

Tristan Harris, Mayor
Chris Witt, Vice Mayor
James Manspile
Marlon Rickman
James Eubank



Buchanan Town Council
Monday, May 8, 2023
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 Reports April 2023
2. Approval of Paid Bills
3. Minutes from April 6, 2023 Work Session, and April 10, 2023 Regular Council Meeting.

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS – **This time is reserved for comments and questions for issues listed on the agenda.** **Comments should be directed to Council.**

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Bank of Botetourt presentation
2. Consideration of Resolution R23-0508-12: Resolution to Authorize Full Time Employees of the Town of Buchanan, Virginia Participation in Group Life Insurance Program as Set Out in Title 51.1, Chapter 5 of the Code of Virginia.
3. Mr. Carol Boblett speaking on Banner Program.

H. Reports

1. Staff Monthly Reports
 - i. Town Clerk
 - ii. Community Planner
 - iii. Town Treasurer
 - iv. Town Manager

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA **ITEMS– This time is reserved for comments and questions for issues not listed on** **agenda. Comment should be directed to Council.**

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J. ADDITIONAL COMMENTS

K. UPCOMING MEETINGS AND EVENTS

- **LEU Bicycle Ride** - Wednesday, May 10, 2023 - Town Park
- **Budget Work Session** - Thursday, May 11, 2023 - 6:30 pm - Town Hall
- **FSWVA Farmer's Market** - Wednesday, May 24, 2023 - 2:00-3:30 - Resource Center
- **Community Farmer's Market** - Saturday, May 27, 2023 - 9:00 am - Main Street
- **Memorial Day** - Monday, May 29, 2023 - Town Hall Closed
- **Farmer's Market Flower Festival** - Saturday, June 3, 2023 - Town Park
- **Iron Man Race** - June 4, 2023 - Main Street
- **Planning Commission** - Monday, June 5, 2023 - 7:00pm - Town Hall
- **Leap Mobile Market** - Wednesday, June 7, 2023 - 1:30 - 2:30 - Resource Center
- **BOCO Wild** - Saturday, June 10, 2023 - 10:00 - 4:00 - Town Park
- **Town Council Meeting** - Monday, June 12, 2023 - 7:00pm - Town Hall

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	240,548.25
10030 Change Funds	100.00
10040 Town Beautification Fund	9,104.03
10500 Certificates of Deposit	1,668,910.95
Total Checking/Savings	1,918,669.20
Accounts Receivable	
Prepaid Taxes	-381.14
11001 General AR Billed	4,022.23
Property Taxes Receivable	22,855.41
WSG Receivable	71,463.75
Total Accounts Receivable	97,960.25
Other Current Assets	
11012 Due from State/Fed Sewer	11,486.00
11200 Prepaid Items	105,112.07
11000 Acct Receivable General	33,054.00
11010 Due from State/Fed Gen	6,958.64
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,805.14
11109 Allowance - Wat/Sew/Garba	-10,142.23
Allowance-Property Taxes	-525.60
Undeposited Funds	349.82
Total Other Current Assets	165,123.09
Total Current Assets	2,181,752.54
Fixed Assets	
13000 Property, Plant, Equip	8,223,426.94
Total Fixed Assets	8,223,426.94
TOTAL ASSETS	10,405,179.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	21,133.93
Total Accounts Payable	21,133.93
Other Current Liabilities	
21230 Prepaid Taxes and Others	1.65
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	406.46
21160 Accrued Payroll - General	12,617.66
22000 Customer Deposits	25,781.31
23000 Payroll Liabilities	9,808.16
25200 Accrued Interest Payable	387.14
Deferred Taxes Receivable	21,895.50
Vandalism Reward Funds	12.89
Total Other Current Liabilities	420,772.27
Total Current Liabilities	441,906.20
Long Term Liabilities	

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Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of April 30, 2023

	Apr 30, 23
26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	4,069,293.86
Total Long Term Liabilities	4,087,560.78
Total Liabilities	4,529,466.98
Equity	
30100 General Fund Balance	723,927.11
30200 Water Retained Earnings	4,531,808.00
30300 Sewer Retained Earnings	171,825.05
30400 Carnival Fund Balance	148,135.89
Retained Earnings	113,841.32
Net Income	186,175.13
Total Equity	5,875,712.50
TOTAL LIABILITIES & EQUITY	10,405,179.48

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

Ordinary Income/Expense	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Income					
Returned Check Charges		0.00			
3100000 Local Revenue			35.00		0.00
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	11,342.80	12,500.00	147,208.81	125,000.00	150,000.00
3110102 Delinquent Taxes	438.25	333.34	1,182.76	3,333.34	4,000.00
Total 3110100 Real Property Taxes	11,781.05	12,833.34	148,391.57	128,333.34	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	4.28	1,291.66	19,639.97	12,916.60	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.77	41.60	50.00
Total 3110300 Personal Property Taxes	4.28	1,295.82	19,640.74	12,958.20	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	354.99	166.66	1,832.61	1,666.60	2,000.00
Total 3110600 Penalties & Interest	354.99	166.66	1,832.61	1,666.60	2,000.00
Total 3110000 General Property Taxes	12,140.32	14,295.82	169,864.92	142,958.14	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes					
3120200 Consumer Utility Taxes	6,090.11	4,250.00	61,642.01	42,500.00	51,000.00
3120210 Consumption Tax	2,344.31	1,916.66	20,957.84	19,166.60	23,000.00
3120300 Business License Taxes	381.35	291.66	3,383.42	2,916.60	3,500.00
3120500 Vehicle Fees	199.02	3,541.66	41,144.87	35,416.60	42,500.00
3120600 Bank Franchise Fees	0.00	1,166.66	0.00	11,666.60	14,000.00
3121000 Occupancy Tax	0.00	4,750.00	0.00	47,500.00	57,000.00
3121100 Meals Taxes	478.12	333.33	5,719.83	3,333.30	4,000.00
Total 3120000 Other Local Taxes	3,469.42	2,083.33	27,055.08	20,833.30	25,000.00
3130000 Permits/Fees/Reg Lic	12,962.33	18,333.30	159,903.05	183,333.00	220,000.00
3130307 Zoning Permits	0.00	20.83	100.00	208.30	250.00
3130308 Building Permits	50.00	0.00	650.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	83.30	100.00
3130310 Special Use Permit	0.00	8.33	0.00	83.30	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	750.00	374.90	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	125.00	3,209.52	1,250.00	1,500.00
3140103 Zoning Violations	0.00	41.66	1,350.00	416.60	500.00
Total 3140000 Fines and Forfeitures	0.00	166.66	4,559.52	1,666.60	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	52.50	2,500.00	3,000.00
3150200 Rental Income	130.00	83.33	1,305.00	833.30	1,000.00
Total 3150000 Rev-Use of Money/Prop	130.00	333.33	1,357.50	3,333.30	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues	0.00		-100.00		
3165110 Water Services	0.00		6,900.00		
3165190 Water Hook Up Fees					
Total 3165100 Water Revenues	0.00		6,800.00		
3165200 Sewer Revenues					
3165290 Sewer Hook Up Fees	0.00		4,700.00		
Total 3165200 Sewer Revenues	0.00		4,700.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,407.50	8,250.50	83,135.00	82,505.00	99,006.00
Total 3165300 Garbage Fees	8,407.50	8,250.50	83,135.00	82,505.00	99,006.00
Total 3165000 Charge Enterprise Svcs	8,407.50	8,250.50	94,635.00	82,505.00	99,006.00
Total 3160000 Charges for Services	8,407.50	8,250.50	94,635.00	82,505.00	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	1,714.00	4,166.60	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	416.60	500.00
3189925 Mountain Magic	125.00	708.33	11,087.00	7,083.30	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	166.60	200.00
3189922 Pork by the James	0.00	708.33	0.00	7,083.30	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	11,666.60	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	83.30	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	41.60	50.00
3189918 Buchanan Garden Festival	315.00	166.66	745.00	1,666.60	2,000.00
3189917 CivilWar History Weeked	80.00	208.33	1,780.00	2,083.30	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	250.00	300.00
3189905 Overage/Shortage	0.00	0.00	-24.83	0.00	0.00
3189904 Other	35.00	83.33	7,225.06	833.30	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	83.33	2,222.00	833.30	1,000.00
3189910 Arbor Day Donations	70.00	83.33	1,900.00	833.30	1,000.00
3189911 Event Fees	0.00	8.33	7,876.00	83.30	100.00
3189912 Carnival Proceeds	250.00	6,250.00	155,509.93	62,500.00	75,000.00
3189999 Overpayments	0.00		18.95	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Total Miscellaneous Revenue	320.00	6,424.99	167,526.88	64,249.90	77,100.00
Total 3180000 Miscellaneous Revenue	875.00	9,979.10	200,174.11	99,791.00	119,750.00
Total 3100000 Local Revenue	34,565.15	51,396.20	631,244.10	513,961.94	616,756.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220111 Car Rental Tax	0.00	0.00	335.52	0.00	0.00
3220150 Communications Tax	0.00	189.58	1,491.98	1,895.80	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	2,708.30	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	27,120.00	27,406.60	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	11,608.54	9,673.30	11,608.00
Total 3220000 Non-Categorical Aid	0.00	4,168.40	43,807.08	41,684.00	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	388,735.00	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	3,333.30	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	15,000.00	12,500.00	15,000.00
3240000 Categorical Aid - Other	0.00	0.00	0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00	40,456.83	481,482.00	404,568.30	485,482.00
Total 3200000 Rev from Commonwealth	0.00	44,625.23	525,289.08	446,252.30	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	1,170.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	1,170.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	1,170.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00		0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.16	0.00	13,541.68	16,250.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	1,354.16	0.00	13,541.68	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	27,083.36	32,500.00
Total Income	34,565.15	98,846.75	1,156,568.18	988,467.60	1,186,163.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Gross Profit	34,565.15	98,846.75	1,156,568.18	988,467.60	1,186,163.00
Expense					
Bank Service Charges					
01 General Government Admin					
001 Legislative	0.00		113.45		
11110 Town Council					
1100 Salaries	420.00	420.83	4,310.80	4,208.30	5,050.00
3600 Advertising	0.00	187.50	1,149.38	1,875.00	2,250.00
5540 Convention & Education	0.00	20.83	3,014.84	208.30	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	208.30	250.00
5800 Miscellaneous Expense	0.00	20.83	63.52	208.30	250.00
5810 Dues and Memberships	0.00	208.33	91.00	2,083.30	2,500.00
Total 11110 Town Council	420.00	879.15	8,629.54	8,791.50	10,550.00
Total 001 Legislative	420.00	879.15	8,629.54	8,791.50	10,550.00
Total 01 General Government Admin	420.00	879.15	8,629.54	8,791.50	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	240.00	2,083.33	24,429.14	20,833.30	25,000.00
Total 12210 Legal Services	240.00	2,083.33	24,429.14	20,833.30	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	14,050.00	11,125.00	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	14,050.00	11,125.00	13,350.00
12410 Clerk-Treasurer					
3140 ARPA Exp - General	0.00		37,501.00		
1100 Salaries	6,596.16	7,083.33	62,298.14	70,833.34	85,000.00
1110 Overtime	0.00	83.33	4,923.78	833.30	1,000.00
1120 Bonus	300.00		7,000.00	0.00	0.00
2100 FICA/Medicare Tax	1,432.55	1,250.00	18,012.08	12,500.00	15,000.00
2110 Virginia Unemployment Ins	10.91	50.00	715.63	500.00	600.00
2210 IRA Contribution	0.00		0.00	0.00	0.00
2212 Retirement	474.88	0.00	4,238.41	0.00	0.00
2213 VRS VLDP	0.00	270.83	653.37	2,708.30	3,250.00
2300 Health Insurance	0.00	1,694.00	13,552.00	16,940.00	20,328.00
3120 Accounting Services	170.04	1,250.00	13,763.10	12,500.00	15,000.00
3130 Bank Service Charges	0.00	58.33	477.58	583.30	700.00
3500 Printing and Binding	0.00	125.00	3,594.93	1,250.00	1,500.00
3600 Advertising	0.00	41.66	-270.00	416.60	500.00
5210 Postal Services	516.39	270.83	2,537.04	2,708.30	3,250.00
5230 Telecommunications	647.68	258.33	3,093.29	2,583.30	3,100.00
5401 Copy Machine Rental	0.00	250.00	2,157.01	2,500.00	3,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
5600 Mileage Reimbursement	0.00	16.66	317.51	166.60	200.00
5800 Miscellaneous Expense	150.00	0.00	27,171.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	179.00	250.00	300.00
6001 Office Supplies	543.42	375.00	5,805.64	3,750.00	4,500.00
Total 12410 Clerk-Treasurer	10,842.03	13,102.30	207,720.51	131,023.04	157,228.00
12510 Town Manager					
1100 Salaries	5,384.60	5,208.34	67,929.78	52,083.33	62,500.00
1120 Bonus	0.00		2,000.00	0.00	0.00
2212 Retirement	396.68	0.00	1,802.12	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	1,666.60	2,000.00
2300 Health Insurance	0.00	847.00	8,893.50	8,470.00	10,164.00
5600 Mileage Reimbursement	0.00	37.50	777.32	375.00	450.00
5800 Miscellaneous Expense	0.00	41.66	113.34	416.60	500.00
5810 Dues and Memberships	0.00	75.00	250.00	750.00	900.00
Total 12510 Town Manager	5,781.28	6,376.16	81,766.06	63,761.53	76,514.00
Total 02 General & Financial Admin	16,863.31	22,674.29	327,965.71	226,742.87	272,092.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department					
3840 Purch of Svc from County	2,917.00		11,667.00		
31100 Police Department - Other	2,916.00	2,916.66	20,416.00	29,166.60	35,000.00
Total 31100 Police Department	5,833.00	2,916.66	32,083.00	29,166.60	35,000.00
Total 001 Law Enforcement	5,833.00	2,916.66	32,083.00	29,166.60	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	20,344.00	4,166.60	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	8,333.30	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	83.30	100.00
Total 32200 Volunteer Fire Department	0.00	1,258.32	20,344.00	12,583.20	15,100.00
Total 002 Fire & Rescue Services	0.00	1,258.32	20,344.00	12,583.20	15,100.00
Total 03 Public Safety	5,833.00	4,174.98	52,427.00	41,749.80	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	1,824.00	3,958.33	37,901.60	39,583.30	47,500.00
1110 Overtime	48.00	166.66	1,462.09	1,666.60	2,000.00
1120 Bonus	0.00		1,000.00	0.00	0.00
2212 Retirement	137.88	0.00	2,241.82	0.00	0.00
2213 VRS VLDP	0.00	91.66	274.32	916.60	1,100.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
2300 Health Insurance	0.00	1,694.00	5,541.00	16,940.00	20,328.00
3310 Repair & Maint Services	0.00	500.00	7,585.20	5,000.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	242.60	4,166.60	5,000.00
3322 Janitorial Services	0.00	300.00	2,327.61	3,000.00	3,600.00
5100 Electricity - Streetlights	53.49	916.66	12,561.38	9,166.60	11,000.00
5110 Electricity - Town Hall	274.01	229.16	3,563.27	2,291.60	2,750.00
5120 Heating Fuel	0.00	208.33	4,972.44	2,083.30	2,500.00
5230 Telecommunications	161.73	316.66	2,692.62	3,166.60	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	16,666.60	20,000.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5811 Uniforms & Safety Clothing	0.00	166.66	1,671.44	1,666.60	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	416.60	500.00
6007 Repair & Maint Supplies	326.70	500.00	3,718.28	5,000.00	6,000.00
6008 Vehicle & Equip Fuels	213.77	500.50	3,497.14	5,005.00	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	6,666.60	8,000.00
Total 43200 Maint of Gen Properties	3,039.58	12,340.26	91,252.81	123,402.60	148,084.00
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	7,500.00	9,000.00
33201 Trash Pickup	0.00	6,791.66	53,176.27	67,916.60	81,500.00
Total 44000 Trash Department	0.00	7,541.66	53,176.27	75,416.60	90,500.00
44100 Water Operations					
1110 Overtime	0.00	0.00	202.50	0.00	0.00
5210 Postal Services	0.00	0.00	96.00	0.00	0.00
6001 Office Supplies	54.90	54.90	54.90		
Total 44100 Water Operations	54.90	0.00	353.40	0.00	0.00
44200 Sewer Operations					
1110 Overtime	0.00	0.00	0.00	0.00	0.00
6001 Office Supplies	0.00		40.19		
Total 44200 Sewer Operations	0.00	0.00	40.19	0.00	0.00
Total 04 Public Works	3,094.48	19,881.92	144,822.67	198,819.20	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	4,166.60	5,000.00
5210 Postage	0.00	166.66	813.76	1,666.60	2,000.00
5810 Arbor Day Celebration	677.75		677.75	0.00	0.00
5811 Epiphany Bon Fire	0.00	25.00	0.00	250.00	300.00
5814 Easter Egg Hunt	0.00	166.66	560.00	1,666.60	2,000.00
5815 Civil War History Weekend	560.00	208.33	0.00	2,083.30	2,500.00
5816 Buchanan Garden Festival	0.00	4.16	0.00	41.60	50.00
5817 LEU Police Bicycle Tour	0.00				

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	62.50	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	6,666.60	8,000.00
5820 Pork by the James	0.00	666.66	0.00	6,666.60	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	8.34	84.10	101.00
5823 Mountain Magic	0.00	416.66	5,729.57	4,166.60	5,000.00
5824 Christmas Parade	0.00	41.66	69.95	416.60	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	166.60	200.00
5827 Misc. Event Supplies	46.18	0.00	413.38	0.00	0.00
6001 Office Supplies	0.00	0.00	155.84	0.00	0.00
3600 Advertising	485.00	350.00	3,275.00	3,500.00	4,200.00
5840 Town Events	0.00	100.00	1,292.08	1,000.00	1,200.00
6013 Recreational Supplies	47.96	41.66	1,459.61	416.60	500.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
71100 Parks & Recreation - Other	0.00	0.00	3,503.58	0.00	0.00
Total 71100 Parks & Recreation	1,816.89	3,302.09	26,000.11	33,020.90	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	2,047.65	3,470.80	4,165.00
1101 Utilities	0.00	416.66	5,561.91	4,166.60	5,000.00
5801 Carnival Operations	0.00	1,666.66	32,805.54	16,666.60	20,000.00
8110 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 71200 Carnival	0.00	2,430.40	50,415.10	24,304.00	29,165.00
Total 07 Parks, Events & Cultural	1,816.89	5,732.49	76,415.21	57,324.90	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	40,898.17	38,750.00	46,500.00
1110 Overtime	333.80	0.00	9,004.26	0.00	0.00
1120 Bonus	0.00	0.00	900.00	0.00	0.00
2212 Retirement	262.24	0.00	2,680.20	0.00	0.00
2213 VRS VLDP	0.00	83.33	195.92	833.30	1,000.00
2300 Health Insurance	0.00	847.00	6,776.00	8,470.00	10,164.00
3600 Advertising	501.57	333.33	6,406.12	3,333.30	4,000.00
5602 Donation After Prom Party	0.00	16.66	200.00	166.60	200.00
5603 Donation to Theater	0.00	333.33	9,000.00	3,333.30	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	2,083.30	2,500.00
6001 Office Supplies	0.00	0.00	20.98	0.00	0.00
6014 Other Operating Supplies	0.00	0.00	0.00	0.00	0.00
Total 81200 Community Development	4,657.45	5,696.98	76,081.65	56,969.80	68,364.00
Total 08 Development	4,657.45	5,696.98	76,081.65	56,969.80	68,364.00
09 Nondepartmental					
004 Capital Projects					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
94100 General Improvements					
94102 Sidewalk Improvements	0.00		0.00	0.00	0.00
94105 Playground	0.00	183.33	1,833.00	1,833.30	2,200.00
94107 Community Develop Grant	37,055.90		37,220.90	0.00	0.00
94108 Covid-19 & ARPA	1,575.00	38,873.50	37,772.33	388,735.00	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	34,583.30	41,500.00
Total 94100 General Improvements	38,630.90	42,515.16	76,826.23	425,151.60	510,182.00
Total 004 Capital Projects	38,630.90	42,515.16	76,826.23	425,151.60	510,182.00
005 Debt Service					
95100 General Debt					
95120 Interest Payments	0.00		35.79		
Total 95100 General Debt	0.00		35.79		
Total 005 Debt Service	0.00		35.79		
Total 09 Nondepartmental	38,630.90	42,515.16	76,862.02	425,151.60	510,182.00
Payroll Expenses	300.44		832.86	0.00	0.00
Total Expense	71,616.47	101,554.97	764,150.11	1,015,549.67	1,218,663.00
Net Ordinary Income	-37,051.32	-2,708.22	392,418.07	-27,082.07	-32,500.00
Net Income	-37,051.32	-2,708.22	392,418.07	-27,082.07	-32,500.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

April 2023

Ordinary Income/Expense	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00	0.00	379.65	0.00	0.00
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	379.65	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	27,915.04	28,333.33	282,990.13	283,333.30	340,000.00
3165111 Water Sales	0.00	41.66	165.00	416.60	500.00
3165120 Water Penalties	1,363.20	1,666.66	16,102.00	16,666.60	20,000.00
3165130 Reconnect Fees	0.00	250.00	1,500.00	2,500.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	1,833.30	2,200.00
Total 3165100 Water Revenues	29,278.24	30,474.98	300,757.13	304,749.80	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,630.13	17,298.16	169,507.01	172,981.60	207,578.00
Total 3165200 Sewer Revenues	16,630.13	17,298.16	169,507.01	172,981.60	207,578.00
Total 3165000 Charge Enterprise Svcs	45,908.37	47,773.14	470,264.14	477,731.40	573,278.00
Total 3160000 Charges for Services	45,908.37	47,773.14	470,264.14	477,731.40	573,278.00
Total 3100000 Local Revenue	45,908.37	47,773.14	470,643.79	477,731.40	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00	3,333.33	0.00	33,333.30	40,000.00
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	33,333.30	40,000.00
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	33,333.30	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	33,333.30	40,000.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
3330201 USDA SEARCH Grant	0.00	0.00	0.00	0.00	0.00
Total 3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	45,908.37	51,106.47	470,643.79	511,064.70	613,278.00
Gross Profit	45,908.37	51,106.47	470,643.79	511,064.70	613,278.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	53.86	0.00	1,113.68	0.00	0.00
2110 Virginia Unemployment Ins	0.00	0.00	99.65	0.00	0.00
2212 Retirement	0.00	0.00	7.68	0.00	0.00
Total 12410 Clerk-Treasurer	53.86	0.00	1,221.01	0.00	0.00
12510 Town Manager					
5800 Miscellaneous Expense	0.00		30,350.00		
Total 12510 Town Manager	0.00		30,350.00		
Total 02 General & Financial Admin	53.86	0.00	31,571.01	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	704.00		3,920.00		
1110 Overtime	0.00		264.00		
2212 Retirement	50.72	0.00	841.69	0.00	0.00
2300 Health Insurance	0.00		3,811.50		
5230 Telecommunications	9.75	0.00	150.19	0.00	0.00
5800 Miscellaneous Expense	7,750.00		34,845.00		
5811 Uniforms & Safety Clothing	105.00		210.00		
Total 43200 Maint of Gen Properties	8,619.47	0.00	44,042.38	0.00	0.00
44100 Water Operations					
8110 ARPA Water Expenditures	30,326.10		30,326.10		
1100 Salaries & Wages	0.00	1,000.00	6,870.75	10,000.00	12,000.00
1110 Overtime	0.00	83.33	255.80	833.30	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	208.30	250.00
3100 Prof Svcs & Miss Utility	5.77	20.83	177.41	208.30	250.00
3310 Operating Contract	0.00	7,444.36	66,500.46	74,443.60	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	28,277.20	3,750.00	4,500.00
3500 Printing & Binding	0.00		0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	2,500.00	3,000.00
5110 Utilities	804.88	791.66	12,351.20	7,916.60	9,500.00
5810 Dues and Memberships	0.00		350.00	0.00	0.00
6001 Office Supplies	213.42		213.42		
6007 Repair & Maint Supplies	3,049.03	750.00	20,926.89	7,500.00	9,000.00
6009 Vehicle & Equip Supplies	0.00	416.66	3,657.15	4,166.60	5,000.00
6014 Operating Supplies	0.00	548.16	8,038.82	5,481.60	6,578.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
8101 Machinery & Equipment Cost	0.00	416.66	0.00	4,166.60	5,000.00
Total 44100 Water Operations	34,399.20	12,117.49	179,806.20	121,174.90	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	0.00	0.00	0.00	0.00	0.00
3310 Repairs & Maint Contract	0.00	416.66	12,445.00	4,166.60	5,000.00
5110 Utilities	513.92	666.66	7,521.75	6,666.60	8,000.00
5230 Telecommunications	0.00	83.33	290.62	833.30	1,000.00
6014 Operating Supplies	732.50	183.33	1,897.50	1,833.30	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	5,000.00	6,000.00
Total 44110 Water Filtration Plant	1,246.42	1,849.98	22,154.87	18,499.80	22,200.00
44200 Sewer Operations					
8110 ARPA Sewer Expenditures	57,662.50		57,662.50		
5230 Telecommunications	52.81	83.33	368.43	833.30	1,000.00
1100 Salaries & Wages	0.00	916.66	3,062.25	9,166.60	11,000.00
1110 Overtime	0.00	41.66	184.54	416.60	500.00
2100 FICA/Medicare	0.00	75.00	0.00	750.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	66.60	80.00
3100 Prof Svcs & Miss Utility	5.78	20.83	177.44	208.30	250.00
3110 Operating Contract	2,000.00	7,444.36	78,500.46	74,443.60	89,332.32
3310 Repairs & Maint Contract	16,454.00	583.33	30,292.26	5,833.30	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	4,583.30	5,500.00
3600 Advertising	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	125.00	3,095.00	1,250.00	1,500.00
5110 Utilities	198.20	1,833.33	22,042.79	18,333.30	22,000.00
5410 Lease/Rent of Equipment	25.00	583.33	2,880.00	5,833.30	7,000.00
6007 Repair & Maint Supplies	1,039.98	750.00	7,774.39	7,500.00	9,000.00
6009 Vehicle & Equip Supplies	0.00	416.66	3,657.15	4,166.60	5,000.00
6014 Operating Supplies	0.00	583.33	17,920.00	5,833.30	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	2,500.00	3,000.00
Total 44200 Sewer Operations	77,438.27	14,171.81	228,121.21	141,718.10	170,062.32
Total 04 Public Works	121,703.36	28,139.28	474,124.66	281,392.80	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	2,916.60	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	2,916.60	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	13,019.42	33,333.30	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	5,000.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	4,948.60	5,938.36

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Total 94300 Sewer Projects	0.00	4,328.19	13,019.42	43,281.90	51,938.36
Total 004 Capital Projects	0.00	4,619.85	13,019.42	46,198.50	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	15,638.92	143,009.13	156,389.16	187,667.00
95520 Interest Payments	0.00	0.00	5,383.82	0.00	0.00
95530 Other Debt Costs	0.00		2,691.91		
Total 95500 Water Debt Service	0.00	15,638.92	151,084.86	156,389.16	187,667.00
95700 Sewer Debt Service					
95720 Interest Payments	0.00	0.00	0.00	0.00	0.00
Total 95700 Sewer Debt Service	0.00	0.00	0.00	0.00	0.00
Total 005 Debt Service	0.00	15,638.92	151,084.86	156,389.16	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	27,083.28	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	27,083.28	32,500.00
Total 09 Nondepartmental	0.00	22,967.09	164,104.28	229,670.94	275,605.36
Payroll Expenses	0.00		0.00	0.00	0.00
Total Expense	121,757.22	51,106.37	669,799.95	511,063.74	613,278.00
Net Ordinary Income	-75,848.85	0.10	-199,156.16	0.96	0.00
Net Income	-75,848.85	0.10	-199,156.16	0.96	0.00

Town of Buchanan, Virginia

Vendor Payments Made

April 2023

Type	Date	Num	Memo
AT&T			
Bill Pmt -Check	04/14/2023	23613	0207616481001
Bill Wellington			
Check	04/28/2023	23655	VOID: Civil War History Weekend
Bio-nomic Services			
Bill Pmt -Check	04/14/2023	23614	BUCTOW-1
Buchanan Rescue Squad			
Check	04/06/2023	23605	VOID: Facade Grant GJE, RGJE created on 04/17...
Check	04/17/2023	23626	Facade Grant
Cintas Corporation- #524			
Bill Pmt -Check	04/14/2023	23615	4151224834
Claudine R. Stump			
Bill Pmt -Check	04/14/2023	23616	Walmart Reimbursement
Curtis Deacon Contracting Inc (v)			
Bill Pmt -Check	04/14/2023	23617	
Dominion Va. Power			
Bill Pmt -Check	04/14/2023	23618	2027648746
Factory Flats, LLC			
Bill Pmt -Check	04/14/2023	23619	
James Manspile			
Check	04/28/2023	23657	Hay for Civil War History Weekend
New Leaf Farms Inc.			
Check	04/05/2023	23604	Arbor Day
Pall Corporation			
Bill Pmt -Check	04/14/2023	23620	Document 99546916
Preferred Business Solutions Inc			
Bill Pmt -Check	04/14/2023	23621	
Stantec Consulting Services, Inc.			
Bill Pmt -Check	04/14/2023	23622	Project 23800661
Town of Buchanan (Petty Cash)			
Check	04/28/2023	23658	Change for Civil War History Weekend
Treasurer, Botetourt County			
Bill Pmt -Check	04/14/2023	23623	Police services
Verizon (Water Tank)			
Bill Pmt -Check	04/14/2023	23624	653-767-895-0001-01 (WFP)
Virginia ABC			
Bill Pmt -Check	04/14/2023	23611	ABC License for Wine Festival
VUPS			
Bill Pmt -Check	04/14/2023	23625	Miss Utility

Town of Buchanan, Virginia
Vendor Payments Made
April 2023

Account	Split	Amount
10010 Buchanan General Fund	20000 Accounts Payable	-145.83
10010 Buchanan General Fund	5815 Civil War History Weeke...	0.00
10010 Buchanan General Fund	20000 Accounts Payable	-57,662.50
10010 Buchanan General Fund	94108 Covid-19 & ARPA	0.00
10010 Buchanan General Fund	94108 Covid-19 & ARPA	-1,575.00
10010 Buchanan General Fund	20000 Accounts Payable	-35.00
10010 Buchanan General Fund	20000 Accounts Payable	-55.63
10010 Buchanan General Fund	20000 Accounts Payable	-14,426.00
10010 Buchanan General Fund	20000 Accounts Payable	-2.76
10010 Buchanan General Fund	20000 Accounts Payable	-30,175.00
10010 Buchanan General Fund	5815 Civil War History Weeke...	-60.00
10010 Buchanan General Fund	5810 Arbor Day Celebration	-677.75
10010 Buchanan General Fund	20000 Accounts Payable	-30,326.10
10010 Buchanan General Fund	20000 Accounts Payable	-170.04
10010 Buchanan General Fund	20000 Accounts Payable	-6,880.90
10010 Buchanan General Fund	5815 Civil War History Weeke...	-300.00
10010 Buchanan General Fund	20000 Accounts Payable	-2,916.00
10010 Buchanan General Fund	20000 Accounts Payable	-61.25
10010 Buchanan General Fund	20000 Accounts Payable	-85.00
10010 Buchanan General Fund	20000 Accounts Payable	-11.55



Minutes of Council Work Session Meeting
Buchanan, VA

April 6, 2023

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

Vice Mayor Witt called the April 6, 2023 work session to order at 7:00 p.m. This meeting was held in the Council Room. Vice Mayor Witt asked Town Treasurer John Griffin to take roll call. With four councilmembers present, a quorum was established. Vice Mayor Witt asked for a moment of silence then the Pledge of Allegiance was recited.

The first item for discussion was the Park Usage for the Botetourt Farmers Market to use the Town Park for festivals. Vice Mayor Witt explained why the Town has the policy they have in place. Town Manager Hayfield stated that Town had reached out to Botetourt Farmers Market but they did not respond. The first Festival is scheduled for June 2. Councilmember Manspile recommended partnering with the Botetourt Farmer's market for a year to see how it goes. Community Developer Harry Gleason needs to coordinate with the Farmer's market. Town Manager Hayfield asked if Town would charge for the events. Vice Mayor Witt stated that is why someone from the Farmer's Market should be here to answer questions. Town Manager Hayfield stated there should be guidelines for groups using the park to make a profit. Vice Mayor Witt stated that we need to come up with criteria for Town Sanctioned or approved events. Council agreed to approve these events for Town sanctioned events for 2023. Council stated the Town events calendars need to be created further out. Town may need to combine events in the future.

The next item for discussion was the fire department repair list. Town Manager Hayfield met with Captain Bennington to discuss the list that was created in November. Many of the smaller items have been completed. There is a crack in the wall from the second floor to the basement. That needs to be addressed. It may be a major foundation issue. The water leak from the second floor into the first floor needs to be fixed. The asphalt needs to be replaced as well. Vice Mayor Witt stated that Town should consider charging rent. The organization using the building is now a county organization, not Town. Town is one of the few municipalities that does not charge the county rent for their facility. Council explained the history of the fire department and how money from the carnival is distributed to the fire department. Town Manager Hayfield stated he would get quotes for foundation repair, the upstairs water leak, and the windows and doors that are sticking. Councilmember Manspile stated he would get quotes for the milling and paving of the parking lot. Vice Mayor Witt stated once we get the quotes, we should meet with the County to discuss getting all the repairs done. Town Treasurer John Griffin stated

that it may be a good idea to get a structural engineer to look at the building if there are foundation problems.

The next item for discussion was the façade grant application for Treknas properties. Town Manager Hayfield stated that this is for the hardware store replacing their doors with sliding glass doors. The new doors make the building more handicap accessible. Vice Mayor Witt stated that Council should vote to extend the façade grant availability through 2023. Councilmember Manspile stated that he though it was revolving. Councilmember Eubank stated that the way it reads is the grants are available until the funds run out. Council decided since it has been approved by the committee, bring it to the Council Meeting for approval. Councilmember Manspile suggested having a Town Hall meeting with the business owners in Town.

The next item for discussion was purchasing a permanent generator at well 1 and Carson Hill. Town Manager Hayfield stated that with generators at well 1 and Carson Hill would be able to process water for the entire town if power goes down for a significant amount of time. Councilmember Manspile explained how the entire process would work. Vice Mayor Witt asked if both would be necessary. Councilmember Manspile stated one would be good, two would be great. Councilmember Manspile stated that the new tank at the filter building has been installed and is working well. Council discussed the use of the ARPA funds for water/sewer and other things that citizens have brought to Council.

The next item for discussion was the Sandra's Marking Company request to put in an above ground double lined gas tank at their second facility. Town Manager Hayfield stated that would be on the Town Council Meeting.

Vice Mayor Witt asked if the re-writing of Town Ordinance and Code had been finalized. The Ordinance and Code had been re-written, but had not been finalized because the new Town Manager needed to look at it. Town Manager Hayfield stated that he would check on it. Vice Mayor Witt stated that he would like to be removed from the Planning Commission.

Councilmember Manspile made a motion to adjourn with a second from Vice Mayor Witt. With no further discussion, the motion was carried with a vote of 4 – 0.

Adjournment was at 9:09 pm.

Respectfully submitted,

Claudine Stump, Clerk

Mayor



Minutes of Council Meeting
Buchanan, VA

April 10, 2023

Present: Mayor Tristan Harris
Vice Mayor Chris Witt
Councilmember Manspile
Councilmember Marlon Rickman
Councilmember James Eubank

Mayor Harris brought the April 10, 2023 regular Town Council meeting to order at 7:00 pm. Mayor Harris asked Town Clerk Claudine Stump to take roll call. With all Council members present, a quorum was established. A moment of silence was held and the Pledge of Allegiance was recited.

The first item on the agenda was approval of the consent agenda which consisted of the financial report for March 2023, the approval of paid bills, and approval of the minutes from the February 13, 2023 Regular Council Meeting, March 9, 2023 Work Session, and March 13, 2023 Regular Council Meeting. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Harris asked for further discussion. With no further discussion, the consent agenda was approved with a vote of 5 – 0.

Next on the agenda was citizen comments and petitions regarding agenda items. Grace Gilliam Parker of 1464 Davis Run was the first person signed up to speak. Ms. Parker thanked Council for working with the Botetourt Farmers Market for the upcoming festivals. Next to speak was Mallory White of 2116 Nace Rd., Fincastle VA. Ms. Mallory also thanked Council for considering the festivals for the Botetourt Farmers Market.

Next on the agenda was awards, recognitions, and presentations.

Next on the Agenda was New Business/Action Items/ Public Hearings. The first action item was consideration of Resolution R23-0410-10: A Resolution Authorizing Application for a Virginia Brownfields Assessment Fund (VBAF) Planning grant for the assessment and remediation of the Former Buchanan High School site at 55 Bedford Street. Vice Mayor Witt made a motion to accept the resolution with a second from Councilmember Manspile. Mayor Harris asked for further discussion. Councilmember Manspile stated Town has been working a long time on the blighted properties in Town. Vice Mayor Witt stated this is a long process and he hopes the owner has the stamina to go through with it. With no further discussion, the resolution was passed with a vote of 5 - 0. The next action item was authorizing

the expansion of Town sanctioned Farmers Market Event Schedule to include the Flower Festival June 3, 2023, the Tomato Festival July 29, 2023, and the Honey Festival August 19, 2023. Councilmember Manspile made a motion to authorize with a second from Councilmember Rickman. Mayor Harris asked for further discussion. With no further discussion, the motion carried with a vote of 5 - 0. The next action item was consideration of resolution R23-0410-11: A Resolution Authorizing Contracting with Stantec to Provide Professional Services for the completion of a Community Flood Preparedness Resilience Plan for the Town of Buchanan. Town Manager Hayfield stated that Town has partnered with Stantec on other projects. The Town has successfully applied and was granted a \$54,000.00 grant from the Community Flood Preparedness Fund Grant, with \$6,000.00 matching funds from Town. Stantec has submitted a Professional Services Agreement with the Town of Buchanan to complete the Community Flood Preparedness Resilience Plan. Councilmember Manspile made a motion to approve the resolution with a second from Mayor Harris. Mayor Harris asked for further discussion. With no further discussion, the motion passed with a vote of 5 - 0. The next action item was a conditional use permit for placement of a 12,000 gallon above ground diesel tank at Sandra's Marking Company's second location. Mayor Harris stated Planning Commission's recommendation was for approval. Councilmember Rickman asked what safety measures are being implemented. Councilmember Manspile stated all Environmental Protection Agency requirements were being implemented. Councilmember Manspile made a motion to approve with a second from Councilmember Eubank. Mayor Harris asked for further discussion. With no further discussion, the motion was approved with a vote of 5 - 0. The next action item was approval of the purchase of a generator for well one using ARPA funds. Cost of the generator \$60,000.00. Councilmember Manspile stated he would do the prep work for installation to help defer costs. This would be money well spent for the good of the Town. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. With no further discussion, the motion was approved with a vote of 5 - 0. The next action item was approval of the Real Estate Investment Grants Program (ARPA) Grant Application for Mount Joy Hardware. Mayor Harris stated Mount Joy Hardware is installing Electric Sliding Glass Doors costing \$9,207.00. The grant amount is \$4,603.50. The committee that reviews the applications recommended approval. Vice Mayor Witt made a motion to approve with a second from Councilmember Manspile. The motion was approved with a vote of 5 - 0. Vice Mayor Witt explained what the Grant program was, who can access it, and the maximum amount available for each grant. Vice Mayor Witt asked that citizens help make businesses aware of the grant availability. The next action item was approval of the policy that Town of Buchanan employee health insurance cost coverage shall be 100% for each employee and 50% for spouse and family. Councilmember Manspile stated the reasons for changing the policy. Councilmember Manspile made a motion to approve the policy with a second from Councilmember Rickman. With no further discussion, the motion was approved with a vote of 5 - 0.

The next item on the agenda was the monthly staff reports. Town Manager Hayfield stated a Work Session for next year's budget needs to be scheduled. Council decided on April 19, 2023 at 6:30. Mayor Harris asked if there was anything else of note. Councilmember Manspile asked if there had been any progress on finding someone for the Public Works position. Town Manager Hayfield stated there had been 4 applications but only 1 had the required qualifications.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. The first person to speak was Gary Manspile of 20578 Main Street. Mr. Manspile asked for an update on what Town was doing about the abandoned houses in Town. Mayor Harris stated that to his knowledge, Town is looking

into possible grants to do something about the blight. Town has followed policy and sent letters to property owners. Vice Mayor Witt stated that Town is waiting for final approval of the re-written zoning codes and ordinances. The new codes and ordinances will have more consequences. Even with that, the Town can not condemn properties. That requires the County Building Inspector. Councilmember Manspile stated the residential side is harder to enforce than the business side. Next to speak was Mr. Steve Grigg of 19505 Main Street. Mr. Grigg stated he wanted to follow up on the last Council meeting proposal of a public forum or State of the Town address in order to update citizens on projects, ARPA funds, issues, and the vision Council has for the Town. Mayor Harris stated a State of the Town or public forum meeting would be beneficial. Councilmember Manspile stated that there have been communication issues for the last 2 years. Mayor Harris stated all the upcoming events are listed on the agenda. Jesse Burton of 591 Culpepper Ave. asked to speak. Ms. Burton asked how citizens would be notified or if there is a plan in case of a train derailment? Councilmember Manspile stated anything like that would come from the County emergency Services like the Code Red system. There is a plan located in Town Hall. Fire Chief Ferguson stated that Botetourt County uses Code Red for notifications. It is based on using land lines but you can opt in for cell phone notifications. The Botetourt County Emergency Preparedness Plan is always being updated.

Vice Mayor Witt stated that since we have Fire Chief Ferguson and Captain Bennington here, and this was part of our Work Session, can we discuss the Fire Department Wish List. Councilmember Manspile stated that he will take care of the bathrooms, and he has contacted several contractors for other issues. Vice Mayor Witt stated that he wants to find out if County would be willing to help fund some of the larger issues at the fire house. Chief Ferguson stated that the usage of the Fire House has changed from when it was built in the 70s. He would like to have a sit down with Council to discuss the issues and how the building can be updated to accommodate people in the building 24/7. There are some serious electrical issues that need to be addressed along with other things. Councilmember Manspile stated at one point it was looked at expanding the living quarters over the apparatus bays. Vice Mayor Witt stated that Council and members of Fire & Rescue needs to get together and tour the fire house in order to come up with a prioritized list of repairs. Captain Bennington stated he thinks the water leak is coming from the upstairs showers.

Last on the agenda was adjournment. Vice Mayor Witt made a motion to adjourn with a second from Councilmember Manspile. With no further discussion, the motion carried with a vote of 5 – 0.

Adjournment was at 7:59 pm.

Respectfully submitted,

Claudine Stump, Clerk

Tristan Harris, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on May 8th, 2023 beginning at 7:00p.m.:

MEMBERS:

Tristan Harris, Mayor
Chris Witt, Vice Mayor
James Manspile
Marlin Rickman
James Eubank

VOTE:

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

RESOLUTION

**TO AUTHORIZE FULL TIME EMPLOYEES OF THE TOWN OF BUCHANAN,
VIRGINIA PARTICIPATION IN GROUP LIFE INSURANCE PROGRAM AS
SET OUT IN TITLE 51.1, CHAPTER 5 OF THE CODE OF VIRGINIA.**

BE IT RESOLVED that the Town of Buchanan, a local municipal government entity of the Commonwealth of Virginia, acting by and through the Town Council of the Town of Buchanan, Virginia does hereby elect to have those of its employees who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment, become eligible to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective May 8, 2023 ; and

BE IT FURTHER RESOLVED, the Town of Buchanan agrees to pay the required employer cost for its eligible employees and further, to deduct from employees' wages and to pay over in the manner prescribed the employees' portion to the extent that such employees' portion is not paid by the Town of Buchanan.

NOW, THEREFORE, George Hayfield, Town Manager, and Claudine Stump, Clerk, are hereby authorized and directed in the name of the Town of Buchanan to execute any required contract in order that employees of the Town of Buchanan may become eligible to participate in the Group Life Insurance program as provided in the aforementioned sections of the Code of Virginia. In execution of any contract which may be require the seal of the Town Council of the Town of Buchanan shall be affixed and attested by the Clerk, and said officers of the Buchanan Town Council are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Buchanan Town Council and its employees for this purpose.

CERTIFICATE

I, Claudine Stump, Clerk of the Buchanan Town Council certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Buchanan Town Council held at Buchanan, Virginia at 7:00pm o'clock p.m. on May 8th, 2023. Given under my hand and the seal of the Town of Buchanan this _____ day of _____.
2023.

Clerk

AYES:

NAYES:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: May 8, 2023

PREPARED BY: Claudine Stump

MONTHLY REPORT / PROJECT UPDATE:

Provide customer service for citizens
Take payments for WSG, Taxes, Business License
Council Minutes
Water Leak Tracking
ACH payments
Print & Mail WSG Invoices
Assign, print, and Mail Late Fees
Create Cut-off notices, assign and mail

ATTACHMENTS:

HEADS UP ITEMS:

The employees of Buchanan, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.



**TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Monthly Reports

DATE: May 8, 2023

PREPARED BY: Harry Gleason

MONTHLY REPORT / PROJECT UPDATE:

Assist with Meter Readings
Assist with BPOL
Buchanan Elementary School Class & Tour
Civil War History Weekend
Buchanan Garden Festival

ATTACHMENTS:

HEADS UP ITEMS:

LES Bike Tour – Wednesday, May 10th 8:00 a.m.
FSWVA Farmer's Market Fourth Wednesday of each month
LOA Farmer's Market First and Third Wednesday of each month
Community Market May 20th
Dates for RERC Public Workshops set – July 13 & 14

Manager Report

May 8, 2023

Meetings/ Activities

April 10 April Council Meeting
April 12 Arbor Day/11am
April 15th Spring Clean Up Day
April 18 Budget Work Session (Tentative)
April 29 Buchanan Farmers/ Community Market
April 28, 29, 30 Buchanan Civil War History Weekend
May 1 Planning Commission Meeting 7pm
May 3 LEAP Farmer Market 1:30-2:30
May 6 Buchanan Garden Festival
May 8 May Council Meeting 7pm
May 11 Budget Work Session
May 27 Buchanan Farmers/ Community Market
June 12 Council Meeting/ Budget Public Hearing
June 27 Special Council Meeting/ Budget Approval

Grants Worked:

Virginia Brownfields Assessment Grant Fund (VBAF) / Buchanan H.S. Project/ Submitted May 2nd

SLFRF/ ARPA grant funds

Real Estate Investment Grants Program (ARPA façade grant)

LSL Grant Application/ Lead service line inventory and lead service line replacement legally required by October 16, 2024. This grant application is a no match grant for completion of an inventory of all water service lines within the Town. The grant is for \$250,000. Application submitted May 2nd.

Meeting/ Communication with:

Dominic Bassile/ School Project
Chris Vail/ Factory Flats
John Simmons/ Imboden
Tim Dunaway/ Shaad Brown [Dollar General]

Planning & Zoning:

- Zoning Permits/ 0
- Dollar General Proposal/ Tax Map Parcel 65A-68
Rezoning request withdrawn 4/15/2023
Site Plan proposed by Developer (Shaad Brown) 4/19/2023

The developer was informed of the conditions that were attached to the February 14th special use permit for the two Groendyk properties. The most relevant one being Condition No. 2 which states that land parcel [65A-68], which the developer is proposing for development, has been designated as open space and no development is permitted there without Town Council prior approval.

Tim Dunaway of Shaad Brown is expected to present a request to Council to develop this property, with a Dollar General, at the June 12th Council meeting.

- Factory Flats Project/ Groendyk Property/ Meeting with CHA Engineering needed to affirm direction to be taken on required water/ sewer improvements to serve development of these properties/ Date to be determined (5/11/23?)
- Planning Commission/ May 1st, next meeting June 5th
- Zoning Ordinance/ Review started
- Codification of Ordinances/ process started

Water & Sewer

Water Leak/ Vault/ Pressure reducing valve/ main street/ across from Groendyk/ repair 5/8/23

Sewer Plant/ Clarifier motor failure/ Motor is ordered/ repair- wk 5/8 to 5/12

Personnel

Brian gave notice and his last day was April 26th. I will be interviewing for the Foreman position on Friday the 5th and for the Maintenance position the week of the Council meeting.

Positions open; 1. Public Works/ Utilities Foreman/ Interview 5/5/23
2. Public Works/ Maintenance Worker/ wk 5/8 to 5/12