



Minutes of Council Meeting  
Buchanan, VA

March 14, 2022

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

**Attending:** Board of Supervisors Amy White, 9 citizens, 3 employees, Botetourt Fire Chief Jason Ferguson, Buchanan Fire Captain Jeremy Bennington

Mayor Craig Bryant called the March 14, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Chambers. Town Manager McCulloch took roll call. With five councilmembers present, a quorum was established. A moment of silence was held, Mayor Bryant asked that we keep our Covington neighbors in our thoughts, and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the February 2022 Financial Report, and unpaid bills, the minutes from the January 6, 2021 Work Session, January 10, 2021 Regular Council Meeting, and the January 27, 2022 Emergency Called Closed Session. A motion for approval for all items under 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. Botetourt County Fire Chief Ferguson introduced the new Town of Buchanan Fire Captain Jeremy Bennington. Jeremy was hired by Botetourt County as a Captain for the Botetourt County Fire and EMS. Botetourt County has been working to find the best organizational structure to provide oversight and leadership of the Buchanan station and the services that are provided from the station. Jeremy will be working as the direct point of contact with Chief Ferguson's office overseeing both the career and volunteer operations. Jeremy comes to us after serving 8 years with us in a part time role. He has spent 23 years as a full-time firefighter in Roanoke City. Many of those years as a Lieutenant and the last several years as a Captain. He does have a volunteer background starting in the Rockbridge area growing up. He is an area resident over towards Eagle Rock. He understands the lay of the land and dynamics of the area. He has been working in a part time role as he transitions over to us. He will be full time beginning April 1, 2022. Mayor Bryant

welcomed Captain Bennington. Captain Bennington thanked Mayor Bryant and stated that he looked forward to working with everyone.

Next on the agenda was to hear citizen comments and petitions regarding agenda items. Mr. Carroll Boblett, 26 Copps Hill Road. This is about the Veteran Banners project. Mr. Boblett stated that Verizon has given permission to use their poles. Mr. Boblett stated that is one side of the street, if we can not get Dominion Energy permission, the project will not be done. Mr. Boblett stated that he will not be able to get the permit from Dominion Energy. The Town will have to get the permit. Mr. Boblett stated that he would get the veterans to work on the Verizon side, but the Town will have to work with Dominion. Mayor Bryant stated that Council will put it on the Work Session Agenda to work on this project. Mr. Boblett stated that he has discussed this with Mr. Pilat at Dominion Energy. The manufacturer has sent the information for the mounting hardware to Mr. Pilat who sent it to the engineering department. The next speaker was Tim Young, Buchanan Flea Market, 19115 Main Street. Mr. Young stated that for the last 3 or 4 years the Flea Market has donated a prize for the Carnival. This year, Councilmember Rickman is not in charge of the Carnival. Mr. Young stated he had asked someone about it, they said the Town had sent a letter out about it. Mr. Young stated that he did not get a letter, email, or anything about it. He wants to know if the Town no longer wants the Flea Market's support, or was the Flea Market purposely not asked. Mr. Young stated that he had a discussion with the Town Manager several months ago on another topic. Mr. Young told her that the Flea Market was not included or notified when other things are happening. Town Manager McCulloch asked Mr. Young for his email address and he gave it to her. Mr. Young received 2 or 3 emails from Community Developer Gleason and 1 from the Town Manager, then everything stopped. Then this happened. Mr. Young stated that he wants to know if the Town Manager, the Town, Mr. Gleason, or the mayor have something against the Flea Market. Mayor Bryant thanked Mr. Young for his comments. Mr. Young stated that he would like to have an explanation. Mayor Bryant stated that he will look into what's going on. Mr. Young asked if he would be getting an explanation. Mayor Bryant stated that he would not be getting an explanation this evening, Council would look into it. Mr. Young stated that at least he knows where he stands with the mayor.

Next on the agenda was New Business/Action Items/Public Hearings. First action item was approval of Resolution R22-0314-01: A Resolution Authorizing Accounting Services Provided by Mary Earhart, Certified Public Accountant, for Fiscal Year 2022 Audit and Fiscal Year 2023 Accounting Service. Councilmember Manspile made a motion to approve with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. Next Action was the Adoption of the Fiscal Year 2021-2022 Audit. Mayor Bryant asked if Town Manager McCulloch would touch on some of the points for the citizens at the meeting. Town Manager McCulloch stated that it was a good audit. The Town revenues were a little short during the pandemic because Town did not hold its special events. Income that we normally have was not reflected because the events were cancelled. The auditor did have suggestions about upcoming legislation such as leases and other things to prepare for. The auditor suggestion Town change accounting software. We currently use QuickBooks. Town Manager McCulloch stated that it was a good audit. They found nothing out of the ordinary. Councilmember Manspile made a motion to adopt the Fiscal Year 2021-2022 Audit with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Audit was adopted by a vote of 5 – 0. Next was approval of Resolution R22—0314-02: A Resolution Adopting the Revised Personnel and New EEO Policies for the

Town of Buchanan. Mayor Bryant asked if there were any changes that needed to be made to the personnel policy. Mayor Bryant stated that this is the policy that was circulated at the Work Session for Council to review and make changes. Vice Mayor Witt made a motion to adopt the policy with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was passed with a vote of 5 – 0. The next action item was Resolution R22-0314-03: A Resolution Authorizing Leadership Development Training for the Town of Buchanan. Mayor Bryant asked Town Manager McCulloch for a brief summary. Town Manager McCulloch stated that Council had asked for Town staff and Council engage in communications training and leadership development. This is the last item that needs to be done for the October 12, 2021 Resolution. There is a company called Business Results Training that gave us the best quote. They have a really good work plan and lesson plan and even conducts interviews. They plan on starting interviews next month. Mayor Bryant stated that it sounds like a good thing for staff and Council. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was Resolution R22-0314-04: A Resolution Authorizing Changes to Town of Buchanan Employee Health Insurance. Mayor Bryant asked for a high-level recap. Town Manager McCulloch stated that Town currently has the “Cadillac” policy now which is extremely expensive. Town pays 100% for each employee. Town Manager McCulloch was asked to explore other options. Out of the 5 plans explored, the most economical is Local Choice through Virginia Human Resources Association. It will be saving Town \$400.00 per month per employee. Councilmember Manspile stated that he was not at the work session and asked where the benefit levels were with this plan. Town Manager McCulloch stated that it is Key Advantage 250. There is a \$250.00 dollar deductible. Staff will get dental, vision, and prescription drugs. Councilmember Manspile asked how it compares to the current policy. We fought hard to get the current policy. Town Manager McCulloch stated that it is comparable. It is not the “Cadillac” policy, but “Cadillac” is a lot to ask for. Everyone seems to be pleased with that because it includes dental and vision. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was approval of Resolution R22-0314-05 Town of Buchanan Council Public Statement Regarding Department of Conservation and Recreation (DCR) Process Regarding the Gauge Dock (James River and Kanawha Canal). Town Manager McCulloch stated that in 2019 Council voted to fill in the Gauge Dock. However, we spoke to the Department of Conservation and Recreation, and by digging it up and filling it back in we are violating several FEMA requirements. Town actually has to go back and get a permit retroactively for digging it up in 2017. Then get a permit for what has been filled in now. Town has to apply for a plan on what the cost/benefit analysis, hydrological report, and every study needed for this permitting process through FEMA. DCR is working with us on a helpful level versus an adversarial level. DCR suggests that Town apply for this new resiliency planning grant to explore the options for the Gauge Dock. Town is making this statement saying everything regarding the Gauge Dock is on hold until we go through this whole process and bring it back to Council. Mayor Bryant asked that “on hold” meaning Town is not doing anything with it. Town is not taking anything out or putting anything in the Gauge Dock until we get the correct permit/regulatory requirements met. Councilmember Manspile stated that Town has to back up after the fact where it was dug up to begin with. Town Manager McCulloch stated that it is called a violation permit. Councilmember Manspile stated that was part of the argument in Town when this started. That it was in the flood zone and shouldn’t be disturbed. We are definitely

back to square one now. Councilmember Manspile made a motion to adopt the public statement with a second from Vice Mayor Witt. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was adopted with a vote of 5 – 0. The next action item was Resolution R22-0314-06: A Resolution Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund. Town Manager McCulloch stated there is an opportunity through the state for Town to apply for funds for a planning grant for engineering services for the Community Flood Preparedness Grant fund that is due April 8<sup>th</sup>. Town put out an RFQ (Request for Quotes). Stantec was our only respondent. We are asking Council to authorize contracting with Stantec so that they may apply for this funding source. It can also be tied in with the Gauge Dock on Item 6. The plan for the Gauge Dock as well as looking at resiliency planning and preparedness for the Town. Mayor Bryant stated that in summary, that will also help us figure out what we can and can't do with the Gauge Dock. Town Manager McCulloch stated that was correct. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was adopted with a vote of 5 – 0. The next action item was Resolution R22-0314-07: A Resolution Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund. Mayor Bryant stated that this is to submit the application. Town Manager McCulloch stated that the funder would like a separate resolution for the grant application. This will go in the grant application. You know how that red tape is. We are asking for authorization to submit the grant application that is due April 8<sup>th</sup> by Stantec. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Petty. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was approved with a vote of 5 – 0. The next action item was Resolution R22-0314-08: A Resolution Authorizing Purchasing New Planters for the Town of Buchanan. Town Manager McCulloch stated that as it was discussed in the work session, the Town planters are getting old and decaying. The thought was to stop the hanging baskets at Washington St., but continue the planters all the way to the Witt Stop. We are asking for the funds to purchase the new planters to replace the old and get the plants. We would like to do that before Arbor Day. Councilmember Manspile asked what kind of planters would be purchased. Town Manager McCulloch stated they are resin planters. They are slate gray. They are smaller around, but taller than the other planters. Councilmember Manspile stated that the new ones will phase out the barrels all the way up the street. Town Manager McCulloch stated that the barrels will be going and with Council's blessing, the new planters will arrive. Councilmember Manspile made a motion to approve the Resolution with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the Resolution was adopted with a vote of 5 – 0. The last action item was the Arbor Day Proclamation. Mayor Bryant stated that one of the Town's proud moments is Arbor Day. It is important for Town to promote Arbor Day as it continuously does. Mayor Bryant then read the Arbor Day Proclamation. Mayor Bryant made a motion to approve the Proclamation with a second from Councilmember Manspile. Mayor Bryant asked for further discussion. With no further discussion, the Proclamation was adopted by a vote of 5 – 0.

Next on the agenda was Reports. Town Manager McCulloch stated that regarding Special Events and Community Development, we are preparing for Carnival. We are working on the Cole's contract, talking to our vendors: U.S. foods, Pepsi, and Hershey. We are looking for another stuffed animal vendor since the previous one retired. We are trying to find another vendor that makes the pull tab tickets for the Zoo Dip because the company has closed. Town Manager McCulloch stated that Mr. Burly Gilliam has

been scheduled to run the fire works for one night which is July 4<sup>th</sup>. We will be listing repairs needed on the Carnival grounds for our public works team to begin working on next week. We are contacting Blossman about the overheating fryers. Also, as stated, Arbor Day is April 8<sup>th</sup>, the Garden Festival is April 9<sup>th</sup> from 10:00 to 4:00 with a rain date of April 16<sup>th</sup>. We plan to meet with Larry Etzler to discuss our web site and make sure everything is looking good and uniform. Town Manager McCulloch stated that Planning Commission has gotten a lot of interest for the Real Property Improvement Grant. That is the \$5,000.00 match grant for the property owner that Town plans to give out a total of \$40,000.00. Most of the applications have come in at less than \$5,000.00 per applicant. Planning Commission has 8 applications they are reviewing. We will be looking for their score sheets by the end of the week. Really interesting changes. We will be sending them to Council once Planning Commission scores them. Town Manager McCulloch asked Vice Mayor Witt, who is on the Planning Commission, if he had anything to add. Vice Mayor Witt stated that for clarification, the members of the Planning Commission make up the Board that is reviewing the applications. The Planning Commission in and of itself is not in its official capacity reviewing the applications. This is a group of volunteers that stood up and said they would be the first set of eyes on the applications. Town Manager McCulloch thanked Vice Mayor Witt for the clarification. Town Manager McCulloch stated that regarding Public Safety, Town is still working with Dominion on the blinking and intermittent lights. She did ask for a report since they were working in Town last week. She has not heard from them, but we will keep asking. VDOT is starting on the bridge repairs. As for Public Works, there were 6 miss utilities, 7 water cut offs, 2 water turn ons, 2 sewer back-ups, 5 sewer repairs on the Boyd Street alley behind Mr. Gores house.

Next on the agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mr. Gary Manspile, 20578 Main Street had signed up to speak. Mr. Manspile stated that he has lived there all his life, about 70 years. He is older than anyone here. He had something happen last week that really upset him. Mr. Manspile stated that he was coming down Lowe Street, and one of the Public Works employees was working there. He had his vest on and was doing everything properly. Mr. Manspile stopped to ask if he could help him. The worker replied that he could use the help, but you need to go on because if I am seen talking to you or Jamie I will be fired. Explain that to me. I want that explained to me before you leave here tonight. Mayor Bryant thanked Mr. Manspile for the public comment. Mayor Bryant stated that there was no one else signed up to speak. Mrs. Pat Jasper stated that she had not signed up, but wanted to say something. Mayor Bryant apologized and stated that in order to speak, you have to sign up. Council has to keep it uniform for Council and the audience. Mrs. Jasper stated that she just wanted to give some history about Arbor Day.

Next on the agenda was Additional Comments. Councilmember Manspile stated that he could not attend the Work Session due to being out of town for work. One thing on upcoming events and meetings are we doing the Spring Clean Up? Town needs to decide if we will do spring cleanup. We will need to advertise in the paper and coordinate with C & S Disposal. The other thing, we talked about it in the fall, we purchased a new zero turn mower a couple years ago because the other one quit working. The John Deere zero turn has been giving a lot of problems. We found out that it was flipped over the bank at the river a few years ago. Ever since, it has been a money pit. Councilmember Manspile stated that purchasing a new zero turn mower before next mowing season was discussed in a work session last fall. Mowing season is here. Mayor Bryant stated that everyone in Town has acknowledged that clean up day is very nice. Mayor Bryant asked if Council would be agreeable to schedule Clean Up Day. Town Manager McCulloch and Councilmember Rickman stated that it is advertised somewhere because they

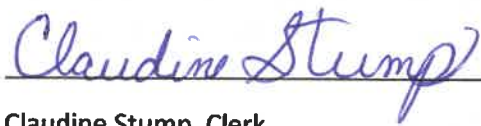
have seen it. Mrs. Jasper stated that it is on the web site. Mayor Bryant stated there is lot of positive feedback on that. Town definitely needs to set that up. Mayor Bryant stated that Town Manager McCulloch needs to check into that. Town Manager McCulloch stated that Town Clerk Claudine Stump will be working on that. It is in the 2022-2023 budget. We can move it to this year's budget. Councilmember Manspile asked if he could help get the quotes on the same brand that we purchased last time. The employees like so much and has served us well. Town Manager McCulloch stated that Public Works has requested a 54" mower. Town Clerk Claudine Stump stated it is a Ferris mower. Councilmember Manspile stated that brand has gone above and beyond expectations and quality. He will talk with the Town Clerk after the meeting. Councilmember Rickman stated that there are 2 lights out at the end of the bridge. The bridge looks really good at night until you get to those 2 lights. They never have been lit. Town Manager McCulloch stated that has to do with trees blocking the light receiver. Councilmember Manspile stated that they were told last year there is no electricity getting to those lights. There was supposed to be new wiring conduit to all the lights on the bridge. Those 2 are the only ones on the bridge that the wiring conduit was not replaced. There is electricity to the bottom of the lights, but not the lights themselves. Council has discussed getting Leading Edge to give us a quote to put new wiring to them. Mayor Bryant asked Town Manager McCulloch to get quotes from contractors to have the lights repaired.

Next on the agenda was Upcoming Meetings and Events. Mayor Bryant stated all the events were listed on the agenda.

Last on the agenda was Adjournment. Motion to Adjourn was made by Councilmember Manspile with a second made by Mayor Bryant. With no further discussion, the motion was approved 5 – 0.

Adjournment was at 7:36 pm.

Respectfully submitted,



Claudine Stump, Clerk



Craig Bryant, Mayor