



Minutes of Council Meeting
Buchanan, VA

November 8, 2021

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

Attending: Board of Supervisors Representative Amy Stinnett, 3 Town employees

Mayor Craig Bryant called the November 8, 2021 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Town Manager Susan McCulloch took roll call. With five councilmembers present, a quorum was established. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the October 2021 Financial Report, unpaid bills, and approval of the Council minutes from the October 12, 2021 Combined Regular Council Meeting, and the Special Called Work Session October 27, 2021. A motion for approval for all items under consent agenda was made by Councilmember Manspile, with a second from Vice Mayor Witt. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. There were no Awards, Recognitions, or Presentations. Mayor Bryant stated that there is a military club at James River High School that would like to come and lead us in the Pledge of Allegiance. They were unable to come tonight due to an illness. Hopefully, they will be able to come in January to lead the Pledge and recognize our veterans.

Next on the agenda was to hear 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 item of business was consideration of Resolution R21-1108-01, A Resolution Granting Employee Bonuses in fiscal Year 2022. Mayor Bryant asked for comments. Councilmember Manspile made a motion to approve with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 5-0. Next was consideration of Resolution R21-1108-02 A Resolution Granting Employee Phone Repair/ Replacement Allowance. Councilmember Manspile made

a motion to approve with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 5 – 0. Next was consideration of the Letter of Concurrence for the VDOT Bridge Repair Project. Mayor Bryant stated this is to support the schedule that VDOT has proposed. Town Manager McCulloch stated that the letter had been submitted to Ashley Smith to have Mr. Baine review and approve the letter. The letter was returned today. It has been emailed to Council and replaced in the packet. They changed some of the terminology. VDOT requested that Council approve the letter. Town Manager McCulloch would sign the letter as the Town Administrator. Vice Mayor Witt made a motion to approve with a second from Councilmember Manspile with a correction to Route 43. Mayor Bryant stated that there should be a correction from Route 143 to Route 43. Mayor Bryant asked for further discussion. With no further discussion, the Letter was approved with a vote of 5 – 0. Next was consideration for approval of the 2022 Town Council Meeting Schedule. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the schedule was approved by a vote of 5 – 0. Next was consideration of approval of the 2022 Town Council Work Session Schedule. Mayor Bryant stated that these dates are not set in stone. The Council has to be flexible sometimes for changes. Town Manager McCulloch stated that staff has a concern with getting everything ready for Council Meetings with the Work Session set so close to the Work Session. If it is possible to move to a different week, or move things to the next month if it can't be done. Councilmember Manspile stated the date was changed to be able to incorporate anything Planning Commission has that needs to be in the Work Session. Mayor Bryant asked if this can be tabled until after the First of the Year. Councilmember Manspile stated that he would make a motion to adopt as a tentative schedule with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the tentative schedule was approved with a vote of 5 – 0. Next was approval of the 2022 Town Hall Office Holidays. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Town Hall Office Holidays were approved with a vote of 5 – 0.

Next on the Agenda was Committee Reports. Town Manager Susan McCulloch stated that Special Events hosted Buchanan is open for Business on Saturday. This event kicked off with a ribbon cutting for Faithful Country Creations. About 25 people were there including Visit Virginia Blue Ridge and the Office of Tourism for the state of VA. Buchanan is Open for Business was hosted from 11:00 to 1:00. There were several interested parties, one is pretty serious. Ten properties were featured. Heather Faye and Kari Ryder from the Chamber were there. Town considers this a success, a lot of the buildings were cleaned and look good, and Town would like to regroup and see what can be done better for next time. Town Manager McCulloch asked for volunteers for working on Christmas Lights in the next two weeks. Councilmember Manspile asked if Town Manager McCulloch would check with Community Developer Harry Gleason to change the schedule to Saturday the 20th to get the Christmas Tree. Mayor Bryant asked if the only time to help with the lights is only during the week. Town Manager McCulloch stated that there would be dates on the weekends as well, but didn't want to limit it to just weekends. Vice Mayor Witt stated that Planning Commission did not have anything new for Council. Planning Commission has a lot of leg work that has to be done before anything is brought to Council. Town Manager McCulloch stated that Planning Commission had gone over the Appalachian Trail Community Application and had lots of great input and ideas to move forward with that to emphasize our role with the trails around here. Vice Mayor Witt stated that there is a lot that needs to go into place before that can be brought to Council. Mayor Bryant asked if the Planning Commission is now full staffed. Town

Manager McCulloch stated that yes, the Planning Commission is fully staffed. Mayor Bryant asked if there are any members that have reached their tenure. One year they were half way in the year when they realized several had expired. Town Manager McCulloch stated that Public Safety has reported the lights at 135 13th Street and Culpepper Ave, 19695 Main Street near the Carson Memorial, Newtown Road, and 20639 Main Street. Town Manager McCulloch stated that the inmates will be coming this week to finish painting the curbs. Vice Mayor Witt asked if something should be put in the water bills to advise citizens about parking. Town Manager McCulloch stated that it was too late the bills had already been sent. Mayor Bryant stated that the Water Street location is becoming very concerning. The light that is there is not on at all times. Councilmember Manspile stated that location needed to be added to the list. Mayor Bryant asked if another light can be added closer to the bridge. Mayor Bryant asked if anything had been heard from Roanoke City about putting a light directly under the bridge. Town Manager McCulloch stated that Ashley Smith from VDOT recommended reaching out to Roanoke City to see what they have done in regards to their bridge safety. Vice Mayor Witt suggested using a mobile light tower temporarily. Councilmember Manspile stated that if there is a pole for the Water Street pump station with a power set, you can put a watch light on that pole for the Town. Mayor Bryant stated that area has become concerning, and would like deputies to step up their patrols in that area. Councilmember Manspile stated that there are 2 styles of lights. There is a dusk-to-dawn light that points down, then there is a dusk-to-dawn that is a flood that projects more that would light up the pump station and the surrounding areas. Mayor Bryant stated that people are parking in areas that they shouldn't. Town Manager McCulloch stated that for public works, there were 15 Miss Utility tickets, 2-meter reader inserts replaced, 8 water cut-offs, and 3 sewage back-ups. There is a VDOT permit in to work on the road at 183 Boyd Street, and another in progress for 15th Street.

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

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the agenda. Mayor Bryant stated that a lot of citizens have been asking about the parade and when the Christmas lights would be going up. Please advertise those dates as much as possible. Councilmember Manspile asked if Shentel had been contacted to put the wreaths on the light poles. Town Manager McCulloch stated that Shentel had been contacted. Mayor Bryant asked if Council should start working on something for the Luminaries in case of bad weather, or wait until December. Councilmember Manspile stated that the sentiment he got from citizen's was if the luminaries were not put out on Christmas Eve, they did not want to put them out. Councilmember Manspile stated that Community Developer Harry Gleason would have more input on the matter. Mayor Bryant stated that it could be discussed closer to the event.

Mayor Bryant asked if there was anything else for discussion. Town Manager McCulloch stated that a question had been asked about putting the flags up on Wednesday, November 10, 2021, and taken down on November 12, 2021 for Veteran's Day. Councilmember Manspile stated that the Flag policy was worked on because of citizen complaints about having the flags up all the time. The flags need to be put up and taken down per policy. Town Manager McCulloch stated that an employee has an appointment on Veteran's Day. Councilmember Manspile stated he could help take the flags down on Veteran's Day. Vice Mayor Witt stated he could help putting the flags up that morning. Mayor Bryant stated that the flag's would be put up and taken down per policy. Town Manager McCulloch stated that trash pickup for Thanksgiving Day would be moved to Wednesday.

Next on the Agenda was a closed session. Town Manager McCulloch and Town Attorney Puvak requested a closed session. Mayor Bryant made a motion to go into closed session pursuant to 2.2-3711: closed meeting authorized for certain limited purposes. It is paragraph one: discussion and consideration of interviews of candidates for employment, assignment, appointment, demotion, promotion, performance, salary, disciplining, or resignation of specific public officers, employees, or appointees of any public body. 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.

Closed Session began at 7:25pm.

Mayor Bryant made a motion to certify to the best of Council's knowledge that the meeting requirements were the only things heard or discussed in the closed session. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried by a vote of 5 – 0.

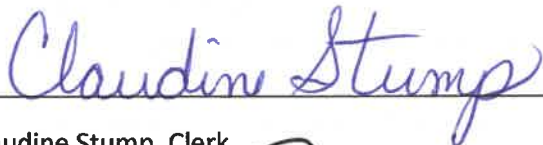
Council went back into open session at 7:42pm.

Next on the Agenda was final comments. Mayor Bryant asked if Council was still having the December work session to discuss the ARPA funds, and start the foundation of the discussion in closed session, or wait until January. Councilmember Manspile requested to wait until January and get through the holidays.

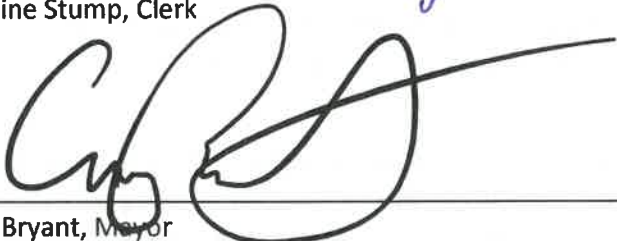
Last on the agenda was Adjournment. Motion to Adjourn was made by Councilmember Manspile with a second made by Vice Mayor Witt. With no further discussion, the motion was approved 5 – 0.

Adjournment was at 7:46pm.

Respectfully submitted,



Claudine Stump, Clerk



Craig Bryant, Mayor