

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



**Buchanan Town Council**  
**Monday, April 11, 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 March 2022
2. Approval of Unpaid Bills
3. Approval of Minutes for February 14, 2022 Regular Council Meeting, March 3, 2022 Work Session, and March 14, 2022 Regular Council Meeting.

### **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. Sheriff Matt Ward's Quarterly Update.
2. Consideration of a Request to Support the 911 Event in Buchanan.
3. Consideration of Resolution R22-0411-01 A Resolution Setting the 2023 Dates for the Buchanan Civil War History Weekend.
4. Consideration of Resolution R22-0411-02: A Resolution Designating Funds from Carnival Proceeds to Repair Roof and Gutters at Buchanan Fire Department.
5. Consideration of Resolution R22-0411-03: A Resolution Designating Funds from Carnival Proceeds for Pavilion Maintenance/Repairs and Equipment for Carnival.
6. Consideration of Resolution R22-0411-04: A Resolution Authorizing Purchase of a Laptop.

### **I. REPORTS**

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

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**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**

- **Leap Mobile Market – Resource Center** – April 13, 2022 – 1:30 to 3:30
- **Spring Clean Up – Town Park** – Saturday, April 23, 2022 – 8:00 to 2:00
- **Farmer’s Market – Resource Center** – Wednesday, April 27, 2022 – 1:30 to ?
- **Special Events Committee** – Thursday, April 28, 2022 – 4:30pm
- **Civil War Weekend** – Friday – Sunday, April 29, 2022 – May 1, 2022
- **Buchanan Community Market** – Saturday, April 30, 2022 – 10:00 to 3:00
- **Planning Commission** – Monday, May 2, 2022 – 7:00 pm
- **Town Council Work Session (Budget Public Hearing)** – Thursday, May 5, 2022 – 7:00pm
- **Town Council Meeting** – Monday, May 9, 2022 – 7:00

**O. ADJOURNMENT**

## Town of Buchanan, Virginia

## Balance Sheet

As of April 4, 2022

	Apr 4, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10050 Town Events	5.97
10010 Buchanan General Fund	651,362.54
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
<b>Total Checking/Savings</b>	<b>1,735,695.13</b>
<b>Accounts Receivable</b>	
11001 General AR Billed	4,051.50
Property Taxes Receivable	15,875.73
WSG Receivable	58,118.60
<b>Total Accounts Receivable</b>	<b>78,045.83</b>
<b>Other Current Assets</b>	
11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Undeposited Funds	359.25
<b>Total Other Current Assets</b>	<b>38,485.35</b>
<b>Total Current Assets</b>	<b>1,852,226.31</b>
<b>Fixed Assets</b>	
13000 Property, Plant, Equip	8,402,436.92
<b>Total Fixed Assets</b>	<b>8,402,436.92</b>
<b>TOTAL ASSETS</b>	<b>10,254,663.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	-159.81
<b>Total Accounts Payable</b>	<b>-159.81</b>
<b>Other Current Liabilities</b>	
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	3,229.98
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	-1,220.12
Vandalism Reward Funds	12.89
<b>Total Other Current Liabilities</b>	<b>387,121.98</b>
<b>Total Current Liabilities</b>	<b>386,962.17</b>
<b>Long Term Liabilities</b>	

**Town of Buchanan, Virginia**  
**Balance Sheet**  
**As of April 4, 2022**

	<b>Apr 4, 22</b>
26200 Water Long Term Loans	4,148,182.36
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,535,144.53
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	132,055.76
Total Equity	5,719,518.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,254,663.23</b>

# Town of Buchanan, Virginia

## (Utility) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 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	28,321.50	0.00	257,274.30	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	0.00	500.00	500.00
3165120 Water Penalties	1,469.60	0.00	13,478.80	21,000.00	21,000.00
3165130 Reconnect Fees	240.00	0.00	2,040.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	60.00	0.00	60.00	1,000.00	1,000.00
Total 3165100 Water Revenues	30,091.10	0.00	272,853.10	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,451.56	0.00	149,007.84	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,451.56	0.00	149,007.84	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	46,542.66	0.00	421,860.94	562,500.00	562,500.00
Total 3160000 Charges for Services	46,542.66	0.00	421,860.94	562,500.00	562,500.00
Total 3100000 Local Revenue	46,542.66	0.00	422,149.15	562,500.00	562,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00		0.00	0.00	0.00
3240201 VA Dept of Health Grant					
Total 3240000 Categorical Aid	0.00		0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00		0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00		5,000.00		
3330201 USDA SEARCH Grant					
Total 3330000 Categorical Aid	0.00		5,000.00		
Total 3300000 Rev from Federal Gov't	0.00		5,000.00		
Total Income	46,542.66	0.00	427,149.15	562,500.00	562,500.00
Gross Profit	46,542.66	0.00	427,149.15	562,500.00	562,500.00
Expense					

# Town of Buchanan, Virginia

## (Utility) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
<b>02 General &amp; Financial Admin</b>					
12410 Clerk-Treasurer	241.25		999.15		
2100 FICA/Medicare Tax	60.91		112.55		
2110 Virginia Unemployment Ins					
<b>Total 12410 Clerk-Treasurer</b>	<b>302.16</b>		<b>1,111.70</b>		
<b>Total 02 General &amp; Financial Admin</b>	<b>302.16</b>		<b>1,111.70</b>		
<b>04 Public Works</b>					
43200 Maint of Gen Properties					
2212 Retirement	85.23		374.24		
5230 Telecommunications	49.52		196.94		
<b>Total 43200 Maint of Gen Properties</b>	<b>134.75</b>		<b>571.18</b>		
<b>44100 Water Operations</b>					
1100 Salaries & Wages	901.00	0.00	6,400.00	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	0.00	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	308.83	10,000.00	10,000.00
3500 Printing & Binding	0.00	0.00	97.26		
3700 Permits	0.00	0.00			
5110 Utilities	1,396.39	0.00	4,691.00	10,000.00	10,000.00
6007 Repair & Maint Supplies	0.00	0.00	9,866.35	9,000.00	9,000.00
6009 Vehicle & Equip Supplies	0.00	0.00	5,125.85	15,000.00	15,000.00
6014 Operating Supplies	406.35	0.00	3,295.78		
8101 Machinery & Equipment Cost	96.00	0.00	793.90	15,000.00	15,000.00
	2,733.00	0.00	2,733.00	4,000.00	4,000.00
<b>Total 44100 Water Operations</b>	<b>5,532.74</b>	<b>0.00</b>	<b>58,581.39</b>	<b>153,750.00</b>	<b>153,750.00</b>
<b>44110 Water Filtration Plant</b>					
3110 Operating Contract	7,388.94		29,555.76		
3310 Repairs & Maint Contract	0.00	0.00	9,597.46	8,000.00	8,000.00
5110 Utilities	903.35	0.00	7,054.11	7,000.00	7,000.00
5230 Telecommunications	0.00	0.00	728.33	1,000.00	1,000.00
6014 Operating Supplies	532.50	0.00	1,630.49	2,200.00	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
<b>Total 44110 Water Filtration Plant</b>	<b>8,824.79</b>	<b>0.00</b>	<b>48,566.15</b>	<b>18,200.00</b>	<b>18,200.00</b>
<b>44200 Sewer Operations</b>					
5230 Telecommunications	0.00	0.00	462.19	2,500.00	2,500.00
1100 Salaries & Wages	1,921.00	0.00	5,358.00	38,500.00	38,500.00
1110 Overtime	331.50	0.00	730.50	1,000.00	1,000.00

# Town of Buchanan, Virginia

## (Utility) Profit & Loss Budget Performance

March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
2100 FICA/Medicare	0.00	0.00	0.00	60.00	60.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	0.00	0.00	52.00	250.00	250.00
3110 Operating Contract	7,388.94	0.00	54,272.98	53,000.00	53,000.00
3310 Repairs & Maint Contract	3,540.00	0.00	13,161.91	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	2,067.15	0.00	13,767.97	20,500.00	20,500.00
5410 Lease/Rent of Equipment	20.00	0.00	283.47	1,000.00	1,000.00
6007 Repair & Maint Supplies	221.86	0.00	6,440.23	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	406.35	0.00	3,315.28		
6014 Operating Supplies	1,322.00	0.00	11,090.23	6,000.00	6,000.00
8101 Machinery & Equipment Cost	2,733.00	0.00	2,733.00	8,000.00	8,000.00
<b>Total 44200 Sewer Operations</b>	<b>19,951.80</b>	<b>0.00</b>	<b>113,363.74</b>	<b>162,810.00</b>	<b>162,810.00</b>
<b>Total 04 Public Works</b>	<b>34,444.08</b>	<b>0.00</b>	<b>221,082.46</b>	<b>334,760.00</b>	<b>334,760.00</b>
<b>09 Nondepartmental</b>					
004 Capital Projects					
94100 General Improvements	0.00		7,040.60		
94108 Covid-19	0.00		7,040.60		
<b>Total 94100 General Improvements</b>	<b>0.00</b>		<b>7,040.60</b>		
94200 Water Projects					
94201 Water Line Replacement	0.00		0.00	0.00	0.00
<b>Total 94200 Water Projects</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total 94300 Sewer Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>30,029.76</b>	<b>40,073.00</b>	<b>40,073.00</b>
<b>Total 004 Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>37,070.36</b>	<b>40,073.00</b>	<b>40,073.00</b>
<b>005 Debt Service</b>					
95500 Water Debt Service					
95510 Principal Payments	12,197.00	0.00	132,085.36	187,667.00	187,667.00
95520 Interest Payments	0.00		4,158.35		
<b>Total 95500 Water Debt Service</b>	<b>12,197.00</b>	<b>0.00</b>	<b>136,243.71</b>	<b>187,667.00</b>	<b>187,667.00</b>
<b>Total 005 Debt Service</b>	<b>12,197.00</b>	<b>0.00</b>	<b>136,243.71</b>	<b>187,667.00</b>	<b>187,667.00</b>
<b>Total 09 Nondepartmental</b>	<b>12,197.00</b>	<b>0.00</b>	<b>173,314.07</b>	<b>227,740.00</b>	<b>227,740.00</b>

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

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
Payroll Expenses	0.00		72.00		
Total Expense	46,943.24	0.00	395,580.23	562,500.00	562,500.00
Net Ordinary Income	-400.58	0.00	31,568.92	0.00	0.00
Net Income	-400.58	0.00	31,568.92	0.00	0.00



# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges					
3100000 Local Revenue	35.00		70.00		
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	4,017.14	0.00	142,355.78	150,000.00	150,000.00
3110102 Delinquent Taxes	1.14	0.00	1,082.74	1,100.00	1,100.00
Total 3110100 Real Property Taxes	4,018.28	0.00	143,438.52	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	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	0.00	0.00	15,894.40	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	697.06	0.00	2,318.65	2,000.00	2,000.00
Total 3110600 Penalties & Interest	697.06	0.00	2,318.65	2,000.00	2,000.00
Total 3110000 General Property Taxes	4,715.34	0.00	161,651.57	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	5,522.85	0.00	45,681.60	51,000.00	51,000.00
3120200 Consumer Utility Taxes	2,072.59	0.00	18,093.55	20,000.00	20,000.00
3120210 Consumption Tax	480.60	0.00	2,896.71	3,500.00	3,500.00
3120300 Business License Taxes	3,762.03	0.00	41,543.44	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	25.13	0.00	2,742.58	3,000.00	3,000.00
3121100 Meals Taxes	1,645.82	0.00	17,440.82	25,000.00	25,000.00
Total 3120000 Other Local Taxes	13,509.02	0.00	130,981.79	205,700.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	100.00	0.00	300.00	250.00	250.00
3130308 Building Permits	25.00	0.00	225.00	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	450.00	450.00
Total 3130000 Permits/Fees/Reg Lic	125.00	0.00	525.00	900.00	900.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	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	0.00	0.00	1,172.73	2,000.00	2,000.00

# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 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	315.00	0.00	1,200.00	800.00	800.00
<b>Total 3150000 Rev-Use of Money/Prop</b>	<b>315.00</b>	<b>0.00</b>	<b>2,254.74</b>	<b>5,000.00</b>	<b>5,000.00</b>
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		
<b>Total 3165100 Water Revenues</b>	<b>0.00</b>		<b>505.00</b>		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,156.00	0.00	73,019.00	96,000.00	96,000.00
<b>Total 3165300 Garbage Fees</b>	<b>8,156.00</b>	<b>0.00</b>	<b>73,019.00</b>	<b>96,000.00</b>	<b>96,000.00</b>
<b>Total 3165000 Charge Enterprise Svcs</b>	<b>8,156.00</b>	<b>0.00</b>	<b>73,524.00</b>	<b>96,000.00</b>	<b>96,000.00</b>
<b>Total 3160000 Charges for Services</b>	<b>8,156.00</b>	<b>0.00</b>	<b>73,524.00</b>	<b>96,000.00</b>	<b>96,000.00</b>
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	20.00	0.00	2,334.00	6,000.00	6,000.00
3189926 Christmas Parade	0.00	0.00	0.00	500.00	500.00
3189925 Mountain Magic	25.00	0.00	10,436.91	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	475.00	0.00	475.00	2,000.00	2,000.00
3189917 CivilWar History Weeked	1,010.00	0.00	1,275.00	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	60.00	0.00	8,733.15	1,000.00	1,000.00
<b>Miscellaneous Revenue</b>					
3189903 Gifts and Donations	0.00	0.00	9,100.00	1,000.00	1,000.00
3189910 Arbor Day Donations	1,160.00	0.00	1,762.00	1,000.00	1,000.00
3189911 Event Fees	0.00	0.00	50.00	700.00	700.00
3189912 Carnival Proceeds	1,000.00	0.00	195,110.51	70,000.00	70,000.00
<b>3189999 Overpayments</b>	<b>0.00</b>		<b>2.05</b>		
<b>Total Miscellaneous Revenue</b>	<b>2,160.00</b>	<b>0.00</b>	<b>206,024.56</b>	<b>72,700.00</b>	<b>72,700.00</b>
<b>Total 3180000 Miscellaneous Revenue</b>	<b>3,750.00</b>	<b>0.00</b>	<b>245,881.02</b>	<b>112,350.00</b>	<b>112,350.00</b>

# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
Total 3100000 Local Revenue	30,570.36	0.00	615,990.85	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					
3330210 Fed Forest Land Mgmt	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3330000 Categorical Aid	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	1,415.25	1,404.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		2,893.34		
Total 3410000 Non-Revenue Receipts	0.00		2,893.34		
3410500 Interfund Transfers					
3410501 Transfers fr General Fd	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	30,605.36	0.00	769,477.79	653,576.00	653,576.00
Gross Profit	30,605.36	0.00	769,477.79	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	3,780.00	5,050.00	5,050.00
3600 Advertising	45.00	0.00	1,829.25	2,250.00	2,250.00
5540 Convention & Education	0.00	0.00	400.00	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

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
5810 Dues and Memberships	0.00	0.00	2,197.98	1,500.00	1,500.00
Total 11110 Town Council	465.00	0.00	8,480.40	9,550.00	9,550.00
Total 001 Legislative	465.00	0.00	8,480.40	9,550.00	9,550.00
Total 01 General Government Admin	465.00	0.00	8,480.40	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	4,604.26	0.00	31,057.86	15,000.00	15,000.00
Total 12210 Legal Services	4,604.26	0.00	31,057.86	15,000.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	13,350.00	14,000.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	13,350.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	0.00	60,200.85	60,000.00	60,000.00
1110 Overtime	56.25	0.00	5,299.99	1,000.00	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,336.45	0.00	16,091.90	15,000.00	15,000.00
2110 Virginia Unemployment Ins	141.83	0.00	1,112.75	150.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	3,250.00	3,250.00
2212 Retirement	214.84		1,933.56	0.00	0.00
2213 VRS VLDP	32.22		480.68	0.00	0.00
2300 Health Insurance	1,757.18	0.00	15,791.35	21,047.00	21,047.00
3120 Accounting Services	0.00	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	454.24	0.00	3,054.33	3,250.00	3,250.00
5230 Telecommunications	125.21	0.00	1,676.46	3,100.00	3,100.00
5401 Copy Machine Rental	0.00	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	60.00		839.97	0.00	0.00
5810 Dues and Memberships	0.00	0.00	0.00	300.00	300.00
6001 Office Supplies	637.58	0.00	4,381.27	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	10,806.20	0.00	127,153.52	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	4,769.24	0.00	47,130.09	57,500.00	57,500.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	171.00	0.00	1,539.00	1,067.00	1,067.00
2213 VRS VLDP	0.00		0.00	0.00	0.00
2300 Health Insurance	925.32	0.00	8,307.65	11,069.00	11,069.00
5600 Mileage Reimbursement	38.92	0.00	635.85	450.00	450.00

# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 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	794.88	750.00	750.00
Total 12510 Town Manager	5,904.48	0.00	59,407.47	71,336.00	71,336.00
Total 02 General & Financial Admin	21,314.94	0.00	230,968.85	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	26,250.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	26,250.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	178.50	0.00	2,206.50	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	178.50	0.00	2,206.50	15,000.00	15,000.00
Total 002 Fire & Rescue Services	178.50	0.00	2,206.50	15,000.00	15,000.00
Total 03 Public Safety	3,095.50	0.00	28,456.50	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	1,938.00	0.00	35,537.10	47,500.00	47,500.00
1110 Overtime	38.25	0.00	1,587.71	2,000.00	2,000.00
1120 Bonus	0.00	0.00	750.00	0.00	0.00
2212 Retirement	61.11	0.00	1,068.98	1,100.00	1,100.00
2213 VRS VLDP	24.46	0.00	274.69	0.00	0.00
2300 Health Insurance	1,394.18	0.00	17,330.79	25,000.00	25,000.00
3310 Repair & Maint Services	340.00	0.00	2,803.52	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	252.83	0.00	3,129.94	3,600.00	3,600.00
5100 Electricity - Streetlights	44.54	0.00	10,099.82	11,000.00	11,000.00
5110 Electricity - Town Hall	0.00	0.00	1,885.01	2,750.00	2,750.00
5120 Heating Fuel	0.00	0.00	3,969.70	2,500.00	2,500.00
5230 Telecommunications	353.32	0.00	3,479.80	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	126.50	0.00	1,386.50	500.00	500.00
5812 Safety Footwear	0.00	0.00	214.78	5,000.00	5,000.00
6007 Repair & Maint Supplies	542.99	0.00	3,854.88	3,000.00	3,000.00
6008 Vehicle & Equip Fuels	0.00	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	5,116.18	0.00	113,433.57	139,950.00	139,950.00
44000 Trash Department					

# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00
33201 Trash Pickup	6,656.00	0.00	59,810.80	82,000.00	82,000.00
<b>Total 44000 Trash Department</b>	<b>6,656.00</b>	<b>0.00</b>	<b>59,810.80</b>	<b>91,000.00</b>	<b>91,000.00</b>
44100 Water Operations					
1110 Overtime	337.62		624.41		
<b>Total 44100 Water Operations</b>	<b>337.62</b>		<b>624.41</b>		
44200 Sewer Operations					
1110 Overtime	193.55		378.68		
6008 Vehicle & Equip Fuels	0.00		30.20		
<b>Total 44200 Sewer Operations</b>	<b>193.55</b>		<b>408.88</b>		
<b>Total 04 Public Works</b>	<b>12,303.35</b>	<b>0.00</b>	<b>174,277.66</b>	<b>230,950.00</b>	<b>230,950.00</b>
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	68.07	0.00	68.07	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	4,677.24		
3600 Advertising	0.00	0.00	3,360.00	2,000.00	2,000.00
5840 Town Events	84.13	0.00	4,008.98	1,200.00	1,200.00
6013 Recreational Supplies	0.00	0.00	73.82	500.00	500.00
8101 Machinery & Equipment Cost	2,733.00		2,733.00		
<b>Total 71100 Parks &amp; Recreation</b>	<b>2,885.20</b>	<b>0.00</b>	<b>29,260.00</b>	<b>37,226.00</b>	<b>37,226.00</b>
71200 Carnival					
3310 Repairs & Maint Contract	0.00		1,030.99		
5110 Utilities	0.00	0.00	3,367.92	5,000.00	5,000.00
5801 Carnival Operations	0.00	0.00	35,727.07	20,000.00	20,000.00
<b>Total 71200 Carnival</b>	<b>0.00</b>	<b>0.00</b>	<b>40,125.98</b>	<b>25,000.00</b>	<b>25,000.00</b>
<b>Total 07 Parks, Events &amp; Cultural</b>	<b>2,885.20</b>	<b>0.00</b>	<b>69,385.98</b>	<b>62,226.00</b>	<b>62,226.00</b>
08 Development					

# Town of Buchanan, Virginia

## (GF) Profit & Loss Budget Performance

### March 2022

	Mar 22	Budget	Jul '21 - Mar 22	YTD Budget	Annual Budget
<b>81200 Community Development</b>					
1100 Salaries & Wages	3,559.84	0.00	35,338.44	46,500.00	46,500.00
1110 Overtime	166.90		1,813.60		
1120 Bonus	0.00		500.00		
2212 Retirement	127.64	0.00	1,148.76	1,000.00	1,000.00
2213 VRS VLDP	32.01		224.00	0.00	0.00
2300 Health Insurance	1,264.19	0.00	11,339.01	12,000.00	12,000.00
3600 Advertising	1,385.50	0.00	5,157.25	2,500.00	2,500.00
5602 Donation After Prom Party	200.00	0.00	200.00	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		
<b>Total 81200 Community Development</b>	<b>6,736.08</b>	<b>0.00</b>	<b>59,733.07</b>	<b>68,200.00</b>	<b>68,200.00</b>
<b>Total 08 Development</b>	<b>6,736.08</b>	<b>0.00</b>	<b>59,733.07</b>	<b>68,200.00</b>	<b>68,200.00</b>
<b>09 Nondepartmental</b>					
<b>004 Capital Projects</b>					
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
<b>Total 94100 General Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>72,167.70</b>	<b>4,367.00</b>	<b>4,367.00</b>
<b>Total 004 Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>72,167.70</b>	<b>4,367.00</b>	<b>4,367.00</b>
<b>005 Debt Service</b>					
95100 General Debt					
95110 Principal Repayments	0.00		812.70		
<b>Total 95100 General Debt</b>	<b>0.00</b>		<b>812.70</b>		
<b>Total 005 Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>812.70</b>	<b>4,367.00</b>	<b>4,367.00</b>
<b>Total 09 Nondepartmental</b>	<b>0.00</b>	<b>0.00</b>	<b>72,980.40</b>	<b>4,367.00</b>	<b>4,367.00</b>
<b>Payroll Expenses</b>	<b>0.00</b>		<b>19,190.63</b>		
<b>Total Expense</b>	<b>46,800.07</b>	<b>0.00</b>	<b>663,473.49</b>	<b>653,576.00</b>	<b>653,576.00</b>
<b>Net Ordinary Income</b>	<b>-16,194.71</b>	<b>0.00</b>	<b>106,004.30</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-16,194.71</b>	<b>0.00</b>	<b>106,004.30</b>	<b>0.00</b>	<b>0.00</b>

**Town of Buchanan, Virginia**  
**Vendor Payments Made**  
March 12 through April 4, 2022

Type	Date	Memo	Amount
<b>Bank of Botetourt</b>			
Bill Pmt -Check	03/22/2022	Acct # 2021201825 (Truck Payment) Payment #9	-812.70
Bill Pmt -Check	03/28/2022		-1,787.89
<b>Boone Tractor</b>			
Bill Pmt -Check	03/17/2022	Zero turn mower (Ferris)	-8,199.00
<b>Bug Man Exterminating</b>			
Bill Pmt -Check	03/28/2022	1 time pest service @ Resource Center	-295.00
<b>C&amp;S Disposal Inc.</b>			
Bill Pmt -Check	03/15/2022	Container fee @ STP	-20.00
Bill Pmt -Check	03/28/2022	Garbage p/u (474X13.=6162 & 26X19.=494)	-6,656.00
<b>Chemsoiv</b>			
Bill Pmt -Check	03/15/2022	Chlorine for WFP	-532.50
<b>Cintas Corporation- #524</b>			
Bill Pmt -Check	03/15/2022	Uniforms	-35.00
Bill Pmt -Check	03/28/2022	Uniforms	-91.50
<b>Core &amp; Main LP</b>			
Bill Pmt -Check	03/28/2022	Repair to sewer issue @ Sissy Austin's	-35.00
<b>Dominion Energy Virginia</b>			
Bill Pmt -Check	03/15/2022		-108.99
Bill Pmt -Check	03/15/2022		-2,525.77
Bill Pmt -Check	03/15/2022		-1,263.41
Bill Pmt -Check	03/28/2022		-5,034.58
<b>Faye Worley</b>			
Bill Pmt -Check	03/28/2022	Janitorial services for the Town Hall & Fire House	-417.27
<b>Fisher Auto Parts</b>			
Bill Pmt -Check	03/15/2022	Air filter- mower	-42.15
Bill Pmt -Check	03/28/2022	Oil, oil filters & air filters	-101.58
<b>Gentry Locke Attorneys</b>			
Bill Pmt -Check	03/28/2022		-4,604.26
<b>Happy Food Mart</b>			
Bill Pmt -Check	03/15/2022		-301.98
<b>Hurt &amp; Proffitt Inc.</b>			
Bill Pmt -Check	03/15/2022	Backflow testing	-245.00
<b>Inboden Environmental Services, Inc.</b>			
Bill Pmt -Check	03/15/2022	Operation of STP & WFP	-19,773.68
<b>J L Computers Inc.</b>			
Bill Pmt -Check	03/28/2022	Web site hosting, antivirus etc.	-1,385.50
<b>James River After Prom</b>			
Bill Pmt -Check	03/28/2022	Donation to After Prom Party	-200.00
<b>James River Equipment-Buchanan</b>			
Bill Pmt -Check	03/28/2022	Hose fittings- sewer	-44.08
<b>Kathy Witkowski</b>			
Bill Pmt -Check	03/28/2022	candy for Easter Egg's	-68.07
<b>LAMAR COMPANIES</b>			
Bill Pmt -Check	03/28/2022	Billboard	-310.00
<b>Mid State Equipment</b>			
Bill Pmt -Check	03/28/2022		-231.76
<b>Pall Corporation</b>			



**Town of Buchanan, Virginia**  
**Vendor Payments Made**  
March 12 through April 4, 2022

Type	Date	Memo	Amount
Bill Pmt -Check Rockingham Coop	03/15/2022	Part for WFP	-645.48
Bill Pmt -Check Rural Development	03/15/2022	Straw & grass seed for repair completed @ Boyd St.	-163.73
Check Shenel	03/28/2022	WSL-30-10	-12,197.00
Bill Pmt -Check S.C. Rossi & Co., Inc.	03/28/2022	Internet for Town Hall & WFP	-363.58
Bill Pmt -Check Snuffer's Auto	03/15/2022	Sewer line work on Boyd St.	-4,435.33
Bill Pmt -Check Town of Buchanan	03/28/2022	Weilding & mounting of tire for mower	-45.00
Check Treasurer, Botetourt County	03/23/2022	Apply deposit (3-333-B Brandy Parkhurst)	-94.37
Bill Pmt -Check USA BlueBook	03/15/2022	Law enforcement payment	-2,917.00
Bill Pmt -Check Verizon	03/15/2022	Supplies for STP	-387.73
Bill Pmt -Check	03/15/2022	650-005-247-0001-20 (Well 1)	-333.02
Bill Pmt -Check	03/28/2022	650-491-609-0001-40 (Water)	-52.40
Bill Pmt -Check Virginia Media, Inc	03/28/2022	Cell phone for Town Manager	-5.21
Bill Pmt -Check VUPS	03/28/2022	Advertising for Town council (Brownfield assesment)	-45.00
Bill Pmt -Check	03/15/2022	Miss utility	-6.30



Minutes of Council Meeting  
Buchanan, VA

February 14, 2022

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

Attending: Board of Supervisors Amy White, 9 citizens, 3 employees

Mayor Craig Bryant called the February 14, 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 January 2022 Financial Report, and unpaid bills, the minutes from the December 2, 2021 Work Session, and minutes from the December 13, 2021 Regular Council Meeting. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. Mayor Bryant stated that he would like to recognize a couple of citizens in the Town. Both either helped or offered with snow removal during the last snow event. Everyone across the state had issues. Mr. Wayne Adkins and Mrs. Spring Witt, we really appreciate both of you helping or offering to help.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. Town manager McCulloch stated there was one person to speak in regards to the Public Hearing.

Next on the agenda was New Business/Action Items/Public Hearings. Mayor Bryant asked for a motion to go into the Public Hearing for Sycamore Development. 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. Mayor Bryant stated the Public Hearing had started, and someone has signed up to speak. Town Manager McCulloch stated that Spring Witt had sent a letter in strong support and stated that she could read it. Mayor Bryant asked that Town Manager McCulloch read it (see attached). Mayor Bryant asked if that was all from Spring Witt. Town Manager McCulloch stated that was the entire

letter, but she had received another letter and would read it. This letter was from John Mays, owner James River Basin Canoe Livery DBA Twin River Outfitters located on Lowe Street in Buchanan. (See attached). Mayor Bryant gave the floor to Mac Westland, 2216 Glenn High Road, Grandin. Mr. Westland owns property here and has lived in the area most of his life. Mr. Westland thanked Council for letting him speak. Mr. Westland stated that he had grown up here, works here, plays here and prays here. He loves this Town. This Town, when we were younger, we had Glad Rags, Ford Dealership, Big Daddy's, a pharmacy, and a Burger King, they are all gone. Think about where we are today compared to where we were twenty years ago. This development, also called Factory Flats, is the beginning of where this Town needs to go. Mr. Westland stated that even though he does not live in Town, he has a vested interest in this Town. He sells real estate. He does a ton of real estate in Botetourt County and especially in Town of Buchanan. Mr. Westland stated that he has purchased a building in Town to put his office here. You know why I bought this building? Because Mr. Vail is putting a business in this Town that will bring people to this Town. Mr. Westland wants to ensure that property values continue to increase in Town. Mr. Westland stated that Leesburg Va. is reportedly the richest city in America. They have 96 breweries and vineyards. This will bring people and businesses to this Town. Mr. Westland stated that Council should consider changing zoning. From the corner at Stop In to the residential section, it should be zoned as mixed use. By limiting zoning to retail and office, you are leaving money on the table by not zoning correctly. Mr. Westland stated that he supports Factory Flats, and praises the recent efforts of the Town with the Curb Appeal grant, and the Open House for businesses. He appreciates the Town's efforts. Mayor Bryant thanked Mr. Westland for speaking. Mayor Bryant stated that no one else had signed up to speak at the Public Hearing. Mayor Bryant made a motion to close the Public Hearing with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion the motion was carried with a vote of 5 – 0. Mayor Bryant stated that we were now back in the Regular Council Meeting. Next item of business was Consideration of Resolution R22-0214-01: A Resolution Adopting a Special Use Permit. Mayor Bryant stated that Planning Commission had held a Public Hearing and asked for a summary of where that stands. Town Manager McCulloch stated that the Planning Commission held their public hearing for the Special Use Permit. Four members of the Commission attended. One was absent. The Planning Commission voted unanimously to approve the staff recommendation with one change regarding noise. Other businesses in Town are allowed to have special events that may stretch beyond the Town noise ordinance. The Planning Commission would like to allow this development to have the same opportunity. Mayor Bryant asked how other businesses do that. Do they have to apply for a special permit? Town Manager McCulloch stated that other businesses apply for a special event permit and it is vetted by Council. Mayor Bryant asked if any of the language that has been proposed needs to be changed. Town Manager McCulloch stated that Number 5 in the Special Use Permit reads all outdoor activities in the green space will end by 10:00pm. The suggestion is to add unless an approved special event permit is obtained. Mayor Bryant asked Vice Mayor Witt for his perspective since he is on the Planning Commission. Vice Mayor Witt stated that as far as item number 5, that was his own recommendation. The only other thing that he has an issue with is under item number 2 being the adjacent green space located on parcel 65A-68 will be used only as open space with no development permitted without Town Council prior approval. The way I read it initially was that it is their property, but Town has a say in how it is used. But, having something in there stating the reason for this is because the permit we are currently going for is based on what has been presented to Council so far. Any additional development would require another permit and mixed-use process to update the current

mixed-use permit. This is to have some clarification on the reasoning why that is in there. Town Manager McCulloch stated that was mentioned as a buffer. Knowing what could go in there, we would not ask for a whole special use permit process, we would ask Mr. Vail to approach Council at that time to discuss it. Mayor Bryant asked if there were any other questions. Mayor Bryant stated that under number 5 update the language to say all activities in the green space will end by 10:00pm unless a special event permit has been granted. Is that clear enough? Councilmember Manspile stated that it could not be any clearer. Vice Mayor Witt stated that the intent is to keep from tying the projects hands down the road. Mayor Bryant asked if something needs to be added in number 2. Councilmember Manspile stated that he felt the verbiage in number 2 is stated perfectly well. Vice Mayor Witt stated that he does not like the way it is written, but, he does not know how to change it. Mayor Bryant stated that number 2 will stand. Mayor Bryant asked for an overview of the Permit. Mr. Vail of Sycamore Development stated that this is a recap of what has been discussed before. The project has been dubbed Factory Flats at this point and time. Everyone knows how the building and property currently looks. The secondary building will be turned into a brew pub. Mr. Vail stated that there will be added foliage, trees, and curb islands, and some of the parking will be removed. There will be a beer garden area in the back corner for the brew-pub patrons to use away from the street. Councilmember Rickman stated that this sure will make the Town look better. Mr. Vail stated there will be 11 one-bedroom and 11 two-bedroom apartments in the main building. The green space will be used for Kayak storage, bike storage, and overflow seating. There will be a concrete slab at the front of the brew pub for food trucks as they may come to the brewery to provide food options. Mr. Vail stated that Sycamore Development is estimating to start May of this year. This project has a one-year time frame. Our superintendent for this project is a 20-year veteran of converting old buildings and his time line is pretty accurate. Estimated cost for the investment is \$4,000,000.00. Mr. Vail stated short-term jobs will be the construction crews. Those aren't permanent jobs, but they will be in Town purchasing food, and other goods. Long-term jobs, the management and operation of the building as well as brew/pub staff will be between 10 and 20. The project goals are to light up the building and site in a respectful manner to our neighbors, and improve the site entryway and streetscape. Mr. Vail asked if there were any questions or concerns. Mayor Bryant stated there were no questions. Councilmember Manspile made a motion to approve the Special Use Permit with a second from Councilmember Rickman. Mayor Bryant requested that a motion be made to amend the language. Councilmember Manspile stated that in his motion, please add under number 5, all outdoor activities in the green space will end at 10:00pm unless a special event permit is granted. That is the added verbiage included in the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0. The next action item was election of the Vice Mayor. Mayor Bryant stated that currently the Vice Mayor is Mr. Chris Witt. Vice Mayor Witt volunteered for the position again. Mayor Bryant stated that the role of the Vice Mayor is to fill in at meetings when the mayor is not present, and if there is an issue at an employee event and there needed to be another check and balance in the decision making, the Vice Mayor is utilized for that. Otherwise, the Vice Mayor role is to run the meetings when the mayor is not present. Chris Witt has volunteered. Councilmember Manspile made a motion to elect with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, Vice Mayor Witt was elected by a vote of 5 – 0. The last action item was approval of the 2022 Event Calendar. Town Manager McCulloch stated that the proposed event calendar has the same events with the continued theme. The Garden Festival has been moved to coincide with the cherry blossoms being in bloom. There are rain dates included for the larger events such as the fireworks on for July 4<sup>th</sup> and

the Christmas Parade. Everything is the same regarding cost. Town Manager McCulloch stated that the Civil War Weekend is already being discussed and coordinated with John Manspile. Councilmember Manspile made a motion to approve the Calendar of Events with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the Calendar of Events was approved by a vote of 5 – 0. Vice Mayor Witt thanked staff for putting the rain dates in as prescribed. This will make it easier to plan with some of these events in the future. Mayor Bryant made a motion to amend the New Business Items to discuss an IT need for our Town Manager. A new computer for the Town Manager that will run the Town meetings. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion to amend the agenda. With no further discussion, the agenda was amended with a vote of 5 – 0. Mayor Bryant made a motion for Town Manager McCulloch to spec out a computer that will work in our Council Meetings for IT presentations. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 5 – 0.

Next on the agenda was committee reports. Town Manager McCulloch stated the special events committee has met and has moved their meeting date to the 4<sup>th</sup> Thursday to accommodate schedules better. They worked on the event calendar for the year at their January 27<sup>th</sup> meeting. They are already discussing the volunteer line up and needs if there is a gap in the 2022 volunteer event schedule. Town Manager McCulloch stated that the lights on the Town Park will be down by the end of next week. We apologize that they have been up so long, the weather and short staffing have caused the delay in their removal. Planning Commission is working on updating the zoning ordinance, and working on the flood plan as well as hazard mitigation with the Planning District Commission out of the Roanoke Valley.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mr. Carroll Boblett of 26 Copps Hill Rd., Buchanan, Va. had signed up to speak. Mr. Boblett stated that he was here to propose a project for veterans to put banners on utility poles. If you have been to Bedford, you will see a few there. The Town of White Sulphur Springs has the banners up from one end to the other. Mr. Boblett stated that the veterans will make up the banners and pay for them. The banners would be on the sidewalk side of the poles if Dominion Energy will agree to it. Mr. Boblett is consulting with Mr. Carl Pilat of Dominion. He wanted all the specs on the mounting hardware since you can not drill into the utility poles. Mr. Boblett put Mr. Pilat in touch with the banner manufacturer who has sent the information to Mr. Platt's engineering department. Mr. Boblett stated that of course Town has to approve it. Mr. Boblett showed an example of the flag with Council. Mr. Boblett stated he is waiting for Mr. Pilat to get back with him. Mayor Bryant stated there are a couple of steps Council has to go through. Does Dominion Energy need something from the Town showing approval of the project? What is the process? Mr. Boblett stated that is the way he thinks it would work. Dominion has been informed that Mr. Boblett would go before Council to get approval. Once Council approves, Dominion should have made a decision about the mounting apparatus, and maybe get them up by this summer. Mayor Bryant stated the other issue is that Dominion owns the poles on one side Main Street, Verizon owns the poles on the opposite side of Main Street. Councilmember Manspile stated that Verizon is easier to deal with. Dominion will need something from Town, requesting Dominion's permission to go forward with this program requesting to mount hardware on their poles. Mayor Bryant asked Mr. Boblett if he knew that would only be on one side of the street. Mr. Boblett stated that he did not realize that one side of the street is Verizon. Mr. Boblett asked If Dominion gives permission, then both sides of the street can't be used. Councilmember Manspile stated that the Christmas lights used to be

on one side of the street. Town had to make a request to put them on both sides of the street. Mr. Boblett stated that he would have to contact someone at Verizon and do the same thing. Councilmember Manspile stated that he has a contact number who would give Mr. Boblett for Verizon. Mr. Boblett stated that Dominion seemed to be agreeable, they just have so many hoops you have to jump through. Mayor Bryant stated that typically, because this requires a couple steps, Town has one as well, this will be put on a work session agenda. Town will have to make sure there is public input, town needs to understand wind rating and specs for the flags. Mayor Bryant stated that Town would have to have information if one blows off and damages something, Town has to have a spec sheet. This is not a show stopper, but we have to have the information. Mr. Boblett stated that he would have to get the information from the manufacturer. Mayor Bryant stated it would be better to get the answers now. Town Manager McCulloch and Mr. Boblett should ask VDOT for their input. Is there a sight distance standard for banners? Mr. Boblett stated that he thought they do have some input. Mayor Bryant stated that it would be on a work session, and hopefully the other questions would be answered by then. Vice Mayor Witt stated that Council would like Mr. Boblett to be at the work session to discuss the project. Vice Mayor Witt stated that a good source of information would be a point of contact in White Sulphur Springs. How they handle the banners, any issues, how they handle repairs, replacements, and costs, and any complaints or praises. Mr. Boblett stated that the veterans pay for the banners themselves. Vice Mayor Witt stated that Council does the conference call so if he couldn't physically be here, he could call. Mayor Bryant stated that when Mr. Boblett is ready, contact Town Manager McCulloch and it will be put in the work session.

Next on the agenda was Additional Comments. Councilmember Manspile stated that with the date Mr. Vail stated for the Factory Flats project, the sewer project has to be put on the work session so that it can be completed within the time frame of the project.

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 7:50pm.

Respectfully submitted,

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Claudine Stump, Clerk

Craig Bryant, Mayor

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Minutes of Council Meeting  
Work Session  
Buchanan, VA

March 3, 2022

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

Mayor Craig Bryant opened the March 3, 2022 Council Work Session at 7:00 p.m. Mayor Bryant stated there would be no public comments taken during the work session. There is a speaker for the evening to discuss an Agenda item. Mayor Craig Bryant requested Town Manager Susan McCulloch take roll call to establish a Quorum. Mayor Bryant made a motion to amend the agenda to table item D the Budget Update until we get better information, amend Item G from Adjournment to Other Business, and add Item H Adjournment. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 5 – 0.

Next on the Agenda was the 2020/2021 Audit Review. Mr. Scott Wickham, partner in charge of the Town's Audit, stated that he would go through some high points of the audit then take questions. Starting on page 2, the independent audit report, you have a good clean opinion. An unmodified opinion is the best you can do, basically that means the numbers presented within are accurate, so a good report for the Town. The next few pages are the management's discussion and analysis give you good comparative data of the entire audit report. Exhibit one on page eleven is the Statement of Net Position. This includes everything in the Town. This is the primary Governmental Activities, the Business-type Activities that include water and sewer, and at the bottom, the net worth of the Town. Mr. Wickham stated that the Town assets are listed. The main debts for the Town are the loans for the water and wastewater. The amount for pension is from the Town joining the VRS net pension program. With that, you get a net pension item reported. Most places are reporting a net pension liability. Because Town is newer to the process, there is a net pension asset. Essentially, if you cash out, VRS would owe Town \$3000.00. Mostly, you will see that item swing quite a bit. In future years, you will see a substantial liability as participation grows. Mayor Bryant asked what scenario causes the Town to have to pay for that. Mr. Wickham stated that there are no scenarios where Town would have to pay that. The scenario is as the liabilities grow the contribution rate would increase. Exhibit 3 is the Balance Sheet for the General Fund. This is using a modified accrual basis accounting. The ARPA funds were



added at the end of the year. That will be recognized as revenue as it is used for eligible expenses, but it was reported as unearned revenue this year. The fund balance is very strong financial position. Mayor Bryant stated that is because of the ARPA funds being in there. Mr. Wickham stated that the fund balance does not include the ARPA money, the cash balance would. Mr. Wickham stated that exhibit 5 is the Income Statement. There was a decline of revenues and a transfer resulting in the balance. Mr. Wickham stated that exhibit 7 is a detail view of the water and sewer funds. All water and sewer activity are done in the full accrual basis of accounting. That includes all long-term payables and loans as well. The water fund is in a very strong position. The wastewater fund is ok, but not as strong as the water fund. There is a pooled account across the funds that has a cash balance. Exhibit 8 is the income statement for water and wastewater funds. Mr. Wickham stated that he wanted to point out that does include depreciation of infrastructure is significant in the amount of \$360,000.00 across both funds. This results in a decline of about \$200,000.00 in net position for the two funds. That means that in exhibit 9: statement of cash flows, the funds are generating around \$270,000.00 total. A lot of that goes towards capital improvements and outstanding debt. So, the net results are very minimal change to the outstanding cash in those funds. Mr. Wickham stated that there is a lot of information in the notes. There is a whole lot about the VRS pension fund that Town has joined. Mr. Wickham jumped to page 43 of the audit. The ARPA funding is mentioned. Below that is upcoming pronouncements. Leases, Statement number 87, are a big change for the upcoming year. We originally did not expect this would be a significant impact on the bottom line. It still won't have as huge an impact on the bottom line. Mr. Wickham stated that capital leases have always been reported in the financial statements, but operating leases have always been disclosure items. Now there will no longer be a determination between capital and operating leases. All leases will be reported in financial statements. The biggest impact to this so far is the administrative impact on gathering leases. Leases can be on copy machines, vehicles, computers, buildings you are leasing or leasing to someone else, there are all kinds of leases out there. There are times when water and sewer entities will lease capacity, tanks, and infrastructure. Mr. Wickham stated that his firm will be sending out documentation soon. The main thing is to start gathering this information soon to have it for the next audit. Mr. Wickham stated that he recommends Town implement SBITA (Subscription Based IT Arrangements), that will fall right in with the lease changes. Mr. Wickham stated that in exhibit 10, this is a copy of the budget versus actual. This shows the changes throughout each year. Since the Carnival was not held in 2020 due to COVID, that was a big part of the miscellaneous which was down this year. The Carnival from last year will be in the 2021-2022 audit. Local taxes had done better than expected. The next few exhibits are for VRS and its funding. Few more detailed exhibits on budget versus actual for the general fund. Then there is the second opinion on the financial reporting. Mr. Wickham stated that there is one item that has been reported. Each year, they report on the segregation of duties or lack of segregations of duties. In small Towns it is a very common issue finding an appropriate system of checks and balances. The Town has made strides in this issue, but there are still risks and some concerns. In addition to the overall audit report, there are additional management recommendations. The Towns QuickBooks software has become challenging to use as the Town has grown. It is worth looking at other accounting software. Mary Earhart's accounting firm who helps with preparing the audit and taxing agrees. Mr. Wickham stated that the retirement should be allocated based on proportionate share of salaries. The salaries in the water and sewer fund are not material as far as the plan overall, but they should be allocated ideally based on where the salaries go. Mr. Wickham stated that Town needs to make sure the VRS and ICMA are properly withheld pre-tax from payroll. Overall, the audit went very well. The staff was great to

prepare everything. Mr. Wickham stated the books are in great shape, and the Town is in great financial shape. He then asked if there are any questions. Town Manager McCulloch stated that she wanted to commend Town Treasurer Tina Kingery for her hard work preparing for the audit. Mr. Wickham stated that if anyone had any questions to contact him. Mayor Bryant thanked Mr. Wickham for coming, and Town Manager McCulloch for inviting Mr. Wickham. Mayor Bryant asked if the Conference phone can be turned to help callers hear and be heard.

Next on the agenda was health insurance review and discussion. Mayor Bryant requested that Council have a hard stop at 8:30 this evening. Councilmember Rickman stated that Ray Sloane wants to use the food stand at the Town Park Memorial Day. Mayor Bryant stated that discussion is on the agenda. Town Manager McCulloch stated that looking at the budget for 2021-2022, the insurance for the Town was really high. It is around \$1000.00 per person. An employment recruiting tool is that the Town pays 100% of the employee's insurance. The Town is currently in the Anthem Small Business Group which is Anthem Platinum Plan, or the "Cadillac plan." Currently we are paying \$6541.74 per month, or 78,5000.88 per year. Town Manager McCulloch stated that she has been exploring other plans through Our Insurance Options, Ray Blevins and his team, and Local Choice. We basically filled out forms and acted like we were signing up. We received various numbers from Virginia Farm Bureau small business groups, but it is roughly the same amount as our plan. Even the worst (high deductible) plan was over \$1000.00 a month per employee because we are just too small. The Innovate Insurance group was the same scenario. Town Manager McCulloch stated that the Local Choice, which is through the Virginia Department of Resource Management, is the most cost-effective plan. There were a few plans, we went through the different plans, the best choice seems to be the Local Key Choice Advantage 250. It is through Local Choice. One person is \$785.00, Employee plus family is \$2120.00. Town Manager McCulloch stated that she suggests continuing to pay 100% for the employee. But for the family or plus one, the employee pays the difference. With the new plan the Town will be saving \$523.34 a month per employee. At six employees, that would be \$3140.04 per month for all employees, or \$37,680.48 per year. Town Manager McCulloch stated that it would be a 29% savings from the current plan. The Local Choice Plan includes vision, dental, mental health and prescriptions. The next step would be to vote to accept the plan. We are getting a revised quote from Local Choice because there is an age difference from the original quote and it may be less. Town has restarted on March 1 with Farm Bureau, but that plan can be cancelled at any time. Town Manager McCulloch stated that Town can sign up with Local Choice once Council has voted. Vice Mayor Witt asked how many employees are needed to get a reduction per employee. Town Manager McCulloch stated that she did not ask for that information because she could not see the staff being increased in the near future. Vice Mayor Witt stated that he asked because other municipalities could join to get the group rate and each pay a percentage based on the number of employees they have in the plan. Town Manager McCulloch stated that she asked Fincastle and they do not offer insurance. She asked Boones Mill and they do connect with Franklin County. Town Manager McCulloch stated she talked to Scottsville and they recommended Local Choice. Vice Mayor Witt asked that since Boones Mill connects with Franklin County, can Town connect with Botetourt County? Town Manager McCulloch stated that Town can ask. Vice Mayor Witt stated that it would be great if Town can give the employees the best package we can preferably at a reduced rate. Councilmember Rickman stated that a lot of the school bus drivers are retirees that work there for the insurance. Vice Mayor Witt stated asked if the County is offering better insurance that what the Town is offering, he would like to keep the insurance at the level we have at a reduced rate if at all possible. Town Manager McCulloch asked Councilmember Manspile if his wife, Nicole Manspile, is on Botetourt

County insurance. (There was no response). Mayor Bryant stated that Vice Mayor Witt has a very valid question. Can we find out this information, and if it is something worth more discussion, Council can table it at the meeting. Vice Mayor Witt stated that he doesn't want the insurance to lapse. Town Manager McCulloch stated that the Town is locked into the current plan, but can cancel at any time. Vice Mayor Witt stated that it is worth looking into. Mayor Bryant asked if Council is good with having this on the Council meeting agenda, but tabling it if joining the County plan is feasible. Town Manager McCulloch stated that the Local Choice is just like a co-op. It is a bunch of localities and small towns all over Virginia going into one plan. Town Manager McCulloch stated that the plan is to check with Botetourt County, if it is way too high, stay with Local Choice for the next agenda. If it is worth debating, add it to the next work session.

Next on the agenda was the leadership/communication quotes. Town Manager McCulloch stated that the final item for the October 12, 2021 resolution is to look into training sessions to provide best practices, strategies, and tips for effective communication with such training to be conducted by a qualified third-party provider. Town Manager received quotes from third party providers. The first was from Business Results Training for \$5350.00, the second was Strategic Talent Results for \$6400.00, and the third was Fortify Leadership Group which was \$19,515.00. Looking into what they are offering, the items considered was the scope of the training that they offered, the amount of people to attend the training the preference is to have the training available for staff, Town Manager, and Council, the cost of the training, and any additional offered training. In reviewing everything and really considering the price, her recommendation is the Business Results Training. Town Manager McCulloch stated that there would be 11 1-hour interviews with each person, 4 three-hour leadership communications training sessions with the Town Manager, staff and Council, 3 two-hour coaching sessions with the Town Manager, and then Life Orientation Training which is a ½ day training for Town Manager and Staff about communication styles and leadership. Vice Mayor Witt asked based off of the guidance, which one do you feel would be most beneficial to you and staff? Town Manager McCulloch stated that the one described is the best option. Mayor Bryant asked for any other thoughts? Mayor Bryant stated that he likes this because it gives everyone the opportunity to learn. Vice Mayor Witt stated that it is Town Manager McCulloch's staff, she has daily interaction with them, so she knows what is needed most in her office. Town Manager McCulloch stated that she feels it will help everyone not just at work but in life such as networking. It will provide needed skills. Staff was happy that everyone will be interviewed. Town Manager McCulloch stated that she and staff continue to have weekly staff meetings. Vice Mayor Witt asked if this is approved, what is the time line for implementing this. Town Manager McCulloch stated that she would have to talk to Business Results Training to establish a timeline. He is currently in Seattle. The sooner the better. Vice Mayor Witt stated that with Carnival season coming, this needs to be started. Mayor Bryant stated that with such detailed information, the Resolution needs to state that Council authorizes the Town Manager to spend \$5,500.00 on leadership training so that you have flexibility to work with that person. Vice Mayor Witt asked if we need to do that now or does she need to set up a meeting to finalize numbers first? Mayor Bryant stated that the resolution could be done for the next Council meeting.

Next on the agenda was the briefing on the sewer needs for the Groendyk building. Town Manager McCulloch stated that she had spoken to Doug at CHA prior to any exploration. He recommended that Town go out and measure and see what is in place. If it is less than 8-inch line, that it would need to be replaced. The existing line from Groendyk is 8 inches and it extends to Main Street. Once it gets to

Main Street, it goes into a 4-inch pipe and turns left toward Town Hall. It extends 502 feet and connects to 15<sup>th</sup> Street and Main Street where it joins a 10-inch line. The man hole is across the street from the LES parking area at the corner of the lot for Anchorage House. Town Manager McCulloch asked Doug from CHA the cost of replacing the 4-inch section of the line to an 8-inch line. Doug stated that what would be sufficient for 22 apartments and a brew pub, a rough estimate would be \$150,600.00. Then the laterals would need to be connected. The next step to move forward would be to do a survey and design the new line. CHA can do it or we can work with Sycamore Properties and their engineers and procure it as required. Town Manager McCulloch stated that we could possibly team up with Sycamore Properties as they are replacing their line extension from Groendyk to Main Street. Their 8-inch line is old and needs to be replaced. To share cost and it might be cheaper since it will be a larger project if the Town wants to take on this expense. Doug Hudgins of CHA stated that some towns add a condition as upsizing this line to be held by the developer. Town Manager McCulloch stated she does not know how Council would feel about that. She is concerned that this condition would kill the project because Sycamore Development is looking for every dollar they could squeeze. Doug of CHA suggested that they could put in a flow meter to check the I&I for capacity for rain. Town Manager McCulloch stated that any storm water plans for the development up by Sycamore would go through Botetourt County and the developer would be responsible for it. Doug from CHA stated the developer is responsible for water. Sycamore Development would need to test the fire hydrant, do a fire flow test and residential pressure test and submit those to the health department. At 200 gallons per unit per day, 4000 per day, Doug does not see a problem with the water. Councilmember Rickman asked if each apartment would have a meter. Town Manager McCulloch stated that Public Works worker Andy Newcomb stated that he thought it would be metered at the building, then go out to the road. She is not sure if there would be individual connections. Mayor Bryant stated that since this is expanding and developing property, and this has been challenging for the last 20 years, there is potential for future development in that area. By upgrading this line, will it help Town with future development in that area? Town Manager McCulloch stated that was correct and there is another space that could expand into a business. This is also an economic development project and can be funded by ARPA funds because it is replacing old and insufficient lines. Town Manager McCulloch stated that a few people have mentioned this is the biggest development of its kind in 25 years. It will basically be a neighborhood. The brew pub will be a recreational business that could bring revenue and new people and residents to the area. A lot of people come here to canoe and kayak and end up moving here. We have seen that before. The gentleman who bought the parsonage on Lowe Street is an Appalachian Trail hiker. Vice Mayor Witt asked if since the pipe runs into a 10-inch pipe, why not go ahead and make it a 10-inch line instead of an 8-inch line. The ground will already be open and the cost should not be that much higher. If ARPA funds can be used, there is no point in possibly scaring off developers, do it. Town Manager McCulloch stated that is a good point about the 10-inch line. Mayor Bryant stated that he likes the idea of being able to show that Town did this to help new growth and development. Vice Mayor Witt stated that he doesn't understand why the pipe drops to 4 inches. Especially since there is so many other things out there. Vice Mayor Witt asked if it was 100 to 115 yards from where the 4-inch pipe begins to where it connects at 15<sup>th</sup> Street. Town Manager McCulloch stated it is 502 feet. Councilmember Rickman stated that it will be a big plus for Buchanan. Mayor Bryant stated that it has been a long time since Town has had this type of opportunity. Councilmember Rickman stated it would get rid of the eyesore that the Groendyk building has become. Vice Mayor Witt stated that a lot of citizens are excited and asking about when this is going to happen. Mayor Bryant asked Town Manager McCulloch what she needs

from Council to move forward with this. Town Manager McCulloch stated that we need to discuss with Sycamore Development about working with them doing the plumbing at the same time. She doesn't know if it will be easier for them to have the infrastructure in place. If Sycamore Development does not want to partner, we can take ARPA funds to survey and design it. CHA can do it. We are already working with CHA, so we would not have to procure another company. Councilmember Rickman stated that Town will have to get a contractor anyway, we may as well work with Sycamore. Vice Mayor Witt stated that Town Manager McCulloch should take to the discussion that Town would be ARPA funds that could be used elsewhere to fund the project. Sycamore Development could have their engineers design it while they are working on the building. That is a 50/50 with both parties contributing.

Councilmember Petty asked if partnering with the developer will it mess up using the ARPA funds. Town Manager McCulloch stated that as long as we are billed separately, and place it under ARPA funds stating it is to upgrade under capacity sewer lines. It will be two separate jobs. Vice Mayor Witt stated that if the developer gives us the engineered plans, we are using the ARPA funds for the actual job. Town Manager McCulloch stated that they have been very liberal with what ARPA funds can be used for. Vice Mayor Witt asked if the sewer line runs in the street. Town Manager McCulloch stated that it does run under the street. Mayor Bryant asked if there should be a resolution for the Council meeting. Town Manager McCulloch stated that a resolution for spending the money like what has been done for the jetter. Vice Mayor Witt stated that the Town Attorney should be asked about a resolution. Mayor Bryant stated that more information is needed for the ARPA fund use and the partnership before any action can be taken.

Next on the agenda was the new personnel policy. Town Manager McCulloch stated that she was not going over it, but we received a clean version. If everyone individually can look over the policy changes, decide if there needs to be changes, and we can add this to the next work session, or add it to the agenda to approve and adopt the new personnel policy. Mayor Bryant stated that since this is a personnel policy which the Town Manager should have most of it under control and in her scope working with the Town Attorney, can we commit to look at it between now and the Council meeting? As long as there are no issues, plan on voting on it. Town Manager McCulloch stated she would add it to the March Council meeting agenda.

Next on the Agenda was the Arbor Day information. Town Manager McCulloch stated that the Arbor Day Proclamation is done yearly. Second, the list of trees, the list is 7 trees. The wish is to replace the trees that have died on the Town Park. Also, to have a fall planting to add to the trees near the brush collection on Parkway Drive. If you agree, it will be added to the April Council Meeting. Vice Mayor Witt stated that the key words are to replace the dead trees. Councilmember Petty stated that there are 7 trees that are dead. We will be pulling them out and putting the new ones in the same holes. Vice Mayor Witt stated that he knows Town gets a whole bunch of trees and awards for our Arbor Day efforts. If we have the ability to get these trees, and we don't have places to put them, the gateways have been on the Planning and Zoning Commissions list to beautify the Town. If the trees, shrubs, whatever we can get from the Arbor Day funds can go towards that, we should look into it. People come from all over to look at the cherry trees in bloom. Vice Mayor Witt stated that asking Businesses and Residents to plant cherry trees would help the Town. The owner would have to maintain, but it would be great if we could have Cherry trees on all the streets. Vice Mayor Witt stated that we don't have to keep putting them on Town property if other options are available. Town Manager McCulloch stated that Town would have to check to see if it can do that. The grant is for public property instead of

private. That is something that needs to be explored. Town Manager McCulloch stated that as a community development and economic development goal, she and Community Developer Harry Gleason will start master planning. Part of the master plan will include gateway plans and neighborhood design plans. Town would want the plans in place for the designs for the different looks for each neighborhood before a tree program could be introduced. Vice Mayor Witt stated that is feedback he had not received yet. Town Manager McCulloch stated that this is new. We have a comprehensive plan, a lot of goals, but not a master plan. The master plan is tooled to take to funders to get money. There are quite a few funds we can work with, and can even hire design firms to write the grants and implement them. Vice Mayor Witt asked if this is something that is started by Council, or Planning and Zoning Commission. Town Manager McCulloch stated that there are RFQ's due March 8<sup>th</sup>, the first order of business for that is to do the Flood Plan. The other piece we will bring the chosen consultant here to meet with Planning and Zoning and Council. There are quite a few grants we can use, but you have to have a master plan in place or they won't help you. It is also community driven. The community will have a say in what they want and what they hope to see. Vice Mayor Witt stated that everything that Town Manager McCulloch just discussed has been discussed on Council and in Planning and Zoning for the last 3 years. That is why we wanted you in that position.

Next on the agenda was other business. Town Manager McCulloch stated that Community Developer Harry Gleason are requesting \$857.47 to replace the pots that are deteriorating on Main Street. She and Mr. Gleason had a discussion about watering. Town Manager McCulloch suggested that Town scale back because of the volunteer hours needed for watering. The idea is to have the baskets from the Methodist Church to the bridge. Where they use to have to go down one side of the street then refill the water tank to go back up the street, it will only take one tank of water. Town will also save money on flowers because there won't be as many baskets. Town Manager McCulloch stated that the money saved on flowers could go toward new pots. The master plan may recommend something totally different. They may want the design of the community, the brand, or a logo change are possible. These are smaller pots so they will be easier to water. Councilmember Rickman stated that they won't rot either. Vice Mayor Witt recommended that if we agree on these, buy as many pots as possible so that if needed, Town has replacements. Mayor Bryant asked why we are scaling back? Lots of positive comments and it looks nice spread all the way up Main Street. Councilmember Petty stated that in his opinion, it is because a Councilmember doesn't like it. His kin don't like it. Part of the problem is when they ride up the street and holler stuff at me and Mr. Gleason as we are watering. It does take a lot of time watering. The other thing is they talk about the time Mr. Gleason puts in to water the plants. Councilmember Petty stated that in his opinion, public works should be helping to water the plants. Their sole job is not water and sewer. Vice Mayor Witt stated that the citizens don't like to see plants being watered on tax payer's dime. Even though Mr. Gleason has volunteered his time now, he used to be paid to do it. We cannot make our Town employees volunteer. Vice Mayor Witt stated it does look good. Councilmember Rickman stated that we may as well put the pots all the way up Main Street. You aren't going to make everyone happy in Town, just keep doing what we are doing. Councilmember Petty stated that he still thinks Public Works can water in the mornings unless they have an issue to take care of? Vice Mayor Witt stated that he doesn't understand why residents and store front owners cannot put their own plants and water into the pots. It makes their property value go up by beautification. Mayor Bryant asked Town Manager McCulloch for her perspective. Town Manager McCulloch stated that there were a lot of negative comments to the point that Mr. Gleason did not want to volunteer. Even before the season started, he wasn't sure if he should order plants. To scale it back

would be a compromise. Mr. Gleason feels that the plants won't be watered if he doesn't do it. Town Manager McCulloch thought to scale it back would save time. This is something that he feels he is being forced to water the plants. Councilmember Rickman stated that the plants have made a difference in the Town. Mayor Bryant stated that his concern is that an employee feels that he is forced to do it, then he is not doing it on his own time. Maybe we should not do it at all until a plan is in place. Vice Mayor Witt recommended that it not be done. Then see how many complaints you get for it not being done. Town Manager McCulloch stated that she recommended that last year. The volume of the feedback will determine how valuable the project is. It's not the pots, it's the hanging baskets that are so time consuming. Councilmember Petty stated that with the equipment in place now, it is easier to water. Councilmember Rickman recommended the fire department to water. Mayor Bryant said no. Town Manager McCulloch stated that she asked Mr. Gleason if leaving at 4:00 and being paid an hour to water would help. Mr. Gleason stated that would help a lot. Councilmember Petty stated that it goes back to his original suggestion that the Public Works staff water the plants. Town Manager McCulloch stated that goes back to the tax payer dollar issue. Vice Mayor Witt stated that if we go back to that, it defeats the purpose of what we have in place because Harry was doing it to be paid. If you pay one employee to do it, you have to pay all employees to do it. Then how many man hours in volunteer time does Mr. Gleason have to do it. Vice Mayor Witt stated that since we have consistently gotten negative feedback, and the way Mr. Gleason feels about it, we can go without it the plants for a year and see how the citizens feel about it. We can start the project back up depending on the feedback. Mayor Bryant stated that his concern is that there is no plan in place to do this project. Staff is saying they feel forced to do this, but Council is saying they are volunteering. That is sending mixed messages. Town Manager McCulloch stated that it depends on the day as to how Mr. Gleason feels. Councilmember Petty stated it depends on how much flack he gets when he is doing it. Town Manager McCulloch stated that since Councilmember Petty has started helping him, Mr. Gleason feels much better about the project. Councilmember Petty stated that he will water them. He enjoys seeing them all up Main Street. Councilmember Rickman stated he would drive the truck for him. Councilmember Petty stated that he can see Mr. Gleason's point. If he came in here every day and all you catch is flak from individuals, he would have the same attitude. Councilmember Rickman stated that a lot of Towns would like to have Mr. Gleason. Mayor Bryant stated that the question is do we compromise? Mayor Bryant stated that he prefers to see the plants all the way up Main Street. It is a huge benefit to this Town. No one came to Council to complain as a whole. Mayor Bryant stated that he received positive feedback about the planters and baskets. But we are kidding ourselves if we think the Town is out of any ownership with someone doing on it on their own time. Councilmember Petty asked what the difference is in Public Works mowing grass and watering flowers? It is the tax payer's money paying for mowing the grass. What is the difference? Town Manager McCulloch asked Councilmember Petty if there were complaints when his father worked for Public Works and they watered the flowers. Councilmember Petty stated that he had never heard of anything. It was just part of their daily chores. Vice Mayor Witt asked if you were doing a comparison between public works versus the Community Developer's hourly rate. Town Manager McCulloch stated that the Community Developer's rate is higher than the Public Works employees. Vice Mayor Witt stated that the cost of the pots, flowers, and dirt are bought by tax payers dollars. If that is the case along with the trees, grass maintenance and everything that goes to maintaining the beautification of the Town and Main Street, then yes Town staff should take care of it. But as Town Manager my guidance would be figure out the cost/benefit ratio of which staff members are doing it. Having the right people at the right price point doing it. Councilmember Rickman stated it

is called maintenance. Vice Mayor Witt stated that it is maintenance. Everyone has had someone complain about the flowers, I have checked and told them their tax dollars paid for the pots and the flowers but the watering is volunteer, and the tax dollars that are generated because of those flowers are there. Councilmember Petty stated that when they were watering there were way more compliments than complaints. Councilmember Rickman stated that no matter what you do you will get complaints. Vice Mayor Witt stated that as long as the flowers are alive, being maintained, and after they die, they are gone, there are far less complaints. Councilmember Petty stated that the pots are deteriorating and need to be replaced. Vice Mayor Witt stated that the biggest complaint now is the pots falling apart. Vice Mayor Witt asked how many pots are needed and what will they cost? How many more can we put out? Town Manager McCulloch stated 26 pots is the halfway point. Vice Mayor Witt stated that 50 would be the entire street. Mayor Bryant asked if we want to space them farther apart to cut back on the watering and keep the numbers manageable. Maybe have the Town Manager check what the numbers would be spacing them out every other pole and be ready to discuss at the meeting on the 14<sup>th</sup>. Town Manager McCulloch stated that she had mentioned that as well. Councilmember Rickman asked if it would be easier and cheaper to get top soil instead of potting soil. Vice Mayor Witt stated that if it is such a plain pot, turn it into an art project with students at the schools. Citizens are less likely to complain when their children's or grandchildren's artwork is involved. Councilmember Petty stated that is true until the vines from the plants cover the artwork. Vice Mayor Witt stated that when they are picked up after the season, spray them with primer, and send them back to the schools to be redone. This could be a project like VDOT does with the snow plow blades. Councilmember Petty stated the only problem is that you would have to empty the pots every year. That would mean higher soil costs. Vice Mayor Witt stated that you could dump them into a pile and use the soil next year. Mayor Bryant stated that everyone has some good ideas. Maybe Councilmember Petty could present some ideas to Town Manager McCulloch to present at the Council meeting on the 14<sup>th</sup>. Mayor Bryant stated that Councils direction is to support the flowers up Main Street. I don't know if that needs to be a resolution or not. Maybe we need to talk and word it correctly, then come back with a purchase plan. Councilmember Petty asked just the planters, or the baskets. Mayor Bryant and Vice Mayor Witt stated that they thought the baskets were not being changed. Town Manager McCulloch stated that the hanging baskets and the pots would stop at the Methodist Church. Councilmember Petty stated that the hanging baskets on the poles further up Main Street are pulling the brackets out. Mayor Bryant stated that the hanging baskets will stop at Della Hylton's and the pots will go all the way up Main Street. Vice Mayor Witt asked if the pots will obstruct the pedestrian traffic? Councilmember Petty stated that these will be smaller than what is out there. Mayor Bryant asked for anything else. Town Manager McCulloch asked if anyone wanted a phone extension at Town Hall. Vice Mayor Witt stated that he did not. Councilmember Rickman and Councilmember Petty stated they did not want one. Town Manager McCulloch stated that only 1 Council member wanted a phone extension. Town Manager McCulloch stated that she met with Mr. Boblett this week about the veteran banners. He would like for Town to apply for the Dominion applications. There is a fee but Mr. Boblett says Dominion is going to waive the fee. There is a fee to look at the engineering and to inspect each pole. Mr. Boblett stated that the Veterans will put the banners up and take them down. His goal is to start on Main Street then go down Lowe Street. Mr. Boblett wants a year-round permanent Veterans banner display. Town Manager McCulloch stated she has emailed Dominion Energy for the form and the pricing for the application and if that would have to be done for each individual pole. Town Manager McCulloch stated that Mr. Boblett stated he did not want to do the project unless the banners would be



displayed year-round and permanent. Councilmember Rickman stated that it would look good. Vice Mayor Witt stated that the banners would probably take the place of the hanging baskets if this is approved. Vice Mayor Witt asked if Mr. Boblett had gotten permission from Verizon. Town Manager McCulloch stated that he had gotten permission to use Verizon's poles. Town Manager McCulloch stated that she had met with the Department of Conservation and Recreation (DCR) at the Gauge Dock on Tuesday. We learned we have to fill out a form because the Gauge Dock was dug out in 2019. That is a violation form. We then have to fill out a form saying the filling process had started lately. We can not do anything else to it without a permit including taking out the concrete. DCR recommends that we hook on with the flood plan study, the resiliency plan we discussed in closed session, to do a plan for the gauge dock. It would involve the cost analysis of either filling it in, or, their recommendation of taking everything out and turning it into a venue. DCR stated it could cost \$100,000.00 to fill it back in, but \$10,000.00 to dig it up. Town Manager McCulloch stated that she is learning more about the grant application. When the RFQ's come back next week, we will ask the consultant to add the Gauge Dock to the Flood Plan Study and resiliency plan. The Gauge Dock can have its own section as part of that wider plan. We can also apply for implementation money. Mayor Bryant asked Town Manager McCulloch to refresh his memory, she said because it was dug out in 2019? Town Manager McCulloch stated that Town was supposed to get a permit to dig out the Gauge Dock. Mayor Bryant asked what Town had done to the Gauge Dock in 2019. Town Manager McCulloch stated it was 2013, not 2019. Town had dug it out and tried to explore the rocks behind the wall and tried to find the floor. Town needed a permit from the DCR. So, we have to fill out a violation form because it was dug out. Then, we have to fill out a violation form because we filled it back in. They are working with us, not against us, they are helping us resolve it. There needs to be a hydrologic study to assess the impact of filling the Gauge Dock. If the water rises 1 inch it can be denied because it is in a flood way. All the permission forms will go to FEMA as well. Town Manager McCulloch stated that was horrible news based on Town goals. But, if we had not done it, we could have gotten a violation from FEMA, and citizens flood insurance could have gone up. I don't know how citizens would react to their flood insurance going up because Town filled the Gauge Dock. Town Manager McCulloch stated that even though the DEQ stated that concrete and nothing that decays can go in there, DCR stated that only dirt can go in there. The concrete can become a projectile if the flood waters move fast enough. Vice Mayor Witt asked what DCR stands for. Town Manager McCulloch stated it is the Department for Conservation and Recreation. They are actually doing a huge grant in carbon credits either \$4,000,000 or \$4,000,000,000. Vice Mayor Witt asked if this is conservation of the waterways, not necessarily historic sites? Councilmember Petty stated that they were over both. Town Manager McCulloch stated that they have an eye on both. They loved the Gauge Dock and its history. Vice Mayor Witt stated that he was trying to figure out what gave them jurisdiction over the Gauge Dock. Town Manager McCulloch stated that Town is violating FEMA rules by disturbing the floodway and flood plane by doing anything with the Gauge Dock. We need their permission to do anything with the Gauge Dock. Town Manager McCulloch stated that she did not know if Council wants to have a separate Work Session on this issue. Vice Mayor Witt stated that it needs to be discussed more. Then Council needs to talk with the committee that is doing the improvements after Council has their discussion on how to move forward. Last item is Fairview Cemetery using the food stand for their Memorial Day Event. Bobbi Sloane, who has worked in the food stand for many years, has requested the use of the food stand. However, Town has only allowed non-profits to use the stands for large events like the County Fair, not single non-profits. Town Manager McCulloch stated that she wanted to ask Council for consideration. She has asked Mrs. Sloane to fill out the pavilion rental

application with details for what they want to do in the food stand. This is setting a precedent because of pricing, if there are other non-profits in Town that would want to use it. This is something Council needs to consider. Vice Mayor Witt stated that it isn't because Council has denied it or accepted it in the past, it is because a single non-profit has never asked before. Mayor Bryant stated that it has not been allowed. This has been discussed before. It is probably best if we get the information from Town Attorney Jon Puvak about the pros and cons of a single agency using it that is not affiliated with the government. Vice Mayor Witt stated It is one of those things where once you allow it, you cannot restrict what goes on at the Town Park. Councilmember Manspile stated that they usually use the Community House. Mayor Bryant stated that they could rent the Pavilion. Town Manager McCulloch stated that they could serve meals under the Pavilion. Mayor Bryant stated that this is one of those things where we can not discriminate. Councilmember Rickman asked if they are filling out an application. Town Manager McCulloch stated that they are filling out an application, but since using the food stand is not on the application, she requested they explain what they would be doing in the food stand. Mayor Bryant stated that going back to the Gauge Dock, from the Council as a whole, there is some work to figure this out. Mayor Bryant asked what Town Manager McCulloch is requesting from Council. Town Manager McCulloch stated that the request is to be patient until we learn more. DCR is saying that they will not consider either option until an analysis is done. Council's approval to go ahead and apply for the Gauge Dock study and grant application in the flood planning and resiliency study and grant application that is due early April. Mayor Bryant asked on March 14, 2022, be prepared to discuss that plan. We have already voted to fill the Gauge Dock. Town Manager McCulloch stated that unfortunately we are being told we have to do both. A regulating agency is saying that we have to have plans for either filling it in or keeping it. Vice Mayor Witt stated that Town Manager McCulloch's recommendation is to hold the project until the government agency tells us what we can or can't do. Town Manager McCulloch stated that Town has to apply for the plan. This is all part of that. Can we please add that as part of the scope for what the engineer will do as part of the resiliency plan and planning grant application? This will really enlarge the scope. Vice Mayor Witt stated that Mr. Burton wants to have a booth at the Civil War weekend. Vice Mayor Witt would recommend putting a hold on that. Town Manager McCulloch stated that Mr. Burton had gotten his application today. He will only be talking about the history of the Gauge Dock. Vice Mayor Witt stated that as long as he has the guidance of sticking to the history of the Gauge Dock, and he knows that this project is on hold. Town Manager McCulloch asked if Mr. Burton could be told about the DCR. Councilmember Rickman stated he should be told because he has donated a bunch of money to it. Vice Mayor Witt stated that it is public record, it is recorded. Councilmember Petty stated that it may change the Gauge Dock Committee's entire plan. Mayor Bryant stated that right now, Town does not have the authority to do anything with the Gauge Dock. Vice Mayor Witt stated that with the Gauge Dock being a very volatile issue a year or two ago, Council needs to make a public statement on the Gauge Dock situation. That way the citizens know what is happening. Mayor Bryant stated that the response is we are working through the regulation to do any work on the Gauge Dock. Vice Mayor Witt stated that we want to, but we can't. Councilmember Rickman stated that we had voted last year to buy a lawn mower, the John Deere mower has had it. It is all to pieces. Public Works needs a new mower. Vice Mayor Witt stated that was why Town got one last year. We bought one because one mower was on its last leg. Mayor Bryant stated that one of them fits on the trailer. Vice Mayor Witt stated that the Town Manager should look in to it. Mayor Bryant stated that there had been some discussion before Town Manager McCulloch joined the staff about replacing the John Deere mower. Town Manager McCulloch stated that Public Works staff had mentioned that

and the mower runs about \$12,000.00. Mayor Bryant asked if Town Manager McCulloch would bring the mower up at budget discussion. Town Manager McCulloch stated that she would.

Last on the agenda was Adjournment. Vice Mayor Witt made a motion to adjourn with Councilmember Petty seconding the motion. With no further discussion, the vote was carried 4-0.

Adjournment was at 8: 47pm.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor



Minutes of Council Meeting  
Buchanan, VA

March 14, 2022

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

Attending: Board of Supervisors Amy White, 9 citizens, 3 employees, Botetourt Fire Chief Jason Ferguson, Buchanan Fire Captain Jeremy Bennington

Mayor Craig Bryant called the March 14, 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, Mayor Bryant asked that we keep our Covington neighbors in our thoughts, and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the February 2022 Financial Report, and unpaid bills, the minutes from the January 6, 2021 Work Session, January 10, 2021 Regular Council Meeting, and the January 27, 2022 Emergency Called Closed Session. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. Botetourt County Fire Chief Ferguson introduced the new Town of Buchanan Fire Captain Jeremy Bennington. Jeremy was hired by Botetourt County as a Captain for the Botetourt County Fire and EMS. Botetourt County has been working to find the best organizational structure to provide oversight and leadership of the Buchanan station and the services that are provided from the station. Jeremy will be working as the direct point of contact with Chief Ferguson's office overseeing both the career and volunteer operations. Jeremy comes to us after serving 8 years with us in a part time role. He has spent 23 years as a full-time firefighter in Roanoke City. Many of those years as a Lieutenant and the last several years as a Captain. He does have a volunteer background starting in the Rockbridge area growing up. He is an area resident over towards Eagle Rock. He understands the lay of the land and dynamics of the area. He has been working in a part time role as he transitions over to us. He will be full time beginning April 1, 2022. Mayor Bryant

welcomed Captain Bennington. Captain Bennington thanked Mayor Bryant and stated that he looked forward to working with everyone.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. Mr. Carroll Boblett, 26 Copps Hill Road. This is about the Veteran Banners project. Mr. Boblett stated that Verizon has given permission to use their poles. Mr. Boblett stated that is one side of the street, if we can not get Dominion Energy permission, the project will not be done. Mr. Boblett stated that he will not be able to get the permit from Dominion Energy. The Town will have to get the permit. Mr. Boblett stated that he would get the veterans to work on the Verizon side, but the Town will have to work with Dominion. Mayor Bryant stated that Council will put it on the Work Session Agenda to work on this project. Mr. Boblett stated that he has discussed this with Mr. Pilat at Dominion Energy. The manufacturer has sent the information for the mounting hardware to Mr. Pilat who sent it to the engineering department. The next speaker was Tim Young, Buchanan Flea Market, 19115 Main Street. Mr. Young stated that for the last 3 or 4 years the Flea Market has donated a prize for the Carnival. This year, Councilmember Rickman is not in charge of the Carnival. Mr. Young stated he had asked someone about it, they said the Town had sent a letter out about it. Mr. Young stated that he did not get a letter, email, or anything about it. He wants to know if the Town no longer wants the Flea Market's support, or was the Flea Market purposely not asked. Mr. Young stated that he had a discussion with the Town Manager several months ago on another topic. Mr. Young told her that the Flea Market was not included or notified when other things are happening. Town Manager McCulloch asked Mr. Young for his email address and he gave it to her. Mr. Young received 2 or 3 emails from Community Developer Gleason and 1 from the Town Manager, then everything stopped. Then this happened. Mr. Young stated that he wants to know if the Town Manager, the Town, Mr. Gleason, or the mayor have something against the Flea Market. Mayor Bryant thanked Mr. Young for his comments. Mr. Young stated that he would like to have an explanation. Mayor Bryant stated that he will look into what's going on. Mr. Young asked if he would be getting an explanation. Mayor Bryant stated that he would not be getting an explanation this evening, Council would look into it. Mr. Young stated that at least he knows where he stands with the mayor.

Next on the agenda was New Business/Action Items/Public Hearings. First action item was approval 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. Councilmember Manspile made a motion to approve with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. Next Action was the Adoption of the Fiscal Year 2021-2022 Audit. Mayor Bryant asked if Town Manager McCulloch would touch on some of the points for the citizens at the meeting. Town Manager McCulloch stated that it was a good audit. The Town revenues were a little short during the pandemic because Town did not hold its special events. Income that we normally have was not reflected because the events were cancelled. The auditor did have suggestions about upcoming legislation such as leases and other things to prepare for. The auditor suggestion Town change accounting software. We currently use QuickBooks. Town Manager McCulloch stated that it was a good audit. They found nothing out of the ordinary. Councilmember Manspile made a motion to adopt the Fiscal Year 2021-2022 Audit with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Audit was adopted by a vote of 5 – 0. Next was approval of Resolution R22—0314-02: A Resolution Adopting the Revised Personnel and New EEO Policies for the

Town of Buchanan. Mayor Bryant asked if there were any changes that needed to be made to the personnel policy. Mayor Bryant stated that this is the policy that was circulated at the Work Session for Council to review and make changes. Vice Mayor Witt made a motion to adopt the policy with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was passed with a vote of 5 – 0. The next action item was Resolution R22-0314-03: A Resolution Authorizing Leadership Development Training for the Town of Buchanan. Mayor Bryant asked Town Manager McCulloch for a brief summary. Town Manager McCulloch stated that Council had asked for Town staff and Council engage in communications training and leadership development. This is the last item that needs to be done for the October 12, 2021 Resolution. There is a company called Business Results Training that gave us the best quote. They have a really good work plan and lesson plan and even conducts interviews. They plan on starting interviews next month. Mayor Bryant stated that it sounds like a good thing for staff and Council. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was Resolution R22-0314-04: A Resolution Authorizing Changes to Town of Buchanan Employee Health Insurance. Mayor Bryant asked for a high-level recap. Town Manager McCulloch stated that Town currently has the “Cadillac” policy now which is extremely expensive. Town pays 100% for each employee. Town Manager McCulloch was asked to explore other options. Out of the 5 plans explored, the most economical is Local Choice through Virginia Human Resources Association. It will be saving Town \$400.00 per month per employee. Councilmember Manspile stated that he was not at the work session and asked where the benefit levels were with this plan. Town Manager McCulloch stated that it is Key Advantage 250. There is a \$250.00 dollar deductible. Staff will get dental, vision, and prescription drugs. Councilmember Manspile asked how it compares to the current policy. We fought hard to get the current policy. Town Manager McCulloch stated that it is comparable. It is not the “Cadillac” policy, but “Cadillac” is a lot to ask for. Everyone seems to be pleased with that because it includes dental and vision. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was approval of Resolution R22-0314-05 Town of Buchanan Council Public Statement Regarding Department of Conservation and Recreation (DCR) Process Regarding the Gauge Dock (James River and Kanawha Canal). Town Manager McCulloch stated that in 2019 Council voted to fill in the Gauge Dock. However, we spoke to the Department of Conservation and Recreation, and by digging it up and filling it back in we are violating several FEMA requirements. Town actually has to go back and get a permit retroactively for digging it up in 2017. Then get a permit for what has been filled in now. Town has to apply for a plan on what the cost/benefit analysis, hydrological report, and every study needed for this permitting process through FEMA. DCR is working with us on a helpful level versus an adversarial level. DCR suggests that Town apply for this new resiliency planning grant to explore the options for the Gauge Dock. Town is making this statement saying everything regarding the Gauge Dock is on hold until we go through this whole process and bring it back to Council. Mayor Bryant asked that “on hold” meaning Town is not doing anything with it. Town is not taking anything out or putting anything in the Gauge Dock until we get the correct permit/regulatory requirements met. Councilmember Manspile stated that Town has to back up after the fact where it was dug up to begin with. Town Manager McCulloch stated that it is called a violation permit. Councilmember Manspile stated that was part of the argument in Town when this started. That it was in the flood zone and shouldn’t be disturbed. We are definitely

back to square one now. Councilmember Manspile made a motion to adopt the public statement with a second from Vice Mayor Witt. 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 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. Town Manager McCulloch stated there is an opportunity through the state for Town to apply for funds for a planning grant for engineering services for the Community Flood Preparedness Grant fund that is due April 8<sup>th</sup>. Town put out an RFQ (Request for Quotes). Stantec was our only respondent. We are asking Council to authorize contracting with Stantec so that they may apply for this funding source. It can also be tied in with the Gauge Dock on Item 6. The plan for the Gauge Dock as well as looking at resiliency planning and preparedness for the Town. Mayor Bryant stated that in summary, that will also help us figure out what we can and can't do with the Gauge Dock. Town Manager McCulloch stated that was correct. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. 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 Resolution R22-0314-07: A Resolution Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund. Mayor Bryant stated that this is to submit the application. Town Manager McCulloch stated that the funder would like a separate resolution for the grant application. This will go in the grant application. You know how that red tape is. We are asking for authorization to submit the grant application that is due April 8<sup>th</sup> by Stantec. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was Resolution R22-0314-08: A Resolution Authorizing Purchasing New Planters for the Town of Buchanan. Town Manager McCulloch stated that as it was discussed in the work session, the Town planters are getting old and decaying. The thought was to stop the hanging baskets at Washington St., but continue the planters all the way to the Witt Stop. We are asking for the funds to purchase the new planters to replace the old and get the plants. We would like to do that before Arbor Day. Councilmember Manspile asked what kind of planters would be purchased. Town Manager McCulloch stated they are resin planters. They are slate gray. They are smaller around, but taller than the other planters. Councilmember Manspile stated that the new ones will phase out the barrels all the way up the street. Town Manager McCulloch stated that the barrels will be going and with Council's blessing, the new planters will arrive. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was adopted with a vote of 5 – 0. The last action item was the Arbor Day Proclamation. Mayor Bryant stated that one of the Town's proud moments is Arbor Day. It is important for Town to promote Arbor Day as it continuously does. Mayor Bryant then read the Arbor Day Proclamation. Mayor Bryant made a motion to approve the Proclamation with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the Proclamation was adopted by a vote of 5 – 0.

Next on the agenda was Reports. Town Manager McCulloch stated that regarding Special Events and Community Development, we are preparing for Carnival. We are working on the Cole's contract, talking to our vendors: U.S. foods, Pepsi, and Hershey. We are looking for another stuffed animal vendor since the previous one retired. We are trying to find another vendor that makes the pull tab tickets for the Zoo Dip because the company has closed. Town Manager McCulloch stated that Mr. Burly Gilliam has

been scheduled to run the fire works for one night which is July 4<sup>th</sup>. We will be listing repairs needed on the Carnival grounds for our public works team to begin working on next week. We are contacting Blossman about the overheating fryers. Also, as stated, Arbor Day is April 8<sup>th</sup>, the Garden Festival is April 9<sup>th</sup> from 10:00 to 4:00 with a rain date of April 16<sup>th</sup>. We plan to meet with Larry Etzler to discuss our web site and make sure everything is looking good and uniform. Town Manager McCulloch stated that Planning Commission has gotten a lot of interest for the Real Property Improvement Grant. That is the \$5,000.00 match grant for the property owner that Town plans to give out a total of \$40,000.00. Most of the applications have come in at less than \$5,000.00 per applicant. Planning Commission has 8 applications they are reviewing. We will be looking for their score sheets by the end of the week. Really interesting changes. We will be sending them to Council once Planning Commission scores them. Town Manager McCulloch asked Vice Mayor Witt, who is on the Planning Commission, if he had anything to add. Vice Mayor Witt stated that for clarification, the members of the Planning Commission make up the Board that is reviewing the applications. The Planning Commission in and of itself is not in its official capacity reviewing the applications. This is a group of volunteers that stood up and said they would be the first set of eyes on the applications. Town Manager McCulloch thanked Vice Mayor Witt for the clarification. Town Manager McCulloch stated that regarding Public Safety, Town is still working with Dominion on the blinking and intermittent lights. She did ask for a report since they were working in Town last week. She has not heard from them, but we will keep asking. VDOT is starting on the bridge repairs. As for Public Works, there were 6 miss utilities, 7 water cut offs, 2 water turn ons, 2 sewer back-ups, 5 sewer repairs on the Boyd Street alley behind Mr. Gores house.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mr. Gary Manspile, 20578 Main Street had signed up to speak. Mr. Manspile stated that he has lived there all his life, about 70 years. He is older than anyone here. He had something happen last week that really upset him. Mr. Manspile stated that he was coming down Lowe Street, and one of the Public Works employees was working there. He had his vest on and was doing everything properly. Mr. Manspile stopped to ask if he could help him. The worker replied that he could use the help, but you need to go on because if I am seen talking to you or Jamie I will be fired. Explain that to me. I want that explained to me before you leave here tonight. Mayor Bryant thanked Mr. Manspile for the public comment. Mayor Bryant stated that there was no one else signed up to speak. Mrs. Pat Jasper stated that she had not signed up, but wanted to say something. Mayor Bryant apologized and stated that in order to speak, you have to sign up. Council has to keep it uniform for Council and the audience. Mrs. Jasper stated that she just wanted to give some history about Arbor Day.

Next on the agenda was Additional Comments. Councilmember Manspile stated that he could not attend the Work Session due to being out of town for work. One thing on upcoming events and meetings are we doing the Spring Clean Up? Town needs to decide if we will do spring cleanup. We will need to advertise in the paper and coordinate with C & S Disposal. The other thing, we talked about it in the fall, we purchased a new zero turn mower a couple years ago because the other one quit working. The John Deere zero turn has been giving a lot of problems. We found out that it was flipped over the bank at the river a few years ago. Ever since, it has been a money pit. Councilmember Manspile stated that purchasing a new zero turn mower before next mowing season was discussed in a work session last fall. Mowing season is here. Mayor Bryant stated that everyone in Town has acknowledged that clean up day is very nice. Mayor Bryant asked if Council would be agreeable to schedule Clean Up Day. Town Manager McCulloch and Councilmember Rickman stated that it is advertised somewhere because they



have seen it. Mrs. Jasper stated that it is on the web site. Mayor Bryant stated there is lot of positive feedback on that. Town definitely needs to set that up. Mayor Bryant stated that Town Manager McCulloch needs to check into that. Town Manager McCulloch stated that Town Clerk Claudine Stump will be working on that. It is in the 2022-2023 budget. We can move it to this year's budget. Councilmember Manspile asked if he could help get the quotes on the same brand that we purchased last time. The employees like so much and has served us well. Town Manager McCulloch stated that Public Works has requested a 54" mower. Town Clerk Claudine Stump stated it is a Ferris mower. Councilmember Manspile stated that brand has gone above and beyond expectations and quality. He will talk with the Town Clerk after the meeting. Councilmember Rickman stated that there are 2 lights out at the end of the bridge. The bridge looks really good at night until you get to those 2 lights. They never have been lit. Town Manager McCulloch stated that has to do with trees blocking the light receiver. Councilmember Manspile stated that they were told last year there is no electricity getting to those lights. There was supposed to be new wiring conduit to all the lights on the bridge. Those 2 are the only ones on the bridge that the wiring conduit was not replaced. There is electricity to the bottom of the lights, but not the lights themselves. Council has discussed getting Leading Edge to give us a quote to put new wiring to them. Mayor Bryant asked Town Manager McCulloch to get quotes from contractors to have the lights repaired.

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 7:36 pm.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11<sup>th</sup> day of April 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**

**Setting the 2023 Dates for the Buchanan Civil War History Weekend**

Whereas, the Town of Buchanan holds the Buchanan Civil War History Weekend each year, and

Whereas, the event planners asked that the Town set the 2023 date so that they may begin promoting the event at this year's event, which is April 29 through May 1, 2022;

Now, therefore, be it resolved that the Town of Buchanan does hereby set the 2023 Buchanan Civil War History Weekend for April 28, 29, and 30, 2023.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED:**

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Mayor

ATTEST:

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Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11<sup>th</sup> day of April 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**

**Designating Funds from Carnival Proceeds to Repair Roof and Gutters at Buchanan Fire Department**

Whereas, the Town of Buchanan holds the Buchanan Community Carnival each year, and

Whereas, a portion of proceeds is reserved for emergency services, and

Whereas, a section the roof on the Buchanan Volunteer Fire Department at 19670 Main Street, Buchanan, Virginia has been leaking, which is causing interior damage, and needs to be repaired, and the gutters and downspouts need to be replaced;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to contract with McNeil Roofing to replace the shingles and repair the cupola for \$17,568.00, and the additional scope to replace all gutters and downspouts for \$1,118.00, a total project of \$18,686.00.

**AYES:**

**NAYS:**

**ABSENT:**

APPROVED:

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Mayor

ATTEST:

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Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11<sup>th</sup> day of April 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**

**Designating Funds from Carnival Proceeds for Pavilion Maintenance/Repairs and Equipment for Carnival**

Whereas, the Town of Buchanan holds the Buchanan Community Carnival each year, and

Whereas, there is need for a new French fry fryer, air conditioners, paint for buildings, food equipment, the "O's" for the LOVE works sculpture, and repair of parking lot lighting for safety;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to spend approximately \$12,000.00 to purchase items for the Carnival buildings and Buchanan Town Park area.

AYES:

NAYS:

ABSENT:

APPROVED:

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Mayor

ATTEST:

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Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11<sup>th</sup> day of April 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 Purchase of a Laptop**

Whereas, the Town of Buchanan has a need for equipment to share presentations and information during various meetings, and

Whereas, the Town Staff works with a notebook that is not capable of this use, and

Whereas, a new laptop with greater memory allows for a smoother and more professional presentation and performance

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to use funds to purchase a laptop not to exceed \$1,300.

**AYES:**

**NAYS:**

**ABSENT:**



APPROVED:

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Mayor

ATTEST:

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Town Clerk