

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



Buchanan Town Council
Monday, November 14, 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 October, 2022
2. Approval of Unpaid Bills
3. Approval of minutes from the September 21, 2022 Work Session, September 29, 2022 Emergency Called Council Meeting, October 6, 2022 Combined Called Council Meeting and Work Session, and the October 11, 2022 Council Meeting.

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. Moving CD's
2. Changing Tax Due Date
3. Paving Contract
4. Carson Memorial Real Estate Investment Grant Application
5. Meter Issues

H. REPORTS

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

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.

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J. ADDITIONAL COMMENTS

K. UPCOMING MEETINGS AND EVENTS

- **Leap Mobile Market – Resource Center – Wednesday, November 16, 2022 – 1:30 to 2:30**
- **Feeding SWVA Farmer’s Market – Resource Center –Wednesday, November 23, 2022 – 1:30 to 3:30**
- **Thanksgiving Holiday – Town Hall Closed – Wednesday, November 23, 2022 12:00 Thru Friday, November 25, 2022**
- **Small Business Saturday – Town- Saturday, November 26, 2022**
- **Christmas Market – Town Hall Parking Lot – Saturday, November 26, 2022 – 9:00 ‘til 3:00**
- **Tree Lighting Ceremony – Town Hall Parking Lot – Saturday, November 26 – 7:00 pm**
- **Town Council Work Session – December 1, 2022 – 7:00pm**
- **Festival of Lights Kick Off – Town Park – December 2 & 3, 2022**
- **Special Events Committee – To Be Determined**
- **Planning Commission – Monday, December 5, 2022 – 7:00pm**
- **Christmas Market – Town Hall Parking Lot – Saturday, December 10, 2022, 9:00 ‘til 3:00pm**
- **Christmas Parade – Main Street- Saturday, December 10, 2022 (Rain Date December 11, 2022) Line up at 3:00pm, Parade at 4:00pm**
- **Town Council Meeting – Monday, December 12, 2022 – 7:00pm**

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of November 9, 2022

	Nov 9, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	1,047,109.34
10030 Change Funds	100.00
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	381,823.53
10500 Certificates of Deposit	688,556.22
Total Checking/Savings	2,135,331.68
Accounts Receivable	
Prepaid Taxes	-1,063.81
11001 General AR Billed	6,384.01
Property Taxes Receivable	10,918.82
WSG Receivable	50,477.53
Total Accounts Receivable	66,716.55
Other Current Assets	
11012 Due from State/Fed Sewer	11,486.00
11200 Prepaid Items	105,112.07
11000 Acct Receivable General	33,054.00
11010 Due from State/Fed Gen	6,958.64
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,805.14
11109 Allowance - Wat/Sew/Garba	-10,142.23
Allowance-Property Taxes	-525.60
Undeposited Funds	4,195.94
Total Other Current Assets	168,969.21
Total Current Assets	2,371,017.44
Fixed Assets	
13000 Property, Plant, Equip	8,223,426.94
Total Fixed Assets	8,223,426.94
TOTAL ASSETS	10,594,444.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-758.81
Total Accounts Payable	-758.81
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	406.46
21160 Accrued Payroll - General	12,617.66
22000 Customer Deposits	24,181.31
23000 Payroll Liabilities	5,749.31
25200 Accrued Interest Payable	387.14
Deferred Taxes Receivable	10,588.93
Vandalism Reward Funds	12.89
Total Other Current Liabilities	403,805.20
Total Current Liabilities	403,046.39

1:59 PM

11/09/22

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of November 9, 2022

	<u>Nov 9, 22</u>
Long Term Liabilities	
26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	4,069,293.86
Total Long Term Liabilities	<u>4,087,560.78</u>
Total Liabilities	4,490,607.17
Equity	
30100 General Fund Balance	723,927.11
30200 Water Retained Earnings	4,531,808.00
30300 Sewer Retained Earnings	171,825.05
30400 Carnival Fund Balance	148,135.89
Retained Earnings	113,805.03
Net Income	414,336.13
Total Equity	<u>6,103,837.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,594,444.38</u></u>

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges					0.00
3100000 Local Revenue	0.00		35.00		
3110000 General Property Taxes					
3110100 Real Property Taxes	292.79	12,500.00	1,182.42	50,000.00	150,000.00
3110101 Current Taxes	0.00	333.33	494.24	1,333.34	4,000.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	292.79	12,833.33	1,676.66	51,333.34	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	1,291.66	0.00	5,166.64	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.00	16.64	50.00
Total 3110300 Personal Property Taxes	0.00	1,295.82	0.00	5,183.28	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	49.38	166.66	171.71	666.64	2,000.00
Total 3110600 Penalties & Interest	49.38	166.66	171.71	666.64	2,000.00
Total 3110000 General Property Taxes	342.17	14,295.81	1,848.37	57,183.26	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	5,970.95	4,250.00	23,812.91	17,000.00	51,000.00
3120200 Consumer Utility Taxes	152.94	1,916.66	7,845.01	7,666.64	23,000.00
3120210 Consumption Tax	55.19	291.66	1,137.87	1,166.64	3,500.00
3120300 Business License Taxes	25.00	3,541.66	152.03	14,166.64	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	4,666.64	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	19,000.00	57,000.00
3121000 Occupancy Tax	605.51	333.33	3,071.26	1,333.32	4,000.00
3121100 Meals Taxes	2,801.96	2,083.33	14,816.25	8,333.32	25,000.00
Total 3120000 Other Local Taxes	9,611.55	18,333.30	50,835.33	73,333.20	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	100.00	83.32	250.00
3130308 Building Permits	50.00	0.00	150.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	33.32	100.00
3130310 Special Use Permit	0.00	8.33	0.00	33.32	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	250.00	149.96	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	1,640.28	125.00	2,961.86	500.00	1,500.00
3140103 Zoning Violations	200.00	41.66	1,350.00	166.64	500.00
Total 3140000 Fines and Forfeitures	1,840.28	166.66	4,311.86	666.64	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	350.81	250.00	1,377.89	1,000.00	3,000.00
3150200 Rental Income	0.00	83.33	320.00	333.32	1,000.00
Total 3150000 Rev-Use of Money/Prop	350.81	333.33	1,697.89	1,333.32	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165190 Water Hook Up Fees	4,400.00		4,400.00		
Total 3165100 Water Revenues	4,400.00		4,400.00		
3165200 Sewer Revenues					
3165290 Sewer Hook Up Fees	2,500.00		2,500.00		
Total 3165200 Sewer Revenues	2,500.00		2,500.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,290.50	8,250.50	33,141.50	33,002.00	99,006.00
Total 3165300 Garbage Fees	8,290.50	8,250.50	33,141.50	33,002.00	99,006.00
Total 3165000 Charge Enterprise Svcs	15,190.50	8,250.50	40,041.50	33,002.00	99,006.00
Total 3160000 Charges for Services	15,190.50	8,250.50	40,041.50	33,002.00	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	40.00	416.66	40.00	1,666.64	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	166.64	500.00
3189925 Mountain Magic	8,392.00	708.33	10,372.00	2,833.32	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	66.64	200.00
3189922 Pork by the James	0.00	708.33	0.00	2,833.32	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	4,666.64	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	33.32	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	16.64	50.00
3189918 Buchanan Garden Festival	0.00	166.66	0.00	666.64	2,000.00
3189917 CivilWar History Weeked	0.00	208.33	0.00	833.32	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	100.00	300.00
3189905 Overage/Shortage	0.00	0.00	0.00	0.00	0.00
3189904 Other	446.00	83.33	6,048.61	333.32	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00	83.33	775.00	333.32	1,000.00
3189910 Arbor Day Donations	0.00	83.33	0.00	333.32	1,000.00
3189911 Event Fees	20.00	8.33	876.00	33.32	100.00
3189912 Carnival Proceeds	277.70	6,250.00	152,979.93	25,000.00	75,000.00
3189999 Overpayments	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Total Miscellaneous Revenue	297.70	6,424.99	154,630.93	25,699.96	77,100.00
Total 3180000 Miscellaneous Revenue	9,175.70	9,979.10	181,212.54	39,916.40	119,750.00
Total 3100000 Local Revenue	36,561.01	51,396.19	280,197.49	205,584.78	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
3220112 VA Comm of the Arts	0.00	0.00	0.00		0.00
3220111 Car Rental Tax	15.03	0.00	208.55	0.00	0.00
3220150 Communications Tax	165.57	189.58	663.92	758.32	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	1,083.32	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	9,040.00	10,962.64	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	11,608.54	3,869.32	11,608.00
Total 3220000 Non-Categorical Aid	180.60	4,168.40	24,772.05	16,673.60	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	155,494.00	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	1,333.32	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	5,000.00	15,000.00
3240000 Categorical Aid - Other	0.00		0.00		0.00
Total 3240000 Categorical Aid	0.00	40,456.83	466,482.00	161,827.32	485,482.00
Total 3200000 Rev from Commonwealth	180.60	44,625.23	491,254.05	178,500.92	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	468.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	468.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	468.00	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	5,416.64	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	5,416.64	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	10,833.28	32,500.00
Total Income	36,741.61	98,846.74	771,486.54	395,386.98	1,186,163.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Gross Profit	36,741.61	98,846.74	771,486.54	395,386.98	1,186,163.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	1,790.80	1,683.32	5,050.00
3600 Advertising	0.00	187.50	270.00	750.00	2,250.00
5540 Convention & Education	0.00	20.83	2,999.09	83.32	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	83.32	250.00
5800 Miscellaneous Expense	0.00	20.83	0.00	83.32	250.00
5810 Dues and Memberships	0.00	208.33	45.00	833.32	2,500.00
Total 11110 Town Council	420.00	879.15	5,104.89	3,516.60	10,550.00
Total 001 Legislative	420.00	879.15	5,104.89	3,516.60	10,550.00
Total 01 General Government Admin	420.00	879.15	5,104.89	3,516.60	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	3,668.51	2,083.33	8,581.51	8,333.32	25,000.00
Total 12210 Legal Services	3,668.51	2,083.33	8,581.51	8,333.32	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	0.00	4,450.00	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	0.00	4,450.00	13,350.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	5,000.00	29,421.62	20,000.00	60,000.00
1110 Overtime	331.11	83.33	3,398.26	333.32	1,000.00
1120 Bonus	0.00	0.00	1,400.00	0.00	0.00
2100 FICA/Medicare Tax	1,684.12	1,250.00	8,157.85	5,000.00	15,000.00
2110 Virginia Unemployment Ins	108.63	50.00	446.18	200.00	600.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	441.28	0.00	1,888.16	0.00	0.00
2213 VRS VLDP	55.16	270.83	543.04	1,083.32	3,250.00
2300 Health Insurance	1,694.00	1,694.00	6,776.00	6,776.00	20,328.00
3120 Accounting Services	0.00	1,250.00	5,088.75	5,000.00	15,000.00
3130 Bank Service Charges	35.00	58.33	223.78	233.32	700.00
3500 Printing and Binding	0.00	125.00	0.00	500.00	1,500.00
3600 Advertising	0.00	41.66	-270.00	166.64	500.00
5210 Postal Services	271.85	270.83	1,747.01	1,083.32	3,250.00
5230 Telecommunications	125.21	258.33	724.66	1,033.32	3,100.00
5401 Copy Machine Rental	258.62	250.00	952.36	1,000.00	3,000.00
5600 Mileage Reimbursement	116.57	16.66	262.51	66.64	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
5810 Dues and Memberships	0.00	25.00	0.00	100.00	300.00
6001 Office Supplies	479.61	375.00	2,041.44	1,500.00	4,500.00
Total 12410 Clerk-Treasurer	11,591.56	11,018.97	62,781.62	44,075.88	132,228.00
12510 Town Manager					
1100 Salaries	7,091.96	4,583.33	24,756.73	18,333.32	55,000.00
1120 Bonus	0.00	0.00	2,000.00	0.00	0.00
2212 Retirement	351.32	0.00	1,405.28	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	666.64	2,000.00
2300 Health Insurance	847.00	847.00	3,388.00	3,388.00	10,164.00
5600 Mileage Reimbursement	48.75	37.50	126.25	150.00	450.00
5800 Miscellaneous Expense	0.00	41.66	0.00	166.64	500.00
5810 Dues and Memberships	0.00	75.00	250.00	300.00	900.00
Total 12510 Town Manager	8,339.03	5,751.15	31,926.26	23,004.60	69,014.00
Total 02 General & Financial Admin	23,599.10	19,965.95	103,289.39	79,863.80	239,592.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,916.00	2,916.66	11,666.00	11,666.64	35,000.00
Total 001 Law Enforcement	2,916.00	2,916.66	11,666.00	11,666.64	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	130.00	416.66	19,076.00	1,666.64	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	3,333.32	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	33.32	100.00
Total 32200 Volunteer Fire Department	130.00	1,258.32	19,076.00	5,033.28	15,100.00
Total 002 Fire & Rescue Services	130.00	1,258.32	19,076.00	5,033.28	15,100.00
Total 03 Public Safety	3,046.00	4,174.98	30,742.00	16,699.92	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,152.00	3,958.33	22,660.99	15,833.32	47,500.00
1110 Overtime	701.66	166.66	1,306.09	666.64	2,000.00
1120 Bonus	0.00	0.00	1,000.00	0.00	0.00
2212 Retirement	241.37	0.00	974.46	0.00	0.00
2213 VRS VLDP	49.35	91.66	175.60	366.64	1,100.00
2300 Health Insurance	847.00	1,694.00	3,847.00	6,776.00	20,328.00
3310 Repair & Maint Services	350.00	500.00	2,458.99	2,000.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	1,666.64	5,000.00
3322 Janitorial Services	288.34	300.00	1,490.07	1,200.00	3,600.00
5100 Electricity - Streetlights	0.00	916.66	4,912.53	3,666.64	11,000.00
5110 Electricity - Town Hall	0.00	229.16	1,971.52	916.64	2,750.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
5120 Heating Fuel	2,207.50	208.33	2,207.50	833.32	2,500.00
5230 Telecommunications	360.75	316.66	1,664.60	1,266.64	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	6,666.64	20,000.00
5800 Miscellaneous Expense	0.00		0.00		0.00
5811 Uniforms & Safety Clothing	119.14	166.66	936.44	666.64	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	166.64	500.00
6007 Repair & Maint Supplies	45.98	500.00	1,343.93	2,000.00	6,000.00
6008 Vehicle & Equip Fuels	0.00	500.50	1,525.91	2,002.00	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	2,666.64	8,000.00
Total 43200 Maint of Gen Properties	8,363.09	12,340.26	48,475.63	49,361.04	148,084.00
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	3,000.00	9,000.00
33201 Trash Pickup	6,565.00	6,791.66	32,843.00	27,166.64	81,500.00
Total 44000 Trash Department	6,565.00	7,541.66	32,843.00	30,166.64	90,500.00
44100 Water Operations					
1110 Overtime	0.00		202.50		0.00
Total 44100 Water Operations	0.00		202.50		0.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		0.00
6001 Office Supplies	0.00		40.19		
Total 44200 Sewer Operations	0.00		40.19		0.00
Total 04 Public Works	14,928.09	19,881.92	81,561.32	79,527.68	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	1,666.64	5,000.00
5810 Arbor Day Celebration	0.00	166.66	0.00	666.64	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	100.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	666.64	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	833.32	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	16.64	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	25.00	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	2,666.64	8,000.00
5820 Pork by the James	0.00	666.66	0.00	2,666.64	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	8.34	33.64	101.00
5823 Mountain Magic	1,388.45	416.66	5,530.58	1,666.64	5,000.00
5824 Christmas Parade	0.00	41.66	0.00	166.64	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	66.64	200.00
5827 Misc. Event Supplies	0.00		0.00		0.00
3600 Advertising	310.00	350.00	1,240.00	1,400.00	4,200.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
5840 Town Events	0.00	100.00	0.00	400.00	1,200.00
6013 Recreational Supplies	102.36	41.66	102.36	166.64	500.00
8101 Machinery & Equipment Cost	0.00		0.00		0.00
Total 71100 Parks & Recreation	1,800.81	3,302.09	14,922.53	13,208.36	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	1,643.65	1,388.32	4,165.00
5110 Utilities	0.00	416.66	5,517.58	1,666.64	5,000.00
5801 Carnival Operations	0.00	1,666.66	32,805.54	6,666.64	20,000.00
8110 Capital Outlay	0.00		0.00		0.00
Total 71200 Carnival	0.00	2,430.40	49,966.77	9,721.60	29,165.00
Total 07 Parks, Events & Cultural	1,800.81	5,732.49	64,889.30	22,929.96	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	17,659.21	15,500.00	46,500.00
1110 Overtime	767.74	0.00	5,240.66	0.00	0.00
1120 Bonus	0.00	0.00	700.00	0.00	0.00
2212 Retirement	262.24	0.00	1,048.96	0.00	0.00
2213 VRS VLDP	32.78	83.33	130.35	333.32	1,000.00
2300 Health Insurance	847.00	847.00	3,388.00	3,388.00	10,164.00
3600 Advertising	0.00	333.33	1,822.20	1,333.32	4,000.00
5602 Donation After Prom Party	0.00	16.66	0.00	66.64	200.00
5603 Donation to Theater	0.00	333.33	0.00	1,333.32	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	833.32	2,500.00
6014 Other Operating Supplies	0.00		0.00		0.00
Total 81200 Community Development	5,469.60	5,696.98	29,989.38	22,787.92	68,364.00
Total 08 Development	5,469.60	5,696.98	29,989.38	22,787.92	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	1,833.00	733.32	2,200.00
94107 Community Develop Grant	0.00	0.00	0.00	0.00	0.00
94108 Covid-19 & ARPA	0.00	38,873.50	36,197.33	155,494.00	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	13,833.32	41,500.00
Total 94100 General Improvements	0.00	42,515.16	38,030.33	170,060.64	510,182.00
Total 004 Capital Projects	0.00	42,515.16	38,030.33	170,060.64	510,182.00
Total 09 Nondepartmental	0.00	42,515.16	38,030.33	170,060.64	510,182.00

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Payroll Expenses	0.00	0.00	75.00	0.00	0.00
Total Expense	49,263.60	98,846.63	353,681.61	395,386.52	1,186,163.00
Net Ordinary Income	-12,521.99	0.11	417,804.93	0.46	0.00
Net Income	-12,521.99	0.11	417,804.93	0.46	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	0.00	235.27	0.00	0.00
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	235.27	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,187.58	28,333.33	115,018.92	113,333.32	340,000.00
3165111 Water Sales	0.00	41.66	165.00	166.64	500.00
3165120 Water Penalties	1,264.95	1,666.66	6,196.40	6,666.64	20,000.00
3165130 Reconnect Fees	240.00	250.00	960.00	1,000.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	733.32	2,200.00
Total 3165100 Water Revenues	29,692.53	30,474.98	122,340.32	121,899.92	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	17,045.48	17,298.16	69,005.67	69,192.64	207,578.00
Total 3165200 Sewer Revenues	17,045.48	17,298.16	69,005.67	69,192.64	207,578.00
Total 3165000 Charge Enterprise Svcs	46,738.01	47,773.14	191,345.99	191,092.56	573,278.00
Total 3160000 Charges for Services	46,738.01	47,773.14	191,345.99	191,092.56	573,278.00
Total 3100000 Local Revenue	46,738.01	47,773.14	191,581.26	191,092.56	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	13,333.32	40,000.00
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	13,333.32	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	13,333.32	40,000.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00	0.00	0.00	0.00	0.00
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

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	46,738.01	51,106.47	191,581.26	204,425.88	613,278.00
Gross Profit	46,738.01	51,106.47	191,581.26	204,425.88	613,278.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	178.55	0.00	550.42	0.00	0.00
2110 Virginia Unemployment Ins	30.19	0.00	92.29	0.00	0.00
2212 Retirement	0.00		7.68		0.00
Total 12410 Clerk-Treasurer	208.74	0.00	650.39	0.00	0.00
Total 02 General & Financial Admin	208.74	0.00	650.39	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	153.43	0.00	340.86	0.00	0.00
5230 Telecommunications	28.66	0.00	82.30	0.00	0.00
Total 43200 Maint of Gen Properties	182.09	0.00	423.16	0.00	0.00
44100 Water Operations					
1100 Salaries & Wages	1,236.50	1,000.00	5,109.00	4,000.00	12,000.00
1110 Overtime	0.00	83.33	137.67	333.32	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	83.32	250.00
3100 Prof Svcs & Miss Utility	147.50	20.83	163.77	83.32	250.00
3110 Operating Contract	7,388.94	7,444.36	14,777.88	29,777.44	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	2,160.00	1,500.00	4,500.00
3500 Printing & Binding	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	1,000.00	3,000.00
5110 Utilities	393.26	791.66	5,508.43	3,166.64	9,500.00
5810 Dues and Memberships	0.00	0.00	350.00	0.00	0.00
6007 Repair & Maint Supplies	0.00	750.00	2,522.01	3,000.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	1,625.40	1,666.64	5,000.00
6014 Operating Supplies	117.35	548.16	6,128.46	2,192.64	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	1,666.64	5,000.00
Total 44100 Water Operations	9,689.90	12,117.49	40,343.62	48,469.96	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	0.00		7,388.94		0.00
3310 Repairs & Maint Contract	548.85	416.66	5,040.54	1,666.64	5,000.00
5110 Utilities	238.37	666.66	2,508.36	2,666.64	8,000.00
5230 Telecommunications	0.00	83.33	178.82	333.32	1,000.00
6014 Operating Supplies	0.00	183.33	582.50	733.32	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	2,000.00	6,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Total 44110 Water Filtration Plant	787.22	1,849.98	15,699.16	7,399.92	22,200.00
44200 Sewer Operations					
5230 Telecommunications	50.63	83.33	102.42	333.32	1,000.00
1100 Salaries & Wages	971.50	916.66	1,763.75	3,666.64	11,000.00
1110 Overtime	125.63	41.66	184.54	166.64	500.00
2100 FICA/Medicare	0.00	75.00	0.00	300.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	26.64	80.00
3100 Prof Svcs & Miss Utility	147.50	20.83	163.78	83.32	250.00
3110 Operating Contract	7,388.94	7,444.36	22,166.82	29,777.44	89,332.32
3310 Repairs & Maint Contract	135.07	583.33	1,848.88	2,333.32	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	1,833.32	5,500.00
3600 Advertising	0.00		0.00	0.00	0.00
3700 Permits	110.00	125.00	3,095.00	500.00	1,500.00
5110 Utilities	2,046.42	1,833.33	7,956.25	7,333.32	22,000.00
5410 Lease/Rent of Equipment	20.00	583.33	2,615.00	2,333.32	7,000.00
6007 Repair & Maint Supplies	0.00	750.00	6,434.86	3,000.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	1,825.40	1,666.64	5,000.00
6014 Operating Supplies	1,747.55	583.33	6,091.78	2,333.32	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	1,000.00	3,000.00
Total 44200 Sewer Operations	13,149.59	14,171.81	54,552.48	56,687.24	170,062.32
Total 04 Public Works	23,808.80	28,139.28	111,018.42	112,557.12	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	1,166.64	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	1,166.64	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	8,231.02	13,333.32	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	2,000.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	1,979.44	5,938.36
Total 94300 Sewer Projects	0.00	4,328.19	8,231.02	17,312.76	51,938.36
Total 004 Capital Projects	0.00	4,619.85	8,231.02	18,479.40	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	12,197.00	15,638.91	65,365.70	62,555.64	187,667.00
95520 Interest Payments	0.00	0.00	2,718.82	0.00	0.00
95530 Other Debt Costs	0.00		1,359.41		
Total 95500 Water Debt Service	12,197.00	15,638.91	69,443.93	62,555.64	187,667.00
95700 Sewer Debt Service					

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

	Oct 22	Budget	Jul - Oct 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	12,197.00	15,638.91	69,443.93	62,555.64	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	10,833.28	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	10,833.28	32,500.00
Total 09 Nondepartmental	12,197.00	22,967.08	77,674.95	91,868.32	275,605.36
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	36,214.54	51,106.36	189,343.76	204,425.44	613,278.00
Net Ordinary Income	10,523.47	0.11	2,237.50	0.44	0.00
Net Income	10,523.47	0.11	2,237.50	0.44	0.00

Town of Buchanan, Virginia
Vendor Payments Made
October 8 through November 9, 2022

2:15 PM
11/09/22

Type	Date	Num	Memo	Account	Split	Amount
Anthem Insurance Bill Pmt-Check	10/28/2022	EPAY	Health Insurance Billing Entity # T7452AMAO3	10010 Buchanan General Fund	20000 Accounts Payable	-4,235.00
Bank of Botetourt Check	10/14/2022	EPAY	Stop payment fee for ck # 23048	10010 Buchanan General Fund	3130 Bank Service Charges	-35.00
Bill Pmt-Check	10/19/2022	23246	Payment on truck #16 Acct # 2021201825	10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Bill Pmt-Check	10/24/2022	23273		10010 Buchanan General Fund	20000 Accounts Payable	-1,140.24
Barry Collins Bill Pmt-Check	10/13/2022	23211	Performing for Mountain Magic	10010 Buchanan General Fund	20000 Accounts Payable	-350.00
BMS Direct Bill Pmt-Check	11/03/2022	23280		10010 Buchanan General Fund	20000 Accounts Payable	-450.00
Busy Bees Cleaners Bill Pmt-Check	10/28/2022	23275	Janitorial services @ the Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-130.00
C&S Disposal Inc. Bill Pmt-Check	10/24/2022	23248	Container fee @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-20.00
Bill Pmt-Check	10/28/2022	23277	Garbage p/u 467X13= 6071, 26X19= 494, Total= 6565.00	10010 Buchanan General Fund	20000 Accounts Payable	-6,565.00
Catherine Ostermann Check	10/18/2022	23239	Refund for Mountain Magic Fees	10010 Buchanan General Fund	5823 Mountain Magic	-50.00
Cintas Corporation- #524 Bill Pmt-Check	10/24/2022	23249	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Claudine R. Stump Bill Pmt-Check	10/14/2022	23214	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-56.25
Dominion Energy Virginia Bill Pmt-Check	10/24/2022	23250		10010 Buchanan General Fund	20000 Accounts Payable	-2,390.37
Dominion Va. Power Bill Pmt-Check	10/24/2022	23251	2027648746 (Streetsights)	10010 Buchanan General Fund	20000 Accounts Payable	-1,179.99
Donald's Electric & Ref. Srv., Inc. Bill Pmt-Check	10/14/2022	23215		10010 Buchanan General Fund	20000 Accounts Payable	-33,860.00
Faye Worley Bill Pmt-Check	10/28/2022	23276	Janitorial services @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-238.77
Fidelity Power Systems Bill Pmt-Check	10/24/2022	23252	Serviced generator @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-963.81
Garland/DBS, Inc. Bill Pmt-Check	11/03/2022	23281	Roof @ Buchanan Volunteer Fire Dept.	10010 Buchanan General Fund	20000 Accounts Payable	-18,686.00
Gentry Locke Attorneys Bill Pmt-Check	10/24/2022	23253	Legal fees for September 2022	10010 Buchanan General Fund	20000 Accounts Payable	-3,668.51
Greene Environmental Services LLC Bill Pmt-Check	10/24/2022	23254	Abandonment of oil tank @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-2,207.50
Happy Food Mart Bill Pmt-Check	10/24/2022	23255		10010 Buchanan General Fund	20000 Accounts Payable	-373.39
Inboden Environmental Services, Inc. Bill Pmt-Check	10/24/2022	23256	Operation & Maint. of STP & W for month of September 2022 & Repairs	10010 Buchanan General Fund	20000 Accounts Payable	-17,099.28
James River Equipment-Ashland Bill Pmt-Check	10/24/2022	23257	Battery for gator after credits on acct were applied	10010 Buchanan General Fund	20000 Accounts Payable	-42.60
LAMAR COMPANIES Bill Pmt-Check	10/24/2022	23258	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Mid State Equipment Bill Pmt-Check	10/24/2022	23259		10010 Buchanan General Fund	20000 Accounts Payable	-172.58
Postmaster Check	10/25/2022	23274	Postage stamps	10010 Buchanan General Fund	5210 Postal Services	-264.00
Roanoke Fruit & Produce Co Bill Pmt-Check	10/24/2022	23260	Potatoes for Mountain Magic	10010 Buchanan General Fund	20000 Accounts Payable	-240.00
Rural Development Check	10/28/2022	EPAY	wsj-30-10	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
S h e n e l Bill Pmt-Check	10/24/2022	23261		10010 Buchanan General Fund	20000 Accounts Payable	-363.58
S&H Mobile Cleaning Service						

Town of Buchanan, Virginia
Vendor Payments Made
October 8 through November 9, 2022

2:15 PM
11/09/22

Type	Date	Num	Memo	Account	Split	Amount
Bill Pmt -Check	10/13/2022	23213	Pressure washing basketball court	10010 Buchanan General Fund	20000 Accounts Payable	-350.00
Sandra's Marking Co. Inc.						
Bill Pmt -Check	10/24/2022	23262	Class 4 vest	10010 Buchanan General Fund	20000 Accounts Payable	-49.14
Susan McCulloch						
Bill Pmt -Check	10/14/2022	23216	Reimbursement for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-48.75
Check	10/18/2022	23223	Refund of water deposit 1-034-D1	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Tina M Kingery						
Bill Pmt -Check	10/14/2022	23217	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-60.32
Town of Buchanan						
Check	10/18/2022	23225	Apply deposit (Mariana Spradlin 4-430-B)	10010 Buchanan General Fund	22000 Customer Deposits	-103.00
Check	10/18/2022	23227	Apply deposit (Matthew Frymier 4-544-1)	10010 Buchanan General Fund	22000 Customer Deposits	-103.00
Check	10/18/2022	23229	Apply deposit (Marta Dye 4-476-A3)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
USA BlueBook						
Bill Pmt -Check	10/24/2022	23263	Tubing for WFP	10010 Buchanan General Fund	20000 Accounts Payable	-68.85
VDOT						
Bill Pmt -Check	10/24/2022	23264	Permit for sewer repair under the sidewalk in front of the Bank of Bot.	10010 Buchanan General Fund	20000 Accounts Payable	-110.00
Verizon						
Bill Pmt -Check	10/24/2022	23271	Phone for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-51.56
Verizon (Southview)						
Bill Pmt -Check	10/24/2022	23265	650-462-734-0001-56 (Southview lift station)	10010 Buchanan General Fund	20000 Accounts Payable	-50.63
Verizon (Water Filtration)						
Bill Pmt -Check	10/24/2022	23266	653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-59.61
Verizon (Water Tank)						
Bill Pmt -Check	10/24/2022	23267		10010 Buchanan General Fund	20000 Accounts Payable	-216.96
Virginia Business Systems						
Bill Pmt -Check	10/24/2022	23268	Rent of copier	10010 Buchanan General Fund	20000 Accounts Payable	-258.62
Virginia Media, Inc						
Bill Pmt -Check	10/24/2022	23269		10010 Buchanan General Fund	20000 Accounts Payable	-381.60
VUPS						
Bill Pmt -Check	10/24/2022	23270	Miss utility	10010 Buchanan General Fund	20000 Accounts Payable	-8.40
Bill Pmt -Check	10/24/2022	23272	Staking university course for Brian Simmons	10010 Buchanan General Fund	20000 Accounts Payable	-295.00



Minutes of Council Meeting
Work Session
Buchanan, VA

September 21, 2022

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

Mayor Craig Bryant opened the September 21, 2022 Council work session at 7:00 p.m. Mayor Bryant stated that the agenda for the meeting reflects the 19th instead of the 21st. Town Manager Susan McCulloch took roll call. With five Council members present, a quorum was established. Mayor Bryant thanked everyone for coming to the work session to conduct the Town's business.

The first item for discussion was the Factory Flats update/follow up. Town Manager McCulloch stated at the last work session there were a few tasks that had to be done. The first was for CHA to come up with some quotes for having the sewer lines checked with the camera. That can be paid for with SERCAP funds. The second task is a conversation with Chris Vail. Town Manager McCulloch has an email from him. Thirdly, Mr. Hudgins of CHA has sent a cost comparison and had some other items he can answer questions regarding the sect for the development of the sewer versus regular upgrades that normally wouldn't require such large pipes. Mayor Bryant asked if there was a quote for using the camera? Town Manager McCulloch stated that the September 1 packet was being used as well as the September 21 packet. Town Manager McCulloch thanked Mr. Hudgins for obtaining the quotes. We received two quotes. The third company would not quote because the job is too small for them. Mr. Hudgins stated that he requested from 4 or 5, but only got quotes from 2. They are both reputable firms. One is from Bionomics in Charlotte, NC, the other is Duke's Root Control that used to be Hydrostructures. CHA works with both firms doing CCTV work as well. They don't just bring a camera. They bring a high pressure jetter to clean the lines and cut through roots at the same time. I had them quote a weeks' worth of work. Since there isn't good mapping of the Town's system, it is hard to give them a map and say give us a quote from point A to point B. We got daily rate quotes from them. If you look at Bionomics quote for the full week their bid was \$22,400.00. Dukes was about \$24,000.00. Bionomics is the more cost effective. We can work with them to shorten it up if needed. Mr. Hudgins stated that the amount of work they are doing is a couple of days' worth of camera work if things go well. But, since the lines have probably never been cleaned before, they are probably full of stuff, which is his

experience from doing this work in other communities, it will take them longer to get through the lines. The fact that there are not a lot of manholes means Town's Public Works staff will have to dig holes to get them in the lines. Mr. Hudgins feels that since we can use SERCAP money for the entire amount, we keep them here and get those tasks done, and any other areas that Town feels are problematic. You pay a mobilization charge just to get them to come here. I know there has been a lot of discussion about Town not having good knowledge of the Town's system. I think we could get a lot of good data not just in those areas, but in other problematic areas. We can come up with a work plan of where to go next and try to get as much information on the old system as we can while they are here and clean the pipes. We did it in Glasgow when we started that project. The amount of sludge in the pipes, sometimes it is amazing how the sewer system still operates. Mr. Hudgins recommends that Town hires Bionomics and Town provide some labor that week to give them access where they need it. Typically, they can get in a 6-inch line. A four-inch line might be tough, but we can find out a lot about the sewer system in a week. Mr. Hudgins stated that he knew when the previous study was done years ago, he is not sure who engineering concepts hired, but they didn't have the right equipment to clean out the pipes and remove blockages. Bionomics will bring in the camera, jetter, and root cutter all included in the quote. They may get nervous in some areas about possible collapse and back off the pressure. Mr. Hudgins stated that is his recommendation. Have them up here, get as much information as we can to help with this project, and future knowledge and maintenance of your system. We recommend, and most regulators recommend, that you camera and clean your pipe system every 5 years. That is very cost prohibitive for most small towns. Mr. Hudgins stated that this is a good first step. This information would not only be beneficial for the Factory Flats project, but for maintenance and operations for the entire system. Mayor Bryant asked if there is additional cost to haul off what they get out of the sewer system. Mr. Hudgins stated they typically want to have access to water from the Town. If there is a backflow preventer and meter you provide that to them. You may want to meter the amount of water for Town knowledge. And, they will want access to somewhere to dump whatever they remove from the system. Usually, they dump it on the dry beds at the wastewater treatment plant. Town would then have to dispose of that material with the normal sludge. Mr. Hudgins asked if Town sends the bio sludge to the landfill. Town Manager McCulloch stated that it is sent out to Amelia in a huge dumpster. Councilmember Manspile stated that there is a dumpster down there all the stuff from your bar screen comes from. Anything big like sludge you can put on the drying beds. Liquid can be dumped at the main lift station like a septic truck. Mr. Hudgins stated any liquids would be sent through the system. But they will consolidate any material into a sludge and take it to the drying beds. Mayor Bryant stated it is an interesting process. Mr. Hudgins stated it is quite an operation. It would be fun to watch for a day. Councilmember Manspile stated the price is not bad at all. You are getting your bang for your buck when you jet, then clean, then camera. Mr. Hudgins is exactly right. What camera use I have seen since being on Council is a complete farce in what the Town paid for. Nothing was cleaned out. It was either rolled over with the camera, or the camera was under water. Mr. Hudgins stated it is amazing. In places where there are reverse grading or dips, they will use the jetter to back pull it to pull the water out then run the camera through it. Mr. Hudgins recommended moving forward with this as soon as possible. The SERCAP funds can be used to cover it. The cost may be cut down a little bit, but while they are here, we need to get them to do as much as we can. Councilmember Manspile stated that after doing this, we may find we are circling the wagons for no reason. It may be possible to line the current pipe until Town can decide what it wants to do. Mayor Bryant stated that this is not only for one part of the Town, but multiple areas of the Town would benefit. Mr. Hudgins stated that we would concentrate on the areas

of the system that are in the original cost estimate. Then one other item that came about, camera the area of the parcel where the current line goes. Mr. Hudgins stated that it is his understanding that there is a sag in that line. It may be lined for a short-term fix to get the project to move forward. Then continue to apply for grants and low interest loans. To get the biggest bang for your buck, having Public Works available to excavate to get them in the pipe and then repair. Mayor Bryant asked what the time line is for this? Mr. Hudgins stated that it should be done in October. Then CHA will have more information in November. Mayor Bryant stated for Council's sake, we need to continue to build our knowledge base for what our decision needs to be. Now, we need to wait on this to make our decision. Mr. Hudgins stated that although it is not a huge development, but the volume of wastewater from 22 apartments and a brew pub, will be 10 to 12 thousand gallons of sewage a day. Anecdotally, he has heard of problems during wet weather storms, where the system can't handle it. That is what we are concerned about. We are adding more flow to a system that from time-to-time overflows or can back up. There may even be a chance to connect them. We will apply for loans and grants to replace the line. Mr. Hudgins stated that he would hate for the project to fold because of the costs. It is not a significant amount of flow. Mayor Bryant asked when we talk about option 3, should we think about a pump station? Would that provide some relief? We have to think long-term about this property. This is a great opportunity that may not come again. Is a pump station there something to consider? Mr. Hudgins stated that it would be long-term O & M for the Town. In our business, we always try to go gravity for the long-term. There are already problems with this line now. It has some reverse grade that is not in compliance with any regulations. So, I think long-term we need to plan to correct that as well. Mr. Hudgins stated that there will be another grant opportunity coming up for ARPA that DEQ has available for them that is due December 15, 2022. We are actually planning on submitting an application for that at Council's pleasure. That is a 100% grant for eligible projects. I will submit for the Water Street lift station, the forced main under the river, and this project as well. There is a 65 million dollars for the state, which sounds like a lot of money. The problem is this will be highly competitive. The more shovel ready, or the more documented issues will be given higher priority. Councilmember Manspile stated that the thing about option 3, if we can get in the clean out in front of old Dr. Coffee's office to where the line ties into the main at 15th Street, you could lay that from Dr. Coffee's back. The low place is right between the driveways at Groendyk. When they had it dug up, it is lower between the driveways than it is at the old doctor's office. If you can pull grade on it, pull the shallowness out of it between those driveways, catch Williams Lane, and lay a little pipe there that would be the cheapest way to do it. Vice Mayor Witt stated that there is a manhole in the sidewalk in front of what was formerly The Witt Stop. When C&M came in and jetted the lines, if you pull the manhole cover, the thickness of the concrete is where you hit pipe. If you stand on the corner of 15th and Main, the high point is at Doctor Coffee's Office. Mayor Bryant stated that for the purpose of Council, we should pursue the use of the camera in the lines and learn what we need so we can decide from our options. We have pricing for today, but we are missing big pieces of information. Vice Mayor Witt stated that when we started, the determination was going left, straight, or right. We need to know which line needs the most repair. Councilmember Manspile stated this is a piece of the puzzle. Vice Mayor Witt stated that this will justify whether we go left or right, and the cost of the project. Mayor Bryant asked if Council was ready to move forward with a resolution to camera the lines. Council agreed. Mayor Bryant stated that it would be nice to have a time line to make these decisions. Town Manager McCulloch stated that the developer would like to have them built by 2023. He has to do remediation for Brownfield issues. Councilmember Manspile stated that if Mr. Hudgins can get a date for the camera

job, that would give Town Manager McCulloch the information to create the resolution for the October Council Meeting. With winter coming on, the quicker we have the information, the quicker we can make a decision between A, B, or C. Town Manager McCulloch stated that he did not name a month, they cannot delay the Factory Flats Project. Interest rates continue to rise and the project will be stalled indefinitely if postponed. Mayor Bryant stated that we need to have a resolution ready. Mr. Hudgins stated that he would check on timing. The data that you get will be helpful regardless of how this project goes. Mayor Bryant stated that if an emergency meeting is necessary to get them here, we will make sure it is done correctly. Mr. Hudgins asked if Town has the equipment to partner with them for excavations. You will have them here for a week, you should find out as much as you can on your sewer system. Mayor Bryant stated that we have all had our hepatitis shots, we will get out there with shovels. Councilmember Manspile stated that it would be best to put the 16" bucket on the case backhoe to cause the least damage. Vice Mayor Witt asked if the reason we are doing this is because the current line is 6", but it needs to go to 8" or 10"? Mr. Hudgins stated that sewage regs require to connect to 8" line. Anything greater than 6 connections requires an 8" pipe. Vice Mayor Witt asked if you could do 2 connections there by doing half the building going left and half going right? Mr. Hudgins stated that once we take a look at the video, there shouldn't be a problem with short-term connecting to it with a long-term plan of replacing it within a few years. Vice Mayor Witt stated that no one wants to see this development go away. Councilmember Manspile stated the Town should be getting one tap. The 22 apartments will be connecting into a collector line for Town.

Next on the agenda is the Southview update. Mr. Hudgins stated that he has looked at the report from the stormwater engineer Jacob. This is a complicated situation. After talking with Jacob and looking at it for myself, the problem with stabilizing the ditch to protect that utility is the stormwater will always wash the gravel in the ditch. We discussed digging it out and putting a rip-rap line channel then culverts in the private driveways to let the water flow. But as long as that gravel is there, it will fill in the ditch over time whatever is done. There might be an interim step that you could put a drop inlet where the water is coming off and collecting and coming under the road, but that probably wouldn't be signed off on by the owner. Mr. Hudgins stated that it would probably be best to pave the whole thing. But who pays for that? That is not an engineering decision, it is a political decision. Paving is the only sure way to protect the water line other than maintenance. Knowing that you have a gravel situation there, every time you have a big rain public works will have to go out and clean up and rework the gravel. Mayor Bryant stated that water will always flow to the lowest point. Councilmember Manspile stated it is making its own low point there. Mr. Hudgins stated that technically and for the long-term, paving would be the best option. It is a private driveway and could set a bad precedent. The only other option is to have public works maintain the gravel. Mayor Bryant asked for discussion. Councilmember Manspile stated that it is Town's fault. Town gave up maintenance for the roads in the 90's and VDOT took over, they could have gotten a variance for all the alleys. But the Town elected back then that VDOT wasn't going to take care of it and VDOT won't take care of it. This is an issue that has been passed on from past Council's that future Council will have to decide on. There are issues at the Hair Affair that is a Town alley. Council will have to look at doing maintenance on some of these alleys. Mayor Bryant stated that is a good point. Looking at this, Town has an investment of protecting the infrastructure. We have discussed that. What we haven't explored is, and I have gotten feedback from citizens about what is going on at Southview, it is not only Southview, but all the other alleys. What Mayor Bryant would like to see Council do until something bigger happens is for Town to work with the property owners on Southview and Town do the maintenance on the road as it stands. If it washes out public

works does whatever is needed. Paving a road, or doing something significant, which is subjective for everyone, changes to an existing road, Town is not at that point yet. Mayor Bryant stated that to help bring closure to the property owners on that road, as well as some of the feedback he has received, Town does have some responsibility to protect its infrastructure. When it needs to be fixed when the ditch washes out, until VDOT can figure it out, Town takes care of the ditch. We need to bring closure to this. It has been going on for a while. Mayor Bryant doesn't think Council or the Town has the appetite in terms of funding. Once you start with a private road, there will be others. Councilmember Manspile stated that the Town got itself in a bind because it paved a part of an alley that there are no houses on. The cleanest and most honest way, it isn't because the Manspile's, McCullough's, Fitzgerald's, Gamblin's, and Grahams live there, it is to protect that asset. Even with Town doing maintenance on the ditch, sooner or later it will be laying on top of the ground. If there is a stretch of cold weather, the line will freeze. Mayor Bryant stated that there might need to be a discussion with property owners to change the grading of the road. Where there is not a water line didn't run through there. Councilmember Manspile stated that it used to be level. There wasn't a defined path. Mayor Bryant stated that moving forward, I would like to see Council not spend any more time on it. We have gotten some expert opinion on it. The pipe dream is pave it. But for the citizens on Southview, this needs to be closed. My thought is from feedback and Council, we need to protect that infrastructure, but we do it in a way that the road stays gravel, and we do not destroy that infrastructure. Any thoughts? Councilmember Petty stated he agrees with the mayor. Vice Mayor Witt stated that if it were any other private road and didn't have utilities running down it, we wouldn't be having this discussion. Councilmember Manspile stated that most of the alleys have utilities in them because that is a great place to run them. Vice Mayor Witt stated that if we as a Town are doing the maintenance and upkeep for the infrastructure, if something happens to the lines then we repair it. Councilmember Rickman stated that we should keep maintaining it like we have been doing it. Mayor Bryant asked if there needs to be a resolution? Town Manager McCulloch stated that she would check with Town Attorney Puvak. A statement may be what is needed. Mayor Bryant stated that may not be appropriate yet. We need to bring some closure to the property owners on where we stand with it. Councilmember Manspile stated that he has done his due diligence in bringing this to Council. Yes, I will talk to the property owners on the other side of the road and see what they want done. I say this jokingly, but I have the equipment, I will get to Route 11.

Town Manager McCulloch stated this is a statement from Chris Vail of the Factory Flats Development that is stating his time line and what they are investing (about \$4,000,000.00). They are fully financed and ready to move forward with the project. They are planning to start in 2 months. They are planning to pay for the private property side of the utility's upgrades and expenses. They do not have any money to spare in their budget to pay for public infrastructure. They are already teetering on non-feasible. As Mr. Hudgins from CHA has stated, the property sewer needs are a blip on the radar. They do not impact the existing infrastructure substantially. He cannot delay it. Town Manager McCulloch stated that Mr. Vail is also meeting with another developer about another property that will complement the Flats. There could be another economic development closed session hopefully. Councilmember Manspile stated that he has a problem with that statement. To put in an email to the Town Manager that the developer does not have a dollar to spend towards infrastructure, it is not on the taxpayers of this Town to fund sewer upgrades for the developer to benefit, end of story. You won't sell that on any day of the week.

Next on the agenda was the tree program conversation. Town Manager McCulloch stated that Mr. Tyree, who maintains the yard at the First Baptist Church on Main Street, has complained of the tree branches falling on the property. Council asked that Town Manager McCulloch look into the history of this. Town Manager McCulloch found that the trees were planted in cooperation to help the group of ladies trying to save First Baptist Church in the 1990's. They helped the group in efforts to document the history of the church. They helped the church raise \$10,000.00 which resulted in rewiring and the new heating system for the church. Because they were planting trees in other parts of the town, Town asked if they could plant trees. It was not done in writing. The church owns the trees. We indicated to them last year they could cut down the trees it is their property. Town Manager McCulloch stated that she thought they were going to cut them down. Mr. Tyree asked if Town could help flag while the tree is being cut down because Town was instrumental in putting the trees there. Town Manager McCulloch told Mr. Tyree that Town could not do that because if we did it for you, we would have to do it for everyone. Then it paused, but he has been back a few times this year. Town Manager McCulloch stated that she has tried to get in touch with the pastor, but has been unable to do so. Unfortunately, we have only heard from one person at the church. Going forward, if we need to do some kind of agreement, Town Attorney Puvak can help with that. Mayor Bryant stated that any time there is a public/private partnership of any kind, there needs to be some parameters and who is responsible for what. The handshake deals and stuff are great and still happen, but wherever possible there needs to be parameters and things put in writing. Councilmember Manspile stated that you have one that comes to Council meetings that the handshake deals burn him. When Town put the 8" sewer line up behind our barn years ago there is a manhole there. We had a septic tank cleaning business. There was a handshake deal there that he would be able to dump into the sewer system for the rest of his life. He dumped in it 2 months and they cut him out. That is the reason he hung the business up. Mayor Bryant stated that the hand shake deal cannot be remembered 15 years from now. Part 2 of that is it is private property. If the Town is to do anything, we have to establish a partnership to do the work. We only have one person whom we don't know if he represents the church. Town Manager McCulloch stated that she does not know either. Vice Mayor Witt and Councilmember Manspile stated that Ralph Terry and Darvon Tyree are both deacons. Town Manager McCulloch stated that she has only spoken to Mr. Tyree. Mayor Bryant asked that it has not been Mr. Terry? Town Manager McCulloch stated that she had not, Mr. Tyree is the only person that she has had any contact with on this matter. Mayor Bryant asked if a letter has been sent. Town Manager McCulloch stated that a letter had been sent, but it was returned. Councilmember Manspile stated that he knows some of the members, he will get an address for the Town Manager. Mayor Bryant stated that if Council is in agreement, there needs to be some parameters set for this project. Vice Mayor Witt stated that the trees were donated and they are on private property. Town Manager McCulloch stated the trees were planted at the request of the owners at the time. The problem is they don't want the trees now. Councilmember Manspile stated that the members who had them planted are no longer there. Mayor Bryant stated that in moving forward, the letter should say something like: we received a request from a member of your congregation requesting that Town assist with removing the trees, Town has determined that is private property, and there is nothing to assist, essentially, they are your trees. Councilmember Manspile stated that in the long run, they will be doing Town a favor because the roots are growing around the valve box and high-pressure water. Mayor Bryant asked for thoughts. Vice Mayor Witt and Councilmember Petty stated that the trees were donated from the Town to the church, but once they were planted, they belong to the

church. Vice Mayor Witt stated that he would help them cut them down as a private citizen, but Town cannot otherwise Town sets a precedent.

Next on the agenda was the budget update. Town Manager McCulloch stated that this is for fiscal year January thru June of 2022. Revenue was higher than budgeted for different categories. \$13,500.00 budgeted actually received \$15,894.00. Real estate was down, but other taxes were higher. We are actually over in new construction and zoning activities. Town Manager McCulloch stated that we were higher in fines and forfeitures. Liens were lower than budget. People were really good about taking care of violations. Town has not received as many complaints this year as last year. Town Manager McCulloch stated she has been checking the repeat offenders. Councilmember Manspile asked what has pushed trash up? Is it just extra stuff we have done like the clean up? Town Manager McCulloch stated that we have received more customers. Councilmember Manspile asked if it was because of the increase? Town Manager McCulloch stated that the increase would not be in this budget since it started in July 2022. Councilmember Manspile stated it had been increased last year so that may be where part of the increase came from. Town Manager McCulloch stated that Town has received the second tranche of ARPA funds so Town has received all the ARPA funds. We got a restricted grant that was not reflected in the budget because we did not expect to get it. That was the Virginia Brownfield Assessment Fund. That was \$50,000.00 for the Groendyk/ Factory Flats for testing Phase II environmental for Brownfield. We did receive a lot more in events. We still have in and out still happening. Town Manager McCulloch asked when it is all finalized, there be an adjustment to reflect the items we committed to spend money on in 2022. That includes the leadership money, the fire department roof, the Brownfield assessment money needs to be rolled over. Town Manager McCulloch stated that in the utility fund, water and sewer revenues were slightly lower. Water and sewer repairs were under budget. The staff salaries for water and sewer were under budget. As mentioned in previous meetings, our Inboden contract for water and sewer services has been higher than normal. We did renew our permit with DEQ. That has added testing and public advertisement that was unexpected budget expenses. Mayor Bryant asked what the leadership training cost was. Town Manager McCulloch stated that was \$6,000.00. Mayor Bryant asked what the \$85,000.00 represented. Town Manager McCulloch stated that was the total unspent funds. It was budgeted last fiscal year and we didn't spend it. Hopefully, there can be a budget amendment for this fiscal year. Mayor Bryant stated in the past few years we have had to pull money from the general fund for utilities and stuff. Are we in a position to put that back in the general fund? Is that what you are referring to as a budget amendment? Town Manager McCulloch stated that she is hoping to take last year's budget overage and put it in this year's budget in general funds and the same in utility fund for different costs we haven't spent in utility fund yet. Councilmember Manspile stated that it would not hurt to do that for one year. Then catch it up in the following year. You do not know what is going to happen. It has been very quiet for the past year. Mayor Bryant stated that he agrees, but he doesn't want to give the impression that there is a surplus. We have actually had to pull from reserves. Whoever is here after December, we have not replenished that reserve that we have pulled from continuously for several years. Councilmember Manspile stated that there is about \$30,000.00 that can be put back because the filters were put in the filter building. It took 2 budget cycles to come up with the money for that. Town Manager McCulloch stated that we did not budget in the monies for David Dickerson for this fiscal year, it was for last fiscal year. It is monies that were supposed to be spent in last year's budget. We would have to think about pulling the monies out of other line items if it is not added to this fiscal budget. Town Manager McCulloch stated that it is up to Council. There is one account that is pretty high, but she is not sure if it is due to unspent funds. If

it will hurt this year's budget, this is just something to consider. Vice Mayor Witt stated that there will have to be a work session to discuss the budget at some point in time. Mayor Bryant stated that he doesn't want to give the impression that there is a surplus. Town Manager McCulloch stated there was a surplus in the utility budget. This budget will not be finalized until the Audit. Councilmember Manspile asked where we were on the inventory on spare meters. Town Manager McCulloch stated that when the meters are turned in, they are receiving new ones from the company. Councilmember Manspile stated that is good. At one point, there was a backlog and we were not receiving new meters when they were returned because supply was behind.

Next on the agenda was the banner discussion. Town Manager McCulloch stated that she talked to Town Attorney Puvak about the questions we have regarding banners. Town Attorney Puvak stated that if we want to run banners from the Shentel to the Dominion poles, we should have whoever puts the banner up should sign a release. Overall, the Town would be responsible. We are not protected with sovereign immunity. If we decide to move forward with it, the person putting it up would have to hire a company to put it up as part of their cost and be responsible for giving us some kind of liability information. Town Attorney Puvak stated that allowing the banner to be up for 2 weeks and location looks good, but nothing will prevent us from being sued if something goes wrong. Town Manager McCulloch stated it is not a reason not to do it. Mayor Bryant stated that he is just protection the Town. Town Manager McCulloch agreed. She stated that even if the entity signs a release, it will not stop the Town from being sued. Town and community events are ok. With that, he suggested we not allow any non-profit, just Town sponsored events or Town approved events. That will help us monitor. Do not use public works to hang banners use professionals who hang banners that are Town approved. Town Attorney Puvak would help us with a release of liability. Town Manager McCulloch stated that she looked up some companies for banners and other options. There are movable signs, portable LED signs, and magnetic portable signs. Councilmember Manspile stated that he would still like to put a billboard up on the hill behind Dollar General to match the one on the other side of Town. If we have to go through our own zoning request, so be it. Mayor Bryant and Councilmember Rickman agreed. Town Manager McCulloch stated that Genoptics has a smart display that is on a trailer you can leave on the side of the street. They start at \$33,000.00 for a 4 X 8. Mayor Bryant asked what is needed here? Town Manager McCulloch stated that Council had asked what else is out there. Different can be very expensive or relatively cheap. Mayor Bryant stated that for short term, Town can set up a release for Town sanctioned or Town approved events can sign the release and hire someone to put up a banner. Town Manager McCulloch stated that they would have to put it up and take it down with someone licensed and bonded. Mayor Bryant stated this could be a strategic use for funds from the carnival to establish an advertising sign out by Dollar General. Councilmember Manspile stated he would like to get a price on duplicating the billboard. Mayor Bryant agreed. Town Manager McCulloch stated that sign is non-conforming. That is one of the smaller signs. They don't make those any more. Councilmember Manspile stated that if Town owned it, they would build it to our specifications. There is some kind of written agreement that the Town preserved that one. Mayor Bryant asked if Town owns that billboard. Town Manager McCulloch stated that Town has a long-term lease. We pay a yearly fee of \$2,000.00 for the sign and we pay a fee of \$330.00 every time they change it. Town Manager McCulloch suggested buying the billboard sign on Parkway Drive and move it? Councilmember Manspile stated that is privately owned. Town Manager McCulloch stated that she would ask for parameters for a new billboard. Mayor Bryant asked if it could possibly be a two-for deal to update the one we have and purchase a new one. The current billboard looks like it needs to be updated. Town Manager McCulloch

stated that we would have to have an agreement with partners like Botetourt County to be able to change the billboard. Councilmember Manspile stated that you do need to get out in front of the dates to create the signs. It may be non-conforming, but they are making the canvas covers for the one we have. Mayor Bryant asked Town Manager McCulloch to make a resolution to allow the banners. Town Manager McCulloch stated that she would ask Town Attorney Puvak to help craft that. Vice Mayor Witt stated that part of his recommendation is to find a company who makes the banners and is licensed and bonded to hang the banners. Then, if someone wants to hang a banner, we have a rate so that the material is correct and it is hung the right way. Councilmember Manspile stated that the VDOT requirements have to be met as well. Vice Mayor Witt stated that whoever is hanging the banner use a Town approved company to purchase the banner from.

Next on the agenda is the leak report. Town Manager McCulloch stated that her computer has been having technical difficulties. She could go and try to email to the computer in the meeting room if Council would give her a few minutes. Mayor Bryant asked if this was something that could be emailed to Council for discussion at the next work session. Town Manager McCulloch stated she would.

Next on the agenda was the speed limit change. Town Manager McCulloch stated that VDOT has responded to Towns request. They will look at the area between Virginia Forge and KC Collections and will keep Town posted on their findings.

Next on the agenda was Charlie's place. Town Manager McCulloch stated that Town Attorney Puvak has drafted a Release of Liability for moving the stone only for your approval. Mayor Bryant asked what if they want the stone carried 10 miles down the road? Town Manager McCulloch stated that Town can say we will dispose of it. Mayor Bryant asked if that is what the owner wants? Town Manager McCulloch stated that they do. Mayor Bryant asked if the owner wants it moved to another part of their property? That was his recollection of the prior discussion. Town Manager McCulloch stated that the discussion was that the stone could be important for the rock wall and the history. The owner just wants the stone moved so she can access her property. Mayor Bryant stated that he wants that clarified. Once Town takes possession of the stone, it is Town's. Vice Mayor Witt requested that an addendum be added to the Release that the owner chooses whether the rock is removed from the property or moved to a different location on the property.

Mayor Bryant asked if there was anything else. Town Manager McCulloch stated the James River High School Homecoming parade is October 7 at 4:30, Town Clean-up Day is October 15, and there will be a newsletter going in this month's water bill.

Councilmember Manspile made a motion to adjourn with a second from Councilmember Petty and Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Adjournment was at 8:37 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Emergency Called Council Meeting
Buchanan, VA

September 29, 2022

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

Attending: Town Attorney Puvak

Mayor Craig Bryant called the September 29, 2022 Called Emergency Council meeting to order at 7:25 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager McCulloch to take roll call. With five councilmembers present, a quorum was established. Mayor Bryant stated that Town Attorney Puvak was attending via phone. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

Mayor Bryant made a motion to go into closed session to discuss matters pertaining to personnel as exempt per section 2.2-3711A paragraph 1 of the Code of Virginia. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 5 – 0.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Combined Called Council Meeting and Work Session
Buchanan, VA

October 6, 2022

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

Attending: Town Attorney Puvak

Mayor Craig Bryant called the October 6, 2022 Combined Called Council meeting and Work Session to order at 6:30 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager 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 action item was the Town Manager Resignation. Mayor Bryant asked if there were any questions about the resignation. Mayor Bryant made a motion to accept the resignation that was tendered September 29, 2022 with the effective date of October 14, 2022. This is Resolution R22-1006-1. Mayor Bryant stated that he made a motion to accept the resignation and institute the resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0. Mayor Bryant stated that the next action item was to post the Town Manager Position as soon as possible. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0. The last action item is based on discussion. Mayor Bryant stated that Council had been given a copy of the proposed job description. There was a recommendation to change some of the verbiage to reflect something related to Town services such as special events and public works. So, in the skills or knowledge area, bring back to Council at the next meeting to add that verbiage. Council agreed. Mayor Bryant thanked Council for their feedback.

Mayor Bryant made a motion to adjourn the Called Council meeting with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

The Called Council meeting was adjourned at 6:35 pm.

Mayor Bryant stated that no one had left the meeting, so he made a motion to go into the work session with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

The Work Session started at 6:35 pm.

Mayor Bryant stated that there are items that need to be struck from the work session agenda due to lack of information. Those items were the banner discussion, and the public/private partnership.

The first item for discussion was the waiver regarding the release of liability at Charlie's place. Town Manager McCulloch stated that there was a question about what to do with the boulder in the work session. Town Attorney Puvak stated that the release of liability covers it. Nothing else needs to be added. Town Manager McCulloch stated if Council agrees, it is ready to take to Ms. Waldron. Mayor Bryant asked for any concerns or issues. Mayor Bryant stated that Council has decided to move forward with that. Mayor Bryant thanked Town Manager McCulloch for working on the waiver. He suggested keeping drafts of these items for possible future use. Town Manager McCulloch agreed.

The next item for discussion was the draft parking lot lease for the Carson Memorial Parking Lot Lease. Town Manager McCulloch stated that Town Attorney Puvak had questions for item #3 when you like to begin it, item #4 to agree on the dollar amount, and who will maintain it? Will Town be responsible for maintaining and leasing the parking lot? Mayor Bryant asked if Town has discussed any of this with the rescue squad group. Town Manager McCulloch stated they have not been contacted. This is the first draft of the lease that Town Attorney Puvak developed. These are questions that need to be hashed out by Council. Then move forward to present it to the Carson Memorial Board of Directors.

Councilmember Rickman stated that Richard mows it. Mayor Bryant asked that since we are essentially family in this town, do we have to present legalities to the board right from the beginning, or can we have a conversation with the board? Can we make sure that the Town is not putting them in a bind? Other entities use the parking lot. Town should not assume that it will take over. In his opinion, a conversation between Town and the Board of Directors should be the starting point. Councilmember Manspile stated that he is on the Board of Directors. He does not know why the Fire Department or the Post Office are using the parking lot. The trash dumpster and the oil tank would have to stay there. The Town leasing the parking lot would be public parking. There is an easement through the parking lot to give access to the houses. Vice Mayor Witt stated that it sounds like there is stuff going on there now. The question is do we lease it year-round, or work it with the special events calendar? Knowing what dates, we will have large crowds; we could rent it per day or week. We could work it with our insurance to cover the lot at those times. That way, the board can do what it needs to do and we are covering ourselves and them during times of special events. Because whether Town rents or leases that lot, people will park there anyway during special events. Vice Mayor Witt stated that Town needs to have its ducks in a row legally when we go to the board to have a conversation. We need to cover ourselves as a Town. Councilmember Manspile stated that there are only about 2 ½ months that there is not something going on Town-wise. The only down months are January, February, and part of March. Vice Mayor Witt stated that with the Factory Flats development, that is the staging area for the parades. That will not be available anymore. Councilmember Manspile stated that the street in front of Factory Flats will be available. Vice Mayor Witt stated that is a given, but if you go to that parking lot, it is full. We will have to find a different staging area. Councilmember Manspile stated that we can ask the Buchanan Flea Market as long as it is not wet and muddy. Mayor Bryant stated that Council needs to

get the legalities in order. We need to make sure we are not putting anyone in a bind. Mayor Bryant asked Councilmember Manspile if the Board of Directors has a meeting. Councilmember Manspile stated that when they need to meet, they call and set up a meeting. Mayor Bryant stated that it seems to be a conversation that needs to happen about Town events. Vice Mayor Witt stated that should be our focus. Financially, it may be the same price point. But, from an insurance standpoint, do we want to be held liable the entire year or solely during Town events when we are renting that space. Councilmember Manspile stated that the issue for the board is that something will happen when Town promotes the parking. When the signs are pointing to parking in the lot. As a board member, he would like to see Town lease the lot year-round. If not, close the parking lot when there are no Town events. Mayor Bryant asked if Town needs to talk to our insurance carrier for their thoughts on this. Town Manager McCulloch stated that Town could. She has worked at other municipalities that leased parking lots before. Basically, it is covered under the Town's umbrella liability policy. It is claimed every year on the insurance forms as part of the Town inventory. There would be some different paperwork for leases for the accountant. Councilmember Manspile stated that #10 states like any insurance policy, if Town added it to their insurance policy, the squad would have to be listed as the additional insured. The state changed it 3 years ago, he has to have insurance on his trucks for the state's equipment when he plows snow. Vice Mayor Witt stated that there is grant money available to purchase properties like that if that were up for discussion. That was something that came up in Planning and Zoning. Town Manager McCulloch stated that there are recreation grants if something is purchased for recreational use like the parking lot. The building could be used as a community facility. There are grant programs for these things. Vice Mayor Witt stated that is just another possibility to take to the Board. Councilmember Manspile stated that he is 47 years old and he will be drawing social security before the opportunity to purchase that property would come up for sale. Mayor Bryant stated the action item on this is to check with insurance, and continue to hash out what we want to do beyond having it on our insurance. Town Manager McCulloch stated that would be the next step.

The next item for discussion was the Bridge Street leak report. Town Manager McCulloch was asked to provide a report to Council about the Bridge Street leak that was discovered right after Carnival. These are the costs for the Bridge Street leak. There were other costs for the Lowe Street repair. Town had to get a land use permit from VDOT that has to be obtained every time we disturb the road. We had 2 days of technical support for this particular leak, Boxley Ready-Mix provided the flow-fill, and Core and Main provided the parts for the repair. The total cost to repair the leak was \$2,047.26. Town received technical support from Virginia Rural Water Authority. The 3 technicians were here July 6 thru the 8, and July 11 and 12. Town Manager McCulloch stated they were here listening for leaks. They found the Lowe Street leak and some other places that have heavy flow. They also found that something wasn't right on Bridge Street but the maps were different than what is actually underground. That was a \$20,000.00 value. That was in kind help valued at \$20,000.00. So, the process for discovering, investigating, and repairing the Bridge Street leak started with Virginia Rural Water Authority (VRWA) looking for the leak. They searched Mr. Stull's house, Route 43, and Bridge Street. It was found on July 12 where the sink hole developed. They saw water flowing down the hill behind Stop-In. It started across from the house on the corner of Boyd and Bridge right on the side of the street. It flowed down the hill underground ending at the railroad tracks. Public works evaluated the leak and ways to fix it. Town Manager McCulloch called VDOT. They came on site and determined it was a Town water leak. VDOT stated the railroad crossing paint on the road would have to be fixed if the road was cut up to be repaired. It would have to be replaced exactly as it was before the road was fixed. Town Manager

McCulloch called dispatch to inform them the road would be closed from Bridge Street to Boyd Street to Main Street indefinitely. Public Works cut the water off at the valve. They found which parts needed replacement. VRWA tested the water and found chlorine in it showing it was treated water and not run-off. Town Manager McCulloch stated there was a question of whether this was storm water run-off. VRWA's engineer stated it was not storm water run-off because the leak has been happening for years. The leak was slowly getting larger. Run-off is a surface issue. This leak was underground. Dominion Power came on site on July 13 to assess the situation. They were going to come back to stabilize the power line. On Thursday, July 14, Public works realized they could fix the affected area rather than cut the road and repair it. They ordered the parts that were needed. The old valve was a faulty part that had failed. The parts were ordered in brass due to the recommendations of Public Works and Core and Main. The parts were picked up July 14. Public Works contacted VDOT to find out what VDOT approved fill to use instead of digging up the street. The leak was repaired. The flow-fill was ordered from Boxley by our clerk. Boxley pushed the Town to the front of their waiting list due to the nature of the emergency. Boxley delivered the fill on Monday, July 18. Boxley used 7 ½ cubic yards of flow-fill to fill the space under the street. The hole stretched all the way to the railroad tracks. Public works added the VDOT approved soil and stone to fill the holes on the side of the street on July 25. Then added seed and straw. After the flow-fill had time to set per the instructions by Boxley, Public Works opened the road on Wednesday, July 21, 2022. Town Manager McCulloch stated it has rained several times and public works has been checking the spot. The repair is holding. There are no sink holes or ruts and looks good. Town Manager McCulloch stated a summary of her decisions: we decided not to cut up the road but to fill it, we didn't have to pave it later; we didn't have to replace the railroad paint; we didn't have to replace the utilities, it saved the staff time and money for supplies. Town Manager McCulloch stated that she utilized the experts around her at the time from Inboden, VRWA, and public works experience. We saved the Town a lot of time and money. Councilmember Manspile stated the membership fee for VRWA pays for itself. Councilmember Manspile asked if the leak was in the valve box? Town Manager McCulloch stated that the valve box was filling up and flowing down the street. Thanks to the sink hole and 3 citizens calling the leak was found. Councilmember Manspile stated that the water was getting in the ditch line just like at Southview. Councilmember Manspile stated that Town Manager McCulloch had done a good job taking care of the leak. The problem is that we have had problems with brass parts. There have been issues in several other areas with the brass parts. Town Manager McCulloch stated that in going with the brass parts, Town went with Core & Main's recommendation.

Next item for discussion was the bill board update. Town Manager McCulloch stated that she had contacted Lemar. They will not be able to make a billboard for our use. They gave Town Manager McCulloch contact information for another company. They will price out manufacturing a billboard for the Town.

The Next item for discussion was the Southview lift station access discussion. Town Manager McCulloch stated that the Town has an easement to check the Southview lift station. There was an issue with a dog being allowed out of the house and coming toward the people checking the meter. The second problem was a gentleman wearing a weapon on his shoulder. That was off putting to the point that the operators don't feel safe checking the meter. Town Attorney Puvak sent a letter reminding the landowner of the easement. Our staff are accompanying the operator to the lift station on Tuesdays and Thursdays at 7:45 am. The dogs do not go out until around 9:00 am. Town Manager McCulloch stated the property owner came in and his request is that the operator read the meter before 9:00 am.

The dogs are let out between 9 and 10 am for about an hour. The property owner did give Town Manager McCulloch his phone number in case we need to call. Town Manager McCulloch stated she is not sure Inboden is satisfied with that answer. They have mentioned fencing the Town easement so that the dog issue is eliminated. Town Manager McCulloch stated she is not sure Inboden is happy with reading the meter earlier. One technician will not read the meters anymore. Councilmember Rickman stated that we may need to get a deputy to go with the technicians. Town Manager McCulloch stated that the Sheriff's office was called. They did not even do a police report because the gun was holstered on his shoulder. The man was gone before the deputy got there. Vice Mayor Witt stated that Virginia is an open carry state. Unless it is brandished or eminent danger, there is nothing you can do. Mayor Bryant asked going forward, we have discussed easements and access to Town assets, should this be the catalyst to start fencing some of these assets? Councilmember Manspile stated that complacency gets you in a bind. The Town should have said something when they fenced the property before. The Town has had problems before getting the pump trucks to the lift station. There will have to be something worked out with an attorney. The Town going forward needs to have an attorney and engineering group finalize the easements. Town never finalizes the easements. Councilmember Manspile stated that is a predecessor easement to the property. Town needs to have unrestricted and unmolested access to that pump station. Mayor Bryant asked what Council thinks about this. Town needs to have unrestricted access to the Town assets. Town Manager McCulloch stated that the easement states Town has free access. Vice Mayor Witt stated that without touching on the 2nd amendment stuff, Town has an ordinance in place for that. The dog has to be fenced or in a kennel. We as a Town don't need to fence in our infrastructure to gain access. The owner of the dog has to restrain the dog in some manner. That is a Town zoning ordinance. Mayor Bryant stated that the technician is having to go in the fenced area with the dog to get to our infrastructure. For the Town's protecting our infrastructure, we may need to start fencing in our infrastructure. Councilmember Manspile stated that the fence could be moved to allow unrestricted access. Mayor Bryant asked what Council wants to do with this? Mayor Bryant asked Town Manager McCulloch to ask Town Attorney Puvak to draft a letter for the homeowner stating what Town wants to do. Councilmember Manspile stated that we need to talk to the property owner about moving their fence to give Town unrestricted access. Vice Mayor Witt stated that the property owners need to be reminded that Town has a legal right to that easement. If we are being restricted, Town has legal avenue with our attorney.

Next on the agenda was the discussion of Southview Street. Mayor Bryant stated that what keeps being presented to Council is that it has to be paved. That puts Council in a difficult position of making it different than what it was originally set up for. As a Council, have we really set down with all the citizens that live on that road and discussed options. Mayor Bryant stated that he feels that there should be a facilitator to discuss options between the Town and the property owners on Southview. Do we start this now? Or, do we table it until we have found a new Town Manager and elections are over? Vice Mayor Witt stated that he thought per the last conversation, it was left at gravel and grade. Maintain it but don't improve it at the Town budget expense. Councilmember Rickman stated that putting millet on it would be good. Vice Mayor Witt stated that would be a conversation to have with VDOT. Mayor Bryant stated that there is a little bit of a push to do something. Everyone knows that paving is the ultimate fix. Mr. Hudgins of CHA stated paving is the way to fix it. But, as Council knows, paving it is really changing it. Mayor Bryant stated that we need to sit down with the homeowners on Southview and discuss what the Town is willing to do and what the options are. Vice Mayor Witt stated that you run into the issue of having to potentially pave all the roadways with infrastructure in them.

Councilmember Manspile stated that there will have to be a lot of work done to get Southview back to the shape it was in before the water line was put down there. Not the material, but the elevation. Mayor Bryant stated that he would not support a resolution that doesn't do something. Vice Mayor Witt asked if we need a resolution, or do we get some quotes? Our focus isn't improving the road, it is protection and access to our infrastructure. Councilmember Manspile stated that Mr. Hudgins of CHA may be able to find a way to add the cost in with an upcoming project to protect a utility. First, we need to get a meeting set up with all the property owners on Southview. Councilmember Manspile stated that Town should not start the discussion with stammering and hollering about it being a private road. There are property owners there that will say if it is a private road, then stay off of it. The property owners will probably get together in the next couple weeks to have a discussion. Town Manager McCulloch asked when Councilmember Manspile mentioned stuttering and stammering about it being a private road, were you alluding to anything that happened when the gentleman from CHA came to the Southview site? Councilmember Manspile stated no, there are 3 council members who have said it is a private road. Don't throw that up in property owner's faces. That will hurt you. Just go out there and listen to these property owners. Town Manager McCulloch thanked Councilmember Manspile for clarifying. Mayor Bryant asked what would be the resolution. Council wants to help do something, but the only thing that has been discussed is paving. Mayor Bryant stated that we can do something for the short term. Vice Mayor Witt stated that whatever we do, the rainwater is going to come off route 11. If there is not a good foundation, the water is going to undercut it, and we will be back in the same situation. Councilmember Manspile stated that there will be more to the prep work than whatever surface you decide on. Mayor Bryant stated that whoever facilitates this, the audience has to understand there is going to be some give and take on this. Like Councilmember Manspile, I get the impression that you are inflexible and don't want to have anything done on your side of it. Councilmember Manspile stated that nothing done on Southview doesn't affect him on his side of the street. It has to do with the neighbors. If I have to, I can have another driveway put in on my property. Vice Mayor Witt stated that is a yes and no. Because if we opt to pave it, that is improving property values and you are right there with it. I do not think that is your mind set, but ultimately the perception directed at this table would be that is the first one we decided to work on. Councilmember Manspile stated that would not be the perception when you are open with it in a public meeting. Councilmember Petty stated that some citizens who have been at the meetings are already asking if Town is going to pave a Councilmember's driveway. So that is already out there. Vice Mayor Witt stated that we all know what happens around Town. Councilmember Manspile stated that it is no different than when Ms. Tucker's sewer line had to be fixed because Vice Mayor Witt cut it off. The rumor was that Town was in the sewer business for Vice Mayor Witt when that is not the case. Vice Mayor Witt asked with CHA, do they have the engineers for quoting what needs to be done for the base layers, and everything else including options for gravel, millings, concrete or asphalt. Town Manager McCulloch stated that they can, but Mr. Hudgins wasn't sure how far Town wanted them to go into it. We do not know how much it costs to get the quote. Mayor Bryant asked if CHA is getting paid to give us a quote. Town Manager McCulloch stated that Town was not charged for the initial visit because they were giving a recommendation. Anything further like engineering the street we would be charged for that. Vice Mayor Witt asked if CHA's findings open up any existing grants out there or that we already have to be able to use those funds for engineering quotes or the work that needs to be done so that it does not come straight from the Town funds. Town Manager McCulloch stated that the grant we rely on heavily for any infrastructure is SERCAP. We are using them for the Factory Flats / Groendyk analysis for the

sewer to Groendyk. That could possibly be used. We will have to ask Mr. Hudgins of CHA. Town Manager McCulloch stated that is the only grant she knows of for engineering money. There are a lot of pots of money out there. They are highly competitive. They are more about lift station improvements, the wastewater treatment plant, and those kinds of things. For those grants, you have to show the need. Paving the road may be considered more infrastructure than water and sewer. Vice Mayor Witt asked if it can be classified in a different category, are there grants available to us to use? Town Manager McCulloch stated that for engineering, SERCAP is the only one available. Councilmember Manspile stated that he has a question that may put us toward a resolution. Everything that Town Council and Town Manager has said is about Southview, but in the Council Report, we are taking care of things at Sissy Austin's house, Mr. Petty's, and the Hair Affair. What did the engineer look at in those locations because that was on the engineer's list. Town Manager McCulloch stated that was not on his list. Councilmember Manspile stated that Town Manager McCulloch put that in the notes. Town Manager McCulloch asked Councilmember Manspile to show her the notes. Councilmember Manspile stated that it was repeatedly in the Council report. Town Manager McCulloch stated that he was only looking at Southview. That was what Council had directed her to do and that was what was done. Councilmember Manspile stated that was in multiple Council reports. That would work you towards a resolution. If the engineer looked at other things in that report, it would help get a resolution to further the engineering study. Councilmember Manspile stated that there isn't a need to have a resolution at this time. Council needs an agreed action to have a meeting. Mayor Bryant stated that he thinks it is an easy fix. There are 3 options: do nothing, which will come back to haunt us; get a quote for paving; get the grading done and use millets. Vice Mayor Witt stated that we may need to get a quote for a quote. The base and prep work, the engineering studies, and what needs to be done before we even figure out what we use to surface the road. Can we use the engineers we are already using to get a quote like that? Or, do we reach out to a civil engineering company for it to be done properly? The prep work will essentially be the same, but the finishes can be different. Mayor Bryant stated that we don't need to go through all those layers. I think it could be as simple as having a contractor give a quote on a proposal to grade the road properly and put some sort of surface on it and see what they come back with, but also engage the citizens there. We all know we have to do something. Councilmember Manspile stated that the biggest issue is managing the water run-off. The water is going to have to be directed somewhere. Mayor Bryant asked how do we do that. Vice Mayor Witt stated that should be the resolution. Look for a contractor to assume looking for quotes and getting some options. Mayor Bryant stated that he doesn't think Council needs a resolution. Vice Mayor Witt stated that by having a resolution you show the residents on that road that we are doing something. Mayor Bryant stated that this meeting shows we are doing something. A Council member can handle discussing this with the property owners, but beforehand we need to get some quotes. Vice Mayor Witt stated that with the elections coming up, terms are coming up, having to hire a new Town Manager, putting something in a resolution would be better for Council. Mayor Bryant asked if it would be a resolution to continue to engage in discussion of solutions for Southview. Vice Mayor Witt stated that Council has been trying to get this done for weeks now. Mayor Bryant stated Council can resolute it all day long, but someone has to do what needs to be done. Councilmember Manspile stated that it is not just this Council. Town Council has been notorious for making resolutions and not following through with them. Mayor Bryant stated that Council is in agreement that Town needs to get some quotes on doing something. Vice Mayor Witt agreed. Councilmember Manspile stated that most contractors will not do anything without an engineer's recommendation. If you have to spend money, working with the in-house engineering

group right now helps us. Mayor Bryant stated that we have had the engineering study done. Mr. Hudgins stated something needs to be done. Ultimately it is paving. Council is saying no, we are not doing that. Vice Mayor Witt stated that the engineer was looking at does something need to be done on Southview? The engineer said yes, and I recommend paving. The engineering study that needs to be done now is to find what needs to be done to the ground in order to correct the road. Councilmember Petty stated that the engineer study that was done was more focused on protecting the infrastructure. Vice Mayor Witt stated that if we go to a civil engineering company to do any work to that road, they will have their engineer come out to put their seal of approval on it. Councilmember Manspile stated you aren't going to be able to do but so much with the soil because there is a utility running under it. Mayor Bryant stated that this is the advantage of it being a private road. This is not to throw it in someone's face or cause offense that it is a private road. This helps with some of the rules and regulations you have with a public road. Councilmember Manspile stated no offense taken. This is uncharted territory for Council. Mayor Bryant asked can we ask a contractor what are some options to address the problem? Councilmember Petty asked if someone like Ben Marshall or Gary Dudley to look at it? Town Manager McCulloch asked if Gary Dudley works for Coffee? Councilmember Manspile stated he has his own company. Town Manager McCulloch stated that she has had this on her to-do list for months but was waiting to find out what would be done with Southview. The contractors will be looking at the run-off at the alley in front of the Hair Affair. That is Town owned. The Town work that was done in front of Mr. Petty's house, Sissy Austin's house, and Willie Hampton's house. That is all Town work that was done that is incomplete. Town Manager McCulloch stated that she has had Mr. Coffey and SC Rossi in a holding pattern to see what would happen with Southview. Councilmember Manspile stated that the ones in front of the houses would have to be separated because they are in the state right-of-way. The one in front of the Hair Affair is in a Town owned alley. Mayor Bryant asked from a Council stand point, get quotes? Councilmember Rickman stated quotes and advice. Mayor Bryant stated that the goal still is to be cautious and understand that we want to protect the infrastructure, but we also have to be careful about the image that is created. We also have to be cautious about the futuristic things we put the Town in by improving a road's conditions beyond what it was intended for. Councilmember Manspile stated that if we are protecting infrastructure on Southview, you have to protect the infrastructure in the other roads and alleyways. Mayor Bryant stated that Council is in a consensus to get quotes. Town Manger McCulloch stated she would. SC Rossi has stated that they cannot pave with asphalt because their equipment is inoperable. Mayor Bryant stated we want options, not just paving. Councilmember Manspile stated a recommendation for a remedy. Town Manager McCulloch stated that she does not know if it will be done by Council Meeting. Mayor Bryant stated that Council has given her direction.

Town Manger McCulloch stated that the James River High School Homecoming parade will be held tomorrow, October 7, 2022 at 4:30 on Main Street.

Vice Mayor Witt stated that with the number of water and sewer projects we have, we do not have the staff to be able to do them all. We are pinching pennies trying to find grants to pay for all of it. Vice Mayor Witt stated Council needs to have a work session discussion about what to do with water and sewer. It is not getting better. It is getting worse. We have touched on it, we have let it go, we have had a third party come in and give us feedback, but we have not had a conversation about it. I think we are due for it. Especially with the projects like Groendyk, Southview, all these other side streets. We are like the Dutch boy with a finger in the dam. Trying to find certified capable maintenance employees that

we can keep. There needs to be a conversation about it. Councilmember Rickman stated our 2 maintenance guys have been on the mowers all summer long. Vice Mayor Witt stated that he doesn't feel that he would be doing his Council seat justice if we don't at least have this conversation. With the amount of issues we have discussed in Council meetings and work sessions, roughly 90% are water and sewage and issues that we have with it. We need to have that conversation. Councilmember Manspile stated that he would put a list together of things that have not been done for the last year. Stuff that when we had the committee was getting done. We have stuff that is about to bite us in the tail that are violations. I have pictures of it. We need to have a conversation. Please do.

Councilmember Manspile made a motion to adjourn with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Adjournment was at 7:41 pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Buchanan, VA

October 11, 2022

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

Attending: 7 citizens, 3 employees, Board of Supervisors member Amy White

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

Next on the agenda was approval of the consent agenda. First was the financial report for September 2022. Mayor Bryant asked for any further discussion or clarification. Councilmember Manspile made a motion to approve with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 4 – 0. Mayor Bryant stated next was approval of unpaid bills and the minutes for the total consent agenda. Mayor Bryant made a motion to approve with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the rest of the consent agenda was approved with a vote of 4 – 0.

Next on the agenda was awards, recognitions, and presentations. Councilmember Rickman stated that he would like to recognize Randy Kingery for his work at the car show for Mountain Magic in the Fall. There were 117 cars at the car show. Randy did all of that. Councilmember Manspile stated he would like to recognize Councilmember Rickman for taking the initiative to clean the photo cells on the lights on the bridge. The issue has been discussed by Council several times. The lights are working perfectly now.

Next on the agenda was citizen comments and petitions regarding agenda items. There was no one signed up to speak.

Next on the agenda was new business/ action items/ public hearings. Mayor Bryant stated there are 2 new action items. The first item for approval was Resolution R22-1011-01: A Resolution to Remove "2 Hour Parking" Signs. Mayor Bryant asked Town Manager McCulloch for a brief summary. Town Manager McCulloch stated that Town has 2-hour parking signs. We do not have the enforcement

capacity nor tickets. We have received complaints to either enforce them or take them down. Council has decided to try an experiment to see what will happen when the signs are removed. Councilmember Manspile made a motion to approve with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 4 – 0. The next action item is consideration of Resolution R22-1011-02: A Resolution Authorizing Bionomics to Camera Sewer Lines. Town Manager McCulloch stated this is regarding the Factory Flats project that is going in the former Groendyk building. This is to determine the capacity of the current lines and see how the upgraded sewer lines to tie into the existing lines or what needs to be upgraded. As Bionomics is doing this, they can also camera other lines to help map out the sewer lines. Councilmember Manspile made a motion to approve the resolution with a second from Mayor Bryant. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 4 – 0.

Mayor Bryant asked if anyone had signed up for public comments? Mr. Schechterly stated that he would like to speak about something that is not on the agenda. Mayor Bryant stated that he would make sure he is called. He saw Mr. Schechterly looking so he wanted to make sure.

Next on the agenda was reports. Town Manager McCulloch stated that for Special Events, Mountain Magic in the Fall was held on October 8, 2022. It had been rescheduled from October 1 due to rain. We are working on the basketball court improvements. Due to the passion of some of our citizens, we have several volunteers and trustees coming to help finish this project. The tentative sealing date is mid-October. Councilmember Petty has already sprayed the court. Mr. Spangler is coming to wash the court for a very low price. Town is getting ready for Small Business Saturday, Christmas and Fall events. Donations are being accepted for the Festival of Lights. Regarding Planning commission, there was no meeting this month. They plan to meet in upcoming months. For Public Safety, LES has been working on the bridge lights. Town Manager McCulloch thanked Councilmember Rickman for his efforts in fixing the bridge lights. Regarding Public Works, we did 8 Miss Utilities, 3 meter-reader inserts replaced, 7 water cut-offs, 7 water cut-ons, 1 repair at the Town Park in September. Sewer has been very quiet for the month of September. There will be something in next month's report. Town Manager McCulloch stated that Town has received a quote for a new tank that is pretty substantial. That will need to be discussed. This is tank 2 at the water filtration plant. Councilmember Manspile stated that needs to be taken care of right now. If Town has the quote, that filter machine is down. Town Manager McCulloch stated that we just got the quote today. It is \$29,750.00. Councilmember Manspile asked if that price includes installation? Town Manager McCulloch stated that is with installation. Councilmember Manspile stated that is the best way to go. The Pall group warrantee the tank if they install it. The filter building is spewing water. Mayor Bryant asked Town Manager McCulloch for her recommendation. Town Manager McCulloch stated that she recommends purchasing the tank. This is an emergency. We just got the quote today. It is a 5-year warranty, and we have used it on other Pall parts. Mayor Bryant asked since it is an emergency and you are recommending it, you want Council to move forward? Town Manager McCulloch stated that she did want Council to move forward. Mayor Bryant asked if it would come out of the public works budget? Town Manager McCulloch stated that it could or ARPA funds could be used because it is part of the clean water act. You can purchase it now and decide where to appropriate it later. Councilmember Manspile stated that part is single source. Mayor Bryant asked if the filter building is down? Town Manager McCulloch stated that it is not. They have been doing a balancing. There are some turbidity issues that are being worked out with the health department. It took 2 weeks just to get the quote from Pall. Councilmember Rickman asked how long it will take to get

the tank installed? Town Manager McCulloch stated it is on the quote. She thinks it will take six weeks. Councilmember Rickman stated Council better go on and move. Councilmember Manspile stated that with the tank busted, whatever well it is on, it runs constantly. When the tank calls for water, the filter machine is set up to make 99 gallons a minute. With the splits in the tank, it never catches up. They have been using well 1, the artesian well, to give it a break. The fatigue in the tank, the split in the tank cannot be repaired. Mayor Bryant asked if we could get a deal if we bought 2? Town Manager McCulloch stated Town has just replaced tank 1. Councilmember Manspile stated they are 2 different tanks. This is the first-time tank 2 has had issues. Town Manager McCulloch stated there are no records for any tank 2 repairs. Tank 2 came when the filter building was built. Councilmember Manspile made a motion to purchase tank 2 for the main filter building from the Pall Corporation according to the price that was received late today with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Next on the agenda was citizen comments and petitions regarding non-agenda items. Mayor Bryant asked Mr. Schechterly to state his business. Mr. Schechterly stated that he doesn't have anything to say because Town Manager McCulloch had answered his question. Teenagers have asked him why some of the goals were removed. Mr. Schechterly stated he would tell them it is being worked on and asked if Town has a date it will be finished? Town Manager McCulloch stated Town is at the mercy of the schedule of the trustees. Hopefully mid-to-late October.

Next on the agenda was additional comments. There were none.

Next on the agenda was upcoming meetings and events. Mayor Bryant stated the meetings and events are listed on the agenda.

Next on the agenda was a closed session. Mayor Bryant stated that next Council will go into closed session. Then Council will come back out. Any action Council takes will not involve public comment. You are welcome to wait outside, but the doors will be closed for the closed session. Mayor Bryant made a motion to go into closed session per 2.23711 paragraph 1 with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Closed Session began at 7:21pm.

Council came back from closed session at 8:18 pm.

Mayor Bryant made a motion to certify the closed session with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 4 – 0.

Mayor Bryant stated Council is back in public meeting to go into our action due to the closed session. Mayor Bryant made a motion to appoint A. Reese Peck the interim Town Manager starting Thursday, October 13, 2022 to begin the transition process from Town Manager Susan McCulloch whose last day is Friday, October 14, 2022. The Motion is to appoint A. Reese Peck as the interim Town Manager beginning Thursday, October 13, 2022. Hours will be Monday, Wednesday, Friday general schedule depending on demand, with no more than 32 hours per week with the rates discussed in our closed session. Working with the Town Attorney to draft the work agreement. Councilmember Manspile made

a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was approved with a vote of 4 – 0.

Next on the agenda was adjournment. Mayor Bryant made a motion to adjourn the meeting with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 4 – 0.

Adjournment was at 8:21pm.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor

BANK OF BOTETOURT								
18 Month 3.5% Certificates of Desposit								
	Current Balance	Maturity Date	Current Rate	Redemption Amount	New CD Projected Income	Forfeiture Amount	Old CD Projected Income	Net Increase in Income
CD 1	\$131,714	1/17/2023	0.045%	\$131,446	\$7,055	\$296	\$892	\$5,867
CD 2	\$237,650	3/18/2024	0.055%	\$236,848	\$12,710	\$967	\$1,967	\$9,776
CD 3	\$160,760	10/31/2024	0.050%	\$159,760	\$8,573	\$399	\$1,205	\$6,969
CD 4	\$96,694	11/8/2024	0.500%	\$96,568	\$5,182	\$241	\$726	\$4,215
CD 5	\$61,951	12/11/2026	0.075%	\$61,786	\$3,316	\$232	\$533	\$2,551
TOTAL	\$688,769			\$686,408	\$36,836	\$2,135	\$5,323	\$29,378

BANK OF FINCASTLE								
15 Month 4% Certificate of Desposit								
	Current Balance	Maturity Date	Current Rate	Redemption Amount	New CD Projected Income	Forfeiture Amount	Old CD Projected Income	Net Increase in Income
CD 1	\$381,921	N/A	0.300%	\$381,921	\$23,496	\$0	\$1,722	\$21,774
TOTAL	\$381,921			\$381,921	\$23,496	\$0	\$1,722	\$21,774

TOTAL INCREASE IN INCOME
\$51,152

*If all CD's were purchased at the Fincastle Bank it would increase income by \$5,414

Jeffery A. Coffey
President

Randy D. Coffey
Vice-President

A. R. COFFEY & SONS, INC.
3321 Narrow Passage Road
Buchanan, VA 24066
540-254-2175
540-254-2713 (Fax)
Equal Opportunity Employer

November 9, 2022

Town of Buchanan
Reese Peck, Town Manager
PO Box 205
Buchanan, VA 24066

RFQ Number: 2022-001 2022 Full-Depth Asphalt Patch

Our proposal to provide services for the scope of work contained in RFQ Number 2022-001 is as follows:

Pavement Repair

Prices include saw cut, removal of stone and broken asphalt and placement of 2" of new asphalt

B. 107 North Bridge Street – Petty Residence
38'x6' Lump Sum Price - \$2,660.00

C. 488 First Street – Austin Residence
8'x32' Lump Sum Price - \$2,992.00

D. Fourth Street
12'x8' Lump Sum Price - \$1,119.00

Road Repair

Price includes 410' roadway, 4 entrance culverts, 100' shape roadway and ditch line, placement of EC-3 ditch line matting, furnishing and replacing top soil under ditch line matting, crusher run stone for roadway and seeding

E. South View
Lump Sum Price - \$14,550.00

Total Bid Price - \$21,321.00

This price shall be valid for a period of 90 days.

Respectfully,
Randy D. Coffey

Buchanan Real Estate Investment Grant Application

Name of Applicant: Elizabeth Provost Date Submitted: _____

Name of Property Owner: Buchanan Rescue Squad, Inc.

Applicant Mailing Address: 514 Beaver Dam Rd. City: Buchanan State: VA Zip: 24066

Applicant telephone number(s): 540-581-2082

Applicant email address: cneprovost1@aol.com

Property Address: 19673 MAIN ST. City: Buchanan State: VA Zip: 24066

Building Name, if any: CARSON MEMORIAL RESCUE SQUAD CENTER Tax Map and Parcel Number: 65A (11) E-F-B

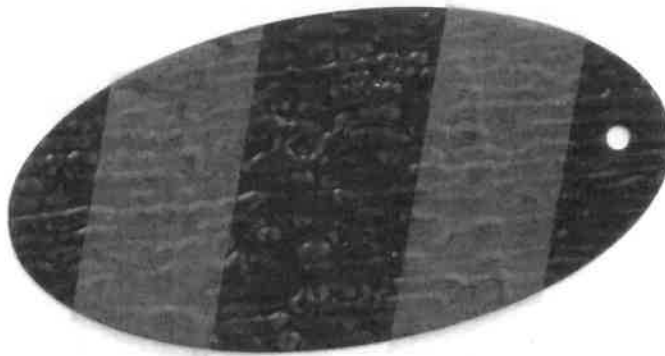
Existing Property Use(s): Buchanan Rescue Squad, meetings and classes, Friends of the Buchanan
Proposed Property Use (if different): Library book sale

Type of Improvement (Check all that apply):

Exterior ☒ Sign _____ Paint _____ Awning(s) _____ Other (specify): _____

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

Replace Existing (Bay) GARAGE Door



Buchanan Real Property Investment Grant Application

A complete application must include the following as supplemental attachments:

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

Total Cost of Improvement \$ 3150.00

Total Reimbursement requested \$ (50% of total project cost, up to \$5,000) \$ 1575.00

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

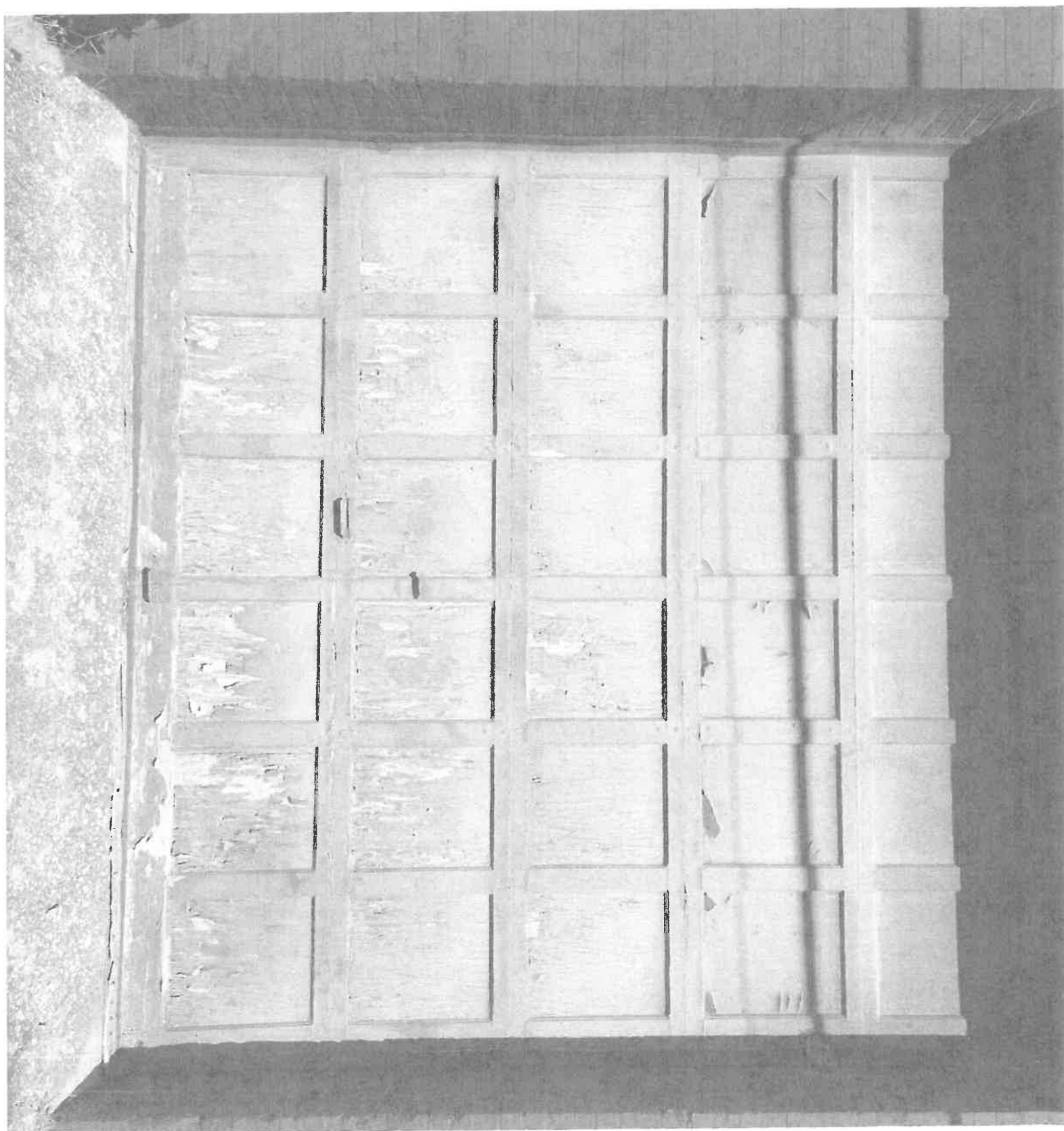
Applicant signature: Elizabeth Provost Date: _____

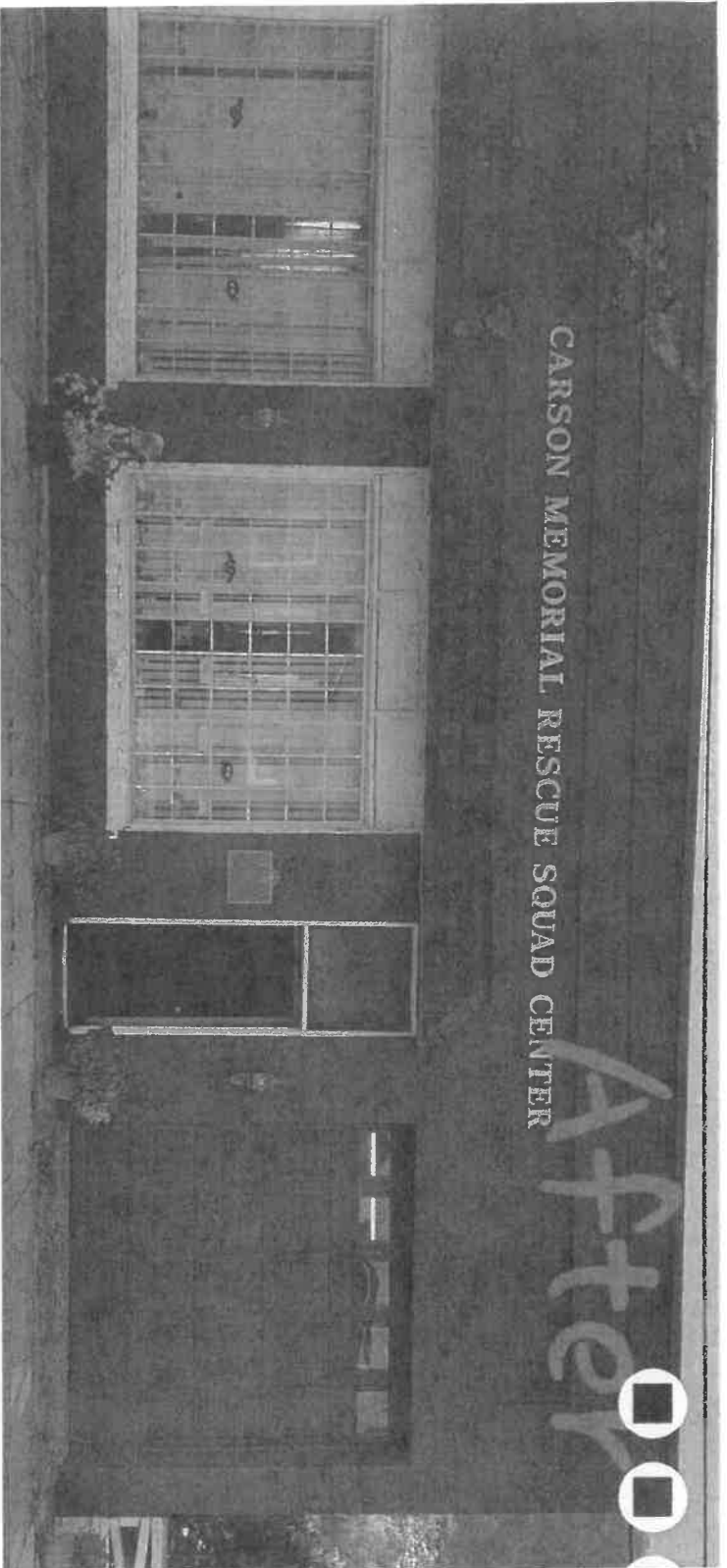
For Office Use Completed Application Received on: _____ by: _____

Before

CARSON MEMORIAL RESCUE SQUAD CENTER







This photo is from a post.

View Post



Friends of the Buchanan Library

Published by Jill Pennington · 2 d ·



Edit



3

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Comment

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Comment as Friends of the Buchanan Library

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3342 MELROSE AVENUE • ROANOKE, VIRGINIA 24017

Distributors of
FIREPLACES, GAS LOGS, GAS GRILLS, GARAGE DOORS & OPENERS

CUSTOMER NUMBER		DATE	
540-580-2856		8-9-2022	
NAME & ADDRESS			
Chas Newcomb Main Sta. Buchanan Va. 24066			
QTY.	DESCRIPTION	PRICE	AMOUNT
1	10' x 10 9605 Col white Clear Top	1	2,770.00 + 146.81
1	Slide Lock NYC	8	2,916.81
			45.00
			90.00
	Take Down Had Away	9500	50.00
	Trip Charge	91.00	3,51.81
2	Need 8' and 12' Ladder 4x4 10'		50.00
TOTAL			

By Signing Below, I understand and agree:

SPECIAL ORDER MERCHANDISE AND/OR AS IS MERCHANDISE MAY NOT BE RETURNED

CUSTOMER/CONTRACTOR IS RESPONSIBLE FOR MEASUREMENTS SUPPLIED TO DIXIE PRODUCTS AND MAY NOT BE RETURNED FOR CREDIT OR REFUND

Signed: _____

Name: _____

All claims and returned goods MUST be accompanied by this bill.
THERE WILL BE A RESTOCKING FEE ON ALL RETURNED MERCHANDISE
(See reverse for terms and conditions)

CUSTOMER'S INITIALS



Overhead Door Company of Shenandoah Valley

1226 Trapper Cir Nw Ste A
Roanoke, VA 24012-1144

Contact: Robert Tolbert
Phone: +1540-333-5025
Email: Rtolbert@ohdroanoke.com

This proposal is valid till Monday, August 15, 2022

Quote: SQEP003313-1 | Created: 8/5/2022 4:53 PM

Job:

Cletus Newcomb 2

Prepared For:

Ladies Auxiliary

A Price For

Item	Qty
1 430.CS 430, 10' 2" x 10' 1", White	1
DOOR: 430, 10' 2" x 10' 1", White, Ribbed Panel, 5 Sect, SES, Std Btm Seal	
WEATHERSTRIP: Sides Only, Side: Saverstrip, Black	
LITES: Custom, 24" x 7" DSB, 1/8", S5:Full Row	
STRUTS: Standard, S1: (0), S2: (0), S3: (0), S4: (0), S5: (0)	
LOCK: ISL, 1, Metal Step Plate/Lift Handle, Gray	
TRK/HDW: 2", 15"R, Angle In, Steel, 132.125 FTSC	
SPRING: Torsion, Qty: 1, Front, 10K, Tubular, 2" x 0.244 x 37.73, 10.7 Turns, D400-123, 1/8" x 140", Bal Wt: 150.61	
OPERATION: Push Up	

Total (USD): \$3,130.00

All line voltage and/or electrical wiring or hook up of any kind is not included and must be done by others, unless otherwise specified. (N/A)

Terms and Conditions

Payment to be made as follows:

Prices are subject to change if not accepted and ordered within 10 days

All material is subject to a 8-24 week lead time once order is placed, unless otherwise stated. Any special order items such as powder coating or stainless steel will result in additional lead time. A 50% restocking fee is required for any cancellation of an order.

All jams, spring pads, all wiring to motors and control stations and/or electrical hook up of any kind, unless otherwise specified, are not included. Any and all electrical must be done by electrician. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this agreement, the Purchaser shall be responsible for the costs of collections, including reasonable attorneys' fees. (Agreements are contingent upon strikes, accidents or delays beyond our control)

Acceptance:

Terms, price, and specifications on all pages of this proposal are hereby accepted.

Authorized By (Buyer): _____ Date: _____

Print Name (Buyer): _____

Purchase Order: _____

Roanoke
1573 Cf Pours Dr
Harrisonburg, VA 22802-8310



8/8/2022 9:01 AM

Ladies Auxillary
A Price For

Subject: Proposal for Cletus Newcomb 2

Dear Ladies Auxillary,

Attached is the quote and information pertaining to the new sectional door to be installed for the listed project.

Replace sectional door.

Should you have any questions, please contact your salesperson.

Best Regards,

Robert Tolbert | Phone: +1540-333-5025

Reference: SQEP003313-1 was modified Monday, August 8, 2022 and is valid till Monday, August 15, 2022.

Buchanan Christmas Calendar of Events

Hanging of the Greens – Tuesday, November 15th – Buchanan prepares for the holidays with the hanging of the greens. Shentel partners with Buchanan by placing the wreaths on the utility poles along Main Street.

Small Business Saturday – Saturday, November 26th Buchanan promotes Shop Small, Shop Local - Explore the locally owned businesses throughout the Town, discover the goods and services offered right here in your hometown of Buchanan.

Buchanan Christmas Market 9 am – 3 pm

Carriage Rides 5:30 pm – 8:30 pm

Buchanan Tree Lighting – 7:00 pm

Classic Holiday Movie in the Buchanan Theatre at 7:30 pm

Buchanan Christmas Tree Lighting – Saturday, November 26th at 7:00 p.m. Join in Carols by Candlelight culminating with the Countdown and Tree Lighting followed by family photos by the tree and selfies with Santa

Festival of Lights Grand Illumination – Friday & Saturday, December 2nd & 3rd Special preview of light show with food, firepits and music Stroll through Buchanan's Festival of Lights, take photos and gather with family & friends

Following the first Friday & Saturday event, lights will be walk through on weeknights and drive thru on weekends. Admission by donations.

Buchanan Christmas Parade Day – Saturday, December 10th – Buchanan Christmas Market 9:00 a.m. through 3:00 p.m. Parade Line up 3:00 p.m. Parade 4:00 p.m.

Christmas Eve Luminaries – December 24th – Lay out Luminaries starting 3:00 p.m. Lighting starting at 5:00 p.m.

Epiphany Tree Burning – January 6th at 7:00 p.m.