

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



Buchanan Town Council
Monday, February 14, 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. 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 January 2022
2. Approval of Unpaid Bills
3. Approval of Minutes for December 2, 2021 Work Session, December 13, 2021 Regular Council Meeting.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

Verbal recognition of Wayne Adkins and Spring Witt for their help/offer of help with snow removal at Town Hall

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 – Sycamore Development's SUP for Mixed Use Development.
2. Consideration of Resolution R22-0214-01: A Resolution Adopting a Special Use Permit.
3. Election of Vice Mayor.
4. Approval of Event Calendar.

I. COMMITTEE REPORTS

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

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.

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K. ADDITIONAL COMMENTS

L. UPCOMING MEETINGS AND EVENTS

- **Town Holiday President's Day** – Town Hall Closed - Monday, February 21, 2022
- **Special Events Committee** – Thursday, February 24, 2022 – 7:00pm
- **Town Council Work Session** – Thursday, March 3, 2022 – 7:00pm
- **Planning Commission** – Monday, March 7, 2022 – 7:00 pm
- **Town Council Regular Meeting** – Monday, March 14, 2022 – 7:00pm

O. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of February 9, 2022

	Feb 9, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	699,626.58
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	381,304.54
10500 Certificates of Deposit	684,578.46
Total Checking/Savings	1,783,959.17
Accounts Receivable	
11001 General AR Billed	3,742.21
Property Taxes Receivable	22,794.20
WSG Receivable	53,904.98
Total Accounts Receivable	80,441.39
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
Allowance-Property Taxes	-26,480.84
Undeposited Funds	2,737.58
Total Other Current Assets	40,863.68
Total Current Assets	1,905,264.24
Fixed Assets	
13000 Property, Plant, Equip	8,402,436.92
Total Fixed Assets	8,402,436.92
TOTAL ASSETS	10,307,701.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-40.32
Total Accounts Payable	-40.32
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	25,081.31
23000 Payroll Liabilities	4,101.03
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	5,595.97
Vandalism Reward Funds	12.89
Total Other Current Liabilities	394,809.12
Total Current Liabilities	394,768.80
Long Term Liabilities	

Town of Buchanan, Virginia

Balance Sheet

As of February 9, 2022

	Feb 9, 22
26200 Water Long Term Loans	4,148,182.36
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,542,951.16
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	177,287.06
Total Equity	5,764,750.00
TOTAL LIABILITIES & EQUITY	10,307,701.16

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00		288.21		
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00		288.21		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,198.09	0.00	200,508.38	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	0.00	500.00	500.00
3165120 Water Penalties	1,248.00	0.00	10,561.20	21,000.00	21,000.00
3165130 Reconnect Fees	0.00	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	29,446.09	0.00	212,629.58	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,375.54	0.00	116,349.88	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,375.54	0.00	116,349.88	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	45,821.63	0.00	328,979.46	562,500.00	562,500.00
Total 3160000 Charges for Services	45,821.63	0.00	328,979.46	562,500.00	562,500.00
Total 3100000 Local Revenue	45,821.63	0.00	329,267.67	562,500.00	562,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	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
Total 3200000 Rev from Commonwealth	0.00		0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00		5,000.00		
3330201 USDA SEARCH Grant					
Total 3330000 Categorical Aid	0.00		5,000.00		
Total 3300000 Rev from Federal Gov't	0.00		5,000.00		
Total Income	45,821.63	0.00	334,267.67	562,500.00	562,500.00
Gross Profit	45,821.63	0.00	334,267.67	562,500.00	562,500.00
Expense					

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
02 General & Financial Admin					
12410 Clerk-Treasurer	69.24		676.95		
2100 FICA/Medicare Tax	23.81		23.81		
2110 Virginia Unemployment Ins					
Total 12410 Clerk-Treasurer	93.05		700.76		
Total 02 General & Financial Admin	93.05		700.76		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	28.28		253.07		
5230 Telecommunications	32.63		132.42		
Total 43200 Maint of Gen Properties	60.91		385.49		
44100 Water Operations					
1100 Salaries & Wages	442.00	0.00	5,193.00	20,000.00	20,000.00
1110 Overtime	63.75	0.00	500.25	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	0.00	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	97.26		
3700 Permits	0.00	0.00	4,691.00	10,000.00	10,000.00
5110 Utilities	416.93	0.00	7,048.86	9,000.00	9,000.00
6007 Repair & Maint Supplies	0.00	0.00	5,043.65	15,000.00	15,000.00
6009 Vehicle & Equip Supplies	406.35	0.00	2,483.08		
6014 Operating Supplies	0.00	0.00	720.73	15,000.00	15,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	4,000.00	4,000.00
Total 44100 Water Operations	1,329.03	0.00	50,537.03	153,750.00	153,750.00
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94	0.00	14,777.88	8,000.00	8,000.00
3310 Repairs & Maint Contract	170.00	0.00	2,258.28	7,000.00	7,000.00
5110 Utilities	2,719.73	0.00	5,484.11	1,000.00	1,000.00
5230 Telecommunications	0.00	0.00	728.33	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	10,278.67	0.00	26,559.79	18,200.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	106.26	0.00	462.19	2,500.00	2,500.00
1100 Salaries & Wages	297.50	0.00	2,825.00	38,500.00	38,500.00
1110 Overtime	102.00	0.00	258.75	1,000.00	1,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	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	0.00	0.00	42.02	250.00	250.00
3110 Operating Contract	7,388.94	0.00	39,495.10	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	480.00	0.00	720.00	1,500.00	1,500.00
5110 Utilities	680.94	0.00	9,781.63	20,500.00	20,500.00
5410 Lease/Rent of Equipment	86.47	0.00	208.47	1,000.00	1,000.00
6007 Repair & Maint Supplies	26.33	0.00	4,292.38	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	406.35	0.00	2,502.58	6,000.00	6,000.00
6014 Operating Supplies	1,917.50	0.00	8,544.23	8,000.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00		
Total 44200 Sewer Operations	11,492.29	0.00	73,982.41	162,810.00	162,810.00
Total 04 Public Works	23,160.90	0.00	151,464.72	334,760.00	334,760.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94108 Covid-19	7,040.60		7,040.60		
Total 94100 General Improvements	7,040.60		7,040.60		
94200 Water Projects					
94201 Water Line Replacement	0.00		0.00	0.00	0.00
Total 94200 Water Projects	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	7,040.60	0.00	28,215.84	40,073.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	0.00	89,679.58	187,667.00	187,667.00
95520 Interest Payments	0.00		4,158.35		
Total 95500 Water Debt Service	0.00	0.00	93,837.93	187,667.00	187,667.00
Total 005 Debt Service	0.00	0.00	93,837.93	187,667.00	187,667.00
Total 09 Nondepartmental	7,040.60	0.00	122,053.77	227,740.00	227,740.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Payroll Expenses					
Total Expense	30,294.55	0.00	72.00		
Net Ordinary Income	15,527.08	0.00	274,291.25	562,500.00	562,500.00
Net Income	15,527.08	0.00	59,976.42	0.00	0.00
			59,976.42	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes	6,519.10	0.00	134,772.71	150,000.00	150,000.00
3110101 Current Taxes	0.00	0.00	1,020.67	1,100.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	6,519.10	0.00	135,793.38	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	17.87	0.00	15,858.35	13,500.00	13,500.00
3110302 Delinquent Taxes	0.77	0.00	5.81	50.00	50.00
Total 3110300 Personal Property Taxes	18.64	0.00	15,864.16	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	314.41	0.00	1,221.38	2,000.00	2,000.00
Total 3110600 Penalties & Interest	314.41	0.00	1,221.38	2,000.00	2,000.00
Total 3110000 General Property Taxes	6,852.15	0.00	152,878.92	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,854.36	0.00	33,673.65	51,000.00	51,000.00
3120200 Consumer Utility Taxes	2,040.28	0.00	13,980.96	20,000.00	20,000.00
3120210 Consumption Tax	380.01	0.00	2,050.60	3,500.00	3,500.00
3120300 Business License Taxes	3,882.05	0.00	4,365.15	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	116.85	0.00	2,717.45	3,000.00	3,000.00
3121100 Meals Taxes	1,661.53	0.00	15,024.97	25,000.00	25,000.00
Total 3120000 Other Local Taxes	12,935.08	0.00	74,395.87	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	50.00	0.00	100.00	100.00	100.00
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	50.00	0.00	300.00	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					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
3150100 Interest Income	0.00	0.00	1,054.74	4,200.00	4,200.00
3150200 Rental Income	0.00	0.00	885.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	1,939.74	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	8,148.00	0.00	56,735.00	96,000.00	96,000.00
Total 3165300 Garbage Fees	8,148.00	0.00	56,735.00	96,000.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,148.00	0.00	57,240.00	96,000.00	96,000.00
Total 3160000 Charges for Services	8,148.00	0.00	57,240.00	96,000.00	96,000.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	20.00	0.00	2,314.00	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	0.00	-17.10	-17.10		
3189904 Other	163.01	0.00	8,669.15	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	805.44	0.00	193,610.51	70,000.00	70,000.00
3189999 Overpayments	0.00		2.05		
Total Miscellaneous Revenue	805.44	0.00	195,762.56	72,700.00	72,700.00
Total 3180000 Miscellaneous Revenue	988.45	0.00	233,760.02	112,350.00	112,350.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Total 3100000 Local Revenue	28,973.68	0.00	521,634.66	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	171.16	0.00	1,198.74	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	16,446.00	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	171.16	0.00	32,487.85	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	171.16	0.00	149,108.35	64,022.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3330000 Categorical Aid	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	1,415.25	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
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	29,144.84	0.00	675,051.60	653,576.00	653,576.00
Gross Profit	29,144.84	0.00	675,051.60	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	2,940.00	5,050.00	5,050.00
3600 Advertising	180.00	0.00	914.25	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	273.17	0.00	273.17	250.00	250.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
5810 Dues and Memberships	0.00	0.00	1,974.98	1,500.00	1,500.00
Total 11110 Town Council	873.17	0.00	6,591.00	9,550.00	9,550.00
Total 001 Legislative	873.17	0.00	6,591.00	9,550.00	9,550.00
Total 01 General Government Admin	873.17	0.00	6,591.00	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	372.00	0.00	18,435.78	15,000.00	15,000.00
Total 12210 Legal Services	372.00	0.00	18,435.78	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	5,990.40	0.00	48,220.05	60,000.00	60,000.00
1110 Overtime	263.84	0.00	4,985.44	1,000.00	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,338.59	0.00	13,417.78	15,000.00	15,000.00
2110 Virginia Unemployment Ins	460.20	0.00	559.62	150.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	3,250.00	3,250.00
2212 Retirement	214.84	0.00	1,503.88	0.00	0.00
2213 VRS VLDP	32.28		416.24	0.00	0.00
2300 Health Insurance	0.00	0.00	10,523.82	21,047.00	21,047.00
3120 Accounting Services	0.00	0.00	10,963.47	11,000.00	11,000.00
3130 Bank Service Charges	0.00	0.00	656.10	400.00	400.00
3500 Printing and Binding	0.00	0.00	1,592.44	1,250.00	1,250.00
3600 Advertising	0.00	0.00	0.00	500.00	500.00
5210 Postal Services	472.91	0.00	2,075.12	3,250.00	3,250.00
5230 Telecommunications	200.82	0.00	1,421.04	3,100.00	3,100.00
5401 Copy Machine Rental	220.92	0.00	1,382.07	3,000.00	3,000.00
5600 Mileage Reimbursement	32.48	0.00	81.76	200.00	200.00
5800 Miscellaneous Expense	745.81	0.00	779.97	0.00	0.00
5810 Dues and Memberships	0.00	0.00	0.00	300.00	300.00
6001 Office Supplies	692.91	0.00	3,209.42	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	10,666.00	0.00	102,788.22	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	4,769.24	0.00	37,591.61	57,500.00	57,500.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	171.00	0.00	1,197.00	1,067.00	1,067.00
2213 VRS VLDP	0.00	0.00	0.00	0.00	0.00
2300 Health Insurance	0.00	0.00	5,534.58	11,069.00	11,069.00
5600 Mileage Reimbursement	46.03	0.00	555.82	450.00	450.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	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	4,986.27	0.00	46,364.29	71,336.00	71,336.00
Total 02 General & Financial Admin	16,024.27	0.00	167,588.29	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,916.00	0.00	20,416.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,916.00	0.00	20,416.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	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	0.00	0.00	600.00	15,000.00	15,000.00
Total 002 Fire & Rescue Services	0.00	0.00	600.00	15,000.00	15,000.00
Total 03 Public Safety	2,916.00	0.00	21,016.00	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	2,091.00	0.00	31,797.10	47,500.00	47,500.00
1110 Overtime	201.96	0.00	1,334.24	2,000.00	2,000.00
1120 Bonus	0.00		750.00		
2212 Retirement	69.28	0.00	946.25	1,100.00	1,100.00
2213 VRS VLDP	24.40		225.77	0.00	0.00
2300 Health Insurance	0.00	0.00	13,139.90	25,000.00	25,000.00
3310 Repair & Maint Services	0.00	0.00	2,259.00	5,000.00	5,000.00
3320 Street Repair-Snow Removal	0.00	0.00	217.07	5,000.00	5,000.00
3322 Janitorial Services	960.76	0.00	3,726.86	3,600.00	3,600.00
5100 Electricity - Streetlights	0.00	0.00	5,713.28	11,000.00	11,000.00
5110 Electricity - Town Hall	0.00	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	180.00	0.00	2,773.85	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	19,410.00	20,000.00	20,000.00
5800 Miscellaneous Expense	3,592.05		3,592.05		
5811 Uniforms & Safety Clothing	175.00	0.00	1,120.00	2,500.00	2,500.00
5812 Safety Footwear	0.00	0.00	0.00	500.00	500.00
6007 Repair & Maint Supplies	299.57	0.00	2,902.00	5,000.00	5,000.00
6008 Vehicle & Equip Fuels	0.00	0.00	2,249.94	3,000.00	3,000.00
8002 Capital Outlay	0.00		0.00	0.00	0.00
Total 43200 Maint of Gen Properties	7,594.02	0.00	94,501.63	139,950.00	139,950.00
44000 Trash Department					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00
33201 Trash Pickup	12,976.00	0.00	46,523.80	82,000.00	82,000.00
Total 44000 Trash Department	12,976.00	0.00	46,523.80	91,000.00	91,000.00
44100 Water Operations					
1110 Overtime	68.00		68.00		
Total 44100 Water Operations	68.00		68.00		
44200 Sewer Operations					
6008 Vehicle & Equip Fuels	30.20		30.20		
Total 44200 Sewer Operations	30.20		30.20		
Total 04 Public Works	20,668.22	0.00	141,123.63	230,950.00	230,950.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00	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	0.00	0.00	575.75	500.00	500.00
5825 Christmas Eve Luminaries	0.00	0.00	4,614.10		
3600 Advertising	310.00	0.00	2,740.00	2,000.00	2,000.00
5840 Town Events	1,817.91	0.00	4,106.08	1,200.00	1,200.00
6013 Recreational Supplies	0.00	0.00	73.82	500.00	500.00
Total 71100 Parks & Recreation	2,127.91	0.00	25,872.89	37,226.00	37,226.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		674.99		
5110 Utilities	100.72	0.00	3,304.63	5,000.00	5,000.00
5801 Carnival Operations	0.00	0.00	35,608.98	20,000.00	20,000.00
Total 71200 Carnival	100.72	0.00	39,588.60	25,000.00	25,000.00
Total 07 Parks, Events & Cultural	2,228.63	0.00	65,461.49	62,226.00	62,226.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	0.00	28,218.76	46,500.00	46,500.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
1110 Overtime	133.52		1,579.94		
1120 Bonus	0.00		500.00		
2212 Retirement	127.64	0.00	893.48	1,000.00	1,000.00
2213 VRS VLDP	32.01		159.98	0.00	0.00
2300 Health Insurance	0.00	0.00	7,551.97	12,000.00	12,000.00
3600 Advertising	232.25	0.00	3,528.31	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	4,000.00	0.00	4,000.00	4,000.00	4,000.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	2,000.00	2,000.00
6014 Other Operating Supplies	12.01		12.01		
Total 81200 Community Development	8,097.27	0.00	46,444.45	68,200.00	68,200.00
Total 08 Development	8,097.27	0.00	46,444.45	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	0.00		4,642.70		
94108 Covid-19	0.00		59,972.00		
94199 Contingencies- Technology	0.00	0.00	405.00	2,500.00	2,500.00
Total 94100 General Improvements	0.00	0.00	72,167.70	4,367.00	4,367.00
Total 004 Capital Projects	0.00	0.00	72,167.70	4,367.00	4,367.00
005 Debt Service					
95100 General Debt					
95110 Principal Repayments	0.00		812.70		
Total 95100 General Debt	0.00		812.70		
Total 005 Debt Service	0.00	0.00	812.70	4,367.00	4,367.00
Total 09 Nondepartmental	0.00	0.00	72,980.40	4,367.00	4,367.00
Payroll Expenses					
Total Expense					
	50,807.56	0.00	540,395.89	653,576.00	653,576.00
Net Ordinary Income	-21,662.72	0.00	134,655.71	0.00	0.00
Net Income	-21,662.72	0.00	134,655.71	0.00	0.00

Town of Buchanan, Virginia
Vendor Payments Made
January 7 through February 9, 2022

Type	Date	Num	Memo	Account	Split	Amount
AAA Trophies						
Bill Pmt -Check	01/24/2022	22672	Trophies for Christmas Parade	10010 Buchanan General Fund	20000 Accounts Payable	-275.75
Alliance Technology LLC						
Bill Pmt -Check	01/27/2022	22674	Sewer camera purchased with ARPA Funds	10010 Buchanan General Fund	20000 Accounts Payable	-7,040.60
AT&T						
Bill Pmt -Check	01/27/2022	22675	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-138.84
Bill Pmt -Check	02/02/2022	22693	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-227.46
Bank of Botetourt						
Bill Pmt -Check	01/19/2022	22671	Acct # 2021201825 (Truck Payment) Payment #7	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Bill Pmt -Check	02/02/2022	22694		10010 Buchanan General Fund	20000 Accounts Payable	-2,549.05
Blossman						
Bill Pmt -Check	02/02/2022	22695	Propane for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-2,707.52
Brogan Maintenance						
Bill Pmt -Check	02/02/2022	22696	Service call for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-170.00
C&S Disposal Inc.						
Bill Pmt -Check	01/27/2022	22676	container fee stp	10010 Buchanan General Fund	20000 Accounts Payable	-20.00
Bill Pmt -Check	01/28/2022	22691	Garbage p/u (24X19.=456. & 450X13.=5850.)	10010 Buchanan General Fund	20000 Accounts Payable	-6,306.00
Cintas Corporation- #524						
Bill Pmt -Check	01/27/2022	22677	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Bill Pmt -Check	02/02/2022	22697		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Dominion Energy Virginia						
Bill Pmt -Check	01/27/2022	22678		10010 Buchanan General Fund	20000 Accounts Payable	-1,232.64
Bill Pmt -Check	02/02/2022	22698		10010 Buchanan General Fund	20000 Accounts Payable	-821.96
Faye Worley						
Bill Pmt -Check	01/28/2022	22690	Janitorial services for the Town Hall & Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Fisher Auto Parts						
Bill Pmt -Check	01/27/2022	22679	VOID: Maint. supplies	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Gentry Locke Attorneys						
Bill Pmt -Check	02/02/2022	22699	Attorney service for December 2021	10010 Buchanan General Fund	20000 Accounts Payable	-372.00
Goad's Body Shop, Inc.						
Bill Pmt -Check	01/12/2022	22667	Truck repair on 2002 GMC Sierra	10010 Buchanan General Fund	20000 Accounts Payable	-3,393.34
Bill Pmt -Check	01/27/2022	22680	Truck repair on 2002 GMC Sierra	10010 Buchanan General Fund	20000 Accounts Payable	-198.71
Greg Dyer						
Bill Pmt -Check	02/02/2022	22700	Concrete work for LOVE sign	10010 Buchanan General Fund	20000 Accounts Payable	-1,780.00
Happy Food Mart						
Bill Pmt -Check	01/27/2022	22681	Fuel for white truck (Andy)	10010 Buchanan General Fund	20000 Accounts Payable	-80.00
Inboden Environmental Services, Inc.						
Bill Pmt -Check	02/02/2022	22701	Operation of STP & WFP	10010 Buchanan General Fund	20000 Accounts Payable	-16,977.88
J L Computers Inc.						
Bill Pmt -Check	01/27/2022	22682	Web site hosting, antivirus etc.	10010 Buchanan General Fund	20000 Accounts Payable	-232.25
LAMAR COMPANIES						
Bill Pmt -Check	02/02/2022	22702	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Mid State Equipment						
Bill Pmt -Check	01/27/2022	22683		10010 Buchanan General Fund	20000 Accounts Payable	-130.06
Bill Pmt -Check	02/01/2022	22692	maint supply	10010 Buchanan General Fund	20000 Accounts Payable	-19.55
Pace Analytical Services, LLC						
Bill Pmt -Check	01/27/2022	22684	STP Testing	10010 Buchanan General Fund	20000 Accounts Payable	-587.45
Bill Pmt -Check	02/02/2022	22703		10010 Buchanan General Fund	20000 Accounts Payable	-101.00

Town of Buchanan, Virginia
Vendor Payments Made
January 7 through February 9, 2022

Type	Date	Numb	Memo	Account	Split	Amount
S h e n t e l						
Bill Pmt -Check	01/27/2022	22685	Internet for Town Hall & WFP	10010 Buchanan General Fund	20000 Accounts Payable	-24.41
Standing Room Only						
Bill Pmt -Check	01/13/2022	22670	Matching grant from VA Commission of the Arts	10010 Buchanan General Fund	20000 Accounts Payable	-4,000.00
Susan McCulloch						
Bill Pmt -Check	02/02/2022	22704	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-38.92
Tina M Kingery						
Bill Pmt -Check	01/13/2022	22668	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-32.48
Town of Buchanan						
Check	01/11/2022	22665	Apply deposit (Tanita Custer 1-013-D4)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Check	01/11/2022	22666	Apply deposit (Ashley Kelly 1-078-B)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	02/02/2022	22705	Law enforcement payment	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Verizon						
Bill Pmt -Check	01/27/2022	22686	Cell phone for town manager	10010 Buchanan General Fund	20000 Accounts Payable	-32.63
Bill Pmt -Check	01/27/2022	22688		10010 Buchanan General Fund	20000 Accounts Payable	-106.42
Verizon (Water Filtration)						
Bill Pmt -Check	01/27/2022	22689	VOID: WFP 653-767-895-0001-01	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Virginia Business Systems						
Bill Pmt -Check	02/02/2022	22706	Rent on copier	10010 Buchanan General Fund	20000 Accounts Payable	-220.92
Virginia Media, Inc						
Bill Pmt -Check	01/27/2022	22687		10010 Buchanan General Fund	20000 Accounts Payable	-554.25
Bill Pmt -Check	02/02/2022	22707		10010 Buchanan General Fund	20000 Accounts Payable	-360.00



Minutes of Council Meeting
Work Session
Buchanan, VA

December 2, 2021

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

Mayor Craig Bryant opened the Thursday, December 2, 2021 Council work session at 6:00 p.m. Town Manager Susan McCulloch took role call and established a quorum.

First on the agenda was the Inboden contract. Town Manager McCulloch stated there was a question at the last work session whether Inboden would honor the price quoted on the first page. Inboden stated they would not go up 1 ½%. The price stated for July 2021 through December 2021 would be the price for the 2022 contract. The price would go up 1 ½% for the 2023 contract. Mayor Bryant asked if there were any questions. Councilmember Manspile, Mayor Bryant, and Councilmember Petty stated they support the contract. Mayor Bryant stated there was a consensus to send the contract to Council Meeting for approval.

Next on the Agenda was discussion of WWTP/WTP Ownership/Future. Town Manager McCulloch stated that this topic is mentioned because there is a question about feasibility of Town owning and operating its own wastewater treatment plant. There was discussion of a study done before Jason Tyree left, and CHA is working on the Preliminary Engineering Report (PER). To answer the questions about the financial review and feasibility, Town Manager McCulloch asked the Town's auditor, Scott Wickham about it. Mary Earhart, the accountant cannot do it. Scott Wickham quoted \$16,000.00 to \$18,000.00 to do a model which looks at rates. It does not look at the value to the citizens. It only looks at the cost model. It will compare all the rates. Town Manager McCulloch stated that she spoke with Doug Hudgins of CHA, and based on the model, selling the water/wastewater would be the best course. That is not taking into consideration the citizen and political ramifications, or if the new owner would honor the looser price structure. Town Manager McCulloch stated it is a lot more complicated than just analyzing the income and expenses and looking at the utility fund revenue and expenses. Mr. Hudgins stated that he would come back and discuss these issues as well. Town Manager McCulloch stated that

if Council is considering selling the water/wastewater treatment facilities, Council should discuss the ramifications of the intangible issues as well as the financial aspects. Mayor Bryant asked if Scott Wickham would be able to facilitate that discussion. Town Manager McCulloch stated that in her opinion, Mr. Wickham could facilitate that discussion. He knows the Town financials very well. He knows the Town better than someone from outsiders. Mayor Bryant stated that the rates and financials are easy to figure out. Town Manager McCulloch stated that the rates are easy to figure out, and based on the rates it would make sense to sell it because other entities can offer lower rates because they have more connections. Councilmember Manspile stated that if it is sold, you affect employment here in Town. Mayor Bryant asked what other members thoughts are on having someone come in and be able to answer questions. Councilmember Manspile stated that another entity would run it for a profit, whereas the Town only wants to break even. Vice Mayor Witt stated that Council needs to think about what the future is going to be with this issue. We need someone to come in to help navigate the issue. Councilmember Rickman stated that if it is sold, and rates go up, Town will bear the brunt of it. Councilmember Manspile stated that acquiring easements where none have been gotten will cost a lot of money. Mayor Bryant stated that having Mr. Hudgins come in to talk about the issues would be the best solution before any decisions can be discussed. Councilmember Manspile stated that it takes a super majority, or four Council members, to sell property.

Next on the Agenda was the Personnel Policy/EEO review. Town Manager McCulloch stated that we are adding the equal opportunity section to the personnel policy. There is an improper conduct and violations of Town EEO policies that are recommended to be added to the personnel policy by Town Attorney Jon Puvak. Town Attorney Puvak got this information from federal and state legislation that includes reasonable accommodation, conduct, and the complaint process. Town Manager McCulloch stated that the Equal Opportunity and ADA section 2.1 will be the Equal Opportunity section at the back of the package. The same with section 2.1.3 is now Pay Practices instead of Fair Standards Act. The overtime language and specific information has been removed. The compensatory time has been removed. Section 2.1.4 retaliation added of any other policy violations not just discrimination. The employee having to report using prescription medication was removed. Section 2.2.4, number 7 was removed because it was redundant. Mayor Bryant asked if there is anything that requires a driving record being pulled in order to operate Town vehicles. Councilmember Manspile stated that it is in the policy. Mayor Bryant asked if pulling the driving record every year could be added to the policy. Councilmember Manspile stated that Town Employees could certify that they have not had any violations, then Town can randomly pull their record. Mayor Bryant stated that if someone forgets to pay a parking ticket, or your insurance lapses, your license will be suspended. Because of Town's commitment to safety, he feels the driving record should be pulled every year. Vice Mayor Witt asked if there was anything on self-reporting in case of issues during the year for employees who drive vehicles on public roads. Town Manager McCulloch stated that the language has been changed from probationary to introductory. Separation without prejudice has been removed. The employee at will and dismissal language has been made more general. Vice Mayor Witt asked if removing the prescription disclosure causes an issue with disclosing when operating Town equipment or vehicles. Councilmember Petty stated that there was an incident at his place of employment where an employee did not have to disclose because it is a HIPA violation. Councilmember Manspile stated that an employee at his place of employment tested positive for a drug test because his doctor did not tell him the prescribed medication would show positive on a drug test. Mayor Bryant stated that this needs to go back to the employment because some of that has changed. Vice Mayor Witt stated that is why he is

asking, because if an employee is issued a prescription that states they should not operate a vehicle, should it be required to disclose. Mayor Bryant suggested there should be some language in the policy that states employees cannot operate equipment when taking these prescriptions. Town Manager McCulloch stated there is an under-influence section in the packet. The hourly lunch from 12 to 1 was added to the policy. Councilmember Manspile stated the Town office used to close from 1 to 2 to accommodate citizens with the 12 to 1 lunch hour. Vice Mayor Witt stated that the Post Office closes between 1 and 2. Town Manager McCulloch stated that there have been no complaints, but that can be revisited. Section 4.3.6 added language for employees being on call depending on their position. The labor standard act and travel time were deleted. Councilmember Manspile stated that the travel time should be reinstated when employees are called in on weekends, holidays, and after hours. Town Manager McCulloch stated that had all been deleted from the Personnel Policy. Councilmember Manspile asked who had deleted it. Town Manager McCulloch stated Town Attorney Puvak had deleted it. Councilmember Manspile asked what employment has to do with travel time. Town Manager McCulloch stated that is about compensation. Councilmember Manspile stated that had been included in the Personnel Policy a couple of years ago for that purpose. Town Manager McCulloch asked if the Travel time should be reinstated. Mayor Bryant stated that the first paragraph states that you have to be at work at 8, you don't get paid for travel time for regular hours. Councilmember Manspile stated that travel time is for emergency after-hours, weekend, and holiday calls. Councilmember Manspile asked if travel time could be added to the language in the compensation section to include travel time. Mayor Bryant asked if Town Manager McCulloch to work on that. Councilmember Manspile agreed with Mayor Bryant that the wording as it stands is confusing and could be misconstrued. Town Manager McCulloch stated the Town Attorney removed 3 paragraphs from the personnel files section and release of information section. Mayor Bryant asked why the last sentence of the policy was removed. Was the sentence redundant. Town Manager McCulloch stated that was because of the Freedom of Information Act. A sentence in Performance Evaluation 5.6 was redundant and removed. Differences in compensation section 5.2 was deleted by the Town Attorney. The holidays had several added to the state holiday list. That list has been approved by Council. Town Manager McCulloch stated that she had suggested adding section 6.2.2: the Town Manager at his/her discretion, may award a week of vacation as part of a promotion or new hire incentive that may be carried over until year 3. Town attorney changed verbiage regarding a two-week notice. Vice Mayor Witt stated that if an employee does not give a two-week notice, you are required to pay them minimum wage for the time owed. That may be added to the verbiage as an incentive for a two-week notice. Section 6.2.8 was removed by the Attorney's office except for the last sentence which is required by Federal law. Part of the Workers Compensation Leave has been deleted because of legislation change. Section 6.4 about retirement was removed because the VRS was added. Town Manager McCulloch suggested section 7.2.2 about payment method because this issue has happened before. Section 7.6.3, item 6 was deleted by the Town Attorney. Section 7.7.3 was added about EEO policies because of harassment. Item one in the Public Speech section was deleted. Mayor Bryant stated that in the section about using mobile devices while driving, that needs to be changed because it is illegal unless you have a hands-free device. Town Manager McCulloch stated that she would make sure that verbiage was changed. Vice Mayor Witt asked if the new truck has Bluetooth. Town Manager McCulloch stated that it does. Vice Mayor Witt stated that we are covered. Town Manager McCulloch stated that some things on page 43 were deleted and added. Section 7.11 added vehicles and equipment to the no smoking policy. Page 46 should be removed. Town Manager McCulloch asked if there were any other issues that need to be addressed.

Mayor Bryant suggested including some benchmarks for standards of conduct, and examples of misconduct. Mayor Bryant suggested asking other municipalities if they have verbiage that can be included such as professionalism, not following directives, not being a team player, being disruptive, and not understanding that you are providing services to the public. Town Manager McCulloch stated that she would make the changes and bring it back to another Work Session as soon as possible.

Mayor Bryant asked if someone was coming to discuss the Gauge Dock Partnership Outline. Town Manager McCulloch stated that Town Attorney Puvak was working on the Public/Private partnership to suggest to Council, but it is not ready. Mayor Bryant asked if that would be tabled for this session. Town Manager McCulloch stated that it would be tabled.

Next on the agenda was the Business Development Grant Program Outline Parameters. Community Developer Harry Gleason stated that this is a new investment grant program. Mr. Gleason stated that this is a real property investment grant. This is a matching grant. The maximum amount applied would be \$5,000.00. The Town would match dollar for dollar by the applicant. This is for qualified real property investments within the Town to reduce or prevent blight in the community. Community Developer Gleason stated that it is pretty quick and easy application. The applicant must be the owner, or, if you are a tenant, you must have written approval from the owner. The applicant must meet zoning requirements. It is to be used for external improvements that are listed on the application. The submitted applications will be reviewed monthly. Town is asking for a description of the project including photos or renderings, and total cost of improvements. This is a reimbursement grant. The Town will reimburse the money after the work is done. Councilmember Manspile asked Community Developer Gleason if he had put the grant together. He stated that Community Developer Gleason had done a good job. Town Manager McCulloch stated that permanent landscaping was included. This is for all Town commercial or trade properties. Vice Mayor Witt stated that being able to fix store fronts and being able to get garages in fenced in areas to get them up to code may give some owners incentive. Councilmember Rickman asked if there is Federal grant money available to help with these grants. Vice Mayor Witt stated that this is coming from the ARPA funds. Town Manager McCulloch stated that this could be leveraged with historic tax credits if it is in the historic district. Vice Mayor Witt suggested that the wording might be changed so that an owner of multiple businesses could not apply for multiple grants. Councilmember Manspile suggested setting money aside in the budget every year to continue these grants after the ARPA funds are gone. If no one applies for the grant, roll the money to the next year's budget. Town Manager McCulloch stated that the amount suggested was \$40,000.00 in ARPA funds, which has to be spent in 3 years. That would be 2.6 businesses a year. Once the ARPA funds are spent, 2 business grants a year would be \$10,000.00 a year. Councilmember Manspile stated that it is a foundation for once the business are done, starting in the historic district and working outward, opening the grant up to residential properties as well. Mayor Bryant stated that he understands what Vice Mayor Witt is saying about the multiple businesses. Mayor Bryant stated that he would like to see there be a maximum of 2 businesses per owner being able to apply for the grants. Councilmember Petty agreed with the limit. Vice Mayor Witt stated that the way it is worded currently would allow a business owner with multiple businesses could apply for each business. Community Developer Gleason asked if there should be a clause about having to own the property for a certain length of time or if they can flip it. Vice Mayor Witt stated that it should be worded so that it would not be flipped. If someone flips the building, they have to pay the Town back. Mayor Bryant asked how the money would be recouped, would we have to sue. Town Manager McCulloch stated that would be the problem. The way this is set

up the owner has to be reimbursed instead of being given money. There can also be a rule of one grant per building. Mayor Bryant stated that Town needs to get this money into the community as quickly as possible. Community Developer Gleason stated that some of the projects are smaller than the \$5,000.00. Vice Mayor Witt stated that most of the properties will be utilizing the \$5,000.00. Mayor Bryant stated that this grant needs to be least restrictive at this point to get the money into the community. Councilmember Manspile stated that as we go forward, there can be more restrictions added. Vice Mayor Witt asked who the Economic Development would be? Town Manager McCulloch stated that the thought was for the Planning Commission or a subset of the Planning Commission take that role because the Planning Commission does look at future land use. Vice Mayor Witt stated that the Planning Commission had discussed assuming that role in some form. Town Manager McCulloch stated that could be removed from the grant. Mayor Bryant and Vice Mayor Witt stated that should be removed at this point and time and just be Town of Buchanan. Town Manager McCulloch stated that Council can work to pick a committee to help select who qualifies for the grants. Vice Mayor Witt stated that fits the Planning Commission. No one will know the codes and ordinances as well as the Planning Commission. Mayor Bryant asked if there were provisions for any conflict of interest for any members. Vice Mayor Witt stated that before Planning Commission assumes that role, these issues need to be discussed and guidelines need to be implemented. Vice Mayor Witt asked if it is presented to Planning Commission first, then based on their recommendations, it comes to Council? Mayor Bryant stated that for validation reasons, it would have to go to either the Town Manager or Council. Vice Mayor Witt asked if the Committee can make final decisions, or are they the preemptive yes and Council has the final say. Mayor Bryant stated that it would have to be done that way because Planning Commission can not authorize spending money. Vice Mayor Witt asked if it would still be the Planning Commission when the grant applications are being reviewed? Town Manager McCulloch stated that it would not be as Planning Commission and there would have to be separate meetings. When these were done in Pittsylvania County, the committee awarded the grant, if there was an issue, it was sent to the Board of Supervisors with a report. Councilmember Manspile stated that there needs to be a clear process in place. Mayor Bryant stated that Vice Mayor Witt is voluntelling Planning Commission to take this grant process on. Town Manager McCulloch stated that for direction, there needs to be a specific review process in place. Mayor Bryant stated that Council is ready for this to move forward. Vice Mayor Witt stated that he would introduce the grant to Planning Commission and that it is under consideration for them to take over the review. Councilmember Manspile stated that with this \$40,000.00, from the ARPA funds is a good trial run to set policies and procedures for the future. Councilmember Rickman asked what could be done to advertise the grant. Town Manager McCulloch stated that there will be a media release around the county. Town Manager McCulloch asked for clarification on what needs to be done to launch the program. Mayor Bryant stated that a Resolution at the December meeting to move forward on this program to dedicate staff time and resources to map out the program officially. Then in January, the program launches. Vice Mayor Witt asked if part of that Resolution should be whether Planning Commission's role is a filter pending final approval by Council, or does Planning Commission have final say. Vice Mayor Witt stated he would prefer Planning Commission be a filter with Council having the final say. Mayor Bryant, Councilmember Manspile, Councilmember Petty, and Councilmember Rickman all agreed. Vice Mayor Witt stated that with this grant program using ARPA funding, where the application states the Program begins January 2022 and is not retroactive, have a draw deadline or until funds expire. Town Manager McCulloch stated that it can be changed to say until the \$40,000.00 is exhausted.

Next on the Agenda was discussion of ARPA quotes, recommendations, and decisions. Town Manager McCulloch stated that she and Andy Newcomb had gotten quotes for the jetter, and sewer camera, talking to Jason Ferguson about lights and other entities. After talking and getting quotes from USA Bluebook and Mid-Atlantic that was recommended by the City of Buena Vista, ProBuilt was recommended by Core and Main, and ISG was referred by Christiansburg Public Works, the needs for the jetter were a 500-foot hose, a wand, lights, diesel engine, cold water, and a tiger tail, and a nozzle with a cutter on it. The one chosen was the Mid-Atlantic quote. This has everything we need. This is a middle of the road price. Mid-Atlantic is giving us a discount. Mayor Bryant asked if this equipment could be kept inside. Town Manager McCulloch stated that it could be left outside, but prefer it not be left outside due to wear and tear. Vice Mayor Witt stated there are options for storage. Councilmember Manspile stated that he would like to use some of the ARPA funding to add a lean-to to the warehouse. Mayor Bryant stated that it would be nice to have the equipment inside. Town Manager McCulloch stated this equipment was highly vetted, and meets the Town's needs. Councilmember Manspile asked if a brochure was sent to Town. The water capacity for the jetter is not listed. By the picture, it looks like it has a 350-gallon water capacity. Mayor Bryant stated that the name of the jetter, Harden DTK 375, indicates the water capacity. Town Manager McCulloch stated that from experience working with the current jetter, the Town needs a new jetter. Councilmember Manspile stated that it was worn out before Town bought it. This looks like what the Town needs. Town Manager McCulloch stated that this company is in Salem, VA so that if it needs servicing, it is local. Vice Mayor Witt asked if it comes in white to match the Town truck. Councilmember Manspile asked if there is a warranty on the jetter. Mayor Bryant stated that he pinged the internet on that model and it looks like the 375 is the water capacity. Councilmember Manspile stated that the water tank can be loaded on the truck and filled so that it can be hooked up to the jetter for extra 300 gallons of water. Mayor Bryant asked about the LED work station light package. Our teams in Town need good lights. They do not need to be using cell phones for lighting. Town Manager McCulloch stated that is next on the list. Jason Ferguson is going to give us the state contract that they use, we are contacting LeLand, Milwaukee, and Grainger as well. Mayor Bryant asked if there are any questions, or if the Town Manager can go ahead and write up resolutions and starts the buying process for the jetter and the lights at the Wastewater Treatment Plant. Councilmember Manspile stated that there is a meeting on December 13. These could be purchased by the end of the year. Town Manager McCulloch asked if there were any questions about the sewer camera. Mayor Bryant stated that Council was OK for the camera as well. He asked that Andy Newcomb be thanked for his hard work and diligence. Town Manager McCulloch stated that the salesman just responded it is a 375-gallon capacity tank. Mayor Bryant asked that Town Manager McCulloch get the warranty clarified. Town Manager McCulloch stated she would get that clarified and email Council. Mayor Bryant reiterated the need to have some place to put the equipment inside. Councilmember Petty asked if Town could purchase a Leonard building and put the lawn mowers in there. Councilmember Rickman stated that if things were organized, it should fit in the warehouse. Councilmember Manspile stated he did not understand how County got 2/3 of the warehouse space and Town got 1/3. Town Manager McCulloch stated the sales representative just stated that the warranty for the pump is 5 years. He is not sure about the full jetter, he would get back to Town Manager McCulloch. Mayor Bryant stated that an item to begin working on is storage for the equipment. Mayor Bryant requested that the Resolutions to purchase the sewer jetter and camera be ready for the next Council Meeting. Councilmember Petty suggested a Conex or ISO container for storage. Vice Mayor Witt stated that they do not meet Planning and Zoning. Vice Mayor Witt stated that it could be put at

the wastewater treatment plant. Councilmember Manspile stated that Council has discussed putting a lean-to on the back of the warehouse and removing the trailers behind there several times. Vice Mayor Witt asked what is in the trailers behind the warehouse. Town Manager McCulloch stated that it is full of carnival stuff, stuffed animals and supplies. Councilmember Petty said it leaks. Town Manager McCulloch stated in regards to the rest of the ARPA items, there is a quote for the lights at the wastewater treatment plant. There is only one quote because we did not think it could go lower because the gentleman is donating a lot of his time. Mr. Hudgins from the CHA project will come back to the next work session to discuss the recommendations for the ARPA funds for the wastewater project. Town Manager McCulloch stated that she is trying to get quotes for the pavilion, but most of the contractors don't want to come to provide quotes. One person that Vice Mayor Witt provided did give a concrete quote, one gave a roof quote but not the trusses and installation. Town Manager McCulloch stated that she has a call in to Donnie Underwood, formerly from Roanoke Parks and Rec for potential leads. Regarding the WIFI, Shentel gave a quote, but it was basically a \$1,000.00 monthly fee instead of the cost of the infrastructure. Town Manager McCulloch requested a cost of the infrastructure up front, but has not received a response. Larry Etzler is going to provide a letter to Council about separating the Town infrastructure from the WIFI at the Town Park. He did state that it would require another router, and Town would have to pay a monthly fee for the router. The fee would be \$100.00 instead of \$1,000.00 for Shentel. Councilmember Manspile stated that he would like to see the lights at the wastewater treatment plant be elevated in priority. There are no lights over the basins. That isn't as much as an issue during the summer, but now the operators are working in the dark. Mayor Bryant asked if they are using their cellphones for flashlights. Town Manager McCulloch stated that 2 more quotes can be obtained. Councilmember Manspile stated that he doesn't think the quote can be beaten because LES is donating so much to the Town. Mayor Bryant stated that as long as you can say you attempted to get quotes, you can go forward. If it is a need, we need to move forward on this. Councilmember Petty stated that he is local too. Councilmember Rickman stated that if someone gets hurt in the dark it will be more expensive than a light. Vice Mayor Witt stated that LES is new and local. Town Manager McCulloch stated there would be a resolution for the lighting. Town Manager McCulloch stated that there were 2 quotes for the HVAC system, one quote is for \$50,000.00, the other is for \$26,000.00. The second quote was for the temperature on the split system for the meeting room, Friedrich mini split systems, he is not upgrading the panel as the other company quoted, just adding a small sub panel, 2 units on the roof, 1 outdoor for all the mini split heads, or 6 if doing for each individual office. Councilmember Manspile stated that these are not comparable quotes if the work isn't the same. Town Manager McCulloch stated it is not. Councilmember Manspile stated Natural Bridge Heating and Air should be contacted for a quote. They have helped the Town in the past. Town Manager McCulloch stated she would contact them. Vice Mayor Witt stated his experience with the Mitsubishi mini splits are phenomenal. We need to decide if we are using a central air system, or using the mini splits. Councilmember Manspile stated that the one quote has new panels and other things that were not in the second quote. Town Manager McCulloch stated that the goal is to keep the air handlers separate so that the germs do not stay in the building. Vice Mayor Witt stated that the mini splits were the best idea. Mayor Bryant asked if this needed to be tabled until more information was available. Town Manager McCulloch stated that this does need to be tabled. She would call Natural Bridge Heating and Air for a quote, and ask for more specifics from the other quotes.

Next on the Agenda was to decide where and when the Town Christmas dinner would happen. Mayor Bryant asked when it would happen. Town Manager McCulloch stated that it would be up to Council. Mayor Bryant stated he thought Town staff would be figuring that out. Town Manager McCulloch stated staff had no preference to when, but had suggested either Natural Bridge, or Peaks of Otter. Councilmember Petty and Vice Mayor Witt stated Peaks of Otter has shut down for the winter months. Town Manager McCulloch stated that staff was not aware of that. Councilmember Manspile stated that he was not sure what Natural Bridge served anymore since they do not do the buffet anymore. Mayor Bryant suggested the option of not having a dinner. Can the Town purchase a ham for everyone? Councilmember Manspile and Councilmember Petty stated they were agreeable with that idea. Councilmember Petty stated a ham would be cheaper than the dinner. Mayor Bryant stated that it is December 2, and time is getting short. Councilmember Manspile stated that it is a good idea because with all that has been stirred here this year toward some of us in this room, I don't want to sit and eat with some of the people that stirred the crap toward us. Mayor Bryant asked for a resolution for Town to purchase hams for staff and council. Vice Mayor Witt asked about the mandatory fun day. Mayor Bryant stated that is in January. Councilmember Petty and Vice Mayor Witt stated that their hams could be donated.

Town Manager McCulloch stated the sales representative had texted her back. There is a one-year warranty. Kubota has a separate warranty he will check on. The pump has a five-year warranty. There is a 1 year/ 2000 hours bumper-to-bumper whichever occurs first excluding wear items. The Kubota engine is 2 years /2000 hours whichever occurs first. He will email the warranty policy. Councilmember Manspile stated the pump is the main thing. The engine, with the new emissions you don't know what you will have.

Next on the Agenda was communications. Mayor Bryant stated that Council wanted to finish by 8:00 because of capacity and other things. Can Town Manager McCulloch brief Council on what she needs? Town Manager McCulloch stated that she is preparing to fill the maintenance worker position. She has a draft job description for everyone. Maintenance worker Andy Newcomb has been great working with Town Manager McCulloch learning to use the sewer jetter, but Town Manager McCulloch does not have the correct immunizations, and this is not the best use of her time, but she is learning a lot. Councilmember Rickman asked who owns the old school house building. Town Manager McCulloch stated it is a holding company with a gentleman who has a long-term lease that he just renewed to put his restaurant equipment there. There has been a lot of interest in that building. Councilmember Rickman stated the whole roof has collapsed. Councilmember Petty stated a tree is growing up through the building. Vice Mayor Witt stated that has been an ongoing conversation. They were given the option to buy the building 2 years ago. Town Manager McCulloch stated that she wished they had bought it. Councilmember Rickman stated that it needs to be looked into because he had seen kids playing around there. Mayor Bryant stated they paid on it which kept them from purchasing it. Vice Mayor Witt stated that the man leasing the building couldn't be contacted because he was in jail. Once he got out of jail, he balanced his books, and signed a long-term lease. Councilmember Rickman stated that he caught a kid with the whole lid off the sewer on Lowe Street. He hollered at him and the kid put it back. Mayor Bryant asked what Town Manager McCulloch needed from Council for the maintenance position. Town Manager McCulloch stated she would like Council to give the go ahead to advertise the position. Mayor Bryant stated she could go ahead and advertise the position. Town Manager McCulloch stated that she would like to know what she can do better in regards to communication. She

needs direction in what Council wants or needs to know about and how they want these things communicated to them. One possible suggestion is for Council to receive an email about what is happening in each department. Then council can let her know how Council feels about the amount of information they are receiving. Councilmember Manspile stated that he feels that Council has been running in the dark recently. He has stated it in writing that if something is coming, and it is known in Town Hall, Council should be informed. Town Manager McCulloch asked for an example. Councilmember Manspile stated that the Groendyk building is a good example. People were coming up and asking on the street, and Council had not been informed. If that was a possibility, Council should have been informed. It makes Council look bad if they cannot give informed answers to citizen's questions. Town Manager McCulloch stated that if there is anything of that magnitude there can be a briefing or meeting. Vice Mayor Witt stated that the Groendyk project isn't something that just started, and didn't necessarily happen all under Town Manager McCulloch's tenure. This has been in the planning for the past 5 or 6 years. The building has just been purchased, but it predates the Vice Mayor moving back to Town. Councilmember Manspile stated that wanting something from the Town, Council should be out ahead of it. Councilmember Petty stated that we live in Town of Buchanan, we are never going to be out ahead of it, that is just how it is. Councilmember Manspile stated that if a citizen asks him about something he would like to be able to answer. Councilmember Petty stated that they had been asked not to say anything about the Groendyk project right there in the Council Room. Vice Mayor Witt stated that other than Town Manager McCulloch, he probably knows more about it than anyone else in the room. Up until the request for confidentiality was presented, he could talk about it all he wanted to, but now he can't. Now, there are things coming. Councilmember Manspile stated that saying I can't discuss it is better than I don't know what you are talking about. Mayor Bryant stated that the framing of communications is very challenging. The art of communications is subjective. What is important to me might not be important to Councilmember Manspile, or Councilmember Rickman. The Town Manager works for 5 people. Council needs to build a framework around helping Town Manager McCulloch know what to communicate to Council. Good discussion on the property that is under potential development is instead of it being granular of this is what is going on at XYZ property, it could be something broad of there is interest for economic development in this area which could be when we call the Town Manager for more information. Vice Mayor Witt stated that plan on Friday's, if there are citizen comments, complaints, issues, questions, or maybe a Councilmember has heard something that will benefit citizens and Town, put it in an email chain to the group for Town Manager, and they can answer questions or give input. That opens the line of communication both ways. Mayor Bryant stated that going back to the time line, he doesn't want all the Town staff sitting around writing reports trying to guess what Council wants to hear. Vice Mayor Witt stated that the Council needs to filter stuff out as well. If it is someone being nosy, don't call. If 5 or 6 citizens have the same question, I will call. Mayor Bryant stated that it would be great if the report can be sent to Council by Friday at midday that would be great. Town Manager McCulloch suggested mid-day on Thursday so that Council has a chance to read it and respond on Friday. Town Manager McCulloch stated there are 2 things Council may hear complaints about. The water bills were mailed out today, January 2, 2022. People have been calling and asking. Town Clerk Claudine Stump has been out, it is really bad. People are asking about tax bills, corrections for tax bills, and when water bills are coming. Terry Austin would like to hold a meeting with Council and the County Board of Supervisors sometime in December. Town Manager McCulloch has been asked to provide dates. Town Manager McCulloch stated she does not know what it is about, just that they have asked for a meeting. Town Manager McCulloch stated that she is meeting with Board of

Supervisors Representative Amy Stinnett White and County Administrator Gary Larrowe about 3 items: an economic development project, a housing opportunity, and water and sewer. There will also be an elected official there as well. Mayor Bryant stated that if there is an elected official for the County, there should be an elected official from the Town should be part of it as well. Town Manager McCulloch stated that she felt the same. The meeting could be rescheduled to suit someone from Council. Councilmember Manspile stated that people may not care for him to be there, but if it is water and sewer, he would like to be included. Town Manager McCulloch stated that she feels the meeting with Terry Austin coincides with the meeting with Amy White. The Meeting with the County Administrator and Board of Supervisors representative Amy White is tentatively scheduled for December 7, 2021 from 3:30 to 5:30pm. Mayor Bryant stated that if Council wants it, he is available on the 7th. Town Manager McCulloch stated that Amy White said it is about water and sewer, possible economic development, housing opportunity, fire and EMS at Exit 162. Vice Mayor Witt stated that he would be available to attend the meeting if needed. Councilmember Rickman stated he was available on the 7th as well. Councilmember Manspile asked if all Council members need to attend. Mayor Bryant stated that everyone does not need to attend, but someone from Council should attend since there is a County elected official. There should be someone from Council representing the Town in addition to the Town Manager based on the way the meeting is set up. Town Manager McCulloch stated that she agrees with Mayor Bryant. Vice Mayor Witt stated he could be available. Mayor Bryant stated that he is available, but it doesn't have to be him. Vice Mayor Witt stated that he doesn't want to be the only one there. Mayor Bryant stated that he would do it. Send him the appointment. Mayor Bryant stated that this would be listening, hearing, and reporting back to Council. Mayor Bryant asked if the Terry Austin meeting is with the Council as a whole. Town Manager McCulloch stated that he wants a meeting with Town Council and the County Board of Supervisors. Mayor Bryant requested that the meeting be scheduled in the evening. Mayor Bryant stated that December 16, 2021 from 5:30 to 7:00. Vice Mayor Witt said to tell Mr. Austin and the Board of Supervisors the only date that all of Council is available is December 16th, 2021 and that any other date would be hit or miss for Council members. Mayor Bryant asked if Town Manager McCulloch had anything else for discussion. Town Manager McCulloch stated that she did not. Councilmember Manspile stated that there needs to be some clarification about the resolution regarding communication between Council and Town staff. Maintenance worker Andy Newcomb told Councilmember Rickman that he could not talk to him. Billy Eagle was terminated, but was told the same thing. The employees think that they cannot talk to Council members. That was not the intent of the resolution, that is what the employees have been told and that needs to stop. Town Manager McCulloch stated that she had not told Andy he could not talk to Councilmember Rickman. Councilmember Manspile stated that Town Manager McCulloch is the one telling employees not to talk to Council. A terminated employee will swear to it. Maintenance worker Andy Newcomb has told Councilmember Manspile time and time again. When he has a water or sewer problem, he is told absolutely not to contact Councilmember Manspile. Councilmember Petty asked Councilmember Manspile if he would like for Councilmember Petty to tell him where the no contact with Councilmember Manspile came from. Councilmember Manspile asked where. Councilmember Petty stated that it was the fellow that was just terminated. Councilmember Manspile asked what he said. Councilmember Petty stated that the person who was terminated instructed employees not to contact Council members. Councilmember Manspile stated that is because the former employee was told that. Councilmember Petty stated he did not know about that. Councilmember Manspile stated that Andy Newcomb still says that. Town Manager McCulloch stated that Andy Newcomb complained to her that

Councilmember Rickman would not talk to him. She thinks that everyone is hearing different things. Councilmember Manspile stated it all came out of that Resolution. Councilmember Rickman stated that he didn't have time to talk to him. Town Manager McCulloch stated that Andy Newcomb thought that Councilmember Rickman was mad at him. Councilmember Rickman stated that he was not mad at Andy Newcomb. Town Manager McCulloch stated that Andy Newcomb wouldn't be complaining about that if he was told he couldn't talk to Marty. Mayor Bryant stated that he has talked to all the staff and had no problems or issues whatsoever. He thinks that there is a misunderstanding. Councilmember Rickman asked Town Manager McCulloch to tell Andy Newcomb that he is not mad at him. Town Manager McCulloch stated she would relay the message. Councilmember Manspile stated that he isn't mad and wants communications opened back up too. He wants to see where it goes. Town Manager McCulloch stated that Andy Newcomb has stated that he avoids talking to Councilmember Manspile. Councilmember Manspile asked why. Town Manager McCulloch asked if we really want to go there. Mayor Bryant stated no. That is between Town Manager McCulloch and Councilmember Manspile and you need to discuss it. Councilmember Manspile stated that he has wanted to discuss it for several months. Mayor Bryant stated that they could talk, no one else has had any issues. He has heard nothing but positive comments from staff. Councilmember Petty stated that when Councilmember Manspile and Town Manager McCulloch have their discussion, someone else should be there as a third party. Councilmember Manspile agreed. Mayor Bryant stated that when it occurs, whoever can be there should be there.

Mayor Bryant asked if there was anything else. 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 5 - 0.

Adjournment was at 8:10pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

December 13, 2021

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

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

Mayor Craig Bryant called the December 13, 2021 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Mayor Bryant thanked Community Developer Harry Gleason for stepping in while Town Manager McCulloch was unavailable for this Council Meeting. Town Clerk Claudine Stump took roll call. With four councilmembers present, a quorum was established. Mayor Bryant asked that we keep those in Kentucky and our neighboring states in our thoughts as they deal with the aftermath of the tornadic activity. 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 November 2021 Financial Report, and unpaid bills. 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 4 - 0.

Next on the agenda was Awards, Recognitions, and presentations. There were no Awards, Recognitions, or Presentations.

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 R21-1213-01: Resolution for Inboden Contract to operate the Water and Wastewater Treatment for 2022-2023. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

Next item of business was consideration of Resolution R21-1213-02: Resolution to Approve Spending of ARPA funds for a Mid-Atlantic Waste Systems Harbin DTK 375 E180 Remote Trailer Mounted Sewer Jetter with optional equipment. Councilmember Manspile made a motion to approve the Resolution

with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

The next item of business was consideration of Resolution R21-1213-03: Resolution to Approve Spending of ARPA funds for an Insight Vision Opticam 200' Reel Sewer Camera and Battery Adapter. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. Councilmember Manspile stated that both items have been badly needed. This money came at the right time. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

The next item of business was consideration of Resolution R21-1213-04: Resolution to Approve Spending of ARPA funds to Replace Lights at the Wastewater Treatment Plant by LES – Leading Edge Services. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

Mayor Bryant stated that the ARPA funds are monies provided from the Federal Government to help with COVID relief, infrastructure, and very specific guidelines the funds are designated for use. The funds were received in the Spring. Council has had a couple work sessions with the main one last month where Town Manager McCulloch took Council through the plans to apply the ARPA funding to our Town. Kudos to Town Manager McCulloch and Council for laboriously working through that and coming up with these items that will take us into the future. Vice Mayor Witt stated that since Town got those funds, and that last work session, a lot of it was navigating the minefield of what Town could and could not spend the funds on. Council was not just sitting on the funds.

The next item of business was consideration of Resolution R21-1213-05: Resolution to Approve Establishing a Town of Buchanan Real Estate Investment Grant Program using ARPA funds. Vice Mayor Witt asked if this is a living document or once the Resolution is approved is this the document. Community Developer Harry Gleason stated that all the requested changes have been made to the document. Vice Mayor Witt stated that he wasn't sure if the committee that will be in charge had any more changes. Mayor Bryant stated that as he understands it from the work session, this is a working document that would outline the parameters for the committee. Vice Mayor Witt stated that this is a living document, not the final. This Resolution is to make this available so we can continue to move forward with it. Councilmember Manspile gave kudos to Community Developer Gleason for putting it together, it is very professional. Councilmember Manspile asked Community Developer Gleason to give a brief synopsis of the grant. Community Developer Gleason stated that the goal was to try to generate more investment into improving properties. It is to be used for business property. There is a pool of money from the ARPA funds. Businesses would be eligible for up to \$5,000.00 matching grant. It is a reimbursement program. The individual will fill out the form with basic information with the type of improvement that is to be made, and one to make sure the work is being done by qualified contractors. It is submitted and reviewed. We tried to make it as simple as possible. There is a maximum of 2 grants per individual. After this year, Town would evaluate whether to continue the program. Councilmember Manspile stated that in work session, it was discussed that after the ARPA funds are exhausted, Town will reassess the program and may put funds in the budget to continue the program on a more limited scale. Mayor Bryant stated that he had looked over the Resolution to make sure Vice Mayor Witt's question is answered. This resolution is stating that Council is giving Town staff authority to begin

implementing this program. Councilmember Manspile made a motion to approve the Resolution with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. Mayor Bryant stated that he would like to commend Council on this grant. Everything that Council is doing, and has decided to do with the ARPA funds is important, but this is a huge step forward from Council's viewpoint to help our Town. Councilmember Manspile stated that this is one of the few things that Council can step outside the very tight boundaries of what the ARPA funds can be spent on such as infrastructure. It was very difficult to verify what the ARPA funds could be spent on for the first 6 months. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

The next item for business was consideration of Resolution R21-1213-06: Resolution to Purchase Holiday Hams for Staff and Councilmembers. Councilmember Manspile made a motion to approve the Resolution with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0.

The next item for business was consideration of a request from Planning Commission to Appoint Mead Stull to Planning Commission for a 4-year term (January 1, 2022 to December 31, 2026). Councilmember Manspile made a motion to approve the request with a second from Vice Mayor Witt. Mayor Bryant asked if someone had told Mead Stull this was happening. Vice Mayor Witt stated that Mead did not ask him when he made Vice Mayor Witt the Vice Chair for the Commission. Mayor Bryant asked for further discussion. With no further discussion, the request was approved with a vote of 4 – 0.

The last item of new business was the Gauge Dock Committee update. Mr. Mike Burton of the Gauge Dock Committee asked if Council had a copy of the material from the contractor. Mayor Bryant stated that they do have the information. Mr. Burton stated that Jesse Burton is back on the Gauge Dock Committee. There was a mistake made when the Gauge Dock was referred to the Buchanan Canal Park. Mr. Burton asked about a bond. The contractor is not bonded currently, he is bonded by the job. The contractor wants to know what type of bond he needs for this job. The Gauge Dock Committee needs some direction from Council about the bond. Mayor Bryant stated the bond would be that if something happened to the contractor, someone else would be able to pick up the work and there wouldn't be a liability on the Town to pick that up. Mr. Burton asked if the contract would be between the Town, the Committee, and the Contractor, or will it be between the Gauge Dock Committee and the contractor? Mayor Bryant stated that he was unsure, that the Town Attorney would have to answer that. Mr. Burton stated that the Committee is concerned with getting the minimum bond that would satisfy the Town. The contractor has an illness in his family and could not be at the meeting tonight. The contractor would like to talk with Council about what he has in the information in front of them plus things he is uncertain about. He would like for Council to look over the information he has provided, and at a later date come to a work session to work out details with the Town Council. Mr. Burton stated that he had discussed all the information about the pathway that Council prefers with the contractor. Mr. Burton was surprised that the contractor put something about paving stones in the information given that Council does not want paving stones. Mr. Burton discussed Council's concerns about keeping the project as low maintenance as possible with the contractor as well. The contractor offered a couple new things that the Gauge Dock Committee had not considered. The separation of the rock and the edging has not been discussed. The contractor asked about wood being used as edging if Town was agreeable. The contractor did not have pricing for any of these products at this time. Mr. Burton asked if there were any questions for him from Council. Mayor Bryant asked when would be a good time for the contractor to come to a work session, or let the Town Manager Work out the details. Vice Mayor

Witt stated that Town Manager McCulloch knows the project and Town is far enough out on completing its part of the project that she will be able to take care of this. Councilmember Rickman agreed. Mayor Bryant stated that Mr. Burton should contact Town Manager McCulloch to work out the details as the plans for the project solidifies. Mr. Burton requested that Council pick a time to talk to the contractor about what Town wants to do about the maintenance aspect of the project and let him know. Mayor Bryant stated that Town Manager McCulloch was not present, but Community Developer Gleason would brief her on what was decided. Mr. Burton stated that he had spoken to Town Manager McCulloch earlier in the day.

Next on the Agenda was Committee Reports. Community Developer Gleason stated that special events are well into the Christmas Events. A special thank you to everyone who has helped with the activities behind the scenes. All the events have been well attended. The parade was cancelled on Saturday due to weather. The Festival of Lights continues. There have been people from Christiansburg, Elliston, Roanoke, Montvale, Lexington, Natural Bridge, Glasgow and Staunton. There were some seniors that came through that saw the Festival of Lights advertised in AARP. The Luminaries are on December 24th, they will be starting at 3:00 to line out. Then, at 5:00, they will be lit. Christmas morning, December 25th between 8:00 and 9:00am we will be picking the luminaries up. Anyone who would like to help is welcome. Community Developer Gleason stated that for Planning Commission, Council had just done the appointment of Mead Stull for another term. The zoning revisions are being finalized for the master document completed to be presented to Council for review. Planning Commission has had a work session to go through the Appalachian Trail application and make revisions for that. There were some surveys the Planning Commission was asked to complete for use in future projects. For Public Safety Committee Community Developer Gleason stated 1 light with an issue was reported. The request has been sent in for the light to be repaired. If anyone knows of other lights with issues, please call the Town Hall. For Public Works, Community Developer Gleason stated the ad has been placed for the maintenance worker position. There have been a few applications that have come in already. The ad will go out again this week in the Fincastle Herald. There have been 5 Miss Utilities, 0-meter reader inserts replaced, 0 Town permits, 6 water cut-offs, 5 water cut back on, no breaks, and 1 meter repair. On the sewer side, there were 5 back-ups and no breaks. Some of the hardware was replaced. Of the backups, 4 were on Main Street and 1 was on 13th Street. Mayor Bryant thanked Community Developer Gleason and asked if there were any questions about the committee reports. Vice Mayor Witt stated that there was one thing he wanted to touch base on for Planning Commission. The committee for the Real Estate Grant Program that was discussed at the Council Work Session, Planning Commission was on board to participate in that committee. The Planning Commission has approved their meeting schedule and has to meet once every 60 or 90 days. In the event of Planning Commission not having anything on the agenda, they would open and close the meeting, then start reviewing applications for the grant. Everyone on Planning Commission is on board with the plan. Mayor Bryant gave kudos to everyone in the room for their work and participation in getting the Town ready for the Christmas season and events. Mayor Bryant stated that he has heard nothing but positive comments from citizens. It was really nice to drive through Town the past few weekends and see the Christmas spirit come alive in Town. The meetings going on to get the ARPA resolutions approved is the fruits of the hard work everyone has done.

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.

Next on the Agenda was additional comments. Vice Mayor Witt gave kudos to everyone for the special events. In regards to the Christmas Parade, Town is currently getting complaints about the cancelation of the Christmas Parade. Is the Parade going to be rescheduled, or nixing it? Vice Mayor Witt asked if in future, do we consider putting in inclement weather dates in advance for certain events in the special events calendar. There are people who come from throughout the community to see the fireworks on July 4th. When it rains, or something comes up such as wrecks on the interstate, do we change the date? The Christmas parade, and Halloween even though Halloween is not a Town sanctioned event people still come here and we have an obligation for the safety of our citizens and others who come to us. Vice Mayor Witt stated this could be done in a work session. Councilmember Manspile stated that Council needs to make a standard procedure to put in a rain date. Town will have to get the VDOT permit with the rain date on it. There has to be a permit to close Main Street. Mayor Bryant stated that he has asked around about having a make-up day for the parade. He supports the staff's decision for cancelling the parade. But, the participation for a make-up parade is not there. Mayor Bryant supports having a rain date for next year. Vice Mayor Witt stated that a lot of the blow back is a knee jerk reaction. The right call was made to cancel the parade but, going forward, there needs to be rain dates in the event calendar. Councilmember Manspile stated that someone is going to complain whatever is done. Councilmember Rickman stated that there are several Christmas Wreaths that are not on at night. Vice Mayor Witt stated they do come on in the middle of the night. The timers are not set correctly. Mrs. Jesse Burton stated that she wishes there was a way to honor the Parade Marshall's from the Christmas Parade. Mayor Bryant stated that Council would try to find a way to honor them.

Last on the agenda was Adjournment. Motion to Adjourn was made by Councilmember Manspile with a second made by Mayor Bryant. With no further discussion, the motion was approved 4 – 0.

Adjournment was at 7:38pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



To: Town Council, Town of Buchanan

Case: Town Council Special Use Public Hearing

Location: Town of Buchanan Town Hall, 19753 Main Street, Buchanan VA 24066

Date/Time: February 14, 2022 at 7:00 p.m.

Background: an application for a Special Use Permit has been submitted by Sycamore Development, LLC on behalf of R & M Acquisitions, LLC to allow a Mixed Use Development at the real property commonly referred to as the Groendyk properties and identified as Town Parcels ID#65A-66 and 65A-68) to redevelop into an apartment facility with 22 apartments, greenspace, and brewpub. The Town of Buchanan's Planning Commission's Public Hearing was held on February 14, 2022 at 6PM

Future Land Use Designation:

The property was just rezoned to Trade, and a Mixed-Use Development is allowed by Special Use Permit

Zoning of Surrounding Properties:

Mostly surrounded by Low Residential (RL), Manufacturing, and Trade.

Site Development Plan:

Concept, engineered drawings and rough landscape plan included in packet

Staff Recommendation:

That the aforementioned parcels of land, which is contained in the Town of Buchanan and Botetourt County tax maps as Parcel #s 65A-66 and 65A-68 and legally described below, be granted the Special Use Permit request with conditions set forth below.

CONDITIONS ATTACHED TO THE SPECIAL USE PERMIT:

- 1) The proposed development will be in general conformance with the Buchanan Button Factory concept plan, engineered drawings, landscape plan dated 1/30/2022 - renderings; 2/6/2022 - elevations; and the 2/9/22 site plan.
- 2) The adjacent greenspace located on Parcel #65A-68 will be used only as open space and a no development is permitted without Town Council prior approval.
- 3) The Applicant and property owner shall comply with all state federal and local laws and ordinances, including but not limited to zoning, noise, and landscaping requirements
- 4) The Special Use Permit will expire and will be void if the Applicant does not obtain a building permit and commence construction within one year from the date of this SUP approval.
- 5) All outdoor activities in the greenspace will end by 10PM.
- 6) Permanent post construction lighting will be pointed in a down direction. All post-construction lighting shall be dark sky compliant.
- 7) Williams Lane shall not be used for primary ingress and egress to the Property.



- 8) Prior to construction, the Applicant will submit a construction plan for review and approval by the Town Manager. The construction plan shall include the anticipated construction hours, anticipated construction schedule, and measures to mitigate dust, noise and any impacts on the adjacent streets and properties.
- 9) The architectural design and façade shall be in general conformance with the elevations submitted with the Special Use Permit. If the Applicant modifies the elevations and façade of the buildings, the Applicant will submit the revised elevations to the Town Council for review prior to the approval of a building permit.
- 10) These conditions shall run with the land and be binding on all successors and assigns.
- 11) The Special Use Permit may be revoked by Town Council for noncompliance with these conditions after following the procedure set forth in the Virginia Code.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 14th day of February 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution Adopting a
Special Use Permit**

Whereas, an application for a Special Use Permit has been submitted by Sycamore Development, LLC on behalf of R & M Acquisitions, LLC to allow a Mixed Use Development at the real property commonly referred to as the Groendyk properties and identified as Town Parcels ID#65A-66 and 65A-68) to redevelop into an apartment facility with 22 apartments, greenspace, and brewpub;

Whereas, Town staff has reviewed the SUP application materials and has recommended approval of the Special Use Permit subject to certain conditions;

Whereas, after due legal notice as required by Section 15.2-2204 of Code of Virginia of 1950, as amended, the Planning Commission did hold a public hearing on February 14, 2022; and

Whereas, the Planning Commission has recommended approval of the Special Use Permit subject to the conditions recommended by staff;

Whereas, after due legal notice as required by Section 15.2-2204 of Code of Virginia of 1950, as amended, the Town Council held a public hearing on February 14, 2022, at which time all parties in interest were given an opportunity to be heard;

Whereas, the Town of Buchanan Town Council has determined that the Special Use Permit be granted with conditions.

Now Therefore Be it Ordered, that the aforementioned parcels of land, which is contained in the Town of Buchanan and Botetourt County tax maps as Parcel #s 65A-66 and 65A-68 and legally described below, be granted the Special Use Permit request with conditions set forth below.



CONDITIONS ATTACHED TO THE SPECIAL USE PERMIT:

- 1) The proposed development will be in general conformance with the Buchanan Button Factory concept plan, engineered drawings, landscape plan dated 1/30/2022 - renderings; 2/6/2022 - elevations; and the 2/9/22 site plan.
- 2) The adjacent greenspace located on Parcel #65A-68 will be used only as open space and a no development is permitted without Town Council prior approval.
- 3) The Applicant and property owner shall comply with all state federal and local laws and ordinances, including but not limited to zoning, noise, and landscaping requirements
- 4) The Special Use Permit will expire and will be void if the Applicant does not obtain a building permit and commence construction within one year from the date of this SUP approval.
- 5) All outdoor activities in the greenspace will end by 10PM.
- 6) Permanent post construction lighting will be pointed in a down direction. All post-construction lighting shall be dark sky compliant.
- 7) Williams Lane shall not be used for primary ingress and egress to the Property.
- 8) Prior to construction, the Applicant will submit a construction plan for review and approval by the Town Manager. The construction plan shall include the anticipated construction hours, anticipated construction schedule, and measures to mitigate dust, noise and any impacts on the adjacent streets and properties.
- 9) The architectural design and façade shall be in general conformance with the elevations submitted with the Special Use Permit. If the Applicant modifies the elevations and façade of the buildings, the Applicant will submit the revised elevations to the Town Council for review prior to the approval of a building permit.
- 10) These conditions shall run with the land and be binding on all successors and assigns.
- 11) The Special Use Permit may be revoked by Town Council for noncompliance with these conditions after following the procedure set forth in the Virginia Code.

AYES;

NAYES:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Town Clerk



Town of Buchanan, Virginia

Special Use Permit Application

Required items (Section 503):

- ☒ Fees – \$100 with the application. Additional fees include legal advertisements for two weeks prior to the public hearings and mailing letters of notice to abutting property owners (Code of Virginia requirement – §15.2-2204), plus any fees for legal counsel review. These fees are non-refundable.
- ☒ Application – 3 copies.
- ☒ Applicant's Report – 3 copies. See attached General Requirements.
- ☒ Plan – 3 copies. See attached checklist for required items.

Information of Property and Request:

1. Parcel Number(s): 65A-66 and 65A-68
2. Address of Parcel(s): 19318 Main St. Buchanan, VA (and adjacent parcel)
3. Owner(s): R & M Acquisitions, LLC
4. Applicant (If not the Owner, written consent is required from the Owner): Sycamore Development, LLC on behalf of R & M Acquisitions, LLC
5. Authorized Agent, if different from the Owner (Owner's written consent required):
Chris Vail of Sycamore Development, LLC and R&M Acquisitions, LLC
6. Zoning District Classification (Floodplain?): Trade – No Floodplain
7. Proposed Use of the Property from the Zoning Ordinance: Requesting a 'mixed use development' special use permit for the purposes of redeveloping the Groendyk building in an apartment facility and adjacent building into a brewpub. Adjacent parcel to be used as green space.
8. Describe the proposed special use requested, explaining the manner in which the request / use complies with the requirements and standards of Section 503-5 (following page).
 - The proposed special use permit for 'mixed use development' will not be contrary to the definition listed by the Town.

- The redevelopment is in direct conformity and compliance with the Town comprehensive plan
 - Redevelopment as proposed will conform with all applicable provisions of the zoning article for the Trade District, and Mixed Use definition
9. Describe how the requested use meets the goals, objectives or strategies of the Town comprehensive plan. Attach additional sheets. The Planning Commission bases their decision on this.

- The proposed redevelopment is directly in line with the Towns 2019-2025 comprehensive plan. Quoting the Towns 'Vision' on page 3 of the comprehensive plan: "We envision a community committed to being a desirable, affordable and diverse place to live with quality housing and safe neighborhoods, while recognizing the intrinsic value of our historic fabric". The proposed redevelopment will provide the Town with a first of its kind quality market-standard housing units with amenities that make it a desirable, comfortable, and safe place to live. The brewpub component of the redevelopment provides the Main Street with a vibrant new business which has been proven to be a catalyst for tourism and revenue for Towns and Cities across the state of Virginia.

Furthermore, listed in the Town's Comprehensive plan on page 72 the Town has an 'Implementation Strategy' with an objective of "Maintain historic preservation as a driving force of the downtown's revitalization." The listed strategy in the Town place is as shown below:

- o "Maintain the Town's Downtown Revitalization Program strengthening its relationship with the Virginia Main Street Program as an Affiliate Community to take advantage of the professional assistance and grant opportunities.
- o Adopt zoning which preserves the historic architecture of downtown and requires historic building patterns for new and infill development
- o Promote the use of historic Tax Credits
- o Establish tax abatement program for the restoration of historic properties
- o Establish a façade grant program for the restoration of historic properties which are sensitive to the historic fabric of the properties.
- o Recognize outstanding restoration projects"

We feel that the proposed redevelopment will meet the Towns objectives and serve as a catalyst for the continuation of meaningful private investment into the Town of Buchanan.

10. Is a Traffic Impact Analysis (TIA) required to be submitted per VDOT regulations?
 ____ Yes ☒ No

11. Description of how the property is to be served for water and sewer provisions. If public water and / or public sewer are proposed, the request must be reviewed by the Town for capacity of either public provision. Requests for private water or sewer provisions must be reviewed and approved by the Virginia Department of Health.

- Public Water and Sewer. Capacity is not believed to pose any problem.

12. Are there any conditions you wish to place on the use? ____ Yes X No
Describe these in your report. The Planning Commission and Town Council may impose conditions.

Certification and Access

I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize Town representatives entry onto the property for purposes of reviewing this request.

Owner/Agent Signature: Christopher M Vail Date: 01-14-2022

Print Name: Christopher M. Vail

Applicant's Contact Phone Number: 540-529-7134

Section 503-3. C. Three copies of a plan drawn to scale must include the following:

1. Area, shape and dimensions of the property involved and existing and proposed street lines, easements, watercourses, drainage ways and floodplains.
2. Existing and proposed uses of land, buildings and structures, and the number and types of dwelling units on the property, where applicable.
3. Dimensions and heights of proposed buildings, structures or additions and existing buildings and structures to remain, and the dimensions of yards and setbacks with respect to property lines and existing and proposed street lines.
4. Elevation drawings of proposed buildings and structures and additions or modifications to the exterior of existing buildings and structures.
5. Existing and proposed driveways providing access to the site and the arrangement, dimensions and improvement of off-street parking and vehicular circulation areas.
6. Buffers, screening, fencing, major landscaping, pedestrian walkways and similar features, existing wooded areas, significant trees and other vegetated areas to be retained, location and improvement of trash receptacle areas and location, type, height and intensity of outdoor lighting, if provided.
7. Existing permanent signs to remain and proposed permanent signs, including location, lettering, dimensions, lighting, and means of attachment or support.

Section 503-5. General requirements for approval of special use permits. A special use permit shall be approved by the Town Council only if it finds that the proposed conditional/special use and related plans:

- A. Will not be contrary to the purposes of this ordinance;
- B. Will not be in conflict with the objectives of the comprehensive plan for the Town;
- C. Conform with all applicable provisions of this article and all other applicable requirements of the district in which such use is located; and
- D. Include satisfactory provision for or arrangement of the following, if applicable;
 - a. Sewer, water and other public utilities;
 - b. Ingress and egress, including access for fire and other emergency vehicles;
 - c. Off-street parking and vehicular circulation, including safety of motorists and pedestrians;

- d. Yards, open spaces and other elements of the site plan;
- e. Retention of natural vegetation and topographic features; and
- f. Landscaping, buffers, screening, fences and other features to protect adjacent properties from potential adverse effects of the conditional/special use.



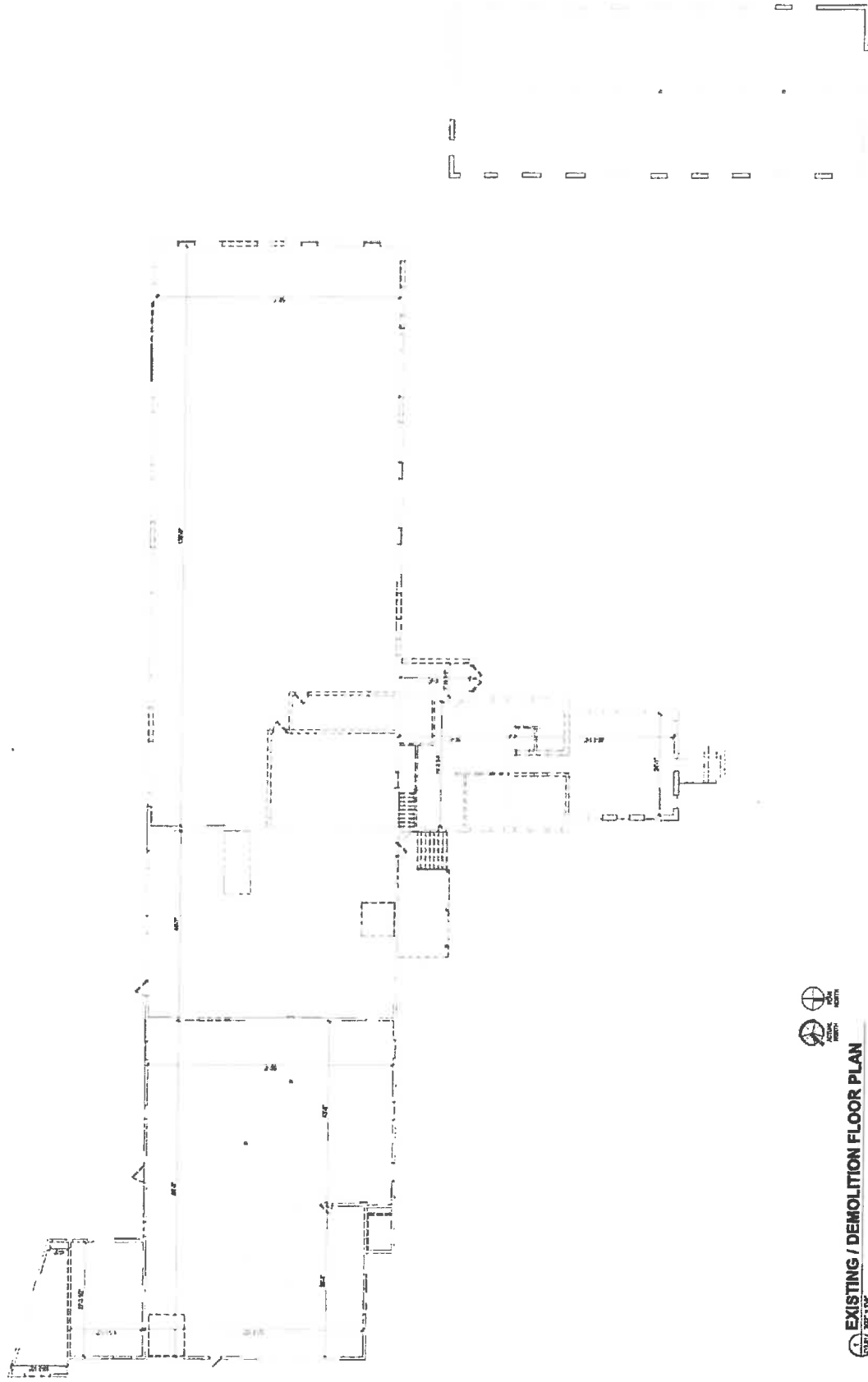
BALZER ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / INTERIORS
1000 North 1st Street
New York, NY 10001
Tel: 212 691-1000
Fax: 212 691-1001
1000 North 1st Street
Portland, ME 04109
Tel: 207 773-0000

PRELIMINARY
NOT FOR CONSTRUCTION

BUCHANAN BUTTON FACTORY
RENOVATION
DESIGNED BY
BALZER ASSOCIATES
CHECKED BY
BALZER ASSOCIATES
DATE
PROJECT NO.
SHEET NO.
FIRST FLOOR DEMOLITION PLAN AND NOTES

D1.01
DEMOLITION

LEGEND
--- EXISTING WALLS TO REMAIN
--- WALLS TO BE DEMOLISHED
--- OTHERS TO BE DEMOLISHED



EXISTING / DEMOLITION FLOOR PLAN
1/8" = 1'-0"

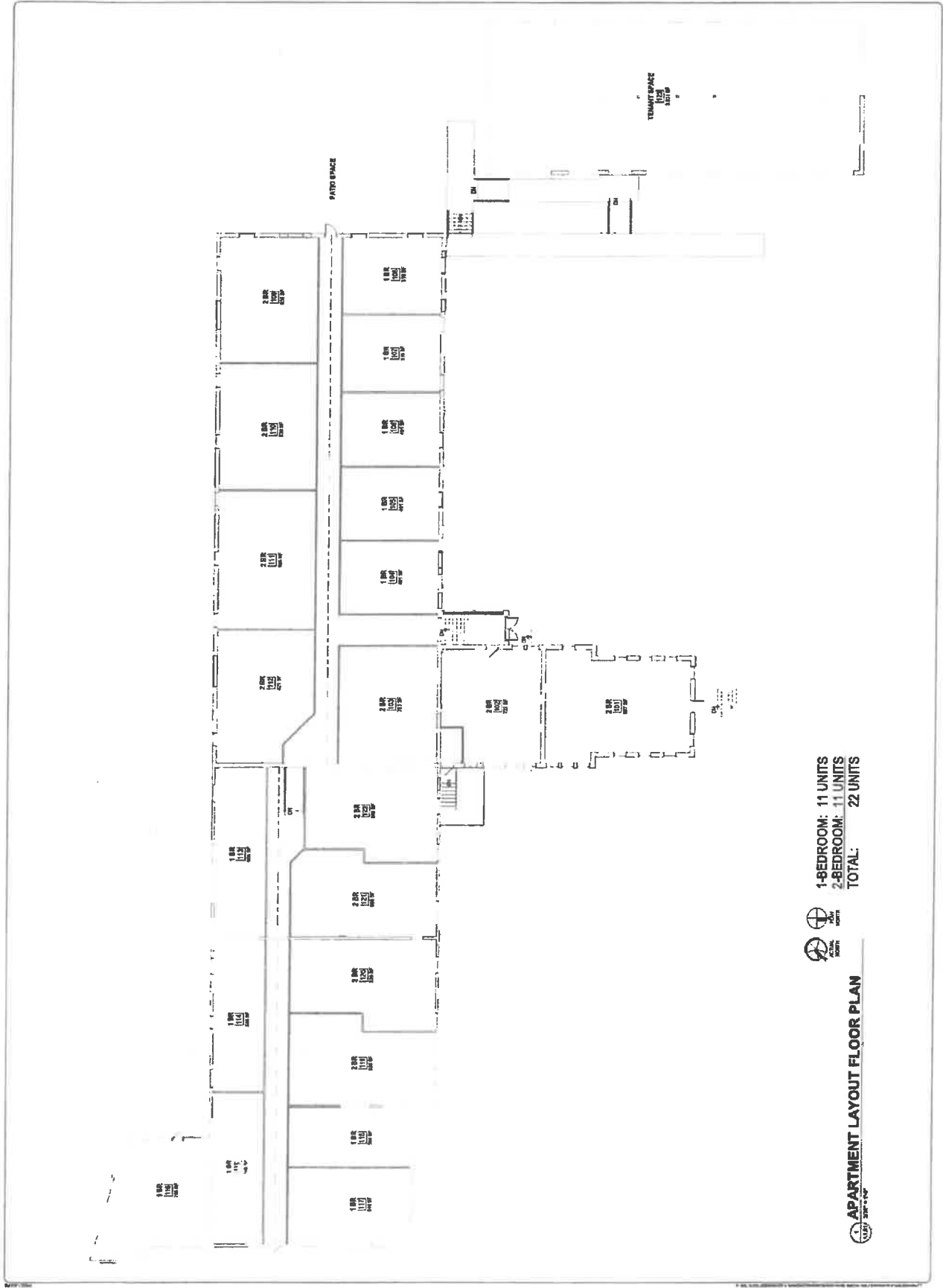


BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
200 WEST 10TH STREET
SUITE 200
NEW YORK, NY 10011
WWW.BALZER.COM
TEL: 212.251.1000
FAX: 212.251.1001

PRELIMINARY
NOT FOR CONSTRUCTION

BUCHANAN BUTTON FACTORY
RENOVATION
FIRST FLOOR PLAN
DATE: 01/11/11
SCALE: 1/8" = 1'-0"
BY: [Signature]
CHECKED BY: [Signature]
DATE: 01/11/11
SCALE: 1/8" = 1'-0"
BY: [Signature]

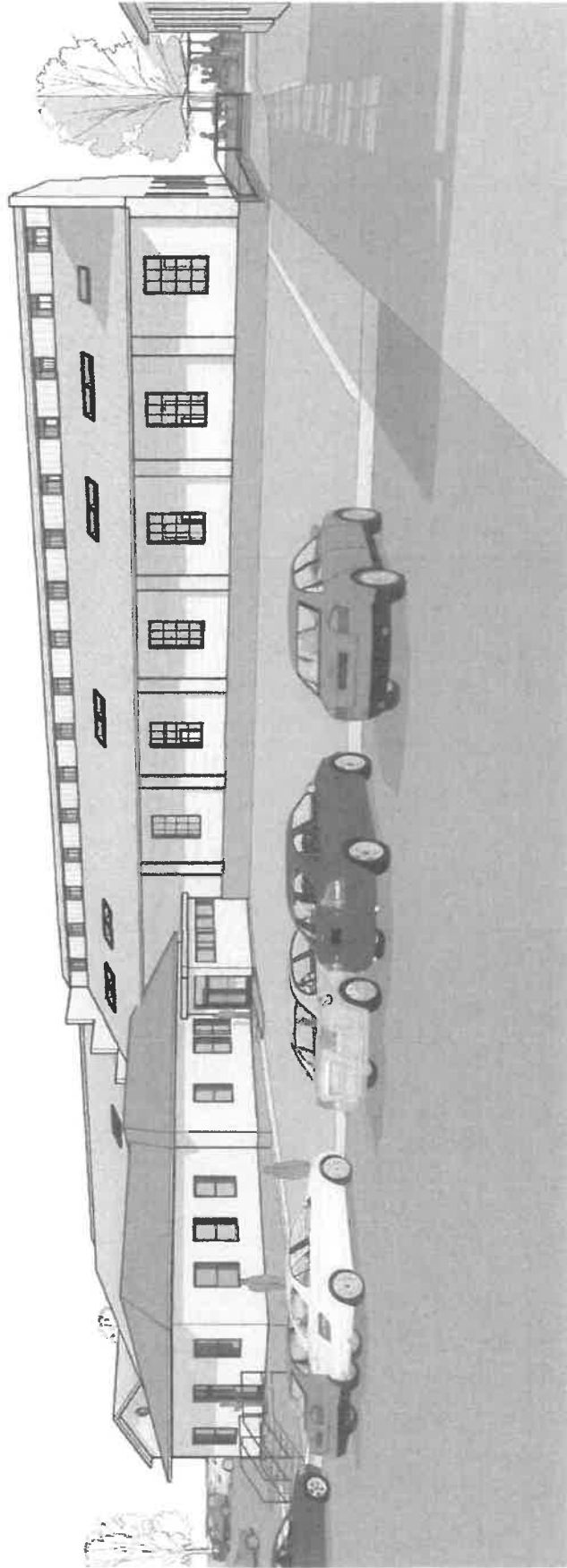
A1.01
PROJECT NO.



1-BEDROOM: 11 UNITS
2-BEDROOM: 11 UNITS
TOTAL: 22 UNITS



APARTMENT LAYOUT FLOOR PLAN



BUCHANAN BUTTON FACTORY RENOVATION

19318 MAIN ST
BUCHANAN, VA 24606

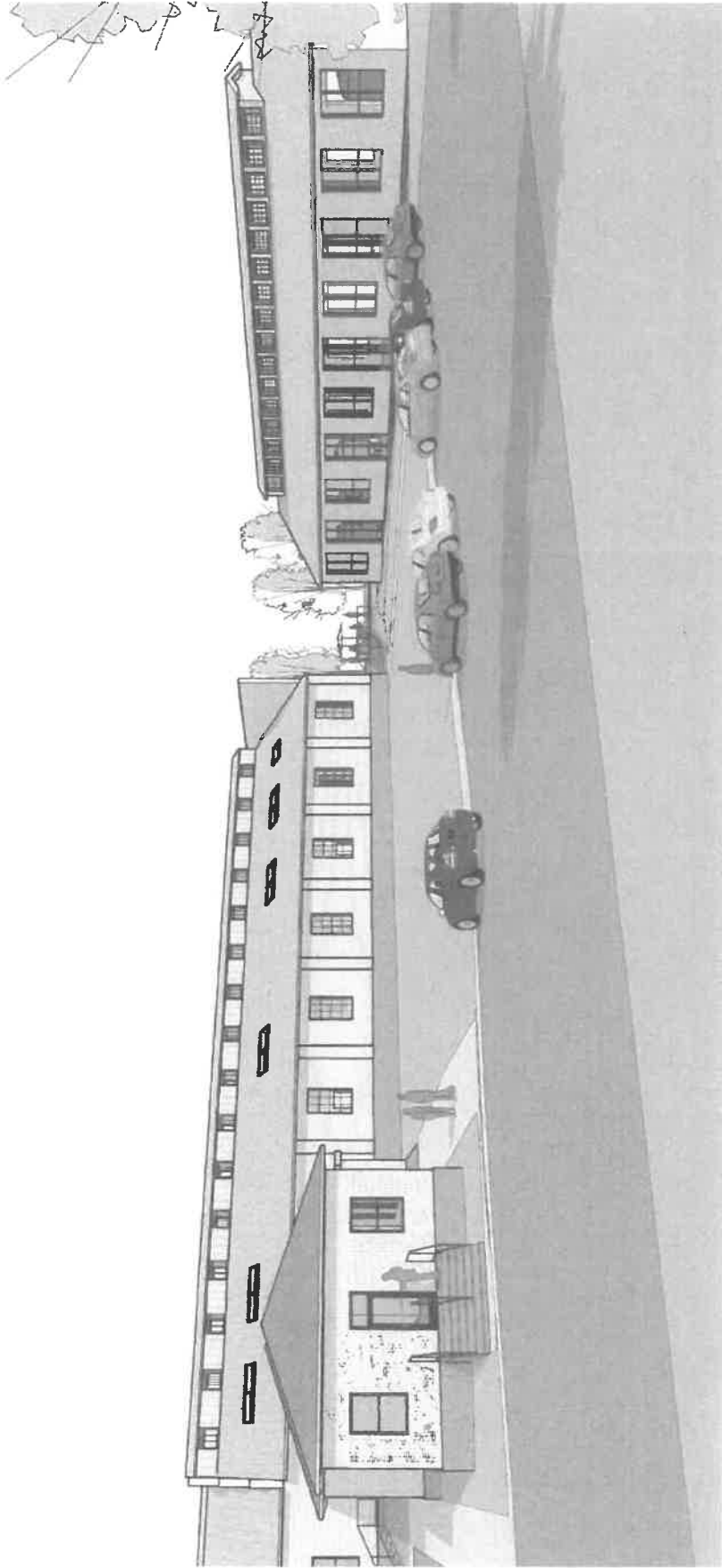
Colors represented here are affected by the type and amount of light in which they are viewed, as well as the method of printing. Slight differences may exist between the actual color of the materials themselves.

SCHEMATIC RENDERING

NOT TO SCALE
NOT FOR CONSTRUCTION
01/30/2022

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BUCHANAN BUTTON FACTORY

18318 MAIN ST
BUCHANAN, VA 24066

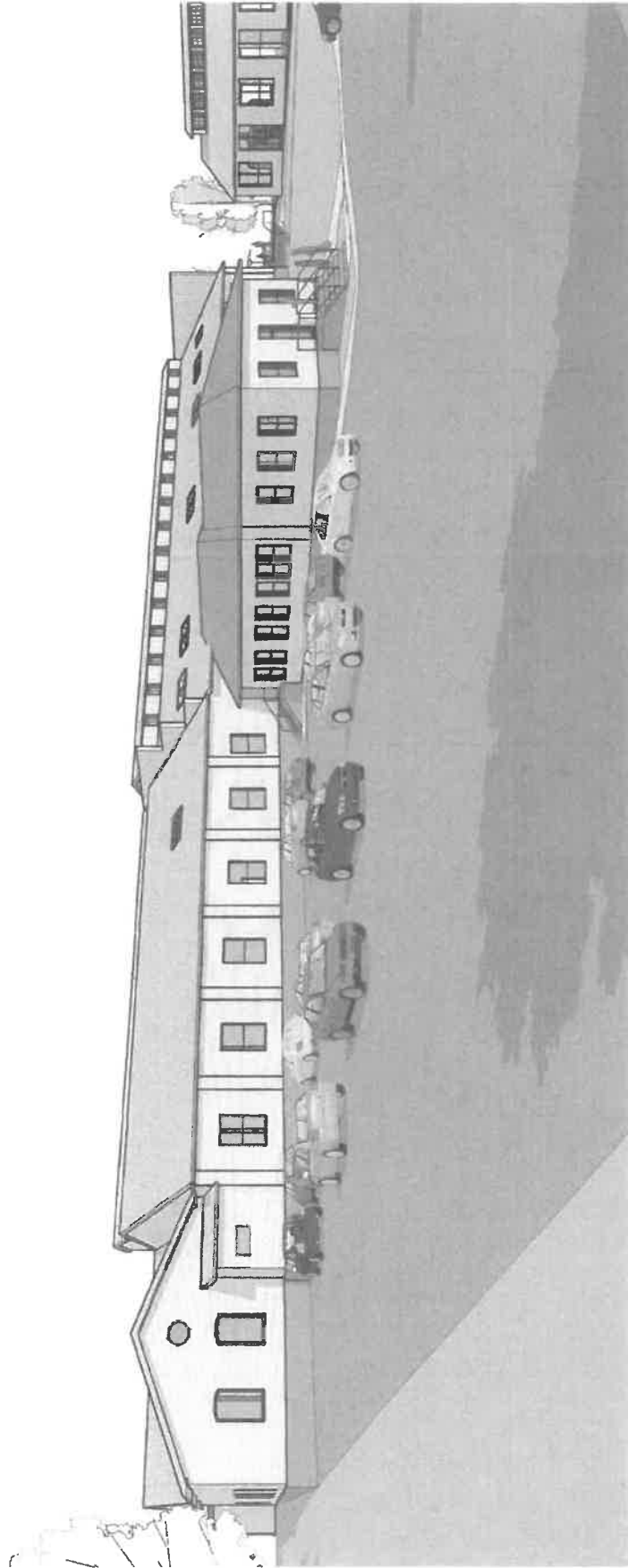
Colors represented herein are illustrative of the type and amount of light in which they are viewed, as well as the method of display. Slight differences may exist between the actual color of the materials illustrated.

SCHEMATIC RENDERING

NOT TO SCALE
NOT FOR CONSTRUCTION
01/30/2022

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**BUCHANAN BUTTON FACTORY
RENOVATION**

19318 MAIN ST
BUCHANAN, VA 24606

Colors represented here are affected by the type and amount of light in which they are viewed, as well as the method of printing. Slight differences may exist between the actual color of the materials and the printed color.

NOT TO SCALE
NOT FOR CONSTRUCTION
01/30/2022

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03210074.00





TRAIN TRACKS

DEMO CONC

MTL FENCE

6'

3' SEE GARDEN

PEA GRAVEL

ROADSIDE BRCA

EXISTING OAK TREE

OTHER ROAD

WALL

ASPHALT

ASPHALT

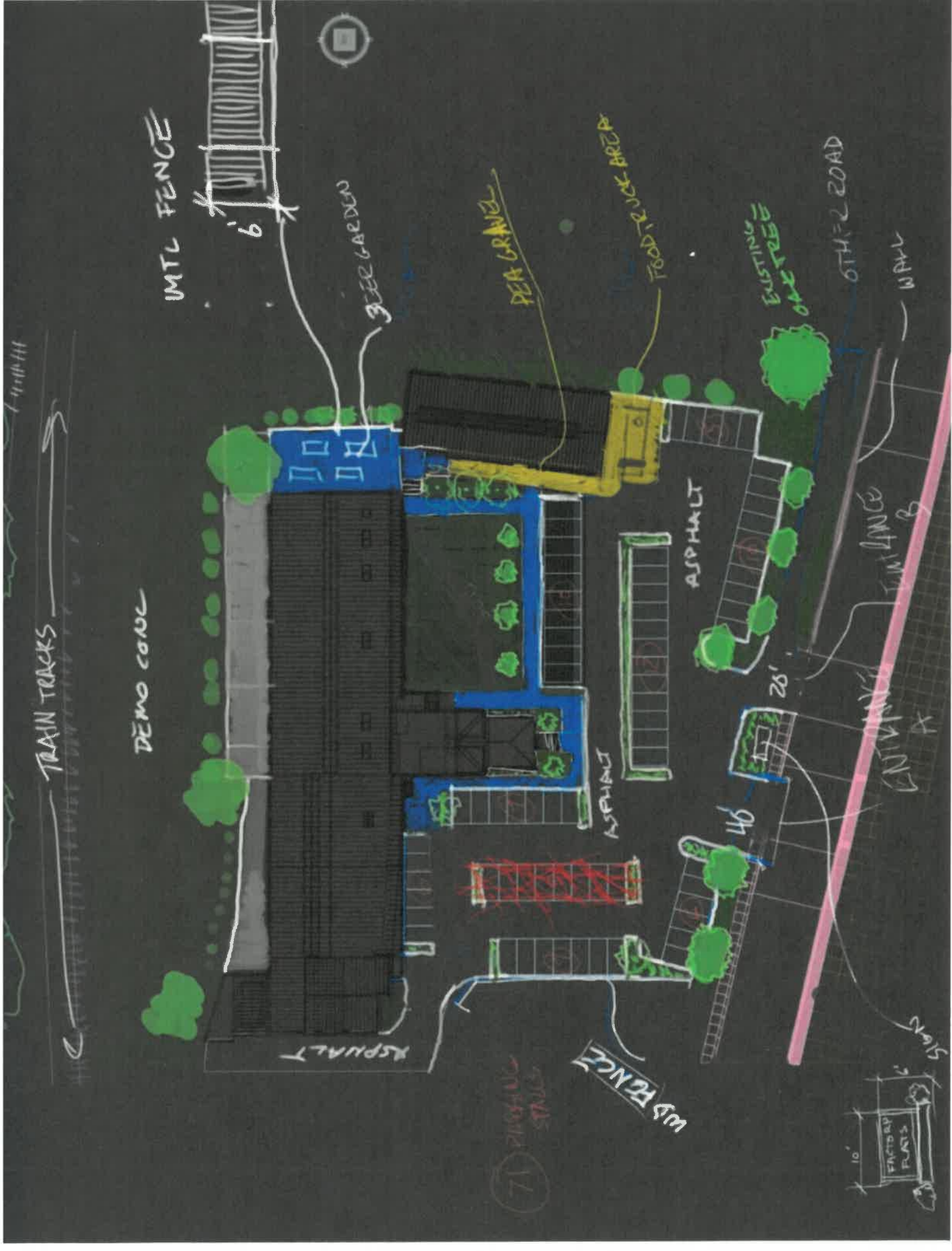
ASPHALT

28'

46'

WS FENCE

71' PAVING STOPS





Proposed Calendar of Events



2022

In November of 2021, Travel and Leisure designated the Town of Buchanan as One of the 12 Best Towns to Add to Your Travel List due to our historic downtown and businesses, access to the James River, and, our Town Events.

Recent studies state one of the characteristics of the new economy is that jobs follow people and that people are choosing to move to quality places. "Sense of Place" is important to people in determining where they choose to live and do business. The task for rural communities or small towns is to define their niche and target those people who seek the assets and attributes they have to offer.

Buchanan is a traditional small town with an historic, strong traditional central core surrounded by traditional neighborhoods, rural fields and the wooded mountains. The community settled at the intersection of the Great Valley Road and the James River. The Town is strongest when it builds upon its strategic access to the James River as illustrated by the boom during the Town's heyday as the terminus of the James River and Kanawha Canal and most recently over the past thirty years when the river has been a major component of the community's revitalization efforts. More than \$8 Million dollars of private sector investment has resulted in our community gaining recognition as a local and regional attraction. In 2016 Travel & Leisure Magazines designation of the "Upper James River Water Trail as one of the best, easy outdoor adventures in the world," and the 2021 designation recognizing Buchanan as "One of the Top 12 Best Small Towns in Virginia to Add to Your Travel List." Current Economic Development asks what makes one place or community better than another? The answer is enhancing one's local identity and sense of place through "Placemaking". Buchanan is doing exactly this and we propose to continue our community's resurgence by celebrating, strengthening and protecting our historic, cultural, natural and social resources as we continue to grow a sustainable economy of locally owned businesses, longtime and new residents.

One of very important findings about successful communities in the new economy is their work was done with a regional (multi-county) partnership. The new economy is regional. People, companies and talent do not move to towns; they move to regions. So, the effort needs to be focused locally but with an eye as to how it works and fits in the larger region. That means local governments, schools and the private sector must all work cooperatively together to market the region.

The Town works with the State through the Virginia Tourism Corporation, the Visit Virginia's Blue Ridge Tourism Office, the Blue Ridge Parkway Association, the Virginia Civil War Trails, the Upper James River Blueway, and the Department of Housing and Community Development as an Affiliate Community in the Main Street Program. These efforts help promote the community as a whole, our events, our locally owned businesses, our recreational amenities helping us reach a much wider audience.

Buchanan, Virginia, we are making a difference in the quality of life for today's and tomorrow's citizens, one event at a time.

Planting the seeds of tomorrow today, Buchanan's Calendar of Events is a critical component of the Town's comprehensive economic development, as well as an important tool for improving the quality of life for area residents. The impacts of COVID-19 confirmed just how important events are to the residents as well as the business community.

Buchanan's Calendar of Events intertwines community traditions with new trends, weaving a rich tapestry of family-oriented activities reflecting the best of the past with changing tastes of new generations of residents and visitors.

After more than two centuries of use, downtown remains a key element of the Town's economic vitality, sustainability and quality of life. The importance of downtown as the heart of the community was reinforced in

2019 when Governor Northam presented the Town with a \$45,000 check for a Community Business Launch Grant resulting in the opening and expansion of businesses.

Buchanan's events collectively attract thousands of visitors who enjoy the Town's small-town character as well as our historic and recreational resources and natural setting. These activities generate spill over shopping and dining throughout the community. Mountain Magic In Fall was the catalyst for the opening of our newest retail business, Faithful Country Creations. Events showcase the Town's assets, generate economic activity and foster a sense of civic pride in our community.

Buchanan's events provide an opportunity for our locally owned businesses throughout the community to showcase their unique products and services, our small-town character and recreational resources like hiking, biking and paddling the James River. The income and buzz generated by our events helps preserve our historic, economic and social assets, promote diverse sustainable economic and cultural vitality helping to create a location of choice in which to live, work, visit and take pride in. As Buchanan moves into the new millennium, quality of life issues will become increasingly important in keeping the Town as a competitive and desirable place of choice in which to live, visit and do business.

The Town of Buchanan offers one of Botetourt County's most comprehensive Calendar of Events giving us the reputation of being a lively, vibrant community. Activities range from small intimate events to large signature events attracting visitors from the County, Roanoke Valley, Shenandoah Valley and beyond.

Special Events Goals for 2022:

- Finetune and improve the quality of events
- Increase sponsorships for event activities
- Encourage the participation of clubs, churches, civic groups and schools in downtown activities
- Continue to define and enhance Buchanan's unique "sense of community"
- Continue to promote pride in Buchanan through the "Simply LOVE Buchanan" theme
- Continue to develop the branding image of "Buchanan, Virginia where Main Street meets the mountains"
- Increase our number of volunteers across the Calendar of Events
- Create a Community Calendar featuring events throughout the community

We are exploring new activities including, but not limited to: Expanding the Buchanan Community Market to help increase access to locally grown fruits, vegetables, meat and baked goods, Appalachian Trail Community Designation, and building on the relationship of the Town's Main Street Affiliate Designation.

The following calendar lays out the events planned for the 2022 calendar year. Any additions or changes will be noted on the Town website at www.townofbuchanan.com and on the Town's Facebook page. Sponsors will be included in promotional activities including Town Website, Facebook and any advertising.

COVID-19 Safety

Mission Statement

The Buchanan Calendar of Events will be a bright light in this difficult time of COVID - 19. The Town's Calendar will provide a positive image of the community projecting some sense of normalcy, refreshing people in body and spirit, while reinforcing the role of downtown as the heart and soul of the community.

Without a healthy and vibrant downtown, you cannot have a healthy community. We seek to serve our residents, business community, the greater Buchanan Area as well as Botetourt County and beyond.

Let's continue to boost morale and make memories...

The Top Four Keys for a great Guest Experience



Safety
Courtesy
Show
Efficiency

A COVID Safe Environment

Safety is a part of the experience for visitors, businesses, and local residents in the proposed Buchanan Calendar of Events. As we continue to work together to get through the COVID-19 pandemic, the Town of Buchanan is committed to keeping each other safe and healthy.

Events will follow recommended guidelines from the CDC and Botetourt County Health Department to help us create an environment of safety while we enjoy the businesses and experiences that make Buchanan one of the most special places in Botetourt County.

Stay Safe Pledge Action Steps

- Follow CDC guidance for cleaning & disinfecting
- Wear masks or face coverings
- Wash hands frequently and have hand sanitizer available
- Follow social distancing & capacity guidelines
- Each event will have an Event Permit Application submitted for review by the Botetourt County Health Department to approve. The Botetourt County Health Department will evaluate each activity and provide guidance in meeting requirements.

Let's Make This a Year Everyone Will Remember for all the right reasons!

Proposed Buchanan Calendar of Events 2022

Additional changes in activities will be advertised in the local papers, the Town's website and the Town's Facebook page. For additional information, please contact the Town of Buchanan Community Development Program at (540) 254 – 1212 x 4, or, email us at hgleason@buchanan-va.gov

The “theme” for the 2022 Buchanan Calendar of Events is LOVE. This has been chosen to “brand” this year’s events to carry through the Town’s unveiling of a LOVE sign on the Buchanan Swinging Bridge Park in 2022.

January – Simply LOVE our Healthcare Workers

Thursday, January 6th – Epiphany Bonfire

Friday, Saturday & Sunday - January 28, 29 & 30 – Light Display on Town Park 5pm – 8pm – To support the national Keep the Lights On Campaign which takes place during the month of January. We will relight the Festival of Lights to show our support of the Health Care Profession.

February – Simply LOVE Family

Friday, Saturday & Sunday, February 11, 12 & 13 – Simply LOVE Buchanan – Enjoy Dinner & A Movie

March – Simply LOVE Spring

Spring Barrel Planting with Pansies

Swinging Bridge Park – Unveil LOVE Sign – March 4th

Swinging Park Sign – Place a sign at the entrance of the Swinging Bridge Park

Picnic Shelter – Use existing supplies to construct a pergola over the picnic table

April – Simply LOVE Home & Garden

Friday, April 1st - Buchanan Arbor Day Celebration - Costs covered by Grant and Donations

Saturday, April 2nd - Buchanan Garden Festival - \$2,500.00 – Rain Date April 9th

Easter Egg Hunt – Saturday, April 9th - \$300.00

Saturday, April 23 - Spring Clean Up - Dumpsters available on Town Park

Saturday, April 30 – Buchanan Community Market - \$100

April 29, 30 & May 1 – Buchanan Civil War History Weekend - \$2,000

May – National Historic Preservation Month – Simply LOVE our Roots

Looney’s Ferry Presentation Returns to the Buchanan Theatre

Launch a Historic Plaque Grant - Promote Plaques on historic buildings in Town similar to the Virginia Logos Grant. The Town would reimburse a \$25 Grant for individuals who purchase plaques for Buchanan Historic Buildings - \$500 pool of money

(As background, individual standard plaque prices start at \$54.00)

Place a Customized National Register Plaque on Town Hall - \$250.00

Friday, May 10th – LEU Police Bicycle Tour - \$50.00

Saturday, May 30 – Buchanan Community Market - \$100

June - Simply LOVE Summer

Saturday, June 4th – Fishing Carnival - \$75.00

Sunday, June 5th - The Carilion Clinic IRONMAN® 70.3® **Virginia's Blue Ridge triathlon**

Saturday, June 25th – Buchanan Community Market - \$100

Thursday, June 30th – Saturday, July 9th - Buchanan Community Carnival

July – Simply LOVE America

Saturday, July 1 – 9th – Buchanan Community Carnival

Saturday, July 23rd – Reggae By the River - \$8,000.00

Saturday, July 30th – Buchanan Community Market - \$100

August – Simply LOVE Back to School

Friday, August 5th & Saturday 6th - Botetourt County Fair - \$100.00

Saturday, August 27th – Buchanan Community Market - \$100

September – Simply LOVE the Dog Days of Summer

Sunday, September 11th – BVFD 911 Memorial Walk on Town Park

Saturday, September 10th or 17th – Pork on the James - \$8,000.00

Saturday, September 10th or 17th – Tri Buchanan Run, Ride & River Race – Operated by Muddy Squirrel

Saturday, September 24th – Buchanan Community Market - \$100

October – Simply LOVE Fall

Saturday, October 1st – Mountain Magic In Fall - \$5,000.00 – Rain Date – Saturday, October 8th

Saturday, October 15th – Fall Clean Up

Monday, October 31st – Halloween

November – Simply LOVE Family and Friends

Saturday, November 26th – Small Business Saturday

Community Market - \$100

Carriage Rides - \$600.00

Ornaments - \$300.00

Shirts - \$700.00

Saturday, November 26th – Tree Lighting Ceremony - \$300

Festival of Lights Open House – Proceeds from 2021's year's donations and new sponsorships

Add activities such as Food for Sale

Theme Nights

December – Simply LOVE Christmas

Saturday, December 10th – Buchanan Christmas Parade - \$500.00 - Rain Date – Sunday, December 11th

Saturday, December 10th – Community Market - \$100

Wreaths Across America – Laying of Wreaths on Graves in Fairview and Mountain View Cemetery Honoring Veterans

Company 3 Santa Visits – Each Saturday in December the BVFD visits a new neighborhood bringing Santa for the kids

Saturday, December 24th – Christmas Eve Luminaries - \$200