



Minutes of Council Meeting
Buchanan, VA

March 13, 2023

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

Mayor Harris brought the March 13, 2023 regular Town Council meeting to order at 7:00 pm. Mayor Harris asked Town Clerk Claudine Stump to take roll call. With all Council members present, a quorum was established. A moment of silence was held and the Pledge of Allegiance was recited.

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

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

Next on the agenda was awards, recognitions, and presentations. Councilmember Rickman stated that the veterans were very happy about the banner program.

Next on the agenda was new business/action items/public hearings. The first action item was Resolution R23-0313-05: A Resolution Appointing George Hayfield as Town Manager of the Town of Buchanan, VA. This is the formal appointment of George Hayfield as the Town Manager, Zoning Administrator, and Subdivision Agent. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Eubank. Mayor Harris asked for further discussion. With no further discussion, the resolution passed with a roll call vote of 5 – 0. The next action item was Resolution R23-0313-06: A Resolution to Adopt and Implement Upgraded Accounting Software. As was discussed in the work session, the outside CPA and the audit firm have recommended the Town upgrade to new accounting software. Councilmember Manspile made a motion to approve with a second from Vice Mayor Witt. Mayor Harris asked for further discussion. With no further discussion, the resolution was approved with a roll call vote of 5 – 0. The next action item was Resolution R23-0313-07: A Resolution Electing to Participate in Group Life Insurance Program. This would provide life insurance for

the full time Town employees. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Eubank. Mayor Harris asked for further discussion. With no further discussion, the resolution was approved with a roll call vote of 5 – 0. The next action item was Resolution R23-0313-08: A Resolution to Adopt and Implement a Civic+ Website Proposal, Meeting Agenda and Management Proposal, and Municode Codification Proposal. As Discussed in the work session, the Town web site is outdated and difficult to operate, Town has no management system, and its code needs recodification. This proposal will update the website, agenda and management, codification proposals, increase staff efficiency and provide greater transparency to the public. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Rickman. Mayor Harris asked for further discussion. With no further discussion, the resolution was approved with a roll call vote of 5 – 0. The next action item was Resolution R23-0313-09: A Resolution to Replace and Upgrade the Existing Office Phone System. The proposed OOMA Office Phone System has greater capabilities than our current phone system and is less expensive. Mayor Harris made a motion to approve the resolution with a second from Councilmember Manspile. Mayor Harris asked for further discussion. With no further discussion, the resolution was approved with a roll call vote of 5 – 0. The next action item was discussion of the employee health insurance. Town needs to renew the employee health insurance by April 15, 2023. Councilmember Manspile made a motion for Town Manager Hayfield to review and renew the Town's health insurance policy with a second from Councilmember Rickman. Mayor Harris asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0. The last action item was the monthly reports. The Town employees had written synopsis of what they have been working on. Community Developer Harry Gleason added a list of upcoming events.

Next on the agenda was citizen comments and petitions regarding non-agenda items. The first person signed up to speak was Mallory White of 2116 Nace Road, Troutville, VA 24175. Ms. White represents the Botetourt Farmers Market. Ms. White stated that due to construction at the Daleville Town Center, the Botetourt Farmers Market would like to use the Town Park June 3rd for the flower festival, July 29th for the tomato festival, and August 19th for the honey festival. Mayor Harris and Vice Mayor Witt stated that they would discuss what they needed to do to accommodate the Botetourt Farmers Market in a work session. Councilmember Manspile stated Town had done something similar with the 9/11 Memorial Walk. The next person to speak was Board of Supervisor member Amy White of 905 Stinnett Road. Ms. White stated that she supports the Botetourt Farmers Market and was going to speak, but Mallory White had taken care of it. Ms. White did ask if Town would consider partnering with Botetourt County to put in a Pickleball Court. She suggested talking to the Parks and Rec Department. The last person signed up to speak was Khari Ryder of 23 South Roanoke St., Fincastle, VA. Mr. Ryder is the Executive Director of the Botetourt Chamber of Commerce. Mr. Ryder stated that he and the Chamber of Commerce are here to help any businesses in any way.


The next item on the agenda was Additional Comments. Councilmember Manspile asked how much of the sewage lines were left for Bionomics to map? Bionomics had found several manholes and sewage lines that Town didn't know were there. Town Consultant Reese Peck stated he would find out. Councilmember Manspile stated that there are Town alleys that need to be fixed to protect the utilities and the sidewalk at the Hair Affair needs to be fixed. He asked if ARPA funds could be used. Mr. Mark Lindsay of 19602 Main Street stated that there are several sidewalks that need to be fixed. There is a lot of road grime on the sidewalks as well. He would volunteer to pressure wash the sidewalks if Town

provided the water. Councilmember Manspile asked if the notices to the blighted properties went out. Town Clerk Claudine Stump stated they had. Daniel Bratcher of 210 Boyd St. stated there is a car on blocks with no tags in his area. Vice Mayor Witt stated that any violations or issues need to be reported to Town Hall so that there can be an investigation and notices sent out. Mr. Lindsay stated Town should send out a mailing to residents to remind them of the codes. Mr. Lindsay stated that the community spirit and amount of volunteering in this area is what drew him here. Is it possible to start a volunteer program to help clean up some of the blighted properties? Vice Mayor Witt suggested that Council have an Open Discussion Forum with citizens. Mayor Harris stated that he was more lenient about public comment during Council Meetings.


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

Adjournment was at 8:10 pm.

Respectfully submitted,



Claudine Stump, Clerk



Tristan Harris, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on March 13, 2023 beginning at 7:30 p.m.:

MEMBERS:	VOTE:
Tristan Harris, Mayor	YES
Chris Witt, Vice-Mayor	YES
James Manspile	YES
Marlon Rickman	YES
James Eubank	YES

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

A Resolution

Appointing George Hayfield as Town Manager of the Town of Buchanan, VA.

Whereas, Susan McCulloch resigned as the Buchanan Town Manager, effective Oct. 14, 2022; and

Whereas, A. Reese Peck was appointed on October 13, 2022 to serve in that position on an interim basis; and

Whereas, the Town Council did broadly advertise to fill this position; and

Whereas, applications were received, which were reviewed by the Council, with the top candidates being interviewed; and

Whereas, the Town Council has selected the applicant that, in their judgement, best meets the needs of the Town and negotiated an employment contract with that individual;

Now, Therefore Be It Resolved, by the Council of the Town of Buchanan, that George Hayfield be appointed the Town Manager for the Town, effective March 6, 2023, and that the mayor be authorized to execute on behalf of the Town the employment agreement mutually agreed upon by both parties; and

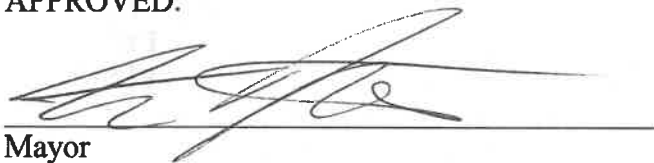
Be It Further Resolved, that as a component of his duties as Town Manager, that George Hayfield be appointed the Zoning Administrator and Subdivision Agent.

AYES: 5

NAYS: 0

ABSENT: 0

APPROVED:



Mayor

ATTEST:



Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on March 13, 2023 beginning at 7:30p.m.:

MEMBERS:

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

A Resolution

A Resolution to adopt and implement an upgraded accounting software

Whereas, The past three years both the Town's outside CPA and audit firm have recommended the Town upgrading to a new accounting software.

Whereas, Any change in accounting software should occur at the beginning of the new fiscal year

Whereas, If this option is to be pursued for implementation in July of 2023, immediate action is needed

Whereas, After reviewing several accounting software vendors, the preferred choice is Southern Software


Now, Therefore Be it Resolved, by the Council of the Town of Buchanan that the Southern Software proposal be accepted and that the Town Manager be authorized to execute said proposal on behalf of the Town

AYES: 5

NAYES: 0

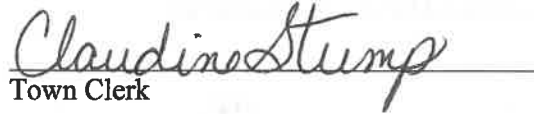
ABSENT: 0

APPROVED:

A handwritten signature in black ink, appearing to be "R. H. H.", written over a horizontal line.

Mayor

ATTEST:

A handwritten signature in black ink, "Claudine Stump", written in a cursive style over a horizontal line.

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on March 13, 2023 beginning at 7:30p.m.:

MEMBERS:

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

**A Resolution
Electing to Participate in Group Life Insurance Program**

BE IT RESOLVED that the Town of Buchanan, a Municipality of the Commonwealth of Virginia, acting by and through the Town Council, does hereby elect to have those of its employees who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment, become eligible to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective April 1, 2023; and

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

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

CERTIFICATE

I, Claudine Stump, Clerk of the Town Council of the Town of Buchanan certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Buchanan Town Council held at Buchanan, Virginia at 7:00 o'clock p.m. on March 13, 2023. Given under my hand and the seal of the Town of Buchanan this 13th day of March, 2023.

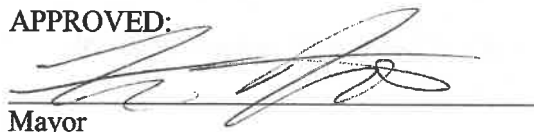
Clerk

AYES: 5

NAYES: 0

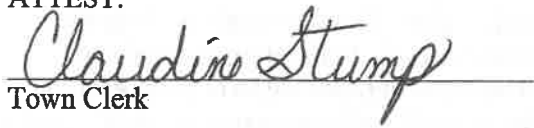
ABSENT: 0

APPROVED:



Mayor

ATTEST:



Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on March 13, 2023 beginning at 7:30p.m.:

MEMBERS:

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

A Resolution

A Resolution to adopt and implement a CivicPlus Website Proposal, Meeting Agenda and Management Proposal, and Municode Codification Proposal.

Whereas, The Towns web site is antiquated with limited capabilities and is difficult operate

Whereas, The Town has no management system and its code is in need of recodification

Whereas, The website, agenda and management, and codification proposals will serve to automate these processes, increase staff efficiencies and provide greater transparency to the public.

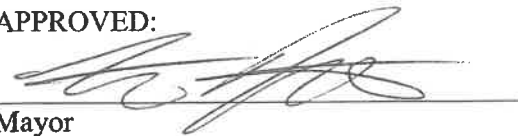
Now, Therefore Be it Resolved, by the Council of the Town of Buchanan that these proposals be adopted and that the Town Manager be authorized to execute said proposals on behalf of the Town

AYES: 5

NAYES: 0

ABSENT: 0

APPROVED:


Mayor

ATTEST:


Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on March 13, 2023 beginning at 7:30p.m.:

MEMBERS:

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

VOTE:

YES
YES
YES
YES
YES

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

A Resolution

A Resolution to replace and upgrade existing office phone system

Whereas, The proposed Ooma Office Phone System has greater capabilities than our current phone system and is less expensive and can be managed by Town staff.

Whereas, Each employee will have their own individual number, conference call line, and electronic fax number at a cost of 19.95 per phone.

Whereas, Phone system capabilities are greater and cost savings are projected to be substantial

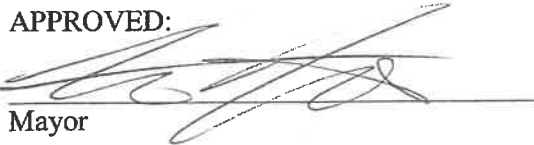
Now, Therefore Be it Resolved, by the Council of the Town of Buchanan that the Ooma Office Phone System proposal be accepted and that the Town Manager be authorized to execute said proposal on behalf of the Town

AYES: 5

NAYES: 0

ABSENT: 0

APPROVED:


Mayor

ATTEST:


Town Clerk



Buchanan Arbor Day Proclamation

- Whereas,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life giving oxygen, and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and
- Whereas,** trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.
- Now,** therefore, the representatives of the Town of Buchanan, do hereby proclaim Friday, April 5 as Arbor Day in the Town of Buchanan, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and
- Further,** We urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this seventh day of April 2023.



Tristan Harris, Mayor