

Craig Bryant, Mayor
Jamie Manspile, Vice Mayor
Marlon Rickman
Chris Witt
Chris Petty



Buchanan Town Council
Tuesday October 12, 2021
Combined Regular and Work
Session 7:00 p.m.
Council Chambers
19753 Main Street
Buchanan, VA 24066

Conference call-in option: 701-802-5423 Access Code:3474425

AGENDA

A. ROLL CALL AND ESTABLISHMENT OF QUORUM

B. MOMENT OF SILENCE

C. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

D. CONSENT AGENDA

1. Financial Report September 2021
2. Approval of Unpaid Bills
3. Approval of minutes from the September 2, 2021 Work Session, September 13, 2021 Regular Council Meeting, and Special Called Closed Session September 30, 2021

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

Presentation to Council by Bill Price

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS—

This time is reserved for comments and questions for issues listed on agenda.
Comment should be directed to Council.

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Sheriff Ward's Quarterly Update
2. Council Leadership Discussion

H. COMMITTEE REPORTS

- a. Special Events/ Community Development- Marlon Rickman
- b. Planning Commission- Chris Witt
- c. Public Safety- Chris Petty
- d. Public Works Committee- Jamie Manspile

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA

ITEMS— This time is reserved for comments and questions for issues not listed on agenda. Comment should be directed to Council.

J. ADDITIONAL COMMENTS

Craig Bryant, Mayor
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K. UPCOMING MEETINGS AND EVENTS

- **Special Events Committee** – Wednesday, October 13, 2021 – 7:00pm
- **Town Clean Up Day** – October 16, 2021 – 8:00am to 2:00 pm
- **Planning Commission** – Monday, November 1, 2021 – 7:00pm
- **Election Day** – Tuesday, November 2, 2021 – Town Office Closed
- **Work Session** – Thursday, November 4, 2021 – 7:00pm
- **Town Council Meeting** – Monday, November 8, 2021 – 7:00pm
- **Veteran's Day** – Thursday, November 11, 2021 – Town Office Closed
- **Thanksgiving Day** – Thursday November 25, 2021 – Town Office Closed
Wednesday 12:00 pm Thru Friday, November 26, 2021

L. ADJOURNMENT UNTIL AFTER WORK SESSION

WORK SESSION

1. **ROLL CALL AND ESTABLISHMENT OF QUORUM**
2. **GUAGE DOCK UPDATE (Mike Burton)**
3. **BUDGET UPDATE (First Quarter)**
4. **CONTINUE ARPA FUNDS DISCUSSION**
5. **CONTINUE CARNIVAL FUNDS DISCUSSION**
6. **CITIZENS' REQUEST TO REOPEN ACCESS ON 3RD STREET**
7. **UPDATE REGARDING BRIDGE TRAFFIC MAINTENANCE PLAN DURING REPAIRS**
8. **ADJOURNMENT**

M. ADJOURN WORK SESSION AND RETURN TO ADJOURNED REGULAR MEETING

N. ADDITIONAL ITEMS OF NEW BUSINESS

O. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of October 4, 2021

	Oct 4, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	722,309.70
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,016.33
10500 Certificates of Deposit	684,185.26
Total Checking/Savings	1,805,960.88
Accounts Receivable	
11001 General AR Billed	4,420.78
Property Taxes Receivable	8,993.17
WSG Receivable	53,173.82
Total Accounts Receivable	66,587.77
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	6,874.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	3,418.00
Total Other Current Assets	20,402.91
Total Current Assets	1,892,951.56
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,614,382.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-40.32
Total Accounts Payable	-40.32
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	22,881.31
23000 Payroll Liabilities	947.99
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	-13,905.02
Total Other Current Liabilities	18,357.32
Total Current Liabilities	18,317.00
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64

3:52 PM

10/04/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of October 4, 2021

	Oct 4, 21
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,272,532.64
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	36,029.04
Net Income	166,065.68
Total Equity	6,341,849.61
TOTAL LIABILITIES & EQUITY	10,614,382.25

Town of Buchanan, Virginia
Utility Fund Profit & Loss Budget Performance

September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3165000 Charges for Services					
3165100 Water Revenues					
3165110 Water Sales	28,648.59	0.00	86,675.55	0.00	340,000.00
3165111 Water Services	0.00	0.00	0.00	0.00	500.00
3165120 Water Penalties	1,563.20	0.00	3,888.00	0.00	21,000.00
3165130 Reconnection Fees	240.00	0.00	840.00	0.00	4,000.00
3165190 Water Hook Up Fees	0.00	0.00	0.00	0.00	1,000.00
Total 3165100 Water Revenues	30,449.79	0.00	91,383.55	0.00	386,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,555.73	0.00	50,249.87	0.00	196,000.00
Total 3165200 Sewer Revenues	16,555.73	0.00	50,249.87	0.00	196,000.00
Total 3165000 Charge Enterprise Svcs	47,005.51	0.00	141,633.22	0.00	582,500.00
Total 3160000 Charges for Services	47,005.51	0.00	141,633.22	0.00	582,500.00
Total 3100000 Local Revenue	47,005.51	0.00	141,633.22	0.00	582,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
3240201 VA Dept of Health Grant					
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	5,000.00	0.00	5,000.00
3330201 USDA SEARCH Grant					
Total 3330000 Categorical Aid	0.00	0.00	5,000.00	0.00	5,000.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	5,000.00	0.00	5,000.00
Total Income	47,005.51	0.00	146,633.22	0.00	582,500.00
Gross Profit	47,005.51	0.00	146,633.22	0.00	582,500.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	62.48		256.68		
2110 Virginia Unemployment Ins	0.00		0.00		
Total 12410 Clerk-Treasurer	62.48		256.68		
Total 02 General & Financial Admin	62.46		256.68		
04 Public Works					
43000 Maint of Gen Properties					
2242 Retirement	28.02		112.53		
6230 Telecommunications	15.75		32.84		
Total 43200 Maint of Gen Properties	43.77		145.37		
44100 Water Operations					
1100 Salaries & Wages	657.00	0.00	2,148.00	0.00	20,000.00
1110 Overtime	52.50	0.00	331.50	0.00	2,500.00
2100 FICA/Medicare	0.00	0.00	0.00	0.00	250.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	0.00	0.00	11.02	0.00	1,000.00
3110 Operating Contract	7,388.84	0.00	9,990.34	0.00	67,000.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	0.00	10,000.00
3500 Printing & Binding	97.26	0.00	0.00	0.00	10,000.00
3700 Permits	0.00	0.00	67.28	0.00	10,000.00
5110 Utilities	0.00	0.00	4,891.00	0.00	10,000.00
6007 Repair & Maint Supplies	257.80	0.00	2,894.56	0.00	9,000.00
6009 Vehicle & Equip Supplies	0.00	0.00	2,047.17	0.00	15,000.00
6014 Operating Supplies	406.35	0.00	812.70	0.00	15,000.00
8101 Machinery & Equipment Cost	220.78	0.00	1,015.78	0.00	4,000.00
Total 44100 Water Operations	9,080.63	0.00	23,788.34	0.00	153,750.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	938.28	0.00	938.28	0.00	8,000.00

Town of Buchanan, Virginia

Utility Fund Profit & Loss Budget Performance

September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
5110 Utilities	112.21	0.00	1,262.03	0.00	7,000.00
5230 Telecommunications	0.00	0.00	173.74	0.00	1,000.00
6014 Operating Supplies	0.00	0.00	386.24	0.00	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00	2,215.20	0.00	0.00
Total 44110 Water Filtration Plant	1,050.49	0.00	4,973.49	0.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	101.62	0.00	203.25	0.00	2,500.00
1100 Salaries & Wages	35.00	0.00	789.00	0.00	38,500.00
1110 Overtime	0.00	0.00	13.50	0.00	1,000.00
2100 FICA/Medicare	0.00	0.00	0.00	0.00	60.00
2210 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	0.00	0.00	11.03	0.00	250.00
3110 Operating Contract	7,388.94	0.00	9,696.34	0.00	53,000.00
3310 Repair & Maint Contract	0.00	0.00	1,496.91	0.00	15,000.00
3320 Sludge Disposal	0.00	0.00	663.48	0.00	8,000.00
3700 Permits	0.00	0.00	0.00	0.00	1,500.00
5110 Utilities	0.00	0.00	7,184.11	0.00	20,500.00
5410 Lease/Rent of Equipment	20.00	0.00	62.00	0.00	1,000.00
6007 Repair & Maint Supplies	626.72	0.00	2,222.67	0.00	7,500.00
6009 Vehicle & Equip Supplies	408.35	0.00	812.70	0.00	6,000.00
8014 Operating Supplies	844.29	0.00	4,606.29	0.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
Total 44200 Sewer Operations	9,422.92	0.00	28,004.28	0.00	162,810.00
Total 04 Public Works	19,597.81	0.00	56,912.48	0.00	334,780.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects	0.00	0.00	0.00	0.00	0.00
94201 Water Line Replacement	0.00	0.00	0.00	0.00	0.00
Total 94200 Water Projects	0.00	0.00	0.00	0.00	0.00
94300 Sewer Projects	0.00	0.00	0.00	0.00	0.00
94305 SEB Cap Grant	0.00	0.00	0.00	0.00	10,000.00
94302 WWTP Improvements	0.00	0.00	0.00	0.00	20,000.00
94399 Contingencies	0.00	0.00	0.00	0.00	10,073.00
Total 94300 Sewer Projects	0.00	0.00	0.00	0.00	40,073.00
Total 004 Capital Projects	0.00	0.00	0.00	0.00	40,073.00
005 Debt Service					
95500 Water Debt Service	12,167.00	0.00	53,009.06	0.00	187,687.00
95510 Principal Payments	0.00	0.00	4,237.87	0.00	187,687.00
95520 Interest Payments	0.00	0.00	0.00	0.00	0.00
Total 95500 Water Debt Service	12,167.00	0.00	57,246.93	0.00	187,687.00
Total 005 Debt Service	12,167.00	0.00	57,246.93	0.00	187,687.00
Total 09 Nondepartmental	12,167.00	0.00	57,246.93	0.00	227,740.00
Payroll Expenses	72.00	0.00	72.00	0.00	562,500.00
Total Expense	31,926.27	0.00	114,488.09	0.00	562,500.00
Net Ordinary Income	15,076.24	0.00	32,145.13	0.00	0.00
Net Income	15,076.24	0.00	32,145.13	0.00	0.00

Town of Buchanan, Virginia

General Fund Profit & Loss Budget Performance

September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
310000 Local Revenue					
311000 General Property Taxes					
311010 Real Property Taxes	30.02	0.00	799.33	0.00	150,000.00
311011 Current Taxes	0.00		799.70		1,100.00
311012 Delinquent Taxes					
Total 3110100 Real Property Taxes	30.02	0.00	1,599.03	0.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	56.58	0.00	56.58	0.00	13,500.00
3110302 Delinquent Taxes	0.00		0.00		50.00
Total 3110300 Personal Property Taxes	56.58	0.00	56.58	0.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	13.37	0.00	832.89	0.00	2,000.00
Total 3110600 Penalties & Interest	13.37	0.00	832.89	0.00	2,000.00
Total 3110000 General Property Taxes	99.87	0.00	2,288.50	0.00	168,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,891.89	0.00	14,551.10	0.00	51,000.00
3120200 Consumer Utility Taxes	2,001.98	0.00	6,035.29	0.00	20,000.00
3120210 Consumption Tax	329.04	0.00	864.58	0.00	3,500.00
3120300 Business License Taxes	25.00	0.00	408.10	0.00	45,000.00
3120500 Vehicle Fees	0.00	0.00	2,593.09	0.00	16,200.00
3120500 Bank Franchise Fees	0.00	0.00	0.00	0.00	42,000.00
3121000 Occupancy Tax	313.70	0.00	1,507.90	0.00	3,000.00
3121100 Meals Taxes	2,172.78	0.00	7,486.28	0.00	25,000.00
Total 3120000 Other Local Taxes	9,534.48	0.00	33,448.34	0.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	100.00	0.00	150.00	0.00	250.00
3130308 Building Permits	0.00	0.00	50.00	0.00	100.00
3130309 Sign Permits	0.00	0.00	0.00	0.00	100.00
3130310 Special Use Permit	0.00	0.00	0.00	0.00	100.00
Total 3130000 Permits/Fees/Reg Lic	100.00	0.00	200.00	0.00	450.00
3140000 Fines and Forfeitures					
3140100 Fines and Forfeitures	0.00	0.00	270.11	0.00	1,500.00
3140102 Property Lanes	200.00	0.00	850.00	0.00	500.00
3140103 Zoning Violations					
Total 3140000 Fines and Forfeitures	200.00	0.00	920.11	0.00	2,000.00
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	0.00	881.40	0.00	4,200.00
3150200 Rental Income	110.00	0.00	260.00	0.00	800.00
Total 3150000 Rev-Use of Money/Prop	110.00	0.00	1,121.40	0.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165111 Water Sales	25.00		25.00		
3165120 Water Penalties	-20.00		-20.00		
3165190 Water Hook Up Fees	0.00		500.00		
Total 3165100 Water Revenues	5.00		505.00		
3165300 Garbage Fees	8,020.00	0.00	24,173.00	0.00	96,000.00
3165310 Garbage Collection Fee					
Total 3165300 Garbage Fees	8,020.00	0.00	24,173.00	0.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,025.00	0.00	24,678.00	0.00	98,000.00
Total 3160000 Charges for Services	8,025.00	0.00	24,678.00	0.00	98,000.00
3180000 Miscellaneous Revenue					
3189923 Christmas Mkt.	0.00		0.00		6,000.00
3189928 Christmas Parade	0.00		0.00		500.00
3189923 Mountain Magic	1,140.00		2,225.00		7,500.00
3189924 Bolecourt Co. Fair	0.00		1,382.00		200.00
3189922 Fort by the James	0.00		0.00		8,500.00
3189921 Reggae by the River	0.00		15,237.50		11,000.00
3189920 Bcl.Co.Fairing Carnival	0.00		0.00		100.00
3189919 LEO Police Bicycle Tour	0.00		0.00		50.00
3189918 Buchanan Garden Festival	0.00		0.00		2,000.00

Town of Buchanan, Virginia
General Fund Profit & Loss Budget Performance

September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
3188917 CivilWar History Weeked	0.00		0.00		2,500.00
3188918 Easter Egg Hunt	0.00		0.00		300.00
3188904 Other	4,077.17		4,127.17		1,000.00
Miscellaneous Revenue					
3189003 Gifts and Donations	0.00		100.00		1,000.00
3188910 Arbor Day Donations	0.00		0.00		1,000.00
3188911 Event Fees	10.00		60.00		700.00
3188912 Carnival Proceeds	925.50	0.00	192,408.62	0.00	70,000.00
Total Miscellaneous Revenue	935.50	0.00	192,559.82	0.00	72,700.00
Total 3180000 Miscellaneous Revenue	6,152.67	0.00	215,531.49	0.00	112,350.00
Total 3100000 Local Revenue	24,222.12	0.00	278,187.84	0.00	568,150.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00		0.00		4,000.00
3220152 Commonwealth Lottery	0.00	0.00	329.14	0.00	2,275.00
3220167 Rolling Stock Tax	0.00	0.00	3,225.38	0.00	3,250.00
3220188 HR589 Aid Local Police	0.00	0.00	0.00	0.00	32,888.00
3220189 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	0.00	11,608.00
Total 3220000 Non-Categorical Aid	0.00	0.00	15,163.06	0.00	54,022.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	0.00		116,620.50		10,000.00
3240101 Fire Programs Funds	0.00		0.00		10,000.00
Total 3240000 Categorical Aid	0.00	0.00	116,620.50	0.00	20,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	131,783.56	0.00	84,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00		0.00		1,404.00
3330210 Fed Forest Land Mgmt					1,404.00
Total 3330000 Categorical Aid	0.00	0.00	0.00	0.00	2,808.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	2,808.00
3410500 Interfund Transfers					
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	24,222.12	0.00	409,971.40	0.00	653,576.00
Gross Profit	24,222.12	0.00	409,971.40	0.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	1,280.00	0.00	5,050.00
3600 Advertising	0.00	0.00	150.00	0.00	2,250.00
5540 Convention & Education	0.00	0.00	250.00	0.00	250.00
5800 Mileage Reimbursement	0.00	0.00	0.00	0.00	250.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	250.00
5810 Dues and Memberships	237.89	0.00	2,031.97	0.00	1,500.00
Total 11110 Town Council	657.89	0.00	3,691.97	0.00	9,550.00
Total 001 Legislative	657.89	0.00	3,691.97	0.00	9,550.00
Total 01 General Government Admin	657.89	0.00	3,691.97	0.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	2,355.08	0.00	8,441.44	0.00	15,000.00
Total 12210 Legal Services	2,355.08	0.00	8,441.44	0.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	0.00	0.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	0.00	0.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	7,250.40	0.00	21,283.25	0.00	60,000.00
1110 Overtime	451.85	0.00	2,850.36	0.00	1,000.00
2100 FICA/Medicare Tax	3,040.63	0.00	6,872.36	0.00	15,000.00
2110 Virginia Unemployment Ins	15.71	0.00	48.08	0.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	3,250.00

Town of Buchanan, Virginia
General Fund Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
2212 Retirement	214.84	0.00	644.82	0.00	0.00
2213 VRS VLDP	32.26	0.00	204.96	0.00	0.00
2300 Health Insurance	1,753.87	0.00	5,261.91	0.00	21,047.00
3120 Accounting Services	0.00	0.00	4,139.72	0.00	11,000.00
3130 Bank Service Charges	0.00	0.00	60.00	0.00	400.00
3800 Printing and Binding	0.00	0.00	0.00	0.00	1,250.00
3900 Postage	0.00	0.00	0.00	0.00	500.00
3910 Postal Services	416.78	0.00	1,342.76	0.00	3,250.00
4200 Telecommunications	203.37	0.00	800.19	0.00	3,100.00
4401 Copy Machine Rental	213.87	0.00	691.02	0.00	3,000.00
5800 Mileage Reimbursement	0.00	0.00	18.80	0.00	200.00
5900 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5910 Dues and Memberships	0.00	0.00	0.00	0.00	300.00
6001 Office Supplies	270.00	0.00	1,208.07	0.00	4,500.00
Total 12410 Clerk-Treasurer	13,863.68	0.00	45,100.00	0.00	127,047.00
12510 Town Manager					
1100 Salaries	5,395.24	0.00	16,130.03	0.00	57,500.00
2212 Retirement	171.00	0.00	513.00	0.00	1,067.00
2213 VRS VLDP	0.00	0.00	0.00	0.00	0.00
2300 Health Insurance	922.43	0.00	2,767.29	0.00	11,089.00
5600 Mileage Reimbursement	62.42	0.00	127.24	0.00	450.00
5900 Miscellaneous Expense	0.00	0.00	0.00	0.00	500.00
5910 Dues and Memberships	0.00	0.00	206.28	0.00	750.00
Total 12510 Town Manager	6,555.09	0.00	19,743.84	0.00	71,336.00
Total 02 General & Financial Admin	22,774.45	0.00	73,375.26	0.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	8,750.00	0.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	8,750.00	0.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department	0.00	0.00	0.00	0.00	5,000.00
5802 Fire Dept building maint.	0.00	0.00	0.00	0.00	10,000.00
5801 Grant (Firefighter)	0.00	0.00	0.00	0.00	15,000.00
Total 32200 Volunteer Fire Department	0.00	0.00	0.00	0.00	15,000.00
Total 002 Fire & Rescue Services	2,917.00	0.00	8,750.00	0.00	50,000.00
Total 03 Public Safety	2,917.00	0.00	8,750.00	0.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	8,624.68	0.00	17,573.16	0.00	47,500.00
1110 Overtime	0.00	0.00	533.86	0.00	2,000.00
1120 Bonus	0.00	0.00	0.00	0.00	1,100.00
2212 Retirement	172.82	0.00	489.09	0.00	0.00
2213 VRS VLDP	50.36	0.00	100.65	0.00	0.00
2300 Health Insurance	2,606.68	0.00	7,820.04	0.00	25,000.00
3310 Repair & Maint Services	0.00	0.00	478.09	0.00	5,000.00
3320 Street Repair-Snow Removal	110.00	0.00	110.00	0.00	3,800.00
3322 Janitorial Services	417.27	0.00	1,251.81	0.00	11,000.00
5100 Electricity - Streetlights	0.00	0.00	2,282.27	0.00	2,750.00
5110 Electricity - Town Hall	0.00	0.00	879.54	0.00	2,500.00
5120 Heating Fuel	0.00	0.00	459.31	0.00	3,500.00
5230 Telecommunications	363.76	0.00	876.36	0.00	20,000.00
5308 General Liability Insur	0.00	0.00	0.00	0.00	2,500.00
5811 Uniforms & Safety Clothing	105.00	0.00	455.00	0.00	500.00
5812 Safety Footwear	0.00	0.00	0.00	0.00	500.00
6007 Repair & Maint Supplies	922.03	0.00	1,823.69	0.00	5,000.00
6008 Vehicle & Equip Fuels	127.97	0.00	1,419.82	0.00	3,000.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	11,520.57	0.00	36,854.31	0.00	136,950.00
44000 Trash Department					
33301 Bruah Grinding	0.00	0.00	0.00	0.00	8,000.00
33201 Trash Pickup	6,541.00	0.00	19,714.00	0.00	82,000.00
Total 44000 Trash Department	6,541.00	0.00	19,714.00	0.00	91,000.00
Total 04 Public Works	18,061.57	0.00	56,568.31	0.00	230,950.00
07 Parks, Events & Cultural					
71100 Parks & Recreation	0.00	0.00	0.00	0.00	2,000.00
5810 Arbor Day Celebration					

Town of Buchanan, Virginia
General Fund Profit & Loss Budget Performance
 September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
5811 Epiphany Bon Fire	0.00		0.00		5,000.00
5814 Egg Hunt	0.00		0.00		300.00
5815 Civil War History Weekend	0.00		0.00		2,000.00
5816 Buchanan Garden Festival	0.00		0.00		2,500.00
5817 LEUP-Race Bicycle Tour	0.00		0.00		50.00
5818 Bo Go Fishing Carnival	0.00		0.00		75.00
5819 Reggies by the River	0.00		8,318.50		8,000.00
5820 Pont by the James	0.00		0.00		8,000.00
5822 Bodison Co. Fair	0.00		0.00		101.00
5823 Midtown Magic	4,191.00		4,191.00		5,000.00
5824 Christmas Parade	0.00		0.00		500.00
3800 Advertising	300.00		1,208.00		2,000.00
5840 Town Events	118.09		118.09		1,200.00
6813 Recreational Supplies	0.00		0.00		500.00
Total 71100 Parks & Recreation	4,609.09		13,826.59		37,226.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		896.98		
5110 Utilities	0.00	0.00	1,779.78		5,000.00
5801 Carnival Operations	0.00		75,874.43	0.00	20,000.00
Total 71200 Carnival	0.00	0.00	78,321.20	0.00	25,000.00
Total 07 Parks, Events & Cultural	4,609.09	0.00	82,148.79	0.00	62,226.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	4,189.84	0.00	12,199.48	0.00	46,500.00
2212 Retirement	127.84		382.92		1,000.00
2213 VRS VLDP	31.94	0.00	63.95	0.00	1,000.00
2300 Health Insurance	1,258.88	0.00	3,775.99	0.00	12,000.00
3600 Advertising	226.50	0.00	744.50	0.00	2,500.00
5602 Donation After Prom Party	0.00		0.00		200.00
5603 Donation to Theater	0.00		0.00		4,000.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	0.00	2,000.00
Total 81200 Community Development	5,834.58	0.00	17,166.94	0.00	68,200.00
Total 08 Development	5,834.58	0.00	17,166.94	0.00	68,200.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94105 Playground	0.00		0.00		1,867.00
94107 Community Develop Grant	144.00		2,144.00		2,500.00
94199 Contingencies- Technology	0.00		0.00		
Total 94100 General Improvements	144.00		2,144.00		4,367.00
Total 004 Capital Projects	144.00		2,144.00		4,367.00
005 Debt Service					
95100 General Debt	0.00		812.70		
95110 Principal Repayments					
Total 95100 General Debt	0.00		812.70		
Total 005 Debt Service	0.00		812.70		
Total 09 Nondepartmental	144.00		2,956.70		4,367.00
Payroll Expenses					
Total Expense	19,190.63		19,160.63		653,576.00
Net Ordinary Income	74,188.31	0.00	273,849.52	0.00	0.00
Net Income	-46,987.19	0.00	136,121.88	0.00	0.00
	-49,987.19	0.00	136,121.88	0.00	0.00

8:51 AM

10/05/21

Town of Buchanan, Virginia

Vendor Payments Made

September 9 through October 5, 2021

Type	Date	Num	Memo	Split	Amount
Acute Design Company					
Bill Pmt -Check	09/28/2021	22505	Shirts for Mountain Magic	20000 Accounts Payable	-2,391.00
AT&T					
Bill Pmt -Check	09/24/2021	22467	0207616481001	20000 Accounts Payable	-47.20
Bank of Botetourt					
Bill Pmt -Check	09/24/2021	22466	Payment #3 on truck	20000 Accounts Payable	-812.70
Bill Pmt -Check	09/24/2021	22468		20000 Accounts Payable	-2,679.68
Botetourt Co. Chamber of Commerce					
Bill Pmt -Check	09/14/2021	22448	Annual membership	20000 Accounts Payable	-225.00
Botetourt County Sheriff's Office					
Bill Pmt -Check	09/24/2021	22469	Police services for Reggae by the River	20000 Accounts Payable	-526.41
C&S Disposal Inc.					
Bill Pmt -Check	09/14/2021	22449	Container fee	20000 Accounts Payable	-20.00
Bill Pmt -Check	09/24/2021	22487	Garbage collection (22X19.=418, 471X13.=6123)	20000 Accounts Payable	-6,541.00
C.W. Barger & Son Construction					
Bill Pmt -Check	09/24/2021	22470	Stone	20000 Accounts Payable	-599.20
Carmeuse lime and stone					
Bill Pmt -Check	09/24/2021	22471	Stone for water & sewer repairs	20000 Accounts Payable	-716.32
Cintas Corporation- #524					
Bill Pmt -Check	09/14/2021	22450	Uniforms	20000 Accounts Payable	-35.00
Bill Pmt -Check	09/24/2021	22472		20000 Accounts Payable	-70.00
CMC Supply					
Bill Pmt -Check	09/14/2021	22451	Sewer supplies	20000 Accounts Payable	-582.60
David Austin					
Bill Pmt -Check	09/27/2021	22489	Performance @ Mountain Magic (Route 11 Trio)	20000 Accounts Payable	-250.00
Dominion Energy Virginia					
Bill Pmt -Check	09/24/2021	22473		20000 Accounts Payable	-3,436.17
Faye Worley					
Bill Pmt -Check	09/24/2021	22486	Janitorial services for the Town Hall & Fire House	20000 Accounts Payable	-417.27
Fisher Auto Parts					
Bill Pmt -Check	09/14/2021	22452	Blower motor filters for STP	20000 Accounts Payable	-324.24
Garry Collins					
Bill Pmt -Check	09/27/2021	22490	Mountain Magic- Sound	20000 Accounts Payable	-500.00
Gentry Locke Attorneys					
Bill Pmt -Check	09/24/2021	22474	Attorney service for August 2021	20000 Accounts Payable	-2,355.68
Happy Food Mart					
Bill Pmt -Check	09/14/2021	22453		20000 Accounts Payable	-406.23
Harry L. Gleason					
Check	09/27/2021	22488	Start up change for Mountain Magic Event	10032 Change Funds-Mnt Ma...	-2,200.00
Jake Robertson					
Bill Pmt -Check	09/27/2021	22491	Performance @ Mountain Magic (Hay Maker Town Express)	20000 Accounts Payable	-250.00
Jason Harris					
Bill Pmt -Check	09/27/2021	22492	Performance @ Mountain Magic (Jason Harris & Friends)	20000 Accounts Payable	-250.00
LAMAR COMPANIES					
Bill Pmt -Check	09/24/2021	22475	Billboard	20000 Accounts Payable	-300.00
Matt Spence					
Bill Pmt -Check	09/27/2021	22493	Performance @ Mountain Magic (Blue Connection)	20000 Accounts Payable	-250.00
MikeLee					

Town of Buchanan, Virginia
Vendor Payments Made
 September 9 through October 5, 2021

Type	Date	Num	Memo	Split	Amount
Bill Pmt -Check	09/27/2021	22494	Performance @ Mountain Magic (Mike Lee & Friends)	20000 Accounts Payable	-200.00
Pace Analytical Services, LLC					
Bill Pmt -Check	09/14/2021	22454		20000 Accounts Payable	-360.62
Bill Pmt -Check	09/24/2021	22476		20000 Accounts Payable	-610.64
Pall Corporation					
Bill Pmt -Check	09/14/2021	22455	Positioner for WFP	20000 Accounts Payable	-2,213.20
Rural Development					
Check	09/28/2021	EPAY	WSL-91-03	95510 Principal Payments	-12,197.00
S h e n t e l					
Bill Pmt -Check	09/24/2021	22477		20000 Accounts Payable	-315.58
Sandra's Marking Co. Inc.					
Bill Pmt -Check	09/24/2021	22478	Signs for RR (No blow signs)	20000 Accounts Payable	-435.00
Sarah M. Boblett					
Bill Pmt -Check	09/14/2021	22456	New website & domain name (Ribbon Me This)	20000 Accounts Payable	-144.00
Stable Hill Studio					
Bill Pmt -Check	09/24/2021	22479	Rent for Ribbon Me This June 21-March 22- CBL Grant	20000 Accounts Payable	-2,000.00
Town of Buchanan					
Check	09/15/2021	22459	Apply deposit (Jessica Shifflett 1-134-A3)	22000 Customer Deposits	-101.00
Check	09/15/2021	22461	Apply deposit (Zackary Halgren 4-590-1)	22000 Customer Deposits	-101.00
Check	09/16/2021	22465	Apply deposit (Art Burnette 3-266-E3)	22000 Customer Deposits	-200.00
United Rentals (North America), Inc.					
Bill Pmt -Check	09/14/2021	22457		20000 Accounts Payable	-388.75
USA BlueBook					
Bill Pmt -Check	09/24/2021	22480	Supplies for Water	20000 Accounts Payable	-206.68
VDOT					
Bill Pmt -Check	09/28/2021	22506	Permit for Lowe St. crosswalk	20000 Accounts Payable	-110.00
Verizon					
Bill Pmt -Check	09/14/2021	22458		20000 Accounts Payable	-333.04
Bill Pmt -Check	09/24/2021	22481	650-491-609-0001-40 (Water tank on Bridge St)	20000 Accounts Payable	-54.78
Virginia Business Systems					
Bill Pmt -Check	09/24/2021	22482	Rent on copier	20000 Accounts Payable	-213.87
Virginia Municipal League					
Bill Pmt -Check	09/24/2021	22483	2021-2022 Membership Dues	20000 Accounts Payable	-774.00
Virginia Office Supply					
Bill Pmt -Check	09/24/2021	22484		20000 Accounts Payable	-68.59



Minutes of Council Meeting
Work Session
Buchanan, VA

September 2, 2021

Present: Mayor Craig Bryant
Vice-Mayor James Manspile
Councilman Chris Petty
Councilman Marlon Rickman
Councilman Chris Witt

Mayor Craig Bryant opened the September 2, 2021 work session at 7:00 pm. Town Manager Susan McCulloch took roll call. With all Councilmembers present, a quorum was established.

First item on the agenda was the preliminary budget review. Town Manager McCulloch stated that there would be quarterly reviews. The General Fund Profit/Loss budget, Total Local Tax/ Other total is \$23,119.00. Last year at this time it was \$16,143.00, that has increased. Meals Tax, Utility Tax, and Vehicle Fees have increased this year. Town Enterprise Funds are up as well by \$500.00. The Town's biggest increase from last year, because there were no events due to COVID, were Carnival and Reggae by the River. This was a record year for the Carnival. Town exceeded the goal of \$70,000.00 in profit, actually made \$120,000.00 from Carnival. Reggae by the River surpassed expectations as well. Town expected a profit of \$5,000.00 and actually made \$7,500.00. The categorical aid is \$466,482.00 right now. That is half of the \$932,964, we will receive the second half between May and July of 2022. The challenges right now for the Town include an increase in legal fees. Town Manager McCulloch stated that the Town has had a lot of legal issues lately such as Inboden and Petrus. To help offset the increased costs, Town Attorney Jon Puvak is calling in to meetings instead of attending. That helps to save \$700.00 per meeting attended. Town Manager McCulloch stated that new overtime laws went into effect on July 1, 2021. The Town was required to pay out a lot of compensatory (comp) time especially to the Treasurer. The General Assembly changed the overtime laws so that comp time was no longer allowed. Around the day the checks were written, the General Assembly reversed the decision. Everyone has been zeroed out on overtime. Town Manager McCulloch stated that usually that time is held to use as vacation time, there is not a big financial change as is in this budget. The utilities budget is pretty level. Contract services have been placed in a different section of the budget this year. They appear higher or lower based on where they are placed. Town Manager McCulloch stated that over all the budget is looking good, we are to the positive. There are some recommendations, but right now

with the ARPA funds and the Carnival funds, the general fund is in good shape. Regarding the Utility Fund, the Town is hoping that any expenses can be rolled over from ARPA funding. Town Manager McCulloch asked if there are any questions. Next month will be a quarterly review as has been done in the past, with better graphs. Vice Mayor Manspile stated that the Town needs to be watchful as the updates are done. The water and sewage repair and maintenance supplies, Town may need to move monies back and forth between the two as needed. Town Manager McCulloch stated that Town Treasurer Tina Kingery had mentioned that possibility as well. Town Manager McCulloch stated that ARPA money may be used to offset some of the needs stated in the last year as well. Councilmember Petty asked if the prices are fluctuating on these items like the prices on everything else. Vice Mayor Manspile stated that the part that was ordered today for the filter building, an actuator on a valve, was \$2,037.00 not including shipping. Councilmember Rickman asked what size the actuator was. Vice Mayor Manspile stated that he had all the specifications, and he would get back to Councilmember Rickman. There is a possibility of rebuilding the broken one to have as a backup. Mayor Bryant asked if there were any construction related costs, whether planned for and not taken care of due to costs, or unplanned. Vice Mayor Manspile stated that nothing was purchased last year. Town is working on increasing supplies. There were items that had to be purchased for the water tap on 4th Street that allowed the Town to see that it needs to increase inventory. Right now, prices are holding steady for the purchases Town is making. Vice Mayor Manspile stated that some parts could not be found. When the Town runs out, the parts will be made in house. Vice Mayor Manspile stated that if the budget continues to look good, possibly replacing the John Deere zero turn mower. Town has spent a lot of money to repair it, but there are still problems with it. Vice Mayor Manspile would like to replace it with a Ferris 52-inch mower that would fit on the trailer and get in smaller areas than the big mower.

Next on the agenda was discussion of Carnival net proceeds. Town Manager Susan McCulloch stated that between the Pandemic and the unfortunate events at the Salem Fair, attendance and revenue for the Carnival exceeded expectations. Operation expenses for the Carnival were \$73,095.50, including maintenance and utilities was \$75,511.00. Proceeds from the Carnival were \$104,674.32. Councilmember Witt asked if that included the volunteer time. Town Manager McCulloch stated that volunteer time is not quantified in QuickBooks. That would be in a separate report, this report is only expenses and revenues. Town Manager McCulloch stated that the Town worked with the managers of the different activities to get volunteer sign-in sheets for each night, but it is chaotic, and very difficult to get exact numbers. Staff can estimate the number of volunteers per shift per night and divide that number by volunteer dollars. The number would be very, very high. Town Manager McCulloch stated that staff time, Community Developer Harry Gleason worked for free that week. He worked his 40 hours, but he can't get overtime. So, all the time he put in at the Carnival, probably 100 hours or more, he was not paid. The number of hours he put in was scary. Councilmember Witt stated that it is getting harder to get volunteers, he wanted to know, if Town had to pay for help, what would the Town have to pay. Town Manager McCulloch stated that would have to be a paper document that does not have anything to do with QuickBooks or the budget, that would take a long time to calculate. It would be hard to quantify because the volunteers are willing to work harder than the people who would get paid to do it. Vice Mayor Manspile stated that the volunteers don't want their time counted. Councilmember Rickman stated that the volunteers like to work with other people. Town Manager McCulloch stated that the volunteers like to be anonymous, and the Carnival really instills pride in Buchanan. Not just as a fundraiser, but probably one of the best community events Town Manager McCulloch has ever seen. Councilmember Witt stated that he doesn't think that it has ever been

quantified what it would take to run the Carnival without volunteers. Town Manager McCulloch stated that it would not be worth having, that Town would lose money tremendously. Mayor Craig Bryant stated that if you multiply minimum wage by how many hours worked you could get an estimate. Town Manager McCulloch stated that there were 100 volunteers every day, some of them working from 4pm to 10:30. Town Manager McCulloch stated that she asked Community Developer Harry Gleason what was needed to make improvements for the Carnival. This list is just estimates and recommendations. Emergency services requested funding, but Town connected them back to Jason Ferguson, Fire Chief of Botetourt County, to make sure the request does not put an undue burden on the County. Town Manager McCulloch checked with Jason Ferguson, but she has not heard back from him. What Emergency Services has requested costs around \$30,000.00, but we need to have four quotes. For that reason, this has been put on hold. Vice Mayor Manspile stated that his concern is that anything Town of Buchanan purchases for Emergency Services becomes property of Botetourt County. Town Manager McCulloch stated that Town had budgeted \$45,000 profit to balance the budget. That was exceeded by \$56,782.99. This is like the ARPA money, we don't know if we will ever see it again. Some of the things that are needed for Carnival are: the Fry Stand, 2 of the fryers are getting old to the point that they are getting so hot they are shutting down. Blossman had to come out twice for repairs. Vice Mayor Manspile stated that since the Carnival was shut down last year because of the pandemic, Town had planned to buy 2 new fryers last year, and 2 more this year. Now, Town should go ahead and purchase 4 new fryers. Vice mayor Manspile asked Mayor Bryant how many fryers are in the fry stand now. Mayor Craig Bryant stated there are 2 new fryers and 4 old ones. Mayor Bryant stated that the new fryers are bigger, and he believes there is only room for 2 more fryers. Vice Mayor Manspile stated that Town should purchase the fryers to replace the old ones. Mayor Bryant stated that the new fryers were working well this year, but it would be smart to invest in 2 more to help keep up with demand. Vice Mayor Manspile stated that the roofing on the list probably has a paint warranty. That needs to be checked before Town tries to paint the roofing on the buildings. Town Manager McCulloch stated that coolers so that the Town can buy its own drinks and save money, air conditioning especially for the fry stand, the playground benches came from the county application that needs to be revisited, but benches at the basketball courts, the O's that switch out of the love work sculpture that the Technical Institute (BTech) makes would be really nice everything else is paid for, and 2 of the lights in the parking lot have burst and rained down glass when they exploded. LES has given a quote to replace the lights, they will donate the fixtures. Some of the planter barrels in Town need to be replaced, and a new planter at the triangle on the Bridge that will be more sustainable. Vice Mayor Manspile asked for Councilmember Petty's opinion on the barrels in Town. Vice Mayor Manspile stated that the biggest thing the barrels do is collect cigarette butts and trash. Councilmember Petty stated that there have been no cigarette butts or trash in any of the planter barrels. Vice Mayor Manspile stated that someone must be cleaning them out. Councilmember Petty stated that when he first started watering, he thought what was the point of the barrels, but he has seen people lay down in the middle of the street to take pictures of the planter barrels. He stated that he thinks the planter barrels are an asset. Councilmember Marty Rickman agreed with Councilmember Petty. Vice Mayor Manspile asked if all of the barrels are lined. Councilmember Petty stated that no they were just typical wine barrels like you would get from a winery. Vice Mayor Manspile asked if they could be replaced with plastic 55-gallon drums with holes cut in the bottom. Councilmember Petty stated that if they resembled wine barrels it would be ok. Vice Mayor Manspile stated that something needed to be done to protect the wood better. Mayor Bryant stated that he would like for Town to work towards making sure there is nothing

in the stands that can be repossessed. Everything down there should be the Town's and marked as Town Property. There should be more security, possibly some cameras. Vice Mayor Manspile stated there should be some stenciling or etching on property. Mayor Bryant stated there needs to be more discussion on the Emergency Services request because that is very complex. Vice Mayor Manspile stated that the LOVE sign was built at BTech, but he thought the money had been appointed for the foundation at the park. Town Manager McCulloch stated that it is all paid for, but we had to coordinate with the school because of the pandemic. There has been a delay, but we are back on the school's list. Vice Mayor Manspile asked if BTech has built the sign. Town Manager McCulloch stated that the sign is built, the letters are at the filter building, but BTech was working on the rest of the project. Vice Mayor Manspile stated that he thought the Town had to have a mason come in to build the foundation. Councilmember Petty stated that he thought the carpentry and masonry department at BTech was building the foundation. Mayor Bryant stated that he thought BTech was going to do it and donate it. Vice Mayor Manspile stated that something has been dropped because it hasn't been finished yet. Town Manager McCulloch stated that she was not sure if that was because of the rotating letters, but we have the original ones. Vice Mayor Manspile stated that BTech built the sign, but Town wanted to switch the O for the seasons. The Town was going to be responsible for switching out the letters once the sign was in place. Town Manager McCulloch stated that she would check what has happened then update Council. Mayor Bryant suggested that as safety becomes more of an issue, thinking of a different type of door for the Zoo Dip stand because of how heavy they are. Councilmember Petty stated that the doors were not changed on that stand because of the possibility it would have to be moved. Councilmember Petty suggested taking the wooden doors off the Zoo Dip stand and possibly replacing them with aluminum. Vice Mayor Manspile stated that if you want a dark color, get some of the Lexan plastic for the doors. Mayor Bryant stated that since the Drive-thru Christmas event was such a success, could we use any of this for that event. We didn't have the Carnival last year, so we need to account for that missing link this year. Councilmember Petty stated that the air conditioner in the Fry Stand where the potatoes are kept definitely need to be replaced. Councilmember Rickman stated that he had removed the leftover potatoes and donated them to citizens in need. Vice Mayor Manspile asked what Town wants to do about the bathrooms at the Town Park. Town Manager McCulloch stated that was part of the next item on the Agenda. Vice Mayor Manspile stated that since we are talking about using the money, this should be discussed as well. Since the Carnival made such a profit, let's do this now when the money is available without using Town Funds. The event itself is paying for its' own upgrades. Mayor Bryant stated he agreed with the Vice Mayor. Councilmember Rickman stated that he is concerned with the Emergency Services stuff as well. He thinks that there is only one rescue squad at the Buchanan Firehouse now. Mayor Bryant stated that if there is no more discussion, the Work Session would move forward. Town Manager McCulloch thanked Council for letting her share recommendations from Town Staff. Mayor Bryant asked what the next steps are for this. Maybe after the budget review in October, revisit this in a Work Session. Vice Mayor Manspile stated that after Mountain Magic in the Fall there will be winter shutdown for the buildings on the Town Park. That would be the optimum time to do maintenance, repairs, and equipment updates. That would give the Town more time to decide about Emergency Services request and the other recommendations. Vice Mayor Manspile asked if the Pattonsburg neighborhood bridge planter is the one on the corner of Main Street and Route 43. Town Manager McCulloch stated that it is the one Town gets complaints about from citizens. The weeds encroach on it to the point the plants get lost. The idea is to design it in a way to separate it better, plant it better, and have plants and shrubs that do not hinder line of sight. Vice

Mayor Manspile stated that is where the issue would be. The planters and baskets close in Town are well taken care of, but the ones in the outlying parts of Town are not. That used to be beautiful and maintained, but it took effort. Vice Mayor Manspile doesn't want another mess like the one between 2nd and 3rd Street at Lighttower property that the Town caused. The Town cut up asphalt at the storm drain to plant trees. There was no agreement with the landowner, it has changed hands several times, and now it is not maintained. Town Manager McCulloch stated that it has been mowed. The current property owner has been cited quite a bit. Vice Mayor Manspile stated that he is not comfortable with citing a landowner for something the Town instituted. Town Manager McCulloch stated that the new owner purchased it as is, but they are headquartered in Massachusetts, so they do not have to look at it. Absentee owners are also part of the problem.

Next on the Agenda was the ARPA funding update. Town Manager McCulloch stated that she has been conversing back and forth with VML for guidance on how the funding can be spent. Town has received half of the \$932,964. From what she has learned from being here, looking at the comprehensive plan, and looking at history during the pandemic, recommendations are: the water/wastewater infrastructure, WIFI at the Town Park to enable credit card sales, Park Enhancements – which includes the restrooms mentioned earlier, and public safety at the Town Hall which could be a ventilation system because one person was hospitalized due to COVID-19 last year. Someone has looked at the Town Hall for this purpose, but they were here for three hours. That tells Town Manager McCulloch that the quote is going to be scary high, so that will probably be modified or deleted. Town Manager McCulloch stated that lost revenue is what localities can spend on things that aren't as stringent as things such as the water/wastewater, public safety, emergency services, and lost pay. Based on a formula given to the Town by VML, our lost revenue is \$214,196, that is items 2 – 5. The top is for water/wastewater, just a recommendation, it can go for WIFI in the Town Park, or whatever Council feels is priority, but based on previous discussions, water/wastewater is top priority. These are all estimates, but the Town will be getting definite pricing. Town Manager McCulloch stated that the amount for water/wastewater is the amount that Town is allowed to spend on that. For the Wi-Fi at the Town Park, JL Computers is providing an estimate. As part of the Comprehensive Plan, the Town wants to build a new pavilion restroom and looks back on the request of Botetourt County Parks and Rec from last year. Some people have mentioned business assistance, there is a suggestion for facade grants, and incentivizing someone from the Gauntlet to locate in one of the vacant buildings. Lastly, the ventilation system that was mentioned before. The recommendations total \$914,196.00, which leaves \$18,768.00 to assign. Town has three years to spend the money. Town Manager McCulloch stated that for the water/wastewater, they have to tie into the clean water act and the drinking water revolving fund. Town can repair and replace the pumps, do the Water Street lift station upgrade, or look for a new vehicle with a sewer jetter. Town Manager McCulloch stated that she is waiting to hear from Town Attorney Puvak as to whether the truck that was just purchased can be paid for with the ARPA funding. The Town received a quote from LES for lighting around the sewage treatment plant for safety for \$34,800.00. The Town has a wish list from public works as well that had been mentioned last year that has been brought back to Council's attention. Vice Mayor Manspile stated that one thing that can be removed from the wish list is the portable telescopic light. San Mar Co gives the Town access to anything on their lot anytime as long as it is returned fully fueled. Town Manager McCulloch stated that the sewer camera and the sewer jet have been mentioned before. Town Manager McCulloch just learned that the pocket analyzer is broken. It would cost more to fix it than purchase a new one. Town Manager McCulloch stated that all that is economic impact and infrastructure that is a staff recommendation totaling \$700,000.00. Town

Manager McCulloch and Vice Mayor Manspile have discussed this extensively, CHA will provide a preliminary engineering report to Town within the next week. Town already has funds from the SEARCH grant, then we have the ARPA funds, what better way to use our funds than to ask CHA to look at the best way to use the SEARCH grant money, then use the ARPA funds to balance it off. CHA would like to come to the October Work Session to discuss with Council the engineering report and make recommendations. Vice Mayor Manspile stated that he would like to discuss this again after the Closed Session. Town Manager McCulloch stated that the second project is Wi-Fi in the Town Park. The Wi-Fi would have to be set up so that there is no competition with Shentel. JL Computers Larry Etzler suggested offering it password protected, limit the bandwidth so that people cannot stream movies etc., and turn it off at a certain time every day. Vice Mayor Manspile asked if this has been cut from last year's budget? It was put in the budget last year to install Wi-Fi for Carnival purposes. Mayor Bryant stated that it was removed. There was a lot of discussion about installing Wi-Fi, but it was sidelined. Mayor Bryant stated that he did not understand the comment about competing with Shentel. At the time, the Town was going to try to partner with Shentel and Shentel was very interested. How would the Town be competing with Shentel? Town Manager McCulloch stated that Town could not offer neighborhoods Wi-Fi. Shentel can only offer neighborhoods Wi-Fi. Town can only extend WIFI to the park for limited times or that would be over-reaching what we could do as a locality as opposed to the revenue generating business of Shentel and the agreement the Town has with Shentel. Councilmember Witt stated that there was a promotion at the time to push free Wi-Fi on state and local departments. Town was trying to utilize it for our security system. Mayor Bryant stated that Town was trying to partner with Shentel. Town Manager McCulloch stated that she was unaware of the previous arrangements. She will reach out to Shentel and restart the discussion. Town Manager McCulloch stated that Project 3 is the Park Enhancement Project. This is the new bathroom project that was started with Botetourt County before the pandemic. That is a ball park figure from a person that does construction, Town has not received a quote yet. Mayor Bryant asked if the figure was based on today's prices. Town Manager McCulloch stated that she had mentioned that, but that the figure may not be accurate. Vice Mayor Manspile stated that he would like to see a combination of modernize the bathrooms, make them handicap accessible, but do some grading around it to elevate the building and keep the river flooding minimal. Town Manager McCulloch stated that Project 4 is the business assistance. The ARPA funding encourages assisting businesses especially those impacted by the pandemic. The idea is that the façade grant will improve the buildings, increase the Town's tax revenue, and increase the value of properties when selling. It also makes our Main Street better. Vice Mayor Manspile asked if the ARPA money be used for a block grant to get in the blighted residential areas. Town Manager McCulloch stated that ARPA specifically mentioned private businesses. There was nothing about neighborhood development and blight in this particular instance. ARPA really wants to help businesses, economic development, tourism, and public safety. This is to help businesses open up and stay open should there be another wave of COVID. There are other programs out there, such as rental assistance, for citizens, but this is not for personal property. Vice Mayor Manspile stated that this is the one time we can spend money on Main Street and not have to pay for it using Town funds and tax dollars. Any other time there would be complaints that tax dollars are being used on one area of Town, not all of Town. Town Manager McCulloch stated that this doesn't have to just be Main Street. The grant can be used by any business in Town. Councilmember Witt stated that the grant money is for tourism and stuff like that. There were several projects put on hold such as improving the gateway entrances to Town and the foundation for the LOVE sign were impacted by the pandemic. Use some of

the ARPA funds to complete these projects. Vice Mayor Manspile stated that Councilmember Witt brings up a good point. There had been discussion for new entrance signs on the gateways and other possibilities. Town Manager McCulloch stated that she would check to see if a case can be made for using the funds especially if way finding is involved. Mayor Bryant asked if the funds can be used to repair rock walls on the side of Main Street that are falling into the road. Town Manager McCulloch stated that could be ruled as public safety. Vice Mayor Manspile stated that when it comes to this ARPA money replacing the money lost during the pandemic, Town cut the funding for the Gateway signs and stuff from the budget because of the pandemic. Councilmember Witt stated that Community Developer Harry Gleason had started working on designing new Gateway signs and moving the existing signs to areas that had none, but those projects were stopped because the funds were not in the budget. The LOVE sign had the same issue, there were no funds in the budget. These projects came to a complete halt, and the Planning and Zoning Commission started reviewing Planning and Zoning codes. Town Manager McCulloch stated that we are talking to Fincastle and Troutville about working together to apply for an economic development administration tourism grant as a region. We have specifically mentioned signage. That could be another avenue to explore. There are a few ideas for construction, that could also be something to think about. Signage, way finding, and gateways were discussed when we talked. Councilmember Witt stated that new street signs are needed too, half of the ones we have are unreadable. Mayor Bryant stated that the flood memorial marker and the Park Entrance that had been designed were both removed because of the pandemic. Vice Mayor Manspile stated that prices for materials is still more that was originally budgeted. Councilmember Witt stated that finding someone to do the work would not be easy. Vice Mayor Manspile stated that he and Town Manager McCulloch have discussed that issue. With the ARPA funding, no one will cut a deal because contractors know you have the money to spend, and other municipalities that have the jobs ready are picking contractors. So, if you do not have a job ready, you have to go on a waiting list to get the work done. Mayor Craig Bryant thanked Town Manager McCulloch for putting all the information together, and asked what the next steps would be. Town Manager McCulloch stated that everyone should be thinking about the presentation. The number one priority is infrastructure. This is the revenue reduction, the \$200,000.00 for numbers 2 through 5. Think about and prioritize what the Town needs, get some quotes, and go from there. Mayor Craig Bryant stated that council would review the information and revisit at the October work session which is also a budget review, and move forward with whatever is decided. Town manager McCulloch stated that hopefully the CHA engineer will hopefully come with the water/wastewater recommendations at that time so that there will hopefully be some projects there as well. Mayor Bryant stated that Vice Mayor Manspile was correct in stating that the Town needs to move quickly to get these jobs underway. Vice Mayor Manspile stated that the infrastructure is priority one. Councilmember Witt stated that the LOVE sign should be a priority. The students at BTECH created that sign. They should be able to see it in place before they graduate and go to college or join the work force. Vice Mayor Manspile stated that these projects, like the parking lot beside the Town Park and the LOVE sign, should be worked on after the tourism season winds down. Mayor Bryant stated that this will be revisited at the October work session so Council will have a draft for the October Council Meeting.

Next on the Agenda was to go into closed session. Mayor Bryant made a motion for the Council to go into closed session for the purpose of discussing matters that are exempted from the provisions of the Virginia Freedom of Information Act, Section 2.2-3711 paragraph 1. Which deals with personnel. Then section 2.2-3711 paragraph 5, discussion of a business where no other previous announcement has

been made. Councilmember Chris Petty gave a second to the motion. Mayor Bryant asked for any further discussion. With no further discussion, the vote to go into Closed Session carried with a vote of 5 – 0.

Council went into Closed Session at 8:02 pm.

Council came back into session at 9:44 pm.

Mayor Bryant made a motion to certify the closed session by stating that the Council certify that only matters that are lawfully exempted from the open meeting required by the Freedom of Information Act, and were identified in the motion to go into Closed Session, were heard, discussed or considered. Vice Mayor Manspile made the motion with a second from Councilmember Chris Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion passed with a vote of 5 – 0.

Mayor Bryant stated that for the next Council Meeting, there needs to be a resolution about the vacation. Vice Mayor Manspile made a motion to adjourn with a second from Councilmember Rickman. Mayor Bryant asked for any discussion. With no further discussion, the motion carried with a vote of 5 – 0.

The Work Session adjourned at 9:46 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

September 13, 2021

Present: Mayor Craig Bryant
Vice-Mayor James Manspile
Councilmember Marlon Rickman
Councilmember Chris Witt
Councilmember Chris Petty

Attending: 3 citizens, 3 Town employees,

Mayor Craig Bryant called the September 13, 2021 Council meeting to order at 7:05 p.m. This meeting was held in the Council Chambers. Town Manager Susan McCulloch took roll call. With five councilmembers present, a quorum was established. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the August 2021 Financial Report, unpaid bills, and approval of the Council minutes from the August 5, 2021 Work Session, and the August 9, 2021 Regular Council Meeting. A motion for approval for all items under consent agenda was made by Vice Mayor Manspile, with a second from Councilmember Witt. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. Town Manager Susan McCulloch stated that we had a special guest, Mrs. Nicole Manspile. Mrs. Manspile is the ECC Division Supervisor at the Botetourt County Sheriff's Office. She has been instrumental in helping Botetourt County to receive accreditation through the Virginia Office of Emergency Medical Services. She has always worked tirelessly for the Town of Buchanan through her position. We know we can always rely on Nicole if we need reports, advice, or updates on the software. The Town appreciates all that you do and have done. We have a Resolution of Appreciation. Mayor Bryant read the Resolution stating: Whereas Nicole Manspile is the Emergency Communication Center (ECC) Division Supervisor for the Botetourt County Sheriff's Office; and Whereas, Nicole works tirelessly to provide excellent service to the Citizens of the Town of Buchanan through her position with the Botetourt County Sheriff's Office; and Whereas, through Nicole's leadership the ECC has achieved accreditation through the Virginia Office of Emergency Medical Services; and Whereas, Nicole was presented with the EMS Telecommunicators Regional Award from the Western Virginia EMS Council and will be considered for state recognition from the Governor's EMS Awards Selection Committee; and Now, therefore, be it hereby resolved that in recognition of this

prestigious award and for Nicole's efforts to improve the processes and systems of Botetourt County's emergency communications for the benefit of her staff and those served, the Mayor and Council of the Town of Buchanan, Virginia, do hereby bestow sincere gratitude for Nicole Manspile's commitments to citizens, visitors, and the governing body of the Town of Buchanan, Virginia. Acknowledged this 13 day of September, 2021. Mayor Bryant stated that one of the things that is taken for granted is that when people see the big red trucks and the ambulances going down the road, they do not realize that first call for help goes to our dispatchers. How the dispatchers respond to that call sets the tone for how things are handled.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. No one had signed up to speak.

Next on the agenda was New Business/Action Items/Public Hearings. First item of business was consideration of Resolution R21-0913-01, A Resolution Setting the Personal Property Tax Relief Act (PPTRA) Allocation Percentage for the 2021 Tax Year. Mayor Bryant asked for comments. Town Manager McCulloch stated that this is done every year. The Commissioner of Revenue for Botetourt County did the research and recommended that it be 100% again. Vice Mayor Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. Next was consideration of Resolution R21-0913-02 A Resolution for a One-Time Vacation Week of 40 hours. Mayor Bryant stated that this had been discussed and worked through the details in the work session. Mayor Bryant asked for any discussion. Councilmember Petty made a motion for approval with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. Next was Consideration of Resolution R21-0913-03 A Resolution for Payout of Accrued Compensatory (Comp) time. Mayor Bryant asked if there were any discussion on that. Vice Mayor Manspile made a motion to approve the resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0.

Next on the Agenda was Committee Reports. For Special Events, Councilmember Rickman stated that we had a record Carnival event. All the other events have done well and been well attended. Mountain Magic in the Fall is coming up, and a list of events on the agenda. Community Developer Harry Gleason has been working hard to pull all these events together. Town Manager McCulloch stated that 65 vendors have reserved spaces for Mountain Magic in the Fall, some with multiple spaces. The Town is hoping for 100 vendors. The antique car entries are rolling in, and the Town is looking for a few more food vendors. The Fall Clean Up is Saturday, October 16, 2021 from 8am to 2pm. Councilmember Witt stated the Planning Commission is still working on rewriting Town Code Ordinances. The Planning Commission is currently working on the section dealing with the commercial district, Office and Trade buildings. The Planning Commission is trying to figure out what limitations they are going to continue to restrict or lighten up on for potential growth in the Town. Councilmember Witt asked if there was anything to take back to the Planning Commission as far as the Gateways and things that were being planned pre-COVID, or if the projects are still on hold. Town Manager McCulloch stated that the ARPA recommendations and projects would be discussed at the October 7, 2021 Work Session. Public Safety Committee Member Councilman Petty stated that the list of broken street lights has been submitted to Town Manager McCulloch. A list of the street signs that need to be replaced is being compiled. Councilmember Petty stated that as soon as the weather cools down, the curb painting will be started.

Vice Mayor Manspile stated that Public Works had 5 Miss Utility tickets, they replaced 2 meter-reader inserts, 9 cut-offs, 8 cut-on. There was a new tap placed at 201 Fourth Street. There was a little more work involved than originally planned, but everyone is satisfied. While there, a clean-out was installed on the sewer line where there was no access. Over the Labor Day weekend, the Town transferred water at 17th Street from Thursday to 2:00 pm Tuesday. An air solenoid broke on the filter machine on the controlling valve that let water into the machine. The vendor's logistics dropped the ball. The part was supposed to be shipped on Friday morning, but it did not leave the vendor until Friday evening. The Town did not receive the part until Tuesday. Vice Mayor Manspile stated that the part was \$2,100.00 but, the Town had to have it. The filter building was shut down without it. Town Manager McCulloch is authorized for these types of purchases, she took care of it. Vice Mayor Manspile stated that he and Town Manager McCulloch have a meeting scheduled with VDOT considering what will be done with the utilities during the bridge work scheduled for next year. Vice Mayor Manspile stated that he has concerns and questions regarding the proposal VDOT made to the Town. Vice Mayor Manspile stated that he would like to work with the Town Manager about the light pole that broke off at the sewage treatment plant. The Town has gotten one quote for replacing the pole, but needs two more for Town. He would like to have an electrical contractor come out and isolate that one pole to put that light circuit back on because there are no lights on the back of the sewage treatment plant. Town Clerk Claudine Stump has been compiling a list of information to help track down the water leak at well one.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. No one had signed up to speak.

Next on the agenda was Additional Comments. Town Manager McCulloch stated that the ARPA funds wish list for Infrastructure, the quote was listed as \$32,000 from LES. That is a comprehensive update of lighting in the sewage treatment plant area. Mayor Bryant stated that this past weekend was very busy with events, mainly the 911 20th Anniversary Memorial Walk. The Town was well represented and the event was well attended. There was a special guest from New York who gave a few notes of comment. Those who fell on September 11, 2001, were well represented there, and much appreciation to the Town Council for supporting the event. New Freedom Farms Freedom Fest was well attended. Mayor Bryant spoke to the organizer of that event, she spoke highly of Town staff and their help and support. Then, with the race event that was going on as well, the Town Park was a great venue for that event. Mayor Bryant has heard great comments from citizens and hopefully soon we will see the benefits of our long work sessions and working together for the betterment of the Town in the near future.

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the agenda. The biggest event coming up is Mountain Magic in the Fall. Mayor Bryant asked that anyone in attendance please support the Planning Commission as they begin to work through some efforts in the near future. Mayor Bryant asked if there was anything else. Councilmember Witt asked when the Town Clean Up was scheduled. Several citizens have asked him for the information. Town Clerk Claudine Stump stated the Town Clean Up will be October 16, 2021.

Mayor Bryant asked if there was anything else for discussion. Vice Mayor Manspile stated that there was a flyover of two WWII bombers to start off Freedom Fest. They circled in low enough, when the shadow came over the field, he did not take a picture it was so interesting to watch.

Last on the agenda was Adjournment. Motion to Adjourn was made by Vice Mayor Manspile with a second made by Councilmember Witt. With no further discussion, the motion was approved 5 – 0 at 7:26 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Special Called Council Meeting
Buchanan, VA

September 30, 2021

Present: Mayor Craig Bryant
Vice-Mayor James Manspile
Councilmember Marlon Rickman
Councilmember Chris Witt
Councilmember Chris Petty

Attending: Town Attorney Jon Puvak, Town Manager Susan McCulloch

Mayor Craig Bryant called the September 30, 2021 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Town Manager Susan McCulloch took roll call. With five councilmembers present, a quorum was established.

Mayor Bryant made a motion to go into a closed session to discuss personnel matters and seek advice from legal counsel. Vice Mayor Manspile seconded the motion. Mayor Bryant stated that public bodies may hold closed meetings only for the following purposes - from section 2.2-3711 Code of Virginia paragraph one: discussion concerning or interviewing perspective employees, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the public body. Then in paragraph seven: consultation of legal counsel and briefings by staff members or consultants pertaining to actual probable litigation. Whereas such consultation in an open meeting will adversely affect the negotiating or litigating posture of the public body. For the purpose of this subdivision, probable litigation means litigation that has been specifically threatened, on which the public body or its legal counsel has legal basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of the meeting merely because an attorney representing the public body is in attendance or has been consulted on the matter. Mayor Bryant stated that those are the two paragraphs, and that there is a motion and a second to go into closed session. Mayor Bryant asked for any further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Council went into closed session at 7:04.

Council returned from closed session at 10:58 pm. Mayor Bryant stated that Vice Mayor Manspile made a motion to close and certify the Closed Session with a second from Councilmember Witt pursuant to the original motion of section 2.2-3711 paragraph 1 and paragraph 7. Only those items listed in the original motion were considered and discussed. Mayor Bryant asked for further discussion. With no

further discussion, the motion was carried with a vote of 5 – 0. Mayor Bryant stated that Council is considering plans to work through the session that was brought to Council's attention, and will work through those items. Vice Mayor Manspile made a motion to accept with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, motion was approved with a vote of 5 – 0. Mayor Bryant made a motion to adjourn with a second from Vice Mayor Manspile. Mayor Bryant asked for further discussion. With no further discussion the motion to adjourn was carried by a vote of 5 – 0.

Meeting Adjourned at 11:01pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor