

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



Buchanan Town Council
Monday, February 8, 2021
Regular Meeting 7:00 p.m.
Town Hall
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 January 2020
2. Approval of Unpaid Bills
3. Approval of minutes from the January 11th, 2021 Regular Meeting and January 21st, 2021 Work Session

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. Verbal Resolution Appointing Vice-Mayor
2. Consideration of Resolution allowing the Marking and Signage of the Gauge Dock Area- Resolution #R21-0208-01
3. Consideration of Resolution Opposing Department of Wildlife Resources Boat Landing Access Fees – Resolution # R21-0208-02
4. Consideration of Resolution Awarding Bid for Preliminary Engineering Study- Resolution # R21-0208-03
5. Consideration of Resolution Implementing Council Orientation & Best Practices– Resolution #R21-0208-04
6. Consideration of Resolution Implementing a Governance Policy - Resolution #R21-0208-05
7. Consideration of Resolution Approving Brush Dump Grinding & Hauling – Resolution #R21-0208-06
8. Consideration of Resolution appointing Jon Ellestad Interim Town Manager- Resolution #R21-0208-07

H. COMMITTEE REPORTS

- a. Special Events/ Community Development- Marty Rickman
- b. Planning Commission- Chris Witt
- c. Public Safety- Chris Petty
- d. Public Works- James Manspile

I. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA ITEMS– This time is reserved for comments and questions for issues not listed on agenda. Comment should be directed to Council.

J. ADDITIONAL COMMENTS

K. UPCOMING MEETINGS AND EVENTS

Craig Bryant, Mayor
Jamie Manspile, Vice Mayor
Marty Rickman
Chis Witt
Chris Petty



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Monday, February 8, 2021
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- **Planning Commission** – Monday, March 1st, 2021 -7:00pm
- **Town Council Meeting** – Monday, March 8th, 2021 – 7:00pm
- **Town Council Work Session-** Thursday, February 18, 2021 – 7:00pm
- Town Hall Closed Monday February 15th in Observation of Presidents Day

L. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of February 2, 2021

	Feb 2, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	314,263.61
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	380,589.11
10500 Certificates of Deposit	681,811.37
Total Checking/Savings	1,395,113.68
Accounts Receivable	
11001 General AR Billed	8,890.65
Property Taxes Receivable	73,170.86
WSG Receivable	68,097.53
Total Accounts Receivable	150,159.04
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	5,031.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	200.00
Total Other Current Assets	15,341.91
Total Current Assets	1,560,614.63
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,282,045.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	20,314.46
Total Accounts Payable	20,314.46
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	24,081.31
23000 Payroll Liabilities	3,193.17
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	49,140.36
Total Other Current Liabilities	84,847.88
Total Current Liabilities	105,162.34
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64

3:41 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of February 2, 2021

	Feb 2, 21
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,359,377.98
Equity	
30100 General Fund Balance	897,494.19
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-290,142.21
Net Income	73,054.66
Total Equity	5,922,667.34
TOTAL LIABILITIES & EQUITY	10,282,045.32

3:53 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

January 2021

Ordinary Income/Expense	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Income					
Returned Check Charges					
3100000 Local Revenue	0.00		105.00		
3110000 General Property Taxes					
3110100 Real Property Taxes	4,839.95		142,979.92	150,000.00	150,000.00
3110101 Current Taxes	1,378.55	0.00	2,346.45	0.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	6,218.50	0.00	145,326.37	150,000.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	1,874.13		16,330.71	12,752.00	12,752.00
3110302 Delinquent Taxes	22.40	0.00	-82.19	0.00	25.00
Total 3110300 Personal Property Taxes	1,896.53	0.00	16,248.52	12,752.00	12,777.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	126.09	0.00	283.95	0.00	2,000.00
Total 3110600 Penalties & Interest	126.09	0.00	283.95	0.00	2,000.00
Total 3110000 General Property Taxes	8,241.12	0.00	161,858.84	162,752.00	165,877.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,028.30	3,333.00	29,531.88	23,335.00	40,000.00
3120200 Consumer Utility Taxes	3,956.36	1,583.00	13,974.82	11,085.00	19,000.00
3120210 Consumption Tax	526.09	250.00	1,995.46	1,750.00	3,000.00
3120300 Business License Taxes	2,878.27	0.00	3,604.01	0.00	40,000.00
3120500 Vehicle Fees	0.00	0.00	0.00	0.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	0.00	30,300.00
3121000 Occupancy Tax	93.86	166.66	2,861.48	1,166.70	2,000.00
3121100 Meals Taxes	2,102.72	2,712.00	11,565.89	18,990.00	32,550.00
Total 3120000 Other Local Taxes	13,585.60	8,044.66	63,533.54	56,326.70	183,050.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	50.00	145.85	250.00
3130308 Building Permits	50.00		250.00		
3130309 Sign Permits	0.00	8.33	0.00	58.35	100.00
3130310 Special Use Permit	0.00	8.33	0.00	58.35	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	300.00	262.55	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	1,394.20	0.00	2,500.00
3140103 Zoning Violations	0.00	41.66	1,800.00	291.70	500.00
Total 3140000 Fines and Forfeitures	0.00	41.66	3,194.20	291.70	3,000.00

3:53 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	400.00	1,593.94	2,800.00	4,800.00
3150200 Rental Income	525.00	66.66	625.00	466.70	800.00
Total 3150000 Rev-Use of Money/Prop	525.00	466.66	2,218.94	3,266.70	5,600.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues	2,200.00		2,200.00		
3165190 Water Hook Up Fees					
Total 3165100 Water Revenues	2,200.00		2,200.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	7,524.00	7,216.66	52,407.50	50,516.70	86,600.00
Total 3165300 Garbage Fees	7,524.00	7,216.66	52,407.50	50,516.70	86,600.00
Total 3165000 Charge Enterprise Svcs	9,724.00	7,216.66	54,607.50	50,516.70	86,600.00
Total 3160000 Charges for Services	9,724.00	7,216.66	54,607.50	50,516.70	86,600.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00		5,354.59		0.00
3189928 Block Party	0.00		0.00	0.00	0.00
3189925 Mountain Magic	0.00		3,463.91		0.00
3189920 Bot.Co.Fishing Carnival	0.00		0.00	0.00	0.00
3189919 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
3189918 Buchanan Garden Festival	0.00		0.00	0.00	0.00
3189917 CivilWar History Weeked	0.00		0.00	0.00	0.00
3189916 Easter Egg Hunt	0.00		0.00	0.00	0.00
3189915 Acoustic Endeavors	0.00		0.00	0.00	0.00
3189905 Overage/Shortage	0.00		0.00	0.00	0.00
3189904 Other	11.00	4,920.93	0.00	0.00	0.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00		1,096.71	0.00	0.00
3189910 Arbor Day Donations	0.00		0.00	0.00	0.00
3189911 Event Fees	0.00		0.00	0.00	0.00
3189912 Carnival Proceeds	0.00	0.00	0.00	0.00	70,000.00
Total Miscellaneous Revenue	0.00	0.00	1,096.71	0.00	70,000.00
Total 3180000 Miscellaneous Revenue	11.00	0.00	14,836.14	0.00	70,000.00
Total 3100000 Local Revenue	32,136.72	15,807.13	300,549.16	273,416.35	514,577.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3240801 DHCD Grant	0.00		27,000.00	30,000.00	30,000.00
3220150 Communications Tax	0.00	220.83	940.83	1,545.85	2,650.00

3:53 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

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	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
3220107 Rolling Stock Taxes	0.00	279.16	3,283.04	1,954.20	3,350.00
3220108 HB599 Aid Local Police	0.00	2,638.75	16,444.00	18,471.25	31,665.00
3220109 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	0.00	11,608.00
Total 3220000 Non-Categorical Aid	0.00	3,138.74	59,276.41	51,971.30	79,273.00
3240000 Categorical Aid					
3240101 Fire Programs Funds	0.00		0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00		0.00	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	0.00	3,138.74	59,276.41	61,971.30	89,273.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330220 Covid-19	0.00		16,312.47		
3330210 Fed Forest Land Mgmt	0.00		1,404.00		
Total 3330000 Categorical Aid	0.00		17,716.47		
Total 3300000 Rev from Federal Gov't	0.00		17,716.47		
3410500 Interfund Transfers					
3410201 Trfr Town 50% Carnival	0.00		0.00	0.00	0.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	40,000.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	40,000.00
Total Income	32,136.72	18,945.87	377,647.04	335,387.65	643,850.00
Gross Profit	32,136.72	18,945.87	377,647.04	335,387.65	643,850.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	2,940.00	2,945.85	5,050.00
3600 Advertising	620.00	208.33	1,803.00	1,458.35	2,500.00
5540 Convention & Education	0.00	83.33	88.05	583.35	1,000.00
5600 Mileage Reimbursement	0.00	20.83	63.83	145.85	250.00
5800 Miscellaneous Expense	0.00	8.33	677.43	58.35	100.00
5810 Dues and Memberships	400.00	166.66	1,613.97	1,166.70	2,000.00
Total 11110 Town Council	1,440.00	908.31	7,186.28	6,358.45	10,900.00
Total 001 Legislative	1,440.00	908.31	7,186.28	6,358.45	10,900.00
Total 01 General Government Admin	1,440.00	908.31	7,186.28	6,358.45	10,900.00
02 General & Financial Admin					
12210 Legal Services					

3:53 PM

02/02/21

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(General) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
3100 Professional Services	1,598.45	1,666.66	6,435.68	11,666.70	20,000.00
Total 12210 Legal Services	1,598.45	1,666.66	6,435.68	11,666.70	20,000.00
12240 Independent Auditor					
3100 Professional Services	13,000.00	14,000.00	13,000.00	14,000.00	14,000.00
Total 12240 Independent Auditor	13,000.00	14,000.00	13,000.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	7,888.00	6,625.00	49,760.16	46,375.00	79,500.00
1110 Overtime	732.62	83.33	3,825.48	583.35	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,842.83	1,708.33	12,264.54	11,958.35	20,500.00
2110 Virginia Unemployment Ins	637.90	62.50	720.28	437.50	750.00
2212 Retirement	226.32	55.00	1,578.30	385.00	660.00
2213 VRS VLDP	117.83	105.83	883.87	740.85	1,270.00
2300 Health Insurance	710.91	750.00	4,427.59	5,250.00	9,000.00
3120 Accounting Services	506.52	916.66	5,925.10	6,416.70	11,000.00
3130 Bank Service Charges	0.00	33.33	99.80	233.35	400.00
3500 Printing and Binding	0.00		1,106.84	1,250.00	1,250.00
3600 Advertising	0.00	66.66	0.00	466.70	800.00
5210 Postal Services	485.00	375.00	1,893.10	2,625.00	4,500.00
5230 Telecommunications	391.93	258.33	1,988.97	1,808.35	3,100.00
5401 Copy Machine Rental	231.52	270.83	1,720.49	1,895.85	3,250.00
5600 Mileage Reimbursement	101.36	16.66	197.73	116.70	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	50.00
5810 Dues and Memberships	12.99	25.00	80.98	175.00	300.00
6001 Office Supplies	368.27	375.00	2,441.13	2,625.00	4,500.00
Total 12410 Clerk-Treasurer	14,254.00	11,727.46	89,914.36	83,342.70	142,030.00
12510 Town Manager					
1100 Salaries	6,240.66	4,632.50	40,317.09	32,427.50	55,590.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	153.32	25.00	1,073.24	175.00	300.00
2213 VRS VLDP	0.00	8.33	0.00	58.35	100.00
2300 Health Insurance	634.06	550.00	4,438.42	3,850.00	6,600.00
5600 Mileage Reimbursement	96.32	70.83	177.97	495.85	850.00
5800 Miscellaneous Expense	0.00	41.66	0.00	291.70	500.00
5810 Dues and Memberships	0.00	62.50	0.00	437.50	750.00
Total 12510 Town Manager	7,124.36	5,390.82	47,006.72	37,735.90	64,690.00
Total 02 General & Financial Admin	35,976.81	32,784.94	156,356.76	146,745.30	240,720.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,916.00	2,916.66	20,416.00	20,416.70	35,000.00

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Total 001 Law Enforcement	2,916.00	2,916.66	20,416.00	20,416.70	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	250.00	416.66	2,683.38	2,916.70	5,000.00
5601 Grant (Firefighter)	0.00	0.00	0.00	0.00	10,000.00
5600 Purchase for Fire Dept	0.00		0.00	0.00	0.00
Total 32200 Volunteer Fire Department	250.00	416.66	2,683.38	2,916.70	15,000.00
Total 002 Fire & Rescue Services	250.00	416.66	2,683.38	2,916.70	15,000.00
Total 03 Public Safety	3,166.00	3,333.32	23,099.38	23,333.40	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	4,358.50	3,750.00	33,121.32	26,250.00	45,000.00
1110 Overtime	0.00	125.00	772.86	875.00	1,500.00
1120 Bonus	0.00		1,500.00		
2212 Retirement	120.71	30.00	1,015.12	210.00	360.00
2213 VRS VLDP	0.00	65.00	0.00	455.00	780.00
2300 Health Insurance	2,459.41	1,833.33	17,215.87	12,833.35	22,000.00
3310 Repair & Maint Services	0.00	416.66	2,500.81	2,916.70	5,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	2,916.70	5,000.00
3322 Janitorial Services	453.70	300.00	2,717.22	2,100.00	3,600.00
5100 Electricity - Streetlights	46.05	1,000.00	6,782.44	7,000.00	12,000.00
5110 Electricity - Town Hall	0.00	216.66	2,058.12	1,516.70	2,600.00
5120 Heating Fuel	0.00	1,500.00	479.25	3,000.00	3,000.00
5230 Telecommunications	192.00	291.66	1,699.75	2,041.70	3,500.00
5308 General Liability Insur	0.00	0.00	0.00	0.00	20,000.00
5800 Miscellaneous Expense	0.00		339.80		
5811 Uniforms & Safety Clothing	140.00	383.33	1,242.37	2,683.35	4,600.00
5812 Safety Footwear	0.00	0.00	0.00	250.00	500.00
6007 Repair & Maint Supplies	270.41	416.66	1,575.34	2,916.70	5,000.00
6008 Vehicle & Equip Fuels	0.00		1,845.15	0.00	0.00
8002 Capital Outlay	0.00	208.33	0.00	1,458.35	2,500.00
Total 43200 Maint of Gen Properties	8,040.78	10,953.29	74,865.42	69,423.55	136,940.00
44000 Trash Department					
33301 Brush Grinding	0.00		86.10	8,500.00	8,500.00
33201 Trash Pickup	6,536.00	6,916.66	45,583.00	48,416.70	83,000.00
Total 44000 Trash Department	6,536.00	6,916.66	45,669.10	56,916.70	91,500.00
Total 04 Public Works	14,576.78	17,869.95	120,534.52	126,340.25	228,440.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00		0.00	0.00	0.00

3:53 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

(General) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
5811 Epiphany Bon Fire	0.00		0.00	0.00	0.00
5812 Soup Night Cash Mob	0.00		0.00	0.00	0.00
5813 Acoustic Endeavors Concert	0.00		0.00	0.00	0.00
5814 Easter Egg Hunt	0.00		0.00	0.00	0.00
5815 Civil War History Weekend	0.00		0.00	0.00	0.00
5816 Buchanan Garden Festival	0.00		0.00	0.00	0.00
5817 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
5818 Bo Co Fishing Carnival	0.00		0.00	0.00	0.00
5823 Mountain Magic	0.00		0.00	0.00	0.00
5825 Christmas Eve Luminaries	0.00		111.76		
5826 Block Party	486.98		486.98		
5827 Misc. Event Supplies	0.00		0.00	0.00	0.00
3600 Advertising	0.00		0.00	0.00	0.00
5840 Town Events	300.00		2,622.50	0.00	0.00
6013 Recreational Supplies	0.00		7,799.58		
8101 Machinery & Equipment Cost	0.00		465.50	0.00	0.00
71100 Parks & Recreation - Other	0.00		2,966.66		
			275.00		
Total 71100 Parks & Recreation	786.98		14,727.98	0.00	0.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		275.86	0.00	0.00
5110 Utilities	0.00		1,113.40	0.00	0.00
5801 Carnival Operations	0.00	0.00	589.13	0.00	19,960.00
Total 71200 Carnival	0.00	0.00	1,978.39	0.00	19,960.00
Total 07 Parks, Events & Cultural	786.98	0.00	16,706.37	0.00	19,960.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	4,449.80	3,875.00	28,256.84	27,125.00	46,500.00
1120 Bonus	0.00		500.00		
2212 Retirement	127.64		893.48	0.00	0.00
2213 VRS VLDP	0.00	41.66	0.00	0.00	0.00
2300 Health Insurance	1,187.22	1,104.16	8,310.54	291.70	500.00
3600 Advertising	209.25	131.66	4,888.00	7,729.20	13,250.00
5602 Donation After Prom Party	0.00		0.00	921.70	1,580.00
5603 Donation to Theater	0.00		0.00	0.00	0.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	0.00	0.00
Total 81200 Community Development	5,973.91	5,152.48	42,848.86	36,067.60	63,830.00
Total 08 Development	5,973.91	5,152.48	42,848.86	36,067.60	63,830.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94100 General Capital Outlay	0.00		0.00	0.00	0.00

3:53 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia
(General) Profit & Loss Budget Performance
 January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
94105 Playground	0.00		0.00	0.00	0.00
94107 Community Develop Grant	0.00		20,976.53	30,000.00	30,000.00
94108 Covid-19	0.00		6,359.25		
94199 Contingencies- Technology	0.00		0.00	0.00	0.00
Total 94100 General Improvements	0.00		27,335.78	30,000.00	30,000.00
Total 004 Capital Projects	0.00		27,335.78	30,000.00	30,000.00
009 Interfund Transfers	0.00		0.00	0.00	0.00
98300 Transfers to General Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	0.00		27,335.78	30,000.00	30,000.00
Total Expense	61,920.48	60,049.00	394,067.95	368,845.00	643,850.00
Net Ordinary Income	-29,783.76	-41,103.13	-16,420.91	-33,457.35	0.00
Net Income	-29,783.76	-41,103.13	-16,420.91	-33,457.35	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2021

Ordinary Income/Expense	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		143.86		
Total 3150000 Rev-Use of Money/Prop	0.00		143.86		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	27,979.21	28,050.16	196,927.58	196,351.20	336,602.00
3165111 Water Sales	549.00	50.00	549.00	350.00	600.00
3165120 Water Penalties	0.00	1,833.33	6,765.75	12,833.35	22,000.00
3165130 Reconnect Fees	0.00	333.33	900.00	2,333.35	4,000.00
3165190 Water Hook Up Fees	0.00	16.66	2,200.00	116.70	200.00
Total 3165100 Water Revenues	28,528.21	30,283.48	207,342.33	211,984.60	363,402.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,044.64	16,391.66	113,415.45	114,741.70	196,700.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
Total 3165200 Sewer Revenues	16,044.64	16,391.66	115,915.45	114,741.70	196,700.00
3165300 Garbage Fees					
3165310 Garbage Collection Fee	0.00		15.00		
Total 3165300 Garbage Fees	0.00		15.00		
Total 3165000 Charge Enterprise Svcs	44,572.85	46,675.14	323,272.78	326,726.30	560,102.00
Total 3160000 Charges for Services	44,572.85	46,675.14	323,272.78	326,726.30	560,102.00
Total 3100000 Local Revenue	44,572.85	46,675.14	323,416.64	326,726.30	560,102.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	0.00	0.00	0.00	40,000.00
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	40,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	40,000.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	44,572.85	46,675.14	323,416.64	326,726.30	600,102.00

3:55 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Gross Profit					
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	204.16		929.87		
2110 Virginia Unemployment Ins	65.84		65.84		
Total 12410 Clerk-Treasurer	270.00		995.71		
Total 02 General & Financial Admin	270.00		995.71		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	80.13		390.76		
5230 Telecommunications	18.00		147.98		
Total 43200 Maint of Gen Properties	98.13		538.74		
44100 Water Operations					
1100 Salaries & Wages	989.00	1,333.33	6,800.80	9,333.35	16,000.00
1110 Overtime	0.00	83.33	120.83	583.35	1,000.00
2100 FICA/Medicare	0.00	8.33	0.00	58.35	100.00
2110 Virginia Unemployment Tax	0.00	1.66	0.00	11.70	20.00
2210 IRA Contribution	0.00	8.33	0.00	58.35	100.00
3100 Prof Svcs & Miss Utility	7.87	20.83	237.80	145.85	250.00
3110 Operating Contract	5,574.67	5,583.33	27,873.35	39,083.35	67,000.00
3310 Repairs & Maint Contract	0.00	833.33	871.94	5,833.35	10,000.00
3700 Permits	100.00	383.33	4,602.65	2,683.35	4,600.00
5110 Utilities	1,214.60	750.00	4,314.21	5,250.00	9,000.00
6007 Repair & Maint Supplies	163.60	1,250.00	2,762.98	8,750.00	15,000.00
6014 Operating Supplies	1,414.08	416.66	11,403.84	2,916.70	5,000.00
8101 Machinery & Equipment Cost	0.00	166.66	2,966.66	1,166.70	2,000.00
Total 44100 Water Operations	9,463.82	10,839.12	61,955.06	75,874.40	130,070.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	0.00	666.66	5,557.00	4,666.70	8,000.00
5110 Utilities	2,481.46	666.66	4,504.40	4,666.70	8,000.00
5230 Telecommunications	122.75	83.33	457.89	583.35	1,000.00
6014 Operating Supplies	0.00	200.00	965.85	1,400.00	2,400.00
8101 Machinery & Equipment Cost	0.00	2,958.33	0.00	20,708.35	35,500.00
Total 44110 Water Filtration Plant	2,604.21	4,574.98	11,485.14	32,025.10	54,900.00
44200 Sewer Operations					
5230 Telecommunications	49.20	183.33	1,332.13	1,283.35	2,200.00
1100 Salaries & Wages	1,652.50	916.66	5,205.90	6,416.70	11,000.00
1110 Overtime	27.00	83.33	27.00	583.35	1,000.00
2100 FICA/Medicare	0.00	5.00	0.00	35.00	60.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
2110 Virginia Unemployment Tax	0.00	1.00	0.00	7.00	12.00
2210 IRA Contribution	0.00	5.00	0.00	35.00	60.00
3100 Prof Svcs & Miss Utility	7.88	8.33	237.83	58.35	100.00
3110 Operating Contract	4,422.28	4,416.66	22,111.40	30,916.70	53,000.00
3310 Repairs & Maint Contract	0.00	1,250.00	1,429.94	8,750.00	15,000.00
3320 Sludge Disposal	0.00	666.66	1,988.20	4,666.70	8,000.00
3700 Permits	200.00	125.00	200.00	875.00	1,500.00
5110 Utilities	4,322.49	1,708.33	13,635.57	11,958.35	20,500.00
5410 Lease/Rent of Equipment	20.00	83.33	347.00	583.35	1,000.00
6007 Repair & Maint Supplies	111.59	625.00	891.10	4,375.00	7,500.00
6014 Operating Supplies	119.60	500.00	551.03	3,500.00	6,000.00
8101 Machinery & Equipment Cost	0.00	541.66	7,158.47	3,791.70	6,500.00
Total 44200 Sewer Operations	10,932.54	11,119.29	55,115.57	77,835.55	133,432.00
Total 04 Public Works	23,098.70	26,533.39	129,094.51	185,735.05	318,402.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	1,666.66	0.00	11,666.70	20,000.00
Total 94200 Water Projects	0.00	1,666.66	0.00	11,666.70	20,000.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	0.00	0.00	40,000.00
94302 WWTP Improvements	0.00	1,026.91	31,600.00	7,188.45	12,323.00
94303 Pumps for Lift Station	0.00		0.00	0.00	0.00
94399 Contingencies	0.00	1,808.33	0.00	12,658.35	21,700.00
Total 94300 Sewer Projects	0.00	2,835.24	31,600.00	19,846.80	74,023.00
Total 004 Capital Projects	0.00	4,501.90	31,600.00	31,513.50	94,023.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	15,639.75	69,443.93	109,478.25	187,677.00
Total 95500 Water Debt Service	0.00	15,639.75	69,443.93	109,478.25	187,677.00
Total 005 Debt Service	0.00	15,639.75	69,443.93	109,478.25	187,677.00
009 Interfund Transfers					
98100 Transfers to Water Fund	0.00		0.00	0.00	0.00
98200 Transfers to Sewer Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	0.00	20,141.65	101,043.93	140,991.75	281,700.00

3:55 PM

02/02/21

Accrual Basis

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget Performance
 January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Total Expense	23,368.70	46,675.04	231,134.15	326,726.80	600,102.00
Net Ordinary Income	21,204.15	0.10	92,282.49	-0.50	0.00
Net Income	21,204.15	0.10	92,282.49	-0.50	0.00

3:57 PM

02/02/21

Town of Buchanan, Virginia
Vendor Payments Made
 January 5 through February 2, 2021

Type	Date	Num	Memo	Account	Split	Amount
Bank of Botetourt						
Bill Pmt-Check	02/01/2021	22029		10010 Buchanan General Fund	20000 Accounts Payable	-2,023.21
Boblett's Plumbing LLC						
Bill Pmt-Check	01/05/2021	21993	Plumbing for James River Drip (Community Development G...	10010 Buchanan General Fund	20000 Accounts Payable	-4,070.00
C&S Disposal Inc.						
Bill Pmt-Check	01/20/2021	21998	Container fee @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-20.00
Bill Pmt-Check	01/26/2021	22027	Garbage plu (475X13.00=6175. & 19X19.00=361.)	10010 Buchanan General Fund	20000 Accounts Payable	-6,536.00
Cintas Corporation- #524						
Bill Pmt-Check	01/20/2021	21999		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Core & Main LP						
Bill Pmt-Check	01/20/2021	22000	Supplies for new water connection	10010 Buchanan General Fund	20000 Accounts Payable	-41.56
Bill Pmt-Check	02/01/2021	22030	Supplies for water	10010 Buchanan General Fund	20000 Accounts Payable	-151.82
Dominion Energy Virginia						
Bill Pmt-Check	01/20/2021	22001		10010 Buchanan General Fund	20000 Accounts Payable	-525.37
Dominion Va. Power						
Bill Pmt-Check	01/20/2021	22002	Acct 2027648746 (Streelights)	10010 Buchanan General Fund	20000 Accounts Payable	-1,084.85
Dominion Virginia Power (Water Flit)						
Bill Pmt-Check	01/20/2021	22003	Acct 8519277118 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-313.93
Faye Worley						
Bill Pmt-Check	01/26/2021	22028	Janitorial services for town hall & fire house	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Fisher Auto Parts						
Bill Pmt-Check	01/20/2021	22004	Air filters for sip	10010 Buchanan General Fund	20000 Accounts Payable	-70.02
Bill Pmt-Check	02/01/2021	22031	Air filters for sip	10010 Buchanan General Fund	20000 Accounts Payable	-49.58
Gentry Locke Attorneys						
Bill Pmt-Check	02/01/2021	22032	Legal services for month of December 2020	10010 Buchanan General Fund	20000 Accounts Payable	-1,598.45
Happy Food Mart						
Bill Pmt-Check	01/20/2021	22005		10010 Buchanan General Fund	20000 Accounts Payable	-338.88
Hurt & Proffitt Inc.						
Bill Pmt-Check	01/20/2021	22006	Backflow testing	10010 Buchanan General Fund	20000 Accounts Payable	-700.00
J L Computers Inc.						
Bill Pmt-Check	01/20/2021	22007	Web site hosting etc.	10010 Buchanan General Fund	20000 Accounts Payable	-209.25
James River Equipment-Buchanan						
Bill Pmt-Check	02/01/2021	22033	Supplies for mowers	10010 Buchanan General Fund	20000 Accounts Payable	-93.03
Jason L. Tyree						
Bill Pmt-Check	01/22/2021	22022	Mileage reimbursement	10010 Buchanan General Fund	20000 Accounts Payable	-96.32
LAMAR COMPANIES						
Bill Pmt-Check	01/20/2021	22008	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Mary K. Earhart PLLC						
Bill Pmt-Check	02/01/2021	22034	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-506.52
Mid State Equipment						
Bill Pmt-Check	01/20/2021	22009	Service on plow for Ford Truck	10010 Buchanan General Fund	20000 Accounts Payable	-672.46
Obaugh HVAC Mechanical LLC						
Bill Pmt-Check	01/20/2021	22010	Service to HVAC system @ Firehouse	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
Pace Analytical Services, LLC						
Bill Pmt-Check	01/20/2021	22011		10010 Buchanan General Fund	20000 Accounts Payable	-892.07
Bill Pmt-Check	02/01/2021	22035		10010 Buchanan General Fund	20000 Accounts Payable	-615.82
Petrus (Sewer)						
Bill Pmt-Check	01/20/2021	22012	Operation & maint. of STP for December 2020	10010 Buchanan General Fund	20000 Accounts Payable	-4,422.28
Petrus (Water)						
Bill Pmt-Check	01/20/2021	22013	Operation of water system of December 2020	10010 Buchanan General Fund	20000 Accounts Payable	-5,574.67
Shentel						
Bill Pmt-Check	02/01/2021	22036	Internet service @ WFP & Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-310.58
Tina M Kingery						
Bill Pmt-Check	01/11/2021	21994	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-48.16
Bill Pmt-Check	01/22/2021	22021	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-53.20
Town of Buchanan						

Town of Buchanan, Virginia
Vendor Payments Made
January 5 through February 2, 2021

Type	Date	Num	Memo	Account	Split	Amount
Check	01/25/2021	22024	Apply deposit (Russel Floyd 3-292-1)	10010 Buchanan General Fund	22000 Customer Deposits	-100.00
Check	01/25/2021	22026	Apply deposit (Melissa Thomas 1-054-F1)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	01/20/2021	22014	Law Enforcement Services	10010 Buchanan General Fund	20000 Accounts Payable	-2,916.00
Bill Pmt -Check	02/01/2021	22037	Law Enforcement Services	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
USA BlueBook						
Bill Pmt -Check	01/20/2021	22015	Supplies for water	10010 Buchanan General Fund	20000 Accounts Payable	-581.50
VACO Services						
Bill Pmt -Check	01/20/2021	22016	Advertising for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-50.00
VDOT						
Bill Pmt -Check	01/19/2021	21996	VOID:	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Bill Pmt -Check	01/19/2021	21997		10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Verizon						
Bill Pmt -Check	01/20/2021	22017	Acct 650-005-247-0001-20 (STP)	10010 Buchanan General Fund	20000 Accounts Payable	-164.95
Bill Pmt -Check	02/01/2021	22038	Acct 650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-49.20
Verizon (Water Filtration)						
Bill Pmt -Check	01/20/2021	22018	Acct 653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-65.77
Bill Pmt -Check	02/01/2021	22039	Acct. 653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-122.75
Virginia Business Systems						
Bill Pmt -Check	02/01/2021	22040	Monthly rental of copier	10010 Buchanan General Fund	20000 Accounts Payable	-231.52
Virginia Media, Inc						
Bill Pmt -Check	02/01/2021	22041		10010 Buchanan General Fund	20000 Accounts Payable	-570.00
Virginia Office Supply						
Bill Pmt -Check	01/20/2021	22019	Office supplies	10010 Buchanan General Fund	20000 Accounts Payable	-110.15
VUPS						
Bill Pmt -Check	01/20/2021	22020	Miss Utility	10010 Buchanan General Fund	20000 Accounts Payable	-17.85



Minutes of Council Meeting
Buchanan, VA

January 11, 2021

Present: Mayor Craig Bryant
Vice-Mayor James Manspile-by teleconference
Councilman Chris Petty
Councilman Marlon Rickman
Councilman Christopher Witt

Mayor Craig Bryant called the January 2021 Council meeting to order at 7:00 p.m. Town Clerk Jenny Petty took roll call with all Council members present. A moment of silence was held and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the December 2020 Financial Report, unpaid bills and approval of the Council minutes from the regular meeting held on December 14, 2020, November 18, 2020 Work Session and the January 2, 2021 Council Retreat. Mayor Craig Bryant asked for discussion. With no discussion, a motion of approval for all items under consent agenda was made from Vice Mayor James Manspile. The motion was seconded by Councilmember Chris Witt. The motion was passed with a vote of 5-0.

Next on the agenda was Awards, Recognitions and Presentations. There were none at this time.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. Zach Wright from the Thrasher Engineering Firm introduced himself and the company he works for to let Council know that they are interested in working with the Town in the future.

Next on the agenda was New Business/Action Items/Public Hearings. First was Committee Selections. Mayor Craig Bryant highlighted each Committee and the councilmember that would be the representative. Public Works Committee – James Manspile, Planning Commission-Chris Witt, Special Events- Marlon Rickman, Safety Committee-Chris Petty. The Safety Committee replaces the Economic Development Committee that was vacated by councilmember John Mays' departure from Council. Mayor Craig Bryant stated that Economic Development would now fall to the Town Manager and Staff. A motion to accept the Committees was made by Councilmember Chris Witt with a second from Councilmember Marlon Rickman. The motion carried with a vote of 5-0.

Next was consideration of Resolution #R201-0111-01 Inclement Weather Policy for Town Council Meetings 2021. Town Manager Jason Tyree stated that this resolution would give instruction that if the council meeting was cancelled due to inclement weather, that meeting would be held the following Monday. Mayor Craig Bryant made a motion to accept with a second from Councilmember Chris Witt. Motion carried with a vote of 5-0. Next was consideration of Resolution #R21-0111-02 for Public Comment. Mayor Craig Bryant stated that the rules for public comment were read before large meetings or in meetings were material being presented may bring comments. He stated that each person must sign up before the meeting to speak, they have three minutes to speak and there is a clock in the council chambers that council times it by. Also, Council will not engage the speaker in conversation, that it is a "listening" time for council. A motion to accept was given by Councilmember Chris Witt with a second from Councilmember Chris Petty. Motion carried with a vote of 5-0. Next was consideration on Resolution #R21-0111-03 Authorizing Purchase of PLC for Water Treatment Plant. Town Manager Jason Tyree stated that the control module operated automatically and it controls the well functions. This system prevents human error in the chemical treatment of water. He asked for the authorization of \$10,000.00 to be allocated for purchase of the system before it damages a well pump. Mayor Craig Bryant asked the cost of a well pump and Vice Mayor James Manspile stated that it would be around \$25,000.00. A motion to accept was made by Mayor Craig Bryant with a second from Vice Mayor James Manspile. Motion carried with a vote of 5-0. Next was consideration or Resolution #R21-0111-04 Town Manager Resignation. Mayor Craig Bryant read the resignation letter from Town Manager Jason Tyree stating that he would had accepted the position of City Manager for Buena Vista, VA. All of Council expressed their appreciation for the accomplishments he had made while Town Manager and even though they didn't want him to leave, they understood the opportunity to grow in his new position and wished him well. A motion to accept was made by Vice Mayor James Manspile with a second from Councilmember Chris Witt. The Motion carried with a vote of 5-0. Town Manager Jason Tyree thanked Council and staff for his time here and said leaving was bittersweet.

The next item of business was to hear Committee Reports. For the Special Events Committee, Marlon Rickman stated that it wasn't looking promising for the 2021 Community Carnival due to the COVID-19 restrictions. He stated that he hoped to at least sell raffle tickets for the big prizes and offer drive thru food. For the Planning Commission, Councilman Chris Witt stated they were still going through the Codes and hoped to have the vacancy on the committee filled in the next month. Town Manager Jason Tyree stated that they had another applicant and that the position would also be advertised in the Fincastle Herald. Next, for the Safety Committee, Councilmember Chris Petty stated that he was going to be working with the Town Manager and Public Works to comprise a Streetlight Map so that when lights were out it would be easier to pinpoint the location and corresponding pole number. He also will be working with the Planning Commission on vacant housing and public works on safety issues around town. Next, for the Public Works Committee, Vice Mayor James Manspile reported there had been 11 Miss Utilities, 2 meter-reader inserts, 1 water cut on and 1 water cut off. He also stated that there were two large sewer backups due to grease and disposable wipes clogging up the pipes. A letter will be going out to citizens about the proper disposal of grease and asking citizens to not flush the wipes due to the pump not being able to process it.

Next, was Citizen Comments on Non-Agenda Items. No citizens were signed up to speak.

Mayor Craig Bryant stated that a possible surge of COVID-19 was expected in the coming months so to continue to maintain social distance, wear masks and stay out of crowds as much as possible. He stated the vaccine is available now to Healthcare workers, essential workers and people over the age of 75. He stated that when it is possible for the audience to receive the vaccine to educate themselves on the benefits. He stated that as a Healthcare Worker he had already received the vaccine and had not experienced any side effects.

With no further discussion, a motion for adjournment was made by Councilmember Chris Witt. The motion was seconded by Vice Mayor James Manspile. The motion to adjourn passed with a vote of 5-0. The meeting was adjourned at 7:33p.m.

Respectfully submitted,

Jenny M. Petty, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Work Session
Buchanan, VA

January 25, 2021

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

Mayor Craig Bryant opened the January 21, 2021 Council work session at 7:00 p.m. Town Manager Jason Tyree took roll call with all Councilmembers present.

First on the Agenda was discussion about the hiring of an Interim Town Manager. Mayor Craig Bryant stated that the application process was progressing slowly and he credited it to the pandemic and a person having to move into town limits. He stated that his goal is to have someone hired by the middle of February so they can shadow the current Town Manager before his departure on March 12, 2021. With so few applicants at this time, an Interim Town Manager may be in the best interest of the town. John Ellestad was the interim manager for the town before Jason Tyree was hired and he was present at the Work Session to introduce himself to those whom may not know him and to offer his support as interim manager if the need arose. He stated that the biggest challenge was the town's budget and he hoped that Jason Tyree would have it somewhat completed before his departure in March. Jason Tyree stated that he would have it within the next week. It was decided that a resolution would be made for the February 2021 Council meeting to hire if needed.

Next on the Agenda was discussion of the Gauge Dock and the timeline to finish the project. Mike Burton spoke for the citizen group that would like to excavate the dock and place signage for visitors. Council was under the impression that the decision to fill the dock in and mark it with four stones was already Council's intent and had been voted on at another Council meeting. Mike Burton stated that the group wanted to create a non-profit foundation to make changes after it is filled in. Attorney for the town Jon Puvak stated that great care needed to be taken when starting a non-profit group, especially when the money would be used on town owned property. Council decided to continue with the plan to fill the dock in and place the cornerstones. More thought to the non-profit group would come in the future.

Next on the Agenda was to discuss the DWR & Boat Access Ramp Fees. John Mays, owner of Twin River Outfitters spoke to council about creating a resolution like Botetourt County did to oppose the fees for boaters to use the town owned boat ramp on Lowe Street. He said that if the public was charged \$4.00 per person to launch from the boat ramp that they would go to another ramp to launch, thus losing tourist dollars at businesses downtown. He stated that delegate Terry Austin was trying to put a hold on the legislation until July 2021 and others were trying to "squash" it entirely. Councilmember Chris Petty stated that as a hunter and fisherman, he had to pay fees to use public land for recreation and he felt it should not be just up to them to bring in revenue. Councilmember Chris Witt stated that everyone he has spoken to gave very negative feedback about the added fees. Vice Mayor James Manspile stated that he felt the town should remain silent until the legislation tries to pass. Mayor Craig Bryant stated that he felt a decision needed to be made before then. Town Manager Jason Tyree stated that the town was in a contract with the DWR for maintenance of signs and the boat ramp of four feet from the water. Jason Tyree stated that the town could cancel the contract with no penalty. Decision was made that a resolution would be made to oppose the fees.

Next on the agenda was to discuss choosing an Engineering firm for the sewer grant. The two firms looked at were CHA from Christiansburg VA and Thrasher from West Virginia. Town Manager Jason Tyree stated his choice would be CHA due to the proximity to the town and they had experience with small towns. He stated that he spoke to Glasgow, South Boston, Salem and Appomattox and they were all very complimentary of their work on their systems. Councilmember Chris Witt asked if there had been any negative feedback about the firm and Jason Tyree stated there had not been. Decision was made to make a resolution for the February council meeting to use CHA for the Sewer Study.

Next on the agenda was discussion about the governance policy and council orientation. Mayor Craig Bryant stated these two items were the standards of what is expected of Council. It states the rules and regulations in black and white so if an issue arises and council is not sure how to handle it- be it rumors, personal matters, or the press, the policy will guide the councilmember on how to react. It also states that a council acts a whole and one council member cannot act alone. Councilmember Chris Witt stated that he like it put in black and white because it clarifies things and acts as a rule book when there are citizen complaints. The orientation also gives guidance on who to send questions or concerns to if a citizen has approached council. Town Manager Jason Tyree stated that the Clerks position was the first step for many complaints and that many were being handled at that level. Decision was made to make a resolution to accept for the February 2021 council meeting.

Next on the agenda was Vice Mayor selection process. Mayor Craig Bryant stated there were a few options to select a Vice Mayor. The position could be voted on by the public, the existing council could choose or it could be determined each year when the elections were decided. After a small discussion where the Mayor asked all councilmembers if they wanted the position James Manspile remained Vice Mayor. Going forward, after each election year the person with the most votes will be asked if they want the position, then the other councilmembers will be polled as well with one becoming Vice Mayor. A resolution to accept James Manspile as Vice Mayor for 2021 will be voted on at the February 2021 council meeting.

Next was a discussion about Dominion Energy's request for a letter of support for their pilot program to bring broadband to the town. Decision was made to draft a letter of support.

Next was discussion about a letter of support for legal Marijuana Sales that is being proposed for the state of Virginia by Governor Ralph Northram. Due to councilmember Chris Witt owning a Hemp business he stated he will abstain from and voting on the Marijuana sales. Attorney Jon Puvak stated that the town could oppose the sales, but any state law will trump the town's decision. Decision was made to accept by a resolution to be voted on at the February 2021 council meeting.

Having no further discussion, Mayor Craig Bryant asked for a motion for adjournment. On a motion from Councilmember Chris Petty with a second from Councilmember Chris Witt, the meeting was adjourned at 9:17PM.

Respectfully submitted,

Jenny Petty, Clerk

Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Marking and New Signage for the Gauge Dock area

Whereas, the Town of Buchanan approved Resolution R20-1109-01 in November 2020 authorizing improvement to the Gauge Dock area of Town Park; and

Whereas, consistent with Council's prior resolution, and the Town asked the citizen group "Friends of the Gauge Dock" to submit a plan for marking the area to Town Council; and

Whereas, Mike and Jesse Burton submitted a plan on January 21, 2021 and have offered to donate \$2,000 to be spent by the Town for the marking, grading, signage, or any other cost associated with this project; and

Whereas, after the filling is complete and after settling, seeding, and grading, the Gauge Dock area will be marked with stones on the corner and new signage installed; and

Now, therefore, be it resolved, that the Town of Buchanan does hereby accept the donation and is authorized to use such funds to mark the area and install new signage as determined by Town Council.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
Opposing Boat Landing Access Fees By Department of Wildlife Resources**

Whereas, the Town of Buchanan Town Council is committed to advocating for the free and peaceful enjoyment of all of the natural resources in the Town and throughout Botetourt County and the Commonwealth, especially the rivers, streams, and other waterways; and,

Whereas, Article XI, Section 1 of the Constitution of Virginia likewise supports “the use and enjoyment for recreation of adequate public lands, waters, and other natural resources”; and,

Whereas, the Virginia Department of Wildlife Resources (DWR) has proposed to require any person using a DWR-owned or managed facility, including boating access sites, to have a valid Virginia hunting, trapping, or fishing permit, a Restore the Wild membership, an access permit, or current certificate of boat registration issued by DWR to use the facility; and,

Whereas, the public and businesses that rely on water access have expressed concerns that their needs and concerns were not fully taken into account when implementing the permits and fees for boating access sites and that the new boating access permits and fees are a detriment to tourism; and,

Whereas, the process to register and pay for a permit is cumbersome and inefficient and creates an undue time burden on the outfitters and other tourism-related businesses and their customers and anyone else seeking to enjoy the waters of Virginia; and,

Whereas, the fee to use the boating access sites is fundamentally regressive in nature, causing greatest detriment to the least affluent and casual users who would only occasionally seek some recreational respite in nature; and,

Whereas, the funds from the fees charged for boating access are anticipated to be disproportionately larger than the resources dedicated to the maintenance and construction of boating access sites within the Town; and,

Whereas, the permit process and the fee associated with boating access would create an extra barrier for those seeking to enjoy Virginia's rivers and waterways and could create additional risks to riparian environments should people seek to access the waters while avoiding the use of existing ramps; and,

Whereas, through similar resolution Botetourt County has also expressed opposition to the fees; and

Now, Therefore, It Be Resolved, that the Town of Buchanan Town Council opposes the charging of fees by the Department of Wildlife Resources for use of boating access sites in the Commonwealth and encourages the Department to seek a more efficient, effective, and equitable solution to conserve, develop, and utilize boating access sites.

Be It Resolved, that a copy of this resolution be forwarded to the Town's Virginia legislative representatives and the Virginia Department of Wildlife Resources.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing the Scope of Work from CHA Consulting, Inc. for Preliminary Engineering Report for Wastewater System

Whereas, the Town of Buchanan has received a grant from Southeast Rural Community Assistance Project, also known as SERCAP, in the amount of \$40,000 for Preliminary Engineering Report; and

Whereas, the Town has advertised for solicitations of bids by a request for proposal through the local newspaper, Virginia Municipal League, and Town's website with bids being received on or before December 15th; and

Whereas, CHA Consulting, Inc. submitted their bid before December 15th and the bid was reviewed by Town Council at the Work Session on January 21st, 2021; and

Now, Therefore, Be It Resolved by the Town of Buchanan Town Council that Council does hereby authorize the Town Manager to execute the scope of work with CHA Consulting, Inc. to provide the services and activities described in the request for proposal.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
Implementing Council Orientation & Best Practices**

Whereas, the Town of Buchanan Town Council is dedicated to making Buchanan an inviting and equitable community for all; 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 Council Orientation & Best Practices". 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,

Town Council Orientation & Best Practices

The following is offered to the Town Council as a personal communication from the Town Manager to each member. They relate to the relationship of the Town Council with the Town Manager, staff, the press, and the public. The thoughts and points made here are not found in the other information that may be provided as part of the orientation materials and, other than the ethics statements, are not absolute. Each Council member will find his or her own individual way of addressing the issues listed below.

Information Sharing & Communications.

- The Town Manager's Office and the Town Attorney exist to serve the Town Council individually and collectively. Information gathered for any individual Council member is shared with all Council members unless we are specifically asked not to.
- We are committed to open and honest communication on all matters.
- Information provided to the Council is (with limited exceptions) public information and is subject to disclosure under the Freedom of Information Act (FOIA).
- Please treat any information provided to you that is stamped "Confidential" or "Attorney Client Privilege" appropriately. This information is not public information, as allowed by the FOIA for specific purposes.
- We will be glad to research any issue for you.
- Effective communications is a two way street. If you feel that communication is lacking at any time, please initiate contact.
- We will flood you with information, please read it.
- Returning your phone call is our priority.
- Please be accessible and responsive to phone calls from this office.
- Agenda packages are prepared and delivered electronically on the Tuesday before the regular Council meeting. Please feel free to contact this office or responsible staff members with any questions once you have reviewed the package. As a general practice My door is always open so if you have any questions or any new information, I will do my best to provide that to you asap.
- If you have an issue that you feel Council should discuss, let us know in advance and we will schedule the matter for a future work session. That way staff can prepare appropriate information to facilitate the discussion. Council work sessions also include a "Roll Call" where Council members can bring matters forth for staff follow-up. If we know about the matter in advance, however, we can respond sooner or with better information.

Town of Buchanan,

Town Council Orientation & Best Practices

Dealing with Rumors.

- Don't believe everything you hear, but don't completely dismiss it either. Most rumors have some basis in fact, but sometimes the truth can get so twisted as to be barely recognizable.
- Part of our service to the Council is to help separate the facts from the fiction.
- Please check with us before reacting. Although we are sometimes guilty, more often we are not.

Individual Authority v. Council Authority.

- Although we will give you as much individual deference as possible, your true authority exists as a complete body, the Town Council.
- We may have to tell you "no" if you ask for things that are counter to established policy or require a commitment of resources not previously identified by the Council as a body. In that case, you will have to convince a majority of the Council to make the change or commit the resources.

Handling Constituent Complaints and/or Inquiries.

- Many issues can be handled quickly and efficiently by referring the constituent to the Town Clerk.
- Be responsive, but please bear in mind that you may initially hear only part of the story.
- Please use Town staff for answers and assistance. Hold us accountable for timely and complete response.
- Don't make promises that you or the staff can't keep. A good response is, "I will look into the matter and I (or staff) will get back with you."
- Sometimes the answer really is "no". We will try to convey that as gently as possible.
- You interpret the Zoning Map and the Town Code, especially the Zoning and Subdivision Ordinances, at your own risk. Remember that sometimes the wording or graphics are not clear, and you may be looking at an outdated document. Inquirers will tend to hear what they want to hear and may make decisions or investments based on an erroneous interpretation. They should be referred to the appropriate staff person for the final word.

Town of Buchanan,

Town Council Orientation & Best Practices

Personnel Matters.

- The Town Manager is responsible for personnel matters involving Town staff. Please refer such matters to this office if you receive an inquiry or a complaint.
- We have extensive personnel policies and procedures. Please let us know if you have any questions.
- We are committed to responsibility and fairness.
- Personnel matters should be handled with respect for privacy.
- Potential and current employees should be encouraged to follow established procedures.

Interaction with Town Employees.

- Council members can be intimidating (always unintentionally!) to Town employees. In his or her desire to please, the employee may not completely understand the situation, may not have the correct information at their disposal, and, as a result, may not give accurate information or may overstep his or her authority.
- Town employees are expected to be respectful of citizens, co-workers and Council members. Being treated with similar respect and being recognized and appreciated by Council members for the good work they do really gives the employees a boost.
- Interactions with employees should go through the Department Heads to ensure prompt, accurate and effective responses.
- The Town Manager's Office will be glad to coordinate necessary contacts with employees and would prefer that. Over time, Council members may grow more comfortable working directly with Department Heads and that is fine. Department Heads are expected to keep this office informed of interactions with Council members. This helps to insure their accountability.
- Complaints/ suggestions from Town employees should be passed on to this office. Employees should be willing to identify themselves so that the appropriate follow up can be accomplished. You should ask the employee if he/she has followed the chain of command; have they expressed their concern to their immediate supervisor and/or Department Head? This office is in the chain of command and we have a well-publicized open-door policy; the employee should come here before approaching a Council member with an issue.
- I am not naive and know that, for various reasons, it does not always work this way. I do not spend much time worrying about it.

Town of Buchanan,

Town Council Orientation & Best Practices

How to Deal with the Press.

- Be accessible.
- Feel free to check with this office prior to speaking with the press. The Department of Communications and Marketing is also available to assist you in dealing with the press.
- Do not say anything that you do not want published. Nothing is “off the record”.
- Tell the truth. It is ok to say, “I don’t know.”
- Be careful that your remarks are not represented as Town Council’s position unless it clearly is Town Council’s position.

How to Deal with Re-zonings & Special Use Permits.

- It is your decision if and when to meet with developers/property owners on planning cases.
- It is advisable to have staff present in such meetings and to conduct the meetings in a public place. Both the Community Development Department and this office have convenient, accessible facilities for such meetings.
- Utilize the Community Development staff to the greatest extent possible.
- Be careful about making perceived deals or promises. While the rest of the Council may give your position deference, a majority of the Council must make the ultimate decision.

How to Handle Property Acquisition.

- Premature disclosure of Town interest in property can affect the price.
- Fair market value is the yardstick by which acquisition is measured.
- Condemnation (eminent domain) is not a dirty word and may be the last resort if the public purpose is to be served.

Contact with Managers of Other Jurisdictions.

- I will be advised, as a matter of ethics, if you contact the manager of another jurisdiction seeking information. This office will be glad to coordinate requests for information from other jurisdictions, either regionally, across the state or nationwide. Staff has a number of professional contacts and can gather the requested information efficiently.

Town of Buchanan,

Town Council Orientation & Best Practices

The Budget Process.

- Adopting the budget is one of the biggest decisions that you make as a Council and drives operations for the following year.
- The budget process is ongoing, year-round. The most intense period for the Council is March to April.
- It's all about choices and setting priorities for the coming year.
- Goal setting is important.
- Creativity is priceless.
- The process is open, inclusive, and designed to promote discussion.
- Staff is committed to providing accurate and timely information and will be glad to run any scenario suggested by any Council member.
- We are constantly trying to improve the budget process; recommendations are gladly accepted.

Town Operations

- Activities within the Town can be numerous and complex and require close coordination with stakeholders.
- Town council is responsible for setting and approving priorities, goals, and schedules for daily operations and events.
- Town manager is responsible for implementation of goals and objectives, work assignments and oversight of Town events and activities to include those participating in the events as well as volunteers, vendors, and contractors.

Town of Buchanan,

Town Council Orientation & Best Practices

ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in May 1998. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in September 2013.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral

Town of Buchanan,

Town Council Orientation & Best Practices

acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

Town of Buchanan,

Town Council Orientation & Best Practices

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form

Town of Buchanan,

Town Council Orientation & Best Practices

of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Town of Buchanan,

Town Council Orientation & Best Practices

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

Tenet 12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

GUIDELINES

Gifts. Members should not directly or indirectly solicit any gift or accept or receive any gift—whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form—under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In de minimus situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

Investments in Conflict with Official Duties. Member should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments. Purchases and sales which might be interpreted as speculation for quick profit ought to be avoided (see the guideline on "Confidential Information").

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to accepting their position as local government administrator or prior to any official action by the governing body that may affect such investments.

Town of Buchanan,

Town Council Orientation & Best Practices

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

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At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
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

Draft January 2021

**Town of Buchanan
Town COUNCIL GOVERNANCE POLICY
AND RULES OF PROCEDURE**

Table of Contents

Section	Title	Page
I	Introduction	3
II	Mission	4
III	Information	5
IV	Roles	6
V	Meetings	8
VI	Public Contact / Media Relations	15
VII	Planning	16
VIII	Council / Staff Relations	17
IX	Council Relations with Boards, Commission and Committees	18

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.¹ 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 ensue 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 on the number of votes each election year. The council member annually with the most votes will have the opportunity to serve as vice mayor. In the case the council member with the most votes declines to accept the vice mayor role, it will go to the next council member with the most votes that election year. If it is declined by either council member a volunteer will be selected from the group of council members to serve as vice mayor. (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 work session, 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 affect 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 worksession, 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.³

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.⁴

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 statutes, town ordinances, resolutions, or minute orders as applicable and to advise the Town 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.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
Authorizing Brush Grinding**

Whereas, the Town of Buchanan has a brush collection lot for the benefit of Town residents to dispose of brush; and

Whereas, the grinding of brush on the lot was last done in December 2018 and the lot has since become full and is in need of brush grinding again; and

Whereas, the Town has directly solicited a bid request from two firms capable of performing the grinding and of the responsive bids and the Town has already budgeted \$10,000 for this service: and

Now, therefore, be it resolved that the Town does hereby authorize the Town Manager to execute work on behalf of the Town.



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 8th day of February 2021 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**An Ordinance
To Appoint Jon Ellestad as Interim Town Manager**

Whereas, Jason Tyree resigned as the Town of Buchanan, Virginia Town Manager, effective March 12, 2021; and

Whereas, the Town Council, on January 21, 2021 interviewed T. Jon Ellestad for the purpose of filling this position on an interim basis; and

Whereas, Town Council and Mr. Ellestad have mutually agreed to the terms and conditions of employment as documented in the attached proposed Memorandum of Agreement.

Now, Therefore Be It Ordained, that the Town Council of the Town of Buchanan, Virginia does hereby appoint, T. Jon Ellestad the Interim (Acting) Town Manager for the Town, effective at such time between now and March 12th, 2021 that Town Council deem appropriate and until relieved of his duties.

Now, Therefore Be It Further Ordained, that the Mayor or designee is hereby authorized to execute the proposed Memorandum of Agreement on behalf of the Town.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk

Proposed Memorandum of Agreement

Between the Town of Buchanan and Jon Ellestad

This memorandum of agreement between the Town of Buchanan, Virginia ("Town") and T. Jon Ellestad ("Employee"), documenting the understandings involved between the parties concerning the Employee's appointment as Interim Town Manger of the Town.

- **Position:** Pursuant to an action taken on February 8th, 2021, at the Town Council Regular meeting, the Employee has been appointed Interim Town Manager, with such appointment to be effective on March 12th, 2021 and shall serve in the position until such time as the Town appoints a permanent Town Manager, termination by resolution of the Town Council, or resignation by the Employee. Such position shall have all authorities, rights, and responsibilities of the Town Manager position as authorized by the State Code, Town Charter, Town Code or as assigned by Town Council.
- **Expectations:** Employee is an experienced local government administrative professional. He is expected to present himself and represent the Town in a faithful, efficient, and professional manner. He will comply will all provisions of the adopted Town Personnel Policy.
- **Compensation:** Employee shall be compensated for all hours worked at the rate of \$35/hour, with the expectation that Employee will serve on a part-time basis and therefore, will not be eligible for Town employee benefits. Such pay shall begin with any work performed beginning on March 12th, 2021, unless otherwise agreed by the Town Council. It is understood that Employee is not eligible to receive health insurance from the Town.
- **Hours of Work:** Employee shall endeavor to work on a part-time basis of 20-30 hours a week unless Employee provides notice to Council of a need to be absent for a stated period of time. Employee will be considered exempt employee for the purpose of time keeping and the Fair Labor Standards Act, and it will be presumed that he has worked 20-30 hours in any given week. It is also recognized that the Employee has existing commitments to Boards outside of the Town of Buchanan which may conflict for a limited number of hours any given month. The Employee shall ensure that he is paid for his actual time worked. Given the distance the Employee must travel to work, the variables of weather and COVID, it is understood that a limited number of hours may be performed at home by Employee. Employee shall attend all Town Council and Planning Commission meetings.

- **Transportation:** Employee shall be responsible for his own transportation to and from his home to the office in the Town of Buchanan. He shall provide his own transportation for all Town-related business within the Town of Buchanan and Botetourt County. Required travel for Town-related business shall be reimbursed at the prevailing IRS rate unless a Town-owned vehicle is used or provided.
- **Termination:** It is understood that Employee serves at the pleasure of the Council and may be terminated in Town Council's sole discretion by a majority vote of the Council at a legally called Council meeting, or at the time that a permanent Town Manager is hired and begins employment. Employee shall endeavor to provide three weeks' notice should the need arise for him to resign.

This memorandum is agreed to by the parties:

Mayor, Craig Bryant

Date:

T. Jon Ellestad

Date: