



Minutes of Council Meeting
Buchanan, VA

January 9, 2023

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

Mayor Harris brought the January 9, 2023 regular Town Council meeting to order at 7:00 pm. Mayor Harris asked Town Clerk Claudine Stump to take roll call. With all Council members present, a quorum was established. A moment of silence was held and the Pledge of Allegiance was recited.

Mayor Harris stated that the first item on the agenda was to elect a Vice Mayor. Councilmember Rickman nominated Councilmember Manspile. Councilmember Witt stated he would also like to have the position. Mayor Harris called for a vote. After a vote of 3 – 2, Councilmember Witt was voted in as Vice Mayor.

Next item on the agenda was approval of the consent agenda. The Consent Agenda included the December 2022 financial report, approval of paid bills, approval of the Town Council Meeting schedule, and approval of the Town Hall Holidays Schedule. Councilmember Manspile made a motion to amend the agenda to include a budget action item under new business with a second from Vice Mayor Witt. With no further discussion, the motion was carried with a vote of 5 – 0. Councilmember Manspile made a motion to approve the consent agenda with a second from Vice Mayor Witt. With no further discussion, the consent agenda was approved with a vote of 5 – 0.

Next on the agenda was awards, recognitions, and presentations. Councilmember Marty Rickman stated he would like to recognize Wayne Ayers for all his hard work on getting the basketball court fixed. Town Manager Peck and Mayor Harris recognized Community Developer Harry Gleason, the special events committee, and all the volunteers that made all the Christmas Events in Town fantastic.

Next on the agenda was citizen comments and petitions regarding agenda items. Mr. Carol Boblett had signed up to speak. Mr. Boblett decided to wait to speak when the item came up in new business.

Next on the agenda was new business/action items/public hearings. The first item for discussion was the crosswalks. Rob Blevins, the resident engineer for Salem VDOT and Brett Randolph, his assistant had come to speak about the crosswalk and traffic study that had been done. Mr. Blevins asked if Council

had any questions. Councilmember Manspile asked about the bridge repair project on the Route 11 bridge in Town. Mr. Blevins stated the work was behind schedule, but planned to be completed in late August. Mr. Blevins asked what Council needed to know about crosswalks. Councilmember Manspile asked what can be done to give advanced warning to motorists that people are in the crosswalk. Mr. Blevins stated that Town would put the lights in under permit from VDOT. There are no specific criteria for the flashing LED lights for crosswalks. Councilmember Manspile stated that the speed study that was requested would change the current speed limit that jumps from 45 to 55 to 35 from the south end of Town going north, to 45 from Town limits to the 35mph zone. The other issue is the 25 and 35 mph zones are not aligned. Mr. Randolph stated that the zones are not aligned so that all the intersections can see a speed limit sign no matter which way they are turning. Mr. Randolph stated that the study done in 2013 didn't warrant changing the speed limit, but they would look at it again with the new construction and new commercial areas. Mr. Blevins stated that the police will be contacted before any changes would be made. Mr. Randolph stated that he cannot change the limits just because of the request. He would have to look at the existing data and new data that will be collected. The next action item was Resolution R23-0109-01: Governance Policy. Town Manager Peck stated the Governance Policy is a general overview of how operation of the Town Governance should take place. Mayor Harris stated that this requires a roll call vote. The Governance Policy was adopted through a roll call vote of 5 – 0. The next action item was Resolution R23-0109-02: A Resolution Adopting the Rules of Conduct For Town of Buchanan Regular and Special Meetings. Mayor Harris stated there are copies of the Rules of Conduct at the door and at the podium for citizens and Council to read. Councilmember Manspile made a motion to approve the resolution with a second from Vice Mayor Witt. With a roll call vote, the resolution was adopted by a vote of 5 – 0. The next action item was Resolution R23-0109-03: A Resolution Implementing of a Policy for Town Social Media Comments. This determines how we monitor, post, or delete posts on Town social media accounts. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Rickman. With a roll call vote, the resolution was adopted with a vote of 5 – 0. The next action item was Resolution R23-0109-04: A Resolution Adopting Buchanan Town Council's Code of Conduct. Mayor Harris read the resolution. Councilmember Manspile made a motion to approve the resolution with a second from Vice Mayor Witt. With a roll call vote, the resolution was adopted with a vote of 5 – 0. The next action item was the veteran banner discussion. Mayor Harris stated that all of Council are in favor of the banners. The issue is that Town does not own the utility poles, so Town has to defer to Verizon and Dominion. Mr. Boblett stated that he spoke to Mr. Campbell of Verizon and he stated to go ahead and do it. Vice Mayor Witt stated the issue is the potential liability if something happens. Town Manager Peck stated that Council should talk to the Town attorney about potential personal liability, not just Town liability. Councilmember Manspile stated that the Town Attorney stated that we can't do this with just the word of an employee. Verizon will have to give permission. Town Manager Peck asked if the local representative is willing to write a note to the effect it is ok to place the banners? Mayor Harris stated that would probably solve the issue on the Verizon side. Mr. Boblett stated he would get something in writing from the Verizon representative and bring it to Council. The next action item was discussion of the Town snow response plan. Councilmember Manspile stated the best thing for snow removal would be to purchase a snowblade for the John Deere mowing tractor. Councilmember Manspile stated what was in the packet looks good. Mayor Harris stated that Town Manager Peck needs to bring back quotes for the blade for the tractor. The next action item was discussion of the Virginia Investment Pool. Town Manager Peck explained the investment pool. In order to adopt it, Council must approve an ordinance

adopting the general trust agreement. The procedure is to authorize Town Manager Peck to publish and advertise a public hearing for next month. The model of the ordinance is in the packet. Once the ordinance takes effect, you need to open an account. Councilmember Manspile made a motion for Town Manager Peck to move forward with the ordinance with a second from Councilmember Rickman. With no further discussion, the motion carried with a vote of 5 – 0. The next action item was the budget amendment. Town Manager Peck stated that any budget amendment over 1% of your budget needs to go to a public hearing. Numerous grants and expenses need to be added to the budget. That will be prepared at a later date. This is an amendment that takes care of a clerical error to adjust the expenditure for an arts grant from \$4000.00 to \$4500.00 from the unassigned funds. Councilmember Manspile made a motion to have Town Manager Peck institute the necessary actions to amend the budget and have the mayor sign it. Vice Mayor Witt made a second for the motion. With no further discussion, the motion carried with a vote of 5 – 0.

Next on the agenda was reports. Town Manager Peck stated that these are monthly reports to give Council a better idea of the day-to-day operations of the Town.

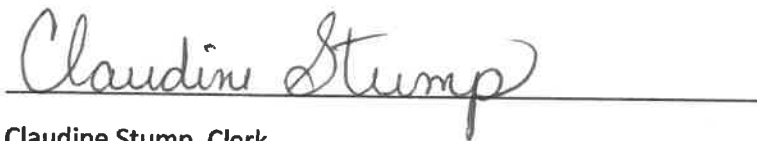
Next on the agenda was citizen comments and petitions regarding non-agenda items. No one had signed up to speak.

Councilmember Manspile requested that Council discuss reinstating the committees at the next work session.

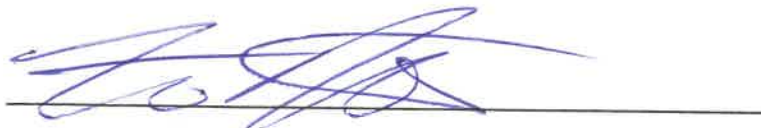
Councilmember Manspile made a motion to adjourn with a second from Councilmember Rickman. With no further discussion, the motion carried with a vote of 5 – 0.

Adjournment was at 8:21 pm.

Respectfully submitted,

A handwritten signature in dark ink, reading "Claudine Stump", is written over a horizontal line.

Claudine Stump, Clerk

A handwritten signature in blue ink, appearing to read "Tristan Harris", is written over a horizontal line.

Tristan Harris, Mayor



Buchanan Town Council Meetings – 2023

Meeting Dates:

(all dates are the second Monday of each month, except as noted)

January 9

February 13

March 13

April 10

May 8

June 12

July 10

August 14

September 11

Tuesday, October 10 (Columbus Day Monday)

November 13

December 11

Meeting Time: 7:00p.m.

Meeting Location: Town Hall, 19753 Main Street, Buchanan, Virginia

Cancellation Policy: If a regular meeting is cancelled, the meeting will be continued until the immediately following Monday, with the exception of holidays, then the meeting shall be continued until the Tuesday immediately following the holiday.



Town Hall Office Holidays

Martin Luther King, Jr. Day	3 rd Monday in January (01.16.23)
Lee-Jackson Day	3 rd Friday in January (01.20.23)
Presidents Day	3 rd Monday in February (02.20.23)
Memorial Day	Last Monday in May (05.29.23)
Juneteenth	Monday, June 19, 2023
Independence Day Monday After Carnival Concludes	July 4 th Monday July 10, 2023 The Friday Following Carnival Week due staff working 4 th of July Carnival
Labor Day	1 st Monday in September (09.04.23)
Patriot's Day	Monday, September 11, 2023
Columbus Day	2 nd Monday in October (10.9.23)
Election Day	First Tuesday in November (11.07.22)
Veterans' Day	November 10 (Observed)
Day Before Thanksgiving	4 hours additional holiday time
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	4 th Friday in November
Friday Before Christmas	4 hours additional holiday time
Christmas Day	Monday, December 25, 2023
New Year's Day	January 1, 2024

Note: Town of Buchanan follows the Commonwealth of Virginia and Botetourt County Holiday schedule. If Changes are made to include or remove a day, the Town Manager or designee will properly notify Town Council, Town Staff, and a note will be placed on the Town's website and front door.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9th day of January 2023 beginning at 7:00 p.m.:

MEMBERS:

Tristan Harris, Mayor
James Manspile
Marty Rickman
Chris Witt
James Eubank

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 5 - 0, the following was adopted:

**Resolution R23-0109-01
A Resolution
Implementing a Governance Policy**

Whereas, the Town of Buchanan Town Council is committed to providing good governance practices, communications, and operations; and

Whereas, the Town of Buchanan Town Charter Chapter 3.5 allows the Council to adopt certain internal “rules as it deem proper for the regulation of its proceedings”; and

Whereas, Town Council is entrusted to promote efficient and effective governance operations for the Town of Buchanan; and

Now, Therefore, Be It Resolved, by the Town of Buchanan Town Council hereby agree to govern themselves in accordance with the attached “Town of Buchanan Governance Policy”. This policy shall take effect immediately and govern only to the extent that it does not conflict with any provisions of the Town of Buchanan Charter, or any other state or federal law.

AYES: 5

NAYS: 0

ABSENT: 0

Mayor

ATTEST:

Town Clerk



Town of Buchanan

GOVERNANCE POLICY AND RULES OF PROCEDURE

Town of Buchanan
Town COUNCIL GOVERNANCE POLICY AND
RULES OF PROCEDURE
(Adopted January 9, 2023)

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COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION I – INTRODUCTION

The Town of Buchanan Council is the governing body for the Town of Buchanan, Virginia. Therefore, it must bear the initial responsibility for the integrity of governance. The council shall determine its own rules and order of business.¹ The council is responsible for its own development, its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy addresses mayor and council relations, council and staff relations, council and media relations, roles and meetings. By adopting these guidelines, we, as members of the town council, acknowledge our responsibility to each other, to our professional staff and to the public. This policy will be reviewed and adopted on an annual basis.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION II – MISSION

In order to ensure proper discharge of duties for the improvement of democratic local government, members of the Buchanan Town Council will display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of the Town of Buchanan and each other in their relationships.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION III – INFORMATION

4.1 On major policy issues, the town manager shall provide briefing material to the council in advance of council consideration of the policy alternatives. Whenever possible, the management report shall be distributed more than a week in advance of council policy consideration

4.2 Allow time for mayor, council, committee(s) and other reports to be made at each meeting.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION IV – ROLES

5.1 The mayor shall preside at meetings of the council and shall be recognized as head of town government for all ceremonial purposes and by the governor for purpose of military law and the service of civil process. The mayor shall authenticate by his or her signature such documents and instruments as the council, Constitution, or general laws require. The mayor shall be the chief executive officer of the town, unless and until a manager is appointed as hereafter provided. (Town Charter Chapter 3.4)

The council shall elect from among the council members a vice-mayor who shall act as mayor during the absence or disability of the mayor. The selection of the vice mayor shall be based Town Charter Chapter 3.3.

5.2 As head of town government for ceremonial purposes, the mayor may issue and present proclamations and recognitions, and attend other ceremonial functions on behalf of the Town of Buchanan. Councilmembers may initiate, through the mayor or by a majority vote of the Council, similar items of recognition. Major community events sponsored by the town shall be a policy decision of the Council.

5.3 The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.

5.4 The mayor is the spokesperson for the council on all official positions taken unless absent, at which time the vice mayor or the mayor's designee will assume the role.

5.5 The mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject.

5.6 Orientation for new council members will occur at the beginning of each calendar year and all members must be in attendance.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION V – MEETINGS

6.1 Regular Meetings – The council shall meet regularly at such times as prescribed by ordinance, but no less frequently than once each month and the regular meetings will begin at 7:00 p.m., unless postponed or canceled for valid reason(s).

6.2 Special Meetings – Special meetings may be held on any day of the week to consider items that require action prior to the next regularly scheduled meeting and may be called upon the request of the mayor or a majority of the town council or town manager.

6.3 Work sessions – Work sessions will be held as needed and will begin at 7:00 p.m., unless otherwise decided upon by a majority of the town council or unless held as a part of a regular or special meeting.

6.5 Executive Sessions – The town council may meet in executive session in compliance with the Virginia Freedom of Information Act. A final action, decision or vote on a matter deliberated in an executive session will be made in an open meeting for which proper notice is provided. All discussions in executive session shall remain confidential.

6.6 Public Notice – The agenda for all regular meetings, special meetings and work sessions, and the notice listing items to be considered shall be posted on the town's bulletin board in accordance with the Virginia Freedom of Information Act.

6.7 Attendance – Council members are expected to attend all meetings and stay in attendance during each meeting. No member shall leave a meeting without advising the presiding officer.

6.8 Punctuality and Recess – Members of the town council shall arrive at meetings at or before the scheduled time for the meeting to begin. At the beginning of each meeting, the chair shall announce those members absent and shall announce the arrival time of any member arriving after

the beginning of any meeting. The chair may call a 10-minute recess at regular intervals of approximately one hour at appropriate points in the meeting agenda. The length of the recess shall be strictly adhered to.

6.9 Conflict of Interest – A council member prevented from voting due to a conflict of interest shall leave the meeting during the debate, shall not vote on the matter, and shall otherwise comply with the state law and town charter and ordinances concerning conflicts of interest. Any council member filing a conflict-of-interest affidavit on an Executive Session item shall not confer with staff, the town attorney, council members or mayor.

6.10 Town Council Members – a) During town council meetings and work sessions, council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the rules of the town council.

b) A council member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and inappropriate language, and refrain from personal attacks and verbal abuse.

c) A council member, once recognized by the chair, shall not be interrupted while speaking except for the following reasons: called to order by the presiding officer; a point of order is raised by another member, or the speaker chooses to yield to questions from another member. If a council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with the rules of the town council.

d) When there is more than one speaker on the same subject, council members shall delay their comments until after all speakers on the subject have been heard.

e) The chair shall state all questions submitted for a vote and announce the result. If the vote is not unanimous, the chair shall announce the names of member(s) voting in favor and in opposition to the motion.

6.11 Administrative Staff – a) Members of the administrative staff and employees of the town shall observe the same rules and decorum applicable to members of the town council.

b) Although the presiding officer has the authority to preserve decorum in meetings, the town manager also is responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control.

c) The town manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by town employees in meetings.

d) All persons addressing the town council, including the town manager shall be recognized by the presiding officer and shall limit remarks to the matter under discussion.

e) All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member.

6.12 Citizens and Visitors – a) Citizens and visitors are welcome to attend all public meetings of the town council and will be admitted to the Chamber or meeting room up to the fire safety capacity of the room.

b) Everyone attending the meeting will refrain from private conversations while the town council is in session.

c) Citizens and visitors attending town council meetings and work sessions shall observe the same rules of propriety, decorum and good conduct applicable to members of the town council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the town council or while attending the meeting or worksession, shall be removed from the room if so

directed by the presiding officer. The person shall be barred from further audience before the town council during that session. If the presiding officer fails to act, any member of the council may move to require enforcement of the rules, and the affirmative vote of a majority of the council shall require the presiding officer to act.

d) Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who may direct the removal of offenders from the room. In case the presiding officer shall fail to act, any member of the council may move to require enforcement of the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.

e) No placards, banners, or signs will be permitted in the town council chamber or in any other room in which the council is meeting. Exhibits, displays and visual aids used in connection with presentations, however, are permitted. Video presentations requested by a citizen or visitor as visual aids will not be broadcast over cable television.

f) The town manager shall act as sergeant-at-arms for the town council and shall furnish whatever assistance is needed to enforce the rules of the town council.

6.13 Agenda – a) The mayor and/or town manager shall set the agenda. Any council member may request an item be placed on a future agenda during the premeeting of the Town Council. If three members of the council desire to hear the item, it shall be included on an agenda no later than the second regularly scheduled meeting (approximately 30 days) after receiving the request unless otherwise agreed upon by the town council.

b) The “Consent Agenda” consists of operational items and previously discussed items that do not require deliberation by the council.

c) Any council member may remove an item from the consent agenda for separate action at the pre-meeting.

d) Any item may be deferred to a later date upon the majority vote of the town council to do so.

e) The town manager may delete consent agenda items by providing notice to the town council prior to the convening of the meeting. The chair shall announce the deletions prior to requesting a motion.

f) If an individual requests to speak on an item that is not listed as a public hearing, the mayor shall poll the council for direction.

6.14 Speakers – a) A person wishing to address the town council must first use the sign-up sheet that is outside the council chambers prior to the Mayor starting the meeting. The following information must be provided on the card: name and residence address.

b) Speakers must address their comments to the presiding officer rather than to individual council members or staff.

c) Speakers must keep their remarks specific to the item being considered by the town council. If the speaker is addressing the town council under the “public forum” section, the speaker may address any item not slated for discussion on the agenda.

d) Buchanan town citizens may be allowed to speak before non-residents. If so decided upon by the Mayor or majority of town council.

e) A person who registers to speak on an item listed for the consent agenda will be called on after the chair gains agreement to do so by the council. A person who registers to speak on a public hearing item or during the public forum section will be called on at that time. The chair may determine the order in which speakers are called.

f) All speakers will have a maximum of three minutes to address the council. A majority vote of the council will be required to extend the time limit. The chair may impose more restrictive time limits if a large number of persons register to speak.

g) For called public hearings, the applicant will be allowed a maximum of

10 minutes to make a presentation.

h) In accordance with the Virginia Freedom of Information Act, the town council will not discuss or consider any item addressed during the public forum section. Councilmembers will not interact with the public during the time allotted to speakers unless a non-debatable motion approved by the town council allots a specific amount of time.

i) Whenever it is necessary for a speaker to use an interpreter to translate comments to the town council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the town council.

6.15 Motions – a) A motion must receive a second before it may be discussed. A motion made and seconded will be considered the main motion. Any Councilmember may make a motion to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion.

b) A motion may be withdrawn or modified by its mover without asking permission until the motion is voted upon. If the mover modified the motion, the council member who seconded the motion may withdraw the second.

c) At any time after a motion has been made and seconded, a council member may “Call the Question”, which will have the effect of stopping the debate and requiring the town council to immediately proceed to vote on the motion to call the question.

d) A motion to reconsider any action of the town council must be made no later than prior to the conclusion of the next regularly scheduled meeting of the town council. Such a motion may only be made by a council member who voted with the prevailing side. The motion to reconsider may be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the town council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

(i) If a motion to reconsider is made at the same meeting at which the matter was acted upon, the motion may be heard and voted upon and the original action on the matter is set aside. Deliberation may then resume on the matter at that same meeting.

(ii) If a motion to reconsider is made at the next meeting after the matter was acted upon, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter, but it shall be placed on the next available agenda for deliberation.

(iii) If a motion to reconsider a zoning ordinance is made after the closing of the public hearing and action on the ordinance, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter until proper notice of a public hearing in accordance with the State Zoning Enabling Act is provided.

e) If any two council members request that discussion cease during a work session, the mayor shall poll the council to obtain a consensus to continue or cease discussion.

6.16 Suspension of Rules – Any provision of these rules not governed by the Town Charter, Town Code, State or Federal law may be temporarily suspended by a majority vote of the members of the town council present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.

6.17 Amendment of Rules – These rules may be amended, or new rules adopted, by a majority vote of the members of the town council.

6.18 Failure to Comply - A failure to comply with these rules does not invalidate any otherwise lawful act of the Council.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION VI – PUBLIC CONTACT / MEDIA RELATIONS

Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality; consequently, it is imperative that the media play an important role in the council-manager-media relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents. These guidelines are designed to help ensure positive relationships with print, radio, and television reporters. The mayor, town council and the town manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

7.1 During the conduct of official business, the town shall designate adequate space for the news media.

7.2 All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION VII – PLANNING

The mayor and council are responsible for establishing a vision for the Town of Buchanan and planning for its future.

8.1 On an annual basis, the mayor and town council shall hold a minimum of one strategic planning session wherein they set priorities, goals and objectives. The goals and objectives shall address short term and long term needs of the town.

8.2 Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION VIII – COUNCIL / STAFF RELATIONS

9.1 The role of the town manager and the relationship of staff with council is addressed in Chapter 4.3 of the Town Charter.

9.2 The town council shall direct comments, correspondence, and concerns about town services to the town manager's office. Citizens' concerns, comments and correspondence regarding town services received by council members shall be forwarded to the town manager for appropriate staff action and a timely response.

9.3 The town council may inquire of the town manager about the conduct of any office, department or agency of the town and make investigations as to municipal affairs.³

9.4 Documents provided to one council member shall also be distributed to all other members of the elected body. The town manager shall prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the town for the preceding year. The town manager shall keep the council advised of the financial condition and future needs of the town and make such recommendations that may seem desirable.⁴

9.5 In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the town manager or the manager's designated assistants for staff consideration prior to the council meeting. This allows staff time to address the council members' concerns and provide all council members with the additional information.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION IX – COUNCIL RELATIONS WITH BOARDS, COMMISSION AND COMMITTEES

10.1 The role of the town's Boards, Commissions and Committees is to perform the specific functions established in state statutes, town ordinances, resolutions, or minute orders as applicable and to advise the Town Council about the topics assigned.

10.2 In order that Boards, Commissions and Committees may accomplish their tasks free of political influence, it is preferable that Town Council members not attend the meetings of Boards, Commissions and Committees. If a Town Council member should attend a meeting of a Board, Commission or Committee, the member shall not take part in the meeting nor address the board in any manner whether by questions or statements. A Town Council member shall not attempt to influence the decisions of Boards, Commissions and Committees either directly or indirectly nor express an opinion to a Board, Commission or Committee about its actions unless at a Town Council meeting.

10.3 All instructions to Boards, Commissions and Committees by the Town Council shall be in writing.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9th day of January 2023 beginning at 7:00 p.m.:

MEMBERS:

Tristan Harris, Mayor
James Manspile
Marty Rickman
Chris Witt
James Eubank

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Witt, which carried by a vote of 5 - 0, the following was adopted:

Resolution R23-0109-02

A Resolution

Adopting The Rules Of Conduct For Town Of Buchanan Regular And Special Meetings

The rules of conduct for Town of Buchanan regular and special meetings shall be:

1. Except for public hearings designated as such by action of the Town Council, public participation at meetings of the Town Council shall be limited to the public comment segments of the agenda of regular Town Council meetings or special meetings.
2. Any requests for Town Council action must be presented to the Mayor or Town Manager at least 30 days in advance of the next regular scheduled Town Council meeting. Any request received within 30 days of the next regular Town Council meeting may be held until the following regularly scheduled Town Council meeting. Town Council reserves the right to not act on any actions requested until proper vetting is completed, and all information is obtained in order to facilitate an informed and appropriate decision.
3. A speaker's comments shall be limited to three (3) minutes per person, for all agenda items and non-agenda items. Provided the Mayor may give additional time for special circumstances or good cause. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Town Manager or designee shall act as timekeeper or Town Council shall designate another elected officer as timekeeper. Each speaker will be signaled when his or her time has elapsed.
4. Any person wishing to speak at a public hearing must sign the appropriate "sign-in sheet" upon entering the room before the start of the meeting, indicating his or her intention to speak, which sheet shall be used by the Mayor, Vice-Mayor, or other Town Council member to recognize speakers. Any person wishing to speak at a public meeting during the public comment segments

or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor, Vice-Mayor, or other Town Council member, the individual must stand and state his or her name, address, and, if appropriate, group affiliation and must state the subject he or she will be addressing.

5. A public hearing is conducted to receive comments from interested parties relating to the purpose of the public hearing. Town Council will not engage in dialogue with speakers during public hearings or public comment.
6. Members of the Town Council, speakers, and audience must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Town Council, or town employees or members of the public shall not involve personal, disrespectful, or slanderous attacks on individuals, regardless of whether the individual attacked is an elected official, or town employee or a member of the public.
7. The Mayor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slur shall not be tolerated. All attendees must be respectful to others present.
8. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Council. No person attending a meeting or public hearing shall engage in booing, handclapping or otherwise disrupt the formality of the proceedings.
9. Banners, flyers or other signs are not permitted in the Council Chambers. Distribution of flyers in the meeting room is also not permitted.
10. All cell phones and pagers must be turned off or muted.
11. Attendees when leaving the council meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room and hallway, so as not to disrupt the meeting.
12. If the Mayor or presiding officer fails to enforce the rules set forth herein, a member of the Town Council may; move to require him or her to do so, and an affirmative vote of a majority of the Town Council shall require him or her to do so. Any decision relating to enforcement of the rules set forth herein may be appealed and overturned by a vote of a majority of the Town Council members.
13. Any person who disregards the directives of the Mayor or residing officer in enforcing the rules or generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Council or otherwise during a meeting disturbs the peace at a meeting may be barred from further participation at future meetings and lose any balance of time remaining for his or her comment.
14. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the Council Chambers.

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 9th day of January 2023 beginning at 7:00 p.m.:

MEMBERS:

Tristan Harris, Mayor
James Manspile
James Eubank
Chris Witt
Marty Rickman

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 5 - 0, the following was adopted:

Resolution R23-0109-03

A RESOLUTION

IMPLEMENTING OF A POLICY FOR TOWN SOCIAL MEDIA COMMENTS

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The Town of Buchanan social media policy shall be:

The purpose of Town of Buchanan's official social media platforms is to provide information of public interest to the town's residents, businesses, visitors and other members of the general public. We encourage you to engage your local government through social media by submitting your comments and questions regarding the posted topics and by sharing the town's information with your network. The Town of Buchanan Government's Social Media Comments Policy provides people who choose to communicate with the town via its official social media platforms with guidelines for engagement. Please note that the comments expressed on the Town of Buchanan social media sites do not reflect the opinions and position of Town of Buchanan government or its officers and employees.

Comment Removal

The Town of Buchanan considers its social media platforms to be moderated online discussion sites. As a result, the town reserves the right to remove comments that contain:

- Conduct or encouragement of illegal activity
- Content that promotes, fosters or perpetuates discrimination against protected classes
- Content that violates legal ownership interest of any other party, such as copyright or trademark infringement



- Information that may tend to compromise the safety or security of the public or public systems
- Profane language or content
- Promotions of particular services, products or political candidates or organizations
- Sexual harassment content
- Solicitations of commerce or advertisements including promotion or endorsement
- Spam or comments that include links to external online sites

Violators of this policy may have their comments removed from the town's official social media platforms. Continued or egregious violations of this policy may prompt the town to further restrict an individual's commenting on official town social media platforms.

Administrators

The town's social media platforms are administered by designated staff. When one of the town's social media administrators suspects a violation of the Town of Buchanan Social Media Comments Policy, he or she will contact the Town Manager, which will review and authorize removal of a comment when appropriate. The Town Manager will capture a screen shot of the comment and approve or deny the request to remove. Appeals to Town Council regarding a decision to remove a comment may be email or made in-writing to townmanager@buchanan-va.gov or in person at Town Hall 19753 Main Street.

Appeals will follow the guidelines for petitions to Town Council addressed in section 2 of the Rules of Conduct for Public Comment and Public Hearings.

Updated 01/09/2023

AYES: 5

NAYS: 0

ABSENT: 0

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 9th day of January 2023 beginning at 7:00 p.m.:

MEMBERS:

Tristan Harris, Mayor
James Manspile
Marty Rickman
Chris Witt
James Eubank

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 5-0, the following was adopted:

Resolution R23-0109-04

A Resolution

Adopting Buchanan Town Council's Code of Conduct

Recognizing that persons holding a position of public trust are under constant observation and recognizing that maintaining the integrity and dignity of the public office is essential for securing a high level of public confidence in our institutions of government. The witnessed behavior of the Council in honoring this Code of Conduct will be evaluated on an annual basis and each member of the Buchanan Town Council pledges to adhere to the following standards:

1. Attend all regularly scheduled and called meetings as well as committee meetings.
2. Make a conscientious effort to be prepared for each meeting relevant to your service on the Town Council.
3. Maintain an attitude of courtesy toward colleagues, Town staff and citizens during meetings, discussions, and deliberations.
4. Be tolerant. Allow colleagues, Town staff, as well as citizens, sufficient opportunity to present their views and perspectives.
5. Be respectful and attentive. Avoid comments, body language or distracting behavior that conveys a message of disrespect or lack of interest.

6. Avoid the use of abusive, intimidating, or threatening language or gestures directed at your colleagues, the Town staff, or citizens.
7. Create a positive atmosphere during public meetings wherein citizens and Town staff feel welcome and comfortable as participants and/or observers.
8. Respect, honor and adhere to all local, state, and federal laws during your term.
9. Respect the principles inherent with closed sessions by not discussing or sharing what was discussed in such sessions with anyone.
10. Members should respect the position and authority of Town administration and limit requests for information to Town Manager.
11. Discharge the duties and responsibilities of your term of service in an impartial manner without fear or prejudice toward any person or group.
12. The witnessed behavior of the Town Council of Buchanan in honoring this Code of Conduct will be evaluated on an annual basis.

The commitment of the Buchanan Town Council to honor the principles witnessed in the Code of Conduct is affirmed by the Council's adoption of the Code on January 9, 2023, in public session and the signatures affixed to this document.

AYES: 5

NAYS: 0

ABSENT: 0

Mayor

ATTEST:

Claudine Stump, Town Clerk

2023 Buchanan Snow Plan

Buchanan Town Properties

Town Vehicles

Truck #1 – no plow

Truck #2 – no plow. Can snow go on either truck?

Buchanan Town Hall 19753 Main Street

Heat Source – Electric HVAC

Front Sidewalk

Clear of any snow and ice

Place Snow Melt Down – 2 snow shovels in place, one on each floor

2 bags Ice Melt

Rear Garage Door

Clear of any snow and ice

Place Snow Melt Down

Parking Lot – ½ owned by Bank of Botetourt, ½ owned by Ransone's
Drugs

Buchanan Fire & Rescue Building – 19670 Main Street – All cleared by Emergency Services

Heat Source – Electric HVAC – Generator Back Up

Front Asphalt

Side Alley

Rear Parking

Town of Buchanan Warehouse – 455 Lowe Street

Heat Source – Propane Tank & Heater

Propane Level – Check on

Front Parking Area

Does Emergency Services need emergency access?

Sewage Treatment Plan – 541 Parkway Drive

Heat Source – In Trailer electric wall units

Garage Door – Use backhoe if needed to plow

Parking Area – who clears? Imboden or Town

Exposed Pipes in Fenced Area – Imboden has added heat tape and insulated with hay

Office – Place heat tape on pipes underneath on Main Line. Water is turned off.

Other – Steps to trailer – Imboden has been given snow shovel and Ice Melt

Well #1 – 1641 Parkway Drive

Needs to be plowed

Heaters - oil filled radiator and electric heaters

Snow Shovel and Ice Melt

Well #2 – 391 Bridge Street N

Heaters – Propane Heat System

Shovels & Ice Melt

Drive needs to be plowed

Well #3 – 587 Red Horse Lane

No building

- 592 Red Horse Lane

Carson Hill Reservoir – 605 Culpepper Avenue

No tasks

Boblett's Tank - 453 Seventeenth Street

Needs to be plowed

Jefferson Hills Subdivision

Electric Heater in place

Shovel & Ice Melt

Water Treatment Plant

Propane Heat – Blossman

Needs to be plowed

Shovel Walkways

Shovel and Ice Melt on Site

Generator

The Generator is housed at the Water Treatment Plant

The Town has an account with Happy's for the purchase of fuel

AN ORDINANCE TO AUTHORIZE PARTICIPATION BY THE [NAME OF COUNTY, CITY OR TOWN] IN THE VACO/VML VIRGINIA INVESTMENT POOL FOR THE PURPOSE OF INVESTING IN ACCORDANCE WITH SECTION 2.2-4501 *et seq.* AND 15.2-1300 OF THE VIRGINIA CODE.

WHEREAS, Va. Code § 15.2-1500 provides, in part, that every locality shall provide for all the governmental functions of the locality, including without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the "Trust Fund"), also known as the "VACo/VML Virginia Investment Pool," and have provided in their trust agreement for participation by other eligible governmental entities that execute a trust joinder agreement; and

WHEREAS, it appearing to the [name of governing body] of the [City/County/Town] of _____ that it is in the best interests of the [City/County/Town] of

_____ to become a Participating Political Subdivision in the Trust Fund; and

WHEREAS, the Treasurer [substitute title of the chief investment officer in localities without a Treasurer] of the [City/County/Town] of _____, has the authority and responsibility under Virginia law to determine the manner in which public funds other than sinking funds under his/her control will be invested;

NOW, THEREFORE THE [GOVERNING BODY] OF THE [CITY/COUNTY/TOWN] OF _____ HEREBY ORDAINS:

§ 1 That, pursuant to Sections 2.2-4501 *et seq.* and 15.2-1300 of the Virginia Code, the [name of governing body] of the [City/County/Town] of _____ hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the "Trust Fund Agreement") is attached and incorporated in this ordinance as Exhibit A.

§ 2 That the [name of locality] agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

§ 3 That the [name of governing body] of the [City/County/Town] of _____ does hereby designate the Treasurer [or chief investment officer in localities without a Treasurer] of the [City/County/Town] of _____ to serve as the trustee of the [City/County/Town] of _____ with respect to the Trust Fund, and to determine what funds under his/her control shall be invested in the Trust Fund.

§ 4 That the [name of governing body] of the [City/County/Town] of _____ hereby authorizes the Treasurer [or chief investment officer in localities without a Treasurer] to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund ("Trust Joinder Agreement"), a copy of which is attached and incorporated in this ordinance as Exhibit B.

§ 5 This ordinance shall become effective upon its adoption.

Exhibits: Trust Fund Agreement ("Exhibit A")
Trust Joinder Agreement ("Exhibit B")



Town of Buchanan
VIRGINIA

BUDGET ACTION FORM

BAF#

Requesting Dept. /Organization: Community Development

FY 2023

Explanation of Request (please attach second page of form if additional space is required):

The Virginia Commission of the Arts Grant was applied for in March based on the maximum grant award of \$4,500 which is the amount the Town has applied for each year. The Town was awarded the maximum amount of \$4,500. When completing paperwork it was discovered the Town budget inadvertently only budgeted for \$4,000. We request that the amount be increased by \$500 from the General Fund.

Budget Supplement: ☒

Budget Transfer: ☐

Journal Entry: ☐

From			To	
Source	Budget Code	Amount	Budget Code	Amount
Unassigned Fund Balance		\$500.00		
Total				

Requesters Signature: [Signature]

Date: _____

Treasurer Recommendation: _____

Approve: Yes ☐

No ☐

Signature _____

Date: _____

Comments: _____

Town Manager Recommendation (if required): _____

Approve: Yes ☐

No ☐

Signature _____

Date: _____

Comments: _____

Council Action (if required): _____

Approval: Yes ☐

No ☐

Signature _____

Date: _____