

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



Buchanan Town Council
Monday, March 14, 2022
Regular Meeting 7:00 p.m.
Council Chambers
19753 Main Street
Buchanan, VA 24066

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

AGENDA

A. ROLL CALL AND ESTABLISHMENT OF QUORUM

B. MOMENT OF SILENCE

C. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

D. CONSENT AGENDA

1. Financial Report February 2022
2. Approval of Unpaid Bills
3. Approval of Minutes for January 6, 2022 Work Session, January 10, 2022 Regular Council Meeting, and January 27, 2022 Emergency called Closed Session.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

G. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS—

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

H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of Resolution R22-0314-01: A Resolution Authorizing Accounting Services Provided by Mary Earhart, Certified Public Accountant, for Fiscal Year 2022 Audit and Fiscal Year 2023 Accounting Service.
2. Adoption of Fiscal Year 2020-2021 Audit.
3. Consideration of Resolution R22-0314-02: A Resolution Adopting the Revised Personnel and New EEO Policies for the Town of Buchanan.
4. Consideration of Resolution R22-0314-03: A Resolution Authorizing Leadership Development Training for the Town of Buchanan.
5. Consideration of Resolution R22-0314-04: A Resolution Authorizing Changes to Town of Buchanan Employee Health Insurance.
6. Consideration of Resolution R22-0314-05: TOWN OF BUCHANAN PUBLIC STATEMENT Department of Conservation and Recreation (DCR) Process Regarding the Gauge Dock (James River and Kanawha Canal)
7. Consideration of Resolution R22-0314-06: A Resolution Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund.

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8. Consideration of Resolution R22-0314-07: A Resolution to Submit the DCR Community Flood Preparedness Fund Grant, with the Application Due April 8.
9. Consideration of Resolution R22-0314-08: A Resolution Authorizing Purchasing New Planters for the Town of Buchanan.
10. Arbor Day Proclamation

I. REPORTS

1. Special Events/ Community Development
2. Planning Commission
3. Public Safety
4. Public Works

J. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA

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

K. ADDITIONAL COMMENTS

L. UPCOMING MEETINGS AND EVENTS

- **Covid Clinic – Buchanan Library** – March 16, 2022 – 4:00 to 6:00pm
- **Farmer's Market – Resource Center** -March 23, 2022 – 1:30 to ?
- **Special Events Committee** – Thursday, March 24, 2022 – 7:00pm
- **Planning Commission** – Monday, April 4, 2022 – 7:00 pm
- **Town Council Work Session** – Thursday, April 7, 2022 – 7:00pm
- **Arbor Day** – Friday, April 8, 2022
- **Garden Festival** – April 9, 2022 -10:00am to 4:00pm, Rain Date April 16, 2022
- **Easter Egg Hunt** – Town Park – Saturday, April 9, 2022
- **Town Council Regular Meeting** – Monday, April 11, 2022 – 7:00pm

O. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of March 11, 2022

	Mar 11, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	690,299.85
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,304.54
10500 Certificates of Deposit	684,578.46
Total Checking/Savings	1,774,632.44
Accounts Receivable	
11001 General AR Billed	3,884.21
Property Taxes Receivable	18,001.01
WSG Receivable	46,816.10
Total Accounts Receivable	68,701.32
Other Current Assets	
11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Total Other Current Assets	38,126.10
Total Current Assets	1,881,459.86
Fixed Assets	
13000 Property, Plant, Equip	8,402,436.92
Total Fixed Assets	8,402,436.92
TOTAL ASSETS	10,283,896.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	34,110.26
Total Accounts Payable	34,110.26
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	25,081.31
23000 Payroll Liabilities	2,374.50
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	826.72
Vandalism Reward Funds	12.89
Total Other Current Liabilities	388,313.34
Total Current Liabilities	422,423.60
Long Term Liabilities	
26200 Water Long Term Loans	4,148,182.36

Town of Buchanan, Virginia

Balance Sheet

As of March 11, 2022

	Mar 11, 22
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,570,605.96
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-552,291.95
Net Income	125,827.88
Total Equity	5,713,290.82
TOTAL LIABILITIES & EQUITY	10,283,896.78

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		288.21		
Total 3150000 Rev-Use of Money/Prop	0.00		288.21		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,444.42	0.00	228,952.80	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	0.00	500.00	500.00
3165120 Water Penalties	1,468.00	0.00	12,029.20	21,000.00	21,000.00
3165130 Reconnect Fees	240.00	0.00	1,800.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	0.00	0.00	0.00	1,000.00	1,000.00
Total 3165100 Water Revenues	30,152.42	0.00	242,782.00	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,206.40	0.00	132,556.28	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,206.40	0.00	132,556.28	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	46,358.82	0.00	375,338.28	562,500.00	562,500.00
Total 3160000 Charges for Services	46,358.82	0.00	375,338.28	562,500.00	562,500.00
Total 3100000 Local Revenue	46,358.82	0.00	375,626.49	562,500.00	562,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00		0.00	0.00	0.00
3240201 VA Dept of Health Grant	0.00		0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00		0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00		0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00		5,000.00		
Total 3330000 Categorical Aid	0.00		5,000.00		
Total 3300000 Rev from Federal Gov't	0.00		5,000.00		
Total Income	46,358.82	0.00	380,626.49	562,500.00	562,500.00
Gross Profit	46,358.82	0.00	380,626.49	562,500.00	562,500.00
Expense					

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
02 General & Financial Admin					
12410 Clerk-Treasurer	80.95		757.90		
2100 FICA/Medicare Tax	27.83		51.64		
2110 Virginia Unemployment Ins					
Total 12410 Clerk-Treasurer	108.78		809.54		
Total 02 General & Financial Admin	108.78		809.54		
04 Public Works					
43200 Maint of Gen Properties	35.94		289.01		
2212 Retirement	15.00		147.42		
5230 Telecommunications					
Total 43200 Maint of Gen Properties	50.94		436.43		
44100 Water Operations					
1100 Salaries & Wages	306.00	0.00	5,499.00	20,000.00	20,000.00
1110 Overtime	0.00	0.00	500.25	2,500.00	2,500.00
2100 FICA/Medicare	0.00	0.00	0.00	250.00	250.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	3.15	0.00	51.95	1,000.00	1,000.00
3110 Operating Contract	0.00	0.00	24,717.22	67,000.00	67,000.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	10,000.00	10,000.00
3500 Printing & Binding	0.00	0.00	97.26		
3700 Permits	0.00	0.00	4,691.00	10,000.00	10,000.00
5110 Utilities	1,254.43	0.00	8,469.96	9,000.00	9,000.00
6007 Repair & Maint Supplies	0.00	0.00	5,125.85	15,000.00	15,000.00
6009 Vehicle & Equip Supplies	406.35	0.00	2,889.43		
6014 Operating Supplies	286.00	0.00	1,006.73	15,000.00	15,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	4,000.00	4,000.00
Total 44100 Water Operations	2,255.93	0.00	53,048.65	153,750.00	153,750.00
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94		22,166.82		
3310 Repairs & Maint Contract	767.98	0.00	9,597.46	8,000.00	8,000.00
5110 Utilities	666.65	0.00	6,150.76	7,000.00	7,000.00
5230 Telecommunications	0.00	0.00	728.33	1,000.00	1,000.00
6014 Operating Supplies	0.00	0.00	1,097.99	2,200.00	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
Total 44110 Water Filtration Plant	8,823.57	0.00	39,741.36	18,200.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	0.00	0.00	462.19	2,500.00	2,500.00
1100 Salaries & Wages	612.00	0.00	3,437.00	38,500.00	38,500.00
1110 Overtime	140.25	0.00	399.00	1,000.00	1,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
2100 FICA/Medicare	0.00	0.00	0.00	60.00	60.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	3.15	0.00	52.00	250.00	250.00
3110 Operating Contract	7,388.94	0.00	46,884.04	53,000.00	53,000.00
3310 Repairs & Maint Contract	1,312.50	0.00	9,621.91	15,000.00	15,000.00
3320 Sludge Disposal	0.00	0.00	975.98	8,000.00	8,000.00
3700 Permits	0.00	0.00	720.00	1,500.00	1,500.00
5110 Utilities	1,919.19	0.00	11,700.82	20,500.00	20,500.00
5410 Lease/Rent of Equipment	55.00	0.00	263.47	1,000.00	1,000.00
6007 Repair & Maint Supplies	1,755.28	0.00	6,135.34	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	406.35	0.00	2,908.93	6,000.00	6,000.00
6014 Operating Supplies	1,224.00	0.00	9,768.23	8,000.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00		
Total 44200 Sewer Operations	14,816.66	0.00	93,328.91	162,810.00	162,810.00
Total 04 Public Works	25,947.10	0.00	186,555.35	334,760.00	334,760.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94108 Covid-19	0.00		7,040.60		
Total 94100 General Improvements	0.00		7,040.60		
94200 Water Projects					
94201 Water Line Replacement	0.00		0.00	0.00	0.00
Total 94200 Water Projects	0.00		0.00	0.00	0.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	30,029.76	10,000.00	10,000.00
94302 WWTP Improvements	0.00	0.00	0.00	20,000.00	20,000.00
94399 Contingencies	0.00	0.00	0.00	10,073.00	10,073.00
Total 94300 Sewer Projects	0.00	0.00	30,029.76	40,073.00	40,073.00
Total 004 Capital Projects	0.00	0.00	37,070.36	40,073.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	18,011.78	0.00	119,888.36	187,667.00	187,667.00
95520 Interest Payments	0.00		4,158.35		
Total 95500 Water Debt Service	18,011.78	0.00	124,046.71	187,667.00	187,667.00
Total 005 Debt Service	18,011.78	0.00	124,046.71	187,667.00	187,667.00
Total 09 Nondepartmental	18,011.78	0.00	161,117.07	227,740.00	227,740.00

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

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Payroll Expenses	0.00		72.00		
Total Expense	44,067.66	0.00	348,553.96	562,500.00	562,500.00
Net Ordinary Income	2,291.16	0.00	32,072.53	0.00	0.00
Net Income	2,291.16	0.00	32,072.53	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges					
3100000 Local Revenue	35.00		35.00		
3110000 General Property Taxes					
3110100 Real Property Taxes	3,581.13	0.00	138,338.64	150,000.00	150,000.00
3110101 Current Taxes	45.73	0.00	1,081.60	1,100.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	3,626.86	0.00	139,420.24	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	30.24	0.00	15,888.59	13,500.00	13,500.00
3110302 Delinquent Taxes	0.00	0.00	5.81	50.00	50.00
Total 3110300 Personal Property Taxes	30.24	0.00	15,894.40	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	400.21	0.00	1,621.59	2,000.00	2,000.00
Total 3110600 Penalties & Interest	400.21	0.00	1,621.59	2,000.00	2,000.00
Total 3110000 General Property Taxes	4,057.31	0.00	156,936.23	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	6,485.10	0.00	40,158.75	51,000.00	51,000.00
3120200 Consumer Utility Taxes	2,040.00	0.00	16,020.96	20,000.00	20,000.00
3120210 Consumption Tax	365.51	0.00	2,416.11	3,500.00	3,500.00
3120300 Business License Taxes	33,416.26	0.00	37,781.41	45,000.00	45,000.00
3120500 Vehicle Fees	0.00	0.00	2,583.09	16,200.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	42,000.00	42,000.00
3121000 Occupancy Tax	0.00	0.00	2,717.45	3,000.00	3,000.00
3121100 Meals Taxes	770.03	0.00	15,795.00	25,000.00	25,000.00
Total 3120000 Other Local Taxes	43,076.90	0.00	117,472.77	205,700.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	0.00	200.00	250.00	250.00
3130308 Building Permits	100.00	0.00	200.00	100.00	100.00
3130309 Sign Permits	0.00	0.00	0.00	100.00	100.00
3130310 Special Use Permit	0.00	0.00	0.00		
Total 3130000 Permits/Fees/Reg Lic	100.00	0.00	400.00	450.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	52.62	0.00	322.73	1,500.00	1,500.00
3140103 Zoning Violations	0.00	0.00	850.00	500.00	500.00
Total 3140000 Fines and Forfeitures	52.62	0.00	1,172.73	2,000.00	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	0.00	1,054.74	4,200.00	4,200.00
3150200 Rental Income	0.00	0.00	885.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	1,939.74	5,000.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165111 Water Sales	0.00		25.00		
3165120 Water Penalties	0.00		-20.00		
3165190 Water Hook Up Fees	0.00		500.00		
Total 3165100 Water Revenues	0.00		505.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,128.00	0.00	64,863.00	96,000.00	96,000.00
Total 3165300 Garbage Fees	8,128.00	0.00	64,863.00	96,000.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,128.00	0.00	65,368.00	96,000.00	96,000.00
Total 3160000 Charges for Services	8,128.00	0.00	65,368.00	96,000.00	96,000.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	0.00	2,314.00	6,000.00	6,000.00
3189926 Christmas Parade	0.00	0.00	0.00	500.00	500.00
3189925 Mountain Magic	0.00	0.00	10,411.91	7,500.00	7,500.00
3189924 Botetourt Co. Fair	0.00	0.00	1,382.00	200.00	200.00
3189922 Pork by the James	0.00	0.00	0.00	8,500.00	8,500.00
3189921 Reggae by the River	0.00	0.00	15,237.50	11,000.00	11,000.00
3189920 Bot.Co.Fishing Carnival	0.00	0.00	0.00	100.00	100.00
3189919 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
3189918 Buchanan Garden Festival	0.00	0.00	0.00	2,000.00	2,000.00
3189917 CivilWar History Weeked	265.00	0.00	265.00	2,500.00	2,500.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
3189905 Overage/Shortage	0.00	0.00	-17.10		
3189904 Other	4.00	0.00	8,673.15	1,000.00	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	7,000.00	0.00	9,100.00	1,000.00	1,000.00
3189910 Arbor Day Donations	602.00	0.00	602.00	1,000.00	1,000.00
3189911 Event Fees	0.00	0.00	50.00	700.00	700.00
3189912 Carnival Proceeds	500.00	0.00	194,110.51	70,000.00	70,000.00
3189999 Overpayments	0.00		2.05		
Total Miscellaneous Revenue	8,102.00	0.00	203,864.56	72,700.00	72,700.00
Total 3180000 Miscellaneous Revenue	8,371.00	0.00	242,131.02	112,350.00	112,350.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Total 3100000 Local Revenue	63,785.83	0.00	585,420.49	588,150.00	588,150.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00	0.00	0.00	4,000.00	4,000.00
3220150 Communications Tax	0.00	0.00	1,198.74	2,275.00	2,275.00
3220107 Rolling Stock Taxes	0.00	0.00	3,234.57	3,250.00	3,250.00
3220108 HB599 Aid Local Police	0.00	0.00	16,446.00	32,888.00	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	11,609.00	11,609.00
Total 3220000 Non-Categorical Aid	0.00	0.00	32,487.85	54,022.00	54,022.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	0.00		116,620.50		
3240101 Fire Programs Funds	0.00	0.00	0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00	0.00	116,620.50	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	149,108.35	64,022.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	1,415.25	1,404.00	1,404.00
3330210 Fed Forest Land Mgmt					
Total 3330000 Categorical Aid	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	1,415.25	1,404.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		2,893.34		
Total 3410000 Non-Revenue Receipts	0.00		2,893.34		
3410500 Interfund Transfers					
3410501 Transfers fr General Fd	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	63,820.83	0.00	738,872.43	653,576.00	653,576.00
Gross Profit	63,820.83	0.00	738,872.43	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	3,360.00	5,050.00	5,050.00
3600 Advertising	600.00	0.00	1,784.25	2,250.00	2,250.00
5540 Convention & Education	400.00	0.00	888.60	250.00	250.00
5600 Mileage Reimbursement	0.00	0.00	0.00	250.00	250.00
5800 Miscellaneous Expense	0.00	0.00	273.17	250.00	250.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
5810 Dues and Memberships					
Total 11110 Town Council	44.00	0.00	2,018.98	1,500.00	1,500.00
Total 001 Legislative	1,464.00	0.00	8,325.00	9,550.00	9,550.00
Total 001 Legislative	1,464.00	0.00	8,325.00	9,550.00	9,550.00
Total 01 General Government Admin	1,464.00	0.00	8,325.00	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	8,017.82	0.00	26,453.60	15,000.00	15,000.00
Total 12210 Legal Services	8,017.82	0.00	26,453.60	15,000.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	13,350.00	0.00	13,350.00	14,000.00	14,000.00
Total 12240 Independent Auditor	13,350.00	0.00	13,350.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	0.00	54,210.45	60,000.00	60,000.00
1110 Overtime	258.30	0.00	5,243.74	1,000.00	1,000.00
1120 Bonus	0.00	0.00	1,000.00	15,000.00	15,000.00
2100 FICA/Medicare Tax	1,337.67	0.00	14,755.45	150.00	150.00
2110 Virginia Unemployment Ins	411.30	0.00	970.92	3,250.00	3,250.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	214.84	0.00	1,718.72	0.00	0.00
2213 VRS VLDP	32.22	0.00	448.46	0.00	0.00
2300 Health Insurance	3,510.35	0.00	14,034.17	21,047.00	21,047.00
3120 Accounting Services	382.50	0.00	11,345.97	11,000.00	11,000.00
3130 Bank Service Charges	0.00	0.00	656.10	400.00	400.00
3500 Printing and Binding	0.00	0.00	1,592.44	1,250.00	1,250.00
3600 Advertising	0.00	0.00	0.00	500.00	500.00
5210 Postal Services	524.97	0.00	2,600.09	3,250.00	3,250.00
5230 Telecommunications	130.21	0.00	1,551.25	3,100.00	3,100.00
5401 Copy Machine Rental	232.07	0.00	1,614.14	3,000.00	3,000.00
5600 Mileage Reimbursement	0.00	0.00	81.76	200.00	200.00
5800 Miscellaneous Expense	0.00	0.00	779.97	0.00	0.00
5810 Dues and Memberships	0.00	0.00	0.00	300.00	300.00
6001 Office Supplies	534.27	0.00	3,743.69	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	13,559.10	0.00	116,347.32	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	4,769.24	0.00	42,360.85	57,500.00	57,500.00
1120 Bonus	0.00	0.00	1,000.00	1,067.00	1,067.00
2212 Retirement	171.00	0.00	1,368.00	0.00	0.00
2213 VRS VLDP	0.00	0.00	0.00	11,069.00	11,069.00
2300 Health Insurance	1,847.75	0.00	7,382.33	450.00	450.00
5600 Mileage Reimbursement	80.03	0.00	596.93		

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
5800 Miscellaneous Expense	0.00	0.00	0.00	500.00	500.00
5810 Dues and Memberships	0.00	0.00	485.28	750.00	750.00
Total 12510 Town Manager	6,868.02	0.00	53,193.39	71,336.00	71,336.00
Total 02 General & Financial Admin	41,794.94	0.00	209,344.31	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	23,333.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	23,333.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	0.00	600.00	5,000.00	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	10,000.00	10,000.00
Total 32200 Volunteer Fire Department	0.00	0.00	600.00	15,000.00	15,000.00
Total 002 Fire & Rescue Services	0.00	0.00	600.00	15,000.00	15,000.00
Total 03 Public Safety	2,917.00	0.00	23,933.00	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	1,802.00	0.00	33,599.10	47,500.00	47,500.00
1110 Overtime	215.22	0.00	1,549.46	2,000.00	2,000.00
1120 Bonus	0.00	0.00	750.00	0.00	0.00
2212 Retirement	61.62	0.00	1,007.87	1,100.00	1,100.00
2213 VRS VLDP	24.46	0.00	250.23	0.00	0.00
2300 Health Insurance	2,796.71	0.00	15,936.61	25,000.00	25,000.00
3310 Repair & Maint Services	120.00	0.00	2,463.52	5,000.00	5,000.00
3320 Street Repair-Snow Removal	0.00	0.00	217.07	5,000.00	5,000.00
3322 Janitorial Services	578.25	0.00	4,305.11	3,600.00	3,600.00
5100 Electricity - Streetlights	7.55	0.00	7,887.95	11,000.00	11,000.00
5110 Electricity - Town Hall	0.00	0.00	1,885.01	2,750.00	2,750.00
5120 Heating Fuel	3,510.39	0.00	3,969.70	2,500.00	2,500.00
5230 Telecommunications	352.63	0.00	3,126.48	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	19,410.00	20,000.00	20,000.00
5800 Miscellaneous Expense	0.00	0.00	3,592.05	2,500.00	2,500.00
5811 Uniforms & Safety Clothing	140.00	0.00	1,260.00	500.00	500.00
5812 Safety Footwear	214.78	0.00	214.78	5,000.00	5,000.00
6007 Repair & Maint Supplies	245.99	0.00	3,181.07	3,000.00	3,000.00
6008 Vehicle & Equip Fuels	301.98	0.00	2,841.23	0.00	0.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	10,371.58	0.00	107,447.24	139,950.00	139,950.00
44000 Trash Department					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00
33201 Trash Pickup	6,631.00	0.00	53,154.80	82,000.00	82,000.00
Total 44000 Trash Department	6,631.00	0.00	53,154.80	91,000.00	91,000.00
44100 Water Operations					
1110 Overtime	218.79		286.79		
Total 44100 Water Operations	218.79		286.79		
44200 Sewer Operations					
1110 Overtime	185.13		185.13		
6008 Vehicle & Equip Fuels	0.00		30.20		
Total 44200 Sewer Operations	185.13		215.33		
Total 04 Public Works	17,406.50	0.00	161,104.16	230,950.00	230,950.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00	0.00	144.00	2,000.00	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	5,000.00	5,000.00
5814 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
5815 Civil War History Weekend	0.00	0.00	0.00	2,000.00	2,000.00
5816 Buchanan Garden Festival	0.00	0.00	0.00	2,500.00	2,500.00
5817 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
5818 Bo Co Fishing Carnival	0.00	0.00	0.00	75.00	75.00
5819 Reggae by the River	0.00	0.00	8,319.50	8,000.00	8,000.00
5820 Pork by the James	0.00	0.00	0.00	8,000.00	8,000.00
5822 Botetourt Co. Fair	0.00	0.00	0.00	101.00	101.00
5823 Mountain Magic	0.00	0.00	5,299.64	5,000.00	5,000.00
5824 Christmas Parade	0.00	0.00	575.75	500.00	500.00
5825 Christmas Eve Luminaries	0.00	0.00	4,614.10		
3800 Advertising	0.00	0.00	3,050.00	2,000.00	2,000.00
5840 Town Events	0.00	0.00	4,106.08	1,200.00	1,200.00
6013 Recreational Supplies	0.00	0.00	73.82	500.00	500.00
Total 71100 Parks & Recreation	0.00	0.00	26,182.89	37,226.00	37,226.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		1,030.99		
5110 Utilities	63.29	0.00	3,367.92	5,000.00	5,000.00
5801 Carnival Operations	0.00	0.00	35,608.98	20,000.00	20,000.00
Total 71200 Carnival	63.29	0.00	40,007.89	25,000.00	25,000.00
Total 07 Parks, Events & Cultural	63.29	0.00	66,190.78	62,226.00	62,226.00
08 Development					
81200 Community Development					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
1100 Salaries & Wages	3,559.84	0.00	31,778.60	46,500.00	46,500.00
1110 Overtime	66.76		1,646.70		
1120 Bonus	0.00		500.00		
2212 Retirement	127.64	0.00	1,021.12	1,000.00	1,000.00
2213 VRS VLDP	32.01		191.99	0.00	0.00
2300 Health Insurance	2,522.85	0.00	10,074.82	12,000.00	12,000.00
3600 Advertising	243.44	0.00	3,771.75	2,500.00	2,500.00
5602 Donation After Prom Party	0.00	0.00	0.00	200.00	200.00
5603 Donation to Theater	0.00	0.00	4,000.00	4,000.00	4,000.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	2,000.00	2,000.00
6014 Other Operating Supplies	0.00		12.01		
Total 81200 Community Development	6,552.54	0.00	52,996.99	68,200.00	68,200.00
Total 08 Development	6,552.54	0.00	52,996.99	68,200.00	68,200.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00		7,148.00		
94105 Playground	0.00	0.00	0.00	1,867.00	1,867.00
94107 Community Develop Grant	0.00		4,642.70		
94108 Covid-19	0.00		59,972.00		
94199 Contingencies- Technology	0.00	0.00	405.00	2,500.00	2,500.00
Total 94100 General Improvements	0.00	0.00	72,167.70	4,367.00	4,367.00
Total 004 Capital Projects	0.00	0.00	72,167.70	4,367.00	4,367.00
005 Debt Service					
95100 General Debt					
95110 Principal Repayments	0.00		812.70		
Total 95100 General Debt	0.00		812.70		
Total 005 Debt Service	0.00		812.70		
Total 09 Nondepartmental	0.00	0.00	72,980.40	4,367.00	4,367.00
Payroll Expenses					
Total Expense	70,198.27	0.00	19,190.63	653,576.00	653,576.00
Net Ordinary Income	-6,377.44	0.00	124,807.16	0.00	0.00
Net Income	-6,377.44	0.00	124,807.16	0.00	0.00

Town of Buchanan, Virginia
Vendor Payments Made
February 10 through March 11, 2022

Type	Date	Num	Memo	Account	Split	Amount
Bank of Botetourt Bill Pmt -Check	02/22/2022	22724	Acct # 2021201825 (Truck Payment) Payment #8	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Bill Pmt -Check	02/24/2022	22750		10010 Buchanan General Fund	20000 Accounts Payable	-1,829.83
Buchanan County Treasurer Check	03/07/2022	22756	Cust. accidentally made a pmt to the TOB inste...	10010 Buchanan General Fund	5800 Miscellaneous Expense	-60.00
Bug Man Exterminating Bill Pmt -Check	02/11/2022	22715	4 seasons of pest service	10010 Buchanan General Fund	20000 Accounts Payable	-120.00
C H A Bill Pmt -Check	02/24/2022	22725	Request #4	10010 Buchanan General Fund	20000 Accounts Payable	-4,405.72
Bill Pmt -Check	02/24/2022	22726	Request #5	10010 Buchanan General Fund	20000 Accounts Payable	-4,448.80
C&S Disposal Inc. Bill Pmt -Check	02/24/2022	22730	Container fee	10010 Buchanan General Fund	20000 Accounts Payable	-55.00
Bill Pmt -Check	02/26/2022	22752	Garbage p/u (475X13.=6175 & 24X19.=456.)	10010 Buchanan General Fund	20000 Accounts Payable	-6,631.00
Cintas Corporation- #524 Bill Pmt -Check	02/24/2022	22746		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
CL Sink & Sons, Inc. Bill Pmt -Check	02/17/2022	22716	Work on 18 Boyd St. sewer back up	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
CMC Supply Bill Pmt -Check	02/24/2022	22736	Sewer supplies for emergency sewer repair	10010 Buchanan General Fund	20000 Accounts Payable	-1,297.56
Dominion Energy Virginia Bill Pmt -Check	02/24/2022	22747		10010 Buchanan General Fund	20000 Accounts Payable	-2,760.43
Dominion Virginia Power (Water Filtr) Bill Pmt -Check	02/24/2022	22748	8519277118 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-220.64
Faye Worley Bill Pmt -Check	02/28/2022	22753	Janitorial services for the Town Hall & Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Fincastle Herald Bill Pmt -Check	02/24/2022	22731	Herald paper subscription	10010 Buchanan General Fund	20000 Accounts Payable	-44.00
Gentry Locke Attorneys Bill Pmt -Check	02/24/2022	22739	Attorney service for January 2022 (Billy Eagle c...	10010 Buchanan General Fund	20000 Accounts Payable	-4,500.00
Bill Pmt -Check	02/24/2022	22743	Attorney service for January 2022	10010 Buchanan General Fund	20000 Accounts Payable	-3,517.82
H A C H Company Bill Pmt -Check	02/24/2022	22727	Turb sensor for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-4,358.00
Happy Food Mart Bill Pmt -Check	02/24/2022	22732		10010 Buchanan General Fund	20000 Accounts Payable	-289.31
Harold A. Newcomb Bill Pmt -Check	02/22/2022	22723	Reimburse for boots & public works supplies	10010 Buchanan General Fund	20000 Accounts Payable	-262.63
Hy-Test, Inc. Bill Pmt -Check	02/24/2022	22740	Annual inspection of fire supp. system & exting...	10010 Buchanan General Fund	20000 Accounts Payable	-440.52
J L Computers Inc. Bill Pmt -Check	02/24/2022	22733	Web site hosting, antivirus etc.	10010 Buchanan General Fund	20000 Accounts Payable	-243.44
LAMAR COMPANIES Bill Pmt -Check	02/24/2022	22741	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Mary K. Earhart PLLC Bill Pmt -Check	02/24/2022	22744	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-382.50
Melissa Hutchens-Barger Check	02/11/2022	22717	Flagger training (4)	10010 Buchanan General Fund	5540 Convention & Education	-180.00
Mid State Equipment Bill Pmt -Check	02/24/2022	22742		10010 Buchanan General Fund	20000 Accounts Payable	-202.96

Town of Buchanan, Virginia
Vendor Payments Made
February 10 through March 11, 2022

Type	Date	Num	Memo	Account	Split	Amount
Robinson Farmer Cox						
Bill Pmt -Check	02/24/2022	22737	051450	10010 Buchanan General Fund	20000 Accounts Payable	-13,350.00
Rural Development						
Check	02/11/2022	EPAY	WSL-01-10	10010 Buchanan General Fund	95510 Principal Payments	-5,814.78
Check	02/28/2022	EPAY	WSL-30-10	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
Shentel						
Bill Pmt -Check	02/24/2022	22734	Internet for Town Hall & WFP	10010 Buchanan General Fund	20000 Accounts Payable	-368.58
Susan McCulloch						
Bill Pmt -Check	03/03/2022	22754	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-38.92
Bill Pmt -Check	03/11/2022	22757	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-80.03
Verizon						
Bill Pmt -Check	02/24/2022	22728	Well 1	10010 Buchanan General Fund	20000 Accounts Payable	-166.67
Virginia Business Systems						
Bill Pmt -Check	02/24/2022	22745	Rent on copier	10010 Buchanan General Fund	20000 Accounts Payable	-232.07
Virginia Media, Inc						
Bill Pmt -Check	02/24/2022	22738	Advertising for delinquent RE Taxes (Taxing Au...	10010 Buchanan General Fund	20000 Accounts Payable	-270.00
Bill Pmt -Check	02/24/2022	22749		10010 Buchanan General Fund	20000 Accounts Payable	-600.00
VUPS						
Bill Pmt -Check	02/24/2022	22729	Miss utility	10010 Buchanan General Fund	20000 Accounts Payable	-13.65
Webb's Oil Corporation						
Bill Pmt -Check	02/24/2022	22735	Heating oil for Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-3,510.39

Town of Buchanan, Virginia

Unpaid Bills Detail

As of March 11, 2022

Type	Date	Memo	Open Balance
C&S Disposal Inc.			
Bill	03/01/2022	Container fee @ STP	20.00
Total C&S Disposal Inc.			20.00
Chem-solv			
Bill	03/01/2022	Chlorine for WFP	532.50
Bill	03/02/2022	Chlorine for WFP	532.50
Total Chem-solv			1,065.00
Cintas Corporation- #524			
Bill	02/28/2022	Uniforms	35.00
Total Cintas Corporation- #524			35.00
Dominion Energy Virginia			
Bill	02/10/2022	9904855005 (Main lift station)	193.49
Bill	02/10/2022	1773487507 (WELL 2)	259.24
Bill	02/10/2022	3193465006 (SOUTHVIEW PUMP STATION)	17.55
Bill	02/10/2022	3363397500 (Water st. pump station)	20.94
Bill	02/10/2022	0024800005 (STP)	1,687.21
Bill	02/10/2022	9936292508 (Well 3)	84.69
Bill	02/10/2022	9885957507 (Parkway water tank)	262.65
Bill	03/02/2022	9249307019 (Culpepper pump)	493.39
Bill	03/02/2022	8519277118 (WFP)	500.08
Bill	03/02/2022	7670953350 (Albemarle booster pump)	6.59
Bill	03/02/2022	6858206326 (Boblets tank)	13.14
Bill	03/02/2022	6462673143 (Bridge lights)	36.17
Bill	03/02/2022	5806410006 (Spottswood booster pump)	30.77
Bill	03/02/2022	3757046762 (WFP)	164.90
Bill	03/02/2022	3016227500 (Tunnel lights)	8.37
Total Dominion Energy Virginia			3,779.18
Fisher Auto Parts			
Credit	09/01/2021	Credit for return	-40.32
Bill	02/28/2022	Air filter- mower	42.15
Total Fisher Auto Parts			1.83
Happy Food Mart			
Bill	02/01/2022	Fuel for old white truck-Harry	35.12
Bill	02/11/2022	Fuel-Andy	83.00
Bill	02/16/2022	Fuel-Andy	104.01
Bill	02/28/2022	Fuel-Andy	79.85
Total Happy Food Mart			301.98
Hurt & Proffitt Inc.			

Town of Buchanan, Virginia

Unpaid Bills Detail

As of March 11, 2022

Type	Date	Memo	Open Balance
Bill	02/21/2022	Backflow testing	245.00
Total Hurt & Proffitt Inc.			245.00
Inboden Environmental Services, Inc. Bill	03/01/2022	Operation of STP & WFP	19,773.68
Total Inboden Environmental Services, Inc.			19,773.68
Pall Corporation Bill	02/15/2022	Part for WFP	645.48
Total Pall Corporation			645.48
Rockingham Coop Bill	03/02/2022	Straw & grass seed for repair completed @ Boyd St.	163.73
Total Rockingham Coop			163.73
S.C. Rossi & Co., Inc. Bill	01/31/2022	Sewer line work on Boyd St.	4,435.33
Total S.C. Rossi & Co., Inc.			4,435.33
Treasurer, Botetourt County Bill	03/01/2022	Law enforcement payment	2,917.00
Total Treasurer, Botetourt County			2,917.00
USA BlueBook Bill	02/14/2022	Supplies for STP	387.73
Total USA BlueBook			387.73
Verizon Bill	02/27/2022	650-005-247-0001-20 (Well 1)	333.02
Total Verizon			333.02
VUPS Bill	02/28/2022	Miss utility	6.30
Total VUPS			6.30
TOTAL			34,110.26



Minutes of Council Meeting
Work Session
Buchanan, VA

January 6, 2022

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

Mayor Craig Bryant opened the Thursday, January 6, 2022 Council work session at 7:00 p.m. Town Manager Susan McCulloch took role call and established a quorum. One of the speakers, Mr. Chris Vail, was on the phone.

First on the agenda was the Discussion of proposed zoning text amendment, zoning district change, zoning map change, and rezoning prior to January 10, 2022 Public Hearing. Town Manager McCulloch stated that Planning Commission had met on Tuesday, January 4, 2021, to hold a Public Hearing to consider zoning ordinance amendments to add the mixed-use definition to the trade district, to add ATM by special use permit, and to rezone 19318 Main Street, 2 parcels 65A-66 and 65A-68, the old Groendyk properties. Town Manager McCulloch stated that Mr. Vail would explain why the changes need to be made. Mr. Vail thanked Town Manager McCulloch and Council for letting him join the meeting via phone this evening. Mr. Vail stated that the goal for his company, Sycamore Development Co., is to redevelop the existing main building of the Groendyk facility into 22 market rate apartments, 11 1-bedroom and 11 2-bedroom apartments. The smaller 4000 square foot building and redevelop that. There is a tenant lined up to install a craft brewery / brew pub into that location. Mr. Vail stated that they need the rezoning to take place in order to file for a special use permit. Mr. Vail and his company look forward to redeveloping the buildings to add value and street presence to the Town of Buchanan. Town Manager McCulloch stated that the definition for the mixed-use development is a tract of land or structure developed to include two or more different uses, such as, but not limited to, residential, office, institution, public, or entertainment. Such uses are functionally integrated into your vehicular use areas, ingress, egress, and pedestrian access. Mixed use may describe uses occupying separate structures on the same site, or uses combine within a single structure. Town Manager McCulloch stated that in the Town Comprehensive Plan it is mentioned that mixed usage would be a potential great future for the Groendyk building would be a mixed-use development along with other

structures in Town in the trade district. However, that use is not currently defined and therefore is not allowed. In order to allow the use, Town has to define it and add it to the Town Zoning Ordinance. Currently, the 2 Groendyk buildings are zoned manufacturing. In this case, it would be zoned as trade. Town Manager McCulloch stated that there are many mixed-use developments in downtown and business district. It made sense to change the Zoning Ordinance. There are more buildings that could be mixed use in our business district. Town Manager McCulloch stated that there is an interested party who wants to add an ATM drive up and walk up in that space. It would be allowed by special use permit process if agreed on by Council. That whole process will have to be followed should this be allowed in Town's Zoning Ordinance. Town Manager McCulloch stated that the Planning Commission Public Hearing was January 4, 2022, Council's Public Hearing is duly advertised and will be on January 10, 2022. Town Manager McCulloch stated that these items were added to the work session agenda so that Council could ask questions and hash things out. However, there will be a separate process for the special use permit that Mr. Vail and Sycamore Development is proposing to do. There were two guests at the Planning Commission Public Hearing. Mr. Mallory and Dr. Robinson are adjacent property owners. Mr. Mallory asked questions specific to the development versus the use of the property. Mr. Mallory asked special use permit questions such as what kind of lighting plan there would be, the capacity for water and sewer, and how the development would affect Williams Lane. Mr. Vail can address these questions now, however, this will be further addressed in the special permit process. The Planning Commission did vote unanimously, 4-0 with one absent, to recommend Council consider the request and send it to Public Hearing. Mayor Bryant asked Town Manager McCulloch to repeat how the Planning Commission voted. Town Manager McCulloch stated the Planning Commission voted 4 – 0 with one member absent. Vice Mayor Witt stated that the only thing not addressed by Town Manager McCulloch or Mr. Vail was that Mr. Mallory was concerned that Sycamore Development would develop the 2-acre lot between Mr. Mallory's house and the Groendyk buildings. Mr. Vail stated that as of right now, it would be used minimally for some special events. That answered one of Mr. Mallory's concerns, that the property would be developed up to the property line. Town Manager McCulloch stated that could be addressed in the special permit process. Planning Commission and Council can request that Sycamore properties plant trees as a visual buffer among other things the Town can request. Mr. Vail reiterated that Sycamore Properties does not have any plan or foreseeable timetable for that parcel to be developed. Mr. Vail spoke with the owners of Twin River Outfitters about having a season kickoff type get together where people could spill over into that field if needed. The parking lot will be in front of the main building. There will be no lights shining there. There is already a hedge separating the neighboring property, and if needed, we will add additional landscaping. Mr. Vail stated that he will be meeting with the homeowner to discuss any concerns the homeowner has. Mayor Bryant stated that he has a few questions. Mayor Bryant asked if we are under the definitions, it makes reference to institutional, but institutional is listed under trade districts. What is institutional? Town Manager McCulloch stated that as with many definitions, this is borrowed. There were school structures in the mixed use from the place this was borrowed. This depends on the way it is interpreted. It could be educational, artisan or craft type use. Town Manager McCulloch stated that part can be removed. Town Manager McCulloch stated that schools may not be allowed in trade. Financial institutions are allowed. Vice Mayor Witt asked if, with the definition of mixed use, this wasn't discussed in Planning and Zoning, can we make it a requisite that mixed-use is only issued out by special permit? Town Manager McCulloch stated that it is and it would be fully vetted should it be allowed. Vice Mayor Witt asked that it can't just be rezoned it needs to go through special use permit? Town Manager McCulloch

stated yes, conditional of special uses, the definition, in the proposal, is to allow by special use permit which would require public and Council vetting, a large public process would be that mixed use and ATM. Town Manager McCulloch stated that we can remove institutional out because it is hard to say what institutional means. Mayor Bryant stated that from his viewpoint, institutional is very broad, and he is not sure how applicable that is to the current Town vision. Institutional is something that Mayor Bryant proposes to strike from the definition. Mayor Bryant asked under the trade district, for under uses permitted, section 207 is this just examples? Town Manager McCulloch stated that this is the current ordinance for trade district. It talks about intent, and permitted uses, then section c is conditional uses. What is in red is what is proposed to be added. Councilmember Manspile stated that it has been updated over the years to include what Town had, is what was put in the ordinance. Mayor Bryant asked, for clarification, going back to the Trade District, number six second story and fraternal clubs, that wasn't part of the public hearing to discuss that. Town Manager McCulloch stated that is in our current zoning, and is allowed as is because of the Mason Club that is down the Street. When this clause was added, there were a lot of clubs like Mason's that met on the second floor. Councilmember Manspile stated they met on the second floor of what used to be Ralph and Karl's. Town Manager McCulloch stated that is why that clause is in our current zoning ordinance. Mayor Bryant asked about a section under Brew Pub Standards, it talks about the use of tractor trailers or similarly sized vehicles is prohibited for any type of delivery or brew related goods produced on site for off-site sales or consumption. Councilmember Manspile stated that it sounds counter-productive to having a brewery. Vice Mayor Witt stated that this is the old version of the ordinance. This has been rewritten by the Planning Commission and has not been updated. Mayor Bryant stated that Council should make sure the updates are implemented and updated as we move forward with new possibilities. Town is being restrictive if Town is trying to develop a property and they can't bring in what they need. Vice Mayor Witt stated that as of right now, it will not be a brew-pub, it would be a brewery. Town Manager McCulloch stated that Town does not have a definition of brewery, brew-pub is the closest definition we have. It is good that all these things are being brought up so that these changes can be implemented. Councilmember Manspile stated that today is Thursday. The Public Hearing is Monday. Whatever corrections Planning Commission makes need to be given to Council before the Public Hearing so that Council has the correct paper work. Council needs to be prepared for the Hearing so that we are not digging through the paperwork like we are now. Town Manager McCulloch stated that the only things that Council needs to consider are the red lined items, the current items that are not red are already there. Vice Mayor Witt stated that the big thing is they are getting zoned as trade right now. Town does not have a definition of mixed use in the zoning ordinance. Planning Commission wants mixed use added to the zoning Ordinance. Once mixed use is added, as they start developing, they will apply for a special use permit to rezone themselves from trade to mixed use. Town Manager McCulloch stated that this is the first step in the process that Town is requesting. Town is asking for re-zoning to occur, the new definitions to occur, and it to be added to trade. Then, the special use permit or conditional use permit would come should this be approved by Council. It is being brought to Council during the Work Session so that any questions or issues can be discussed before the Public Hearing. Councilmember Manspile asked what came out of Planning Commission in part E section 207-10 talking about Brew-Pub what was there? Town Manager McCulloch stated that section is already part of the Zoning Ordinance that was approved in 2018 or 2019. It was vetted and approved by Planning Commission and Council at the time. Vice Mayor Witt stated that all the changes that Planning Commission has requested be made have not been added to the zoning ordinance, just the stuff in red for this particular case is the

immediate changes that are being requested. Mayor Bryant asked if just because mixed use development is in the zoning ordinance, is it still restricted by or controlled by uses permitted. Town Manager McCulloch stated that it is. If it was by right, there wouldn't be any other meetings. Because it is a special permit process, there is public input, we notify the adjacent property owners, the plan is, should this all move forward, to ask Planning Commission and Council to hold a joint Public Hearing in February. Town Manager McCulloch stated there is plenty of time for Council to look over everything and Mr. Vail plans to come to the work session, or we can schedule a Special Work Session to go over everything that Sycamore Development is proposing to do for the special use permit. It is really good Council is talking about the existing zoning ordinance because we have time to get ahead of it if there is an issue. Mayor Bryant asked again if Town is doing something where it looks like it can be done on paper, but, when you read it, there are still restrictions. In this case, we allow mixed-use development in the trade district, so whatever I am doing falls within mixed-use development, but my business is dependent upon deliveries by an 18-wheeler. As it stands, can I do that now? Town Manager McCulloch stated that no, that is why it is good that you pointed it out, the zoning ordinance has to be modified. In this case, it works with Mr. Vail's timeline, but we have to look at things like that. Councilmember Manspile stated that any time Council finds an issue, like this, Council needs to rectify the issues at one time so that somewhere down the road, it does not have to be revisited. I have no reservations about what is happening now, but I have learned this since being on Council since 2017, the answer to everything is that special use permit. Why not change it where some things are very out front. You apply for what you need. You don't have to go through all the hoops for a special use permit. If the property is sold, the special use permit is revoked. Can it be simplified. Mayor Bryant stated that Council is trying to set the Town up so that it is friendlier for people to have a business here without having so many restrictions. Vice Mayor Witt stated when you see the official rough draft of the changes from Planning Commission, everything you are discussing has been taken into consideration when it was re-written. Again, what you have before you tonight, has been approved by Planning Commission. It cannot be presented at the next Council meeting because once it is typed up, Planning Commission has to look it over and approve it. Then it has to go to Council for approval, then it has to go to Public Hearings, then Council has to approve the changes. Councilmember Rickman stated that he is glad that someone wants to do something with the old Groendyk property. It is an eyesore coming into Town. Mr. Vail stated that they look forward to turning it around and being part of the Town. We think it will be a great project. Mayor Bryant stated that he doesn't want anything to hold up the Sycamore Development Project, but he would like to update the Zoning Ordinance appropriately in order to reduce the burden on people who want to bring business to this Town. Town Manager McCulloch asked if Mayor Bryant is talking about the brewery section, or the brew-pub section. Mayor Bryant stated that if Vice Mayor Witt has something to assure us, let's go ahead and get this added. But, in my opinion, at the next meeting, let's have the trade section updated if possible. Vice Mayor Witt stated that the Planning Commission is done with the revisions. We are waiting for the revisions to be typed up. Town Manager McCulloch stated that the point Mayor Bryant brought up has not been changed, but it can be. Mayor Bryant stated that Town is offering grants and money to businesses. We should not be projecting something and not have the structure established to back it up. Vice Mayor Witt asked with this project in particular, they have to file for a special use permit to get mixed use development, correct? Town Manager McCulloch stated that because of the traffic impact, density, size, and we want to make sure we have adequate water and sewer. Something like 22 apartments would have to be vetted more thoroughly by the locality. That is why this was suggested to be under

the special use permit. Vice Mayor Witt stated that in the midst of applying for the special use permit, they put anything they need for the project in the special use permit, such as needing tractor-trailer access, if that is what they need. Anything that is against what our code is currently for Zoning Ordinances, have them put it in the special use permit so that it is all encompassing. It is no different than when Vice Mayor Witt got a special use permit for a mural and went through the processes. Town still does not allow murals in Town, but there is one on his business because he went through the special use process. Vice Mayor Witt stated that there are certain things in the Zoning Ordinance that either previous Planning Commissions or Councils have tied the Town's hands for whatever reason. The special use permit is a headache, but it allows the Planning Commissions, Councils, and committees to have checks and balances as opposed to a free-for-all. Vice Mayor Witt stated that he is all for economic growth and development, but somewhere you need to have the checks in there. Town Manager McCulloch stated that with the special use permit, as long as the use continues for a year uninterrupted, if it is sold, the next buyer can continue the special use permit as long as it is followed. Mayor Bryant stated that he didn't have any other questions, but the section about institutions needs to be removed as long as everyone is in agreement. Councilmember Manspile stated that he doesn't have any problem with doing what needs to be done for this project, but, at some point and time, someone with Town needs to have a conversation with Mr. Vail to get a pretty close timeline for this project. There are things that Town needs to accomplish utility wise. This is the beginning to get things happening. Will this project take off quickly, or will there be time for Town to do what it needs to for this project? Vice Mayor Witt stated that Mr. Vail was available now, ask him. Councilmember Manspile stated that was for the Town Manager to do. Town Manager McCulloch stated that she had mentioned at Planning Commission that she was planning to meet on project site with water and sewer. Councilmember Manspile stated that he can tell Mr. Vail now, what he has seen up to this point, where the lot for the ATM is located, there are utilities located underground there that does not need the traffic. The utilities involved are vital to the Sycamore Development as well as Town operations. Town Manager McCulloch stated that came directly from him and there have been conversations about it. Mr. Vail stated that the ATM is a secondary request in his opinion. The bank approached them after Sycamore Development bought the property. They are trying to help the bank, but he agrees with Councilmember Manspile, that corner is not perfect. Ultimately Sycamore Development would like to have the option of putting a drive-up ATM on the site somewhere, but it is not the main importance of this project and can be revoked at any point. Councilmember Manspile stated that at an appropriate time, Council needs to have a face-to-face meeting with Mr. Vail. The Town Manager is new here and there are newer Council members, Councilmember Manspile is the oldest sitting Councilmember, there have been problems with an adjoining property owner in the past. Councilmember Manspile would like to prepare Mr. Vail, as best we can, because no matter what you do there will be complaints about something all the time. Mayor Bryant asked if there was anything else to discuss and thanked Mr. Vail for his insights and support. Town Manager McCulloch stated that there is one other thing to discuss. There is a resolution that Sycamore Properties wants to work with VHDA to obtain funding for design and some construction. In order to do that, the property has to be in an enterprise zone, or opportunity zone, which it is not, or the property has to be designated as a revitalization area by the locality. So, this resolution would be brought to Council on January 10, 2022. Town Manager McCulloch asked Mr. Vail to further elaborate. Mr. Vail stated that there are 3 ways in which Sycamore Development can obtain an early-stage development financing program from Virginia Housing. First is being located in an enterprise zone, which it is not. Second is being located in a qualified opportunity zone, which it is not. Third is if the

locality would take their public body (Town Council) and sign or state in a document, it does not have to be recorded, that the property is blighted and without private development it will be torn down or lesser use. This opens the door for Sycamore Development to obtain a \$100,000.00 interest free loan. Mr. Vail stated that would help the development company with the initial architectural, engineering, surveying soft costs that the development company is currently undergoing right now. The architectural process has already begun. The roofing underlayment has already been ordered to start replacing the roof as soon as the Department of resources approves our plan. Of course, all of this cost money, and this just helps a little bit with that process until we go to our bank for the construction financing. Mr. Vail stated there is a reference in there to affordable housing. Mr. Vail wanted to make clear what that means and what Sycamore Developments intentions are with this project. Mr. Vail stated that affordable housing gets thrown out in Southwest Virginia with a lot of different connotations. In reality, Virginia housing looks at it based on the area median income. In the Town of Buchanan, the median income is based on the Roanoke median income. That means that a couple of the units, two or three one-bedroom units, will be rented to people with an income lower than \$40,000.00. Which based on Mr. Vail's review of the market study, fits with the demographic of what we will be charging. It does not change Sycamore Development's rental rates or anything to do with the fact that they will be offering market rate apartments. This is a line item that is written in there that some people may think that this is a section 8 housing project, it is not the case. Mayor Bryant thanked Mr. Vail and asked Council if they had any questions. Mayor Bryant stated that there was a consensus to bring this to the regular Council Meeting. Councilmember Manspile stated that if that property is not a revitalization property, he didn't know what one is. Mr. Vail thanked Council for letting him join the meeting via phone, and he looks forward to meeting everyone.

Next was the Discussion of Wastewater Facilities PER – Use of ARPA funds for Wastewater, and Conversation regarding Utilities and Possible Extension of Services. Town Manager McCulloch stated that there were several questions asked at an earlier work session about ARPA funds for water/wastewater, financial information about our utilities, and the possibility of extending water and sewer services to Exit 162 or Exit 168. Town Manager McCulloch spoke to the Town's auditor and they could not answer these questions. Mr. Doug Hudgins of CHA, who has worked on the Town's PER, has come back to try and answer these questions. Mr. Hudgins stated that he had some slides to help go over things. The first topic Mr. Vail wanted to discuss was extending water/wastewater services to the Interstate exits 162 and 168. Mr. Vail had come to the area recently to drive around and check the areas in question along with looking at topographic and arial information. Looking at exit 162 and 168, these would both be expensive projects. Water is a little easier to provide because you don't have to worry about grade if you are trying to get most long term by gravity. In most cases, sewer is three times more expensive than water due to laying pipe deeper, manholes, grade, and gravity. There are usually more water lines ran than sewer lines in less densely populated areas. The first thing that would have to be done is a feasibility study or preliminary engineering report (PER) that is required by the Virginia Department of Health for drinking water. The sewage collection and treatment regulations require a PER as well. There would have to be a PER for each exit. The challenges at Exit 168 are the major interstate crossings. They are very expensive, and VDOT is getting stricter. The PER would include development to meet the requirements of the Department of Health and the Sewage Collection and Treatment Regulations, how many new connections would be added based on existing and projected zoning and planning with added revenue, evaluate multiple options, number of easements, right of way approval from VDOT, a cost estimate, and a schedule. It is in the \$20,000.00 range to do the combined

PER for each exit. Mr. Hudgins stated that after looking at both exits, exit 162 would be cheaper than Exit 168. They would both be pretty expensive projects. Water would be at least \$1,000,000.00 to get to exit 162. Using the 3-to-1 ratio, sewer would be \$3,000,000.00. That is an estimate with no studies to back it up. The PER can be done in 3 to 4 months. Virginia Department of Health is backed up, it would probably take 6 months for approval. The project design would probably take a year. Mr. Hudgins stated that the design would probably take 6 months, but getting the easements and permits, and negotiating with property owners takes time. Then publicly bidding the project out takes 3 to 4 months. Building the project would probably take 1 ½ years. Mr. Hudgins estimated total time for the project from start to finish would be 3 to 4 years. Mayor Bryant stated there is at least 1 interstate crossing for 162. There are 2 interstate crossings for 168. Mr. Hudgins stated that was correct. Councilmember Manspile stated that the way it is set up right now, it has been discussed that in future, if there ever is a Well 5 and brought water over the Hardbarger Rd. tank, somewhere there you would have to bore to bring it. You would have to sleeve them under the interstate, and you have that wide right-of-way. You may luck up if you run water first, you may get by at 162 with trench cutting under the bridges with both water and sewer. Really, once you come around the curve at the four lanes at North Star, the water and sewer would separate. Sewer will run downhill. Water will run with elevated tanks you can push without elevation. Councilmember Manspile stated that this has been talked about more and more since he has been on Council, more about 162 than 168. In his opinion, the viability of 168 is not there. The only offshoot you might get is a development at the start of Greylodge. That would be a branch line. Past the interstate, not so much. The other issue at 168 is that VDOT has a wide right of way. You can not get out of the VDOT easement at exit 168 it is so wide. Exit 162 would open for development. There is just as much need to get sewer out there too. Councilmember Manspile stated that running back around under Route 11 you open up the possibility for a line around Pico and all through Lithia. In theory, water no, but sewer, down the road, if there were development up Route 11, you could flush a toilet at the cemetery in Troutville and it be treated at Town wastewater treatment plant. Councilmember Manspile stated that now that the County seems to be pushing Exit 162. See what the County wants to put in it. Town can not afford to put it up there, and it is not in Town limits to put it up there. Councilmember Manspile stated that because of citizen disapproval, annexing anything else would not be prudent. The last time Town annexed was in the 90's around Pico Rd. around by the Elementary School got water because of Virginia Forge. There has been nothing done for what was annexed in the 90's. Councilmember Manspile stated that he can not see annexing anything else for what is annexed. But, if we are going to set it up for the County, the County has gotten out of water and wastewater. The possibility there is if we are pushed, if we can use the ARPA money to do the PER for Exit 162 that would be money well spent. That would be the extent of what Town can do in Councilmember Manspile's opinion. Mayor Bryant asked if the ARPA funds can be used to do the PER for the Exit 162 project. Town Manager McCulloch and Mr. Hudgins stated that they were not sure and would check on it. Town Manager McCulloch stated that she thought it was more project, tools, and equipment not planning and design. Mr. Hudgins stated that in his professional opinion, in most places where they work, where it is not in Town, the other entity would build it and Town would put a master meter at the boundary. Most communities charge twice as much for the utilities. That way Town does not have to maintain the system. Town just collects revenue for water. The same could be done for sewer. That would lessen the risk for the Town. Mr. Hudgins stated that this is at least a \$4,000,000.00 project. Unless you could get someone else to pay for it, there is no way Town could support the debt service from day 1. If you can get someone else to build it and collect revenue from providing the water

and treating the wastewater at a higher out of Town rate. Mr. Hudgins asked if there are customers now who pay a higher out of Town rate. Councilmember Manspile stated that people that are outside Town limits that are on Town services pay a higher rate. Mayor Bryant stated that something is going to happen at Exit 162 whether Town wants it to happen or not. For Council to be visionary here, Council needs to talk about how can Town be part of that. Or, should Town be part of that. It will affect the Town either positively or negatively. Councilmember Manspile stated that could be the start of our goodwill. It plays into our future growth. Town does not have any utilities or anything else in place for future expansion and growth. At least do the PER so that when County pushes for something at Exit 162, we know what has to be done. Mayor Bryant stated that the only thing that he has issues with is whether you can use ARPA for anything outside of Town limits, or ARPA funds can be used at all. Councilmember Manspile stated that Town has a lot happening at once: the Groendyk project, Exit 162, the wastewater treatment plant issues, and the Water Street lift station. Councilmember Manspile stated the reason he asked for the time line for the Groendyk project is that if Sycamore Development puts a time line of signing tenants up by 2024, Town will be hard pressed to have sewer infrastructure there by 2024. What needs to be done at Groendyk will be integrated with an upgrade that would help the Town from Route 11 to the river. Town would get a two-fold deal there, but that is something Town will have to get started. Mayor Bryant asked the other Councilmembers for their thoughts about the Exit 162 or Exit 168 issue. Councilmember Petty stated that he liked the idea of putting a meter on it. Let the County pay for it. Let Town benefit from water and wastewater usage. Councilmember Manspile stated that a master meter could be added at Town limits right at Loony Creek at Town limits. Mayor Bryant stated that Town would still need to expand sewer out to that area. Councilmember Manspile stated that sewer could be metered at Loony Creek bridge. Whatever comes through the meter they would be billed for using. Mr. Hudgins stated the only thing that he would be worried about is the amount of flow coming from there initially would be very low. Sewer usually has to have an open flow. There are usually issues with a really low flow. There may have to be an insertion meter that would have to be checked periodically initially, or bill based on metered water use. Mayor Bryant asked what Council would like done. What is step 1. Councilmember Manspile stated that seeing if anything is available to Town to see if financially Town can do the PER. Mr. Hudgins stated that he can talk to Stevie about getting grant dollars for this project. Vice Mayor Witt stated that everyone knows his current stance on water and sewer. If Town is going to spend \$20,000.00 for the PER, then the project needs to be done. If Town is retaining water and sewage and run it out there, it will be beneficial to us. If we came to an agreement to potentially sell the water and sewage, does having that feasibility report add to the portfolio appeal to a potential buyer. Obviously if you have lines in the ground yes, but would a company coming in have to do their own feasibility study, or could they use the one we do. If Town were to sell it, and it doesn't help, Town has spent \$20,000.00 that could have been used elsewhere. Vice Mayor Witt stated that he is all about development. He wants to see things coming to the area. Councilmember Manspile stated that whatever goes on at 162 you need to be conscious of, if the County and Western Virginia Water Authority goes up there and drills a big well, what will it do to the Town's wells. If DEQ or VDH get involved, they will look at what it will take to build a plant up there and permit it on that low flow creek versus piping it down here to the plant that has an approved outlet to the river and mixing it with the flow here. Councilmember Manspile stated there is no denying that something is going to happen at Exit 162. The Board of Supervisors has already had discussions about it. It is not in Town limits. There is only so much Town can do. Councilmember Manspile stated that he should like for Town to be proactive instead of reactive about this issue. Mayor Bryant stated that the

consensus for the first step is how can Town pull off step 1. Not doing it yet, but if we can do it. That is \$20,000.00 right off the get go. How do we pay for that without any grants or financial assistance? Mayor Bryant asked if Town can even do that. Councilmember Rickman asked Mr. Hudgins if he thought he could get the Town a grant. Mr. Hudgins stated that SERCAP would be the easiest route. Mayor Bryant stated that there is also the ARPA fund to extend sewer to that part of Town. Councilmember Manspile stated that there is a need to extend sewer to that part of Town. Mayor Bryant asked if the ARPA funds could be used for any part of that. Town Manager McCulloch stated that ARPA could be used for construction but probably not for planning. Councilmember Manspile stated that would do part of the project because there is sewer need there. Town would have to find out if the citizens that are not connected to Town sewer would be willing to participate and connect to the sewage system. Mr. Hudgins stated that if there is something documented at the Health Department that would increase your opportunity for a grant. Councilmember Manspile stated that there is one big failing at the health department. Vice Mayor Witt asked if there could be something worked out with the County to use some of their ARPA funds, if the County received ARPA funds, since this would be carrying the services out of Town limits. The County wants this more than Town does. Councilmember Manspile stated that the problem is the County has gotten out of water and sewer. Vice Mayor Witt stated that is fine, but if they have the money, and want water and sewer at exit 162, it is tax dollars that go in their pocket by what will potentially go there. The amount of water and sewer lines that Town has go from Virginia Forge to half a mile down the road from there. Then you look at punching another 4 to 5 miles of water and sewer outside of Town limits to get to Exit 162. An interstate crossing which is the big-ticket item. If that is the case, the most expensive part of the project is in the County. Why not make this a joint adventure and let them eat an appropriate percentage of what it will cost? Councilmember Petty stated that is why he likes putting a meter at the Town limits. Let the County fund the rest. Vice Mayor Witt stated that the County should pay a percentage of the Preliminary Engineering report and all expenses considering 70% of this project is in the County. Unless Town annexes to Exit 162, which Vice Mayor Witt would like to see in future, and that is not going to happen any time soon. Reach out to the County. Mayor Bryant stated that all the questions or possibilities Council has raised need to be answered to find out if the Preliminary Engineering report can be done. Councilmember Rickman stated that the County has realized how much they lost when they shut down the truck stop at exit 150. Vice Mayor Witt stated that County already has numbers of taxes they have lost because it is not in the County anymore. If the County wants that money back, and water and sewage is required in that area, or just water because they were talking about doing their own sewage field for that one project, Vice Mayor Witt stated he did not see why the County would not be willing to talk about it. Mr. Hudgins stated his next action item will be to talk to VDHDEQ and SERCAP. Town Manager McCulloch stated that she would check ARPA and other sources for funds. Mr. Hudgins stated that he would revisit the PER discussion for the sewage treatment plant and pump stations. This is a huge \$5,500,000.00 project if you do the whole project. If you reduce the scope of the project and do the bare minimum, mostly piping work and new blowers, some upgrades at the route 43 pump station, and the Water Street lift station and force main replacement would be around \$2,100,000.00. Mr. Hudgins stated that he had talked about the grant availability and the fact that Rural Development is still using 2010 MHI. At some point they will update that. When they do, I am worried that the MHI in Buchanan will have gone up so much that Town will not qualify for the grant. Mr. Hudgins asked if Town wants to move forward on the comprehensive project seeing if we can get the maximum amount of grant dollars (75%)? Mr. Hudgins stated that is usually hard to get, but Town would get some grant dollars. Depending on the grant

dollars, if you went with the full project, the amount of annual debt service, rates would have to be increased. If you want to get any grant dollars, the sewer rate would have to be increased to what the water rate is now. Mr. Hudgins stated that if Town wanted to start the bare minimum now with the ARPA funding, that would be the Water Street pump station and the forced main. Those are the most imminent problems. If you allocate \$500,000.00 of the ARPA, you still have to come up with around \$900,000.00 to fund that. That could be received from Rural Development with annual debt services. Mayor Bryant asked if Council could agree at the next Council meeting, have something on the agenda to either buy a new camera or put an LED screen up in Town Hall. Town Manager McCulloch stated that sounds great. Councilmember Manspile stated that he would like to put one in the ceiling. Mayor Bryant stated that he doesn't care, the bulbs for the camera are the bulbs are expensive. A big flat LED screen would last longer and have a big flat screen. Vice Mayor Witt stated that Sam's has a good deal. Mayor Bryant stated that you have to have power, and apologized for the interruption. Mayor Bryant asked if we say raising the rates, we would only be raising the sewer rates, correct? Mr. Hudgins stated that the water rates are already at 1 ½% for debt services and would not be changed. They were raised when Town did the membrane job several years ago. Mr. Hudgins stated that the recommendations for the next steps have been changed a little since he talked to DEQ. DEQ actually has a new infrastructure bill that has passed. 51% of those billions of dollars throughout the state will be given out in grants, 49% will be in low interest loans. They are still working out details for that. All the funding for sewer is going to come from DEQ. Mr., Hudgins suggestion to Council is to finish the PER, submit it to rural development for the comprehensive project. Just because you submit it doesn't mean you have to do it. Once it is approved, then you have to fill out a funding application which Mr. Hudgins will help Town Manager McCulloch fill out. Then DEQ will come back with a letter of conditions with about 42 items you have to do to get the grant/loan. One of the things will be to raise the sewage rate. Mr. Hudgins stated that he thinks this can be done by spring and have an offer in hand from Rural Development. Council may decide they do not like the offer and scale back the project. But, DEQ is still working through this infrastructure bill money that has to be given out in 5 years. Mr. Hudgins feels that Town will get at least 51% grant from them. They do not require the 1 ½% requirement. Town has to demonstrate that the sewer rate can pay the loan back. The Town could actually do a GO (general obligation) loan instead of sewer revenue loan. Mr. Hudgins stated that most Town's and Municipalities do a GO Bond. It may be possible to blend a DEQ and Rural Development grant in Bland County for a \$12,000,000.00 project. But first, we need to get the PER done and submitted. Then we will have another work session to decide what is best for Town. The issue is going to be the longer we wait, the harder it will be to find contractors to do the work. Councilmember Manspile stated that 51% of this project would be \$2,800,000.00. That is over half of the project. He has learned in union contract negotiations, always ask for more and see what you get. Mr. Hudgins stated that if we still can't make the money work, the project can be scaled back. Mayor Bryant stated that the ask is to pursue the application process. Mr. Hudgins stated that the PER should be submitted to Rural Development. Once it is approved, we apply for the grant from Rural Development. Then in July do the same thing for DEQ. Councilmember Manspile stated that a Resolution needs to be made for this. Mayor Bryant asked if there is any other discussion. Mr. Hudgins stated there will have to be a Resolution for the Rural Development requirements that Town will have to approve. Mayor Bryant asked if there needs to be a Resolution, or just a verbal agreement? Councilmember Manspile stated that a verbal agreement to move forward at the Council Meeting. Mayor Bryant asked Town Manager McCulloch if that would be okay. Town Manager McCulloch stated that would be all that is needed to submit the PER to Rural

Development. Mayor Bryant asked for any further discussion. Mr. Hudgins stated that the only other thought he had on the smaller project, would be to start design on the smaller project as soon as possible. That money can be reimbursed through these programs. Either that or wait until you get the Rural Development funding, and won't get the funding from DEQ until fall. If we don't start the design on anything, we are stuck in a holding pattern. Mayor Bryant asked what the cost for the Water Street lift station. Mr. Hudgins stated that portion of the project was estimated at \$1,400,000.00. Since Council is planning to use \$500,000.00 of the ARPA funds for this project, can they be used to pay upfront engineering costs. Mayor Bryant stated that his concern with the ARPA funds is that ARPA funds need to be used for the entire Town. Our ARPA funding is very heavily weighted on a specific service in our Town that not everyone benefits from it. Mayor Bryant stated that over half of the ARPA funds is being used for sewer. Are we equitably distributing ARPA funds for the entire Town, not just one customer base? Councilmember Manspile stated that if we spend \$500,000.00 on Water Street, it may be just the people who live on that side of Town that benefits, but you are possibly preventing everyone's sewer rates from going up. Vice Mayor Witt asked if this would coincide with the Bridge work for VDOT. Town Manager McCulloch stated that no, we tried to piggyback them, but could not. This will be a separate project. Mr. Hudgins stated that there was a question about how the water and sewer operating expenses compare to the revenue that they generate. Town Manager McCulloch sent Mr. Hudgins the past three years of approved audits. The one thing that is funny in an audit is the depreciation calculation. Ideally, when depreciation is listed of an asset, it is something that is losing value and has to be renewed at some point. Most auditors will say that you should put the depreciation in a renewal account. Mr. Hudgins stated that every community that he has worked for doesn't do that. That is why after 30 years, when everything is deteriorating, they have to go ask Rural Development for a 75% grant. That is just how it works because every community is trying to keep the water and sewer rates as affordable as possible. Excluding the depreciation, the water is running a little in the black, but Town is not setting anything aside to renew those assets in the future. The debt services on the current loan are included in the operating expenses. Mr. Hudgins stated that he would recommend taking \$30,000.00 a year and putting it in a CIP every year if it is available. The sewer side is similar other than there are no loans on the sewer side. It is truly operating expenses. It appears that there has been quite a bit of expense for maintenance and repairs in 2018, 2019, and 2020 because the system is 30 years old. Mr. Hudgins stated Town must have fixed all the issues in 2021. Councilmember Manspile stated there was carryover on some rehab work on the sewage treatment plant. Mr. Hudgins stated that if you look at 2021, without all the maintenance and repairs, there is the opportunity to take on more debt in the range of \$195,000.00. The reason he is showing this is there has been some discussion or questions about selling the utilities versus keeping the utilities. Mr. Hudgins stated that right now, sewer is going to be around \$95,000.00 in the black. Councilmember Manspile stated that when he came to Council, both the water and sewer were running in the red. He changed that with the help of Council. Mr. Hudgins stated that if it is possible, set aside whatever surplus you have to a dedicated CIP for purchasing. Mr. Hudgins stated that he would recommend bumping the rates up a little bit every year rather than waiting and having to bump the rate 20% at one time. Councilmember Manspile stated that Council has been bumping up trash for the last couple years. Mayor Bryant asked if water and sewer had been increased in the last few years. Vice Mayor Witt and Councilmember Manspile stated that trash has been increased, not water and sewer. Mayor Bryant stated that he thought something else had been increased as well. Councilmember Manspile stated that it had been talked about, but not done. Councilmember Petty stated asked if water went up when the well house was installed.

Councilmember Manspile stated that was when it had to go up because of the USDA grant. Town Manager McCulloch stated that is when the water rate had to go up in order to get the loan for the well house. Councilmember Manspile stated that the Town is going to have to look at a rate increase in sewer. With what is built in to trash, and a small rate increase in sewer, Town will be close to where it needs to be on the rate. Mayor Bryant stated that he was not convinced that there has not been an increase in rates on something besides trash. There was an increase when Mr. Elstad was here because we were in the red so much. I would ask that before we commit to an increase, we make sure there hasn't been one recently. Vice Mayor Witt stated that one year there was a \$2.00 increase in water, then there was a \$4.00 increase on water, then we increased trash in the last year. Councilmember Manspile stated that he could not remember an increase in water or sewer, but he may not be correct. Mr. Hudgins asked if there were any comments or questions. Mayor Bryant stated that he would like to see a pie chart showing where the ARPA funds are being allocated and spent. Right off the get go \$570,000.00 is potentially going to sewer. Mayor Bryant stated that he wants to make sure that he is supporting an equitable distribution of the ARPA funding to the entire Town. Vice Mayor Witt stated that the equipment that has been purchased also goes toward the sewer. Mr. Hudgins stated that there are some employees paid from the public works fund that serve other functions in the Town. If you did allocate the time they spend on other things elsewhere, the operating expenses may go down. Councilmember Manspile stated that part of the Clerk's and the Treasurer's pay was taken from the utility fund in the 2021 budget. Town Manager McCulloch stated that \$20,000.00 of the Clerk's and Treasurer's pay and \$7,500.00 of the Town Manager's pay is in the utility fund budget. Councilmember Manspile stated that would be more toward water because there are no meters to read for sewer. Mayor Bryant asked if there were any more questions we can move on to the next issue. Mayor Bryant requested that Town Manager McCulloch find when the last rate increases were done on water and sewer. Councilmember Manspile stated there may have been an increase in sewer, but not on water. Mayor Bryant stated that he thought it was sewer. Mr. Hudgins stated thanked everyone for their time.

Next on the Agenda is a request for a closed session. Mayor Bryant made a motion for Council to go into closed session pursuant to section 2.23711 paragraph A3: in discussion or consideration in the acquisition of real property for public purpose or of the disposition of publicly held real property were the discussion held in an open meeting would adversely affect the bargaining position, or negotiation strategy of the public body. Mayor Bryant stated there is the motions. Councilmember Manspile gave the second for the motion. Mayor Bryant asked for further discussion. With no further discussion the motion passed with a vote of 5 – 0.

Closed Session started at 8:47pm.

Council returned from closed session at 9: 31pm.

Mayor Bryant moved to certify the closed session stating that Council certifies to the best of their knowledge that only business matters lawfully exempted from an open meeting requirement under this chapter and only such public business matters as were identified in the motion were heard, discussed, or considered in the motion and that was paragraph A3. In addition to this certification, ask that the motion be carried forward and continue the closed session based on some clarifications needed from legal counsel at the next work session. Councilmember Manspile stated that he seconds the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 -0.

Mayor Bryant stated Council was back in work session. Mayor Bryant asked if there was anything else. Town Manager McCulloch stated that she had passed out a proposed calendar of events for review. Please review it, there is an event holder, the Civil War reenactment, who wants to promote it. There is some urgency on their part, but she wanted to give Council to review it. We can add it to the February Council Meeting Agenda. Mayor Bryant stated that we are half-way through January. We aren't that far out. Councilmember Manspile stated that it looks good. The only thing is to add Civil War Reenactment to the Buchanan History Weekend. That is what most of the groups look for when setting their schedules. Councilmember Rickman stated there is a house on Culpepper Avenue that is about to collapse, especially the back side. The landowner needs to be notified and it needs to be cleaned up. Town Manager McCulloch stated that she has looked at that property several times due to complaints. At that time, the trampoline had been removed and the dog had been put up, but she did not know the house is ready to fall down. Town can call the Botetourt County's Building Official to look at the house. Councilmember Rickman stated that Town Manager McCulloch should go up there and pull into his mother-in-law's driveway and she will see how bad it is. Town Manager McCulloch stated that if his mother-in-law gave her permission, she would. Councilmember Rickman stated that he gave her permission. Mayor Bryant stated that Town Manager McCulloch needed the right permission for safety's sake. Mayor Bryant asked if there was anything else. Councilmember Manspile made a motion to adjourn. Mayor Bryant seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the meeting adjourned with a vote of 5 - 0.

Adjournment was at 9:36pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

January 10, 2022

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

Attending: 12 Citizens, Board of Supervisors Amy Stinnett, 3 Employees, Town Attorney

Mayor Craig Bryant called the January 10, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Town Manager McCulloch took roll call. With five councilmembers present, a quorum was established. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the December 2021 Financial Report, and unpaid bills, the minutes from the November 4, 2021 Work Session, and minutes from the November 8, 2021 Regular Council Meeting. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 - 0.

Mayor Bryant asked to revise the agenda for tonight. Mayor Bryant made a motion to delete item M of the old agenda, the closed session. Delete item N, new business resulting from the closed session on the old agenda, then add under H on the new agenda, New Business items add # 5 which is Discuss MOU Regarding Flood Preparedness Fund. That is the motion. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was passed by a vote of 5 - 0. Mayor Bryant stated that the agenda was amended.

Next on the agenda was Awards, Recognitions, and presentations. Mayor Bryant stated that there is a list of names here, it sure is exciting to recognize these young folks. I am glad they are all here. Mayor Bryant stated that what will be done is there is a proclamation that all of Council has signed and Mayor Bryant will read each of these individually. When Mayor Bryant says the name, please come up so that your parents can take pictures as you are recognized. Mayor Bryant read the Proclamations of Appreciation and Recognition for Gavin Price, Aaron Petty, and Jackson Tyree for each of their hard work and volunteering in the community, and being a co-Marshall for the Christmas Parade that had to be canceled due to inclement weather.

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. The first item of new business was the Public Hearing for Rezoning/Zoning Text Amendment. Councilmember Manspile made a motion to open 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 5 – 0. Mayor Bryant stated that no one had signed up to speak and asked if anyone on the conference call would like to speak. No one wished to speak. 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 carried with a vote of 5 – 0. Councilmember Manspile made a motion to go back into the Regular Council meeting with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0. Town Manager McCulloch stated that she was unsure if Council wanted to vote on the Zoning Text amendment, or the rezoning at this time. We had hoped to at this time. Mayor Bryant asked if that was what Resolution R22-0110-01 was for. Town Manager McCulloch stated that the Resolution is a separate item related to the project, but not about the Rezoning/Zoning Text Amendment. The ask is to vote on the Rezoning and Zoning Text Amendment as requested by Planning Commission. Town Manager McCulloch asked if Council can vote to add the mixed-use definition and to add it as a special use permit to trade to add a special use permit to add an ATM drive up, and to Rezone the Groendyk properties as trade. Councilmember Manspile stated that the agenda needs to be amended because this is not on the agenda. Town Attorney Puvak stated that it could be captured under Item 1. You held a Public Hearing for Rezoning and the Text Amendment. You should adopt an Ordinance amending the Zoning Ordinance, and then take action on the rezoning. Mayor Bryant restated that there were no comments or questions during the Public Hearing. Mayor Bryant made a motion to amend the Zoning to reflect the special use permit to allow those items that were just talked about. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 5 – 0. Town Attorney Puvak stated that Council now needs to rezone the property from manufacturing to trade. Mayor Bryant made a motion to rezone the Groendyk property from manufacturing to trade. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0. Next action item was the consideration of Resolution R22-0110-01: Resolution Designation 19318 Main Street – Former Groendyk Properties (Parcels 65A-66 and 65A-68) as a Revitalization Area. Councilmember Petty made the motion to adopt the resolution with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was adopted with a vote of 5 – 0. The next action item was Consideration of Resolution R22-0110-02: A Resolution Authorizing Purchase of Electronic Equipment and Accessories for Council Chambers. Councilmember Manspile made the motion to approve with a second from Councilmember Petty. Mayor Bryant stated that the system here is outdated and needs to be updated. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 5 – 0. The next action item was the Verbal Approval to Submit the PER by CHA to the USDA. Mayor Bryant asked for a brief summary. Town Manager McCulloch stated the engineering company CHA has done a Preliminary Engineering Report (PER) as part of a project Council requested, they do last year. The recommendation by our consultant was to send the PER to the USDA as part of a finished product, and to see that they adopt it. Then see what funding opportunities are available. Mayor Bryant made the motion with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With

no further discussion, approval was granted with a vote of 5 – 0. The last action item was to Discuss the MOU regarding the Flood Preparedness Fund. Mayor Bryant stated that what was in front of Council is a proposed MOU for a possible review and some sort of partnership to start the work of submitting a flood plan review for the Town of Buchanan. The last one was done in the 80's after the 1985 flood. Right now, there are monies available at the state level for contributions to flood review. Mayor Bryant stated that the Town of Buchanan does have the ability to apply for funds to help towards a flood study to look at the flooding in our area. The MOU is a draft that has been proposed by our County partners. Mayor Bryant stated that the MOU basically puts the Town of Buchanan more in a situation where the County would be the lead on administering the plan, as well as possibly anything that would come up in the plan, and to address the flooding. With the current situation, Mayor Bryant thinks that Council should consider who should administer this program, and Town should be involved in any flood study or looking at how this might affect the Town and its citizens. Mayor Bryant asked for any questions about this MOU. Mayor Bryant asked do we accept this as is, or reject it and have the Town Manager draft something more conducive to what the Town's wishes would be. Councilmember Petty stated that he thinks Council should reject the current MOU and have Town Manager McCulloch draft something. Vice Mayor Witt stated there are several red flags in the way the current draft MOU is written. He proposed rejecting the current MOU and write it up and move on from there. Councilmember Manspile stated that he is hesitant to spend tax payer's money and Town not be in charge of what that money does. He is all for the study in and of itself, but, if the majority is in the Town, the Town Manager is capable of drafting an MOU and proceeding. That is the best way for Council to look out for the Town's best interest. Mayor Bryant made a motion to reject the current MOU and allow the Town Manager to draft a rebuttal MOU with our partners to see if that will start a collaboration with our county partner to see about the feasibility of a flood study. Councilmember Petty seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the draft MOU was rejected by a vote of 5 – 0.

Next on the agenda was committee reports. Town Manager McCulloch stated the Special Events Committee has been in clean up mode from all the Christmas activities. That wrapped up with the Epiphany bonfire on January, 6, 2022. Overall, the Christmas activities were well attended. Small Business Saturday was the largest to date with good participation at the community market, as well as attendance by the public, which spilled over to shop and dine at the shops and restaurants in Town. The Town also received coverage from the news stations for the Christmas Eve Luminaries. There were a lot of visitors to see the luminaries as well as the festival of lights at the Town Park. Also, the Christmas Wreaths will be taken down by Shentel as their time permits. The timers on the utility poles will need to be checked before the next Christmas season. Lastly, one of the visitors for the Buchanan is Open for Business Saturday in November, has returned to the Town to make follow up visits with a few properties in mind. Hopefully we will have good news soon.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. No one had signed up to speak.

Next on the agenda was Additional Comments. Mayor Bryant stated there were some concerns about water bills. Town Manager McCulloch stated that there had been a lot of questions about the water bills. The bills were mailed out on Tuesday, January 2, 2022. The office was closed the Friday and Monday prior, we were short staffed the week prior, and the Town Manager was on vacation one day that week. We believe there may be a delay from the post office as well. There was a question asked and we wanted to answer that. Councilmember Manspile made a motion to extend the late payment to

the 20th of January because a lot of citizens have not received their bills yet. Councilmember Manspile stated that he received his bill today, but that it was not date stamped by the post office. Councilmember Petty stated there were several that were not date stamped. Mayor Bryant stated that these are interesting times, and he would support that decision. Councilmember Petty seconded the motion to extend the late payment to the 20th. Mayor Bryant asked for further discussion. With no further discussion, the motion carried by a vote of 5 – 0. Mayor Bryant asked if there was anything else. Town Manager McCulloch stated there was nothing else.

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the agenda.

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

Adjournment was at 7:30pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Special Called Closed Session
Buchanan, VA

January 27, 2022

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

Attending: 1 Town Employee
Town Attorney Jon Puvak

Mayor Craig Bryant called the January 27, 2022 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 five Council members present and established a quorum.

Mayor Bryant made a motion to go into closed session under section 2.2-3711 paragraph 1: discussion, consideration, or interviews of perspective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Also, pertaining to paragraph 7: consultation with legal council and briefings by staff members or consultants pertaining to actual or probable litigation where a consultation or briefing in an open meeting would adversely affect the negotiating or litigation posture of the public body. Then paragraph 8: Consultation with legal counsel employed or retained by public body regarding specific legal matters requiring the provision of legal advice by such council. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 5 – 0.

Closed Session started at 7:02pm.

Council returned from closed session at 9:30pm.

Mayor Bryant made a motion to certify that to the best of Council's knowledge, only business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the motion were heard discussed or considered in the meeting. Councilmember Petty seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Mayor Bryant made a motion to adjourn with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Adjournment was at 9:32pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Accounting Services Provided by Mary Earhart, Certified Public Accountant, for Fiscal Year 2022 Audit and Fiscal Year 2023 Accounting Service

Whereas, the Town of Buchanan has utilized the professional services of a Certified Public Accountant, Mary Earhart, for several years, who has proven effective in assisting staff with audit work, accounting guidance and assistance with all aspects of QuickBooks; and

Whereas, the Town wishes to maintain the working relationship with Mary Earhart through the upcoming fiscal year; and

Now, therefore, be it resolved that the Town does hereby accept the annual agreement for accounting services with Mary. Earhart for the remaining fiscal year 2022 and upcoming fiscal year 2023 in the amount estimated between \$12,000 and \$15,000 as described in the contract and does also hereby authorize the Town Manager to execute the contract.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Adopting the Revised Personnel and New EEO Policies for the Town of Buchanan

Whereas, the Town of Buchanan's goal is to keep the Personnel Policy and other employment policies up-to-date, and

Whereas, the Town and its Counsel Gentry Locke identified items in the Employee Handbook/Personnel Policy and Guidelines that needed to be consistent with needed policies and changes in federal and state policies;

Now, therefore, be it resolved that the Town of Buchanan does hereby adopt the revisions of the Personnel Policy and the new EEO Policy.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Leadership Development Training for the Town of Buchanan

Whereas, the Town of Buchanan adopted a resolution on October 12, 2021, stating the desire for a third party to offer leadership and communication training, and

Whereas, the Town Manager received three quotes from different providers and recommends Business Results Training to offer training in 2022;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to utilize \$5,500 in funds to contract with Business Results Training to provide training.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Changes to Town of Buchanan Employee Health Insurance

Whereas, the Town of Buchanan has offered and paid for health insurance to employees as an incentive, and

Whereas, due to rising costs, the current Anthem insurance plan from Virginia Farm Bureau Small Business Groups has become cost-prohibitive to continue to fund;

Whereas, the Town Manager researched and received quotes from different firms for different plans;

Whereas the Virginia Department of Human Resource Management offers the Local Choice Health Benefits Program, which offers statewide plans, and the Key Advantage 250 which offers medical, dental and vision insurance for each employee and is more economical to add one person or a family for employees;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to cancel the Virginia Farm Bureau plan effective May 31, 2022 and enroll the Town employees in the Local Choice Health Benefits Program effective June 1, 2022.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

TOWN OF BUCHANAN COUNCIL PUBLIC STATEMENT

Department of Conservation and Recreation (DCR) Process Regarding the Gauge Dock (James River and Kanawha Canal)

The Town Manager met with representatives from the Department of Conservation and Recreation on March 1, 2022 at the Gauge Dock. It is in a Special Flood Hazard Area, which requires a permit for any and all development. The Flood Maps from 1996 were superseded once the new flood maps were adopted in 2010, and all new development requires permitting to the standards of the current effective flood zones.

DCR representatives stated that at this time, nothing can be placed in or removed from the Gauge Dock and doing so would be a violation. The Town needs to complete FEMA permitting paperwork for past work. In order to do anything in the future, the Town must conduct a technical analysis of the development's impact to the flood zone. This is an hydrologic and hydraulic (H&H) study, performed by a licensed engineer. Impacts need to be assessed in order to fill it in or excavate it, with costs for both. The Town will add these items as part of the Virginia Community Flood Preparedness Program planning grant that is due in early April.

The plan to fill it in as originally decided in 2019 has been tabled until further required plans and studies are done, and the results will be presented to Council.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund

Whereas, the Town of Buchanan has had challenges in the past with flooding, and

Whereas, there is now a grant program available for Flood Preparedness Planning offered by the Department of Conservation and Recreation;

Whereas, the Town Manager issued a Request for Qualifications that was due March 8, 2022 and Stantec successfully responded and has been working with the Town on brownfield projects;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to work with Stantec (formerly Cardno) to prepare a grant application to be submitted on or before April 8, 2022.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund

Whereas, the Town of Buchanan has had challenges in the past with flooding, and

Whereas, there is now a grant program available for Flood Preparedness Planning offered by the Department of Conservation and Recreation;

Whereas, the Town Manager issued a Request for Qualifications that was due March 8, 2022 and Stantec successfully responded and has been working with the Town on brownfield projects;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to work with Stantec (formerly Cardno); and

Now, therefore, be it further resolved that the Town authorizes Stantec to apply for a planning grant for Community Flood Preparedness Planning with a Town cash match of up to \$6,000 and submit it on or before April 8, 2022.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Purchasing New Planters for the Town of Buchanan

Whereas, the Town of Buchanan operates a beautification program for positive visitor and resident experience, and

Whereas, the Planters have become old and deteriorated and need to be replaced, and they will now be planted from the Bridge to the Anchorage House;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to purchase needed planters for up to \$2,000.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



Buchanan Arbor Day Proclamation

- Whereas,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life giving oxygen, and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and
- Whereas,** trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.
- Now,** therefore, the representatives of the Town of Buchanan, do hereby proclaim Friday, April 5 as Arbor Day in the Town of Buchanan, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and
- Further,** We urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this eighth day of April 2022.

Craig Bryant, Mayor