearing. Council member Lehr talked about starting with Council to determine if the complaint moves forward internally with an ad hoc or outsource it depending on the severity of the charges. Council

member McCollum stated that his two standards would be (i) would the behavior of the Council member interrupt or interfere with the ability of the Town to perform its governmental functions; or (ii) if the act is of personal capacity, would it bring the Council into bad light with the community. Council member McCollum stated he would only agree to an outside investigator if the investigation is done in public. The selection process for the investigator has not been determined. Mayor Fraser requested that Sally Hankins provide an updated draft for the next meeting.

Council member McCollum talked about the routing of the complaint and requested that the Town Manager acknowledge in writing to the complainant to start the process, and that at the next meeting the complaint be made available to the public and media. At that meeting, Council would determine if the complaint would move forward. Council member Jimmerson expressed concerns about erroneous complaints and would prefer the complaint to go through the investigative process before being made public. Mayor Fraser stated he disagrees with that process because of the operational burden on staff to put everything in the media, and encouraged Council to send any additional comments to Sally Hankins.

**ACTION ITEMS:**

**a. Lease for Purcellville Police Department**

Danny Davis talked about the current facility which currently serves the needs of the department but has limited options, and talked about a long-term option at a facility owned by the Town. Mr. Davis added that the Town has worked with the new owner of the building to develop a lease and talked about the cost, terms, additional space and the benefits of it, as well as the renovations and cost. Danny Davis talked further about the cost of the security system and the portion that the owner has proposed to pay for, as well as the final terms of the lease not yet being available, however would forward that as soon as it becomes available. Danny Davis added via a question from Council member McCollum that the Town would be responsible for the utilities into the facility but not the taxes. Council member Lehr added that each space is individually metered by the landlord for water. Council member Grim noted that the details of the build-out are not clearly stated and requested the list. Council member Grim expressed concerns for the loss of money being put into the security system of someone else's building. Chief McAlister talked about the exterior safety items which will include bollards in the parking lot in front of offices, shatter resistant film over windows and cameras in the parking lot. Mayor Fraser asked about the Purcellville Marketplace building as an option and Rob Lohr clarified the building does not meet the needs of the police department, and further talked about the expenses associated with renovations, leasing and/or purchasing the building.

Vice Mayor McConville made a motion that Town Council authorize and direct the Town Manager to enter into a lease with Lower Risk Group for approximately 4,318 square feet of space in Units 6A, 6B, 7A, 7B, 8A, 8B and 8C at 125 E. Hirst Road, which lease shall be in general conformance with the proposed terms and conditions, as set forth in the Staff Report. The motion was seconded by Council member Jimmerson.

Council member Grim stated that there is no plan B and have been in the building for ten years and the security has been less than expected for an official department, and added that going forward Council will need to think ahead on this and that the citizens money has been spent frivolously in going forward with this, and stated she would like to see the list of what is being done and a full contract/lease.

Mayor Fraser stated that 8,000 is a significant amount similar to a mortgage however going month to month with uncertainty is not realistic.

Motion: Vice Mayor McConville  
Second: Council member Jimmerson  
Carried: 7-0-0

McCollum - Aye  
McConville - Aye  
Grim - Aye  
Lehr - Aye  
Jimmerson - Aye  
Nave - Aye  
Mayor - Aye

**b. Property Tax Due Date Extension Options**

Liz Krens introduced the staff report and talked about the due dates and mailing dates set forth by state code. Ms. Krens added that the Town has always provided thirty days between the mail date and the due date however due to many factors explained in the staff report, the Town was not able to mail by May 5<sup>th</sup> this year. Liz Krens stated that the June 6<sup>th</sup> due date was added to the tax bills because a decision needed to be made when the bills were produced, however wanted to provide Council with the option to extend the due date.

Mayor Fraser asked staff which would be the easiest option for staff and Liz Krens noted that option two or three would work well. Further discussion took place about communicating the new date via social media, press release, etc.

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Council member Nave made a motion that Town Council approve the extension of the 2016 business personal property tax due date from June 6, 2016 to June 22, 2016 and approve the extension of the vehicle and real estate tax due date from June 6, 2016 to June 13, 2016, via Resolution 16-05-01. The motion was seconded by Council member Lehr.

Motion: Council member Nave  
Second: Council member Lehr  
Carried: 7-0-0

Lehr - Aye  
Grim - Aye  
McConville - Aye  
McCollum - Aye  
Nave - Aye  
Jimmerson - Aye  
Mayor - Aye

**c. Adoption of FY 2017 Budget and Appropriations for Expenditures;  
Adoption of Master Tax and Fee Schedule**

Rob Lohr summarized the item and stated that staff has prepared motions to approve the budget and related items if Council chooses to do so. Council member Lehr asked about the status of an agreement with Mary's House of Hope. Rob Lohr summarized the work done to date by the Town and stated the representatives are reviewing the contract and hopes to have it back by the end of the fiscal year with funding allocated under this year's budget which would allow the Town to close in the next ninety days.

Council member Grim talked about the Business License Tax for Contractors not increasing in a long time. Rob Lohr stated that each year the business license tax summary is provided to Council for review and to this point has not recommended an increase. Further discussion took place about the compensation study and records management.

Mayor Fraser asked what portion of Mary's House of Hope can be put under debt service under the utility fund. Rob Lohr stated that the original purchase was from the general fund however Council can review and talk with the auditor before determining a final percentage. Council member Lehr talked about the fee associated with the appeal of CDA's and it being refunded if Council accepted the appeal which she believes was previously written somewhere. Council member Lehr expressed concerns for the cost of bulk water sales for pools in town which are not charged sewer fees even though they are emptied into the sewer system, and also has issues with selling water at rates below what local businesses are paying for water. Danny Davis talked about the monitoring of usage of bulk water sales and the cost as well as bulk water sale prices from other local jurisdictions. Council member Nave inquired about the increase in utility rates while ending the year in a surplus and does not feel a rate increase should be accepted year after year. Council member Lehr explained that it appears as surplus on the books however in reality is not because of the upcoming expenses needed at the water plant. Further discussion took place about the surplus. Rob Lohr suggested that Council

review the projections provided in the reports from MFSG and Davenport and be prepared for further discussion at the next meeting. Mayor Fraser asked Council whether or not they are ready to vote on this item and after discussion as not all Council members were ready to vote, Mayor Fraser asked that Council be prepared to discuss this at the next meeting.

Council member McConville requested that a discussion on the process of availabilities be added to a future meeting agenda, and that this item become an administrative decision instead of Council.

### **APPROVAL OF MINUTES**

a. May 10, 2016 Town Council Meeting

Council member Jimmerson made a motion to approve the minutes of the May 10, 2016 Town Council Regular Meeting waive reading. The motion was seconded by Council member Lehr and approved unanimously.

### **ADJOURNMENT**

With no further business, Council member Lehr made a motion to adjourn the meeting at 9:24 PM. The motion was seconded by Council member Jimmerson and passed unanimously.

  
Kwasi A. Fraser, Mayor

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Diana Hays, Clerk of Council

Mayor  
Kwasi A. Fraser

Council  
Joan Lehr  
John A. Nave  
Patrick McConville II  
Karen Jimmerson  
Douglass J. McCollum  
Kelli Grim



Town Manager  
Robert W. Lohr, Jr.  
Assistant Town Manager  
Daniel C. Davis

221 S. Nursery Avenue  
Purcellville, VA 20132  
(540) 338-7421  
Fax: (540) 338-6205

www.purcellvilleva.gov

**TOWN OF PURCELLVILLE**  
**IN**  
**LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 16-05-01**

**PRESENTED: MAY 24, 2016**  
**ADOPTED: MAY 24, 2016**

**A RESOLUTION: TO EXTEND THE DUE DATES FOR PAYMENT OF REAL PROPERTY TAX, BUSINESS PERSONAL PROPERTY TAX, AND VEHICLE PERSONAL PROPERTY TAX**

**WHEREAS**, the Town Council finds that Loudoun County's recent tax software upgrade resulted in significant changes to the layout and structure of the Town's tax data files, resulting in significant Town staff time to identify data problems, coordinate with the Commissioner of the Revenue, and make manual adjustments to the raw data files; and

**WHEREAS**, these complications resulted in the Town mailing tax bills later than is customary, with vehicle personal property tax bills mailed on May 10<sup>th</sup>, real property tax bills mailed on May 12<sup>th</sup>, and business personal property tax bills mailed on or about May 20<sup>th</sup>; and

**WHEREAS**, the Town finds that, for the reasons cited herein, good cause exists to extend the due date for those non-delinquent taxes ordinarily due on June 6, 2016.

**NOW THEREFORE, BE IT RESOLVED**, that the due date for all real property taxes due on June 6, 2016, shall be extended to June 13, 2016; and

**BE IT FURTHER RESOLVED**, that the due date for all business personal property taxes due on June 6, 2016, shall be extended to June 22, 2016; and

**BE IT FURTHER RESOLVED**, that the due date for all vehicle personal property taxes due on June 6, 2016, shall be extended to June 13, 2016.

A RESOLUTION:

TO EXTEND THE DUE DATES FOR PAYMENT OF REAL PROPERTY TAX, BUSINESS  
PERSONAL PROPERTY TAX, AND VEHICLE PERSONAL PROPERTY TAX

**Cross References**

Code of Va. § 58.1-3916: The governing body may provide by resolution for reasonable extensions of time, not to exceed 90 days, whenever good cause exists.

**PASSED THIS 24<sup>th</sup> DAY OF MAY, 2016.**

  
\_\_\_\_\_  
Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

  
\_\_\_\_\_  
Diana Hays, Town Clerk

Comments from Councilmember Kelli Grim – May 24, 2016

- ① Thank you to Melanie & all the volunteers & staff for making the Music & Arts Festival on Saturday in spite of rain
- ② Today, May 24, 2016 is the 2<sup>nd</sup> Anniversary of the death of Christian Sierra. As a community we must never lose sight that the Sierra family is our neighbor.

The Sierra family moved to Purcellville in 2001 when Christian was six years old and he started kindergarten at Emerick Elementary. A few years later his sister Gabriela was born, and she later attended Kenneth Culbert Elementary. Christian joined the Loudoun Youth Wrestling Club while attending Blue Ridge Middle School and continued wrestling at Loudoun Valley High School. May 2014 was to be the year he would graduate from Loudoun Valley High School.

Christian's sister Gabby is currently a student at Blue Ridge Middle School, and today at BRMS and Loudoun Valley students wore tie-dye shirts in memory of Christian. You can only imagine how much it meant to his sister, Gabby to come into a sea of shirts worn by her school mates and teachers.

But by the grace of God, any one of us could be that family, and we must never let them feel that their son's life did not matter. It was about a month ago when a young man stabbed a prominent person in the community, his own father and was on the run when he was taken into custody without incident. We must find ways to reach out to them, prayer for them, but do not let them feel alone. Purcellville is better than that.





CHAPMAN BROTHERS LLC

125 E. Hirst Rd. STE 8-C  
Purcellville, VA 20132  
W: 540.338.1319 C: 540.454.7775  
F: 540.338.1301  
Casey@ChapmanBrothers.com

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**From:** Lohr, Rob [<mailto:rlahr@purcellvilleva.gov>]  
**Sent:** Monday, May 18, 2015 3:21 PM  
**To:** Casey Chapman  
**Cc:** Schroeck, Joe; Austin, Jenny; LeMarr, Connie; Krens, Liz; Childs, Patrick  
**Subject:** RE: Police Station

Casey,

Thank you for your willingness to help me on this item. While I realize your company did nothing to cause the problem, a series of decisions made on behalf of the PD created legal and policy problems that prevent us from moving forward. At this point, the Town has chosen to not move forward and would like to take advantage of the following:

- 1) Terminate the project and pay the restocking fee of \$2,300.
- 2) The Town should be billed by the Company from WV who ordered the equipment and submitted the bill. Send the bill to my attention so I can process it with Finance.
- 3) I would respectfully ask that the company agree to credit this restocking fee to any job that we do with them during a time period of up to 12 months.

Thanks, Rob

**From:** Lohr, Rob  
**Sent:** Wednesday, May 13, 2015 11:20 AM  
**To:** 'Casey Chapman'  
**Subject:** RE: Police Station

Thank you

**From:** Casey Chapman [<mailto:casey@chapmanbrothers.com>]  
**Sent:** Wednesday, May 13, 2015 11:13 AM  
**To:** Lohr, Rob  
**Subject:** Police Station

Mr. Lohr,

Please find attached the work authorization faxed to us on March 25, 2015. We will work with the Town any way we can and value our relationship. If you have any questions please call me on my cell or at the office.

Thank you,

Casey L. Chapman

CHAPMAN BROTHERS LLC

**Hays, Diana**

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**From:** McCann, Hooper <hmccann@purcellvilleva.gov>  
**Sent:** Thursday, June 11, 2015 1:34 PM  
**To:** Lohr, Rob  
**Subject:** RE: Police Station

I called the office this morning – he wasn't in. I left a message on his cell phone asking for a copy of the invoice...

Haven't heard back yet – I will send him an email also!

Thanks,  
H

**From:** Lohr, Rob  
**Sent:** Thursday, June 11, 2015 1:27 PM  
**To:** McCann, Hooper  
**Subject:** Fwd: Police Station

He attached no invoice! FYI

Sent from my iPad

Begin forwarded message:

**From:** Casey Chapman <[casey@chapmanbrothers.com](mailto:casey@chapmanbrothers.com)>  
**Date:** June 8, 2015 at 12:20:16 PM EDT  
**To:** "Lohr, Rob" <[rlohr@purcellvilleva.gov](mailto:rlohr@purcellvilleva.gov)>  
**Cc:** "Schroeck, Joe" <[jschroec@purcellvilleva.gov](mailto:jschroec@purcellvilleva.gov)>, "Austin, Jenny" <[jaustin1@purcellvilleva.gov](mailto:jaustin1@purcellvilleva.gov)>, "LeMarr, Connie" <[clemarr@purcellvilleva.gov](mailto:clemarr@purcellvilleva.gov)>, "Krens, Liz" <[ekrens@purcellvilleva.gov](mailto:ekrens@purcellvilleva.gov)>, "Childs, Patrick" <[pchilds@purcellvilleva.gov](mailto:pchilds@purcellvilleva.gov)>, "John M. Chapman" <[john@chapmanbrothers.com](mailto:john@chapmanbrothers.com)>  
**Subject:** RE: Police Station

Rob,

I spoke with the glass company that was paid to perform the work at the police station and they have agreed to restock/send back to their vendor the materials already received by them. This was great news because they first told me that it was nonrefundable. They are keeping \$2,300 of the \$5,424.50 initial deposit but will be sending me a check for the difference. The Check that was originally sent to them to procure the materials was from CaseCo LLC, my company. Since they are holding \$2,300 from the initial payment of \$5,424.50 the town will not be able to bill the company from WV who ordered the equipment. The town instead needs to reimburse CaseCo LLC for the \$2,300 restocking fee. The company has respectfully declined the request of the town to credit the restocking fee to any job that the town may or may not be doing with them during the next 12 months. Thank you for working with me on this situation. If you have any questions please email or call me at any time.

Thank you,

Casey L. Chapman

CaseCo LLC

125 Hirst Rd  
STE 8-C  
Purcellville, VA 20132

# Invoice

Date	Invoice #
6/22/2015	256

Bill To
Town of Purcellville 221 South Nursery Ave. Purcellville, VA 20132

Project Manager	Vendor No.
Police Dept.	N/A

Job No.	Terms
10167	Due on receipt

Item	Description	Qty	Rate	Amount
Restocking Fee	This "Restocking Fee" is to repay CaseCo LLC for cost incurred on the Purcellville Police Station bullet resistant glass work order #10167. On May 1, 2015 CaseCo issued payment (Check #1286) to Roy's Glass Service, INC in the amount of \$5,424.50. Once the order had been submitted and the material procured The Town of Purcellville canceled the project. CaseCo was able to work out a deal with Roy's Glass Service to restock the glass and issue a reimbursement of \$3,124.50. However, Roy's Glass Service would only do so for a restocking fee of \$2,300.		2,300.00	2,300.00

Thank you for your business.	<b>Total</b>	\$2,300.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$2,300.00

**Hays, Diana**

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**From:** McCann, Hooper <hmccann@purcellvilleva.gov>  
**Sent:** Tuesday, June 23, 2015 9:40 AM  
**To:** Lohr, Rob  
**Subject:** FW: Glass Restocking Fee  
**Attachments:** PoliceStation\_Invoice256.pdf

FYI –  
H

**From:** Casey Chapman [<mailto:casey@chapmanbrothers.com>]  
**Sent:** Monday, June 22, 2015 7:08 PM  
**To:** McCann, Hooper  
**Subject:** RE: Glass Restocking Fee

Hooper,

Please see attached CaseCo LLC's W-9 and Invoice.

Thanks,

Casey L. Chapman

CHAPMAN BROTHERS LLC

125 E. Hirst Rd. STE 8-C  
Purcellville, VA 20132  
W: 540.338.1319 C: 540.454.7775  
F: 540.338.1301  
[Casey@ChapmanBrothers.com](mailto:Casey@ChapmanBrothers.com)

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**From:** McCann, Hooper [<mailto:hmccann@purcellvilleva.gov>]  
**Sent:** Monday, June 22, 2015 10:28 AM  
**To:** Casey Chapman  
**Subject:** FW: Glass Restocking Fee

Casey,

It was the reimbursement for the restocking fee on the glass. Did you already submit these items?

Thanks,  
Hooper

**From:** McCann, Hooper  
**Sent:** Thursday, June 11, 2015 1:48 PM  
**To:** 'casey@chapmanbrothers.com'

Cc: Lohr, Rob; LeMarr, Connie; Krens, Liz; Schroeck, Joe; 'john@chapmanbrothers.com'  
Subject: Glass Restocking Fee

Casey,

I left a message on your cell phone voicemail this morning. I wanted to take this opportunity to check back in with you.

As I mentioned in the message, we will be glad to initiate payment for the \$2,300 restocking charge for the glass. In order to process this payment, we will need a copy of the invoice. We will also need a completed W-9 (attached) as you have requested that the payment be made out to CaseCo, LLC. A W-9 is required for all newly established payees in our accounts payable system.

Once I receive a copy of the invoice and the completed W-9, I will immediately process and present to Finance for payment. The payment cycle generally takes 7-10 business days. If you would like for me to give you a call when the payment is ready, I will be happy to do so.

If you have any questions, please do not hesitate to contact me.

*Hooper*

Ms. Vadah "Hooper" Barney-McCann  
Director of Admin./EA to the Town Manager

**Town of Purcellville**

221 South Nursery Ave./Purcellville, VA 20132/540.751.2312  
[hmccann@purcellvilleva.gov](mailto:hmccann@purcellvilleva.gov) / [www.purcellvilleva.gov](http://www.purcellvilleva.gov)

# Contractor's Certificate of Workers' Compensation Insurance

(Form 61-A)



www.workcomp.virginia.gov

PLEASE COMPLETE FULLY AND LEGIBLY

File this completed form at the local office where your business license is obtained

INSTRUCTIONS ON REVERSE SIDE

Locality Issuing License: City <input type="checkbox"/> Town <input checked="" type="checkbox"/> County <input type="checkbox"/>	Name of Locality: Town of Russellville	Business or Trade Name: Case Co LLC	Business License Number:
Name of Business Owner/ Contractor Last: Chapman		Business Federal Employer ID (FEIN) or Tax ID Number: First: Casey	
Business Owner / Contractor's Home Mailing Address: 4283 Paynes Ford Road		Business Address if different from Business Owner Address: 125 Hirst Road Suite 602	
Kearneysville WV 25130 City: State: Zip:		Russellville VA 20132 City: State: Zip:	
Home Telephone:		Business: Corp. <input type="checkbox"/> LLC <input checked="" type="checkbox"/> Sole Prop <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>	

<p style="text-align: center;"><b>WORKERS' COMPENSATION INSURANCE</b> <i>If you have workers' compensation insurance check box and complete below:</i></p> <p>List <b>ONLY</b> WORKERS' COMPENSATION, <b>not</b> General Liability</p> <p><input checked="" type="checkbox"/> Insurance Carrier licensed in Virginia</p> <p><input type="checkbox"/> Self-insured with certificate of authorization issued by the Virginia Workers' Compensation Commission</p> <p><input type="checkbox"/> Group Self-Insurance Association (GSIA) licensed by the State Corporation Commission</p> <p><input type="checkbox"/> A Professional Employer Organization (PEO) registered in Virginia</p> <p>Name of Insurance Carrier, Self-Insured, GSIA or PEO: FARM FAMILY CASUALTY INSURANCE COMPANY</p> <p>Policy, Member Policy or Certificate Number: 4501W0522</p> <p>Policy Effective Date and Policy Period: 9-20-2014 9-20-2015</p>	<p>Type of Trade or Industry:</p> <p>Business Telephone: 703-297-4555 E-mail Address: casey@caseco.net</p> <p style="text-align: center;"><b>If you do not list workers' compensation insurance you must answer below:</b></p> <p>1. Do you have more than two part-time or full-time employees? (Note: Corporate officers, LLC managers, part-time employees and employees of your subcontractors generally count as your employees for Workers' compensation purposes. Filing of a 1099, payment of cash wages or designating a worker an "Independent Contractor" does not necessarily eliminate or alter employee status under the Workers' Compensation Act.)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do you hire Independent Contractors or subcontractors with employees to assist you in your work?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>Failure to insure when required by law shall subject an employer to civil penalties of up to \$250 per day uninsured, subject to a maximum penalty of \$50,000.00 plus costs, pursuant to Virginia Code § 66.2-805</small></p>
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Under penalty of perjury, the undersigned certifies s/he is duly authorized by the business license applicant to execute this certificate; the information provided herein is correct; and the business is in compliance with Chapter 8 of Title 66.2 of the Virginia Workers' Compensation Act and will remain in compliance with the law during the effective period of the business license.

Signature of Applicant (Contractor or Business Owner) 	Date 03/03/15
Print Name of Applicant Casey Chapman	

Form 61-A is prepared and distributed by the Virginia Workers' Compensation Commission to local licensing authorities for use in compliance with § 66.1-3714, Code of Virginia. Form 61-A is available online at [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov). Return this form to the licensing authority, not to the Virginia WC Commission.

For questions regarding how to complete this form, please contact the Commission toll-free at 1-877-664-2566 or 804 205-3586

**Certificates of Insurance Cannot be accepted in Lieu of a Completed Form**

**Return your completed form to the licensing authority where your business license is obtained**

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