

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



Buchanan Town Council
Monday, August 9, 2021
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 July 2021
2. Approval of Unpaid Bills
3. Approval of minutes from the July 12, 2021 Regular Meeting and July 14, 2021 Emergency Meeting

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS–

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

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of appointment of Edith “Sissy” Austin to the Planning Commission to fill a vacant seat.
2. Consideration of Quotes for Sidewalk Repairs and Crosswalks
3. Consideration of Resolution #R21-0809-01 A Resolution Authorizing re-appropriation of Fiscal Year 2021/ 2022 unused utility funds
4. Consideration of Resolution #R21-0809-02 A Resolution to Waive a Portion of Water Connection Fee for Willie Hampton

H. COMMITTEE REPORTS

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

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA

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

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J. UPCOMING MEETINGS AND EVENTS

- **Special Events Committee** – Wednesday, August 11, 2021 – 7:00pm
- **Labor Day** – Monday, September 6, 2021 – Town Office is Closed
- **Planning Commission** – Tuesday, September 7, 2021 – 7:00pm
- **Patriot's Day** – September 11, 2021 – Town Office is Closed Friday, September 10, 2021
- **Town Council Meeting** – Monday, September 13, 2021 – 7:00pm
- **Freedom Fest** – See New Freedom Farms Website or Facebook Page
- **Beaver Dam Farm Sunflower Festival** – See Beaver Dam Farm Sunflowers Website or Facebook Page

K. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of August 3, 2021

	Aug 3, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	811,118.28
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	380,969.36
10500 Certificates of Deposit	683,323.86
Total Checking/Savings	1,893,861.09
Accounts Receivable	
11001 General AR Billed	4,095.78
Property Taxes Receivable	9,467.18
WSG Receivable	53,019.25
Total Accounts Receivable	66,582.21
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	6,874.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	2,223.69
Total Other Current Assets	19,208.60
Total Current Assets	1,979,651.90
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,701,082.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	24,281.31
23000 Payroll Liabilities	1,438.52
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	-13,431.01
Total Other Current Liabilities	20,721.86
Total Current Liabilities	20,721.86
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,274,937.50
Equity	
30100 General Fund Balance	897,494.19

4:03 PM

08/03/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of August 3, 2021

	Aug 3, 21
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	38,609.99
Net Income	247,780.21
Total Equity	6,426,145.09
TOTAL LIABILITIES & EQUITY	10,701,082.59

Town of Buchanan, Virginia

Utility Fund Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165111 Water Services	28,334.89	0.00	28,334.89	0.00	340,000.00
3165120 Water Sales	0.00	0.00	0.00	0.00	500.00
3165130 Reconnect Fees	1,180.00	0.00	1,180.00	0.00	21,000.00
3165190 Water Hook Up Fees	180.00	0.00	180.00	0.00	4,000.00
	0.00	0.00	0.00	0.00	1,000.00
Total 3165100 Water Revenues	29,694.89	0.00	29,694.89	0.00	386,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	10,332.13	0.00	10,332.13	0.00	198,000.00
	18,332.13	0.00	18,332.13	0.00	198,000.00
Total 3165200 Sewer Revenues	18,332.13	0.00	18,332.13	0.00	198,000.00
Total 3165000 Charge Enterprise Svcs	46,027.02	0.00	46,027.02	0.00	582,500.00
Total 3160000 Charges for Services	46,027.02	0.00	46,027.02	0.00	582,500.00
Total 3100000 Local Revenue	46,027.02	0.00	46,027.02	0.00	582,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	0.00
Total Income	46,027.02	0.00	46,027.02	0.00	582,500.00
Gross Profit	46,027.02	0.00	46,027.02	0.00	582,500.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	27.55		27.55		
2110 Virginia Unemployment Ins	0.00		0.00		
Total 12410 Clerk-Treasurer	27.55		27.55		
Total 02 General & Financial Admin	27.55		27.55		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	12.91		12.91		
Total 43200 Maint of Gen Properties	12.91		12.91		
Total 04 Public Works	12.91		12.91		
Total 43200 Maint of Gen Properties	12.91		12.91		
44100 Water Operations					
1100 Salaries & Wages	324.00	0.00	324.00	0.00	20,000.00
1110 Overtime	0.00	0.00	0.00	0.00	2,500.00
2100 FICA/Medicare	0.00	0.00	0.00	0.00	250.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	0.00	0.00	0.00	0.00	0.00
3110 Operating Contract	104.00	0.00	104.00	0.00	1,000.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	0.00	87,000.00
3700 Permits	0.00	0.00	0.00	0.00	10,000.00
5110 Utilities	212.49	0.00	212.49	0.00	9,000.00
6007 Repair & Maint Supplies	0.00	0.00	0.00	0.00	15,000.00
6014 Operating Supplies	47.78	0.00	47.78	0.00	4,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	153,750.00
Total 44100 Water Operations	688.27	0.00	688.27	0.00	163,750.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	0.00	0.00	0.00	0.00	8,000.00
5110 Utilities	346.81	0.00	346.81	0.00	7,000.00
5230 Telecommunications	0.00	0.00	0.00	0.00	1,000.00
6014 Operating Supplies	375.96	0.00	375.96	0.00	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
Total 44110 Water Filtration Plant	722.77	0.00	722.77	0.00	18,200.00
Total 44200 Sewer Operations					
5230 Telecommunications	50.82	0.00	50.82	0.00	2,500.00
1100 Salaries & Wages	38.00	0.00	38.00	0.00	38,500.00
1110 Overtime	0.00	0.00	0.00	0.00	1,000.00

Town of Buchanan, Virginia

Utility Fund Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
2100 FICA/Medicare	0.00	0.00	0.00	0.00	60.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Misc Utility	0.00	0.00	0.00	0.00	0.00
3110 Operating Contract	104.00	0.00	104.00	0.00	250.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	0.00	53,000.00
3320 Sludge Disposal	0.00	0.00	0.00	0.00	15,000.00
3700 Permits	0.00	0.00	0.00	0.00	8,000.00
5110 Utilities	0.00	0.00	0.00	0.00	1,500.00
5410 Lease/Rent of Equipment	22.00	0.00	22.00	0.00	20,500.00
6007 Repair & Maint Supplies	76.71	0.00	76.71	0.00	1,000.00
6014 Operating Supplies	509.73	0.00	509.73	0.00	7,500.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	6,000.00
Total 44200 Sewer Operations	798.26	0.00	798.26	0.00	162,810.00
Total 04 Public Works	2,223.21	0.00	2,223.21	0.00	334,760.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	0.00	0.00	0.00	0.00
Total 94200 Water Projects	0.00	0.00	0.00	0.00	0.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	0.00	0.00	10,000.00
94302 WWTP Improvements	0.00	0.00	0.00	0.00	20,000.00
94389 Contingencies	0.00	0.00	0.00	0.00	10,073.00
Total 94300 Sewer Projects	0.00	0.00	0.00	0.00	40,073.00
Total 004 Capital Projects	0.00	0.00	0.00	0.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	22,800.28	0.00	22,800.28	0.00	187,667.00
95520 Interest Payments	4,237.87		4,237.87		
Total 95500 Water Debt Service	27,038.15	0.00	27,038.15	0.00	187,667.00
Total 005 Debt Service	27,038.15	0.00	27,038.15	0.00	187,667.00
Total 09 Nondepartmental	27,038.15	0.00	27,038.15	0.00	227,740.00
Total Expense	29,288.91	0.00	29,288.91	0.00	562,500.00
Net Ordinary Income	16,738.11	0.00	16,738.11	0.00	0.00
Net Income	16,738.11	0.00	16,738.11	0.00	0.00

Town of Buchanan, Virginia

General Fund Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes	381.90		381.90		150,000.00
3110101 Current Taxes	799.70		799.70		1,100.00
3110102 Delinquent Taxes		0.00		0.00	
Total 3110100 Real Property Taxes	1,181.60	0.00	1,181.60	0.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00		0.00		13,500.00
3110302 Delinquent Taxes	0.00	0.00	0.00	0.00	50.00
Total 3110300 Personal Property Taxes	0.00	0.00	0.00	0.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	597.67	0.00	597.67	0.00	2,000.00
Total 3110600 Penalties & Interest	597.67	0.00	597.67	0.00	2,000.00
Total 3110000 General Property Taxes	1,779.27	0.00	1,779.27	0.00	186,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,717.36	0.00	4,717.36	0.00	51,000.00
3120200 Consumer Utility Taxes	0.00	0.00	0.00	0.00	20,000.00
3120210 Consumer Utility Tax	0.00	0.00	0.00	0.00	3,500.00
3120300 Business License Taxes	0.00	0.00	0.00	0.00	45,000.00
3120500 Vehicle License Fees	0.00	0.00	0.00	0.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	0.00	42,000.00
3121000 Occupancy Tax	598.64	0.00	598.64	0.00	3,000.00
3121100 Meals Taxes	2,388.66	0.00	2,388.66	0.00	25,000.00
Total 3120000 Other Local Taxes	7,672.59	0.00	7,672.59	0.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	0.00	0.00	0.00	250.00
3130308 Building Permits	50.00	0.00	50.00	0.00	100.00
3130309 Sign Permits	0.00	0.00	0.00	0.00	100.00
3130310 Special Use Permit	0.00	0.00	0.00	0.00	
Total 3130000 Permits/Fees/Reg Lic	50.00	0.00	50.00	0.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Lelns	0.00	0.00	0.00	0.00	1,500.00
3140103 Zoning Violations	150.00	0.00	150.00	0.00	500.00
Total 3140000 Fines and Forfeitures	150.00	0.00	150.00	0.00	2,000.00
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	0.00	0.00	0.00	4,200.00
3150200 Rental Income	50.00	0.00	50.00	0.00	800.00
Total 3150000 Rev-Use of Money/Prop	50.00	0.00	50.00	0.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,063.00	0.00	8,063.00	0.00	96,000.00
Total 3165300 Garbage Fees	8,063.00	0.00	8,063.00	0.00	96,000.00
Total 3160000 Charges for Services	8,063.00	0.00	8,063.00	0.00	96,000.00
3180000 Miscellaneous Revenue					
3189920 Christmas Mkt.	0.00	0.00	0.00	0.00	8,000.00
3189926 Christmas Parade	0.00	0.00	0.00	0.00	500.00
3189925 Mountain Magic	250.00	0.00	250.00	0.00	7,500.00
3189924 Botelourt Co. Fair	0.00	0.00	0.00	0.00	200.00
3189922 Fork by the James	0.00	0.00	0.00	0.00	8,500.00
3189921 Reggae by the River	75.00	0.00	75.00	0.00	11,000.00
3189920 Bot.Co.Fishing Carnival	0.00	0.00	0.00	0.00	100.00
3189919 LEU Police Bicycle Tour	0.00	0.00	0.00	0.00	50.00
3189918 Buchanan Garden Festival	0.00	0.00	0.00	0.00	2,000.00
3189917 CivilWar History Weeked	0.00	0.00	0.00	0.00	2,500.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	0.00	300.00
3189904 Other	0.00	0.00	0.00	0.00	1,000.00
Miscellaneous Revenue	100.00	0.00	100.00	0.00	1,000.00
3189903 Gifts and Donations	0.00	0.00	0.00	0.00	1,000.00
3189910 Arbor Day Donations					

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

July 2021

Accrual Basis

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
3189911 Event Fees	20.00		20.00		700.00
3189912 Carnival Proceeds	191,071.75	0.00	191,071.75	0.00	70,000.00
Total Miscellaneous Revenue	191,191.75	0.00	191,191.75	0.00	72,700.00
Total 3180000 Miscellaneous Revenue	191,516.75	0.00	191,516.75	0.00	112,350.00
Total 3100000 Local Revenue	209,281.61	0.00	209,281.61	0.00	588,150.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	4,000.00
3220150 Communications Tax	0.00	0.00	0.00	0.00	2,275.00
3220187 Rolling Stock Taxes	0.00	0.00	0.00	0.00	3,250.00
3220188 HB959 Aid Local Police	0.00	0.00	0.00	0.00	32,588.00
3220189 PPTRA-Car Tax Relief	0.00	0.00	0.00	0.00	11,600.00
Total 3220000 Non-Categorical Aid	0.00	0.00	0.00	0.00	54,022.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	116,620.50		116,620.50		
3240101 Fire Programs Funds	0.00		0.00		10,000.00
Total 3240000 Categorical Aid	116,620.50		116,620.50		10,000.00
Total 3200000 Rev from Commonwealth	116,620.50	0.00	116,620.50	0.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00		0.00		1,404.00
Total 3330000 Categorical Aid	0.00	0.00	0.00		1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	1,404.00
3410500 Interfund Transfers					
3410501 Transfers fr General Fd	0.00		0.00		0.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	325,902.11		325,902.11		653,576.00
Gross Profit	325,902.11		325,902.11		653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	420.00	0.00	5,050.00
3600 Advertising	150.00	0.00	150.00	0.00	2,250.00
5540 Convention & Education	0.00	0.00	0.00	0.00	250.00
5600 Mileage Reimbursement	0.00	0.00	0.00	0.00	250.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	250.00
5810 Dues and Memberships	994.00	0.00	994.00	0.00	1,500.00
Total 11110 Town Council	1,564.00	0.00	1,564.00	0.00	9,550.00
Total 001 Legislative	1,564.00	0.00	1,564.00	0.00	9,550.00
Total 01 General Government Admin	1,564.00	0.00	1,564.00	0.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	0.00	0.00	0.00	0.00	15,000.00
Total 12210 Legal Services	0.00	0.00	0.00	0.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	0.00	0.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	0.00	0.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	7,468.00	0.00	7,468.00	0.00	80,000.00
1110 Overtime	2,092.98	0.00	2,092.98	0.00	1,000.00
2100 FICA/Medicare Tax	2,117.75	0.00	2,117.75	0.00	15,000.00
2110 Virginia Unemployment Ins	15.05	0.00	15.05	0.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	3,250.00
2212 Retirement	214.84	0.00	214.84	0.00	0.00
2213 VRS VLDP	140.40	0.00	140.40	0.00	0.00
2300 Health Insurance	1,753.97	0.00	1,753.97	0.00	21,047.00
3120 Accounting Services	4,139.72	0.00	4,139.72	0.00	11,000.00
3130 Bank Service Charges	0.00	0.00	0.00	0.00	400.00
3500 Printing and Binding	0.00	0.00	0.00	0.00	1,250.00

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

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
3600 Advertising	0.00	0.00	0.00	0.00	500.00
5210 Postal Services	0.00	0.00	0.00	0.00	3,250.00
5230 Telecommunications	0.00	0.00	0.00	0.00	3,100.00
5401 Copy Machine Rental	228.23	0.00	228.23	0.00	3,000.00
5600 Mileage Reimbursement	16.80	0.00	16.80	0.00	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5810 Dues and Memberships	0.00	0.00	0.00	0.00	300.00
6001 Office Supplies	0.00	0.00	0.00	0.00	4,500.00
Total 12410 Clerk-Treasurer	18,205.44	0.00	18,205.44	0.00	127,947.00
12510 Town Manager					
1100 Salaries	5,961.55	0.00	5,961.55	0.00	57,500.00
2212 Retirement	171.00	0.00	171.00	0.00	1,087.00
2213 VRS VLDP	622.43	0.00	622.43	0.00	0.00
2300 Health Insurance	28.08	0.00	28.08	0.00	11,086.00
5600 Mileage Reimbursement	0.00	0.00	0.00	0.00	450.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	500.00
5810 Dues and Memberships	0.00	0.00	0.00	0.00	750.00
Total 12510 Town Manager	7,083.06	0.00	7,083.06	0.00	71,338.00
Total 02 General & Financial Admin	25,288.50	0.00	25,288.50	0.00	228,285.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,916.00	0.00	2,916.00	0.00	35,000.00
Total 001 Law Enforcement	2,916.00	0.00	2,916.00	0.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department	0.00	0.00	0.00	0.00	5,000.00
5602 Fire Dept building maint.	0.00	0.00	0.00	0.00	10,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	0.00	15,000.00
Total 32200 Volunteer Fire Department	0.00	0.00	0.00	0.00	15,000.00
Total 002 Fire & Rescue Services	0.00	0.00	0.00	0.00	15,000.00
Total 03 Public Safety	2,916.00	0.00	2,916.00	0.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	6,791.44	0.00	6,791.44	0.00	47,500.00
1110 Overtime	479.66	0.00	479.66	0.00	2,000.00
1120 Bonus	0.00	0.00	0.00	0.00	1,100.00
2212 Retirement	187.83	0.00	187.83	0.00	0.00
2213 VRS VLDP	0.00	0.00	0.00	0.00	25,000.00
2300 Health Insurance	2,606.88	0.00	2,606.88	0.00	5,000.00
3310 Repair & Maint Services	309.49	0.00	309.49	0.00	5,000.00
3320 Street Repair-Snow Removal	0.00	0.00	0.00	0.00	3,600.00
3322 Janitorial Services	417.27	0.00	417.27	0.00	11,000.00
5100 Electricity - Streetlights	35.35	0.00	35.35	0.00	2,750.00
5110 Electricity - Town Hall	289.64	0.00	289.64	0.00	2,500.00
5120 Heating Fuel	0.00	0.00	0.00	0.00	3,500.00
5230 Telecommunications	210.00	0.00	210.00	0.00	20,000.00
5308 General Liability Insur	0.00	0.00	0.00	0.00	2,500.00
5811 Uniforms & Safety Clothing	105.00	0.00	105.00	0.00	500.00
5812 Safety Footwear	0.00	0.00	0.00	0.00	5,000.00
6007 Repair & Maint Supplies	0.00	0.00	0.00	0.00	3,000.00
6008 Vehicle & Equip Fuels	500.37	0.00	500.37	0.00	0.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	139,950.00
Total 43200 Maint of Gen Properties	11,932.83	0.00	11,932.83	0.00	91,000.00
44000 Trash Department					
33301 Brush Grinding	0.00	0.00	0.00	0.00	9,000.00
33201 Trash Pickup	0.00	0.00	0.00	0.00	82,000.00
Total 44000 Trash Department	0.00	0.00	0.00	0.00	91,000.00
Total 04 Public Works	11,932.83	0.00	11,932.83	0.00	230,950.00
07 Parks, Events & Cultural					
74100 Parks & Recreation					
5840 Arbor Day Celebration	0.00	0.00	0.00	0.00	2,000.00
5841 Epiphany Bon Fire	0.00	0.00	0.00	0.00	5,000.00
5845 Easter Egg Hunt	0.00	0.00	0.00	0.00	300.00
5846 Civil War History Weekend	0.00	0.00	0.00	0.00	2,000.00
5848 Buchanan Garden Festival	0.00	0.00	0.00	0.00	2,500.00
5817 LEU Police Block Party	0.00	0.00	0.00	0.00	50.00
5818 Bo Co Fishing Carnival	0.00	0.00	0.00	0.00	75.00

Town of Buchanan, Virginia

General Fund Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget
5819 Reggae by the River	5,625.00		5,625.00		8,000.00
5820 Port by the James	0.00		0.00		8,000.00
5822 Bodelourt Co. Fair	0.00		0.00		101.00
5823 Mountain Magic	0.00		0.00		5,000.00
5824 Christmas Parade	0.00		0.00		500.00
3600 Advertising	300.00		300.00		2,000.00
5840 Town Events	0.00		0.00		1,200.00
6013 Recreational Supplies	0.00		0.00		500.00
Total 71100 Parks & Recreation	5,625.00		5,625.00		37,228.00
71200 Carnival					
3310 Repairs & Maint Contract	124.97		124.97		5,000.00
5110 Utilities	285.31		285.31		20,000.00
5801 Carnival Operations	69,821.31	0.00	69,821.31	0.00	
Total 71200 Carnival	70,241.59	0.00	70,241.59	0.00	25,000.00
Total 07 Parks, Events & Cultural	76,166.59	0.00	76,166.59	0.00	62,228.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	4,449.80	0.00	4,449.80	0.00	48,500.00
2212 Retirement	127.64		127.64		1,000.00
2213 VRS VLLP	0.00		0.00		0.00
3300 Health Insurance	1,258.66		1,258.66		12,000.00
3600 Advertising	0.00		0.00		2,500.00
5802 Donation After Prom Party	0.00		0.00		200.00
5803 Donation to Theater	0.00		0.00		4,000.00
5804 Town Flowers/Baskets	0.00	0.00	0.00	0.00	2,000.00
Total 81200 Community Development	5,836.10	0.00	5,836.10	0.00	68,200.00
Total 08 Development	5,836.10	0.00	5,836.10	0.00	68,200.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94105 Playground	0.00		0.00		1,887.00
94199 Contingencies- Technology	0.00		0.00		2,500.00
Total 94100 General Improvements	0.00	0.00	0.00	0.00	4,387.00
Total 004 Capital Projects	0.00	0.00	0.00	0.00	4,387.00
005 Debt Service					
95100 General Debt					
95110 Principal Repayments	812.70		812.70		
Total 95100 General Debt	812.70		812.70		
Total 005 Debt Service	812.70		812.70		
Total 08 Nondepartmental	812.70		812.70		
Total Expense	124,516.72	0.00	124,516.72	0.00	4,387.00
Net Ordinary Income	201,385.39	0.00	201,385.39	0.00	653,576.00
Net Income	201,385.39	0.00	201,385.39	0.00	0.00

Town of Buchanan, Virginia

Vendor Payments Made

July 7 through August 3, 2021

Type	Date	Num	Memo	Account	Split	Amount
Acute Design Company						
Bill Pmt -Check	07/14/2021	22346	Shirts for Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-190.00
Adam Beason						
Bill Pmt -Check	07/14/2021	22347	Deposit for Reggae by the River Event (Band name: Lazy Man Dub Band)	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
Bill Pmt -Check	07/14/2021	22348	Remainder of payment for Reggae by the River (Lazy Man Dub Band)	10010 Buchanan General Fund	20000 Accounts Payable	-1,500.00
AT&T						
Bill Pmt -Check	07/09/2021	22288	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-12.71
Bank of Botetourt						
Bill Pmt -Check	07/09/2021	22314	Truck Payment	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Blossman						
Bill Pmt -Check	07/09/2021	22289	Carnival fry stand	10010 Buchanan General Fund	20000 Accounts Payable	-120.35
Bill Pmt -Check	07/13/2021	22323		10010 Buchanan General Fund	20000 Accounts Payable	-206.10
Boyd Clement						
Bill Pmt -Check	07/07/2021	22275	Performance @ Carnival on 7-7-21 (Band name Phat Boyz)	10010 Buchanan General Fund	20000 Accounts Payable	-600.00
C H A						
Bill Pmt -Check	07/09/2021	22290	Request #2	10010 Buchanan General Fund	20000 Accounts Payable	-6,486.09
C&S Disposal Inc.						
Bill Pmt -Check	07/09/2021	22291	P/U & container fee for STP	10010 Buchanan General Fund	20000 Accounts Payable	-22.00
Christopher D. Martin						
Bill Pmt -Check	07/08/2021	22276	Performance @ Carnival 7-8-21 band name Wound Tight	10010 Buchanan General Fund	20000 Accounts Payable	-1,000.00
Cintas Corporation- #524						
Bill Pmt -Check	07/09/2021	22292	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-70.00
Bill Pmt -Check	07/13/2021	22324		10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Civil War Trails, Inc.						
Bill Pmt -Check	07/09/2021	22293	Membership fee	10010 Buchanan General Fund	20000 Accounts Payable	-600.00
Claudine R. Stump						
Bill Pmt -Check	07/09/2021	22294		10010 Buchanan General Fund	20000 Accounts Payable	-43.68
Coy L. Ogden						
Check	07/12/2021	22318	Winner of big ticket raffle @ Carnival on 7-10-21	10010 Buchanan General Fund	5801 Carnival Operations	-2,500.00
Dominion Energy Virginia						
Bill Pmt -Check	07/09/2021	22295		10010 Buchanan General Fund	20000 Accounts Payable	-2,955.61
Bill Pmt -Check	07/13/2021	22325		10010 Buchanan General Fund	20000 Accounts Payable	-1,166.89
Faye Worley						
Bill Pmt -Check	07/30/2021	22352	Janitorial services for the Town Hall & Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Fincastle Herald						
Bill Pmt -Check	07/13/2021	22326	Herald paper subscription	10010 Buchanan General Fund	20000 Accounts Payable	-44.00
Fisher Auto Parts						
Bill Pmt -Check	07/09/2021	22296	Blower motor filters for STP	10010 Buchanan General Fund	20000 Accounts Payable	-76.71
Flex Stage						
Bill Pmt -Check	07/13/2021	22339	Stage rental for Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-850.00
Glen Shelton						
Bill Pmt -Check	07/09/2021	22277	Performance @ Carnival on (7-9-21)	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
Happy Food Mart						
Bill Pmt -Check	07/09/2021	22297		10010 Buchanan General Fund	20000 Accounts Payable	-500.37
Harry L. Gleason						
Bill Pmt -Check	07/09/2021	22298	Reimburse for ice for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-26.55
Bill Pmt -Check	07/13/2021	22336	Reimburse for ice purchased for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-23.63
Check	07/13/2021	22338	Start up change for Reggae by the River	10010 Buchanan General Fund	10039-Change Funds Reggae F...	-2,000.00
Hershey Ice Cream						
Bill Pmt -Check	07/13/2021	22327	Ice Cream for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-992.00
Ira Taylor						
Bill Pmt -Check	07/07/2021	22285		10010 Buchanan General Fund	20000 Accounts Payable	-1,218.75
Jane W. Huff						
Bill Pmt -Check	07/13/2021	22337	Reimburse for items for Carnival Food Stand	10010 Buchanan General Fund	20000 Accounts Payable	-110.09
Jeffrey D. Dudley Sr.						
Bill Pmt -Check	07/10/2021	22278	Played @ Carnival 7-10-21 (Fender Bender's 2.0 Band)	10010 Buchanan General Fund	20000 Accounts Payable	-700.00
LAMAR COMPANIES						
Bill Pmt -Check	07/09/2021	22299	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Lowe's						
Bill Pmt -Check	07/09/2021	22300	Repairs to Carnival Buildings	10010 Buchanan General Fund	20000 Accounts Payable	-331.09
Marshall Hicks						
Bill Pmt -Check	07/13/2021	22340	Providing sound system for Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-1,200.00
Mary K. Earhart PLLC						
Bill Pmt -Check	07/13/2021	22328	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-4,139.72

Town of Buchanan, Virginia
Vendor Payments Made
July 7 through August 3, 2021

Type	Date	Num	Memo	Account	Split	Amount
Mid State Equipment						
Bill Pmt -Check	07/09/2021	22301		10010 Buchanan General Fund	20000 Accounts Payable	-392.48
Pace Analytical Services, LLC						
Bill Pmt -Check	07/09/2021	22302		10010 Buchanan General Fund	20000 Accounts Payable	-329.21
Bill Pmt -Check	07/13/2021	22329		10010 Buchanan General Fund	20000 Accounts Payable	-281.43
Pepsi-Cola						
Bill Pmt -Check	07/13/2021	22330		10010 Buchanan General Fund	20000 Accounts Payable	-4,760.00
Roanoke Fruit & Produce Co						
Bill Pmt -Check	07/09/2021	22303		10010 Buchanan General Fund	20000 Accounts Payable	-3,762.00
Bill Pmt -Check	07/13/2021	22331		10010 Buchanan General Fund	20000 Accounts Payable	-425.00
Rural Development						
Check	07/28/2021	EPAY	Potatoes for Carnival	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
Susan McCulloch						
Bill Pmt -Check	07/09/2021	22304	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-28.08
The Home Depot						
Bill Pmt -Check	07/09/2021	22305	Ceiling fans for Carnival Bingo Stand	10010 Buchanan General Fund	20000 Accounts Payable	-89.94
Tina M Kingery						
Bill Pmt -Check	07/09/2021	22306	Mileage reimbursement for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-76.16
Treasurer, Botetourt County						
Bill Pmt -Check	07/09/2021	22307	Law enforcement	10010 Buchanan General Fund	20000 Accounts Payable	-2,916.00
US Foods, Inc.						
Bill Pmt -Check	07/09/2021	22308		10010 Buchanan General Fund	20000 Accounts Payable	-6,913.33
Bill Pmt -Check	07/13/2021	22332		10010 Buchanan General Fund	20000 Accounts Payable	-9,425.19
USA BlueBook						
Bill Pmt -Check	07/09/2021	22309	Supplies for WFP & STP	10010 Buchanan General Fund	20000 Accounts Payable	-416.64
Verizon						
Bill Pmt -Check	07/09/2021	22310		10010 Buchanan General Fund	20000 Accounts Payable	-238.91
Bill Pmt -Check	07/13/2021	22333	Acct 650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-50.82
Virginia ABC						
Bill Pmt -Check	07/13/2021	22341	ABC Permit for Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-85.00
Virginia Business Systems						
Bill Pmt -Check	07/13/2021	22334	Rent on copier	10010 Buchanan General Fund	20000 Accounts Payable	-226.23
Virginia Media, Inc						
Bill Pmt -Check	07/09/2021	22311		10010 Buchanan General Fund	20000 Accounts Payable	-672.60
Virginia Risk Sharing Association						
Bill Pmt -Check	07/09/2021	22312	Insurance	10010 Buchanan General Fund	20000 Accounts Payable	-19,410.00
Virginia Rural Water						
Bill Pmt -Check	07/13/2021	22335	Memberships	10010 Buchanan General Fund	20000 Accounts Payable	-350.00
VUPS						
Bill Pmt -Check	07/09/2021	22313	Miss Utility	10010 Buchanan General Fund	20000 Accounts Payable	-46.20
William Barnes						
Bill Pmt -Check	07/14/2021	22349	Pay for operating the water/wastewater plant on 7/14/2021	10010 Buchanan General Fund	20000 Accounts Payable	-208.00
Zavuya Music, LLC						
Bill Pmt -Check	07/13/2021	22342	Deposit for Reggae by the River Event	10010 Buchanan General Fund	20000 Accounts Payable	-325.00
Bill Pmt -Check	07/13/2021	22343	Final payment for Reggae by the River event	10010 Buchanan General Fund	20000 Accounts Payable	-975.00



Minutes of Council Meeting
Buchanan, VA

July 12, 2021

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

Absent: Councilmember Christopher Witt

Attending: 4 employees, Town Attorney, 4 citizens

Mayor Craig Bryant called the July 2021 Council meeting to order at 7:00p.m. This meeting was held in Town Hall and by teleconference. Town Manager Susan McCulloch took roll call with four Council members present and established a quorum. Mayor Craig Bryant asked for a moment of silence and all that were present then stated the Pledge of Allegiance.

Mayor Bryant made a motion to amend the Agenda to add a closed session to discuss a contract related issue. Vice Mayor Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4 – 0.

The first item of business was to consider approval of the June 2021 Financial Report, unpaid bills and approval of the Council minutes from the combined Regular Meeting and Work Session on June 14, 2021. Mayor Craig Bryant asked for discussion, and hearing none, he asked for a motion of approval. A motion of approval for all items under consent agenda was made from Vice Mayor James Manspile. The motion was seconded by Councilmember Chris Petty. The motion carried with a vote of 4-0.

Next on the agenda was Awards, Recognitions and Presentations. Mayor Craig Bryant wanted to recognize all of the Town Staff, especially Community Developer Harry Gleason for all their hard work for the Carnival. Mayor Bryant also recognized all the volunteers for helping to make the Carnival a successful and safe event. The community really enjoyed it.

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

Mayor Bryant stated the rules for speaking at council meetings since there were three people signed up to speak during Citizen Comments and Petitions Regarding Non-Agenda items.

Next on the agenda was New Business/Action Items/Public Hearings. First item of business was motion to go into Public Hearing on Resolution #R21-0712-1 Resolution Approving Corrections to the Fiscal Year 2021 / 2022 Real Property Tax Rate. Vice Mayor Manspile made the motion to go to Public Hearing with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 4 – 0. Mayor Bryant asked if anyone was signed up to speak, or if anyone was on teleconference to speak. No one was signed up or teleconferencing. Mayor Bryant asked if there was any further discussion. Vice Mayor Manspile stated that it was a typographical error being corrected. With no public comments, and no further discussion, Vice Mayor Manspile made a motion to close the public hearing with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Public Hearing was closed with a vote of 4 – 0. Mayor Bryant requested a motion to return to Regular Council Session. Vice Mayor Manspile made a motion to return to Regular Council Session with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 4 – 0.

Next was consideration of Resolution #R21-0712-1 Resolution Approving Corrections to the Fiscal Year 2021/ 2022 Real Property Tax Rate. Vice Mayor Manspile made a motion to approve the Resolution with a second from Mayor Bryant. Mayor Bryant asked for any further discussion. With no further discussion, the Resolution was approved with a vote of 4 – 0.

Next item of business was the consideration of Resolution #R21-0712-02 Resolution Authorizing Reappropriations of Fiscal Year 2020 / 2021 Unused Utility Funds. Mayor Bryant asked if this resolution had to be resolved at this time or if it could wait another month. Vice Mayor Manspile stated that there are leftover funds from the 2020 – 2021 utility fund budget that can be reappropriated to do the sidewalk repairs. Vice Mayor Manspile stated that the Council went through the same process at the same time last year because of the fiscal year end. Mayor Bryant asked if the funds were already appropriated to finish projects that were already started. Vice Mayor Manspile stated that the money was assigned for maintenance, but not a specific project. Mayor Bryant stated that the Council needs to make sure it is following proper procedure to reallocate the funds. Mayor Bryant requested to table the issue until next month. Vice Mayor Manspile made a motion to table the Resolution until next month with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion to table the resolution was carried by a vote of 4 – 0.

Mayor Bryant requested that Council hear Citizen Comments and Petitions Regarding Non-Agenda Items next since there were people signed up to speak. First to speak was Mr. Willie Hampton of 1421 Colonial Road, Blue Ridge, VA 24064. Mr. Hampton has spoken to Vice Mayor Manspile about the water meter that had been on his property has been removed without contacting Mr. Hampton. His property is now being renovated, and there is no meter. There is no indication of where the water lines are on his property. There is proof that the meter was there at one time. There are receipts for water bills, and renters. Mr. Hampton has asked what he needs to do to get water returned to his property. It was suggested that Mr. Hampton hook up through an adjacent property's (his son's) water meter. Mr. Hampton feels that is not the best solution to the problem. The properties are separate and should have separate water meters. Mayor Bryant asked if Mr. Hampton is trying to have a meter installed. Mr. Hampton stated that he is trying to do that now, but there is a \$2500.00 connection fee that he feels he should not have to pay because there was a meter there that was removed and not replaced. Mayor Bryant asked if Mr. Hampton wants Council to waive the \$2500.00. Mr. Hampton stated that he

does want Council to look into waiving the connection fee. Mayor Bryant requested any proof that there was a meter on the property. Mr. Hampton stated that he would have copies of proof for the Council this week. Mayor Bryant stated that Council will hold a work session in the next couple of weeks to review all the information Council has and render a decision. Mayor Bryant stated that if Mr. Hampton had any questions to direct them to Town Manager Susan McCulloch. Next to speak, was Michelle McCadden, 3813 Red Fox Drive, Roanoke, VA. Ms. McCadden wanted to speak on the same subject as Mr. Hampton. Ms. McCadden stated that when the new lines and meters were put in, the meter was not replaced. The gentleman who could attest that there was a meter there previously passed away three weeks ago. The company that replaced the lines and meters, EC Pace, nor the Town, kept records of which meters were replaced or removed. Ms. McCadden stated there is no documentation in the Town Code that states once a citizen has water service connected that the citizen has to pay to connect to the service again. Ms. McCadden has the documentation showing when the properties were split, the divorce decree, the deed of trust, stamped envelopes, returned checks, and signed rental agreements stating that the renters agreed to pay the water bill proving water was at the property. Mayor Bryant requested that Ms. McCadden give Council a copy of her information so that Council can schedule a work session and make an informed decision on this issue. Next to speak was Mr. Julian Hampton, 203 Fourth Street, Buchanan, VA, 24066. Mr. Hampton stated that at no time should his water bill be discussed by anyone. Someone on Council or in Town Office told Mr. Willie Hampton that he could not get water to his property until Mr. Julian Hampton paid his water bill. Mr. Julian Hampton stated that his water bill has nothing to do with Mr. Willie Hampton having water services at his property. Mr. Julian Hampton stated that he knows there was a water meter at Mr. Willie Hampton's property prior to the new water lines and meters being installed in the Town. Mr. Julian Hampton stated that they just want the meter installed so the property has water. Mr. Julian Hampton provided a written statement of his discussion with previous Town Clerk Amanda Aaron about the water meter not being installed. Mr. Julian Hampton had pictures on his phone of the meter box. Mayor Bryant asked that the Town receive copies of the pictures for the work session. Mayor Bryant stated that Council has 30 days to review all information. All correspondence from the Town will come from Town Manager Susan McCulloch. Mayor Bryant stated that all information and actions will be reviewed by Town Attorney Puvak as well as Council.

The next item of business was to hear Committee Reports. Councilmember Marty Rickman spoke for the Special Events/ Community Development Committee stating that the Carnival was a huge success. This was the most packed Carnival Councilmember Rickman had seen in 38 years. Everyone worked hard and it paid off. Community Developer Harry Gleason is currently working on Reggae by the River. Councilmember Rickman stated that the t-shirts and cooling towels left over from the Carnival will be sold at Reggae by the River. For the Planning Commission, Town Manager Susan McCulloch stated there was not a Planning Commission meeting in July due to Carnival. Public Safety Committee Member Councilmember Petty stated that they continue to work on street sign replacement and streetlights. Public Works Committee Member Vice Mayor Manspile stated the Town Manager and he had been working with the engineers doing the study on the sewer system to answer the engineers' questions. There were 2 Miss Utilities this month, and there was a major sewage blockage across the street in front of the fire house. A lateral had to be dug up.

Mayor Craig Bryant stated that upcoming meetings and events were listed on the Agenda.

Mayor Craig Bryant made a motion to go into closed session per 2.23711 paragraph 29, discussion of the award of a public contract involving the expenditures of public funds including interviews, offers, and discussion of terms where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Vice Mayor James Manspile made a second to go into closed session. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4-0. Council went into closed session at 7:39 pm.

Mayor Craig Bryant made a motion to certify the information discussed met the threshold for closed session. Vice Mayor James Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, motion carried with a vote of 4-0. The meeting went back into Regular Council Meeting at 8:27 pm.

Mayor Bryant made a motion based on concerns from the closed session involving the Town's wastewater operations. The motion authorizes Town Manager Susan McCulloch and appropriate Town Council Members to take bids from contractors to find appropriate staffing for water/ sewer operations for the Town of Buchanan, and consideration of part time staff if necessary for water/ sewer operations. Town Legal Council needs to reach out to the current contractor about the status of the current contract. With a second from Vice Mayor Manspile, Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. Mayor Bryant stated for the record Council should be prepared for an emergency meeting based on the timeline for this issue.

With no further discussion a motion to adjourn was made by Vice Mayor Manspile with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried 4-0. Town Council adjourned at 8:29 PM.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Emergency Council Meeting
Buchanan, VA

July 14, 2021

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

Absent: Councilmember Christopher Witt

Attending: 1 Town Employee

Teleconference: Town Attorney Jon Puvak

Mayor Craig Bryant called the July 14, 2021 Emergency Council meeting to order at 7:00p.m. This meeting was held in Town Hall and by teleconference. Town Manager Susan McCulloch took roll call with four Council members present and established a quorum. Mayor Craig Bryant asked if Council was willing to forego the moment of silence and Pledge of Allegiance. Council was willing.

Mayor Craig Bryant asked for a motion to change the order of the Agenda to go into closed session first. Vice Mayor Manspile made the motion to change the Agenda with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0. Mayor Bryant asked that Council go into closed session per 2.23711 paragraph 7,8, and 29, consultation of Legal Council and discussion of the award of a public contract involving the expenditures of public funds including interviews, offers, and discussion of terms where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Vice Mayor James Manspile made the motion with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4-0. Council went into closed session at 7:04 pm.

Mayor Craig Bryant made a motion to certify the information discussed met the threshold for closed session. Vice Mayor James Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, motion carried with a vote of 4-0. The meeting went back into Regular Council Meeting at 7:27 pm.

Vice Mayor Manspile made a motion to go back into Regular Session with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4 – 0.

Next on the Agenda was New Business / Action Items / Public Hearings. Town Manager Susan McCulloch stated she has spoken to Billy Barnes, Inboden, Western Virginia Water Authority, Prochem, ESF, and Aquamark. For Services starting July 15, 2021 and ending July 31, 2021, Billy Barnes can be hired for part-time limited availability for \$26.00 an hour as Town staff, not contracted employment. Inboden can provide 2 certified operators, contracted for 16 days at \$4892.80, or \$305.80 a day. Western Virginia Water Authority is \$6,960.00 or \$435.00 dollars per day for 16 days. That provides 1 operator 8 hours a day, 6 hours at the waste water plant, 2 hours at the water plant with no transportation costs added to the contract. Town Manager McCulloch left a message with Prochem and had not heard from them. ESF stated they are unable to provide these services. ESF is short staffed. Aquamark had not returned the Town Manager's call at present. Town Manager Susan McCulloch stated the options are: contract with Imboden, hire Billy Barnes and have him work with Imboden, contract with Western Virginia Water Authority. Town Manager McCulloch stated that the recommendation if going by price would be to hire Imboden, or mix Billy Barnes with Imboden from July 15, 2021 to July 31, 2021. The Town can then hold a Council meeting to decide either to contract Imboden for \$14,777.88 per month from August 1, 2021 to December 31, 2021, or Western Virginia Water Authority is still sending in a quote, or Billy Barnes can combine with Imboden. Town Manager McCulloch stated that currently, the only quote the Town is willing to accept is the contract with Imboden for August 1, 2021 to December 31, 2021. Town Manager McCulloch stated she would answer any questions Council had. Vice Mayor Manspile stated that the Council needed to certify the Closed Session in Open Session. Mayor Bryant stated that he thought that the Closed Session was certified. Vice Mayor Manspile stated that the Council agreed in the Closed Session that the matters were discussed, but it was not certified in Open Session. Town Attorney Puvak stated that the Council could go ahead and make a decision about contracting services without certifying the closed session. Mayor Bryant stated that he did not have any questions, there is a clear list of options. Mayor Bryant stated he preferred contracting services through Inboden for the rest of the month. Vice Mayor Manspile suggested two motions to save Council from having another meeting this month. First motion to contract Imboden for July 15, 2021 through July 31, 2021. Then the second motion to contract Imboden for August 1, 2021 through December 31, 2021. Town Manager Susan McCulloch stated that any decision would be pending Town Attorney Jon Puvak reviewing the contract. Vice Mayor Manspile made a motion to accept the proposal from Inboden to provide services from July 15, 2021 through July 31, 2021 at their quoted price of \$4892.80. Mayor Bryant seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0 to continue operations for the rest of July, 2021. Vice Mayor Manspile made a motion to certify the results of the closed session, certifying the Council to direct the Town Attorney to draft a letter to Petrus with the terms discussed concerning the breach of contract and Town Property. This motion is pertaining to actions taken in the Closed Session. Councilmember Petty seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0. Vice Mayor Manspile made a motion to accept Inboden's contract, pending review by the Town Attorney, for \$14,777.80 per month from August 1, 2021 through December 31, 2021. If the contract meets standards of the Town Attorney, Council authorizes Mayor Craig Bryant, Town Manager Susan McCulloch, and Town Attorney to sign and implement the contract. Councilmember Petty seconded the

motion. Town Attorney Puvak stated the only problem in the contract is the dates services will be rendered. As the contract stands, the services would be from August 1, 2021 through July 31, 2022. That needs to be changed to August 1, 2021 through December 31, 2021. Vice Mayor Manspile stated that this contract needs to be for the rest of this year. Mayor Bryant stated that he agreed with changing the service dates in the contract. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved by a vote of 4 – 0.

With no further discussion a motion to adjourn was made by Vice Mayor Manspile with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried 4-0. Town Council adjourned at 7:38 PM.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor

H & S CONSTRUCTION COMPANY

General Contractors

P.O. Box 6226 · 2011 Salem Avenue SW ·
TELEPHONE (540) 345- 1501 · FAX (540) 342-2326
ROANOKE, VIRGINIA 24017-0226

Susan McCulloch
Town Manager
Town of Buchanan

June 18, 2021

RE: Miscellaneous curb & gutter and sidewalk repairs

We are pleased to quote the following:

Location 1 across from the fire station on Main St.
6' x 7' sidewalk

Location 2 produce market near old Grondyk building
8' curb & gutter
12' x 4' sidewalk

Location 3 north of James River on Rt. 11 left side heading north
15' x 4' sidewalk

Total: \$7,450.00

Thanking you for this opportunity to quote,
I remain,

Bill

William Gee

H & S CONSTRUCTION COMPANY

General Contractors

P.O. Box 6226 · 2011 Salem Avenue SW ·
TELEPHONE (540) 345- 1501· FAX (540) 342-2326
ROANOKE, VIRGINIA 24017-0226

Susan McCulloch
Town Manager
Town of Buchanan

June 22, 2021

RE: Lowe St. Crosswalk Revised Quote as per our telephone conversation

We are pleased to quote the following:

3-Pads 7" x 2.5' x 5' with ADA Plates	\$6,762.00
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Thanking you for this opportunity to quote,
I remain,

Bill

William Gee

S. C. ROSSI & Co., INC.

1410 16TH ST., S.E. • ROANOKE, VIRGINIA 24014 • 540-342-6600 • FAX 540-342-6611

August 2, 2021

Via Email

Ms. Susan McCulloch, Town Manager
Town of Buchanan, Virginia
Office 540 - 254 - 1212

SMcCulloch@buchanan-va.gov

RE: Incidental Concrete - Town of Buchanan, Virginia

Dear Ms. McCulloch:

We walked the Town on July 27 and looked at the needed concrete repairs at the referenced 4 locations. Below is our proposal per your request:

1) Location 1 across from the fire station on Main St.	\$ 670
2) Location 2 on 15 th St. near Main St.	\$1,368
3) Location 3 north of James River	\$ 960
4) Location 4 Lowe St Gravel Crosswalk w/ 2 ADA Ent	<u>\$2,000</u>
Total	\$4,998

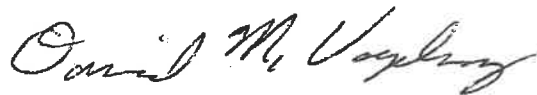
Additional work proposal:

Location 1 across from the fire station on Main St. remove the low concrete and
elevate the concrete \$1,500

Location 4 Lowe St Sink Hole dig up pipe and make repair \$200

Thank you for the opportunity to work for the Town of Buchanan. If you have any questions or concerns, please call me at 540-400-2386.

Sincerely,



David M. Vogelsong, P.E.
Director of Business Development

C: Stephen C. Rossi, President
Amber L. Thompson, Controller
James Green, Project Manager

Carol Kessler

Woffley + Sano

From: "Susan McCulloch" <SMcCulloch@buchanan-va.gov>
Date: Monday, July 26, 2021 3:13 PM
To: <arcinc@rbnet.com>
Cc: "Susan McCulloch" <SMcCulloch@buchanan-va.gov>
Subject: Town of Buchanan Quote Requested - Sidewalk Repair

Hello,

This is not a lot of information, and we expect to show you the locations, but we hoped for a quote for the following work before Wednesday, August 4.

Request for Quote:

Repairs:

1. Location 1 across from the fire station on Main St
6' x 7' sidewalk \$ 2,296.00
2. Location 2 produce market near old Groendyk building
8' curb & gutter
12' x 4' sidewalk \$ 5,896.00
3. Location 3 north of James River on Rt 11 left side heading north
15' x 4' sidewalk \$ 3,896.00

New Crosswalk:

1. Lowe St. Crosswalk (Must be Approved by VDOT)
Gravel, 3-Pads 7' x 2.5' x 5' with ADA Plates \$ 4,547.00
- Final Total \$16,635.00

Sincerely,
Susan



Susan McCulloch, Town Manager
Town of Buchanan, Virginia
Office: 540-254-1212 X3
Email: SMcCulloch@buchanan-va.gov
Alt Email: townmanager@buchanan-va.gov

7/26/2021



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9th day of August, 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing re-appropriation of fiscal year 2020 – 2021 unused utility funds

Whereas, the Town of Buchanan, Virginia has a need for sidewalk replacement and repair; and

Whereas, the Town of Buchanan, Virginia has a need for a new crosswalk; and

Now, therefore be it resolved; the Town of Buchanan Town Council; hereby authorizing the reappropriation of unused utility budget funds from 2020 – 2021 fiscal year and does hereby authorize Town Manager to execute such contracts on behalf of the Town.

AYES:

NAYS:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Claudine Stump, Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9th day of August, 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Willie Hampton Request to waive a Portion of Water Connection Fee.

WHEREAS, the Town of Buchanan, Town Council has received a written petition from Mr. Willie Hampton requesting the waiver of the Town's water connection fee for the property located at 201 4th Street, Buchanan, VA 24066 (Tax Parcel ID 65A-21A); and

WHEREAS, the Town operates the Town's water system in accordance with the Virginia Code and Chapter 22 of the Town Code; and

WHEREAS, the Town operates the public water system to serve the beneficial use of the residents of the Town and it is in the public safety and welfare of the Town to have its residents connected to the public water system; and

WHEREAS, Mr. Willie Hampton's property located at 201 4th Street Buchanan VA 24066 (Tax Parcel ID 65A-21A) needs a direct means of access to the Town's public water system; and

WHEREAS, Mr. Willie Hampton has indicated that his property was previously connected to the Town's public water system; and

WHEREAS, the Town previously completed a comprehensive water system upgrade and at such time it is believed that the Town and its contractors did not replace the existing water meter due to a misunderstanding about the current and future use of the property; and

WHEREAS, in light of the historical upgrades and Mr. Willie Hampton's plan to use the property for residential purposes, the Town is willing to waive \$2,000 of the water connection fee with the remaining fee to be paid by Mr. Willie Hampton.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Buchanan Town Council hereby waives \$2,000 of the water connection fee for 201 4th Street in Buchanan, VA and Mr. Willie Hampton shall pay the remainder of the water connection fee when he submits an application.

AYES:

NAYS:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Town Clerk