

Tristan Harris, Mayor
Chris Witt, Vice Mayor
James Manspile
Marlon Rickman
James Eubank



Buchanan Town Council
Monday, June 12, 2023
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 Reports May 2023
2. Approval of Paid Bills
3. Minutes from April 19, 2023 Work Session, May 8, 2023 Regular Council Meeting, and May 11, 2023 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 the agenda. Comments should be directed to Council.

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Public Hearing for 2023-2024 Budget.
2. Consideration of Resolution R23-0612-13: A Resolution Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee for Fiscal Year 2023/2024
3. Consideration of 2 Real Estate Investment Program Grants.
4. Scheduling Work Session between Council and Fire/EMS.

H. Reports

1. Staff Monthly Reports
 - i. Town Clerk
 - ii. Community Planner
 - iii. Town Treasurer
 - iv. Town Manager

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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

- **Juneteenth** - Town Hall Closed - Monday, June 19, 2023
- **LEAP Farmer's Market** - Wednesday, June 21, 2023 - 1:30 - 2:30 pm - Resource Center
- **Community Farmer's Market** - Saturday, June 24, 2023 - 9:00 am - Main Street
- **FSWVA Mobile Market** - Wednesday, June 28, 2023 - 2:00-3:30 pm - Resource Center
- **Carnival** - Thursday, June 29, 2023 - Saturday, July 8, 2023 - Town Park
- **July 4 Holiday** - Town Hall Closed - Tuesday, July 4, 2023
- **Leap Farmer's Market** - Wednesday, July 5, 2023 - 1:30 - 2:30 - Resource Center
- **Town Council Meeting** - Monday, July 10, 2023 - 7:00pm - Town Hall

L. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	215,218.26
10030 Change Funds	100.00
10040 Town Beautification Fund	9,104.03
10500 Certificates of Deposit	1,668,910.95
Total Checking/Savings	1,893,339.21
Accounts Receivable	
Prepaid Taxes	-381.14
11001 General AR Billed	4,154.18
Property Taxes Receivable	
RE 2022	10,220.19
RE 2021	2,530.36
RE 2020	1,554.36
RE 2019	-217.27
RE 2018	-156.68
RE 2017	274.10
RE 2016	207.83
RE 2015	1,080.22
RE 2014	289.71
RE 2013	92.58
RE 2012	484.30
PP 2022	1,577.20
PP 2021	1,563.05
PP 2020	194.46
PP 2019	228.62
PP 2018	176.84
PP 2017	1,414.14
PP 2016	103.61
PP 2015	470.10
PP 2014	305.11
PP 2012	-0.77
Total Property Taxes Receivable	22,392.06
WSG Receivable	68,714.05
Total Accounts Receivable	94,879.15
Other Current Assets	
11012 Due from State/Fed Sewer	11,486.00
11200 Prepaid Items	105,112.07
11000 Acct Receivable General	33,054.00
11010 Due from State/Fed Gen	6,958.64
11099 NSF Checks Receivable	128.25

Town of Buchanan, Virginia
Balance Sheet
As of May 31, 2023

	May 31, 23
11100 Water, Sewer, Garbage AR	
11111 Unbilled AR Water	10,290.23
11121 Unbilled AR Sewer	5,748.41
11131 Unbilled AR Garbage	2,766.50
Total 11100 Water, Sewer, Garbage AR	18,805.14
11109 Allowance - Wat/Sew/Garba	
11119 Allowance - Water	-5,395.52
11129 Allowance - Sewer	-3,016.21
11139 Allowance - Garbage	-1,730.50
Total 11109 Allowance - Wat/Sew/Garba	-10,142.23
Allowance-Property Taxes	-525.60
Undeposited Funds	2,431.61
Total Other Current Assets	167,307.88
Total Current Assets	2,155,526.24
Fixed Assets	
13000 Property, Plant, Equip	
13200 Water Fund Assets	
13210 Land	50,736.78
13220 Water System	11,617,698.71
13230 Buildings	115,823.00
13240 Equipment & Fixtures	100,859.32
13290 Accumulated Depreciation	-3,906,630.98
Total 13200 Water Fund Assets	7,978,486.83
13300 Sewer Fund Assets	
13320 Sewer System	2,289,463.01
13390 Accumulated Depreciation	-2,044,522.90
Total 13300 Sewer Fund Assets	244,940.11
Total 13000 Property, Plant, Equip	8,223,426.94
Total Fixed Assets	8,223,426.94
TOTAL ASSETS	10,378,953.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-667.70

Town of Buchanan, Virginia
Balance Sheet
As of May 31, 2023

	May 31, 23
Total Accounts Payable	-667.70
Other Current Liabilities	
21230 Prepaid Taxes and Others	1.65
22299 Def Rev - ARPA	349,861.50
21161 Accrued Payroll - Water	406.46
21160 Accrued Payroll - General	12,617.66
22000 Customer Deposits	26,381.31
23000 Payroll Liabilities	
23010 Federal Withholding	-94.00
23020 FICA/Medicare Payable	2,169.54
23030 Virginia Withholding	703.00
23040 Health Insurance Payable	2,205.00
23052 VRS Payable	3,540.83
23054 ICMA-RC Payable	112.23
23060 VA Unemployment Payable	345.46
23000 Payroll Liabilities - Other	385.20
Total 23000 Payroll Liabilities	9,367.26
25200 Accrued Interest Payable	387.14
Deferred Taxes Receivable	
Reserve RE 2022	10,220.19
Reserve RE 2021	2,132.55
Reserve RE 2020	1,554.36
Reserve RE 2019	-217.27
Reserve RE 2018	-156.68
Reserve RE 2017	274.10
Reserve RE 2016	207.83
Reserve RE 2015	1,080.22
Reserve RE 2014	289.71
Reserve RE 2013	92.58
Reserve RE 2012	484.30
Reserve PP 2022	1,577.20
Reserve PP 2021	502.05
Reserve PP 2020	194.46
Reserve PP 2019	228.62
Reserve PP 2018	176.84
Reserve PP 2017	1,414.14
Reserve PP 2016	103.61
Reserve PP 2015	470.10
Reserve PP 2014	305.11
Reserve PP 2012	-0.77
Reserve-Uncollectable Taxes	-525.60
Total Deferred Taxes Receivable	20,407.65
Vandalism Reward Funds	12.89

Town of Buchanan, Virginia
Balance Sheet
 As of May 31, 2023

	May 31, 23
Total Other Current Liabilities	419,443.52
Total Current Liabilities	418,775.82
Long Term Liabilities	
26300 Sewer Long Term Loans	
26340 Truck Loan	18,266.92
Total 26300 Sewer Long Term Loans	18,266.92
26200 Water Long Term Loans	
26240 Truck Loan	18,266.92
26210 Series 2010 VRA \$348.875	182,485.63
26220 Series 2012 VRA Loan	543,763.68
26230 Series 2013 Rural Dev Bon	3,324,777.63
Total 26200 Water Long Term Loans	4,069,293.86
Total Long Term Liabilities	4,087,560.78
Total Liabilities	4,506,336.60
Equity	
30100 General Fund Balance	723,927.11
30200 Water Retained Earnings	4,531,808.00
30300 Sewer Retained Earnings	171,825.05
30400 Carnival Fund Balance	148,135.89
Retained Earnings	113,841.32
Net Income	183,079.21
Total Equity	5,872,616.58
TOTAL LIABILITIES & EQUITY	10,378,953.18

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

Ordinary Income/Expense	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Income					
Returned Check Charges					
3100000 Local Revenue	35.00	0.00	70.00	0.00	0.00
3110000 General Property Taxes					
3110100 Real Property Taxes	1,487.85	12,500.00	148,696.66	137,500.00	150,000.00
3110101 Current Taxes	0.00	333.33	1,182.76	3,666.67	4,000.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	1,487.85	12,833.33	149,879.42	141,166.67	154,000.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00	1,291.66	19,639.97	14,208.26	15,500.00
3110302 Delinquent Taxes	0.00	4.16	0.77	45.76	50.00
Total 3110300 Personal Property Taxes	0.00	1,295.82	19,640.74	14,254.02	15,550.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	224.69	166.66	2,057.30	1,833.26	2,000.00
Total 3110600 Penalties & Interest	224.69	166.66	2,057.30	1,833.26	2,000.00
Total 3110000 General Property Taxes	1,712.54	14,295.81	171,577.46	157,253.95	171,550.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	7,480.29	4,250.00	69,122.30	46,750.00	51,000.00
3120200 Consumer Utility Taxes	2,203.93	1,916.66	23,161.77	21,083.26	23,000.00
3120210 Consumption Tax	295.51	291.66	3,678.93	3,208.26	3,500.00
3120300 Business License Taxes	25.00	3,541.66	41,169.87	38,958.26	42,500.00
3120500 Vehicle Fees	0.00	1,166.66	0.00	12,833.26	14,000.00
3120600 Bank Franchise Fees	0.00	4,750.00	0.00	52,250.00	57,000.00
3121000 Occupancy Tax	987.65	333.33	6,707.48	3,666.63	4,000.00
3121100 Meals Taxes	2,088.46	2,083.33	29,143.54	22,916.63	25,000.00
Total 3120000 Other Local Taxes	13,080.84	18,333.30	172,983.89	201,666.30	220,000.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	100.00	229.13	250.00
3130308 Building Permits	0.00	0.00	650.00	0.00	0.00
3130309 Sign Permits	0.00	8.33	0.00	91.63	100.00
3130310 Special Use Permit	0.00	8.33	0.00	91.63	100.00
Total 3130000 Permits/Fees/Reg Lic	0.00	37.49	750.00	412.39	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	82.77	125.00	3,392.29	1,375.00	1,500.00
3140103 Zoning Violations	0.00	41.66	1,350.00	458.26	500.00
Total 3140000 Fines and Forfeitures	82.77	166.66	4,642.29	1,833.26	2,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	250.00	52.50	2,750.00	3,000.00
3150200 Rental Income	60.00	83.33	1,365.00	916.63	1,000.00
Total 3150000 Rev-Use of Money/Prop	60.00	333.33	1,417.50	3,666.63	4,000.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	0.00		-100.00		
3165120 Water Penalties	20.00		20.00		
3165190 Water Hook Up Fees	0.00		6,900.00		
Total 3165100 Water Revenues	20.00		6,820.00		
3165200 Sewer Revenues					
3165290 Sewer Hook Up Fees	0.00		4,700.00		
Total 3165200 Sewer Revenues	0.00		4,700.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	8,358.00	8,250.50	91,493.00	90,755.50	99,006.00
Total 3165300 Garbage Fees	8,358.00	8,250.50	91,493.00	90,755.50	99,006.00
Total 3165000 Charge Enterprise Svcs	8,378.00	8,250.50	103,013.00	90,755.50	99,006.00
Total 3160000 Charges for Services	8,378.00	8,250.50	103,013.00	90,755.50	99,006.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00	416.66	1,714.00	4,583.26	5,000.00
3189926 Christmas Parade	0.00	41.66	0.00	458.26	500.00
3189925 Mountain Magic	200.00	708.33	11,287.00	7,791.63	8,500.00
3189924 Botetourt Co. Fair	0.00	16.66	1,361.00	183.26	200.00
3189922 Pork by the James	0.00	708.33	0.00	7,791.63	8,500.00
3189921 Reggae by the River	40.00	1,166.66	8,800.00	12,833.26	14,000.00
3189920 Bot.Co.Fishing Carnival	0.00	8.33	0.00	91.63	100.00
3189919 LEU Police Bicycle Tour	0.00	4.16	0.00	45.76	50.00
3189918 Buchanan GardenFestival	140.00	166.66	885.00	1,833.26	2,000.00
3189917 CivilWar History Weeked	517.00	208.33	2,297.00	2,291.63	2,500.00
3189916 Easter Egg Hunt	0.00	25.00	0.00	275.00	300.00
3189905 Overage/Shortage	0.00		-24.83	0.00	0.00
3189904 Other	35.00	83.33	7,260.06	916.63	1,000.00
Miscellaneous Revenue					
3189903 Gifts and Donations	50.00	83.33	2,272.00	916.63	1,000.00
3189910 Arbor Day Donations	0.00	83.33	1,900.00	916.63	1,000.00
3189911 Event Fees	165.00	8.33	8,041.00	91.63	100.00
3189912 Carnival Proceeds	1,100.00	6,250.00	156,609.93	68,750.00	75,000.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
3189999 Overpayments	0.00		18.95	0.00	0.00
Total Miscellaneous Revenue	1,315.00	6,424.99	168,841.88	70,674.89	77,100.00
Total 3180000 Miscellaneous Revenue	2,247.00	9,979.10	202,421.11	109,770.10	119,750.00
Total 3100000 Local Revenue	25,561.15	51,396.19	656,805.25	565,358.13	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
3220111 Car Rental Tax	0.00	0.00	335.52	0.00	0.00
3220150 Communications Tax	66,314.00	189.58	67,805.98	2,085.38	2,275.00
3220107 Rolling Stock Taxes	0.00	270.83	3,251.04	2,979.13	3,250.00
3220108 HB599 Aid Local Police	0.00	2,740.66	27,120.00	30,147.26	32,888.00
3220109 PPTRA-Car Tax Relief	0.00	967.33	11,608.54	10,640.63	11,608.00
Total 3220000 Non-Categorical Aid	66,314.00	4,168.40	110,121.08	45,852.40	50,021.00
3240000 Categorical Aid					
3240420 Corona Rec Fu / ARPA	0.00	38,873.50	466,482.00	427,608.50	466,482.00
3240701 VA Commission Arts Grt	0.00	333.33	0.00	3,666.63	4,000.00
3240101 Fire Programs Funds	0.00	1,250.00	15,000.00	13,750.00	15,000.00
3240000 Categorical Aid - Other	0.00	0.00	0.00	0.00	0.00
Total 3240000 Categorical Aid	0.00	40,456.83	481,482.00	445,025.13	485,482.00
Total 3200000 Rev from Commonwealth	66,314.00	44,625.23	591,603.08	490,877.53	535,503.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330210 Fed Forest Land Mgmt	0.00	117.00	0.00	1,287.00	1,404.00
Total 3330000 Categorical Aid		117.00	0.00	1,287.00	1,404.00
Total 3300000 Rev from Federal Gov't	0.00	117.00	0.00	1,287.00	1,404.00
3410000 Non-Revenue Receipts					
3410100 Insurance Recovery	0.00		0.00	0.00	0.00
Total 3410000 Non-Revenue Receipts	0.00		0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	1,354.16	0.00	14,895.84	16,250.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	1,354.16	0.00	14,895.84	16,250.00
Total 3410500 Interfund Transfers	0.00	2,708.32	0.00	29,791.68	32,500.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Total Income	91,910.15	98,846.74	1,248,478.33	1,087,314.34	1,186,163.00
Gross Profit	91,910.15	98,846.74	1,248,478.33	1,087,314.34	1,186,163.00
Expense					
Bank Service Charges					
01 General Government Admin	0.00		113.45		
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	4,730.80	4,629.13	5,050.00
3600 Advertising	0.00	187.50	1,149.38	2,062.50	2,250.00
5540 Convention & Education	0.00	20.83	3,014.84	229.13	250.00
5600 Mileage Reimbursement	0.00	20.83	0.00	229.13	250.00
5800 Miscellaneous Expense	0.00	20.83	63.52	229.13	250.00
5810 Dues and Memberships	0.00	208.33	91.00	2,291.63	2,500.00
Total 11110 Town Council	420.00	879.15	9,049.54	9,670.65	10,550.00
Total 001 Legislative	420.00	879.15	9,049.54	9,670.65	10,550.00
Total 01 General Government Admin	420.00	879.15	9,049.54	9,670.65	10,550.00
02 General & Financial Admin					
12210 Legal Services					
3100 Professional Services	180.00	2,083.33	24,609.14	22,916.63	25,000.00
Total 12210 Legal Services	180.00	2,083.33	24,609.14	22,916.63	25,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	1,112.50	14,050.00	12,237.50	13,350.00
Total 12240 Independent Auditor	0.00	1,112.50	14,050.00	12,237.50	13,350.00
12410 Clerk-Treasurer					
3140 ARPA Exp - General	21,496.00		58,997.00		
1100 Salaries	6,903.66	7,083.33	69,201.80	77,916.67	85,000.00
1110 Overtime	0.00	83.33	4,923.78	916.63	1,000.00
1120 Bonus	0.00		7,000.00	0.00	0.00
2100 FICA/Medicare Tax	1,395.88	1,250.00	19,407.96	13,750.00	15,000.00
2110 Virginia Unemployment Ins	2.36	50.00	717.99	550.00	600.00
2210 IRA Contribution	0.00		0.00	0.00	0.00
2212 Retirement	474.88	0.00	4,713.29	0.00	0.00
2213 VRS VLDP	0.00	270.83	653.37	0.00	0.00
2300 Health Insurance	0.00	1,694.00	13,552.00	2,979.13	3,250.00
3120 Accounting Services	760.00	1,250.00	14,523.10	18,634.00	20,328.00
3130 Bank Service Charges	0.00	58.33	477.58	13,750.00	15,000.00
3500 Printing and Binding	191.38	125.00	3,786.31	641.63	700.00
3600 Advertising	0.00	41.66	-270.00	1,375.00	1,500.00
5210 Postal Services	94.00	270.83	2,631.04	458.26	500.00
5230 Telecommunications	596.13	258.33	3,689.42	2,979.13	3,250.00
				2,841.63	3,100.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
5401 Copy Machine Rental	421.94	250.00	2,578.95	2,750.00	3,000.00
5600 Mileage Reimbursement	0.00	16.66	317.51	183.26	200.00
5800 Miscellaneous Expense	0.00	0.00	27,171.00	0.00	0.00
5810 Dues and Memberships	0.00	25.00	179.00	275.00	300.00
6001 Office Supplies	508.78	375.00	6,314.42	4,125.00	4,500.00
Total 12410 Clerk-Treasurer	32,845.01	13,102.30	240,565.52	144,125.34	157,228.00
12510 Town Manager					
1100 Salaries	5,384.61	5,208.34	73,314.39	57,291.67	62,500.00
1120 Bonus	0.00		2,000.00	0.00	0.00
2212 Retirement	396.68	0.00	2,198.80	0.00	0.00
2213 VRS VLDP	0.00	166.66	0.00	1,833.26	2,000.00
2300 Health Insurance	0.00	847.00	8,893.50	9,317.00	10,164.00
5600 Mileage Reimbursement	0.00	37.50	777.32	412.50	450.00
5800 Miscellaneous Expense	0.00	41.66	113.34	458.26	500.00
5810 Dues and Memberships	0.00	75.00	250.00	825.00	900.00
Total 12510 Town Manager	5,781.29	6,376.16	87,547.35	70,137.69	76,514.00
Total 02 General & Financial Admin	38,806.30	22,674.29	366,772.01	249,417.16	272,092.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	0.00		11,667.00		
3840 Purch of Svc from County	0.00	2,916.66	20,416.00	32,083.26	35,000.00
31100 Police Department - Other					
Total 31100 Police Department	0.00	2,916.66	32,083.00	32,083.26	35,000.00
Total 001 Law Enforcement	0.00	2,916.66	32,083.00	32,083.26	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	20,474.00	4,583.26	5,000.00
5601 Grant (Firefighter)	0.00	833.33	0.00	9,166.63	10,000.00
5600 Purchase for Fire Dept	0.00	8.33	0.00	91.63	100.00
Total 32200 Volunteer Fire Department	0.00	1,258.32	20,474.00	13,841.52	15,100.00
Total 002 Fire & Rescue Services	0.00	1,258.32	20,474.00	13,841.52	15,100.00
Total 03 Public Safety	0.00	4,174.98	52,557.00	45,924.78	50,100.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	1,204.52	3,958.33	39,106.12	43,541.63	47,500.00
1110 Overtime	0.00	166.66	1,462.09	1,833.26	2,000.00
1120 Bonus	0.00		1,000.00	0.00	0.00
2212 Retirement	47.15	0.00	2,288.97	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
2213 VRS VLDP	0.00	91.66	274.32	1,008.26	1,100.00
2300 Health Insurance	0.00	1,694.00	5,541.00	18,634.00	20,328.00
3310 Repair & Maint Services	1,070.00	500.00	8,655.20	5,500.00	6,000.00
3320 Street Repair-Snow Removal	0.00	416.66	242.60	4,583.26	5,000.00
3322 Janitorial Services	0.00	300.00	2,507.61	3,300.00	3,600.00
5100 Electricity - Streetlights	2,500.81	916.66	15,062.19	10,083.26	11,000.00
5110 Electricity - Town Hall	314.81	229.16	3,878.08	2,520.76	2,750.00
5120 Heating Fuel	0.00	208.33	4,972.44	2,291.63	2,500.00
5230 Telecommunications	111.48	316.66	2,804.10	3,483.26	3,800.00
5308 General Liability Insur	21,979.00	1,666.66	21,979.00	18,333.26	20,000.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
5811 Uniforms & Safety Clothing	0.00	166.66	1,671.44	1,833.26	2,000.00
5812 Safety Footwear	0.00	41.66	0.00	458.26	500.00
6007 Repair & Maint Supplies	2,857.15	500.00	6,575.43	5,500.00	6,000.00
6008 Vehicle & Equip Fuels	335.85	500.50	3,832.99	5,505.50	6,006.00
8002 Capital Outlay	0.00	666.66	0.00	7,333.26	8,000.00
Total 43200 Maint of Gen Properties	30,420.77	12,340.26	121,853.58	135,742.86	148,084.00
44000 Trash Department					
33301 Brush Grinding	0.00	750.00	0.00	8,250.00	9,000.00
33201 Trash Pickup	251.32	6,791.66	53,427.59	74,708.26	81,500.00
Total 44000 Trash Department	251.32	7,541.66	53,427.59	82,958.26	90,500.00
44100 Water Operations					
1110 Overtime	0.00	0.00	202.50	0.00	0.00
5210 Postal Services	0.00		96.00		
6001 Office Supplies	0.00		54.90		
Total 44100 Water Operations	0.00	0.00	353.40	0.00	0.00
44200 Sewer Operations					
1110 Overtime	0.00	0.00	0.00	0.00	0.00
6001 Office Supplies	0.00		40.19		
Total 44200 Sewer Operations	0.00	0.00	40.19	0.00	0.00
Total 04 Public Works	30,672.09	19,881.92	175,674.76	218,701.12	238,584.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5829 Christmas Market	0.00	416.66	0.00	4,583.26	5,000.00
5210 Postage	0.00		813.76		
5810 Arbor Day Celebration	0.00	166.66	677.75	1,833.26	2,000.00
5811 Epiphany Bon Fire	0.00		0.00	0.00	0.00
5814 Easter Egg Hunt	0.00	25.00	0.00	275.00	300.00
5815 Civil War History Weekend	-129.38	166.66	430.62	1,833.26	2,000.00
5816 Buchanan Garden Festival	991.00	208.33	991.00	2,291.63	2,500.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
5817 LEU Police Bicycle Tour	33.48	4.16	33.48	45.76	50.00
5818 Bo Co Fishing Carnival	0.00	6.25	0.00	68.75	75.00
5819 Reggae by the River	0.00	666.66	8,041.25	7,333.26	8,000.00
5820 Pork by the James	0.00	666.66	0.00	7,333.26	8,000.00
5822 Botetourt Co. Fair	0.00	8.41	8.34	92.51	101.00
5823 Mountain Magic	0.00	416.66	5,729.57	4,583.26	5,000.00
5824 Christmas Parade	0.00	41.66	69.95	458.26	500.00
5825 Christmas Eve Luminaries	0.00	16.66	0.00	183.26	200.00
5827 Misc. Event Supplies	0.00	0.00	413.38	0.00	0.00
6001 Office Supplies	0.00		155.84		
3600 Advertising	795.00	350.00	4,070.00	3,850.00	4,200.00
5840 Town Events	0.00	100.00	1,292.08	1,100.00	1,200.00
6013 Recreational Supplies	0.00	41.66	1,459.61	458.26	500.00
8101 Machinery & Equipment Cost	0.00	0.00	0.00	0.00	0.00
71100 Parks & Recreation - Other	0.00		3,503.58		
Total 71100 Parks & Recreation	1,690.10	3,302.09	27,690.21	36,322.99	39,626.00
71200 Carnival					
5999 Remittance to Botetourt Co	0.00		10,000.00		
3310 Repairs & Maint Contract	0.00	347.08	2,047.65	3,817.88	4,165.00
5110 Utilities	50.70	416.66	5,612.61	4,583.26	5,000.00
5801 Carnival Operations	7,251.52	1,666.66	40,057.06	18,333.26	20,000.00
8110 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 71200 Carnival	7,302.22	2,430.40	57,717.32	26,734.40	29,165.00
Total 07 Parks, Events & Cultural	8,992.32	5,732.49	85,407.53	63,057.39	68,791.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	44,458.01	42,625.00	46,500.00
1110 Overtime	1,068.16	0.00	10,072.42	0.00	0.00
1120 Bonus	0.00		900.00	0.00	0.00
2212 Retirement	262.24	0.00	2,942.44	0.00	0.00
2213 VRS VLDP	0.00	83.33	195.92	916.63	1,000.00
2300 Health Insurance	0.00	847.00	6,776.00	9,317.00	10,164.00
3600 Advertising	437.55	333.33	6,843.67	3,666.63	4,000.00
5602 Donation After Prom Party	0.00	16.66	200.00	183.26	200.00
5603 Donation to Theater	0.00	333.33	9,000.00	3,666.63	4,000.00
5604 Town Flowers/Baskets	0.00	208.33	0.00	2,291.63	2,500.00
6001 Office Supplies	0.00		20.98		
6014 Other Operating Supplies	0.00	0.00	0.00	0.00	0.00
Total 81200 Community Development	5,327.79	5,696.98	81,409.44	62,666.78	68,364.00
Total 08 Development	5,327.79	5,696.98	81,409.44	62,666.78	68,364.00
09 Nondepartmental					

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
004 Capital Projects					
94100 General Improvements					
94102 Sidewalk Improvements	0.00		0.00	0.00	0.00
94105 Playground	0.00	183.33	1,833.00	2,016.63	2,200.00
94107 Community Develop Grant	0.00		37,220.90	0.00	0.00
94108 Covid-19 & ARPA	975.00	38,873.50	38,747.33	427,608.50	466,482.00
94199 Contingencies- Technology	0.00	3,458.33	0.00	38,041.63	41,500.00
Total 94100 General Improvements	975.00	42,515.16	77,801.23	487,666.76	510,182.00
Total 004 Capital Projects	975.00	42,515.16	77,801.23	487,666.76	510,182.00
005 Debt Service					
95100 General Debt	0.00		35.79		
95120 Interest Payments	0.00		35.79		
Total 95100 General Debt	0.00		35.79		
Total 005 Debt Service	0.00		35.79		
Total 09 Nondepartmental	975.00	42,515.16	77,837.02	487,666.76	510,182.00
Payroll Expenses	1.44		834.30	0.00	0.00
Total Expense	85,194.94	101,554.97	849,655.05	1,117,104.64	1,218,663.00
Net Ordinary Income	6,715.21	-2,708.23	398,823.28	-29,790.30	-32,500.00
Net Income	6,715.21	-2,708.23	398,823.28	-29,790.30	-32,500.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2023

Ordinary Income/Expense	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00	0.00	379.65	0.00	0.00
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00	0.00	379.65	0.00	0.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,070.32	28,333.33	311,108.70	311,666.63	340,000.00
3165111 Water Sales	525.00	41.66	690.00	458.26	500.00
3165120 Water Penalties	1,524.80	1,666.66	17,626.80	18,333.26	20,000.00
3165130 Reconnect Fees	180.00	250.00	1,680.00	2,750.00	3,000.00
3165190 Water Hook Up Fees	0.00	183.33	0.00	2,016.63	2,200.00
Total 3165100 Water Revenues	30,300.12	30,474.98	331,105.50	335,224.78	365,700.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,805.13	17,298.16	186,350.39	190,279.76	207,578.00
Total 3165200 Sewer Revenues	16,805.13	17,298.16	186,350.39	190,279.76	207,578.00
Total 3165000 Charge Enterprise Svcs	47,105.25	47,773.14	517,455.89	525,504.54	573,278.00
Total 3160000 Charges for Services	47,105.25	47,773.14	517,455.89	525,504.54	573,278.00
Total 3100000 Local Revenue	47,105.25	47,773.14	517,835.54	525,504.54	573,278.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid	0.00	3,333.33	0.00	36,666.63	40,000.00
3240201 VA Dept of Health Grant					
Total 3240000 Categorical Aid	0.00	3,333.33	0.00	36,666.63	40,000.00
Total 3200000 Rev from Commonwealth	0.00	3,333.33	0.00	36,666.63	40,000.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
3330201 USDA SEARCH Grant					
Total 3330000 Categorical Aid	0.00	0.00	0.00	0.00	0.00
Total 3300000 Rev from Federal Gov't	0.00	0.00	0.00	0.00	0.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00	0.00	0.00	0.00	0.00
3410502 Transfer fr Water Fund	0.00	0.00	0.00	0.00	0.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	0.00
Total Income	47,105.25	51,106.47	517,835.54	562,171.17	613,278.00
Gross Profit	47,105.25	51,106.47	517,835.54	562,171.17	613,278.00
Expense					
Bank Service Charges	81.28		81.28		
02 General & Financial Admin					
12410 Clerk-Treasurer					
2100 FICA/Medicare Tax	0.00	0.00	1,113.68	0.00	0.00
2110 Virginia Unemployment Ins	0.00	0.00	99.65	0.00	0.00
2212 Retirement	0.00	0.00	7.68	0.00	0.00
Total 12410 Clerk-Treasurer	0.00	0.00	1,221.01	0.00	0.00
Total 02 General & Financial Admin	0.00	0.00	1,221.01	0.00	0.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	0.00		3,920.00		
1110 Overtime	0.00		264.00		
2212 Retirement	0.00	0.00	841.69	0.00	0.00
2300 Health Insurance	0.00		3,811.50		
5230 Telecommunications	0.00	0.00	150.19	0.00	0.00
5800 Miscellaneous Expense	6,500.00		41,345.00		
5811 Uniforms & Safety Clothing	0.00		210.00		
Total 43200 Maint of Gen Properties	6,500.00	0.00	50,542.38	0.00	0.00
44100 Water Operations					
8110 ARPA Water Expenditures	0.00		30,326.10		
1100 Salaries & Wages	0.00	1,000.00	6,870.75	11,000.00	12,000.00
1110 Overtime	0.00	83.33	255.80	916.63	1,000.00
2100 FICA/Medicare	0.00	20.83	0.00	229.13	250.00
3100 Prof Svcs & Miss Utility	0.00	20.83	177.41	229.13	250.00
3110 Operating Contract	14,777.88	7,444.36	81,278.34	81,887.96	89,332.32
3310 Repairs & Maint Contract	0.00	375.00	28,277.20	4,125.00	4,500.00
3500 Printing & Binding	0.00		0.00	0.00	0.00
3700 Permits	0.00	250.00	1,861.00	2,750.00	3,000.00
5110 Utilities	2,384.88	791.66	14,736.08	8,708.26	9,500.00
5210 Postal Services	132.00		132.00		
5810 Dues and Memberships	0.00		350.00	0.00	0.00
6001 Office Supplies	0.00		213.42		
6007 Repair & Maint Supplies	823.20	750.00	21,750.09	8,250.00	9,000.00
6009 Vehicle & Equip Supplies	812.70	416.66	4,469.85	4,583.26	5,000.00
6014 Operating Supplies	315.70	548.16	8,354.52	6,029.76	6,578.00
8101 Machinery & Equipment Cost	0.00	416.66	0.00	4,583.26	5,000.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Total 44100 Water Operations	19,246.36	12,117.49	199,052.56	133,292.39	145,410.32
44110 Water Filtration Plant					
3110 Operating Contract	0.00	0.00	0.00	0.00	0.00
3310 Repairs & Maint Contract	344.37	416.66	12,789.37	4,583.26	5,000.00
5110 Utilities	1,558.89	666.66	9,080.64	7,333.26	8,000.00
5230 Telecommunications	0.00	83.33	290.62	916.63	1,000.00
6014 Operating Supplies	50.00	183.33	1,947.50	2,016.63	2,200.00
8101 Machinery & Equipment Cost	0.00	500.00	0.00	5,500.00	6,000.00
Total 44110 Water Filtration Plant	1,953.26	1,849.98	24,108.13	20,349.78	22,200.00
44200 Sewer Operations					
8110 ARPA Sewer Expenditures	2,119.00		90,131.50		
5230 Telecommunications	110.93	83.33	479.36	916.63	1,000.00
1100 Salaries & Wages	0.00	916.66	3,062.25	10,083.26	11,000.00
1110 Overtime	0.00	41.66	184.54	458.26	500.00
2100 FICA/Medicare	0.00	75.00	0.00	825.00	900.00
2110 Virginia Unemployment Tax	0.00	6.66	0.00	73.26	80.00
3100 Prof Svcs & Miss Utility	0.00	20.83	177.44	229.13	250.00
3110 Operating Contract	14,777.88	7,444.36	93,278.34	81,887.96	89,332.32
3310 Repairs & Maint Contract	2,234.38	583.33	32,526.64	6,416.63	7,000.00
3320 Sludge Disposal	0.00	458.33	504.00	5,041.63	5,500.00
3600 Advertising	0.00	0.00	0.00	0.00	0.00
3700 Permits	0.00	125.00	3,095.00	1,375.00	1,500.00
5110 Utilities	4,459.10	1,833.33	26,501.89	20,166.63	22,000.00
5410 Lease/Rent of Equipment	105.00	583.33	2,985.00	6,416.63	7,000.00
5800 Miscellaneous Expense	930.64		930.64		
6007 Repair & Maint Supplies	99.16	750.00	7,873.55	8,250.00	9,000.00
6009 Vehicle & Equip Supplies	812.70	416.66	4,469.85	4,583.26	5,000.00
6014 Operating Supplies	3,263.19	583.33	21,183.19	6,416.63	7,000.00
8101 Machinery & Equipment Cost	0.00	250.00	0.00	2,750.00	3,000.00
Total 44200 Sewer Operations	28,911.98	14,171.81	287,383.19	155,889.91	170,062.32
Total 04 Public Works	56,611.60	28,139.28	561,086.26	309,532.08	337,672.64
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	291.66	0.00	3,208.26	3,500.00
Total 94200 Water Projects	0.00	291.66	0.00	3,208.26	3,500.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	3,333.33	13,019.42	36,666.63	40,000.00
94302 WWTP Improvements	0.00	500.00	0.00	5,500.00	6,000.00
94399 Contingencies	0.00	494.86	0.00	5,443.46	5,938.36

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Total 94300 Sewer Projects	0.00	4,328.19	13,019.42	47,610.09	51,938.36
Total 004 Capital Projects	0.00	4,619.85	13,019.42	50,818.35	55,438.36
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	15,638.92	143,009.13	172,028.08	187,667.00
95520 Interest Payments	0.00	0.00	5,383.82	0.00	0.00
95530 Other Debt Costs	0.00		2,691.91		
Total 95500 Water Debt Service	0.00	15,638.92	151,084.86	172,028.08	187,667.00
95700 Sewer Debt Service					
95720 Interest Payments	0.00	0.00	0.00	0.00	0.00
Total 95700 Sewer Debt Service	0.00	0.00	0.00	0.00	0.00
Total 005 Debt Service	0.00	15,638.92	151,084.86	172,028.08	187,667.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00	2,708.32	0.00	29,791.60	32,500.00
Total 009 Interfund Transfers	0.00	2,708.32	0.00	29,791.60	32,500.00
Total 09 Nondepartmental	0.00	22,967.09	164,104.28	252,638.03	275,605.36
Payroll Expenses	0.00		0.00	0.00	0.00
Total Expense	56,692.88	51,106.37	726,492.83	562,170.11	613,278.00
Net Ordinary Income	-9,587.63	0.10	-208,657.29	1.06	0.00
Net Income	-9,587.63	0.10	-208,657.29	1.06	0.00

Town of Buchanan, Virginia
Vendor Payments Made
May 2023

Type	Date	Num	Memo	Account	Split	Amount
A-1 Sealcoating LLC Bill Pmt -Check	05/31/2023	23738	Inv 83	10010 Buchanan General Fund	20000 Accounts Payable	-975.00
A&L Lawn Care Bill Pmt -Check	05/12/2023	23708	Grass cutting on Town land	10010 Buchanan General Fund	20000 Accounts Payable	-950.00
AAA Trophies Bill Pmt -Check	05/31/2023	23719	Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-15.00
AT&T Bill Pmt -Check	05/05/2023	23671	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-94.72
Bank of Botetourt Bill Pmt -Check	05/31/2023	23720	0207616481001	10010 Buchanan General Fund	20000 Accounts Payable	-95.97
Barbara Crawford. Bill Pmt -Check	05/08/2023	23686	Payment on truck #16 Acct # 2021201825	10010 Buchanan General Fund	20000 Accounts Payable	-853.34
Botetourt Co Treasurer Bill Pmt -Check	05/31/2023	23721	C Stump	10010 Buchanan General Fund	20000 Accounts Payable	-1,436.53
Bug Man Exterminating Bill Pmt -Check	05/08/2023	23689	Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-50.00
Busy Bees Cleaners Bill Pmt -Check	05/05/2023	23672		10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
C&S Disposal Inc. Bill Pmt -Check	05/31/2023	23739		10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00
Dominion Energy Virginia Bill Pmt -Check	05/05/2023	23673	Pest control @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-120.00
Dominion Va. Power Bill Pmt -Check	05/31/2023	23740	Janitorial services	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Gentry Locke Attorneys Bill Pmt -Check	05/08/2023	23690		10010 Buchanan General Fund	20000 Accounts Payable	-7,786.96
Happy Food Mart Bill Pmt -Check	05/08/2023	23691		10010 Buchanan General Fund	20000 Accounts Payable	-4,040.66
Harry L. Gleason Bill Pmt -Check	05/31/2023	23722		10010 Buchanan General Fund	20000 Accounts Payable	-3,123.91
Inboden Environmental Services, Inc. Bill Pmt -Check	05/05/2023	23692	2027648746	10010 Buchanan General Fund	20000 Accounts Payable	-1,218.10
J L Computers Inc Bill Pmt -Check	05/08/2023	23674	312637//168	10010 Buchanan General Fund	20000 Accounts Payable	-240.00
James River Equipment-Asland Bill Pmt -Check	05/31/2023	23723	313868//168	10010 Buchanan General Fund	20000 Accounts Payable	-180.00
Reimbursement for snacks for LEU Bike Inv 7233 9399 120 2568	05/08/2023	23693		10010 Buchanan General Fund	20000 Accounts Payable	-335.85
Reimbursement Dollar General 04/27/2023 Reimbursement for ribbons for Garden Festival ...	05/05/2023	23675		10010 Buchanan General Fund	20000 Accounts Payable	-76.92
Reimbursement for Motor for Clarifier #2 Operation of STP & WFP for April 2023, etc.	05/08/2023	23694		10010 Buchanan General Fund	20000 Accounts Payable	-61.00
Backflow testing Deposit on Motor for Clarifier #2	05/31/2023	23724		10010 Buchanan General Fund	20000 Accounts Payable	-33.48
Installation Labor on Motor for Clarifier #2 212641	05/05/2023	23676		10010 Buchanan General Fund	20000 Accounts Payable	-688.75
Operation of STP & WFP for April 2023, etc. 212641	05/01/2023	23659		10010 Buchanan General Fund	20000 Accounts Payable	-1,489.00
Installation Labor on Motor for Clarifier #2 212641	05/05/2023	23677		10010 Buchanan General Fund	20000 Accounts Payable	-33,963.31
Operation of STP & WFP for April 2023, etc. 212641	05/08/2023	23695		10010 Buchanan General Fund	20000 Accounts Payable	-630.00
Installation Labor on Motor for Clarifier #2 212641	05/31/2023	23741		10010 Buchanan General Fund	20000 Accounts Payable	-18,690.27
James River Equipment-Asland Bill Pmt -Check	05/05/2023	23678		10010 Buchanan General Fund	20000 Accounts Payable	-187.55
Operation of STP & WFP for April 2023, etc. 212641	05/08/2023	23696		10010 Buchanan General Fund	20000 Accounts Payable	-1,695.96

Town of Buchanan, Virginia
Vendor Payments Made
May 2023

Type	Date	Num	Memo	Account	Split	Amount
James River Equipment-Buchanan Bill Pmt -Check	05/05/2023	23679		10010 Buchanan General Fund	20000 Accounts Payable	-1,046.46
KimBennett Bill Pmt -Check	05/08/2023	23697	Garden Festival Ribbons	10010 Buchanan General Fund	20000 Accounts Payable	-15.00
LAMAR COMPANIES Bill Pmt -Check	05/05/2023	23680	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-310.00
Bill Pmt -Check	05/31/2023	23725		10010 Buchanan General Fund	20000 Accounts Payable	-485.00
Madeline Bedrosian. Bill Pmt -Check	05/08/2023	23698	Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-100.00
Mary K. Earhart PLLC Bill Pmt -Check	05/31/2023	23726	Accounting services	10010 Buchanan General Fund	20000 Accounts Payable	-760.00
Mid State Equipment Bill Pmt -Check	05/05/2023	23681		10010 Buchanan General Fund	20000 Accounts Payable	-23.36
Bill Pmt -Check	05/08/2023	23699	Acct Buchananantown & VB0009	10010 Buchanan General Fund	20000 Accounts Payable	-105.01
New Freedom Farm Check	05/12/2023	23707	Sign Grant	10010 Buchanan General Fund	3140 ARPA Exp - General	-250.00
Obaugh HVAC Mechanical LLC Bill Pmt -Check	05/31/2023	23727		10010 Buchanan General Fund	20000 Accounts Payable	-1,149.88
Pyrotecnico Fireworks, Inc. Bill Pmt -Check	05/31/2023	23728		10010 Buchanan General Fund	20000 Accounts Payable	-6,900.00
Rebecca Bryant Bill Pmt -Check	05/05/2023	23684	VOID: Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	0.00
Bill Pmt -Check	05/08/2023	23700	Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
Riddle, Randy Bill Pmt -Check	05/05/2023	23685	Garden Festival	10010 Buchanan General Fund	20000 Accounts Payable	-500.00
S h e n e l Bill Pmt -Check	05/31/2023	23729	05/07/2023 Billing	10010 Buchanan General Fund	20000 Accounts Payable	-366.75
Southern Software Bill Pmt -Check	05/31/2023	23730	253587B	10010 Buchanan General Fund	20000 Accounts Payable	-21,246.00
The Best Place Antiques Bill Pmt -Check	05/31/2023	23731	Reimburse for Virginia Logos (Both directions)	10010 Buchanan General Fund	20000 Accounts Payable	-250.00
USA BlueBook Bill Pmt -Check	05/05/2023	23682	Cust 270675	10010 Buchanan General Fund	20000 Accounts Payable	-536.21
Bill Pmt -Check	05/31/2023	23732		10010 Buchanan General Fund	20000 Accounts Payable	-297.57
Verizon Bill Pmt -Check	05/31/2023	23733	Account 742437461-00001	10010 Buchanan General Fund	20000 Accounts Payable	-51.48
Verizon (Southview) Bill Pmt -Check	05/31/2023	23734	Inv 684802811	10010 Buchanan General Fund	20000 Accounts Payable	-110.93
Verizon (Water Tank) Bill Pmt -Check	05/08/2023	23701		10010 Buchanan General Fund	20000 Accounts Payable	-230.57
Bill Pmt -Check	05/31/2023	23735	650-491-609-0001-40 Inv 982297335	10010 Buchanan General Fund	20000 Accounts Payable	-55.21
Virginia Business Systems Bill Pmt -Check	05/05/2023	23683	Rent of copier and Printing	10010 Buchanan General Fund	20000 Accounts Payable	-252.07
Bill Pmt -Check	05/31/2023	23736	Rent of copier and Printing	10010 Buchanan General Fund	20000 Accounts Payable	-361.25
Virginia Risk Sharing Association Bill Pmt -Check	05/31/2023	23737	Policy P-2023-2024-VRSA-0023-1	10010 Buchanan General Fund	20000 Accounts Payable	-21,979.00

Town of Buchanan, Virginia
Unpaid Bills Detail
As of June 8, 2023

Type	Date	Num	Due Date	Aging	Open Balance
AT&T					
Bill	05/31/2023	054 3...	06/10/2023		95.97
Total AT&T					95.97
Bank of Botetourt					
Bill	05/31/2023	May 2...	06/10/2023		853.34
Total Bank of Botetourt					853.34
Dominion Energy Virginia					
Bill	05/31/2023	80881...	06/10/2023		50.70
Bill	05/31/2023	30162...	06/10/2023		9.85
Bill	05/31/2023	69247...	06/10/2023		158.44
Bill	05/31/2023	68582...	06/10/2023		29.25
Bill	05/31/2023	85192...	06/15/2023		412.66
Total Dominion Energy Virginia					660.90
Dominion Va. Power					
Bill	05/31/2023	20276...	06/10/2023		1,218.10
Total Dominion Va. Power					1,218.10
Dominion Virginia Power (Water Filtr)					
Bill	05/31/2023	37570...	06/10/2023		233.69
Total Dominion Virginia Power (Water Filtr)					233.69
Inboden Environmental Services, Inc.					
General Journal	06/30/2021	MKE2...			2,296.95
General Journal	07/01/2021	MKE2...			-2,296.95
Total Inboden Environmental Services, Inc.					0.00
The Home Depot					
General Journal	06/30/2021	MKE2...			-766.54
Total The Home Depot					-766.54
Uline					
Bill	06/05/2023	16407 ...	06/15/2023		83.69
Total Uline					83.69
US Postal Service					
Bill	05/31/2023	Box 205	06/10/2023		94.00
Total US Postal Service					94.00
Verizon (Water Tank)					
Bill	05/31/2023	650-0...	06/10/2023		169.84

Town of Buchanan, Virginia
Unpaid Bills Detail
As of June 8, 2023

Type	Date	Num	Due Date	Aging	Open Balance
Bill	06/05/2023	653-7...	06/15/2023		60.73
Total Verizon (Water Tank)					230.57
TOTAL					2,703.72



Minutes of Council Work Session Meeting
Buchanan, VA

April 19, 2023

Present: Mayor Tristan Harris
Vice Mayor Chris Witt
Councilmember Manspile
Councilmember James Eubank

Mayor Harris called the April 19, 2023 work session to order at 6:30 p.m. This meeting was held in the Council Room. Mayor Harris asked Town Treasurer John Griffin to take roll call. Four members of Council were present. Mayor Harris stated this is a budget work session.

Town Manager Hayfield stated he did not have an organized presentation, but Town Treasurer John Griffin had created an organized hand out for Council. Town Treasurer John Griffin explained the hand out that was given to Council. Treasurer Griffin stated there doesn't seem to be a whole lot of changes in any of the items. Councilmember Manspile stated that there have been a lot of expenditures that the Town Manager has spent that were not brought to Council for approval. Vice Mayor Witt stated that has been done, we just need to make sure it doesn't happen in the future. Town Manager Hayfield stated that ARPA funds can make the numbers seem excessive, so he pulled the ARPA funds out to show the actual revenue estimate. He made a conservative estimate of Revenues, but they will be higher than expenditures. Town Manager Hayfield stated the Carnival revenues may change this year due to inflation and expenses being higher. Councilmember Manspile stated last years Carnival was a record, but expenses are going to be higher. Councilmember Eubank asked if Council can do anything to inflation proof. Town Manager Hayfield stated we can increase the prices of certain items.

Town Manager Hayfield stated the water and sewer revenues are consistent from month to month. There is a difference between revenues and expenses that should not be there. It is only a few thousand, but we need to drop revenue to equal expenses. A couple of things that need to be discussed at a later date for water and sewer: Do we move to hire full time staff to operate the water/wastewater system? Do we continue to contract it out? Or do we sell the system? The way it stands, it is costing us twice what it would cost to bring the system in house. Councilmember Manspile stated a lot of the overage from the consultants consists of extra things they are doing because we do not have any qualified public works employees. We need an experienced public works employee. Mayor Harris stated if water/wastewater was done by Town revenues would stay the same and expenses would decrease. Would we have to adjust rates? Town Manager Hayfield stated that rates would not be adjusted, the revenues would be used for other things in the water/wastewater. Mayor Harris stated it is a lot to consider. Councilmember Manspile stated that if the water/wastewater is sold, you have to have an easement for every water and sewer line in Town. There are a lot that do not have an

easement. Vice Mayor Witt stated the Water Authority had come several years ago and gave examples of different scenarios. Vice Mayor Witt stated that it is good that we are getting all the information from cameraing the sewage lines so that Council knows what needs to be done to the sewer system. Council needs to decide if it wants to continue to run the water/wastewater or change focus to development. Councilmember Manspile stated that when Town started doing its own repairs instead of using contractors, Town turned it from requiring supplementing from the general funds to running in the green. Town does not have to have a certified person to be on public works as far as distribution or collection system. The only people that have to be certified are the ones running the Water and Wastewater plants. Councilmember Manspile asked the Town Treasurer what else in the budget throws up red flags for him. Town Treasurer Griffin stated the repairs for sewer and water are up significantly this year. Town Manager Hayfield stated that Town needs a clear picture on what the needs are in the near future for both Water and Wastewater. DEQ is requiring lead testing from the mains to each house be done by the end of 2024. There is a grant for that and Town Manager Hayfield will be speaking to CHA about that.

Town Manager Hayfield asked if there are any pieces of equipment that Town needs to purchase or replace? Town has the ARPA funds now to purchase equipment. Councilmember Manspile stated that he would like to see Town get a small 4500 to 5500 one-ton dump truck. Town Manager Hayfield stated he would like to give a cost-of-living raise. Town Manager Hayfield asked about replacing or redoing the drying beds at the Wastewater plant. Councilmember Manspile stated they have not been done in 5 years and are due. Town Manager Hayfield asked if Town wanted to budget anything for the cost of repaving the fire department lot? Councilmember Manspile stated ARPA funds should be used. Councilmember Manspile stated that the main trunk airlines through the basins need to be replaced. That could be done with ARPA funds.

Town Manager Hayfield suggested going to remote read for the water meters. It is a cost up front, but it can pay for itself. Councilmember Manspile stated that when Public Works is fully staffed, the meters can be read in less than 6 hours. Town Manager Hayfield stated he would contact Ferguson to get a quote.

Vice Mayor Witt stated there are several projects that were going to be done that were tabled because of COVID that have never been done. We can use some of the ARPA funds to get those done. Councilmember Manspile stated that something needs to be done about the Gauge dock. Vice Mayor Witt asked what equipment would be needed for Carnival? Vice Mayor Witt stated that Community Developer Gleason is the person to ask about Carnival equipment.

Town Treasurer Griffin stated that in looking at the previous budgets, there is no depreciation of equipment. Councilmember Manspile stated that he needed to discuss it with the auditors. Town Treasurer Griffin stated that at the end of the year, the CPA does a year end depreciation expense. Vice Mayor Witt stated that Council wanted depreciation in the budget, but the auditors stated that Town is so small, it doesn't need to do it. Vice Mayor Witt asked if we could start using the ARPA funds for day-to-day line items and set aside general funds as a nest egg? Councilmember Manspile stated that Town needs to get CHA here to find out what Town is going to do about Groendyke. Town Manager Hayfield asked if CHA had created a solution for this? Vice Mayor Witt stated that was the main reason for the cameraing of all the sewer lines. Councilmember Manspile stated that Council needs to sit down with the developer and have a discussion. Water is not the issue. The sewer is the problem. Town Treasurer

Griffin asked if the Developer has gone to the County and gotten availability letter from the building inspector? Councilmember Manspile stated Council has not gotten any information. Mayor Tristan stated Council needs to find out what was put in writing and what has been stated about the Factory Flats project. Town Manager Hayfield stated he would contact Sycamore Development.

Councilmember Manspile stated that former Mayor Craig Bryant answered his text. The fry stand is due for another fryer to be installed. Town is going from electric to gas power.

Council decided that the next budget work session will be May 11, 2023 at 6:30.

Councilmember Manspile stated that he would like to see a separate article for the rate increase.

Councilmember Eubank asked how Town would plan to have a concert series, or some new events. Wouldn't that need to be budgeted. Vice Mayor Witt stated that the best way to start an event is to go through the special events committee. They will bring anything to Council.

Mayor Harris suggested a wish list for the ARPA funds for a future work session.

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

Adjournment was at 8:27 pm.

Respectfully submitted,

Claudine Stump, Clerk

Tristan Harris, Mayor



Minutes of Council Meeting
Buchanan, VA

May 8, 2023

Present: Mayor Tristan Harris
Vice Mayor Chris Witt
Councilmember Manspile
Councilmember Marlon Rickman
Councilmember James Eubank

There were 16 citizens and three employees attending.

Mayor Harris brought the May 8, 2023 regular Town Council meeting to order at 7:00 pm. Mayor Harris asked Town Clerk Claudine Stump to take roll call. With all Council members present, a quorum was established. A moment of silence was held and the Pledge of Allegiance was recited.

The first item on the agenda was approval of the consent agenda which consisted of the financial report for April 2023, the approval of paid bills, and approval of the minutes from the April 6, 2023 Work Session, and April 10, 2023 Regular Council Meeting. Councilmember Manspile made a motion to approve with a second from Vice Mayor Witt. Mayor Harris asked for further discussion. With no further discussion, the consent agenda was approved with a vote of 5 – 0.

Next on the agenda was awards, recognitions, and presentations. Councilmember Rickman stated that Community Developer Harry Gleason did a good job at the Garden Festival. Everything looked good. Vice Mayor Witt stated that he would like to recognize Mr. Carol Boblett for the banner program. The banners look great and have had nothing but compliments about them.

Next on the agenda was citizen comments and petitions regarding agenda items. The first person to speak was Mr. Brian Byrd of Thrasher Group. They are an engineering and architectural firm. He wanted to introduce himself and his company to Council. The next person signed up to speak was Michelle Austin who thanked Council for their service.

Next on the Agenda was New Business/Action Items/ Public Hearings. The first action item was the Bank of Botetourt presentation. Mr. Lyn Hayth, the Vice-Chair of the Board at Bank of Botetourt stated that he was there to present the Town with the Bank's franchise check. Mr. Hayth spoke of the bank's history and how far it has come. Bank of Botetourt is the largest community bank in the Roanoke MSA and is 25th in number of employees in Botetourt County. Mr. Hayth stated that the franchise check is

basically the state income tax paid to the Town. Ms. Austin gave the check to Mayor Harris. Mayor Harris stated that this is the perfect example of how shopping and banking local benefits the community. The next action item was consideration of Resolution R23-0508-12: A Resolution to Authorize Full Time Employees of the Town of Buchanan, Virginia Participation in the Group Life Insurance Program as Set Out in Title 51.1, Chapter 5 of the Code of Virginia. Mayor Harris stated this allows any full-time employee to participate in the Life Insurance program. Councilmember Manspile made a motion to approve the resolution with a second from Councilmember Eubank. Mayor Harris asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 - 0. The next action item was Mr. Carol Boblett speaking about the Veteran Banner program. Mr. Boblett stated that there are a few more banners to be put up on the Verizon side of the street. If the banners are going to be put up on the Dominion Power poles, the Town will have to request permission and be responsible for the banners. Mr. Pilot of Dominion will not give permission to the American legion or anyone else. Town already has an agreement to allow banners. Town needs to send a letter stating it accepts responsibility for the banners and fill out the paper work for each pole that a banner will be hung on. Councilmember Manspile stated that since Town has an outside company hanging the Christmas lights there should be no problem with the American Legion hanging the banners. Mayor Harris stated that the staff monthly reports are listed in the packet. Mayor Harris went through the upcoming events listed on the agenda.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Harris asked if anyone had any comments. Ms. Jesse Burton asked what BOCO wild was? Councilmember Eubank stated that it used to be the Botetourt Fishing Carnival, but it has grown to include other outdoor activities. It is to encourage young people to get outside and enjoy the outdoors. Mr. Steve Grigg of 19505 Main Street stated that he thought the meet the mayor meeting was excellent. He suggested that each Council member have one so that citizens can learn more about their values and what they want for the Town.

Last on the agenda was adjournment. Councilmember Manspile made a motion to adjourn with a second from Vice Mayor Witt. With no further discussion, the motion carried with a vote of 5 – 0.

Adjournment was at 7:22 pm.

Respectfully submitted,

Claudine Stump, Clerk

Tristan Harris, Mayor



Minutes of Council Work Session Meeting
Buchanan, VA

May 11, 2023

Present: Mayor Tristan Harris
Councilmember Rickman
Councilmember Manspile
Councilmember James Eubank

Mayor Harris called the May 11, 2023 work session to order at 6:30 p.m. This meeting was held in the Council Room. Mayor Harris asked Town Treasurer John Griffin to take roll call. With four members of Council present, a quorum was established.

Town Manager Hayfield stated that Sycamore Development has withdrawn the sale of the green space at Factory Flats.

Town Treasurer Griffin stated that the paperwork in front of them is the general fund, the water fund, and the sewer. These are the budget from 2022-23 actual to date, the proposal for 2023-24, and the change between the two. Town Manager Hayfield stated that the only increase in fees is the \$.50 increase in the garbage fees. Treasurer Griffin stated he gave a 4% increase in salary for all employees who have been here for at least a year. Treasurer Griffin explained all the changes he had made in the general fund budget. He also explained the ARPA funds. Councilmember Manspile stated that in the past Council did a budget review in September. The final numbers for Carnival should be in by then. Treasurer Griffin stated the numbers for the end of the 2023 fiscal year should be available by then. Treasurer Griffin then explained the water fund budget changes. Town Manager Hayfield stated that with the 2 new developments there will be an increase in water and sewer revenue and expenses. Councilmember Manspile stated that Town used to do all work. Now, it is being contracted out. Town Manager Hayfield stated that if Council wants to change the contract it needs to be addressed before the contract expires in December. Councilmember Manspile stated the Attorney fees may be different due to the upcoming litigation. Treasurer Griffin explained the sewer budget. Councilmember Manspile asked if the Water Street pump station repair would be paid out of ARPA funds. Treasurer Griffin stated part of that has already been paid and it came out of ARPA. Councilmember Rickman asked if the alleyways can be paid for out of ARPA funds. Councilmember Manspile stated that quotes are coming in for the alleyways and sidewalk.

Town Manager Hayfield stated that the Factory Flats complete engineering site plan will be available within 2 weeks. Town Manager Hayfield explained the potential issues for sewer hookup for the Factory Flats development. The engineer for CHA should look at the site plans.

Councilmember Eubank warned that there is a bear getting in trash cans on 1st and 2nd Street. Town Hall will be getting complaints.

Councilmember Manspile explained the procedure for rental property delinquent water accounts to Treasurer Griffin.

Councilmember Rickman stated a urinal in the Town Park bathrooms needs to be fixed.

Mayor Harris made a motion to go into closed session in order to discuss matters exempted from the Virginia Freedom of Information Act under section 2.2-3711 for the award of a public contract involving the expenditure of public funds with a second from Councilmember Manspile. Mayor Harris asked for further discussion. With no further discussion, the motion carried with a vote of 4 - 0.

Closed Session began at 7:10.

Council came back from closed session at 7:33 pm.

Mayor Harris made a motion to certify to the best of Council's knowledge, only matters exempted from the Virginia Freedom of Information Act and identified in the motion to go into closed session were heard discussed or considered. Councilmember Manspile seconded the motion. With no further discussion, the motion was approved by a roll call vote of 4 - 0.

Councilmember Manspile made a motion to adjourn with a second from Mayor Harris. With no further discussion, the motion was carried with a vote of 4 - 0.

Adjournment was at 7:34 pm.

Respectfully submitted,

Claudine Stump, Clerk

Tristan Harris, Mayor



At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 12th day of June 2023 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

A Resolution

Approving and Appropriating the Town of Buchanan Annual Budget and Setting the Tax Rates and Garbage Collection Fee for Fiscal Year 2023/2024

Whereas, pursuant to Virginia Code Section 15.2-2506, the Town of Buchanan has prepared an annual budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

Now Be It Therefore Resolved, that the Town Council of Buchanan does hereby approve the annual budget for fiscal year 2023/2024; and

Be It Further Resolved, the Town Council does hereby set the Real Property Tax rate at \$0.19/\$100 of assessed valuation, the Personal Property Tax at \$0.32/\$100 of assessed valuation, and the Garbage Collection fees from \$16.50/ month residential service and \$22.50/month commercial service in FY 22/23 to \$17.00/ month residential service and \$23.00/ month commercial service in FY23/24; and the sewer rate at \$38.25 per month for FY23/24; and

Be It Further Resolved, that the Town Council does hereby appropriate all funds of the approved budget for Fiscal Year 2023/2024, as follows:

General Fund

Revenue: \$1,269,175 Expenditures: \$1,269,175

Water Fund

Revenue: \$365,700 Expenditures: \$365,700

Sewer Fund

Revenue: \$207,578 Expenditures: \$207,578

AYES:

NAYS:

ABSENT:

APPROVED:

Tristan Harris, Mayor

ATTEST:

Claudine Stump, 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 offers 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 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*

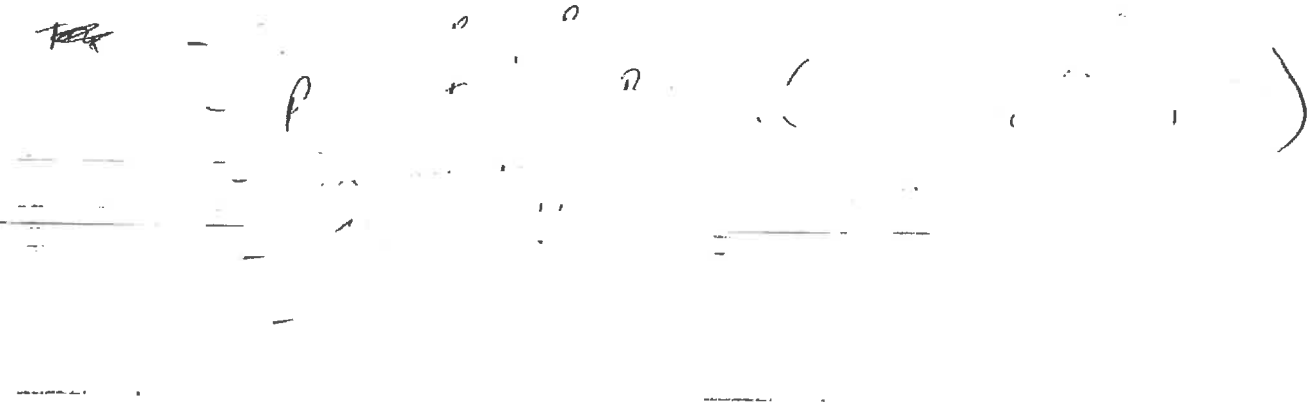
- *Approved contractors shall be licensed and bonded contractors. If an applicant chooses to do the work himself, materials only will qualify for the program reimbursement*

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: ROCKY TOP PROPERTIES Date Submitted: 3-27-31
Name of Property Owner: SCOTT & PENNY FELTS
Applicant Mailing Address: 8634 HARBOR PASSAGE City: EAGLE ROCK State: VA Zip: 24085
Applicant telephone number(s): 540-521-5485
Applicant email address: RockyTopProperties1@gmail.com
Property Address: 19733 MAIN ST. City: BUCHANAN State: VA Zip: 24066
Building Name, if any: _____ Tax Map and Parcel Number: _____
Existing Property Use(s): ^{COMMERCIAL} RESIDENTIAL 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:



Buchanan Real Estate Investment Grant Application

Name of Applicant: ROCKY TOP PROPERTIES Date Submitted: 3-27-31
Name of Property Owner: SCOTT & PENNY FELTS
Applicant Mailing Address: 6434 NARROW PASSAGE City: EAGLE ROCK State: VA Zip: 24085
Applicant telephone number(s): 540-521-5485
Applicant email address: RockyTopProperties1@gmail.com
Property Address: 19733 MAIN ST. City: BUCHANAN State: VA Zip: 24066
Building Name, if any: _____ Tax Map and Parcel Number: _____
Existing Property Use(s): ^{COMMERCIAL} ~~RESIDENTIAL~~ 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:

1. REPAIR DAMAGED LIGHTS AND WINDOW FRAMES
2. REPAIR AND PAINT FRONT DOORS
3. PRESSURE WASH THE ENTIRE BUILDING
4. PAINT THE ENTIRE BUILDING INCLUDING ADDITION
5. REMOVE TREES ON SIDE OF BUILDING
6. BUILD NEW FENCE / PAINT CONNECTING BUILDING TO FIRESIDE BOOK STORE
7. REPAIR DOOR ON ADDITION.

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) **NA**
- ☐ Cost estimate(s) from a minimum of two licensed contractors.

Total Cost of Improvement \$ 4,795.00

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

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: _____

4-15-23

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

Invoice

Date: April 15, 2023

Invoice No: 19

Business: J & J INNOVATIONS
249 Creekside Circle
Roanoke, Virginia 24019

Bill to:

Customer: Rocky Top Properties (19733 Main , Buchanan VA)
8634 Narrow Passage Rd
Eagle Rock, Virginia 24085

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Paint Outside of Building	1	\$8,000.00	\$8,000.00
Pressure Wash building	1	\$700.00	\$700.00
Repair Window Frames	1	\$1,500.00	\$1,500.00
Repair & Paint Doors	1	\$2,000.00	\$2,000.00
Paint & Materials	1	\$2,800.00	\$2,800.00
Subtotal:			\$15,000.00
Discount:	0%	Discount Total:	\$0.00
Tax Rate:	5.3%	Sales Tax:	\$795.00
Shipping Charges:			\$0.00
Purchase Total:			\$15,795.00

Make all checks payable to Christian Fuentes (J&J INNOVATIONS). If you have any questions regarding this invoice, contact Christian Fuentes by phone at 540-819-9452 or via email at jjjinnovationsllc@gmail.com. Interest may accrue on any balance that remains unpaid after 30 days.

All sales are final.

Thank you for your business.

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 offers 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 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: Diane D. Palma Date Submitted: 5/17/23
Name of Property Owner: Diane D. Palma
Applicant Mailing Address: 322 2nd St City: Buchanan State: VA Zip: 24066
Applicant telephone number(s): 540-312-4970, 540-666-0912
Applicant email address: eaglesunique@gmail.com (Business)
Property Address: 19799 Main St City: Buchanan State: VA Zip: 24066
Building Name, if any: Best Place Tax Map and Parcel Number: _____
Existing Property Use(s): antique shop 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:

Restoration of bricks & mortar at parapet around roof. Bricks were loose, mortar missing and causing leaks. Repointing of mortar & securing of brickwork was done.
- We did not realize at the time of the restoration that this was covered by the grant. So I respectfully request that you still consider it even though we did not apply in advance of having work done.

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 \$ 3200—

Total Reimbursement requested \$ (50% of total project cost, up to \$5,000) # 1,600

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:

Diana B. Calver

Date:

5-17-23

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

Blue Ridge Restoration
21 View Drive
Lexington Va. 24450

INVOICE

Joe Dipalma

Invoice # 0000002

Invoice Date 10/22/2022

Due Date 10/22/2022

Item	Description	Unit Price	Quantity	Amount
Service	Parapet wall repair restore loose bricks, repoint mortar 2474 10/24	3200.00	1.00	3,200.00
Subtotal				3,200.00
Total				3,200.00
Amount Paid				0.00
Balance Due				\$3,200.00



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: June 12, 2023

PREPARED BY: Claudine Stump

MONTHLY REPORT / PROJECT UPDATE:

Provide customer service for citizens
Take payments for WSG, Taxes, Business License
Council Minutes
ACH payments
Print & Mail WSG Invoices
Assign, print, and Mail Late Fees
Create Cut-off notices, assign and mail
Coordinate Basketball Court Painting
Purchase equipment for Carnival
Purchase supplies for Town

ATTACHMENTS:

HEADS UP ITEMS:

The employees of Buchanan, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.



TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Monthly Reports

DATE: June 11, 2023

PREPARED BY: Harry Gleason

MONTHLY REPORT / PROJECT UPDATE:

Meter Readings
Check Customer Leaks
Assist with BPOL
RERC Meeting
Community Market
Carnival Preparations

ATTACHMENTS:

HEADS UP ITEMS:

FSWVA Farmer's Market Fourth Wednesday of each month
LOA Farmer's Market First and Third Wednesday of each month
Community Market June 24th
Carnival June 29 – July 8
Parade July 4 th
Fireworks July 4 th
Reggae By the River July 22nd
Dates for RERC Public Workshops set – July 13 & 14



**TOWN OF BUCHANAN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Monthly Reports

DATE: 6/8/2023

PREPARED BY: John Griffin

MONTHLY REPORT / PROJECT UPDATE:

Started transition to Southern Software (will be a several month-long process)

Processed accounts payable and payroll.

Created a new Chart of Accounts numbering system in preparation of
Transitioning to Southern Software

Worked on Budget and Budget legal notice.

ATTACHMENTS:

HEADS UP ITEMS:

Will continue to transition to Southern Software later this month with full implementation after the end of the current fiscal year.

The employees of Buchanan, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.

Manager Report

June 12, 2023

Meetings/ Activities

May 8 May Council Meeting 7pm

May 11 Budget Work Session

May 27 Buchanan Farmers/ Community Market

June 5 Planning Commission

June 10 BOCO Wild/ Park

June 12 Council Meeting/ FY 24 Budget Public Hearing @ Budget Approval

Grants Worked:

Virginia Brownfields Assessment Grant Fund (VBAF) / Buchanan H.S. Project/ Submitted May 2nd

SLFRF/ ARPA grant funds

Real Estate Investment Grants Program (ARPA façade grant)

LSL Grant Application/ Lead service line inventory and lead service line replacement legally required by October 16,2024. This grant application is a no match grant for completion of an inventory of all water service lines within the Town. The grant is for \$250,000. Application submitted May 2nd.

Meeting/ Communication with: Dominic Bassile/ School Project
Chris Vail/ Factory Flats
John Simmons/ Imboden

Town Properties & Facilities:

Property damage/ vandalism/ bathrooms damaged at Park 6/1/23 and 6/5/23. Outside signs were broken off more than a month ago. This recent damage involves dislodging of stalls, minor damage. Camera system has been accessed and nothing has shown up so far to identify the vandals.

Planning & Zoning:

- Zoning Permits/ 0
- Dollar General Project/ Tax Map Parcel 65A-68
Rezoning request withdrawn 4/15/2023
Site Plan proposed by Developer (Shaad Brown) 4/19/2023

- Factory Flats Project/ Groendyk Property/Met with Chris Vail/ Discussion on open land parcel of 1.7 acres property adjacent to the Development (previously proposed for Dollar General) is now proposed as a small park. The Town has been asked for ideas for a park here. Met and discussed the third week of May.
- Sycamore has withdrawn proposal to sell property to Shaad Brown/ Dollar General proposal is therefore no more.
- Planning Commission/ June 5th, next meeting in August

Discussion of RERC Grant/ Recreation Economy for Rural Economies
Community meeting: July 13, 14

Two (2) Real Estate Investment Grants received/ discussed
Rockie Top Properties/ 19733 Main Street/ Paint, windows, door
Dianne Di Palma/ 19799 Main Street/ Resoration, bricks & mortar

- Zoning Ordinance/ Review started
- Codification of Ordinances/ process started

Water & Sewer

Water Leak/ Vault/ Pressure reducing valve/ located at 17thSt & Albemarle / repair 6/2/23

Water Tank at end of Red Horse Rd./ Problem with overflowing/ being addressed

Sewer Plant/ Clarifier motor failure/ Motor ordered and received / repair completed the second week in May

Sewer/ Plant drying beds cleaned/ restored

Sewer/ Water Street pump station projected to be completed during the week of the June council Meeting. The pump and backup pump are being replaced.

Sewer/ Sewer backup/ 19578 Main Street/ cleared by jetting/ camera taken

Personnel

Brian gave notice and his last day was April 26th.

Advertised on Indeed, Fincastle Herald

Employee search is continuing/ 3 offers made/ turned down

Positions open; 1. Public Works/ Utilities Foreman/ 2 offers made/ turned down
2. Public Works/ Maintenance Worker/ 1 offer made/ turned down

JULY 13-14, 2023
YOU'RE INVITED!

Help Buchanan thrive and boost our outdoor recreation economy

Join us for a workshop to discuss how to improve outdoor recreation infrastructure; support local businesses; revitalize main street; and retain and conserve Buchanan's culture, character, and small-town charm for residents and visitors alike.

BUCHANAN, VA
RECREATION ECONOMY
for
RURAL COMMUNITIES
Wilson Warehouse/
Community House

Register and Join Us



This event is free and open to all, and refreshments will be provided, but registration is requested. For more details and to register, visit: <https://bit.ly/RERC-BuchananVA>

COMMUNITY MEETING & ACTION PLANNING

July 13th Community Meeting 5:30 PM Refreshments, 6:00-8:30 PM Community Meeting

July 14th Action Planning Sessions 9:00 AM-5:00 PM

Location: Wilson Warehouse/Community House, 421 Lowe Street, Buchanan, VA 24066

Questions: Harry Gleason, Community Development Planner, hgleason@buchanan-va.gov

The U.S. Environmental Protection Agency, the U.S. Department of Agriculture Forest Service, the Northern Border Regional Commission, and the Appalachian Regional Commission have selected Buchanan as a community to receive planning assistance through the Recreation Economy for Rural Communities program, which aims to help communities enhance outdoor recreation opportunities and strengthen downtowns.



**Northern Border
Regional Commission**



**Appalachian
Regional
Commission**

Workshop Goals

1

Physical Outdoor Recreation and Other Critical Infrastructure: Invest in priority projects for new parks, trails, river access, campgrounds, wayfinding/signage, and other needed physical infrastructure, so that residents, visitors, and especially our youth can enjoy all that we have to offer.

2

Business and Organizational Support and Connections: Organizational Support and Connection: Support existing and new businesses and organizations in the outdoor recreation realm, including hospitality, lodging, retail, and the arts and heritage sectors.

3

Authenticity and Downtown Revitalization: Consider placemaking strategies to make Buchanan's downtown a pleasant and authentic place to live and visit, with an intent to retain and conserve the culture, character, and small-town charm of Buchanan for existing residents and visitors alike.

4

Communication and Marketing: Articulate the important role that outdoor recreation can play in economic development and community health, recognizing the value of Buchanan as a center point for outdoor recreation in the region. Highlight the ways that outdoor recreation is an asset for the community and region.

Register and Join Us in Making Buchanan a Stepping Stone to Adventure!

