

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



Buchanan Town Council
Monday, June 13, 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 May 2022
2. Approval of Unpaid Bills
3. Approval of Minutes for April 7, 2022 Work Session, April 11, 2022 Regular Council Meeting, April 28 Called Work Session, May 5, 2022 Work Session, and May 9, 2022 Council Meeting.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

G. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS–

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

H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Public Hearing for the Proposed July 1, 2022 – June 30, 2023 Budget.
2. Consideration of Resolution R22-0613-01: A Resolution Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee for Fiscal Year 2022/2023.
3. Consideration of Resolution R22-0613-01: A Resolution To Adopt the 9/11 Event as a Regular Town Event.

I. REPORTS

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

J. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA

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

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K. ADDITIONAL COMMENTS

L. UPCOMING MEETINGS AND EVENTS

- **Juneteenth** – Town Hall Closed – June 20, 2022
- **Feeding SWVA Farmer's Market – Resource Center** - June 22, 2022 – 1:30 to 3:30
- **Buchanan Community Market** – Saturday, June 25, 2022 – 10:00 to 3:00
- **Buchanan Community Carnival – Town Park** – Thursday, June 30, 2022 Thru Saturday, July 9, 2022
- **Fourth of July Parade – Main Street** – Monday, July 4, 2022 – 5:00pm
- **Town Council Meeting** – Monday, July 11, 2022 – 7:00pm

O. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of June 8, 2022

	Jun 8, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	708,821.91
10030 Change Funds	100.00
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	381,445.59
10500 Certificates of Deposit	686,962.84
Total Checking/Savings	1,795,072.93
Accounts Receivable	
11001 General AR Billed	4,624.80
Carnival Recievable	322.00
Property Taxes Receivable	13,795.76
WSG Receivable	50,743.63
Total Accounts Receivable	69,486.19
Other Current Assets	
11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Undeposited Funds	1,306.96
Total Other Current Assets	39,433.06
Total Current Assets	1,903,992.18
Fixed Assets	
13000 Property, Plant, Equip	8,402,436.92
Total Fixed Assets	8,402,436.92
TOTAL ASSETS	10,306,429.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-159.81
Total Accounts Payable	-159.81
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	25,281.31
23000 Payroll Liabilities	936.34
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	-3,275.13
Vandalism Reward Funds	12.89
Total Other Current Liabilities	382,973.33
Total Current Liabilities	382,813.52
Long Term Liabilities	

Town of Buchanan, Virginia
Balance Sheet
As of June 8, 2022

	Jun 8, 22
26200 Water Long Term Loans	4,148,182.36
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,530,995.88
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-552,118.09
Net Income	187,796.42
Total Equity	5,775,433.22
TOTAL LIABILITIES & EQUITY	10,306,429.10

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2022

Ordinary Income/Expense	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Income					
Returned Check Charges					
3100000 Local Revenue	0.00		70.00		
3110000 General Property Taxes					
3110100 Real Property Taxes	195.51	0.00	144,434.35	150,000.00	150,000.00
3110101 Current Taxes	0.00	0.00	1,082.74	1,100.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	195.51	0.00	145,517.09	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	0.00	15,888.59	13,500.00	13,500.00
3110302 Delinquent Taxes	0.00	0.00	5.81	50.00	50.00
Total 3110300 Personal Property Taxes	0.00	0.00	15,894.40	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	310.34	0.00	2,796.64	2,000.00	2,000.00
Total 3110600 Penalties & Interest	310.34	0.00	2,796.64	2,000.00	2,000.00
Total 3110000 General Property Taxes	505.85	0.00	164,208.13	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	5,886.44	0.00	55,605.69	51,000.00	51,000.00
3120200 Consumer Utility Taxes	3,999.63	0.00	22,093.18	20,000.00	20,000.00
3120210 Consumption Tax	726.72	0.00	3,623.43	3,500.00	3,500.00
3120300 Business License Taxes	2,701.43	0.00	44,779.48	45,000.00	45,000.00
3120500 Vehicle Fees	0.00	0.00	2,583.09	16,200.00	16,200.00
3120600 Bank Franchise Fees	59,130.00	0.00	59,130.00	42,000.00	42,000.00
3121000 Occupancy Tax	188.83	0.00	3,059.50	3,000.00	3,000.00
3121100 Meals Taxes	1,673.85	0.00	19,964.05	25,000.00	25,000.00
Total 3120000 Other Local Taxes	74,306.90	0.00	210,838.42	205,700.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	0.00	350.00	250.00	250.00
3130308 Building Permits	50.00	0.00	325.00		
3130309 Sign Permits	0.00	0.00	0.00	100.00	100.00
3130310 Special Use Permit	0.00	0.00	0.00	100.00	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	0.00	675.00	450.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	322.73	1,500.00	1,500.00
3140103 Zoning Violations	0.00	0.00	850.00	500.00	500.00
Total 3140000 Fines and Forfeitures	0.00	0.00	1,172.73	2,000.00	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	0.00	3,527.96	4,200.00	4,200.00
3150200 Rental Income	50.00	0.00	1,420.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	50.00	0.00	4,947.96	5,000.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,052.00	0.00	89,237.00	96,000.00	96,000.00
Total 3165300 Garbage Fees	8,052.00	0.00	89,237.00	96,000.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,052.00	0.00	89,237.00	96,000.00	96,000.00
Total 3160000 Charges for Services	8,052.00	0.00	89,237.00	96,000.00	96,000.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	0.00	2,334.00	6,000.00	6,000.00
3189926 Christmas Parade	0.00	0.00	0.00	500.00	500.00
3189925 Mountain Magic	75.00	0.00	10,761.91	7,500.00	7,500.00
3189924 Botetourt Co. Fair	0.00	0.00	1,382.00	200.00	200.00
3189922 Pork by the James	0.00	0.00	0.00	8,500.00	8,500.00
3189921 Reggae by the River	0.00	0.00	15,237.50	11,000.00	11,000.00
3189920 Bot.Co.Fishing Carnival	0.00	0.00	0.00	100.00	100.00
3189919 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
3189918 Buchanan Garden Festival	0.00	0.00	550.00	2,000.00	2,000.00
3189917 CivilWar History Weeked	475.00	0.00	2,425.00	2,500.00	2,500.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
3189905 Overage/Shortage	0.00	0.00	-17.10	1,000.00	1,000.00
3189904 Other	199.00	0.00	8,962.15	1,000.00	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	0.00	9,550.00	1,000.00	1,000.00
3189910 Arbor Day Donations	0.00	0.00	1,812.00	1,000.00	1,000.00
3189911 Event Fees	65.00	0.00	120.00	700.00	700.00
3189912 Carnival Proceeds	350.00	0.00	196,720.51	70,000.00	70,000.00
3189999 Overpayments	0.00		2.05		
Total Miscellaneous Revenue	415.00	0.00	208,204.56	72,700.00	72,700.00
Total 3180000 Miscellaneous Revenue	1,164.00	0.00	249,840.02	112,350.00	112,350.00
Total 3100000 Local Revenue	84,128.75	0.00	720,919.26	588,150.00	588,150.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Com of the Arts	0.00	0.00	2,000.00	4,000.00	4,000.00
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220111 Car Rental Tax	20.02		20.02		

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
3220150 Communications Tax	172.63	0.00	1,877.42	2,275.00	2,275.00
3220107 Rolling Stock Taxes	0.00	0.00	3,234.57	3,250.00	3,250.00
3220108 HB599 Aid Local Police	0.00	0.00	24,669.00	32,888.00	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	11,609.00	11,609.00
Total 3220000 Non-Categorical Aid	192.65	0.00	43,409.55	54,022.00	54,022.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00		116,620.50		
3240101 Fire Programs Funds	0.00	0.00	0.00	10,000.00	10,000.00
3240000 Categorical Aid - Other	50,000.00		50,000.00		
Total 3240000 Categorical Aid	50,000.00	0.00	166,620.50	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	50,192.65	0.00	210,030.05	64,022.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3330000 Categorical Aid	0.00	0.00	1,415.25	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	1,415.25	1,404.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		2,893.34		
Total 3410000 Non-Revenue Receipts	0.00		2,893.34		
3410500 Interfund Transfers					
3410501 Transfers fr General Fd	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	134,321.40	0.00	935,327.90	653,576.00	653,576.00
Gross Profit	134,321.40	0.00	935,327.90	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	433.85	0.00	4,633.85	5,050.00	5,050.00
3600 Advertising	0.00	0.00	1,829.25	2,250.00	2,250.00
5540 Convention & Education	2,000.00	0.00	2,400.00	250.00	250.00
5600 Mileage Reimbursement	0.00	0.00	0.00	250.00	250.00
5800 Miscellaneous Expense	0.00	0.00	341.35	250.00	250.00
5810 Dues and Memberships	0.00	0.00	1,247.98	1,500.00	1,500.00
Total 11110 Town Council	2,433.85	0.00	10,452.43	9,550.00	9,550.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Total 001 Legislative					
Total 01 General Government Admin	2,433.85	0.00	10,452.43	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	2,433.85	0.00	10,452.43	9,550.00	9,550.00
Total 12210 Legal Services	2,449.94	0.00	36,303.80	15,000.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	2,449.94	0.00	36,303.80	15,000.00	15,000.00
Total 12240 Independent Auditor	0.00	0.00	13,350.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	0.00	73,679.25	60,000.00	60,000.00
1110 Overtime	50.49	0.00	5,490.79	1,000.00	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,531.69	0.00	19,201.20	15,000.00	15,000.00
2110 Virginia Unemployment Ins	64.92	0.00	1,230.61	150.00	150.00
2210 IRA Contribution	0.00	0.00	0.00	3,250.00	3,250.00
2212 Retirement	214.84	0.00	2,327.72	0.00	0.00
2213 VRS VLDP	196.26		718.99	0.00	0.00
2300 Health Insurance	1,757.18	0.00	17,548.53	21,047.00	21,047.00
3120 Accounting Services	0.00	0.00	11,345.97	11,000.00	11,000.00
3130 Bank Service Charges	0.00	0.00	765.95	400.00	400.00
3500 Printing and Binding	0.00	0.00	1,592.44	1,250.00	1,250.00
3600 Advertising	0.00	0.00	0.00	500.00	500.00
5210 Postal Services	428.96	0.00	3,889.29	3,250.00	3,250.00
5230 Telecommunications	0.00	0.00	1,931.88	3,100.00	3,100.00
5401 Copy Machine Rental	252.02	0.00	2,326.10	3,000.00	3,000.00
5600 Mileage Reimbursement	25.74	0.00	107.50	200.00	200.00
5800 Miscellaneous Expense	0.00	0.00	839.97	0.00	0.00
5810 Dues and Memberships	0.00	0.00	650.00	300.00	300.00
6001 Office Supplies	363.60	0.00	4,887.41	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	10,876.10	0.00	149,533.60	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	4,769.24	0.00	57,860.88	57,500.00	57,500.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	171.00	0.00	1,881.00	1,067.00	1,067.00
2213 VRS VLDP	0.00		0.00	0.00	0.00
2300 Health Insurance	925.32	0.00	9,232.97	11,069.00	11,069.00
5600 Mileage Reimbursement	0.00	0.00	723.76	450.00	450.00
5800 Miscellaneous Expense	0.00	0.00	0.00	500.00	500.00
5810 Dues and Memberships	0.00	0.00	794.88	750.00	750.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Total 12510 Town Manager	5,865.56	0.00	71,493.49	71,336.00	71,336.00
Total 02 General & Financial Admin	19,191.60	0.00	270,680.89	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	32,083.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	32,083.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department	357.00	0.00	2,563.50	5,000.00	5,000.00
5602 Fire Dept building maint.	0.00	0.00	0.00	10,000.00	10,000.00
5601 Grant (Firefighter)					
Total 32200 Volunteer Fire Department	357.00	0.00	2,563.50	15,000.00	15,000.00
Total 002 Fire & Rescue Services	357.00	0.00	2,563.50	15,000.00	15,000.00
Total 03 Public Safety	3,274.00	0.00	34,646.50	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,862.78	0.00	41,881.88	47,500.00	47,500.00
1110 Overtime	266.50	0.00	2,090.96	2,000.00	2,000.00
1120 Bonus	0.00		750.00		
2212 Retirement	107.40	0.00	1,247.52	1,100.00	1,100.00
2213 VRS VLDP	48.92		323.61	0.00	0.00
2300 Health Insurance	2,707.42	0.00	20,527.21	25,000.00	25,000.00
3310 Repair & Maint Services	120.00	0.00	3,123.52	5,000.00	5,000.00
3320 Street Repair-Snow Removal	0.00	0.00	217.07	5,000.00	5,000.00
3322 Janitorial Services	543.41	0.00	3,715.74	3,600.00	3,600.00
5100 Electricity - Streetlights	43.15	0.00	11,267.14	11,000.00	11,000.00
5110 Electricity - Town Hall	177.36	0.00	2,183.40	2,750.00	2,750.00
5120 Heating Fuel	416.97	0.00	3,969.70	2,500.00	2,500.00
5230 Telecommunications	0.00	0.00	19,410.00	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	20,000.00	20,000.00	20,000.00
5800 Miscellaneous Expense	140.00	0.00	3,592.05	2,500.00	2,500.00
5811 Uniforms & Safety Clothing	0.00	0.00	1,874.40	500.00	500.00
5812 Safety Footwear	0.00	0.00	214.78	500.00	500.00
6007 Repair & Maint Supplies	173.17	0.00	4,620.05	5,000.00	5,000.00
6008 Vehicle & Equip Fuels	0.00	0.00	3,921.18	3,000.00	3,000.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	8,627.08	0.00	129,040.50	139,950.00	139,950.00
44000 Trash Department					
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00
33201 Trash Pickup	13,249.00	0.00	73,727.56	82,000.00	82,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		429.26		
Total 3150000 Rev-Use of Money/Prop	0.00		429.26		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,523.50	0.00	313,854.40	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	185.00	500.00	500.00
3165120 Water Penalties	1,486.40	0.00	16,808.40	21,000.00	21,000.00
3165130 Reconnect Fees	180.00	0.00	2,340.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	0.00	0.00	585.00	1,000.00	1,000.00
Total 3165100 Water Revenues	30,189.90	0.00	333,772.80	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,622.02	0.00	181,944.79	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,622.02	0.00	181,944.79	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	46,811.92	0.00	515,717.59	562,500.00	562,500.00
Total 3160000 Charges for Services	46,811.92	0.00	515,717.59	562,500.00	562,500.00
Total 3100000 Local Revenue	46,811.92	0.00	516,146.85	562,500.00	562,500.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00		0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00		0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00		0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00		40,000.00		
Total 3330000 Categorical Aid	0.00		40,000.00		
Total 3300000 Rev from Federal Gov't	0.00		40,000.00		
Total Income	46,811.92	0.00	556,146.85	562,500.00	562,500.00
Gross Profit	46,811.92	0.00	556,146.85	562,500.00	562,500.00
Expense					

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	202.19		1,663.59		
2110 Virginia Unemployment Ins	25.99		209.70		
2212 Retirement	0.00		29.02		
Total 12410 Clerk-Treasurer	228.18		1,902.31		
Total 02 General & Financial Admin	228.18		1,902.31		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	87.72		571.20		
5230 Telecommunications	13.83		276.93		
Total 43200 Maint of Gen Properties	101.55		848.13		
44100 Water Operations					
1100 Salaries & Wages	731.00	0.00	8,797.00	20,000.00	20,000.00
1110 Overtime	51.00	0.00	1,523.48	2,500.00	2,500.00
2100 FICA/Medicare	0.00	0.00	0.00	250.00	250.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	120.46	0.00	193.93	1,000.00	1,000.00
3110 Operating Contract	0.00	0.00	61,661.92	67,000.00	67,000.00
3310 Repairs & Maint Contract	0.00	0.00	1,760.88	10,000.00	10,000.00
3500 Printing & Binding	0.00	0.00	97.26		
3700 Permits	0.00	0.00		10,000.00	10,000.00
5110 Utilities	1,749.30	0.00	4,691.00	9,000.00	9,000.00
5810 Dues and Memberships	0.00	0.00	12,767.28		
6007 Repair & Maint Supplies	0.00	0.00	350.00		
6009 Vehicle & Equip Supplies	406.35	0.00	8,054.28	15,000.00	15,000.00
6014 Operating Supplies	210.10	0.00	4,469.85		
8101 Machinery & Equipment Cost	0.00	0.00	1,109.60	15,000.00	15,000.00
Total 44100 Water Operations	3,268.21	0.00	108,209.48	153,750.00	153,750.00
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94		7,388.94		
3310 Repairs & Maint Contract	0.00		9,597.46		
5110 Utilities	489.94	0.00	8,215.10	8,000.00	8,000.00
5230 Telecommunications	0.00	0.00	750.76	7,000.00	7,000.00
6014 Operating Supplies	532.50	0.00	2,162.99	1,000.00	1,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	2,200.00	2,200.00
Total 44110 Water Filtration Plant	8,411.38	0.00	28,115.25	18,200.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	50.39	0.00	562.29	2,500.00	2,500.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
1100 Salaries & Wages	1,734.00	0.00	9,744.00	38,500.00	38,500.00
1110 Overtime	127.50	0.00	1,610.00	1,000.00	1,000.00
2100 FICA/Medicare	0.00	0.00	0.00	60.00	60.00
2110 Virginia Unemployment Tax	0.00	0.00	0.00	0.00	0.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
3100 Prof Svcs & Miss Utility	120.46	0.00	193.99	250.00	250.00
3110 Operating Contract	7,388.94	0.00	69,050.86	53,000.00	53,000.00
3310 Repairs & Maint Contract	0.00	0.00	14,613.96	15,000.00	15,000.00
3320 Sludge Disposal	0.00	0.00	975.98	8,000.00	8,000.00
3700 Permits	0.00	0.00	720.00	1,500.00	1,500.00
5110 Utilities	3,781.07	0.00	19,268.84	20,500.00	20,500.00
5410 Lease/Rent of Equipment	20.00	0.00	323.47	1,000.00	1,000.00
6007 Repair & Maint Supplies	705.05	0.00	10,306.75	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	406.35	0.00	4,469.85	6,000.00	6,000.00
6014 Operating Supplies	1,346.40	0.00	14,297.59	8,000.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	2,733.00		
Total 44200 Sewer Operations	15,680.16	0.00	148,870.58	162,810.00	162,810.00
Total 04 Public Works	27,461.30	0.00	286,043.44	334,760.00	334,760.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00		0.00	0.00	0.00
Total 94200 Water Projects	0.00		0.00	0.00	0.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	30,029.76	10,000.00	10,000.00
94302 WWTP Improvements	0.00	0.00	0.00	20,000.00	20,000.00
94399 Contingencies	0.00	0.00	0.00	10,073.00	10,073.00
Total 94300 Sewer Projects	0.00	0.00	30,029.76	40,073.00	40,073.00
Total 004 Capital Projects	0.00	0.00	30,029.76	40,073.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	12,197.00	0.00	156,479.36	187,667.00	187,667.00
95520 Interest Payments	0.00		4,158.35		
Total 95500 Water Debt Service	12,197.00	0.00	160,637.71	187,667.00	187,667.00
Total 005 Debt Service	12,197.00	0.00	160,637.71	187,667.00	187,667.00
Total 09 Nondepartmental	12,197.00	0.00	190,667.47	227,740.00	227,740.00
Payroll Expenses	0.00		72.00		

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

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Total Expense	39,886.48	0.00	478,685.22	562,500.00	562,500.00
Net Ordinary Income	6,925.44	0.00	77,461.63	0.00	0.00
Net Income	6,925.44	0.00	77,461.63	0.00	0.00

Town of Buchanan, Virginia
Vendor Payments Made
May 5 through June 8, 2022

12:15 PM
06/08/22

Type	Date	Num	Memo	Account	Split	Amount
AT&T						
Bill Pmt -Check	05/10/2022	22860	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-88.69
Bill Pmt -Check	05/31/2022	22905	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-86.34
Bank of Botetourt						
Bill Pmt -Check	05/18/2022	22872	Acct # 2021201825 (Truck Payment) Payment #11	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Bill Pmt -Check	05/25/2022	22902		10010 Buchanan General Fund	20000 Accounts Payable	-3,076.84
Blue Ridge Parkway Assoc.						
Bill Pmt -Check	05/23/2022	22882	Membership	10010 Buchanan General Fund	20000 Accounts Payable	-375.00
C&S Disposal Inc.						
Bill Pmt -Check	05/10/2022	22861	Port a john for Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Bill Pmt -Check	05/23/2022	22883		10010 Buchanan General Fund	20000 Accounts Payable	-687.76
Bill Pmt -Check	05/26/2022	22904	Garbage p/u (473X13.00=6149 & 23X19.00=437)	10010 Buchanan General Fund	20000 Accounts Payable	-6,586.00
Chemsoiv						
Bill Pmt -Check	05/23/2022	22884	Chlorine- WFP	10010 Buchanan General Fund	20000 Accounts Payable	-532.50
Clintas Corporation- #524						
Bill Pmt -Check	05/10/2022	22856		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Bill Pmt -Check	05/23/2022	22885		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Claudine R. Stump						
Bill Pmt -Check	05/31/2022	22906	Mielage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-25.74
Core & Main LP						
Bill Pmt -Check	05/10/2022	22862	Meter for car wash	10010 Buchanan General Fund	20000 Accounts Payable	-875.63
Bill Pmt -Check	05/23/2022	22886	Sewer supplies	10010 Buchanan General Fund	20000 Accounts Payable	-2,129.95
Cortex Leadership Consulting						
Bill Pmt -Check	05/23/2022	22887	Leadership coaching for Town Manager & Council Member	10010 Buchanan General Fund	20000 Accounts Payable	-2,000.00
Dominion Energy Virginia						
Bill Pmt -Check	05/23/2022	22888		10010 Buchanan General Fund	20000 Accounts Payable	-8,164.63
Faye Worley						
Bill Pmt -Check	05/26/2022	22903	Janitorial services for the Town Hall & Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Gentry Locke Attorneys						
Bill Pmt -Check	05/10/2022	22863		10010 Buchanan General Fund	20000 Accounts Payable	-2,796.00
Bill Pmt -Check	05/23/2022	22889	Attorney services month of April	10010 Buchanan General Fund	20000 Accounts Payable	-2,449.94
Happy Food Mart						
Bill Pmt -Check	05/23/2022	22890		10010 Buchanan General Fund	20000 Accounts Payable	-716.53
Harry L. Gleason						
Check	06/01/2022	22910	Start up change for BOCO wild	10010 Buchanan General Fund	10038-Change Funds-County ...	-400.00
Inboden Environmental Services, Inc.						
Bill Pmt -Check	05/10/2022	22857	Operation of STP & WFP	10010 Buchanan General Fund	20000 Accounts Payable	-16,334.38
J L Computers Inc.						
Bill Pmt -Check	05/23/2022	22891	Antivirus etc.	10010 Buchanan General Fund	20000 Accounts Payable	-251.15
James Manspile						
Bill Pmt -Check	05/23/2022	22892	11 bales of hay for Civil War Reenactment	10010 Buchanan General Fund	20000 Accounts Payable	-60.50
James River Equipment-Ashland						
Bill Pmt -Check	05/23/2022	22893	Hose fitting for sewer jetter	10010 Buchanan General Fund	20000 Accounts Payable	-10.20
James River Equipment-Buchanan						
Bill Pmt -Check	05/23/2022	22894	Mower blade and supplies for mower	10010 Buchanan General Fund	20000 Accounts Payable	-75.90
LAMAR COMPANIES						
Bill Pmt -Check	05/10/2022	22864	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Bill Pmt -Check	05/23/2022	22895	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-750.00
Leading-Edge Services, Inc.						
Bill Pmt -Check	05/10/2022	22865	Installation 6 new light poles @ STP (ARPA Funds)	10010 Buchanan General Fund	20000 Accounts Payable	-31,848.09
Mid State Equipment						
Bill Pmt -Check	05/23/2022	22896		10010 Buchanan General Fund	20000 Accounts Payable	-24.55
Pyrotecnico Fireworks, Inc.						
Bill Pmt -Check	05/17/2022	22869	Fireworks for carnival	10010 Buchanan General Fund	20000 Accounts Payable	-6,400.00
Rural Development						
Check	05/27/2022	EPAY	WSL-30-10	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00

Town of Buchanan, Virginia
Vendor Payments Made
May 5 through June 8, 2022

Type	Date	Num	Memo	Account	Split	Amount
Sandra's Marking Co. Inc.						
Bill Pmt -Check	05/31/2022	22907	2 portable lights (ARPA)	10010 Buchanan General Fund	20000 Accounts Payable	-2,400.00
Sharin' Flowers						
Bill Pmt -Check	05/31/2022	22908	Hanging baskets	10010 Buchanan General Fund	20000 Accounts Payable	-1,373.75
The Landscape Store Inc.						
Bill Pmt -Check	05/31/2022	22909	Mulch for the playground (Park Grant)	10010 Buchanan General Fund	20000 Accounts Payable	-2,500.00
Town of Buchanan						
Check	05/18/2022	22870	Deposit applied (1-054-F2 Joyce Brookman)	10010 Buchanan General Fund	22000 Customer Deposits	-117.54
Check	05/19/2022	22873	Apply water deposit 3-311-C (Kayla Kelly)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	05/10/2022	22866	Law enforcement payment	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Troutville Tire Service						
Bill Pmt -Check	05/10/2022	22858	Service call to repair tire	10010 Buchanan General Fund	20000 Accounts Payable	-200.00
USA BlueBook						
Bill Pmt -Check	05/10/2022	22867	Water & Sewer supplies	10010 Buchanan General Fund	20000 Accounts Payable	-1,019.82
Bill Pmt -Check	05/23/2022	22897		10010 Buchanan General Fund	20000 Accounts Payable	-671.42
Verizon						
Bill Pmt -Check	05/23/2022	22901	Phone for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-36.37
Verizon (Southview)						
Bill Pmt -Check	05/23/2022	22898	650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-50.39
Verizon (Water Tank)						
Bill Pmt -Check	05/23/2022	22899		10010 Buchanan General Fund	20000 Accounts Payable	-219.28
Virginia Business Systems						
Bill Pmt -Check	05/10/2022	22868	Rent on copier	10010 Buchanan General Fund	20000 Accounts Payable	-222.02
Bill Pmt -Check	05/23/2022	22900	Rent on copier	10010 Buchanan General Fund	20000 Accounts Payable	-252.02
VUPS						
Bill Pmt -Check	05/10/2022	22859	Miss utility	10010 Buchanan General Fund	20000 Accounts Payable	-13.65



Minutes of Council Meeting
Work Session
Buchanan, VA

April 7, 2022

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

Mayor Craig Bryant opened the April 7, 2022 Council work session at 7:00 p.m. Mayor Craig Bryant requested Town Manager Susan McCulloch take roll call to establish a Quorum. Town Manager McCulloch took roll. With all Council members present, a quorum was established.

Next on the agenda was to amend the agenda to remove item H: Southview Maintenance Agreement. Town Manager McCulloch requested the amendment because the agreement has not been returned from Town Attorney Puvak's office. Mayor Bryant made a motion to amend the agenda with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the agenda was amended with a vote of 5 – 0.

Next on the Agenda was Discussion of a Request for Council to set the 2023 Civil War History Weekend (April 28-30, 2023). Town Manager McCulloch stated that one of the challenges with planning this event this year was that there was no definite event date set, so it could not be promoted. Town Manager McCulloch requested that Council set the same weekend next year as this year barring any major events, April 28-30 2023. This will help market next year's event at this year's event in a few weeks. All Councilmembers agreed. Councilmember Manspile asked Town Manager McCulloch to have a Resolution drawn up for the next Council Meeting. Vice Mayor Witt stated he would like to have the entire special events calendar ready a year in advance. Town Manager McCulloch stated that would be great. Vice Mayor Witt stated that way we could promote all of them. Mayor Bryant stated that is a good idea. Town Manager McCulloch stated that is a good goal. Vice Mayor Witt asked if it is possible to do the special events calendar for 2023. Town Manager McCulloch stated that the hardest part is hammering down the dates, but a draft without the budget amounts can be done.

Next on the Agenda was the Veteran's Banner Program Update. Town Manager McCulloch stated that she reached out to Dominion Power to find out what the cost would be for engineering and the inspector. Mr. Boblett proposes that Town pay for it since the permits would be in Town's name. The

permit would list all the poles. There are approximately 50 poles on the Dominion side of Main Street. A rough estimate to inspect the poles, review the collected data, and evaluate the sustainability of each pole to hold a banner would be between \$2,000.00 and \$2,400.00. That is \$40.00 to \$48.00 per banner. This does not include any engineering design for pole replacements or upgrades needed to attach the banners. It would be strictly to evaluate. Town Manager McCulloch stated that there could be more costs down the road. Mr. Boblett has been informed of her findings. Town Manager McCulloch stated that Mr. Boblett has started to fill out the permit application. Town Staff time has not been included in the cost of this project. Councilmember Manspile stated that if Town starts doing the engineering study and all, we have talked about upgrading our Christmas lights, maybe we can do both at the same time. Town Manager McCulloch stated that would probably double the price because it is 2 projects. Councilmember Manspile stated that it won't hurt to ask. Town Manager McCulloch stated that as part of the master planning, the electrical lines may be buried. A whole different light pole would be installed as an upgrade. That is something that may need to be considered. These banners will be suitable for the Dominion poles only, not to any new poles that may come. Vice Mayor Witt stated they had a really good Planning and Zoning Commission meeting. Vice Mayor Witt asked that since these are veteran banners, are there any federal or private grants available to help fund this project? Town Manager McCulloch stated that she is not sure. She has not checked into it. Usually, banner programs are considered advertising. It could be part of a branding program for downtown. That has been done with CDBG money, but that features the logo of Town. That is not a veteran topic it would be the community itself. Mayor Bryant stated that Councilmember Manspile has brought up a valid point. The other thing we have looked at is the flag placement on the poles and that project. There is concern about the longevity of that project. Mayor Bryant asked if this should be done as part of the master planning process. We need to start thinking about what we want this corridor to look like instead of working on singular projects. Vice Mayor Witt stated that was part of the comprehensive plan that Planning and Zoning Commission started before I was on the Planning and Zoning Commission. Vice Mayor Witt stated that Town Manager McCulloch identified that it is great that Town has a comprehensive plan, that is your broad net. Town needs a master plan to hone in on things. David Hill from Hill Studios came to the Planning and Zoning commission to discuss master plans. Vice Mayor Witt stated that Mr. Hill discussed 4 different master plans. Town Manager McCulloch stated that Mr. Hill stated that you should start with your downtown. She said that is your living room. You want your downtown to look nice. Then you work out to the neighborhoods. That is low hanging fruit for grant money. As you build upon the success of the downtown area, you can expand with VHDA neighborhood planning grants, which will turn into grant money for each neighborhood. Then VDOT money can tie in with the other funds to bury the poles, the corridors, the wayfinding, gateways and trails. Vice Mayor Witt stated that although Mr. Hill works internationally, he gave a great presentation of small communities and river towns, Roanoke, the signs and sidewalk projects in Fincastle, and small towns in southwest Virginia. Vice Mayor Witt stated that potentially, doing a corridor project, being able to go through and rip up the sidewalks, doing a sewer line project at the same time, put in new sidewalks, and decorative light posts are a possibility. Everyone on the Planning and Zoning commission is in the mind set of laying those bricks or pavers down. It will be designed the way we want it. I think everyone on the Planning Commission wants to be able to do this. Councilmember Petty stated asked with that being said, is that something we can talk to Mr. Boblett about postponing the banner project if we are going to make these changes? Town Manager McCulloch stated that she would recommend it personally because he may be upset if we change it and he has to go back and change everything.

Especially if he has to go back to donors and ask them to donate for another banner. Mayor Bryant stated that there are several things that need to be put together for a large project along with this. We all support veterans and their efforts, but the decision making of this group needs to be as best as we can make it for all the factors to come to fruition. Councilmember Petty stated that he would hate to see the money be wasted. Councilmember Manspile asked if Mr. Boblett has a count of how many banners. If push comes to shove, could you put them all on the Verizon side. Put 2 banners per pole, one street side and one sidewalk side. Verizon is much easier to work with than Dominion. Councilmember Petty stated that would get rid of the fees on the Dominion side. Town Manager McCulloch stated that Mr. Boblett did not mention any fees on the Verizon/ Shentel side. Mr. Boblett is able to work with Verizon/ Shentel directly to install banners. Vice Mayor Witt stated that he thinks that would be a happy medium. This is what we have going on, this is the very beginning of the project, Verizon has already given us the green light, let's put them on the telephone side. Council and Planning Commission will keep this in mind when it comes to the master plan with the corridor coming through here. We support this and want to do this, but we don't want to spend the money when we know that there will potentially be massive changes in the next 2 to 3 years. Vice Mayor Witt stated that the banners do not have to be just between the bridge and Groendyk. They can go from Town limit sign to Town limit sign. Mayor Bryant stated that Council needs to get more information about doing the banners on the Verizon/Shentel side. Councilmember Petty asked if Town Manager McCulloch would speak to Mr. Boblett about focusing on the Verizon/Shentel side. Town Manager McCulloch stated that she would speak to Mr. Boblett. Vice Mayor Witt stated that regarding the flags, by having the banners on one side of the street, Town could display flags on the other side of the street. Councilmember Manspile stated that is how it was done years ago. Everything was on one side of the street. Councilmember Manspile stated that Verizon has always been easier to deal with than Dominion.

Next on the agenda was the fire department roof quotes. Town Manager McCulloch stated that she and Mayor Bryant had met with Jason Ferguson about a month ago to discuss the warehouse space, needs for the fire department, and the carnival money. It was suggested that the building that the fire department uses will be consistent. The Town will be in charge of maintenance and insurance. The County will not have to worry about adding it to their inventory and maintaining it. The suggestion is that all future carnival monies are used for the building itself. Town Manager McCulloch stated that she has toured the building. There is a lot of damage from the roof leaking. The burning request from the Buchanan Fire Chief as well as Jason Ferguson is to fix the roof and the cupola, and fix the gutters and down spouts. The fire department got three quotes for fixing the roof and gutters. The best quote is for \$17,107.00 for the roof, and to replace the gutters and down spouts for \$1,118.00. This is proposed to be the carnival allocation from last year (2021). The delay from their first request was because Ray submitted one quote to Jason Ferguson and left soon after. They only supplied 1 quote for the 3 items, and we heard nothing after that. Town approached them about using the funds for the building because that will serve both fire and EMS. Vice Mayor Witt asked if they had said what the cause of the leaks were. Town Manager McCulloch stated that it is the cupola. It was because it had vinyl siding covering it instead of getting repaired and having the wood replaced. The rain would leak through the vinyl siding and down. They originally thought it was a bathroom and stopped using it, but it was the roof. It is leaking towards the electric box. Councilmember Manspile stated that the cupola holds the siren. Town Manager McCulloch stated that removing the cupola does not include removing the siren. That was not quoted because it is cheaper to repair the cupola than replace it. Councilmember Petty stated that he cannot remember anything being done to that building. Councilmember Manspile stated

that the roof was re-shingled close to 30 years ago. The flat roof was done several times. Vice Mayor Witt asked if this is the working siren. Town Manager McCulloch stated she thought it was a tornado siren. Councilmember Petty stated that it was off and on for a while. Mayor Bryant stated that it has been disconnected because of the damage, citizen complaints about it going off at night, and with today's technology, and the electronic notifications it isn't necessary. Vice Mayor Witt asked if the cupola is still required? If that is the cause of the leaks, maybe it should be removed. Town Manager McCulloch stated it would be repaired, it would have a new roof. Vice Mayor Witt stated it would still be a hole in the roof. Councilmember Manspile stated that there would be a crane involved to remove the siren, it is a big siren. Councilmember Petty stated that is a huge siren. The supports and structure are not small either. Mayor Bryant stated that he would support repairing the roof and cupola appropriately. That is part of our community image, and the firehouse and cupola should be repaired. Councilmember Petty stated that it would look odd without the cupola. Mayor Bryant stated that the cupola is part of the image of the building. We own the building and it is our job to maintain it. Councilmember Manspile stated that some things have slipped through the cracks since 2012. That building has not been set up for 24-hour staff. Having staff there 24 hours requires more maintenance than volunteer staff. Town Manager McCulloch asked if Council wanted to add the alternate for the gutters and downspouts? Council agreed to that. Vice Mayor Witt requested that Town do diligence to use companies that operate in Town. Town Manager McCulloch stated that Jason Ferguson probably used procurement to get his bids but she would ask him. Vice Mayor Witt stated there is a new roofing company, and an established siding and guttering company. Since we will be signing the checks, we should at least give them the opportunity to bid on the project. Councilmember Manspile stated that some of these companies are the power hitters on the list. Mayor Bryant asked what are the next steps for this process. Town Manager McCulloch stated that there could be a resolution ready for Monday. Then, if local companies had not been asked, we can rebid the job. Vice Mayor Witt stated that if it was available to local companies, put it on the docket. If it wasn't offered to local companies, it needs to be revisited. Town Manager McCulloch stated she would find out before Monday. Councilmember Manspile stated that the County being bigger probably got the better price than what we could get in Town. Vice Mayor Witt stated that he is surprised by how low the quote is. He is just saying the local companies should have the opportunity to bid. Councilmember Manspile stated that if Town waits too long, this company could pull their bid and rebid again, giving a price increase. The bid was given March 10, how long is this quote guaranteed? This is almost a month old. Mayor Bryant stated that it needs to be double checked. It can be ready to go on Monday if need be. Councilmember Manspile stated that he prefers single source pricing. He prefers that it stays that way so that there is one place to contact with everything instead of several different contractors doing the job. Vice Mayor Witt stated that there are multiple contractors doing different parts of the job. There are 3 different quotes. The guttering was bid separately from the roof. Mayor Bryant asked if Town Manager McCulloch would contact Jason Ferguson. Town Manager McCulloch stated she had just texted Mr. Ferguson and that he may respond by the end of the meeting.

Next on the agenda was ARPA update and projects. Town Manager McCulloch stated that there are ideas to repair and replace the pump to do the Water Street lift station overhaul. We have purchased the new jetter. The Main Street piece was about the Groendyk building, LES has almost finished the lights at the wastewater treatment plant. More grant programs have been released since we originally received the ARPA money. We are asking SERCAP to find a PER to run water and sewer to exit 162. That was something Council wanted to explore. SERCAP will pay for that instead of the Town. There is

another SERCAP grant application to fund a PER for the drawings for the Groendyk development. Town Manager McCulloch stated that she met with John Simmons and Doug Hudgins from CHA on Monday. Doug had some ideas. One is to go straight across the street from Groendyk down to Lowe Street and hook onto the 8-inch sewer line. That would be the quickest way to get it to a line that has capacity. He will explore that and will have options if we cannot acquire an easement from the church. It can also hook Williams Lane onto it and cap it off at the Doctors Office because the pipe is going uphill from Groendyk to the doctor's office. This way would take it down hill to Lowe Street. Williams Lane could be tied in because the pipe is crushed underground. Public Works went back there today. There was still an issue. It had been fixed. The pipe had bent and had to be fixed. It is not leaking anymore. A lot of the water was from jetting the line. Town Manager McCulloch stated that there is a new loan or grant. Depending on our demographics, we don't want to get a loan; we want a grant for the clean water funds. The Health Department contacted us and asked us to apply. Mr. Hess who used to work in Lisa Bailey's place had some suggestions, but Mr. Manspile and Joe Morris had some suggestions as well. They meshed. Mr. Hudgins from CHA is going to see what will score the highest in the ask. We want to write a winning grant application, so the needs we have replacing well one that is ancient are met. Councilmember Manspile stated that it would be a new well house. The upgrade that was done was to put a small tank outside the pumphouse. All the old infrastructure is still there. It wouldn't affect the well itself. It would improve the well house, the pump house, we have a hard time keeping heat in there. Town Manager McCulloch stated that we have to keep moving the generators to keep the heat going. Security is also a priority with the way things are going around the country. Mayor Bryant agreed. Councilmember Manspile stated that the 8-inch line on Lowe Street is not very deep. The 6-inch pipe doesn't have the capacity. But, to come down through the church, by the time you come under Lowe Street, you will be deeper than the 8-inch pipe. That still does not alleviate the problem we have had from Lowe Street to the river. That is where we have capacity issues. There isn't but 8 inch going to the river. You have 15th Street going by Vice Mayor Witt's house, turns and goes down the alley by Ms. Hayslett's, it goes to 8-inch to Lowe Street and picks up a six and two or three other houses. When it crams into the eight going across Lowe Street toward the river, that is where we have had capacity issues long before I came to Council. If you dump 22 more apartments and a brew pub, this is where it doesn't matter how much education you have or how many degrees you have on the wall, ground experience trumps it, you are going to blow manhole covers off again. Town is at capacity at peak flow on that lateral going to the river. Town Manager McCulloch stated that Public Works Andy Newcomb thought that there was another line on the other side of Lowe Street. Mayor Bryant stated that we are still trying to figure this all out. Everyone who has experience should be talking and making suggestions. The last thing we want is a capacity issue on top of a capacity issue. Councilmember Manspile stated that has been his fear all along. The usage high flow is from 3:20 to 6:40 every evening. Mayor Bryant asked Town Manager McCulloch to keep gathering information for Council and working on a solution for this. Council is relying on her to figure it out. Town Manager McCulloch stated that the Preliminary Engineering Report (PER) has been sent to USDA Rural Development. That is another pot of money that Mr. Hudgins has spoken about. Mayor Bryant stated that he would like to go back to something Councilmember Manspile brought up. Barring that is not the direction we want to go with Groendyk, we have identified there is an issue in the area that we are discussing. Where are we at in priorities of getting that fixed? If it is a problem now, what do we need to do to fix it? Councilmember Manspile stated that what has kept us in compliance is that is a dry hollow. What spills and backups we have had when it is dry is different from when it is water, you have the same size lateral that was part of

the remedy of capacity that direction. That comes back almost at 15th Street and puts one man hole and set it deep enough and goes South down Route 11. You set the precursor any time if you upgrade across the railroad tracks you can turn 15th Street into it, grab Groendyk and go south to the Creek before 19th Street, then rehab that lateral from Route 11 to the river because you have cast iron, concrete and asbestos pipe in that line. Town has been in trouble twice for blowing that manhole down in the Flea Market Property that runs to the 18 or 24 inch main at the river. There is a piecemeal 8-inch sewage line that is in a body of water 365 days a year. Councilmember Manspile stated that was the focus of rehabbing that because if you spill raw sewage in running water, you have a problem especially with the traffic on the river. If you come back to this other lateral, that goes to the river, at times you have it but not all the time. It was cleaned out, there were water ash roots in it. But it runs at capacity. What Doug told me was this would be a way to get funding to fix an existing issue to upgrade that. You would be catching everything from 19th Street and 15th Street. Mayor Bryant asked if this is just for sewer, nothing else would be needed. Councilmember Manspile stated that it would just be sewer. He had talked about storm drains, but you would only have curb and gutter work and paving the ditch. Mayor Bryant stated that Town Manager McCulloch should continue to gather information for Council to make an informed decision. Town Manager McCulloch stated that she would. Town Manager McCulloch stated that the safety lights were ordered from San Mar Co. They should be here next week. She asked if they could be purchased with ARPA funds for \$2,400.00. Councilmember Petty stated he had no problem with it. Town Manager McCulloch stated that other options are upgrading the current water meter readers, or replacing the readers, and the snow blower. Mayor Bryant stated that he had spoken to the Town Manager about a complaint about sidewalks not being cleared. Would a snow blower be something we need in our inventory, or would contracting with someone to clear the sidewalks be a service we need to procure. Councilmember Manspile stated that there is a snow blower attachment for the John Deere tractor. You can drop the deck off it and attach the snow blower to it. Councilmember Petty stated that he has seen them. Vice Mayor Witt stated that he has a snowblower. When it is a fluffy snow, he will come down to the fire station, cut across and go back making a path. If it is melting or slushy, you spend more time cleaning it out than blowing snow. Now an attachment that goes with a beefier motor may work better, but we have had 3 snows in the last 5 years that required the use of the snow blower. Councilmember Manspile stated that the other issue is having staff come in at night or whatever because if it melts and freezes back, the snowblower will not work. Mayor Bryant stated that right now the Town doesn't have anything. The snow blower is a first attempt at doing something. He had looked at the attachment but how will that work with cars being in the way. Councilmember Petty stated the snow blower would be the best option. Vice Mayor Witt stated that as a Town we have never cleared sidewalks. If we have a snow blower, what are we using it for? Are we clearing all the sidewalks, or just for Town properties and the sidewalks in front of Town Hall? If you turn it into a service where we do all of Main Street sidewalks, you are opening up a can of worms. Mayor Bryant asked what worms are we opening up? Vice Mayor Witt stated that Town would always have to scrape the sidewalks. Town Code currently states that homeowners are responsible for clearing the sidewalks adjacent to their properties. Vice Mayor Witt stated that it is a great idea. But, if the snowblower breaks down, if it is ice and the snowblower doesn't function properly, you will have 1,200 or so citizens that are upset that Town didn't shovel their sidewalks. Councilmember Manspile stated that the snow on the sidewalks got real heated back in 2016. At the time, VDOT would not say that they own the sidewalks on Main Street. Mayor Bryant stated that VDOT won't do anything with them. Councilmember Manspile stated that if you look at everything, plow versus blower, go with plow with

the tractor. Vice Mayor Witt stated that if the side walk was level, yes. Councilmember Manspile stated that you could set your skid shoes up. Where are you going to blow the snow? You can't blow it into people's yards with the salt and chemicals mixed in it to kill the grass. Otherwise, you have to blow it back in the street. Mayor Bryant stated that this will require more discussion. Let's think on this more. It won't work in every situation, but it can be a tool we would have in our inventory if needed. Town Manager McCulloch stated that WiFi in the park, there are now so many cyber security challenges with what is happening in the world right now. Town has been getting a lot of notices especially about water and sewer security. Larry Etzler stated that there is no way to keep anyone out. If someone wants to hack in, they will. Shentel stated that they require a \$100,000.00 deposit with monthly payments. Even if Town makes a bigger down payment, there would still be a monthly charge for WiFi. Town Manager McCulloch stated that she doesn't feel it would be used enough to justify the expense. There is a new broadband program that is coming through Town. Does Council want to table this? With so much going on with cyber security, she doesn't know if Town is ready. Town Manager McCulloch stated that she is learning that they are opening up the final rule that determines what ARPA money can be spent on, they are expanding it. There may be other projects that we have access to that we can use the ARPA funds. Councilmember Manspile stated that the WiFi had been discussed could benefit the Town during events such as the Carnival. What if you trench it and put it in conduit, and hardwire it to the stands? Vice Mayor Witt stated that you could have a secure hotspot on your cell phone to run credit cards. Mayor Bryant stated that Verizon has a large hotspot that you could use just during events. That is three more options to explore. Town Manager McCulloch stated she would pursue these options. Councilmember Manspile stated he has seen the hotspots used and they worked perfectly. Vice Mayor Witt stated that using the hot spots are not free. You have to put in a credit card to get whatever time you want. Is there an option to put a WIFI tower out there and people can pay to use it? That may entice a company to make WiFi available at the park. Councilmember Manspile stated that Shentel has not been here as long as Verizon. Vice Mayor Witt stated there is another company bringing in fiber optic cable, there will be 3 companies with fiber optic cable. With the cyber security challenge, there is a potential issue that if someone is looking at stuff that they shouldn't be looking at like federally shouldn't be looking at, it pings to our IP address. Town will be liable for allowing that to transpire on our internet as much as the individual. That is why I am thinking that if it is using an individual's credit card, it mitigates Town liability. Mayor Bryant stated that was a good discussion, but Council needs to move on. Town Manager McCulloch stated that there have been no quotes for the pavilion park enhancements. Town Manager McCulloch has asked BTEC if they can help design and construct the other side of the pavilion with the restroom and eating area. Town did apply for a Get Outdoors master plan. The master plan is a tool to take to funders to get the money to implement. That is the situation right now. Town Manager McCulloch stated that the Planning Commission has 7 Real Estate Grants recommended for Council to Review and approve. Town Manager McCulloch stated that they would be emailed to Council because it is so much paper. This is in progress and people are really excited about it. Mayor Bryant stated that this is great news. Town Manager McCulloch stated that one was turned down because they were not asking for a façade. Town Manager McCulloch stated that the Wastewater Treatment Plant floor has been checked for pests and there are none. However, since the 1985 flood Town has been having issues with moisture underneath in the crawl space. Town has gotten quotes, but Town Manager McCulloch feels we need more. If Council has suggestions, please contact her. It is hard to get anyone to even come and give a quote. Brent Weiss gave a quote for the whole floor which is really high, and then gave a quote to patch the existing floor. Then Bug Man can do the barrier with the dehumidifier.

Councilmember Manspile stated that JES would be a good company to check with the barrier and dehumidifier. Vice Mayor Witt stated that he has used JES they are good and quick to respond. Town Manager McCulloch stated that this can be done with ARPA funds or borrowed from the Town's escrow account but it would have to be paid back. Town Manager McCulloch stated the next one is the safety project. Town did receive 2 quotes for the HVAC. Another person was asked 3 times for a quote and never responded. The quotes that Town received are not apples to apples quotes because each company stands by different equipment. One recommends Mitsubishi and the other Friedrich. The lowest quote is for \$29,800.00 with the split pumps in the offices, the changeout, and the Heil-split for the meeting room. Town would be required to add a 100-amp sub-panel, which was not in the quote. It will be higher because the time has elapsed and equipment has gone up. But, because everything is being separated, the room temperatures can be adjusted individually. Also, the oil tank is leaking. Mayor Bryant asked what is keeping Council from moving forward on this project. Councilmember Manspile stated that due diligence has been met. The thing about the Mitsubishi system, one outside unit will run 2 or 3 inside unit. Vice Mayor Witt stated one commercial outside unit can run 7 inside units. Mayor Bryant asked if Council is leaning toward quote 2 because of their comments. Vice Mayor Witt stated that he personally will stay ductless regardless of the brand. Mayor Bryant stated that quote one is ductless as well. Councilmember Manspile stated that he personally has had a Mitsubishi system for 10 years and has had no problems whatsoever. Councilmember Petty stated that his church has them as well and loves them. Town Manager McCulloch asked if the temperature can be controlled in different rooms because the contractor said you couldn't. Vice Mayor Witt stated that the way the ductless system works is, if you have a multi-split, the outdoor unit which holds the air compressor and heat pump in it runs 7 head units or wall mounted units. All the units would be on heat, but each room would be able to adjust the temperature. Councilmember Manspile asked if either option is intended to replace the boiler downstairs. Town Manager McCulloch stated that both options would replace the boiler. Councilmember Manspile stated the tank will have to be dug up and the hole filled. Town Manager McCulloch stated that Green Environmental will help us with that. Councilmember Manspile stated that Council should look into putting in a generator in the near future. Mayor Bryant stated that would be a good idea. Councilmember Manspile stated phase 2 of this project should be a generator. ARPA may be used for that as well. Town Manager McCulloch stated that ARPA should cover it. Mayor Bryant stated that hearing the discussion, his concern is that with option 1, the offices will be competing against each other with heat and cooling. Councilmember Manspile stated the system will shut it down. Vice Mayor Witt stated that there is a remote control where you can set the temperature and remove it. Mayor Bryant asked what Council's wishes are here. His concern with the first option is having a building this size with air on one and heat on another. Councilmember Manspile stated that would be the second option then. Town Manager McCulloch stated that the 2nd option would have to be quoted again because the quote does not include the 100-amp sub panel and it will be higher due to increased costs in the supply chain. Councilmember Manspile asked if the panel is needed with the Mitsubishi system. His personal system does not require that much electricity. Mayor Bryant stated there is a big price difference in each quote. Town Manager McCulloch stated that each contractor studied each floor carefully. Councilmember Manspile stated that the first quote does not include the basement as the second one does. Councilmember Rickman asked if another quote can be obtained. Town Manager McCulloch stated that she has tried. Mayor Bryant stated that Council seems to prefer option 2 because of the familiarity and longevity of the contractor. It is more detailed in what it is covering in the building. Plus, the rooms would not be able to compete against each other. Councilmember Manspile

asked if this would come out of the ARPA money. Town Manager McCulloch stated that it would. Councilmember Manspile stated that if you are going to get a Cadillac it is time to get it. Vice Mayor Witt stated that the reason you won't get quotes for the same system is most likely they had to go to a specialty school for ductless systems. One picked Mitsubishi and one picked Friedrich. It is not a cheap class and it takes weeks. Town Manager McCulloch asked if Council will need the revised quote for the next work session. Councilmember Manspile asked how old the quotes are. Town Manager McCulloch stated that the 2nd quote has to be redone. The first one is good for 30 days. Councilmember Manspile requested that the 2nd one be asked if the 100-amp panel is needed. Mayor Bryant stated that Town Manager McCulloch should text them about changes. Vice Mayor Witt stated he would like more information on the Friedrich system, but one of the people we have gotten quotes from would be the person he would ask. He doesn't want there to be a conflict of interest. Mayor Bryant stated that it should be brought back to another work session after the new quote and more information is gathered. Town Manager McCulloch stated that the 1st quote had texted the air temp on split system for meeting room, Friedrich on mini split systems, and wasn't upgrading panel in original quote just adding small sub-panel. As far as the units on the roof, there will be 2 and if there are outdoor units, 1 outdoor unit for mini split heads or 6 if doing individual units for each office. Both said they would come talk to Council if needed. Councilmember Manspile stated that as old as the building is, he would prefer to keep the units off the roof. Mayor Bryant asked if Council could move forward. Town Manager McCulloch stated she had been asked to review what ARPA funds had been used for to this point. 0 on water, broadband is 0, \$40,000.00 on the Real Estate Grants, \$110,362.00 on Sewer. Most of the money has been spent on the sewer. The money is meant to be spent on water, sewer, and other upgrades. Mayor Bryant thanked Town Manager McCulloch for the visual.

Next on the agenda was the budget update. Town Manager McCulloch stated she had completed a budget update from July to December. For the current budget, the attorney fees are up. Town had budgeted \$15,000.00. Currently, we have spent \$18,063.00 as of December. Office hours are higher because we are paying out overtime. We are not doing comp time. It is easier for Town Treasurer Kingery to do payroll. Carnival was really a high payout, and Town paid Community Developer Harry Gleason. Public Works salaries are under budget. The ARPA funds are in and out, but we spent \$59,000.00 on the jetter. Town Manager McCulloch stated that personal property tax is higher, real estate tax is on track to meet the budget, other taxes such as sales, use, consumer utility, and business license are not included since they have not been collected as of December. The garbage fees are on track to make the budget. The ARPA funds, we have the first portion, it only shows \$116,000.00, but we were given money before the end of the fiscal year that was last budget, the 2020 budget. Councilmember Manspile stated that for the budgeting process, there is paperwork that C & S gave us that price for garbage for so many years. There is documentation that the price will not change for the next six or seven years. Council Renewed the contract for the same price last year. Town Manager McCulloch stated that she would find the contract. Town Manager McCulloch stated that with events, the revenue was higher than was budgeted. Everyone was stir crazy and wanted to get out. Hopefully they will be like that this year as well. So, Town net income for June to December was \$100,290.00. That does not include the SERCAP money, which was \$27,000.00 that came in today. We are taking money from the general fund to utility to offset the payroll that is part of mine, Town Treasurer, and Town Clerk. As well as the ARPA funding that we will be getting from fiscal year 2021. As for the utility fund, Town Manager McCulloch stated that water and sewer are both higher than what was projected. We think it will be \$10,000.00 higher. Town Manager McCulloch stated that because of the Inboden

contract, as of June 30, 2022, there will be a net loss of \$10,166.00, but it will be made up in other areas because we did not spend a lot of the utility money because we have been able to use ARPA funds. She did factor in what it would be this month, then added \$7,000.00 per each month. We budgeted \$120,000.00, but we will be paying \$130,166.10. Mayor Bryant asked if that included the increase in the contract. Councilmember Manspile asked if that included the contractors that have had to be called in for repairs. Town Manager McCulloch stated that yes it included the contract increase, but did not include the contractors that have been called in for repairs. Town Manager McCulloch stated that in the utility funds expenses, water and sewer repairs are up, but we are not over budget. We budgeted \$30,500.00 for water and sewer repairs combined. Town has spent \$13,291.21. Town has received more bills since December, and that will be reflected later. Staff salaries have been much lower than projected. Public works as a whole has been under budget. Approximately \$256,606 under budget. Town Manager McCulloch stated there is a new item in the budget for vehicle equipment and supplies in water and sewer in 2022-2023 for \$10,000. That is the truck. Our debt service is what will throw everything off. That is \$187,667.00 it is considered an expense and we will reach that. Water and sewer repairs since November: The Water Street Lift station had to be pumped out, install the new trunk line on Boyd Street, the wastewater treatment valve Inboden fixed for us, SC Rossi did the sewer line on 13th Street, Mr. Sink helped connect Mr. Gore to the alley and put everything back. Since Inboden is contracted with us, they are charging \$60.00 per hour which is a lot cheaper than anyone else charges. If you look at those expensed, they were \$9,165.33 for outside contractors. However, when you look at the fact that we did not pay salary and insurance from November to February, so Town is in the green \$14,083.23. When you take that and subtract the contractor repairs, the difference is \$4,917.90 still in the green. Town Manager McCulloch stated that she looked at it as one person was gone, and we couldn't do it by ourselves. However, that salary offset the contractor expenses, and we are still in the green. Mayor Bryant asked if there had been other staffing issues as well from public works that caused us to rely on a contractor. Town Manager McCulloch stated that there were some issues that our public works employee could not do by himself. She was filling in, but there were some things that she was not able to do. Plus, it was taking away a lot of time from her duties as Town Manager. One of these things, they had to go in and pump out Water Street. They had to go in with HazMat suits and oxygen which we do not have that equipment. We would have had to rent the equipment and it was an emergency. There were rags blocking the Lift Station. Councilmember Manspile stated that is a piece of equipment that we need to purchase with ARPA money is a manhole blower. Town Manager McCulloch stated that Councilmember Manspile had mentioned that last year when Town had to rent one. Councilmember Manspile stated that Town has the retrieval tripod, harness, and tivex suits, but it needs the manhole blower. Town Manager McCulloch asked if there were any questions about this. Vice Mayor Witt stated that she had him when she said in the green. Mayor Bryant stated that in regards to safety of our teams, does Public Works employees need to have confined space training. Town Manager McCulloch stated that has been attended in the past. Mayor Bryant asked if there are any updates that need to be done. Councilmember Manspile stated that Public Works probably needs to be updated. Vice Mayor Witt stated that is all OSHA training and certification. Not to sound short on it, but by the time you pay someone's salary to take the class and be certified, how often do you drop someone in the hole? Is it better to pay the fee to have a contractor come in and take care of it? Councilmember Manspile stated that you need to have people here trained for emergencies. The worst thing about confined space is you can get in a confined space situation without even realizing it. Vice Mayor Witt stated that at \$700.00 a person, once every year or 2, plus our Public Works personnel turn over rate, is

it worth it. Mayor Bryant stated that for safety reasons, they should have at minimum, the recognition of confined space. Their safety is an issue. Councilmember Manspile stated that you don't have to be in a confined space to have issues, methane gas can hit you in the face taking a manhole lid off. Vice Mayor Witt asked if that is a 3-man crew in that situation? One person in the hole, one person at the tripod, and one to go for help? Town Manager McCulloch stated that Town may not have 3-man crew. Mayor Bryant stated that Town needs to look at that. Councilmember Petty stated that needs to be checked especially with a new Public Works employee. Councilmember Manspile stated that VML should be able to help line that up. Town Manager McCulloch stated that basically, Town is doing pretty good in both funds. Purchases that Town needs to make for January, February, and March include: planters and a deep fryer for the French fry stand. Mr. Newcomb from Blossman has not returned any calls. Councilmember Rickman stated that Mr. Newcomb is now in business for himself, and he would try to contact him. Town Manager McCulloch thanked Councilmember Rickman. Town Manager McCulloch stated the lawn mower has been paid for out of general fund. The communications training should be completed and paid for by the end of the Fiscal year. There is another piece about carnival spending in time for carnival, emergency service is the roof \$18,000.00. The safety lights are ARPA money. Town Manager McCulloch stated that for spending Carnival funds Town is purchasing: a deep fryer, A/C in the fry stand, 4 hoses, 2 window unit A/C's, ice cream stand A/C because Ray Sloan is taking his, a new ketchup dispenser, estimate to paint all structures \$700.00, new milkshake machines \$250.00, the seasonal O for the LOVE sign, replacing the shattered lights that blew out during Reggae on the River \$3,500.00, and work on the planter on Main Street. This is the amount we are asking to spend before Carnival. This is re-investing the excess Carnival funds. Councilmember Rickman asked if this would replace a fryer or adding a new one. Mayor Bryant stated that it would replace a small one with a bigger one. That has been a huge hit. Councilmember Manspile asked if that will be all that they need in that stand, and does that remove the last electric one? Would they all be gas powered now? Mayor Bryant stated that the fryers are all gas now. Councilmember Petty asked if this would replace the last small fryer. Mayor Bryant stated after we get this big one, there will be 3 big ones, and three small ones. The bigger fryers keep the window going. A big fryer does as much as 2 small fryers. Councilmember Manspile stated that a bigger propane tank may be needed. Mayor Bryant stated that the large fryers are a huge hit with the volunteers in the fry stand. Town Manager McCulloch stated that Mr. Newcomb is going to make sure that the fryers do not turn each other off like they did twice last year. Councilmember Manspile asked if there is any type of shielding that can be put between them? Mayor Bryant stated that was a good question we need to ask. Town Manager McCulloch stated that Mr. Newcomb said they are in the back with the heating element against the wall. Councilmember Manspile stated they make a fire-retardant heat displacing board. Councilmember Rickman asked if putting a fan back there would help. Town Manager McCulloch stated she would ask. Mayor Bryant asked if Council should do a resolution for these expenses. Town Manager McCulloch stated that it would be for around \$12,000.00 since the roof would be a separate resolution. Mayor Bryant asked if there was a consensus with Council to send a Resolution to the next Council Meeting. Council agreed.

Town Manager McCulloch asked if Council wanted to address the next item or postpone until the next work session. Mayor Bryant asked what the next item was. Town Manager McCulloch stated it was the 2022-2023 Fiscal Year budget. Mayor Bryant stated that he does not want to be rushed through it and asked Council for their thoughts. Councilmember Manspile stated that Council did it last year for budget. If that is what we need to do, have a work session specifically for the budget. Councilmembers Petty and Rickman concurred. Mayor Bryant asked to have the Real Estate Grants ready for Council as

well as the Budget. The Work Session would be for those 2 specific items. Town Manager McCulloch asked Council to retain their packets for the budget. Vice Mayor Witt asked with the Real Estate Grants, how would Council like to see them. Do you want the whole package, or just a list of the approved ones? Town Manager McCulloch stated that she would send them the full package. Vice Mayor Witt stated that he will abstain from voting on this round and the next. Town Manager McCulloch stated that Vice Mayor Witt knows someone who submitted. Town Manager McCulloch asked if a resolution for the new laptop for \$1,200.00 should be brought to the Council Meeting. Councilmember Manspile stated the more that can be done before Carnival, the better off we are. Mayor Bryant stated that some concerns for safety have been brought to him from the last Council Meeting. What are Council's thoughts about having a deputy close, either in the room or outside on the street. There are pros and cons about this. Public meetings should be open and inviting where people can come in and speak to Council about whatever their concerns are, but it needs to be a safe environment for everyone involved. What are Council's thoughts for having some kind of security available. Councilmember Rickman stated that the way things are getting in the world, Matt Ward would be glad to have a deputy in here. Councilmember Manspile stated one could at least be outside. Councilmember Petty stated that the deputy should be inside. Vice Mayor Witt stated that it should be as a Sergeant of arms not an intimidation factor, so that proper decorum is observed by all present. Councilmember Manspile stated that just because you are offended by what is said, it isn't necessarily a threat. Councilmember Petty stated that it is how the people in the room perceives the individual who is speaking as to whether it is taken as a threat. Councilmember Manspile stated that there is a difference in being offended and being threatened. That is how law enforcement will see it. Mayor Bryant stated that this is a topic where there are emotions attached to it. No one can say that they can speak for someone else's perception. Mayor Bryant stated that he thinks Town should approach the sheriff about having someone at Council Meetings for the safety of all based on the concerns that have been brought up. There are cons to this. Having someone in uniform in the room can be intimidating. Mayor Bryant suggested taking the concerns to Sheriff Ward and asking what can be done to alleviate the concerns. Council agreed to speak to the Sheriff. Vice Mayor Witt suggested that if you are paying someone to be here, it is cheaper to outsource to a private company. Especially if you have a contract. Mayor Bryant asked Town Manager McCulloch stated that she would contact Sheriff Ward for his recommendation. Town Manager McCulloch stated that she would. Mayor Bryant stated that we want that coverage, but how do we address the safety concerns that have been addressed in this room. Councilmember Manspile stated that he prefers using the Sheriff's department rather than private sector. Vice Mayor Witt stated that with private sector you would run into the issue of minimum work hours. Councilmember Manspile stated that with the Sheriff's office, they would know people's rights, private sector would not. Town has dealt with this type of issue before when a mayor told a citizen to sit down and shut up. The citizen had lawyers calling him to represent him if he sued the Town. Mayor Bryant stated that it would be to cover the meeting and make sure everyone leaves safely.

Last on the agenda was Adjournment. Vice Mayor Witt made a motion to adjourn with Councilmember Petty seconding the motion. With no further discussion, the vote was carried 5-0.

Adjournment was at 8:49pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

April 11, 2022

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

Attending: Board of Supervisors Amy White, 13 citizens, Sheriff Ward, Town Attorney Puvak, 3 employees

Mayor Craig Bryant called the April 11, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Town Manager McCulloch took roll call. With four 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 March 2022 Financial Report, and unpaid bills, the minutes from the February 14, 2022 Regular Council Meeting, March 3, 2022 Work Session, and March 14, 2022 Regular Council Meeting. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4 - 0.

Next on the agenda was Awards, Recognitions, and presentations. There were no awards or presentations.

Mayor Bryant stated that he wanted to make sure proper decorum for meetings is covered for Council, citizens, and all who come to Council Meetings. If anyone wants to see the written documentation, it is available. Mayor Bryant stated that signing up on the sign-up sheets is required to speak. There is a section for items on the agenda, and items not on the agenda. Council members speak as an audience and must observe proper decorum at all times. Decorum will be maintained by gavel. All public input should be directed to Council at times designated on the meeting agenda. Public comment is for Council to listen. Council will not engage in dialogue with speakers during public hearings or public comment. Discussion between speakers and attendees is prohibited. A speaker shall not speak until recognized by the Mayor, Vice Mayor, or Councilmember. Each speaker must stand and state their name, address, and the subject they are addressing. Each speaker's comments shall be limited to 3 minutes. The Town Manager will be time keeper. This is to give everyone the chance to speak.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. There was no one signed up to speak.

Next on the agenda was New Business/Action Items/Public Hearings. First action item was Sheriff Matt Ward's quarterly update. Sheriff Matt Ward stated that Town has done very well. Town is not on the top 10 list of the deadliest cities in the country. There was an assault and battery with general assault that was a continuation of a domestic related issue on Boyd Street. There were a few dog cases in the area and a few informative calls. There was a larceny that was mostly domestic as well. Sheriff Ward stated that the department continues to have directed patrol on Main Street, Schoolhouse Road, and various other places. Sheriff Ward stated that anything anyone has for the Sheriff's Department, please do not hesitate to call them so they can address the concern. Sheriff Ward stated there were 328 calls from Town from January through today. A lot of those are medical and marking out the school resource officer. Sheriff Ward stated that for the most part, the Town is peaceful. Mayor Bryant thanked Sheriff Ward for his update and asked for questions. With no questions, Council moved forward. The next action item was Consideration of a Request to Support the 911 Event in Buchanan. Mr. Bill Price, 1171 Oak Ridge Rd., wanted to ask to use the Town Park for the 911 Memorial Walk. This year will be scaled back from last year. There will be opening remarks at 8:00, the walk will start at 8:46, and everyone should be done by 11:00. There won't be any food or music as there was last year since this is the 21st Anniversary. Mr. Price stated that the track, the bathrooms, and the stage area is all that will be used this year. Mayor Bryant stated that Council would not give an answer tonight. Council will put it on the Work Session to make sure they are properly addressing use of the Town Park. Council will make sure they have the updated rules for use of the park. Council will let Mr. Price know well before the event. Mr. Price stated that he has to contact a lot of people before they commit to something else. The sooner he can contact people, the better the event will be. Mayor Bryant stated that there is a minimum of one work session per month to give Mr. Price a time line. Council gets different demands and asks for the park, so Council needs to make sure that Town is consistent with everyone who asks to use the park. Mr. Price stated that this year they are working with the theater to put on a movie each night. The walk will be Saturday, September 10 this year. Mayor Bryant asked the stage, track, and bathrooms would be all they are using this year? Mr. Price stated that is correct. They may sit on the benches to put on their gear, and there may be a couple fire trucks for the flag, but that was it. Mayor Bryant thanked Mr. Price. Councilmember Manspile stated that he would like to discuss in Work Session making this an annual event on the Town Schedule. There are events like this that need dates as far in advance as possible. Vice Mayor Witt stated that it should be moved to a Town sanctioned event so that Town is absolved of legal ramifications of who is allowed to use what at the Town Park. Mayor Bryant stated that it would be put on the earliest Work Session possible. The next action item was Consideration of Resolution R22-0411-01: A Resolution Setting the 2023 Dates for the Buchanan Civil War History Weekend. Mayor Bryant stated that this is an example of what Councilmember Manspile was just discussing to help folks get dates for advertising and other issues for events. The Resolution is asking to set the dates, barring any unforeseen circumstances. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 4 – 0. Next action item was consideration of Resolution R22-0411-02: A Resolution Designating Funds from Carnival proceeds to Repair Roof and Gutters at Buchanan Fire Department. Mayor Bryant asked Town Manager McCulloch to briefly summarize what the Resolution is about. Town Manager McCulloch stated that one of the conversations was how to spend the Carnival proceeds money to help emergency services.

Town worked with Chief Ferguson to obtain 3 bids. The least expensive project is to repair the roof and cupola for \$17,568. The additional scope is to repair all the gutters and down spouts for \$1118.00, for a total of \$18686.00. The thought is that if we keep the fire station building in good repair, Town is helping our emergency services. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. Councilmember Manspile stated that it has been discussed in a Work Session that the building needs the roof repairs. With no further discussion, the Resolution was approved with a vote of 4 – 0. The next action item was consideration of Resolution R22-0411-03: A Resolution Designating Funds from Carnival Proceeds for Pavilion Maintenance/Repairs and Equipment for Carnival. Mayor Bryant asked Town Manager McCulloch to give a brief summary. Town Manager McCulloch stated that one of the ideas is to take part of the Carnival proceeds and put that back into the Pavilion to continue having the area looking nice for our citizens and tourists. Town needs a new fryer for the French fry stand, air conditioners, food equipment, the buildings need to be painted, and the rotating O's from the love works sculpture near the swinging bridge. Also, the parking lot lights near the playground broke and rained down on the ground. Those lights are a public safety issue and are being fixed by Leading Edge Services. Councilmember Manspile made a motion to approve the Resolution with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. Mayor Bryant thanked Council for working through all of that. It was discussed in great detail. With no further discussion, the Resolution was approved with a vote of 4 – 0. The next action item was consideration of Resolution R22-0411-04: A Resolution Authorizing Purchase of a Laptop. Town Manager McCulloch stated that she has been using her personal laptop. Town has a notebook that does not have enough RAM. You could not pull up presentations. The thought was to get another laptop for presentations and other needs for the Town. Councilmember Manspile made a motion to approve the Resolution with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Next on the agenda was reports. Town Manager McCulloch stated that the Easter egg hunt and Garden Festival on Saturday. It was very well attended, but she wasn't sure how many kids were there. It looked like around 100, but they moved very quickly once the hunting began. There were 3000 eggs hidden in 3 different areas. It took an hour to hide the eggs, and 3 minutes to find them. It was a wonderful event that the citizens enjoyed. Town Manager McCulloch stated that the Garden Festival was very cold. Town was trying to coordinate the festival with the cherry tree blossoms, but it did not work out. Town will probably be looking at May next year. There were quite a few vendors, but the breeze off the river made it very hard to stay warm. Town Manager McCulloch stated that as a follow up to the public comments in the last meeting, she did review, and has spoken to Mr. Young. She has made sure that the Buchanan Flea Market has been included in the list of businesses who expressed interest in donating the big prizes for the big prize raffle. Town Manager McCulloch stated that she is proud to announce that the Buchanan Flea Market will be donating a large television as one of the big prize raffle ticket items. Town is very grateful to them for thinking of our Carnival and our Town. Town Manager McCulloch stated that she had met with Town staff and made sure to clarify that there has been no directive from her that says they cannot speak to Town Council members. She did clarify that staff should keep her informed of any matters and needs related to Town operations because she is responsible for day-to-day Town operations. Town Manager McCulloch stated that for Planning Commission, Hill studio came and presented some master planning ideas focusing on our Town as a River community. The potential is really interesting, and we hope Mr. Hill can come and present to

Council soon. Town Manager McCulloch asked if Vice Mayor Witt had anything to add. Vice Mayor Witt stated that the comprehensive plan the Planning and Zoning commission did a few years ago is more of a broad stroke on what the Planning and Zoning commission wanted to see done at that time. The master plan will help to hone in on moving forward on those improvements. Whether it is down town, neighborhoods, economic development, gateways, or roadways in the community. Master plans are specialized plans that allow us to apply for specific grants that helps Town make these things happen. Town Manager McCulloch stated that the master plan is a tool for grant applications. Town Manager McCulloch stated that the Planning Commission took off their hats and became the review committee for the Real Estate Improvement grants for businesses in the Town. These are matching grants that the Town will match up to \$5000.00. Next is public Safety. LES will be replacing the 2 LED lights on the bridge. For Public Works, there were 22 Miss Utilities, 2 Meter inserts replaced, 1 building permit issued for a swimming pool, 8 cut offs, 11 cut ons for water, and 2 sewer backups, 1 break and 1 line repair. Town Manager McCulloch stated that LES is almost done with the lights at the Waste Water Treatment plant. The light poles will be installed tomorrow. The job should be finished by close of business tomorrow. Councilmember Manspile asked for clarification about the bridge lights. Town Manager McCulloch stated that the 2 bridge lights that are out, LES went to look at them. The 2 LED lights are out. They need a part. They need to find out where to purchase parts from the company that installed the lights. Councilmember Manspile stated that there is a new one and a part one in the basement. Austin Electrical can set you up with that because the lights are under warranty. The Dominion man stated there is no power from under the bridge to the lights. Town Manager McCulloch thanked Councilmember Manspile. Mayor Bryant stated that a Work Session needs to be scheduled for the end of the month for budget, and the Grant reviews. Councilmember Manspile stated that the 29th had been proposed, but that is a Friday. Mayor Bryant stated that the 29th would not work.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mr. Wayne Ayers, 165 Gorge Road, wanted to speak about the basketball courts. Mr. Ayers is concerned about the basketball courts on Lowe Street. They need maintenance. They need new back boards and the court needs to be re-sealed. There are several large cracks that need to be filled and the whole thing needs to be re-sealed. If we don't take care of it, we will lose it. Mayor Bryant stated that the courts definitely get used. The Town's youth and adults as well. Mr. Ayers stated that he has used them quite a bit himself. He put the poles in for the goals. Mayor Bryant asked him if he was any good. Maybe they could play a little one-on-one. Mr. Ayers stated that he would. Mr. Ayers stated that he is concerned because it seems the courts have been neglected for the last couple years. Town Manager McCulloch stated that Town had actually gotten grant funding from the County for this project. Mr. Ayers stated that it wouldn't cost a whole lot for the backboards if you continue to use plywood, but the metal ones are \$500.00. The asphalt needs to be repaired and resealed before it becomes a problem. Mayor Bryant stated that Town needs to start on that work. The outdoor season is starting and it would be great to get this at the top of the list.

Next on the agenda was Additional Comments. Mayor Bryant asked if there were any additional comments. There were none.

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant asked Town Manager McCulloch to go over events that were listed on the agenda. Town Manager McCulloch stated all the events and upcoming events. Councilmember Manspile stated that a flyer should be sent out with the water bills. Councilmember Manspile asked if there is an update on VDOT doing street sweeping. Town

Manager McCulloch stated that Bobby Buchanan of VDOT stated it would be the week of May 15th. VDOT is renting the sweeper with Troutville, Eagle Rock, and Buchanan. He has to coordinate between the 3 communities. Councilmember Manspile stated that there may need to be enforcement. We tried to help out with the snow removal, but people left their cars on the street.

Last on the agenda was Adjournment. Motion to Adjourn was made by Mayor Bryant with a second made by Vice Mayor Witt. With no further discussion, the motion was approved 4 – 0.

Adjournment was at 7:34pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Called Work Session
Buchanan, VA

April 28, 2022

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

Town Attorney Puvak and 1 Employee were present.

Mayor Craig Bryant opened the April 28, 2022, Council Called Work Session at 6:00 pm. Mayor Craig Bryant requested Town Manager Susan McCulloch take roll call to establish a Quorum. Town Manager McCulloch took role. With 4 members of Council present, a quorum was established.

The first item on the agenda was the 2022-2023 Fiscal Year Budget. Mayor Bryant asked if Council would be referencing the budget that was in the packet. Town Manager McCulloch stated that is the budget they would be referencing. The utility budget is in the packet first, but the general funds budget should be looked at first. Councilmember Manspile stated that the microphone system, when it works properly, should be able to be plugged into the phone. Town Manager McCulloch stated that staff has been trying to get it to work, but it is not even picking up the microphones. Councilmember Manspile stated that the night he called in on the phone he could not hear anything. Town Manager McCulloch stated that the company that installed it will have to be called. She thinks there is a severed wire. There is sound going into the system, but it isn't coming out of the speakers. Mayor Bryant asked if everyone was ready to discuss the budget. Town Manager McCulloch stated that items to note in the general fund revenue include Real Estate tax has increased to \$154,000.00 from \$151,000.00. There will be a reassessment in 2023. Personal property taxes based on current trends from \$13,500.00 last year to \$15,500.00 this year. Again, things are going up for some reason. Our most significant increase is in the other taxes: sales tax, usage tax, consumer, utility, and business use. We have higher consumer and utility taxes. We have fewer businesses, but we have added more short-term stays. Town Manager McCulloch stated that there is a challenge because there is legislation in the works to remove the grocery tax. Town Manager McCulloch stated she has been working with Mr. Chris Boothe to identify how much the Town makes from this tax. However, within the legislation, the state is supposed to help localities make up for the shortfall, so the budget was not adjusted because of that. Town Manager McCulloch stated that our vehicle fees are lower, but our franchise fees are much higher because of on

line shopping. Last year it was \$42,000.00 in 2021 now we are proposing \$57,000.00 based on last year's revenue. Garbage collection fees are level. ARPA funds are restricted, it is looked at as an in and out because money is coming in on that line item and going out on the same line item in the expenses. The first ARPA report was turned in yesterday. They are due on April 30, 2022 at 11:59pm. Town Manager McCulloch stated that with events, we are proposing everything remain level because of unknowns. Town has made significant revenue with Mountain Magic, Reggae by the River, and Carnival was record breaking, but she doesn't recommend going too far over last year's forecasted budget because we don't know what the weather will be. The revenue from the Commonwealth line are the ARPA funds that again are in and out, and fairly restricted. Town Manager McCulloch stated that items that stood out from the general fund expenses are the legal fees. They were budgeted to be lower last year because the hope was to use VRSA more. However, they have gone up so we are looking to match this year so that we are not looking for money later. Also, part of the Town Manager, Town Treasurer, and Town Clerk salaries have been offset by the utility fund. \$7,500.00 for the Town Manager, and \$25,000.00 to be split for the Town Treasurer and Town Clerk. Other salaries are level. There is health insurance policy savings because of the new policy, and that is reflected in each budget line. Mary Earhart's fees are up this year. Instead of \$11,000.00, it will be \$15,000.00. We just adopted her new contract. We also set aside more in the Carnival expenses for repairs and maintenance. That can be offset with Carnival revenues later. The total general funds proposed budget is \$668,975.00 without ARPA, \$1,155,657.00 including ARPPA. We are supposed to get the 2nd tranche around July 1, 2022. Town Manger McCulloch asked for any questions regarding the general fund. Councilmember Rickman stated that food costs for the Carnival will be higher this year. Town Manager McCulloch stated that staff had just met with the new representative from the food company. She anticipates a lot of expenses increasing this year. Councilmember Manspile stated that if the numbers came out it is fine. Your cost/income ratio on Carnival, last year was the best year Carnival has ever seen. We shouldn't expect to make any more than last year, it will probably be a little less. Town Manager McCulloch stated that Town stays way under on the budget for income and expenses. Town is not using last year as an example. Town Manager McCulloch stated that Town Treasurer Kingery helped her with the budget. As Treasurer, she did a great job. Councilmember Manspile stated that Cole has gone to the fire department and asked for help with fuel when fuel gets high. They may have to charge more when Carnival time gets here. Town Manager McCulloch stated that the proposed Utility Fund Budget revenue anticipates fewer penalties and higher revenue in the water services. We did budget higher in penalties last year than actually came in. This year we are budgeting \$1,000.00 less than last year. Sewer services, this year we are budgeting \$4,000.00 increased revenue. We do anticipate receiving more SERCAP funding. Town Manager McCulloch stated that she will be mailing a letter tomorrow so that another grant can be applied for Groendyk. Water and Sewer Operations, the Inboden contract has changed the budget line. It is factored in to be the actual cost and is divided equally between water and sewer in expenses. The 1.5% contract increase in January 2023 is reflected in the budget number. Councilmember Manspile asked the Town Manager if it had ever been explained to her why in the past it had been more for one and less for the other? Town Manager McCulloch stated she thought it was because of the USDA loan. Councilmember Manspile stated it was because PETRUS started charging more to run the filter building. That is why, with Inboden, it has been split equally. It has made the accounting much easier. Town Manager McCulloch stated that Inboden has helped with reporting, compliance, and contracting to work on sewer challenges on an hourly basis. Inboden is charging \$60.00 per hour for labor, a contractor that we do not have a contract with charges a lot more. Mayor

Bryant asked what information about the contractor is confidential. Should the hourly rate be public knowledge? Town Attorney Puvak asked which piece of information. Mayor Bryant stated the \$60.00 hourly rate, can that be protected. Town Attorney Puvak asked if the rate is in the contract. Town Manager McCulloch stated that it is in the contract and she thought it was a public document. Town Attorney Puvak asked what was the concern about it being public information. Mayor Bryant stated that his concern is that it is a good rate, and it gives someone else the opportunity to under cut just to get the business. Town Attorney Puvak stated that if it is in the contract that has been approved through Council, it is public. Mayor Bryant stated that he wanted to protect the vendor that is helping us with our water and sewer. Town Attorney Puvak stated that Town approved the contract after going through a procurement process. So, if it was submitted to someone who is subject to the procurement act, it would all be out there. Mayor Bryant stated that he wanted to make sure the interest of the Town and its work force are protected. Town Manager McCulloch stated that the truck is a new line item that has been added this year. Vehicle equipment and supplies has been split equally between water and sewer. The amount is \$10,000.00 annually, or \$810.00 per month from each line. The mower has been purchased. The \$9,000.00 budgeted for the mower we can keep for unforeseen expenses. Mayor Bryant stated that would be a good idea. Town Manager McCulloch stated the new utility fund budget is \$605,700.00. Last year it was \$600,102.00. Town had to really pare down equipment and supplies because of the added expenses of Inboden and the truck. Councilmember Manspile asked if part of the truck payment could be pulled from the general fund. The truck does more than just water and sewer. Town Manager McCulloch stated the problem with that is we are already pulling salaries from the utility fund because there isn't enough in the general fund for salaries. Councilmember Manspile stated that the salaries started being pulled from utility fund last year. The money is in the general fund for salaries. The reason he knows the Ford truck is doing more than the GMC is because the GMC sets all the time now. Mayor Bryant stated that it doesn't really matter now does it? Councilmember Manspile stated that the GMC will need to be replaced in a year or two. Town Manager McCulloch asked for any questions about either fund. Mayor Bryant asked if the cost of inflation has been added to the budget such as the cost of fuel. Town Manager McCulloch stated that it is in there, but there isn't much to spare because operating expenses have increased. Usually, if needed, we would reallocate money from other funds. Councilmember Manspile asked if the proposed budget balanced. Town Manager McCulloch stated that the budget is balanced. Councilmember Manspile stated that if the budget is balanced, we continue to do a review every 90 days, but go ahead and publish and put it to public hearing. Town Manager McCulloch stated that both funds are balanced. She separated out ARPA since it is not an ongoing income/expense line. We looked at raising the sewer cost and raising the personal property taxes is a possibility. The personal property tax has not been increased in several years. Councilmember Manspile stated that personal property we have been getting reimbursed. Councilmember Manspile asked if the \$.50 a year garbage rate increase was added to the budget. Town Manager McCulloch stated that was in last year's budget. Councilmember Manspile stated that rate has been increased every year. Town Manager McCulloch stated that she did not realize it was increased yearly. Last year it was increased by \$1.00. Councilmember Manspile stated that was due to brush grinding. Town has been taking the \$.50 per year and holding it so that there will not be a large increase on the bill when the sewage project is started. Councilmember Manspile stated he does not want taxes to go up. He would rather go up \$1.50 on sewer, and \$.50 on trash. Mayor Bryant stated that he would support that. Town Manager McCulloch stated that would help with inflation. She had looked into a cigarette tax, but there would be more work to administer it than we would collect. The stores would

have to stamp them and report it similar to the AirBNBs. Mayor Bryant asked if Council wants Town Manager McCulloch to run numbers with a sewage and garbage rate increase. Council decided they would. Town Manager McCulloch stated that she would have a revised budget for the work session next week. Mayor Bryant stated that for the record, Vice Mayor Witt is here. Town Attorney Puvak asked when the Public Meeting will be held. Town Manager McCulloch stated that Town may have to hold a special public hearing in May. Town Attorney Puvak stated the public hearing could be held in June. Town Manager McCulloch stated that if that is the case, there is plenty of time and we can hold it in June. Councilmember Manspile stated that Town can have a public hearing and Council can vote at the June Council Meeting. The budget will be ready to go July 1, 2022.

The next item is the ARPA funding update. Town Manager McCulloch stated a lot of the information came in the last 2 days. Brogan Maintenance reworked the HVAC quote. Town does not have to add the electric sub panel for the HVAC system. He said the prices fluctuate daily, and they are having a hard time getting parts. Some parts will not come in until August. The new quote is \$63,776.41 up from \$51,913.56. He is available to answer questions if needed. Councilmember Manspile stated that Council needs to make a decision and get it locked in because the price can't be adjusted much after that. Brogan Maintenance can put his purchase orders in and lock the price. It may take some time to get the parts, but the price shouldn't change. That is a large increase in a months' time. Town Manager McCulloch stated that the first quote was given in October. Councilmember Manspile asked when the last price was given to Town. Town Manager McCulloch stated that it was given in October. Councilmember Manspile stated that Council will have to start requiring vendors to update quotes every 3 months until a decision is made. It is hard to make a vendor go back that far on price. Town Manager McCulloch stated she didn't think he would come back and re-quote. She was glad he had come back today. Mayor Bryant asked what the other vendor had quoted. Councilmember Manspile stated that is \$29,800.00. Does that include the electrical work? Town Manager McCulloch stated that the \$29,800.00 did include the electrical work. Mayor Bryant stated that if the team is recommending the first quote, and we are hearing and seeing a price increase and supply chain issues, and we don't know long term what that is going to do for us, should we go back to quote 1 since quote 2 is almost double quote 1. Councilmember Manspile stated that if quote 1 came in October it will be higher as well. Town Manager McCulloch stated that quote 1 is more recent because they had to clarify the sub panel. Councilmember Rickman stated that quote 1 needs to be scrutinized because it is a big difference. Councilmember Manspile stated that is a \$33,976.41 difference. Mayor Bryant stated that considering other priorities and having to wait for parts until August, that kind of blows getting the air conditioning season covered. Mayor Bryant supports revisiting quote 1 since it is recommended by staff and what Council has just heard. Councilmember Rickman agreed. Councilmember Petty stated that you get more bang for your buck with Brogan Maintenance. His includes the generator and UV light. Councilmember Manspile asked if either gave brochures on the products they quoted. Town Manager McCulloch stated they did not, but we can ask for them. Councilmember Manspile stated that Council needs the brochures from both to do an apples-to-apples comparison. Vice Mayor Witt stated that the Brogan Maintenance quote is more a commercial system where quote 1 is more residential. Town Manager McCulloch stated she can get brochures by next week. Councilmember Manspile stated that he had never heard of the Friedrich system before. Mayor Bryant stated that hopefully a vote can be made at the June Meeting. The longer Council waits, the worse it is going to get. Town Manager McCulloch is going to ask Chris more questions about the WIFI on the Town Park. Two contractors have been shown the Wastewater Treatment Plant floor. Mr. Tiller stated that he could not do the job. Mr.

Deacon suggested that since all the cabinets are not needed in the lab, put half cabinets and half shelving for the supplies. She asked Brent Weiss to combine the 2 quotes he gave. He has not gotten back with her. Mr. Deacon has not submitted his quote yet. She will be showing the project to F & S Building as well. Councilmember Manspile asked what is being proposed to be done to the Wastewater Treatment Plant lab floor. Town Manager McCulloch stated that they are planning to take out everything and replace the entire floor. The floor is shifting, the subfloor is crumbling. Councilmember Manspile asked if any of the quotes included anything to deal with the moisture problem. Town Manager McCulloch stated that Bug Man exterminators had suggested the vapor barrier and a dehumidifier. She has asked Brett Weiss to come back and add the vapor barrier and dehumidifier to his quote. Mr. Deacon had suggested the vapor barrier and wrapping it in insulation so that it won't get wet. Councilmember Manspile stated that if the moisture is not addressed, Town will have the same problem in a few years. He is glad there were no termites or anything like that. Councilmember Rickman asked if they are quoting treated lumber. Town Manager McCulloch stated she would check. Councilmember Rickman stated that the lumber needed to be treated. Councilmember Manspile stated that the river under the Wastewater building once, possibly twice since it was built. Town Manager McCulloch stated that there has not been any more Real Estate Investment Grants. There are 7 grant applications that Council should have received for approval. Town Manager McCulloch stated that appendix H, when she was reporting the ARPA spending, they have increased what can be done with the ARPA funds. The list that she has given out are some things that Council may want to think about for future projects. Some suggestions are: rehabilitations, remediations, renovations, clean ups, or conversions of vacant or abandoned properties; parks, green spaces, recreational facilities, sidewalks, pedestrian features, neighborhood cleanup, and revitalization of public spaces. We can actually put the TV and laptop on it because technology infrastructure to adapt government operations is allowed. Town Manager McCulloch stated that the way she has reported it, the laws have changed. It was a nightmare for these projects. They are looking for these massive infrastructure, roads and buildings and want information in excel documents. Because now we have under 10 million dollars, we can report all of our amount as lost revenue. That is what Buena Vista did. I did it yesterday. Town does not have to jump through the hoops we had to at the beginning. Councilmember Manspile stated there is something on the list that was discussed earlier. Town could put flashing lights on the crosswalk outside the building. That crosswalk was reinstated when VDOT remarked and repaved the road. Instead of taking pictures, they used old plans and marked fire hydrants and things that were no longer there. If a large vehicle is parked in front of the Baptist Church, you can not see a pedestrian starting into the crosswalk. Councilmember Manspile stated he would like to see the ones that citizens push a button and the LED lights flash. He has seen them in Bedford and a few other places. Town Manager McCulloch stated she thought we already had those. Councilmember Manspile stated that there was a pylon out in the middle of the road, but that became a target. Mayor Bryant stated that you can get 2 for about \$3,500.00, they aren't push button, but they are solar, that constantly flash to draw attention to the crosswalk. Councilmember Manspile stated he would like Town to do that. Town Manager McCulloch stated that she has talked to Deputy Murray about repainting and fixing the incorrectly painted curb stops, and having trustees help with mowing and weed eating. She will keep Council updated. Mayor Bryant asked if the Town Manager was showing these things for conversation? Town Manager McCulloch stated that these were food for thought. Mayor Bryant stated the acquisition of property is interesting. Councilmember Manspile stated that he knows where there are some blighted properties. Town Manager McCulloch stated that covers the ARPA update. Town is still talking to CHA

about the lift station. USDA is still talking about the possibility of qualifying for the 100% grant through their funds for the lift station. Town Manager asked if there were any questions. Councilmember Manspile stated there wasn't much more you could say about free money.

Mayor Bryant made a motion to close the work session with a second from Councilmember Petty. With no further discussion, the work session was closed with a vote of 5 – 0.

Work Session closed at 6:53pm.

Mayor Bryant made a motion for Town Council to go into closed session for the purpose of discussing matters exempted from provisions of the Virginia Freedom of Information Act under section 2.2-3711 paragraph A7 for would be consultation with legal council pertaining to actual probable litigation. Councilmember Rickman seconded the motion. With no further discussion, the motion was carried with a vote of 5 – 0.

Council returned from closed session at 7:42 pm.

Mayor Bryant made a motion to certify the closed session. Council certifies that to the best of their knowledge, only matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act that were identified in the motion to go into closed session, were heard, discussed, and considered. Mayor Bryant stated there was the motion. Councilmember Manspile seconded 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. Mayor Bryant made a motion to adjourn with Vice Mayor Witt seconding the motion. With no further discussion, the vote was carried 5-0.

Adjournment was at 7:48 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Work Session
Buchanan, VA

May 5, 2022

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

Mayor Craig Bryant opened the May 5, 2022 Council work session at 7:00 p.m. Town Manager Susan McCulloch took roll call. With four Council members present, a quorum was established.

The first item of discussion was the pavilion/park usage. Town Manager McCulloch stated that this came up as a topic when Mr. Price asked about the 9/11 event. These are talking points for the events that are not Town run. The 9/11 event this year is proposed for one day, September 10, 2022. There is no need for Town to open up the food stands and sell anything. They are just walking around the flag lined path. Movies in the Park have been proposed by Parks and Rec. They have requested 2 days during September. However, the days we have available are the days they can't do it. Town Manager McCulloch stated that people are really engaged in the Town and the park. She thinks Parks and Rec will come back next year. There is a new director of Parks and Rec that is very active. There is a new library director. There are new activities in the park. There was a s'mores event that was supposed to take place that got snowed out. They are hoping to reschedule the event. They are doing a petting zoo in June. This is a county wide event, but they are doing 2 events in the Town Park. For the s'mores event, the Fire Department has been requested since this involves a cookout. James River High School has requested using the Town's parking lots, and streets for parking to shuttle people to the May 23, 2022 graduation. Town Manager McCulloch stated that she gave permission for this because she didn't think Council would have a problem with it. BoCo Wild, which used to be the fishing carnival, will be here June 4th. We will charge for fries this year because it is expanding. It used to be based solely on fishing. Now, it is all outdoor recreation. It is similar to the Go Outside Festival in Roanoke. This year there is a 22,000-gallon pool to do demonstrations for kayaking and stand-up paddle boarding. The Botetourt County Fair, which is ongoing, may approach Council for a beer garden again this year. The Buchanan Tri is the same day as the 9/11 event. They will be at the park at the same time, but not in each other's way. The James River High School senior parade has already been planned and we have done our part.

There will be a law enforcement unit tough ride bicycle ride on May 10. It starts in Roanoke; it will be in Buchanan from 8:30 and 8:50 for the pit stop. There will be snacks, water, and a photo op provided. They will continue on to Washington D.C. afterwards. June 3 – 5 the Iron Man race will be going on. The race will be on June 5. Town Manager McCulloch stated that she wanted to apprise Council of the events that are coming up that are not Town sponsored. Mayor Bryant stated that there have been other non-profits that have asked, such as the Fairview Cemetery, to use the park that are not a government group. The use of the park by a non-government group is not allowed per policy. Town Manager McCulloch stated they cannot use the food stands. They can use the gazebo, pavilion, and the park. Mayor Bryant stated that the park is not included in usage. Councilmember Manspile stated that Town used to allow other groups to use the park. When the issues happened in Charlottesville, Town was concerned about something similar happening here. Town decided to stop allowing Town Park usage. Town Manager McCulloch stated that the 9/11 event and the movies in the park are not eligible. Mayor Bryant stated that the other events have been sponsored by or partnered with the Town or Botetourt County. Town Manager McCulloch stated that the only one is the LEU bike ride which is only using the pavilion. Mayor Bryant stated that the question is do we have policies and procedures in place to protect the Town and the community. Town Manager McCulloch stated that Town does not have a Park Policy. Mayor Bryant stated that there needs to be policy and procedures in place to govern park usage. Vice Mayor Witt asked if Council wants to discuss it now, or identify the need for the policies. Mayor Bryant asked if the 9/11 event is repetitive. Town Manager McCulloch stated that Mr. Price was disappointed that a decision was not made at the Council Meeting. He would like to start advertising and lining up speakers. Mayor Bryant stated that Fairview Cemetery wanted to use the food stand. Do we want to allow the stands to be used? Vice Mayor Witt stated that if we focus on the 9/11 event right now, which is what he thought this discussion was going to be about, we could make the 9/11 event a Town sanctioned event. Make it part of the Town's annual events. Since Mr. Price likes to be involved and puts that event together, let him run the event. He can coordinate with the Town Manager of whoever coordinates special events. Just like John Manspile does the Civil War Weekend, let Bill Price run the 9/11 event. That absolves the issue of him having to come to Council every year. Vice Mayor Witt stated that it is a good event that brings people to the town. Town Manager McCulloch stated that this is the 2nd year he has had to request using the Town Park. Councilmember Manspile stated that when you get to the policies and procedures for the park, don't govern yourself out of it. You could simply have in the rules that usage is at Council's discretion. If Council advertises it, that can be construed as Town approved. That would give us leeway. Mayor Bryant stated that to add a detail to the 9/11, it is part of the special events, and it is vetted by Town. Councilmember Manspile stated that the Movies in the Park used to be done by Shentel. Now the county wants to do it. We may hear something from Shentel again. Vice Mayor Witt stated that he had suggested to the special events committee moving the Cruise-ins down to the Town Park with a drive-in movie so that we utilize the park instead of Main Street. If we are talking about park usage, I think that the amount of outreach that we get for utilizing that, you are going to have pros and cons all the time. For every one possible bad event, you will have 100 good events. We will never get away from that no matter what we do. Vice Mayor Witt stated that he thinks Town should consider opening the Town Park up and renting the facilities as a form of revenue to be able to budget for the Carnival. Let's make that property make money for the Town. It is Town property. Tax payer's dollars own and maintain it. Let's make that property make money for the Town. If we really think about it, we can cover ourselves for that. If that means putting a high price tag on the rental fees, they still have to fill out the applications and

consideration by Council. Council has the ability to waive the fees. If there is a group that may seem undesirable, but they do everything required and pay the fee. Or, if a group like LEO wants to use the park for the bike ride, Town can waive or reduce the fee. Vice Mayor Witt stated that because of Charlottesville, Town had a knee jerk reaction. But, no one holds Charlottesville accountable for what happened on their public property. It was the groups not the Town or City. Could there be events that bring a negative light to the Town? Yes, but there is so much positive that could come from renting the Town Park. Mayor Bryant stated that is definitely getting into details, but in regards to the 9/11 event, we know it is every year, it is popular, and I think Council is in agreement about putting it on the Town events calendar. How they staff it is up to them. As far as renting the stands, there are insurance and other issues that have to be thought out. Councilmember Rickman stated that every event would have to be handled differently. Councilmember Manspile stated the biggest issue in the past was people using the facilities and not cleaning them up. Part of the policy will have to be that staff inspects it afterwards. Councilmember Manspile stated that as Vice Mayor Witt stated waiving the fee, part of that could be waiving the fee if the stands and grounds pass inspection. Councilmember Manspile stated that something else that was tabled because of COVID and needs to be revisited is doing a rental agreement on the parking lot at the Carson Memorial Building. The problem is Town doesn't own that parking lot. There is no insurance on that lot. People are parking there at their own risk. Town encourages people to park there during events with signs telling people to park there. Town Manager McCulloch asked if an agreement had been drafted. Mayor Bryant and Councilmember Manspile stated no agreement had been drafted. Town Manager McCulloch stated a park rental agreement had been drafted. One of the stipulations in the draft is no hate groups are allowed. That would illuminate part of the issue. Vice Mayor Witt stated that was part of the conversation Council had with Town Attorney Puvak because of Freedom of Speech issues. Councilmember Manspile and Vice Mayor Witt stated that was when it was decided if it wasn't a Town sanctioned event, it did not happen on the Town Park. Mayor Bryant asked if Council needed to go back to a public meeting for the 9/11 event? Town Manager McCulloch stated that she would have a resolution if Council would like. Mayor Bryant stated that we need to communicate with Mr. Price what Town wants to do. Special events committee defers to Council; therefore, we need to tell them that we want this added to the Town events calendar. Town Manager McCulloch asked if Council wants Town to staff it? Because Mr. Price really runs the event. Vice Mayor Witt stated that his recommendation was let Mr. Price run that event like Mr. Manspile does Civil War Weekend. Town Manager McCulloch stated that Community Developer Harry Gleason did a lot for the Civil War Weekend. It would be nice to let Mr. Price do his thing. Mayor Bryant stated that Mr. Price needs to know the parameters. Council doesn't want anyone running a special event for the Town with no Town staff there and the next thing you know there are behaviors that are not part of what we accept at a Town sanctioned event. Councilmember Manspile stated that Council can word it where Town sanctioned is an event where staff are involved, but Town approved events do not have any staff involved. Vice Mayor Witt stated that he doesn't like to be reactionary, but the 9/11 event has been run well in the past, let Mr. Price run with it. Unless and until there is an issue. Mayor Bryant stated that a verbal agreement on expectations will be appropriate. Vice Mayor Witt stated that if Mr. Price is agreeable, let's do a resolution for next Council Meeting. Mayor Bryant stated that this opens up the door for others to ask to have their events added to the Town events. This still makes the Council the body that vets the events. Vice Mayor Witt stated that if they want their event to be on the docket they can run for Council. Mayor Bryant stated that people outside of Town limits use the park and cannot be on Council.

Next on the agenda was to discuss the Southview Maintenance Agreement. Town Manager McCulloch stated that she does not have an agreement, but has questions from Town Attorney Puvak. Town Attorney Puvak stated that before a maintenance agreement is done there are several things to consider. There are 15 properties abutting Southview. Each property owner would need to sign the MOU or it shouldn't occur because someone would be getting maintenance and not paying for it. It needs to be equitable. The Town is not a property owner, but Town could be a 16th party in the MOU. Town can not impose fees or assessments if one of the property owners does not pay the fees. Town Attorney Puvak recommends the Town not step into the role of treating it as a public road and taking full responsibility. If the road cost \$30,000 to repair, everyone would pay 1/16th including the Town. But who would be responsible for deciding what work needs to be done, who will be in charge of maintaining Southview, who will choose the contractor, who will pay the contractor, and sign off? Does Town want to step into this role and be the responsible party for this? If the work is done and everyone doesn't pay, it would fall back on the Town to be the responsible party. Town Attorney Puvak recommends in the long term that Town request the County add Southview as a secondary street in the plan with VDOT. Town Manager McCulloch stated in summary, there are 15 property owners, some can argue they do not have homes there and shouldn't pay that much. All of this would have to be sorted out before an MOU can even be done. Town Manager McCulloch stated that for other roads such as 3rd Street, Rabbit Run, and Williams Lane, if we do this for Southview, do we do it for these? Who would take the lead on who determines what improvements need to be done? Town should not be involved in that determination. The MOU would have to be filed in court so there would be legal fees as well. If someone doesn't pay, it would require private action by all the property owners against the property owner/owners that doesn't pay. Town can not do anything because it is a private road. We cannot levy fees. This would apply to 3rd Street as well since that has been brought to Council as well.

Councilmember Manspile stated that he does not know where Town Attorney Puvak comes up with 15 property owners on Southview. Town Manager McCulloch stated he did a check and was very thorough. Councilmember Manspile stated that he can be as thorough as he wants, but I know every parcel on Southview. There aren't 15 owners. Mayor Bryant asked what Council ultimately want to do? Options are either table it, or, go down this path. We will set the precedent with one that will be used for all of them to a certain degree. Should we put it on VDOT's list and it becomes their responsibility.

Councilmember Manspile stated that VDOT wants a 30' or 50' right of way, and they want a cul-de-sac at the end of the road and there is no property for one. If nothing else is done, the water line will be on top of the ground. Paving, surface treating, whatever, water utility from Route 11 to the bottom of Southview, the water is cutting the road and uncovering the water line. Mayor Bryant stated that the question is what is the Town's responsibility to protect the water infrastructure. Councilmember Manspile stated that Town used to maintain everything. Back in the early 90's, VDOT took over and they dropped those roads and Town never did anything about it. Town sewer runs up the middle of Williams Lane. Water lines run up the side of Rabbit Run. Councilmember Manspile stated that infrastructure under the roads is protected. VDOT is turning the water down Southview and since they paved Route 11 it is a whole lot worse. There are 15 to 20 tons of rock washed to the bottom of Southview that he takes back up to the top. Mayor Bryant asked what the Town's responsibility is to protect the infrastructure? Town Manager McCulloch stated she would find out. Vice Mayor Manspile stated that he thinks if Town takes care of the infrastructure, the rest of the road issue will take care of itself. The utility is causing the problem on Southview. Vice Mayor Witt asked what it would cost to have a VDOT engineer come to look at Southview? Town Manger McCulloch stated that it was on her

list to ask Bobby Buchanan. Has he been out there? Councilmember Manspile stated it has gone beyond Bobby Buchanan. Mr. Hamm has been out there. He is not sure if Ashley has been out there. Town Manager McCulloch asked what VDOT's response was? Mayor Bryant stated their response was it is their water but not their responsibility. Vice Mayor Witt stated that VDOT's moving that pipe to that location is compromising our infrastructure down that road. It is a private road, but our infrastructure is in that road. If it is being compromised, we need to protect our infrastructure. Maybe that is the conversation we need to have with VDOT. They put a pipe there, they crowned the road a certain way that is directing the water down there. What can we or VDOT do to mitigate that situation? Whatever they changed to Route 11 has changed the flow of water and they need to see that and recognize it. There has to be a better way to deal with rain water run-off. Councilmember Rickman stated the ditch needs to be paved to protect the water line. Councilmember Manspile stated that Scott Firestone was drawing up the paperwork to have the ditch paved when he passed away.

Next on the agenda was to discuss the VBAF Grant Performance Agreement for the Town to cover studies/plans for Sycamore Development with the Groendyk. Town Manager McCulloch stated that STANTEC applied for this grant on the Town's behalf for the Groendyk building. This is a planning and testing grant. It is only for economic development from the state. It is \$50,000 for the Groendyk. We can draw it down as the work is done. This is the local performance agreement. There is a phase 1 site assessment, asbestos containing materials inspection, lead-based paint inspection, and planning and reporting. Sycamore Development is matching this. Town Attorney Puvak has signed off on this. He asked if we already have a contractor. Town Manager McCulloch stated that Cardno (Stantec) will be doing the engineering work. She asks that Council look at it, sign it, and pay the contractor directly when Town is satisfied the work is done. It is basically planning and testing so we would see the results, and VEDP would sign off on it at the same time. Town Manager McCulloch stated that Town would get billed, we would send it to VEDP, they would ok it, send us the money, and we would send it to Cardno. There is no risk to the Town. Town Manager McCulloch stated the break down is \$4000 for the Phase 1 site assessment, the asbestos and redevelopment planning efforts, the report preparation, and they are using the purchase of the site as a match. Cardno has sent a contract for us to consider for them to do this grant. It is only for \$20,000 because we are hashing out the details of the project redevelopment planning. It was supposed to be CDAC which is part of Virginia Tech, but their timing isn't working out. The money will be held for this project until it is decided. Town Manager McCulloch stated that she wasn't sure if Council wants to look at this and talk about it in the June work session since this is the first feedback that Council has gotten. Mayor Bryant asked if Sycamore defuncts on something and Town has paid some of this money out what happens? Town Manager McCulloch stated that Town would be okay, she had asked Town Attorney Puvak, and he okayed it. If it falls through, we would give the testing and reports to the next person who gets the building. Vice Mayor Witt stated that whomever purchases the building would get the testing results, and some engineering art majors at some school does computer graphic designs on the buildings. That would be for any of the Brownfield identified properties in Town. Town Manager McCulloch stated that is correct. The problem is the timing with Virginia Tech. Her cohorts are graduating right now, and Sycamore will be building before the new cohort comes in. They are thinking what they can use the planning money for and go from there. Sycamore already has an architect firm working on the design already. Mayor Bryant asked what is needed from Council. Town Manager McCulloch stated that she needs resolutions for the VBAF grant and authorization to sign the agreements. Councilmember Manspile asked if this grant is just looking to see if there are issues? There is no remediation if they find anything? Town Manager McCulloch stated

that it is only for testing. Mayor Bryant asked if there were any concerns? With no concerns, he stated Town Manager McCulloch could add the resolutions to the next Council Meeting. Councilmember Rickman stated that there were a lot of people looking around the Groendyk building over the weekend. Town Manager McCulloch stated that Sycamore is pulling the building permits and are excited. Vice Mayor Witt stated they will start working next month.

Next on the agenda was discussion of flag solutions. Vice Mayor Witt asked if this was the citizen complaint about the safety issue of how we hang the flags? Town Manager McCulloch stated it was actually an employee's complaint. It came up last year about the safety of installing the flags. The suggestion from VRSA was to put them up from the ground using ladders. Town Manager McCulloch and Community Developer Gleason put them up using ladders and it took them 6 hours. Billy and Andy had to finish it, and they used the truck. Town Manager McCulloch stated that VRSA's response was that even with the ladder you need to watch what you are twisting around, if the flag post is too high, and not to hang the flags on posts that are hard to get to. Town Manager McCulloch stated that the Maintenance crew does not want to do, but they need to do because Town is liable for anyone being hurt. Town Manager McCulloch stated the cost of installing from the ground for 2 people at \$35 an hour because it is double time on holidays, they would have to be here at 2 am to have the flags up by 8 am, you have to move the trash cans, work around the cars, and you would have to start taking them down by 1pm or 2pm to have them down by 6pm or 7pm. The flag policy states the flags have to be down the day of the holiday by 7pm or 8pm. So technically the flags would be up, all of them at the same time, for 5 or 6 hours and 2 staff would have to work 12 hours that day. The cost would be \$840 in payroll per flag holiday, which translates to \$5,880 per season. Potential solutions are putting the flags up the day before the holiday with the ladders and take them down the next work day. Staff would still have a holiday and be able to use the working day instead of holiday pay. We could leave them up for the holiday week or the holiday weekend. That was done some last year. It is \$1,500 a day to rent a lift let alone purchase one so that is not a recommendation. Town could purchase custom flags and leave them up from May until Columbus Day. It would not be a flag, but a patriotic flag. There are options for patriotic flags that tie into the Simply Love Buchanan that are \$55.00 per flag. Town Manager McCulloch stated that the options are sticking with the current policy and putting the flags up from the ground, get a patriotic flag, or leave them up longer and have them put up and taken down on work days. Mayor Bryant stated that community expectation is the American flag on those holidays. There is not another option. Councilmember Manspile stated you are getting played by staff. You have only hired one person since you have been here. The other staff who have been here, there have been meetings with the former Town Manager, the Mayor, and when I was Vice Mayor, this staff complaining about coming in, the staff knew the flag policy when they were hired. They agreed to that when they were hired. Another option, the Ford is nice for short people to stand on the side of the bed, but the GMC can be used as well. Town Manager McCulloch stated that you are not supposed to stand on the side of the truck that is a safety issue. Councilmember Manspile stated that you can buy the adapter or have it made that can be put on the ladder rack and taken off the ladder rack to make a point of attachment, then wear your fall protection harness. The same harness we have for retrieval can be used as a fall protection harness. Vice Mayor Witt stated that a bucket for fall protection at Harbor Freight for \$50.00. Councilmember Manspile stated that there isn't as much restriction on the fall protection harness as the tie-off point and having to slide the tie-off point from the front to the back of the truck. Vice Mayor Witt stated the only other complaint we have had was slippery surface. We had talked about putting slip or skid resistant tape on whatever surface. Town Manager McCulloch stated that has

been done. Vice Mayor Witt stated that was awesome. Whether we use the older truck and fabricate a platform, have a handrail, maybe like a scissor lift that was used for the mural. It might take a little longer, but not six hours, and it will pay for itself in the long run. Second point, if we move forward with the veteran banners on one side of the street, that will absolve us from having to put flags on one side of the street. That would cut the work time in half no matter what you do. Mayor Bryant stated that he likes the option of properly outfitting the truck. Councilmember Manspile stated that if the rail is so many inches high on the handrail you don't have to have fall protection. If it is under that height, you would hook off the opposite side of what you are working on. Mayor Bryant stated another issue is being on the back of a moving vehicle. Town Manager McCulloch stated that is not allowed. Vice Mayor Witt stated vehicle in park, up, out, in, down, sit down in the bed of the truck. Mayor Bryant stated it has been done here before, and other localities leave the flags up very long periods of time. Councilmember Rickman stated Troutville leaves their flags up all the time. Mayor Bryant stated that he would support the request of putting the flags up during business hours instead of on the holidays. If we look at long term employee engagement, Town is not going to pay what a big locality can, they are soaking up employees left and right. If this is something that will help our staff being engaged and happy, I would support that. Can we adjust our policy to reflect that? Town Manager McCulloch stated that she would do that. Mayor Bryant stated that was just his opinion. Town Manager McCulloch stated she was referring to the safety issues conversation. Councilmember Manspile stated the flags have been replaced 2 or 3 times in the last 7 or 8 years. I do not know where Troutville gets their flags from, but they stay up all year and they stay in good shape. Whatever we are buying can't take it. Town Manager McCulloch stated she knows the Mayor of Troutville. She will ask him. Vice Mayor Witt stated the flags we hang up are not the standard dimension for an American flag. Citizens complain about them being left out in the rain and not lit up at night. These flags are not standard flags required by flag code to be brought in. Councilmember Manspile stated that another option that had been looked at was a pole that would reach up and put the flag in the holder, but we couldn't figure out the release. Mayor Bryant stated that the action item is to adjust the policy to put the flags up and take them down during business hours, and make sure the truck has safety equipment for hanging the flags. Vice Mayor Witt stated that he would like to see as a long-term solution, a revitalization project having all the lines buried and having brick sidewalks to allow access to water, sewage, and other utilities, and having light posts with electricity having flagpole mounts offset away from the streets at a respectable height. Based on conversations in Planning and Zoning Committee, that is feasible in the near future. Councilmember Rickman asked if VDOT would do that since they own the sidewalks. Town Manager McCulloch stated that VDOT had an ADA ramp visit and there was a big discussion about those 2 crosswalks because of the slope. We have asked that they don't take away the second one. They are working on the first one, but are not working on the second one because of that master plan conversation. Hopefully something can be done with it later, but they wanted to get rid of that crosswalk again. Councilmember Manspile stated that we had gotten rid of the second one until Main Street was milled and paved and they used the old plans of Main Street to mark the street. That is how it came back into existence.

Nest was discussion of the Veteran's banners. Town Manager McCulloch stated that Mr. Boblett has permission if the Town gives permission for the banners from Verizon. It will not be in writing because corporate won't allow it but the local rep will. He won't put it in writing because there is too much red tape. There is already so much stuff on the poles, go ahead and do it. They are already so full of holes from installations this won't make a difference. If Town is in agreement with the Veteran's banners

going up on the Verizon poles, Verizon is ok with it. If the Town is not in agreeance, Verizon will not ok it. Vice Mayor Witt asked if Town Manager McCulloch had that in an email. Town Manager McCulloch stated she did not. The Verizon rep would not put anything in writing anywhere. Councilmember Manspile stated big red flag saying no. Something is not exactly right. Vice Mayor Witt stated that it is great the local rep is ok with it, but if Corporate won't approve it, it is not good. Councilmember Rickman stated that he looked at the ones in Bedford. There isn't anything to them but a band around the pole. Vice Mayor Witt stated that the ones in Bedford are on street lights, not power poles. Councilmember Rickman stated they would be on the Verizon poles, not the power poles. Town Manager McCulloch stated that no, but Verizon stated that even with the Christmas Wreaths we have to be careful about the wires. Councilmember Manspile stated that Mr. Boblett wants to put the banners on the Dominion Energy poles as well. Dominion is worse than VDOT to work with. Town Manager McCulloch stated that Mr. Boblett will go to Delegate Terry Austin to go to Dominion about the banners. She told him it would still have to go to Council for approval. Mr. Boblett wants to use the Dominion poles. He does not believe that the lines will be moved underground. Mr. Boblett stated that if the lines are put underground, he will give the donors back their banners. Town Manager McCulloch stated that she thinks Mr. Boblett will still ask Town to pay for the engineering and approval process with Dominion. Mayor Bryant stated that having this as part of the master planning process, because there are other things that need to occur, is protecting the Town's interest. Not putting things in writing, it is a hand shake, Town has had to deal with some of this already. Town has had to pay for it, or been ridiculed for it. A master planning process puts it through a vetting process where citizens have input. Councilmember Rickman stated there is also a paper trail. Vice Mayor Witt stated that Mr. Boblett came to him months before he brought it to Council. He stated it is great and he loves it, but it has to go through to Council. Again, personally he would love to see it. But he doesn't like saying this, no if we don't have the proper paper work. Vice Mayor Witt stated that with the master plan it has been discussed with seasonal and branding, but he would like to see the veteran's banners be part of the master plan and be up year-round at least on one side of the street. However, right now, without the proper green lights in writing from the correct powers that be it is a no go. A little bit of sugar with the medicine, I would love to see this as part of the master plan. If and when we do a revitalization project, this is part of it because there will be a bigger outcry if we say no. Mayor Bryant stated there are other options. We had discussed doing something around the flagpole on the park for veterans. Vice Mayor Witt stated that there was something being discussed in the flood zone, and then there was a first responders, veterans memorial that were put on the back burner because of COVID. Mayor Bryant stated the action item is to table this and add it to the master planning process. Does that need to be put in writing? Mayor Bryant asked if we want a statement from Council like we did with the Gauge Dock? He stated that he thinks it should be in writing. Town Manager McCulloch stated that she could contact Dominion and Verizon to let them know. Mayor Bryant stated that a letter stating Council wants to move this item to our master planning process and will not endorse moving forward with this project until it has gone through the master planning process. Vice Mayor Witt stated that unless he can get a green light from the proper powers that be. Mayor Bryant stated that he thinks we keep it as part of the master planning process. Councilmember Manspile stated that Town should not request things from Verizon and Dominion any more than we have to because of what we want to do with burying the lines. Does Council agree that Town Manager draft the letter? Councilmember Manspile stated that Council should have the Town Manager's back with this because of the attitude. If Council needs to do

it in a public forum, do it at the next Council meeting. Vice Mayor Witt stated that it is yours, but we have your back.

Next on the agenda was Review of Real Estate Investment Grants. Town Manager McCulloch stated that this is wonderful to share. The Real Estate Investment Grants that the review committee has recommended Council approve. They scored them individually and sent the scores back. A failing score is 17, but they all passed. 120 Parkway and the two Twin River Outfitters have done some of the work already. Vice Mayor Witt stated that the 120 Parkway was done earlier in the year, but it met the requirements and was done before approval by the review committee. Councilmember Manspile stated that he had looked over everything Town Clerk Claudine Stump had sent in the packet. He looked at all of them and did not see any problem with any of them. It is a very good improvement for any business that wants to do it. He approves of the whole program whole heartedly. Vice Mayor Witt stated that he had abstained from the vetting process, and would abstain from the vote at this meeting. Mayor Bryant, and Councilmember Rickman both agreed with approval. Town Manager McCulloch stated she would have a resolution for the next Council meeting. Vice Mayor Witt stated that if any more applications come through, as long as he cannot be associated with them, he would weigh in on them. Town Manager McCulloch stated that this was round one, round two was not approved. Vice Mayor Witt stated that one was for infrastructure, not façade. Town Manager McCulloch asked if she could do one resolution for all the grants. Mayor Bryant stated that she could.

Next on the agenda was other business. Town Manager McCulloch stated that she had emailed and had a paper copy of the revised budget for Council to review.

Next on the agenda was the ARPA HVAC quotes and conversation. Town Manager McCulloch stated that Mr. Chucky Brogan wanted to explain the schematics. He wanted to come to the meeting, but Town Manager McCulloch requested he be available by phone. Vice Mayor Witt asked if both contractors had the proper licenses and bonding and everything else. With the price tag on both of these, it requires a class A license. Town Manager McCulloch asked if Council wanted to call Mr. Brogan and give him 5 minutes then call Mr. Kelvin and give him 5 minutes? Mayor Bryant asked what is the purpose of talking to the contractors? Do we want to ask them questions and be done with it? Vice Mayor Witt stated the big question was the difference between one unit versus the other. He is assuming that Mr. Brogan's quote is the Mitsubishi units. Town Manager McCulloch stated that it is. Vice Mayor Witt stated that the quote talks about the iwave and the new shield, but we have done our research on that and know that is the infrared. Vice Mayor Witt stated his question is whether this is single units being controlled by multiple people, or is it main units controlling groups of rooms where they are all running A/C or heat. Mr. Brogan has done work for Vice Mayor Witt and he hopes that he remains unbiased, but he has the same question for Mr. Kelvin. What does Council want to see? Multiple single units with individuals controlling temperatures in different rooms, or one unit that pushes 8 heads taking care of the whole place. Councilmember Manspile stated that he did not know Donald's Electric was the low bidder. Donald's is passing the savings on to us where Brogan's Maintenance may not be getting the volume discount. That explains the difference in the amount of the quotes. He is familiar with Donald's work. Mayor Bryant stated that in his opinion, Council should support the Town Manager and staff's desires are because Councilmembers making vendor choices. Vice Mayor Witt stated that he wonders if he should abstain because of his past relationship with Mr. Brogan. Mayor Bryant stated that he doesn't think any Councilmember should abstain if we say Town Manager, what do you recommend for this building? The Town Manager should have done due

diligence in finding what the building needs. If it doesn't work out, Council will be asking what happened. Town Manager McCulloch stated that she did not get the spec sheets until Council did. She may need to vet them better as well. Vice Mayor Witt stated that from a business perspective, he is all for the lower bid. He was glad when the bids came in because there were no names attached to the quotes. The low bid is the preferable choice even though he personally has the Mitsubishi units. Councilmember Manspile stated that a couple thousand is one thing, but you cannot look at the price difference and justify it. Vice Mayor Witt stated his biggest question is what do you want in Town Hall? Do you want everything on a central air style system with one set temperature throughout, or do you want individual temperatures throughout? Vice Mayor Witt stated that the IR system, especially with COVID, we have a small staff, and if someone gets sick, we get backlogged quickly. It doesn't matter what contractor or what system we pick, what do we want to see at the facility, and who is able to facilitate that at the best price is who we should go with. Mayor Bryant stated that he would not worry so much about the UV light because everyone has their own office, there is a lot of open space and air circulation. The Town Hall meeting room would be a good room for a filter system. But people getting sick is probably going to happen outside the office. Mayor Bryant stated that he feels that Council should forgo talking to the contractor until Town Manager has vetted all the issues and have more individual controls in the building. Council has already raised the question there is a \$30,000 price difference here. That is huge. Town Manager knows Council's expectations of what Council wants for the building and Town Manager needs to bring that to us. Town Manager McCulloch asked if Council wants this on Monday? Mayor Bryant stated that sooner it is done, the sooner the building will be cooled. Councilmember Manspile stated that the upstairs offices are always warm. The way the supply chain is, it could be 4 or 5 months before this is completed. Councilmember Manspile stated she could get a stand in the floor unit that the hose goes out the window and cool that office. Mayor Bryant stated that would be covered by ARPA. Vice Mayor Witt stated that after the system in Town Hall is fixed, the floor unit could be shifted to one of the food stands. Mayor Bryant asked if Town Manager McCulloch had her action item. Town Manager McCulloch stated that she did.

On a motion from Vice Mayor James Manspile with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0. The meeting was adjourned at 7:31PM.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

May 9, 2022

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

Attending: 4 citizens, Board of Supervisor Amy White, 3 employees

Mayor Craig Bryant called the May 9, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Clerk Claudine Stump to take roll call. With four councilmembers present, a quorum was established. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

Mayor Bryant stated that the agenda needed to be modified. It will be a new action item added that is number six: Discussion of the proposed Veteran's Banner Program. Mayor Bryant made a motion to add that item with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4 – 0.

The first item of business was to consider approval of the April 2022 Financial Report and unpaid bills. A motion for approval for all items under the consent agenda was made by Councilmember Manspile with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 4 – 0.

Next on the agenda was Awards, Recognitions, and Presentations. There were no awards, recognitions, or presentations.

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. First action item was consideration of Resolution R22-0509-01: A Resolution Authorizing Acceptance Performance Agreement from Virginia Economic Development Partnership (VEDP)'s Virginia Brownfield Assessment Fund (VBAF) Grant for the Former Groendyk (Button Factory). Mayor Bryant asked Town Manager McCulloch to briefly summarize what the resolution is about. Town Manager McCulloch stated that there is an economic development fund called the VBAF that is administered by the VEDP. The Town applied for

the Groendyk building. This will be used for phase one environmental testing such as asbestos, lead based paint, and planning. The money will come to the Town, and Town will pay the consultant when the work is done. Mayor Bryant asked for any questions. Councilmember Manspile made a motion to approve the Resolution with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 4 – 0. The next action item was consideration of Resolution R22-0509-02: A Resolution Authorizing Contracting with Stantec to Provide Planning/ Engineering Services for the Virginia Brownfield Assessment Fund (VBAF) Grant for the Former Groendyk (Button Factory). Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved by a vote of 4 – 0. The next action item was consideration of Resolution R22-0509-03: A Resolution Implementing of a Policy for Town Owned Flags and Flagpoles. Town Manager McCulloch stated there is a proposal to change the time and occasion for displaying the flag. To install the flags from the ground is very time consuming, and also, there is an idea to install and take down flags safely by adapting the truck. To help employees do this and enjoy their holiday, the proposal is to install the flags the work day before the holiday and take them down the work day following the holiday. Mayor Bryant made a motion to approve the Resolution with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 4 – 0. The next action item was consideration of Resolution R22-0509-04: A Resolution Awarding Real Estate Investment Matching Grants to Businesses in the Town of Buchanan. Mayor Bryant stated that this is for the seven proposals that Council saw at the Work Session for the matching grant. Mayor Bryant asked for any questions. This is not a question: Mayor Bryant thanked the Town Manager and her staff for designing and marketing the grant, and Council for working through them. Councilmember Manspile made a motion to approve the Resolution with a second from Mayor Bryant. Mayor Bryant asked for further discussion. Vice Mayor Witt stated that he was abstaining from the vote. With no further discussion, the Resolution was approved by a vote of 3 – 0. The next action item was consideration of Resolution R22-0509-05: A Resolution Authorizing the Purchase and Installation of Town Hall HVAC System. Town Manager McCulloch stated that we are working with Donald Electric to update the HVAC system for Town Hall. It will help it be more efficient and regulate rooms that are not being heated or cooled properly. It will also provide safety measures with UV lights in the meeting room for public gatherings. Councilmember Manspile stated that he learned a lot of valuable information that has come about because of COVID. It was nice to see the technology available to HVAC contractors and the information that was provided to Council to see what was available to us. We are lucky to use the ARPA funds so the taxpayers do not have to pay for it. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved by a vote of 4 – 0. The last action item was Council's decision on the request for veteran's banners. Mayor Bryant made a motion to take that project and move it to the master planning process for that to be considered along with other ideas and projects when it comes time for that process to begin. Councilmember Manspile seconded the motion. Mayor Bryant stated that Council will send a letter to the requester outlining what Council is doing. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved by a vote of 4 – 0.

Next on the agenda was reports. Town Manager McCulloch stated regarding public works, staff was unable to come in to take care of an emergency on Saturday. We had to hook up the generator at well one due to a power outage. We are taking steps to make sure this will be covered next time. We would

like to thank Councilmember James Manspile for taking the generator to well one and unhooking it the next day. We did haul it back today. We do have better measures in place for emergencies and on call. Public works has mowed, replaced the Lions Club signs and the one-way sign at the bank, worked on the repair list for the carnival, and is getting ready to accept the container to be delivered behind the warehouse for storage. There is a question about disposition of old equipment that can be pondered on. We have the red truck, the old jetter, the mower, and the snow plow. It can be listed on eVA or we can look at other options, but the logo has to be removed from the red truck. There were 13 Miss Utilities, 4 water cut offs, 2 sewer backups, and 5-line repairs for sewer. The repairs were at 107 Bridge Street twice, 314 3rd Street, 151 Culpepper, and 151 Boyd. We had to arrange help to get the Water Street pump station unclogged. Town Manager McCulloch stated that in Community Development we did celebrate the Civil War History Weekend. We had 128 participants, 98 preregistered with 30 walk-ins. Buchanan Elementary School students toured on Friday. The event organizers are happy to know the date has been set for next year. Town Manager McCulloch thanked Council for making that happen. The community market was held last weekend. One vendor who was selling eggs stayed past closing because she was doing so much business. They are working on the Ordinance update. With Carnival, the rides contract has been signed, bread has been ordered, and the food has to be expanded to Sysco because our usual vendor US Foods is having delivery issues. There was a Carnival Committee meeting in April. A majority of the big tickets have been distributed. We are always looking for additional volunteers. The LOVE Works sign ribbon cutting is tomorrow at noon with BTech. The LEU bike ride will be coming through Town in the morning. The fishing carnival which is now BOCO Wild will be the first Saturday in June. The Ironman Race is the first Sunday in June. Town Manager McCulloch stated that regarding Public Safety, the street sweeping was done that morning. Town did not have an exact date because VDOT had to work with several towns. Town is working with VDOT on 7 ADA ramps. LES replaced one of the lights on the Main Street Bridge from our supply and is ordering the other bulb. Town has started receiving grass complaints. Town Manager McCulloch stated that there was no Planning Commission meeting this month. Mayor Bryant thanked Town Manager McCulloch. Councilmember Manspile asked what had to be done for the water for the swimming pool for BOCO Wild? Town Manager McCulloch stated the Fire Department will be pulling the water from 2 different hydrants. We will be figuring out where the pool is going. Town is working with DCR to figure out how to release the water into the river safely. Councilmember Manspile asked if we were charging for the water. Town Manager McCulloch stated that Town is, but the fee can be waived if Council wants. Councilmember Manspile stated that because of the kids and citizens enjoyment of the BOCO Wild, he makes a motion to waive the fee for the water with a second from Councilmember Rickman. Town Manager McCulloch thanked Council and stated she is sure they will be appreciative. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 4 – 0.

Mayor Bryant stated that Town Manager McCulloch and Council needs to communicate about the 9/11 walk being put on the Special Events Calendar. Town Manager McCulloch stated that she still needed to communicate with Mr. Price. Mayor Bryant stated that it needs to be put on the agenda as soon as possible. Mayor Bryant stated there has been an issue with black marks on the roads. Someone must be trying out a new vehicle and can afford new tires. If anyone sees anything, please call the Sheriff's Department and turn that in. Councilmember Rickman stated they are spinning in the gravel lot across from Copper Top. Town Manager McCulloch stated that she emailed pictures and an update to Sheriff Ward.

With no further discussion, a motion for adjournment was made by Councilmember Manspile with a second from Mayor Bryant. The motion to adjourn was passed with a vote of 4-0. The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor

General Funds		
Ordinary Income/Expense		Draft Budget
Income		FY 22/23
3100000 Local Revenue		
3110000 General Property Taxes		
3110100 Real Property Taxes		
3110101 Current Taxes		\$150,000.00
3110102 Delinquent Taxes		\$4,000.00
Total 3110100 Real Property Taxes		\$154,000.00
3110300 Personal Property Taxes		
3110301 Current Taxes		\$15,500.00
3110302 Delinquent Taxes		\$50.00
Total 3110300 Personal Property Taxes		\$15,550.00
3110600 Penalties & Interest		
3110601 Penalties & Interest		\$2,000.00
Total 3110600 Penalties & Interest		\$2,000.00
Total 3110000 General Property Taxes		\$171,550.00
3120000 Other Local Taxes		
3120100 Local Sales & Use Taxes		\$51,000.00
3120200 Consumer Utility Taxes		\$23,000.00
3120210 Consumption Tax		\$3,500.00
3120300 Business License Taxes		\$42,500.00
3120500 Vehicle Fees		\$14,000.00
3120600 Bank Franchise Fees		\$57,000.00
3121000 Occupancy Tax		\$4,000.00
3121100 Meals Taxes		\$25,000.00
Total 3120000 Other Local Taxes		\$220,000.00
3130000 Permits/Fees/Reg Lic		
3130307 Zoning Permits		\$250.00
3130308 Sign Permits		\$100.00
3130308 Special Use Permits		\$100.00
Total 3130000 Permits/Fees/Reg Lic		\$450.00
3140000 Fines and Forfeitures		
3140101 Property Liens		\$1,500.00
3140101 Zoning Violations		\$500.00
Total 3140000 Fines and Forfeitures		\$2,500.00
3150000 Rev-Use of Money/Prop		
3150100 Interest Income		\$3,000.00
3150200 Rental Income		\$1,000.00
Total 3150000 Rev-Use of Money/Prop		\$8,500.00
3165300 Garbage Fees		
3165310 Garbage Collection Fee		\$99,006.00
		\$0.50 increase Res/Bus customers
Total 3165300 Garbage Fees		\$99,006.00
Total 3160000 Charges for Services		\$110,006.00
3180000 Miscellaneous Revenue		
Miscellaneous Revenue		
3189929 Christmas Mkt.		\$5,000.00
		\$0.00
3189927 Christmas Eve Luminaries		\$0.00
3189926 Christmas Parade		\$500.00
3189925 Mountain Magic		\$8,500.00
3189924 Botetourt Co. Fair		\$200.00
3189923 Buchanan Tri		\$0.00
3189922 Pork by the James		\$8,500.00
3189921 Reggae by the River		\$14,000.00
3189920 Bot.Co.Fishing Carnival		\$100.00
3189919 LEU Police Bicycle Tour		\$50.00

3189918 Buchanan Garden Festival	\$2,000.00
3189917 Civil War History Weekend	\$2,500.00
3189916 Easter Egg Hunt	\$300.00
3189915 Acoustic Endeavors	\$0.00
3189914 Soup Night Cash Mob	\$0.00
3189913 Epiphany Bon Fire	\$0.00
3189905 Overage/ Shortage	\$0.00
3189904 Other	
3189904 Small Bus. App. Recp.	\$0.00
3189903 Gifts and Donations	\$1,000.00
3189910 Arbor Day Donations	\$1,000.00
3189911 Event Fees	\$100.00
3189912 Carnival Proceeds	\$75,000.00
3189999 Overpayments	\$0.00
Miscellaneous Revenue - Other	\$1,000.00

Total Miscellaneous Revenue \$119,750.00

Total 3180000 Miscellaneous Revenue

Total 3100000 Local Revenue

3200000 Rev from Commonwealth

3220000 Non-Categorical Aid

VDOT Revenue

DHCD Grant

3220150 Communications Tax	\$2,275.00
3220107 Rolling Stock Taxes	\$3,250.00
3220108 HB599 Aid Local Police	\$32,888.00
3220109 PPTRA-Car Tax Relief	\$11,608.00

Total 3220000 Non-Categorical Aid \$50,021.00

3240000 Categorical Aid

3240701 VA Commission Arts Grt	\$4,000.00
3240102 State Forestry Dept	\$0.00
3240101 Fire Programs Funds	\$15,000.00
3240108 Community Business Launch	\$0.00
Coronavirus recovery fund ARPA	\$466,482.00 ARPA

Total 3240000 Categorical Aid \$485,482.00

Total 3200000 Rev from Commonwealth \$535,503.00

3300000 Rev from Federal Gov't

3330000 Categorical Aid

3330210 Fed Forest Land Mgmt	\$1,404.00
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Total 3330000 Categorical Aid

3300000 Rev from Federal Gov't - Other

Total 3300000 Rev from Federal Gov't \$0.00

3410000 Non-Revenue Receipts

3410100 Insurance Recovery	\$0.00
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Total 3410000 Non-Revenue Receipts

3410500 Interfund Transfers \$0.00

3410501 Transfers fr General Fd

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Total 3410500 Interfund Transfers \$0.00

Total Income	\$1,158,663.00	\$692,181.00 Without ARPA
	\$1,155,657.00	\$689,175.00 before garbage fee increase
	before garbage fee increase	

Expense

01 General Government Admin

001 Legislative

11110 Town Council

1100 Salaries	\$5,050.00
2100 FICA/ Medicare Tax & VA unEmp INS	\$0.00
3600 Advertising	\$2,250.00

5540 Convention & Education	\$250.00
5600 Mileage Reimbursement	\$250.00
5800 Miscellaneous Expense	\$250.00
5810 Dues and Memberships	\$2,500.00
Total 11110 Town Council	\$10,550.00
Total 001 Legislative	\$9,550.00
02 General & Financial Admin	
12210 Legal Services	\$25,000.00
3100 Professional Services	
Total 12210 Legal Services	\$25,000.00
12240 Independent Auditor	
3100 Professional Services	\$13,350.00
Total 12240 Independent Auditor	
12410 Clerk-Treasurer	
1100 Salaries	\$60,000.00
1110 Overtime	\$1,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$15,000.00
2110 Virginia Unemployment Ins	\$600.00
2210 IRA Contribution	\$0.00
2210 VRS Contribution	\$3,250.00
2300 Health Insurance	\$20,328.00
3120 Accounting Services	\$15,000.00
3130 Bank Service Charges	\$700.00
3500 Printing and Binding	\$1,500.00
3600 Advertising	\$500.00
5210 Postal Services	\$3,250.00
5230 Telecommunications	\$3,100.00
5401 Copy Machine Rental	\$3,000.00
5800 Miscellaneous Expense	\$0.00
5600 Mileage Reimbursement	\$200.00
8101 Machinery & Equipment	\$0.00
5810 Dues and Memberships	\$300.00
6001 Office Supplies	\$4,500.00
Total 12410 Clerk-Treasurer	\$132,228.00
12510 Town Manager	
1100 Salaries	\$55,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$0.00
2110 Virginia Unemployment Ins	\$0.00
2210 IRA Contribution	\$0.00
2213 VRS	\$2,000.00
2300 Health Insurance	\$10,164.00
5600 Mileage Reimbursement	\$450.00
800 Miscellaneous Expense	\$500.00
5810 Dues and Memberships	\$900.00
Total 12510 Town Manager	\$69,014.00
Total 02 General & Financial Admin	\$239,592.00
03 Public Safety	
001 Law Enforcement	
31100 Police Department	\$35,000.00
Total 001 Law Enforcement	
002 Fire & Rescue Services	\$100.00
32200 Volunteer Fire Department	
5600 Lt Purchase for Fire Dept.	\$0.00
5601 Grant (Firefighter)	\$10,000.00
5602 Building Maintenance	\$5,000.00

Total 002 Fire & Rescue Services	\$15,000.00
Total 03 Public Safety	\$65,100.00
04 Public Works	
43200 Maint of Gen Properties	
1100 Salaries & Wages	\$47,500.00
1110 Overtime	\$2,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$0.00
2110 Virginia Unemployment Ins	\$0.00
2210 IRA Contribution	\$0.00
2213 VRS	\$1,100.00
2300 Health Insurance	\$20,328.00
3310 Repair & Maint Services	\$6,000.00
3320 Street Repair-Snow Removal	\$5,000.00
3322 Janitorial Services	\$3,600.00
5100 Electricity - Streetlights	\$11,000.00
5110 Electricity - Town Hall	\$2,750.00
5120 Heating Fuel	\$2,500.00
5230 Telecommunications/ Cell Phones	\$3,800.00
5308 General Liability Insur	\$20,000.00
5811 Uniforms & Safety Clothing	\$2,000.00
5812 Safety footwear	\$500.00
6007 Repair and Mani Supplies	\$6,000.00
6008 Vehicle & Equip. Fuel	\$6,006.00
8002 Capital Outlay	\$8,000.00
Total 43200 Maint of Gen Properties	\$148,084.00
44000 Trash Department	
33301 Brush Grinding	\$9,000.00
33201 Trash Pickup	\$81,500.00
Total 44000 Trash Department	\$90,500.00
Total Public Works	\$228,440.00
07 Parks, Events & Cultural	
71100 Parks & Recreation	
5810 Arbor Day Celebration	\$2,000.00
5811 Epiphany Bon Fire	\$0.00
5812 Soup Night Cash Mob	\$0.00
5813 Acoustic Endeavors Concert	\$0.00
5814 Easter Egg Hunt	\$300.00
5815 Civil War History Weekend	\$2,000.00
5816 Buchanan Garden Festival	\$2,500.00
5817 LEU Police Bicycle Tour	\$50.00
5818 Botetourt County Fishing Carnival	\$75.00
5819 Reggae By the River	\$8,000.00
5820 Pork By the James BBQ Competition	\$8,000.00
5821 Buchanan Tri- Run, Ride River Race	\$0.00
5822 Botetourt County Fair	\$101.00
5823 Mountain Magic	\$5,000.00
5824 Christmas Parade	\$500.00
5825 Christmas Eve Luminaries	\$200.00
5826 Block Party	\$0.00
5827 Misc. Event Supplies	\$0.00
5828 Small Business Appr.	\$0.00
5829 Christmas Mrk.	\$5,000.00
3600 Advertising	\$4,200.00
5840 Town Events/ Other	\$1,200.00
Machinery	
6013 Recreational Supplies	\$500.00

Total 71100 Parks & Recreation	\$39,626.00		
71200 Carnival			
5999 Remittance to Botetourt Co.	\$0.00		
3310 Repairs & Maint Contract	\$4,165.00		
5110 Utilities	\$5,000.00		
5801 Carnival Operations	\$20,000.00		
Total 71200 Carnival	\$29,165.00		
Total 07 Parks, Events & Cultural	\$68,791.00		
08 Community Development			
81200 Community Revitalization			
1100 Salaries & Wages	\$46,500.00		
1120 Bonus	\$0.00		
2100 FICA/Medicare Tax	\$0.00		
2110 Virginia Unemployment Ins	\$0.00		
2213 VRS	\$1,000.00		
2300 Health Insurance	\$10,164.00		
3600 Advertising	\$4,000.00		
5602 Donation After Prom Party	\$200.00		
5603 Donation to Theater	\$4,000.00		
5604 Town Flowers/Baskets	\$2,500.00		
Total 81200 Community Revitalization			
Total 08 Revitalization	\$68,364.00		
09 No departmental			
004 Capital Projects			
94100 General Improvements			
94100 General Capital Outlay	\$0.00		
94104 \ Community Development Town Grant			
94105 Playground	\$2,200.00		
94108 COVID	\$466,482.00		
94199 (Contingency-Technology	\$0.00	Page 5	
94199 (Transfer to sewer	\$0.00		
Total 94100 General Improvements	\$468,682.00		
Total Expense	\$1,158,663.00	\$692,181	Without ARPA
NET	\$0.00	!!!	

Utility Funds

Ordinary Income/Expense

FY

Income

22-23

3165100 Water Revenues

3165110 Water Services \$340,000.00

3165111 Water Sales \$500.00

3165120 Water Penalties \$20,000.00

3165130 Reconnect Fees \$3,000.00

3165190 Water Hook Up Fees \$2,200.00

Total 3165100 Water Revenues \$365,700.00

3165200 Sewer Revenues

3165210 Sewer Services

\$200,000.00 plus \$1.50 increase is \$7578 Shown in final budget

Total 3165200 Sewer Revenues

Total 3160000 Charges for Services \$565,700.00

\$565,700.00

3200000 Rev from Commonwealth

3240201 VA Dept of Health Grant \$40,000.00

Total 32000000 Rev from Commonwealth

3300000 Rev from Federal Gov't

3330000 Categorical Aid

3330201 USDA SEARCH Grant \$0.00

3240 Safe Drinking Water Gant \$0.00

341107 Proceeds from RD Grant \$0.00

Total 3330000 Categorical Aid

3300000 Rev from Federal Gov't - Other \$0.00

Total 3300000 Rev from Federal Gov't

3410000 Non-Revenue Receipts

3410402 Rural Development Loan \$0.00

Total 3410400 Proceeds from Debt

Total 3410000 Non-Revenue Receipts

Total Income \$605,700.00

Expense

44100 Water Operations

1100 Salaries & Wages \$12,000.00

1110 Overtime \$1,000.00

2100 FICA/Medicare \$250.00

2110 Virginia Unemployment Tax \$0.00

2210 IRA Contribution \$0.00

3100 Prof Svcs & Miss Utility \$250.00

3110 Operating Contract \$89,332.32 1/2 reg, 1/2 at 1.5%

3310 Repairs & Maint Contract \$4,500.00

3700 Permits \$4,600.00

5110 Utilities \$9,500.00

5810 Dues and Memberships \$0.00

6007 Repair & Maint Supplies \$8,000.00

6008 Vehicle & Equip Fuels

6009 Vehicle & Equip Supplies \$5,000.00 1/2 truck

6014 Operating Supplies \$5,000.00

8101 Machinery & Equipment Cost \$9,000.00 new 54" lawn mower - commercial

Total 44100 Water Operations \$148,432.32

44110 Water Filtration Plant

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3310 Repairs & Maint Contract	\$9,000.00
5110 Utilities	\$8,000.00
5230 Telecommunications	\$1,000.00
6014 Operating Supplies	\$2,200.00
8101 Machinery & Equipment Cost	\$15,000.00
Total 44110 Water Filtration Plant	\$35,200.00
44200 Sewer Operations	
5230 Telecommunications	\$1,000.00
1100 Salaries & Wages	\$11,000.00
1110 Overtime	\$500.00
2100 FICA/Medicare	\$900.00
2110 Virginia Unemployment Tax	\$80.00
2210 IRA Contribution	\$0.00
3100 Prof Svcs & Miss Utility	\$250.00
3110 Operating Contract	\$89,332.32 (1/2 reg, 1/2 at 1.5%)
3310 Repairs & Maint Contract	\$7,000.00
3320 Sludge Disposal	\$5,500.00
3700 Permits	\$1,500.00
5110 Utilities	\$22,000.00
5410 Lease/Rent of Equipment	\$7,000.00
6007 Repair & Maint Supplies	\$5,000.00
6009 Vehicle & Equip Supplies	\$5,000.00 1/2 truck
6014 Operating Supplies	\$11,000.00
8101 Machinery & Equipment Cost	\$3,000.00
Total 44200 Sewer Operations	\$170,062.32
Total 04 Public Works	
94200 Water Projects	
94201 Water Line Replacement	\$5,900.00
94203 Water Distribution Proj	
94204 Water Pipe Repl Phase II	
94 Well Site	
94298 Transfer to Escrow Acct	
Total 94200 Water Projects	\$5,900.00
94300 Sewer Projects	
94 Town Manager Salary	\$7,500.00
Treasurer/Clerk Salary	\$25,000.00
94305 SERCAP Grant	\$40,000.00
94302 WWTP Improvements	\$20,000.00
94 Misc Sewer Repairs or Truck	\$938.36
94 Engineering services	\$5,000.00
Total 94300 Sewer Projects	\$98,438.36
Total 004 Capital Projects	
005 Debt Service	
95500 Water Debt Service	
95510 Principal Payments	\$187,667.00
Total 95500 Water Debt Service	\$187,677.00
Total Expense	\$605,700.00
(Deficit)	\$0.00

Inboden

water

sewer

1/2 year jul-Dec

Increase 1.5% January=221.67

Total FY 2022-2023



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of June 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee For Fiscal Year 2022/2023

Whereas, pursuant to Virginia Code Section 15.2-2506, the Town of Buchanan has prepared an annual budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and

Now Be It Therefore Resolved, that the Town Council of Buchanan does hereby approve the annual budget for fiscal year 2022/2023; and

Be It Further Resolved, the Town Council does hereby set the Real Property Tax rate at \$0.19/\$100 of assessed valuation, the Personal Property Tax at \$0.32/\$100 of assessed valuation, and the Garbage Collection fees at \$16.50/ month for residential service and \$22.50/month for commercial service; and the sewer rate from \$36.75/month to \$38.25 per month and

Be It Further Resolved, that the Town Council does hereby appropriate all funds of the approved budget for Fiscal Year 2020/2021, as follows:

General Fund

Projected Revenue: \$1,158,663

Projected Expenditures: \$1,158,663

Utilities Fund (Water & Sewer)

Projected Revenue: \$613,278

Projected Expenditures: \$613,278

AYES:

NAYS:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Claudine Stump, Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of June 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
To Adopt the 9/11 Event as a Regular Town Event**

Whereas, Mr. Bill Price, a resident of Buchanan has submitted a request to the Town of Buchanan to use the Town Park and facilities for an event to pay tribute to and to never forget those who lost their lives during the September 11, 2001 attack on the anniversary of such date; and

Whereas, Mr. Price has planned an event to honor those on Saturday, September 10, 2022, that feature speakers and the 9/11 Anniversary Walk; and

Whereas, any proceeds raised from this private event will benefit charitable groups that assist residents of the Town of Buchanan; and

Whereas, since Mr. Price has asked again that (i) the Town Council acknowledge the Town's support for the planned event, (ii) the Town donate the use of certain Town facilities at the Town Park, and (iii) the Town waive the Town Park rental fee for the events, Council has decided to support the 9-11 Event as an Annual Town-Sponsored event.

Now, Therefore, Be It Resolved, that the Town of Buchanan Town Council will adopt the annual event planned by Mr. Price to pay tribute to and never forget those who lost their lives during the September 11, 2001 attack;

Be It Further Resolved, as a Town event, the 9-11 Annual Event will have use of Town park/facilities at no charge, and Mr. Price and the Foundation will continue to operate and fund

the event and report and respond to input from the Town's Event Committee. The event will be added to the Town's Calendar of Events as a Town Event; and

Be It Further Resolved, the 9-11 Event will be a positive representation of the Town as its other events represent the Town.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk