



Minutes of Council Meeting
Buchanan, VA

December 12, 2022

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

Mayor Bryant stated that before the Council meeting the recently elected Councilmembers and Mayor would be sworn in. Circuit Court Clerk Tommy Moore performed the swearing in ceremony for Councilmembers James Manspile and Councilmember James Eubank. Mr. Moore then performed the swearing in ceremony for Mayor Tristan Harris.

Mayor Craig Bryant called the December 12, 2022 Council meeting to order at 7:04 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Clerk Claudine Stump to take roll call. With four councilmembers present, a quorum was established. A moment of silence was held and the Pledge of Allegiance was recited.

Mayor Bryant made a motion to move the Public Hearing to New Business/Action Items/Public Hearings, add 2 closed sessions with the second being led by Vice Mayor Witt, and add the review of the contract for Operations and Maintenance of the Water and Sewer services for the Town of Buchanan. Councilmember Manspile gave a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0.

Next on the agenda was approval of the consent agenda. The consent agenda included the November Financial reports, and Unpaid Bills. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Consent Agenda was approved with a vote of 4 – 0.

Next on the Agenda was awards, recognitions, and presentations. Community Developer Harry Gleason stated that the Town of Buchanan had received 2 recognitions recently. The first was Blue Ridge Country Magazine featured the Town as a major feature for the magazine. The value for that was over \$10,000.00 if Town had to pay for it. Town was also named one of Virginia's most charming small Towns by Love Exploring which is a Tourism company. Both articles are on the Town website.

Next on the agenda was citizen comments and petitions regarding agenda items. There was no one signed up to speak.

Mayor Bryant made a motion to go into a Public Hearing for the rezoning of the Pattonsburg Mill Property on Old Mill Road with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. Mayor Bryant asked if anyone had signed up to speak. With no one signed up to speak, Mayor Bryant asked Council for any input. Mayor Bryant opened the discussion to the developer. The developer, Mr. Rossi, explained his motivation for his development for this property. Mayor Bryant asked Community Developer Harry Gleason for the Planning Commission's public hearing and meeting. The developer is asking to change the zoning from single family residential to agriculture in order to do the project. The developer is looking to stabilize and preserve the Mill building that is located on the property. Planning Commission voted to approve the request. Mayor Bryant asked Mr. Rossi about safety issues. Mr. Rossi stated that they would defer to the county for whatever they require. Citizens asked several questions of the developer. Mayor Bryant asked for further comments. With no further comments, Mayor Bryant made a motion to close the public hearing with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0. Councilmember Manspile made a motion with a second from Councilmember Rickman to approve the rezoning from RL to Agriculture for the Pattonsburg Mill property. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. The first action item was consideration of resolution R22-1212-01: Resolution Designating 55 Bedford Street Property as a Revitalization area. Community Developer Gleason explained this is the next step for one of the properties that Town has targeted for revitalization. With this designation, the new owner can receive grants to help with revitalization of the property. Councilmember Manspile made a motion to approve the resolution with a second from Mayor Bryant. Mayor Bryant asked for further discussion. Vice Mayor Witt asked if the new owner purchased the entire compound? Town Manager Peck stated that the potential owner is waiting for the final report from tests done in the building. Community Developer Gleason stated this is the third of the five buildings that Town had targeted for revitalization that has been sold. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved by a vote of 4 – 0. The next action item was the Fire Department requests. Town Manager Peck stated that Council has requested more information but Fire Department had not been able to provide more information. The Fire Department has requested that they be able to do flushing and pressure tests for the fire hydrants, and paint the hydrants. Captain Bennington also stated that he has found someone that can give us a quote on the antique fire truck for use in the parades. Councilmember Manspile made a motion to table the discussion of flushing, pressure testing, and painting the fire hydrants until the work session with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. The next action item was the proposed leave donation policy. Town Manager Peck explained this would allow employees to donate leave to fellow employees in need. Councilmember Manspile made a motion to direct the Town Manager to add the correct language to our personnel policy. Mayor Bryant gave a second for the motion but added he wanted to make it retroactive to December 3, 2022. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved by a vote of 4 – 0. The next action item was requesting a Public Hearing on Ordinance to allow Town of Buchanan participation in the VACO/VML Virginia Investment Pool for the purpose of investing in accordance with section 2.2-4501 *et Seq* and 15.2-1300 of the Virginia Code. Town Manager Peck stated local governments throughout the state have pooled their moneys into investment trusts. It is like a money market account. Councilmember Manspile made a motion to move forward on the Public Hearing with

a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0. The next action item was the Virginia Department of Environmental Quality (DEQ) ARPA Wastewater Funds Sewer Collection System Program Application. Town Manager Peck stated that this is a grant application to move the Water Street pump station out of the flood plain. This is a 100% grant application through ARPA. Town has submitted an application before. Council gave the go ahead to apply again. The next action item was the wastewater treatment plant (WWTP) cabinet quote. Town Manager Peck stated that the WWTP floors are being replaced. Instead of re-installing the cabinets, upgrade the cabinets and shelf space. This can be done with the current contractor, or we can get other bids. Mayor Bryant stated that the ask is to add the cabinets to the original bid. Councilmember Manspile made a motion with a second from Councilmember Rickman to add the upgraded cabinets to the original bid. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0. The next action item was the water and wastewater repairs. Town Manager Peck stated that there are several water and wastewater issues that needs to be addressed and listed them for Council. Town Manager Peck recommended securing Inboden's services to contract and get bids to get the work done. Mayor Bryant made a motion to empower Town Manager Peck to begin the process of securing the contractor to begin a work plan to make these critical repairs to the Town's water and sewer system with a second from Councilmember Manspile. Mayor Bryant stated that with the caveat of if something is out of the ordinary, Council will be informed. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. The last item on new business was the IES contract renewal for the water / wastewater services. Mayor Bryant stated there are no changes. Town Manager Peck stated there are no changes, but he will check it. Councilmember Manspile made a motion to approve the contract with a second from Mayor Bryant with the caveat that the authorized representative's section is updated. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Next on the agenda was reports. Town Manager Peck stated he had nothing to report for Special Events, Community Development, or Planning Commission. Vice Mayor Witt asked if there had been any more feedback from VDOT about the speed limits. Town Manager Peck stated that he had not. He is having the resident engineer from VDOT come to the Council Meeting in January.

Next on the agenda was citizen comments and petitions regarding non-agenda items. Mr. Carol Boblett of 26 Copps Hill Rd. had signed in to speak. Mr. Boblett stated that he wants to know if the Town is going to go ahead with the Veteran's Banner program. His last discussion with Town Manager McCulloch was for him to go further with Verizon. Mr. Boblett has spoken to Verizon, and they just want to stay out of it. They have no problem with the banners, so let's put them up there. This will cost the Town nothing. Mayor Bryant stated that Council will go back and look at their notes from previous discussions. The Town Manager will get back to you. Vice Mayor Witt stated that the issue for Council was the legal ramification. Mayor Bryant thanked Mr. Boblett for bringing this back to Council's attention.

Next on the agenda was upcoming meetings and events. Mayor Bryant asked citizens to please pay attention to the upcoming events to keep supporting our community.

Mayor Bryant thanked the citizens' and Council for letting him serve as Mayor for the past 5 years. We have gotten a lot done. It has been a pleasure serving, thank you for the support for the past 5 years, and he looks forward to seeing what the new Council upholds and moves the Town forward.

Mayor Bryant made a motion to go into closed session per 2.2-3711 paragraph 1 of the Code of Virginia with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0.

Closed session started at 8:06 pm.

Mayor Craig Bryant made a motion to certify that only matters discussed in the first closed session were lawfully exempted from discussion in an open meeting with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Mayor Bryant called the Council Meeting to order to take action. Mayor Bryant made a motion to approve the separation agreement as outlined in the discussion today with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Mayor Bryant made a motion to go into closed session per 2.2-3711 paragraph 1 of the Code of Virginia with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

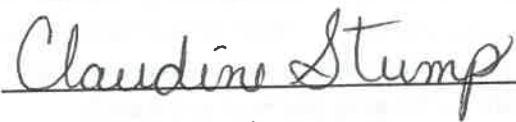
Closed session started at 8:35 pm. Mayor Bryant was not in attendance for this closed session.

Vice Mayor Witt stated that Council came out of closed session. Vice Mayor Witt made the motion to certify that only matters discussed in the closed session were lawfully exempted from discussion in an open meeting per the Code of Virginia with a second from Councilmember Manspile. Vice Mayor Witt asked for further discussion. With no further discussion, the motion was carried with a vote of 3 – 0.

Vice Mayor Witt made a motion to adjourn with a second from Councilmember Manspile. Vice Mayor Witt asked for further discussion. With no further discussion, the motion carried with a vote of 3 – 0.

Adjournment was at 8:50 pm.

Respectfully submitted,



Claudine Stump, Clerk



Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 12 day of December 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

YES
YES
YES
ABSENT
YES

On motion of Councilmember Manspile, which carried by a vote of 4 - 0, the following was adopted:

A Resolution

Designating 55 Bedford Street Property as a Revitalization Area

Whereas, pursuant to Section 36-55.30:2A of the Code of Virginia of 1950, as amended, the Town Council of the Town of Buchanan of Virginia, desire to designate the area (55 Bedford St) described on Exhibit A attached hereto as a revitalization area.

Now, Therefore, Be It Determined as Follows:

(1) the Area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in the Area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; and

(2) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low- and moderate-income persons and families in the Area and will induce other persons and families to live within the Area and thereby create a desirable economic mix of residents in the Area.

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

Now, Therefore, Be It Hereby Further Determined: that the following non-housing building or buildings (or non-housing portion or portions of the building or buildings) located or to be located in the Area are necessary or appropriate for the revitalization of the Area:

Properties located in the County of Botetourt, Virginia, Tax IDs 65A(5)13, comprising 0.2085 acres more or less, and 65A(5)14, comprising 0.7804 acres more or less, and commonly known as 0 Lowe Street, Buchanan, VA 24066 and 55 Bedford Street, Buchanan, VA 24066.

There are three improved building on the two parcels listed above. Two of the three will be renovated into roughly 10 residential apartments. The third building is projected to have 4 residential apartments and 1-2 small storefront commercial spaces. The Purchaser/Developer is in the process of applying for a VHDA Predevelopment Loan and is in discussion with VHDA on long term financing for the entire property.

AYES: 4

NAYS: 0

ABSENT: 1

APPROVED:

Mayor

ATTEST:

Town Clerk



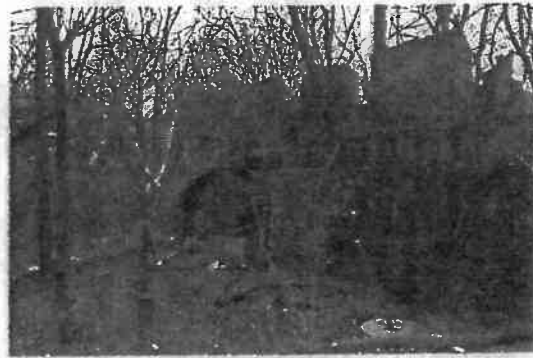
PRELIMINARY SITE AND ARCHITECTURAL CONCEPTS

PURGATORY CREEK CABINS | TOWN OF BUCHANAN, VIRGINIA | WWW.510ARCHITECTS.COM | DECEMBER 5, 2022

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HISTORIC PHOTO OF PATTONSBURG MILL
EST. 1826, VACANT SINCE 1930, RUINS SINCE FIRE IN 1970
PROVIDED BY TOWN MANAGER'S OFFICE



CURRENT STATE OF THE RUINS / SITE



INTRODUCTION / ABOUT THE SITE

THE APPLICANT REQUESTS REZONING FROM *RESIDENTIAL-LOW* TO *AGRICULTURE* FOR A GROUP OF PARCELS LOCATED IN THE NORTHEAST EXTENTS OF THE TOWN OF BUCHANAN. THE (5) PARCELS SPAN A COMBINED TOTAL OF 10.382 ACRES, WITH (4) PARCELS (ROUGHLY 9.8 ACRES) BEING CONTIGUOUS. EXISTING SITE FEATURES INCLUDE DENSE FORESTATION, STEEP TOPOGRAPHY, WIDE ACCESS TO PURGATORY CREEK, THE HISTORIC PATTONSBURG MILL RUINS, AND A CONCRETE DAM. A HIGH PERCENTAGE OF THE ACREAGE IS LOCATED IN THE PURGATORY CREEK FLOOD ZONE AND/OR THE 100-YEAR FEMA FLOOD ZONE.

PROPOSED USE / CONCEPT OF DEVELOPMENT

REZONING THE AFOREMENTIONED PARCELS TO AGRICULTURE IS REQUESTED TO ALLOW FOR BY-RIGHT DEVELOPMENT OF THE HISTORIC SITE AS A RECREATIONAL DESTINATION COMPLETE WITH (7) A-FRAME STYLE SHORT-TERM RENTAL CABINS. THE DEVELOPMENT AIMS TO DRAW INTEREST TO THE PATTONSBURG MILL RUINS AS A POINT OF INTEREST WITHIN THE TOWN OF BUCHANAN'S HISTORIC DISTRICT BY PROVIDING TRAILS AND CREEK ACCESS THROUGHOUT THE SITE. THE RUINS ARE PLANNED TO BE EVALUATED, STABILIZED FOR SAFETY, AND FENCED OFF FROM FOOT TRAFFIC WHILE STILL ALLOWING FOR VISITORS TO VIEW / EXPLORE AROUND THE RUINS SAFELY.

SHORT-TERM RENTAL CABINS (SEE ALSO: VACATION COTTAGE, CAMPSITE, CAMPGROUND) AIM TO PROVIDE LODGING FOR VISITORS AND TOURISTS TO THE TOWN OF BUCHANAN TO BOLSTER LOCAL REVENUE AND INTEREST. CABINS ARE EXPECTED TO ADHERE TO THE STAY REQUIREMENTS SET FORTH BY THE CAMPGROUND STANDARDS IN THE ZONING ORDINANCE. (SEC.202. A - AGRICULTURAL DISTRICT #10). EXISTING TREE CANOPIES AND FORESTATION ARE PROPOSED AS REMAINING IN-PLACE AS MUCH AS POSSIBLE.

MORE ABOUT THE CABINS

CABINS ARE PROPOSED AS PERMANENT STRUCTURES, BUILT FROM CONVENTIONAL MATERIALS, AND ELEVATED ON CONCRETE PIERS TO ALLOW THE FINISH FLOOR LEVEL TO BE 1' ABOVE THE BASE FLOOD ELEVATION. CABINS ARE EXPECTED TO BE ROUGHLY 20' WIDE BY 20' IN LENGTH FOR A TOTAL FOOTPRINT IMPACT OF 400 SQUARE FEET. AMENITIES PROVIDED FOR GUESTS WILL INCLUDE A SINGLE RESTROOM (TO INCLUDE TOILET, SHOWER, SINK), A SINGLE SLEEPING ROOM, AND SMALL EFFICIENCY KITCHEN WITH SINK + REFRIGERATOR. IN ADDITION TO THE INTERIOR AMENITIES, MINIMAL FRONT AND BACK DECKS ARE ANTICIPATED IN ADDITION TO THE 400 SF FOOTPRINT AS AREAS FOR GUESTS TO VIEW AND ENJOY THE SURROUNDING SITE.

ADDITIONAL SITE IMPROVEMENTS ARE TO BE DETERMINED BUT ARE EXPECTED TO INCLUDE TRAILS TO ACCESS POINTS OF INTEREST.



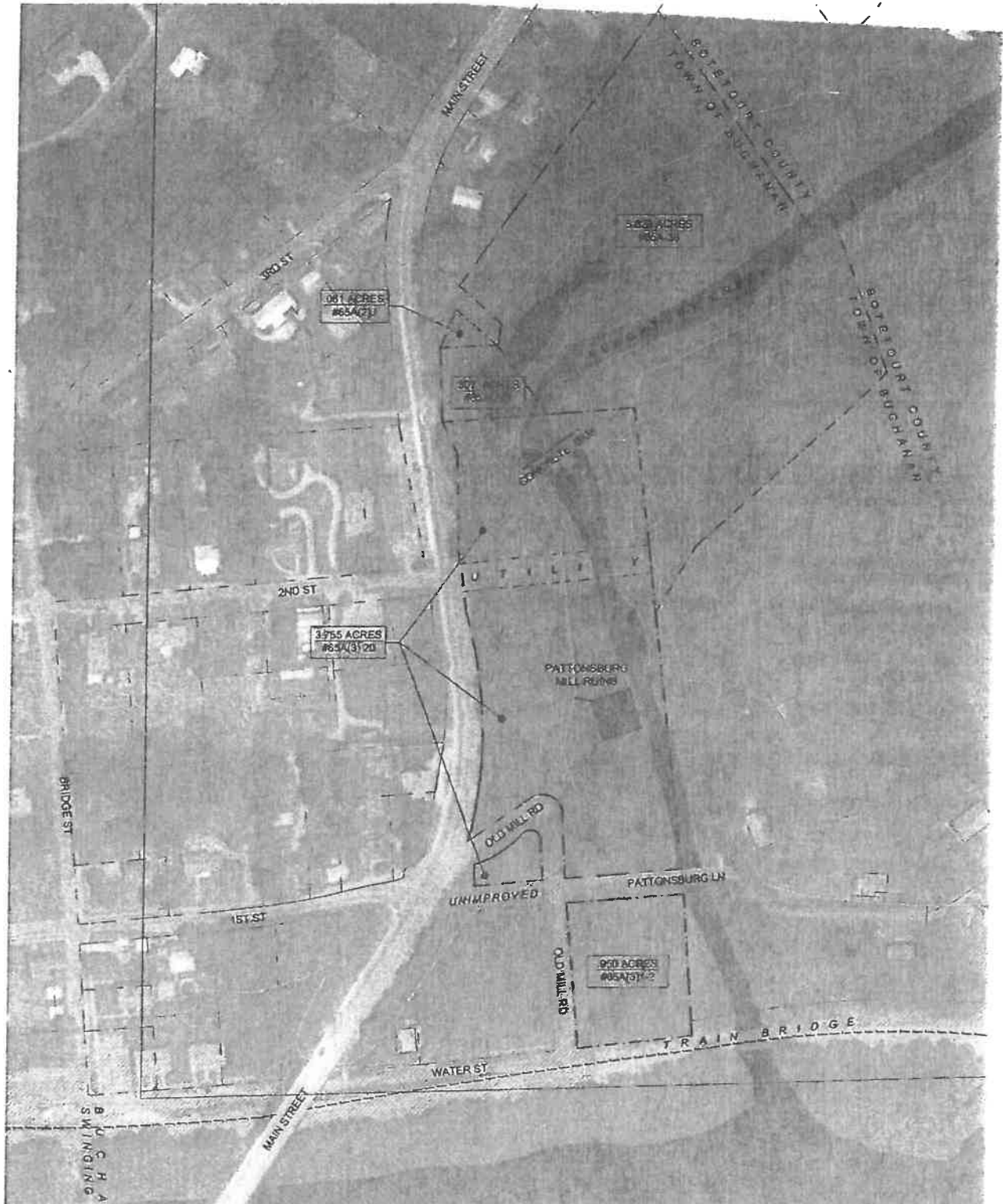
CONCEPT NARRATIVE TO SUPPORT REZONING APPLICATION

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TOTAL ACREAGE REQUESTING "A" - AGRICULTURAL DISTRICT : ± 10.831 ACRES (6 PARCEL ID#)

CONTIGUOUS ACREAGE : ± 9.881 ACRES




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EXISTING SITE PLAN NOT TO SCALE

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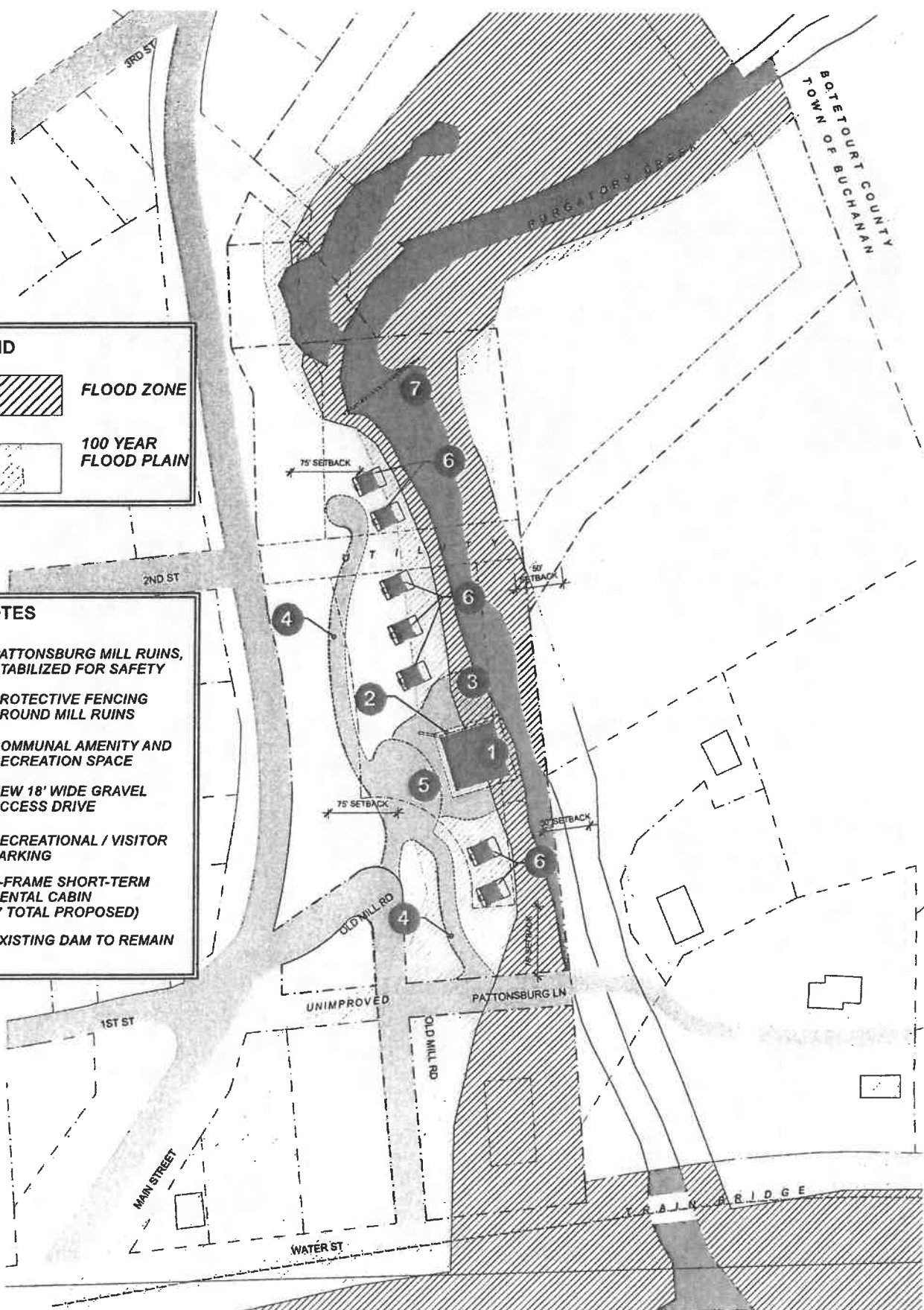
LEGEND

 **FLOOD ZONE**

 **100 YEAR FLOOD PLAIN**

KEYNOTES

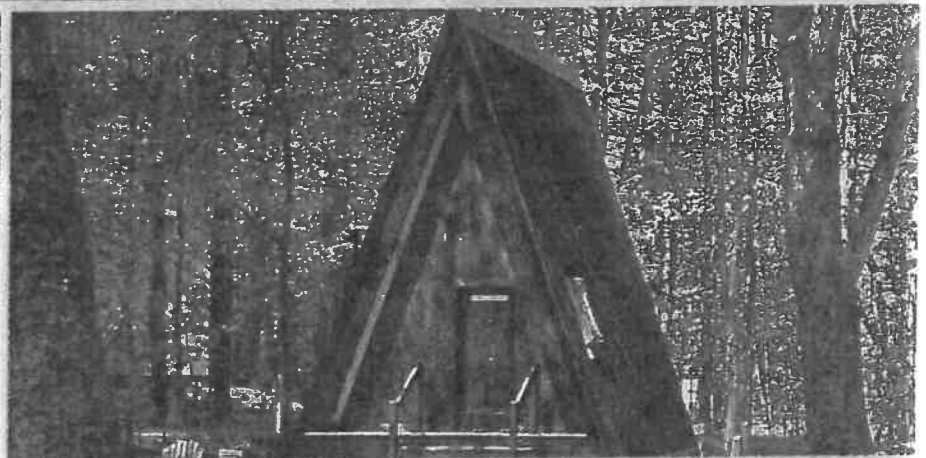
- ① **PATTONSBURG MILL RUINS, STABILIZED FOR SAFETY**
- ② **PROTECTIVE FENCING AROUND MILL RUINS**
- ③ **COMMUNAL AMENITY AND RECREATION SPACE**
- ④ **NEW 18' WIDE GRAVEL ACCESS DRIVE**
- ⑤ **RECREATIONAL / VISITOR PARKING**
- ⑥ **A-FRAME SHORT-TERM RENTAL CABIN (7 TOTAL PROPOSED)**
- ⑦ **EXISTING DAM TO REMAIN**



SCHEMATIC SITE PLAN NOT TO SCALE

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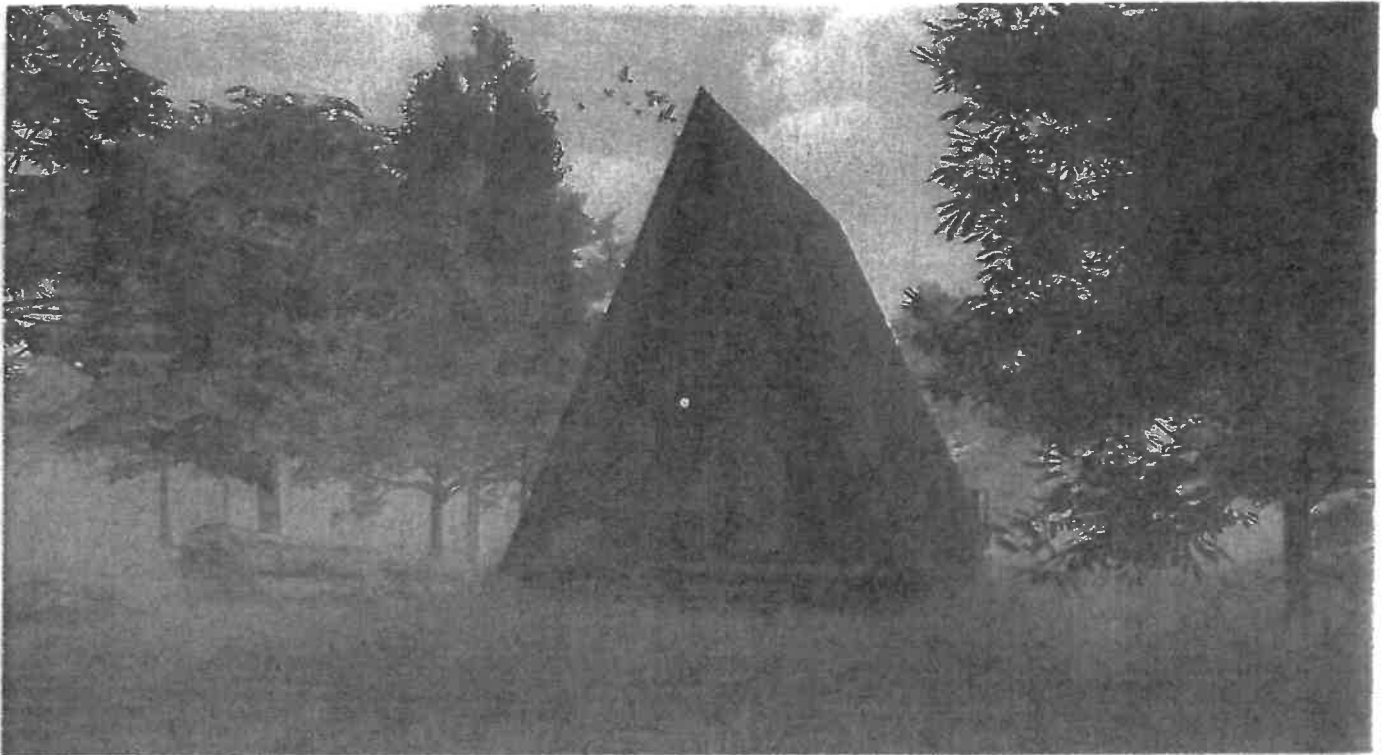
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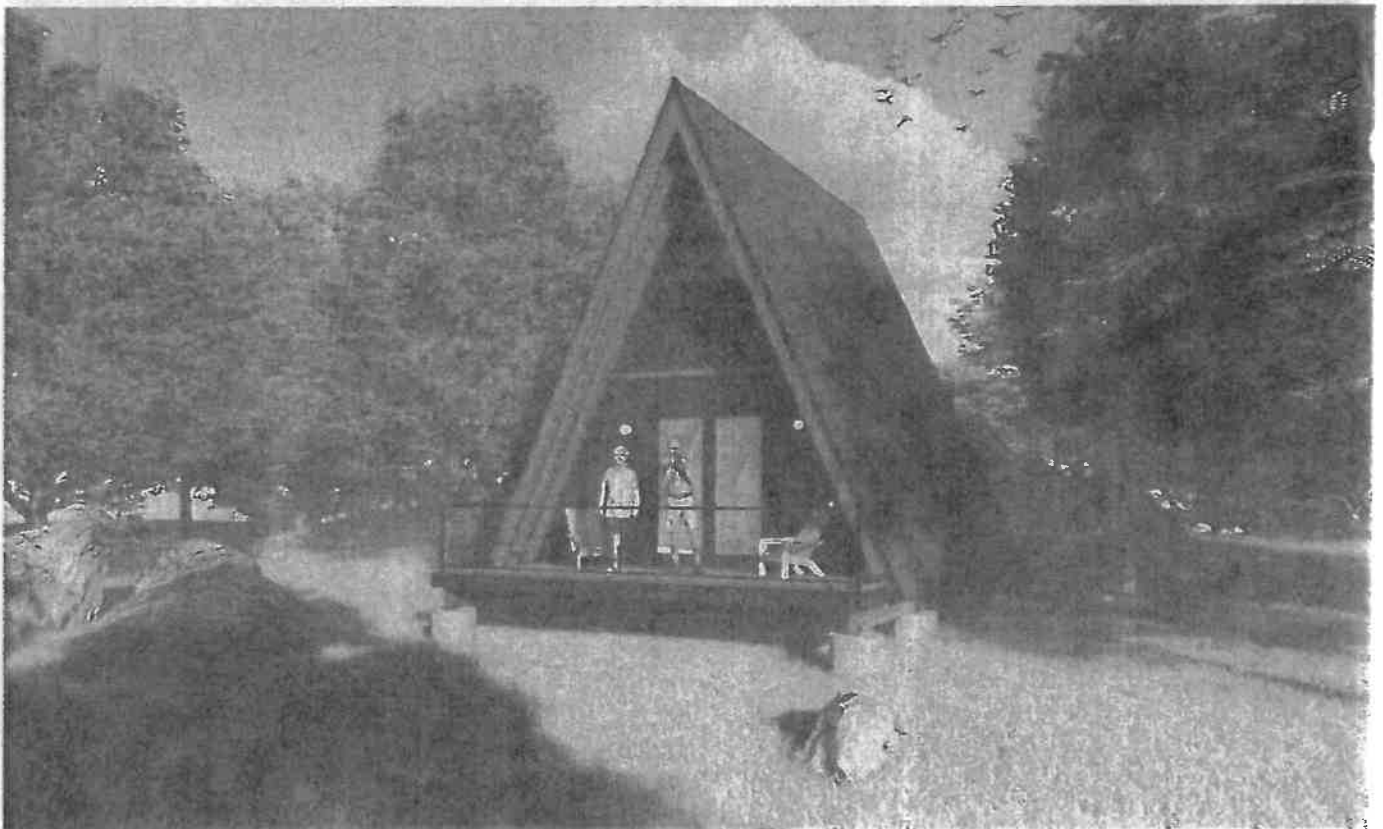
PRECEDENT IMAGES - EXTERIOR

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FRONT VIEW



REAR VIEW



CABIN PROTOTYPE - CONCEPT ILLUSTRATIONS

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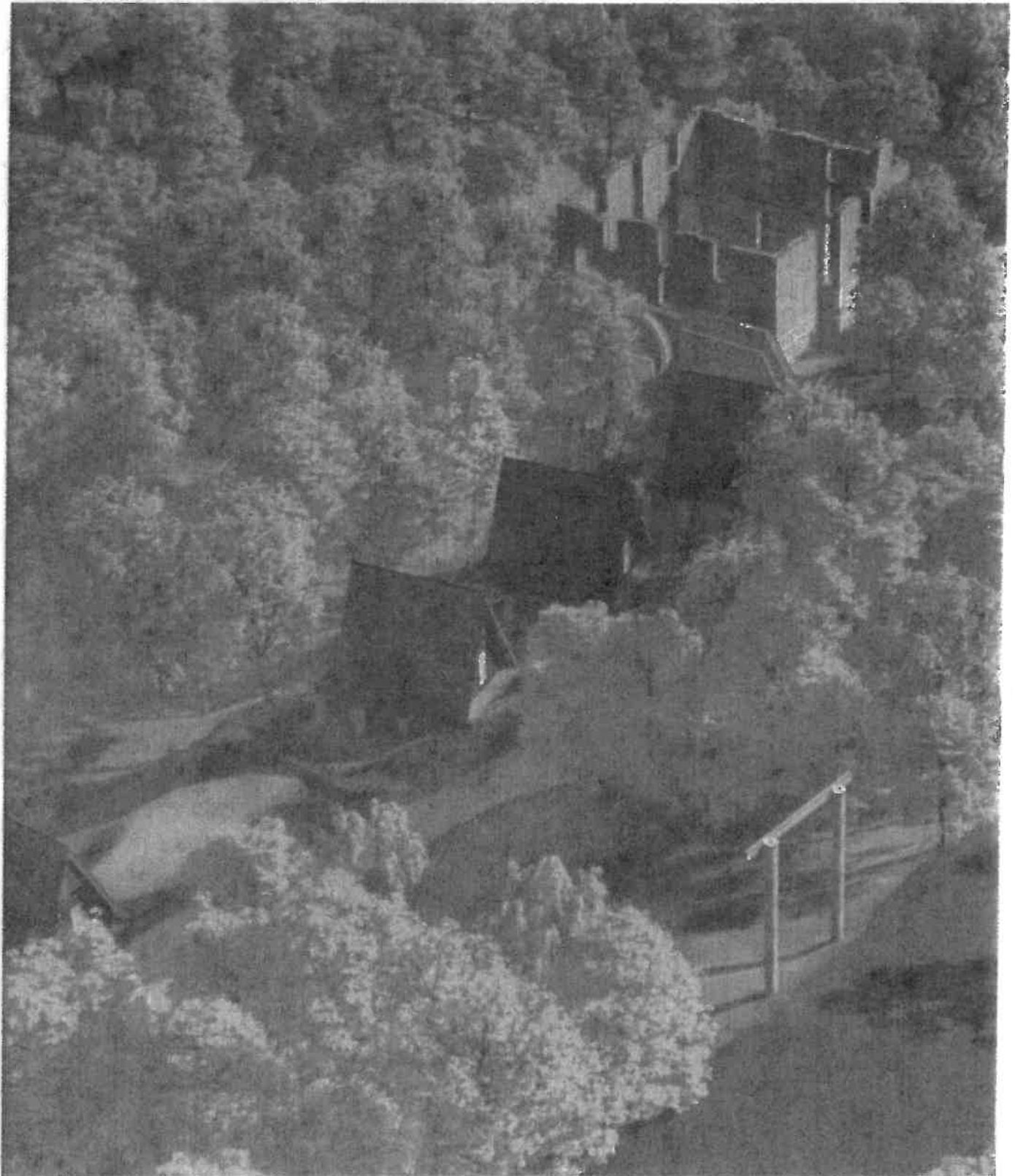
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CONCEPT ILLUSTRATION - BIRD'S EYE VIEW

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CONCEPT ILLUSTRATION - BIRD'S EYE VIEW

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HYDRANT LOCATION	MAIN SIZE	GPM	static psi	residual psi	LUBRICATION	DAMAGE/MANTIENCE	color
588 4th st	6in	480	30psi	12psi	yes	n/a	red
4th st / bridge st N	6in	580	38psi	10psi	yes	n/a	yellow
337 4th st	6in	450	30psi	10psi	yes	n/a	red
220 4th st	6in	180	30psi	8psi	yes	n/a	red
449 3rd st	6in	320	44psi	10psi	yes	n/a	red
3rd st / main st	6in	630	52psi	20psi	yes	n/a	yellow
20408 main st	6in	610	58psi	18psi	yes	n/a	yellow
2nd / main st	6in	740	68psi	25psi	yes	n/a	yellow
2nd / bridge st N	6in	680	54psi	22psi	yes	n/a	yellow
2nd / fairview	6in	450	40psi	10psi	yes	n/a	red
1st / fairview	6in	500	50psi	10psi	yes	n/a	yellow
1st / bridge st N	6in	770	52psi	22psi	yes	n/a	yellow
1st / main	6in	770	78psi	28psi	yes	n/a	yellow
old mill st	6in	320	56psi	10psi	yes	n/a	red
bridge / water st	4in	180	58psi	8psi	yes	n/a	red
lowe st / main	6in	740	60psi	21psi	yes	n/a	yellow
lowe st / bedford	6in	770	80psi	28psi	yes	n/a	yellow
lowe st / washington	6in	770	82psi	30psi	yes	n/a	yellow
316 lowe st	6in	880	78psi	25psi	yes	n/a	yellow
225 lowe st	6in	880	84psi	40psi	yes	n/a	yellow
19827 main st	4in	320	80psi	10psi	yes	hydrant leaking from bottom	red
main st / bedford	4in	280	80psi	4psi	yes	hydrant leaking from bottom	red
main st / washington	4in	280	74psi	10psi	yes	hydrant leaking from bottom	red
main st / 13th st	4in	550	71psi	18psi	yes	n/a	yellow
main st / 15th st	4in	180	70psi	7psi	yes	hydrant leaning	red
19th / spotswood N	10in	1000	80psi	50psi	yes	do not paint	green
boyd st / rabbit run	6in	1000	72psi	43psi	yes	do not paint	green
boyd st / 13th st	6in	1000	63psi	40psi	yes	do not paint	green
boyd st / 12th st	4in	280	63psi	8psi	yes	n/a	red
boyd st / bridge st S	4in	180	80psi	3psi	yes	n/a	red
main st / grandyke	10in	1000	80psi	40psi	yes	do not paint	green
culpepper / 14th st	6in	880	60psi	31psi	no	needs to be replaced	yellow
culpepper / 15th st	6in	880	60psi	30psi	no	n/a	yellow
culpepper / 16th st	6in	880	53psi	31psi	no	n/a	yellow
culpepper / 17th st	6in	880	40psi	30psi	no	n/a	yellow
culpepper / 13th st	10in	1590	110psi	20psi	no	n/a	blue
albemarle / 17th st	10in	2016	100psi	35psi	no	n/a	blue
albemarle / 15th st	10in	2016	105psi	40psi	no	n/a	blue
albemarle / 13th st	10in	1000	100psi	55psi	no	n/a	green
culpepper / 19th st	6in	880	60psi	25psi	no	n/a	yellow
gorge rd	6in	740	60psi	20psi	no	n/a	yellow
495 newtown rd	6in	880	60psi	24psi	no	n/a	yellow
newtown / spotswood south	6in	1000	60psi	45psi	no	n/a	green
spotswood south / 20th	6in	880	50psi	35psi	no	n/a	yellow
chenault end	2in	500	60psi	10psi	no	n/a	red
chenault beginning	2in	500	60psi	10psi	no	n/a	red
300 newtown rd	6in	1000	60psi	45psi	no	n/a	green
168 newtown rd	6in	2880	60psi	50psi	no	n/a	blue
redhorse ln / newtown rd	6in	1000	60psi	45psi	no	hydrant leaning	green
redhorse ln / mountain rd	6in	1000	50psi	30psi	no	n/a	green
364 redhorse ln	6in	680	30psi	20psi	no	n/a	yellow
520 redhorse ln	6in	490	12psi	10psi	no	n/a	red
schoolhouse / RR xing	6in	1000	60psi	54psi	no	n/a	green
schoolhouse	6in	1000	58psi	24psi	no	n/a	green
pico rd / schoolhouse	6in	1000	58psi	50psi	no	n/a	green
100 pico rd	6in	1000	60psi	50psi	no	n/a	green
pico rd / happy foodmart	6in	2016	60psi	50psi	no	n/a	blue
lee highway / pico rd	10in	2016	70psi	20psi	no	n/a	blue
main st / mt joy	10in	2016	70psi	20psi	no	hydrant leaning	blue
main st / doctors office	10in	2207	70psi	24psi	no	n/a	blue
main st / 18th st	10in	1588	80psi	10psi	no	n/a	blue
main st / williams lane	10in	1435	44psi	12psi	no	n/a	green
va forge entrance	10in	2207	100psi	25psi	no	n/a	blue
vfc 1	10in	1720	100psi	60psi	no	n/a	blue
vfc 2	10in	1720	90psi	65psi	no	n/a	blue
vfc 3	10in	1840	100psi	60psi	no	n/a	blue

vfc 4	10in	1800	100psi	65psi	no	n/a	blue
buchanan elementary school 1	10in	1435	40psi	10psi	no	n/a	green
buchanan elementary school 2	10in	1435	40psi	10psi	no	n/a	green
buchanan elementary school ent	6in	1568	50psi	15psi	no	n/a	blue
school playground BES	10in	1917	50psi	15psi	no	n/a	blue
83 southwest ave	unknown	180	60psi	1psi	no	did not read / needs to be replaced	red
669 james river terrace	10in	1588	50psi	10psi	no	n/a	blue
lee highway in front of vfc	10in	2116	75psi	24psi	no	n/a	blue
202 17th st	10in	2000	70psi	60psi	no	n/a	blue

**Virginia Department of Environmental Quality
American Rescue Plan Act (ARPA) Wastewater Funds
Sewer Collection System (SCS) Program Application**

Section A - Organizational Data

Name of Applicant Town of Buchanan
 Applicant Address P.O. Box 205, 19753 Main Street, Buchanan, Virginia 24066
 Contact Person A. Reese Peck
 Phone 540-254-1212 X3 Email townmanager@buchanan-va.gov
 Name of Consulting Engineer CHA Consulting, Inc
 Engineer Address 1341 Research Center Drive, Suite 2100, Blacksburg VA-24060
 Contact Person Douglas B. Hudgins
 Phone 540 268-3301 Email DHudgins@chacompanies.com

Section B - Project Information

Sewer

Project Type: Straight Pipe or Septic to Collection System ☐ Collection System ☒
 Will this project remove straight pipes or pit privies?
 Project Name: Water St. Pump Station, Southview St. Pump Station, and Force Main Replacements
 Please provide a project description, including information about the current system and number of connections. Include how this project will address risks to human health and if it is in response to a consent order.

Please refer to Attachment 1

Section C - Proposed Financing

a. Amount of SCS Funds Requested		\$ 1,652,000
b. Other Funding Available	Check if Committed <input type="checkbox"/>	Amount
Source		
1. FY24 VCWRLF		\$
2.		\$
3.		\$
Total Other Funding Available (1+2+3)		\$
c. Total Project Cost (a+b)		\$ 1,652,000

Section D - Water Quality Data

Location of Project: Latitude: 37.528 Longitude: -79.668
 NPDES Permit Number: VA0022225
 Name of stream to which flow is discharged: James River
 River Basin for Receiving Stream: James River Basin

Section E - Anticipated Project Schedule

	Date
Completion of Preliminary Engineering	March 2022
Submittal of Final Plans and Specifications	May 2023
Plans and Specs Approved (by DEQ)	June 2023
Advertise for Bids	June 2023
Award Contracts	September 2023
Execute Grant Agreement (by Dec. 31, 2024)	July 2023
Final Completion and Disbursement (by Dec. 31, 2026)	April 2024
Estimated Construction Time (in months)	8 months

Section F - Readiness to Proceed

	Check one
Plans and specifications approved by regulatory agencies	<input type="checkbox"/>
Plans and specifications being prepared	<input checked="" type="checkbox"/>
Preliminary engineering report/planning complete	<input type="checkbox"/>
Project is in the CIP	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Section G - Statistical Data

Average Monthly Charge per Household: \$ 40.40 Average Residential Connection Fees: \$ 2,500

Section H - Budget Information

Administration Expenses	\$ 24,000	Collector System Construction	\$ 569,000
Land, Right-of-Way	\$ 25,000	I&I Rehabilitation	\$ 0
Arch/Engineering Basic Fees	\$ 177,000	Equipment Purchase/Installation	\$ 611,000
Project Inspection Fees	\$ 128,000	Other (Explain:)	\$ 0
Connection Fees	\$ 0	Contingencies	\$ 118,000
Interceptor Line Construction	\$ 0	Total:	\$ 1,652,000

Section I - Assurances and Certifications

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned also agrees to clarify or supplement information pertaining to this application upon request.

Chief Administrative Officer of Applicant

Name A. Reese Peck

Title Interim Town Manager

Signature

Date

Section J - Requested Attachment

Preliminary engineering report, if available

Attachment 1

Please provide a project description, including information about the current system and number of connections. Include how this project will address risks to human health and if it is in response to a consent order.

The Town of Buchanan sanitary sewer system includes a wastewater treatment plant (WWTP) and three pump stations. The system has approximately 356 existing residential sewer connections.

Both pumps at the Water Street pump station have failed due to an electrical surge and are no longer operational. The Town now must contract with a septage hauler twice a day to pump and haul the sewage across the James River into a manhole. The replacement of this pump station is of critical need. The pump station also becomes inundated during flood events. This pump station needs new pumps, valves, and fittings. There is also a need to prevent pump clogging. The existing 4-inch force main is also more than 60 years old and needs to be replaced. The current infrastructure funding is an opportunity to replace the failed Water Street pump station and to modernize and update the system components to maintain permit compliance.

The proposed project will replace the Water Street Pump Station with two Gormann Rupp pumps with an above ground lift station package. A new 2-foot concrete platform will be installed to raise the pump station above the 100-year flood elevation. A new wet well will also be constructed which will require the purchase of an adjacent parcel to the existing pump station. The project also includes installing approximately 600 feet of 6-inch force main under the James River via hydraulic directional drilling that will pump wastewater from the Water Street Pump Station directly to the 8-inch force main from the Route 43 pump station.

The Southview Street pump station needs to have a valve vault installed that is separate from the wet well and also have its valves replaced. The addition of a valve vault will allow the operators to isolate pumps without having to enter the wet well. The pumps also need to be replaced to ensure the pump station is operating properly.

The pump station replacement will allow the Town to no longer be required to use a septic hauler to convey sewage in its system and instead allow the pump station to be operational again at design capacity. The new pump station will allow redundancy in the two pumps as well as raise the pump station out of the flood plain. If the sewage that is currently being hauled to a different part of the system is not successfully pumped by the septic hauler, the untreated wastewater would be forced to discharge directly into the James River causing a significant public health concern. A new force main will ensure the wastewater can successfully be pumped to the Route 43 pump station to then pump to the WWTP to be treated before discharging to the James River. The existing force main has already failed on two occasions due to age resulting sewage spills into the environment.

Financial Burden on Residents

The median household income for the Town of Buchanan is \$38,560 per year (based on the 2020 census) which is 50% lower than the average median household income for Virginia (\$76,398). For this median household income, the Virginia Department of Environmental Quality deems under 0.75% of the

annual MHI an affordable cost for sewer services. On average the residents pay \$40.40 (based on a monthly use of 5000 gals) for their sewer bill alone which is 1.26% of the median income which is 50% over what the Virginia Department of Environmental Quality has determined what is "reasonable" for this community's median household income. Any future project will require the Town to further increase rates which will increase the percentage of the sewer bill compared to MHI unless the Town can receive grant money to complete the pump station and force main replacements. The Town plans on reapplying to the VDEQ for the remainder of the projects outlined in the PER which could serve as another funding opportunity. The attached letter from DEQ explains the Town was bypassed from VCWRLF FY23 funding due to delayed construction readiness, though the Town will reapply for FY24 funding since the project will be within DEQ's desired readiness to proceed schedule.



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

P.O. Box 1105, Richmond, Virginia 23218

(800) 592-5482 FAX (804) 698-4178

www.deq.virginia.gov

Travis A. Voyles
Acting Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director
(804) 698-4020

September 23, 2022

Ms. Susan McCulloch
Town of Buchanan
smcculloch@buchanan-va.gov

Re: Virginia Clean Water Revolving Loan Fund (VCWRLF) Program
FY 2023 – Town of Buchanan
Town of Buchanan WWTP Rehabilitation Project
Project Bypass Recommendation

Dear Ms. McCulloch:

During the FY 2023 VCWRLF application solicitation DEQ received 73 applications requesting approximately \$496 million. DEQ staff reviewed an updated capacity assessment of the VCWRLF to determine the level of authorizations the fund could manage while maintaining the ability to provide funds for requests in future years. Based on this assessment, CWFAP staff determined that all projects could not be funded by the VCWRLF and proceeded to eliminate projects from the funding list based on project eligibility, compliance with Virginia Code, and previously established project bypass procedures.

In accordance with VCWRLF Program Design Manual project bypass procedures, the Board reserves the right to bypass any project of a higher priority and make loans to those of a lower priority in any year based on the following readiness to proceed consideration – readiness to proceed is a critical factor in maintaining the integrity of the loan program, projects should be able to move into the construction stage within 18 months of submitting an application. Based on the project schedule provided in the Town's application, construction would begin 24 months following application submittal. For this reason, DEQ is recommending to the Board that the Town's project be bypassed for VCWRLF funding in FY 2023. A final determination will be made by the Board at their meeting on November 29, 2022. Please note, this does not preclude the Town from applying to the program in future years.

Should you have any questions regarding information provided in this correspondence, please feel free to contact me at (804) 836-5912 or karen.doran@deq.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "Karen M. Doran".

Karen M. Doran, Program Manager
Clean Water Financing & Assistance Program

cc: Joseph Bergeron – Virginia Resources Authority
Drew Miller – DEQ/BRRO – Project Manager
James Moneymaker – DEQ/BRRO – Project Officer

Leave Donation Policy

Effective Date: December 1, 2022

Approved By: Town Council December 12, 2022

POLICY

Employees may donate accumulated hours of their accrued annual or sick leave to the sick leave balance of a coworker, following town policies.

PURPOSE

In accordance with the Town value of **Teamwork**, employees may donate leave to other employees who have exhausted their own sick and annual leave due to illness. This donated leave is to be used as sick leave to compensate an employee who is outdue to personal or family medical conditions.

R.E.S.P.E.C.T. VALUES



Teamwork: We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

These procedures are issued by the Town Council to implement the Leave Donation Policy. These procedures may be periodically updated.

All Regular full- and part-time employees are covered under this policy.

- A. Eligibility for Receiving Donated Leave: To be eligible to receive donated leave, an employee must satisfy all the following conditions:
1. Serious Health Condition: The absence for which leave is donated must be due to a serious health condition of an employee or employee's immediate family member (Non-FMLA Definition). Employees may use donated leave for absences that meet either of the following conditions:
 - a) Absence of three or more consecutive days
 - b) Absence that is eligible for FMLA
 2. Medical Certification: An employee must provide medical documentation from a certified healthcare provider (FMLA paperwork will suffice for this requirement).
 3. Probationary Period: An employee must have successfully completed the probationary period required for their position.
 4. Maximum donated Leave: Leave equivalent to up to 30 workdays may be received and/or used within a 12-month period. The period is calculated beginning on the first day that donated leave is used for an event.
 - a) Donated leave may not be used to extend an employee's leave status beyond the date that the employee is expected to return to work.
- B. Requesting and Qualifying for Donated Leave: Individual employees may inform others that they are going to be absent and have exhausted all their accrued annual and sick leave. However, departments and individuals must not put pressure on employees to donate. Leave donations will be kept confidential.
1. Request: Employee submits a letter to the Town Manager. The letter should include:

PROCEDURES

PROCEDURES
CONT.

a) Amount of Donated Leave Requested: Employee must request a minimum of three (3) workdays. The total amount of leave requested by the employee shall correlate to the amount of leave that has been approved for the qualifying medical condition and the amount of leave the employee has available to them to use.

b) Medical Authorization: The employee must submit medical authorization from the treating healthcare provider confirming a serious health condition of an employee or employee's immediate family member. If employee already qualifies for FMLA, that qualification documentation is sufficient. If employee does not qualify for FMLA, the employee should still submit FMLA paperwork since it will be used to obtain medical authorization to qualify for and use donated leave. Town Manager will confirm medical documentation and make the final approval.

2. Approval: Upon approval, Town Manager will notify the recipient employee and the Treasurer.

3. Surplus Donations: Once the amount of leave requested by the employee is donated, no further donations will be accepted or otherwise held.

4. Additional Donations: An employee may request additional donated leave provided that the total amount does not exceed the maximum of 30 workdays in a 12-month period.

C. How to Donate Leave: Donations are voluntary and confidential. Employees may donate leave in 4-hour increments.

1. Approval Process: Completed donations forms should be submitted to Town Manager for approval. Once approved, the information will be forwarded to the Treasurer where it will be deducted from the donating employee's annual leave balance and applied to the sick leave balance of the recipient employee.

D. Use of Donated Leave:

1. Exhaust All Leave: An employee must exhaust all available leave before using any donated leave. All available leave includes sick leave, annual leave, banked holiday leave, and compensatory time.

PROCEDURES
CONT.

4. Amount: Donated leave can be used at fulltime rate, parttime rate, or to supplement town -provided disability payments. Employees who wish to supplement disability payments must consult with Town Manager to assure that they are in compliance with the terms of their disability coverage.

3. Accrual: Employees shall accrue leave for any pay period when the use of leave equivalent to at least fifty (50) percent of their average paid hours for that pay cycle. Standard deductions will be taken out of this pay.

E. Payroll and Accrual Procedures for Donated Leave:

1. Use of Donated Leave: Donated leave will not be applied to a recipient employee's sick leave until all other leave has been exhausted. Leave earned during the pay period by the employee receiving donated leave will be applied toward future absence in the next pay period.
2. Maximum Leave: Donated leave hours up to a total of 30 workdays in a 12-month period are transferred to the employee receiving the donated leave.
3. Donations are Final: Once the donated leave is transferred to the receiving employee, the donation is FINAL and cannot be reversed.
4. Amount Transferred to Employee will not exceed Request: Only the amount of leave approved by Town Manager shall be transferred as donated leave.
5. Payroll to Track and Notify: Payroll will track the number of leave hours donated to the recipient employee and notify the employee, their supervisor, and the department head when the employee reaches the maximum of 30 average workdays in the 12-month period.
6. Deadline: Leave donations request received in Town Manager by the customary weekly payroll changes deadline will be available to the recipient for that payroll period. Request received after the deadline will be available for the next payroll.
7. Holiday Pay: If a holiday falls within the donated leave usage, the employee will receive holiday pay instead of using donated leave hours. However, employees are not eligible for holiday compensation unless the employee is in pay status for the pay period. Employees may use donated leave to qualify for pay status. Please contact Town Manager for more information.

STATEMENT

Date: 07/29/22

"The bitterness of poor quality remains long
after the sweetness of low price is forgotten."

CURTIS DEACON CONTRACTING, INC.**P. O. Box 343****BUCHANAN, VA 24066**

Continuous Guttering
Vinyl Siding
Residential - Commercial

(540) 464-5612
(540) 254-2217
Fax: (540) 254-1370

TO: Name: Town of BuchananAddress: P.O. Box 205
Buchanan, VA 24066

Tel. #: _____

PRICE TO BE RECALCULATED IF SCOPE OF WORK IS CHANGED AFTER EST. HAS BEEN GIVEN

DATE	PAYMENT DUE UPON COMPLETION OF WORK	ESTIMATE
	Job site: Waste Water Treatment Building	
	To remove existing floor cabinets, H/W heater, and shower unit to prepare for floor removal. To remove existing floor tile and subfloor and dispose of in towns dumpster. To remove existing floor insulation. To replace or repair any bad floor joist and level out floor. To install new 3/4" Advantech tongue and groove subfloor. To install durock concrete board on new subfloor. To install new 6x6 floor tile with grout. To re-install rubber base molding around walls. To install new encapsulated batt insulation (R19) under new floor.	24,520.00
	To re-install existing floor cabinets and counter top.	1,440.00
	To re-install existing shower unit with new drywall where needed.	980.00
**** 11/18/22	Deposit will be required to purchase materials. Deposit required: \$11,630.00	
	TOTAL:	26,940.00

**PAY LAST AMOUNT
IN THIS COLUMN**

Thank You

Now Accepting :Visa, Master Card, Discover, and American Express

If your payment has already been sent, please disregard this notice.
Business Hours - Monday through Friday
9:00 a.m. - 5:00 p.m.

STATEMENT

Date: 07/29/22

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Buchanan, VA 24066
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PRICE TO BE RECALCULATED IF SCOPE OF WORK IS CHANGED AFTER EST. HAS BEEN GIVEN

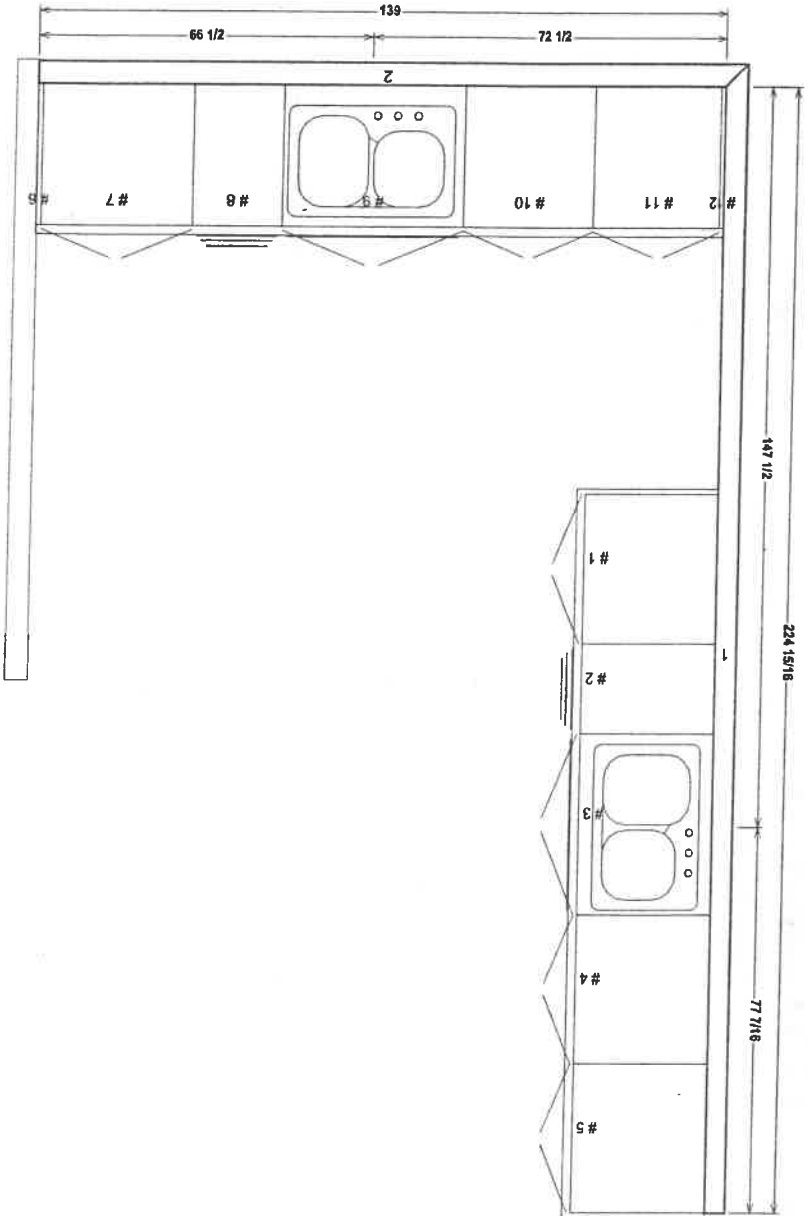
DATE	PAYMENT DUE UPON COMPLETION OF WORK	ESTIMATE
	Job site: Waste Water Treatment Building To install 2 sections of cabinets (12' long each). Each section will have 1 set of drawers and 4 cabinets (as per drawing). Granite counter tops with drop in stainless steel bowl sinks and new Moen chrome faucets.	15,850.00
****	Deposit of \$13, 822.00 will be required to order cabinets.	
	TOTAL:	15,850.00

**PAY LAST AMOUNT
IN THIS COLUMN**

Thank You

Now Accepting :Visa, Master Card, Discover, and American Express

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9:00 a.m. - 5:00 p.m.



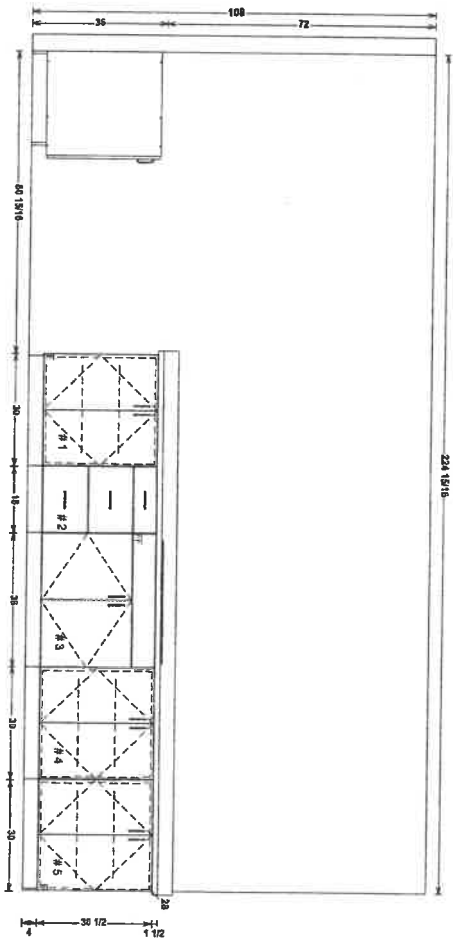
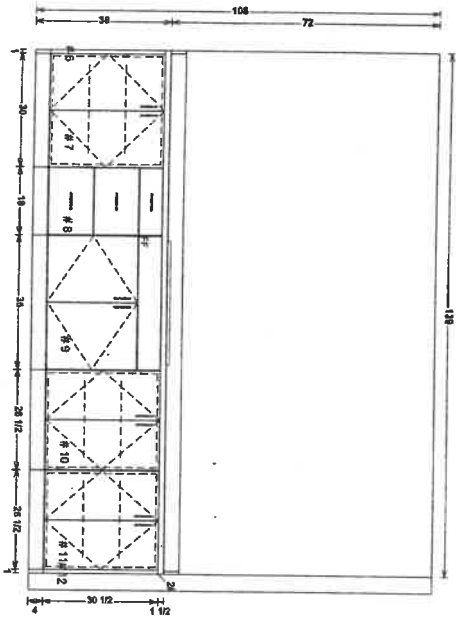
Room: Default

Date: 11/23/22

Scale:

Curtis Deacon Contracting

Sheet 1 of 2



Room: Default

Date: 11/23/22

Scale:

Curtis Deacon Contracting

Sheet 2 of 2

Wastewater

- 2 new pumps at Water Street
- 1 pump at Southview needs replaced
- Air lines repaired at #2 AB
- Motor on clarifier #1
- Replace steps at Effluent-

Water

- 2 Air Compressors at filter building