

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



Buchanan Town Council
Monday, December 13, 2021
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 November 2021
2. Approval of Unpaid Bill
3. Approval of Minutes for November 4, 2021 Work Session and November 8, 2021 Regular Council Meeting postponed to January 10, 2021 Council meeting due to many unforeseen issues.

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS—

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

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of Resolution R21-1213-01: Resolution for Inboden Contract to operate the Water and Wastewater Treatment for 2022-2023
2. Consideration of Resolution R21-1213-02: Resolution to Approve Spending of ARPA funds for a Mid-Atlantic Waste Systems Harben DTK 375 E180 Remote Trailer Mounted Sewer Jetter with Optional Equipment.
3. Consideration of Resolution R21-1213-03: Resolution to Approve Spending of ARPA funds for an Insight Vision Opticam 200' Reel Sewer Camera and Battery Adapter.
4. Consideration of Resolution R21-1213-04: Resolution to Approve Spending of ARPA funds to Replace Lights at the Wastewater Treatment Plant by LES – Leading Edge Services.
5. Consideration of Resolution R21-1213-05: Resolution to Approve Establishing a Town of Buchanan Real Estate Investment Grant Program using ARPA funds.
6. Consideration of Resolution R21-1213-06: Resolution to Purchase Holiday Hams for Staff and Councilmembers.
7. Consideration of a request from Planning Commission to Appoint Mead Stull to Planning Commission for a 4-year term (January 1, 2022 to December 31, 2026).
8. Gauge Dock Committee Update.

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H. COMMITTEE REPORTS

- a. Special Events/ Community Development
- b. Planning Commission
- c. Public Safety
- d. Public Works Committee

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA ITEMS– This time is reserved for comments and questions for issues not listed on agenda. Comment should be directed to Council.

J. ADDITIONAL COMMENTS

K. UPCOMING MEETINGS AND EVENTS

- **Festival of Lights** – Weekends Nov. 27 through Jan. 1
- **Christmas Holiday** – Town Hall closed Friday, December 24, 2021 and Monday, December 27, 2021
- **Christmas Eve Luminaries** – Friday, December 24, 2021
- **Council Retreat** – Saturday, January 1, 2022 – 9:00am
- **New Year's Holiday** – Town Hall closed Friday, December 31, 2021 and Monday, January 3, 2022
- **Planning Commission** – Monday, January 3, 2022 – 7:00pm
- **Council Work Session** – Thursday, January 6, 2022 – 7:00pm
- **Epiphany Bonfire** – Thursday, January 6, 2022
- **Town Council Meeting** – Monday, January 10, 2022 – 7:00pm
- **Special Events Committee** – Wednesday, January 12, 2022 – 7:00pm
- **Town Holiday Martin Luther King Jr. Day** – Monday, January 17, 2022
- **Town Holiday Lee-Jackson Day** – Monday, January 21, 2022

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of December 8, 2021

	Dec 8, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	732,553.04
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,160.41
10500 Certificates of Deposit	684,578.46
Total Checking/Savings	1,816,741.50
Accounts Receivable	
11001 General AR Billed	3,720.53
Property Taxes Receivable	117,925.19
WSG Receivable	55,721.87
Total Accounts Receivable	177,367.59
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	899.54
Total Other Current Assets	39,025.64
Total Current Assets	2,033,134.73
Fixed Assets	
13000 Property, Plant, Equip	8,402,436.92
Total Fixed Assets	8,402,436.92
TOTAL ASSETS	10,435,571.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-6,711.32
Total Accounts Payable	-6,711.32
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	24,481.31
23000 Payroll Liabilities	1,810.84
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	95,338.51
Vandalism Reward Funds	12.89
Total Other Current Liabilities	481,661.47
Total Current Liabilities	474,950.15
Long Term Liabilities	

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12/08/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of December 8, 2021

	Dec 8, 21
26200 Water Long Term Loans	4,148,182.36
Total Long Term Liabilities	4,148,182.36
Total Liabilities	4,623,132.51
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	-552,494.61
Net Income	225,178.86
Total Equity	5,812,439.14
TOTAL LIABILITIES & EQUITY	10,435,571.65

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

November 2021

Ordinary Income/Expense	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		144.08		
Total 3150000 Rev-Use of Money/Prop	0.00		144.08		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,410.37	0.00	143,728.31	340,000.00	340,000.00
3165111 Water Sales	0.00	0.00	0.00	500.00	500.00
3165120 Water Penalties	-60.00	0.00	5,571.20	21,000.00	21,000.00
3165130 Reconnect Fees	0.00	0.00	1,260.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	0.00	0.00	0.00	1,000.00	1,000.00
Total 3165100 Water Revenues	28,350.37	0.00	150,559.51	366,500.00	366,500.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,658.71	0.00	83,602.49	196,000.00	196,000.00
Total 3165200 Sewer Revenues	16,658.71	0.00	83,602.49	196,000.00	196,000.00
Total 3165000 Charge Enterprise Svcs	45,009.08	0.00	234,162.00	562,500.00	562,500.00
Total 3160000 Charges for Services	45,009.08	0.00	234,162.00	562,500.00	562,500.00
Total 3100000 Local Revenue	45,009.08	0.00	234,306.08	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	0.00
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	0.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00		5,000.00		
Total 3330000 Categorical Aid	0.00		5,000.00		
Total 3300000 Rev from Federal Gov't	0.00		5,000.00		
Total Income	45,009.08	0.00	239,306.08	562,500.00	562,500.00
Gross Profit	45,009.08	0.00	239,306.08	562,500.00	562,500.00
Expense					

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Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
02 General & Financial Admin					
12410 Clerk-Treasurer	91.31		464.98		
2100 FICA/Medicare Tax	0.00		0.00		
2110 Virginia Unemployment Ins					
Total 12410 Clerk-Treasurer	91.31		464.98		
Total 02 General & Financial Admin	91.31		464.98		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	40.62		184.54		
5230 Telecommunications	12.13		69.79		
Total 43200 Maint of Gen Properties	52.75		254.33		
44100 Water Operations					
1100 Salaries & Wages	685.00	0.00	3,969.00	20,000.00	20,000.00
1110 Overtime	25.50	0.00	436.50	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	0.00	0.00	28.86	1,000.00	1,000.00
3110 Operating Contract	7,388.94	0.00	24,717.22	67,000.00	67,000.00
3310 Repairs & Maint Contract	0.00	0.00	0.00	10,000.00	10,000.00
3500 Printing & Binding	0.00	0.00	97.26		
3700 Permits	0.00	0.00	4,691.00	10,000.00	10,000.00
5110 Utilities	497.04	0.00	4,124.10	9,000.00	9,000.00
6007 Repair & Maint Supplies	668.41	0.00	4,083.29	15,000.00	15,000.00
6009 Vehicle & Equip Supplies	0.00	0.00	1,219.05		
6014 Operating Supplies	47.78	0.00	570.80	15,000.00	15,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	4,000.00	4,000.00
Total 44100 Water Operations	9,312.67	0.00	43,937.08	153,750.00	153,750.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	0.00	0.00	938.28	8,000.00	8,000.00
5110 Utilities	270.19	0.00	1,628.31	7,000.00	7,000.00
5230 Telecommunications	130.21	0.00	303.95	1,000.00	1,000.00
6014 Operating Supplies	0.00	0.00	1,097.99	2,200.00	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00	2,213.20	0.00	0.00
Total 44110 Water Filtration Plant	400.40	0.00	6,181.73	18,200.00	18,200.00
44200 Sewer Operations					
5230 Telecommunications	0.00	0.00	254.25	2,500.00	2,500.00
1100 Salaries & Wages	429.00	0.00	1,533.00	38,500.00	38,500.00
1110 Overtime	54.00	0.00	67.50	1,000.00	1,000.00
2100 FICA/Medicare	0.00	0.00	0.00	60.00	60.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
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	0.00	0.00	28.89	250.00	250.00
3110 Operating Contract	7,388.94	0.00	24,717.22	53,000.00	53,000.00
3310 Repairs & Maint Contract	80.00	0.00	3,874.08	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	0.00	1,500.00	1,500.00
5110 Utilities	0.00	0.00	3,968.18	20,500.00	20,500.00
5410 Lease/Rent of Equipment	20.00	0.00	102.00	1,000.00	1,000.00
6007 Repair & Maint Supplies	90.19	0.00	3,882.25	7,500.00	7,500.00
6009 Vehicle & Equip Supplies	64.48	0.00	1,283.53	6,000.00	6,000.00
6014 Operating Supplies	1,219.53	0.00	5,870.36	8,000.00	8,000.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	162,810.00	162,810.00
Total 44200 Sewer Operations	9,346.14	0.00	46,557.24	334,760.00	334,760.00
Total 04 Public Works	19,111.96	0.00	96,930.38		
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	0.00	0.00	0.00	0.00
Total 94200 Water Projects	0.00	0.00	0.00	0.00	0.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	21,175.24	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	21,175.24	40,073.00	40,073.00
Total 004 Capital Projects	0.00	0.00	21,175.24	40,073.00	40,073.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	0.00	54,602.78	187,667.00	187,667.00
Total 95500 Water Debt Service	0.00	0.00	54,602.78	187,667.00	187,667.00
Total 005 Debt Service	0.00	0.00	54,602.78	187,667.00	187,667.00
Total 09 Nondepartmental	0.00	0.00	75,778.02	227,740.00	227,740.00
Payroll Expenses	0.00	0.00	72.00		
Total Expense	19,203.27	0.00	173,245.38	562,500.00	562,500.00
Net Ordinary Income	25,805.81	0.00	66,060.70	0.00	0.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
 November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Net Income	25,805.81	0.00	66,060.70	0.00	0.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

Ordinary Income/Expense	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes	19,611.77	0.00	20,853.90	150,000.00	150,000.00
3110101 Current Taxes	18.05	0.00	817.75	1,100.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	19,629.82	0.00	21,671.65	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	89.27	0.00	145.85	13,500.00	13,500.00
3110302 Delinquent Taxes	0.00	0.00	0.00	50.00	50.00
Total 3110300 Personal Property Taxes	89.27	0.00	145.85	13,550.00	13,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	3.63	0.00	701.60	2,000.00	2,000.00
Total 3110600 Penalties & Interest	3.63	0.00	701.60	2,000.00	2,000.00
Total 3110000 General Property Taxes	19,722.72	0.00	22,519.10	166,650.00	166,650.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,687.94	0.00	23,836.02	51,000.00	51,000.00
3120200 Consumer Utility Taxes	3,961.50	0.00	9,996.79	20,000.00	20,000.00
3120210 Consumption Tax	596.15	0.00	1,460.73	3,500.00	3,500.00
3120300 Business License Taxes	0.00	0.00	458.10	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	0.00	0.00	0.00	42,000.00	42,000.00
3121000 Occupancy Tax	334.52	0.00	2,067.12	3,000.00	3,000.00
3121100 Meals Taxes	1,461.05	0.00	10,599.30	25,000.00	25,000.00
Total 3120000 Other Local Taxes	11,041.16	0.00	51,001.15	205,700.00	205,700.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	50.00	0.00	200.00	250.00	250.00
3130308 Building Permits	0.00	0.00	50.00		
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	250.00	450.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	270.11	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	1,120.11	2,000.00	2,000.00
3150000 Rev-Use of Money/Prop					

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
3150100 Interest Income	0.00	0.00	928.83	4,200.00	4,200.00
3150200 Rental Income	0.00	0.00	360.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	1,288.83	5,000.00	5,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165111 Water Sales	0.00		25.00		
3165120 Water Penalties	0.00		-20.00		
3165190 Water Hook Up Fees	0.00		500.00		
Total 3165100 Water Revenues	0.00		505.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,180.00	0.00	40,411.00	96,000.00	96,000.00
Total 3165300 Garbage Fees	8,180.00	0.00	40,411.00	96,000.00	96,000.00
Total 3165000 Charge Enterprise Svcs	8,180.00	0.00	40,916.00	96,000.00	96,000.00
Total 3160000 Charges for Services	8,180.00	0.00	40,916.00	96,000.00	96,000.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	1,919.00	0.00	2,029.00	6,000.00	6,000.00
3189926 Christmas Parade	0.00	0.00	0.00	500.00	500.00
3189925 Mountain Magic	40.00	0.00	10,411.91	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	0.00	2,000.00	2,000.00
3189917 CivilWar History Weeked	0.00	0.00	0.00	2,500.00	2,500.00
3189916 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
3189905 Overage/Shortage	0.03		-19.97		
3189904 Other	2,293.86	0.00	6,548.09	1,000.00	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	0.00	2,100.00	1,000.00	1,000.00
3189910 Arbor Day Donations	0.00	0.00	0.00	1,000.00	1,000.00
3189911 Event Fees	0.00	0.00	50.00	700.00	700.00
3189912 Carnival Proceeds	26.00	0.00	192,805.07	70,000.00	70,000.00
Total Miscellaneous Revenue	26.00	0.00	194,955.07	72,700.00	72,700.00
Total 3180000 Miscellaneous Revenue	4,278.89	0.00	230,543.60	112,350.00	112,350.00
Total 3100000 Local Revenue	43,272.77	0.00	347,638.79	588,150.00	588,150.00
3200000 Rev from Commonwealth					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
3220000 Non-Categorical Aid					
3220112 VA Comm of the Arts	0.00	0.00	0.00	4,000.00	4,000.00
3220150 Communications Tax	0.00	0.00	678.38	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	8,223.00	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	0.00	0.00	23,744.49	54,022.00	54,022.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	0.00		116,620.50		
3240101 Fire Programs Funds	0.00	0.00	0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00	0.00	116,620.50	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	140,364.99	64,022.00	64,022.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	0.00	1,404.00	1,404.00
3330210 Fed Forest Land Mgmt	0.00	0.00	0.00	1,404.00	1,404.00
Total 3330000 Categorical Aid	0.00	0.00	0.00	1,404.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	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	0.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	43,272.77	0.00	490,897.12	653,576.00	653,576.00
Gross Profit	43,272.77	0.00	490,897.12	653,576.00	653,576.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	0.00	2,100.00	5,050.00	5,050.00
3600 Advertising	0.00	0.00	0.00	2,250.00	2,250.00
5540 Convention & Education	238.60	0.00	488.60	250.00	250.00
5600 Mileage Reimbursement	0.00	0.00	0.00	250.00	250.00
5800 Miscellaneous Expense	0.00	0.00	0.00	250.00	250.00
5810 Dues and Memberships	0.00	0.00	1,974.98	1,500.00	1,500.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Total 11110 Town Council	658.60	0.00	4,563.58	9,550.00	9,550.00
Total 001 Legislative	658.60	0.00	4,563.58	9,550.00	9,550.00
Total 01 General Government Admin	658.60	0.00	4,563.58	9,550.00	9,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	3,191.25	0.00	15,271.30	15,000.00	15,000.00
Total 12210 Legal Services	3,191.25	0.00	15,271.30	15,000.00	15,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	0.00	14,000.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	0.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	0.00	34,741.65	60,000.00	60,000.00
1110 Overtime	561.15	0.00	3,846.35	1,000.00	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,552.70	0.00	10,407.46	15,000.00	15,000.00
2110 Virginia Unemployment Ins	24.66	0.00	88.36	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	1,074.20	0.00	0.00
2213 VRS VLDP	32.21	0.00	351.75	0.00	0.00
2300 Health Insurance	0.00	0.00	7,015.88	21,047.00	21,047.00
3120 Accounting Services	10,963.47	0.00	10,963.47	11,000.00	11,000.00
3130 Bank Service Charges	0.00	0.00	422.14	400.00	400.00
3500 Printing and Binding	862.53	0.00	862.53	1,250.00	1,250.00
3600 Advertising	0.00	0.00	0.00	500.00	500.00
5210 Postal Services	371.07	0.00	1,246.21	3,250.00	3,250.00
5230 Telecommunications	406.74	0.00	1,016.85	3,100.00	3,100.00
5401 Copy Machine Rental	247.57	0.00	940.18	3,000.00	3,000.00
5600 Mileage Reimbursement	0.00	0.00	22.40	200.00	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5810 Dues and Memberships	0.00	0.00	0.00	300.00	300.00
6001 Office Supplies	543.77	0.00	1,860.78	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	21,771.11	0.00	75,860.21	127,947.00	127,947.00
12510 Town Manager					
1100 Salaries	4,769.24	0.00	26,860.82	57,500.00	57,500.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	171.00	0.00	855.00	1,067.00	1,067.00
2213 VRS VLDP	0.00	0.00	0.00	0.00	0.00
2300 Health Insurance	0.00	0.00	3,689.72	11,069.00	11,069.00
5600 Mileage Reimbursement	328.27	0.00	458.42	450.00	450.00
5800 Miscellaneous Expense	0.00	0.00	0.00	500.00	500.00

5:00 PM

12/08/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
5810 Dues and Memberships	279.00	0.00	485.28	750.00	750.00
Total 12510 Town Manager	5,547.51	0.00	33,359.24	71,336.00	71,336.00
Total 02 General & Financial Admin	30,509.87	0.00	124,490.75	228,283.00	228,283.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	0.00	14,583.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	0.00	14,583.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	0.00	0.00	5,000.00	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	10,000.00	10,000.00
Total 32200 Volunteer Fire Department	0.00	0.00	0.00	15,000.00	15,000.00
Total 002 Fire & Rescue Services	0.00	0.00	0.00	15,000.00	15,000.00
Total 03 Public Safety	2,917.00	0.00	14,583.00	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	4,819.42	0.00	28,082.60	47,500.00	47,500.00
1110 Overtime	76.50	0.00	1,132.28	2,000.00	2,000.00
1120 Bonus	0.00	0.00	750.00	1,100.00	1,100.00
2212 Retirement	160.22	0.00	819.66	0.00	0.00
2213 VRS VLDP	50.36	0.00	151.01	25,000.00	25,000.00
2300 Health Insurance	0.00	0.00	10,426.72	5,000.00	5,000.00
3310 Repair & Maint Services	0.00	0.00	284.04	5,000.00	5,000.00
3320 Street Repair-Snow Removal	120.00	0.00	110.00	3,600.00	3,600.00
3322 Janitorial Services	417.27	0.00	2,348.83	11,000.00	11,000.00
5100 Electricity - Streetlights	84.48	0.00	3,457.71	2,750.00	2,750.00
5110 Electricity - Town Hall	488.52	0.00	1,487.85	2,500.00	2,500.00
5120 Heating Fuel	0.00	0.00	459.31	2,500.00	2,500.00
5230 Telecommunications	444.51	0.00	2,176.19	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	19,410.00	20,000.00	20,000.00
5811 Uniforms & Safety Clothing	175.00	0.00	805.00	2,500.00	2,500.00
5812 Safety Footwear	0.00	0.00	0.00	500.00	500.00
6007 Repair & Maint Supplies	202.48	0.00	2,410.62	5,000.00	5,000.00
6008 Vehicle & Equip Fuels	0.00	0.00	1,929.93	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	7,038.76	0.00	76,241.75	139,950.00	139,950.00
44000 Trash Department					
33301 Brush Grinding	0.00	0.00	0.00	9,000.00	9,000.00

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12/08/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
33201 Trash Pickup					
Total 44000 Trash Department	0.00	0.00	26,876.80	82,000.00	82,000.00
Total 04 Public Works	7,038.76	0.00	26,876.80	91,000.00	91,000.00
07 Parks, Events & Cultural			103,118.55	230,950.00	230,950.00
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00	0.00	0.00	2,000.00	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	5,000.00	5,000.00
5814 Easter Egg Hunt	0.00	0.00	0.00	300.00	300.00
5815 Civil War History Weekend	0.00	0.00	0.00	2,000.00	2,000.00
5816 Buchanan Garden Festival	0.00	0.00	0.00	2,500.00	2,500.00
5817 LEU Police Bicycle Tour	0.00	0.00	0.00	50.00	50.00
5818 Bo Co Fishing Carnival	0.00	0.00	0.00	75.00	75.00
5819 Reggae by the River	0.00	0.00	8,319.50	8,000.00	8,000.00
5820 Pork by the James	0.00	0.00	0.00	8,000.00	8,000.00
5822 Botetourt Co. Fair	0.00	0.00	0.00	101.00	101.00
5823 Mountain Magic	0.00	0.00	0.00	5,000.00	5,000.00
5824 Christmas Parade	300.00	0.00	5,299.64	500.00	500.00
5825 Christmas Eve Luminaries	4,614.10	0.00	300.00		
3600 Advertising	760.00	0.00	4,614.10	2,000.00	2,000.00
5840 Town Events	63.14	0.00	2,120.00	1,200.00	1,200.00
6013 Recreational Supplies	0.00	0.00	236.13	500.00	500.00
Total 71100 Parks & Recreation	5,737.24	0.00	73.82	37,226.00	37,226.00
71200 Carnival			20,963.19		
3310 Repairs & Maint Contract	0.00	0.00	674.99		
5110 Utilities	0.00	0.00	2,690.80	5,000.00	5,000.00
5801 Carnival Operations	0.00	0.00	35,608.98	20,000.00	20,000.00
Total 71200 Carnival	0.00	0.00	38,974.77	25,000.00	25,000.00
Total 07 Parks, Events & Cultural	5,737.24	0.00	59,937.96	62,226.00	62,226.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	0.00	20,209.12	46,500.00	46,500.00
1110 Overtime	100.14		411.64		
1120 Bonus	0.00		500.00		
2212 Retirement	127.64	0.00	638.20	1,000.00	1,000.00
2213 VRS VLDP	32.01	0.00	95.96	0.00	0.00
2300 Health Insurance	0.00	0.00	5,034.65	12,000.00	12,000.00
3600 Advertising	0.00	0.00	954.75	2,500.00	2,500.00
5602 Donation After Prom Party	0.00	0.00	0.00	200.00	200.00
5603 Donation to Theater	0.00	0.00	0.00	4,000.00	4,000.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	2,000.00	2,000.00

5:00 PM

12/08/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Total 81200 Community Development					
Total 08 Development	3,819.63	0.00	27,844.32	68,200.00	68,200.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements	3,819.63	0.00	27,844.32	68,200.00	68,200.00
94102 Sidewalk Improvements	0.00		7,148.00		
94105 Playground	0.00	0.00	0.00	1,867.00	1,867.00
94107 Community Develop Grant	598.70		2,742.70		
94199 Contingencies- Technology	0.00	0.00	0.00	2,500.00	2,500.00
Total 94100 General Improvements	598.70	0.00	9,890.70	4,367.00	4,367.00
Total 004 Capital Projects	598.70	0.00	9,890.70	4,367.00	4,367.00
005 Debt Service					
95100 General Debt					
95110 Principal Repayments	0.00		812.70		
Total 95100 General Debt	0.00		812.70		
Total 005 Debt Service					
Total 09 Nondepartmental					
Payroll Expenses	598.70	0.00	10,703.40	4,367.00	4,367.00
	0.00		19,190.63		
Total Expense	51,279.80	0.00	364,432.19	653,576.00	653,576.00
Net Ordinary Income	-8,007.03	0.00	126,464.93	0.00	0.00
Net Income	-8,007.03	0.00	126,464.93	0.00	0.00

Town of Buchanan, Virginia
Vendor Payments Made
November 5 through December 8, 2021

Date	Num	Memo	Amount
AT&T 11/15/2021	22570	0207616481001	-113.60
Bank of Botetourt 12/01/2021	22584	Acct # 2021201825 (Truck Payment) Payment #5	-812.70
12/03/2021	22599		-7,573.38
BMS Direct 12/03/2021	22598	Mailing of 2020 RE & PP Tax Tickets	-530.11
BTEC 11/17/2021	22578	Christmas Ornaments	-300.00
Buchanan County Treasurer 12/07/2021	22602	Revenue recieved by incorrect locality	-34.16
C&S Disposal Inc. 12/03/2021	22597		-609.80
12/07/2021	22603	Garbage p/u	-6,671.00
Cintas Corporation- #524 11/15/2021	22571	Uniforms	-35.00
12/03/2021	22596		-140.00
Dominion Energy Virginia 12/03/2021	22595		-2,556.15
Faye Worley 11/29/2021	22585	Janitorial services for the Town Hall & Fire House	-417.27
12/07/2021	22601	Reimburse for cleaning supplies for Town Hall	-50.49
Gentry Locke Attorneys 12/03/2021	22594	Attorney service for October 2021	-3,191.25
Happy Food Mart 11/15/2021	22572		-454.03
Harold A. Newcomb 11/10/2021	22568	Reimburse for inspection sticker on trailer	-20.00
Harry L. Gleason 11/15/2021	22569	Reimburse for Christmas lights purchased for Festival of Lights	-63.14
11/29/2021	22580	Reimburse for start up change for the Christmas Market	-700.00
Inboden Environmental Services, Inc. 11/15/2021	22573	Operation of STP & WFP - October & hourly labor	-14,857.88
LAMAR COMPANIES 12/03/2021	22593		-760.00
Lexington Carriage Company 12/07/2021	22600	Carriage rides during Christmas Tree Lighting	-600.00
Mary K. Earhart PLLC 12/03/2021	22592		-10,963.47
Mid State Equipment 11/15/2021	22574	Locks for warehouse building	-16.50
Pace Analytical Services, LLC 11/15/2021	22575		-187.62
12/03/2021	22591		-1,079.69
S h e n t e l 12/03/2021	22590		-644.75
Sarah M. Boblett 12/03/2021	22589		-598.70

Town of Buchanan, Virginia
Vendor Payments Made
November 5 through December 8, 2021

Date	Num	Memo	Amount
Susan McCulloch 12/07/2021	22604	Mileage reimbursement	-41.37
Tina M Kingery 12/03/2021	22588	Reimburse for items purchased for Town Clerk (Death in the Family)	-31.53
Treasurer, Botetourt County 11/15/2021	22576	Law enforcement	-2,917.00
VDOT 12/07/2021	22605	Land use permit fee (Boyd and cross street 13th)	-110.00
Verizon 12/03/2021	22587		-414.51
Virginia Business Systems 12/03/2021	22586	Rent on copier	-247.57
VUPS 11/15/2021	22577	(15) Miss utility Tickets	-15.75



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 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:

**Authorizing a Contract with Inboden Environmental Services, Inc.
For Contract Operations and Maintenance of Wastewater and Water Treatment System**

Whereas, the Town of Buchanan has been under contract with Inboden Environmental Services, Inc. for water and wastewater treatment services, water facility operation, and sewer treatment services since August 1, 2021; and

Whereas, the current contract and addendum expires on December 31st, 2021; and

Whereas, the Town agrees to the terms of the one-year contract dated January 1, 2022 expiring on December 31, 2022; and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to execute the contract on behalf of the Town, upon review as to form by the Town Attorney.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Purchase of Harben DTK 375 E180 Trailer Mounted Sewer Jetter from Mid-Atlantic Waste Systems

Whereas, the Town of Buchanan Public Works Department has a need for equipment to make repairs or identify problems with Town sewer lines, and

Whereas, the Town has received and is permitted to use American Recover Plan Act (ARPA) funding to maintain water and sewer system operation, and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to utilize ARPA funds to purchase a Harben DTK 375 E180 Remote Trailer Mounted with Optional Equipment from Mid-Atlantic Waste Systems for \$59,972.00.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Purchase of Insight Vision Opticam 200' Reel Sewer Camera and Battery Adapter from Insight Vision Cameras

Whereas, the Town of Buchanan Public Works Department has a need for equipment to make repairs or identify problems with Town sewer lines, and

Whereas, the Town has received and is permitted to use American Recover Plan Act (ARPA) funding to maintain water and sewer system operation, and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to utilize ARPA funds to purchase an Insight Vision Opticam 200' Reel Sewer Camera and Battery Adapter for \$7,092.00.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Replacement of Wastewater Treatment Lights

Whereas, the Town of Buchanan Wastewater Treatment Plant is in need of new lighting for safety and visibility of its operations in the evening

Whereas, the Town has received and is permitted to use American Recover Plan Act (ARPA) funding to maintain water and sewer system operation, and

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to utilize ARPA funds replace lights at the Town of Buchanan's Wastewater Treatment Plant for \$40,862.00.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Establishment of a Real Estate Investment Matching Grant Program for Businesses in the Town of Buchanan

Whereas, the Town of Buchanan realizes the importance of grant programs and opportunities to recruit, retain, or expand businesses to the Town, and

Whereas, the Town is permitted to use American Recovery Plan Act (ARPA) funding for Business Assistance, and desires to establish a program to help commercial, trade, and manufacturing zoned properties;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager and Staff to implement a Real Estate Improvement Program with a Review Committee to screen and recommend grantees to Council; with Matching Grant Funds up to \$5,000 to be reimbursed, and associated program design and application with launch in January 2022.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk

Take Advantage of Buchanan's Small Business Opportunities

Inventory of Available Properties may be found on the Town website

Incentives

The Town of Buchanan's leadership and staff work with you to make your vision for your business a reality. The Town of Buchanan works with local and regional programs to offers multiple and customized incentive programs to small businesses. Incentives include:

- Expedited Zoning Permitting within the Town of Buchanan
- Tourist Oriented Directional Signage Grant through the Town of Buchanan
- VA State and Federal Historic Rehabilitation Tax Credits (in designated Town Historic District)
- The Gauntlet Business Competition through the Advancement Foundation
- New! The Town of Buchanan Real Property Investment Grant

Additional incentives may be available through the Commonwealth of Virginia.

New Real Estate Investment Grants Program:

- Qualified real estate made by any individual or entity to a commercial building in the Town of Buchanan to reduce, or, prevent blight.
- The amount of the grant is 50 percent of the cost of prequalified real property investment.
- A maximum of \$5,000 may applied for the grant to be matched dollar per dollar by the applicant in the proposed project.
- The Town has allocated up to \$40,000 for this program. Funds will be available on a first-come, first-serve basis until exhausted.

The Town of Buchanan Real Estate Investment Grants are reimbursement grants, available up to 50% of the total project cost, up to a maximum of \$5,000. The grants must be matched dollar for dollar on the applicable project.

An applicant may apply for reimbursement for more than one grant, however, only one grant is eligible in a single fiscal year. This grant program begins January 1, 2022 and is not retroactive. (In the event that multiple buildings are owned by the same person, a maximum of 2 grants will be considered per business owner)/)

- **Qualified Applicant:** Any owner of Town of Buchanan Commercially Zoned property, or any tenant or prospective tenant in a commercial zone having the building owner's written approval.
- **Qualified Area:** Commercially zoned properties within the Town of Buchanan are eligible, this includes trade and manufacturing.
- **Qualified Improvements:** External improvement to the property facade such as painting, including walls, windows, doors, awnings, lighting and signage as well as permanent landscaping. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry.
- **Improvement Standards:** All facade improvements on designated or potentially designated historic properties must conform to the Secretary of the Interior Standards and the Town of Buchanan's Comprehensive Plan. All construction must be done in accordance with local code, including building permits where applicable.
- **Application Process:** Each applicant must submit one original (print or e-mail) of the completed application to the Town of Buchanan (as outlined on page 2 of the application). *The order in which completed applications are received determines the order of funding approval.*
 - *Once the applications are approved, after Original receipts detailing work is provided and an inspection is completed, the Town would reimburse the applicant up to 50% of the funds up to \$5,000*

- *Approved contractors shall be licensed and bonded contractors. If an applicant chooses to do the work himself, materials only will qualify for the program reimbursement*

Applications will typically be reviewed on a monthly basis at least one week prior to each meeting by the Town Manager and Review Committee for certification of appropriate design criteria and for approval of funding. The approval will typically require two meetings if/when changes to the original design are suggested. A previously submitted application must be resubmitted for review if changes are made after the Review Committee's approval. Once approved by the Review Committee, the final proposals will be presented to the Town of Buchanan Council for final approval.

Buchanan Real Estate Investment Grant Application

Name of Applicant: _____ **Date Submitted:** _____

Name of Property Owner: _____

Applicant Mailing Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Applicant telephone number(s): _____

Applicant email address: _____

Property Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Building Name, if any: _____ **Tax Map and Parcel Number:** _____

Existing Property Use(s): _____ **Proposed Property Use (if different):** _____

Type of Improvement (Check all that apply):

Exterior ____ **Sign** ____ **Paint** ____ **Awning(s)** ____ **Other (specify):**

Brief Description of Improvement Project. Please include photos, renderings, concept plans and samples:

Town of Buchanan Post Office Box 205, Buchanan, Virginia 24066

Buchanan Real Property Investment Grant Application

A complete application must include the following as supplemental attachments:

- ☐ Color photo of the existing building,
- ☐ A complete façade design plan or rendering
- ☐ Sample of proposed material colors (paint chip, awning materials, etc.)
- ☐ Property owner's written approval (if applicable)
- ☐ Cost estimate(s) from a minimum of two licensed contractors.

Total Cost of Improvement \$ _____

Total Reimbursement requested \$ (50% of total project cost, up to \$5,000) _____

I understand that reimbursement is granted upon completion of the project as outlined in this application. The applicant must submit evidence of payment for services and/or materials. I understand that changes made to the approved design will disqualify the project for any available grant funding from the Town of Buchanan at the discretion of the Town Manager and Review Committee. I further understand that reimbursement depends on annual funding appropriations by the Town Council of Buchanan. To the fullest extent permissible under Virginia law, the applicant and contractor will hold harmless and indemnify the Town of Buchanan against all costs, damages, claims, liabilities, expenses, losses, and court costs in the event of property damage or physical injury as a result of working on the project.

Applicant signature: _____ Date: _____

For Office Use Completed Application Received on: _____ by: _____



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of December 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Purchase of Hams for Council Members and Town of Buchanan Staff

Whereas, the Town of Buchanan normally hold a holiday dinner, and

Whereas, the Town Council desires to forgo the dinner due schedule conflicts;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to purchase hams and give them to Council and Town Staff for the Christmas holiday.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk