

MINUTES

A regular meeting of the Buchanan County Board of Supervisors was held on the 11th day of May 2026 starting at 6:00 o'clock p.m. in the Board of Supervisors Meeting Room, 3rd floor of the Buchanan County Government Center, 4447 Slate Creek Road, Grundy, Virginia 24614. **This meeting was conducted by electronic communication (Zoom). The media and public were invited to participate.**

PRESENT: Tim Hess, Chairman
Trey Adkins
G. Roger Rife
David Rose
Lee Dotson
Jeff Cooper
Craig Stiltner

Robert Craig Horn, County Administrator
L. Lee Moise, County Attorney

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The meeting was called to order with Prayer and Pledge of Allegiance.

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IN RE: CONSIDER RATIFYING THE RESCHEDULING OF THE BOARD OF SUPERVISORS MEETING FROM MONDAY, MAY 4TH TO MONDAY, MAY 11TH AT 6:00 P.M. AND ADOPT THE RESOLUTION REGARDING THIS MATTER

After a general discussion by the board upon motion Jeff Cooper seconded Craig Stiltner and a roll call vote of seven (7) yeas, Lee Dotson, Jeff Cooper, Tim Hess, Craig Stiltner, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby ratify the rescheduling of the board of supervisors meeting from Monday, May 4th to Monday, May 11th at 6:00 p.m. and adopt the following Resolution regarding this matter:

RESOLUTION

IN RE: CANCELLATION OF BOARD OF SUPERVISORS MEETING SCHEDULED FOR MONDAY, MAY 4th, 2026 AND RESCHEDULING ALL MATTERS FOR BOARD OF SUPERVISOR MEETING ON MONDAY, MAY 11th, 2026

WHEREAS, in January of 2026 the regular Board of Supervisors meeting for was set for Monday, May 4th, 2026; and

WHEREAS, after polling the Board by the Chairman and due to scheduling conflicts with the Monday, May 4th, 2026 date, the Board of Supervisor's meeting

scheduled for Monday, May 4th, 2026 has been cancelled and rescheduled for Monday, May 11th, 2026 at 6:00 pm; and

WHEREAS the following matters that were scheduled to be heard during the May 4th, 2026 Board of Supervisors meeting will be rescheduled for Monday, May 11th, 2026 and not canceled:

- PUBLIC HEARING – 6:15 p.m. – to hear public comments regarding the proposed Buchanan County Budget for Fiscal Year 2026/2027.
- PUBLIC HEARING – 6:20 p.m. – to hear public comments regarding the proposed Ordinance entitled, “General County Budget (including Dog Tax Fund, Law Library Fund, and the Head Start Program Fund) and the School Budget for the fiscal year beginning July 1, 2026, to June 30, 2027, and Levy for the tax year commencing January 1, 2027”; and

NOW THEREFORE, BE IT RESOLVED, by the Buchanan County, Virginia Board of Supervisors that the Board hereby cancels the Board of Supervisors meeting scheduled for Monday, May 4th, 2026 and reschedules said Board of Supervisors meeting for Monday, May 11th, 2026 at 6:00 pm and further directs the County Administrator to post this resolution on the County website; publish this resolution in the newspaper that has regular circulation in Buchanan County and post this resolution on the front door of the County Government Center Building. FURTHERMORE, BE IT RESOLVED, by the Buchanan County, Virginia Board of Supervisors that all matters that were scheduled to be heard and/or considered for the meeting of Monday, May 4th, 2026 shall be rescheduled to be heard or considered on Monday, May 11th, 2026 in the same order as originally scheduled for Monday, May 4th, 2026 but now scheduled for 6 PM on Monday, May 11th, 2026.

This Resolution was adopted by the Buchanan County Board of Supervisors on the 11th day of May, 2026.

Recorded vote:

Moved: Jeff Cooper

Seconded: Craig Stiltner

Yeas: Seven

Nays: Zero

Tim Hess, Chairman

Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

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IN RE: CONSENT AGENDA

After a general discussion by the board upon motion by Jeff Cooper seconded by Craig Stiltner and with the following roll call vote of seven (7) yeas, Jeff Cooper, Craig Stiltner, Trey Adkins, Tim Hess, David Rose, Lee Dotson, G. Roger Rife and zero (0) nays, this did hereby approve the following consent agenda:

- Approving minutes for Regular Board Meeting April 6th and the Special Called Meeting April 14th, 2026;
- Ratifying payroll after review;
- Ratifying the payment of bills by Resolution adopted on January 5th, 2026.

- (Including the Buchanan County Head Start ratified bill list and bill list)
- d. Approving the attached list of coyote claims in the amount of \$100.00 per claim and to issue checks.

Garman Lee Rice	Three Claims
David Peck	Three Claims
Danny Horton	One Claim
Morgan Vandyke	One Claim
Terry Booher	One Claim
Jack Whitten Ball	Two Claims
Zach Wimmer	One Claim
Logan Looney	One Claim
Freddie Viers	Three Claims
Anita Skeens	Three Claims
Hunter Cantrell	One Claim
Anthony Viers	Two Claims
Tina Deel	One Claim
Pat Clayburne	One Claim
Jeremy Clevinger	One Claim

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IN RE: CLOSED SESSION 2.2-3711 1950 CODE OF VIRGINIA

Upon a motion by Jeff Cooper seconded by Lee Dotson and with a roll call vote of seven (7) yeas, Jeff Cooper, Lee Dotson, Craig Stiltner, Tim Hess, David Rose, G. Roger Rife, Trey Adkins and zero (0) nays, this board agreed to convene in closed session as permitted by Virginia Code Section, 2.2-3711 (A)(1), a personnel matter involving the Buchanan County Public School System and Virginia Code Section, 2.2-3711 (A)(8), consultation with legal counsel involving the Buchanan County Treasurer's Office, representation by outside counsel in a bankruptcy case.

Motion was made by David Rose to return from closed session seconded by Lee Dotson and with the following roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, Lee Dotson, David Rose, Tim Hess, G. Roger Rife, Craig Stiltner and zero (0) nays, this board did hereby approve to return from closed session.

This board meeting resumed in open session after being in executive session thirty-eight (38) minutes.

A motion by Craig Stiltner seconded by Lee Dotson that the Board certify that in the closed session just concluded, nothing was discussed except the matter specifically

identified in the motion to convene in closed session and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was agreed upon by the following roll call vote seven (7) yeas, Lee Dotson, Tim Hess, G. Roger Rife, Craig Stiltner, David Rose, Trey Adkins, Jeff Cooper and zero (0) nays.

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IN RE: JAMES KEEN, WITH THE BREAKS REGIONAL AIRPORT AUTHORITY

James Keen with the Breaks Regional Airport Authority updated the board on the regional airport project. We've applied for funding to install waterline to the airport property. The taxiway will be left of the property, he stated.

Hopefully, we'll go out for bids in two months for waterline installation and fiber conduit, he stated. The masterplan identifies the airports development from the terminals, taxiway etc. We need the approval of the FAA regarding the masterplan, stated Mr. Keen.

Trey Adkins, Knox District Supervisor asked if the runway was going to be reduced?

Mr. Keen stated we're trying not to reduce the taxiway.

We have no interest in a 36-hundred-foot taxiway, we need the 51-hundred-foot, stated Mr. Adkins. How can we as a local government help you in making sure the taxiway isn't reduced? We can get someone to talk to the FAA in getting their approval on a 51-hundred-foot taxiway.

There's an application in to AML in getting four-lane access to the airport, but we don't know if we're going to receive it, stated Robert Horn, County Administrator.

The numbers have to support what we're asking for, stated Mr. Keen. We can't do anything until we get the report from the FAA. Also, there has to be a vehicle count of 16,000 vehicles per day to make it a primary connector route, he stated.

We're thankful for what you're doing, stated Mr. Adkins.

Hopefully, by the end of the year we'll have the masterplan approved and then we can start moving forward, stated Mr. Keen.

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**IN RE: OLIVIA MCKINNEY, FOUNDER OF APPALACHIAN
 COALITION AGAINST ADDICTION – REQUEST A
 PARTNERSHIP AND FUNDING**

Olivia McKinney with Appalachian Coalition Against Addiction (ACAA) stated ACAA has a partnership with Hopkins Medical Association (HMA) and we're proposing a county-wide mobile behavioral health and recovery access initiative designed to address Buchanan County's urgent gaps in substance use treatment access, transportation barriers, mental health services, recovery navigation and workforce stabilization.

This proposal established Buchanan County as a Foundational County Partner with Appalachian Regional Recovery Ecosystem, she stated. HMA already maintains an established presence within Buchanan County, currently operating in the Vansant and Hurley communities.

Robert C. Horn, County Administrator stated the board of supervisors has a committee appointed regarding the opioid funding and what it's to be used for. Who's the other localities participating with this coalition?

Ms. McKinney stated we've discussed this with Russell, Tazewell and Mercer Counties.

Buchanan County faces many healthcare challenges affecting surrounding rural regions such as: high overdose and relapse vulnerability; limited detox and recovery infrastructure nearby and limited specialty care access, stated Ms. McKinney.

A couple years ago, we proposed a mobile unit with Tazewell County through a grant and it was shut down, stated Mr. Horn.

Trey Adkins, Knox District Supervisor stated I would like to see the Memorandum of Understanding between ACAA and HMA. I'm ready to help these people, but we need to sit down and see what we can do.

This is not a duplication of services for Buchanan County, Ms. McKinney said.

The mobile clinic would establish recurring service days throughout the county, stated Ms. McKinney. HMA would be responsible for clinical services, MAT oversight, medical compliance, telehealth integration and billing.

The amount we are requesting today is \$165,000 from the opioid abatement funds, stated Ms. McKinney. This investment would support; mobile deployment operations; staffing and coordination; fuel and transportation; telehealth implementation; insurance and compliance; recovery navigation; community outreach; technology and communications; operational sustainability and program implementation and reporting.

Buchanan County has the opportunity to become the Foundational County Partner for Appalachian Access & Engagement initiative, stated Ms. McKinney. If the county

elects to provide the foundational investment, the county would receive, guaranteed recurring county service access; long term partnership protection; inclusion in future regional grant opportunities and priority collaboration in future workforce and healthcare initiatives.

The one-time foundational investment would be a long-term operational partnership agreement with annual renewal structure, stated Ms. McKinney. The MOU would include an annual review; performance reporting; service utilization reporting; outcome tracking and partnership reassessment opportunities. The long-term goal is to create a stable, sustainable regional healthcare access infrastructure rather than a short-term pilot project.

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IN RE: BOBBY RATLIFF WITH S3DA TEAM – KIDS ARCHERY TEAM

Bobby Ratliff with S3DA Kids Archery Team requested permission on one of the county properties to practice archery.

Craig Stiltner, Rocklick District Supervisor suggested the former Jack Smith property located at the mouth of Harman. He stated that the county owned that property and it was a huge area.

That would be perfect for outdoor practices, stated Mr. Ratliff. We need about a 40-yard space between the shooter and the target. Since, the Harman gymnasium is no longer large enough, we need to find a larger indoor area to practice.

Check the Big Rock gymnasium, stated Mr. Stiltner.

I haven't been to the Big Rock gymnasium, but I'll definitely check it out, stated Mr. Ratliff. We are having to travel to Coeburn for indoor tournaments.

We've been using the area near the small golf course at Poplar Gap Park, stated Mr. Ratliff.

Jeff Cooper, Garden District Supervisor stated there's plenty of room at the Keen Mountain Park with the horse ring and ball fields.

We have four kids participating now with the S3DA Archery and hoping to get up to 15 kids, stated Mr. Ratliff.

Tim Hess, Chairman suggested Mr. Ratliff to get in contact with each of the park managers in scheduling their events and practices.

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IN RE: CONSIDER APPROVING THE INVOICE COAL000163 IN THE AMOUNT OF \$19,354.12 FROM THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) AND TO ISSUE A CHECK FROM ACCOUNT NUMBER CST 05-41080-7012 REGARDING RT 83/744 INTERSECTION PROJECT

After a general discussion by the board upon motion by Trey Adkins seconded by Craig Stiltner with a roll call vote of seven (7) yeas, Lee Dotson, Tim Hess, G. Roger Rife, Craig Stiltner, David Rose, Trey Adkins, Jeff Cooper and zero (0) nays, this board did hereby approve the invoice COAL000163 in the amount of \$19,354.12 from the Virginia Department of Transportation (VDOT) and to issue a check from account number CST 05-41080-7012 regarding Rt 83/744 Intersection Project.

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IN RE: CONSIDER APPOINTMENTS AND/ORE REAPPOINTMENTS TO THE APPALACHIAN SCHOOL OF LAW BOARD OF TRUSTEES

After a general discussion by the board upon motion by Trey Adkins and with no second to his motion, Mr. Adkins requested a roll call which the Chairman granted, resulting in a vote of six (6) yeas, Lee Dotson, Tim Hess, G. Roger Rife, David Rose, Trey Adkins, Jeff Cooper and one (1) nay; Craig Stiltner, this board did hereby reappoint Jeff Taylor and Donald Ratliff to the ASL Board of Trustees and appointed Sandy McGlothlin and Martha McGlothlin to the Appalachian School of Law Board of Trustees for a three (3) year term effective from July 1st, 2026 through June 30th, 2029.

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IN RE: PUBLIC HEARING – 6:15 P.M. – TO HEAR PUBLIC COMMENTS REGARDING THE PROPOSED BUCHANAN COUNTY BUDGET FOR FISCAL YEAR 2026/2027

Tim Hess, Chairman opened the public hearing for comments.

Dr. Brian Looney, Buchanan County School Board Member stated the school system submitted an \$8.1 million request for fiscal year 2026/2027 budget. The expenses have increased for the school system and it's making it hard to stay within the \$8.1 million. I would like to request an increase of \$1.2 million to assist the school system in allowing us to better compensate our teachers, stated Dr. Looney.

Robert C. Horn, County Administrator stated the county is only required to give \$7 million or so in level funding to the school system. We are already giving \$1.1 above the level funding.

Buchanan County School System employees are the lowest paid teachers in Virginia, stated Dr. Looney. Our teachers are paid 10% lower than Russell, Tazewell and Dickenson Counties.

Trey Adkins, Knox District Supervisor stated level funding for the school system is \$5.6 million for the past three years. We've given \$8.1 million over the past several years; therefore, we've gave \$2 million more each year. Over \$7.5 million in the past three years to the school system, he stated.

Dr. Looney stated first year teachers are making \$41,000 per year when Russell and Tazewell Counties starting pay is \$45,000. We're losing 5 faculty members this year and have 80 employees over 65 years of age and 20 employees over the age of 70. Also, we're trying to hire eight special education teachers for the fall.

G. Roger Rife, South Grundy District Supervisor commented the state will provide funding for one teacher for every 20 students. Some of these schools that has 100 students, how much state funding are we getting and how many teachers are there, he asked? Has there be any changes to the formula? I know there's been times we gave the school system 12 to 13 million, he stated.

Dr. Looney stated when we consolidate, there should be savings on coaching etc.

Craig Stiltner, Rocklick District Supervisor stated it'll take two to three years for neutral attrition to be noticed within the school system after consolidation. Once the older employees retire, they won't need to be replaced.

We think we'll save at least \$1.3 million each year in utilities with the consolidation of the four high schools, stated Dr. Looney.

Jeff Cooper, Garden District Supervisor asked if the school system knew which teachers would be at the new high school?

I know we're losing five specialized teachers that we'll replace, stated Dr. Looney.

Approximately two years ago, the board gave the school system additional funding, which was used to help supplement the school system employee's health insurance cost, stated Mr. Horn.

Mr. Rife asked how much was the county budget for this coming year?

Mr. Horn stated \$61,120,161.

The additional funding from \$8.1 million to \$9.3, would allow the school system to give a 10% raise to the faculty, stated Dr. Looney.

When the school system received the funding to help supplement the cost of health insurance for school employees, county employees didn't get a raise, stated Mr. Horn.

If the board approves an additional \$1.2 million to the school system, we'll have the Buchanan County Social Services, Public Service Authority and county employees wanting the same, stated Mr. Adkins.

In three to four years, the Buchanan County School System will have the funding for raises, stated Mr. Cooper. These raises will come from the savings of consolidating the four high schools.

After a general discussion by the board upon motion by Jeff Cooper seconded by Trey Adkins and with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Trey Adkins, Lee Dotson, David Rose, G. Roger Rife and zero (0) nays, this board did hereby approve to close the public hearing.

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IN RE: PUBLIC HEARING – 6:20 P.M. – TO HEAR PUBLIC COMMENTS REGARDING THE PROPOSED ORDINANCE ENTITLED, “GENERAL COUNTY BUDGET (INCLUDING DOG TAX FUND, LAW LIBRARY FUND, AND THE HEAD START PROGRAM FUND) AND THE SCHOOL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, TO JUNE 30, 2027, AND LEVY FOR THE TAX YEAR COMMENCING JANUARY 1, 2027”

Tim Hess, Chairman opened the public hearing for comments.

With no comments from the public upon motion by Jeff Cooper seconded by David Rose and with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Trey Adkins, Lee Dotson, David Rose, G. Roger Rife and zero (0) nays, this board did hereby approve to close the public hearing.

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IN RE: CONSIDER ADDITIONAL FUNDING TO BUCHANAN COUNTY PUBLIC SCHOOLS FOR FISCAL YEAR 2026/2027 BUDGET

Craig Stiltner, Rocklick District Supervisor made a motion to provide \$9.2 million to Buchanan County Public Schools in the upcoming 2026/2027 budget. This would be an increase of \$1.1 from the \$8.1 already in the upcoming budget. With no second to his motion, Mr. Stiltner requested a roll call vote as follows: three (3) yeas, Craig Stiltner, G. Roger Rife, David Rose and four (4) nays, Trey Adkins, Jeff Cooper, Tim Hess and Lee Dotson, the motion failed.

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IN RE: PUBLIC COMMENTS

Josh McGlothlin, with Breaks Interstate Park requested a contribution in the amount of \$23,100.00 to assist with Southern Gap Trails and Tunes Festival in August, 2026. This event will take the place of Mountain Mayhem, which was held at the Southern Gap Visitors Center for the past several years.

We have some sponsorship funds for the event, but we're still needing some funding to assist with the entertainment, he stated. The event will be free to the public.

Craig Stiltner, Rocklick District Supervisor stated I think there's enough funding in the Buchanan County Fair account to assist with this event. He requested the Finance Director to check in on this and the board can make a decision at the next meeting.

No action was taken at this time.

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**IN RE: CONSIDER ADOPTING THE PROCLAMATION DECLARING
MAY 2026 AS "OLDER AMERICANS MONTH"**

After a general discussion by the board upon motion of David Rose seconded by Jeff Cooper and with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Lee Dotson, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby adopt the following Proclamation to proclaim the month of May 2026 as "Older Americans Month" in Buchanan County.

Older Americans Month 2026

A Proclamation

Whereas, May is Older Americans Month, a time for us to recognize and honor Buchanan County older adults and their contributions to the county, Southwest Virginia and the nation; and

Whereas, through their wisdom and guidance, younger generations are able to follow them and carry into the future both cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when individuals of varying ages, backgrounds and abilities have the opportunity to participate and live independently; and

Whereas, Buchanan County knows the importance of both supporting and providing the resources and support needed for older adults to stay involved in their communities — reflecting our commitment to the citizens of this county; and

Now, therefore, the Board of Supervisors of Buchanan County does hereby proclaim May 2026 as Older Americans Month. This year's theme, "Champion Your Health," focuses on prevention, wellness and personal responsibility as cornerstones of healthy aging.

We call upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that advocate for access to preventive care and support independence.

Dated this 11th day of May, 2026

Buchanan County Board of Supervisors

_____, Chairperson

ATTEST:

_____, County Administrator

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IN RE: CONSIDER APPROVING AN ADDITIONAL APPROPRIATION TO BUCHANAN COUNTY HEAD START IN THE AMOUNT OF \$37,523.00 TO HEAD START LINE-ITEM ACCOUNT 32070-3000 FOR FUNDING RECEIVED FROM VACORP FOR THE LOSS OF FOUR SCHOOL BUSES IN THE FLOOD

After a general discussion by the board upon motion by G. Roger Rife seconded by Lee Dotson with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Lee Dotson, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby approve an additional appropriation to Buchanan County Head Start in the amount of \$37,523.00 to head start line-item account 32070-3000 for funding received from VACorp for the loss of four school buses in the flood.

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**IN RE: CONSIDER ADOPTING THE RESOLUTION REGARDING
FREEDOM OF INFORMATION ACT (FOIA) REQUESTS AND
CHARGES FOR DUPLICATION OF DOCUMENTS AND/OR
MAPS REQUESTED BY THE GENERAL PUBLIC**

After a general discussion by the board upon motion by Lee Dotson seconded by Jeff Cooper with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Lee Dotson, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby adopt the following Resolution regarding Freedom of Information Act (FOIA) requests and charges for duplication of documents and/or maps requested by the general public.

RESOLUTION

BE IT RESOLVED, by the Buchanan County Board of Supervisors, that Buchanan County from this time forward will charge an amount not to exceed its actual cost for duplication of documents and maps which have been requested by the general public, and that such sum shall be determined by the County Administrator of Buchanan County; and further

BE IT RESOLVED, that Buchanan County shall charge the hourly cost based on the current salary of each employee of Buchanan County involved in searching for records, in duplicating records, in sending records along with the County's actual duplication costs for the records requested so to supply such documents to the requester; and

BE IT RESOLVED, that the County Administrator or his delegee shall estimate the cost of supplying requested records in advance at the request of the citizen requesting such records and provide that estimate of costs to the requester; and

BE IT RESOLVED, that where the County Administrator or his delegee acting for this Board determines in advance that search and copying charges for producing the requested documents are likely to exceed \$200.00, that before continuing to process the request, require the citizen requesting the information to pay a deposit not to exceed the amount of the advance determination; and

BE IT RESOLVED, that this Resolution shall not pertain to the records kept by the Constitutional Officers, who shall determine their own costs; and further

BE IT RESOLVED, that copies of this Resolution be posted in the reception room of the Buchanan County Administrator's Office on the 3rd floor of the Buchanan County Government Center, 4447 Slate Creek Road, Grundy, Virginia; and that a copy of this Resolution be sent to the Virginia Mountaineer, Grundy, Virginia; The Voice, Whitewood, Virginia; Bluefield Daily Telegraph, Bluefield, West Virginia; and the Bristol Herald Courier, Bristol, Virginia.

Adopted on this the 11th day of May, 2026 by a vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert C. Horn, County Administrator

**PLEASE BE NOTIFIED THE COUNTY ADMINISTRATOR HAS APPROVED
THE FOLLOWING RATES FOR DOCUMENT SURCHARGE SEARCH TIME"
COPYING" AND SUPPLIES FOR THE ATTACHED RESOLUTION**

8-1/2 x 11 per page = \$0.15 per page up to 100 copies then \$0.10 per page.

8-1/2 x 14 per page = \$0.25 per page up to 100 copies then \$0.20 per page.

11 x 17 per page = \$0.40 per page up to 100 copies then \$0.30 per page.

24 x 36 per page = \$5.00

Roll Paper = \$6.00 per 6 ft.

County Road Map = 36 x 48 \$10.00 per copy

Search, duplication and handling time costs will be determined upon the employees' hourly rate of pay based on the current salaries of the employees who are involved in processing the response to the FOIA request.

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**IN RE: CONSIDER SCHEDULING A PUBLIC HEARING FOR MONDAY,
JUNE 1ST, 2026 AT 6:15 P.M. TO HEAR PUBLIC COMMENTS
REGARDING THE ADOPTION OF THE AMENDED
ORDINANCE ENTITLED, "AMENDING CHAPTER 88, ARTICLE
III HOTEL/MOTEL TAX OF THE BUCHANAN COUNTY CODE,"
TO INCLUDE CHANGES WITH CURRENT VIRGINIA CODES**

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Lee Dotson, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby approve to schedule a public hearing for Monday, June 1st, 2026 at 6:15 p.m. to

hear public comments regarding the adoption of the Amended Ordinance entitled, “Amending Chapter 88, Article III Hotel/Motel Tax of the Buchanan County Code,” to include changes with current Virginia codes.

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IN RE: CONSIDER SCHEDULING A PUBLIC HEARING FOR MONDAY, JUNE 1ST, 2026 AT 6:30 P.M. TO HEAR PUBLIC COMMENTS REGARDING AN AMENDED ORDINANCE ENTITLED, “AN AMENDED ORDINANCE REAPPORTIONING AND REDRAWING BUCHANAN COUNTY’S MAGISTERIAL DISTRICTS AND PRECINCTS AND ESTABLISHING A CENTRAL ABSENTEE VOTER PRECINCT AND PLACES FOR SUCH PRECINCTS.”

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson with a roll call vote of seven (7) yeas, Jeff Cooper, Tim Hess, Craig Stiltner, Lee Dotson, Trey Adkins, David Rose, G. Roger Rife and zero (0) nays, this board did hereby approve to schedule a public hearing for Monday, June 1st, 2026 at 6:30 p.m. to hear public comments regarding an Amended Ordinance entitled, “An Amended Ordinance Reapportioning and Redrawing Buchanan County’s Magisterial Districts and Precincts and establishing a Central Absentee Voter Precinct and Places for such Precincts.”

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IN RE: CONSIDER ADOPTING RESOLUTIONS FOR THE RATIFICATION OF THE ACCEPTANCE OF THE FOLLOWING DEEDS FOR THE ACQUISITION OF PROPERTY AS PART OF THE U.S. ARMY CORPS OF ENGINEERS NON-STRUCTURAL PROJECT

After a general discussion by the board upon motion by Jeff Cooper seconded by Trey Adkins with a roll call vote of six (6) yeas, Jeff Cooper, Trey Adkins, David Rose, Tim Hess, G. Roger Rife, Craig Stiltner, zero (0) nays and one (1) abstention, Lee Dotson, this board did hereby adopt the following Resolutions for the ratification of the Acceptance of the following Deeds for the acquisition of property as part of the U.S. Army Corps of Engineers Non-Structural Project:

- Acceptance of Deed by and between Daniel Belcher and Lisa D. Belcher, Husband and Wife (Grantors) and Buchanan County, Virginia (Grantee); and
- Acceptance of Deed by and between Carl Chapman (Grantor) and Buchanan County, Virginia (Grantee); and
- Acceptance of Deed by and between Randy E. Wimmer and Susan S. Wimmer, Husband and Wife, (Grantors) and Buchanan County, Virginia (Grantee), and

- Acceptance of Deed by and between B & O Investment Company, by Christopher Todd Owens, Bryan Boyd (Grantors) and Buchanan County, Virginia (Grantee); and
- Acceptance of Deed by and between Zachary Tyler Justus aka Tyler Justus and Kourtney Justus, Husband and Wife, (Grantors) and Buchanan County, Virginia (Grantee);
- Acceptance of Deed by and between Danny Paul Estep and Sherry Estep, Husband and Wife, (Grantors) and Buchanan County, Virginia (Grantee); and
- Acceptance of Deed by and between Debbie J. Childress Woods, Single (Grantor) and Buchanan County, Virginia (Grantee);
- Acceptance of Deed by and between Carl Chapman aka Carl E. Chapman (Grantor) and Buchanan County, Virginia (Grantee);
- Acceptance of Deed by and between Randy Justus and Robin Justus, Husband and Wife, (Grantors) and Buchanan County, Virginia (Grantee);
- Acceptance of Deed by and between Buchanan General Hospital, Inc. (Grantor) and Buchanan County, Virginia (Grantee);
- Acceptance of Deed by and between Kermit Lee Dotson and Tabitha Dotson, Husband and Wife (Grantors) and Buchanan County, Virginia (Grantee).

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY AND BETWEEN DANIEL BELCHER AND LISA D. BELCHER, HUSBAND AND WIFE TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk’s Office, Instrument Number 260000497 between **Daniel Belcher and Lisa D. Belcher**, husband and wife, and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 2801.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY AND BETWEEN Carl Chapman TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 240001096 between **Carl Chapman** and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3921.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

**IN RE: ACCEPTANCE OF DEED BY AND BETWEEN RANDY E. WIMMER
AND SUSAN S. WIMMER, HUSBAND AND WIFE TO
BUCHANAN COUNTY, VIRGINIA**

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 260000483 between **Randy E. Wimmer and Susan S. Wimmer**, husband and wife, and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3215.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY AND BETWEEN ZACHARY TYLER JUSTUS AND KOURTNEY JUSTUS, HUSBAND AND WIFE TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk’s Office, Instrument Number 260000386 between **Zachary Tyler Justus aka Tyler Justus and Kourtney Justus**, husband and wife, and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 5001.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY AND BETWEEN DANNY PAUL ESTEP AND SHERRY GAY ESTEP, HUSBAND AND WIFE TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk’s Office, Instrument Number 240000371 between **Danny Paul and Sherry Gay Estep, Husband and Wife** and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 7600.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

**IN RE: ACCEPTANCE OF DEED BY AND BETWEEN DEBBIE J. CHILDRESS
WOODS, SINGLE TO
BUCHANAN COUNTY, VIRGINIA**

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 250001447 between **Debbie J. Childress Woods, Single and** Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3436.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

**IN RE: ACCEPTANCE OF DEED BY AND BETWEEN B & O INVESTMENT
COMPANY TO
BUCHANAN COUNTY, VIRGINIA**

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 260000436 between **B & O Investment Company by Christopher Todd Owens and Bryan Boyd** and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3427.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

**IN RE: ACCEPTANCE OF DEED BY AND BETWEEN CARL CHAPMAN AKA
CARL E. CHAPMAN TO
BUCHANAN COUNTY, VIRGINIA**

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 240001353 between **Carl Chapman aka Carl E. Chapman** and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3916.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

**IN RE: ACCEPTANCE OF DEED BY RANDY JUSTUS AND ROBIN
'JUSTUS, HUSBAND AND WIFE TO
BUCHANAN COUNTY, VIRGINIA**

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 260000307 between **Randy**

and Robin Justus, husband and wife, and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 3433.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY AND BETWEEN BUCHANAN GENERAL HOSPITAL, INC. TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 260001327 between Buchanan General Hospital, Inc and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 2816.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

RESOLUTION

IN RE: ACCEPTANCE OF DEED BY KERMIT LEE DOTSON AND TABITHA DOTSON, HUSBAND AND WIFE TO BUCHANAN COUNTY, VIRGINIA

BE IT RESOLVED, by the Buchanan County Board of Supervisors that we approve acceptance of the property described in that Deed recorded in the Buchanan County Circuit Court Clerk's Office, Instrument Number 250000438 between **Kermit Lee Dotson and Tabitha Dotson**, husband and wife, and Buchanan County, Virginia. This deed is a General Warranty Deed with the U.S. Army Corps of Engineers. Levisa Fork River Valley, Buchanan County Non-Structural Project Tract NO. 6956.

This Resolution was adopted by the Buchanan County Board of Supervisors on this the 11th day of May, 2026 by a roll call vote of seven for and zero against.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

ATTEST:

Robert Craig Horn, County Administrator

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**IN RE: CONSIDER APPROVING TO ADVERTISE FOR SEALED BIDS
FOR THE FOLLOWING USED BY COUNTY DEPARTMENT:
GENERAL OFFICE AND DATA PROCESSING SUPPLIES:
MOTOR OIL, SYNTHETIC OIL AND LUBRICANTS:
JANITORIAL SUPPLIES: HEATING OIL AND OFF-ROAD
DIESEL FUEL**

After a general discussion by the board upon motion by Jeff Cooper seconded by Trey Adkins with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve to advertise for sealed bids for the following used by county department:

- General Office and Data Processing Supplies
- Motor oil, synthetic oil and lubricants;
- Janitorial supplies,
- Heating oil and Off-Road Diesel Fuel.

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**IN RE: CONSIDER DIRECTING THE COUNTY ADMINISTRATOR AND
COUNTY ATTORNEY TO SET UP MEETING WITH THE
COMMONWEALTH ATTORNEY IN REGARDS TO
PROSECUTION OF LITTER CASES**

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose,

G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby direct the County Administrator and County Attorney to set up meeting with the Commonwealth Attorney in regards to prosecution of litter cases.

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**IN RE: CONSIDER APPROVING A LETTER OR RESOLUTION
DIRECTED TO THE BUCHANAN COUNTY GENERAL
DISTRICT COURT JUDGES IN REGARDS TO LITTER CASES**

After a general discussion by the board upon motion by Jeff Cooper seconded by David Rose with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve that a letter or resolution be done and directed to the Buchanan County General District Court Judges in regards to litter cases.

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**IN RE: CONSIDER APPROVING THE AUDIT ENGAGEMENT LETTER
FROM ROBINSON, FARMER, COX ASSOCIATES REGARDING
THE 2026 AUDIT**

After a general discussion by the board upon motion by Lee Dotson seconded by Jeff Cooper with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve the Audit Engagement Letter from Robinson, Farmer, Cox Associates regarding the 2026 audit.

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**IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT
OF \$9,500.00 TO BUCHANAN COUNTY YOUTH LEAGUE
FOOTBALL, INC. AND FROM WHAT ACCOUNTS TO BE PAID**

After a general discussion by the board upon motion by Trey Adkins seconded by David Rose with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve a contribution in the amount of \$9,500.00 to Buchanan County Youth League Football, Inc., which will be divided equally among the seven district accounts.

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IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT OF \$4,250.00 TO BOYS AND GIRLS CLUB OF CENTRAL APPALACHIA, INC. AND FROM WHAT ACCOUNTS TO BE PAID

After a general discussion by the board upon motion by Trey Adkins seconded by Jeff Cooper with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve a contribution in the amount of \$4,250.00 to the Boys and Girls Club of Central Appalachia, Inc. to be divided equally among the seven district accounts, earmarked for school drawings for Buchanan County Graduating Seniors.

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IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT OF \$1,500.00 TO RIVERVIEW ELEMENTARY/MIDDLE SCHOOL AND FROM WHAT ACCOUNTS TO BE PAID

This issue was tabled, no action taken.

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IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT OF \$1,000 TO GRUNDY HIGH SCHOOL AND FROM WHAT ACCOUNTS TO BE PAID

This issue was tabled, no action taken.

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IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT OF \$14,214.30 TO CLINCH INDEPENDENT LIVING SERVICES, INC. AND FROM WHAT ACCOUNTS TO BE PAID

After a general discussion by the board upon motion by Trey Adkins seconded by Jeff Cooper with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve a contribution in the amount of \$14,214.30 to Clinch Independent Living Services, Inc. and to be paid from Hurricane District Highways, Streets and Bridges account number (41020-7010-02).

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IN RE: CONSIDER APPROVING A CONTRIBUTION IN THE AMOUNT OF \$5,000 TO TWIN VALLEY HIGH SCHOOL

After a general discussion upon motion by Jeff Cooper seconded by Trey Adkins

with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby approve a contribution in the amount of \$5,000 to Twin Valley High School from Garden District Park and Recreation account number 71040-5604-01 earmarked for the Field Day Carnival for the high school.

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IN RE: CONSIDER APPOINTMENT TO THE SOUTHWEST VIRGINIA COMMUNITY COLLEGE LOCAL ADVISORY BOARD TO FILL THE UNEXPIRED TERM OF MR. RICKEY GOODMAN ENDING JUNE 30, 2026 AND CONSIDER THIS APPOINTMENT FOR A FOUR-YEAR TERM BEGINNING JULY 1, 2026 THROUGH JUNE 30, 2030

After a general discussion upon motion by David Rose seconded by Lee Dotson with a roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, David Rose, G. Roger Rife, Tim Hess, Craig Stiltner, Lee Dotson and zero (0) nays, this board did hereby appoint Catrina Elswick to the Southwest Virginia Community College (SWCC) Local Advisory Board for a four-year term ending June 30th, 2030 and to fill the unexpired term of Rick Goodman.

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IN RE: CONSIDER APPOINTMENT TO THE APPALACHIAN AGENCY FOR SENIOR CITIZENS TO FILL THE UNEXPIRED TERM OF MS. KAREN VANDERLINDEN, DUE TO EXPIRE ON JUNE 30, 2027

This issue was tabled, no action taken.

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IN RE: CONSIDER ADOPTING THE RESOLUTION REGARDING THE BUCHANAN COUNTY PAYCLOCK POLICY

After a general discussion by the board upon motion by Jeff Cooper seconded by David Rose with a roll call vote of six (6) yeas, Tim Hess, Jeff Cooper, G. Roger Rife, Lee Dotson, David Rose, Craig Stiltner, zero (0) nays and one (1) abstention, Trey Adkiins, this board did hereby adopt the following Resolution regarding the Buchanan County Pay Clock Policy.

RESOLUTION

RE: Buchanan County PayClock Policy

WHEREAS, Buchanan County Employees are now required to use the PayClock Time Software System, except those that are in exempt positions as deemed by the county administrator; and

WHEREAS, the Buchanan County Board of Supervisors have found it necessary to have a Buchanan County PayClock Policy so to enforce the time keeping system; said Policy is attached and incorporated by reference into this resolution as Exhibit “A”; and

NOW THEREFORE BE IT RESOLVED, that the Buchanan County, Va. Board of Supervisors does hereby approve and implement the Buchanan County PayClock Policy which is attached and made a part of this resolution as Exhibit “A”.

This resolution was adopted on the 11th day of May, 2026.

Recorded Vote:

Motion made by: Jeff Cooper

Second by: David Rose

Yeas: Six

Nays: zero

Tim Hess, Chairman

ATTEST:

Robert Craig Horn, County Administrator

Buchanan County PayClock Policy

- All **Buchanan County** employees are required to use the **PayClock** time keeping system, unless you are in an Exempt position as deemed by the County Administrator.
- **Shifts**
 - Employees are required to clock in during their designated shift.
 - Any time acquired outside of the scheduled shift will not be considered Comp time unless approved by the employee’s supervisor.
 - Comp time must be approved by the employee's supervisor the day the comp was acquired.
 - When submitting a request to use acquired Comp time, a description of the acquired time must be provided in the

request. This description must include the date the comp was acquired.

- **Salary Employees**

- All employees, except those that are exempt by the County Administrator, must clock in and out for lunch during the designated lunch break period.
- Lunch Break Period – The lunch break must be taken no earlier than 10:00 a.m. and no later than 2:30 p.m. Any breaks taken outside of this window will require leave time to be submitted for all non-work-related time.
- If the employee works six (6) hours or more, a one (1) hour lunch break will be required. Thirty (30) minutes of this time will be paid by the County.

CLOCK IN	CLOCK OUT	TOTAL
8:30 AM	12:00 PM	3.5 HOURS WORKED
12:00 PM	2:30 PM	0 HOURS WORKED
2:30 PM	4:00 PM	1.5 HOURS WORKED
	TOTAL WORKED	5 HOURS WORKED

EXAMPLE OF NON-QUALIFYING LUNCH

- If the employee fails to clock out for the designated lunch break, **PayClock** will automatically deduct thirty (30) minutes for the unpaid portion of the required break.
- Extended Break
 - Any break of more than 3 (three) hours will require leave time to be submitted for all non-worked time; the lunch break deductions will not apply.
- **7 Minute Rule**
 - Policy allows punch rounding in 15-minute increments. Please see the example below.

CLOCKING IN EXAMPLES

8:30 AM TO 8:36 AM	CREDIT FOR FULL HOUR
8:37 AM TO 8:51 AM	LEAVE - 15 MINS
8:52 AM TO 9:06 AM	LEAVE - 30 MINS
9:07 AM TO 9:21 AM	LEAVE - 45 MINS
9:22 AM TO 9:36 AM	LEAVE - 1 HOUR
9:37 AM TO 9:51 AM	LEAVE - 1 HOUR 15 MINS

ETC, ETC, ETC

CLOCKING OUT EXAMPLES

3:37 PM TO 3:51 PM	LEAVE - 1 HR 15 MINS
3:52 PM TO 4:06 PM	LEAVE - 1 HR
4:07 PM TO 4:21 PM	LEAVE - 45 MINS
4:22 PM TO 4:36 PM	LEAVE - 30 MINS
4:37 PM TO 4:51 PM	LEAVE -15 MINS
4:52 PM TO 5:00 PM	CREDIT FOR FULL HOUR

ETC, ETC, ETC

*****Abuse of the 7 Minute Rule could initiate a warning.*****

- **Leave**
 - Please submit scheduled leave for any absences prior to the absence.
 - Any unplanned absences must have requests submitted for leave within three (3) days of returning to work.
 - If you do not submit leave within this window, you are subject to automatic deductions for the time missed based on your **PayClock** punches.
 - If no leave is available, your pay will be docked for the necessary amount on the 15th of the following month.
- **Hourly Employees**
 - If the employee works six (6) hours or more, a thirty (30) minute lunch break will be required.
- **Mobile App Usage**
 - Mobile app usage is a privilege granted solely by the County Administrator. The mobile app is only allowable when an employee is not in the location of a **PayClock** facial recognition device.
 - At any time, mobile access may be revoked based on failure to comply.
 - **GPS** – The mobile app logs the employee’s specific location by GPS each time a punch is made with their mobile device.
- Any employee that is in the vicinity of a PayClock facial recognition device is **REQUIRED** to clock out and in while on a lunch break. Employees that are not within the vicinity of a facial recognition device will need to follow the requirements by their immediate supervisor.
- **Failure to Comply**
 - Failure to notify a **PayClock** Administrator of missed punches, or failure to comply with a request for information in regard to

a missing punch, will equal assumption that no work was performed for that day. You will be deducted leave for this day. If no leave is available, you will receive an entry for Dock Time.

- Excessive manual punches are subject to review.
- **PayClock** submissions and data will be available to the County Administrator at any time.
- Failure to comply with this policy will constitute insubordination.
- ALL non-exempt employees are required to sign and date this document and return to the **PayClock** Administrator.

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IN RE: CONSIDER APPROVING ADDITIONAL APPROPRIATIONS

After a general discussion by the board upon motion by G. Roger Rife seconded by Jeff Cooper With a roll call vote of seven (7) yeas, Trey Adkins, Tim Hess, Jeff Cooper, G. Roger Rife, Lee Dotson, David Rose, Craig Stiltner, and zero (0) nays, this board did hereby approve the following additional appropriations:

- Additional appropriation in the amount of \$92.69 to the Circuit Court Clerk’s Office, account number 21060-3320;
- Additional appropriation in the amount of \$1,200.00 to South Grundy District Park and Rec., account number 71040-5604-07;
- Additional appropriation in the amount of \$1,200.00 to South Grundy District Park and Rec., account number 71040-5604-07;
- Additional appropriation in the amount of \$150.00 to Rocklick Park and Rec., account number 71040-5604-06;
- Additional appropriation in the amount of \$470.00 to Rocklick Park and Rec., account number 71040-5604-06;
- Additional appropriation in the amount of \$410.51 to Sheriff’s Office, account number 31020-5550 (extradition of prisoners);
- Additional appropriation in the amount of \$790.00 to Sheriff’s Office, account number 31020-5550 (extradition of prisoners);
- Additional appropriation in the amount of \$6,434.36 to Sheriff’s Office, account number 31020-6009 (vehicle and power equipment);
- Additional appropriation in the amount of \$500.00 to Garden District Park and Rec., account number 71050-5604-01;
- Additional appropriation in the amount of \$500.00 to Garden District Park and Rec., account number 71050-5604-01;
- Additional appropriation in the amount of \$500.00 to Garden District Park and Rec., account number 71050-5604-01;
- Additional appropriation in the amount of \$188.97 to County Athletic Fields account number 71040-5604-09;

- Additional appropriation in the amount of \$4.08 to County Athletic Fields account number 71040-5604-09.

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IN RE: CONSIDER APPROVING AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$1,000.00 TO BUCHANAN COUNTY HUMANE SOCIETY, ACCOUNT NUMBER 81010-5606 FOR A GRANT RECEIVED FROM 2026 VFHS & SPAY/NUTER GRANT AND TO ISSUE A CHECK IN THIS AMOUNT TO THE HUMANE SOCIETY

After a general discussion by the board upon motion by Trey Adkins seconded by Lee Dotson with a roll call vote of seven (7) yeas, Trey Adkins, Tim Hess, Jeff Cooper, G. Roger Rife, Lee Dotson, David Rose, Craig Stiltner, and zero (0) nays, this board did hereby approve an additional appropriation in the amount of \$1,000.00 to Buchanan County Humane Society, account number 81010-5606 for a grant received from 2026 VFHS & SPAY/NUTER Grant and to issue a check in this amount to the humane society.

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IN RE: CONSIDER APPROVING AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$16,234.95 TO THE BUCHANAN COUNTY COMMONWEALTH ATTORNEY’S OFFICE, ACCOUNT NUMBER 22010-3320 FOR MAGNA 5MS, LLC.

After a general discussion by the board upon motion by Lee Dotson seconded by Trey Adkins with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve an additional appropriation in the amount of \$16,234.95 to the Buchanan County Commonwealth Attorney’s Office, account number 22010-3320 for Magna 5MS, LLC.

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IN RE: CONSIDER APPROVING TRANSFER FROM FUND 1 TO FUND 8 FOR THE BUCHANAN COUNTY SHERIFF’S OFFICE REGARDING A SALARY INCREASE IN THE AMOUNT OF \$5,000 FOR LORA SCOTT, INVESTIGATOR

After a general discussion by the board upon motion by Lee Dotson seconded by David Rose with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve to transfer the following from Fund 1 to Fund 8 for the Buchanan County Sheriff’s Office regarding a salary increase in the amount of \$5,000 for Lora Scott, Investigator:

Transfer from Fund 1

01-31020-1150	Salary and Wages	\$5,000
01-31020-2100	FICA	\$382.50
01-31020-2210	Retirement	\$991.50
01-31020-2400	Group Life	\$59.00

Additional Budget Appropriation to Fund 8

08-31020-1150	Salary and Wages	\$5,000
08-31020-2100	FICA	\$382.50
08-31020-2210	Retirement	\$991.50
08-31020-2400	Group Life	\$59.00

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IN RE: CONSIDER RATIFYING THE ACTION OF THE COUNTY ADMINISTRATOR AND COUNTY ATTORNEY REGARDING THE PERMIT APPLICATION FROM CNX GAS/POCAHONTAS GAS, LLC, FOR CBM F37A.

After a general discussion by the board upon motion by G. Roger Rife seconded By David Rose with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby ratify the action of the county administrator and county attorney regarding the Permit Application from CNX Gas/Pocahontas Gas, LLC, for CBM F37A.

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IN RE: CONSIDER APPROVING/RATIFYING PART-TIME EMPLOYEES AND THE INDIVIDUALS AT THE COUNCIL PARK FOR LIFEGUARDS AND WEED CUTTING

After a general discussion by the board upon motion by G. Roger Rife seconded by David Rose with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve/ratify the following the following part-time employees and the attached list of individuals at the Council Park for lifeguards and weed cutting.

- | | |
|--------------------|-----------|
| Austin Blankenship | Rocklick |
| Dakota Hixon | Council |
| Rylan Horn | Council |
| Hurshel Justus | Knox |
| Shawn Justus | Knox |
| Jessica Lowe | N. Grundy |
| Johnathan Monk | Garden |
| Curtis Thacker | N. Grundy |

List to hire for Council Park Weedeaters-

Rylan Horn
Cody Johnson
Lifeguards-
Alli Austin
Caleb Hess
Jaiden Thompson
Anthony Lucas Hale
Eric Ball
Cindy Mullins
Kynzlee Muir
Julia Barton
Ben Stevens
Ella Rasnake
Izabella Boyd
Julianna Farmer
Gracie Jo Ball
Jesse Ray
Concession-
Velva Bostic
Candace Runyon
Cadence Wilson

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IN RE: CONSIDER SCHEDULING A PUBLIC HEARING FOR THE CONVEYANCE OF COUNTY PROPERTIES FOR JUNE 1, 2026 AT 6:45 P.M. IN REGARD TO ALL THE COUNTY PROPERTIES SOLD DURING THE AUCTION OF APRIL 23, 2026, IF A PUBLIC HEARING IS DEEMED NECESSARY BY THE COUNTY ATTORNEY

After a general discussion by the board upon motion by Jeff Cooper seconded by Trey Adkins with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve to schedule a public hearing for the conveyance of county properties for June 1, 2026 at 6:45 p.m. in regard to all the county properties sold during the auction of April 23, 2026, if a public hearing is deemed necessary by the County Attorney.

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IN RE: CONSIDER DECIDING WHETHER OR NOT TO PARTICIPATE IN THE TWO PERCENT SALARY BONUS APPROVED BY THE 2026 SESSION OF THE GENERAL ASSEMBLY FOR CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES

After a general discussion by the board upon motion by Trey Adkins seconded by Lee Dotson with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this

board did hereby approve to participate in the two percent salary bonus approved by the 2026 Session of the General Assembly for constitutional officers and their employees.

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IN RE: CONSIDER SCHEDULING A PUBLIC HEARING FOR MONDAY, JUNE 1ST AT 6:45 P.M. TO HEAR PUBLIC COMMENTS REGARDING THE TWO PERCENT SALARY BONUS APPROVED BY THE 2026 SESSION OF THE GENERAL ASSEMBLY FOR CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES AN ADDITIONAL APPROPRIATION TO EACH OF THE CONSTITUTIONAL OFFICES AND ADOPTING A BONUS ORDINANCE

After a general discussion by the board upon motion by Trey Adkins seconded by Jeff Cooper with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve to schedule a public hearing for Monday, June 1st at 6:45 p.m. to hear public comments regarding the two percent salary bonus approved by the 2026 Session of the General Assembly for constitutional officers and their employees an additional appropriation to each of the constitutional offices and adopting a bonus ordinance.

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IN RE: CONSIDER APPROVING CATRINA ELSWICK, BILLING CLERK AS AN ASSISTANT TO BART CHAMBERS, EMERGENCY SERVICES COORDINATOR

After a general discussion by the board upon motion by Jeff Cooper seconded by David Rose with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve for Catrina Elswick, Billing Clerk as an Assistant to Bart Chambers, Emergency Services Coordinator for her to assist Mr. Chambers with the internal portal during an emergency event.

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IN RE: CONSIDER APPROVING ADDITIONAL FUNDING IN THE FISCAL YEAR 2026/2027 BUCHANAN COUNTY BUDGET TO THE BUCHANAN COUNTY PUBLIC LIBRARY IN THE AMOUNT OF \$59,286.00

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper,

Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby approve additional funding in the Fiscal Year 2026/2027 Buchanan County Budget to the Buchanan County Public Library in the amount of \$59,286.00.

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IN RE: CONSIDER AUTHORIZING THE TREASURER OF BUCHANAN COUNTY TO ENGAGE THE LAW FIRM OF TAXING AUTHORITY CONSULTING SERVICES, P.C. TO REPRESENT THE TREASURER AND BUCHANAN COUNTY, VA. IN THE CHAPTER 11 BANKRUPTCY CASES OF CLINTWOOD JOD AND CIVIL, LLC.

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson with a roll call vote of seven (7) yeas, Tim Hess, David Rose, Jeff Cooper, Craig Stiltner, Trey Adkins, Lee Dotson, G. Roger Rife and zero (0) nays, this board did hereby authorize the Treasurer of Buchanan County to engage the law firm of Taxing Authority Consulting Services, P.C. to represent the Treasurer and Buchanan County, Va. in the Chapter 11 bankruptcy cases of Clintwood JOD and Civil, LLC.

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IN RE: ADJOURNMENT

After a general discussion by the board upon motion by Jeff Cooper seconded by Lee Dotson and with a roll call vote of seven (7) yeas, Jeff Cooper, Lee Dotson, David Rose, Craig Stiltner, Tim Hess, G. Roger Rife, this board did hereby approve to adjourn the meeting.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

Robert Craig Horn, County Adm

MINUTES

A special called meeting of the Buchanan County Board of Supervisors was held on Wednesday the 20th day of May, 2026 starting at 4:00 p.m. in the Board of Supervisors Meeting Room, 3rd floor of the Buchanan County Government Center, 4447 Slate Creek Road, Grundy, Virginia 24614. **This meeting was conducted by electronic communication (Zoom). The media and public were invited to participate.**

PRESENT: Tim Hess, Chairman
Jeff Cooper
Lee Dotson
G. Roger Rife
David Rose
Trey Adkins
Craig Stiltner

L. Lee Moise, County Attorney
Robert C. Horn, County Administrator

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The meeting was called to order with Prayer and Pledge of Allegiance.

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**REQUEST FOR A SPECIAL MEETING
OF THE BUCHANAN COUNTY
BOARD OF SUPERVISORS**

Tim Hess, Chairman of the Buchanan County Board of Supervisors hereby requested pursuant to Section 15.2-1417 and 15.2-1418 of the Code of Virginia that a emergency special meeting of the Buchanan County Board of Supervisors be held on the date, at the time, and place stated below and for the purpose stated herein, as amended.

DATE OF MEETING: WEDNESDAY, MAY 20th, 2026

TIME OF MEETING: 4:00 O’CLOCK P.M.

PLACE OF MEETING: 4447 SLATE CREEK ROAD, GRUNDY, VA

PURPOSE

1. Call to order. 4:00 p.m.
2. Prayer and Pledge of Allegiance.
3. Consider legal issues arising from negotiations between U-Pike and ASL in terms of how it may impact Buchanan County, the Buchanan County IDA and the Town of Grundy IDA.
4. Consider appropriate motions/actions in regards to agenda item #3.

5. Considered closed session in regards to agenda items #3 and #4 pursuant to Va. Code section 2.2-3711(a)(8).
6. Adjournment.

The board can only discuss the above items listed during this special called meeting and continuation thereof unless all seven (7) board members are present.

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IN RE: CLOSED SESSION 2.2-3711 1950 CODE OF VIRGINIA

Upon a motion by Trey Adkins seconded by Lee Dotson and with a roll call vote of seven (7) yeas, Jeff Cooper, Lee Dotson, Craig Stiltner, Tim Hess, David Rose, G. Roger Rife, Trey Adkins and zero (0) nays, this board agreed to convene in closed session as permitted by Virginia Code Section, 2.2-3711 (A)(8), consultation with legal counsel regarding the arising from negotiations between U-Pike and ASL in terms of how it may impact Buchanan County, the Buchanan County IDA and the Town of Grundy IDA and appropriation motions/actions regarding this matter.

Motion was made by Trey Adkins to return from closed session seconded by Craig Stiltner and with the following roll call vote of seven (7) yeas, Trey Adkins, Jeff Cooper, Lee Dotson, David Rose, Tim Hess, G. Roger Rife, Craig Stiltner and zero (0) nays, this board did hereby approve to return from closed session.

This board meeting resumed in open session after being in executive session one (1) hour and fourteen (14) minutes.

A motion by Trey Adkins seconded by Jeff Cooper that the Board certify that in the closed session just concluded, nothing was discussed except the matter specifically identified in the motion to convene in closed session and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was agreed upon by the following roll call vote seven (7) yeas, Lee Dotson, Tim Hess, G. Roger Rife, Craig Stiltner, David Rose, Trey Adkins, Jeff Cooper and zero (0) nays.

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IN RE: ADJOURNMENT

After a general discussion by the board upon motion by Trey Adkins seconded by Craig Stiltner and with a roll call vote of seven (7) yeas, Craig Stiltner, Jeff Cooper, Trey Adkins, Tim Hess, Lee Dotson, G. Roger Rife, David Rose and zero (0) nays, this board did hereby approve to adjourn.

Tim Hess, Chairman of the
Buchanan County Board of Supervisors

Robert Craig Horn, County Administrator

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