

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



Buchanan Town Council
Monday, March 8, 2021
Regular Meeting 7:00 p.m.
Town Hall
19753 Main Street
Buchanan, VA 24066

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

AGENDA

A. ROLL CALL AND ESTABLISHMENT OF QUORUM

B. MOMENT OF SILENCE

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

D. CONSENT AGENDA

1. Financial Report February 2021
2. Approval of Unpaid Bills
3. Approval of minutes from the February 8th, 2021 Regular Meeting and February 26th Work Session

E. AWARDS, RECOGNITIONS AND PRESENTATIONS

F. CITIZEN COMMENTS AND PETITIONS REGARDING AGENDA ITEMS– This time is reserved for comments and questions for issues listed on agenda. Comment should be directed to Council.

G. NEW BUSINESS / ACTION ITEMS / PUBLIC HEARINGS

1. Consideration of Resolution Accepting Contract for CPA Services–Resolution # R21-0308-01
2. Consideration of Resolution for Town Flag Policy- Resolution # R21-0308-02
3. Consideration of verbal Resolution for 2021 Town Events
4. Consideration of Resolution Implementing Council Orientation & Best Practices– Resolution #R21-0308-03
5. Consideration of Resolution Implementing a Governance Policy - Resolution #R21-0308-04

H. COMMITTEE REPORTS

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

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

J. ADDITIONAL COMMENTS

- Comments from Town Manager regarding new Town Clerk

K. UPCOMING MEETINGS AND EVENTS

- **Planning Commission** – Monday, April 5th, 2021 -7:00pm
- **Town Council Meeting** – Monday, April 12th, 2021 – 7:00pm
- **Town Council Work Session**- Wednesday March 10th- 7:00pm
- **Town Council Closed Session** – Saturday March 13th -9:00am

L. ADJOURNMENT

Town of Buchanan, Virginia

Balance Sheet

As of March 2, 2021

	Mar 2, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	310,495.55
10030 Change Funds	100.00
10040 Town Beautification Fund	9,711.03
10230 Water Dist - Rur Dev Acct	6,070.59
10231 Water Dist - VDH Account	2,562.00
10400 BOB W&S Escrow Account	380,684.53
10500 Certificates of Deposit	681,811.37
Total Checking/Savings	1,391,441.04
Accounts Receivable	
11001 General AR Billed	8,890.65
Property Taxes Receivable	71,666.36
WSG Receivable	64,560.58
Total Accounts Receivable	145,117.59
Other Current Assets	
11200 Prepaid Items	20,239.00
11000 Acct Receivable General	13,448.07
11010 Due from State/Fed Gen	5,031.01
11099 NSF Checks Receivable	25.25
11100 Water, Sewer, Garbage AR	18,037.16
11109 Allowance - Wat/Sew/Garba	-15,157.74
Allowance-Property Taxes	-26,480.84
Undeposited Funds	289.75
Total Other Current Assets	15,431.66
Total Current Assets	1,551,990.29
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	10,273,420.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21162 Accrued Payroll - Sewer	105.50
21161 Accrued Payroll - Water	149.20
21160 Accrued Payroll - General	7,773.95
22000 Customer Deposits	24,281.31
23000 Payroll Liabilities	4,479.53
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	48,081.75
Total Other Current Liabilities	85,275.63
Total Current Liabilities	85,275.63
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,339,491.27
Equity	
30100 General Fund Balance	897,494.19

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03/02/21

Accrual Basis

Town of Buchanan, Virginia

Balance Sheet

As of March 2, 2021

	Mar 2, 21
30200 Water Retained Earnings	4,930,289.26
30300 Sewer Retained Earnings	230,566.24
30400 Carnival Fund Balance	81,405.20
Retained Earnings	-290,142.21
Net Income	84,317.03
Total Equity	5,933,929.71
TOTAL LIABILITIES & EQUITY	10,273,420.98

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03/02/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

Ordinary Income/Expense	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Income					
Returned Check Charges		0.00			
3100000 Local Revenue			105.00		
3110000 General Property Taxes					
3110100 Real Property Taxes	610.85		143,590.77	150,000.00	150,000.00
3110101 Current Taxes	312.59	1,100.00	2,659.04	1,100.00	1,100.00
3110102 Delinquent Taxes					
Total 3110100 Real Property Taxes	923.44	1,100.00	146,249.81	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	12.41		16,343.12	12,752.00	12,752.00
3110302 Delinquent Taxes	0.96	25.00	-81.23	25.00	25.00
Total 3110300 Personal Property Taxes	13.37	25.00	16,261.89	12,777.00	12,777.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	34.40	0.00	318.35	0.00	2,000.00
Total 3110600 Penalties & Interest	34.40	0.00	318.35	0.00	2,000.00
Total 3110000 General Property Taxes	971.21	1,125.00	162,830.05	163,877.00	165,877.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	5,520.64	3,333.00	35,052.52	26,668.00	40,000.00
3120200 Consumer Utility Taxes	0.00	1,583.00	13,974.82	12,668.00	19,000.00
3120210 Consumption Tax	0.00	250.00	1,995.46	2,000.00	3,000.00
3120300 Business License Taxes	38,287.60	40,000.00	41,891.61	40,000.00	40,000.00
3120500 Vehicle Fees	0.00	0.00	0.00	0.00	16,200.00
3120600 Bank Franchise Fees	0.00	0.00	0.00	0.00	30,300.00
3121000 Occupancy Tax	58.04	166.66	2,919.52	1,333.36	2,000.00
3121100 Meals Taxes	1,576.64	2,712.00	13,142.53	21,702.00	32,550.00
Total 3120000 Other Local Taxes	45,442.92	48,044.66	108,976.46	104,371.36	183,050.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	50.00	166.68	250.00
3130308 Building Permits	50.00		300.00		
3130309 Sign Permits	0.00	8.33	0.00	66.68	100.00
3130310 Special Use Permit	0.00	8.33	0.00	66.68	100.00
Total 3130000 Permits/Fees/Reg Lic	50.00	37.49	350.00	300.04	450.00
3140000 Fines and Forfeitures					
3140102 Property Leins	0.00	0.00	1,394.20	0.00	2,500.00
3140103 Zoning Violations	0.00	41.66	1,800.00	333.36	500.00
Total 3140000 Fines and Forfeitures	0.00	41.66	3,194.20	333.36	3,000.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00	400.00	1,593.94	3,200.00	4,800.00
3150200 Rental Income	0.00	66.66	625.00	533.36	800.00
Total 3150000 Rev-Use of Money/Prop	0.00	466.66	2,218.94	3,733.36	5,600.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165190 Water Hook Up Fees	0.00		2,200.00		
Total 3165100 Water Revenues	0.00		2,200.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee		7,216.66	59,886.50	57,733.36	86,600.00
Total 3165300 Garbage Fees	7,509.00	7,216.66	59,886.50	57,733.36	86,600.00
Total 3165000 Charge Enterprise Svcs	7,509.00	7,216.66	62,086.50	57,733.36	86,600.00
Total 3160000 Charges for Services	7,509.00	7,216.66	62,086.50	57,733.36	86,600.00
3180000 Miscellaneous Revenue					
3189929 Christmas Mkt.	0.00		5,354.59		
3189928 Block Party	0.00		0.00	0.00	0.00
3189925 Mountain Magic	0.00		3,463.91		
3189920 Bot.Co.Fishing Carnival	0.00		0.00	0.00	0.00
3189919 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
3189918 Buchanan Garden Festival	0.00		0.00	0.00	0.00
3189917 CivilWar History Weeked	0.00		0.00	0.00	0.00
3189916 Easter Egg Hunt	0.00		0.00	0.00	0.00
3189915 Acoustic Endeavors	0.00		0.00	0.00	0.00
3189905 Overage/Shortage	0.00		0.00	0.00	0.00
3189904 Other	45.00		4,965.93	0.00	0.00
Miscellaneous Revenue					
3189903 Gifts and Donations	0.00		1,096.71	0.00	0.00
3189910 Arbor Day Donations	295.00		295.00	0.00	0.00
3189911 Event Fees	0.00		0.00	0.00	0.00
3189912 Carnival Proceeds	270.00	0.00	270.00	0.00	70,000.00
Total Miscellaneous Revenue	565.00	0.00	1,661.71	0.00	70,000.00
Total 3180000 Miscellaneous Revenue	610.00	0.00	15,446.14	0.00	70,000.00
Total 3100000 Local Revenue	54,583.13	56,932.13	355,102.29	330,348.48	514,577.00
3200000 Rev from Commonwealth					
3220000 Non-Categorical Aid					
3240801 DHCD Grant	0.00		27,000.00	30,000.00	30,000.00
3220150 Communications Tax	0.00	220.83	940.83	1,766.68	2,650.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
3220107 Rolling Stock Taxes	0.00	279.16	3,283.04	2,233.36	3,350.00
3220108 HB599 Aid Local Police	0.00	2,638.75	16,444.00	21,110.00	31,665.00
3220109 PPTRA-Car Tax Relief	0.00	0.00	11,608.54	0.00	11,608.00
Total 3220000 Non-Categorical Aid	0.00	3,138.74	59,276.41	55,110.04	79,273.00
3240000 Categorical Aid					
3240101 Fire Programs Funds	0.00		0.00	10,000.00	10,000.00
Total 3240000 Categorical Aid	0.00		0.00	10,000.00	10,000.00
Total 3200000 Rev from Commonwealth	0.00	3,138.74	59,276.41	65,110.04	89,273.00
3300000 Rev from Federal Gov't					
3330000 Categorical Aid					
3330220 Covid-19	0.00		16,312.47		
3330210 Fed Forest Land Mgmt	0.00		1,404.00		
Total 3330000 Categorical Aid	0.00		17,716.47		
Total 3300000 Rev from Federal Gov't	0.00		17,716.47		
3410500 Interfund Transfers					
3410201 Trfr Town 50% Carnival	0.00		0.00	0.00	0.00
3410501 Transfers fr General Fd	0.00	0.00	0.00	0.00	40,000.00
Total 3410500 Interfund Transfers	0.00	0.00	0.00	0.00	40,000.00
Total Income	54,583.13	60,070.87	432,200.17	395,458.52	643,850.00
Gross Profit	54,583.13	60,070.87	432,200.17	395,458.52	643,850.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	3,360.00	3,366.68	5,050.00
3600 Advertising	0.00	208.33	1,803.00	1,666.68	2,500.00
5540 Convention & Education	0.00	83.33	88.05	666.68	1,000.00
5600 Mileage Reimbursement	0.00	20.83	63.83	166.68	250.00
5800 Miscellaneous Expense	0.00	8.33	677.43	66.68	100.00
5810 Dues and Memberships	56.99	166.66	1,670.96	1,333.36	2,000.00
Total 11110 Town Council	476.99	908.31	7,663.27	7,266.76	10,900.00
Total 001 Legislative	476.99	908.31	7,663.27	7,266.76	10,900.00
Total 01 General Government Admin	476.99	908.31	7,663.27	7,266.76	10,900.00
02 General & Financial Admin					
12210 Legal Services					
Total 02 General & Financial Admin					

Town of Buchanan, Virginia

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3100 Professional Services	2,511.52	1,666.66	8,947.20	13,333.36	20,000.00
Total 12210 Legal Services	2,511.52	1,666.66	8,947.20	13,333.36	20,000.00
12240 Independent Auditor					
3100 Professional Services	0.00	0.00	13,000.00	14,000.00	14,000.00
Total 12240 Independent Auditor	0.00	0.00	13,000.00	14,000.00	14,000.00
12410 Clerk-Treasurer					
1100 Salaries	6,603.65	6,625.00	56,363.81	53,000.00	79,500.00
1110 Overtime	548.51	83.33	4,373.99	666.68	1,000.00
1120 Bonus	0.00		1,000.00		
2100 FICA/Medicare Tax	1,544.82	1,708.33	13,809.36	13,666.68	20,500.00
2110 Virginia Unemployment Ins	405.80	62.50	1,126.08	500.00	750.00
2212 Retirement	226.32	55.00	1,804.62	440.00	660.00
2213 VRS VLDP	177.47	105.83	1,061.34	846.68	1,270.00
2300 Health Insurance	745.80	750.00	5,173.39	6,000.00	9,000.00
3120 Accounting Services	0.00	916.66	5,925.10	7,333.36	11,000.00
3130 Bank Service Charges	0.00	33.33	99.80	266.68	400.00
3500 Printing and Binding	0.00		1,106.84	1,250.00	1,250.00
3600 Advertising	0.00	66.66	0.00	533.36	800.00
5210 Postal Services	180.00	375.00	2,073.10	3,000.00	4,500.00
5230 Telecommunications	203.37	258.33	2,192.34	2,066.68	3,100.00
5401 Copy Machine Rental	228.97	270.83	1,949.46	2,166.68	3,250.00
5600 Mileage Reimbursement	0.00	16.66	197.73	133.36	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	50.00
5810 Dues and Memberships	0.00	25.00	80.98	200.00	300.00
6001 Office Supplies	300.20	375.00	2,817.60	3,000.00	4,500.00
Total 12410 Clerk-Treasurer	11,164.91	11,727.46	101,155.54	95,070.16	142,030.00
12510 Town Manager					
1100 Salaries	5,358.73	4,632.50	45,675.82	37,060.00	55,590.00
1120 Bonus	0.00		1,000.00		
2212 Retirement	153.32	25.00	1,226.56	200.00	300.00
2213 VRS VLDP	0.00	8.33	0.00	66.68	100.00
2300 Health Insurance	651.80	550.00	5,090.22	4,400.00	6,600.00
5600 Mileage Reimbursement	0.00	70.83	177.97	566.68	850.00
5800 Miscellaneous Expense	0.00	41.66	0.00	333.36	500.00
5810 Dues and Memberships	100.00	62.50	100.00	500.00	750.00
Total 12510 Town Manager	6,263.85	5,390.82	53,270.57	43,126.72	64,690.00
Total 02 General & Financial Admin	19,940.28	18,784.94	176,373.31	165,530.24	240,720.00
03 Public Safety					
001 Law Enforcement					
31100 Police Department	2,917.00	2,916.66	23,333.00	23,333.36	35,000.00

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Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Total 001 Law Enforcement	2,917.00	2,916.66	23,333.00	23,333.36	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	2,683.38	3,333.36	5,000.00
5601 Grant (Firefighter)	0.00	10,000.00	0.00	10,000.00	10,000.00
5600 Purchase for Fire Dept	0.00		0.00	0.00	0.00
Total 32200 Volunteer Fire Department	0.00	10,416.66	2,683.38	13,333.36	15,000.00
Total 002 Fire & Rescue Services	0.00	10,416.66	2,683.38	13,333.36	15,000.00
Total 03 Public Safety	2,917.00	13,333.32	26,016.38	36,666.72	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,649.00	3,750.00	36,770.32	30,000.00	45,000.00
1110 Overtime	54.00	125.00	826.86	1,000.00	1,500.00
1120 Bonus	0.00		1,500.00		
2212 Retirement	131.40	30.00	1,146.52	240.00	360.00
2213 VRS VLDP	0.00	65.00	0.00	520.00	780.00
2300 Health Insurance	2,606.68	1,833.33	19,822.55	14,666.68	22,000.00
3310 Repair & Maint Services	120.00	416.66	2,817.31	3,333.36	5,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	3,333.36	5,000.00
3322 Janitorial Services	417.27	300.00	0.00	2,400.00	3,600.00
5100 Electricity - Streetlights	45.56	1,000.00	3,134.49	8,000.00	12,000.00
5110 Electricity - Town Hall	1,554.26	216.66	7,912.59	1,733.36	2,600.00
5120 Heating Fuel	356.06	0.00	2,058.12	3,000.00	3,000.00
5230 Telecommunications	0.00	291.66	2,055.81	2,333.36	3,500.00
5308 General Liability Insur	0.00	0.00	0.00	0.00	20,000.00
5800 Miscellaneous Expense	0.00		339.80		
5811 Uniforms & Safety Clothing	140.00	383.33	1,382.37	3,066.68	4,600.00
5812 Safety Footwear	395.69	0.00	395.69	250.00	500.00
6007 Repair & Maint Supplies	392.02	416.66	1,967.36	3,333.36	5,000.00
6008 Vehicle & Equip Fuels	0.00		2,205.19	0.00	0.00
8002 Capital Outlay	0.00	208.33	0.00	1,666.68	2,500.00
Total 43200 Maint of Gen Properties	9,861.94	9,453.29	86,388.49	78,876.84	136,940.00
44000 Trash Department					
33301 Brush Grinding	1,500.00		1,586.10	8,500.00	8,500.00
33201 Trash Pickup	6,536.00	6,916.66	52,119.00	55,333.36	83,000.00
Total 44000 Trash Department	8,036.00	6,916.66	53,705.10	63,833.36	91,500.00
Total 04 Public Works	17,897.94	16,369.95	140,073.59	142,710.20	228,440.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	0.00		0.00	0.00	0.00

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
5811 Epiphany Bon Fire	0.00		0.00	0.00	0.00
5812 Soup Night Cash Mob	0.00		0.00	0.00	0.00
5813 Acoustic Endeavors Concert	0.00		0.00	0.00	0.00
5814 Easter Egg Hunt	0.00		0.00	0.00	0.00
5815 Civil War History Weekend	0.00		0.00	0.00	0.00
5816 Buchanan Garden Festival	0.00		0.00	0.00	0.00
5817 LEU Police Bicycle Tour	0.00		0.00	0.00	0.00
5818 Bo Co Fishing Carnival	0.00		0.00	0.00	0.00
5823 Mountain Magic	0.00		111.76		
5825 Christmas Eve Luminaries	0.00		486.98		
5826 Block Party	0.00		0.00	0.00	0.00
5827 Misc. Event Supplies	0.00		0.00	0.00	0.00
3600 Advertising	300.00		3,018.75	0.00	0.00
5840 Town Events	0.00		7,799.58	0.00	0.00
6013 Recreational Supplies	0.00		465.50	0.00	0.00
8101 Machinery & Equipment Cost	0.00		2,966.66	0.00	0.00
71100 Parks & Recreation - Other	0.00		275.00		
Total 71100 Parks & Recreation	300.00		15,124.23	0.00	0.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		535.86	0.00	0.00
5110 Utilities	42.17		1,155.57	0.00	0.00
5801 Carnival Operations	0.00	0.00	589.13	0.00	19,960.00
Total 71200 Carnival	42.17	0.00	2,280.56	0.00	19,960.00
Total 07 Parks, Events & Cultural	342.17	0.00	17,404.79	0.00	19,960.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	31,816.68	31,000.00	46,500.00
1120 Bonus	0.00		500.00		
2212 Retirement	127.64		1,021.12	0.00	0.00
2213 VRS VLDP	0.00	41.66	0.00	333.36	500.00
2300 Health Insurance	1,258.66	1,104.16	9,569.20	8,833.36	13,250.00
3600 Advertising	209.25	131.66	5,097.25	1,053.36	1,580.00
5602 Donation After Prom Party	0.00		0.00	0.00	0.00
5603 Donation to Theater	0.00		0.00	0.00	0.00
5604 Town Flowers/Baskets	0.00	0.00	0.00	0.00	2,000.00
Total 81200 Community Development	5,155.39	5,152.48	48,004.25	41,220.08	63,830.00
Total 08 Development	5,155.39	5,152.48	48,004.25	41,220.08	63,830.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements			0.00	0.00	0.00
94100 General Capital Outlay	0.00				

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03/02/21

Accrual Basis

Town of Buchanan, Virginia

(GF) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
94105 Playground	0.00		0.00	0.00	0.00
94107 Community Develop Grant	0.00		20,976.53	30,000.00	30,000.00
94108 Covid-19	0.00		6,359.25		
94199 Contingencies- Technology	0.00		0.00	0.00	0.00
Total 94100 General Improvements	0.00		27,335.78	30,000.00	30,000.00
Total 004 Capital Projects	0.00		27,335.78	30,000.00	30,000.00
009 Interfund Transfers					
98300 Transfers to General Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	0.00		27,335.78	30,000.00	30,000.00
Total Expense	46,729.77	54,549.00	442,871.37	423,394.00	643,850.00
Net Ordinary Income	7,853.36	5,521.87	-10,671.20	-27,935.48	0.00
Net Income	7,853.36	5,521.87	-10,671.20	-27,935.48	0.00

Town of Buchanan, Virginia
Vendor Payments Made
 February 3 through March 2, 2021

Type	Date	Num	Memo	Account	Split	Amount
Bank of Botetourt Bill Pmt -Check	03/01/2021	22081		10010 Buchanan General Fund	20000 Accounts Payable	-1,110.91
Blossman Bill Pmt -Check	02/09/2021	22044	Propane @ WFP	10010 Buchanan General Fund	20000 Accounts Payable	-1,830.06
Bug Man Exterminating Bill Pmt -Check	02/05/2021	22042	4 seasons of pest service	10010 Buchanan General Fund	20000 Accounts Payable	-120.00
C&M Industrial Maintenance SVC. Bill Pmt -Check	02/09/2021	22045	Unclog sewer line on Town side @ Tom Ramsey resident	10010 Buchanan General Fund	20000 Accounts Payable	-200.00
C&S Disposal Inc. Bill Pmt -Check	02/09/2021	22046	Sludge disposal	10010 Buchanan General Fund	20000 Accounts Payable	-605.00
Bill Pmt -Check	02/25/2021	22066	Garbage p/u (475X13.00=6175, 19X19.00=361.)	10010 Buchanan General Fund	20000 Accounts Payable	-6,536.00
Cintas Corporation- #524 Bill Pmt -Check	02/09/2021	22047		10010 Buchanan General Fund	20000 Accounts Payable	-105.00
Bill Pmt -Check	03/01/2021	22080		10010 Buchanan General Fund	20000 Accounts Payable	-70.00
CMC Supply Bill Pmt -Check	03/01/2021	22079	Supplies for water	10010 Buchanan General Fund	20000 Accounts Payable	-448.76
Core & Main LP Bill Pmt -Check	02/09/2021	22048	Supplies for water	10010 Buchanan General Fund	20000 Accounts Payable	-9.00
Dominion Energy Virginia Bill Pmt -Check	02/09/2021	22049		10010 Buchanan General Fund	20000 Accounts Payable	-7,187.15
Bill Pmt -Check	03/01/2021	22078		10010 Buchanan General Fund	20000 Accounts Payable	-4,645.37
Faye Worley Bill Pmt -Check	02/25/2021	22065	Janitorial services for town hall & fire house	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Fincastle Herald Bill Pmt -Check	03/01/2021	22077	Herald paper subscription	10010 Buchanan General Fund	20000 Accounts Payable	-44.00
Fisher Auto Parts Bill Pmt -Check	02/09/2021	22050	Supplies for PW	10010 Buchanan General Fund	20000 Accounts Payable	-42.43
Bill Pmt -Check	03/01/2021	22076	Filters for STP	10010 Buchanan General Fund	20000 Accounts Payable	-99.16
Gentry Locke Attorneys Bill Pmt -Check	03/01/2021	22075	Attorney service for January 2021	10010 Buchanan General Fund	20000 Accounts Payable	-2,511.52
Happy Food Mart Bill Pmt -Check	02/09/2021	22051		10010 Buchanan General Fund	20000 Accounts Payable	-360.04
Hy-Test, Inc. Bill Pmt -Check	02/09/2021	22062	Annual inspection of fire supp. system & extinguisher's	10010 Buchanan General Fund	20000 Accounts Payable	-456.50
J L Computers Inc. Bill Pmt -Check	03/01/2021	22074	Web site hosting & icloud backup services	10010 Buchanan General Fund	20000 Accounts Payable	-209.25
James River Equipment-Buchanan Bill Pmt -Check	02/09/2021	22052	Supplies for public works	10010 Buchanan General Fund	20000 Accounts Payable	-50.12
LAMAR COMPANIES Bill Pmt -Check	02/09/2021	22053	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
Pace Analytical Services, LLC Bill Pmt -Check	02/09/2021	22054		10010 Buchanan General Fund	20000 Accounts Payable	-375.24
Bill Pmt -Check	03/01/2021	22073		10010 Buchanan General Fund	20000 Accounts Payable	-798.26
Reed Vess Logging, LLC Bill Pmt -Check	02/17/2021	22063	Time for moving equipment to site to grind brush.	10010 Buchanan General Fund	20000 Accounts Payable	-1,500.00
Robinson Farmer Cox Bill Pmt -Check	02/09/2021	22055	051450	10010 Buchanan General Fund	20000 Accounts Payable	-13,000.00
S h e n t e l Bill Pmt -Check	03/01/2021	22072		10010 Buchanan General Fund	20000 Accounts Payable	-315.58
The Home Depot Bill Pmt -Check	02/09/2021	22056	Plastic sheeting for dryin beds @ STP	10010 Buchanan General Fund	20000 Accounts Payable	-103.19
Verizon Bill Pmt -Check	02/09/2021	22057	Acct 650-005-247-0001-20 (Stp)	10010 Buchanan General Fund	20000 Accounts Payable	-166.06
Bill Pmt -Check	03/01/2021	22071		10010 Buchanan General Fund	20000 Accounts Payable	-102.58
Verizon (Water Filtration) Bill Pmt -Check	03/01/2021	22070	Acct 653-767-895-0001-01 (WFP)	10010 Buchanan General Fund	20000 Accounts Payable	-59.17

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Town of Buchanan, Virginia
Vendor Payments Made
February 3 through March 2, 2021

Type	Date	Num	Memo	Account	Split	Amount
Virginia Business Systems						
Bill Pmt -Check	03/01/2021	22069	Copier	10010 Buchanan General Fund	20000 Accounts Payable	-228.97
Virginia Media, Inc						
Bill Pmt -Check	03/01/2021	22068	Christmas in Buchanan ad	10010 Buchanan General Fund	20000 Accounts Payable	-96.25
Virginia Office Supply						
Bill Pmt -Check	02/09/2021	22058	Office supplies	10010 Buchanan General Fund	20000 Accounts Payable	-76.27
Bill Pmt -Check	03/01/2021	22067		10010 Buchanan General Fund	20000 Accounts Payable	-140.12
Virginia Resource Authority						
Check	03/01/2021	EPAY	Invoice # 21331DW WSL 01-10	10010 Buchanan General Fund	95510 Principal Payments	-5,814.78
VUPS						
Bill Pmt -Check	02/09/2021	22059		10010 Buchanan General Fund	20000 Accounts Payable	-29.40
Webb's Oil Corporation						
Bill Pmt -Check	02/09/2021	22060	Heating oil for Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-1,554.26
Z & T Sales, LLC						
Bill Pmt -Check	02/09/2021	22061	Work boots for (Andy Newcomb & Billy Eagle)	10010 Buchanan General Fund	20000 Accounts Payable	-395.69

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2021

Ordinary Income/Expense	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop	0.00		239.28		
3150100 Interest Income					
Total 3150000 Rev-Use of Money/Prop	0.00		239.28		
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	28,390.96	28,050.16	225,303.77	224,401.36	336,602.00
3165111 Water Sales	0.00	50.00	549.00	400.00	600.00
3165120 Water Penalties	-40.00	1,833.33	6,725.75	14,666.68	22,000.00
3165130 Reconnect Fees	0.00	333.33	900.00	2,666.68	4,000.00
3165190 Water Hook Up Fees	0.00	16.66	2,200.00	133.36	200.00
Total 3165100 Water Revenues	28,350.96	30,283.48	235,678.52	242,268.08	363,402.00
3165200 Sewer Revenues					
3165210 Sewer Services	16,410.03	16,391.66	129,751.98	131,133.36	196,700.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
Total 3165200 Sewer Revenues	16,410.03	16,391.66	132,251.98	131,133.36	196,700.00
3165300 Garbage Fees					
3165310 Garbage Collection Fee	0.00		15.00		
Total 3165300 Garbage Fees	0.00		15.00		
Total 3165000 Charge Enterprise Svcs	44,760.99	46,675.14	367,945.50	373,401.44	560,102.00
Total 3160000 Charges for Services	44,760.99	46,675.14	367,945.50	373,401.44	560,102.00
Total 3100000 Local Revenue	44,760.99	46,675.14	368,184.78	373,401.44	560,102.00
3200000 Rev from Commonwealth					
3240000 Categorical Aid					
3240201 VA Dept of Health Grant	0.00	0.00	0.00	0.00	40,000.00
Total 3240000 Categorical Aid	0.00	0.00	0.00	0.00	40,000.00
Total 3200000 Rev from Commonwealth	0.00	0.00	0.00	0.00	40,000.00
3410500 Interfund Transfers					
3410503 Transfer fr Sewer Fund	0.00		0.00	0.00	0.00
Total 3410500 Interfund Transfers	0.00		0.00	0.00	0.00
Total Income	44,760.99	46,675.14	368,184.78	373,401.44	600,102.00

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03/02/21

Accrual Basis

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Gross Profit	44,760.99	46,675.14	368,184.78	373,401.44	600,102.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer	149.25		1,079.12		
2100 FICA/Medicare Tax	51.31		117.15		
2110 Virginia Unemployment Ins					
Total 12410 Clerk-Treasurer	200.56		1,196.27		
Total 02 General & Financial Admin	200.56		1,196.27		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	69.44		460.20		
5230 Telecommunications	13.63		161.61		
Total 43200 Maint of Gen Properties	83.07		621.81		
44100 Water Operations					
1100 Salaries & Wages	1,027.00	1,333.33	7,827.80	10,666.68	16,000.00
1110 Overtime	0.00	83.33	120.83	666.68	1,000.00
2100 FICA/Medicare	0.00	8.33	0.00	66.68	100.00
2110 Virginia Unemployment Tax	0.00	1.66	0.00	13.36	20.00
2210 IRA Contribution	0.00	8.33	0.00	66.68	100.00
3100 Prof Svcs & Miss Utility	0.00	20.83	244.62	166.68	250.00
3110 Operating Contract	0.00	5,583.33	27,873.35	44,666.68	67,000.00
3310 Repairs & Maint Contract	0.00	833.33	871.94	6,666.68	10,000.00
3700 Permits	0.00	383.33	4,602.65	3,066.68	4,600.00
5110 Utilities	945.56	750.00	5,259.77	6,000.00	9,000.00
6007 Repair & Maint Supplies	448.76	1,250.00	3,220.74	10,000.00	15,000.00
6014 Operating Supplies	844.29	416.66	12,577.34	3,333.36	5,000.00
8101 Machinery & Equipment Cost	0.00	166.66	2,966.66	1,333.36	2,000.00
Total 44100 Water Operations	3,265.61	10,839.12	65,565.70	86,713.52	130,070.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	0.00	666.66	5,557.00	5,333.36	8,000.00
5110 Utilities	587.38	666.66	5,091.78	5,333.36	8,000.00
5230 Telecommunications	126.25	83.33	643.31	666.68	1,000.00
6014 Operating Supplies	0.00	200.00	965.85	1,600.00	2,400.00
8101 Machinery & Equipment Cost	0.00	2,958.33	0.00	23,666.68	35,500.00
Total 44110 Water Filtration Plant	713.63	4,574.98	12,257.94	36,600.08	54,900.00
44200 Sewer Operations					
5230 Telecommunications	98.40	183.33	1,596.59	1,466.68	2,200.00
1100 Salaries & Wages	924.00	916.66	6,129.90	7,333.36	11,000.00
1110 Overtime	0.00	83.33	27.00	666.68	1,000.00
2100 FICA/Medicare	0.00	5.00	0.00	40.00	60.00

Town of Buchanan, Virginia

(Utility) Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
2110 Virginia Unemployment Tax	0.00	1.00	0.00	8.00	12.00
2210 IRA Contribution	0.00	5.00	0.00	40.00	60.00
3100 Prof Svcs & Miss Utility	0.00	8.33	244.66	66.68	100.00
3110 Operating Contract	0.00	4,416.66	22,111.40	35,333.36	53,000.00
3310 Repairs & Maint Contract	200.00	1,250.00	1,629.94	10,000.00	15,000.00
3320 Sludge Disposal	605.00	666.66	2,593.20	5,333.36	8,000.00
3700 Permits	0.00	125.00	200.00	1,000.00	1,500.00
5110 Utilities	3,955.62	1,708.33	17,591.19	13,666.68	20,500.00
5410 Lease/Rent of Equipment	0.00	83.33	347.00	666.68	1,000.00
6007 Repair & Maint Supplies	99.16	625.00	990.26	5,000.00	7,500.00
6014 Operating Supplies	0.00	500.00	551.03	4,000.00	6,000.00
8101 Machinery & Equipment Cost	0.00	541.66	7,158.47	4,333.36	6,500.00
Total 44200 Sewer Operations	5,882.18	11,119.29	61,170.64	88,954.84	133,432.00
Total 04 Public Works	9,944.49	26,533.39	139,616.09	212,268.44	318,402.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	1,666.66	0.00	13,333.36	20,000.00
Total 94200 Water Projects	0.00	1,666.66	0.00	13,333.36	20,000.00
94300 Sewer Projects					
94305 SER Cap Grant	0.00	0.00	0.00	0.00	40,000.00
94302 WWTP Improvements	0.00	1,026.91	31,600.00	8,215.36	12,323.00
94303 Pumps for Lift Station	0.00		0.00	0.00	0.00
94399 Contingencies	0.00	1,808.33	0.00	14,466.68	21,700.00
Total 94300 Sewer Projects	0.00	2,835.24	31,600.00	22,682.04	74,023.00
Total 004 Capital Projects	0.00	4,501.90	31,600.00	36,015.40	94,023.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	0.00	15,639.75	93,837.93	125,118.00	187,677.00
Total 95500 Water Debt Service	0.00	15,639.75	93,837.93	125,118.00	187,677.00
Total 005 Debt Service	0.00	15,639.75	93,837.93	125,118.00	187,677.00
009 Interfund Transfers					
98100 Transfers to Water Fund	0.00		0.00	0.00	0.00
98200 Transfers to Sewer Fund	0.00		0.00	0.00	0.00
Total 009 Interfund Transfers	0.00		0.00	0.00	0.00
Total 09 Nondepartmental	0.00	20,141.65	125,437.93	161,133.40	281,700.00

10:33 AM

03/02/21

Accrual Basis

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

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Total Expense	10,145.05	46,675.04	266,250.29	373,401.84	600,102.00
Net Ordinary Income	34,615.94	0.10	101,934.49	-0.40	0.00
Net Income	34,615.94	0.10	101,934.49	-0.40	0.00



Minutes of Council Meeting
Buchanan, VA

February 8, 2021

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

Absent: Councilman Christopher Witt

Mayor Craig Bryant called the February 2021 Council meeting to order at 7:00 p.m. Town Clerk Jenny Petty took roll call with four members present and one absent. 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 January 2021 Financial Report, unpaid bills and approval of the Council minutes from the regular meeting held on January 11, 2021, and the January 21, 2021 Work Session. Mayor Craig Bryant asked for discussion. Vice Mayor James Manspile made a motion to amend the current agenda to revisit items number 5- Consideration of Resolution R21-0208-04 "Implementing Council Orientation & Best Practices" and number 6- consideration of Resolution #R21-0208-05 "Implementing a Governance Policy" in New Business. He stated that he would like to revisit them in the next work session. A second was given by Councilmember Chris Petty. The motion carried with a vote of 3-1. A motion was made to accept all items under the Consent Agenda by Vice Mayor James Manspile with a second from Councilmember Marty Rickman. The motion was passed with a vote of 4-0.

Next on the agenda was Awards, Recognitions and Presentations. Town Manager Jason Tyree stated that the town Clerk, Jenny Petty had accepted a position with the Bank of Botetourt and he thanked her for her service to the town. Vice Mayor James Manspile stated that he wanted to recognize the Public Works staff for reading all 551 meters in 4 hours and 18 minutes. This is a new record and shows how far the reading has come when it used to take two days.

Next on the agenda was to hear 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. First was a verbal resolution to accept the appointment of James Manspile to the Vice Mayor position. Mayor Craig Bryant made a motion to accept with a second from Councilmember Chris Petty. The motion carried with a vote of 4-0. Next was consideration of Resolution #R21-0208-01 marking and signage of the Gauge Dock Area. Town Manager Jason Tyree summarized that the Gauge Dock would be filled in. A motion to accept the resolution was made by Vice Mayor James Manspile with a second from Councilmember Marty Rickman. Motion carried with a vote of 4-0. Next was consideration of Resolution #R21-0208-02 Opposing Department of Wildlife Resources Boat Landing Access Fees. Town Manager Jason Tyree stated that the fees would not be given to the town and with what little maintenance the DWR does at the boat landing, that it wasn't helping the town. A motion to accept was given by Vice Mayor James Manspile with a second from Councilmember Marty Rickman. Motion carried with a vote of 4-0. Next was consideration on Resolution #R21-0208-03 Awarding Bid for Preliminary Engineering Study. Town Manager Jason Tyree stated that the study is using the SERCAP Grant funds for the Sewer System upgrade. A motion to accept was made by Vice Mayor James Manspile with a second from Councilmember Chris Petty. Motion carried with a vote of 4-0. Next was consideration of Resolution #R21-0208-06 Approving Brush Dump Grinding and Hauling. Town Manager Jason Tyree stated that he had several quotes and the best one to fit the town's needs would be around \$10,000.00. This would include grinding and hauling away. He said there were lower bids, however they did not contain hauling. A motion to accept was made by Vice Mayor James Manspile with a second from Councilmember Chris Petty. The Motion carried with a vote of 4-0. Last was consideration of Resolution #R21-0208-07 appointing Jon Ellestad Interim Town Manager. Town Manager Jason Tyree stated that this did not appoint him right away, however it did give Council the choice to enact it when the time came. A motion to accept was made by Mayor Craig Bryant with a second from Vice Mayor James Manspile. The motion carried with a vote of 4-0.

The next item of business was to hear Committee Reports. For the Special Events Committee, Marty Rickman stated that tentatively the Buchanan Community Carnival will be held July 1-10 2021 with closure on Sunday the 4th. Raffle tickets with 20+ prizes have been printed and should be distributed within the next week. No report on the Planning Commission due to Councilmember Christopher Witt's absence. Town Manager Jason Tyree stated that at the last Planning Commission meeting that they had voted to accept the application from Jenny Petty to serve in the vacancy. He asked if Council would like to vote on it so Mrs. Petty could attend the March meeting. Consensus on Council was to vote. A motion to accept was made by Vice Mayor James Manspile with a second from Councilmember Marty Rickman. Councilmember Chris Petty abstained due to Mrs. Petty being his spouse. The Motion carried with a vote of 3-0. Next, for the Safety Committee, Councilmember Chris Petty stated that he had contacted VDOT about a sign that a windstorm blew down and was in the process of getting streetlight outages called into Dominion Power. Councilmember Marty Rickman stated that a crosswalk needed to be put at Twin River Outfitters due to the foot traffic going across Lowe Street. Mayor Craig Bryant stated that it would be a good idea to look at the Safety Committee to see if there are other places that need attention. He also stated that getting citizen input would be beneficial. Next, for the Public Works Committee, Vice Mayor James Manspile reported there had been 12 Miss Utilities, 1 water cut on and 1 water cut off and two water taps. He stated that there were two building permits obtained with one of those including one of the new water taps as well.

Next, was Citizen Comments on Non-Agenda Items. Nicole Manspile from 40 Southview Street reminded Council that she had come to them before about the condition of the road by her house. She also stated that she had brought with her a signed letter from the residents on that street asking for maintenance to be performed. She stated that she had not heard anything from that council meeting and was inquiring about the status. Mayor Craig Bryant stated to Town Manager Jason Tyree to get it on a work session agenda for the future. He also thanked Mrs. Manspile for her comments.

With no further discussion, a motion for adjournment was made by Vice Mayor James Manspile with a second from Councilmember Chris Petty. The motion to adjourn passed with a vote of 4-0. The meeting was adjourned at 7:30p.m.

Respectfully submitted,

Jenny M. Petty, Clerk

Craig Bryant, Mayor



Minutes of Council Meeting
Work Session
Buchanan, VA

February 26th, 2021 6 P.M.

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

Mayor Craig Bryant opened the January 21, 2021 Council work session at 6:00 p.m. Town Manager Jason Tyree took roll call with all Councilmembers present. Mayor Bryant noted that councilmembers were social distancing and everyone present were wearing mask.

First on the Agenda was discussion regarding the waiving of lien fees as verbally requested by Town Citizen Julian Hampton. Town Manager Jason Tyree advised that Mr. Hampton had unpaid water bills that were pre-COVID and was sent to the Town Attorney to place a lien on the property as Town Council had requested in these situations. All together the Town placed 6 liens on properties at the same time for unpaid water, sewer, garbage services. Town Manager advised that several accountholders had already paid their lien fees and if waived for Mr. Hampton the ethical action would be to refund the other accounts. Mayor Bryant asked if the attorney fees have already been paid by the Town and Town Manager advised yes they had. After future dialog, council advised that further discussion or agenda item for March was not warranted for the waiving of these fees.

Next on the Agenda was discussion regarding the contract renewal for Town Certified Public Accounting (CPA) Contractor Mary Earhart. Town Manager Jason Tyree advised that Mary has served the town for many years and provided much assistance to him. He also advised that Mary does a pre-audit and training for staff. Councilmember Witt asked how much we had paid her this past year. Town Manager advised that we paid her around \$12,000 and her projected fees for the upcoming fiscal year are estimated from \$12,000-\$15,000. After further discussion town council advised that they would consider March resolution.

Next on the Agenda was discussion regarding 2021 Town Flag Policy. Town Manager Jason Tyree explained that he had made no changes from the previous year. He advised that there are seven holidays in which flags are placed along Main Street. The Holidays include, 1) Memorial Day, 2) Flag Day 3) 4th of July 4) Labor Day 5) Patriots Day (Sept 11th) 6) Columbus Day 7) Veterans Day. Town Manager also advised the Town spends on average \$1900 paying overtime to Town employees for putting up and taking down flags and suggested having Town Council or another volunteer group try to assist or just

pay to replace the flags each year and have them go up on Friday and down after the holiday. After much discussion council advised that they would look at other options for the placement of flags and possibly new ways or new places to put flags. Council suggested only one change to the policy would allow the Town Manager to decide on putting out the flags during inclement weather. After further discussion town council advised that they would consider March resolution.

Next on the Agenda was discussion regarding 2021 Town Events. Town Manger read the proposed events calendar along with COVID safe alternatives (in the case COVID restrictions would not allow large groups to congregate). Vice Mayor Manspile asked to change the Fire Department cleaning of the street curb and gutters to getting VDOT street sweeper as the water and grave from the street could cause issues with water runoff/ storm drains. Town Manager advised that he had discussed this earlier in the day with Vice mayor and has sent an email to VDOT to ask for street sweeper as this had been done in the past. Councilmember Witt asked for more police or emergency service vehicles that could assist during events like the Buchanan Tri. He advised that he has seen vehicles almost hit pedestrians and we would need to look at this going forward. Town Manager advised that the Fire Department may be able to assist with some of this or use Town Trucks with the lights on to slow down vehicles, or even San-Mar Co. to provide a large mobile digital street sign that could warn on coming traffic. With these changes' council advised they would consider a March resolution for Town Events.

Next on the Agenda was to discussion regarding the first proposed fiscal year 2021-2022 budget. Town Manager advised that this was just a draft and broken down a couple of ways. Mayor Craig Bryant suggested putting some of the utility fund toward the Town Manager salary as the Town Manager does a lot with utilities. Town Manager Jason Tyree advised that yes, a lot of his time is spent dealing with utilities and currently no utility funds are put toward his salary. Council advised they would like to see \$5,000-\$10,000 put toward the town manager salary. Town Manager advised that he would make those changes and bring the budget back for review.

Next on the Agenda was to discussion regarding Council Orientation. Town Manager advised this was discussed at the last work session and tabled at the last regular meeting. Vice Mayor asked what the intent of the document was, for example, was it just to be given to "new" council members at the retreat and then set on a shelf. Mayor Bryant advised that yes, the intent would be to give to new council members as a guideline. Mayor Bryant advised that when he started, he wished that he had something like this to give some direction. Vice Mayor Manspile also asked that the document be re-worded from first person to third person. After further discussion town council advised that they would consider March resolution.

Next on the Agenda was to discussion Governance Policy. Town Manager advised this was discussed at the last work session and tabled at the last regular meeting. Vice Mayor asked what the goal of this document would be for. Mayor Bryant advised this document would be an "active" document that council would agree to adhere to on a day-to-day basis. Vice Mayor Manspile stated that is biggest issue with the document was that someone could each year run for election as "Vice-Mayor" due to the way section 5.1 paragraph 2 of the document was worded. After further discussion Council advised they would like to see wording change that Vice-Mayor will be selected and in the case the Mayor is incapacitated and no Vice -Mayor has been selected the next most senior council member (terms/years served on council) would serve as Vice-Mayor in the interim (in the case there are multiple senior members one would be selected to serve. Otherwise, a member will be selected from the ranks of

council to serve as Vice-Mayor. After further discussion town council advised that they would consider March resolution.

Next on the Agenda was to go into closed session to discuss personnel matters and the Town Manger Applications. Mayor Bryant read the Freedom of Information Act exemption under State Code 2.2.37-11.1 Personnel Matters. Motion was made by Vice Mayor Manspile and seconded by Councilmember Petty, with all council voting yes.

After the closed session, a motion was made to certify that was discussed met the guidelines for the closed session. Vice Mayor Manspile made the motion to certify the closed session and councilmember petty seconded the motion, all council members voted yes to certify.

Finally, Vice Mayor Manspile made a motion to adjourn. The motion was seconded by councilmember Rickman and all council members voted yes. The work session was adjourned at 9:21 P.M.

Respectfully submitted,

Claudine Stump, Clerk

Craig Bryant, Mayor



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

MEMBERS:

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

VOTE:

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

A Resolution

Authorizing Accounting Services Provided by Mary Earhart, Certified Public Accountant, for Fiscal Year 2021 Audit and Fiscal Year 2022 Accounting Service

Whereas, the Town of Buchanan has utilized the professional services of a Certified Public Accountant, Mary Earhart, for several years, who has proven effective in assisting staff with audit work, accounting guidance and assistance with all aspects of QuickBooks; and

Whereas, the Town wishes to maintain the working relationship with Mary Earhart through the upcoming fiscal year; and

Now, therefore, be it resolved that the Town does hereby accept the annual agreement for accounting services with Mary. Earhart for the remaining fiscal year 2021 and upcoming fiscal year 2022 in the amount estimated between \$12,000 and \$15,000 as described in the contract and does also hereby authorize the Town Manager to execute the contract.

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 10th day of February 2020 beginning at 7:00 p.m.:

MEMBERS:

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

VOTE:

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

**A RESOLUTION
IMPLEMENTING OF A POLICY FOR TOWN OWNED FLAGS AND FLAGPOLES**

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The policy for Town owned flags shall be:

Use and Display of the United States Flag and Virginia State Flag

1. General Overview;
 - 1.1. The Town of Buchanan displays the United States Flag at many of its facilities and the Virginia State Flag at Town Hall. It is important to honor the flag and display it correctly.
 - 1.2. This policy is divided into the following sections;
 1. General Overview
 2. References
 3. Definitions
 4. Policy
 5. Procedure
 6. Responsibilities
2. References
 - 2.1. 4 U.S.C. 1: The Flag- United States Code/ U.S. Law
 - 2.2. 36 U.S.C. 10: Patriotic Customs- United States Code/ U.S. Law
3. Definitions
 - 3.1. Half-Staff- the position of the flag when it is one-half the distance between the top and bottom of the staff.
4. Policy
 - 4.1. It is the policy of the Town of Buchanan to correctly honor the United States and Virginia State Flags and ensure a standard for flag display on Town property.



4.2. The Town of Buchanan shall comply with national and state protocols for flag display and etiquette.

5. Procedure

5.1. U.S. Flags are located at the following Town properties;

1. Town Hall
2. Town Park
3. Swinging Bridge Park

5.2. Time and Occasions for Display; Holstering and Lowering;

5.2.1. It is the universal custom to display the flag only from sunrise to sunset on buildings and stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly laminated during hours of darkness.

5.2.2. The flag should be holstered briskly and lowered ceremoniously.

5.2.3. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

5.2.3.1. At the Town Manager (or designee) discretion due to the safety of town staff and volunteers, the Town Manager may elect to take down or not place up any of the Town Flags described in this policy.

5.2.4. The flag should be displayed on all days.

5.2.4.1. Exception for the Town Park flag which due to the replacement cost may be holstered for the winter duration (starting in November, each year) to ensure proper care of flag.

5.3. Respect for the flag;

5.3.1. No disrespect should be shown to the flag of the United States of America or Virginia State.

5.3.2. The flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.

5.3.3. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

5.3.4. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

5.4. Half-Staff

5.4.1. Flags shall be flown at half-staff when prescribed by the President of the United States for days of national mourning or by the Governor of the State of Virginia. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to peak for the remainder of the day.

5.4.2. The Mayor or Town Manager shall instruct staff to lower the flag to half-staff and the duration period for flying the lowered flag.

5.4.3. The Fire Chief shall have the flexibility to fly individual flags at half-staff during periods of mourning as prescribed by written departmental policies and procedures.

5.5. Questions regarding flag protocol or this policy should be directed to Town Hall at 540-254-1212

6. Responsibilities

6.1. The Town Manager shall administer this policy.



AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk



Dates Stationary Flags (on Main Street power poles) are to be displayed and taken down;

Date Up	Staff for up	Date Down	Staff for down
Memorial Day (the last Monday in May) by 8am	TBD	Memorial Day by 8pm	TBD
Flag Day (June 14th) by 8am	TBD	Flag Day (June 14th) by 8pm	TBD
Independence Day (July 4th) 8am	TBD	Next day by 10am (Due to safety)	TBD
Labor Day (the first Monday in September) by 8am	TBD	Labor Day by 7pm	TBD
Patriots Day (September 11 th) by 8am	TBD	Patriots Day by 7pm	TBD
Columbus Day (the second Monday in October) by 8am	TBD	Columbus Day by 7pm	TBD
Veterans Day (November 11th) by 8am	TBD	Veterans Day by 7pm	TBD
Up for Winter			



To: Mayor and Town Council
From: Jason Tyree, Town Manager
Date: March 3, 2021
Subject: Town Events 2021

As discussed at the last work session, I have updated the events to remove/ add the following:

Remove; Using Fire Department to clean curb and gutters (due to storm drain issues created in the past).

Add: Using VDOT street sweepers to clean curb and gutters.

Also, to add; attempting to utilize more emergency services assistance with certain events such as Buchanan Tri.

If you have any other comments, questions, or concerns please let me know before the meeting so they might be addressed ahead of time.



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

MEMBERS:

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

VOTE:

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

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

Whereas, the Town of Buchanan Town Council is dedicated to making Buchanan an inviting and equitable community for all; and

Whereas, the Town of Buchanan Town Charter Chapter 3.5 allows the Council to adopt certain internal "rules as it deem proper for the regulation of its proceedings"; and

Whereas, Town Council is entrusted to promote efficient and effective governance operations for the Town of Buchanan; and

Now, Therefore, Be It Resolved, by the Town of Buchanan Town Council hereby agree to govern themselves in accordance with the attached "Town of Buchanan Council Orientation & Best Practices". This policy shall take effect immediately and govern only to the extent that it does not conflict with any provisions of the Town of Buchanan Charter, or any other state or federal law.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

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

Information Sharing & Communications.

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

Dealing with Rumors.

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

Individual Authority v. Council Authority.

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

Handling Constituent Complaints and/or Inquiries.

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

Personnel Matters.

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

Interaction with Town Employees.

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

How to Deal with the Press.

- Be accessible.
- Feel free to check with Town Manager and Town Attorney prior to speaking with the press.
- Do not say anything that you do not want published. Nothing is “off the record”.
- Tell the truth. It is ok to say, “I don’t know.”
- Be careful that your remarks are not represented as Town Council’s position unless it clearly is Town Council’s position.

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

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

How to Handle Property Acquisition.

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

Contact with Managers of Other Jurisdictions.

- The Town Manager will be glad to coordinate requests for information from other jurisdictions, either regionally, across the state or nationwide. Staff has several professional contacts and can gather the requested information efficiently.

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

The Budget Process.

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

ICMA Code of Ethics with Guidelines

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

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

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

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

GUIDELINE

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

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

GUIDELINES

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

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

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

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

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

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

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

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

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

GUIDELINE

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

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

GUIDELINE

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

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

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

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

GUIDELINES

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

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

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

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

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

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

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

of personal interest only when doing so does not conflict with the performance of their official duties.

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

GUIDELINES

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

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

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

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

GUIDELINE

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

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

GUIDELINE

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

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

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

GUIDELINES

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

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

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

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

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

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

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

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

TOWN COUNCIL ORIENTATION/ BEST PRACTICES

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

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

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

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

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To: Mayor and Town Council
From: Jason Tyree, Town Manager
Date: March 3, 2021
Subject: Governance Policy

As discussed at the last work session, I have updated the Governance Policy Section 5.1 paragraph 2;

Annually each February at Town Council's Regular Meeting, the council shall elect from its ranks of council members to serve as Vice-Mayor, who shall act as mayor during the absence or disability of the Mayor (or as otherwise described in other Town policies and procedures). If the previous Vice-Mayor was not re-elected, and Town Council is without a Vice-Mayor in January and the Mayor is incapacitated, the senior most councilmember (in terms/ consecutive years on council) shall serve as Vice-Mayor until February when council officially selects its Vice-Mayor. In the case two senior members have the same terms & years of service, one will be selected by council to serve as Vice-Mayor in the interim until February. (Town Charter Chapter 3.3)

Please let me know prior to the meeting if you have any questions or if this need to be reworded.



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

MEMBERS:

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

VOTE:

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

**A Resolution
Implementing a Governance Policy**

Whereas, the Town of Buchanan Town Council is committed to providing good governance practices, communications, and operations; and

Whereas, the Town of Buchanan Town Charter Chapter 3.5 allows the Council to adopt certain internal "rules as it deem proper for the regulation of its proceedings"; and

Whereas, Town Council is entrusted to promote efficient and effective governance operations for the Town of Buchanan; and

Now, Therefore, Be It Resolved, by the Town of Buchanan Town Council hereby agree to govern themselves in accordance with the attached "Town of Buchanan Governance Policy". This policy shall take effect immediately and govern only to the extent that it does not conflict with any provisions of the Town of Buchanan Charter, or any other state or federal law.

AYES:

NAYS:

ABSENT:

APPROVED:

Mayor

ATTEST:

Town Clerk