

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



Buchanan Town Council
Monday, August 8, 2022
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 2022
2. Approval of Unpaid Bills
3. Approval of minutes from the June 13, 2022 and July 11, 2022 Regular Council Meetings.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

G. 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.

H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

There is no new business.

I. REPORTS

1. Special Events/ Community Development
2. Planning Commission
3. Public Safety
4. Public Works

J. 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. ADDITIONAL COMMENTS

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L. UPCOMING MEETINGS AND EVENTS

- **Special Events Committee** – To Be Determined
- **Leap Mobile Market – Resource Center** – Wednesday, August 17, 2022 – 1:30 to 3:30
- **Town Council Work Session** – Thursday, August 18, 2022 – 6:00pm
- **Feeding SWVA Farmer's Market – Resource Center** – Wednesday, August 24, 2022 – 1:30 to 3:30
- **Buchanan Community Market** – Saturday, August 27, 2022 – 10:00 to 3:00
- **Town Council Work Session** – Thursday, September 1, 2022 – 7:00pm
- **Labor Day** – Monday, September 5, 2022 – Town Hall Closed
- **Planning Commission** – To Be Determined
- **9/11 Memorial Walk – Town Park** – Saturday, September 10, 2022
- **Buchanan Tri: Run, Ride, River Race** – Saturday, September 10, 2022
- **Patriot's Day** – Monday, September 12, 2022 – Town Hall Closed
- **Town Council Meeting** – Tuesday, September 13, 2022 – 7:00pm

O. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of August 4, 2022

	Aug 4, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	1,167,629.03
10030 Change Funds	100.00
10038-Change Funds-County Fair	600.00
10040 Town Beautification Fund	9,104.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,541.22
10500 Certificates of Deposit	686,962.84
Total Checking/Savings	2,254,575.68
Accounts Receivable	
11001 General AR Billed	5,374.80
Property Taxes Receivable	12,568.23
WSG Receivable	61,421.54
Total Accounts Receivable	79,364.57
Other Current Assets	
11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Undeposited Funds	3,455.00
Total Other Current Assets	41,581.10
Total Current Assets	2,375,521.35
Fixed Assets	
13000 Property, Plant, Equip	8,446,361.92
Total Fixed Assets	8,446,361.92
TOTAL ASSETS	10,821,883.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	22,863.10
Total Accounts Payable	22,863.10
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	25,081.31
23000 Payroll Liabilities	342.95
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	-4,122.72
Vandalism Reward Funds	12.89
Total Other Current Liabilities	381,332.35
Total Current Liabilities	404,195.45
Long Term Liabilities	

Town of Buchanan, Virginia
Balance Sheet
As of August 4, 2022

	Aug 4, 22
26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	4,069,288.44
Total Long Term Liabilities	4,087,555.36
Total Liabilities	4,491,750.81
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-325,036.38
Net Income	515,413.95
Total Equity	6,330,132.46
TOTAL LIABILITIES & EQUITY	10,821,883.27

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges					
3100000 Local Revenue	35.00		35.00		0.00
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	0.00	12,500.00	0.00	12,500.00	150,000.00
3110102 Delinquent Taxes	0.00	333.33	0.00	333.33	4,000.00
Total 3110100 Real Property Taxes	0.00	12,833.33	0.00	12,833.33	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	1,291.66	0.00	1,291.66	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.00	4.16	50.00
Total 3110300 Personal Property Taxes	0.00	1,295.82	0.00	1,295.82	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	0.00	166.66	0.00	166.66	2,000.00
Total 3110600 Penalties & Interest	0.00	166.66	0.00	166.66	2,000.00
Total 3110000 General Property Taxes	0.00	14,295.81	0.00	14,295.81	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes					
3120200 Consumer Utility Taxes	5,348.95	4,250.00	5,348.95	4,250.00	51,000.00
3120210 Consumption Tax	0.00	1,916.66	0.00	1,916.66	23,000.00
3120300 Business License Taxes	0.00	291.66	0.00	291.66	3,500.00
3120500 Vehicle Fees	0.00	3,541.66	0.00	3,541.66	42,500.00
3120600 Bank Franchise Fees	0.00	1,166.66	0.00	1,166.66	14,000.00
3121000 Occupancy Tax	0.00	4,750.00	0.00	4,750.00	57,000.00
3121100 Meals Taxes	806.43	333.33	806.43	333.33	4,000.00
	5,079.99	2,083.33	5,079.99	2,083.33	25,000.00
Total 3120000 Other Local Taxes	11,235.37	18,333.30	11,235.37	18,333.30	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	0.00	20.83	250.00
3130308 Building Permits	0.00	0.00	0.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	8.33	100.00
3130310 Special Use Permit	0.00	8.33	0.00	8.33	100.00
Total 3130000 Permits/Fees/Reg Lic	0.00	37.49	0.00	37.49	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	15.45	125.00	15.45	125.00	1,500.00
3140103 Zoning Violations	750.00	41.66	750.00	41.66	500.00
Total 3140000 Fines and Forfeitures	765.45	166.66	765.45	166.66	2,000.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	0.00	250.00	3,000.00
3150200 Rental Income	70.00	83.33	70.00	83.33	1,000.00
Total 3150000 Rev-Use of Money/Prop	70.00	333.33	70.00	333.33	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,299.50	8,250.50	8,299.50	8,250.50	99,006.00
Total 3165300 Garbage Fees	8,299.50	8,250.50	8,299.50	8,250.50	99,006.00
Total 3165000 Charge Enterprise Svcs	8,299.50	8,250.50	8,299.50	8,250.50	99,006.00
Total 3160000 Charges for Services	8,299.50	8,250.50	8,299.50	8,250.50	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	0.00	416.66	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	41.66	500.00
3189925 Mountain Magic	580.00	708.33	580.00	708.33	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	0.00	16.66	200.00
3189922 Pork by the James	0.00	708.33	0.00	708.33	8,500.00
3189921 Reggae by the River	8,760.00	1,166.66	8,760.00	1,166.66	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	8.33	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	4.16	50.00
3189918 Buchanan Garden Festival	0.00	166.66	0.00	166.66	2,000.00
3189917 CivilWar History Weeked	0.00	208.33	0.00	208.33	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	25.00	300.00
3189905 Overage/Shortage	0.00	0.00	0.00	0.00	0.00
3189904 Other	320.44	83.33	320.44	83.33	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	500.00	83.33	500.00	83.33	1,000.00
3189910 Arbor Day Donations	0.00	83.33	0.00	83.33	1,000.00
3189911 Event Fees	15.00	8.33	15.00	8.33	100.00
3189912 Carnival Proceeds	151,560.23	6,250.00	151,560.23	6,250.00	75,000.00
3189999 Overpayments	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Revenue	152,075.23	6,424.99	152,075.23	6,424.99	77,100.00
Total 3180000 Miscellaneous Revenue	161,735.67	9,979.10	161,735.67	9,979.10	119,750.00
Total 3100000 Local Revenue	182,105.99	51,396.19	182,105.99	51,396.19	616,756.00
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	0.00	0.00	0.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
3220150 Communications Tax	0.00	189.58	0.00	189.58	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	0.00	270.83	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	0.00	2,740.66	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	0.00	967.33	11,608.00
Total 3220000 Non-Categorical Aid	0.00	4,168.40	0.00	4,168.40	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	466,482.00	38,873.50	466,482.00	38,873.50	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	333.33	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	1,250.00	15,000.00
3240000 Categorical Aid - Other	0.00		0.00		0.00
Total 3240000 Categorical Aid	466,482.00	40,456.83	466,482.00	40,456.83	485,482.00
Total 3200000 Rev from Commonwealth	466,482.00	44,625.23	466,482.00	44,625.23	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	117.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	117.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	117.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00	0.00	0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.16	0.00	1,354.16	16,250.00
3410501 Transfers fr General Fd	0.00		0.00		0.00
3410502 Transfer fr Water Fund	0.00	1,354.16	0.00	1,354.16	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	2,708.32	32,500.00
Total Income	648,622.99	98,846.74	648,622.99	98,846.74	1,186,163.00
Gross Profit	648,622.99	98,846.74	648,622.99	98,846.74	1,186,163.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	475.40	420.83	475.40	420.83	5,050.00
3600 Advertising	270.00	187.50	270.00	187.50	2,250.00
5540 Convention & Education	0.00	20.83	0.00	20.83	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	20.83	250.00
5800 Miscellaneous Expense	0.00	20.83	0.00	20.83	250.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
5810 Dues and Memberships					
Total 11110 Town Council	0.00	208.33	0.00	208.33	2,500.00
	745.40	879.15	745.40	879.15	10,550.00
Total 001 Legislative	745.40	879.15	745.40	879.15	10,550.00
Total 01 General Government Admin	745.40	879.15	745.40	879.15	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	540.00	2,083.33	540.00	2,083.33	25,000.00
Total 12210 Legal Services	540.00	2,083.33	540.00	2,083.33	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	0.00	1,112.50	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	0.00	1,112.50	13,350.00
12410 Clerk-Treasurer					
1100 Salaries	8,007.96	5,000.00	8,007.96	5,000.00	60,000.00
1110 Overtime	2,663.14	83.33	2,663.14	83.33	1,000.00
1120 Bonus	1,400.00	0.00	1,400.00	0.00	0.00
2100 FICA/Medicare Tax	2,883.09	1,250.00	2,883.09	1,250.00	15,000.00
2110 Virginia Unemployment Ins	133.91	50.00	133.91	50.00	600.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	350.56	0.00	350.56	0.00	0.00
2213 VRS VLDP	32.28	270.83	32.28	270.83	3,250.00
2300 Health Insurance	1,694.00	1,694.00	1,694.00	1,694.00	20,328.00
3120 Accounting Services	0.00	1,250.00	0.00	1,250.00	15,000.00
3130 Bank Service Charges	0.00	58.33	0.00	58.33	700.00
3500 Printing and Binding	0.00	125.00	0.00	125.00	1,500.00
3600 Advertising	0.00	41.66	0.00	41.66	500.00
5210 Postal Services	0.00	270.83	0.00	270.83	3,250.00
5230 Telecommunications	471.74	258.33	471.74	258.33	3,100.00
5401 Copy Machine Rental	225.82	250.00	225.82	250.00	3,000.00
5600 Mileage Reimbursement	108.44	16.66	108.44	16.66	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	0.00	25.00	300.00
6001 Office Supplies	0.00	375.00	0.00	375.00	4,500.00
Total 12410 Clerk-Treasurer	17,970.94	11,018.97	17,970.94	11,018.97	132,228.00
12510 Town Manager					
1100 Salaries	5,961.55	4,583.33	5,961.55	4,583.33	55,000.00
1120 Bonus	2,000.00	0.00	2,000.00	0.00	0.00
2212 Retirement	351.32	0.00	351.32	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	166.66	2,000.00
2300 Health Insurance	847.00	847.00	847.00	847.00	10,164.00
5600 Mileage Reimbursement	40.87	37.50	40.87	37.50	450.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
5800 Miscellaneous Expense	0.00	41.66	0.00	41.66	500.00
5810 Dues and Memberships	0.00	75.00	0.00	75.00	900.00
Total 12510 Town Manager	9,200.74	5,751.15	9,200.74	5,751.15	69,014.00
Total 02 General & Financial Admin	27,711.68	19,965.95	27,711.68	19,965.95	239,592.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,916.00	2,916.66	2,916.00	2,916.66	35,000.00
Total 001 Law Enforcement	2,916.00	2,916.66	2,916.00	2,916.66	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	0.00	416.66	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	833.33	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	8.33	100.00
Total 32200 Volunteer Fire Department	0.00	1,258.32	0.00	1,258.32	15,100.00
Total 002 Fire & Rescue Services	0.00	1,258.32	0.00	1,258.32	15,100.00
Total 03 Public Safety	2,916.00	4,174.98	2,916.00	4,174.98	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	6,628.08	3,958.33	6,628.08	3,958.33	47,500.00
1110 Overtime	387.38	166.66	387.38	166.66	2,000.00
1120 Bonus	1,000.00	0.00	1,000.00	0.00	0.00
2212 Retirement	171.19	0.00	171.19	0.00	0.00
2213 VRS VLDP	24.46	91.66	24.46	91.66	1,100.00
2300 Health Insurance	1,694.00	1,694.00	1,694.00	1,694.00	20,328.00
3310 Repair & Maint Services	922.50	500.00	922.50	500.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	416.66	5,000.00
3322 Janitorial Services	538.77	300.00	538.77	300.00	3,600.00
5100 Electricity - Streetlights	0.00	916.66	0.00	916.66	11,000.00
5110 Electricity - Town Hall	0.00	229.16	0.00	229.16	2,750.00
5120 Heating Fuel	0.00	208.33	0.00	208.33	2,500.00
5230 Telecommunications	278.64	316.66	278.64	316.66	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	1,666.66	20,000.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5811 Uniforms & Safety Clothing	105.00	166.66	105.00	166.66	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	41.66	500.00
6007 Repair & Maint Supplies	100.82	500.00	100.82	500.00	6,000.00
6008 Vehicle & Equip Fuels	728.61	500.50	728.61	500.50	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	666.66	8,000.00
Total 43200 Maint of Gen Properties	12,579.45	12,340.26	12,579.45	12,340.26	148,084.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	750.00	9,000.00
33201 Trash Pickup	13,160.00	6,791.66	13,160.00	6,791.66	81,500.00
Total 44000 Trash Department	13,160.00	7,541.66	13,160.00	7,541.66	90,500.00
44100 Water Operations					
1110 Overtime	178.50		178.50		0.00
Total 44100 Water Operations	178.50		178.50		0.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		0.00
Total 44200 Sewer Operations	0.00		0.00		0.00
Total 04 Public Works	25,917.95	19,881.92	25,917.95	19,881.92	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	416.66	5,000.00
5810 Arbor Day Celebration	0.00	166.66	0.00	166.66	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	25.00	0.00	25.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	166.66	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	208.33	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	4.16	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	6.25	75.00
5819 Reggae by the River	7,558.00	666.66	7,558.00	666.66	8,000.00
5820 Pork by the James	0.00	666.66	0.00	666.66	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	0.00	8.41	101.00
5823 Mountain Magic	0.00	416.66	0.00	416.66	5,000.00
5824 Christmas Parade	0.00	41.66	0.00	41.66	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	16.66	200.00
5827 Misc. Event Supplies	0.00		0.00		0.00
3600 Advertising	0.00	350.00	0.00	350.00	4,200.00
5840 Town Events	0.00	100.00	0.00	100.00	1,200.00
6013 Recreational Supplies	0.00	41.66	0.00	41.66	500.00
8101 Machinery & Equipment Cost	0.00		0.00		0.00
Total 71100 Parks & Recreation	7,558.00	3,302.09	7,558.00	3,302.09	39,626.00
71200 Carnival					
3310 Repairs & Maint Contract	449.60	347.08	449.60	347.08	4,165.00
5110 Utilities	0.00	416.66	0.00	416.66	5,000.00
5801 Carnival Operations	25,291.83	1,666.66	25,291.83	1,666.66	20,000.00
8110 Capital Outlay	0.00		0.00		0.00
Total 71200 Carnival	25,741.43	2,430.40	25,741.43	2,430.40	29,165.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
Total 07 Parks, Events & Cultural	33,299.43	5,732.49	33,299.43	5,732.49	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	5,117.30	3,875.00	5,117.30	3,875.00	46,500.00
1110 Overtime	3,204.48	0.00	3,204.48	0.00	0.00
1120 Bonus	700.00	0.00	700.00	0.00	0.00
2212 Retirement	262.24	0.00	262.24	0.00	0.00
2213 VRS VLDP	32.01	83.33	32.01	83.33	1,000.00
2300 Health Insurance	847.00	847.00	847.00	847.00	10,164.00
3600 Advertising	173.65	333.33	173.65	333.33	4,000.00
5602 Donation After Prom Party	0.00	16.66	0.00	16.66	200.00
5603 Donation to Theater	0.00	333.33	0.00	333.33	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	208.33	2,500.00
6014 Other Operating Supplies	0.00		0.00		0.00
Total 81200 Community Development	10,336.68	5,696.98	10,336.68	5,696.98	68,364.00
Total 08 Development	10,336.68	5,696.98	10,336.68	5,696.98	68,364.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00	0.00	0.00	0.00	0.00
94105 Playground	0.00	183.33	0.00	183.33	2,200.00
94107 Community Develop Grant	4,954.10	0.00	4,954.10	0.00	0.00
94108 Covid-19 & ARPA	0.00	38,873.50	0.00	38,873.50	466,482.00
94199 Contingencies	0.00	3,458.33	0.00	3,458.33	41,500.00
Total 94100 General Improvements	4,954.10	42,515.16	4,954.10	42,515.16	510,182.00
Total 004 Capital Projects	4,954.10	42,515.16	4,954.10	42,515.16	510,182.00
Total 09 Nondepartmental	4,954.10	42,515.16	4,954.10	42,515.16	510,182.00
Payroll Expenses	75.00	0.00	75.00	0.00	0.00
Total Expense	105,956.24	98,846.63	105,956.24	98,846.63	1,186,163.00
Net Ordinary Income	542,666.75	0.11	542,666.75	0.11	0.00
Net Income	542,666.75	0.11	542,666.75	0.11	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

July 2022

Ordinary Income/Expense	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00	0.00	0.00	0.00	0.00
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	0.00	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,802.50	28,333.33	28,802.50	28,333.33	340,000.00
3165111 Water Sales	165.00	41.66	165.00	41.66	500.00
3165120 Water Penalties	1,663.20	1,666.66	1,663.20	1,666.66	20,000.00
3165130 Reconnect Fees	240.00	250.00	240.00	250.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	183.33	2,200.00
Total 3165100 Water Revenues	30,870.70	30,474.98	30,870.70	30,474.98	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	17,245.23	17,298.16	17,245.23	17,298.16	207,578.00
Total 3165200 Sewer Revenues	17,245.23	17,298.16	17,245.23	17,298.16	207,578.00
Total 3165000 Charge Enterprise Svcs	48,115.93	47,773.14	48,115.93	47,773.14	573,278.00
Total 3160000 Charges for Services	48,115.93	47,773.14	48,115.93	47,773.14	573,278.00
Total 3100000 Local Revenue	48,115.93	47,773.14	48,115.93	47,773.14	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00	3,333.33	0.00	3,333.33	40,000.00
3240201 VA Dept of Health Grant					
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	3,333.33	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	3,333.33	40,000.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
3330201 USDA SEARCH Grant					
Total 3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	48,115.93	51,106.47	48,115.93	51,106.47	613,278.00
Gross Profit	48,115.93	51,106.47	48,115.93	51,106.47	613,278.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	161.01	0.00	161.01	0.00	0.00
2110 Virginia Unemployment Ins	28.29	0.00	28.29	0.00	0.00
2212 Retirement	0.00		0.00		0.00
Total 12410 Clerk-Treasurer	189.30	0.00	189.30	0.00	0.00
Total 02 General & Financial Admin	189.30	0.00	189.30	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	77.49	0.00	77.49	0.00	0.00
5230 Telecommunications	14.63	0.00	14.63	0.00	0.00
Total 43200 Maint of Gen Properties	92.12	0.00	92.12	0.00	0.00
44100 Water Operations					
1100 Salaries & Wages	1,999.75	1,000.00	1,999.75	1,000.00	12,000.00
1110 Overtime	26.25	83.33	26.25	83.33	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	20.83	250.00
3100 Prof Svcs & Miss Utility	4.20	20.83	4.20	20.83	250.00
3110 Operating Contract	0.00	7,444.36	0.00	7,444.36	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	0.00	375.00	4,500.00
3500 Printing & Binding	0.00	0.00	0.00	0.00	0.00
3700 Permits	220.00	250.00	220.00	250.00	3,000.00
5110 Utilities	379.91	791.66	379.91	791.66	9,500.00
5810 Dues and Memberships	0.00	0.00	0.00	0.00	0.00
6007 Repair & Maint Supplies	0.00	750.00	0.00	750.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	406.35	416.66	5,000.00
6014 Operating Supplies	1,549.89	548.16	1,549.89	548.16	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	416.66	5,000.00
Total 44100 Water Operations	4,586.35	12,117.49	4,586.35	12,117.49	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94		7,388.94		0.00
3310 Repairs & Maint Contract	0.00	416.66	0.00	416.66	5,000.00
5110 Utilities	260.42	666.66	260.42	666.66	8,000.00
5230 Telecommunications	0.00	83.33	0.00	83.33	1,000.00
6014 Operating Supplies	0.00	183.33	0.00	183.33	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	500.00	6,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
Total 44110 Water Filtration Plant	7,649.36	1,849.98	7,649.36	1,849.98	22,200.00
44200 Sewer Operations					
5230 Telecommunications	101.53	83.33	101.53	83.33	1,000.00
1100 Salaries & Wages	78.75	916.66	78.75	916.66	11,000.00
1110 Overtime	0.00	41.66	0.00	41.66	500.00
2100 FICA/Medicare	0.00	75.00	0.00	75.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	6.66	80.00
3100 Prof Svcs & Miss Utility	4.20	20.83	4.20	20.83	250.00
3110 Operating Contract	7,388.94	7,444.36	7,388.94	7,444.36	89,332.32
3310 Repairs & Maint Contract	0.00	583.33	0.00	583.33	7,000.00
3320 Sludge Disposal	0.00	458.33	0.00	458.33	5,500.00
3600 Advertising	0.00		0.00		0.00
3700 Permits	0.00	125.00	0.00	125.00	1,500.00
5110 Utilities	0.00	1,833.33	0.00	1,833.33	22,000.00
5410 Lease/Rent of Equipment	20.00	583.33	20.00	583.33	7,000.00
6007 Repair & Maint Supplies	5,253.21	750.00	5,253.21	750.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	406.35	416.66	5,000.00
6014 Operating Supplies	2,592.55	583.33	2,592.55	583.33	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	250.00	3,000.00
Total 44200 Sewer Operations	15,845.53	14,171.81	15,845.53	14,171.81	170,062.32
Total 04 Public Works	28,173.36	28,139.28	28,173.36	28,139.28	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	291.66	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	291.66	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	0.00	3,333.33	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	500.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	494.86	5,938.36
Total 94300 Sewer Projects	0.00	4,328.19	0.00	4,328.19	51,938.36
Total 004 Capital Projects	0.00	4,619.85	0.00	4,619.85	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	22,959.92	15,638.91	22,959.92	15,638.91	187,667.00
95520 Interest Payments	2,718.82	0.00	2,718.82	0.00	0.00
95530 Other Debt Costs	1,359.41		1,359.41		
Total 95500 Water Debt Service	27,038.15	15,638.91	27,038.15	15,638.91	187,667.00
95700 Sewer Debt Service					

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
July 2022

	Jul 22	Budget	Jul 22	YTD Budget	Annual Budget
95720 Interest Payments	0.00		0.00		0.00
Total 95700 Sewer Debt Service	0.00		0.00		0.00
Total 005 Debt Service	27,038.15	15,638.91	27,038.15	15,638.91	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	2,708.32	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	2,708.32	32,500.00
Total 09 Nondepartmental	27,038.15	22,967.08	27,038.15	22,967.08	275,605.36
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	55,400.81	51,106.36	55,400.81	51,106.36	613,278.00
Net Ordinary Income	-7,284.88	0.11	-7,284.88	0.11	0.00
Net Income	-7,284.88	0.11	-7,284.88	0.11	0.00

Town of Buchanan, Virginia
Vendor Payments Made
July 9 through August 4, 2022

3:31 PM
08/04/22

Type	Date	Num	Memo	Account	Split	Amount
AAA Trophies Bill Pmt-Check Adam Beason Check	07/22/2022	23036	Fourth of July trophies	10010 Buchanan General Fund	20000 Accounts Payable	-192.70
AT&T Bill Pmt-Check Bank of Botetourt	07/22/2022	23067	Performance @ Reggae by the River (Lazy Man Dub Band)	10010 Buchanan General Fund	5819 Reggae by the River	-2,200.00
AT&T Bill Pmt-Check Bank of Botetourt	07/22/2022	23037	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-47.09
Blossman Bill Pmt-Check Botetourt Gas Services LLC	07/22/2022	23064	Payment on truck # 13 Acct # 2021201825	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Blossman Bill Pmt-Check Botetourt Gas Services LLC	07/22/2022	23038	Repairs to fryer's @ Carnival grounds	10010 Buchanan General Fund	20000 Accounts Payable	-495.95
Brian Rozaleski Check	07/12/2022	23039	Winner of big ticket raffle held on 7/9/22	10010 Buchanan General Fund	20000 Accounts Payable	-190.00
C&S Disposal Inc. Bill Pmt-Check Bill Pmt-Check	07/22/2022	23022	Winner of big ticket raffle held on 7/9/22	10010 Buchanan General Fund	5801 Carnival Operations	-250.00
C&S Disposal Inc. Bill Pmt-Check Bill Pmt-Check	07/22/2022	23040	Garbage p/u (473X13.00=6149 & 22X19.00=418)	10010 Buchanan General Fund	20000 Accounts Payable	-2,046.94
Cardno, Inc. Bill Pmt-Check Cintas Corporation- #524	07/22/2022	23074	First draw from Brownfield Grant/ Button Factory	10010 Buchanan General Fund	20000 Accounts Payable	-6,567.00
Cintas Corporation- #524 Bill Pmt-Check Claudine R. Stump	07/22/2022	23041	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-4,954.10
Cintas Corporation- #524 Bill Pmt-Check Claudine R. Stump	07/22/2022	23042	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Claudine R. Stump Bill Pmt-Check Donald Helms Jr.	07/11/2022	23018	Winner of big prize raffle ticket held on 7/9/22	10010 Buchanan General Fund	20000 Accounts Payable	-65.94
Claudine R. Stump Bill Pmt-Check Donald Helms Jr.	07/11/2022	23023	Winner of big prize raffle ticket held on 7/9/22	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
Faye Worley Bill Pmt-Check Check	07/12/2022	23033	Bonus	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Faye Worley Bill Pmt-Check Check	07/12/2022	23073	Janitorial services for the Town Hall	10010 Buchanan General Fund	3322 Janitorial Services	-238.77
Flex Stage Check	07/22/2022	23068	Stage rental for Reggae by the River	10010 Buchanan General Fund	5819 Reggae by the River	-950.00
Gentry Locke Attorneys Bill Pmt-Check Grace Parker	07/22/2022	23043	Attorney services for June 2022	10010 Buchanan General Fund	20000 Accounts Payable	-540.00
Gentry Locke Attorneys Bill Pmt-Check Grace Parker	07/22/2022	23043	Attorney services for June 2022	10010 Buchanan General Fund	20000 Accounts Payable	-540.00
Happy Food Mart Bill Pmt-Check Harry L. Gleason	07/09/2022	23017	Reimbursement for items purchased for Ice Cream Stand	10010 Buchanan General Fund	20000 Accounts Payable	-23.01
Happy Food Mart Bill Pmt-Check Harry L. Gleason	07/22/2022	23044	Reimburse for supplies purchased for Carnival (Ice Cream)	10010 Buchanan General Fund	20000 Accounts Payable	-193.23
Harry L. Gleason Check Check	07/22/2022	23045	STP & WFP maint. for June 2022	10010 Buchanan General Fund	20000 Accounts Payable	-728.61
Harry L. Gleason Check Check	07/22/2022	23065	Start up change for Reggae by the River	10010 Buchanan General Fund	10039-Change Funds Reggae...	-3,000.00
Inboden Environmental Services, Inc. Bill Pmt-Check J L Computers Inc.	08/04/2022	23079	Start up change for Bot. Co. Fair	10010 Buchanan General Fund	10038-Change Funds-County ...	-600.00
Inboden Environmental Services, Inc. Bill Pmt-Check J L Computers Inc.	07/22/2022	23046	STP & WFP maint. for June 2022	10010 Buchanan General Fund	20000 Accounts Payable	-16,566.48
J L Computers Inc. Bill Pmt-Check James Conner	07/22/2022	23047	Cloud storage, hosting, antivirus & work on PW computer	10010 Buchanan General Fund	20000 Accounts Payable	-541.15
J L Computers Inc. Bill Pmt-Check James Conner	07/22/2022	23047	Cloud storage, hosting, antivirus & work on PW computer	10010 Buchanan General Fund	20000 Accounts Payable	-541.15
James Conner Jeff Coffey	07/12/2022	23024	Winner of big prize raffle ticket held on 7/7/22	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
James Conner Jeff Coffey	07/12/2022	23024	Winner of big prize raffle ticket held on 7/7/22	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
Lee Hartman & Sons Bill Pmt-Check LizProvost	07/12/2022	23025	Repair to speaker system in Council room	10010 Buchanan General Fund	20000 Accounts Payable	-385.00
Lee Hartman & Sons Bill Pmt-Check LizProvost	07/12/2022	23025	Repair to speaker system in Council room	10010 Buchanan General Fund	20000 Accounts Payable	-385.00
Marshall Hicks Check	07/11/2022	23048	Reimburse for items purchased for petros for the Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-161.49
Marshall Hicks Check	07/11/2022	23020	Reimburse for items purchased for petros for the Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-161.49
Mid State Equipment Bill Pmt-Check	07/22/2022	23069	Providing sound system @ Reggae by the River	10010 Buchanan General Fund	5819 Reggae by the River	-1,350.00
Mid State Equipment Bill Pmt-Check	07/22/2022	23049	Providing sound system @ Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-346.73

Town of Buchanan, Virginia
Vendor Payments Made
July 9 through August 4, 2022

3:31 PM
08/04/22

Type	Date	Num	Memo	Account	Split	Amount
Overhead Door Company						
Bill Pmt -Check	07/22/2022	23050	Work on garage door @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-170.00
Pace Analytical Services, LLC						
Bill Pmt -Check	07/22/2022	23051		10010 Buchanan General Fund	20000 Accounts Payable	-2,488.84
Roanoke Fruit & Produce Co						
Bill Pmt -Check	07/22/2022	23052		10010 Buchanan General Fund	20000 Accounts Payable	-2,020.00
Robert Phelps						
Bill Pmt -Check	07/09/2022	23005	Performing @ Buchanan Carnival on 7/9/22 (One Take Band)	10010 Buchanan General Fund	20000 Accounts Payable	-375.00
Rural Development						
Check	07/28/2022	EPAY	wsl-30-10	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
Shenel						
Bill Pmt -Check	07/22/2022	23053		10010 Buchanan General Fund	20000 Accounts Payable	-732.16
Sandra Hutchens						
Check	07/11/2022	23021	Winner of raffle ticket drawing held on 7-4-22	10010 Buchanan General Fund	5801 Carnival Operations	-250.00
Stephen G. Lewis						
Check	07/22/2022	23066	Reggae by the River performance (Ambassador)	10010 Buchanan General Fund	5819 Reggae by the River	-1,300.00
Steven King						
Bill Pmt -Check	07/12/2022	23026	Winner of big prize raffle ticket held on 7/9/22	10010 Buchanan General Fund	20000 Accounts Payable	-2,500.00
Sysco						
Bill Pmt -Check	07/22/2022	23054		10010 Buchanan General Fund	20000 Accounts Payable	-4,498.61
Taxing Authority Consulting Services, PC.						
Bill Pmt -Check	07/22/2022	23055	Advertising in Fincastle Herald of delinquent taxes and sale	10010 Buchanan General Fund	20000 Accounts Payable	-270.00
Tina M Kingery						
Bill Pmt -Check	07/11/2022	23019	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-42.50
Tony James						
Bill Pmt -Check	07/09/2022	23006	Performing @ Buchanan Carnival on 7/9/22 (One Take Band)	10010 Buchanan General Fund	20000 Accounts Payable	-375.00
Town of Buchanan						
Check	07/27/2022	23072	Apply deposit (Katrina Gunter 1-078-D)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	07/22/2022	23056	Police services	10010 Buchanan General Fund	20000 Accounts Payable	-2,916.00
UV Doctor Lamps LLC						
Bill Pmt -Check	07/22/2022	23057	UV Lamps for STP	10010 Buchanan General Fund	20000 Accounts Payable	-5,226.26
VDOT						
Bill Pmt -Check	07/12/2022	23034	Permit for Lowe St. water line repair	10010 Buchanan General Fund	20000 Accounts Payable	-110.00
Verizon						
Bill Pmt -Check	07/22/2022	23058	Permit for Bridge St. S. @ intersection of Boyd St water leak repair	10010 Buchanan General Fund	20000 Accounts Payable	-110.00
Verizon (Southview)						
Bill Pmt -Check	07/22/2022	23063	Phone for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-83.27
Verizon (Water Tank)						
Bill Pmt -Check	07/22/2022	23059	650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-101.53
Virginia Business Systems						
Bill Pmt -Check	07/22/2022	23060		10010 Buchanan General Fund	20000 Accounts Payable	-332.82
VUPS						
Bill Pmt -Check	07/22/2022	23061	Rent of copier	10010 Buchanan General Fund	20000 Accounts Payable	-225.82
Bill Pmt -Check	07/22/2022	23062	Miss utility	10010 Buchanan General Fund	20000 Accounts Payable	-8.40



Minutes of Council Meeting
Buchanan, VA

June 13, 2022

Present: Mayor Craig Bryant
Vice Mayor Chris Witt

Councilmember Marlon Rickman (phone in)

Attending: 11 citizens, Board of Supervisor Amy White, 3 employees

Mayor Craig Bryant called the June 13, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager Susan McCulloch to take roll call. With three councilmembers present (one by phone), a quorum was established. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the consent agenda including the May 2022 Financial Report and unpaid bills, the April 7, 2022 Work Session Minutes, the April 11, 2022 Regular Council Meeting Minutes, the April 28, 2022 Called Work Session Minutes, the May 5, 2022 Work Session minutes, and the May 9, 2022 Council Meeting minutes. A motion for approval for all items under the consent agenda was made by Mayor Bryant with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 3 – 0.

Next on the agenda was Awards, Recognitions, and Presentations. There were no awards, recognitions, or presentations.

Next on the agenda was 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. Mayor Bryant stated that the expectation for Public Hearings is acceptance permitted by law. All Town Council meetings are open to the public. The Town Council has adopted rules of conduct for public comment and Public Hearings. These rules allow for respectful and orderly discourse in all Town Meetings. The public sign-up sheets are located outside chambers, members of Council, speakers and audience must observe proper decorum at all times, all public input should be directed at Town Council at the time designated on the meeting agenda, the purpose of the public comment is to listen, Town Council will not engage in dialog with speakers during Public Hearings or Public comment, discussion between speakers and attendees of

the public meeting or hearing is prohibited, a speaker shall not speak until recognized by the Mayor, Vice Mayor, or a Councilmember, each speaker must state their name, address, and the subject they will be addressing, each speaker shall be limited to 3 minutes per person for all agenda and non-agenda items, and the Town Manager will be the time keeper. The full version of the rules of conduct are located outside of the Council chambers. Mayor Bryant made a motion to close the Regular Council Meeting and open the Public Hearing for the proposed July 1, 2022 – June 30, 2023 budget with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion to go into the Public Hearing. With no further discussion, the motion carried with a vote of 3 – 0. Mayor Bryant stated that no one had signed up to speak. We would wait to see if anyone had called in and would like to speak. Mayor Bryant asked Town Manager McCulloch if there was anything to add about the budget. Town Manager McCulloch stated that we had presented the utility and general fund balanced budgets for fiscal year 2023. As you all know the utility fund covers water and wastewater systems, and the general fund includes operating events, the Treasurer, Clerk's office, administration, and parks and facility maintenance. This budget reflects the ARPA (American Recovery Plan Act), so it appears we have a lot more money than we usually have. Mayor Bryant asked what we have used the ARPA funds for to date. Town Manager McCulloch stated that Town has purchased a new sewer jetter, sewer camera, HVAC system for Town Hall, and the \$40,000.00 grant fund. The grant fund is a matching grant fund up to 50% or \$5,000.00 Maximum. We have had 7 successful applicants, but there is still funding available for businesses. Mayor Bryant stated that since there were no other comments, he made a motion to close the Public Hearing with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion the motion was carried by a vote of 3 – 0. The next action item was consideration of Resolution R22-0613-01: A Resolution Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee for Fiscal Year 2022/2023. Town Manager McCulloch stated that for this budget year all the taxes in the General Fund stay the same. That includes the real estate taxes, personal property taxes, and business taxes. However, Council has decided to raise the garbage rate \$.50 for both businesses and residents. The sewage rate will be increased by \$1.50 for both business and private citizens as well. Mayor Bryant made a motion to adopt the resolution R22-0613-01 with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the resolution was passed by a vote of 3 – 0. The next action item was consideration of Resolution R22-0613-02: A Resolution to Adopt the 9/11 Event as a Regular Town Event. Town Manager McCulloch stated that this year Town spoke with Mr. Bill Price who has put on the 9/11 event for several years now. It has become expected and appreciated by the citizens of Buchanan and the region surrounding. People come from all over to attend the event. So, instead of Mr. Price asking Town to hold the event each year because the event is held on Town grounds versus the typical rental areas such as the large and small pavilions. We have met with Mr. Price and asked if the event can be endorsed by the Town. It would be presented to the Events Committee as a Town event, but there would be no change in the running of the event. It would make the process easier. Mayor Bryant made a motion to approve the resolution with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved by a vote of 3 – 0.

Next on the agenda was reports. Town Manager McCulloch stated that she would start with special events. The Carnival is fast approaching. We are still waiting on the posters. The big prize raffle tickets have been distributed and many have come back. We appreciate the people in Town that have donated the prizes. We have found another food vendor which is Sysco. US Foods has changed their policy.

They only serve restaurants now. We just placed an order for a new fryer. It should be here in the next few days. That is needed for the fry stand. The basketball goals have been ordered for the basketball court in the park. Public works had 15 Miss Utilities, one meter insert replaced, 1 building permit for an accessory structure, 10 cut offs, 5 were cut on, one water repair, and one sewer backup and the line repaired on Parkway Drive. Regarding Public Safety, Town Manager McCulloch wanted to compliment Town Treasurer Tina Kingery for the amazing job she has done getting the Dominion light outage reports in to Dominion Energy. Dominion Energy has been very prompt in fixing the lights. Councilmember Rickman was impressed by how quickly Dominion has repaired those lights.

Next on the Agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Bryant stated there were 3 people signed up to speak. Mayor Bryant stated they would be called in the order they signed up. He asked that they state their name and address, and move closer to the microphone. The first speaker was Amy White, 905 Stinnett Road. Ms. White stated that she had several things to discuss. First is the Botetourt County Survey that is open. Botetourt County is asking citizens to fill it out. They will be taking the survey until June 30, 2022. They really want input from all citizens. Secondly, there is so much activity at the Town Park during the summer. Summer is a great time to be in Buchanan. BOCO wild, formerly the fishing rodeo, was held last weekend, Carnival is coming up, and the Botetourt County Fair that is coming up August 5th and 6th. Can a banner be put up across Main Street for the Botetourt County Fair if the County purchases it and get people to help put it up? Mayor Bryant stated that Town Manager McCulloch would get back to her on that. Mayor Bryant was not sure of the process for banners. Next to speak was Grace Parker at 1464 Davis Run. Ms. Parker stated that she is working the ice cream stand with Sue Sweet. They had a long list of questions that Community Developer Harry Gleason met with them and answered. Ms. Parker stated the buildings are clean and have met the Health Department Inspection. Ms. Parker stated that volunteers are needed desperately. She stated there is a real problem finding volunteers. There is a real problem between the Town and the Community. People are asking how much the Fire Department will be supported in this. How much of the proceeds will go to the Fire Department? Ms. Parker stated that she doesn't know this. Ms. Parker, and Ms. Sweet do not live in the Town, but there are people stepping in to try and help. Ms. Sweet stated that the Town website does not identify the Big Raffle Prizes for each night, and the entertainment for each night is not listed. She suggested that be updated. Those are ways to draw people to the Carnival. Ms. Parker stated that, if possible, put a volunteer button so that people can volunteer online. Ms. Parker stated her number is (540) 309-8829. The third speaker was Brandi Campbell, 361 Red Horse Lane. Ms. Campbell asked what is going on with the area that was dug up by the gazebo in the Town Park. It is an eyesore, and a safety hazard. Mayor Bryant stated that Council could answer that question. Mayor Bryant stated that Council had voted to fill it in, and a citizen group was going to put a pathway and site markings around it. Unfortunately, the Federal Government has told us we cannot take anything out of it, or put anything into it until they study it and understand what the effects are on the river itself. Ms. Campbell stated that it is an eyesore, and Buchanan is beautiful. Mayor Bryant stated Council agrees with her, and gave Councilmember Rickman kudos for weed -eating and cleaning up that area.

Next on the Agenda was Additional Comments. Mayor Bryant stated that there are 3 spots on Council that are up for election this year: Councilmember Manspile, Councilmember Petty, and myself. Two people have put in the paperwork for Council, but, no one has put in the paperwork for mayor. Mayor Bryant will not seek re-election. If there is someone that a citizen would encourage to run, please do so.

The deadline is June 21, 2022. Mayor Bryant stated that for citizens and the Town, please try to find someone to run for mayor to keep the Town moving forward. Town Council has a lot of positive things they have accomplished. Mayor Bryant stated that if you could see the list of things, he has signed for the last 5 years you would be surprised at the amount of work that has gone on here. The hope is to continue that. Please try to find someone, because if we don't, it will be a write in. Rick Siler from H.A. Siler Trucking, wanted to thank Town for calling to let them know that Public Works was working close to the edge of the Road. It worked out well.

Next on the Agenda was Upcoming Meetings and Events. Town Manager McCulloch stated all the upcoming events listed on the agenda.

Next on the Agenda was a closed session. Mayor Bryant made a motion to go into closed session per Section 2.2-3711. This is for paragraph 1: discussion, consideration, or interviews for perspective candidates for employment, appointment, assignment, demotion, promotion, performance, salary, disciplining, or resigning of specific public officers, employees, or appointees of any public body. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 3 – 0.

Closed Session began at 7:27 p.m.

Council went back into regular session at 8:00 p.m.

Mayor Bryant made a motion to certify the information discussed met the threshold for closed session. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 3 – 0.

Last on the agenda was adjournment. Mayor Bryant made a motion to adjourn with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion to adjourn was passed with a vote of 3 - 0. The meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



**Minutes of Council Meeting
Buchanan, VA**

July 11, 2022

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

Attending: 6 citizens, Board of Supervisor Amy White, 3 employees

Mayor Craig Bryant called the July 11, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager Susan McCulloch to take roll call. With five councilmembers present, a quorum was established. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the consent agenda including the June 2022 Financial Report and unpaid bills. A motion for approval for all items under the consent agenda was made by Councilmember Manspile with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0.

Next on the agenda was Awards, Recognitions, and Presentations. Town Manager McCulloch wanted to verbally recognize all the wonderful volunteers and people who helped with the Carnival. There were a lot of new faces and so many people came and took part working their hearts out. It was very rewarding working the Carnival this year.

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

Mayor Bryant stated that since there were several people signed up to speak, he would cover the rules of the public meeting. This is to make the expectations clear on the meetings being professional and allow others their time to speak as well. Mayor Bryant stated that the sign-up sheets are outside of Council chambers. Members of Town Council, speakers, and audience must observe proper decorum at all times. Mayor Bryant reserves the right to gavel if necessary. All public input should be directed to Council at the times designated on the meeting agenda. The purpose of public comment is for Town Council to listen. Town Council will not engage in dialog with speakers during Public Hearing or Public Comment. Discussion between speakers and attendees of the Public Hearing or meeting is prohibited.

A speaker shall not speak until recognized by the Mayor, Vice Mayor, or a Councilmember. Each speaker must stand and state their name and address and the subject he/she will be addressing. Each speaker shall be limited to 3 minutes per person for all agenda items and non-agenda items. The Town Manager shall be the time keeper. The full version of the Rules of Conduct is located outside of Council Chambers.

Next on the Agenda was New Business/ Action Items/ Public Hearings. The only action item was consideration of Resolution R22-0711-01: A Resolution Granting Employees Spring Bonuses. Town Manager McCulloch stated that each year, usually twice a year, in lieu of raises, bonuses are given to employees twice a year. The resolution covers the total bonuses. Mayor Bryant stated that the resolution is in the packet. The total is \$5,100.00 to be divided by the employees with a \$300.00 tip going to a contractor. There probably will not be raises in the upcoming budget. Town Manager McCulloch confirmed there will not be raises in the upcoming budget. Mayor Bryant made a motion to approve the resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 5 – 0.

Next on the agenda was reports. Town Manager McCulloch stated that as everyone knows, the Carnival ended on Saturday. There were several rainy nights so the volume of attendees was not what we had hoped. But, even on evenings when we shut down early, people were still sitting in the pavilion eating and talking and enjoying themselves. That shows how much the Carnival means to the community. Also, there were a few glitches that were fixed like the fryer in the fry stand. Town got a lot of compliments on the music, and the games were well attended and well manned. Town staff felt the Carnival was a success. Upcoming is the Reggae by the River on July 23 from 5 to 10 pm. Regarding Planning Commission, Town Manager McCulloch and Vice Mayor Witt were unable to attend the last meeting. The Planning Commission's main task was to go over the zoning ordinance and work on updates. Town Manager McCulloch stated that this will be an evolving document that will have to be updated as new things come along such as zoning changes and state and national trends change. We had planned to have it completed, but due to Carnival and software issues, the updates were lost and Planning Commission has had to go back and start over. Town Manager McCulloch stated that regarding Public Safety, there have been a few complaints about lights that Dominion has taken care of quickly. Town has received the parts for the bridge light. Leading Edge Services will be working on that bridge light as soon as possible. They did have to come and work on lights at the park. Councilmember Rickman stated there are 2 lights out on the bridge now. Town Manager McCulloch stated she would check into that. Town Manager McCulloch stated that for Public Works, there was a leak on Lowe Street that was repaired on Friday. We were looking for water in the park on July 4th before the fireworks went off. We had Virginia Rural Water Association come and listen to different meters and hydrants. They found a few leaks, but the worst was the one that was fixed on Friday. There were 5 Miss Utilities, 6 water cut-offs, 5 water cut-ons, a repair that needed a new tap. For sewer, there was one line repair on 15th Street. Town Manager McCulloch stated she would answer any questions. Mayor Bryant asked if the one on Lowe Street was damaged due to someone driving over it? Town Manager McCulloch stated that is a theory. When they turned the corner to bring a ride into the park, a pylon was bent and it could have done that. There was another school of thought that it could have been wearing out and that just drove it to come apart. Town Manager McCulloch stated that she did not mention it to Cole's Rides because there was no proof. Mayor Bryant stated that it looked like it had been hit again after the repairs. It looks like the pipe has been crushed. Town Manager McCulloch stated that the water runoff

pipe was cut but, she would check and see. Councilmember Manspile stated that he had stopped and looked at the repair. It is more the shoddy work catching up with Town. When it was previously installed, they used a ditch witch to cut the road. The sleeve starts 3 ½ to 4 feet into the road instead of at the edge of the road like it is supposed to be done. That is one place it had cut settling, with the road pounding on it, it cut the sleeve. There have been instances if it leaks on the main side before it gets to the meter it will blow out on both sides of the road. Mayor Bryant thanked Town Manager McCulloch for her report and asked for any questions.

Next on the Agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Bryant stated there were 4 people signed up to speak. Mayor Bryant stated they would be called in the order they signed up. He asked that they state their name and address, and move closer to the microphone. The first person to speak was Jenny Wilson of 399 James River Terrace. First, she thanked everyone for their service. As an elected official, she knows that a lot of times we only hear the complaints, and there are things that we can do nothing about. This is something we can do something about. As we all know, we lost a beloved community member, Linda Wickline, last Friday right in front of Good Times Café. As you come down James River Terrace, you are coming into 55 mile per hour traffic. If you are making the left turn, you have to make a quick decision if you are going to go. She started looking at the speed limits. If you come into Town, the speed limit is 45 miles per hour (mph). A lot of Towns like Troutville, or Fincastle, the speed limit is 45 mph or less. The Town of Boones Mill is 35. Is it possible to petition VDOT to change the speed limit? Ms. Wilson stated that she would write letters. Ms. Wilson stated right as you get to Carilion, the speed limit goes back up to 55 mph. That is right at Carilion Clinic, Limestone Park with teenagers pulling in and out, James River Terrace which is a blind turn. Then going into the main part of town, you drop from 55 to 35. Could Town please check into lowering the speed limit to 45 to make it more consistent and help keep our kids safe? Mayor Bryant stated that would be added to the Work Session. Town Manager McCulloch stated that she had already reached out to Ashley Smith at VDOT. Next to speak was Ruth Dudley of 404 Bridge Street North. Ms. Dudley stated that a couple of months ago 2 Town employees tried to drive through her flower bed to read the water meter. Instead of pulling up and parking at the road and walking 23 steps to the meter, they didn't. She hollered out to get the H@## off her property. Ms. Dudley called Town Manager McCulloch and left an ungodly message. She wants to ask the Town Manager now: Do you think the Town employees have the right to drive through citizens property and tear up our yards or whatever? Mayor Bryant stated that Council hears your question. The purpose of the public comment is to address Council with your question. Mayor Bryant stated that he would answer that he thinks he can give. This problem has been looked into, and employees have been told they are not to do that. This happened a while back. Ms. Dudley stated it happened a couple months ago. Mayor Bryant asked if it had happened since. Ms. Dudley stated that she has not seen them do it but she hasn't been home. She knows they park in another citizen's driveway, but they would have to walk. Ms. Dudley stated that when she went to her lawyer, he stated that she should have called a landscaper to fix it and then bill the Town. She told him Town wouldn't have paid it. The lawyer stated that is what he is there for. Ms. Dudley then stated she would like to ask Town Manager McCulloch what she thought. Mayor Bryant stated again that the purpose of the public comment is to address Council. Ms. Dudley asked Council if they could give her an answer. Mayor Bryant stated that he would again tell her that this happened a couple of months ago, it has been addressed, and there have not been any complaints since. Mayor Bryant asked Ms. Dudley if there had been any more complaints. Ms. Dudley stated there have not because she has not been home. Mayor Bryant stated that if it happens again, Town wants to know about it. Ms. Dudley stated

that Town would hear about it, definitely. Mayor Bryant stated yes, please, we want to know about it. Ms. Dudley asked if Council was telling her that Town Manager McCulloch would answer her. Mayor Bryant stated that the purpose of this meeting is to address Council. Mayor Bryant asked Ms. Dudley if she was done. Councilmember Manspile stated that Mayor Bryant was getting out of line. Mayor Bryant stated that he has told her the answer. Ms. Dudley asked if this is how all of Council feels? Were they wrong? Mayor Bryant stated that yes, they were wrong. It has been addressed. If Ms. Dudley sees it again, please let us know. Ms. Dudley stated that they would. Ms. Dudley stated that she had one more question she would like to ask. How come the citizens have to pay for the full premium of the insurance for the Town employees. Town Manager McCulloch stated that time was up. Mayor Bryant stated he is not sure he understands the question. Ms. Dudley stated that according to the letter received with the water bill, the Town will cover the premiums for the Town employees. Mayor Bryant asked if she meant health insurance? Ms. Dudley answered yes. Mayor Bryant stated that Town has always done that. Ms. Dudley stated that all she hears from other people is that the Town don't have no money. Let them pay part of their insurance. Because all of us senior citizens on Medicare and social security, nobody pays our supplement but us. So, we need that, and I think the citizens should vote on it. Mayor Bryant stated that when it is time to review that again Council will welcome the comments. Mayor Bryant stated that Town had found a cheaper plan that is saving the tax payers money. Ms. Dudley asked why the citizens are paying all of it? It is our money. Mayor Bryant stated that right now it has been approved, and it is actually saving the tax payers money. Town would be glad to go over the amount. Ms. Dudley stated that what should be done is since you mailed the letter with the water bill, why not mail out a letter with a vote and let citizens mail it back to you. Town Manager McCulloch stated that it was way over time. Mayor Bryant thanked Ms. Dudley for her comments. Ms. Dudley stated that she was sorry Town Manager McCulloch could not answer her. Next to speak was Board of Supervisor member Amy White of 905 Stinnett Road. Ms. White stated that to follow up on Jenny's comment, she had called and asked Ms. White what she could do. Ms. White told her she could contact VDOT but, it is actually in the Town. Ms. White stated that if she could help in any way she would. As far as Buchanan business, there is a proposal for a convenience store at the intersection of Greyledge Road and Frontage Road. It is at planning commission tonight. It will be heard at the Board of Supervisor's two weeks from tomorrow. Ms. White wanted to make everyone aware of that. The plans are available online. Any comments or questions, Ms. White would love to hear from anyone about that project. Ms. White stated that her real reason to be here is the Carnival. What a great time to be alive in Buchanan. Every year, so thankful it all went well. And, thanks to everyone. It is such a community event. It is so much more than a place to get french fries, and it is a good place to get french fries. A lot of people come to her and ask questions about Carnival. From the county's standpoint, we support this event 100%. We send volunteers for a night. A lot of us work extra time too. That is the extent of the county's involvement here. This is a Town of Buchanan event so Ms. White cannot answer all the questions. Ms. White stated that in listening to the people, it would be helpful once everything is done and the moneys are counted, it would be great to publish the budget. What was brought in, where it was brought in, and how it is intended to be spent. Ms. White thinks that would go a long way toward goodwill and transparency because she gets that question all the time. Secondly, if at all possible, to catalogue the volunteer hours from that week, that could be great data to use for grants and proposals going forward. It is a tremendous community effort. We could use that and leverage what we do in those buildings for grants. There is great opportunity there. Councilmember Rickman stated that if you file the long form on your taxes, the volunteer hours you put in at the Carnival can be taken off of your

taxes. Ms. White jokingly stated that they would owe her money. Mayor Bryant asked the fourth speaker, Grace, to step up. Grace stated that Ms. White had covered it. She just wants the follow up information from the Carnival. Mayor Bryant stated that it takes several months to get all the data together. It is a very cumbersome process. Vice Mayor Witt stated that Town started calculating volunteer hours last year. We have that data from last year. Ms. White stated that if there was a uniform way of collecting that information it would be very powerful. Then, the public really wants to know where the money goes. It would be motivational.

Next on the Agenda was Additional Comments. Councilmember Manspile stated that he has been made aware of an issue during Carnival. Councilmember Manspile asked Town Manager McCulloch if there has been any movement on the building at the old school complex that the roof has fallen in on? Deputies had to run kids out of it twice that he was made aware of during Carnival. The county building inspector has helped Town with other buildings in Town. What kind of help can we get to deny access to that building? Town Manager McCulloch stated that she had not been made aware of people going into the building. Town can definitely ask County to look into it. The building is on our targeted Brownfield assistance grant list. Vice Mayor Witt stated that the building is a rented property. It is a rented in use property. As a whole, the property is not condemnable. It is just a matter of someone breaking into your house or your property and having them escorted off. Councilmember Manspile stated that windows are broken out on the property. Mayor Bryant stated Town has received multiple complaints about that property in the last few years. Councilmember Manspile stated that it should go back to the landowner if the renter will not fix it. Vice Mayor Witt stated he has heard rumors about that property, but he doesn't have anything concrete. He can discuss it later if needed. Mayor Bryant stated there was an insect issue at one time. Councilmember Manspile stated that issue was addressed with the landlord. Mayor Bryant asked for any other comments.

Next on the Agenda was Upcoming Meetings and Events. Town Manager McCulloch stated all the upcoming events listed on the agenda. Amy White stated that the Botetourt County Fair is on August 5th and 6th. Town Clerk Claudine Stump apologized for not putting the Fair in the upcoming events.

Last on the agenda was adjournment. Councilmember Manspile made a motion to adjourn with a second from Mayor Bryant. Vice Mayor Witt asked how things will be handled since the laws have changed since personal recreational use of THC is legal. Town Manager McCulloch stated that Town has requested coverage from the Sheriff's Office and will bring that to their attention. Mayor Bryant asked for further discussion. With no further discussion, the motion to adjourn was passed with a vote of 5 - 0.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor