

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



Buchanan Town Council
Monday, July 12, 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 June 2021
2. Approval of Unpaid Bills
3. Approval of minutes from the June 14, 2021 Combined Regular Meeting and Work Session, June 14, 2021

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. Public Hearing on Resolution #R21-0712-1 Resolution Approving Corrections to the Fiscal Year 2021/ 2022 Real Property Tax Rate
2. Consideration of Resolution #R21-0712-1 A Resolution Approving Corrections to the Fiscal Year 2021/ 2022 Real Property Tax Rate
3. Consideration of Resolution #R21-0712-02 A Resolution Authorizing re appropriation of Fiscal Year 2021/ 2022 unused utility funds

H. COMMITTEE REPORTS

- a. Special Events/ Community Development- Marlon Rickman
- b. Planning Commission– Chris Witt
- c. Public Safety- Chris Petty
- d. Public Works Committee- Jamie Manspile

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.

K. UPCOMING MEETINGS AND EVENTS

- **Reggae by the River** – Saturday. July 31st, 2021
- **Planning Commission** – Monday, August 2th, 2021 – 7:00pm
- **Town Council Meeting** – Monday, August 9th, 2021 – 7:00pm

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of July 6, 2021

	Jul 6, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	612,888.39
10030 Change Funds	100.00
10031 Change Funds - Carnival	10,000.00
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	380,969.36
10500 Certificates of Deposit	683,323.86
Total Checking/Savings	1,705,631.20
Accounts Receivable	
11001 General AR Billed	3,745.78
Property Taxes Receivable	10,860.41
WSG Receivable	55,172.91
Total Accounts Receivable	69,779.10
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	6,874.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	1,593.79
Total Other Current Assets	18,578.70
Total Current Assets	1,793,989.00
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,515,419.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	23,881.31
23000 Payroll Liabilities	2,616.45
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	-12,249.41
Total Other Current Liabilities	22,681.39
Total Current Liabilities	22,681.39
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,276,897.03
Equity	

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Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of July 6, 2021

	Jul 6, 21
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	68,127.70
Net Income	30,640.07
Total Equity	6,238,522.66
TOTAL LIABILITIES & EQUITY	10,515,419.69

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Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		524.11		
Total 3150000 Rev-Use of Money/Prop	0.00		524.11		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,498.03	28,050.16	337,637.49	336,602.00	336,602.00
3165111 Water Sales	0.00	50.00	1,444.00	600.00	600.00
3165120 Water Penalties	1,446.00	1,833.33	13,347.90	22,000.00	22,000.00
3165130 Reconnect Fees	300.00	333.33	2,040.00	4,000.00	4,000.00
3165190 Water Hook Up Fees	0.00	16.66	2,200.00	200.00	200.00
Total 3165100 Water Revenues	30,244.03	30,283.48	356,669.39	363,402.00	363,402.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,438.91	16,391.66	194,496.76	196,700.00	196,700.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
Total 3165200 Sewer Revenues	16,438.91	16,391.66	196,996.76	196,700.00	196,700.00
Total 3165000 Charge Enterprise Svcs	46,682.94	46,675.14	553,666.15	560,102.00	560,102.00
Total 3160000 Charges for Services	46,682.94	46,675.14	553,666.15	560,102.00	560,102.00
Total 3100000 Local Revenue	46,682.94	46,675.14	554,190.26	560,102.00	560,102.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	40,000.00	0.00	40,000.00	40,000.00
Total 3240000 Categorical Aid	0.00	40,000.00	0.00	40,000.00	40,000.00
Total 3200000 Rev from Commonwealth	0.00	40,000.00	0.00	40,000.00	40,000.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	46,682.94	86,675.14	554,190.26	600,102.00	600,102.00
Gross Profit	46,682.94	86,675.14	554,190.26	600,102.00	600,102.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					

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Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
2100 FICA/Medicare Tax	109.08		1,818.24		
2110 Virginia Unemployment Ins	0.00		142.99		
Total 12410 Clerk-Treasurer	109.08		1,961.23		
Total 02 General & Financial Admin	109.08		1,961.23		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	50.66		768.41		
5230 Telecommunications	36.75		273.14		
Total 43200 Maint of Gen Properties	87.41		1,041.55		
44100 Water Operations					
1100 Salaries & Wages	745.00	1,333.33	11,735.80	16,000.00	16,000.00
1110 Overtime	0.00	83.33	174.83	1,000.00	1,000.00
2100 FICA/Medicare	0.00	8.33	0.00	100.00	100.00
2110 Virginia Unemployment Tax	0.00	1.66	0.00	20.00	20.00
2210 IRA Contribution	0.00	8.33	0.00	100.00	100.00
3100 Prof Svcs & Miss Utility	0.00	20.83	281.88	250.00	250.00
3110 Operating Contract	5,663.86	5,583.33	56,192.65	67,000.00	67,000.00
3310 Repairs & Maint Contract	0.00	833.33	1,971.94	10,000.00	10,000.00
3700 Permits	0.00	383.33	4,602.65	4,600.00	4,600.00
5110 Utilities	517.41	750.00	7,716.13	9,000.00	9,000.00
6007 Repair & Maint Supplies	0.00	1,250.00	4,861.34	15,000.00	15,000.00
6014 Operating Supplies	1,017.29	416.66	17,896.44	5,000.00	5,000.00
8101 Machinery & Equipment Cost	0.00	166.66	2,966.66	2,000.00	2,000.00
Total 44100 Water Operations	7,943.56	10,839.12	108,400.32	130,070.00	130,070.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	700.00	666.66	6,646.00	8,000.00	8,000.00
5110 Utilities	326.06	666.66	7,211.44	8,000.00	8,000.00
5230 Telecommunications	67.34	83.33	774.86	1,000.00	1,000.00
6014 Operating Supplies	0.00	200.00	1,410.34	2,400.00	2,400.00
8101 Machinery & Equipment Cost	0.00	2,958.33	35,125.24	35,500.00	35,500.00
Total 44110 Water Filtration Plant	1,093.40	4,574.98	51,167.88	54,900.00	54,900.00
44200 Sewer Operations					
5230 Telecommunications	99.76	183.33	2,082.81	2,200.00	2,200.00
1100 Salaries & Wages	627.00	916.66	11,711.90	11,000.00	11,000.00
1110 Overtime	54.00	83.33	144.75	1,000.00	1,000.00
2100 FICA/Medicare	0.00	5.00	0.00	60.00	60.00
2110 Virginia Unemployment Tax	0.00	1.00	0.00	12.00	12.00
2210 IRA Contribution	0.00	5.00	0.00	60.00	60.00
3100 Prof Svcs & Miss Utility	0.00	8.33	281.95	100.00	100.00
3110 Operating Contract	4,493.04	4,416.66	44,576.60	53,000.00	53,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
3310 Repairs & Maint Contract	0.00	1,250.00	9,029.94	15,000.00	15,000.00
3320 Sludge Disposal	450.00	666.66	4,029.84	8,000.00	8,000.00
3700 Permits	0.00	125.00	200.00	1,500.00	1,500.00
5110 Utilities	0.00	1,708.33	18,061.97	20,500.00	20,500.00
5410 Lease/Rent of Equipment	20.00	83.33	904.90	1,000.00	1,000.00
6007 Repair & Maint Supplies	14.93	625.00	2,877.20	7,500.00	7,500.00
6014 Operating Supplies	0.00	500.00	551.03	6,000.00	6,000.00
8101 Machinery & Equipment Cost	0.00	541.66	9,264.67	6,500.00	6,500.00
Total 44200 Sewer Operations	5,758.73	11,119.29	103,717.56	133,432.00	133,432.00
Total 04 Public Works	14,883.10	26,533.39	264,327.31	318,402.00	318,402.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	1,666.66	0.00	20,000.00	20,000.00
Total 94200 Water Projects	0.00	1,666.66	0.00	20,000.00	20,000.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	40,000.00	5,000.00	40,000.00	40,000.00
94302 WWTP Improvements	0.00	1,026.91	31,600.00	12,323.00	12,323.00
94303 Pumps for Lift Station	0.00		9,750.00	0.00	0.00
94399 Contingencies	0.00	1,808.33	0.00	21,700.00	21,700.00
Total 94300 Sewer Projects	0.00	42,835.24	46,350.00	74,023.00	74,023.00
Total 004 Capital Projects	0.00	44,501.90	46,350.00	94,023.00	94,023.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	12,197.00	15,639.75	172,834.71	187,677.00	187,677.00
Total 95500 Water Debt Service	12,197.00	15,639.75	172,834.71	187,677.00	187,677.00
Total 005 Debt Service	12,197.00	15,639.75	172,834.71	187,677.00	187,677.00
009 Interfund Transfers					
98100 Transfers to Water Fund	0.00		0.00	0.00	0.00
98200 Transfers to Sewer Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	12,197.00	60,141.65	219,184.71	281,700.00	281,700.00
Total Expense	27,189.18	86,675.04	485,473.25	600,102.00	600,102.00
Net Ordinary Income	19,493.76	0.10	68,717.01	0.00	0.00

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(Utility) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Net Income	19,493.76	0.10	68,717.01	0.00	0.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

Ordinary Income/Expense	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Income					
Returned Check Charges		0.00	140.00		
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes			150,331.40	150,000.00	150,000.00
3110101 Current Taxes	1,609.36	0.00	6,714.30	1,100.00	1,100.00
3110102 Delinquent Taxes	2,146.25				
Total 3110100 Real Property Taxes	3,755.61	0.00	157,045.70	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00		16,369.67	12,752.00	12,752.00
3110302 Delinquent Taxes	0.00	0.00	201.50	25.00	25.00
Total 3110300 Personal Property Taxes	0.00	0.00	16,571.17	12,777.00	12,777.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	1,469.86	2,000.00	2,928.88	2,000.00	2,000.00
Total 3110600 Penalties & Interest	1,469.86	2,000.00	2,928.88	2,000.00	2,000.00
Total 3110000 General Property Taxes	5,225.47	2,000.00	176,545.75	165,877.00	165,877.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,709.81	3,333.00	52,553.75	40,000.00	40,000.00
3120200 Consumer Utility Taxes	4,034.29	1,583.00	24,063.49	19,000.00	19,000.00
3120210 Consumption Tax	570.16	250.00	3,892.06	3,000.00	3,000.00
3120300 Business License Taxes	241.26	0.00	43,575.50	40,000.00	40,000.00
3120500 Vehicle Fees	0.00	16,200.00	12,664.35	16,200.00	16,200.00
3120600 Bank Franchise Fees	0.00	30,300.00	52,359.00	30,300.00	30,300.00
3121000 Occupancy Tax	684.35	166.66	3,949.00	2,000.00	2,000.00
3121100 Meals Taxes	3,404.96	2,712.00	20,619.32	32,550.00	32,550.00
Total 3120000 Other Local Taxes	13,644.83	54,544.66	213,676.47	183,050.00	183,050.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	100.00	250.00	250.00
3130308 Building Permits	50.00		400.00		
3130309 Sign Permits	0.00	8.33	0.00	100.00	100.00
3130310 Special Use Permit	0.00	8.33	0.00	100.00	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	500.00	450.00	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	746.81	2,500.00	2,408.88	2,500.00	2,500.00
3140103 Zoning Violations	50.00	41.66	1,850.00	500.00	500.00
Total 3140000 Fines and Forfeitures	796.81	2,541.66	4,258.88	3,000.00	3,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	400.00	3,249.39	4,800.00	4,800.00
3150200 Rental Income	0.00	66.66	1,105.00	800.00	800.00
Total 3150000 Rev-Use of Money/Prop	0.00	466.66	4,354.39	5,600.00	5,600.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	0.00		200.00		
3165111 Water Sales	0.00		385.00		
3165190 Water Hook Up Fees	0.00		2,200.00		
Total 3165100 Water Revenues	0.00		2,785.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	7,557.00	7,216.66	89,958.50	86,600.00	86,600.00
Total 3165300 Garbage Fees	7,557.00	7,216.66	89,958.50	86,600.00	86,600.00
Total 3165000 Charge Enterprise Svcs	7,557.00	7,216.66	92,743.50	86,600.00	86,600.00
Total 3160000 Charges for Services	7,557.00	7,216.66	92,743.50	86,600.00	86,600.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00		5,772.74		
3189928 Block Party	0.00		0.00	0.00	0.00
3189925 Mountain Magic	125.00		447.26		
3189920 Bot.Co.Fishing Carnival	0.00		0.00	0.00	0.00
3189919 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
3189918 Buchanan Garden Festival	0.00		0.00	0.00	0.00
3189917 CivilWar History Weeked	0.00		0.00	0.00	0.00
3189916 Easter Egg Hunt	0.00		200.00	0.00	0.00
3189915 Acoustic Endeavors	0.00		0.00	0.00	0.00
3189905 Overage/Shortage	0.00		0.00	0.00	0.00
3189904 Other	0.00		7,077.08	0.00	0.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00		8,096.71	0.00	0.00
3189910 Arbor Day Donations	100.00		3,273.25	0.00	0.00
3189911 Event Fees	45.00		65.86	0.00	0.00
3189912 Carnival Proceeds	3,881.00	70,000.00	5,623.00	70,000.00	70,000.00
3189999 Overpayments	3.00		3.00		
Total Miscellaneous Revenue	4,029.00	70,000.00	17,061.82	70,000.00	70,000.00
Total 3180000 Miscellaneous Revenue	4,154.00	70,000.00	30,558.90	70,000.00	70,000.00
Total 3100000 Local Revenue	31,428.11	136,807.13	522,637.89	514,577.00	514,577.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3240801 DHCD Grant	0.00		27,000.00	30,000.00	30,000.00
3220150 Communications Tax	174.50	220.83	2,170.88	2,650.00	2,650.00
3220107 Rolling Stock Taxes	0.00	279.16	3,283.04	3,350.00	3,350.00
3220108 HB599 Aid Local Police	7,482.00	2,638.75	32,888.00	31,665.00	31,665.00
3220109 PPTRA-Car Tax Relief	0.00	11,608.00	11,608.54	11,608.00	11,608.00
Total 3220000 Non-Categorical Aid	7,656.50	14,746.74	76,950.46	79,273.00	79,273.00
3240000 Categorical Aid					
3240420 Coronavirus Recovery Fu	349,861.50		349,861.50		
3240101 Fire Programs Funds	15,000.00		15,000.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	364,861.50		364,861.50	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	372,518.00	14,746.74	441,811.96	89,273.00	89,273.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330220 Covid-19	0.00		9,685.60		
3330210 Fed Forest Land Mgmt	0.00		1,404.00		
Total 3330000 Categorical Aid	0.00		11,089.60		
3300000 Rev from Federal Gov't - Other	0.00		5,251.00		
Total 3300000 Rev from Federal Gov't	0.00		16,340.60		
3410000 Non-Revenue Receipts					
3410400 Proceeds from Debt					
3410403 BoB Line of Credit	44,785.00		44,785.00		
Total 3410400 Proceeds from Debt	44,785.00		44,785.00		
Total 3410000 Non-Revenue Receipts	44,785.00		44,785.00		
3410500 Interfund Transfers					
3410201 Trfr Town 50% Carnival	0.00		0.00	0.00	0.00
3410501 Transfers fr General Fd	0.00	40,000.00	0.00	40,000.00	40,000.00
Total 3410500 Interfund Transfers	0.00	40,000.00	0.00	40,000.00	40,000.00
Total Income	448,731.11	191,553.87	1,025,715.45	643,850.00	643,850.00
Gross Profit	448,731.11	191,553.87	1,025,715.45	643,850.00	643,850.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
1100 Salaries	420.00	420.83	5,040.00	5,050.00	5,050.00
3600 Advertising	0.00	208.33	2,733.25	2,500.00	2,500.00
5540 Convention & Education	0.00	83.33	143.09	1,000.00	1,000.00
5600 Mileage Reimbursement	6.96	20.83	70.79	250.00	250.00
5800 Miscellaneous Expense	72.00	8.33	870.69	100.00	100.00
5810 Dues and Memberships	12.99	166.66	2,825.94	2,000.00	2,000.00
Total 11110 Town Council	511.95	908.31	11,683.76	10,900.00	10,900.00
Total 001 Legislative	511.95	908.31	11,683.76	10,900.00	10,900.00
Total 01 General Government Admin	511.95	908.31	11,683.76	10,900.00	10,900.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	2,257.69	1,666.66	21,562.17	20,000.00	20,000.00
Total 12210 Legal Services	2,257.69	1,666.66	21,562.17	20,000.00	20,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	13,000.00	14,000.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	13,000.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	6,369.96	6,625.00	81,602.57	79,500.00	79,500.00
1110 Overtime	134.64	83.33	5,484.78	1,000.00	1,000.00
1120 Bonus	0.00		1,625.00		
2100 FICA/Medicare Tax	1,534.76	1,708.33	20,776.45	20,500.00	20,500.00
2110 Virginia Unemployment Ins	69.60	62.50	1,804.59	750.00	750.00
2212 Retirement	214.84	55.00	2,656.06	660.00	660.00
2213 VRS VLDP	114.65	105.83	1,652.50	1,270.00	1,270.00
2300 Health Insurance	1,753.97	750.00	11,181.10	9,000.00	9,000.00
3120 Accounting Services	0.00	916.66	5,925.10	11,000.00	11,000.00
3130 Bank Service Charges	0.00	33.33	374.50	400.00	400.00
3500 Printing and Binding	0.00		1,106.84	1,250.00	1,250.00
3600 Advertising	0.00	66.66	0.00	800.00	800.00
5210 Postal Services	394.00	375.00	3,584.10	4,500.00	4,500.00
5230 Telecommunications	0.00	258.33	3,195.51	3,100.00	3,100.00
5401 Copy Machine Rental	233.92	270.83	2,919.84	3,250.00	3,250.00
5600 Mileage Reimbursement	0.00	16.66	197.73	200.00	200.00
5800 Miscellaneous Expense	0.00	50.00	30.00	50.00	50.00
5810 Dues and Memberships	899.99	25.00	1,006.95	300.00	300.00
6001 Office Supplies	293.61	375.00	4,509.80	4,500.00	4,500.00
Total 12410 Clerk-Treasurer	12,013.94	11,777.46	149,633.42	142,030.00	142,030.00
12510 Town Manager					
1100 Salaries	4,769.24	4,632.50	73,023.76	55,590.00	55,590.00
1120 Bonus	0.00		3,000.00		

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
2212 Retirement	171.01	25.00	1,721.93	300.00	300.00
2213 VRS VLDP	-30.07	8.33	-30.07	100.00	100.00
2300 Health Insurance	922.43	550.00	7,969.66	6,600.00	6,600.00
5600 Mileage Reimbursement	23.52	70.83	201.49	850.00	850.00
5800 Miscellaneous Expense	0.00	41.66	0.00	500.00	500.00
5810 Dues and Memberships	0.00	62.50	100.00	750.00	750.00
Total 12510 Town Manager	5,856.13	5,390.82	85,986.77	64,690.00	64,690.00
Total 02 General & Financial Admin	20,127.76	18,834.94	270,182.36	240,720.00	240,720.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	35,000.00	35,000.00	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	35,000.00	35,000.00	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	7,954.38	5,000.00	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	10,000.00	10,000.00
5600 Purchase for Fire Dept	0.00		0.00	0.00	0.00
Total 32200 Volunteer Fire Department	0.00	416.66	7,954.38	15,000.00	15,000.00
Total 002 Fire & Rescue Services	0.00	416.66	7,954.38	15,000.00	15,000.00
Total 03 Public Safety	2,917.00	3,333.32	42,954.38	50,000.00	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	4,808.52	3,750.00	52,370.40	45,000.00	45,000.00
1110 Overtime	0.00	125.00	1,042.86	1,500.00	1,500.00
1120 Bonus	0.00		3,000.00		
2212 Retirement	150.18	30.00	1,641.67	360.00	360.00
2213 VRS VLDP	0.00	65.00	0.00	780.00	780.00
2300 Health Insurance	2,606.68	1,833.33	30,249.27	22,000.00	22,000.00
3310 Repair & Maint Services	934.34	416.66	4,140.65	5,000.00	5,000.00
3320 Street Repair-Snow Removal	0.00	416.66	21.53	5,000.00	5,000.00
3322 Janitorial Services	417.27	300.00	4,921.94	3,600.00	3,600.00
5100 Electricity - Streetlights	1,124.73	1,000.00	12,413.02	12,000.00	12,000.00
5110 Electricity - Town Hall	233.92	216.66	2,535.72	2,600.00	2,600.00
5120 Heating Fuel	0.00	0.00	2,033.51	3,000.00	3,000.00
5230 Telecommunications	363.33	291.66	3,294.13	3,500.00	3,500.00
5308 General Liability Insur	0.00	0.00	0.00	20,000.00	20,000.00
5800 Miscellaneous Expense	0.00		339.80		
5811 Uniforms & Safety Clothing	105.00	383.33	1,977.37	4,600.00	4,600.00
5812 Safety Footwear	0.00	0.00	395.69	500.00	500.00
6007 Repair & Maint Supplies	120.72	416.66	3,005.90	5,000.00	5,000.00

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07/06/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
6008 Vehicle & Equip Fuels	657.52	208.33	3,991.96	2,500.00	2,500.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	11,522.21	9,453.29	127,375.42	136,940.00	136,940.00
44000 Trash Department					
33301 Brush Grinding	0.00		11,586.10	8,500.00	8,500.00
33201 Trash Pickup	6,567.00	6,916.66	78,831.10	83,000.00	83,000.00
Total 44000 Trash Department	6,567.00	6,916.66	90,417.20	91,500.00	91,500.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		
Total 44200 Sewer Operations	0.00		0.00		
Total 04 Public Works	18,089.21	16,369.95	217,792.62	228,440.00	228,440.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00		2,106.58	0.00	0.00
5811 Epiphany Bon Fire	0.00		0.00	0.00	0.00
5812 Soup Night Cash Mob	0.00		0.00	0.00	0.00
5813 Acoustic Endeavors Concert	0.00		0.00	0.00	0.00
5814 Easter Egg Hunt	0.00		300.00	0.00	0.00
5815 Civil War History Weekend	0.00		0.00	0.00	0.00
5816 Buchanan Garden Festival	0.00		36.12	0.00	0.00
5817 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
5818 Bo Co Fishing Carnival	0.00		0.00	0.00	0.00
5823 Mountain Magic	0.00		111.76	0.00	0.00
5825 Christmas Eve Luminaries	0.00		556.93	0.00	0.00
5826 Block Party	0.00		0.00	0.00	0.00
5827 Misc. Event Supplies	0.00		0.00	0.00	0.00
3600 Advertising	0.00		4,518.75	0.00	0.00
5840 Town Events	0.00		7,799.58	0.00	0.00
6013 Recreational Supplies	0.00		465.50	0.00	0.00
8101 Machinery & Equipment Cost	0.00		2,966.66		
71100 Parks & Recreation - Other	0.00		275.00		
Total 71100 Parks & Recreation	0.00		19,136.88	0.00	0.00
71200 Carnival					
5999 Remittance to Botetourt Co	10,000.00		20,000.00		
3310 Repairs & Maint Contract	79.36		620.49	0.00	0.00
5110 Utilities	110.94		1,489.43	0.00	0.00
5801 Carnival Operations	2,549.20	19,960.00	9,338.33	19,960.00	19,960.00
Total 71200 Carnival	12,739.50	19,960.00	31,448.25	19,960.00	19,960.00

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07/06/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Total 07 Parks, Events & Cultural	12,739.50	19,960.00	50,585.13	19,960.00	19,960.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	46,946.00	46,500.00	46,500.00
1120 Bonus	0.00		1,125.00		
2212 Retirement	127.64		1,531.68	0.00	0.00
2213 VRS VLDP	0.00	41.66	0.00	500.00	500.00
2300 Health Insurance	1,258.66	1,104.16	14,603.84	13,250.00	13,250.00
3600 Advertising	533.00	131.66	6,378.50	1,580.00	1,580.00
5602 Donation After Prom Party	0.00		0.00	0.00	0.00
5603 Donation to Theater	0.00		0.00	0.00	0.00
5604 Town Flowers/Baskets	1,750.00	0.00	1,750.00	2,000.00	2,000.00
Total 81200 Community Development	7,229.14	5,152.48	72,335.02	63,830.00	63,830.00
Total 08 Development	7,229.14	5,152.48	72,335.02	63,830.00	63,830.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94100 General Capital Outlay	44,785.00		44,785.00	0.00	0.00
94105 Playground	0.00		1,300.00	0.00	0.00
94107 Community Develop Grant	420.00		22,856.53	30,000.00	30,000.00
94108 Covid-19	0.00		6,359.25		
94199 Contingencies- Technology	0.00		0.00	0.00	0.00
Total 94100 General Improvements	45,205.00		75,300.78	30,000.00	30,000.00
Total 004 Capital Projects	45,205.00		75,300.78	30,000.00	30,000.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	45,205.00		75,300.78	30,000.00	30,000.00
Total Expense	106,819.56	64,559.00	740,834.05	643,850.00	643,850.00
Net Ordinary Income	341,911.55	126,994.87	284,881.40	0.00	0.00
Net Income	341,911.55	126,994.87	284,881.40	0.00	0.00

Town of Buchanan, Virginia
Vendor Payments Made
 June 9 through July 6, 2021

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 07/06/21

Type	Date	Memo	Account	Split	Amount
Acute Design Company					
Bill Pmt-Check	06/10/2021	Shirts for staff	10010 Buchanan General Fund	20000 Accounts Payable	-72.00
Bill Pmt-Check	06/28/2021	Carnival shirts	10010 Buchanan General Fund	20000 Accounts Payable	-1,475.00
Allentown Toys					
Bill Pmt-Check	06/25/2021	Stuffed animals for Carnival (Zoo Dip)	10010 Buchanan General Fund	20000 Accounts Payable	-4,250.00
AT&T					
Bill Pmt-Check	06/10/2021	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-22.85
Bank of Botetourt					
Bill Pmt-Check	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-2,798.91
Billy Joe Eagle					
Bill Pmt-Check	06/16/2021	Reimbursement for flashlights for maint.	10010 Buchanan General Fund	20000 Accounts Payable	-33.72
Bill Pmt-Check	06/25/2021	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-6.96
Botetourt Co. Treasurer					
Bill Pmt-Check	06/29/2021	Payment Fire Truck	10010 Buchanan General Fund	20000 Accounts Payable	-10,000.00
Boyd Clement					
Bill Pmt-Check	07/05/2021	Performance @ Carnival on 7-5-21 (Band name Phat Boyz)	10010 Buchanan General Fund	20000 Accounts Payable	-600.00
C H A					
Bill Pmt-Check	06/10/2021	WWTP & Pump Stations PER	10010 Buchanan General Fund	20000 Accounts Payable	-5,000.00
C&S Disposal Inc.					
Bill Pmt-Check	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-470.00
Bill Pmt-Check	06/28/2021	Garbage p/u (473X13.00=6149. & 22X19.00=418.)	10010 Buchanan General Fund	20000 Accounts Payable	-6,567.00
Chemsoiv					
Bill Pmt-Check	06/10/2021	250 gallon drum of chlorine for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-380.00
Cintas Corporation- #524					
Bill Pmt-Check	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Dominion Energy Virginia					
Bill Pmt-Check	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-2,021.27
Donald Eakin					
Bill Pmt-Check	06/10/2021	GV21000106-01 (Petrus Environmental Services, Inc.)	10010 Buchanan General Fund	20000 Accounts Payable	-10,156.90
DR Controls LLC					
Bill Pmt-Check	06/25/2021	Service call @ WFP	10010 Buchanan General Fund	20000 Accounts Payable	-700.00
Faye Worley					
Bill Pmt-Check	06/28/2021	Janitorial services for town hall & fire house	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Gary M John					
Bill Pmt-Check	07/06/2021	Performance @ Buchanan Carnival 7-6-21 (Band name Mason Creek Bluegrass Band)	10010 Buchanan General Fund	20000 Accounts Payable	-800.00
Gentry Locke Attorneys					
Bill Pmt-Check	06/25/2021	Attorney service for May 2021	10010 Buchanan General Fund	20000 Accounts Payable	-2,257.69
Glen Shelton					
Bill Pmt-Check	07/02/2021	Performance @ Carnival on (7-2-21)	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
Happy Food Mart					
Bill Pmt-Check	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-657.52
Hershey Ice Cream					
Bill Pmt-Check	06/25/2021	Ice cream for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-4,521.90
Ira Taylor					
Bill Pmt-Check	06/29/2021	Bread for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-1,991.23
J L Computers Inc.					
Bill Pmt-Check	06/25/2021	Web site hosting & icloud backup services & Labor	10010 Buchanan General Fund	20000 Accounts Payable	-533.00
Jeffrey D. Dudley Sr.					
Bill Pmt-Check	07/01/2021	Played @ Carnival 7-1-21 (Fender Bender's 2.0 Band)	10010 Buchanan General Fund	20000 Accounts Payable	-700.00
John Woods					
Check	07/06/2021	Winner of Carnival Big Raffle drawing on 7-5 from San Mar Co	10010 Buchanan General Fund	5801 Carnival Operations	-250.00
LAMAR COMPANIES					
Bill Pmt-Check	06/10/2021		10010 Buchanan General Fund	20000 Accounts Payable	-600.00
Magic City					
Bill Pmt-Check	06/21/2021	2021 Utility Truck	10010 Buchanan General Fund	20000 Accounts Payable	-44,785.00
Marlon E. Scott					

Town of Buchanan, Virginia
Vendor Payments Made
June 9 through July 6, 2021

Type	Date	Memo	Account	Split	Amount
Bill Pmt-Check Mid State Equipment	07/03/2021	Performed @ Carnival 7-3-21 (Band name The Frequency)	10010 Buchanan General Fund	20000 Accounts Payable	-900.00
Bill Pmt-Check Midland Funding LLC	06/10/2021	Supplies for maint.	10010 Buchanan General Fund	20000 Accounts Payable	-97.39
Check Morris Refrigeration Sales & Service, Inc	06/16/2021	VOID: Case # GV17000696-01 Billy Eagle garnishment	10010 Buchanan General Fund	23000 Payroll Liabilities	0.00
Bill Pmt-Check Pace Analytical Services, LLC	06/25/2021	Repairs to walk in freezer	10010 Buchanan General Fund	20000 Accounts Payable	-934.34
Bill Pmt-Check Postmaster	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-1,017.29
Bill Pmt-Check Rural Development	06/25/2021	P.O. Box dues	10010 Buchanan General Fund	20000 Accounts Payable	-76.00
Check Sandra's Marking Co. Inc.	06/28/2021	WSL-91-03	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
Bill Pmt-Check Sarah M. Boblett	06/25/2021	Signs for park (Authorized vehicles only)	10010 Buchanan General Fund	20000 Accounts Payable	-72.00
Bill Pmt-Check Sharlin' Flowers	06/25/2021	Reimburse for rent for business (Ribbon Me This) -CBL grant	10010 Buchanan General Fund	20000 Accounts Payable	-420.00
Bill Pmt-Check Susan McCulloch	06/25/2021	Hanging baskets	10010 Buchanan General Fund	20000 Accounts Payable	-1,750.00
Bill Pmt-Check Check	06/10/2021	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-23.52
Check Treasurer, Botetourt County	06/30/2021	Start up change for Carnival 2021	10010 Buchanan General Fund	10031 Change Funds - Cami...	-10,000.00
Bill Pmt-Check US Foods, Inc.	06/10/2021	Law Enforcement Services	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Bill Pmt-Check Verizon	06/25/2021	Food for 2021 Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-17,146.56
Bill Pmt-Check Verizon (Water Filtration)	06/25/2021		10010 Buchanan General Fund	20000 Accounts Payable	-391.55
Bill Pmt-Check Virginia Business Systems	06/25/2021	Acct 653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-67.34
Bill Pmt-Check Virginia Media, Inc	06/25/2021	Copier	10010 Buchanan General Fund	20000 Accounts Payable	-233.92
Bill Pmt-Check Virginia Office Supply	06/10/2021		10010 Buchanan General Fund	20000 Accounts Payable	-435.25
Bill Pmt-Check Virginia Resource Authority	06/25/2021	Office supplies	10010 Buchanan General Fund	20000 Accounts Payable	-32.67
Bill Pmt-Check VUPS	06/25/2021	WSL-30-10	10010 Buchanan General Fund	20000 Accounts Payable	-14,841.15
Bill Pmt-Check	06/10/2021	Miss Utility	10010 Buchanan General Fund	20000 Accounts Payable	-26.25



Minutes of Council Meeting – combined Regular Meeting and Work Session
Buchanan, VA

June 14, 2021

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

Attending: Board of Supervisors member Amy White, Sheriff Matt Ward, 10 citizens, Town Attorney and 3 Town employees.

Mayor Craig Bryant called the June 14, 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.

Mayor Bryant asked to amend the agenda to move the Closed Session to the very end of the meeting so that citizens would not have to stay through the Closed Session to attend the entire council meeting. Mayor Bryant made the motion to amend the agenda with a second from Vice Mayor Manspile seconded the motion. With no further discussion, the motion carried with a vote of 5 – 0.

The first item of business was to consider approval of the May 2021 Financial Report, unpaid bills, and approval of the Council minutes from the regular Council meeting held on May 10, 2021, and the May 21, 2021 work session. A motion for approval for all items under consent agenda was made by Vice Mayor Manspile, with a second from Councilmember Rickman. With no further discussion, the motion carried with a vote of 5 - 0.

Next on the agenda was Awards, Recognitions, and presentations. With no Awards, Recognitions, or presentations to be made, the meeting moved forward.

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 a Resolution Authorizing Financial Auditor Services Provided by Robinson, Farmer, Cox & Associates, Certified Public Accountants, for Fiscal Year 2020-2021 Audit, Resolution R21-0614-01. This resolution is to retain the services of Robinson, Farmer, Cox & Associates, Certified Public

Accountants that the Town has utilized for several years for the annual audit. Vice Mayor Manspile made a motion to approve the Resolution with Councilmember Petty seconding the motion. Mayor Craig Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. Second item of business was consideration of an Ordinance to Increase the Minimum Garbage Rate, Ordinance O21-0614-01. This Ordinance is to increase garbage rates to accommodate garbage disposal expenses. Vice Mayor Manspile made the motion to approve with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the Ordinance was approved by a vote of 5 – 0. The next item of business was consideration of a Resolution Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee for Fiscal Year 2021 / 2022, Resolution R21-0614-02. This resolution will set the tax rate at \$0.32/\$100 for Real Property Tax, and \$0.32/\$100 for Personal Property Tax, and the Garbage Collection Fees at \$16.00/ month for residential service and \$22.00 / month for commercial services. The resolution also appropriates all funds of the approved budget for Fiscal Year 2021/ 2022. Vice Mayor Manspile requested that a typographical error be corrected from 2020/2021 to 2021/2022. Mayor Bryant agreed to the correction. With the correction made, Vice Mayor Manspile made the motion to approve with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved by a vote of 5 – 0. The next item of business was consideration of a request by the Botetourt Chamber of Commerce to offer a beer garden and band stage on Friday, August 6, 2021 in conjunction with the Botetourt County Fair at the Buchanan Town Park. Town Manager Susan McCulloch stated that the Director of the Chamber of Commerce, Mr. Ryder, requested to have a beer garden and live music on stage in the Town Park on Friday, August 6, 2021 during the Botetourt County Fair. It is part of the overall event, and a fundraiser for the Botetourt County Chamber of Commerce. It is Town Policy that Town Council has to approve offering alcohol in any event held at the Buchanan Town Park. Mayor Bryant asked if the Chamber of Commerce is aware of any other policies or procedures the Town has in place. Town Manager McCulloch stated that she would be going over any other Town policies and Procedures with the Botetourt Chamber of Commerce to ensure compliance. Councilmember Rickman stated that the Chamber of Commerce would have to procure an ABC license to sell alcohol. Town Manager McCulloch stated the Chamber has to have Town Council approval before moving forward. Councilmember Witt made the motion to approve with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the request was approved by a vote of 5 – 0. Next was the Closed Session. Mayor Bryant stated that the Closed Session had been moved to the end of the Council Meeting.

Next on the Agenda was Committee Reports. For Special Events, Councilmember Rickman stated the Carnival preparations are going well. One freezer broke down, but it has been fixed. Public works has been working hard on upkeep and improvement on the Town Park. There will be a chicken barbeque on Saturday, July 3 at 11:00 am, Parade at 5:00 pm, fireworks at 10:00 pm. Mayor Bryant asked how events are looking for the rest of the year since COVID restrictions have been lifted. Councilmember Rickman stated that they are going ahead with everything that was on the list. Community Developer Harry Gleason stated that they are working on the bands for Reggae by the River. Community Developer Gleason stated that the only event with an issue so far is Pork by The James due to adding the new event the 9/11 Memorial Day Walk. This event has been postponed. Councilmember Witt stated that the Planning Commission has filled one of the two vacancies on the Commission. There has been one person to apply for the open position. They will be meeting with this person at the next planning and zoning meeting. There is one other person who has expressed interest but has never come forward.

Hoping to bring a recommendation to Council. Councilmember Witt stated that they are working on the Zoning Ordinance as well so that a presentation can be made to Council. The Commission is working on several grants as well for gateways as stated in the Town's Comprehensive Plan. Public Safety Committee Member Councilman Petty stated that he has almost completed the list of signs that need to be replaced in Town. Mayor Bryant asked about the street lights. There had been some problems earlier in the year. Vice Mayor Manspile stated he would meet with Councilman Petty after the Council Meeting to discuss three or four lights that are out. A citizen stated that the light by her house was on during the day, but now it is not working at all. Vice Mayor Manspile stated that Public Works had coordinated the street sweeper from VDOT on June 14, 2021. There was one water turn on, two water cut offs, and one sewer back up. Vice Mayor Manspile requested discussing charging for the Miss Utility locates in an upcoming work session. The Town is one of the last municipalities that does not charge for Miss Utility locates. Vice Mayor Manspile stated that since the last Council Meeting, there have been twenty-three Miss Utility locates that require both public works employees an hour per employee. That is half a week's salary per employee each month. Vice Mayor Manspile stated that there is a leak at well one again. Vice Mayor Manspile suspects it is the four-inch line that comes from the quarry up over and down Bridge Street. The valves are cut off at the corner of Boyd and Bridge Street now. There is a quote coming for painting the curbs.

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 Additional Comments. There were no additional comments made.

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the Agenda. Mayor Bryant wanted to commend the Town as a whole for being so excited about Carnival. Mayor Bryant stated that if anyone wants to volunteer, please come to Town Hall.

Mayor Bryant requested a motion to suspend the regular Council Meeting to go into Work Session. Vice Mayor Manspile made a motion to go into closed session with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was passed by a vote of 5 - 0. Work Session began at 7:25 pm.

The Work Session began with Mayor Bryant going over the Rules of Conduct for meetings. Town Manager Susan McCulloch took roll call. With five members of Council present, a Quorum was established.

First on the agenda was the Marking Plan of the Gauge Dock Presentation by Mike Burton. Mayor Bryant made sure all Council members had the materials provided by Mr. Burton. Specifically, a drawing by Mr. Steve Davis showing the proposed Marking Plan. Mr. Burton is a citizen of Buchanan residing at 591 Culpepper Ave. The Canal Committee proposed a new idea to promote the Gauge Dock. The Canal Committee would like to give the visitor an arial view of the Gauge Dock. Showing the size of the dock, the stonework and the bumpers used at the gauge dock. Looking toward the future, there is the possibility of a replica of a packet boat being installed to show how the gauge dock worked. The Canal Committee proposed two options for the marking project. Mr. Burton requested that Steve Davis, another member of the Canal Committee present the first option to continue the project. Mr. Davis stated the first option is to create a walkway approximately 36 inches wide that follows the outline of the top wall of the dock as if it were still there. Then at each of the projections in the drawing,

representing pilasters that kept the dock structurally sound, there would be some type of three-by-three area that sticks out like the pilasters. All of this would have interpretive signs showing what each part represents, and all would be at ground level. The Canal Committee proposes to create the walkway out of Rice Stone, which compacts and creates a hard surface. It is relatively maintenance free, and can be mowed over. Mr. Burton stated that the second option would be using interlocking pavers to create the walkway. The pavers are laid over a six-inch trench with crusher-run gravel underneath a layer of sand. Mayor Bryant asked if the Committee had any cost figures for the Rice Stone. Mr. Davis stated that they were still researching costs. Mr. Burton stated that the landscaper he spoke with about the interlocking pavers estimated cost at \$5000.00. Mr. Burton stated that a professional landscaper would be the best choice to implement the interlocking pavers option. Mr. Davis stated that the Canal Committee is hoping to raise money for the project. Based on the amount of money the Committee raises, the Canal Committee will make a decision about which option the Committee would pursue. Mayor Bryant asked if Council Members had any other questions. With no other questions, Mayor Bryant thanked Mr. Burton and Mr. Davis. Mayor Bryant asked what thoughts the Councilmembers have on the Gauge Dock presentation. Councilmember Witt stated he has concerns about the project being in the flood zone, and who will be responsible for continued maintenance of the project. He also stated if contractors are hired to complete the project, the contractor needs to be licensed and bonded because the project is on Town property. Likewise, if volunteers are used there needs to be a waiver of liability for the Town. Councilmember Rickman stated it would look much better. The Gauge Dock as it stands right now is a liability. Vice Mayor Manspile stated it was a more definite plan than what was done before, but marking the Gauge Dock and putting the Kiosk up has been discussed and settled before. The problem is parking. If this project can be completed, the Town needs the parking. Councilmember Petty stated he liked the proposal. Mayor Bryant stated he liked the proposal. The proposal meets the requirements the Council has previously requested for the marking to be flush with the ground. Mayor Bryant supports the project, the rice stone is the preferred option. Mayor Bryant asked if Council supports the project. Mayor Bryant requested that this be revisited at the next work session so that the Canal Committee can get more information about pricing and contractors and coordinate with the Town Manager.

Next on the Agenda was Discussion of the Sheriff's Contract. Sheriff Matt Ward approached the podium and stated that whatever the Council decides about the contract, there will always be a Botetourt County Sheriff's Office presence in the Town. Sheriff Ward stated that the contract was established in 1993 in the amount of \$34,034.00. Twenty-eight years later, the amount has increased by \$966.00. Sheriff Ward stated that the amount of the contract has not kept pace with the cost of living, adjustments, equipment, salary, or vehicles. Mayor Bryant asked what is the starting salary for an officer. Sheriff Ward stated the starting salary is \$43,000.00 with a 4.56% increase yearly for an untrained deputy, a trained deputy receives \$47,000.00 starting salary. Sheriff Ward stated that the amount of the contract does not cover a forty-hour week for a deputy. Sheriff Ward stated that since he has taken office the sheriff's department has instituted directed patrol. Directed patrol incorporates citizen complaints and concerns into creating consistent patrol rotations. Sheriff Ward stated that the line of communication should be open between the Town and Sheriff's office. Mayor Bryant asked if the Sheriff's Office budget is totally from the State, or if part of the Sheriff's Office budget is from Botetourt County. Sheriff Ward stated that Botetourt County supplements the Sheriff's office budget. The State Comp board funds about 88 positions and Botetourt County funds 50 between the jail and patrol. Mayor Bryant asked, as a citizen, how the taxes citizens pay to Botetourt County are used since the

Town citizens pay both Town and County taxes. Sheriff Ward stated that the Town of Buchanan gets the same patrols are distributed evenly between all the incorporated Towns in Botetourt County. The only Town to have a Sheriff contract in Botetourt County is the Town of Buchanan. Mayor Bryant asked if the Sheriff's Office receives any funding from tickets they write. Sheriff Ward stated that the Sheriff's Office does receive fine money from the traffic safety violator fine money that is a discretionary fund for the Sheriff's office. Some of the discretionary fund is used to supplement the Court Security and Court Clerk which was established before Sheriff Ward took office. Sheriff Ward stated that the Town of Buchanan, 12-1 in Town definitions, the Town has adopted the Virginia State Code. If a deputy writes a summons in Botetourt County, and it is not a jailable offense, they write 13-7 on the summons and the fine money stays local. Sheriff Ward stated that the Town Lawyer can establish what code section the Town has adopted. If a deputy writes a summons in the Town limits, based on the Code adopted, some of the fine money could come back to the Town. Sheriff Ward stated that if the Town wanted to use parking tickets, the Town would have to create their own ticket with the Town ordinance and fees. Money from parking violations would come to the Town. Sheriff Ward stated that the Town needs to be more specific about the Virginia State Code it has adopted. Town Manager Susan McCulloch stated that the Town has just applied for the 599 funding and it has been reduced to \$32,000.00. Mayor Bryant asked if Council had any comments or questions. Councilmember Petty asked if the Town kept the contract as it states now, how much reduction of hours would take place. Sheriff Ward stated that hours would be reduced by half to 20 hours, but right now the Town is asking and paying for 40 hours and getting up to 160 hours. Sheriff Ward stated that his office is trying to establish Geo-fencing for the Town of Buchanan. The Sheriff stated that there are a couple of items in the contract that need to be discussed such as monthly reports and coordinating hours to be worked for flexibility. Mayor Bryant stated that he is glad that the Sheriff's Office is working on data for the Town to be able to see what is being done and what needs to be done. Councilmember Witt stated that he appreciates all that the Sheriff's Office does. The Town basically applies for the grant money, then sends it to the Sheriff's Office. Sheriff Ward stated that the money goes to Botetourt County, which then compensates the Sheriff's Office. Councilmember Witt stated that the Town and the Sheriff's Office needs to have open communication so that the citizens of the Town are served to the best of both the Town and Sheriff's Office abilities. Sheriff Ward stated that he plans to come to Town Meetings quarterly to share information. Councilmember Witt stated that it could be the Sheriff or a liaison as long as there is communication. Sheriff Ward stated that he will reach out to the Town Manager to coordinate communication. Sheriff Ward stated that the Sheriff's Office is now working towards getting more grants to offset costs in the Sheriff's office. Vice Mayor Manspile stated that the Town is trying to bring everything to current standards. The Town started with staff members and the Sheriff's contract needs to be brought up to 2021 standards. Councilmember Witt asked if the Town can apply for grants for the Sheriff's Department since the Town is a municipality, or if the County is the only entity that can apply for the grants for the Sheriff's Department. Vice Mayor Manspile stated that since the Town contracts the Sheriff's Department that may disqualify the Town from applying for grants. Mayor Bryant stated that the Town needs to do research into the parking issues, and wanted to know if the Sheriff's contract could be extended monthly so that issues in the contract could be addressed since the contract runs out June 30, 2021. Sheriff Ward stated that the contract could be extended. Councilmember Witt stated that the Planning Commission is preparing to start working on the commercial district zoning code and code enforcement. Mayor Bryant stated that the Council needs to have a work session on parking, it has not been enforced in Town in 40 years, there needs to be a set process that the Town follows and

enforces. Vice Mayor Manspile stated that the Town has set out a process for animal control and the Sheriff's Department enforces it. The same needs to be done about parking. The Mayor and Town Manager thanked Sheriff Matt Ward for speaking. Mayor Bryant stated that the Town should let the contract renew until the Council can have a work session to work out what changes the Town wants to make to the contract. Vice Mayor Manspile stated the contract should renew on a month-by-month basis until the council can decide on the changes to the contract. Mayor Bryant stated that the contract wording is not set up to renew month-by-month. The Town has committed to paying attention to these details in contracts. Mayor Bryant asked if the Council should allow the Town Manager to change the wording in the contract to reflect month to month. Attorney Puvak stated the current contract states year to year. Unless the Town goes to the Sheriff's Office with the \$66,000.00 at a later date, then the Town can renegotiate the Contract length. Vice Mayor Manspile stated there will be no refusal of services by the Sheriff's department. There are other issues that need to be discussed. Vice Mayor Manspile stated that time is running out to renew the Sheriff's contract, if the Town renews the contract, services will stay the same. It would give the Town time to have a comprehensive review of what the Town wants and can do with grants. Councilmember Witt questioned the validity of continuing the contract considering what the Town wants, and how much grant money the Town can procure. Councilmember Witt stated that the Town should consider letting the contract expire, keep an open line of communication with the Sheriff's Department on what the Town's expectations are and if the Town's needs are being met by the Sheriff's Department. Councilmember Witt stated that if the Town can apply for grants that can help the County, then the Town can have a contractual agreement with the County where the Town applies for the grants in exchange for services the Town wants or needs. Town Manager Susan McCulloch stated that in order to terminate the contract the Sheriff's Office needed to be told by June 1, 2021. Vice Mayor Manspile stated that the Town needs to research the Town's Governing Charter to see if the Town is required to provide police services. Mayor Bryant voiced concern that if a citizen comes to the Town and asks why the Town is not enforcing something that is in the Sheriff's contract, the Town's response is going to be that the cost of enforcing this is more than what the Town is paying the Sheriff's Office. That is not an acceptable answer. Mayor Bryant suggested that the Town Manager contact Sheriff Ward to have a month-to-month contract and provide guidance on what the Town wants enforced. That would give the Town time to structure the contract towards what the Town wants and needs. Vice Mayor Manspile stated that citizens will be asking what their tax dollars are paying for if there isn't a Sheriff's contract. Mayor Bryant stated that the Council needs to decide whether to accept the contract as it is or see if Town Manager McCulloch and Sheriff Ward can change the contract to month-to-month. Vice Mayor Manspile stated he would like to see it changed to month-to-month. Councilmember Witt asked if the grant money would be divided into monthly installments to be paid to the Sheriff's office. Vice Mayor Manspile stated that the Town pays that money monthly already, and that money from the budget brings the amount to \$35,000.00. Councilmember Witt stated that the \$3000.00 from the budget is what the citizens are paying. Vice Mayor Manspile asked if money from the Budget brought the amount paid to \$40,000.00. Councilmember Rickman stated that the Town definitely needs the Sheriff's Office, and the parking is an issue. Town Manager Susan McCulloch stated that the amount in the Town budget is \$35,000.00. Councilmember Witt stated that this is not an issue that can be solved in the next 30 days. This needs to be worked on and resolved within the next year before the contract expires. Councilmember Petty stated that Sheriff Ward has stated that he would not dedicate a Deputy to just parking. Councilmember Petty and Vice Mayor Manspile stated that they would agree to extending the yearly

Sheriff's contract. Mayor Bryant stated that he would rather have a month-to-month contract so that citizen's see the Council working on the contract, it gives citizens a snapshot of what council is trying to accomplish, and it holds Council accountable for their interests. Councilman Witt asked if in rebuttal instead of yearly or month-to-month, change to semi-annually. That gives Council time to discuss changes that Council wants. Town Manager McCulloch suggested that it be done quarterly to coincide with the Sheriff's quarterly report. Councilmember Witt stated that by changing it to semi-annually, it gives the Town time to see if the lines of communication will be open between the Council and the Sheriff's Office. Councilmember Petty stated that Sheriff Ward has stated a lot of interest in keeping Council informed. Vice Mayor Manspile stated that the Town needs to find the money to update the contract. Mayor Bryant stated that quarterly is fine with him, he just doesn't want to do a yearly contract. Mayor Bryant is glad the Town will be receiving data from the Sheriff's Office.

Next on the Agenda was discussion of Public Works Truck. Vice Mayor Manspile stated that Chevrolet and Ford trucks were priced. The Chevrolet is not an option. The Ford is being held for the Town. Councilmember Rickman asked if the Town would have to make any modifications to the truck. Vice Mayor Manspile stated that the Truck comes with utility bed, ladder rack, and a hitch already wired. The snow plow wasn't priced because the backhoe has been used more for plowing. Vice Mayor Manspile stated that the current red truck has to have the wheels chocked to keep it from rolling. Town Manager McCulloch stated that she almost hit Community Developer Gleason that morning because the red truck was in park and still rolled backwards. Mayor Bryant said to remove the red truck from service today. The red truck is a safety issue and needs to be removed from service now. Vice Mayor Manspile stated that if the red truck is removed from service, the Town does not have another vehicle to tow equipment. Mayor Bryant asked if the County has a vehicle the Town could borrow. Vice Mayor Manspile stated that the cheapest alternative is to take the current white truck to Midstate Equipment and have a hitch attached. That would give the Town a backup. Councilmember Rickman asked how long it would take to receive the new truck. Vice Mayor Manspile stated that if the purchase of the truck was approved that night, Town Manager McCulloch would call the salesman, and the truck would be at Lawrence tomorrow to be modified. Councilmember Witt asked what funds will be used to purchase the truck. Town Manager McCulloch stated that the money market account could be used to purchase the truck then reimburse the money market account with the American Rescue Plan Act funds, or the Town can take out a loan then pay with the American Rescue Plan Act funds. Town Manager McCulloch had reached out to the Bank of Botetourt, but had not heard anything from them by Council Meeting. The Town will be receiving \$932,964.00. The funds are supposed to be deposited within 30 days of June 15, 2021 so either option would be short term. There is another option, but the funds wouldn't be available until next Fiscal Year. Mayor Bryant asked if there was a net 30 or net 60 from the dealership. Vice Mayor Manspile stated there would be no issue with taking the money out of the money market account and replacing it with the American Rescue Plan Act Funds. Councilmember Witt asked for clarification of the pay options. Town Manager McCulloch stated the options are: 1. Take the money out of the Town money market account and replace it with the American Rescue Plan Act funds; 2. Take out a loan and pay it off with the American Rescue Plan Act funds; or 3. Wait until the Town receives the ARP funds which would mean the Town loses the Truck it wants to purchase now. Councilmember Witt asked for clarification of the money market option. Town Manager McCulloch stated that the Town has a money market account that has \$380,939.36 that is basically a savings account for the Town. Mayor Bryant asked if it would alter the Town's liabilities in any way. Vice Mayor Manspile stated that the money market account is not tied to any Town liabilities. Town Attorney Puvak

stated that the Town is basically moving assets. Moving a cash asset to a physical asset. Town Manager McCulloch stated the money market is listed as a water and sewage escrow account. Town Attorney Puvak stated that if it is an escrow account that it is escrowed for a purpose. Vice Mayor Manspile stated that if Town Manager McCulloch had not received a response from Bank of Botetourt by tomorrow, he would call Marty Francis, the Bank of Botetourt Vice President, to discuss the loan. Town Attorney Puvak advised caution using the money market since it is labeled as an escrow account. Mayor Bryant stated that he is in favor of the Town taking out a loan. Councilmember Witt asked if and when the truck is purchased, the Town starts accounting for depreciation of the vehicle so that money will be set aside to purchase the next truck. Vice Mayor Manspile stated it was too late to start the depreciation in the budget for this year. Councilman Witt requested that depreciation be taken into account next year so that the next time the Council has to purchase equipment, the money will be available. Vice Mayor Manspile stated the truck was on the depreciation schedule, previous Council has never signed a dollar amount to the depreciation schedule. Mayor Bryant stated that he prefers the loan option. Mayor Bryant requested that the purchase of the truck be put in the regular Town Council meeting. Councilmember Witt stated that he wanted to reiterate that while he understands the sense of urgency to make these big purchases, these things should be discussed in public forum instead of text messages and one-on-one phone calls. Mayor Bryant asked for a motion to go out of Work Session. Vice Mayor Manspile gave the motion with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the work session was closed with a vote of 5 – 0 at 8:21 pm.

Next on the Agenda was to Return to Adjourned Regular Meeting. Mayor Bryant made a motion to return to the regular meeting with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the regular Council meeting was reopened with a vote of 5 – 0 at 8:22 pm.

Next on the Agenda was Additional Items of New Business. Mayor Bryant stated that there were 3 new items of business. First was Marking of the Gauge Dock. Mayor Bryant made a motion to allow the Dock Committee to move forward with the plan of the rice stone project to bring more cost information to the Town. Vice Mayor Manspile stated that he would like a timeline for the project. Councilmember Witt stated that the Dock Committee cannot give a time line for project completion until the Town completes filling in the area. Vice Mayor Manspile stated that the Town does not have enough material to fill the area. Councilman Rickman stated that the project should be put on hold until the Gauge Dock area is filled. Town Attorney Puvak stated that there may be issues with what is being used to fill the area. Councilmember Witt reiterated that contractors for the project need to be licensed and bonded and there needs to be some type of waiver for volunteers working on the Gauge Dock. Vice Mayor Manspile asked if, once the project is completed, does the Dock Committee expect the Town to maintain the Gauge Dock. Councilmember Witt stated there should be a contract between the Town and the Dock Committee about upkeep and maintenance. Vice Mayor Manspile stated that as long as it can be used for parking, he would sign off on it. Mayor Bryant stated there was a motion, Councilmember Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion the motion was approved with a vote of 5 – 0. Next was the Sheriff's Contract Vice Mayor Manspile made a motion to go forward with the Sheriff's contract on a quarterly basis. Councilmember Rickman seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved by a vote of 5 – 0. Next was the purchase of the public works truck. Mayor Bryant requested the price and vendor of the truck. Town Manager McCulloch stated the vendor is

Magic City Ford, Roanoke VA, and the cost is \$44,785.00. Councilmember Witt asked if that price included all the modifications. Town Manager McCulloch stated that all modifications were included in that price. Councilmember Witt asked what financing options are available, and what the interest on the loan will be so that there is a limit on the amount that Council is agreeing to pay for the truck. Mayor Bryant stated that the Council is in a position to have the Town Manager go forward with the loan on the Truck with a caveat that when the loan details are known, the Town Manager reach out to Councilmembers with the information. Then, if there is concern from a councilmember, there can be a public meeting. There must be a 3-day notice on the door for a public meeting. Vice Mayor Manspile requested that Town Manager McCulloch be given authorization to issue a purchase order for the truck. Mayor Bryant stated that the Town needs the loan before the purchase order is issued. Vice Mayor Manspile stated Magic City Ford needs an answer in the morning, they are holding the truck for the Town. Mayor Bryant stated that the purchase order cannot be issued without having the funds for the truck secured. Mayor Bryant made a motion giving the Town Manager permission to initiate the loan for the truck. Councilmember Rickman seconded the motion. Mayor Bryant added that once the loan is approved, Town Manager McCulloch can initiate the purchase order. Councilmember Witt asked what is the APR of interest the Town Manager is allowed in the purchase. Vice Mayor Manspile stated that the Town should round off the amount to \$46,000.00. Councilmember Witt stated he would rather go with \$50,000.00 so that the Town Manager does not have to keep coming back to Council for approval. Mayor Bryant stated that the Town Manager is authorized for an amount up to \$52,000.00 for the purchase of the truck without having to bring the issue back to Council. Councilmember Petty made the motion for the addendum with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion the motion and addendum were approved with a vote of 5 – 0.

Next on the Agenda was the Closed Session. Mayor Bryant made a motion to go into Closed Session for the purpose of discussing matters exempted from the Freedom of Information Act. Vice Mayor Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 5 – 0 at 9:31pm.

Next on the Agenda was Certification of the Closed Session. Mayor Bryant certified that only matters exempted from the open meetings were heard, discussed, or considered. Vice Mayor Manspile made the motion with a second from Councilmember Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 5 – 0 at 9:49 pm.

Vice Mayor Manspile stated that something needs to be done about Southview. The thunderstorms from last night have made the area much worse. The water line will soon be exposed.

Last on the agenda was Adjournment. Motion to Adjourn was made by Vice Mayor Manspile with a second made by Councilmember Witt. With no further discussion, the motion was approved 5 – 0 at 9:50 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 12th day of July, 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Approving Corrections to the Fiscal Year 2021 /2022 Real Property Tax Rate

Whereas, the advertisement for the Fiscal Year 2021 /2022 budget for the Town of Buchanan advertised in the Fincastle Herald on April 28, 2021 and May 5, 2021 incorrectly listed the Real Estate Tax Rates as Current \$0.32/\$100, and Proposed as \$0.32/\$100; and

Whereas, Town Council approved Resolution R21-0614-02 with same Real Estate Tax Rates; and

Now Be It Therefore Resolved, that the Town Council of Buchanan does hereby approve the Real Property Tax Rate for Fiscal Year 2021 /2022 at \$0.19/\$100 of assessed valuation, showing no change in the Real Estate Tax Rate.

AYES:

NAYS:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Claudine Stump, Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 12th day of July 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing re-appropriation of fiscal year 2020-2021 unused utility funds

Whereas, the Town of Buchanan, Virginia has a need for sewer treatment plant drawdown; and

Whereas, the Town of Buchanan, Virginia has a need to implement necessary repairs to the sewage treatment plant to remain compliant with state and federal guidelines; and

Whereas, the Town of Buchanan, Virginia has a need to repair sidewalks in Buchanan; and

Now, therefore be it resolved; the Town of Buchanan Town Council; hereby authorizing the re-appropriation of unused utility budget funds from 2020-2021 fiscal year for the purposes of repairs to the sewage treatment plant and to repair public sidewalks and does hereby authorize the Town Manager execute such contracts on behalf of the Town.

AYES;

NAYES:

ABSENT:

APPROVED:

Craig Bryant, Mayor

ATTEST:

Town Clerk