



Minutes of Council Meeting
Buchanan, VA

August 9, 2021

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

Attending: Board of Supervisors member Amy White, 3 citizens, Town Attorney and 4 Town employees.

Vice Mayor Manspile called the August 9, 2021 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Town Manager Susan McCulloch took roll call Mayor Craig Bryant, and Councilmember Petty was absent. With three councilmembers present, a quorum was established. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the July 2021 Financial Report, unpaid bills, and approval of the Council minutes from the regular Council meeting held on July 12, 2021, and the emergency Council Meeting on July 14, 2021. A motion for approval for all items under consent agenda was made by Councilmember Marlon Rickman, with a second from Councilmember Witt. With no further discussion, the motion carried with a vote of 3 - 0.

Next on the agenda was Awards, Recognitions, and presentations. With no Awards, Recognitions, or presentations to be made, the meeting moved forward.

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 appointment of Edith "Sissy" Austin to the Planning Commission. Town Manager Susan McCulloch stated that Sissy Austin applied to the Planning Commission. Planning Commission voted unanimously to approve her nomination. Ms. Austin attended the last Planning Commission meeting which included a tour of the downtown and our business district. She was very engaged and said she would have more time to dedicate to the Planning Commission since she is retiring from her position as a VA nurse. Councilmember Witt stated that Ms. Austin had approached him several times over several months. Councilmember Witt told her to write the Planning Commission a letter and apply for the position. Ms. Austin seems enthusiastic and she wants something to do with her time, and there is plenty to do on the Planning Commission. Councilmember Witt stated that there is a vacancy on the

Commission, it has been difficult to establish a quorum, he thinks Ms. Austin will be a great addition to the Commission and looks forward to working with her. Vice Mayor Manspile stated that Ms. Austin had spoken with him several times about the position. He was impressed with her desire to help and her enthusiasm. Vice Mayor Manspile stated that he knew Ms. Austin had spoken to Councilmember Rickman as well. Vice Mayor Manspile made a motion to approve Edith "Sissy" Austin's appointment to the Planning Commission, with a second from Councilmember Rickman. With a vote of 3 – 0, the motion was approved. Next item of business was consideration of the quotes for sidewalk repairs and crosswalks. Vice Mayor Manspile stated that this was no easy task for Town Manager McCulloch. First there was only one quote. VDOT was not forthcoming with information. VDOT finally gave a list of contractors. There are three quotes for consideration. Town Manager McCulloch stated that with H&S the quote is for the three crosswalks, one across from the fire station on Main Street, the second is near the former Groendyke building, the third is north of the James River going past the old grocery store. The second quote from H&S is just the gravel for the Lowe Street crosswalk at the former Glad Rags building. H&S total for both bids is \$14,202.00. S.C. Rossi quoted \$4,998.00 just to patch it up. They recommended that Town elevate the concrete and remove the low concrete across from the fire station on Main Street. On location four, at the former Glad Rags building, there is a sink hole. S. C. Rossi recommended that they dig up the sink hole and repair the pipes. The total, including change orders, was \$6,698.00. Town Manager McCulloch stated that S.C. Rossi seemed to really want the Town's business. Vice Mayor Manspile asked if the quote included the complete crosswalk for \$2,000.00. Town Manager McCulloch stated that it was complete with the gravel and the ADA ramps. The Town would handle the landscaping. Vice Mayor Manspile asked if that would be the level concrete pad with the ADA entrance. Town Manager McCulloch stated that is what they said. S. C. Rossi has viewed the pictures, and have worked with VDOT in the past. S.C. Rossi is the company that Ashley Smith from VDOT mentioned as one that works with VDOT. Vice Mayor Manspile stated that S.C. Rossi is working with VDOT a lot right now. Town Manager McCulloch stated that S.C. Rossi asked if Town was a part of the Salem project. They are just going to do the concrete. They suggested they fix the sink hole, they believe a pipe is damaged, then they will paint to match ours. Then across the road they recommend doing this part with the two ADA strips. Town Manager McCulloch stated the last bid is from Coffey and Sons. Their total for all of the work is \$16,635.00. Vice Mayor Manspile asked if S.C. Rossi went on a tour with Town Manager McCulloch. Town Manager McCulloch stated that they did tour with her. The only location they did not tour was on the north side of the river, but they were sent pictures of that area. Vice Mayor Manspile stated that the only thing needed at the location on the north side of the river, Public Works will get that elevated. If possible, SC Rossi could do that section last so that any extra concrete can be used to protect the only clean out on that sewer line. Town Manager McCulloch asked if Vice Mayor Manspile would like that added to the bid if it isn't already included. Vice Mayor Manspile stated that if Council is ok with the change, add that to the bid. Councilmember Rickman asked what was wrong with the sidewalk below Cotton Harper's. Vice Mayor Manspile stated that is a VDOT issue. There are culvert problems under Route 43 that is causing the sidewalk to be closed there. Vice Mayor Manspile asked if using the gravel and two concrete pads at the crosswalk on Lowe Street would satisfy VDOT. If Town does gravel, and there is high traffic, you can come back later and pour concrete or use asphalt. Town Manager McCulloch stated that she had walked down there with Ashley Smith from VDOT and they were okay with using the gravel. She will ask about using the asphalt. Vice Mayor Manspile made a motion to approve S.C. Rossi's bid including their two additions, elevating the concrete and fixing the sink hole, with a second from Councilmember Rickman. Councilmember Witt asked if the

sidewalk repairs on Main Street, both the one across from the fire station, and on North Main across the bridge, were due to Town doing work and are Town's responsibility, not VDOT's. Vice Mayor Manspile stated that all sidewalk repairs were due to Town cutting the sidewalk. Town had to get a permit from VDOT to cut the sidewalk. Councilmember Witt asked why the Town had to do the work. Vice Mayor Manspile stated that the ones at the fire house and former Groendyke building were collapsed lines, and on the north end of Main Street was a collapsed line and disposable wipes issue. It also had the old orangeberg pipe in it, all three of the sidewalk repairs are sewer line related. With the motion and the second, the motion to accept S.C. Rossi's bid was approved with a vote of 3 – 0. Next item of business was consideration of Resolution # R21- 0809-01 Authorizing Re-appropriation of Fiscal Year 2020-2021 Unused Utility Funds. Vice Mayor Manspile and Town Manager McCulloch stated it is in the amount of \$19,980.84. Vice Mayor stated that he is proud of going from the red three years ago, to barely breaking even last year, and now having almost \$20,000.00 left over this fiscal year. Vice Mayor Manspile made a motion to approve the resolution to move the leftover unused utility funds from the 2020 – 2021 budget to the 2021-2022 budget with a second from Councilmember Witt. The motion was approved with a vote of 3 – 0. Last item of business was the consideration of Resolution R21-0809-02 Willie Hampton Request to Waive a Portion of Water Connection Fee. Vice Mayor Manspile stated that he takes exception to a letter that was signed and sent by Mr. Hampton that his daughter Ms. McCadden typed. Vice Mayor Manspile stated that he spoke to Mr. Hampton on Friday, August 6, 2021 when Vice Mayor Manspile was at the property marking for the Miss Utility ticket. Mr. Hampton was happy with the \$500.00 that was decided on in the Council Work Session, but that his daughter Ms. McCadden was not happy with it. Vice Mayor Manspile stated that the Town inadvertently left a water meter out for a property at the end of Fourth Street of which Town has been notified. Town was not aware there are two separate parcels of property until the owners produced the necessary documentation. Once the Town was informed, it is obvious the meter was left out. While Vice Mayor Manspile was marking the utilities on Friday, he made the observation that when the meters were installed in 2012, they were installed on the opposite side of the road from the property. Town will have to dig at the end of the street to catch the end of the water main. This meter will be installed on the property side of the state right-of-way. Councilmember Rickman made the motion to approve the resolution with a second from Councilmember Witt. The resolution was approved with a vote of 3 – 0.

Next on the Agenda was Committee Reports. The Special Events Committee Member Councilmember Rickman stated that all the events this year have done very well. All the Town employees and volunteers have worked hard to make all the events successful. Vice Mayor Manspile stated that he has heard a lot of positive comments. Councilmember Witt stated that at the last Planning Commission meeting they took a tour of the commercial district, which spans from the bridge over the river to the Methodist Church. The reason for the tour was to familiarize the Commission members with the commercial area as they start to work on the portion of the zoning ordinances that pertain to the commercial district. The Planning Commission is tasked with updating and changing the zoning ordinances. Councilmember Witt stated that Town doesn't want to restrict the commercial district too much in order to entice businesses to the area, but keep the same theme throughout the area. Town does not want a mix of modern, 1800's, and futuristic in the commercial district. Planning Commission continues to work toward finishing the updates and changes so they can be presented to Council. Councilmember Witt stated that he is looking forward to having the vacancy on the Planning Commission filled. Vice Mayor Manspile stated that Councilmember Chris Petty has submitted a list of street lights that are out to Town Manager McCulloch for the Public Safety Committee. Dominion has

not been as responsive as they once were, but they have not had a local representative. Dominion now has a new representative in the area. Vice Mayor Manspile stated there are still problems with speeding on Culpepper Ave. The Sheriff's office has been notified of the resident responsible. Vice Mayor Manspile stated that Public Works has worked 8 Miss Utility tickets, 7 water cut-offs, 8 water cut-on, and 1 sewer backup. Vice Mayor Manspile stated that there is still a water leak on the main line that comes down Route 43 to Carson Hill from well 1. At one point we metered 98%, now it is down to 67% with a 33% loss. Public Works will start looking for a leak again. Vice Mayor Manspile stated that the issue is stemming from parts of the water system that was not replaced a few years ago. Public works has a set of plans, Town Manager McCulloch has reviewed them. Next year there will be serious issues when VDOT works on the bridge. Town has water and sewer lines on the bridge that will be affected. VDOT has submitted a plan that appears satisfactory. Vice Mayor Manspile stated that VDOT plans to start work on the bridge in April 2022 and continue through the summer. Councilmember Witt asked if there is any concern of VDOT disconnecting the swinging bridge. Vice Mayor Manspile stated that there is nothing in the engineering plans to disconnect the swinging bridge. Vice Mayor Manspile requested an explanation for the jacking plan for the bridge from VDOT through Town Manager McCulloch. Vice Mayor Manspile stated that he has experience jacking up bridges with his employer. What they are planning to do in six months, his crew can do in two days for his employer. VDOT will have to put a pipe extension in the sewer line, and will have the sewer cut off for several hours. VDOT will have to put an expansion joint on each end for the water line. Vice Mayor Manspile stated that Town does not currently run water across the bridge every day. That is an emergency bypass for water in Town. Town does not leave water in the line because it froze and burst several years ago. It can be put into service within a few hours. Public works is working through the grant with the engineers from CHA. CHA is compiling their report for Council which should be ready in October. CHA is doing a comprehensive study of the waste water system. It started at the waste water plant, working on inflow and infiltration.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Board of Supervisors member Amy White, from 905 Stinnett Road had signed up to speak. She wanted to thank everyone for their help and participation in the Botetourt County Fair. Ms. White stated that it was a tremendous success. The kids involved are learning skills that will benefit them for life. Ms. White stated that the debriefing started today to decide what went well and what needed to be changed, but the community support was phenomenal. Botetourt County Chamber of Commerce plans to do the Botetourt County Fair again next year. Ms. White asked if Town allowed banners across Main Street. Vice Mayor Manspile stated that he would address that with other Council members. She stated that this year the Fair had the most expensive pig ever sold in Botetourt County, thanks to the Witt Stop, and an escaped lamb that went across Main Street. Councilmember Witt stated that parking was difficult, which indicates the success of the Fair. Ms. White stated that she was told that several businesses in Town benefitted as well. Councilmember Witt asked how long the Fair has been held at the Town Park. Ms. White stated that this was the seventh or eighth year. Councilmember Witt stated that he has noticed it has grown exponentially.

Next on the agenda was Additional Comments. Councilmember Rickman stated that he wanted to thank Community Developer Harry Gleason, and Councilmember Petty for their extra work on the flowers on Main Street. The Town looks beautiful. Vice Mayor Manspile stated that they make a good team working together. Vice Mayor Manspile stated that the Town sign policy changed back in the 90's. In order to change the Town sign policy, it has to go through Planning Commission before it comes to

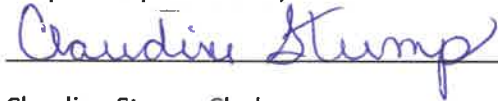
Council. There are two poles aligned for banner use right at the firehouse. Vice Mayor Manspile stated that he would like to have a LED billboard at Town Hall. Vice Mayor Manspile stated that he would like to see policy changed so that banners could be used for Town Events. Councilmember Rickman stated that other Towns use banners. Councilmember Witt stated that he would go through the Town Code to see what needed to be changed. Community Developer Harry Gleason stated that it was not Town Code but VDOT that put an end to banners across Main Street. Community Developer Gleason stated that there was a banner put up for Carnival one year that almost pulled a pole down and pulled the electric off the Baptist Church. VDOT told us Town could not utilize banners, but after several communications, VDOT said that Town could put up banners. Vice Mayor Manspile stated that Town needs to get clarification from VDOT. Board of Supervisors member Amy White asked who to contact at VDOT for clarification. Town Manager Susan McCulloch stated that Ashley Smith has been the Town's contact at VDOT. Vice Mayor Manspile stated that as Ms. White said, Troutville, Salem, and other Town's in the Salem VDOT district put up banners, why can't Town of Buchanan. Councilmember Witt asked if there is a height restriction because of the potential for tractor trailers to come through Town. Vice Mayor Manspile stated that the bottom of the banner would have to be at least 14 to 15 feet high.

Next on the agenda was Upcoming Meetings and Events. Vice Mayor Manspile stated all the events coming up. Councilmember Witt asked about the Patriot's Day Event. Community Developer Harry Gleason stated that Bill Price is heading that up. Friday evening at dusk there is a free movie showing at the Town Park. Saturday there is a full schedule of events. Check the Facebook page because it is being updated every few days.

Last on the agenda was Adjournment. Motion to Adjourn was made by Councilmember Witt with a second made by Councilmember Petty. With no further discussion, the motion was approved 3 - 0.

Adjournment was at 7:41 pm.

Respectfully submitted,



Claudine Stump, Clerk



James Manspile, Vice Mayor