



Minutes of Council Meeting
Buchanan, VA

September 13, 2022

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

Attending: 5 citizens, 2 employees

Mayor Craig Bryant called the September 13, 2022 Council meeting to order at 7:00 p.m. This meeting was held in the Council Room. Mayor Bryant asked Town Manager McCulloch to take roll call. With five councilmembers present, a quorum was established. A moment of silence was held, and all that were present stated the Pledge of Allegiance.

The first item of business was to consider approval of the consent agenda including the August 2022 Financial Report and unpaid bills, and the August 8, 2022 Regular Council Meeting Minutes. A motion for approval for all items under the consent agenda was made by Councilmember Manspile with a second from Councilmember Rickman. Mayor Bryant asked for further discussion. With no further discussion, the motion carried with a vote of 5 – 0.

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

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

Next on the Agenda was New Business/ Action Items/ Public Hearings. The first action item was consideration of Resolution R22-0913-01: A Resolution to Adopt the Tentative 2023 Calendar of Events. Mayor Bryant asked Town Manager McCulloch for a brief synopsis. Town Manager McCulloch stated that Town adopts an event calendar every year. Usually, Council does this later in the year. In order to better plan and promote events for the upcoming year, we ask that Council approve the tentative 2023 calendar of events. There is some language in here to prepare for health concerns and other unforeseen circumstances. This approval would help us start planning and promoting the 2023 events. Councilmember Manspile made a motion to approve 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 consideration of Resolution R22-0913-02: A Resolution Authorizing

Replacement of Wastewater Treatment Plant Floor. Town Manager McCulloch stated that the Wastewater Treatment Plant floor is fairly old and has been causing problems and needing patching for several years especially after flooding occurred there. The patching has gotten out of control to the point that there are safety concerns for staff, citizens, and contractors. Town received three quotes that were presented to Council in a work session. Council chose Curtis Deacon Contracting in the amount of \$26,940.00. ARPA funds can be used for this. Councilmember Manspile made a motion to approve with a second from Councilmember Petty. Mayor Bryant asked for further discussion. Councilmember Manspile stated the building is just a sign of the problems we are starting to have down there due to age. Mayor Bryant asked for further discussion. With no further discussion, the resolution was approved with a vote of 5 – 0. The last action item was consideration of Resolution R22-0913-03: A Resolution Awarding Real Estate Investment Matching Grants to Businesses in the Town of Buchanan. Town Manager McCulloch stated that Town received a grant request after the first round. This is round 3. Round 2 was only 1 applicant that did not meet qualifications. Town had hoped to receive more so presenting it was a bit delayed. It is a matching grant of \$422.83 for an \$845.67 project for C&S Witt Creations. This is the Town Council's ARPA Real Estate Investment Matching Grant Program, which has done very well this year. This was for some beautification improvements: planters, flowers, and trees that would attract butterflies. Councilmember Manspile made a motion to approve with a second from Councilmember Petty. Vice Mayor Witt abstained from the vote. Mayor Bryant asked for any further discussion. With no further discussion, the resolution was approved by a vote of 4 – 0 (One Abstention).

Next on the agenda was reports. Town Manager McCulloch stated that for special events and community development, the LEAP and Feeding Southwest Virginia mobile markets are doing very well. We are up to having 3 markets a month. We are gearing up for the Mountain Magic in the Fall event. The swinging bridge will be featured as part of the artwork. There is a lot of interest and response from vendors. That is Saturday, October 1 from 10 to 4. The Town Clean Up day is already arranged. Staffing has already been arranged. That will be held Saturday, October 15 from 8 to 2. We are also starting to plan for Christmas. Requests for donations for lights have already been sent out. Planning Commission has been given a second draft of the Zoning Ordinance Update. They have been asked for feedback, comments, and input. We do ask if you know anyone who would like to apply for the Real Estate Investment Matching Grant, please share that. Vice Mayor Witt asked if that is just for commercial properties? Town Manager McCulloch stated that it is for commercial properties. It may be expanded in the future. Vice Mayor Witt asked if Town Manager McCulloch knew how much funds were still available? Town Manager McCulloch stated that no one has hit the \$5,000.00 limit. The highest was \$4,900.00. Most of the grants were \$1,000.00 to \$2,000.00. This will stretch the money out and help more businesses. We can now even look at our non-profits to beautify and eliminate blight there. Mayor Bryant asked if 2:00pm is the typical closing time for the Town Cleanup? Town Manager McCulloch stated that the last 2 clean ups have ended at 2:00. C & S Disposal has requested that the event end at 2:00. If that needs to be adjusted, we can revisit it later. For Public Safety, there is still a light out on the bridge. Town Manager McCulloch is working with Leading Edge Services on that. For Public Works, there were 36 Miss Utilities, 2-meter inserts replaced, 19 water cut-offs, 14 water cut-ons, one break and one repair. With Sewer, there was one line repair. They are working on catching up on mowing. Mayor Bryant asked if the playground is routinely checked for loose or damaged playground equipment? Town Manager McCulloch stated that it is looked at, but there are no regular inspections. We can program that in the Public Works schedule. We have been down there several times because the merry-go-round has broken beyond regular repair. We have tried contacting the person who has

repaired it, but have not received a reply. We are looking at replacing that piece of equipment. We just put down mulch, but it looks like we need more. Is there something in particular that is an issue? Mayor Bryant stated that there are some loose items on a piece of equipment that needs to be checked. Town Manager McCulloch asked if it was Town equipment. Mayor Bryant stated that it is. It would be good to go through all the playground equipment and check them over. He can give you one specific item that needs to be checked and the merry-go-round is definitely broken. It looks like the equipment is definitely used by folks, which is great. But we need to look at the maintenance to see if we need to do some additional upkeep or replacement. That is a significant item to the budget if any of the equipment needs to be replaced. Councilmember Manspile stated a lot of adult children get on that. Town Manager McCulloch stated that we got a quote for \$7000.00 to repair the merry-go-round from the company we purchased it from. Councilmember Manspile asked what is broken on it. Mayor Bryant stated that the center axel has broken away from the hub. Town Manager McCulloch stated that it is off kilter and rocky when you turn it. Mayor Bryant stated that it is not in a position where use can be deterred, so the sooner the better to repair that. The other piece can be discussed out of the meeting. It is very loose and won't take much to break as well.

Next on the Agenda was Citizen Comments and Petitions Regarding Non-Agenda Items. Mayor Bryant stated the rules of conduct for public comment and public hearings that are located outside Council Chambers. The first citizen was Wayne Ayers of 165 Gorge Road. Mr. Ayers stated that he came to the April Council meeting about the basketball court. Mr. Ayers requested an update because nothing has been done to the court. Mayor Bryant stated that Council is aware of the issue but does not know any other information other than we are looking at trying to get some repairs scheduled. We will make sure the Town Manager provides an update for us and we will get that to you. I would like to know that myself. Mr. Ayers stated that he knows that the new backboards have been ordered and the money is there. The county gave you the money. Town Manager McCulloch asked if she could comment. Mayor Bryant stated she could. Town Manager McCulloch stated that the tar or asphalt is in the basement. We are trying to ask someone to repair it. He has not gotten back to us. We were going to try to repair it ourselves. It has been raining a lot. The supplies came in during Carnival. Someone has suggested that we ask the trustees of Botetourt County. Deputy Mason was supposed to come by here today to check everything out. They are willing to come and do the job. Mr. Ayers stated that it will take someone who knows what they are doing. You can't have just anybody do it. Mayor Bryant stated that it needs to be done. Mr. Ayers stated that you need someone to put weed killer down, pressure wash, fill the cracks, then put down the sealer. Town Manager McCulloch stated that Town had planned to do all that. Mr. Ayers stated that in the meantime, you can put up some new nets. There has been only one net on one goal all summer. Mr. Ayers requested that a table be put down there because there is no where to sit. Town Manager McCulloch stated that the benches are on back order for 9 months. Mr. Ayers stated Town needs to put up a table and be done with it. Why make things difficult. Mayor Bryant thanked Mr. Ayers for bringing this back to Council's attention. The next citizen to speak was Mike Burton of 591 Culpepper Ave. Mr. Burton wanted to make a suggestion to the Council. In view of the large number of people who have not been in politics in the Town and are running for Council, and the new citizens in Town that do not know anyone, Town should do a Forum event. This has been done in the past when there are a large number of people who had interest in Council. The mayor would introduce everyone, they would have 5 minutes to speak, and there was time set aside for the Council nominees to talk to the public. This is a good way to stir up interest in the election, and getting more people to participate. It also gives citizens the chance to get know the people who are running. Mr.

Burton suggested the last two weeks of October for the Forum. Mayor Bryant thanked Mr. Burton for his suggestion. What has been done in the past is the Town Manager reached out to the candidates to start that process. If Council is agreeable to that. Councilmember Manspile, Councilmember Rickman, and Councilmember Petty all agreed. Mayor Bryant asked Town Manager McCulloch to start the process. The third citizen to speak was Mitchell Fritz of 6118 Lithia Road. I signed up to endorse Mr. Burton's suggestion. Since you have already heard Mr. Burton's suggestion and had a conversation about it, I think my time is moot. Mayor Bryant stated that was officially 5 seconds. Mr. Burton stated you hold the Town record. Everyone laughed. Mayor Bryant thanked Mr. Fritz. Town will work on that and follow through the channels for that. Mayor Bryant thanked Mr. Ayers for his comments and stated Town would continue to chip away at that issue.

Next on the Agenda was Upcoming Meetings and Events. Mayor Bryant asked if there was anything that needed to be addressed in the list of upcoming meetings and events that are listed? Vice Mayor Witt asked if the next work session date had been decided. Town Manager McCulloch asked that Council advise when they could meet for a work session that had been postponed from last week. Mayor Bryant asked Town Manager McCulloch to put a couple of dates together to figure out when Council can meet as soon as possible.

Mayor Bryant stated that Council will next go into closed session. The motion will be made to go into closed session. Council will go into closed session. When Council comes out of closed session, the closed session will be certified and the meeting will be adjourned. There will be no discussion of what business was discussed during the closed session. If citizens would like, they can stay and here the motion, or, they can have a few minutes to leave.

Mayor Bryant made a motion for Town Council to go into closed session for the purpose of discussing matters exempt from the provisions of the Virginia Freedom of Information Act under section 2.2 3711 paragraph 5. Discussion concerning prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made for the business or industry's interest in locating or expanding in the community. Mayor Bryant stated that was the motion. Vice Mayor Witt made a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

Closed Session started at 7:26 pm.

Council went back into regular session at 7:56 pm.

Mayor Bryant made the motion to certify the closed session. Council certifies to the best of their knowledge that only matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and that were identified in the motion to go into closed session were heard, discussed, or considered. Councilmember Manspile gave a second for the motion. Mayor Bryant asked for further discussion. With no further discussion, the motion was carried with a vote of 5 – 0.

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

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Claudine Stump". The signature is written in a cursive style and is positioned above a horizontal line.

Claudine Stump, Clerk

A handwritten signature in blue ink that reads "Craig Bryant". The signature is written in a cursive style and is positioned above a horizontal line.

Craig Bryant, Mayor



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

MEMBERS:

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

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 5 - 0, the following was adopted:

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

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

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

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

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

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

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

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

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

AYES:

NAYS:

ABSENT:

APPROVED:



Mayor

ATTEST:



Town Clerk



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

MEMBERS:

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

VOTE:

YES
YES
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 5 - 0, the following was adopted:

A Resolution

Authorizing Replacement of Wastewater Treatment Plant Floor

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

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

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

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

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

AYES:

NAYS:

ABSENT:

APPROVED:



Handwritten signature of the Mayor in blue ink, written over a horizontal line.

Mayor

ATTEST:



Handwritten signature of Claudine Stump in blue ink, written over a horizontal line.

Town Clerk



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

MEMBERS:

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

VOTE:

YES
ABSTAIN
YES
YES
YES

On motion of Councilmember Manspile, which carried by a vote of 4 - 0, the following was adopted:

A Resolution

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

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

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

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

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

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

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

AYES:

NAYS:

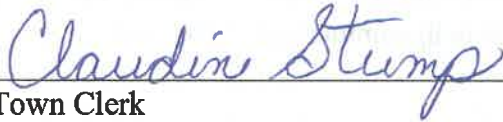
ABSENT:

APPROVED:

A handwritten signature in blue ink, appearing to be "Craig", written over a horizontal line.

Mayor

ATTEST:

A handwritten signature in blue ink, "Claudine Stump", written over a horizontal line.

Town Clerk