

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



Buchanan Town Council
Monday, March 13, 2023
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

- a. **TAB 1** Financial Reports February 2023
- b. **TAB 2** Approval of Paid Bills

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 the agenda.** **Comments should be directed to Council.**

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

- a. **TAB 3** Resolution Appointing Town Manager
- b. **TAB 4** Resolution to Adopt and Implement Upgraded Accounting Software
- c. **TAB 5** Resolution Electing to Participate in Group Life Insurance Program
- d. **TAB 6** Resolution to Adopt and Implement a CivicPlus Website Proposal
- e. **TAB 7** Resolution to Replace and Upgrade Existing Phone System
- b. **TAB 8** Health Insurance Renewal
- c. **TAB 9** Staff Monthly Reports
 - i. Town Clerk
 - ii. Community Planner
 - iv. Public Works

H. 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.**

I. ADDITIONAL COMMENTS

J. ADJOURNMENT



TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: Tab 1 Financial Report February 2023

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision – By Motion

PRESENTER: Claudine Stump, Town Clerk

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

Monthly review of the Town's expenditures and revenues to date.

ATTACHMENTS:

February 2023 Financial Report

REQUESTED ACTION:

Accept Report

Town of Buchanan, Virginia
Balance Sheet
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	440,351.72
10030 Change Funds	100.00
10040 Town Beautification Fund	9,104.03
10500 Certificates of Deposit	1,668,910.95
Total Checking/Savings	2,118,472.67
Accounts Receivable	
Prepaid Taxes	-750.12
11001 General AR Billed	5,656.90
Property Taxes Receivable	27,255.21
WSG Receivable	69,392.92
Total Accounts Receivable	101,554.91
Other Current Assets	
11012 Due from State/Fed Sewer	11,486.00
11200 Prepaid Items	105,112.07
11000 Acct Receivable General	33,054.00
11010 Due from State/Fed Gen	6,958.64
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,805.14
11109 Allowance - Wat/Sew/Garba	-10,142.23
Allowance-Property Taxes	-525.60
Undeposited Funds	7,778.41
Total Other Current Assets	172,551.68
Total Current Assets	2,392,579.26
Fixed Assets	
13000 Property, Plant, Equip	8,223,426.94
Total Fixed Assets	8,223,426.94
TOTAL ASSETS	10,616,006.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	22,263.88
Total Accounts Payable	22,263.88
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	406.46
21160 Accrued Payroll - General	12,617.66
22000 Customer Deposits	25,381.31
23000 Payroll Liabilities	8,830.51
25200 Accrued Interest Payable	387.14
Deferred Taxes Receivable	34,707.87
Vandalism Reward Funds	12.89
Total Other Current Liabilities	432,205.34
Total Current Liabilities	454,469.22
Long Term Liabilities	
26300 Sewer Long Term Loans	18,266.92

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03/10/23

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of February 28, 2023

	Feb 28, 23
26200 Water Long Term Loans	4,069,293.86
Total Long Term Liabilities	4,087,560.78
Total Liabilities	4,542,030.00
Equity	
30100 General Fund Balance	723,927.11
30200 Water Retained Earnings	4,531,808.00
30300 Sewer Retained Earnings	171,825.05
30400 Carnival Fund Balance	148,135.89
Retained Earnings	113,841.32
Net Income	384,438.83
Total Equity	6,073,976.20
TOTAL LIABILITIES & EQUITY	10,616,006.20

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Accrual Basis

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

Ordinary Income/Expense	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Income					
Returned Check Charges					
3100000 Local Revenue	0.00	0.00	35.00	0.00	0.00
3110000 General Property Taxes					
3110100 Real Property Taxes	2,058.27	12,500.00	128,900.00	100,000.00	150,000.00
3110101 Current Taxes	0.00	333.33	744.51	2,666.66	4,000.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	2,058.27	12,833.33	129,644.51	102,666.66	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	2.85	1,291.66	25,699.94	10,333.28	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.77	33.28	50.00
Total 3110300 Personal Property Taxes	2.85	1,295.82	25,700.71	10,366.56	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	232.81	166.66	1,326.45	1,333.28	2,000.00
Total 3110600 Penalties & Interest	232.81	166.66	1,326.45	1,333.28	2,000.00
Total 3110000 General Property Taxes	2,293.93	14,295.81	156,671.67	114,366.50	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	7,549.45	4,250.00	49,932.99	34,000.00	51,000.00
3120200 Consumer Utility Taxes	2,350.30	1,916.66	16,229.22	15,333.28	23,000.00
3120210 Consumption Tax	544.76	291.66	2,516.28	2,333.28	3,500.00
3120300 Business License Taxes	30,548.00	3,541.66	40,293.38	28,333.28	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	9,333.28	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	38,000.00	57,000.00
3121000 Occupancy Tax	183.92	333.33	4,655.46	2,666.64	4,000.00
3121100 Meals Taxes	2,773.34	2,083.33	22,077.07	16,666.64	25,000.00
Total 3120000 Other Local Taxes	43,949.77	18,333.30	135,704.40	146,666.40	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	100.00	166.64	250.00
3130308 Building Permits	100.00	0.00	450.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	66.64	100.00
3130310 Special Use Permit	0.00	8.33	0.00	66.64	100.00
Total 3130000 Permits/Fees/Reg Lic	100.00	37.49	550.00	299.92	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	125.00	3,151.61	1,000.00	1,500.00
3140103 Zoning Violations	0.00	41.66	1,350.00	333.28	500.00
Total 3140000 Fines and Forfeitures	0.00	166.66	4,501.61	1,333.28	2,000.00

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Accrual Basis

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	305.36	2,000.00	3,000.00
3150200 Rental Income	0.00	83.33	845.00	666.64	1,000.00
Total 3150000 Rev-Use of Money/Prop	0.00	333.33	1,150.36	2,666.64	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	27,946.87	28,333.33	227,066.87	226,666.64	340,000.00
3165111 Water Sales	0.00	41.66	165.00	333.28	500.00
3165120 Water Penalties	1,483.20	1,666.66	13,315.60	13,333.28	20,000.00
3165130 Reconnect Fees	300.00	250.00	1,500.00	2,000.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	6,900.00	1,466.64	2,200.00
Total 3165100 Water Revenues	29,730.07	30,474.98	248,947.47	243,799.84	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,117.46	17,298.16	136,134.90	138,385.28	207,578.00
3165290 Sewer Hook Up Fees	0.00		4,700.00		
Total 3165200 Sewer Revenues	16,117.46	17,298.16	140,834.90	138,385.28	207,578.00
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,296.50	8,250.50	66,431.00	66,004.00	99,006.00
Total 3165300 Garbage Fees	8,296.50	8,250.50	66,431.00	66,004.00	99,006.00
Total 3165000 Charge Enterprise Svcs	54,144.03	56,023.64	456,213.37	448,189.12	672,284.00
Total 3160000 Charges for Services	54,144.03	56,023.64	456,213.37	448,189.12	672,284.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	1,714.00	3,333.28	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	333.28	500.00
3189925 Mountain Magic	325.00	708.33	10,737.00	5,666.64	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	133.28	200.00
3189922 Pork by the James	0.00	708.33	0.00	5,666.64	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	9,333.28	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	66.64	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	33.28	50.00
3189918 Buchanan Garden Festival	130.00	166.66	130.00	1,333.28	2,000.00
3189917 CivilWar History Weeked	235.00	208.33	505.00	1,666.64	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	200.00	300.00
3189905 Overage/Shortage	0.00		0.00	0.00	0.00
3189904 Other	63.52	83.33	7,036.06	666.64	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	83.33	1,922.00	666.64	1,000.00
3189910 Arbor Day Donations	0.00	83.33	0.00	666.64	1,000.00
3189911 Event Fees	7,000.00	8.33	7,876.00	66.64	100.00

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
3189912 Carnival Proceeds	2,000.00	6,250.00	154,979.93	50,000.00	75,000.00
3189999 Overpayments	18.95		18.95	0.00	0.00
Total Miscellaneous Revenue	9,018.95	6,424.99	164,796.88	51,399.92	77,100.00
Total 3180000 Miscellaneous Revenue	9,772.47	9,979.10	195,039.94	79,832.80	119,750.00
Total 3100000 Local Revenue	110,260.20	99,169.33	949,831.35	793,354.66	1,190,034.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Com of the Arts	0.00	0.00	0.00	0.00	0.00
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220111 Car Rental Tax	0.00	0.00	240.16	0.00	0.00
3220150 Communications Tax	0.00	189.58	832.50	1,516.64	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	2,166.64	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	18,080.00	21,925.28	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	11,608.54	7,738.64	11,608.00
Total 3220000 Non-Categorical Aid	0.00	4,168.40	34,012.24	33,347.20	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	310,988.00	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	2,666.64	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	10,000.00	15,000.00
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	26,666.64	40,000.00
3240000 Categorical Aid - Other	0.00	0.00	0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00	43,790.16	466,482.00	350,321.28	525,482.00
Total 3200000 Rev from Commonwealth	0.00	47,958.56	500,494.24	383,668.48	575,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00	0.00	0.00	0.00	0.00
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	936.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	936.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	936.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00		0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.17	0.00	10,833.36	16,250.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	0.00

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Accrual Basis

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
3410502 Transfer fr Water Fund	0.00	1,354.17	0.00	10,833.36	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.34	0.00	21,666.72	32,500.00
Total Income	110,260.20	149,953.23	1,450,360.59	1,199,625.86	1,799,441.00
Gross Profit	110,260.20	149,953.23	1,450,360.59	1,199,625.86	1,799,441.00
Expense					
Bank Service Charges			113.45		
01 General Government Admin	0.00				
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	3,470.80	3,366.64	5,050.00
3600 Advertising	235.00	187.50	1,149.38	1,500.00	2,250.00
5540 Convention & Education	0.00	20.83	3,014.84	166.64	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	166.64	250.00
5800 Miscellaneous Expense	0.00	20.83	63.52	166.64	250.00
5810 Dues and Memberships	46.00	208.33	91.00	1,666.64	2,500.00
Total 11110 Town Council	701.00	879.15	7,789.54	7,033.20	10,550.00
Total 001 Legislative	701.00	879.15	7,789.54	7,033.20	10,550.00
Total 01 General Government Admin	701.00	879.15	7,789.54	7,033.20	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	1,830.13	2,083.33	22,269.14	16,666.64	25,000.00
Total 12210 Legal Services	1,830.13	2,083.33	22,269.14	16,666.64	25,000.00
12240 Independent Auditor					
3100 Professional Services	14,050.00	1,112.50	14,050.00	8,900.00	13,350.00
Total 12240 Independent Auditor	14,050.00	1,112.50	14,050.00	8,900.00	13,350.00
12410 Clerk-Treasurer					
1100 Salaries	2,987.50	7,083.33	49,065.42	56,666.68	85,000.00
1110 Overtime	207.23	83.33	4,777.50	666.64	1,000.00
1120 Bonus	0.00		6,700.00	0.00	0.00
2100 FICA/Medicare Tax	1,290.51	1,250.00	15,888.77	10,000.00	15,000.00
2110 Virginia Unemployment Ins	11.17	50.00	790.50	400.00	600.00
2210 IRA Contribution	0.00		0.00	0.00	0.00
2212 Retirement	216.37	0.00	3,296.33	0.00	0.00
2213 VRS VLDP	0.00	270.83	653.37	0.00	0.00
2300 Health Insurance	1,694.00	1,694.00	11,858.00	2,166.64	3,250.00
3120 Accounting Services	1,530.81	1,250.00	13,593.06	13,552.00	20,328.00
3130 Bank Service Charges	0.00	58.33	402.73	10,000.00	15,000.00
3500 Printing and Binding	0.00	125.00	3,550.93	466.64	700.00
				1,000.00	1,500.00

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Accrual Basis

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
3600 Advertising	0.00	41.66	-270.00	333.28	500.00
5210 Postal Services	0.00	270.83	2,020.65	2,166.64	3,250.00
5230 Telecommunications	428.22	258.33	2,017.39	2,066.64	3,100.00
5401 Copy Machine Rental	230.27	250.00	1,946.04	2,000.00	3,000.00
5600 Mileage Reimbursement	0.00	16.66	317.51	133.28	200.00
5800 Miscellaneous Expense	0.00	0.00	27,000.00	0.00	0.00
5810 Dues and Memberships	179.00	25.00	179.00	200.00	300.00
6001 Office Supplies	481.83	375.00	4,861.35	3,000.00	4,500.00
Total 12410 Clerk-Treasurer	9,256.91	13,102.30	148,648.55	104,818.44	157,228.00
12510 Town Manager					
1100 Salaries	6,400.00	5,208.34	53,456.73	41,666.65	62,500.00
1120 Bonus	0.00	0.00	2,000.00	0.00	0.00
2212 Retirement	0.00	0.00	1,405.44	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	1,333.28	2,000.00
2300 Health Insurance	0.00	847.00	5,082.00	6,776.00	10,164.00
5600 Mileage Reimbursement	0.00	37.50	777.32	300.00	450.00
5800 Miscellaneous Expense	0.00	41.66	30,484.34	333.28	500.00
5810 Dues and Memberships	0.00	75.00	250.00	600.00	900.00
Total 12510 Town Manager	6,400.00	6,376.16	93,455.83	51,009.21	76,514.00
Total 02 General & Financial Admin	31,537.04	22,674.29	278,423.52	181,394.29	272,092.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department					
3840 Purch of Svc from County	2,917.00		5,833.00		
31100 Police Department - Other	0.00	2,916.66	17,500.00	23,333.28	35,000.00
Total 31100 Police Department	2,917.00	2,916.66	23,333.00	23,333.28	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	23,333.00	23,333.28	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	130.00	416.66	20,214.00	3,333.28	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	6,666.64	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	66.64	100.00
Total 32200 Volunteer Fire Department	130.00	1,258.32	20,214.00	10,066.56	15,100.00
Total 002 Fire & Rescue Services	130.00	1,258.32	20,214.00	10,066.56	15,100.00
Total 03 Public Safety	3,047.00	4,174.98	43,547.00	33,399.84	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	2,560.00	3,958.33	36,845.60	31,666.64	47,500.00

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
1110 Overtime	276.00	166.66	1,678.09	1,333.28	2,000.00
1120 Bonus	0.00		1,000.00	0.00	0.00
2212 Retirement	211.50	0.00	2,706.31	0.00	0.00
2213 VRS VLDP	0.00	91.66	274.32	733.28	1,100.00
2300 Health Insurance	0.00	1,694.00	5,541.00	13,552.00	20,328.00
3310 Repair & Maint Services	1,170.00	500.00	7,477.69	4,000.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	242.60	3,333.28	5,000.00
3322 Janitorial Services	180.00	300.00	2,147.61	2,400.00	3,600.00
5100 Electricity - Streetlights	69.07	916.66	12,436.97	7,333.28	11,000.00
5110 Electricity - Town Hall	454.22	229.16	2,921.69	1,833.28	2,750.00
5120 Heating Fuel	0.00	208.33	4,924.89	1,666.64	2,500.00
5230 Telecommunications	171.52	316.66	2,619.81	2,533.28	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	13,333.28	20,000.00
5800 Miscellaneous Expense	0.00	0.00	20,000.00	0.00	0.00
5811 Uniforms & Safety Clothing	140.00	166.66	1,636.44	1,333.28	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	333.28	500.00
6007 Repair & Maint Supplies	382.17	500.00	3,139.50	4,000.00	6,000.00
6008 Vehicle & Equip Fuels	216.25	500.50	3,283.37	4,004.00	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	5,333.28	8,000.00
Total 43200 Maint of Gen Properties	5,830.73	12,340.26	108,875.89	98,722.08	148,084.00
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	6,000.00	9,000.00
33201 Trash Pickup	0.00	6,791.66	53,176.27	54,333.28	81,500.00
Total 44000 Trash Department	0.00	7,541.66	53,176.27	60,333.28	90,500.00
44100 Water Operations					
1100 Salaries & Wages	0.00	1,000.00	6,870.75	8,000.00	12,000.00
1110 Overtime	0.00	83.33	458.30	666.64	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	166.64	250.00
3100 Prof Svcs & Miss Utility	0.00	20.83	171.64	166.64	250.00
3110 Operating Contract	7,388.94	7,444.36	44,333.64	59,554.88	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	27,612.00	3,000.00	4,500.00
3500 Printing & Binding	0.00		0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	2,000.00	3,000.00
5110 Utilities	1,513.70	791.66	10,884.94	6,333.28	9,500.00
5810 Dues and Memberships	0.00		350.00	0.00	0.00
6007 Repair & Maint Supplies	2,881.93	750.00	17,274.81	6,000.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	3,250.80	3,333.28	5,000.00
6014 Operating Supplies	105.60	548.16	7,723.12	4,385.28	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	3,333.28	5,000.00
Total 44100 Water Operations	12,296.52	12,117.49	120,791.00	96,939.92	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	0.00	0.00	7,388.94	0.00	0.00
3310 Repairs & Maint Contract	480.00	416.66	12,445.00	3,333.28	5,000.00

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
5110 Utilities	900.95	666.66	6,186.87	5,333.28	8,000.00
5230 Telecommunications	0.00	83.33	290.62	666.64	1,000.00
6014 Operating Supplies	0.00	183.33	1,165.00	1,466.64	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	4,000.00	6,000.00
Total 44110 Water Filtration Plant	1,380.95	1,849.98	27,476.43	14,799.84	22,200.00
44200 Sewer Operations					
5230 Telecommunications	55.96	83.33	315.62	666.64	1,000.00
1100 Salaries & Wages	0.00	916.66	3,062.25	7,333.28	11,000.00
1110 Overtime	0.00	41.66	184.54	333.28	500.00
2100 FICA/Medicare	0.00	75.00	0.00	600.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	53.28	80.00
3100 Prof Svcs & Miss Utility	0.00	20.83	171.66	166.64	250.00
3110 Operating Contract	9,388.94	7,444.36	59,722.58	59,554.88	89,332.32
3310 Repairs & Maint Contract	11,173.85	583.33	13,022.73	4,666.64	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	3,666.64	5,500.00
3600 Advertising	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	125.00	3,095.00	1,000.00	1,500.00
5110 Utilities	2,980.38	1,833.33	19,417.17	14,666.64	22,000.00
5410 Lease/Rent of Equipment	60.00	583.33	2,750.00	4,666.64	7,000.00
6001 Office Supplies	0.00		40.19		
6007 Repair & Maint Supplies	0.00	750.00	6,434.86	6,000.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	3,250.80	3,333.28	5,000.00
6014 Operating Supplies	1,568.60	583.33	12,641.18	4,666.64	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	2,000.00	3,000.00
Total 44200 Sewer Operations	25,634.08	14,171.81	124,612.58	113,374.48	170,062.32
Total 04 Public Works	45,142.28	48,021.20	434,932.17	384,169.60	576,256.64
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	3,333.28	5,000.00
5210 Postage	32.76		669.76		
5810 Arbor Day Celebration	0.00	166.66	0.00	1,333.28	2,000.00
5811 Epiphany Bon Fire	0.00		0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	25.00	0.00	200.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	1,333.28	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	1,666.64	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	33.28	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	50.00	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	5,333.28	8,000.00
5820 Pork by the James	0.00	666.66	0.00	5,333.28	8,000.00
5822 Bofetourt Co. Fair	0.00	8.41	8.34	67.28	101.00
5823 Mountain Magic	0.00	416.66	5,729.57	3,333.28	5,000.00
5824 Christmas Parade	0.00	41.66	69.95	333.28	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	133.28	200.00

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
5827 Misc. Event Supplies	165.22	0.00	165.22	0.00	0.00
6001 Office Supplies	0.00		155.84		
3600 Advertising	310.00	350.00	2,790.00	2,800.00	4,200.00
5840 Town Events	0.00	100.00	1,292.08	800.00	1,200.00
6013 Recreational Supplies	0.00	41.66	1,411.65	333.28	500.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
71100 Parks & Recreation - Other	0.00		3,503.58		
Total 71100 Parks & Recreation	507.98	3,302.09	23,837.24	26,416.72	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	1,643.65	2,776.64	4,165.00
5110 Utilities	20.80	416.66	5,538.38	3,333.28	5,000.00
5801 Carnival Operations	0.00	1,666.66	32,805.54	13,333.28	20,000.00
8110 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 71200 Carnival	20.80	2,430.40	49,987.57	19,443.20	29,165.00
Total 07 Parks, Events & Cultural	528.78	5,732.49	73,824.81	45,859.92	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	33,678.49	31,000.00	46,500.00
1110 Overtime	458.98	0.00	8,186.45	0.00	0.00
1120 Bonus	0.00		900.00	0.00	0.00
2212 Retirement	276.59	0.00	2,155.72	0.00	0.00
2213 VRS VLDP	0.00	83.33	195.92	666.64	1,000.00
2300 Health Insurance	847.00	847.00	5,929.00	6,776.00	10,164.00
3600 Advertising	323.05	333.33	5,904.55	2,666.64	4,000.00
5602 Donation After Prom Party	0.00	16.66	200.00	133.28	200.00
5603 Donation to Theater	0.00	333.33	9,000.00	2,666.64	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	1,666.64	2,500.00
6001 Office Supplies	0.00		20.98		
6014 Other Operating Supplies	0.00	0.00	0.00	0.00	0.00
Total 81200 Community Development	5,465.46	5,696.98	66,171.11	45,575.84	68,364.00
Total 08 Development	5,465.46	5,696.98	66,171.11	45,575.84	68,364.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00	183.33	0.00	0.00	0.00
94105 Playground	0.00		1,833.00	1,466.64	2,200.00
94107 Community Develop Grant	0.00		165.00	0.00	0.00
94108 Covid-19 & ARPA	0.00	38,873.50	36,197.33	310,988.00	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	27,666.64	41,500.00

Town of Buchanan, Virginia

Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Total 94100 General Improvements	0.00	42,515.16	38,195.33	340,121.28	510,182.00
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	2,333.28	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	2,333.28	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	13,019.42	26,666.64	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	4,000.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	3,958.88	5,938.36
Total 94300 Sewer Projects	0.00	4,328.19	13,019.42	34,625.52	51,938.36
Total 004 Capital Projects	0.00	47,135.01	51,214.75	377,080.08	565,620.36
005 Debt Service					
95100 General Debt	35.79		35.79		
95120 Interest Payments					
Total 95100 General Debt	35.79		35.79		
95500 Water Debt Service					
95510 Principal Payments	5,814.78	15,638.92	94,221.13	125,111.32	187,667.00
95520 Interest Payments	0.00	0.00	5,383.82	0.00	0.00
95530 Other Debt Costs	0.00		2,691.91		
Total 95500 Water Debt Service	5,814.78	15,638.92	102,296.86	125,111.32	187,667.00
95700 Sewer Debt Service					
95720 Interest Payments	0.00	0.00	0.00	0.00	0.00
Total 95700 Sewer Debt Service	0.00	0.00	0.00	0.00	0.00
Total 005 Debt Service	5,850.57	15,638.92	102,332.65	125,111.32	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.33	0.00	21,666.64	32,500.00
Total 009 Interfund Transfers	0.00	2,708.33	0.00	21,666.64	32,500.00
Total 09 Nondepartmental	5,850.57	65,482.26	153,547.40	523,858.04	785,787.36
Payroll Expenses	1.44		485.98	0.00	0.00
Total Expense	92,273.57	152,661.35	1,058,834.98	1,221,280.73	1,831,941.00
Net Ordinary Income	17,986.63	-2,708.12	391,525.61	-21,664.87	-32,500.00
Net Income	17,986.63	-2,708.12	391,525.61	-21,664.87	-32,500.00



**TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: TAB 2 Approval of Paid Bills

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision – By Motion

PRESENTER: Claudine Stump, Town Clerk

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

Paid Bills are reviewed and approved monthly.

ATTACHMENTS:

February 2023 bills paid.

REQUESTED ACTION:

Approve

9:11 AM

03/10/23

Town of Buchanan, Virginia
Vendor Payments Made
February 2023

Type	Date	Num	Memo
Anthem Insurance			
Bill Pmt -Check	02/06/2023	EFT	Health Insurance Billing Entity # T7452AMA03; O/...
AT&T			
Bill Pmt -Check	02/14/2023	23489	0207616481001
Bank of Botetourt			
Bill Pmt -Check	02/06/2023	23465	
Bill Pmt -Check	02/21/2023	23505	
Botetourt Co Treasurer			
Bill Pmt -Check	02/06/2023	23466	
Bug Man Exterminating			
Bill Pmt -Check	02/28/2023	23514	Pest control @ Town Hall
Busy Bees Cleaners			
Bill Pmt -Check	02/06/2023	23467	Janitorial services @ the Fire House
Bill Pmt -Check	02/28/2023	23515	Janitorial services @ the Fire House
C&S Disposal Inc.			
Bill Pmt -Check	02/08/2023	23483	469 res * \$13 + 27 bus * 19
Bill Pmt -Check	02/14/2023	23490	
Cintas Corporation- #524			
Bill Pmt -Check	02/06/2023	23468	
Bill Pmt -Check	02/14/2023	23491	
Bill Pmt -Check	02/21/2023	23506	Uniforms
Bill Pmt -Check	02/28/2023	23516	Uniforms
CMC Supply			
Bill Pmt -Check	02/06/2023	23469	
Core & Main LP			
Bill Pmt -Check	02/06/2023	23470	
Bill Pmt -Check	02/14/2023	23492	
Dominion Energy Virginia			
Bill Pmt -Check	02/06/2023	23471	
Bill Pmt -Check	02/14/2023	23493	3363397500 (Water st lift station)
Bill Pmt -Check	02/28/2023	23517	
Dominion Va. Power			
Bill Pmt -Check	02/21/2023	23507	
Dominion Virginia Power (Water Filt)			
Bill Pmt -Check	02/14/2023	23494	3757046762 (WFP)
Fincastle Herald			
Bill Pmt -Check	02/21/2023	23508	Herald paper subscription
Gentry Locke Attorneys			
Bill Pmt -Check	02/06/2023	23460	
Bill Pmt -Check	02/28/2023	23518	
H A C H Company (Inc)			
Bill Pmt -Check	02/06/2023	23472	Turb sensor for WFP
Happy Food Mart			
Bill Pmt -Check	02/14/2023	23495	
Inboden Environmental Services, Inc.			
Bill Pmt -Check	02/06/2023	23473	
Bill Pmt -Check	02/14/2023	23496	
J L Computers Inc			
Bill Pmt -Check	02/21/2023	23509	
James River Equipment-Buchanan			
Bill Pmt -Check	02/06/2023	23474	
LAMAR COMPANIES			
Bill Pmt -Check	02/14/2023	23497	Billboard
Lowe's			
Bill Pmt -Check	02/06/2023	23475	
Martin, Christopher D.			
Bill Pmt -Check	02/08/2023		QuickBooks generated zero amount transaction fo...
Obaugh HVAC Mechanical LLC			
Bill Pmt -Check	02/14/2023	23498	
Preferred Business Solutions Inc			
Bill Pmt -Check	02/06/2023	23476	
S h e n t e l			
Bill Pmt -Check	02/14/2023	23499	
S.C. Rossi & Co., Inc.			
Bill Pmt -Check	02/21/2023	23510	Sewer line work - 19th St creek
Sprinkel, Robert W Jr			
Bill Pmt -Check	02/06/2023	23477	

9:11 AM

03/10/23

Town of Buchanan, Virginia
Vendor Payments Made
February 2023

Type	Date	Num	Memo
Troutville Tire Service			
Bill Pmt -Check	02/06/2023	23478	Service call to repair tire
USA BlueBook			
Bill Pmt -Check	02/06/2023	23479	
Verizon			
Bill Pmt -Check	02/21/2023	23511	Account 742437461-00001
Verizon (Southview)			
Bill Pmt -Check	02/06/2023	23480	
Bill Pmt -Check	02/21/2023	23512	
Verizon (Water Tank)			
Bill Pmt -Check	02/06/2023	23481	
Bill Pmt -Check	02/14/2023	23500	
Virginia Business Systems			
Bill Pmt -Check	02/06/2023	23460	Rent of copier
Bill Pmt -Check	02/28/2023	23519	Rent of copier
Virginia Media, Inc			
Bill Pmt -Check	02/14/2023	23501	
Virginia Resource Authority			
Bill Pmt -Check	02/28/2023	EFT	WSL-01-10; o/c 3085554133
Virginia Utility Protection Service, Inc.			
Bill Pmt -Check	02/21/2023	23513	

Town of Buchanan, Virginia

Vendor Payments Made

February 2023

Account	Split	Amount
10010 Buchanan General Fund	20000 Accounts Payable	-2,541.00
10010 Buchanan General Fund	20000 Accounts Payable	-103.41
10010 Buchanan General Fund	20000 Accounts Payable	-2,856.79
10010 Buchanan General Fund	20000 Accounts Payable	-3,065.62
10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
10010 Buchanan General Fund	20000 Accounts Payable	-120.00
10010 Buchanan General Fund	20000 Accounts Payable	-130.00
10010 Buchanan General Fund	20000 Accounts Payable	-310.00
10010 Buchanan General Fund	20000 Accounts Payable	-6,610.00
10010 Buchanan General Fund	20000 Accounts Payable	-7,560.00
10010 Buchanan General Fund	20000 Accounts Payable	-70.00
10010 Buchanan General Fund	20000 Accounts Payable	-70.00
10010 Buchanan General Fund	20000 Accounts Payable	-35.00
10010 Buchanan General Fund	20000 Accounts Payable	-35.00
10010 Buchanan General Fund	20000 Accounts Payable	-1,220.10
10010 Buchanan General Fund	20000 Accounts Payable	-859.63
10010 Buchanan General Fund	20000 Accounts Payable	-1,058.06
10010 Buchanan General Fund	20000 Accounts Payable	-5,455.49
10010 Buchanan General Fund	20000 Accounts Payable	-114.60
10010 Buchanan General Fund	20000 Accounts Payable	-1,737.71
10010 Buchanan General Fund	20000 Accounts Payable	-1,225.60
10010 Buchanan General Fund	20000 Accounts Payable	-374.95
10010 Buchanan General Fund	20000 Accounts Payable	-46.00
10010 Buchanan General Fund	20000 Accounts Payable	-2,692.75
10010 Buchanan General Fund	20000 Accounts Payable	-1,830.13
10010 Buchanan General Fund	20000 Accounts Payable	-4,779.46
10010 Buchanan General Fund	20000 Accounts Payable	-316.63
10010 Buchanan General Fund	20000 Accounts Payable	-21,556.41
10010 Buchanan General Fund	20000 Accounts Payable	-7,465.81
10010 Buchanan General Fund	20000 Accounts Payable	-323.05
10010 Buchanan General Fund	20000 Accounts Payable	-7.11
10010 Buchanan General Fund	20000 Accounts Payable	-310.00
10010 Buchanan General Fund	20000 Accounts Payable	-218.80
10010 Buchanan General Fund	20000 Accounts Payable	0.00
10010 Buchanan General Fund	20000 Accounts Payable	-375.00
10010 Buchanan General Fund	20000 Accounts Payable	-2,350.75
10010 Buchanan General Fund	20000 Accounts Payable	-371.75
10010 Buchanan General Fund	20000 Accounts Payable	-10,916.26
10010 Buchanan General Fund	20000 Accounts Payable	-651.07

9:11 AM

03/10/23

Town of Buchanan, Virginia
Vendor Payments Made
February 2023

<u>Account</u>	<u>Split</u>	<u>Amount</u>
10010 Buchanan General Fund	20000 Accounts Payable	-125.00
10010 Buchanan General Fund	20000 Accounts Payable	-709.16
10010 Buchanan General Fund	20000 Accounts Payable	-51.52
10010 Buchanan General Fund	20000 Accounts Payable	-55.96
10010 Buchanan General Fund	20000 Accounts Payable	-55.96
10010 Buchanan General Fund	20000 Accounts Payable	-56.56
10010 Buchanan General Fund	20000 Accounts Payable	-230.09
10010 Buchanan General Fund	20000 Accounts Payable	-266.97
10010 Buchanan General Fund	20000 Accounts Payable	-230.27
10010 Buchanan General Fund	20000 Accounts Payable	-270.00
10010 Buchanan General Fund	20000 Accounts Payable	-5,814.78
10010 Buchanan General Fund	20000 Accounts Payable	-15.75



TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB 3 Resolution Appointing Town Manager

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Resolution

PRESENTER: Claudine Stump, Town Clerk

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

Formal appointment of the new Town Manager

ATTACHMENTS:

Resolution R23-0313-05: A Resolution Appointing George Hayfield as Town Manager of the Town of Buchanan, VA.

REQUESTED ACTION:

Approve by roll call vote.



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:

Tristan Harris, Mayor
Chris Witt, Vice-Mayor
James Manspile
Marlon Rickman
James Eubank

VOTE:

On motion of _____, which carried by a vote of # - #, 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, Subdivision Agent, and Freedom of Information Act Officer (FOIA) for the Town.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



**TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: TAB 4 Resolution to Adopt and Implement Upgraded Accounting Software

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Resolution

PRESENTER: George Hayfield, Town Manager

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

As discussed in the work session, the outside CPA and audit firm have recommended the Town upgrade to new accounting software.

ATTACHMENTS:

Resolution R23-0313-06: A Resolution to Adopt and Implement an Upgraded Accounting Software

REQUESTED ACTION:

Approve by roll call vote.



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:

On motion of _____, which carried by a vote of #-#, 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:

NAYES:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



**TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: TAB 5 Resolution Electing to Participate in Group Life Insurance Program

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Resolution

PRESENTER: George Hayfield, Town Manager

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

Providing life insurance for full time Town employees.

ATTACHMENTS:

Resolution R23-0313-07: A Resolution Electing to Participate in Group Life Insurance Program

REQUESTED ACTION:

Approve by roll call vote.

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 13. 2023.

Clerk



TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB 6 Resolution to Adopt and Implement a Civicplus Website Proposal

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Resolution

PRESENTER: George Hayfield, Town Manager

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

As discussed in work session, the Town web site is outdated and difficult to operate, the 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

ATTACHMENTS:

Resolution R23-0313-08: A Resolution to Adopt and Implement a CivicPlus Website Proposal, Meeting Agenda and Management Proposal, and Municode Codification Proposal.

REQUESTED ACTION:

Approve by roll call vote.



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:

On motion of _____, which carried by a vote of #-#, 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 Town's web site is antiquated with limited capabilities and is difficult to 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:

NAYES:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



**TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: TAB 7 Resolution to Replace and Upgrade Existing Office Phone System

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Resolution

PRESENTER: George Hayfield, Town Manager

PHONE: 540-254-1212

BACKGROUND / SUMMARY:

The proposed Ooma Office Phone System has greater capabilities than our current phone system and is less expensive.

ATTACHMENTS:

Resolution R23-0313-09: A Resolution to Replace and Upgrade Existing Office Phone System.

REQUESTED ACTION:

Approve by roll call vote.



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:

On motion of _____, which carried by a vote of #-#, 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 then 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:

NAYES:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



**TOWN OF BUCHANAN
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: TAB 9 Monthly Reports

ITEM TYPE: Discussion

PURPOSE OF ITEM: Information and Discussion

PRESENTER: George Hayfield

PHONE: 540-254-1212

ATTACHMENTS:

- Town Clerk
- Community Planner
- Public Works



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: March 13, 2023

PREPARED BY: Claudine Stump

MONTHLY REPORT / PROJECT UPDATE:

Provide customer service for citizens
Take payments
Set up Gov Deals Account
Update .gov domain
Council Minutes
Water Leak Tracking
ACH payments
Downloads for meter reading
Uploads from meter reading
Create & Mail WSG Invoices

ATTACHMENTS:

HEADS UP ITEMS:

The employees of Buchanan, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: March 13, 2023

PREPARED BY: Harry Gleason

MONTHLY REPORT / PROJECT UPDATE:

Virginia Commission of the Arts Creative Community Partnership Grant to be submitted this month
VDOF Urban and Community Forestry Grant being explored to provide funds for homeowners
VDOF Trees for Clean Water Grant for Arbor Day to be submitted this month
Assist with Meter Readings
Assist with Traffic Flagging
Big Prize Ticket Donations are in, Tickets going to printers
Meeting with CDAC and Brownfields Coordinator for potential future grant opportunities
Arbor Day – Friday, April 7th at 11:00 a.m.
Assist with BPOL

ATTACHMENTS:

Arbor Day Planting Plan

HEADS UP ITEMS:

FSWVA Farmer's Market March 22nd
LOA Farmer's Market April 5th
Arbor Day – Friday, April 7th at 11:00 a.m.
FSWVA Farmer's Market April 26th
Buchanan Civil War History Weekend April 28, 29, 30
Buchanan Garden Festival May 6th
Small Business Appreciation Day – Wednesday, May 10th
Dates for RERC Public Workshops set – July 13 & 14



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: March 13th 2023

PREPARED BY: Brian Simmons

MONTHLY REPORT / PROJECT UPDATE:

Water Projects

Water cut offs- 7

Water turn ons- 6

Meter Reading

Met with Sam Fence Company

Installed hydrant meter at Factory Flats

Emergency call after hours

Brush cleanup at Filter building

Inspect meters for leaks, found underground

Sewer Projects

Jet residential lines- 2

Assist Biometrics to locate lines, supply materials, mapping, and dumpster coordination

Flagging

Sewage Treatment Plant

Assist Imboden

Replace faulty backflow preventer

Others

Clean brush on park

Miss Utility- 11

Demolition in hallway

Construct file cabinets

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