

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



Buchanan Town Council
Tuesday, October 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 September 2022
2. Approval of Unpaid Bills
3. Approval of minutes from the August 18, 2022 Work Session, and the September 13, 2022 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 agenda. Comment should be directed to Council.

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of Resolution R22-1011-01: A Resolution To Remove "2 Hour Parking" Signs.
2. Consideration of Resolution R22-1011-02: A Resolution Authorizing Bionomics to Camera Sewer Lines.

H. REPORTS

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

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.

J. ADDITIONAL COMMENTS

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K. UPCOMING MEETINGS AND EVENTS

- **Special Events Committee – To Be Determined**
- **Leap Mobile Market – Resource Center – Wednesday, October 19, 2022 – 1:30 to 2:30**
- **Feeding SWVA Farmer's Market – Resource Center – Wednesday, October 26, 2022 – 1:30 to 3:30**
- **Town Clean Up – Town Parking Lot – Saturday, October 15, 2022 – 8:00 to 2:00**
- **Leap Mobile Market – Wednesday, November 2, 2022 – 1:30 to 2:30**
- **Town Council Work Session – November 3, 2022 – 7:00pm**
- **Planning Commission – Monday, November 7, 2022 – 7:00pm**
- **Town Council Meeting – Tuesday, October 11, 2022 – 7:00pm**
- **Election Day – Town Hall Closed – Tuesday, November 8, 2022**
- **Veteran's Day – Town Hall Closed – Friday, November 11, 2022**
- **Town Council Meeting – Monday, November 14, 2022 – 7:00**

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of October 7, 2022

	Oct 7, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	1,084,163.52
10030 Change Funds	100.00
10032 Change Funds-Mnt Magic	2,200.00
10040 Town Beautification Fund	9,104.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,636.87
10500 Certificates of Deposit	687,013.19
Total Checking/Savings	2,172,856.17
Accounts Receivable	
11001 General AR Billed	5,152.01
Property Taxes Receivable	10,402.59
WSG Receivable	54,797.41
Total Accounts Receivable	70,352.01
Other Current Assets	
11200 Prepaid Items	42,210.50
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	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Undeposited Funds	3,513.50
Total Other Current Assets	62,774.54
Total Current Assets	2,305,982.72
Fixed Assets	
13000 Property, Plant, Equip	8,223,426.94
Total Fixed Assets	8,223,426.94
TOTAL ASSETS	10,529,409.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7.73
Total Accounts Payable	7.73
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	24,681.31
23000 Payroll Liabilities	611.41
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	-5,506.59
Vandalism Reward Funds	12.89
Total Other Current Liabilities	379,816.94
Total Current Liabilities	379,824.67
Long Term Liabilities	

11:47 AM

10/07/22

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of October 7, 2022

	Oct 7, 22
26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	4,069,288.44
Total Long Term Liabilities	4,087,555.36
Total Liabilities	4,467,380.03
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	-503,436.75
Net Income	425,711.49
Total Equity	6,062,029.63
TOTAL LIABILITIES & EQUITY	10,529,409.66

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges		0.00	35.00		0.00
310000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes	301.78	12,500.00	889.63	37,500.00	150,000.00
3110101 Current Taxes	228.00	333.34	494.24	1,000.01	4,000.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	529.78	12,833.34	1,383.87	38,500.01	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	1,291.66	0.00	3,874.98	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.00	12.48	50.00
Total 3110300 Personal Property Taxes	0.00	1,295.82	0.00	3,887.46	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	76.07	166.66	122.33	499.98	2,000.00
Total 3110600 Penalties & Interest	76.07	166.66	122.33	499.98	2,000.00
Total 3110000 General Property Taxes	605.85	14,295.82	1,506.20	42,887.45	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	6,373.68	4,250.00	17,841.96	12,750.00	51,000.00
3120200 Consumer Utility Taxes	5,788.41	1,916.66	7,692.07	5,749.98	23,000.00
3120210 Consumption Tax	835.47	291.66	1,082.68	874.98	3,500.00
3120300 Business License Taxes	77.03	3,541.66	127.03	10,624.98	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	3,499.98	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	14,250.00	57,000.00
3121000 Occupancy Tax	842.43	333.33	2,465.75	999.99	4,000.00
3121100 Meals Taxes	3,201.48	2,083.33	12,014.29	6,249.99	25,000.00
Total 3120000 Other Local Taxes	17,118.50	18,333.30	41,223.78	54,999.90	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	100.00	62.49	250.00
3130308 Building Permits	50.00	0.00	100.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	24.99	100.00
3130310 Special Use Permit	0.00	8.33	0.00	24.99	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	200.00	112.47	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	773.88	125.00	1,321.58	375.00	1,500.00
3140103 Zoning Violations	200.00	41.66	1,150.00	124.98	500.00
Total 3140000 Fines and Forfeitures	973.88	166.66	2,471.58	499.98	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	38.76	750.00	3,000.00
3150200 Rental Income	140.00	83.33	320.00	249.99	1,000.00
Total 3150000 Rev-Use of Money/Prop	140.00	333.33	358.76	999.99	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,235.00	8,250.50	24,867.50	24,751.50	99,006.00
Total 3165300 Garbage Fees	8,235.00	8,250.50	24,867.50	24,751.50	99,006.00
Total 3165000 Charge Enterprise Svcs	8,235.00	8,250.50	24,867.50	24,751.50	99,006.00
Total 3160000 Charges for Services	8,235.00	8,250.50	24,867.50	24,751.50	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	0.00	1,249.98	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	124.98	500.00
3189925 Mountain Magic	760.00	708.33	1,980.00	2,124.99	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	49.98	200.00
3189922 Pork by the James	0.00	708.33	0.00	2,124.99	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	3,499.98	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	24.99	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	12.48	50.00
3189918 Buchanan Garden Festival	0.00	166.66	0.00	499.98	2,000.00
3189917 CivilWar History Weeked	0.00	208.33	0.00	624.99	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	75.00	300.00
3189905 Overage/Shortage	0.00	0.00	0.00	0.00	0.00
3189904 Other	5,062.17	83.33	5,602.61	249.99	1,000.00
Miscellaneous Revenue	5,062.17	83.33	5,602.61	249.99	1,000.00
3189903 Gifts and Donations	150.00	83.33	775.00	249.99	1,000.00
3189910 Arbor Day Donations	0.00	83.33	0.00	249.99	1,000.00
3189911 Event Fees	841.00	8.33	856.00	24.99	100.00
3189912 Carnival Proceeds	624.00	6,250.00	152,702.23	18,750.00	75,000.00
3189999 Overpayments	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Revenue	1,615.00	6,424.99	154,333.23	19,274.97	77,100.00
Total 3180000 Miscellaneous Revenue	7,437.17	9,979.10	172,036.84	29,937.30	119,750.00
Total 3100000 Local Revenue	34,560.40	51,396.20	242,664.66	154,188.59	616,756.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Com 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	142.70	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

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3220150 Communications Tax	0.00	189.58	327.62	568.74	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	812.49	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	0.00	8,221.98	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	0.00	2,901.99	11,608.00
Total 3220000 Non-Categorical Aid	0.00	4,168.40	3,721.36	12,505.20	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	116,620.50	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	999.99	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	3,750.00	15,000.00
3240000 Categorical Aid - Other	0.00		0.00		0.00
Total 3240000 Categorical Aid	0.00	40,456.83	466,482.00	121,370.49	485,482.00
Total 3200000 Rev from Commonwealth	0.00	44,625.23	470,203.36	133,875.69	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	117.00	0.00	351.00	1,404.00
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	351.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	351.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	351.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00	0.00	0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.16	0.00	4,062.48	16,250.00
3410501 Transfers fr General Fd	0.00		0.00		0.00
3410502 Transfer fr Water Fund	0.00	1,354.16	0.00	4,062.48	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	8,124.96	32,500.00
Total Income	34,560.40	98,846.75	712,903.02	296,540.24	1,186,163.00
Gross Profit	34,560.40	98,846.75	712,903.02	296,540.24	1,186,163.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	433.85	420.83	1,370.80	1,262.49	5,050.00
3600 Advertising	0.00	187.50	270.00	562.50	2,250.00
5540 Convention & Education	2,891.30	20.83	2,999.09	62.49	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	62.49	250.00
5800 Miscellaneous Expense	0.00	20.83	0.00	62.49	250.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
5810 Dues and Memberships	45.00	208.33	45.00	624.99	2,500.00
Total 11110 Town Council	3,370.15	879.15	4,684.89	2,637.45	10,550.00
Total 001 Legislative	3,370.15	879.15	4,684.89	2,637.45	10,550.00
Total 01 General Government Admin	3,370.15	879.15	4,684.89	2,637.45	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	4,397.00	2,083.33	5,453.00	6,249.99	25,000.00
Total 12210 Legal Services	4,397.00	2,083.33	5,453.00	6,249.99	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	0.00	3,337.50	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	0.00	3,337.50	13,350.00
12410 Clerk-Treasurer					
1100 Salaries	9,432.86	5,000.00	23,431.22	15,000.00	60,000.00
1110 Overtime	218.88	83.33	3,067.15	249.99	1,000.00
1120 Bonus	0.00	0.00	1,400.00	0.00	0.00
2100 FICA/Medicare Tax	1,913.21	1,250.00	6,473.73	3,750.00	15,000.00
2110 Virginia Unemployment Ins	101.07	50.00	337.55	150.00	600.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	441.28	0.00	1,446.88	0.00	0.00
2213 VRS VLDP	55.16	270.83	487.88	812.49	3,250.00
2300 Health Insurance	1,694.00	1,694.00	5,082.00	5,082.00	20,328.00
3120 Accounting Services	3,556.25	1,250.00	5,068.75	3,750.00	15,000.00
3130 Bank Service Charges	0.00	58.33	138.88	174.99	700.00
3500 Printing and Binding	0.00	125.00	0.00	375.00	1,500.00
3600 Advertising	0.00	41.66	0.00	124.98	500.00
5210 Postal Services	721.77	270.83	1,475.16	812.49	3,250.00
5230 Telecommunications	125.21	258.33	599.45	774.99	3,100.00
5401 Copy Machine Rental	256.87	250.00	704.26	750.00	3,000.00
5600 Mileage Reimbursement	0.00	16.66	145.94	49.98	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	0.00	75.00	300.00
6001 Office Supplies	835.63	375.00	1,561.83	1,125.00	4,500.00
Total 12410 Clerk-Treasurer	19,352.19	11,018.97	51,420.68	33,056.91	132,228.00
12510 Town Manager					
1100 Salaries	6,933.98	4,583.33	17,664.77	13,749.99	55,000.00
1120 Bonus	0.00	0.00	2,000.00	0.00	0.00
2212 Retirement	351.32	0.00	1,053.96	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	499.98	2,000.00
2300 Health Insurance	847.00	847.00	2,541.00	2,541.00	10,164.00
5600 Mileage Reimbursement	0.00	37.50	77.50	112.50	450.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
5800 Miscellaneous Expense	0.00	41.66	0.00	124.98	500.00
5810 Dues and Memberships	0.00	75.00	250.00	225.00	900.00
Total 12510 Town Manager	8,132.30	5,751.15	23,587.23	17,253.45	69,014.00
Total 02 General & Financial Admin	31,881.49	19,965.95	80,460.91	59,897.85	239,592.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	8,750.00	8,749.98	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	8,750.00	8,749.98	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	130.00	416.66	260.00	1,249.98	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	2,499.99	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	24.99	100.00
Total 32200 Volunteer Fire Department	130.00	1,258.32	260.00	3,774.96	15,100.00
Total 002 Fire & Rescue Services	130.00	1,258.32	260.00	3,774.96	15,100.00
Total 03 Public Safety	3,047.00	4,174.98	9,010.00	12,524.94	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	7,121.79	3,958.33	19,508.99	11,874.99	47,500.00
1110 Overtime	0.00	166.66	604.43	499.98	2,000.00
1120 Bonus	0.00	0.00	1,000.00	0.00	0.00
2212 Retirement	329.60	0.00	733.09	0.00	0.00
2213 VRS VLDP	25.78	91.66	126.25	274.98	1,100.00
2300 Health Insurance	1,306.00	1,694.00	3,000.00	5,082.00	20,328.00
3310 Repair & Maint Services	20.00	500.00	2,203.99	1,500.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	1,249.98	5,000.00
3322 Janitorial Services	266.44	300.00	1,201.73	900.00	3,600.00
5100 Electricity - Streetlights	0.00	916.66	3,732.47	2,749.98	11,000.00
5110 Electricity - Town Hall	0.00	229.16	1,971.52	687.48	2,750.00
5120 Heating Fuel	0.00	208.33	0.00	624.99	2,500.00
5230 Telecommunications	422.46	316.66	1,303.85	949.98	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	4,999.98	20,000.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5811 Uniforms & Safety Clothing	219.98	166.66	817.30	499.98	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	124.98	500.00
6007 Repair & Maint Supplies	245.97	500.00	1,975.16	1,500.00	6,000.00
6008 Vehicle & Equip Fuels	0.00	500.50	1,881.13	1,501.50	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	1,999.98	8,000.00
Total 43200 Maint of Gen Properties	9,978.02	12,340.26	40,059.91	37,020.78	148,084.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	2,250.00	9,000.00
33201 Trash Pickup	6,520.00	6,791.66	26,278.00	20,374.98	81,500.00
Total 44000 Trash Department	6,520.00	7,541.66	26,278.00	22,624.98	90,500.00
44100 Water Operations					
1110 Overtime	24.00		202.50		0.00
Total 44100 Water Operations	24.00		202.50		0.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		0.00
6001 Office Supplies	0.00		40.19		
Total 44200 Sewer Operations	0.00		40.19		0.00
Total 04 Public Works	16,522.02	19,881.92	66,580.60	59,645.76	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	1,249.98	5,000.00
5810 Arbor Day Celebration	0.00	166.66	0.00	499.98	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	25.00	0.00	75.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	499.98	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	624.99	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	12.48	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	18.75	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	1,999.98	8,000.00
5820 Pork by the James	0.00	666.66	0.00	1,999.98	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	8.34	25.23	101.00
5823 Mountain Magic	4,017.03	416.66	4,017.03	1,249.98	5,000.00
5824 Christmas Parade	0.00	41.66	0.00	124.98	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	49.98	200.00
5827 Misc. Event Supplies	0.00		0.00		0.00
3600 Advertising	310.00	350.00	930.00	1,050.00	4,200.00
5840 Town Events	0.00	100.00	0.00	300.00	1,200.00
6013 Recreational Supplies	0.00	41.66	1,510.05	124.98	500.00
8101 Machinery & Equipment Cost	0.00		0.00		0.00
Total 71100 Parks & Recreation	4,327.03	3,302.09	14,506.67	9,906.27	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	1,635.27	1,041.24	4,165.00
5110 Utilities	0.00	416.66	5,517.58	1,249.98	5,000.00
5801 Carnival Operations	0.00	1,666.66	33,129.22	4,999.98	20,000.00
8110 Capital Outlay	0.00		0.00		0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Total 71200 Carnival	0.00	2,430.40	50,282.07	7,291.20	29,165.00
Total 07 Parks, Events & Cultural	4,327.03	5,732.49	64,788.74	17,197.47	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	5,422.23	3,875.00	14,099.37	11,625.00	46,500.00
1110 Overtime	283.73	0.00	4,472.92	0.00	0.00
1120 Bonus	0.00	0.00	700.00	0.00	0.00
2212 Retirement	262.24	0.00	786.72	0.00	0.00
2213 VRS VLDP	32.78	83.33	97.57	249.99	1,000.00
2300 Health Insurance	847.00	847.00	2,541.00	2,541.00	10,164.00
3600 Advertising	343.65	333.33	1,822.20	999.99	4,000.00
5602 Donation After Prom Party	0.00	16.66	0.00	49.98	200.00
5603 Donation to Theater	0.00	333.33	0.00	999.99	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	624.99	2,500.00
6014 Other Operating Supplies	0.00		0.00		0.00
Total 81200 Community Development	7,191.63	5,696.98	24,519.78	17,090.94	68,364.00
Total 08 Development	7,191.63	5,696.98	24,519.78	17,090.94	68,364.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00	0.00	0.00	0.00	0.00
94105 Playground	0.00	183.33	1,833.00	549.99	2,200.00
94107 Community Develop Grant	0.00	0.00	4,954.10	0.00	0.00
94108 Covid-19 & ARPA	1,800.33	38,873.50	5,725.26	116,620.50	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	10,374.99	41,500.00
Total 94100 General Improvements	1,800.33	42,515.16	12,512.36	127,545.48	510,182.00
Total 004 Capital Projects	1,800.33	42,515.16	12,512.36	127,545.48	510,182.00
Total 09 Nondepartmental	1,800.33	42,515.16	12,512.36	127,545.48	510,182.00
Payroll Expenses	0.00	0.00	75.00	0.00	0.00
Total Expense	68,139.65	98,846.63	262,632.28	296,539.89	1,186,163.00
Net Ordinary Income	-33,579.25	0.12	450,270.74	0.35	0.00
Net Income	-33,579.25	0.12	450,270.74	0.35	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

September 2022

Ordinary Income/Expense	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00	0.00	48.61	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	29,357.93	28,333.33	86,879.59	84,999.99	340,000.00
3165111 Water Sales	0.00	41.66	165.00	124.98	500.00
3165120 Water Penalties	1,586.60	1,666.66	4,931.45	4,999.98	20,000.00
3165130 Reconnect Fees	180.00	250.00	720.00	750.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	549.99	2,200.00
Total 3165100 Water Revenues	31,124.53	30,474.98	92,696.04	91,424.94	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	17,587.95	17,298.16	51,998.44	51,894.48	207,578.00
Total 3165200 Sewer Revenues	17,587.95	17,298.16	51,998.44	51,894.48	207,578.00
Total 3165000 Charge Enterprise Svcs	48,712.48	47,773.14	144,694.48	143,319.42	573,278.00
Total 3160000 Charges for Services	48,712.48	47,773.14	144,694.48	143,319.42	573,278.00
Total 3100000 Local Revenue	48,712.48	47,773.14	144,743.09	143,319.42	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00	3,333.33	0.00	9,999.99	40,000.00
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	9,999.99	40,000.00
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	9,999.99	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	9,999.99	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
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	48,712.48	51,106.47	144,743.09	153,319.41	613,278.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Gross Profit	48,712.48	51,106.47	144,743.09	153,319.41	613,278.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	109.63	0.00	371.87	0.00	0.00
2110 Virginia Unemployment Ins	17.67	0.00	62.10	0.00	0.00
2212 Retirement	0.00		7.68		0.00
Total 12410 Clerk-Treasurer	127.30	0.00	441.65	0.00	0.00
Total 02 General & Financial Admin	127.30	0.00	441.65	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	65.20	0.00	187.43	0.00	0.00
5230 Telecommunications	27.01	0.00	53.64	0.00	0.00
Total 43200 Maint of Gen Properties	92.21	0.00	241.07	0.00	0.00
44100 Water Operations					
1100 Salaries & Wages	1,222.75	1,000.00	3,872.50	3,000.00	12,000.00
1110 Overtime	26.25	83.33	137.67	249.99	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	62.49	250.00
3100 Prof Svcs & Miss Utility	0.00	20.83	12.07	62.49	250.00
3110 Operating Contract	7,388.94	7,444.36	7,388.94	22,333.08	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	2,160.00	1,125.00	4,500.00
3500 Printing & Binding	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	750.00	3,000.00
5110 Utilities	808.44	791.66	5,102.11	2,374.98	9,500.00
5810 Dues and Memberships	0.00	0.00	350.00	0.00	0.00
6007 Repair & Maint Supplies	0.00	750.00	2,511.97	2,250.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	1,219.05	1,249.98	5,000.00
6014 Operating Supplies	268.53	548.16	6,116.71	1,644.48	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	1,249.98	5,000.00
Total 44100 Water Operations	10,121.26	12,117.49	30,732.02	36,352.47	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	0.00		14,777.88		0.00
3310 Repairs & Maint Contract	0.00	416.66	4,487.96	1,249.98	5,000.00
5110 Utilities	238.37	666.66	2,269.99	1,999.98	8,000.00
5230 Telecommunications	0.00	83.33	119.21	249.99	1,000.00
6014 Operating Supplies	582.50	183.33	582.50	549.99	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	1,500.00	6,000.00
Total 44110 Water Filtration Plant	820.87	1,849.98	22,237.54	5,549.94	22,200.00
44200 Sewer Operations					
5230 Telecommunications	51.09	83.33	153.32	249.99	1,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
1100 Salaries & Wages	184.25	916.66	792.25	2,749.98	11,000.00
1110 Overtime	0.00	41.66	58.91	124.98	500.00
2100 FICA/Medicare	0.00	75.00	0.00	225.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	19.98	80.00
3100 Prof Svcs & Miss Utility	0.00	20.83	12.08	62.49	250.00
3110 Operating Contract	7,388.94	7,444.36	22,166.82	22,333.08	89,332.32
3310 Repairs & Maint Contract	0.00	583.33	750.00	1,749.99	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	1,374.99	5,500.00
3600 Advertising	0.00		0.00		0.00
3700 Permits	2,985.00	125.00	2,985.00	375.00	1,500.00
5110 Utilities	54.46	1,833.33	5,909.83	5,499.99	22,000.00
5410 Lease/Rent of Equipment	55.00	583.33	2,595.00	1,749.99	7,000.00
6007 Repair & Maint Supplies	0.00	750.00	6,434.86	2,250.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	1,219.05	1,249.98	5,000.00
6014 Operating Supplies	1,805.52	583.33	6,027.23	1,749.99	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	750.00	3,000.00
Total 44200 Sewer Operations	12,930.61	14,171.81	49,608.35	42,515.43	170,062.32
Total 04 Public Works	23,964.95	28,139.28	102,818.98	84,417.84	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	874.98	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	874.98	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	3,456.35	3,333.33	8,231.02	9,999.99	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	1,500.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	1,484.58	5,938.36
Total 94300 Sewer Projects	3,456.35	4,328.19	8,231.02	12,984.57	51,938.36
Total 004 Capital Projects	3,456.35	4,619.85	8,231.02	13,859.55	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	12,197.00	15,638.91	53,168.70	46,916.73	187,667.00
95520 Interest Payments	0.00	0.00	2,718.82	0.00	0.00
95530 Other Debt Costs	0.00		1,359.41		
Total 95500 Water Debt Service	12,197.00	15,638.91	57,246.93	46,916.73	187,667.00
95700 Sewer Debt Service					
95720 Interest Payments	0.00		0.00		0.00
Total 95700 Sewer Debt Service	0.00		0.00		0.00

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

	Sep 22	Budget	Jul - Sep 22	YTD Budget	Annual Budget
Total 005 Debt Service	12,197.00	15,638.91	57,246.93	46,916.73	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	8,124.96	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	8,124.96	32,500.00
Total 09 Nondepartmental	15,653.35	22,967.08	55,477.95	68,901.24	275,605.36
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	39,745.60	51,106.36	168,738.58	153,319.08	613,278.00
Net Ordinary Income	8,966.88	0.11	-23,995.49	0.33	0.00
Net Income	8,966.88	0.11	-23,995.49	0.33	0.00

Town of Buchanan, Virginia
Vendor Payments Made
September 3 through October 7, 2022

Type	Date	Num	Memo	Account	Split	Amount
Anthem Insurance						
Bill Pmt -Check	09/30/2022	EPAY	Health Insurance Billing Entity # T7452AMA03	10010 Buchanan General Fund	20000 Accounts Payable	-4,235.00
AT&T						
Bill Pmt -Check	10/03/2022	23194	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-95.20
Bank of Botetourt						
Bill Pmt -Check	09/19/2022	23154	Payment on truck #15 Acct # 2021201825	10010 Buchanan General Fund	20000 Accounts Payable	-1,499.44
Bill Pmt -Check	09/19/2022	23174		10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Barry Collins						
Bill Pmt -Check	09/30/2022	23184	VOID: Barry & the Mud Flaps band performance ...	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Blue Ridge Parkway Assc.						
Bill Pmt -Check	10/03/2022	23195	Memberships	10010 Buchanan General Fund	20000 Accounts Payable	-450.00
Business Results Training, LLC						
Bill Pmt -Check	09/19/2022	23155	Interviews & LIFO Training	10010 Buchanan General Fund	20000 Accounts Payable	-2,832.55
Busy Bees Cleaners						
Bill Pmt -Check	09/30/2022	23181	Janitorial services @ the Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-130.00
C H A						
Bill Pmt -Check	10/03/2022	23192	Request #6	10010 Buchanan General Fund	20000 Accounts Payable	-4,774.67
Bill Pmt -Check	10/03/2022	23193	Request #7	10010 Buchanan General Fund	20000 Accounts Payable	-3,456.35
C&S Disposal Inc.						
Bill Pmt -Check	09/19/2022	23156	Garbage p/u (465 X 13=6045, 25 X 19=475)	10010 Buchanan General Fund	20000 Accounts Payable	-559.00
Bill Pmt -Check	09/30/2022	23183		10010 Buchanan General Fund	20000 Accounts Payable	-6,520.00
C&S Witt Creations, LLC						
Bill Pmt -Check	09/19/2022	23157	Reimburse for Real Estate Investment Grant (A...	10010 Buchanan General Fund	20000 Accounts Payable	-422.83
Carlilion Clinic						
Bill Pmt -Check	10/03/2022	23196	HEPA/HEPB & TB Injections for Brian Simmons	10010 Buchanan General Fund	20000 Accounts Payable	-459.00
Chemsoiv						
Bill Pmt -Check	10/03/2022	23197	Chorine for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-582.50
Cintas Corporation- #524						
Bill Pmt -Check	09/19/2022	23158		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Bill Pmt -Check	10/03/2022	23198		10010 Buchanan General Fund	20000 Accounts Payable	-70.00
Dominion Energy Virginia						
Bill Pmt -Check	09/19/2022	23159		10010 Buchanan General Fund	20000 Accounts Payable	-3,568.72
Bill Pmt -Check	10/03/2022	23199		10010 Buchanan General Fund	20000 Accounts Payable	-713.62
Dominion Virginia Power (Water Filt)						
Bill Pmt -Check	09/19/2022	23160	3757046762 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-87.36
Faye Worley						
Bill Pmt -Check	09/30/2022	23182	Janitorial services @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-238.77
Gentry Locke Attorneys						
Bill Pmt -Check	09/19/2022	23161	Legal fees for August 2022	10010 Buchanan General Fund	20000 Accounts Payable	-4,042.00
Happy Food Mart						
Bill Pmt -Check	09/19/2022	23162		10010 Buchanan General Fund	20000 Accounts Payable	-537.02
Harry L. Gleason						
Check	09/13/2022	23152	Reimburse for stamps purchased for water bills ...	10010 Buchanan General Fund	5210 Postal Services	-232.00
Check	09/13/2022	23153	Reimburse for cleaning supplies for carnival bids	10010 Buchanan General Fund	6007 Repair & Maint Supplies	-27.06
Check	09/30/2022	23190	Start up change for Mountain Magic	10010 Buchanan General Fund	10032 Change Funds-Mnt M...	-2,200.00
Hughes Transport						
Bill Pmt -Check	09/19/2022	23163		10010 Buchanan General Fund	20000 Accounts Payable	-358.49
Inboden Environmental Services, Inc.						

Town of Buchanan, Virginia
Vendor Payments Made
September 3 through October 7, 2022

Type	Date	Num	Memo	Account	Split	Amount
Bill Pmt -Check J L Computers Inc.	09/19/2022	23164	Operation & Maint. of STP & W for month of Au...	10010 Buchanan General Fund	20000 Accounts Payable	-16,507.08
Bill Pmt -Check	09/19/2022	23165	Web site hosting, backup-Icloud etc.	10010 Buchanan General Fund	20000 Accounts Payable	-343.65
Bill Pmt -Check	10/03/2022	23200	Computer research etc. for Billy Eagle case	10010 Buchanan General Fund	20000 Accounts Payable	-355.00
Jake Robertson						
Bill Pmt -Check	09/30/2022	23185	Performance @ Mountain Magic (Hay Maker To...	10010 Buchanan General Fund	20000 Accounts Payable	-200.00
Judy Boitnot						
Bill Pmt -Check	09/30/2022	23186	Performance @ Mountain Magic (Virginia Caroli...	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Kallie J. Blake						
Bill Pmt -Check	10/06/2022	23209	Lunch for Flint Family Fundraiser	10010 Buchanan General Fund	20000 Accounts Payable	-60.00
LAMAR COMPANIES						
Bill Pmt -Check	10/03/2022	23201	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Mary K. Earhart PLLC						
Bill Pmt -Check	09/19/2022	23166	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-3,556.25
Matt Spence						
Bill Pmt -Check	09/30/2022	23187	VOID: Performance @ Mountain Magic (Blue C...	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Bill Pmt -Check	10/05/2022	23206	Performance @ Mountain Magic (Blue Connecti...	10010 Buchanan General Fund	20000 Accounts Payable	-350.00
Mid State Eqpiment						
Bill Pmt -Check	09/19/2022	23167		10010 Buchanan General Fund	20000 Accounts Payable	-176.56
Mojo Custom Sportswear LLC						
Bill Pmt -Check	09/29/2022	23180	Mountain Magic shirts	10010 Buchanan General Fund	20000 Accounts Payable	-2,436.90
Bill Pmt -Check	10/05/2022	23208	Mountain Magic shirts	10010 Buchanan General Fund	20000 Accounts Payable	-80.13
Postmaster						
Check	09/27/2022	23176	Postage stamps	10010 Buchanan General Fund	5210 Postal Services	-480.00
Randy Riddle						
Bill Pmt -Check	09/30/2022	23188	Sound system for Mountain Magic	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
Rebecca Bryant						
Bill Pmt -Check	09/30/2022	23189	VOID: Performance @ Mountain Magic (The sing...	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Bill Pmt -Check	10/05/2022	23207	Performance @ Mountain Magic (The singing co...	10010 Buchanan General Fund	20000 Accounts Payable	-150.00
Rural Development						
Bill Pmt -Check	09/28/2022	EPAY	WSL91-03	10010 Buchanan General Fund	20000 Accounts Payable	-12,197.00
S h e n e l						
Bill Pmt -Check	09/19/2022	23168		10010 Buchanan General Fund	20000 Accounts Payable	-363.58
Standing RoomOnly						
Bill Pmt -Check	10/03/2022	23202	Reimburse for Real Estate Investment Grant/ A...	10010 Buchanan General Fund	20000 Accounts Payable	-1,377.50
Town of Buchanan						
Check	09/27/2022	23179	Apply deposit (Jaslyn Aaron 1-077-B1)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	09/19/2022	23169	Police services	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Bill Pmt -Check	10/03/2022	23203	Police services	10010 Buchanan General Fund	20000 Accounts Payable	-2,916.00
USA BlueBook						
Bill Pmt -Check	10/03/2022	23204	Supplies for water/sewer	10010 Buchanan General Fund	20000 Accounts Payable	-325.87
Verizon						
Bill Pmt -Check	09/19/2022	23173	Phone for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-51.62
Verizon (Southview)						
Bill Pmt -Check	09/19/2022	23170	650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-51.09
Verizon (Water Filtration)						
Bill Pmt -Check	09/19/2022	23171	653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-59.60

11:54 AM
10/07/22

Town of Buchanan, Virginia
Vendor Payments Made
September 3 through October 7, 2022

Type	Date	Num	Memo	Account	Split	Amount
Verizon (Water Tank) Bill Pmt -Check	09/19/2022	23172		10010 Buchanan General Fund	20000 Accounts Payable	-221.63
Virginia Business Systems Bill Pmt -Check	10/03/2022	23205	Rent of copier	10010 Buchanan General Fund	20000 Accounts Payable	-256.87



Minutes of Council Meeting
Work Session
Buchanan, VA

August 18, 2022

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

8 citizens were present.

Mayor Craig Bryant opened the August 18, 2022 Council work session at 6:00 p.m. Town Manager Susan McCulloch took roll call. With five Council members present, a quorum was established. Mayor Bryant thanked everyone for coming to the work session. He reminded everyone that there is no public comment at the work sessions. Mayor Bryant asked that proper decorum is followed. Mayor Bryant stated there is a hefty agenda, but some councilmembers have other plans, so if we can hold the meeting to 7:45 or 8:00, that would be great. If not, we will have to dismiss some councilmembers and continue without them. Mayor Bryant stated that Mr. Doug Hudgins was late due to traffic issues on I-81, so that discussion would be moved on the agenda.

The first item of discussion was the Waste Water Treatment Plant floor. Town Manager McCulloch stated that the floor has been patched for years. Now there are areas that are weak and people's feet are going down into the subflooring. The floor has become an emergency issue. Town is renting a temporary office space. The floor has been patched several times since this issue began occurring, however, they are sinking in areas that have not been a problem before. We started asking for quotes back in April. 2 of the contractors have renewed them. These are 3 quotes for council to consider for the waste water treatment plant floor. Vice Mayor Witt asked if this should be discussed in a closed session. Councilmember Manspile stated that you cannot discuss spending money in a closed session. Mayor Bryant asked for thoughts and discussion on the bids. Councilmember Manspile stated that Curtis Deacon is the cheapest, and they do good work. Councilmember Rickman stated that would keep the work here in Town as well. Mayor Bryant stated that was all we need to have done, proper insurance? Town Manager McCulloch stated that yes, he is a class A contractor. Mayor Bryant asked if everyone agrees, could the phone line be disconnected? Council is 5 minutes into the meeting and no one has joined by telephone. Council agreed. Town Manager McCulloch stated that the waste water

treatment plant floor could be covered by ARPA funds. Councilmember Manspile asked if Town has ARPA funds that would cover this. Town Manager McCulloch stated that Town does. Mayor Bryant asked if there was a consensus to send this to Council for a public vote. Council agreed.

Next item for discussion was the proposed 2023 Calendar of events. Town Manager McCulloch stated that this was handed out, and emailed to Council in the hopes that Council could review it. If there are any immediate concerns or questions, please get back to me. It can either be considered again at another work session, or it can be voted on at the next Council meeting. We have been asked to approve the events calendar for the next year sooner so that we have more time to promote it, and citizens have more time to share it. We have already done that for the Civil War history weekend. At that time, Vice Mayor Witt stated that it would be a good idea to do this for the other events. Councilmember Manspile stated it definitely gives us a date that everyone can plan for events. Mayor Bryant stated it does not lock us in so that we can't modify for whatever reason, safety or staffing, but lets vendors know we are in agreement with this calendar and lets them start planning. Councilmember Manspile stated when it is voted on it can be changed from proposed to tentative. That will leave it open if a date needs to be changed. Vice Mayor Witt stated that he is glad that the Calendar has been presented this early. He would like to see 2024 now if possible. This helps vendors get prepped for next year, and hopefully we will see a change by having more vendors and better turn out for the events since people can plan ahead. Mayor Bryant asked if Council needed different verbiage that states approval of the calendar of events with dates subject to change due to extenuating circumstances. Consensus is to have this ready to vote on next Council meeting. Council agreed.

Next item for discussion was the Main Street banner discussion. Town Manager McCulloch stated that in the past, the Town used to be able to hang event banners across Main Street. Normally this was done by the Fire Department. For some reason, it was stopped. We did learn Dominion Energy asked us to stop because the wind caught a banner and moved the pole. We are revisiting it because of a request by Board of Supervisors member Amy White. Town Manager McCulloch stated that she spoke to Dominion in early June. Dominion Energy stated that a banner cannot be hung from a Dominion pole to a Dominion pole, and the policy doesn't mention that it can't be hung to a different company's pole. However, if something happens, if we do start the program up again, Dominion will ask the locality to stop hanging banners. Because there is a potential liability to the Town, she felt there is need for more vetting and discussion of what type of program the Town wants. Town Manager McCulloch stated she has a proposal if Council wants to move forward. Mayor Bryant asked if she had highlights of her proposal available. Town Manager McCulloch stated that in the proposal, the banners would stay up for two weeks per banner. The applicant will be responsible for hanging the banner and taking it down, as well as the cost of the banner. Non-profit, Town events, or community events such as New Freedom Farms or the Botetourt County Fair would be allowed to hang a banner. Any other requests would have to be vetted by Council. The banner would be hung in the same location in front of the Fire Department as was done in the past. Applications must be turned in to the Town 30 days prior to hanging the banner. Any applicants that are not in Town limits will have to be vetted by Council. The VDOT permit, if it is not waived, would be the responsibility of the applicant, not the Town. They must install and remove within the allotted time. No extensions will be permitted. One banner only in Town limits. The banner must contain vents for wind. VDOT allows 30 days, but we recommend 2 weeks. Councilmember Manspile asked if Town Manager McCulloch stated vents for wind were required. Town Manager McCulloch stated she did. Councilmember Manspile stated that was the biggest issue in the

past. The banners did not have vents in them for the wind. Mayor Bryant stated that he had one concern. If it isn't a Town sanctioned event, the applicant would have to come to Council for approval. Town Manager McCulloch stated that this is all proposed. It is all up for debate and edits. Mayor Bryant stated that he would have a concern with that practice. Town sanctioned events allow the advertising and Town staff to be used. If we get into anything else, it would put the Town and Council in a position of having to make decisions that may not be on factual or equitable stand points. Town Manager McCulloch stated that she thought it had to do with the Iron Man Race. Councilmember Manspile stated that since there is an issue with the pole to pole, you can only go Dominion to a different vendor pole, what about putting another billboard on the other side of Town. If we put a billboard near Dollar General, we could have matched signage. Councilmember Rickman stated that you wouldn't have to worry about it falling down. Councilmember Manspile stated the County Fair got rave reviews for having the signage on the hay wagons because there was one on each side of Town. Mayor Bryant asked if the billboard would have to be Town owned. Vice Mayor Witt stated that it would have to be because you would have to have a special use permit. It is against planning and zoning ordinance to have a billboard in Town limits. Councilmember Manspile stated that there was an agreement made several years ago that saved the billboard we have. Vice Mayor Witt stated that one is grandfathered in. Mayor Bryant stated the remaining billboard gets a lot of attention. Councilmember Manspile stated he would like to see one on the south side of Town. Town Manager McCulloch stated it is non-conforming, but it does get changed out. Vice Mayor Witt stated that he agrees, but he wanted to bring that up. Councilmember Manspile stated that there is a problem if the Town cannot do it for the betterment of Town because of zoning. Mayor Bryant asked if legal should review doing the pole-to-pole banners? Vice Mayor Witt stated that it should be limited to Town events, Town sanctioned events, or Town supported events. If you open it up to others such as businesses, it is going to get sticky. Legal should definitely be asked what the Town's scope is for the banners. Councilmember Manspile stated that when the banners were being used, the only ones that were hung were for Town events. Mayor Bryant stated that this should be vetted by our legal team before we move forward. Should we take this to the next work session, or table it? Councilmember Manspile stated that it should go to the next work session. Talk to legal counsel and see what else needs to be done. Vice Mayor Witt stated that Town should have something that is not relying on someone else's material. Vice Mayor Witt asked what everyone thought of a digital billboard? Councilmember Manspile stated with one of those you could sell advertising for. Vice Mayor Witt stated that it could be utilized for upcoming events, images of events, and school activities. Councilmember Rickman stated San-Mar-Co may be able to quote us a price for one. Councilmember Manspile stated Lamar may be able to quote a price on building a sign. Vice Mayor Witt stated there is a possibility for getting grant money for one. Mayor Bryant stated that since there was a specific request for the pole-to-pole banner, we get more information from legal, and we explore more options and return to this discussion. Vice Mayor Witt stated that at some point, everything on those poles will be underground. There won't be a pole to hang the banner from. Councilmember Manspile stated that he is worried about the poles being compromised. Mayor Bryant asked Town Manager McCulloch to talk to legal about the pole-to-pole, explore options for signage, and ask legal about Town discretionary decision making for who can hang banners.

The next item for discussion was the Factory Flats presentation by Doug Hudgins of CHA. Mr. Hudgins apologized for being late. Traffic on I-81 had issues. Mr. Hudgins stated that CHA was asked by Town to come up with some options to serve the Groendyk, or Factory Flats property public sewer service. There are concerns either way we go due to existing capacity and the existing system due to old pipe

collapses and other issues. Both of these options, half of the cost would be associated with replacing old sewer to the intercept, and half would be for the new construction. Mr. Hudgins stated that CHA looked at crossing Main Street to a 30-or-40-foot-wide parcel that we could use to get an easement from and cross down from Main Street to follow Lowe Street. There are existing sewer lines, but there are some concerns with its capacity and integrity. CHA continued the line all the way down Lowe Street replacing the existing line to the interceptor. If there is good system on Lowe Street, it would be half the cost to service Groendyk. Mr. Hudgins stated that he had included in the cost estimate jacking and boring under Main Street. VDOT might let you open cut it, but they are pushing utilities to jack and bore under streets because of long term maintenance and traffic concerns. This really increases the cost. Mr. Hudgins stated VDOT may not have a problem with open cutting, but for the preliminary estimate we wanted to use the most-costly option. Mr. Hudgins stated that the advantages of this option are that it is more cost effective, it upgrades and renews the sewage lines on Lowe Street, and eliminates infiltration and inflow (I & I) along the existing sewer. This also eliminates crossing any creeks. This is called the Lowe Street Option. The other option, which goes toward the west, you want to go across Main Street, then follow just off the right-of-way. There is an existing sewer line that comes under the train trussell and goes into the creek. You can visibly see the sewer line in the creek. There is some concern about its integrity. The fact that it could be letting in some I & I, and some capacity issues. Due to a bluff here, we want to bring the line through the creek on the river side of the road, cross the creek, and then get the current sewer line under the creek out of there. The old line would be abandoned which, anecdotally we have heard is in bad shape. This project is more extensive, with a couple of jack and bores proposed, and reroute it to the interceptor. The advantages of this option are to replace the old line and abandon it, and possibly add other hook-ups to the line to add revenue. This option is more expensive, and the permitting process going through creeks has become much more challenging. It has become a 4-to-6-month process. There would have to be more easements granted as well. Mr. Hudgins stated he would answer any questions. There are some grant opportunities out there, but the timing of those can take several years. There are options to bring the developer in to the process. Mayor Bryant asked what would need to be put in new on the Lowe Street option. Mr. Hudgins stated that the crossing of Main Street and then down Lowe Street, there are some clean outs, and some 6" pipe there that would be renewed with the existing line to the interceptor. Councilmember Manspile stated that where he did not get a chance to meet with Mr. Hudgins in the field, where Mr. Hudgins is talking about clean outs, is across where the double wide trailers are is 8" pipe but it is shallow. On the other side where the brick apartments are, it is 6". That is the line that the church and the 2 houses. Councilmember Manspile asked if they can talk now. Town Manager McCulloch stated that was covered during the phone call. Councilmember Manspile stated that you can talk till you are blue in the face, but putting feet on the ground is when you see something. The thing he has a problem with is going up there and having to get an easement from the church to go through the church lawn. The state passed a law about taking private property for private good. Councilmember Manspile stated that you would be taking an easement there for the Groendyk developer. That sewer line would catch them and Williams Lane, and it would take property from the church, for the benefit of the developer. If you go to the other option, like Mr. Hudgins said, you don't know if VDOT will allow open cutting of Main Street. If you use the Lowe Street Option, jack and bore can be an issue because that is where the high-pressure water line that supplies Lowe Street. If you turn and go down Main Street, there is \$343,000.00 difference in the 2 projects. With what you would get out of removing the pipe from the creek, there is easement already there that may be used, but it is a difference going to the landowner for the good of

the Town because you are picking up that sewer line coming under the train tunnel. But from Route 11 down to the big interceptor on the river is where we have had problems. Councilmember Manspile stated that he looks at things differently than others, but \$343,000.00 difference, if we blow the line in the creek, next week, next year, or five years from now, and it spills raw sewage into the river, you won't replace that line for \$343,000.00. That creek runs year-round. The hollow on Lowe Street does not. That's the reason he thinks it's money ahead for the Town and the developer. Town may have good enough rapport with VDOT because Buchanan milled and paved these roads to the yellow line when they did the last water project. You had a good road surface here. A lot of places do not do that and that is why they have gone to this jacking and boring. Mr. Hudgins stated that again this is a preliminary alignment subject to survey, but it may be better to put it in the road if we can get permission. But they will make you mill and overlay the entire lane, that can get expensive as well. We can price that out as well. That would eliminate some of the easements as well, but VDOT has been pushing to stay out of the pavement. VDOT does not like to make any commitments until you have a set of design plans to start discussions. Councilmember Manspile stated Town may be able to stay out of the pavement once we are past the curb and gutter. Mr. Hudgins stated that there are other utilities and that we may have to make adjustments for those too. Councilmember Manspile stated that the one thing about going that way, if we can cut the road and put a paved ditch down through there to carry the water, there are no Town utilities through there. There are a couple storm drains, and I would suggest taking the ditch line right to the creek with it. What you are getting out of that for \$343,000.00 it needs to be looked at. If something happens and that line ruptures and we have DEQ and EPA involved, there will be big fines. That eliminates it and puts it in the ground. Mr. Hudgins can tell you that an exposed line in flowing water is a big no-no. Mr. Hudgins stated that either in this project or a future project, it is definitely something Town will have to address either now or in a future project. You can stand on the road and see the pipe in the creek. Mayor Bryant stated that is probably not the only place. Mayor Bryant asked for any questions. Town Manager McCulloch stated that the parcel beside the church had been purchased by the developer. There is no need to acquire an easement from the church any more. Mr. Hudgins stated that there is a 30-to-40-foot-wide property that is beside the church that they were looking at for the easement. Councilmember Manspile stated that is where the 6-inch water line for Lowe Street is buried. That is one of the first water projects that was done. That is the ditch line. Mayor Bryant stated that no matter which option we choose, the work is going to have to be done. Pay now or pay later for all of it. Town Manager McCulloch stated that is true. Councilmember Manspile stated that by the day nothing is getting cheaper. Mr. Hudgins stated that there is a chance, if you do some investigation, you may be able to line it instead of open cutting it to save some money. Mayor Bryant asked where the pipe is visible in the creek. Mr. Hudgins stated that the pipe is visible in a couple of places. Councilmember Manspile stated that there is one area where the manhole cover keeps blowing off. Mayor Bryant stated that for the future, because we have a very important development for the Town now, why not look at the longevity of the project. I think there could be some future activities and recreational opportunities for the property between Lowe Street and the river. Why not think futuristically. When you hit Lowe Street, since there is no problem with the easement, why not make sure that intersection is big enough to accommodate abandoning the creek altogether? Can it be designed to connect from the tunnel to Lowe Street? Councilmember Manspile stated that you are running upgrade to do that. Mr. Hudgins stated the pipe would have to be very deep. Mayor Bryant asked if you could put in a pump station there? Councilmember Manspile stated that you have to keep in mind you want a direct line to the big interceptor down at the river. You wouldn't have to worry

about anything if the flea market property is developed it will go straight to the 18-inch pipe down at the river. Other than what you have in Town, the interceptor from Lowe Street down to the river, the one-way alley picks up some of Main Street, and everything that comes down from Albemarle all the way down 15th Street goes through that interceptor. There are 3 laterals that were put in when the line was laid in the 1970's. That is one, the one in the creek, and one at Good Time's Café. As far as problems, inspect it and see what you have. What gets you at the tunnel is that year-round flow. One is the I & I, and two, if you pop a manhole lid during high flow or have a stoppage. It is a big difference dumping raw sewage on dry ground than a stream of water. Mayor Bryant asked Council for their thoughts. Mayor Bryant asked Town Manager McCulloch what is needed from Council for next steps for the proposed development of the Groendyk property. Town Manager McCulloch stated that she needs to know which option Council wants to pursue, funding needs to be discussed. The developer has some ideas about funding. Town Manager McCulloch stated that she was not ready to discuss funding until we got through this. Mayor Bryant stated that Council needs to nail this down fast, quick, and in a hurry. Councilmember Manspile stated that Council needs to know what the developer is going to put on it is a piece of the pie. For us to sell it to the constituents, of doing something for them besides just the developer. That is why I say go the creek option. Regardless, if you go Lowe Street, someone is going to get blasted for spending all that money for the developer when we have to spend \$750,000.00 because we have sewage running into the creek. Yes, I want to see us work something out with the developer, because we knew we had the water, the sewer is the problem. This would kill two birds with one stone. Vice Mayor Witt stated that it is no secret that our sewage lines are in shambles and is in dire need to have work done to it. With this project, inspect the lines for both options that are proposed, whichever one needs the most work, that is the direction we need to go. Knock out a sewage project, and get the development hooked up. I think we all know which one is in the most disarray, but having an engineer state what needs the most work would be best. If it is the one that goes through the tunnel, that services 50 houses. The one on Lowe Street picks up about 12. Either way, if the sewer line is in such disrepair, it needs to be done. Town Manager McCulloch stated that the developer may have a tighter time line than the creek option. Since permitting can take up to 4 months, the developer wants to finish in a year. The time lines may not coincide. Mayor Bryant asked if a certain section will be all new line. Mr. Hudgins stated that was correct. Mayor Bryant stated that the sewer line, regardless of the new development, either option, needs to be replaced. Why can't we just start planning on it. We do what we have to for the Groendyk development, for our citizens. But go ahead and find funding for both. The time line to get them connected, we don't have to worry about the easement. We wouldn't have to dig up along Route 11. But we know that the line at the creek is an issue. Mr. Hudgins stated that CHA has submitted a SERCAP grant for Town that could be used to hire a camera crew to camera both lines for evaluation. Once that is done, it can be evaluated and we can make recommendations based on the findings. The biggest concern for the other line is access. There are not a lot of man holes so a Town employee may have to work with the camera crew. Councilmember Manspile stated that there is a caveat that has been discussed but dropped. If you go by 11, and you work with the engineers, to put this deep enough right at Groendyk, you have that much done on the other side of the railroad track for development instead of that piecemealing, down under Main, under the sidewalk and down the alley. You wouldn't have to turn. You would have new capacity right there at Groendyk. You could come to that manhole with what is above the railroad track and have new system to put it in. You are putting new infrastructure in place. If you set the manhole and sewer line in front of Groendyk, if it was deep enough, and went south on Main Street to the creek, you would have future connections

available. Mayor Bryant stated that regardless, we would still have the Lowe Street Issue. Councilmember Manspile stated that they both need to be checked. It has never been done. Mayor Bryant asked what the time line is to get that done? Mr. Hudgins stated there are a couple of firms who do that. The one that is most cost effective are down in Tappahannock doing a job for us. If we could get access, they could be here in October or maybe sooner. Councilmember Manspile stated that what has to be done at Groendyk, I don't see any reason we can't get that done before they are ready to flush the first toilet or take a shower. Vice Mayor Witt stated that, in the developer's defense, he wouldn't develop a property until I know I have water and sewage. Councilmember Manspile stated that Council needs to know what amount of money the developer is going to put into this. Whether you take bonds or borrow the money, the taxpayers are funding the rest of the project. That is why I push for the creek. You are doing more for the Town itself than the Lowe Street option. Vice Mayor Witt stated that is why we need to find out which option needs the most work. Councilmember Rickman stated he agrees with that. Mayor Bryant stated that this will have to be discussed more. We will have to understand the developer's intent here. Regardless of which option we do, I want to help as many citizens as I can. In terms with working with the developer, what does it mean to go from Groendyk to Lowe Street as their responsibility. Vice Mayor Witt stated that even though it might be 12 houses, there is an apartment building there. There is more water flow and usage in that area. Mr. Hudgins stated that investigating both lines would be best. We know there are problems in each one, but one may be worse than the other. Vice Mayor Witt stated that one line has had repeat issues even before he joined Council. Councilmember Manspile stated that the problem on Lowe Street is usually a connection because the old way it was connected would protrude connections into the sewer line. Mr. Hudgins stated that the companies that can camera will cut any protruding lines. Vice Mayor Witt asked for a refresher as to why we aren't coming down Main Street and going down the alleyway where the existing sewer line is. Town Manager McCulloch stated that Councilmember Manspile stated that wouldn't work. Mr. Hudgins stated the grade wouldn't work. Councilmember Manspile stated that the pipe would be too shallow. Vice Mayor Witt stated there have been issues on that main as well. Mayor Bryant stated that there should be more discussion with the developer as to what they are willing to pay especially for new line. Mr. Hudgins stated that he could break out the cost for the new line as well as replacement. There are several clean outs that would have to be replaced anyway. The developer would not be able to connect to a 6-inch line. They would have to hook into an 8-inch line. There can be up to 6 connections for a 6-inch pipe per Virginia Code. Mr. Hudgins stated that he can break out what would Groendyk's responsibility be to take it to 8-inch pipe, from his cost estimate on both options versus renewing the old pipe. Mayor Bryant stated that would be good information for us to have. Councilmember Manspile asked if 6 is the limit on 6-inch, what will 8-inch hold? Mr. Hudgins stated that you could probably put the whole Town on 8-inch pipe. Vice Mayor Witt asked if the developer is in possession of the parcel of land from Main to Lowe. Mayor Bryant stated to recap, we need prices for having the camera work done, get more narrowly focused on what we propose the developer invest in this project. Councilmember Manspile stated that if we go the Lowe Street option, I don't see a problem with doing a cost share. There are 3 houses on Williams Lane that must be added to the mix either way. If we go south on 11, the further we go, the more it is Town's responsibility. Mayor Bryant stated that with either option, Town has responsibility. It is a matter of where do we want to get them connected to the appropriate section of Town sewer. We do not want to rush this, but we can't drag this out either. There is an opportunity for a Brownfield area to be fixed. We don't want to let this slip through our fingers. Mr. Hudgins stated he should be able to get quotes by next week. Town Manager McCulloch

stated the next work session is September 1, would that be, ok? Mr. Hudgins stated he would do the breakouts for the costs. Mayor Bryant asked if County could be a resource for funding? Town Manager McCulloch stated that County has researched for us. They mentioned a SERCAP loan. They are helping the developer with some energy efficiency credits and an Industrial Revitalization Fund (IRF) loan.

Next on the agenda was the Town speed limit. Vice Mayor Witt stated that we can put up whatever signs you want to, but if you don't have enforcement, it isn't going to change. We could make the speed limit 25 mph within Town limits and leave it there. When you come from the bridge side, you have the 25mph sign before the bridge. You have the bridge to slow you down coming into Town. If you come from the south side of Town, unless you are from here, they are still doing 35 mph. There are still houses all along Main Street. If people can't see the signs and obey them, Botetourt County Sheriff's department will have a lot wider range to clock speeds. Councilmember Rickman stated that the issue was right there at Good Times Café. Councilmember Manspile stated that the Town will dry up if you make the speed limit 25 mph all through Town limits. The problem is that the speed limit drops to 45 mph, then goes back up to 55 mph before dropping to 35 mph. We should petition to drop the speed limit to 45 mph all the way from the Town limit to the 35 mph limit. You do have the doctor's office, Limestone Park with the pool and RV park, James River Terrace, and Good Times Café. Changing it to 45 mph should not be that bad. We have the flashing signs that can be moved around Town, and we can get more from San Mar Co. Mayor Bryant asked if we would have to have VDOT do a traffic study first? Town Manager McCulloch stated that she had contacted Ashley Smith at VDOT when this was brought to Town's attention. Ms. Smith wrote back they would have to consider crash history including the number of crashes and type (bumper to bumper, pedestrian, or car to car), adherence to the current speed limit, and the geometrics of the roadway. If the road is designed in a way for people to safely drive at that speed, there isn't much justification to lower the current speed. Ms. Smith suggested a speed study for a specific stretch. But, lowering the speed limit to 25 mph within the Town limits is unlikely. Mayor Bryant stated that VDOT looks at it from a data standpoint. We look at it from citizen feedback. Based on the data and feedback from citizens, we need to request that the study be done. Vice Mayor Witt stated that the most feedback he gets is from speeding on Main, Lowe and Culpepper have been discussed with the Sheriff's office. The speed limit sign is not visible on the south side of Town. Councilmember Manspile stated that if we can get a consistent speed limit, and then move the 25mph sign further down the road so that it is visible before you get to the rock wall. Vice Mayor Witt stated that we need to remember why this was brought to us. This was brought to our attention by a citizen because of a fatal car crash in front of Good Times. If I am not mistaken, speed was not a factor of the incident. Mayor Bryant stated that it brought to light issues. With the James River Terrace intersection, Good Times Café, and a bus stop, with other recreation things being considered, the study is the next logical thing to do so that we have the data to add to that. Vice Mayor Witt stated that it needs to be a year-round study so that we get traffic information during season and out of season. Councilmember Manspile stated the best feedback is going to come when the interstate traffic is diverted to Main Street. Vice Mayor Witt stated that we will soon have the bridge work to contend with, people will be avoiding this bridge like the plague potentially for the next 2 years. Mayor Bryant asked that Town Manager McCulloch initiate the study with VDOT. Town Manager McCulloch asked which section would Council prefer? The section that is 55mph? She thought that it dropped to 45mph at Good Times. Councilmember Manspile stated that no, it stays 55mph from Mt. Joy Road down to KC Collections. Town Manager McCulloch stated that she will request VDOT look at the entire 55 mph stretch. Councilmember Manspile stated the 20mph speed limit drop is the worst thing.

Mayor Bryant stated that it was 7:30, do we want to talk about one more discussion then move the other 3 issues to the September 1 Work Session. Council agreed.

Next on the agenda is the Southview follow up. Town Manager McCulloch stated that the discussion had left off with asking Town Attorney Jon Puvak if the Town is responsible for protecting the water lines extending from Main Street down Southview. Town Attorney Puvak stated that yes it would make sense for the Town to gravel it. That is where we left off. There have been some side-bars about paving it. Town Manager McCulloch stated she is preparing to get quotes for paving other areas. She needs direction from Council as to what they want done. Councilmember Manspile stated that whether you do concrete or asphalt, you will have to do more than gravel to protect what we do to the ditch. When water is running down the ditch, if it overflows, it will undercut the concrete. The ditch line will have to be put in and build the side of the road to keep from undercutting the ditch. I have to stay out of the fight because of a conflict of interest. Concrete would be great. But you have to take into consideration there are several driveway entrances that cross the ditch. Anything he does, he does for the neighbors. Councilmember Manspile lives on the other side of Southview that is smooth. The road is steadily elevating to the ditch. When Pace put the lines in, they did not go in the road, they used the ditch. It is steadily running it into the ground out there. Councilmember Manspile stated that he spoke to Michelle Gamblin, a homeowner on Southview. She has gotten to the point that when she purchases tires, she gets the lifetime alignment going through the ditch. Councilmember Manspile stated that for him to turn in the dump truck, you get in the ditch or you are up on the bank. Leonard Fitzgerald has gotten hung up twice in the snow. Johnny Wells has trouble getting his truck through it. Councilmember Manspile stated that he has done some filling in as a stop gap measure since he knew this was being discussed. He can show you emails from 2016 before he was on Council that Cathy Jones sent the previous Town Attorney that when she was in college the road was paved. Councilmember Manspile stated that Town Attorney Puvak said there are 15 landowners on Southview. He wants Town Attorney Puvak to put that on paper because he doesn't know 15 landowners down there. Mayor Bryant asked where the water line was before. Councilmember Manspile stated that it was 3/4" galvanized on each side of the road. It is now a 2" pipe. Mayor Bryant asked if Town has a right-of-way or easement on Southview. Councilmember Manspile stated that was a caveat that he has said all along. The Town knew that was a Town alley. You don't bury water and sewer without an easement unless it is your own street. Mayor Bryant stated that the next thing to talk about is what is the Town's responsibility. Town does need to protect its infrastructure. But, just like with the Groendyk property, the citizens shouldn't have to bear responsibility for areas that they shouldn't have to. What do we do with it? Do we get quotes to pave it? Do concrete? Or ask that if there is an issue with the infrastructure, we partner with the land owners to grade it or pave it or whatever needs to happen? Councilmember Rickman stated that Town should get quotes for both paving or concrete. Mayor Bryant asked for the whole road or the ditch or what? Councilmember Rickman stated that he had been down there quite a few times and the road is pretty rough. Councilmember Manspile stated that another caveat the Town or contractors are in that road every day of the year. A way of cost savings would be getting the ditch fixed and surface treat the road. I don't know what Boxley did when they milled and paved Main Street out there but Southview is getting bad flow of water. Mayor Bryant asked if Town should have an independent person come out and give us options of what needs to be done. Councilmember Rickman stated that was a good idea. Councilmember Petty stated that we need to fix the problem with the water coming off Main Street first. Town Manager McCulloch asked if they want to do that versus quoting? You said independent person, do you mean contractors for recommendations that are going to quote anyway?

Mayor Bryant stated he wasn't sure who would be an independent consultant. Councilmember Petty asked if David Fowler still did that work. Councilmember Manspile stated that he did. Mayor Bryant stated that from the Town's perspective, we need to protect our infrastructure. That is our obligation. That is what has been advised by our attorney. Town should not be in the position of taking a road beyond how it was originally designed and built. I think someone who is non-biased could say here is the situation you have, here are some recommendations to address protecting your infrastructure. Which would mean they would need to know all the information. But I don't know who it would be. Town Manager McCulloch stated that she did not know either. Councilmember Manspile stated that David Fowler does some of the work, AR Coffey is up 43. Town Manager McCulloch stated that AR Coffey is a contractor. Councilmember Manspile stated that AR Coffey has built more road around here than about anybody around here and poured more concrete than anybody around here they had their own concrete trucks and mix plant. Randy Hostetter is out of Lexington. Mayor Bryant stated that a civil engineer would be better. Town Manager McCulloch stated that CHA has a civil engineer on their team. Mayor Bryant stated he knows all the contractors mentioned, great people, but a civil engineer has a little different lens. I think that is what we need to hear. Councilmember Petty stated that the state may listen to a civil engineer better than a local person as well. Vice Mayor Witt stated that the elephant in the room is clarifying is this a Town owned road or a private drive. Mayor Bryant stated that Town Attorney Puvak determined that this is a private drive in his opinion. Town Manager McCulloch stated that was correct. Although there are differing opinions, in Town Attorney Puvak's opinion, this is a private drive. Vice Mayor Witt stated that is why it is the elephant in the room. The attorney is saying it is a private drive. If in fact it is the case, and the attorney is guiding us that way, there are a lot of private drives and roads. If we pave one road because of what VDOT has done, granted our infrastructure is there, improving a private drive beyond what it currently is, will be hard to push the rest of the tax payers explaining that. There are other ways to protect our infrastructure. Councilmember Petty stated that goes back to what Town Attorney Puvak said, that is the case where gravel is acceptable to protect our infrastructure. Councilmember Manspile stated you have a lot of work to do to get it back to what it was before Pace put the water line down there. If you stand there with a transit and a grade stick you have 18 to 20" to do. That is how deep and how saddling it is getting. That road was level before Pace came down through there. The water migrated down the whole road surface instead of concentrating in a 2-foot-wide ditch. Vice Mayor Witt stated that all 3 of you have alluded to getting a civil engineer in there. They will come in with their equipment and say here is the issue and your best course of action. Let the engineer give us the best course of action. Whatever we do, whether concrete or asphalt, if it is going to get undercut, we will need a civil engineer to tell us the right way to do it. Otherwise, we will continue to throw money at the issue. Councilmember Petty agreed it would be a waste of money, time, and effort. Councilmember Manspile stated that it is not your average private drive. The Town doesn't go down every private drive every day. I have tried to explain this to Town Attorney Puvak, Town has an easement from the pump station to Southview right there in the curb at Dorothy Howes. The easement does not convey to Main Street. It conveyed across the personal property of Joe McCullough and Dorothy and Mitch Howe to Southview. That is as far as the easement goes. That speaks a lot of what was believed in the past. Councilmember Manspile stated if anyone has any questions, please ask him. Mayor Bryant asked for anything else about this? Councilmember Rickman asked if Town could get a civil engineer to look into it. Mayor Bryant stated that Town Manager McCulloch would be taking care of that.

Mayor Bryant asked if Council was ready to adjourn. Vice Mayor Witt stated that Council could probably knock that one out pretty quickly.

Next on the agenda was discussion of Charlie's place (Lot 65A(2)22B). Town Manager McCulloch stated that Town was approached earlier this summer by an heir of lot 65A(2)22B, which is on Main Street. Sometime in 2015 there was a water line, perhaps a main, installed, and VDOT has done some storm water management. In that process, she has a fire hydrant in front of what was the driveway, and there is a boulder in the driveway. She is asking the Town to regrade it back to the way it was. Town Manager McCulloch has asked Councilmember Manspile about it. He said it could be VDOT who graded it that way. Town Manager McCulloch stated that we do not have a good time line. She does not remember, and we are going by project dates. Vice Mayor Witt stated that since this has been brought up a couple of times, there is a rock in the middle of the driveway that I assume was a cornerstone of the wall beside the driveway. Town Manager McCulloch stated that is the theory. Councilmember Manspile stated that it could have been moved to prevent access due to vandalism. Councilmember Manspile stated that according to Darvon Tyree, the rock was taken out of the rock wall to put the hydrant there. There were people parking in the driveway, and nothing had been done with the property. I can move the rock if necessary. It may not be possible to do anything to suit. What hurts the Town, is Pace put the water meters in driveways. You can't take out the fire hydrant. The wall was taken out to put the fire hydrant there. There needs to be a measurement taken from the fire hydrant to see how wide the driveway is. It would behoove us to move the meter to the corner of the yard. Everything is there except the pipe to move it. Mayor Bryant asked what the owner was requesting. Town Manager McCulloch stated that the owner is asking the driveway be graded back to the way it was, possibly move the hydrant, and the boulder moved. The owner wants to restore the house. It is on the Town's blight list. She may pursue Tax credits to bring that back into use. This property has been unused for so long it doesn't even have a street number from the last time someone was there. Councilmember Manspile stated that a 71-year-old man in the audience that can barely remember someone living there when he was a kid. Mayor Bryant stated that the hydrant can't be moved there is no ask about the meter, does the hydrant block access? Town Manager McCulloch stated she didn't mention the meter, but it may come up. It is mostly accessing the house. You cannot turn right to go into the property, it is pretty narrow. The boulder could cause problems with hitting the hydrant. Mayor Bryant asked what is the challenge to help initiate the process? Councilmember Manspile stated that he had told Town Manager McCulloch that he will take his tractor up there and move the rock. Vice Mayor Witt asked if the photographs from 2007 that doesn't show the hydrant. Town Manager McCulloch stated that the photo shows the driveway grade and without the hydrant. Councilmember Manspile stated that VDOT took the pipe out because of drainage issues. All the driveways on that side of Main Street have problems because VDOT will not let them put pipes in that ditch. Mayor Bryant stated that the other issue is that is a right-of-way where the hydrant is located. State owns a certain amount of that property. Vice Mayor Witt stated that it is approximately 10 feet. Councilmember Manspile stated that the hydrant is probably 6-to-8" behind the right of way because the right of way is at the rock wall. If Town doesn't have it in the archives, I will send a copy to Town Manager McCulloch, I kept a copy of the 1937 maps from where they built the bridge all the way-out Main Street. The state did not purchase any more easement, but made Main Street 3 lanes. I think the rock wall is the easement. Mayor Bryant stated at a minimum, to help with this, the rock was probably moved for the hydrant installation. At least move the rock out of the way. What is the down side of doing that? Town Manager McCulloch stated that she did not know if that would open up a can of worms. Town Attorney Puvak asked that Council discuss it.

Councilmember Manspile stated that if push comes to shove, and the hydrant has to be moved as a last resort, you would not have to dig up Main Street. You would have to bust all the concrete out around the hydrant, take out more of the rock wall, and move the hydrant farther up the rock wall. But that hydrant is now part of all the homeowners in that area's insurance. Councilmember Rickman stated that if the hydrant is moved in the other direction, someone would hit it. Councilmember Manspile stated the rock wall protects the hydrant. Mayor Bryant stated the hydrant benefits the entire community. Right now, unless there is something presented to us differently, Town does not want to move the hydrant. Town can move the rock. Councilmember Manspile stated that if Council wants the rock moved, he will make it disappear. Town Manager McCulloch stated that is an ask. Town is not the cause of the driveway's topography change. Vice Mayor Witt stated that Town is saying that VDOT changed the grading. Town Manager McCulloch agreed. Mayor Bryant stated that the only thing with the rock, is we put an indent in the property there no matter how easy, we did it. Councilmember Manspile agreed. Vice Mayor Witt recommended having a waiver of liability to move the rock. Move the rock. If she wants to keep the rock, move it where she wants it. Then give her guidance to contact VDOT about the grading. Even if Town did it, that has not been a driveway for 70 some years. It looks like a wall that fell. The grading, we did not change that. It is not Town's responsibility to fix the grading. That is a VDOT ask. Town did put in the hydrant and we did move the rock. Councilmember Manspile stated that the hydrant is not in the roadway. Vice Mayor Witt stated that we have a Waiver of Liability, move the rock, and direct her to VDOT for the grading. Mayor Bryant stated that Council does not need to do a resolution for that. Town Manager McCulloch stated that Council did not, she needed direction from Council to take care of it. Vice Mayor Witt stated that if Town did something to someone's property, it is only fair that we make it right. Mayor Bryant stated to a certain degree. Councilmember Manspile stated that statement needed the qualifier or he would start back on Southview. Vice Mayor Witt stated that with something simple as a rock, if we can open up that driveway and fix a blight property, that is a win, win, win.

Mayor Bryant stated there are three other items for discussion, Tree Program, Budget update, and Adjournment. I am going to have to step out. Councilmember Manspile made a motion to move those items to the September 1, 2022 Work Session, and a Motion to Adjourn. Councilmember Petty seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motions were carried by a vote of 5 – 0.

Adjournment was at 8:06 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

September 13, 2022

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

Attending: 5 citizens, 2 employees

Mayor Craig Bryant called the September 13, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager McCulloch to take 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 consent agenda including the August 2022 Financial Report and unpaid bills, and the August 8, 2022 Regular Council Meeting Minutes. A motion for approval for all items under the 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. There were none.

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

Next on the Agenda was New Business/ Action Items/ Public Hearings. The first action item was consideration of Resolution R22-0913-01: A Resolution to Adopt the Tentative 2023 Calendar of Events. Mayor Bryant asked Town Manager McCulloch for a brief synopsis. Town Manager McCulloch stated that Town adopts an event calendar every year. Usually, Council does this later in the year. In order to better plan and promote events for the upcoming year, we ask that Council approve the tentative 2023 calendar of events. There is some language in here to prepare for health concerns and other unforeseen circumstances. This approval would help us start planning and promoting the 2023 events. Councilmember Manspile made a motion to approve 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 consideration of Resolution R22-0913-02: A Resolution Authorizing

Replacement of Wastewater Treatment Plant Floor. Town Manager McCulloch stated that the Wastewater Treatment Plant floor is fairly old and has been causing problems and needing patching for several years especially after flooding occurred there. The patching has gotten out of control to the point that there are safety concerns for staff, citizens, and contractors. Town received three quotes that were presented to Council in a work session. Council chose Curtis Deacon Contracting in the amount of \$26,940.00. ARPA funds can be used for this. Councilmember Manspile made a motion to approve with a second from Councilmember Petty. Mayor Bryant asked for further discussion. Councilmember Manspile stated the building is just a sign of the problems we are starting to have down there due to age. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 5 – 0. The last action item was consideration of Resolution R22-0913-03: A Resolution Awarding Real Estate Investment Matching Grants to Businesses in the Town of Buchanan. Town Manager McCulloch stated that Town received a grant request after the first round. This is round 3. Round 2 was only 1 applicant that did not meet qualifications. Town had hoped to receive more so presenting it was a bit delayed. It is a matching grant of \$422.83 for an \$845.67 project for C&S Witt Creations. This is the Town Council's ARPA Real Estate Investment Matching Grant Program, which has done very well this year. This was for some beautification improvements: planters, flowers, and trees that would attract butterflies. Councilmember Manspile made a motion to approve with a second from Councilmember Petty. Vice Mayor Witt abstained from the vote. Mayor Bryant asked for any further discussion. With no further discussion, the resolution was approved by a vote of 4 – 0 (One Abstention).

Next on the agenda was reports. Town Manager McCulloch stated that for special events and community development, the LEAP and Feeding Southwest Virginia mobile markets are doing very well. We are up to having 3 markets a month. We are gearing up for the Mountain Magic in the Fall event. The swinging bridge will be featured as part of the artwork. There is a lot of interest and response from vendors. That is Saturday, October 1 from 10 to 4. The Town Clean Up day is already arranged. Staffing has already been arranged. That will be held Saturday, October 15 from 8 to 2. We are also starting to plan for Christmas. Requests for donations for lights have already been sent out. Planning Commission has been given a second draft of the Zoning Ordinance Update. They have been asked for feedback, comments, and input. We do ask if you know anyone who would like to apply for the Real Estate Investment Matching Grant, please share that. Vice Mayor Witt asked if that is just for commercial properties? Town Manager McCulloch stated that it is for commercial properties. It may be expanded in the future. Vice Mayor Witt asked if Town Manager McCulloch knew how much funds were still available? Town Manager McCulloch stated that no one has hit the \$5,000.00 limit. The highest was \$4,900.00. Most of the grants were \$1,000.00 to \$2,000.00. This will stretch the money out and help more businesses. We can now even look at our non-profits to beautify and eliminate blight there. Mayor Bryant asked if 2:00pm is the typical closing time for the Town Cleanup? Town Manager McCulloch stated that the last 2 clean ups have ended at 2:00. C & S Disposal has requested that the event end at 2:00. If that needs to be adjusted, we can revisit it later. For Public Safety, there is still a light out on the bridge. Town Manager McCulloch is working with Leading Edge Services on that. For Public Works, there were 36 Miss Utilities, 2-meter inserts replaced, 19 water cut-offs, 14 water cut-ons, one break and one repair. With Sewer, there was one line repair. They are working on catching up on mowing. Mayor Bryant asked if the playground is routinely checked for loose or damaged playground equipment? Town Manager McCulloch stated that it is looked at, but there are no regular inspections. We can program that in the Public Works schedule. We have been down there several times because the merry-go-round has broken beyond regular repair. We have tried contacting the person who has

repaired it, but have not received a reply. We are looking at replacing that piece of equipment. We just put down mulch, but it looks like we need more. Is there something in particular that is an issue? Mayor Bryant stated that there are some loose items on a piece of equipment that needs to be checked. Town Manager McCulloch asked if it was Town equipment. Mayor Bryant stated that it is. It would be good to go through all the playground equipment and check them over. He can give you one specific item that needs to be checked and the merry-go-round is definitely broken. It looks like the equipment is definitely used by folks, which is great. But we need to look at the maintenance to see if we need to do some additional upkeep or replacement. That is a significant item to the budget if any of the equipment needs to be replaced. Councilmember Manspile stated a lot of adult children get on that. Town Manager McCulloch stated that we got a quote for \$7000.00 to repair the merry-go-round from the company we purchased it from. Councilmember Manspile asked what is broken on it. Mayor Bryant stated that the center axel has broken away from the hub. Town Manager McCulloch stated that it is off kilter and rocky when you turn it. Mayor Bryant stated that it is not in a position where use can be deterred, so the sooner the better to repair that. The other piece can be discussed out of the meeting. It is very loose and won't take much to break as well.

Next on the Agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Bryant stated the rules of conduct for public comment and public hearings that are located outside Council Chambers. The first citizen was Wayne Ayers of 165 Gorge Road. Mr. Ayers stated that he came to the April Council meeting about the basketball court. Mr. Ayers requested an update because nothing has been done to the court. Mayor Bryant stated that Council is aware of the issue but does not know any other information other than we are looking at trying to get some repairs scheduled. We will make sure the Town Manager provides an update for us and we will get that to you. I would like to know that myself. Mr. Ayers stated that he knows that the new backboards have been ordered and the money is there. The county gave you the money. Town Manager McCulloch asked if she could comment. Mayor Bryant stated she could. Town Manager McCulloch stated that the tar or asphalt is in the basement. We are trying to ask someone to repair it. He has not gotten back to us. We were going to try to repair it ourselves. It has been raining a lot. The supplies came in during Carnival. Someone has suggested that we ask the trustees of Botetourt County. Deputy Mason was supposed to come by here today to check everything out. They are willing to come and do the job. Mr. Ayers stated that it will take someone who knows what they are doing. You can't have just anybody do it. Mayor Bryant stated that it needs to be done. Mr. Ayers stated that you need someone to put weed killer down, pressure wash, fill the cracks, then put down the sealer. Town Manager McCulloch stated that Town had planned to do all that. Mr. Ayers stated that in the meantime, you can put up some new nets. There has been only one net on one goal all summer. Mr. Ayers requested that a table be put down there because there is no where to sit. Town Manager McCulloch stated that the benches are on back order for 9 months. Mr. Ayers stated Town needs to put up a table and be done with it. Why make things difficult. Mayor Bryant thanked Mr. Ayers for bringing this back to Council's attention. The next citizen to speak was Mike Burton of 591 Culpepper Ave. Mr. Burton wanted to make a suggestion to the Council. In view of the large number of people who have not been in politics in the Town and are running for Council, and the new citizens in Town that do not know anyone, Town should do a Forum event. This has been done in the past when there are a large number of people who had interest in Council. The mayor would introduce everyone, they would have 5 minutes to speak, and there was time set aside for the Council nominees to talk to the public. This is a good way to stir up interest in the election, and getting more people to participate. It also gives citizens the chance to get know the people who are running. Mr.

Burton suggested the last two weeks of October for the Forum. Mayor Bryant thanked Mr. Burton for his suggestion. What has been done in the past is the Town Manager reached out to the candidates to start that process. If Council is agreeable to that. Councilmember Manspile, Councilmember Rickman, and Councilmember Petty all agreed. Mayor Bryant asked Town Manager McCulloch to start the process. The third citizen to speak was Mitchell Fritz of 6118 Lithia Road. I signed up to endorse Mr. Burton's suggestion. Since you have already heard Mr. Burton's suggestion and had a conversation about it, I think my time is moot. Mayor Bryant stated that was officially 5 seconds. Mr. Burton stated you hold the Town record. Everyone laughed. Mayor Bryant thanked Mr. Fritz. Town will work on that and follow through the channels for that. Mayor Bryant thanked Mr. Ayers for his comments and stated Town would continue to chip away at that issue.

Next on the Agenda was Upcoming Meetings and Events. Mayor Bryant asked if there was anything that needed to be addressed in the list of upcoming meetings and events that are listed? Vice Mayor Witt asked if the next work session date had been decided. Town Manager McCulloch asked that Council advise when they could meet for a work session that had been postponed from last week. Mayor Bryant asked Town Manager McCulloch to put a couple of dates together to figure out when Council can meet as soon as possible.

Mayor Bryant stated that Council will next go into closed session. The motion will be made to go into closed session. Council will go into closed session. When Council comes out of closed session, the closed session will be certified and the meeting will be adjourned. There will be no discussion of what business was discussed during the closed session. If citizens would like, they can stay and here the motion, or, they can have a few minutes to leave.

Mayor Bryant made a motion for Town Council to go into closed session for the purpose of discussing matters exempt from the provisions of the Virginia Freedom of Information Act under section 2.2 3711 paragraph 5. Discussion concerning prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made for the business or industry's interest in locating or expanding in the community. Mayor Bryant stated that was the motion. Vice Mayor Witt made a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Closed Session started at 7:26 pm.

Council went back into regular session at 7:56 pm.

Mayor Bryant made the motion to certify the closed session. Council certifies to the best of their knowledge that only matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and that were identified in the motion to go into closed session were heard, discussed, or considered. Councilmember Manspile gave a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Last on the agenda was adjournment. Councilmember Manspile made a motion to adjourn with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the motion to adjourn was passed with a vote of 5 - 0.

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11th day of October 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

To Remove "2 Hour Parking" Signs

Whereas, the Town of Buchanan posted 2-hour Parking signs on businesses in front of buildings on Main Street (Route 11), and

Whereas, the Town does not have a ticketing policy and capacity to police the on street parking, and

Whereas, the Town Council has received complaints about enforcement and parking violations, and

Now, after consideration of the policy and parking, Town Council would like to take down the parking signs to test the parking on Main Street,

Now, therefore, be it resolved that the Town of Buchanan's Town Council is directing the Town Manager and appointees to remove the "2-Hour Parking" signs as part of ongoing projects.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 11th day of October 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 Bionomics to Camera Sewer Lines

Whereas, the Town of Buchanan has a need to check capacity of sewer lines, map them, or make repairs or identify problems, and

Whereas, the Town has is working with CHA and they have solicited quotes for this service, and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to contract with Bionomics to camera and learn more about the Town's systems for up to \$22,400.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk