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

Buchanan Town Council
Monday, April 12, 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 March 2021
2. Approval of Unpaid Bills
3. Approval of minutes from the March 8th, 2021 Regular Meeting, March 10th Work Session, March 13 Closed Session, and March 26 Special Called Meeting

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 Proclamation for Arbor Day
2. Consideration of Business Appreciation Month for the month of May
3. Introduction of newly appointed Volunteer Fire Chief, Ray Sloan by Botetourt County Fire Chief, Jason Ferguson
4. Discussion of status of Park restroom/pavilion addition project.
5. Bid from J&R Paving to repair 5 water and sewer street cuts.

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

K. UPCOMING MEETINGS AND EVENTS

- **Planning Commission** – Monday, May 3rd, 2021 -7:00pm
- **Town Council Meeting** – Monday, May 10th, 2021 – 7:00pm
- **Events** -- April 17th- Spring Clean Up, April 24th – Spring Fling

L. ADJOURNMENT

Town of Buchanan, Virginia
Balance Sheet
As of April 2, 2021

	Apr 2, 21
ASSETS	
Current Assets	
Checking/Savings	
10050 Town Events	5.97
10010 Buchanan General Fund	270,319.78
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	682,664.53
Total Checking/Savings	1,352,118.43
Accounts Receivable	
11001 General AR Billed	8,890.65
Property Taxes Receivable	66,441.30
WSG Receivable	51,481.00
Total Accounts Receivable	126,812.95
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	255.00
Total Other Current Assets	15,396.91
Total Current Assets	1,494,328.29
Fixed Assets	
13000 Property, Plant, Equip	8,721,430.69
Total Fixed Assets	8,721,430.69
TOTAL ASSETS	**10,215,758.98**
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	23,681.31
23000 Payroll Liabilities	2,987.49
25200 Accrued Interest Payable	404.39
Deferred Taxes Receivable	43,237.93
Total Other Current Liabilities	78,339.77
Total Current Liabilities	78,339.77
Long Term Liabilities	
26200 Water Long Term Loans	4,254,215.64
Total Long Term Liabilities	4,254,215.64
Total Liabilities	4,332,555.41
Equity	
30100 General Fund Balance	897,494.19

Town of Buchanan, Virginia
Balance Sheet
As of April 2, 2021

	Apr 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	33,590.89
Total Equity	5,883,203.57
TOTAL LIABILITIES & EQUITY	**10,215,758.98**

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

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3100000 Local Revenue					
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	0.00		239.28		
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	27,264.26	28,050.16	252,568.03	252,451.52	336,602.00
3165111 Water Sales	895.00	50.00	1,444.00	450.00	600.00
3165120 Water Penalties	1,725.65	1,833.33	9,695.90	16,500.01	22,000.00
3165130 Reconnect Fees	600.00	333.33	1,440.00	3,000.01	4,000.00
3165190 Water Hook Up Fees	0.00	16.66	2,200.00	150.02	200.00
Total 3165100 Water Revenues	30,484.91	30,283.48	267,347.93	272,551.56	363,402.00
3165200 Sewer Revenues					
3165210 Sewer Services	15,644.95	16,391.66	145,396.93	147,525.02	196,700.00
3165290 Sewer Hook Up Fees	0.00		2,500.00		
Total 3165200 Sewer Revenues	15,644.95	16,391.66	147,896.93	147,525.02	196,700.00
Total 3165000 Charge Enterprise Svcs	46,129.86	46,675.14	415,244.86	420,076.58	560,102.00
Total 3160000 Charges for Services	46,129.86	46,675.14	415,244.86	420,076.58	560,102.00
Total 3100000 Local Revenue	46,129.86	46,675.14	415,484.14	420,076.58	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					
3410503Transfer 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	46,129.86	46,675.14	415,484.14	420,076.58	600,102.00
Gross Profit	46,129.86	46,675.14	415,484.14	420,076.58	600,102.00
Expense					
02 General & Financial Admin					
12410 Clerk-Treasurer					

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

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
2100 FICA/Medicare Tax	210.05		1,289.17		
2110 Virginia Unemployment Ins	25.84		142.99		
Total 12410 Clerk-Treasurer	235.89		1,432.16		
Total 02 General & Financial Admin	235.89		1,432.16		
04 Public Works					
43200 Maint of Gen Properties					
2212 Retirement	97.44		557.64		
5230 Telecommunications	21.68		183.29		
Total 43200 Maint of Gen Properties	119.12		740.93		
44100 Water Operations					
1100 Salaries & Wages	1,005.00	1,333.33	8,832.80	12,000.01	16,000.00
1110 Overtime	0.00	83.33	120.83	750.01	1,000.00
2100 FICA/Medicare	0.00	8.33	0.00	75.01	100.00
2110 Virginia Unemployment Tax	0.00	1.66	0.00	15.02	20.00
2210 IRA Contribution	0.00	8.33	0.00	75.01	100.00
3100 Prof Svcs & Miss Utility	0.00	20.83	253.54	187.51	250.00
3110 Operating Contract	5,663.86	5,583.33	39,201.07	50,250.01	67,000.00
3310 Repairs & Maint Contract	0.00	833.33	871.94	7,500.01	10,000.00
3700 Permits	0.00	383.33	4,602.65	3,450.01	4,600.00
5110 Utilities	336.80	750.00	5,827.14	6,750.00	9,000.00
6007 Repair & Maint Supplies	785.92	1,250.00	4,354.99	11,250.00	15,000.00
6014 Operating Supplies	895.07	416.66	13,843.40	3,750.02	5,000.00
8101 Machinery & Equipment Cost	0.00	166.66	2,966.66	1,500.02	2,000.00
Total 44100 Water Operations	8,686.65	10,839.12	80,875.02	97,552.64	130,070.00
44110 Water Filtration Plant					
3310 Repairs & Maint Contract	0.00	666.66	5,557.00	6,000.02	8,000.00
5110 Utilities	749.44	666.66	5,841.22	6,000.02	8,000.00
5230 Telecommunications	0.00	83.33	643.31	750.01	1,000.00
6014 Operating Supplies	0.00	200.00	965.85	1,800.00	2,400.00
8101 Machinery & Equipment Cost	0.00	2,958.33	0.00	26,625.01	35,500.00
Total 44110 Water Filtration Plant	749.44	4,574.98	13,007.38	41,175.06	54,900.00
44200 Sewer Operations					
5230 Telecommunications	54.20	183.33	1,816.85	1,650.01	2,200.00
1100 Salaries & Wages	1,677.00	916.66	7,806.90	8,250.02	11,000.00
1110 Overtime	63.75	83.33	90.75	750.01	1,000.00
2100 FICA/Medicare	0.00	5.00	0.00	45.00	60.00
2110 Virginia Unemployment Tax	0.00	1.00	0.00	9.00	12.00
2210 IRA Contribution	0.00	5.00	0.00	45.00	60.00
3100 Prof Svcs & Miss Utility	0.00	8.33	253.59	75.01	100.00
3110 Operating Contract	4,493.04	4,416.66	31,097.48	39,750.02	53,000.00

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

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
3310 Repairs & Maint Contract	3,100.00	1,250.00	4,729.94	11,250.00	15,000.00
3320 Sludge Disposal	0.00	666.66	3,579.84	6,000.02	8,000.00
3700 Permits	0.00	125.00	200.00	1,125.00	1,500.00
5110 Utilities	0.00	1,708.33	17,591.19	15,375.01	20,500.00
5410 Lease/Rent of Equipment	20.00	83.33	367.00	750.01	1,000.00
6007 Repair & Maint Supplies	316.18	625.00	1,306.44	5,625.00	7,500.00
6014 Operating Supplies	0.00	500.00	551.03	4,500.00	6,000.00
8101 Machinery & Equipment Cost	2,106.20	541.66	9,264.67	4,875.02	6,500.00
Total 44200 Sewer Operations	11,830.37	11,119.29	78,655.68	100,074.13	133,432.00
Total 04 Public Works	21,385.58	26,533.39	173,279.01	238,801.83	318,402.00
09 Nondepartmental					
004 Capital Projects					
94200 Water Projects					
94201 Water Line Replacement	0.00	1,666.66	0.00	15,000.02	20,000.00
Total 94200 Water Projects	0.00	1,666.66	0.00	15,000.02	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	9,242.27	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	16,275.01	21,700.00
Total 94300 Sewer Projects	0.00	2,835.24	31,600.00	25,517.28	74,023.00
Total 004 Capital Projects	0.00	4,501.90	31,600.00	40,517.30	94,023.00
005 Debt Service					
95500 Water Debt Service					
95510 Principal Payments	18,011.78	15,639.75	136,243.71	140,757.75	187,677.00
Total 95500 Water Debt Service	18,011.78	15,639.75	136,243.71	140,757.75	187,677.00
Total 005 Debt Service	18,011.78	15,639.75	136,243.71	140,757.75	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	18,011.78	20,141.65	167,843.71	181,275.05	281,700.00
Total Expense	39,633.25	46,675.04	342,554.88	420,076.88	600,102.00
Net Ordinary Income	6,496.61	0.10	72,929.26	-0.30	0.00

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

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Net Income	6,496.61	0.10	72,929.26	-0.30	0.00

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Returned Check Charges	35.00		140.00		
3100000 Local Revenue					
3110000 General Property Taxes					
3110100 Real Property Taxes					
3110101 Current Taxes	3,874.58		147,465.35	150,000.00	150,000.00
3110102 Delinquent Taxes	255.16	0.00	2,914.20	1,100.00	1,100.00
Total 3110100 Real Property Taxes	4,129.74	0.00	150,379.55	151,100.00	151,100.00
3110300 Personal Property Taxes					
3110301 Current Taxes	0.00		16,343.12	12,752.00	12,752.00
3110302 Delinquent Taxes	23.82	0.00	47.18	25.00	25.00
Total 3110300 Personal Property Taxes	23.82	0.00	16,390.30	12,777.00	12,777.00
3110600 Penalties & Interest					
3110601 Penalties & Interest	465.67	0.00	784.02	0.00	2,000.00
Total 3110600 Penalties & Interest	465.67	0.00	784.02	0.00	2,000.00
Total 3110000 General Property Taxes	4,619.23	0.00	167,553.87	163,877.00	165,877.00
3120000 Other Local Taxes					
3120100 Local Sales & Use Taxes	4,344.30	3,333.00	39,396.82	30,001.00	40,000.00
3120200 Consumer Utility Taxes	4,034.34	1,583.00	18,009.16	14,251.00	19,000.00
3120210 Consumption Tax	867.20	250.00	2,862.66	2,250.00	3,000.00
3120300 Business License Taxes	255.02	0.00	42,146.63	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	59.48	166.66	2,979.00	1,500.02	2,000.00
3121100 Meals Taxes	1,289.00	2,712.00	14,431.53	24,414.00	32,550.00
Total 3120000 Other Local Taxes	10,849.34	8,044.66	119,825.80	112,416.02	183,050.00
3130000 Permits/Fees/Reg Lic					
3130307 Zoning Permits	0.00	20.83	50.00	187.51	250.00
3130308 Building Permits	0.00		300.00		
3130309 Sign Permits	0.00	8.33	0.00	75.01	100.00
3130310 Special Use Permit	0.00	8.33	0.00	75.01	100.00
Total 3130000 Permits/Fees/Reg Lic	0.00	37.49	350.00	337.53	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	375.02	500.00
Total 3140000 Fines and Forfeitures	0.00	41.66	3,194.20	375.02	3,000.00

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
3150000 Rev-Use of Money/Prop					
3150100 Interest Income	179.99	400.00	2,447.10	3,600.00	4,800.00
3150200 Rental Income	40.00	66.66	665.00	600.02	800.00
Total 3150000 Rev-Use of Money/Prop	219.99	466.66	3,112.10	4,200.02	5,600.00
3160000 Charges for Services					
3165000 Charge Enterprise Svcs					
3165100 Water Revenues					
3165110 Water Services	200.00		200.00		
3165190 Water Hook Up Fees	0.00		2,200.00		
Total 3165100 Water Revenues	200.00		2,400.00		
3165300 Garbage Fees					
3165310 Garbage Collection Fee	7,494.00	7,216.66	67,395.50	64,950.02	86,600.00
Total 3165300 Garbage Fees	7,494.00	7,216.66	67,395.50	64,950.02	86,600.00
Total 3165000 Charge Enterprise Svcs	7,694.00	7,216.66	69,795.50	64,950.02	86,600.00
Total 3160000 Charges for Services	7,694.00	7,216.66	69,795.50	64,950.02	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 GardenFestival	0.00		0.00	0.00	0.00
3189917 CivilWar History Weeked	0.00		0.00	0.00	0.00
3189916 Easter Egg Hunt	200.00		200.00	0.00	0.00
3189915 Acoustic Endeavors	0.00		0.00	0.00	0.00
3189905 Overage/Shortage	0.00		0.00		
3189904 Other	30.00		4,995.93	0.00	0.00
Miscellaneous Revenue					
3189903 Gifts and Donations	7,000.00		8,096.71	0.00	0.00
3189910 Arbor Day Donations	2,420.00		2,715.00	0.00	0.00
3189911 Event Fees	0.00		0.00	0.00	0.00
3189912 Carnival Proceeds	852.00	0.00	1,122.00	0.00	70,000.00
Total Miscellaneous Revenue	10,272.00	0.00	11,933.71	0.00	70,000.00
Total 3180000 Miscellaneous Revenue	10,502.00	0.00	25,948.14	0.00	70,000.00
Total 3100000 Local Revenue	33,884.56	15,807.13	389,779.61	346,155.61	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

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
3220150 Communications Tax	171.46	220.83	1,644.15	1,987.51	2,650.00
3220107 Rolling Stock Taxes	0.00	279.16	3,283.04	2,512.52	3,350.00
3220108 HB599 Aid Local Police	8,962.00	2,638.75	25,406.00	23,748.75	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	9,133.46	3,138.74	68,941.73	58,248.78	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	9,133.46	3,138.74	68,941.73	68,248.78	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	43,053.02	18,945.87	476,577.81	414,404.39	643,850.00
Gross Profit	43,053.02	18,945.87	476,577.81	414,404.39	643,850.00
Expense					
01 General Government Admin					
001 Legislative					
11110 Town Council					
1100 Salaries	420.00	420.83	3,780.00	3,787.51	5,050.00
3600 Advertising	0.00	208.33	1,803.00	1,875.01	2,500.00
5540 Convention & Education	55.04	83.33	143.09	750.01	1,000.00
5600 Mileage Reimbursement	0.00	20.83	63.83	187.51	250.00
5800 Miscellaneous Expense	121.26	8.33	798.69	75.01	100.00
5810 Dues and Memberships	650.00	166.66	2,320.96	1,500.02	2,000.00
Total 11110 Town Council	1,246.30	908.31	8,909.57	8,175.07	10,900.00
Total 001 Legislative	1,246.30	908.31	8,909.57	8,175.07	10,900.00
Total 01 General Government Admin	1,246.30	908.31	8,909.57	8,175.07	10,900.00
02 General & Financial Admin					

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
12210 Legal Services					
3100 Professional Services	3,001.76	1,666.66	11,948.96	15,000.02	20,000.00
Total 12210 Legal Services	3,001.76	1,666.66	11,948.96	15,000.02	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	5,390.40	6,625.00	61,754.21	59,625.00	79,500.00
1110 Overtime	757.36	83.33	5,131.35	750.01	1,000.00
1120 Bonus	625.00		1,625.00		
2100 FICA/Medicare Tax	2,309.17	1,708.33	16,118.53	15,375.01	20,500.00
2110 Virginia Unemployment Ins	158.14	62.50	1,284.22	562.50	750.00
2212 Retirement	197.40	55.00	2,002.02	495.00	660.00
2213 VRS VLDP	177.47	105.83	1,238.81	952.51	1,270.00
2300 Health Insurance	745.80	750.00	5,919.19	6,750.00	9,000.00
3120 Accounting Services	0.00	916.66	5,925.10	8,250.02	11,000.00
3130 Bank Service Charges	0.00	33.33	99.80	300.01	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	600.02	800.00
5210 Postal Services	326.00	375.00	2,399.10	3,375.00	4,500.00
5230 Telecommunications	596.43	258.33	2,788.77	2,325.01	3,100.00
5401 Copy Machine Rental	226.97	270.83	2,176.43	2,437.51	3,250.00
5600 Mileage Reimbursement	0.00	16.66	197.73	150.02	200.00
5800 Miscellaneous Expense	0.00	0.00	0.00	0.00	50.00
5810 Dues and Memberships	12.99	25.00	93.97	225.00	300.00
6001 Office Supplies	249.28	375.00	3,066.88	3,375.00	4,500.00
Total 12410 Clerk-Treasurer	11,772.41	11,727.46	112,927.95	106,797.62	142,030.00
12510 Town Manager					
1100 Salaries	11,679.84	4,632.50	57,355.66	41,692.50	55,590.00
1120 Bonus	2,000.00		3,000.00		
2212 Retirement	153.32	25.00	1,379.88	225.00	300.00
2213 VRS VLDP	0.00	8.33	0.00	75.01	100.00
2300 Health Insurance	651.80	550.00	5,742.02	4,950.00	6,600.00
5600 Mileage Reimbursement	0.00	70.83	177.97	637.51	850.00
5800 Miscellaneous Expense	0.00	41.66	0.00	375.02	500.00
5810 Dues and Memberships	0.00	62.50	100.00	562.50	750.00
Total 12510 Town Manager	14,484.96	5,390.82	67,755.53	48,517.54	64,690.00
Total 02 General & Financial Admin	29,259.13	18,784.94	205,632.44	184,315.18	240,720.00
03 Public Safety					
001 Law Enforcement					

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
31100 Police Department	2,917.00	2,916.66	26,250.00	26,250.02	35,000.00
Total 001 Law Enforcement	2,917.00	2,916.66	26,250.00	26,250.02	35,000.00
002 Fire & Rescue Services					
32200 Volunteer Fire Department					
5602 Fire Dept building maint.	0.00	416.66	2,683.38	3,750.02	5,000.00
5601 Grant (Firefighter)	0.00	0.00	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	416.66	2,683.38	13,750.02	15,000.00
Total 002 Fire & Rescue Services	0.00	416.66	2,683.38	13,750.02	15,000.00
Total 03 Public Safety	2,917.00	3,333.32	28,933.38	40,000.04	50,000.00
04 Public Works					
43200 Maint of Gen Properties					
1100 Salaries & Wages	3,627.56	3,750.00	40,397.88	33,750.00	45,000.00
1110 Overtime	0.00	125.00	826.86	1,125.00	1,500.00
1120 Bonus	1,500.00		3,000.00		
2212 Retirement	103.40	30.00	1,249.92	270.00	360.00
2213 VRS VLDP	0.00	65.00	0.00	585.00	780.00
2300 Health Insurance	2,606.68	1,833.33	22,429.23	16,500.01	22,000.00
3310 Repair & Maint Services	249.00	416.66	3,066.31	3,750.02	5,000.00
3320 Street Repair-Snow Removal	0.00	416.66	0.00	3,750.02	5,000.00
3322 Janitorial Services	417.27	300.00	3,551.76	2,700.00	3,600.00
5100 Electricity - Streetlights	44.87	1,000.00	9,042.01	9,000.00	12,000.00
5110 Electricity - Town Hall	0.00	216.66	2,058.12	1,950.02	2,600.00
5120 Heating Fuel	0.00	0.00	2,033.51	3,000.00	3,000.00
5230 Telecommunications	128.32	291.66	2,184.13	2,625.02	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	105.00	383.33	1,487.37	3,450.01	4,600.00
5812 Safety Footwear	0.00	0.00	395.69	250.00	500.00
6007 Repair & Maint Supplies	439.96	416.66	2,407.32	3,750.02	5,000.00
6008 Vehicle & Equip Fuels	0.00	208.33	2,416.19	1,875.01	2,500.00
8002 Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total 43200 Maint of Gen Properties	9,222.06	9,453.29	96,886.10	88,330.13	136,940.00
44000 Trash Department					
33301 Brush Grinding	10,000.00		11,586.10	8,500.00	8,500.00
33201 Trash Pickup	6,523.00	6,916.66	58,642.00	62,250.02	83,000.00
Total 44000 Trash Department	16,523.00	6,916.66	70,228.10	70,750.02	91,500.00
44200 Sewer Operations					
1110 Overtime	0.00		0.00		

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
Total 44200 Sewer Operations	0.00		0.00		
Total 04 Public Works	25,745.06	16,369.95	167,114.20	159,080.15	228,440.00
07 Parks, Events & Cultural					
71100 Parks & Recreation					
5810 Arbor Day Celebration	1,542.62		1,542.62	0.00	0.00
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	69.95		556.93		
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		3,318.75	0.00	0.00
5840 Town Events	0.00		7,799.58		
6013 Recreational Supplies	0.00		465.50	0.00	0.00
8101 Machinery & Equipment Cost	0.00		2,966.66		
71100 Parks & Recreation - Other	0.00		275.00		
Total 71100 Parks & Recreation	1,912.57		17,036.80	0.00	0.00
71200 Carnival					
3310 Repairs & Maint Contract	0.00		535.86	0.00	0.00
5110 Utilities	62.09		1,217.66	0.00	0.00
5801 Carnival Operations	0.00	0.00	589.13	0.00	19,960.00
Total 71200 Carnival	62.09	0.00	2,342.65	0.00	19,960.00
Total 07 Parks, Events & Cultural	1,974.66	0.00	19,379.45	0.00	19,960.00
08 Development					
81200 Community Development					
1100 Salaries & Wages	3,559.84	3,875.00	35,376.52	34,875.00	46,500.00
1120 Bonus	625.00		1,125.00		
2212 Retirement	127.64		1,148.76	0.00	0.00
2213 VRS VLDP	0.00	41.66	0.00	375.02	500.00
2300 Health Insurance	1,258.66	1,104.16	10,827.86	9,937.52	13,250.00
3600 Advertising	0.00	131.66	5,097.25	1,185.02	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

Town of Buchanan, Virginia
(GF) Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
Total 81200 Community Development	5,571.14	5,152.48	53,575.39	46,372.56	63,830.00
Total 08 Development	5,571.14	5,152.48	53,575.39	46,372.56	63,830.00
09 Nondepartmental					
004 Capital Projects					
94100 General Improvements					
94100 General Capital Outlay	0.00		0.00	0.00	0.00
94105 Playground	0.00		0.00	0.00	0.00
94107 Community Develop Grant	630.00		21,606.53	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	630.00		27,965.78	30,000.00	30,000.00
Total 004 Capital Projects	630.00		27,965.78	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	630.00		27,965.78	30,000.00	30,000.00
Total Expense	67,343.29	44,549.00	511,510.21	467,943.00	643,850.00
Net Ordinary Income	-24,290.27	-25,603.13	-34,932.40	-53,538.61	0.00
Net Income	**-24,290.27**	**-25,603.13**	**-34,932.40**	**-53,538.61**	**0.00**

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

Type	Date	Num	Memo	Account	Split	Amount
Acute Design Company						
Bill Pmt -Check	03/23/2021	22114	Shirts for staff	10010 Buchanan General Fund	20000 Accounts Payable	-121.26
Bank of Botetourt						
Bill Pmt -Check	03/23/2021	22115		10010 Buchanan General Fund	20000 Accounts Payable	-3,371.23
Blue Ridge Sign & Stamp						
Bill Pmt -Check	03/09/2021	22084	Name plate Claudine Stump	10010 Buchanan General Fund	20000 Accounts Payable	-26.27
Buchanan County Treasurer						
Check	04/01/2021	22135	Cust. accidentally made a pmt to the TOB instead of Buchanan County	10010 Buchanan General Fund	5800 Miscellaneous Expense	-30.00
C&M Industrial Maintenance SVC.						
Bill Pmt -Check	03/09/2021	22085		10010 Buchanan General Fund	20000 Accounts Payable	-2,400.00
C&S Disposal Inc.						
Bill Pmt -Check	03/09/2021	22086		10010 Buchanan General Fund	20000 Accounts Payable	-1,006.64
Bill Pmt -Check	03/30/2021	22133	Garbage p/u (474X13.00=6162, 19X19.00=361)	10010 Buchanan General Fund	20000 Accounts Payable	-6,523.00
Carmeuse lime and stone						
Bill Pmt -Check	03/23/2021	22116	Stone for water repairs	10010 Buchanan General Fund	20000 Accounts Payable	-572.12
Cintas Corporation- #524						
Bill Pmt -Check	03/09/2021	22087	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Bill Pmt -Check	03/09/2021	22103	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
Bill Pmt -Check	03/23/2021	22117	Uniforms	10010 Buchanan General Fund	20000 Accounts Payable	-35.00
CMC Supply						
Bill Pmt -Check	03/09/2021	22088	Supplies for water	10010 Buchanan General Fund	20000 Accounts Payable	-348.33
Core & Main LP						
Bill Pmt -Check	03/23/2021	22118		10010 Buchanan General Fund	20000 Accounts Payable	-469.05
Cundiff						
Bill Pmt -Check	03/23/2021	22119	Service call & clean boiler @ Town Hall	10010 Buchanan General Fund	20000 Accounts Payable	-249.00
Dominion Energy Virginia						
Bill Pmt -Check	03/09/2021	22089		10010 Buchanan General Fund	20000 Accounts Payable	-1,315.12
Bill Pmt -Check	03/09/2021	22104		10010 Buchanan General Fund	20000 Accounts Payable	-62.09
Bill Pmt -Check	03/23/2021	22120		10010 Buchanan General Fund	20000 Accounts Payable	-849.17
Faye Worley						
Bill Pmt -Check	03/30/2021	22132	Janitoral services for town hall & fire house	10010 Buchanan General Fund	20000 Accounts Payable	-417.27
Gentry Locke Attorneys						
Bill Pmt -Check	03/23/2021	22121	Attorney service for February 2021	10010 Buchanan General Fund	20000 Accounts Payable	-3,001.76
Happy Food Mart						
Bill Pmt -Check	03/09/2021	22090		10010 Buchanan General Fund	20000 Accounts Payable	-211.00
Intuit						
Check	03/17/2021	EPAY	Annual payroll subscription (Quickbooks)	10010 Buchanan General Fund	5810 Dues and Memberships	-650.00
LAMAR COMPANIES						
Bill Pmt -Check	03/09/2021	22105	Billboard	10010 Buchanan General Fund	20000 Accounts Payable	-300.00
New Leaf Farms Inc.						
Bill Pmt -Check	03/31/2021	22134	Trees for Arbor Day 2021	10010 Buchanan General Fund	20000 Accounts Payable	-1,542.62
Pace Analytical Services, LLC						
Bill Pmt -Check	03/09/2021	22091		10010 Buchanan General Fund	20000 Accounts Payable	-655.42
Bill Pmt -Check	03/23/2021	22122		10010 Buchanan General Fund	20000 Accounts Payable	-610.64
Petrus (Sewer)						
Bill Pmt -Check	03/09/2021	22106		10010 Buchanan General Fund	20000 Accounts Payable	-8,986.08
Petrus (Water)						
Bill Pmt -Check	03/09/2021	22107		10010 Buchanan General Fund	20000 Accounts Payable	-11,327.72
Royal Oak Farm, LLC						
Bill Pmt -Check	03/09/2021	22092	Grinding of brush @ brush collection lot	10010 Buchanan General Fund	20000 Accounts Payable	-10,000.00
Rural Development						
Check	03/28/2021	EPAY	WSL-91-03	10010 Buchanan General Fund	95510 Principal Payments	-12,197.00
Shentel						
Bill Pmt -Check	03/23/2021	22123		10010 Buchanan General Fund	20000 Accounts Payable	-631.16
Safety & Compliance Services						
Bill Pmt -Check	03/23/2021	22124	Drug screening (Stump)	10010 Buchanan General Fund	20000 Accounts Payable	-48.00
Sandra's Marking Co. Inc.						
Bill Pmt -Check	03/23/2021	22125	Flagging for road closure for sewer repair Rt 11	10010 Buchanan General Fund	20000 Accounts Payable	-700.00
Town of Buchanan						
Check	03/19/2021	22109	Apply deposit (Steven Lovelace 1-078-A2)	10010 Buchanan General Fund	22000 Customer Deposits	-100.00
Check	03/19/2021	22111	Apply deposit (Erin Coonradt 1-064-C)	10010 Buchanan General Fund	22000 Customer Deposits	-100.00
Check	03/29/2021	22130	Apply deposit (Lindsey Mosser 1-115-D)	10010 Buchanan General Fund	22000 Customer Deposits	-200.00
Treasurer, Botetourt County						
Bill Pmt -Check	03/09/2021	22101	Law Enforcement Services	10010 Buchanan General Fund	20000 Accounts Payable	-2,917.00

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

Type	Date	Num	Memo	Account	Split	Amount
Verizon						
Bill Pmt -Check	03/09/2021	22108	Acct 650-005-247-0001-20 (STP)	10010 Buchanan General Fund	20000 Accounts Payable	-166.06
Bill Pmt -Check	03/23/2021	22126		10010 Buchanan General Fund	20000 Accounts Payable	-111.72
Virginia Business Systems						
Bill Pmt -Check	03/23/2021	22127	Copier	10010 Buchanan General Fund	20000 Accounts Payable	-226.97
Virginia Office Supply						
Bill Pmt -Check	03/23/2021	22128	Office supplies	10010 Buchanan General Fund	20000 Accounts Payable	-64.54
VUPS						
Bill Pmt -Check	03/09/2021	22102	Miss Utility	10010 Buchanan General Fund	20000 Accounts Payable	-17.85

Minutes of Council Meeting
Buchanan, VA

March 8, 2021

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

Mayor Craig Bryant called the March 8, 2021 Council meeting to order at 7:00 p.m. This meeting was held in the council room and by teleconference. Town Clerk Claudine Stump took roll call with 4 members present and Councilmember Chris Petty on teleconference. A moment of silence was held and all that were present stated the Pledge of Allegiance.

Mayor Craig Bryant made a motion to amend the agenda by adding a Special Resolution to the New Business/ Action Items. A second was made by Councilmember Chris Witt. Motion Carried with a vote 5-0.

The first item of business was to consider approval of the February 2021 Financial Report, unpaid bills and approval of the Council minutes from the regular meeting held on February 8, 2021, and the February 26, 2021 Work Session. Mayor Craig Bryant asked for discussion, having none he asked for a motion of approval. A motion of approval for all items under consent agenda was made from Vice mayor James Manspile. The motion was seconded by Councilmember Marty Rickman. The motion Carried with a vote of 5-0.

Next on the agenda was Awards, Recognitions, and Presentations. Town Manager recognized the new Town clerk Claudine Stump. She was welcomed by Mayor Craig Bryant. Town Manager Jason Tyree advised that Claudine took the place of former Town Clerk Jenny Petty and would be added to the Town accounts, so she could sign checks and assist with other financial needs. Next, Mayor Craig Bryant recognized new Board of Supervisors Amy White. Ms. White was recently appointed to the Board and will be running for the seat in November. She will be supporting the town in any way she can.

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 on the agenda was consideration of Resolution R21-0308-01 Accepting Contract for CPA Services. This contract is to continue utilizing the services of Mary Earhart, CPA, for the Fiscal Year 2021 Audit and Fiscal Year 2022 Accounting Service. Mayor Craig Bryant asked for any discussion. Having no discussion, a motion to accept was made by Mayor Craig Bryant with a second given by Vice Mayor James Manspile. Motion carried with a vote 5-0. Next was consideration of Resolution R21-0308-02 Implementing of a Policy for Town Owned Flags. Town Manager Jason Tyree stated the only change was to section 5.2.3.1 which states At the Town Manager (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. Vice mayor James Manspile stated that it is the duty of the council to stand with the Town employees because no matter what happens, someone will have an issue. Now the Town will have policy and procedures to follow. Mayor Craig Bryant asked for further discussion, having none a motion to accept was made by Mayor Craig Bryant. Motion carried with a vote of 5-0. Next was consideration of verbal Resolution for 2021 Town Events. Town Manager Jason Tyree discussed putting in place some COVID 19 safe alternatives in case the scheduled event cannot occur so the Town could still operate some type of COVID safe event. Mayor Craig Bryant made a motion to verbally accept the 2021 events calendar, Vice mayor James Manspile gave the second. Motion carried with a vote of 5-0. Next was consideration of Implementing Council Orientation & Best Practices, Resolution R21-0308-03. Which helps new council members learn their positions and how best to serve the community. It also states the role and responsibilities of the Town Manager. Mayor Craig Bryant asked for further discussion. Having no further discussion, a motion to accept was made by Vice mayor James Manspile with a second given by Councilmember Marty Rickman. Motion carried with a vote of 5-0. Next was Resolution R21-0308-04, a Resolution Implementing a Governance Policy. Mayor Craig Bryant summarized it is a guideline to run meetings and conduct business as a town council so there is consistency in how the council operates. Mayor Craig Bryant asked for further discussion. Having no more discussion, a motion to accept was made by Vice mayor James Manspile with a second given by Councilmember Marty Rickman. The motion was carried by a vote of 5-0. Next was the Special Resolution which is a dedication from Council to Town Manager Jason Tyree for his service to the Town of Buchanan, citizens and guests. Jason will be leaving March 12, 2021. Town Manager Jason Tyree thanked the Council and Town for welcoming him and giving him the opportunity to serve the town. Mayor Craig Bryant asked for further discussion, with no further discussion a motion to accept was made by Mayor Craig Bryant with a second given by Councilmember Chris Witt. The motion carried with a vote of 5-0.

The next item of business was to hear Committee Reports. For the Special Events Committee, Marty Rickman stated that everything is good to go for the carnival. He had just sold 36 books of tickets to Gala Industries. Everyone is excited to have the Carnival. For the Planning Commission Christopher Witt stated they are still on track with updating codes. The commission is losing a member, Beth, the position needs to be filled. Mayor Craig Bryant asked Town Manager Jason Tyree to advertise the position. Next, for the Safety Committee, Councilmember Chris Petty stated that he had given Town Treasurer Tina Kingery a list of current street light outages for Dominion Power. Committee is working on a list of street signs that are unreadable. Councilmember Chris Witt stated asked that painting curbs be added to the list for VDOT. He stated that the curbs have not been painted in several years, and with sidewalk repairs being done, the areas where you cannot park need to be painted. Councilmember Marty Rickman added that the crosswalks on Lowe Street need to be addressed. Town Manager Jason Tyree stated the crosswalks would be addressed at the work session. Next, for the Public Works

Committee, Vice Mayor James Manspile reported there had been 17 Miss Utilities, we are gradually replacing the meter reader inserts that weren't replaced years ago, 2 water cut on, 4 water cut off, and 2 sewer backups. We have replaced 2 water meters, and made a new water tap for LES, and another water tap this month. He stated that a new sewer line is being installed across 15th Street for LES. Vice mayor James Manspile is very proud of the fact that all the work is being done in house. There were two building permits issued in town. The filters for the filter building came in under budget. We will need to look at a resolution to carry that money over because we received notice that our handheld meter readers will not be serviced after June. Right now, it looks like an $11,000 expense, but we should have approximately 60% of that expense left from what was budgeted for the filters. Mayor Craig Bryant asked Vice Mayor James Manspile if there had been any efforts for people to walk the streets picking up trash during the Town Spring Cleanup Day. Vice Mayor Manspile had not heard anything. Mayor Craig Bryant voiced concerns about the amount of garbage on the side of roads and blowing around the town. Vice mayor James Manspile they are trying to reinstate VDOT using the street sweepers in town. Mayor Craig Bryant gave a sincere thank you to the Councilmembers for their hard work in the 2-3 hour work sessions taking care of major agenda items. He asked them to keep up the good work. He announced that Jon Ellestad will be the interim Town Manager until a new manager is hired. Council will be doing interviews for Town Manager Saturday, March 13, 2021. Mayor Craig Bryant encouraged the community to get COVID vaccination because it is the best tool to fight this pandemic and move forward.

Next, was Citizen Comments on Non-Agenda Items. Gary Manspile, of 20578 Main Street stated the appearance of the north end of town needs to be addressed. He stated the town needs to start doing something for the tax payers. Mayor Craig Bryant thanked Mr. Manspile for his comments. He asked Town Manager Jason Tyree for further comment. Jason again thanked everyone for what they had done for him and his family. A citizen asked for the date of Town Clean Up and Jason Tyree answered it will be April 17, 2021. Town was waiting on approval from council to start advertising the event.

With no further discussion, a motion for adjournment was made by Vice Mayor James Manspile with a second from Councilmember Marty Rickman. The motion to adjourn passed with a vote of 5-0. The meeting was adjourned at 7:30p.m.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor

Minutes of Council Meeting
Work Session
Buchanan, VA

March 10, 2021

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

Mayor Craig Bryant opened the March 10, 2021 Council work session at 7:00 p.m. Town Manager Jason Tyree took roll call with Councilmember Chris Witt absent.

The first item on the agenda was discussion for questions used in the hiring process for the new Town Manager candidates. Their purpose is to have a standard for all candidates for the position. Vice Mayor Manspile wanted to add "Tell us about any experience you have with Public Works", and Mayor Bryant asked to add "What experience do you have when dealing with derelict properties & public safety concerns". Council agreed with the questions presented.

Next on the agenda was to discuss Crosswalks. Town Manager Jason Tyree said a VDOT traffic engineer who suggested 2 possible crosswalk locations, the curve on Lowe Street, or Bedford Street. Debate on the pros and cons of other locations and other possible safety measures. Council preferred the curve on Lowe Street. Council asked Town Manager to look into rumble strips or something that would identify crosswalks on Lowe Street like flashing crosswalk signs.

Next on the agenda was to discuss Southview Street. Town Manager stated there is a possibility the street is in the Botetourt County 6 year plan, and what that could entail. Other possibilities were debated such as paving the ditch, changing the pump station, and the town paying for road improvements. Council asked Town Manager to look into options on this street and bring back to council.

Last on the agenda, budget, Council asked for a work session in mid-late April to finalize budget numbers. Money from the utility fund can be used for the new Town Manager salary. Vice mayor James Manspile asked about budgeting to create a bin system at the brush dump for the different rock and gravel the town uses, and to keep people from using town supplies. Council asked Town Manager to look into budgeting for a new truck.

Mayor Craig Bryant addressed the concerns of Councilmembers and citizens about buildings and houses in "bad" shape. Possibly setting up a committee with a Councilmember, 2 citizens, and the Town Manager, possibly the Town Attorney to analyze and recommend a procedure to put in place regarding abandoned or structurally unsafe structures. Town Manager Jason Tyree suggested researching how other cities and towns in Virginia had handled these types of situations.

On a motion from Vice Mayor James Manspile with a second from Councilmember Marlon Rickman, the meeting was adjourned at 8:32 PM.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor

Minutes of Council Meeting
Buchanan, VA

March 13, 2021

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

Closed session opened at 9am for purpose of interviewing Town Managers. Motion was approved by Vice-Mayor Jamie Manspile and seconded by Council Member Rickman. All councilmembers voting for the motion. Mayor Bryant stated it would be covered under section 2.2-37.11A1 of the Virginia State Code.

The closed session ended at 12:25pm by a motion of Vice-Mayor Manspile and seconded by Council member Rickman and certified that the closed session meet the requirements under state code. All members voted for the motion.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor

Minutes of Council Meeting
Buchanan, VA

March 26, 2021

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

Attending: Susan E. McCulloch & Family
Gary Larrowe, County Administrator
Jason Tyree, former Town Manager
Jon Ellestad, Interim Town Manager

Mayor Craig Bryant called the March 26, 2021 Special Council meeting to order at 6:00 p.m. This meeting was held in the Council Room. Town Manager Jon Ellestad took roll call with five members present.

The first item of business was to consider approval of Resolution #R21-0326-05 to appoint Susan E. McCulloch as Town Manager of Town of Buchanan, Virginia effective April 12, 2021. Mayor Craig Bryant read the resolution, there was a motion to accept the resolution by Vice Mayor Manspile, seconded by Councilmember Chris Witt. The motion was carried with a vote of 5–0.

With no further discussion, a motion for adjournment was made by Vice Mayor Manspile with a second from Chris Petty. The motion to adjourn was passed with a vote of 5-0. The meeting was adjourned at 6:04 p.m.

Respectfully submitted,

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Claudine Stump, Clerk

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Craig Bryant, Mayor

Buchanan Arbor Day Proclamation

Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

Whereas, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore, the representatives of the Town of Buchanan, do hereby proclaim Friday, April 2nd as Arbor Day in the Town of Buchanan, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, We urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this second day of April 2021.

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Craig Bryant, Mayor

Proclamation

WHEREAS, businesses play a pivotal role in strengthening the Town of Buchanan as well as our Commonwealth by embracing job creation and innovative technologies, and by employing a diverse workforce to preserve the economic well-being of all our citizens; and

WHEREAS, The Town of Buchanan is pleased to have a thriving base of business and industry to support the local economy; and

WHEREAS, these businesses provide essential employment opportunities, provide local tax revenues, and make other significant contributions to our community that promote both educational opportunities for our children and a variety of activities, thereby increasing the quality of life of our citizens; and

WHEREAS, Business Appreciation events offer the citizens of the Town of Buchanan a unique opportunity to recognize Buchanan Area businesses for the essential role they play in moving the community forward.

NOW, THEREFORE, I, Craig Bryant, Mayor of the Town of Buchanan, Virginia and on behalf of the Buchanan Town Council hereby proclaim May 2021 as

BUSINESS APPRECIATION MONTH

in the Town of Buchanan and salute our existing businesses and industries by virtue of this proclamation, and, I call this observance to the attention of all our citizens.

ATTEST:

Craig Bryant, Mayor

Claudine Stump, Clerk