

Tritan Harris, Mayor  
Chris Witt  
James Manspile  
Marlon Rickman  
James Eubank



**Buchanan Town Council**  
**Monday, January 9, 2023**  
**Regular Meeting 7:00 p.m.**  
**Council Chambers**  
**19753 Main Street**  
**Buchanan, VA 24066**

## **AGENDA**

### **A. ROLL CALL AND ESTABLISHMENT OF QUORUM**

### **B. MOMENT OF SILENCE**

### **C. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

### **D. ELECTION OF VICE MAYOR**

### **E. CONSENT AGENDA**

- a. TAB 1 Financial Report December 2023
- b. TAB 2 Approval of Paid Bills
- c. TAB 3 Buchanan Town Council Meetings Schedule
- d. TAB 4 Town Hall Holidays Schedule

### **F. AWARDS, RECOGNITIONS AND PRESENTATIONS**

### **G. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS**– This time is reserved for comments and questions for issues listed on agenda. Comment should be directed to Council.

### **H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS**

- a. VDOT – Crosswalks
- b. TAB 5 Resolution R23-0109-01 Governance Policy
- c. TAB 6 Resolution R23-0109-02 Rules of Conduct for Regular and Special Meetings
- d. TAB 7 Resolution R23-0109-03 Social Media Policy
- e. TAB 8 Resolution R23-0109-04 Town Council Code of Conduct
- f. TAB 9 Veteran Banners
- g. TAB 10 Town Snow Response Plan
- h. TAB 11 The Virginia Investment Pool

### **I. REPORTS TAB 12 Staff Monthly Reports**

- a. Town Clerk
- b. Community Planner
- c. Public Works
- d. Town Manager

### **J. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA**

**ITEMS**– This time is reserved for comments and questions for issues not listed on agenda. Comment should be directed to Council.

### **K. ADJOURNMENT**



**TOWN OF BUCHANAN**  
**COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 1 Financial Report December 2023

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Claudine Stump, Town Clerk

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

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

**ATTACHMENTS:**

December 2022 Financial Report

**REQUESTED ACTION:**

Accept report.

## Town of Buchanan, Virginia

## Balance Sheet

As of January 6, 2023

	Jan 6, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10050 Town Events	5.97
10010 Buchanan General Fund	509,041.30
10030 Change Funds	100.00
10040 Town Beautification Fund	9,104.03
10500 Certificates of Deposit	1,668,910.95
<b>Total Checking/Savings</b>	<b>2,187,162.25</b>
<b>Accounts Receivable</b>	
Prepaid Taxes	-750.12
11001 General AR Billed	5,899.87
Property Taxes Receivable	32,420.09
WSG Receivable	60,828.27
<b>Total Accounts Receivable</b>	<b>98,398.11</b>
<b>Other Current Assets</b>	
11012 Due from State/Fed Sewer	11,486.00
11200 Prepaid Items	105,112.07
11000 Acct Receivable General	33,054.00
11010 Due from State/Fed Gen	6,958.64
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,805.14
11109 Allowance - Wat/Sew/Garba	-10,142.23
Allowance-Property Taxes	-525.60
Undeposited Funds	7,352.24
<b>Total Other Current Assets</b>	<b>172,125.51</b>
<b>Total Current Assets</b>	<b>2,457,685.87</b>
<b>Fixed Assets</b>	
13000 Property, Plant, Equip	8,223,426.94
<b>Total Fixed Assets</b>	<b>8,223,426.94</b>
<b>TOTAL ASSETS</b>	<b>10,681,112.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	5,653.13
<b>Total Accounts Payable</b>	<b>5,653.13</b>
<b>Other Current Liabilities</b>	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	406.46
21160 Accrued Payroll - General	12,617.66
22000 Customer Deposits	24,981.31
23000 Payroll Liabilities	8,958.16
25200 Accrued Interest Payable	387.14
Deferred Taxes Receivable	40,529.88
Vandalism Reward Funds	12.89
<b>Total Other Current Liabilities</b>	<b>437,755.00</b>
<b>Total Current Liabilities</b>	<b>443,408.13</b>
<b>Long Term Liabilities</b>	
26300 Sewer Long Term Loans	18,266.92

**Town of Buchanan, Virginia**  
**Balance Sheet**  
**As of January 6, 2023**

	Jan 6, 23
26200 Water Long Term Loans	4,069,293.86
Total Long Term Liabilities	4,087,560.78
Total Liabilities	4,530,968.91
Equity	
30100 General Fund Balance	723,927.11
30200 Water Retained Earnings	4,531,808.00
30300 Sewer Retained Earnings	171,825.05
30400 Carnival Fund Balance	148,135.89
Retained Earnings	113,841.32
Net Income	460,606.53
Total Equity	6,150,143.90
TOTAL LIABILITIES & EQUITY	10,681,112.81

**Town of Buchanan, Virginia**  
**Profit & Loss Budget Performance**  
**December 2022**

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Returned Check Charges	0.00		35.00		0.00
<b>3100000 Local Revenue</b>					
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	96,737.39	12,500.00	121,354.15	75,000.00	150,000.00
3110102 Delinquent Taxes	44.27	333.33	538.51	2,000.00	4,000.00
<b>Total 3110100 Real Property Taxes</b>	<b>96,781.66</b>	<b>12,833.33</b>	<b>121,892.66</b>	<b>77,000.00</b>	<b>154,000.00</b>
3110300 Personal Property Taxes					
3110301 Current Taxes	24,778.30	1,291.66	25,638.21	7,749.96	15,500.00
3110302 Delinquent Taxes	0.77	4.16	0.77	24.96	50.00
<b>Total 3110300 Personal Property Taxes</b>	<b>24,779.07</b>	<b>1,295.82</b>	<b>25,638.98</b>	<b>7,774.92</b>	<b>15,550.00</b>
3110600 Penalties & Interest					
3110601 Penalties & Interest	25.50	166.66	212.62	999.96	2,000.00
<b>Total 3110600 Penalties &amp; Interest</b>	<b>25.50</b>	<b>166.66</b>	<b>212.62</b>	<b>999.96</b>	<b>2,000.00</b>
<b>Total 3110000 General Property Taxes</b>	<b>121,586.23</b>	<b>14,295.81</b>	<b>147,744.26</b>	<b>85,774.88</b>	<b>171,550.00</b>
<b>3120000 Other Local Taxes</b>					
3120100 Local Sales & Use Taxes	6,520.51	4,250.00	36,169.32	25,500.00	51,000.00
3120200 Consumer Utility Taxes	104.04	1,916.66	11,546.47	11,499.96	23,000.00
3120210 Consumption Tax	40.70	291.66	1,559.87	1,749.96	3,500.00
3120300 Business License Taxes	2,103.72	3,541.66	2,280.75	21,249.96	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	6,999.96	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	28,500.00	57,000.00
3121000 Occupancy Tax	436.16	333.33	4,015.32	1,999.96	4,000.00
3121100 Meals Taxes	1,647.41	2,083.33	18,135.63	12,499.96	25,000.00
<b>Total 3120000 Other Local Taxes</b>	<b>10,852.54</b>	<b>18,333.30</b>	<b>73,707.36</b>	<b>109,999.80</b>	<b>220,000.00</b>
<b>3130000 Permits/Fees/Reg Lic</b>					
3130307 Zoning Permits	0.00	20.83	100.00	124.98	250.00
3130308 Building Permits	0.00	0.00	300.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	49.98	100.00
3130310 Special Use Permit	0.00	8.33	0.00	49.98	100.00
<b>Total 3130000 Permits/Fees/Reg Lic</b>	<b>0.00</b>	<b>37.49</b>	<b>400.00</b>	<b>224.94</b>	<b>450.00</b>
<b>3140000 Fines and Forfeitures</b>					
3140102 Property Leins	51.83	125.00	3,013.69	750.00	1,500.00
3140103 Zoning Violations	0.00	41.66	1,350.00	249.96	500.00
<b>Total 3140000 Fines and Forfeitures</b>	<b>51.83</b>	<b>166.66</b>	<b>4,363.69</b>	<b>999.96</b>	<b>2,000.00</b>
<b>3150000 Rev-Use of Money/Prop</b>					
3150100 Interest Income	0.00	250.00	240.53	1,500.00	3,000.00
3150200 Rental Income	0.00	83.33	845.00	499.96	1,000.00
<b>Total 3150000 Rev-Use of Money/Prop</b>	<b>0.00</b>	<b>333.33</b>	<b>1,085.53</b>	<b>1,999.96</b>	<b>4,000.00</b>
<b>3160000 Charges for Services</b>					
<b>3165000 Charge Enterprise Svcs</b>					
3165100 Water Revenues					
3165110 Water Services	27,799.96	28,333.33	170,514.27	169,999.96	340,000.00
3165111 Water Sales	0.00	41.66	165.00	249.96	500.00
3165120 Water Penalties	2,141.60	1,666.66	10,021.20	9,999.96	20,000.00
3165130 Reconnect Fees	60.00	250.00	1,020.00	1,500.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	4,400.00	1,099.96	2,200.00
<b>Total 3165100 Water Revenues</b>	<b>30,001.56</b>	<b>30,474.98</b>	<b>186,120.47</b>	<b>182,849.88</b>	<b>365,700.00</b>
3165200 Sewer Revenues					
3165210 Sewer Services	16,951.85	17,298.16	102,614.49	103,788.96	207,578.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
<b>Total 3165200 Sewer Revenues</b>	<b>16,951.85</b>	<b>17,298.16</b>	<b>105,114.49</b>	<b>103,788.96</b>	<b>207,578.00</b>
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,307.00	8,250.50	49,755.50	49,503.00	99,006.00
<b>Total 3165300 Garbage Fees</b>	<b>8,307.00</b>	<b>8,250.50</b>	<b>49,755.50</b>	<b>49,503.00</b>	<b>99,006.00</b>
<b>Total 3165000 Charge Enterprise Svcs</b>	<b>55,260.41</b>	<b>56,023.64</b>	<b>340,990.46</b>	<b>336,141.84</b>	<b>672,284.00</b>
<b>Total 3160000 Charges for Services</b>	<b>55,260.41</b>	<b>56,023.64</b>	<b>340,990.46</b>	<b>336,141.84</b>	<b>672,284.00</b>
<b>3180000 Miscellaneous Revenue</b>					
3189929 Christmas Mkt.	45.00	416.66	1,714.00	2,499.96	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	249.96	500.00
3189925 Mountain Magic	0.00	708.33	10,412.00	4,249.96	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	99.96	200.00
3189922 Pork by the James	0.00	708.33	0.00	4,249.96	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	6,999.96	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	49.98	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	24.96	50.00
3189918 Buchanan Garden Festival	0.00	166.66	0.00	999.96	2,000.00
3189917 CivilWar History Weeked	165.00	208.33	165.00	1,249.98	2,500.00

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Accrual Basis

**Town of Buchanan, Virginia**  
**Profit & Loss Budget Performance**  
**December 2022**

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budg
3189916 Easter Egg Hunt	0.00	25.00	0.00	150.00	300.00
3189905 Overage/Shortage	0.00	0.00	0.00	0.00	0.00
3189904 Other	908.93	83.33	6,972.54	499.98	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	1,127.00	83.33	1,902.00	499.98	1,000.00
3189910 Arbor Day Donations	0.00	83.33	0.00	499.98	1,000.00
3189911 Event Fees	0.00	8.33	876.00	49.98	100.00
3189912 Carnival Proceeds	0.00	6,250.00	152,979.93	37,500.00	75,000.00
3189999 Overpayments	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Revenue	1,127.00	6,424.99	155,757.93	38,549.94	77,100.00
Total 3180000 Miscellaneous Revenue	2,245.93	9,979.10	185,142.47	59,874.60	119,750.00
Total 3100000 Local Revenue	189,996.94	99,169.33	753,433.77	595,016.00	1,190,034.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Com of the Arts	0.00		0.00		0.00
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220111 Car Rental Tax	0.00		240.16		0.00
3220150 Communications Tax	0.00	189.58	832.50	1,137.48	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	1,624.98	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	18,080.00	16,443.96	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	11,608.54	5,803.98	11,608.00
Total 3220000 Non-Categorical Aid	0.00	4,168.40	34,012.24	25,010.40	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	233,241.00	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	1,999.98	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	7,500.00	15,000.00
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	19,999.98	40,000.00
3240000 Categorical Aid - Other	0.00		0.00		0.00
Total 3240000 Categorical Aid	0.00	43,790.16	466,482.00	262,740.96	525,482.00
Total 3200000 Rev from Commonwealth	0.00	47,958.56	500,494.24	287,751.36	575,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00	0.00	0.00	0.00	0.00
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	702.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	702.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	702.00	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	1,354.17	0.00	8,125.02	16,250.00
3410501 Transfers fr General Fd	0.00		0.00		0.00
3410502 Transfer fr Water Fund	0.00	1,354.17	0.00	8,125.02	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.34	0.00	16,250.04	32,500.00
Total Income	189,996.94	149,953.23	1,253,963.01	899,719.40	1,799,441.00
Gross Profit	189,996.94	149,953.23	1,253,963.01	899,719.40	1,799,441.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	2,630.80	2,524.98	5,050.00
3800 Advertising	100.00	187.50	779.38	1,125.00	2,250.00
5540 Convention & Education	0.00	20.83	2,999.09	124.98	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	124.98	250.00
5800 Miscellaneous Expense	0.00	20.83	0.00	124.98	250.00
5810 Dues and Memberships	0.00	208.33	45.00	1,249.98	2,500.00
Total 11110 Town Council	520.00	879.15	6,454.27	5,274.90	10,550.00
Total 001 Legislative	520.00	879.15	6,454.27	5,274.90	10,550.00
Total 01 General Government Admin	520.00	879.15	6,454.27	5,274.90	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	9,056.75	2,083.33	17,746.26	12,499.98	25,000.00
Total 12210 Legal Services	9,056.75	2,083.33	17,746.26	12,499.98	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	0.00	6,675.00	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	0.00	6,675.00	13,350.00
12410 Clerk-Treasurer					

**Town of Buchanan, Virginia**  
**Profit & Loss Budget Performance**  
**December 2022**

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
1100 Salaries	6,915.90	7,083.33	42,327.92	42,500.02	85,000.00
1110 Overtime	493.46	83.33	4,009.53	499.98	1,000.00
1120 Bonus	5,300.00	0.00	6,700.00	0.00	0.00
2100 FICA/Medicare Tax	2,524.99	1,250.00	12,918.36	7,500.00	15,000.00
2110 Virginia Unemployment Ins	13.03	50.00	750.78	300.00	600.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	441.29	0.00	2,778.41	0.00	0.00
2213 VRS VLDP	55.16	270.83	653.37	1,624.98	3,250.00
2300 Health Insurance	1,694.00	1,694.00	10,164.00	10,164.00	20,328.00
3120 Accounting Services	0.00	1,250.00	8,610.38	7,500.00	15,000.00
3130 Bank Service Charges	0.00	58.33	373.73	349.98	700.00
3500 Printing and Binding	258.65	125.00	2,518.46	750.00	1,500.00
3600 Advertising	0.00	41.66	-270.00	249.96	500.00
5210 Postal Services	0.00	270.83	2,020.65	1,624.98	3,250.00
5230 Telecommunications	312.07	258.33	1,161.94	1,549.98	3,100.00
5401 Copy Machine Rental	0.00	250.00	1,194.48	1,500.00	3,000.00
5600 Mileage Reimbursement	55.00	16.66	317.51	99.96	200.00
5800 Miscellaneous Expense	27,000.00	0.00	27,000.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	0.00	150.00	300.00
6001 Office Supplies	-2.44	375.00	2,707.31	2,250.00	4,500.00
<b>Total 12410 Clerk-Treasurer</b>	<b>45,061.11</b>	<b>13,102.30</b>	<b>125,936.83</b>	<b>78,613.84</b>	<b>157,228.00</b>
<b>12510 Town Manager</b>					
1100 Salaries	8,000.00	5,208.33	39,056.73	31,249.98	62,500.00
1120 Bonus	0.00	0.00	2,000.00	0.00	0.00
2212 Retirement	0.00	0.00	1,405.28	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	999.96	2,000.00
2300 Health Insurance	847.00	847.00	5,082.00	5,082.00	10,164.00
5600 Mileage Reimbursement	0.00	37.50	126.25	225.00	450.00
5800 Miscellaneous Expense	0.00	41.66	0.00	249.96	500.00
5810 Dues and Memberships	0.00	75.00	250.00	450.00	900.00
<b>Total 12510 Town Manager</b>	<b>8,847.00</b>	<b>6,376.15</b>	<b>47,920.26</b>	<b>38,256.90</b>	<b>76,514.00</b>
<b>Total 02 General &amp; Financial Admin</b>	<b>62,964.86</b>	<b>22,674.28</b>	<b>191,603.35</b>	<b>136,045.72</b>	<b>272,092.00</b>
<b>03 Public Safety</b>					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	17,500.00	17,499.96	35,000.00
<b>Total 001 Law Enforcement</b>	<b>2,917.00</b>	<b>2,916.66</b>	<b>17,500.00</b>	<b>17,499.96</b>	<b>35,000.00</b>
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	748.00	416.66	19,954.00	2,499.96	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	4,999.98	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	49.98	100.00
<b>Total 32200 Volunteer Fire Department</b>	<b>748.00</b>	<b>1,258.32</b>	<b>19,954.00</b>	<b>7,549.92</b>	<b>15,100.00</b>
<b>Total 002 Fire &amp; Rescue Services</b>	<b>748.00</b>	<b>1,258.32</b>	<b>19,954.00</b>	<b>7,549.92</b>	<b>15,100.00</b>
<b>Total 03 Public Safety</b>	<b>3,665.00</b>	<b>4,174.98</b>	<b>37,454.00</b>	<b>25,049.88</b>	<b>50,100.00</b>
<b>04 Public Works</b>					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,640.76	3,958.33	31,051.12	23,749.98	47,500.00
1110 Overtime	0.00	166.66	1,306.09	999.96	2,000.00
1120 Bonus	0.00	0.00	1,000.00	0.00	0.00
2212 Retirement	394.84	0.00	2,104.96	0.00	0.00
2213 VRS VLDP	49.35	91.66	274.32	549.96	1,100.00
2300 Health Insurance	847.00	1,694.00	5,541.00	10,164.00	20,328.00
3310 Repair & Maint Services	2,172.08	500.00	6,119.77	3,000.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	242.60	2,499.96	5,000.00
3322 Janitorial Services	238.77	300.00	1,967.61	1,800.00	3,600.00
5100 Electricity - Streetlights	67.84	916.66	8,642.88	5,499.96	11,000.00
5110 Electricity - Town Hall	72.96	229.16	2,044.48	1,374.96	2,750.00
5120 Heating Fuel	0.00	208.33	2,207.50	1,249.98	2,500.00
5230 Telecommunications	141.56	316.66	2,276.77	1,899.96	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	9,999.96	20,000.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5811 Uniforms & Safety Clothing	105.00	166.66	1,286.44	999.96	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	249.96	500.00
6007 Repair & Maint Supplies	236.31	500.00	1,977.20	3,000.00	6,000.00
6008 Vehicle & Equip Fuels	391.33	500.50	2,750.49	3,003.00	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	3,999.96	8,000.00
<b>Total 43200 Maint of Gen Properties</b>	<b>8,357.80</b>	<b>12,340.26</b>	<b>70,793.23</b>	<b>74,041.56</b>	<b>148,084.00</b>
<b>44000 Trash Department</b>					
33301 Brush Grinding	0.00	750.00	0.00	4,500.00	9,000.00
33201 Trash Pickup	6,578.00	6,791.66	46,566.27	40,749.96	81,500.00
<b>Total 44000 Trash Department</b>	<b>6,578.00</b>	<b>7,541.66</b>	<b>46,566.27</b>	<b>45,249.96</b>	<b>90,500.00</b>
<b>44100 Water Operations</b>					
1100 Salaries & Wages	989.50	1,000.00	6,870.75	6,000.00	12,000.00
1110 Overtime	0.00	83.33	458.30	499.98	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	124.98	250.00
3100 Prof Svcs & Miss Utility	0.00	20.83	171.64	124.98	250.00

**Town of Buchanan, Virginia**  
**Profit & Loss Budget Performance**  
**December 2022**

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budg
3110 Operating Contract	7,388.94	7,444.36	29,555.76	44,666.16	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	27,612.00	2,250.00	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	1,500.00	3,000.00
5110 Utilities	1,036.13	791.66	7,687.17	4,749.96	9,500.00
5810 Dues and Memberships	0.00	0.00	350.00	0.00	0.00
6007 Repair & Maint Supplies	70.48	750.00	2,787.05	4,500.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	2,438.10	2,499.96	5,000.00
6014 Operating Supplies	105.60	548.16	7,246.42	3,288.96	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	2,499.96	5,000.00
<b>Total 44100 Water Operations</b>	<b>9,997.00</b>	<b>12,117.49</b>	<b>87,038.19</b>	<b>72,704.94</b>	<b>145,410.32</b>
<b>44110 Water Filtration Plant</b>					
3110 Operating Contract	0.00		7,388.94		0.00
3310 Repairs & Maint Contract	1,545.00	416.66	7,185.54	2,499.96	5,000.00
5110 Utilities	828.86	666.66	3,929.63	3,999.96	8,000.00
5230 Telecommunications	0.00	83.33	290.62	499.98	1,000.00
6014 Operating Supplies	0.00	183.33	582.50	1,099.98	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	3,000.00	6,000.00
<b>Total 44110 Water Filtration Plant</b>	<b>2,373.86</b>	<b>1,849.98</b>	<b>19,377.23</b>	<b>11,099.88</b>	<b>22,200.00</b>
<b>44200 Sewer Operations</b>					
5230 Telecommunications	50.64	83.33	203.70	499.98	1,000.00
1100 Salaries & Wages	1,298.50	916.66	3,062.25	5,499.96	11,000.00
1110 Overtime	0.00	41.66	184.54	249.96	500.00
2100 FICA/Medicare	0.00	75.00	0.00	450.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	39.96	80.00
3100 Prof Svcs & Miss Utility	0.00	20.83	171.66	124.98	250.00
3110 Operating Contract	7,388.94	7,444.36	40,944.70	44,666.16	89,332.32
3310 Repairs & Maint Contract	0.00	583.33	1,848.88	3,499.98	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	2,749.98	5,500.00
3600 Advertising	0.00		0.00		0.00
3700 Permits	0.00	125.00	3,095.00	750.00	1,500.00
5110 Utilities	2,779.87	1,833.33	13,210.38	10,999.98	22,000.00
5410 Lease/Rent of Equipment	25.00	583.33	2,665.00	3,499.98	7,000.00
6001 Office Supplies	0.00		40.19		
6007 Repair & Maint Supplies	0.00	750.00	6,434.86	4,500.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	2,438.10	2,499.96	5,000.00
6014 Operating Supplies	1,733.60	583.33	9,336.78	3,499.98	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	1,500.00	3,000.00
<b>Total 44200 Sewer Operations</b>	<b>13,682.90</b>	<b>14,171.81</b>	<b>84,140.04</b>	<b>85,030.86</b>	<b>170,062.32</b>
<b>Total 04 Public Works</b>	<b>40,989.56</b>	<b>48,021.20</b>	<b>307,914.96</b>	<b>288,127.20</b>	<b>576,256.64</b>
<b>07 Parks, Events &amp; Cultural</b>					
<b>71100 Parks &amp; Recreation</b>					
5829 Christmas Market	0.00	416.66	0.00	2,499.96	5,000.00
5210 Postage	149.15		149.15		
5810 Arbor Day Celebration	0.00	166.66	0.00	999.96	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	150.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	999.96	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	1,249.98	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	24.96	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	37.50	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	3,999.96	8,000.00
5820 Pork by the James	0.00	666.66	0.00	3,999.96	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	8.34	50.46	101.00
5823 Mountain Magic	0.00	416.66	5,729.57	2,499.96	5,000.00
5824 Christmas Parade	0.00	41.66	0.00	249.96	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	99.96	200.00
5827 Misc. Event Supplies	0.00		0.00		0.00
6001 Office Supplies	107.09		107.09		
3600 Advertising	310.00	350.00	1,860.00	2,100.00	4,200.00
5840 Town Events	1,292.08	100.00	1,292.08	600.00	1,200.00
6013 Recreational Supplies	0.00	41.66	1,276.66	249.96	500.00
8101 Machinery & Equipment Cost	0.00		0.00		0.00
71100 Parks & Recreation - Other	3,503.58		3,503.58		
<b>Total 71100 Parks &amp; Recreation</b>	<b>5,361.90</b>	<b>3,302.09</b>	<b>21,967.72</b>	<b>19,812.54</b>	<b>39,626.00</b>
<b>71200 Carnival</b>					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	1,643.65	2,082.48	4,165.00
5110 Utilities	0.00	416.66	5,517.58	2,499.96	5,000.00
5801 Carnival Operations	0.00	1,666.66	32,805.54	9,999.96	20,000.00
8110 Capital Outlay	0.00		0.00		0.00
<b>Total 71200 Carnival</b>	<b>0.00</b>	<b>2,430.40</b>	<b>49,966.77</b>	<b>14,582.40</b>	<b>29,165.00</b>
<b>Total 07 Parks, Events &amp; Cultural</b>	<b>5,361.90</b>	<b>5,732.49</b>	<b>71,934.49</b>	<b>34,394.94</b>	<b>68,791.00</b>
<b>08 Development</b>					
<b>81200 Community Development</b>					
1100 Salaries & Wages	4,449.80	3,875.00	25,668.85	23,250.00	46,500.00
1110 Overtime	1,268.44	0.00	6,509.10	0.00	0.00
1120 Bonus	100.00	0.00	800.00	0.00	0.00
2212 Retirement	262.24	0.00	1,573.44	0.00	0.00



**Town of Buchanan, Virginia**  
**Profit & Loss Budget Performance**  
**December 2022**

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
2213 VRS VLDP	32.78	83.33	195.92	499.98	1,000.00
2300 Health Insurance	847.00	847.00	5,082.00	5,082.00	10,164.00
3600 Advertising	942.00	333.33	5,031.50	1,999.98	4,000.00
5602 Donation After Prom Party	200.00	16.66	200.00	99.96	200.00
5603 Donation to Theater	9,000.00	333.33	9,000.00	1,999.98	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	1,249.98	2,500.00
6014 Other Operating Supplies	0.00		0.00		0.00
<b>Total 81200 Community Development</b>	<b>17,102.26</b>	<b>5,696.98</b>	<b>54,060.81</b>	<b>34,181.88</b>	<b>68,364.00</b>
<b>Total 08 Development</b>	<b>17,102.26</b>	<b>5,696.98</b>	<b>54,060.81</b>	<b>34,181.88</b>	<b>68,364.00</b>
<b>09 Nondepartmental</b>					
<b>004 Capital Projects</b>					
<b>94100 General Improvements</b>					
94102 Sidewalk Improvements	0.00	0.00	0.00	0.00	0.00
94105 Playground	0.00	183.33	1,833.00	1,099.98	2,200.00
94107 Community Develop Grant	165.00	0.00	165.00	0.00	0.00
94108 Covid-19 & ARPA	0.00	38,873.50	36,197.33	233,241.00	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	20,749.98	41,500.00
<b>Total 94100 General Improvements</b>	<b>165.00</b>	<b>42,515.16</b>	<b>38,195.33</b>	<b>255,090.96</b>	<b>510,182.00</b>
<b>94200 Water Projects</b>					
94201 Water Line Replacement	0.00	291.66	0.00	1,749.96	3,500.00
<b>Total 94200 Water Projects</b>	<b>0.00</b>	<b>291.66</b>	<b>0.00</b>	<b>1,749.96</b>	<b>3,500.00</b>
<b>94300 Sewer Projects</b>					
94305 SER Cap Grant	4,788.40	3,333.33	13,019.42	19,999.98	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	3,000.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	2,969.16	5,938.36
<b>Total 94300 Sewer Projects</b>	<b>4,788.40</b>	<b>4,328.19</b>	<b>13,019.42</b>	<b>25,969.14</b>	<b>51,938.36</b>
<b>Total 004 Capital Projects</b>	<b>4,953.40</b>	<b>47,135.01</b>	<b>51,214.75</b>	<b>282,810.06</b>	<b>565,620.36</b>
<b>005 Debt Service</b>					
<b>95500 Water Debt Service</b>					
95510 Principal Payments	0.00	15,638.92	77,562.70	93,833.48	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		
<b>Total 95500 Water Debt Service</b>	<b>0.00</b>	<b>15,638.92</b>	<b>81,640.93</b>	<b>93,833.48</b>	<b>187,667.00</b>
<b>95700 Sewer Debt Service</b>					
95720 Interest Payments	0.00		0.00		0.00
<b>Total 95700 Sewer Debt Service</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Total 005 Debt Service</b>	<b>0.00</b>	<b>15,638.92</b>	<b>81,640.93</b>	<b>93,833.48</b>	<b>187,667.00</b>
<b>009 Interfund Transfers</b>					
98300 Transfers to General Fund	0.00	2,708.33	0.00	16,249.98	32,500.00
<b>Total 009 Interfund Transfers</b>	<b>0.00</b>	<b>2,708.33</b>	<b>0.00</b>	<b>16,249.98</b>	<b>32,500.00</b>
<b>Total 09 Nondepartmental</b>	<b>4,953.40</b>	<b>65,482.26</b>	<b>132,855.68</b>	<b>392,893.52</b>	<b>785,787.36</b>
<b>Payroll Expenses</b>	<b>130.00</b>	<b>0.00</b>	<b>205.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>135,686.98</b>	<b>152,661.34</b>	<b>802,482.56</b>	<b>915,968.04</b>	<b>1,831,941.00</b>
<b>Net Ordinary Income</b>	<b>54,309.96</b>	<b>-2,708.11</b>	<b>451,480.45</b>	<b>-16,248.64</b>	<b>-32,500.00</b>
<b>Net Income</b>	<b>54,309.96</b>	<b>-2,708.11</b>	<b>451,480.45</b>	<b>-16,248.64</b>	<b>-32,500.00</b>



**TOWN OF BUCHANAN**  
**COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 2 Approval of Paid Bills

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Claudine Stump, Town Clerk

**PHONE:** 540-633-6212

**BACKGROUND / SUMMARY:**

Paid bills are reviewed and approved monthly.

**ATTACHMENTS:**

December 2022 bills paid.

**REQUESTED ACTION:**

Approve

**Town of Buchanan, Virginia**  
**Vendor Payments Made**  
**December 2022**

Type	Date	Num	Memo	Account	Split	Amount
<b>Anthem Insurance</b>						
Bill	12/13/2022	000710940E	Health Insurance Billing Entity # T7452AMA03	20000 Accounts Payable	-SPLIT-	-4,235.00
<b>Bank of Botetourt</b>						
Bill	12/06/2022	C0190 120622	Payoff of Harry's CC	20000 Accounts Payable	-SPLIT-	-256.24
Bill	12/06/2022	C0362 2842 120622	C Stump	20000 Accounts Payable	-SPLIT-	-192.91
Bill	12/06/2022	C0189 6601 120622	T Kingery	20000 Accounts Payable	-SPLIT-	-4,038.33
Bill	12/20/2022		Payment on truck #16 Acct # 2021201825	20000 Accounts Payable	-SPLIT-	-812.70
<b>Busy Bees Cleaners</b>						
Bill	12/28/2022		Janitorial services @ the Fire House	20000 Accounts Payable	5802 Fire Dept building maint.	-130.00
<b>C H A</b>						
Bill	12/08/2022	67428-08		20000 Accounts Payable	94305 SER Cap Grant	-4,788.40
<b>C&amp;S Disposal Inc.</b>						
Bill	12/01/2022	116335	Container fee @ STP	20000 Accounts Payable	5410 Lease/Rent of Equipment	-25.00
Bill	12/31/2022	Dec22 contract	488 res * \$13 + 26 bus * 19 = \$6,578.00	20000 Accounts Payable	33201 Trash Pickup	-6,578.00
<b>Cardno, Inc.</b>						
Bill	12/08/2022	2015580	Brownfield Grant/ Button Factory	20000 Accounts Payable	94107 Community Develop Grant	-165.00
<b>Chemsoiv</b>						
Bill	12/29/2022	5030870	Chorine for WFP	20000 Accounts Payable	6014 Operating Supplies	-582.50
<b>Cintas Corporation- #524</b>						
Bill	12/05/2022	4138336539	Uniforms	20000 Accounts Payable	5811 Uniforms & Safety Clothing	-35.00
Bill	12/17/2022	4148835499	Uniforms	20000 Accounts Payable	5811 Uniforms & Safety Clothing	-35.00
Bill	12/27/2022	4141467423	Uniforms	20000 Accounts Payable	5811 Uniforms & Safety Clothing	-35.00
<b>Claudine R. Stump</b>						
Bill	12/02/2022		Reimburse for mileage	20000 Accounts Payable	5600 Mileage Reimbursement	-55.00
<b>Dominion Energy Virginia</b>						
Bill	12/01/2022	3757048782		20000 Accounts Payable	5110 Utilities	-235.91
Bill	12/01/2022	5806410006		20000 Accounts Payable	5110 Utilities	-75.13
Bill	12/01/2022	6482873143	5808410006 (Spottswood booster pump)	20000 Accounts Payable	5100 Electricity - Streetlights	-57.50
Bill	12/01/2022	6858206326		20000 Accounts Payable	5110 Utilities	-12.33
Bill	12/01/2022	6824782500		20000 Accounts Payable	5110 Electricity - Town Hall	-72.96
Bill	12/01/2022	3016227500		20000 Accounts Payable	5100 Electricity - Streetlights	-10.34
Bill	12/01/2022	7870953350		20000 Accounts Payable	5110 Utilities	-5.16
Bill	12/01/2022	8519277118		20000 Accounts Payable	5110 Utilities	-349.69
Bill	12/10/2022	0024800005	0024800005 (STP)	20000 Accounts Payable	5110 Utilities	-2,518.23
Bill	12/10/2022	1773487507	1773487507 (Well 2)	20000 Accounts Payable	5110 Utilities	-614.05
Bill	12/10/2022	3193485006	3193485006 (Southview lift station)	20000 Accounts Payable	5110 Utilities	-12.81
Bill	12/10/2022	3363397500	3363397500 (Water st lift station)	20000 Accounts Payable	5110 Utilities	-65.84
Bill	12/10/2022	9885957507	9885957507 (Parkway water tank)	20000 Accounts Payable	5110 Utilities	-243.38
Bill	12/10/2022	9904855005	9904855005 (Main lift station)	20000 Accounts Payable	5110 Utilities	-191.99
Bill	12/10/2022	9936262508	9936262508 (Well 3)	20000 Accounts Payable	5110 Utilities	-33.02
<b>Donald's Electric &amp; Ref. Srv., Inc.</b>						
Bill	12/07/2022	37005	Installed thermostat in Council chambers & repairs o...	20000 Accounts Payable	3310 Repair & Maint Services	-1,820.00
<b>Fidelity Power Systems</b>						
Bill	12/02/2022	FPSMC0050974	Generator service contract	20000 Accounts Payable	-SPLIT-	-1,803.00
<b>Gentry Locke Attorneys</b>						
Bill	12/01/2022	306643//168	Legal fees for October 2022	20000 Accounts Payable	3100 Professional Services	-1,660.00
Bill	12/09/2022	307638 //168		20000 Accounts Payable	3100 Professional Services	-1,876.75
<b>Happy Food Mart</b>						
Bill	12/01/2022	2119	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-18.14
Bill	12/07/2022	3873	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-82.02
Bill	12/15/2022	6307	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-78.75
Bill	12/19/2022	7456	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-53.80
Bill	12/22/2022	6450	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-81.10
Bill	12/28/2022	9594	Fuel	20000 Accounts Payable	6008 Vehicle & Equip Fuels	-77.52
<b>Harry L. Gleason</b>						
Check	12/01/2022	23285	Start up change for Festival of Lights Food Sales	10010 Buchanan General Fund	10037-Change Funds-Even In ...	-800.00
Check	12/02/2022	23289	Reimburse for start up change for Christmas Market	10010 Buchanan General Fund	10037-Change Funds-Even In ...	-800.00
<b>Inboden Environmental Services, Inc.</b>						
Bill	12/01/2022	76954	Operation of STP & WFP for November 2022 etc.	20000 Accounts Payable	-SPLIT-	-17,047.56
<b>J L Computers Inc.</b>						
Bill	12/01/2022	212171	Website hosting, backups etc. Also labor on RE & PP...	20000 Accounts Payable	-SPLIT-	-808.65
Bill	12/01/2022	212172	Domain name registration	20000 Accounts Payable	3600 Advertising	-17.00
<b>James River After Prom</b>						
Bill	12/01/2022		Donation to After Prom Party	20000 Accounts Payable	5602 Donation After Prom Party	-200.00
<b>KimBennett</b>						
Bill	12/06/2022		Reimburse for supplies purchased for Festival of Lights	20000 Accounts Payable	5840 Town Events	-157.33
<b>LAMAR COMPANIES</b>						
Bill	12/05/2022	114292876	Billboard	20000 Accounts Payable	3600 Advertising	-310.00
<b>Lexington Carriage Company</b>						
Bill	12/01/2022		Carriage rides during Christmas Tree Lighting	20000 Accounts Payable	5840 Town Events	-600.00
<b>Lowe's</b>						
Bill	12/17/2022	821 3147 039165 2		20000 Accounts Payable	-SPLIT-	-420.04
<b>Mojo Custom Sportswear LLC</b>						
Bill	12/01/2022	30488	Christmas shirts	20000 Accounts Payable	5840 Town Events	-534.75
<b>PA State Association of Boroughs</b>						
Bill	12/02/2022	31833		20000 Accounts Payable	3600 Advertising	-100.00
<b>S h e n e l</b>						
Bill	12/07/2022	433219 001		20000 Accounts Payable	-SPLIT-	-368.58
<b>Standing RoomOnly</b>						
Bill	12/06/2022		Creative Community Partnership Grant	20000 Accounts Payable	5603 Donation to Theater	-9,000.00
<b>Town of Buchanan</b>						
Check	12/09/2022	1157	Closed this account, placed the balance into the GF	10230 Water Dist - Rur Dev Acct	10010 Buchanan General Fund	-6,070.59
Check	12/09/2022	1046	Closed this account, placed the balance into the GF	10231 Water Dist - VDH Account	10010 Buchanan General Fund	-2,562.00
<b>Treasurer, Botetourt County</b>						
Bill	12/01/2022		Police services	20000 Accounts Payable	31100 Police Department	-2,917.00
<b>Verizon</b>						
Bill	12/01/2022	9921910760	Account 742437461-0001	20000 Accounts Payable	5230 Telecommunications	-51.56
<b>Verizon (Southview)</b>						
Bill	12/04/2022	650-462-734-0001-56		20000 Accounts Payable	5230 Telecommunications	-50.64
<b>Verizon (Water Tank)</b>						
Bill	12/04/2022	650-491-809-0001-40		20000 Accounts Payable	5110 Utilities	-53.08
<b>Vite, John</b>						
Bill	12/19/2022	Legal Services		20000 Accounts Payable	3100 Professional Services	-5,500.00
<b>Worley, Faye</b>						
Bill	12/28/2022		Janitorial services @ Town Hall	20000 Accounts Payable	3322 Janitorial Services	-238.77



**TOWN OF BUCHANAN  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 3 Buchanan Town Council Meetings Schedule

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Claudine Stump, Town Clerk

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

Adopted annually at organizational meeting.

**ATTACHMENTS:**

Town Council Meetings Schedule

**REQUESTED ACTION:**

Approve



# Buchanan Town Council Meetings – 2023

## **Meeting Dates:**

(all dates are the second Monday of each month, except as noted)

January 9

February 13

March 13

April 10

May 8

June 12

July 10

August 14

September 11

**Tuesday, October 10 (Columbus Day Monday)**

November 13

December 11

**Meeting Time: 7:00p.m.**

**Meeting Location:** Town Hall, 19753 Main Street, Buchanan, Virginia

**Cancellation Policy:** If a regular meeting is cancelled, the meeting will be continued until the immediately following Monday, with the exception of holidays, then the meeting shall be continued until the Tuesday immediately following the holiday.



**TOWN OF BUCHANAN**  
**COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 4 Town Hall Holidays Schedule

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Claudine Stump, Town Clerk

**PHONE:** 540-633-6212

**BACKGROUND / SUMMARY:**

Adopted annually at organizational meeting.

**ATTACHMENTS:**

Holidays Schedule

**REQUESTED ACTION:**

Approve Schedule



## Town Hall Office Holidays

Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January (01.16.23)
Lee-Jackson Day	3 <sup>rd</sup> Friday in January (01.20.23)
Presidents Day	3 <sup>rd</sup> Monday in February (02.20.23)
Memorial Day	Last Monday in May (05.29.23)
Juneteenth	Monday, June 19, 2023
Independence Day Monday After Carnival Concludes	July 4 <sup>th</sup> Monday July 10, 2023 The Friday Following Carnival Week due staff working 4 <sup>th</sup> of July Carnival
Labor Day	1 <sup>st</sup> Monday in September (09.04.23)
Patriot's Day	Monday, September 11, 2023
Columbus Day	2 <sup>nd</sup> Monday in October (10.9.23)
Election Day	First Tuesday in November (11.07.22)
Veterans' Day	November 10 (Observed)
Day Before Thanksgiving	4 hours additional holiday time
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving	4 <sup>th</sup> Friday in November
Friday Before Christmas	4 hours additional holiday time
Christmas Day	Monday, December 25, 2023
New Year's Day	January 1, 2024

Note: Town of Buchanan follows the Commonwealth of Virginia and Botetourt County Holiday schedule. If Changes are made to include or remove a day, the Town Manager or designee will properly notify Town Council, Town Staff, and a note will be placed on the Town's website and front door.



**TOWN OF BUCHANAN**  
**COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 5 Resolution R23-0109-01 Governance Policy

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Resolution

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

Adopted annually at organizational meeting.

**ATTACHMENTS:**

5 Resolution R23-0109-01 Governance Policy

**REQUESTED ACTION:**

Adopt by roll call vote.





At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9<sup>th</sup> day of January 2023 beginning at 7:00 p.m.:

**MEMBERS:**

Tristan Harris, Mayor  
James Manspile  
Marty Rickman  
Chris Witt  
James Eubank

**VOTE:**

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

**A Resolution  
Implementing a Governance Policy**

**Whereas**, the Town of Buchanan Town Council is committed to providing good governance practices, communications, and operations; and

**Whereas**, the Town of Buchanan Town Charter Chapter 3.5 allows the Council to adopt certain internal “rules as it deem proper for the regulation of its proceedings”; and

**Whereas**, Town Council is entrusted to promote efficient and effective governance operations for the Town of Buchanan; and

**Now, Therefore, Be It Resolved**, by the Town of Buchanan Town Council hereby agree to govern themselves in accordance with the attached “Town of Buchanan Governance Policy”. This policy shall take effect immediately and govern only to the extent that it does not conflict with any provisions of the Town of Buchanan Charter, or any other state or federal law.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED:**

---

Mayor

ATTEST:

---

Town Clerk



## **Town of Buchanan**

### **GOVERNANCE POLICY AND RULES OF PROCEDURE**

**Town of Buchanan**  
**Town COUNCIL GOVERNANCE POLICYAND**  
**RULES OF PROCEDURE**  
**(Adopted January 9, 2023)**

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# **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

## **SECTION I – INTRODUCTION**

The Town of Buchanan Council is the governing body for the Town of Buchanan, Virginia. Therefore, it must bear the initial responsibility for the integrity of governance. The council shall determine its own rules and order of business.<sup>1</sup> The council is responsible for its own development, its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy addresses mayor and council relations, council and staff relations, council and media relations, roles and meetings. By adopting these guidelines, we, as members of the town council, acknowledge our responsibility to each other, to our professional staff and to the public. This policy will be reviewed and adopted on an annual basis.

# **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

## **SECTION II – MISSION**

In order to ensure proper discharge of duties for the improvement of democratic local government, members of the Buchanan Town Council will display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of the Town of Buchanan and each other in their relationships.

## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION III – INFORMATION**

**4.1** On major policy issues, the town manager shall provide briefing material to the council in advance of council consideration of the policy alternatives. Whenever possible, the management report shall be distributed more than a week in advance of council policy consideration

**4.2** Allow time for mayor, council, committee(s) and other reports to be made at each meeting.

## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION IV – ROLES**

**5.1** The mayor shall preside at meetings of the council and shall be recognized as head of town government for all ceremonial purposes and by the governor for purpose of military law and the service of civil process. The mayor shall authenticate by his or her signature such documents and instruments as the council, Constitution, or general laws require. The mayor shall be the chief executive officer of the town, unless and until a manager is appointed as hereafter provided. (Town Charter Chapter 3.4)

The council shall elect from among the council members a vice-mayor who shall act as mayor during the absence or disability of the mayor. The selection of the vice mayor shall be based Town Charter Chapter 3.3.

**5.2** As head of town government for ceremonial purposes, the mayor may issue and present proclamations and recognitions, and attend other ceremonial functions on behalf of the Town of Buchanan.

Councilmembers may initiate, through the mayor or by a majority vote of the Council, similar items of recognition. Major community events sponsored by the town shall be a policy decision of the Council.

**5.3** The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.

**5.4** The mayor is the spokesperson for the council on all official positions taken unless absent, at which time the vice mayor or the mayor's designee will assume the role.

**5.5** The mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject.

**5.6** Orientation for new council members will occur at the beginning of each calendar year and all members must be in attendance.



## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION V – MEETINGS**

**6.1 Regular Meetings** – The council shall meet regularly at such times as prescribed by ordinance, but no less frequently than once each month and the regular meetings will begin at 7:00 p.m., unless postponed or canceled for valid reason(s).

**6.2 Special Meetings** – Special meetings may be held on any day of the week to consider items that require action prior to the next regularly scheduled meeting and may be called upon the request of the mayor or a majority of the town council or town manager.

**6.3 Work sessions** – Work sessions will be held as needed and will begin at 7:00 p.m., unless otherwise decided upon by a majority of the town council or unless held as a part of a regular or special meeting.

**6.5 Executive Sessions** – The town council may meet in executive session in compliance with the Virginia Freedom of Information Act. A final action, decision or vote on a matter deliberated in an executive session will be made in an open meeting for which proper notice is provided. All discussions in executive session shall remain confidential.

**6.6 Public Notice** – The agenda for all regular meetings, special meetings and work sessions, and the notice listing items to be considered shall be posted on the town's bulletin board in accordance with the Virginia Freedom of Information Act.

**6.7 Attendance** – Council members are expected to attend all meetings and stay in attendance during each meeting. No member shall leave a meeting without advising the presiding officer.

**6.8 Punctuality and Recess** – Members of the town council shall arrive at meetings at or before the scheduled time for the meeting to begin. At the beginning of each meeting, the chair shall announce those members absent and shall announce the arrival time of any member arriving after

the beginning of any meeting. The chair may call a 10-minute recess at regular intervals of approximately one hour at appropriate points in the meeting agenda. The length of the recess shall be strictly adhered to.

**6.9 Conflict of Interest** – A council member prevented from voting due to a conflict of interest shall leave the meeting during the debate, shall not vote on the matter, and shall otherwise comply with the state law and town charter and ordinances concerning conflicts of interest. Any council member filing a conflict-of-interest affidavit on an Executive Session item shall not confer with staff, the town attorney, council members or mayor.

**6.10 Town Council Members** – a) During town council meetings and work sessions, council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the rules of the town council.

b) A council member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and inappropriate language, and refrain from personal attacks and verbal abuse.

c) A council member, once recognized by the chair, shall not be interrupted while speaking except for the following reasons: called to order by the presiding officer; a point of order is raised by another member, or the speaker chooses to yield to questions from another member. If a council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with the rules of the town council.

d) When there is more than one speaker on the same subject, council members shall delay their comments until after all speakers on the subject have been heard.

e) The chair shall state all questions submitted for a vote and announce the result. If the vote is not unanimous, the chair shall announce the names of member(s) voting in favor and in opposition to the motion.

**6.11 Administrative Staff** – a) Members of the administrative staff and employees of the town shall observe the same rules and decorum applicable to members of the town council.

b) Although the presiding officer has the authority to preserve decorum in meetings, the town manager also is responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control.

c) The town manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by town employees in meetings.

d) All persons addressing the town council, including the town manager shall be recognized by the presiding officer and shall limit remarks to the matter under discussion.

e) All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member.

**6.12 Citizens and Visitors** – a) Citizens and visitors are welcome to attend all public meetings of the town council and will be admitted to the Chamber or meeting room up to the fire safety capacity of the room.

b) Everyone attending the meeting will refrain from private conversations while the town council is in session.

c) Citizens and visitors attending town council meetings and work sessions shall observe the same rules of propriety, decorum and good conduct applicable to members of the town council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the town council or while attending the meeting or worksession, shall be removed from the room if so

directed by the presiding officer. The person shall be barred from further audience before the town council during that session. If the presiding officer fails to act, any member of the council may move to require enforcement of the rules, and the affirmative vote of a majority of the council shall require the presiding officer to act.

d) Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who may direct the removal of offenders from the room. In case the presiding officer shall fail to act, any member of the council may move to require enforcement of the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.

e) No placards, banners, or signs will be permitted in the town council chamber or in any other room in which the council is meeting. Exhibits, displays and visual aids used in connection with presentations, however, are permitted. Video presentations requested by a citizen or visitor as visual aids will not be broadcast over cable television.

f) The town manager shall act as sergeant-at-arms for the town council and shall furnish whatever assistance is needed to enforce the rules of the town council.

**6.13 Agenda** – a) The mayor and/or town manager shall set the agenda. Any council member may request an item be placed on a future agenda during the premeeting of the Town Council. If three members of the council desire to hear the item, it shall be included on an agenda no later than the second regularly scheduled meeting (approximately 30 days) after receiving the request unless otherwise agreed upon by the town council.

b) The “Consent Agenda” consists of operational items and previously discussed items that do not require deliberation by the council.

c) Any council member may remove an item from the consent agenda for separate action at the pre-meeting.

d) Any item may be deferred to a later date upon the majority vote of the town council to do so.

e) The town manager may delete consent agenda items by providing notice to the town council prior to the convening of the meeting. The chair shall announce the deletions prior to requesting a motion.

f) If an individual requests to speak on an item that is not listed as a public hearing, the mayor shall poll the council for direction.

**6.14 Speakers** – a) A person wishing to address the town council must first use the sign-up sheet that is outside the council chambers prior to the Mayor starting the meeting. The following information must be provided on the card: name and residence address.

b) Speakers must address their comments to the presiding officer rather than to individual council members or staff.

c) Speakers must keep their remarks specific to the item being considered by the town council. If the speaker is addressing the town council under the “public forum” section, the speaker may address any item not slated for discussion on the agenda.

d) Buchanan town citizens may be allowed to speak before non-residents. If so decided upon by the Mayor or majority of town council.

e) A person who registers to speak on an item listed for the consent agenda will be called on after the chair gains agreement to do so by the council. A person who registers to speak on a public hearing item or during the public forum section will be called on at that time. The chair may determine the order in which speakers are called.

f) All speakers will have a maximum of three minutes to address the council. A majority vote of the council will be required to extend the time limit. The chair may impose more restrictive time limits if a large number of persons register to speak.

g) For called public hearings, the applicant will be allowed a maximum of

10 minutes to make a presentation.

h) In accordance with the Virginia Freedom of Information Act, the town council will not discuss or consider any item addressed during the public forum section. Councilmembers will not interact with the public during the time allotted to speakers unless a non-debatable motion approved by the town council allots a specific amount of time.

i) Whenever it is necessary for a speaker to use an interpreter to translate comments to the town council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the town council.

**6.15 Motions** – a) A motion must receive a second before it may be discussed. A motion made and seconded will be considered the main motion. Any Councilmember may make a motion to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion.

b) A motion may be withdrawn or modified by its mover without asking permission until the motion is voted upon. If the mover modified the motion, the council member who seconded the motion may withdraw the second.

c) At any time after a motion has been made and seconded, a council member may “Call the Question”, which will have the effect of stopping the debate and requiring the town council to immediately proceed to vote on the motion to call the question.

d) A motion to reconsider any action of the town council must be made no later than prior to the conclusion of the next regularly scheduled meeting of the town council. Such a motion may only be made by a council member who voted with the prevailing side. The motion to reconsider may be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the town council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

- (i) If a motion to reconsider is made at the same meeting at which the matter was acted upon, the motion may be heard and voted upon and the original action on the matter is set aside. Deliberation may then resume on the matter at that same meeting.
  - (ii) If a motion to reconsider is made at the next meeting after the matter was acted upon, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter, but it shall be placed on the next available agenda for deliberation.
  - (iii) If a motion to reconsider a zoning ordinance is made after the closing of the public hearing and action on the ordinance, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter until proper notice of a public hearing in accordance with the State Zoning Enabling Act is provided.
- e) If any two council members request that discussion cease during a work session, the mayor shall poll the council to obtain a consensus to continue or cease discussion.
- 6.16 Suspension of Rules** – Any provision of these rules not governed by the Town Charter, Town Code, State or Federal law may be temporarily suspended by a majority vote of the members of the town council present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.
- 6.17 Amendment of Rules** – These rules may be amended, or new rules adopted, by a majority vote of the members of the town council.
- 6.18 Failure to Comply** - A failure to comply with these rules does not invalidate any otherwise lawful act of the Council.

## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION VI – PUBLIC CONTACT / MEDIA RELATIONS**

Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality; consequently, it is imperative that the media play an important role in the council-manager-media relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents. These guidelines are designed to help ensure positive relationships with print, radio, and television reporters. The mayor, town council and the town manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

**7.1** During the conduct of official business, the town shall designate adequate space for the news media.

**7.2** All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.



## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION VII – PLANNING**

The mayor and council are responsible for establishing a vision for the Town of Buchanan and planning for its future.

**8.1** On an annual basis, the mayor and town council shall hold a minimum of one strategic planning session wherein they set priorities, goals and objectives. The goals and objectives shall address short term and long term needs of the town.

**8.2** Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision.

## **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

### **SECTION VIII – COUNCIL / STAFF RELATIONS**

**9.1** The role of the town manager and the relationship of staff with council is addressed in Chapter 4.3 of the Town Charter.

**9.2** The town council shall direct comments, correspondence, and concerns about town services to the town manager's office. Citizens' concerns, comments and correspondence regarding town services received by council members shall be forwarded to the town manager for appropriate staff action and a timely response.

**9.3** The town council may inquire of the town manager about the conduct of any office, department or agency of the town and make investigations as to municipal affairs.<sup>3</sup>

**9.4** Documents provided to one council member shall also be distributed to all other members of the elected body. The town manager shall prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the town for the preceding year. The town manager shall keep the council advised of the financial condition and future needs of the town and make such recommendations that may seem desirable.<sup>4</sup>

**9.5** In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the town manager or the manager's designated assistants for staff consideration prior to the council meeting. This allows staff time to address the council members' concerns and provide all council members with the additional information.

# **COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE**

## **SECTION IX – COUNCIL RELATIONS WITH BOARDS, COMMISSION AND COMMITTEES**

**10.1** The role of the town's Boards, Commissions and Committees is to perform the specific functions established in state statues, town ordinances, resolutions, or minute orders as applicable and to advise theTown Council about the topics assigned.

**10.2** In order that Boards, Commissions and Committees may accomplish their tasks free of political influence, it is preferable that Town Council members not attend the meetings of Boards, Commissions and Committees. If a Town Council member should attend a meeting of a Board, Commission or Committee, the member shall not take part in the meeting nor address the board in any manner whether by questions or statements. A Town Council member shall not attempt to influence the decisions of Boards, Commissions and Committees either directly or indirectly nor express an opinion to a Board, Commission or Committee about its actions unless at a Town Council meeting.

**10.3** All instructions to Boards, Commissions and Committees by the Town Council shall be in writing.



## **TOWN OF BUCHANAN**

### **COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 6 Resolution R23-0109-02 Rules of Conduct for Regular and Special Meetings

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Resolution

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

Adopted annually at organizational meeting.

**ATTACHMENTS:**

Resolution R23-0109-02 Rules of Conduct for Regular and Special Meetings.

**REQUESTED ACTION:**

Adopt by roll call vote.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9<sup>th</sup> day of January 2023 beginning at 7:00 p.m.:

**MEMBERS:**

Tristan Harris, Mayor  
James Manspile  
Marty Rickman  
Chris Witt  
James Eubank

**VOTE:**

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

**A Resolution**

**Adopting The Rules Of Conduct For Town Of Buchanan Regular And Special Meetings**

The rules of conduct for Town of Buchanan regular and special meetings shall be:

1. Except for public hearings designated as such by action of the Town Council, public participation at meetings of the Town Council shall be limited to the public comment segments of the agenda of regular Town Council meetings or special meetings.
2. Any requests for Town Council action must be presented to the Mayor or Town Manager at least 30 days in advance of the next regular scheduled Town Council meeting. Any request received within 30 days of the next regular Town Council meeting may be held until the following regularly scheduled Town Council meeting. Town Council reserves the right to not act on any actions requested until proper vetting is completed, and all information is obtained in order to facilitate an informed and appropriate decision.
3. A speaker's comments shall be limited to three (3) minutes per person, for all agenda items and non-agenda items. Provided the Mayor may give additional time for special circumstances or good cause. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Town Manager or designee shall act as timekeeper or Town Council shall designate another elected officer as timekeeper. Each speaker will be signaled when his or her time has elapsed.
4. Any person wishing to speak at a public hearing must sign the appropriate "sign-in sheet" upon entering the room before the start of the meeting, indicating his or her intention to speak, which sheet shall be used by the Mayor, Vice-Mayor, or other Town Council member to recognize speakers. Any person wishing to speak at a public meeting during the public comment segments

or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor, Vice-Mayor, or other Town Council member, the individual must stand and state his or her name, address, and, if appropriate, group affiliation and must state the subject he or she will be addressing.

5. A public hearing is conducted to receive comments from interested parties relating to the purpose of the public hearing. Town Council will not engage in dialogue with speakers during public hearings or public comment.
6. Members of the Town Council, speakers, and audience must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Town Council, or town employees or members of the public shall not involve personal, disrespectful, or slanderous attacks on individuals, regardless of whether the individual attacked is an elected official, or town employee or a member of the public.
7. The Mayor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slur shall not be tolerated. All attendees must be respectful to others present.
8. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Council. No person attending a meeting or public hearing shall engage in booing, handclapping or otherwise disrupt the formality of the proceedings.
9. Banners, flyers or other signs are not permitted in the Council Chambers. Distribution of flyers in the meeting room is also not permitted.
10. All cell phones and pagers must be turned off or muted.
11. Attendees when leaving the council meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room and hallway, so as not to disrupt the meeting.
12. If the Mayor or presiding officer fails to enforce the rules set forth herein, a member of the Town Council may; move to require him or her to do so, and an affirmative vote of a majority of the Town Council shall require him or her to do so. Any decision relating to enforcement of the rules set forth herein may be appealed and overturned by a vote of a majority of the Town Council members.
13. Any person who disregards the directives of the Mayor or residing officer in enforcing the rules or generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Council or otherwise during a meeting disturbs the peace at a meeting may be barred from further participation at future meetings and lose any balance of time remaining for his or her comment.
14. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the Council Chambers.



**TOWN OF BUCHANAN  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 7 Resolution R23-0109-03 Social Media Policy

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision – By Resolution

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

Adopted annually at organizational meeting.

**ATTACHMENTS:**

Resolution R23-0109-03 Social Media Policy

**REQUESTED ACTION:**

Adopt by roll call vote.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9th day of January 2023 beginning at 7:00 p.m.:

**MEMBERS:**

Kristan Harris, Mayor  
James Manspile  
James Eubank  
Chris Witt  
Marty Rickman

**VOTE:**

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

**A RESOLUTION  
IMPLEMENTING OF A POLICY FOR TOWN SOCIAL MEDIA COMMENTS**

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The Town of Buchanan social media policy shall be:

The purpose of Town of Buchanan's official social media platforms is to provide information of public interest to the town's residents, businesses, visitors and other members of the general public. We encourage you to engage your local government through social media by submitting your comments and questions regarding the posted topics and by sharing the town's information with your network. The Town of Buchanan Government's Social Media Comments Policy provides people who choose to communicate with the town via its official social media platforms with guidelines for engagement. Please note that the comments expressed on the Town of Buchanan social media sites do not reflect the opinions and position of Town of Buchanan government or its officers and employees.

**Comment Removal**

The Town of Buchanan considers its social media platforms to be moderated online discussion sites. As a result, the town reserves the right to remove comments that contain:

- Conduct or encouragement of illegal activity
- Content that promotes, fosters or perpetuates discrimination against protected classes
- Content that violates legal ownership interest of any other party, such as copyright or trademark infringement





- Information that may tend to compromise the safety or security of the public or public systems
- Profane language or content
- Promotions of particular services, products or political candidates or organizations
- Sexual harassment content
- Solicitations of commerce or advertisements including promotion or endorsement
- Spam or comments that include links to external online sites

Violators of this policy may have their comments removed from the town's official social media platforms. Continued or egregious violations of this policy may prompt the town to further restrict an individual's commenting on official town social media platforms.

### **Administrators**

The town's social media platforms are administered by designated staff. When one of the town's social media administrators suspects a violation of the Town of Buchanan Social Media Comments Policy, he or she will contact the Town Manager, which will review and authorize removal of a comment when appropriate. The Town Manager will capture a screen shot of the comment and approve or deny the request to remove. Appeals to Town Council regarding a decision to remove a comment may be email or made in-writing to [buchanantownmanager@buchanan-va.gov](mailto:buchanantownmanager@buchanan-va.gov) or in person at Town Hall 19753 Main Street. Appeals will follow the guidelines for petitions to Town Council addressed in section 2 of the Rules of Conduct for Public Comment and Public Hearings.

Updated 01/09/2023



## **TOWN OF BUCHANAN**

### **COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 8 Resolution R23-0109-04 Town Council Code of Conduct

**ITEM TYPE:** Decision

**PURPOSE OF ITEM:** Decision – By Resolution

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

Numerous Town Councils and Board of Supervisors annually adopt a Code of Conduct at their organizational meeting. This the first time Buchanan is adopting a Code of Conduct.

**ATTACHMENTS:**

Resolution R23-0109-04 Town Council Code of Conduct

**REQUESTED ACTION:**

Adopt by roll call vote.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 9<sup>th</sup> day of January 2023 beginning at 7:00 p.m.:

**MEMBERS:**

Tristan Harris, Mayor  
James Manspile  
Marty Rickman  
Chris Witt  
James Eubank

**VOTE:**

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

**A Resolution**

**Adopting Buchanan Town Council's Code of Conduct**

Recognizing that persons holding a position of public trust are under constant observation and recognizing that maintaining the integrity and dignity of the public office is essential for securing a high level of public confidence in our institutions of government. The witnessed behavior of the Council in honoring this Code of Conduct will be evaluated on an annual basis and each member of the Buchanan Town Council pledges to adhere to the following standards:

1. Attend all regularly scheduled and called meetings as well as committee meetings.
2. Make a conscientious effort to be prepared for each meeting relevant to your service on the Town Council.
3. Maintain an attitude of courtesy toward colleagues, Town staff and citizens during meetings, discussions, and deliberations.
4. Be tolerant. Allow colleagues, Town staff, as well as citizens, sufficient opportunity to present their views and perspectives.
5. Be respectful and attentive. Avoid comments, body language or distracting behavior that conveys a message of disrespect or lack of interest.

6. Avoid the use of abusive, intimidating, or threatening language or gestures directed at your colleagues, the Town staff, or citizens.
7. Create a positive atmosphere during public meetings wherein citizens and Town staff feel welcome and comfortable as participants and/or observers.
8. Respect, honor and adhere to all local, state, and federal laws during your term.
9. Respect the principles inherent with closed sessions by not discussing or sharing what was discussed in such sessions with anyone.
10. Members should respect the position and authority of Town administration and limit requests for information to Town Manager.
11. Discharge the duties and responsibilities of your term of service in an impartial manner without fear or prejudice toward any person or group.
12. The witnessed behavior of the Town Council of Buchanan in honoring this Code of Conduct will be evaluated on an annual basis.

The commitment of the Buchanan Town Council to honor the principles witnessed in the Code of Conduct is affirmed by the Council's adoption of the Code on January 9, 2023, in public session and the signatures affixed to this document.



## **TOWN OF BUCHANAN**

### **COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** TAB 10 Snow Response Plan

**ITEM TYPE:** Discussion

**PURPOSE OF ITEM:** To provide staff with direction

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

**BACKGROUND / SUMMARY:**

There is no formal snow response plan for Town staff. Staff put together this plan and seek Council's input and concurrence.

**ATTACHMENTS:**

Snow Response Plan

**REQUESTED ACTION:**

Council's concurrence.

# 2023 Buchanan Snow Plan

## Buchanan Town Properties

### Town Vehicles

Truck #1 – no plow

Truck # 2 – no plow Can a plow go on either truck?

### Buchanan Town Hall 19753 Main Street

Heat Source – Electric HVAC

Front Sidewalk

Clear of any snow and ice

Place Snow Melt Down – 2 snow shovels in place, one on each floor

2 bags Ice Melt

Rear Garage Door

Clear of any snow and ice

Place Snow Melt Down

Parking Lot – ½ owned by Bank of Botetourt, ½ owned by Ransone's  
Drugs

### Buchanan Fire & Rescue Building – 19670 Main Street – All cleared by Emergency Services

Heat Source – Electric HVAC – Generator Back Up

Front Asphalt

Side Alley

Rear Parking

### Town of Buchanan Warehouse – 455 Lowe Street

Heat Source – Propane Tank & Heater

Propane Level – Check on

Front Parking Area

Does Emergency Services need emergency access?

### Sewage Treatment Plan – 541 Parkway Drive

Heat Source – In Trailer electric wall units

Garage Door – Use backhoe if needed to plow

Parking Area – who clears? Imboden or Town

Exposed Pipes in Fenced Area – Imboden has added heat tape and insulated with  
hay

Office – Place heat tape on pipes underneath on Main Line. Water is turned off.

Other – Steps to trailer – Imboden has been given snow shovel and Ice Melt

Well #1 – 1641 Parkway Drive

Needs to be plowed  
Heaters - oil filled radiator and electric heaters  
Snow Shovel and Ice Melt

Well #2 – 391 Bridge Street N

Heaters – Propane Heat System  
Shovels & Ice Melt  
Drive needs to be plowed

Well #3 – 587 Red Horse Lane

No building

- 592 Red Horse Lane

Carson Hill Reservoir – 605 Culpepper Avenue

No tasks

Boblett's Tank - 453 Seventeenth Street

Needs to be plowed

Jefferson Hills Subdivision

Electric Heater in place  
Shovel & Ice Melt

Water Treatment Plant

Propane Heat – Blossman  
Needs to be plowed  
Shovel Walkways  
Shovel and Ice Melt on Site

Generator

The Generator is housed at the Water Treatment Plant  
The Town has an account with Happy's for the purchase of fuel



## TOWN OF BUCHANAN COUNCIL MEETING AGENDA ITEM

**AGENDA ITEM:** TAB 11 Virginia Investment Pool

**ITEM TYPE:** Decision

**PURPOSE OF ITEM:** To provide staff with direction

**PRESENTER:** A. Reese Peck, Town Manager

**PHONE:** 540-254-1212

### **BACKGROUND / SUMMARY:**

The Virginia Investment Pool (VIP) offers two portfolios for Virginia's local Treasurers and Chief Investment Officers. The **VIP Stable NAV Liquidity Pool** is designed for day-to-day cash management, while the **VIP 1-3 Year High Quality Bond Fund** is designed for investing balances you typically carry- over from one year to the next.

The VIP Investor Center brings together everything you need to participate in the Virginia Investment Pool. You will find current and historical performance, official documents, news, forms to open an account, and more. If you are already participating in VIP, we hope you will return often to manage your VIP portfolios and external accounts.

### **Current Yields & Recent Performance**

#### ***VIP Stable NAV Liquidity Pool***

**4.53%**

*(net yield as of 01/04/23)*

#### ***VIP 1-3 Year High Quality Bond Fund***

**4.47%\***

*(gross market yield as of 11/30/22)*

Joining the VIP involves three simple steps:

1. **Governing Body adopts Ordinance / Resolution (Attached).** The first step is for the governing body to adopt an ordinance or resolution. Joining the trust is legally authorized as a joint exercise of public powers under Va. Code Section 15.2-1-1300. The law requires counties, cities, or towns to adopt an ordinance to approve any arrangement to exercise powers jointly with other governmental units. Commissions, boards or authorities that do not typically adopt ordinances may use a resolution for that purpose. Attached is a model ordinance or resolution, as appropriate.
2. **Treasurer / Chief Investment Officer executes Trust Joinder Agreement (Attached).** Once the ordinance/resolution has been approved by the governing body, the Treasurer or Chief Investment Officer executes a Trust Joinder Agreement, which indicates that the political subdivision is becoming a participant in the VACo/VML Virginia Investment Pool and is bound by the terms of the Trust Agreement. Attached is a Trust Joinder Agreement for execution and a copy of the Trust Agreement. The Trust Agreement has been executed by the founding participants, the Cities of Chesapeake and Roanoke.



3. **Submit VIP Registration Form (Attached) and executed documents.** The final step is to complete the attached registration form and submit it along with the executed Ordinance/Resolution and Trust Joinder Agreement. As soon as the Board of Trustees of the Virginia Investment Pool accepts the Joinder Agreement, we will open a Participant account for your political subdivision. We will then send to you wire/deposit instructions for JP Morgan Chase (the custodian bank).

**ATTACHMENTS:**

Model adoption ordinance.

**REQUESTED ACTION:**

Direct the Town Manager to advertise a public hearing notice for the required adoption ordinance.

**AN ORDINANCE TO AUTHORIZE PARTICIPATION BY THE [NAME OF COUNTY, CITY OR TOWN] IN THE VACO/VML VIRGINIA INVESTMENT POOL FOR THE PURPOSE OF INVESTING IN ACCORDANCE WITH SECTION 2.2-4501 *et seq.* AND 15.2-1300 OF THE VIRGINIA CODE.**

**WHEREAS**, Va. Code § 15.2-1500 provides, in part, that every locality shall provide for all the governmental functions of the locality, including without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

**WHEREAS**, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

**WHEREAS**, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

**WHEREAS**, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the “Trust Fund”), also known as the “VACO/VML Virginia Investment Pool,” and have provided in their trust agreement for participation by other eligible governmental entities that execute a trust joinder agreement; and

**WHEREAS**, it appearing to the [name of governing body] of the [City/County/Town] of \_\_\_\_\_ that it is in the best interests of the [City/County/Town] of

\_\_\_\_\_ to become a Participating Political Subdivision in the Trust Fund; and

**WHEREAS**, the Treasurer [substitute title of the chief investment officer in localities without a Treasurer] of the [City/County/Town] of \_\_\_\_\_, has the authority and responsibility under Virginia law to determine the manner in which public funds other than sinking funds under his/her control will be invested;

**NOW, THEREFORE THE [GOVERNING BODY] OF THE [CITY/COUNTY/TOWN] OF \_\_\_\_\_ HEREBY ORDAINS:**

§ 1 That, pursuant to Sections 2.2-4501 *et seq.* and 15.2-1300 of the Virginia Code, the [name of governing body] of the [City/County/Town] of \_\_\_\_\_ hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the "Trust Fund Agreement") is attached and incorporated in this ordinance as Exhibit A.

§ 2 That the [name of locality] agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

§ 3 That the [name of governing body] of the [City/County/Town] of \_\_\_\_\_ does hereby designate the Treasurer [or chief investment officer in localities without a Treasurer] of the [City/County/Town] of \_\_\_\_\_ to serve as the trustee of the [City/County/Town] of \_\_\_\_\_ with respect to the Trust Fund, and to determine what funds under his/her control shall be invested in the Trust Fund.

§ 4 That the [name of governing body] of the [City/County/Town] of \_\_\_\_\_ hereby authorizes the Treasurer [or chief investment officer in localities without a Treasurer] to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund ("Trust Joinder Agreement"), a copy of which is attached and incorporated in this ordinance as Exhibit B.

§ 5 This ordinance shall become effective upon its adoption.

Exhibits: Trust Fund Agreement ("Exhibit A")  
Trust Joinder Agreement ("Exhibit B")

# Buchanan Calendar of Events 2023

Additional changes in activities will be advertised in the local papers, the Town's website and the Town's Facebook page. For additional information, please contact the Town of Buchanan Downtown Revitalization Program at (540) 254 – 1212 x 4, or, email us at [hgleason@buchanan-va.gov](mailto:hgleason@buchanan-va.gov)

## SPRING thru WINTER

### March

Easter Egg Hunt – Saturday, March 27<sup>th</sup>

### April

Friday, April 7<sup>th</sup>

Saturday, April 15 - Spring Clean Up

Friday, Saturday, and Sunday April 28, 29 & 30 - Buchanan Civil War History Weekend

Saturday, April 29 – Buchanan Farmers'/Community Market

### May

Saturday, May 6<sup>th</sup> – Buchanan Garden Festival

Saturday, May 27<sup>th</sup> - Buchanan Farmers'/Community Market

### June

Sunday, June 4<sup>th</sup> – The Carilion Clinic IRONMAN® 70.3® Virginia's Blue Ridge triathlon

Saturday, June 10<sup>th</sup> – BOCO Wild

Saturday, June 24<sup>th</sup> – Buchanan Farmers'/Community Market

Thursday, June 29<sup>th</sup> – Saturday, July 8<sup>th</sup> - Buchanan Community Carnival

### July

Thursday, June 29<sup>th</sup> – Saturday, July 8<sup>th</sup> - Buchanan Community Carnival

Saturday, July 22<sup>nd</sup> – Reggae By the River

Saturday, July 29<sup>th</sup> – Buchanan Farmers'/Community Market

### August

Friday, August 4<sup>th</sup> & Saturday 5<sup>th</sup> - Botetourt County Fair

Saturday, August 19<sup>th</sup> – Return of Pork on the James Seriously Smokin’ BBQ & Concert

Saturday, August 26<sup>th</sup> – Buchanan Farmers’/Community Market

### **September – Simply LOVE the Dog Days of Summer**

Saturday, September 9<sup>th</sup> (or 11<sup>th</sup>) – BVFD 911 Memorial Walk on Town Park

Saturday, September 9<sup>th</sup> – Tri Buchanan Run, Ride & River Race

### **October**

Saturday, October 7<sup>th</sup> – Mountain Magic In Fall

Saturday, October 14<sup>th</sup> – Fall Clean Up

Tuesday, October 31<sup>st</sup> – Halloween

### **November**

Saturday, November 25<sup>th</sup> – Small Business Saturday

Saturday, November 25<sup>th</sup> – Tree Lighting Ceremony & Festival of Lights

### **December**

Friday & Saturday, December 1<sup>st</sup> & 2<sup>nd</sup> – Festival of Lights Opening

Saturday, December 9<sup>th</sup> – Buchanan Christmas Parade

Wreaths Across America – Laying of Wreaths on Graves in Fairview and Mountain View Cemetery  
Honoring Veterans

Company 3 Santa Visits – Each Saturday in December the BVFD visits a new neighborhood bringing Santa for the kids

Sunday, December 24<sup>th</sup> – Christmas Eve Luminaries