

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



Buchanan Town Council
Monday, January 10, 2022
Regular Meeting 7:00 p.m.
Council Chambers
19753 Main Street
Buchanan, VA 24066

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

AGENDA

- A. SWEARING IN OF COUNCIL MEMBERS**
- B. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- C. MOMENT OF SILENCE**
- D. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

E. CONSENT AGENDA

- 1. Financial Report December 2021
- 2. Approval of Unpaid Bills
- 3. Approval of Minutes for November 4, 2021 Work Session, and November 8, 2021 Regular Council Meeting.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

- Proclamation for Gavin Price.
- Proclamation for Aaron Petty.
- Proclamation for Jackson Tyree.

G. 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.

H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

- 1. Public Hearing – Rezoning/Zoning Text Amendment
- 2. Consideration of Resolution R22-0110-01: Resolution Designating 19318 Main Street – Former Groendyk Properties (Parcels 65A-66 and 65A-68) as a Revitalization Area.
- 3. Consideration of Resolution R22-0110-02: A Resolution Authorizing Purchase of Electronic Equipment and Accessories for Council Chambers.
- 4. Verbal Approval to submit the PER by CHA to USDA.

I. COMMITTEE REPORTS

- a. Special Events/ Community Development
- b. Planning Commission
- c. Public Safety
- d. Public Works Committee

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J. 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.

K. ADDITIONAL COMMENTS

L. UPCOMING MEETINGS AND EVENTS

- **Special Events Committee** – Wednesday, January 12, 2022 – 7:00pm
- **Town Holiday Martin Luther King Jr. Day** – Monday, January 17, 2022
- **Town Holiday Lee-Jackson Day** – Monday, January 21, 2022
- **Town Council Work Session** – Thursday, February 3, 2022 – 7:00pm
- **Planning Commission** – Monday, February 7, 2022 – 7:00 pm
- **Town Council Regular Meeting** – Monday, February 14, 2022 – 7:00pm
- **Town Holiday President's Day** – Town Hall Closed – Monday, February 21, 2022

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of January 6, 2022

Jan 6, 22

ASSETS**Current Assets****Checking/Savings**

10050 Town Events	5.97
10010 Buchanan General Fund	699,725.38
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	381,160.41
10500 Certificates of Deposit	684,578.46

Total Checking/Savings	1,783,913.84
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Accounts Receivable

11001 General AR Billed	3,742.21
Property Taxes Receivable	30,301.64

WSG Receivable	64,713.30
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Total Accounts Receivable	98,757.15
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Other Current Assets

11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09

11109 Allowance - Wat/Sew/Garba	-14,552.60
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Allowance-Property Taxes	-26,480.84
Undeposited Funds	108.50

Total Other Current Assets	38,234.60
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Total Current Assets	1,920,905.59
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Fixed Assets

13000 Property, Plant, Equip	8,402,436.92
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Total Fixed Assets	8,402,436.92
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TOTAL ASSETS	10,323,342.51
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LIABILITIES & EQUITY**Liabilities****Current Liabilities****Accounts Payable**

20000 Accounts Payable	102.34
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Total Accounts Payable	102.34
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Other Current Liabilities

22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	24,881.31
23000 Payroll Liabilities	-1,060.25

25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	13,038.02

Vandalism Reward Funds	12.89
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Total Other Current Liabilities	396,889.89
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Total Current Liabilities	396,992.23
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Long Term Liabilities

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Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of January 6, 2022

	Jan 6, 22
26200 Water Long Term Loans	4,148,182.36
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,545,174.59
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	-552,291.95
Net Income	190,704.98
Total Equity	5,778,167.92
TOTAL LIABILITIES & EQUITY	10,323,342.51

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

Ordinary Income/Expense	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	107,399.71	0.00	128,253.61	150,000.00	150,000.00
3110102 Delinquent Taxes	202.92	0.00	1,020.67	1,100.00	1,100.00
Total 3110100 Real Property Taxes	107,602.63	0.00	129,274.28	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	15,694.63	0.00	15,840.48	13,500.00	13,500.00
3110302 Delinquent Taxes	5.04	0.00	5.04	50.00	50.00
Total 3110300 Personal Property Taxes	15,699.67	0.00	15,845.52	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	188.44	0.00	906.97	2,000.00	2,000.00
Total 3110600 Penalties & Interest	188.44	0.00	906.97	2,000.00	2,000.00
Total 3110000 General Property Taxes	123,490.74	0.00	146,026.77	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,983.27	0.00	28,819.29	51,000.00	51,000.00
3120200 Consumer Utility Taxes	1,943.89	0.00	11,940.68	20,000.00	20,000.00
3120210 Consumption Tax	209.86	0.00	1,670.59	3,500.00	3,500.00
3120300 Business License Taxes	25.00	0.00	483.10	45,000.00	45,000.00
3120500 Vehicle Fees	0.00	0.00	2,583.09	16,200.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	42,000.00	42,000.00
3121000 Occupancy Tax	533.48	0.00	2,600.60	3,000.00	3,000.00
3121100 Meals Taxes	2,764.14	0.00	13,363.44	25,000.00	25,000.00
Total 3120000 Other Local Taxes	10,459.64	0.00	61,460.79	205,700.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	0.00	200.00	250.00	250.00
3130308 Building Permits	0.00	0.00	50.00		
3130309 Sign Permits	0.00	0.00	0.00	100.00	100.00
3130310 Special Use Permit	0.00	0.00	0.00	100.00	100.00
Total 3130000 Permits/Fees/Reg Lic	0.00	0.00	250.00	450.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	270.11	1,500.00	1,500.00
3140103 Zoning Violations	0.00	0.00	850.00	500.00	500.00
Total 3140000 Fines and Forfeitures	0.00	0.00	1,120.11	2,000.00	2,000.00
3150000 Rev-Use of Money/Prop					

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Accrual Basis

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
3150100 Interest Income	0.00	0.00	928.83	4,200.00	4,200.00
3150200 Rental Income	525.00	0.00	885.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	525.00	0.00	1,813.83	5,000.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165111 Water Sales	0.00		25.00		
3165120 Water Penalties	0.00		-20.00		
3165190 Water Hook Up Fees	0.00		500.00		
Total 3165100 Water Revenues	0.00		505.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,176.00	0.00	48,587.00	96,000.00	96,000.00
Total 3165300 Garbage Fees	8,176.00	0.00	48,587.00	96,000.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,176.00	0.00	49,092.00	96,000.00	96,000.00
Total 3160000 Charges for Services	8,176.00	0.00	49,092.00	96,000.00	96,000.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	265.00	0.00	2,294.00	6,000.00	6,000.00
3189926 Christmas Parade	0.00	0.00	0.00	500.00	500.00
3189925 Mountain Magic	0.00	0.00	10,411.91	7,500.00	7,500.00
3189924 Botetourt Co. Fair	0.00	0.00	1,382.00	200.00	200.00
3189922 Pork by the James	0.00	0.00	0.00	8,500.00	8,500.00
3189921 Reggae by the River	0.00	0.00	15,237.50	11,000.00	11,000.00
3189920 Bot.Co.Fishing Carnival	0.00	0.00	0.00	100.00	100.00
3189919 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
3189918 Buchanan Garden Festival	0.00	0.00	0.00	2,000.00	2,000.00
3189917 CivilWar History Weeked	0.00	0.00	0.00	2,500.00	2,500.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
3189905 Overage/Shortage	2.87	0.00	-17.10		
3189904 Other	1,983.05	0.00	8,506.14	1,000.00	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	0.00	2,100.00	1,000.00	1,000.00
3189910 Arbor Day Donations	0.00	0.00	0.00	1,000.00	1,000.00
3189911 Event Fees	0.00	0.00	50.00	700.00	700.00
3189912 Carnival Proceeds	0.00	0.00	192,805.07	70,000.00	70,000.00
3189999 Overpayments	2.05		2.05		
Total Miscellaneous Revenue	2.05	0.00	194,957.12	72,700.00	72,700.00
Total 3180000 Miscellaneous Revenue	2,252.97	0.00	232,771.57	112,350.00	112,350.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Total 3100000 Local Revenue	144,904.35	0.00	492,535.07	588,150.00	588,150.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00	0.00	0.00	4,000.00	4,000.00
3220150 Communications Tax	0.00	0.00	678.38	2,275.00	2,275.00
3220107 Rolling Stock Taxes	0.00	0.00	3,234.57	3,250.00	3,250.00
3220108 HB599 Aid Local Police	0.00	0.00	8,223.00	32,888.00	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	11,609.00	11,609.00
Total 3220000 Non-Categorical Aid	0.00	0.00	23,744.49	54,022.00	54,022.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	0.00		116,620.50		
3240101 Fire Programs Funds	0.00	0.00	0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00	0.00	116,620.50	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	140,364.99	64,022.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	0.00	0.00	1,404.00	1,404.00
Total 3330000 Categorical Aid	0.00	0.00	0.00	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	1,404.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		2,893.34		
Total 3410000 Non-Revenue Receipts	0.00		2,893.34		
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	144,904.35	0.00	635,793.40	653,576.00	653,576.00
Gross Profit	144,904.35	0.00	635,793.40	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	2,520.00	5,050.00	5,050.00
3600 Advertising	0.00	0.00	0.00	2,250.00	2,250.00
5540 Convention & Education	0.00	0.00	488.60	250.00	250.00
5600 Mileage Reimbursement	0.00	0.00	0.00	250.00	250.00
5800 Miscellaneous Expense	0.00	0.00	0.00	250.00	250.00

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Accrual Basis

Town of Buchanan, Virginia (General) Profit & Loss Budget Performance December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
5810 Dues and Memberships					
Total 11110 Town Council	0.00	0.00	1,974.98	1,500.00	1,500.00
Total 001 Legislative	420.00	0.00	4,983.58	9,550.00	9,550.00
Total 01 General Government Admin	420.00	0.00	4,983.58	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	2,792.48	0.00	18,063.78	15,000.00	15,000.00
Total 12210 Legal Services	2,792.48	0.00	18,063.78	15,000.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	0.00	14,000.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	0.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	7,488.00	0.00	42,229.65	60,000.00	60,000.00
1110 Overtime	875.25	0.00	4,721.60	1,000.00	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,671.73	0.00	12,079.19	15,000.00	15,000.00
2110 Virginia Unemployment Ins	11.06	0.00	99.42	150.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	3,250.00	3,250.00
2212 Retirement	0.00	0.00	0.00	0.00	0.00
2213 VRS VLDP	214.84	0.00	1,289.04	383.96	0.00
2300 Health Insurance	32.21	0.00	0.00	0.00	0.00
3120 Accounting Services	3,507.94	0.00	10,523.82	21,047.00	21,047.00
3130 Bank Service Charges	0.00	0.00	10,963.47	11,000.00	11,000.00
3500 Printing and Binding	0.00	0.00	422.14	400.00	400.00
3600 Advertising	390.00	0.00	1,592.44	1,250.00	1,250.00
5210 Postal Services	0.00	0.00	0.00	500.00	500.00
5230 Telecommunications	356.00	0.00	1,602.21	3,250.00	3,250.00
5401 Copy Machine Rental	203.37	0.00	1,220.22	3,100.00	3,100.00
5600 Mileage Reimbursement	220.97	0.00	1,161.15	3,000.00	3,000.00
5800 Miscellaneous Expense	26.88	0.00	49.28	200.00	200.00
5810 Dues and Memberships	34.16	0.00	34.16	0.00	0.00
6001 Office Supplies	0.00	0.00	0.00	300.00	300.00
6001 Office Supplies	655.73	0.00	2,516.51	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	15,688.14	0.00	91,888.26	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	5,961.55	0.00	32,822.37	57,500.00	57,500.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	171.00	0.00	1,026.00	1,067.00	1,067.00
2213 VRS VLDP	0.00	0.00	0.00	0.00	0.00
2300 Health Insurance	1,844.86	0.00	5,534.58	11,069.00	11,069.00
5600 Mileage Reimbursement	41.37	0.00	509.79	450.00	450.00

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Accrual Basis

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
5800 Miscellaneous Expense	0.00	0.00	0.00	500.00	500.00
5810 Dues and Memberships	0.00	0.00	485.28	750.00	750.00
Total 12510 Town Manager	8,018.78	0.00	41,378.02	71,336.00	71,336.00
Total 02 General & Financial Admin.	26,499.40	0.00	151,330.06	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	17,500.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	17,500.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	600.00	0.00	600.00	5,000.00	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	10,000.00	10,000.00
Total 32200 Volunteer Fire Department	600.00	0.00	600.00	15,000.00	15,000.00
Total 002 Fire & Rescue Services	600.00	0.00	600.00	15,000.00	15,000.00
Total 03 Public Safety	3,517.00	0.00	18,100.00	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	1,623.50	0.00	29,706.10	47,500.00	47,500.00
1110 Overtime	0.00	0.00	1,132.28	2,000.00	2,000.00
1120 Bonus	0.00	0.00	750.00	1,100.00	1,100.00
2212 Retirement	57.31	0.00	876.97	0.00	0.00
2213 VRS VLDP	50.36	0.00	201.37	0.00	0.00
2300 Health Insurance	2,713.18	0.00	13,139.90	25,000.00	25,000.00
3310 Repair & Maint Services	1,974.96	0.00	2,259.00	5,000.00	5,000.00
3320 Street Repair-Snow Removal	107.07	0.00	217.07	5,000.00	5,000.00
3322 Janitorial Services	417.27	0.00	2,766.10	3,600.00	3,600.00
5100 Electricity - Streetlights	90.56	0.00	4,629.81	11,000.00	11,000.00
5110 Electricity - Town Hall	397.16	0.00	1,885.01	2,750.00	2,750.00
5120 Heating Fuel	0.00	0.00	459.31	2,500.00	2,500.00
5230 Telecommunications	417.66	0.00	2,593.85	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	19,410.00	20,000.00	20,000.00
5811 Uniforms & Safety Clothing	140.00	0.00	945.00	2,500.00	2,500.00
5812 Safety Footwear	0.00	0.00	0.00	500.00	500.00
6007 Repair & Maint Supplies	146.64	0.00	2,625.19	5,000.00	5,000.00
6008 Vehicle & Equip Fuels	0.00	0.00	2,169.94	3,000.00	3,000.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	8,135.67	0.00	85,766.90	139,950.00	139,950.00
44000 Trash Department					
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
33201 Trash Pickup	6,671.00	0.00	33,547.80	82,000.00	82,000.00
Total 44000 Trash Department	6,671.00	0.00	33,547.80	91,000.00	91,000.00
Total 04 Public Works	14,806.67	0.00	119,314.70	230,950.00	230,950.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	144.00	0.00	144.00	2,000.00	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	5,000.00	5,000.00
5814 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
5815 Civil War History Weekend	0.00	0.00	0.00	2,000.00	2,000.00
5816 Buchanan Garden Festival	0.00	0.00	0.00	2,500.00	2,500.00
5817 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
5818 Bo Co Fishing Carnival	0.00	0.00	0.00	75.00	75.00
5819 Reggae by the River	0.00	0.00	8,319.50	8,000.00	8,000.00
5820 Pork by the James	0.00	0.00	0.00	8,000.00	8,000.00
5822 Botetourt Co. Fair	0.00	0.00	0.00	101.00	101.00
5823 Mountain Magic	0.00	0.00	5,299.64	5,000.00	5,000.00
5824 Christmas Parade	275.75	0.00	575.75	500.00	500.00
5825 Christmas Eve Luminaries	0.00	0.00	4,614.10	2,000.00	2,000.00
3600 Advertising	310.00	0.00	2,430.00	1,200.00	1,200.00
5840 Town Events	2,021.31	0.00	2,288.17	500.00	500.00
6013 Recreational Supplies	0.00	0.00	73.82		
Total 71100 Parks & Recreation	2,751.06	0.00	23,744.98	37,226.00	37,226.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00	0.00	674.99	5,000.00	5,000.00
5110 Utilities	513.11	0.00	3,203.91	20,000.00	20,000.00
5801 Carnival Operations	0.00	0.00	35,608.98		
Total 71200 Carnival	513.11	0.00	39,487.88	25,000.00	25,000.00
Total 07 Parks, Events & Cultural	3,264.17	0.00	63,232.86	62,226.00	62,226.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	4,449.80	0.00	24,658.92	46,500.00	46,500.00
1110 Overtime	1,034.78		1,446.42		
1120 Bonus	0.00		500.00		
2212 Retirement	127.64	0.00	765.84	1,000.00	1,000.00
2213 VRS VLDP	32.01	0.00	127.97	0.00	0.00
2300 Health Insurance	2,517.32	0.00	7,551.97	12,000.00	12,000.00
3600 Advertising	375.25	0.00	3,296.06	2,500.00	2,500.00
5602 Donation After Prom Party	0.00	0.00	0.00	200.00	200.00
5603 Donation to Theater	0.00	0.00	0.00	4,000.00	4,000.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	2,000.00	2,000.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Total 81200 Community Development	8,536.80	0.00	38,347.18	68,200.00	68,200.00
Total 08 Development	8,536.80	0.00	38,347.18	68,200.00	68,200.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00		7,148.00		
94105 Playground	0.00	0.00	0.00	1,867.00	1,867.00
94107 Community Develop Grant	1,900.00		4,642.70		
94108 Covid-19	59,972.00		59,972.00		
94199 Contingencies- Technology	0.00	0.00	405.00	2,500.00	2,500.00
Total 94100 General Improvements	61,872.00	0.00	72,167.70	4,367.00	4,367.00
Total 004 Capital Projects	61,872.00	0.00	72,167.70	4,367.00	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	61,872.00	0.00	72,980.40	4,367.00	4,367.00
Payroll Expenses	0.00		19,190.63		
Total Expense	118,916.04	0.00	487,479.41	653,576.00	653,576.00
Net Ordinary Income	25,988.31	0.00	148,313.99	0.00	0.00
Net Income	25,988.31	0.00	148,313.99	0.00	0.00

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Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

December 2021

Ordinary Income/Expense	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop			144.08		
3150100 Interest Income	0.00				
Total 3150000 Rev-Use of Money/Prop	0.00		144.08		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,244.36	0.00	171,972.67	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	0.00	500.00	500.00
3165120 Water Penalties	2,174.40	0.00	9,313.20	21,000.00	21,000.00
3165130 Reconnect Fees	300.00	0.00	1,560.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	0.00	0.00	0.00	1,000.00	1,000.00
Total 3165100 Water Revenues	30,718.76	0.00	182,845.87	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,371.85	0.00	99,937.59	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,371.85	0.00	99,937.59	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	47,090.61	0.00	282,783.46	562,500.00	562,500.00
Total 3160000 Charges for Services	47,090.61	0.00	282,783.46	562,500.00	562,500.00
Total 3100000 Local Revenue	47,090.61	0.00	282,927.54	562,500.00	562,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	0.00	0.00	0.00	0.00
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					
3330201 USDA SEARCH Grant	0.00		5,000.00		
Total 3330000 Categorical Aid	0.00		5,000.00		
Total 3300000 Rev from Federal Gov't	0.00		5,000.00		
Total Income	47,090.61	0.00	287,927.54	562,500.00	562,500.00
Gross Profit	47,090.61	0.00	287,927.54	562,500.00	562,500.00
Expense					

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
02 General & Financial Admin					
12410 Clerk-Treasurer	142.73		607.71		
2100 FICA/Medicare Tax	0.00		0.00		
2110 Virginia Unemployment Ins					
Total 12410 Clerk-Treasurer	142.73		607.71		
Total 02 General & Financial Admin	142.73		607.71		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	40.25		224.79		
5230 Telecommunications	30.00		99.79		
Total 43200 Maint of Gen Properties	70.25		324.58		
44100 Water Operations					
1100 Salaries & Wages	782.00	0.00	4,751.00	20,000.00	20,000.00
1110 Overtime	0.00	0.00	436.50	2,500.00	2,500.00
2100 FICA/Medicare	0.00	0.00	0.00	250.00	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	9.97	0.00	41.98	1,000.00	1,000.00
3110 Operating Contract	0.00	0.00	24,717.22	67,000.00	67,000.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	10,000.00	10,000.00
3500 Printing & Binding	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	0.00	97.26	10,000.00	10,000.00
5110 Utilities	1,578.13	0.00	4,691.00	9,000.00	9,000.00
6007 Repair & Maint Supplies	960.36	0.00	6,492.93	15,000.00	15,000.00
6009 Vehicle & Equip Supplies	857.68	0.00	5,043.65	15,000.00	15,000.00
6014 Operating Supplies	149.93	0.00	2,076.73	15,000.00	15,000.00
8101 Machinery & Equipment Cost	0.00	0.00	720.73	4,000.00	4,000.00
Total 44100 Water Operations	4,338.07	0.00	49,069.00	153,750.00	153,750.00
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94	0.00	7,388.94	8,000.00	8,000.00
3310 Repairs & Maint Contract	1,150.00	0.00	2,088.28	7,000.00	7,000.00
5110 Utilities	1,136.07	0.00	2,764.38	1,000.00	1,000.00
5230 Telecommunications	239.80	0.00	848.23	2,200.00	2,200.00
6014 Operating Supplies	0.00	0.00	1,097.99	0.00	0.00
8101 Machinery & Equipment Cost	0.00	0.00	2,213.20		
Total 44110 Water Filtration Plant	9,914.81	0.00	16,401.02	18,200.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	101.68	0.00	355.93	2,500.00	2,500.00
1100 Salaries & Wages	994.50	0.00	2,527.50	38,500.00	38,500.00
1110 Overtime	89.25	0.00	156.75	1,000.00	1,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
2100 FICA/Medicare	0.00	0.00	0.00	60.00	60.00
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	9.98	0.00	42.02	250.00	250.00
3110 Operating Contract	7,388.94	0.00	32,106.16	53,000.00	53,000.00
3310 Repairs & Maint Contract	0.00	0.00	3,874.08	15,000.00	15,000.00
3320 Sludge Disposal	0.00	0.00	975.98	8,000.00	8,000.00
3700 Permits	240.00	0.00	240.00	1,500.00	1,500.00
5110 Utilities	3,585.05	0.00	9,100.69	20,500.00	20,500.00
5410 Lease/Rent of Equipment	20.00	0.00	122.00	1,000.00	1,000.00
6007 Repair & Maint Supplies	246.95	0.00	4,205.98	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	812.70	0.00	2,096.23	6,000.00	6,000.00
6014 Operating Supplies	655.37	0.00	6,525.73	8,000.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00		
Total 44200 Sewer Operations	14,144.42	0.00	62,329.05	162,810.00	162,810.00
Total 04 Public Works	28,467.55	0.00	128,123.65	334,760.00	334,760.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
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					
94305 SER Cap Grant	0.00	0.00	21,175.24	10,000.00	10,000.00
94302 WWTP Improvements	0.00	0.00	0.00	20,000.00	20,000.00
94399 Contingencies	0.00	0.00	0.00	10,073.00	10,073.00
Total 94300 Sewer Projects	0.00	0.00	21,175.24	40,073.00	40,073.00
Total 004 Capital Projects	0.00	0.00	21,175.24	40,073.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	10,682.80	0.00	65,285.58	187,667.00	187,667.00
95520 Interest Payments	4,158.35		4,158.35		
Total 95500 Water Debt Service	14,841.15	0.00	69,443.93	187,667.00	187,667.00
Total 005 Debt Service	14,841.15	0.00	69,443.93	187,667.00	187,667.00
Total 09 Nondepartmental	14,841.15	0.00	90,619.17	227,740.00	227,740.00
Payroll Expenses	0.00		72.00		
Total Expense	43,451.43	0.00	219,422.53	562,500.00	562,500.00

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Accrual Basis

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
December 2021

	Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Net Ordinary Income	3,639.18	0.00	68,505.01	0.00	0.00
Net Income	3,639.18	0.00	68,505.01	0.00	0.00

Town of Buchanan, Virginia

Vendor Payments Made

December 9, 2021 through January 6, 2022

Date	Num	Memo	Amount
AAA Trophies	22608		
12/09/2021	22608	Trophies for Christmas Parade	-275.75
Acute Design Company	22609		
12/09/2021	22609	Shirts for Christmas Market	-805.50
12/16/2021	22631	Shirts for Christmas Market	-193.50
AT&T			
12/13/2021	22612	0207616481001	-140.14
01/06/2022	22645	0207616481001	-92.56
Bank of Botetourt			
12/20/2021	22640	Acct # 2021201825 (Truck Payment) Payment #6	-812.70
01/06/2022	22646		-2,118.47
BMS Direct			
12/13/2021	22613	Postage & mailing of tax tickets	-339.91
C&S Disposal Inc.			
12/13/2021	22614	Container fee @ STP	-20.00
01/06/2022	22663	Garbage pick up	-6,670.00
Cintas Corporation- #524			
12/13/2021	22615	Uniforms	-35.00
01/06/2022	22647		-140.00
Core & Main LP			
01/06/2022	22648	Touchreader	-550.00
Directional Signing Program, LLC			
12/13/2021	22616	Directional sign program	-1,750.00
Dominion Energy Virginia			
12/13/2021	22617		-5,108.31
01/06/2022	22649		-4,800.04
Ella Folk			
12/09/2021	22610	Performing for Christmas Events	-100.00
Faye Worley			
12/30/2021	22642	Janitorial services for the Town Hall & Fire House	-417.27
Fidelity Power Systems			
01/06/2022	22650	Generator service contract	-1,750.00
Fisher Auto Parts			
12/13/2021	22618	VOID: Maint. supplies	0.00
Gentry Locke Attorneys			
01/06/2022	22651	Attorney service for November 2021	-2,792.48
Happy Food Mart			
12/13/2021	22619		-240.01
Inboden Environmental Services, Inc.			
12/13/2021	22620	Operation of STP & WFP	-14,797.88
01/06/2022	22652	Operation of STP & WFP	-16,017.88
J L Computers Inc.			
12/13/2021	22621		-1,386.31
James River Equipment-Buchanan			
01/06/2022	22653	Service on Gator	-1,974.96
LAMAR COMPANIES			
01/06/2022	22654	Billboard	-310.00
Mid State Equipment			

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Town of Buchanan, Virginia
Vendor Payments Made
 December 9, 2021 through January 6, 2022

Date	Num	Memo	Amount
12/13/2021	22622		
Pace Analytical Services, LLC			-95.23
12/13/2021	22623		
01/06/2022	22655		-425.37
Rocky Top Properties			-663.86
12/09/2021	22607	Gauntlet business launch grant- Rent for Patina Cr...	-1,900.00
S h e n t e l			
12/13/2021	22624	Internet for Town Hall & WFP	-333.58
Susan McCulloch			
01/06/2022	22656	Mileage reimbursement	-7.11
Taxing Authority Consulting Services, PC.			
01/06/2022	22664	Reimburse for over payment of Lebon Taxes (2019)	-745.81
THC Enterprises, Inc.			
01/05/2022	22644	Jetter (ARPA Grant)	-59,972.00
Treasurer, Botetourt County			
12/13/2021	22625	Law enforcement payment	-2,917.00
01/06/2022	22657	Law enforcement payment	-2,916.00
USA BlueBook			
12/13/2021	22626		-479.86
01/06/2022	22658	Supplies for water & sewer	-286.12
VDOT			
12/17/2021	22639	Land use permit fee (in front of 19746 Main St.)	-110.00
Verizon			
12/13/2021	22627		-568.42
01/06/2022	22659		-180.48
Verizon (Water Filtration)			
12/13/2021	22628		-184.58
01/06/2022	22660	WFP 653-767-895-0001-01	-119.90
Virginia Business Systems			
01/06/2022	22661	WFP 653-767-895-0001-01	
Virginia Resource Authority			
12/17/2021	EPAY	Rent on copier	-220.97
VUPS			
12/13/2021	22629	WSL-30-10	-14,841.15
01/06/2022	22662	Miss utility	-6.30
		Miss utility	-19.95



Minutes of Council Meeting
Work Session
Buchanan, VA

November 4, 2021

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

Mayor Craig Bryant opened the November 4, 2021 Council work session at 7:00 p.m. Town Manager Susan McCulloch took role call and established a quorum. Mayor Bryant requested that Council try to conclude the meeting by 9:00pm.

First on the agenda was the Preliminary Engineering Report (PER) Presentation by Doug Hudgins of CHA. Mayor Bryant stated that due to technical Difficulties, Council would be utilizing the paper presentation. Town Manager McCulloch stated that Mr. Hudgins, Town staff, and Inboden have worked hard on this presentation. Mr. Hudgins stated that he has been working in the water / wastewater field for 25 years. CHA was hired to do a preliminary engineering report looking at all of the mechanical systems in the sewer plant and pump stations. Mr. Hudgins stated that it turned into a Capital Improvements Plan (CIP) for a 20-to-30-year window. The wastewater system has not been updated since 1990. Mr. Hudgins Stated that this is a comprehensive project that recommends what will take the Town through the next 30 years. Due to cost, this is a reduced project scope of things that are needed within the next 4 or 5 years. Mr. Hudgins stated that the presentation would include discussion of rural development and the main grant eligibility that CHA uses for most of their small-Town projects, the infrastructure bill, the Town sewer rates as compared to other sewer rates in the area, potential ARPA funds usage, and next steps. Mr. Hudgins stated that most projects CHA does are major upgrades, replacement and repair of sewage plants and pump stations every 30 years. It has been at least that long since the Town's has been done. CHA went out and evaluated all of the mechanical systems, structural, and electrical and included that in the PER. Mr. Hudgins stated that CHA outlined what they think Town needs for the sewage system. There is a lot of work that needs to be done over time. The electrical panels, cabinetry in the laboratory needs to be replaced, the piping in the aeration tanks need to be replaced. CHA recommends replacing the piping with stainless steel, it will last a lot longer. The diffusers and blowers for the aeration system. The blowers will be more efficient and save money from a power consumption standpoint. Mr. Hudgins stated the walkways surrounding the aeration basins are

cracking. The Water Street pump station needs the most work. The force main that goes under the bridge, CHA looked at replacing that, or putting it under the river. Putting it under the river may be the best option for long term solution. Mr. Hudgins stated that he had put the construction cost for each process at the wastewater treatment plant as well as the Water Street pump station in the information packet. From a safety standpoint, the pumps will be removed from the dry pit, which is a confined space, and going with an up-style upgrade. CHA also looked at utilizing a hard dial directional (HDD) drill under the James River and tying that into the forced main going to the treatment plant. Mr. Hudgins stated that the force main from the Route 43 pump station to the wastewater plant is over 60 years old, it is cast iron pipe. It should be replaced and the cost is listed in the documentation. Mr. Hudgins stated that the cast iron pipe usually has a 50-year service life. He does not think Town has had any issues yet. Councilmember Manspile stated that one of the pipes burst halfway between the pump station and the plant. Mr. Hudgins stated that CHA did a 300,000-gallon wastewater plant in 2012 farther southwest than Town that cost \$6,000,000.00. Today it costs \$14,500,000.00. Mr. Hudgins stated that the comprehensive cost for Town of Buchanan project is \$5,500,000.00. Most of the funding will come from rural development funding and grants. Mr. Hudgins stated that if Town reduces the project to just what he thinks needs to be done within the next 10 years, the cost is reduced to \$2,100,000.00. That would be improvements to the aeration base and replacing the blowers, just doing the pumps in the Route 43 pump station, leaving the forced main as it is, and comprehensively taking care of the Water Street lift station and force main which is the most critical part of the project. Mr. Hudgins stated that there are all sorts of funding out there. The main ones are rural development and DEQ. DEQ has a program called the clean water revolving loan fund which doesn't offer as much grant dollars as rural development. With rural development, in order to get any grant money, you have to meet the criteria of the average sewer customer has a bill of 1 ½ % of the median household income (MHI) of the community. So, when they calculate that, and they are using the 2010 MHI, the MHI is \$38,000.00, which equates to a sewer bill of \$48.00 per month. The Town currently charges \$36.75 as the base rate for sewage. Town would have to significantly raise the base rate to qualify for grant money. Rural Development will start using the 2020 MHI in a couple years. The 2019 MHI is \$57,000.00. From time to time, municipalities get lucky and there is leftover grant money that rural development does not give back to Federal and they lower the criteria to one percent. Town would qualify with one percent right now. Mr. Hudgins stated that Town would qualify for 50% to 75% grant if the base sewer rate is raised. It doesn't have to be done today. It has to take affect by 2024. It could be raised incrementally for 3 years. Mr. Hudgins stated that when CHA submits a funding application for their clients, they try to use the worst-case scenario. Rural Development will look at Town revenue and expenses and determine what Town can afford to pay back in debt service. For instance, if Town submits a \$5,500,000.00 project and receives a 75% grant, the debt service would be \$53,000.00 per year. If Town scaled the project back to \$2,100,000.00 and Town can pay \$50,000.00 in debt service, Rural Development may reduce the grant to 50%. Mr. Hudgins suggested submitting the full \$5,500,000.00 project to Rural Development if Town is willing to commit to raising the rate. Mayor Bryant asked what Rural Development would use to determine what the Town could pay back. Mr. Hudgins stated that Rural Development would use the sewer fund only. It will basically be the revenue with the \$48.00 for the average customer, they will take off the Inboden contract, all the expenses, and they will look at the debt reserve for the sewage fund. Mr. Hudgins stated that it comes down to how much grant dollars Rural Development gets per year, and when the grant is submitted. The earlier in the funding cycle you request the grant, the better chance you have of getting the grant. Councilmember Manspile stated that Town has been aware that

rates would have to be raised. Town has been increasing the trash bill every year and can transfer that to the sewage rate. Mr. Hudgins stated that the debt service interest rate quoted in the package is higher than what the actual interest rate is today. Mr. Hudgins stated that the issue with small towns is the cost of service. The bigger the facility, the lower the cost. Mr. Hudgins stated that if there is an issue with low, or, fixed income citizens, the rate structure could be changed to accommodate them. The base rate could be changed so that citizens with usage at 2,000 gallons are charged the base rate of \$25.00, and for every 1,000 gallons more the rate goes up by \$10.00. Councilmember Manspile stated that the billing is disproportionate on the revenue side after the 4,000-gallon minimum. Mr. Hudgins stated that Town is charging \$9.00 dollars per thousand up to the 4,000-gallon minimum, but only charging \$3.00 for the next 1000 gallons. The charge continues to drop the higher the usage. It does not encourage water conservation. Councilmember Manspile stated that some customers do not care because the bill does not charge that much more for higher usage. Mr. Hudgins stated again that changing the rate structure can benefit the low, and, fixed income citizens as well. Councilmember Manspile asked if increasing the sewage rate could be included in the paperwork for the loan or grant because what Town pays in debt services now forced the water rate to be changed. Mr. Hudgins stated that Town had to be at the minimum to get to the 1 ½% MHI. Councilmember Manspile stated that in the language in the loan, all the water has to be metered, including the Fire Station. Mr. Hudgins stated that moving forward with the ARPA funding for a stand-alone project for the Water Street pump station and the forced main of \$500,000.00 then apply for the balance through the Rural Development Grant. This may be a good project for DEQ funding. Mr. Hudgins stated that DEQ funding is 0% interest, but less grant money, and they require you to pay it back sooner. If Town decided to go with Rural Development for the project, and used the ARPA funding for Water St. and the forced main, and got \$0 grant dollars, it would be around \$34,000.00 for annual debt services without raising rates or raising rates just enough to cover debt services. Mr. Hudgins stated that making a complete funding application in the next couple months and see what grant dollars the Town can get and go for it. The good thing about doing a project of this scope is that there should not be a need to repair anything for the next few years. Mayor Bryant asked if VDOT is forcing the Town to move the main under the river, or is it a request. Town Manager McCulloch stated that VDOT has not asked Town to move the line off of the bridge. VDOT's goal over time is to remove all utilities from all their bridges, but they are not asking us to move the sewer line under the river. Mr. Hudgins stated that going under the river is more expensive, but it would use HDPE, and that would last forever. Mayor Bryant asked what the expense has been for the sewage pipe going across the bridge currently. Councilmember Manspile stated that the Town had made its own expansion joints in the pipe three-to-four years ago. On this side of the bridge, every time it floods, the pipe was torn up where it comes off the bridge. There are also some parts of this that are period specific, such as from the 1950's. Councilmember Manspile states that if Town is going to put \$500,000.00 into a pump station on Water Street, not fixing a 1950's pipe across the bridge. The HDD pipe is awesome to see. Councilmember Manspile has seen it used at Dunes, north of Waynesboro. The directional bore is not open trench. Mayor Bryant wants to know if the pipe is an issue now. Mr. Hudgins stated that the reasoning to change the pipe is because of the age of the pipe. Mayor Bryant stated that he has nothing to compare the cost of replacing the pipe. Councilmember Manspile stated that Town is about at capacity with the 4-inch pipe that is currently under the bridge. Town would gain three things by putting the pipe under the river: it is protected, when the bridge is eventually replaced, the pipe would be a non-issue, increasing the size of the pipe would take care of any future development on that side of the river. Town is pumping right now at high

pressure because of the 4-inch pipe. Vice Mayor Witt asked if you replace the pump station with new equipment, will the old lines stand up to the pressure created by new equipment. Mr. Hudgins stated that he always has concerns about hanging sewer pipe on a bridge because of environmental hazard, and if there is a failure out in the middle, you can't tell citizens to stop flushing until it is fixed. This pipe has been exposed, it is cast iron, it has tuberculated, it probably has some thin spots in it. Will it last 10 more years? Probably. Will it last 20 more years? Doubtful. When CHA looks at cast iron that is 50 years old, we recommend, from an asset management standpoint, it has seen its service life. Town Manager McCulloch stated that when she and Councilmember Manspile met with Mr. Hudgins in April they had mentioned looking into going under the river as a goal of the Town because of the age of the pipe, and to get the infrastructure off the bridge in case of another catastrophic event. Mayor Bryant asked how old the pipe under the bridge is now. Mayor Bryant stated that if the pipe that is there dates back to the 50's, it is 70 years old now. Councilmember Rickman stated that VDOT is getting ready to start construction on the bridge may cause issues as well. Mayor Bryant stated that the pipe had survived 2 floor replacements already, and it has held in there. Mayor Bryant stated that he would like to be able to have a comparison between going under the river and going across the bridge. Mr. Hudgins stated that information is in the report for both options. Mr. Hudgins stated it is a little cheaper going under the bridge. Vice Mayor Witt stated that the original question was what has the cost been to keep the pipe under the bridge, and those numbers are probably unavailable. Mr. Hudgins stated that putting the pipe under the river would cost \$100,000.00 to \$150,000.00 more than replacing the pipe under the bridge. Councilmember Manspile stated that if that is the difference, when VDOT replaces the bridge, if the sewer line is not on the bridge, the Town may be able to get VDOT to subsidize putting the water line under the river to get all the infrastructure off the bridge. Councilmember Rickman asked if both could be done now. Mr. Hudgins stated that would cost about \$200,000.00 more to add the water line under the river. There might be an opportunity to ask the Health Department about grant money with that option. Vice Mayor Witt stated that Town could increase the pipe size to support any industry that would come in on that side of the river. The pipe that is in certain areas now, the terra cotta and Orangeburg, is over 100 years old. The cast iron is probably the newest pipe in the system besides the scabs. Councilmember Manspile stated that the difference between the cast iron on the bridge and the cast iron in the ground is the cast iron under the bridge has been exposed to the elements, chemicals from road salt, and the abrasiveness and acidity of the sewage in the pipe. Mayor Bryant stated that in summary, it is about \$200,000.00 to go under the river than to replace 70-year-old pipe that is going across the river that Town has not had to repair or replace much. Councilmember Manspile stated that by putting the pipe under the river, this Council could be the first to be proactive instead of reactive. Mayor Bryant asked what size pipe would go under the river. Mr. Hudgins stated it would be 6-inch pipe. Councilmember Rickman asked what kind of pipe would go under the river. Mr. Hudgins stated it would be HDP, High Density Polyethylene pipe, it is smooth walled and thick. Mr. Hudgins stated that there are some hurdles getting it permitted. There are some endangered fresh water mussels that the permitting will have to be navigated. Vice Mayor Witt asked what the requirement is for high-occupancy for sewage lines in the event of development in the future. Mr. Hudgins stated that with 6-inch pipe that will be tying into the discharge of the Route 43 pump station that increases capacity, you could pump 400 to 500 gallons per minute that would accommodate 4,000 to 5,000 people. Mayor Bryant asked for clarification on the increased capacity at the Route 43 Station. Mr. Hudgins stated that due to the hydraulics, CHA decided that instead of dumping into the wet well of the Route 43 Pump Station, it would be tied into the forced main discharge of the Route 43 Pump Station. That sewage

won't be going into the Route 43 Pump Station. When that pump kicks on at Water Street, it will pump it all the way to the waste water treatment plant. Mr. Hudgins stated that CHA is comfortable with both pumps being able to run simultaneously. Councilmember Manspile stated that to give everyone perspective, there are 2 four-inch pumps at the Main Lift Station pumping at the high level. In theory, it is pumping 8-inches of flow into a 10-inch line. Mr. Hudgins stated that by putting in the 6-inch pipe, you could triple the size of the community without an issue. Vice Mayor Witt stated that the reason he asked was because some of the lines in Town are over 100 years old, where will the Town be in another 100 years. Councilmember Manspile stated that putting the 6 under the river, is like going from a 2 ½ to a 3, to a 3 ½ on the fire trucks still pumping with a 2 ½ discharge in it. The difference in supply line is the same as putting that 6-inch pipe under the river. Mr. Hudgins stated that the Town will almost double the cross section by going from a 4 to a 6-inch pipe. Mr. Hudgins asked for any other questions, and he will come back as needed.

Next on the Agenda was discussion of ARPA funds. Town Manager McCulloch stated that a big part of the ARPA funding was just discussed with Mr. Hudgins of CHA. This is an update on the other projects being proposed. The priorities of the projects have not changed. Town Manager McCulloch stated that The Water Street Lift Station from the CHA presentation was added to put \$500,000.00 from the ARPA funds in to repair and replace the pumps. The reason for the \$500,000.00 is the Town needs to replace the current sewer jetter and sewer camera. It is becoming an emergency. The public works supervisor has submitted three quotes. Gentry and Locke did look at paying off the truck loan from the ARPA funds, that is not possible. Town got a quote from LES for replacing the lighting around the Waste Water Treatment Plant of \$34,800.00. For the sewer camera, the highest quote is \$6,695.00, the lowest is \$3299.00. The quotes for the sewer jetter are \$28,000 and \$65,000.00. Worst case scenario, the lights, jetter, and camera are \$106,495.00. The remainder could be used for the CHA project. These are higher quotes; it doesn't have to be this high. Councilmember Manspile asked if the pricing had been pulled through state pricing, through EVA. Town Manager McCulloch stated she would have to ask the Maintenance Supervisor. Councilmember Manspile stated there is a whole section through EVA that covers a lot of maintenance equipment that can be purchased at state pricing. Town Manager McCulloch stated that she would look into that and bring back other quotes. Mayor Bryant asked why there was such a difference in the jetter quotes. Town Manager McCulloch stated that the higher quoted jetter has a lot more features, it has a trailer and all the bells and whistles. Mayor Bryant stated that the quotes need to be based on the Town needs. This can't be compared to anything. Which one of these does the Town need. Town Manager McCulloch stated that Maintenance Supervisor Eagle did look for what the Town Needs. That the Town could use either of the jetters that are quoted. Councilmember Manspile stated that this is a push type camera. The more expensive jetter has a camera on it that will turn and look around the pipe where the other cameras are like looking through a scope on a rifle. The more advanced and expensive jetters will look, cut, and do other things. Councilmember Manspile stated that the Town has a \$300 to \$400 camera with a cable not as big as a USB cable. You have to use the jetter to push the camera. What the Council needs to do is figure out what the Town needs then get quotes based around that. Councilmember Manspile stated that he would recommend the \$65,000.00 jetter so that the Town has the equipment to use on big projects. Mr. Hudgins stated that CHA pays \$300.00 per hour for a contractor to come in and jet lines. Mayor Bryant stated that again it comes down to what does the Town need. Mayor Bryant stated that the Town needs to have the equipment for anyone to be able to do their jobs. Mayor Bryant stated that it would be a matter of job satisfaction that employees do not have to piecemeal things together.

Councilmember Manspile stated that he could give ideas for three other quotes. Vice Mayor Witt suggested asking Inboden for input. Mayor Bryant asked that staff have the proper equipment to do their jobs and the Town can use. Mayor Bryant asked that this be voted on by December. Vice Mayor Witt asked if there is a date that the ARPA funds have to be used. Town Manager McCulloch stated that Town has 3 years to use the ARPA funds, but Town wants to get ahead for construction needs. Town Manager McCulloch stated that the WIFI in the park project is waiting on the quote from Shentel. Larry Etzler has given a quote of \$2,000.00 for the WIFI in the Park. Town Manager McCulloch stated that Town is working on getting a quote for a mirror image of the restroom facility in the park. Someone has quoted out one of the buildings, but not the bathroom. If anyone has any contractor advice, please get in touch with the Town Manager. Councilmember Rickman asked what kind of building it will be. Town Manager McCulloch stated it is a pavilion to replace the Bingo stand and have a restroom on the stage side. Mayor Bryant asked if the quote from Larry Etzler for \$2080.00, the service still has to come from somewhere. Town Manager McCulloch stated that it would be rolled into our existing infrastructure here. Mayor Bryant stated that the public WIFI access needs to be separate from the Town's infrastructure. Councilmember Manspile reiterated that the public access needs to be stand alone. Vice Mayor Witt stated that you are looking at a cyber security nightmare. Town Manager McCulloch stated that that would probably push the project back to Shentel. Vice Mayor Witt stated that LES does general contracting along with electrical contracting, and can probably give you contractor advice. Town Manager McCulloch asked if Council will initiate a business facade grant for up to \$8,000.00 grants for businesses, or a gauntlet program Of \$5,000.00 grants for businesses to locate here. Mayor Bryant asked if there needs to be a separate work session to discuss this project. Vice Mayor Witt stated that it would be good to have Community Developer Harry Gleason at a work session to discuss the matter more in depth. Vice Mayor Witt stated that he thinks this is a good idea, but if the money needs to be used elsewhere, it will be used elsewhere. With the potential for businesses coming to Town, having this as an incentive to potential buyers to assist them and have uniformity to meet the zoning guidelines. Vice Mayor Witt stated that he is behind this project. Mayor Bryant asked for this to be discussed at the December work session. Councilmember Manspile stated that once the business grant has been discussed, let Council take a hiatus on main street and focus on other parts of Town. Vice Mayor Witt stated that this grant doesn't just take care of incoming businesses, it applies to current businesses as well. Mayor Bryant asked if this applies to all businesses on Main Street. Town Manager McCulloch stated that it is currently worded for Historic district, but that can be changed. Vice Mayor Witt suggested all of Main Street, from Town sign to Town sign. Mayor Bryant stated that it should be that way, that would help with the concern of constituents. Vice Mayor Witt stated that it is for businesses, not home occupation. Councilmember Manspile asked if these funds could be used for the acquisition of the blighted buildings. Town Manager McCulloch stated that the funds cannot be used for acquisitions, business assistance is a category for ARPA. Councilmember Manspile stated that not home occupation knocks a lot of people out that are on Main Street. Mayor Bryant stated that these funds should be available for all of Main Street, no one should be excluded because of location. Vice Mayor Witt stated that as an example, Snuffer's Garage may not put a fence up, which is a clear violation of Town Ordinance, because Curtis Deacon owns the property. That is a potential for a one-on-one match. He puts a fence up, and puts that within to meet Town zoning requirements, and Town gets rid of an eyesore that has been talked about for years. Mayor Bryant asked if the funds could be applied in that way. Vice Mayor Witt stated that it could potentially be used that way. Councilmember Manspile stated that it could either be fenced or cleaned up. Town Manager McCulloch stated that the wording

could be changed to a business or real estate improvement grant. Town Manager McCulloch stated that the final item was safety. There have been quotes for the new HVAC system in Town Hall that would bring fresh air into the system instead of recirculating the air in the building as it does now. The quote for that was \$52,000.00. There was another item mentioned for a quote from F&S for the Columns and the roof, but they have not gotten back with us. Mayor Bryant suggested a work session combined with the Regular Council Meeting. Mayor Bryant asked for a meeting with Town Manager McCulloch about the infrastructure for the Town Hall. Councilmember Manspile stated that it has been an issue for years. When one person in Town Hall gets sick, everyone gets sick. Vice Mayor Witt stated that we need to purchase essential oil diffusers. Town Manager McCulloch stated that the auditor, Scott Wickham, stated that an HVAC system would qualify for ARPA money. Vice Mayor Witt asked how many quotes had been received for the HVAC system. Town Manager McCulloch stated that one quote had been received. Vice Mayor Witt stated that he knows several contractors and will contact Town Manager McCulloch.

Next on the Agenda was the Inboden Contract. Town Manager McCulloch stated that the Inboden contract is up for renewal on December 31, 2021. The contract is the same as for the one they have now. The only thing that Town Manager McCulloch noticed is that the price was not raised by 1 ½%. Mayor Bryant asked if that was intentional on their part, or if they want to raise their rates. Town Manager McCulloch stated that she was not sure and would ask Inboden. Jon Puvak is reviewing the contract and asked if Inboden is doing all the work that they are being contracted to do. Town Manager McCulloch stated that Inboden is going above and beyond what they were contracted to do. Councilmember Manspile stated that he thought the language in the contract covered the 1 ½% increase. Mayor Bryant stated that Council will look over the contract and wait for Town Attorney Puvak to approve the contract. Mayor Bryant stated that the language is on page 2 of the contract. Councilmember Manspile stated that Town would be starting a full one-year contract, but he would think there would be an increase before the end of next year. Town is not in a 1year contract with Inboden. Mayor Bryant stated that once the Town Attorney clarifies the wording about the increase in the contract, there will be a vote.

Next on the agenda was the Southview request. Town Manager McCulloch stated that she has received phone calls from citizens on Southview. Southview is not a town owned street. Town Attorney Puvak provided some information that Council has discussed in 2019 and 2021. Southview will be added to Botetourt County's secondary road system. It will take time for that to happen. Town Manager McCulloch stated that if Town wants it to be paved, Town would have to acquire the right-of-way from the owners and VDOT would have to declare it a Street. VDOT is willing to keep it as a gravel street, but not to pave it. Town Manager McCulloch stated that the caveat about this road or driveway, is that the damage on this driveway is where the Town water line heads down the hill into the collection area. There is a theory that the issue and water line are linked. Councilmember Manspile stated that no one owns the driveway, the alley was laid out for the Town, 20 feet was reserved for the Town. There is a sewage lift station at the end of Southview. There is a 20-foot easement from the lift station through Dorothy Howes property that Town has recognized as an alley for years. The problem is the water line is going to eventually be uncovered. Most of the properties are tied up in bank loans or Fannie Mae. The Banks will not grant an easement during the life of the loans. If something could be done about the ditch it would be a start. The rain is causing the ditch to wash out. Councilmember Manspile stated that every land owner on Southview signed a petition. Vice Mayor Witt stated that in reference to the old

Town alleyways, he had a conversation with Kernel Moore, Clerk of Courts in Fincastle. Vice Mayor Witt spoke to him about another old alleyway that he had was having issues with. The Town had turned all of the unpaved and unused alleyways were returned to the landowners adjacent to the alleyways. Mr. Moore stated that the reason this was being disputed now is that return was not documented correctly from Town to the County. That may be why Town quit maintaining Southview. Councilmember Manspile stated the Town stopped maintaining Southview in the mid-1990's when the Town quit maintaining Williams Lane and Rabbit Run. Councilmember Manspile stated that as a resident, he started this in 2016 before he joined Council. The biggest issue is that the Town of Buchanan, or its contractor is on Southview every day. There is everything on Southview that every Town street or alley has services. There is trash pickup, mail, and sewer are checked every day. Vice Mayor Witt stated for his clarification, if VDOT were to take over the road, it would be gravel but they would maintain it. Councilmember Manspile stated that VDOT requires a 50-foot right-of-way now and that can not be done without running into houses. Vice Mayor Witt stated that the Town sees Southview as a private road legally, the residents are under the impression that is a Town road, and their property abuts the road. From a legal standpoint, if homeowners give Town easement onto their private property, Town would take over the Maintenance for Southview. Councilmember Manspile stated that there is no one to convey the easement to Town on the top half because Town already owns it from when the maps of the Town were laid out. Mayor Bryant asked what the residents of Southview are actually asking Town to do. Councilmember Manspile stated that if the water was mitigated and the ditch was paved and the road surface treated, it should take care of the problem. By paving the ditch, it mitigates and controls the water, and it protects the buried utility line. Mayor Bryant asked if there was a previous request for a quote for paving Southview. Councilmember Manspile stated that there was a quote, but the contractor was killed in an auto accident. Mayor Bryant stated that if there is something out there that states Council has agreed to get a quote on this issue, it would be nice to close the loop on this. This issue has been going on for 18 months. Councilmember Manspile stated that he had brought this to Council in 2016. Vice Mayor Witt asked if something had been done previously about the run off from Route 11 where VDOT had redone a bridge pipe. Councilmember Manspile stated that when they paved, the elevation on Route 11 has changed. The water is running right into the ditch. Can VDOT be contacted to have a civil engineer come out and determine if they are responsible because of what they had done. Mayor Bryant stated that he thought that had been done. Councilmember Manspile stated that VDOT has been there and looked at it. Mayor Bryant stated that he would like to understand the whole ditch thing. There are pros and unintended consequences with doing a project like this. Just as drilling under the river for the water line, we have to think years ahead to set the tone for what the Town takes on as responsibilities. Councilmember Manspile stated there are 2 other alleys that the Town used to maintain, that have residences on them, that should be included if Town takes over maintenance for Southview. Williams Lane and Rabbit Run do not have the drainage issue that Southview has. Southview has eroded in a V and taken the surface of the road off. Something has to be done to protect the utility line. The road would be a secondary consequence to protect the utility. Mayor Bryant stated that he wants to know all the options so that Council can talk through them. We all know about what happens with private roads, and how ownership and maintenance are shared by all the owners. Is there another option that needs to be discussed such as a fund for road maintenance? Vice Mayor Witt stated there is a road association such as Rose's Ridge. Mayor Bryant stated that getting a quote for paving the ditch had been agreed upon by Council, it would be nice to get that. Vice Mayor Witt stated that Town Manager McCulloch is new and is hearing all this from Council for the first

time. Let's let her give her due diligence and homework on it and bring it back to Council.

Councilmember Manspile stated that Town will have to get quotes and start over. Mayor Bryant stated that maybe paving the road and having a road maintenance agreement between all the owners. Vice Mayor Witt stated that there would have to be a deed search to find who owns the road. Town Manager McCulloch stated that a deed search has been done, and it is a private road. Vice Mayor Witt stated that paving the road would be in both the Town's and owner's best interest to maintain the road. Councilmember Manspile stated that the Town's easement, the Joe McCullough estate easement, and the Mike & Debbie McCullough easement has easement across adjoining property to Southview, not out to Route 11. When Councilmember Manspile attorney looked at this issue, it spoke volumes that previous attorneys and previous surveyors had viewed it as Southview Street and did not see any need to convey easement to Route 11.

Last on the Agenda is the 3rd Street citizen request. Property owners around an area of 3rd Street that was made private would like the Town to take it back. Councilmember Manspile stated that where state maintenance ends, the former owner of the property at the corner of 3rd and Bridge Street pushed to keep that road closed. Now, the new owner wants to open it back up. The problem is that everything went back to the respective landowners. If VDOT would look at keeping 3rd Street at the same standard as the state-maintained portion of 3rd Street, the landowners would convey what VDOT would need to take 3rd Street all the way though. That would be something to put on the 6-year plan with VDOT. Town Attorney Puvak would have to check into it, but the owners are willing to give what is needed. Mayor Bryant stated that the residents are asking for the private road to become state maintained. Councilmember Manspile stated that in the early 90's, Town turned all the roads and their maintenance over to VDOT. Vice Mayor Witt asked if this was an ask for VDOT, not the Town. Town Manager McCulloch stated that Town would have to endorse it, then it would be a Botetourt County 6-year plan. Mayor Bryant stated that Town had asked for Southview to be added to the Botetourt County 6-year plan. Councilmember Manspile stated that VDOT requested a 100-foot cul-de-sac at the end of Southview, and there is no place to put it. Mayor Bryant stated that the 3rd Street issue sounds more like a VDOT and Botetourt County issue with an endorsement from the Town. Town Manager McCulloch stated that the owners are arguing it would make emergency services easier because they are landlocked. There are 5 property owners listed.

Mayor Bryant asked if there was anything else. Mayor Bryant asked that all Council members have their Town Manager evaluations finished for the next meeting for the closed session.

Vice Mayor Witt made a motion to adjourn. Mayor Bryant seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the meeting adjourned with a vote of 4-0.

Adjournment was at 9:00pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

November 8, 2021

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

Attending: Board of Supervisors Representative Amy Stinnett, 3 Town employees

Mayor Craig Bryant called the November 8, 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. 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 October 2021 Financial Report, unpaid bills, and approval of the Council minutes from the October 12, 2021 Combined Regular Council Meeting, and the Special Called Work Session October 27, 2021. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Vice Mayor Witt. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. There were no Awards, Recognitions, or Presentations. Mayor Bryant stated that there is a military club at James River High School that would like to come and lead us in the Pledge of Allegiance. They were unable to come tonight due to an illness. Hopefully, they will be able to come in January to lead the Pledge and recognize our veterans.

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 R21-1108-01, A Resolution Granting Employee Bonuses in fiscal Year 2022. Mayor Bryant asked for comments. Councilmember Manspile made a motion to approve 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 R21-1108-02 A Resolution Granting Employee Phone Repair/ Replacement Allowance. Councilmember Manspile made a motion to approve 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 the Letter of Concurrence for the VDOT Bridge Repair Project. Mayor Bryant stated this is to support the schedule that VDOT has proposed. Town Manager McCulloch stated that the letter had been submitted to Ashley Smith to have Mr. Baine review and approve the letter. The letter was returned today. It has been emailed to Council and replaced in the packet. They changed some of the terminology. VDOT requested that Council approve the letter. Town Manager McCulloch would sign the letter as the Town Administrator. Vice Mayor Witt made a motion to approve with a second from Councilmember Manspile with a correction to Route 43. Mayor Bryant stated that there should be a correction from Route 143 to Route 43. Mayor Bryant asked for further discussion. With no further discussion, the Letter was approved with a vote of 5 – 0. Next was consideration for approval of the 2022 Town Council Meeting Schedule. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the schedule was approved by a vote of 5 – 0. Next was consideration of approval of the 2022 Town Council Work Session Schedule. Mayor Bryant stated that these dates are not set in stone. The Council has to be flexible sometimes for changes. Town Manager McCulloch stated that staff has a concern with getting everything ready for Council Meetings with the Work Session set so close to the Work Session. If it is possible to move to a different week, or move things to the next month if it can't be done. Councilmember Manspile stated the date was changed to be able to incorporate anything Planning Commission has that needs to be in the Work Session. Mayor Bryant asked if this can be tabled until after the First of the Year. Councilmember Manspile stated that he would make a motion to adopt as a tentative schedule with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the tentative schedule was approved with a vote of 5 – 0. Next was approval of the 2022 Town Hall Office Holidays. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Town Hall Office Holidays were approved with a vote of 5 – 0.

Next on the Agenda was Committee Reports. Town Manager Susan McCulloch stated that Special Events hosted Buchanan is open for Business on Saturday. This event kicked off with a ribbon cutting for Faithful Country Creations. About 25 people were there including Visit Virginia Blue Ridge and the Office of Tourism for the state of VA. Buchanan is Open for Business was hosted from 11:00 to 1:00. There were several interested parties, one is pretty serious. Ten properties were featured. Heather Faye and Kari Ryder from the Chamber were there. Town considers this a success, a lot of the buildings were cleaned and look good, and Town would like to regroup and see what can be done better for next time. Town Manager McCulloch asked for volunteers for working on Christmas Lights in the next two weeks. Councilmember Manspile asked if Town Manager McCulloch would check with Community Developer Harry Gleason to change the schedule to Saturday the 20th to get the Christmas Tree. Mayor Bryant asked if the only time to help with the lights is only during the week. Town Manager McCulloch stated that there would be dates on the weekends as well, but didn't want to limit it to just weekends. Vice Mayor Witt stated that Planning Commission did not have anything new for Council. Planning Commission has a lot of leg work that has to be done before anything is brought to Council. Town Manager McCulloch stated that Planning Commission had gone over the Appalachian Trail Community Application and had lots of great input and ideas to move forward with that to emphasize our role with the trails around here. Vice Mayor Witt stated that there is a lot that needs to go into place before that can be brought to Council. Mayor Bryant asked if the Planning Commission is now full staffed. Town Manager McCulloch stated that yes, the Planning Commission is fully staffed. Mayor Bryant asked if

there are any members that have reached their tenure. One year they were half way in the year when they realized several had expired. Town Manager McCulloch stated that Public Safety has reported the lights at 135 13th Street and Culpepper Ave, 19695 Main Street near the Carson Memorial, Newtown Road, and 20639 Main Street. Town Manager McCulloch stated that the inmates will be coming this week to finish painting the curbs. Vice Mayor Witt asked if something should be put in the water bills to advise citizens about parking. Town Manager McCulloch stated that it was too late the bills had already been sent. Mayor Bryant stated that the Water Street location is becoming very concerning. The light that is there is not on at all times. Councilmember Manspile stated that location needed to be added to the list. Mayor Bryant asked if another light can be added closer to the bridge. Mayor Bryant asked if anything had been heard from Roanoke City about putting a light directly under the bridge. Town Manager McCulloch stated that Ashley Smith from VDOT recommended reaching out to Roanoke City to see what they have done in regards to their bridge safety. Vice Mayor Witt suggested using a mobile light tower temporarily. Councilmember Manspile stated that if there is a pole for the Water Street pump station with a power set, you can put a watch light on that pole for the Town. Mayor Bryant stated that area has become concerning, and would like deputies to step up their patrols in that area. Councilmember Manspile stated that there are 2 styles of lights. There is a dusk-to-dawn light that points down, then there is a dusk-to-dawn that is a flood that projects more that would light up the pump station and the surrounding areas. Mayor Bryant stated that people are parking in areas that they shouldn't. Town Manager McCulloch stated that for public works, there were 15 Miss Utility tickets, 2-meter reader inserts replaced, 8 water cut-offs, and 3 sewage back-ups. There is a VDOT permit in to work on the road at 183 Boyd Street, and another in progress for 15th Street.

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 Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the agenda. Mayor Bryant stated that a lot of citizens have been asking about the parade and when the Christmas lights would be going up. Please advertise those dates as much as possible. Councilmember Manspile asked if Shentel had been contacted to put the wreaths on the light poles. Town Manager McCulloch stated that Shentel had been contacted. Mayor Bryant asked if Council should start working on something for the Luminaries in case of bad weather, or wait until December. Councilmember Manspile stated that the sentiment he got from citizen's was if the luminaries were not put out on Christmas Eve, they did not want to put them out. Councilmember Manspile stated that Community Developer Harry Gleason would have more input on the matter. Mayor Bryant stated that it could be discussed closer to the event.

Mayor Bryant asked if there was anything else for discussion. Town Manager McCulloch stated that a question had been asked about putting the flags up on Wednesday, November 10, 2021, and taken down on November 12, 2021 for Veteran's Day. Councilmember Manspile stated that the Flag policy was worked on because of citizen complaints about having the flags up all the time. The flags need to be put up and taken down per policy. Town Manager McCulloch stated that an employee has an appointment on Veteran's Day. Councilmember Manspile stated he could help take the flags down on Veteran's Day. Vice Mayor Witt stated he could help putting the flags up that morning. Mayor Bryant stated that the flag's would be put up and taken down per policy. Town Manager McCulloch stated that trash pickup for Thanksgiving Day would be moved to Wednesday.

Next on the Agenda was a closed session. Town Manager McCulloch and Town Attorney Puvak requested a closed session. Mayor Bryant made a motion to go into closed session pursuant to 2.2-3711: closed meeting authorized for certain limited purposes. It is paragraph one: discussion and consideration of interviews of candidates for employment, assignment, appointment, demotion, promotion, performance, salary, disciplining, or resignation of specific public officers, employees, or appointees of any public body. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Closed Session began at 7:25pm.

Mayor Bryant made a motion to certify to the best of Council's knowledge that the meeting requirements were the only things heard or discussed in the closed session. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried by a vote of 5 – 0.

Council went back into open session at 7:42pm.

Next on the Agenda was final comments. Mayor Bryant asked if Council was still having the December work session to discuss the ARPA funds, and start the foundation of the discussion in closed session, or wait until January. Councilmember Manspile requested to wait until January and get through the holidays.

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

Adjournment was at 7:46pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Proclamation of Appreciation and Recognition

Gavin Price

Whereas, Gavin Price is a resident of the Town of Buchanan and attends Buchanan Elementary School; and

Whereas, Gavin has volunteered to be a leader in the annual peanut butter drive since 2019; and

Whereas, Gavin has exceeded his collection goals each year, with 2021 bringing in more than 2,500 jars of peanut butter helping to feed students through the Botetourt County Backpack Buddy Program; and

Whereas, the Town understands that volunteering time and resources is especially difficult due to demands of school, and extra-curricular activities; and

Whereas, Gavin was chosen to be a co-Marshall of the 2021 Christmas Parade for the Town of Buchanan, but unfortunately it had to be cancelled due to inclement weather; and

Now, therefore, be it hereby resolved the **Mayor and Council for the Town of Buchanan**, Virginia, do hereby proclaim appreciation and recognition to Gavin Price for his commitment to citizens by helping to feed the many families and students in the region.

ACKNOWLEDGED BY COUNCIL THIS 10TH DAY OF JANUARY 2022.

Mayor Craig Bryant

Vice Mayor Chris Witt

Marty Rickman

James Manspile

Chris Petty



Proclamation of Appreciation and Recognition

Aaron Petty

Whereas, Aaron Petty is a resident of the Town of Buchanan and attends Central Academy Middle School; and

Whereas, Aaron is a participant in Buchanan's many events and activities; and

Whereas, Aaron is a strong volunteer in helping with events for the Town of Buchanan and other organizations in the Community; and

Whereas, the Town understands that volunteering time and resources is especially difficult due to demands of school, and extra-curricular activities; and

Whereas, Aaron was chosen to be a co-Marshall of the 2021 Christmas Parade for the Town of Buchanan, but unfortunately it had to be cancelled due to inclement weather; and

Now, therefore, be it hereby resolved the **Mayor and Council for the Town of Buchanan**, Virginia, do hereby proclaim appreciation and recognition to Aaron Petty for his commitment to citizens and visitors by giving his time to assist in events, that would not be possible without the kindness of volunteers.

ACKNOWLEDGED BY COUNCIL THIS 10TH DAY OF JANUARY 2022

Mayor Craig Bryant

Vice Mayor Chris Witt

Marty Rickman

James Manspile

Chris Petty



Proclamation of Appreciation and Recognition
Jackson Tyree

Whereas, Jackson Tyree is a resident of the Town of Buchanan; and

Whereas, Jackson is a participant in Buchanan's many events and activities; and

Whereas, Jackson is a strong volunteer in helping with events for the Town of Buchanan and other organizations in the Community; and

Whereas, the Town understands that volunteering time and resources is especially difficult due to demands of school, and extra-curricular activities; and

Whereas, Jackson was chosen to be a co-Marshall of the 2021 Christmas Parade for the Town of Buchanan, but unfortunately it had to be cancelled due to inclement weather; and

Now, therefore, be it hereby resolved the **Mayor and Council for the Town of Buchanan**, Virginia, do hereby proclaim appreciation and recognition to Jackson Tyree for his commitment to citizens and visitors by giving his time to assist in events, that would not be possible without the kindness of volunteers.

ACKNOWLEDGED BY COUNCIL THIS 10TH DAY OF JANUARY 2022

Mayor Craig Bryant

Vice Mayor Chris Witt

Marty Rickman

James Manspile

Chris Petty



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 10th day of January 2022 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
Chris Witt, Vice-Mayor
James Manspile
Marty Rickman
Chris Petty

VOTE:

On motion of Councilmember _____, which carried by a vote of # - #, the following was adopted:

Resolution Designating 19318 Main Street – Former Groendyk Properties (Parcels 65A-66 and 65A-68) as a Revitalization Area

Whereas, pursuant to Section 36-55.30:2A of the Code of Virginia of 1950, as amended, the Town Council of the Town of Buchanan, Virginia, desire to designate the area (the “Area”) 19318 Main Street – Former Groendyk Properties (Parcel 65A-66 and 65A-68) as a revitalization area;

Now, Therefore, Be It Hereby Determined as follows:

- (1) the Area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in the Area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; and
- (2) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in the Area and will induce other persons and families to live within the Area and thereby create a desirable economic mix of residents in the Area.

Now Therefore, Be It Hereby Resolved that pursuant to Section 36- 55.30:2.A of the Code of Virginia of 1950, as amended, the Area is hereby designated as a revitalization area.

Now, Therefore, Be It Hereby Further Determined that the following nonhousing building or buildings located in the Area are necessary or appropriate for the revitalization of the Area: the

former Hafleigh Button Factory/Groendyk Building financed by VHDA, which are Parcels 65A-66 and 65A-68; 19318 Main Street, Buchanan, Virginia, which consist of brick structures that contained a factory.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 10th day of January 2022 beginning at 7:00 p.m.:

MEMBERS:

Craig Bryant, Mayor
Chris Witt, Vice-Mayor
James Manspile
Chris Petty
Marlon Rickman

VOTE:

On motion of Councilmember _____, which carried by a vote of # - #, the following was adopted:

A Resolution

Authorizing Purchase of Electronic Equipment and Accessories for Council Chambers

Whereas, the Town of Buchanan has a need for equipment to share presentations and information during various meetings, and

Whereas, the Town Staff works with a projector and screen experience technical difficulties and delay, and

Whereas, new technology allows for easier presentation activities and can offer more flexibility, and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to use funds to purchase items such as a flat screen television, blue tooth adaptor, and wall mount and extension cords not to exceed \$1,000.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk