

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



Buchanan Town Council
Tuesday, September 13, 2022
Regular Meeting 7:00 p.m.
Council Chambers
19753 Main Street
Buchanan, VA 24066

Conference call-in option: 701-802-5423 Access Code:3474425

AGENDA

A. ROLL CALL AND ESTABLISHMENT OF QUORUM

B. MOMENT OF SILENCE

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

D. CONSENT AGENDA

1. Financial Report August 2022
2. Approval of Unpaid Bills
3. Approval of minutes from the August 8, 2022 Regular Council Meeting.

F. AWARDS, RECOGNITIONS AND PRESENTATIONS

G. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS—

This time is reserved for comments and questions for issues listed on agenda.
Comment should be directed to Council.

H. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of Resolution R22-0913-01: A Resolution to Adopt the Tentative 2023 Calendar of Events.
2. Consideration of Resolution R22-0913-02: A Resolution Authorizing Replacement of Wastewater Treatment Plant Floor.
3. Consideration of Resolution R22-0913-03: A Resolution Awarding Real Estate Investment Matching Grants to Businesses in the Town of Buchanan.

I. REPORTS

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

J. CITIZEN COMMENTS AND PETITIONS REGARDING NON-AGENDA

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

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Tuesday, September 12, 2022
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K. ADDITIONAL COMMENTS

L. UPCOMING MEETINGS AND EVENTS

- **Leap Mobile Market – Resource Center – Wednesday, September 21, 2022 – 1:30 to 3:30**
- **Buchanan Community Market – Saturday, September 24, 2022 – 10:00 to 3:00**
- **Feeding SWVA Farmer's Market – Resource Center – Wednesday, September 28, 2022 – 1:30 to 3:30**
- **Mountain Magic in the Fall – Town Park – Saturday, October 1, 2022 – 10:00 to 4:00**
- **Planning Commission – Monday, October 3, 2022 – 7:00pm**
- **Leap Mobile Market – Wednesday, October 5, 2022 – 1:30 to 3:30**
- **Town Council Work Session – Thursday, October 6, 2022 – 7:00pm**
- **Columbus Day - Monday, October 10, 2022 – Town Hall Closed**
- **Town Council Meeting – Tuesday, October 11, 2022 – 7:00pm**
- **Town Clean Up – Town Parking Lot – October 15, 2022 – 8:00 to 2:00**

M. CLOSED SESSION

N. ADJOURNMENT

Balance Sheet

As of September 2, 2022

	Sep 2, 22
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	1,107,081.58
10030 Change Funds	100.00
10040 Town Beautification Fund	9,104.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	381,636.87
10500 Certificates of Deposit	686,962.84
Total Checking/Savings	2,193,523.88
Accounts Receivable	
11001 General AR Billed	4,952.01
Property Taxes Receivable	11,714.14
WSG Receivable	62,697.43
Total Accounts Receivable	79,363.58
Other Current Assets	
11200 Prepaid Items	42,210.50
11000 Acct Receivable General	15,480.04
11010 Due from State/Fed Gen	3,397.66
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,046.09
11109 Allowance - Wat/Sew/Garba	-14,552.60
Allowance-Property Taxes	-26,480.84
Undeposited Funds	5,331.50
Total Other Current Assets	43,457.60
Total Current Assets	2,316,345.06
Fixed Assets	
13000 Property, Plant, Equip	8,446,361.92
Total Fixed Assets	8,446,361.92
TOTAL ASSETS	10,762,706.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7.73
Total Accounts Payable	7.73
Other Current Liabilities	
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	216.63
21160 Accrued Payroll - General	9,533.74
22000 Customer Deposits	24,881.31
23000 Payroll Liabilities	3,699.76
25200 Accrued Interest Payable	406.05
Deferred Taxes Receivable	-4,976.81
Vandalism Reward Funds	12.89
Total Other Current Liabilities	383,635.07
Total Current Liabilities	383,642.80
Long Term Liabilities	

Town of Buchanan, Virginia
Balance Sheet
As of September 2, 2022

	Sep 2, 22
26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	4,069,288.44
Total Long Term Liabilities	4,087,555.36
Total Liabilities	4,471,198.16
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	-301,687.06
Net Income	453,440.99
Total Equity	6,291,508.82
TOTAL LIABILITIES & EQUITY	10,762,706.98

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

August 2022

Ordinary Income/Expense	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00	0.00	48.61	0.00	0.00
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	48.61	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,719.16	28,333.33	57,521.66	56,666.66	340,000.00
3165111 Water Sales	0.00	41.66	165.00	83.32	500.00
3165120 Water Penalties	1,681.65	1,666.66	3,344.85	3,333.32	20,000.00
3165130 Reconnect Fees	300.00	250.00	540.00	500.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	366.66	2,200.00
Total 3165100 Water Revenues	30,700.81	30,474.98	61,571.51	60,949.96	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	17,165.26	17,298.16	34,410.49	34,596.32	207,578.00
Total 3165200 Sewer Revenues	17,165.26	17,298.16	34,410.49	34,596.32	207,578.00
Total 3165000 Charge Enterprise Svcs	47,866.07	47,773.14	95,982.00	95,546.28	573,278.00
Total 3160000 Charges for Services	47,866.07	47,773.14	95,982.00	95,546.28	573,278.00
Total 3100000 Local Revenue	47,866.07	47,773.14	96,030.61	95,546.28	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	3,333.33	0.00	6,666.66	40,000.00
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	6,666.66	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	6,666.66	40,000.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330201 USDA SEARCH Grant	0.00	0.00	0.00	0.00	0.00
Total 3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	47,866.07	51,106.47	96,030.61	102,212.94	613,278.00
Gross Profit	47,866.07	51,106.47	96,030.61	102,212.94	613,278.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	92.23	0.00	253.24	0.00	0.00
2110 Virginia Unemployment Ins	16.14	0.00	44.43	0.00	0.00
2212 Retirement	0.00		0.00		0.00
Total 12410 Clerk-Treasurer	108.37	0.00	297.67	0.00	0.00
Total 02 General & Financial Admin	108.37	0.00	297.67	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	44.74	0.00	122.23	0.00	0.00
5230 Telecommunications	12.00	0.00	26.63	0.00	0.00
Total 43200 Maint of Gen Properties	56.74	0.00	148.86	0.00	0.00
44100 Water Operations					
1100 Salaries & Wages	650.00	1,000.00	2,649.75	2,000.00	12,000.00
1110 Overtime	26.26	83.33	52.51	166.66	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	41.66	250.00
3100 Prof Svcs & Miss Utility	0.00	20.83	12.07	41.66	250.00
3110 Operating Contract	0.00	7,444.36	0.00	14,888.72	89,332.32
3310 Repairs & Maint Contract	2,160.00	375.00	2,160.00	750.00	4,500.00
3500 Printing & Binding	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	500.00	3,000.00
5110 Utilities	1,539.99	791.66	4,006.46	1,583.32	9,500.00
5810 Dues and Memberships	350.00	0.00	350.00	0.00	0.00
6007 Repair & Maint Supplies	1,181.66	750.00	2,501.92	1,500.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	812.70	833.32	5,000.00
6014 Operating Supplies	4,298.29	548.16	5,848.18	1,096.32	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	833.32	5,000.00
Total 44100 Water Operations	10,612.55	12,117.49	20,254.59	24,234.98	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	7,388.94	416.66	14,777.88	833.32	0.00
3310 Repairs & Maint Contract	4,487.96	666.66	4,487.96	1,333.32	5,000.00
5110 Utilities	681.68	83.33	1,680.20	1,333.32	8,000.00
5230 Telecommunications	0.00	183.33	59.61	166.66	1,000.00
6014 Operating Supplies	0.00	500.00	0.00	366.66	2,200.00
8101 Machinery & Equipment Cost	0.00		0.00	1,000.00	6,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Total 44110 Water Filtration Plant	12,558.58	1,849.98	21,005.65	3,699.96	22,200.00
44200 Sewer Operations					
5230 Telecommunications	0.70	83.33	102.23	166.66	1,000.00
1100 Salaries & Wages	529.25	916.66	608.00	1,833.32	11,000.00
1110 Overtime	0.00	41.66	0.00	83.32	500.00
2100 FICA/Medicare	0.00	75.00	0.00	150.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	13.32	80.00
3100 Prof Svcs & Miss Utility	0.00	20.83	12.08	41.66	250.00
3110 Operating Contract	7,388.94	7,444.36	14,777.88	14,888.72	89,332.32
3310 Repairs & Maint Contract	750.00	583.33	750.00	1,166.66	7,000.00
3320 Sludge Disposal	0.00	458.33	0.00	916.66	5,500.00
3600 Advertising	0.00		0.00		0.00
3700 Permits	0.00	125.00	0.00	250.00	1,500.00
5110 Utilities	3,868.56	1,833.33	5,855.37	3,666.66	22,000.00
5410 Lease/Rent of Equipment	2,520.00	583.33	2,540.00	1,166.66	7,000.00
6007 Repair & Maint Supplies	1,181.65	750.00	6,434.86	1,500.00	9,000.00
6009 Vehicle & Equip Supplies	406.35	416.66	812.70	833.32	5,000.00
6014 Operating Supplies	1,619.20	583.33	4,221.71	1,166.66	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	500.00	3,000.00
Total 44200 Sewer Operations	18,264.65	14,171.81	36,114.83	28,343.62	170,062.32
Total 04 Public Works	41,492.52	28,139.28	77,523.93	56,278.56	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	583.32	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	583.32	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	0.00	6,666.66	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	1,000.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	989.72	5,938.36
Total 94300 Sewer Projects	0.00	4,328.19	0.00	8,656.38	51,938.36
Total 004 Capital Projects	0.00	4,619.85	0.00	9,239.70	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	18,011.78	15,638.91	40,971.70	31,277.82	187,667.00
95520 Interest Payments	0.00	0.00	2,718.82	0.00	0.00
95530 Other Debt Costs	0.00		1,359.41		
Total 95500 Water Debt Service	18,011.78	15,638.91	45,049.93	31,277.82	187,667.00
95700 Sewer Debt Service					

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
95720 Interest Payments	0.00		0.00		0.00
Total 95700 Sewer Debt Service	0.00		0.00		0.00
Total 005 Debt Service	18,011.78	15,638.91	45,049.93	31,277.82	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	5,416.64	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	5,416.64	32,500.00
Total 09 Nondepartmental	18,011.78	22,967.08	45,049.93	45,934.16	275,605.36
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	59,612.67	51,106.36	122,871.53	102,212.72	613,278.00
Net Ordinary Income	-11,746.60	0.11	-26,840.92	0.22	0.00
Net Income	-11,746.60	0.11	-26,840.92	0.22	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

Ordinary Income/Expense	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Income					
Returned Check Charges					
3100000 Local Revenue	0.00		35.00		0.00
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	587.85	12,500.00	587.85	25,000.00	150,000.00
3110102 Delinquent Taxes	266.24	333.34	266.24	666.67	4,000.00
Total 3110100 Real Property Taxes	854.09	12,833.34	854.09	25,666.67	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	1,291.66	0.00	2,583.32	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.00	8.32	50.00
Total 3110300 Personal Property Taxes	0.00	1,295.82	0.00	2,591.64	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	46.26	166.66	46.26	333.32	2,000.00
Total 3110600 Penalties & Interest	46.26	166.66	46.26	333.32	2,000.00
Total 3110000 General Property Taxes	900.35	14,295.82	900.35	28,591.63	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	6,119.33	4,250.00	11,488.28	8,500.00	51,000.00
3120200 Consumer Utility Taxes	1,903.66	1,916.66	1,903.66	3,833.32	23,000.00
3120210 Consumption Tax	247.21	291.66	247.21	583.32	3,500.00
3120300 Business License Taxes	50.00	3,541.66	50.00	7,083.32	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	2,333.32	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	9,500.00	57,000.00
3121000 Occupancy Tax	816.89	333.33	1,623.32	666.66	4,000.00
3121100 Meals Taxes	3,732.82	2,083.33	8,812.81	4,166.66	25,000.00
Total 3120000 Other Local Taxes	12,869.91	18,333.30	24,105.28	36,666.60	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	100.00	20.83	100.00	41.66	250.00
3130308 Building Permits	50.00	0.00	50.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	16.66	100.00
3130310 Special Use Permit	0.00	8.33	0.00	16.66	100.00
Total 3130000 Permits/Fees/Reg Lic	150.00	37.49	150.00	74.98	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	532.25	125.00	547.70	250.00	1,500.00
3140103 Zoning Violations	200.00	41.66	950.00	83.32	500.00
Total 3140000 Fines and Forfeitures	732.25	166.66	1,497.70	333.32	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	38.76	500.00	3,000.00
3150200 Rental Income	110.00	83.33	180.00	166.66	1,000.00
Total 3150000 Rev-Use of Money/Prop	110.00	333.33	218.76	666.66	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,333.00	8,250.50	16,632.50	16,501.00	99,006.00
Total 3165300 Garbage Fees	8,333.00	8,250.50	16,632.50	16,501.00	99,006.00
Total 3165000 Charge Enterprise Svcs	8,333.00	8,250.50	16,632.50	16,501.00	99,006.00
Total 3160000 Charges for Services	8,333.00	8,250.50	16,632.50	16,501.00	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	0.00	833.32	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	83.32	500.00
3189925 Mountain Magic	640.00	708.33	1,220.00	1,416.66	8,500.00
3189924 Botetourt Co. Fair	1,361.00	16.66	1,361.00	33.32	200.00
3189922 Pork by the James	0.00	708.33	0.00	1,416.66	8,500.00
3189921 Reggae by the River	0.00	1,166.66	8,760.00	2,333.32	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	16.66	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	8.32	50.00
3189918 Buchanan Garden Festival	0.00	166.66	0.00	333.32	2,000.00
3189917 CivilWar History Weeked	0.00	208.33	0.00	416.66	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	50.00	300.00
3189905 Overage/Shortage	0.00	0.00	0.00	0.00	0.00
3189904 Other	220.00	83.33	540.44	166.66	1,000.00
Miscellaneous Revenue	125.00	83.33	625.00	166.66	1,000.00
3189903 Gifts and Donations	0.00	83.33	0.00	166.66	1,000.00
3189910 Arbor Day Donations	0.00	8.33	15.00	16.66	100.00
3189911 Event Fees	518.00	6,250.00	152,078.23	12,500.00	75,000.00
3189912 Carnival Proceeds	0.00	0.00	0.00	0.00	0.00
3189999 Overpayments	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Revenue	643.00	6,424.99	152,718.23	12,849.98	77,100.00
Total 3180000 Miscellaneous Revenue	2,864.00	9,979.10	164,599.67	19,958.20	119,750.00
Total 3100000 Local Revenue	25,959.51	51,396.20	208,104.26	102,792.39	616,756.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3220112 VA Com of the Arts	0.00	0.00	0.00	0.00	0.00
3220112 VA Comm of the Arts	0.00	0.00	0.00	0.00	0.00
3220111 Car Rental Tax	0.00	0.00	142.70	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
3220150 Communications Tax	160.38	189.58	327.62	379.16	2,275.00
3220107 Rolling Stock Taxes	3,251.04	270.83	3,251.04	541.66	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	0.00	5,481.32	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	0.00	1,934.66	11,608.00
Total 3220000 Non-Categorical Aid	3,411.42	4,168.40	3,721.36	8,336.80	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	77,747.00	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	666.66	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	0.00	2,500.00	15,000.00
3240000 Categorical Aid - Other	0.00		0.00		0.00
Total 3240000 Categorical Aid	0.00	40,456.83	466,482.00	80,913.66	485,482.00
Total 3200000 Rev from Commonwealth	3,411.42	44,625.23	470,203.36	89,250.46	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	234.00	1,404.00
Total 3330000 Categorical Aid	0.00	117.00	0.00	234.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	234.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00	0.00	0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.16	0.00	2,708.32	16,250.00
3410501 Transfers fr General Fd	0.00		0.00		0.00
3410502 Transfer fr Water Fund	0.00	1,354.16	0.00	2,708.32	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	5,416.64	32,500.00
Total Income	29,370.93	98,846.75	678,342.62	197,693.49	1,186,163.00
Gross Profit	29,370.93	98,846.75	678,342.62	197,693.49	1,186,163.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	461.55	420.83	936.95	841.66	5,050.00
3600 Advertising	0.00	187.50	270.00	375.00	2,250.00
5540 Convention & Education	107.79	20.83	107.79	41.66	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	41.66	250.00
5800 Miscellaneous Expense	0.00	20.83	0.00	41.66	250.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
5810 Dues and Memberships	0.00	208.33	0.00	416.66	2,500.00
Total 11110 Town Council	569.34	879.15	1,314.74	1,758.30	10,550.00
Total 001 Legislative	569.34	879.15	1,314.74	1,758.30	10,550.00
Total 01 General Government Admin	569.34	879.15	1,314.74	1,758.30	10,550.00
02 General & Financial Admin					
12210 Legal Services	516.00	2,083.33	1,056.00	4,166.66	25,000.00
3100 Professional Services	516.00	2,083.33	1,056.00	4,166.66	25,000.00
Total 12210 Legal Services	516.00	2,083.33	1,056.00	4,166.66	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	0.00	2,225.00	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	0.00	2,225.00	13,350.00
12410 Clerk-Treasurer					
1100 Salaries	5,990.40	5,000.00	13,998.36	10,000.00	60,000.00
1110 Overtime	185.13	83.33	2,848.27	166.66	1,000.00
1120 Bonus	0.00	0.00	1,400.00	0.00	0.00
2100 FICA/Medicare Tax	1,677.43	1,250.00	4,560.52	2,500.00	15,000.00
2110 Virginia Unemployment Ins	102.57	50.00	236.48	100.00	600.00
2210 IRA Contribution	0.00	0.00	0.00	0.00	0.00
2212 Retirement	655.04	0.00	1,005.60	0.00	0.00
2213 VRS VLDP	400.44	270.83	432.72	541.66	3,250.00
2300 Health Insurance	1,694.00	1,694.00	3,388.00	3,388.00	20,328.00
3120 Accounting Services	1,512.50	1,250.00	1,512.50	2,500.00	15,000.00
3130 Bank Service Charges	113.93	58.33	138.88	116.66	700.00
3500 Printing and Binding	0.00	125.00	0.00	250.00	1,500.00
3600 Advertising	0.00	41.66	0.00	83.32	500.00
5210 Postal Services	737.79	270.83	753.39	541.66	3,250.00
5230 Telecommunications	2.50	258.33	474.24	516.66	3,100.00
5401 Copy Machine Rental	221.57	250.00	447.39	500.00	3,000.00
5600 Mileage Reimbursement	37.50	16.66	145.94	33.32	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	0.00	50.00	300.00
6001 Office Supplies	390.73	375.00	726.20	750.00	4,500.00
Total 12410 Clerk-Treasurer	13,721.53	11,018.97	32,068.49	22,037.94	132,228.00
12510 Town Manager					
1100 Salaries	4,769.24	4,583.33	10,730.79	9,166.66	55,000.00
1120 Bonus	0.00	0.00	2,000.00	0.00	0.00
2212 Retirement	351.32	0.00	702.64	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	333.32	2,000.00
2300 Health Insurance	847.00	847.00	1,694.00	1,694.00	10,164.00
5600 Mileage Reimbursement	36.63	37.50	77.50	75.00	450.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
5800 Miscellaneous Expense	0.00	41.66	0.00	83.32	500.00
5810 Dues and Memberships	250.00	75.00	250.00	150.00	900.00
Total 12510 Town Manager	6,254.19	5,751.15	15,454.93	11,502.30	69,014.00
Total 02 General & Financial Admin	20,491.72	19,965.95	48,579.42	39,931.90	239,592.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	5,833.00	5,833.32	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	5,833.00	5,833.32	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	130.00	416.66	130.00	833.32	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	1,666.66	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	16.66	100.00
Total 32200 Volunteer Fire Department	130.00	1,258.32	130.00	2,516.64	15,100.00
Total 002 Fire & Rescue Services	130.00	1,258.32	130.00	2,516.64	15,100.00
Total 03 Public Safety	3,047.00	4,174.98	5,963.00	8,349.96	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	5,759.12	3,958.33	12,387.20	7,916.66	47,500.00
1110 Overtime	217.05	166.66	604.43	333.32	2,000.00
1120 Bonus	0.00	0.00	1,000.00	0.00	0.00
2212 Retirement	232.30	0.00	403.49	0.00	0.00
2213 VRS VLDP	76.01	91.66	100.47	183.32	1,100.00
2300 Health Insurance	0.00	1,694.00	1,694.00	3,388.00	20,328.00
3310 Repair & Maint Services	923.00	500.00	1,845.50	1,000.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	833.32	5,000.00
3322 Janitorial Services	376.52	300.00	915.29	600.00	3,600.00
5100 Electricity - Streetlights	109.77	916.66	3,673.16	1,833.32	11,000.00
5110 Electricity - Town Hall	777.12	229.16	1,401.92	458.32	2,750.00
5120 Heating Fuel	0.00	208.33	0.00	416.66	2,500.00
5230 Telecommunications	396.16	316.66	881.39	633.32	3,800.00
5308 General Liability Insur	0.00	1,666.66	0.00	3,333.32	20,000.00
5800 Miscellaneous Expense	0.00	166.66	0.00	333.32	0.00
5811 Uniforms & Safety Clothing	457.32	41.66	597.32	83.32	2,000.00
5812 Safety Footwear	0.00	500.00	0.00	1,000.00	500.00
6007 Repair & Maint Supplies	1,231.05	500.00	1,574.12	1,000.00	6,000.00
6008 Vehicle & Equip Fuels	0.00	500.50	1,344.11	1,001.00	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	1,333.32	8,000.00
Total 43200 Maint of Gen Properties	10,555.42	12,340.26	28,422.40	24,680.52	148,084.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	1,500.00	9,000.00
33201 Trash Pickup	6,598.00	6,791.66	19,758.00	13,583.32	81,500.00
Total 44000 Trash Department	6,598.00	7,541.66	19,758.00	15,083.32	90,500.00
44100 Water Operations					
1110 Overtime	0.00		178.50		0.00
Total 44100 Water Operations	0.00		178.50		0.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		0.00
6001 Office Supplies	0.00		40.19		
Total 44200 Sewer Operations	0.00		40.19		0.00
Total 04 Public Works	17,153.42	19,881.92	48,399.09	39,763.84	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	833.32	5,000.00
5810 Arbor Day Celebration	0.00	166.66	0.00	333.32	2,000.00
5811 Epiphany Bon Fire	0.00	0.00	0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	25.00	0.00	50.00	300.00
5815 Civil War History Weekend	0.00	166.66	0.00	333.32	2,000.00
5816 Buchanan Garden Festival	0.00	208.33	0.00	416.66	2,500.00
5817 LEU Police Bicycle Tour	0.00	4.16	0.00	8.32	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	12.50	75.00
5819 Reggae by the River	483.25	666.66	8,041.25	1,333.32	8,000.00
5820 Pork by the James	0.00	666.66	0.00	1,333.32	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	0.00	16.82	101.00
5823 Mountain Magic	0.00	416.66	0.00	833.32	5,000.00
5824 Christmas Parade	0.00	41.66	0.00	83.32	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	33.32	200.00
5827 Misc. Event Supplies	0.00		0.00		0.00
3600 Advertising	310.00	350.00	620.00	700.00	4,200.00
5840 Town Events	0.00	100.00	0.00	200.00	1,200.00
6013 Recreational Supplies	0.00	41.66	1,510.05	83.32	500.00
8101 Machinery & Equipment Cost	0.00		0.00		0.00
Total 71100 Parks & Recreation	793.25	3,302.09	10,171.30	6,604.18	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	10,000.00		10,000.00		
3310 Repairs & Maint Contract	712.00	347.08	1,635.27	694.16	4,165.00
5110 Utilities	2,546.26	416.66	2,961.49	833.32	5,000.00
5801 Carnival Operations	7,042.20	1,666.66	33,129.22	3,333.32	20,000.00
8110 Capital Outlay	0.00		0.00		0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

August 2022

	Aug 22	Budget	Jul - Aug 22	YTD Budget	Annual Budget
Total 71200 Carnival	20,300.46	2,430.40	47,725.98	4,860.80	29,165.00
Total 07 Parks, Events & Cultural	21,093.71	5,732.49	57,897.28	11,464.98	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	8,677.14	7,750.00	46,500.00
1110 Overtime	984.71	0.00	4,189.19	0.00	0.00
1120 Bonus	0.00	0.00	700.00	0.00	0.00
2212 Retirement	262.24	0.00	524.48	0.00	0.00
2213 VRS VLDp	32.78	83.33	64.79	166.66	1,000.00
2300 Health Insurance	847.00	847.00	1,694.00	1,694.00	10,164.00
3600 Advertising	254.90	333.33	1,028.55	666.66	4,000.00
5602 Donation After Prom Party	0.00	16.66	0.00	33.32	200.00
5603 Donation to Theater	0.00	333.33	0.00	666.66	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	416.66	2,500.00
6014 Other Operating Supplies	0.00		0.00		0.00
Total 81200 Community Development	5,941.47	5,696.98	16,878.15	11,393.96	68,364.00
Total 08 Development	5,941.47	5,696.98	16,878.15	11,393.96	68,364.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00	0.00	0.00	0.00	0.00
94105 Playground	1,833.00	183.33	1,833.00	366.66	2,200.00
94107 Community Develop Grant	0.00	0.00	4,954.10	0.00	0.00
94108 Covid-19 & ARPA	997.00	38,873.50	3,924.93	77,747.00	466,482.00
94199 Contingencies	0.00	3,458.33	0.00	6,916.66	41,500.00
Total 94100 General Improvements	2,830.00	42,515.16	10,712.03	85,030.32	510,182.00
Total 004 Capital Projects	2,830.00	42,515.16	10,712.03	85,030.32	510,182.00
Total 09 Nondepartmental	2,830.00	42,515.16	10,712.03	85,030.32	510,182.00
Payroll Expenses	0.00	0.00	75.00	0.00	0.00
Total Expense	71,126.66	98,846.63	189,818.71	197,693.26	1,186,163.00
Net Ordinary Income	-41,755.73	0.12	488,523.91	0.23	0.00
Net Income	-41,755.73	0.12	488,523.91	0.23	0.00

Town of Buchanan, Virginia
Vendor Payments Made
August 5 through September 2, 2022

Type	Date	Num	Memo	Account	Split	Amount
AEC Properties						
Bill Pmt -Check	08/19/2022	23107	Reimburse for Real Estate Investment Grant/ St...	10010 Buchanan General Fund	20000 Accounts Payable	-997.00
Anthem Insurance						
Bill Pmt -Check	08/29/2022	EPAY	Health Insurance Billing Entity # T7452AMA03	10010 Buchanan General Fund	20000 Accounts Payable	-3,388.00
AT&T						
Bill Pmt -Check	08/08/2022	23081	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-305.05
Bill Pmt -Check	08/31/2022	23141	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-51.51
Atlantic Compressors Inc.						
Bill Pmt -Check	08/26/2022	23117	Repairs to air compressors @ WFP	10010 Buchanan General Fund	20000 Accounts Payable	-3,691.34
Bank of Botetourt						
Bill Pmt -Check	08/08/2022	23082	Payment on truck # 14 Acct # 2021201825	10010 Buchanan General Fund	20000 Accounts Payable	-2,221.95
Bill Pmt -Check	08/22/2022	23110		10010 Buchanan General Fund	20000 Accounts Payable	-812.70
Bill Pmt -Check	08/26/2022	23118		10010 Buchanan General Fund	20000 Accounts Payable	-2,822.54
Botetourt Co. Treasurer						
Bill Pmt -Check	08/25/2022	23111	Payment Fire Truck (FY-22)	10010 Buchanan General Fund	20000 Accounts Payable	-10,000.00
Botetourt County Sheriff's Office						
Bill Pmt -Check	08/31/2022	23142	Police services for Buchanan Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-2,920.75
Bill Pmt -Check	09/01/2022	23146	Police services for Reggae by the River	10010 Buchanan General Fund	20000 Accounts Payable	-367.79
Boxley Ready Mix LLC						
Bill Pmt -Check	08/08/2022	23083	Fill for sinkhole on Bridge St. (Water break)	10010 Buchanan General Fund	20000 Accounts Payable	-1,099.00
Bug Man Exterminating						
Bill Pmt -Check	08/29/2022	23137	Pest control @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-120.00
Busy Bees Cleaners						
Bill Pmt -Check	08/29/2022	23140	Janitorial services @ the Fire House	10010 Buchanan General Fund	20000 Accounts Payable	-130.00
C&S Disposal Inc.						
Bill Pmt -Check	08/26/2022	23119	Container @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-20.00
Bill Pmt -Check	08/29/2022	23138	Garbage p/u (471X13=6123, 25X19=475)	10010 Buchanan General Fund	20000 Accounts Payable	-6,598.00
C.W. Barger & Son Construction						
Bill Pmt -Check	08/26/2022	23120	Stone for repair @ Carnival Ground	10010 Buchanan General Fund	20000 Accounts Payable	-2,363.31
Cintas Corporation- #524						
Bill Pmt -Check	08/08/2022	23084		10010 Buchanan General Fund	20000 Accounts Payable	-70.00
Bill Pmt -Check	08/25/2022	23112		10010 Buchanan General Fund	20000 Accounts Payable	-103.64
Bill Pmt -Check	08/26/2022	23121	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Bill Pmt -Check	08/31/2022	23143	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-128.98
Civil War Trails, Inc.						
Bill Pmt -Check	08/08/2022	23085	Membership fee	10010 Buchanan General Fund	20000 Accounts Payable	-600.00
Claudine R. Stump						
Bill Pmt -Check	08/08/2022	23086	Reimburse for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-37.50
Core & Main LP						
Bill Pmt -Check	08/08/2022	23087	Supplies for water repair on Bridge/Boyd St	10010 Buchanan General Fund	20000 Accounts Payable	-221.26
Dominion Energy Virginia						
Bill Pmt -Check	08/08/2022	23088		10010 Buchanan General Fund	20000 Accounts Payable	-8,942.26
Bill Pmt -Check	08/25/2022	23113		10010 Buchanan General Fund	20000 Accounts Payable	-4,995.95
Bill Pmt -Check	08/26/2022	23122		10010 Buchanan General Fund	20000 Accounts Payable	-4,442.60
Bill Pmt -Check	08/31/2022	23144	2027648746 (Street lights)	10010 Buchanan General Fund	20000 Accounts Payable	-30.09
Faye Worley						
Bill Pmt -Check	08/29/2022	23139	Janitorial services @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-238.77
Fidelity Power Systems						

Town of Buchanan, Virginia
Vendor Payments Made
August 5 through September 2, 2022

Type	Date	Num	Memo	Account	Split	Amount
Bill Pmt -Check Gentry Locke Attorneys	08/25/2022	23114	Generator service contract @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-750.00
Bill Pmt -Check Happy Food Mart	08/26/2022	23123	Attorney services for July 2022	10010 Buchanan General Fund	20000 Accounts Payable	-516.00
Bill Pmt -Check Inboden Environmental Services, Inc.	08/08/2022	23089		10010 Buchanan General Fund	20000 Accounts Payable	-615.50
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23090	STP & WFP maint. for July 2022	10010 Buchanan General Fund	20000 Accounts Payable	-22,855.37
Bill Pmt -Check Bill Pmt -Check	08/26/2022	23124	Rent on temp office @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-2,500.00
Bill Pmt -Check J L Computers Inc.	08/26/2022	23125	Cloud storage, hosting, antivirus	10010 Buchanan General Fund	20000 Accounts Payable	-254.90
Bill Pmt -Check Jeremy Dunbar	08/26/2022	23125		10010 Buchanan General Fund	20000 Accounts Payable	-254.90
Check LAMAR COMPANIES	08/12/2022	23106	Refund for BPOL fee- Business not in town limits	10010 Buchanan General Fund	3120300 Business License ...	-25.00
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23091	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Bill Pmt -Check Bill Pmt -Check	08/26/2022	23126	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Leading-Edge Services, Inc.						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23092		10010 Buchanan General Fund	20000 Accounts Payable	-342.69
Bill Pmt -Check Bill Pmt -Check	08/25/2022	23115		10010 Buchanan General Fund	20000 Accounts Payable	-2,876.00
Lowe's						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23093	Sealant for basketball ct, door for resource center	10010 Buchanan General Fund	20000 Accounts Payable	-1,042.35
Mary K. Earhart PLLC						
Bill Pmt -Check Bill Pmt -Check	08/26/2022	23127	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-1,512.50
Pepsi-Cola						
Bill Pmt -Check Bill Pmt -Check	08/19/2022	EPAY	Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-4,116.08
Pete Rose						
Bill Pmt -Check Bill Pmt -Check	08/25/2022	23116	Removal of tree @ Well 1	10010 Buchanan General Fund	20000 Accounts Payable	-1,100.00
Postmaster						
Check Rockingham Coop	08/22/2022	23109	Postage stamps	10010 Buchanan General Fund	5210 Postal Services	-324.00
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23094	Paint for Carnival Buildings	10010 Buchanan General Fund	20000 Accounts Payable	-130.98
Rural Development						
Bill Pmt -Check Bill Pmt -Check	08/26/2022	EPAY	WSL91-03	10010 Buchanan General Fund	20000 Accounts Payable	-12,197.00
S h e n t e l						
Bill Pmt -Check Bill Pmt -Check	08/26/2022	23128	Class 3 vest & pants	10010 Buchanan General Fund	20000 Accounts Payable	-5.00
Sandra's Marking Co. Inc.						
Bill Pmt -Check Bill Pmt -Check	08/26/2022	23129	Reimbursement for mileage	10010 Buchanan General Fund	20000 Accounts Payable	-154.70
Susan McCulloch						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23095	Jetter hose (ARPA Grant)	10010 Buchanan General Fund	20000 Accounts Payable	-36.63
THC Enterprises, Inc.						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23096	Use of community house on 7-20 & 7-31 for tea...	10010 Buchanan General Fund	20000 Accounts Payable	-2,927.93
TownImprovement Society						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23097	STP Permit Fee	10010 Buchanan General Fund	20000 Accounts Payable	-50.00
Treasurer of Virginia						
Bill Pmt -Check Bill Pmt -Check	08/31/2022	23145	Police services	10010 Buchanan General Fund	20000 Accounts Payable	-2,985.00
Treasurer, Botetourt County						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23098	Waterworks operation fee	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
VDH-Waterworks Technical Assistance Fund						
Bill Pmt -Check Bill Pmt -Check	08/08/2022	23099		10010 Buchanan General Fund	20000 Accounts Payable	-1,641.00

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09/02/22

Town of Buchanan, Virginia
Vendor Payments Made
August 5 through September 2, 2022

Type	Date	Num	Memo	Account	Split	Amount
Verizon Bill Pmt -Check	08/26/2022	23134	Phone for Town Manager	10010 Buchanan General Fund	20000 Accounts Payable	-10.11
Verizon (Southview) Bill Pmt -Check	08/26/2022	23130	650-462-734-0001-56 (Southview)	10010 Buchanan General Fund	20000 Accounts Payable	-0.70
Verizon (Water Filtration) Bill Pmt -Check	08/08/2022	23100	653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-59.61
Verizon (Water Tank) Bill Pmt -Check	08/08/2022	23101	650-005-247-0001-20 (Well 1)	10010 Buchanan General Fund	20000 Accounts Payable	-167.58
Bill Pmt -Check	08/26/2022	23131	650-491-609-0001-40 (Water tank on Bridge St)	10010 Buchanan General Fund	20000 Accounts Payable	-0.73
Virginia Association of Zoning Officials Bill Pmt -Check	08/08/2022	23102	Fall education and training conference for Susa...	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
Virginia Business Systems Bill Pmt -Check	08/26/2022	23132	Rent of copier	10010 Buchanan General Fund	20000 Accounts Payable	-221.57
Virginia Media, Inc Bill Pmt -Check	08/08/2022	23103	Ad for Carnival	10010 Buchanan General Fund	20000 Accounts Payable	-141.00
Virginia Resource Authority Bill Pmt -Check	08/29/2022	EPAY	WSL-01-10	10010 Buchanan General Fund	20000 Accounts Payable	-5,814.78
VRWA Bill Pmt -Check	08/26/2022	23133	Membership Dues	10010 Buchanan General Fund	20000 Accounts Payable	-350.00
VUPS Bill Pmt -Check	08/08/2022	23104	Miss utility	10010 Buchanan General Fund	20000 Accounts Payable	-15.75



Minutes of Council Meeting
Buchanan, VA

August 8, 2022

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

Attending: 9 citizens, Board of Supervisor Amy White, 3 employees

Mayor Craig Bryant called the August 8, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Clerk Claudine Stump to take roll call. With five councilmembers present, a quorum was established. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

Mayor Bryant stated that a Councilmember has requested to amend the agenda to add a closed session to the meeting. Mayor Bryant made a motion to amend the agenda for a closed session.

Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion to modify the agenda. With no further discussion, the motion was approved with a vote of 5 – 0. Mayor Bryant asked if Town Attorney Puvak had joined the meeting via phone. Town Manager McCulloch stated that he had joined the meeting.

The first item of business was to consider approval of the consent agenda including the July 2022 Financial Report and unpaid bills, the June 13, 2022 and July 11, 2022 Regular Council Meeting Minutes, A motion for approval for all items under the consent agenda was made by Councilmember Manspile with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0.

Next on the agenda was Awards, Recognitions, and Presentations. Mayor Bryant stated that he would like to thank everyone in general for all their hard work during July for the special events. Again, thank you. That is a busy month for everybody being part of that in one way or another.

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

Next on the Agenda was New Business/ Action Items/ Public Hearings. There were no new business/action items/ public hearings. Mayor Bryant asked if Council was okay with continuing to run through the rest of the agenda, then go to closed session. Council agreed.

Next on the agenda was reports. Town Manager McCulloch stated that for special events we are preparing for Mountain Magic in the Fall. The fair was held Friday and Saturday, and was the best attended fair in a while. We are fundraising for the Christmas lights right now. Town Manager McCulloch stated that Planning Commission was tabled. But there was a meeting looking into the Appalachian Trail Community with someone who is an avid Appalachian Trail hiker. That was one step towards the goal that we have for the Town. Town Manager McCulloch stated that for public safety, there is a light blinking on the bridge, LES will be looking into it this week. The lights at the park and the other bridge light have been fixed. For Public Works, as you know, there was a large leak that has been fixed on Bridge Street. That was a pretty big leak that had been going on for a while. One of our operators said it had been going on since he worked for Petrus. We also hired a new public works/maintenance worker. His name is Brian Simmons and he started today. Town Manager McCulloch stated that as Council knows, Andy Newcomb retired last week. There is a list of repairs and maintenance items from Inboden that Town Manager McCulloch will be meeting their representative tomorrow about. Mayor Bryant asked for an update on the bridge work. Town Manager McCulloch stated that late Friday the project manager from VDOT came to the office and told us the work would start next week. The work will consist of taking measurements. This is more preconstruction than actual construction. There may be a lane closure at this time. Mayor Bryant asked Councilmember Rickman if he had any questions. Councilmember Rickman stated that Siler Trucking had asked when bridge construction would be starting since it will interfere with their trucks. Town Manager McCulloch stated that they have to wait until after Labor Day to start construction. Mayor Bryant thanked Town Manager McCulloch for the update.

Next on the Agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Bryant stated the rules on engagement for public comment that are located outside Council Chambers. The first person to speak was Amy White of 905 Stinnett Road. Ms. White wanted to thank the Town for everything especially the water leak that happened on Thursday that was repaired by Friday Morning. Ms. White stated that this was the largest Fair they have ever had. More animals were shown than they had ever had. There were more exhibits in the homemaking tend than they had ever had. There was a mechanical bull that was very popular with the kids that James River Equipment sponsored. Ms. White thanked Councilmember Manspile for his help with the signage that was put up at both ends of Town. There were a lot of positive comments. As a result of the Fair, \$1,800.00 was given to an exhibitor that showed a pig that wasn't really a show pig, but we wanted to give her the experience, her barn burned this spring and she lost all her show animals. The grand champion hog is being processed and donated to the food pantry at the Presbyterian church. Lots of money went to the exhibitors, and the community participation was amazing. There were donations, there was a food walk with lots of food and crafts that had been produced. All that money went to the young lady who lost her animals. Ms. White stated they felt it was a very successful event, and they are already talking about next year. Councilmember Rickman asked about the chicken bingo. Ms. White stated that chicken bingo was new this year. That was so popular. Kate Stevens and the James River FFA did that. She is already talking about how it can be enhanced next year. Ms. White stated that is chicken poop bingo. Mayor Bryant thanked Ms. White for her feedback. Next to speak was Rose Jeter of 301 Red Horse Lane. Ms. Jeter

thanked Council for serving on Council and volunteering. She also thanked Council for leaving the American flags up for the Iron Man Race. This was a nice added feature. This is the second year we have tried to get people out to cheer on the athletes. She has gotten to meet so many different families from all over. She personally would like the flags to stay up longer, but knows there are issues to work out with that. Ms. Jeter also thanked Town for Reggae by the River. She knows the numbers were down because of the rain, but hopes that doesn't sway the Town from having the event next year. Again, there were people there from Richmond, and Salem. It was nice as a resident not having to go to Elmwood Park or Daleville to go to an event. Her children like the music as well. Ms. Jeter stated that she wanted to say how important the special events are for the Town. Mayor Bryant thanked Ms. Jeter for her input. Mayor Bryant stated there were no others signed up for public comments.

Next on the Agenda was Upcoming Meetings and Events. Mayor Bryant stated that the upcoming events are listed on the agenda. He would like to highlight for Council the Work Session that has been changed to August 18th. It is a long list of items and a busy work session. Some of the items are from public input and feedback. It will be nice to have some objective discussion about these issues. Public is invited to attend but again it is a work session. Mayor Bryant asked if there was anything else that needed to be highlighted. Town Manager McCulloch stated that the 9/11 Memorial Walk at the Town Park will be September 10th. The Buchanan tri will be September 10th as well. The mobile markets are now 3 times a month. They have been increased because there is such good traffic for the markets.

Mayor Bryant stated that concludes the agenda. Council will be going into the closed session. There will be no more items discussed in the meeting.

Next on the Agenda was a closed session. Mayor Bryant made a motion to go into closed session per Section 2.2-3711. This is for paragraph A1: discussion, consideration, or interviews for perspective candidates for employment, appointment, assignment, demotion, promotion, performance, salary, disciplining, or resigning of specific public officers, employees, or appointees of any public body. Vice Mayor Witt seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried by a vote of 5 – 0.

Closed Session began at 7:16 p.m.

Mayor Bryant made a motion to return to open the public meeting with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion the motion was carried with a vote of 5 – 0.

Council went back into regular session at ____ p.m.

Mayor Bryant made a motion to certify the information discussed met the threshold for closed session. Councilmember Manspile seconded the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0.

Last on the agenda was adjournment. Mayor Bryant made a motion to adjourn with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the motion to adjourn was passed with a vote of 5 - 0. The meeting was adjourned at ____ p.m.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 13th day of September 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A Resolution
To Adopt the Tentative 2023 Calendar of Events**

Whereas, the Town of Buchanan plans and sponsors festivals and special events every year; and

Whereas, the Calendar of Events is typically introduced early each calendar year; and

Whereas, to better accommodate the scheduling of attendees, vendors and performers, to increase the time for planning and promotion, and to prepare for public health concerns or other unforeseen circumstances, the Town desires to adopt a tentative calendar of events at this time; and

Whereas, the Town Council reserves the right to modify, cancel, or make additions to the tentative Calendar of Events at any time.

Now, Therefore, Be It Resolved, that the Town of Buchanan Town Council adopts the Tentative 2023 Calendar of Events attached hereto; and

Be It Further Resolved, the Calendar of Events is tentative and subject to change due to schedule conflicts, staffing, funding, public health issues, or unforeseen circumstances; and

Be It Further Resolved, the Town Council directs staff to begin promoting 2023 Calendar of Events to increase interest and attendance; and

Be It Further Resolved, the Town Council requests staff to notify Town Council of anticipated or necessary changes in the tentative Calendar of Events.

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 13th day of September 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Replacement of Wastewater Treatment Plant Floor

Whereas, Town of Buchanan owns the Wastewater Treatment Plant located at 541 Parkway Drive on Parcel number 65A(42), and

Whereas, the Town has received and is permitted to use American Rescue Plan Act (ARPA) funding to maintain water and sewer system operation, and

Whereas, the floor of the Wastewater Treatment Plant has been deteriorating due to age and other factors and now needs to be replaced, and

Whereas, the Town has received estimates to complete the replacement of the floor;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize and direct the Town Manager to utilize ARPA funds for purposes of contracting with Curtis Deacon Contracting, Inc. for \$26,940.00 to replace the Wastewater Treatment Plant floor.

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 13th day of September 2022 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Awarding Real Estate Investment Matching Grants to Businesses in the Town of Buchanan

Whereas, the Town of Buchanan realizes the importance of grant programs and opportunities to recruit, retain, or expand businesses to the Town, and

Whereas, the Town is permitted to use American Recovery Plan Act (ARPA) funding for Business Assistance, and desires to establish a program to help commercial, trade, and manufacturing zoned properties;

Whereas, Town Council approved a Real Estate Investment Matching Grant program in January 2022 with Matching Grant Funds up to \$5,000 to be reimbursed for qualifying businesses

Whereas, Town recently received one grant applications and the Review Committee unanimously (with 1 abstention) recommended approval of the applicant, which included

- C&S Witt Creations LLC - \$845.67 project, A Grant Request of \$422.83

Now, therefore, be it resolved that the Town of Buchanan approves the matching grant requests provided documentation is provided and work is completed as described, which is a public-private investment of \$845.67 to improve the curb appeal of buildings in the Town of Buchanan.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk

Take Advantage of Buchanan's Small Business Opportunities

Inventory of Available Properties may be found on the Town website

Incentives

The Town of Buchanan's leadership and staff work with you to make your vision for your business a reality. The Town of Buchanan works with local and regional programs to offer multiple and customized incentive programs to small businesses. Incentives include:

- Expedited Zoning Permitting within the Town of Buchanan
- Tourist Oriented Directional Signage Grant through the Town of Buchanan
- VA State and Federal Historic Rehabilitation Tax Credits (in designated Town Historic District)
- The Gauntlet Business Competition through the Advancement Foundation
- New! The Town of Buchanan Real Property Investment Grant

Additional incentives may be available through the Commonwealth of Virginia.

New Real Estate Investment Grants Program:

- Qualified real estate made by any individual or entity to a commercial building in the Town of Buchanan to reduce, or, prevent blight.
- The amount of the grant is 50 percent of the cost of prequalified real property investment.
- A maximum of \$5,000 may be applied for the grant to be matched dollar per dollar by the applicant in the proposed project.
- The Town has allocated up to \$40,000 for this program. Funds will be available on a first-come, first-serve basis until exhausted.

The Town of Buchanan Real Estate Investment Grants are reimbursement grants, available up to 50% of the total project cost, up to a maximum of \$5,000. The grants must be matched dollar for dollar on the applicable project.

An applicant may apply for reimbursement for more than one grant, however, only one grant is eligible in a single fiscal year. This grant program begins January 1, 2022 and is not retroactive. (In the event that multiple buildings are owned by the same person, a maximum of 2 grants will be considered per business owner)/)

- Qualified Applicant: Any owner of Town of Buchanan Commercially Zoned property, or any tenant or prospective tenant in a commercial zone having the building owner's written approval.
- Qualified Area: Commercially zoned properties within the Town of Buchanan are eligible, this includes trade and manufacturing.
- Qualified Improvements: External improvement to the property facade such as painting, including walls, windows, doors, awnings, lighting and signage as well as permanent landscaping. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry.
- Improvement Standards: All facade improvements on designated or potentially designated historic properties must conform to the Secretary of the Interior Standards and the Town of Buchanan's Comprehensive Plan. All construction must be done in accordance with local code, including building permits where applicable.
- Application Process: Each applicant must submit one original (print or e-mail) of the completed application to the Town of Buchanan (as outlined on page 2 of the application). *The order in which completed applications are received determines the order of funding approval.*
 - *Once the applications are approved, after Original receipts detailing work is provided and an inspection is completed, the Town would reimburse the applicant up to 50% of the funds up to \$5,000*

- *Approved contractors shall be licensed and bonded contractors. If an applicant chooses to do the work himself, materials only will qualify for the program reimbursement*

Applications will typically be reviewed on a monthly basis at least one week prior to each meeting by the Town Manager and Review Committee for certification of appropriate design criteria and for approval of funding. The approval will typically require two meetings if/when changes to the original design are suggested. A previously submitted application must be resubmitted for review if changes are made after the Review Committee's approval. Once approved by the Review Committee, the final proposals will be presented to the Town of Buchanan Council for final approval.

Buchanan Real Estate Investment Grant Application

Name of Applicant: C&S With Creations LLC Date Submitted: 5/6/2022
Name of Property Owner: Spring With
Applicant Mailing Address: PO Box 71 City: Buchanan State: VA Zip: 24066
Applicant telephone number(s): (772) 559-9484
Applicant email address: candswithcreations@gmail.com
Property Address: 19384 Main Street City: Buchanan State: VA Zip: 24066
Building Name, if any: _____ Tax Map and Parcel Number: 65 A - 64
Existing Property Use(s): _____ Proposed Property Use (if different): _____
Type of Improvement (Check all that apply):
Exterior ☒ Sign _____ Paint _____ Awning(s) _____ Other (specify): _____

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

We added a few rustic planters in the parking lot which include flowers / small trees that attract butterflies. The planters also help to have us turn around traffic which is safer for customers and staff. They also help the curb appeal while allowing the customer to realize there are two separate businesses in this building.

Buchanan Real Property Investment Grant Application

A complete application must include the following as supplemental attachments:

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

Total Cost of Improvement \$ 845.67

Total Reimbursement requested \$ (50% of total project cost, up to \$5,000) \$422.83

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

Applicant signature: 

Date: 5/6/2022

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



THANK YOU FOR SHOPPING AT
ROCKINGHAM CO-OP TROUTVILLE AC
8549 CLOVERDALE RD
TROUTVILLE VA 24175
(540) 992-1001

THANK YOU FOR SHOPPING WITH US AT OUR
TROUTVILLE LOCATION.
4/7/22 3:20PM 5222 232 SALE

7024627	2	EA	\$3.99	EA
LANDSCAPE PIN 4" 10PK				\$7.98
8039815	1	EA	\$31.99	EA
PINEAPPLE BIRD FEEDER				\$31.99
8315087	1	EA	\$22.99	EA
ACE WILD BIRD FOOD 40LB				\$22.99
10281014	5	EA	\$24.00	EA
10" HANGING BASKET				\$120.00
10281009	18	EA	\$4.49	EA
6 PACK ANNUAL/VEGETABLE				\$80.82
10281005	8	EA	\$3.29	EA
4 PACK ANNUAL/VEGETABLE				\$26.32

SUB-TOTAL:\$ 290.10 TAX:\$ 15.38
TOTAL:\$ 305.48
BC AMT:\$ 305.48

BK CARD#: XXXXXXXXXXXX5285
MID:*****0887 TID:***8640
AUTH: 007725 AMT:\$ 305.48
Host reference #:504971 Bat#

Authorizing Network: VISA

Chip Read
CARD TYPE:VISA * EXPR: XXXX
AID : A0000000031010
TVR : 8080008000
IAD : 0601120360A000
TSI : 6800
ARC : 00
MODE : Issuer
CVM :
Name : VISA CREDIT
ATC :0073
AC : 1A0E9B03ADB88088
TxnID/ValCode: 888737

Bank card USD\$ 305.48

Mike's Country Market
4330 Brandon Ave SW
Roanoke, VIRGINIA 24018
(540) 9892716

04/05/2022 14:36:12
Terminal ID No.: 75580473

Credit Sale

Transaction #: 10
Card Type: Visa
Account: *****5285
Entry: Chip

Amount: USD \$ 540.19

Ref. Number: 209518605163
Auth. Code: 005337
Batch Number: 254
Response: APPROVAL 005337

Mode: Issuer
AID: A0000000031010
APPLAB: VISA CREDIT

CUSTOMER COPY

Flowers for C+S with Creations



