



A NEWSLETTER FROM YOUR TOWN

FALL 2020

Town Officials

Town Board

Mark McAndrews, Town Chairman

Karen Lawrence, Supervisor I

Dennis Reinke, Supervisor II

Chuck Kavanaugh, Supervisor III

Greg Sprangers, Supervisor IV

Town Staff

Open, Administrator

Cynthia Sieracki, Clerk/Treasurer

Nichole Nielsen, Deputy Clerk/Treasurer

Ray Mohr, Fire & Rescue Chief

Paul Hermes, Building Inspector

Avoid the Long Lines—Vote Absentee!

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. Whether voting in person or by mail, photo ID is required. To obtain an absentee ballot, you may choose one of the following:

- **Personally come to the Town Clerk's office** to cast an absentee ballot. **You will need to show your photo ID.** In person absentee voting will start October 20—October 30 during normal business hours.
- You can **make a request in writing or email or on the MyVote.WI.gov** website and an absentee ballot will be mailed to you. The written request must include your voting address within the Town of Buchanan, the address where the absentee ballot should be sent, if different, and your signature. You can also complete an Absentee Ballot Request form. You will need to include a copy of your photo ID with your request for a ballot to be mailed to you. To count in the election, absentee ballots must be returned by 8:00 p.m. on Election Day. Ballots can be placed in our drop box which is located on the SW side of the office.

Polling Place Location & Hours

General Election: November 3, 2020.

All elections are conducted at the Buchanan Town Hall, N178 County Road N, Appleton, WI 54915.

Polling place hours on election day are 7:00 a.m. to 8:00 p.m.

If you are in line to vote prior to 8:00 p.m., you will be able to cast a ballot.

Please note: no absentee voting or registrations are allowed on the Monday before an election.

Winter Heating Safety Tips

Have your heating system cleaned and inspected by a certified and licensed heating technician prior to use. Here are some heating safety tips to keep you and your family safe.

Furnaces:

- Replace your old furnace with a more efficient unit.
- Make sure your thermostat is working properly.
- Replace the filter as recommended for your furnace.
- Wash, brush or vacuum permanent filters as recommended for your furnace.
- Check the exhaust vent for debris.
- Give your furnace space.

Fireplaces and Wood Stoves:

- Have your chimney cleaned and inspected yearly.
- Never use a flammable liquid to start a fire.
- Use only dry seasoned wood in your fireplace to avoid the build-up of creosote.
- Do not burn wrapping paper, newspapers, cardboard boxes, plastics, green wood/branches or trash.
- Ensure that your fireplace has a sturdy screen to prevent sparks from escaping.
- Never leave a fire in the fireplace unattended. Extinguish the fire completely before going to bed or leaving the house.
- Store the cooled ashes in a metal container outside.
- Only use wood stoves that are air-tight and have a controlled airflow.

Portable Heaters:

- Carefully follow all the manufacturer's instructions for operation.
- Keep heaters a minimum of three feet away from combustibles.
- Never plug your heater into an extension cord.
- Turn off or unplug heaters when not in use or you leave the room or go to bed.
- Portable heaters can be easily knocked over. Be sure your space heater has an automatic shut-off feature in case of a tip-over.
- Never use portable heaters as your only source of heat.
- Never place your heater on a rug or carpet, (unless it is the type specifically designed to be on carpet).
- Never use a heater if the cord is frayed or damaged.

Carbon monoxide (CO) is a colorless, odorless, tasteless, highly toxic gas that is undetectable to the human senses. Carbon monoxide poisoning can occur anywhere; at home, in your car, in a public place, or at work. CO detectors sound an alarm when unacceptable levels of CO are in the air. Without testing instruments, CO is virtually impossible to detect. Be sure to have a CO detector in your home. If the detector sounds a steady alarm or you are not sure, go outside immediately. Follow your home escape plan! Meet your family members at your safe meeting place and call 9-1-1. Never re-enter the home until you are told it is safe to do so.

Fire Hydrants & Snow

Snow fall, combined with frozen plowed snow bury fire hydrants under large amounts of compacted snow, thus making them difficult to find and use in an emergency.

Don't let your neighborhood hydrant remain "undercover" this winter! We are asking that you help us by keeping the fire hydrant closest to your home or business clear of snow. Snow should be removed about three feet (3') away from the hydrant in all directions and a pathway cleared between the hydrant and the nearest roadway.



Currently seeking Volunteer Firefighters. Fire and Rescue Application Packet and Information can be found in the [Forms](#) section of the website or picked up at the Town

Don't forget to keep furnace and dryer vents clear of snow! A blocked vent can cause deadly carbon monoxide (CO) to enter the home. If you have elderly or disabled neighbors, please offer to check their vents, too.



Snow Removal & Winter Maintenance Policy

The intent of this policy is to assist the Town and contractors in establishing priorities and guidance to ensure winter maintenance duties are performed in a responsible and timely manner.

It should be understood that this policy is not inclusive of all winter weather conditions. It is to be used to provide guidance resulting in timely, cost effective winter maintenance. This does not mean that dry, bare pavement should be expected. Due to circumstances such as: amount of snowfall, time of day, time of year, length of storm, predicted forecasts, and possible equipment breakdowns, the timing and level of service will be evaluated and steps will be taken to provide these services.

Policy Implementation

It shall be the responsibility of the Town Administrator to implement this policy with the contractor. Any adjustments to the policy for a particular snow event, contractor questions and other related issues shall be the responsibility of the Administrator. Town office staff shall be familiar with this policy and assist the Administrator as necessary and address resident issues and calls. In the absence of the Administrator, the Town Chairperson shall be responsible for implementation of this policy.

Timing of Services

Predicted and current snow accumulation, wind conditions, temperature and type of precipitation all dictate the timing of services needed. The following are general guidelines which shall be used to guide the timing of services:

- ◆ Completion of services shall be a priority for the time periods 6:00 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m.
- ◆ As feasible, completion of services shall be completed once for each event.
- ◆ Contractor shall contact the Town prior to the delivery of services to confirm timing.
- ◆ Contractor shall contact the Town with any service delays, equipment failure, etc.



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Town of Buchanan, Appleton, WI

A 4C 01-1388

Dog License Application

License Number: _____



Town of Buchanan
N178 County Rd N
Appleton, WI 54915

Phone: 920-734-8599
Fax: 920-734-9733
www.townofbuchanan.org

(2021 Licenses will be available mid-December of 2020)

Application Requirements: Licenses expire on December 31st of each year.

By Mail:		In Person:	
Complete Application Form (below)		Complete Application Form (below)	
Copy of Rabies Certificate (retain a copy for yourself)		Copy of Rabies Certificate (retain a copy for yourself)	
Fee (plus late fee if after March 31st)		Fee (plus late fee if after March 31st)	
Self Addressed Stamped Envelope			

OWNER NAME: _____

NAME OF DOG: _____

ADDRESS: _____

COLOR: _____

BREED: _____

PHONE: _____

E-MAIL ADDRESS: _____

~~FEE SCHEDULE~~

CHIP # _____

Neutered Male	\$7.00	Total Amount Paid \$ _____
Spayed Female	\$7.00	
Male-Not Neutered	\$12.00	
Female-Not Spayed	\$12.00	
Late Charge*	\$5.00	
*A license obtained after March 31 st will be charged a \$5.00 late fee per dog		Regardless of when your dog is next due for their rabies shot you need to obtain the license with their current rabies certificate prior to March 31 st . If you obtained a dog license last year but no longer have the dog, please contact the Town of Buchanan so we can remove your information from our database. Thank you!

Notice to Dog Owners:

Dogs running at large and untagged dogs are subject to impoundment; penalties.

Wisconsin State Statute 174.05 requires the owner of any dog more than five (5) months of age **must have their dog licensed and tagged.**

Dogs running at large and untagged dogs are subject to impoundment and the owners may pay penalties. A dog is considered to be running at large if it is off the premises of its owner and not under the control of the owner or some other person. A dog is considered to be untagged if a valid license tag is not attached to a collar which is kept on the dog whenever the dog is outdoors, unless the dog is securely confined in a fenced area. An officer shall attempt to capture and restrain any dog running at large or any untagged dog. If the owner of a dog negligently or otherwise permits the dog to run at large or be untagged, the owner shall forfeit not less than \$25 or more than \$100 for the first offense, and not less than \$50 or more than \$200 for subsequent offenses.

Dog License Receipt

Town Issued License Number:		Amount Paid: \$	
Notes:		Cash	Check Number:
		Date:	

Town Contact Numbers

Who should you call when you have a question about Town services?

Garbage and Recycling—Advanced Disposal
1-800-279-1930

Outagamie County Deputies Non-Emergency line
(920) 832-5000

Water/Sewer Questions—Darboy Sanitary District
(920) 788-6048

Property Value Questions—Accurate Appraisal
1-800-770-3927

Town Engineer/Storm Water/Erosion— Cedar Corporation
(920) 491-9081 or
thad.majkowski@cedarcorp.com

DID YOU KNOW ... our official town facebook page is <https://www.facebook.com/BuchananWisconsin> follow & like us for all the updates!

You can also find information on our website at www.townofbuchanan.org

Storage of Boats, Campers & Trailers

From November 1 to March 31st of each year, boats, campers and trailers may no longer be stored within the front yard.

These items may be stored year round in the side yard on a gravel/paved surface or in the rear yard. Certain setback restrictions apply. Please visit our website for more information.

Abandoned & Junked Vehicles

Pursuant to §492-2 of the Code of the Town of Buchanan, no person owning or having custody of any abandoned or junked motor vehicle shall store or permit any such vehicle to remain on any private property for a period of more than ten (10) days. Such storage is declared to be a public nuisance and may be abated or removed and forfeiture may be imposed.

Annual Town Meeting

The Annual Town Meeting which was to be held April 21, 2020 is rescheduled to October 27, 2020 at 7:00pm

Annual Budget Meeting

The Annual Budget Hearing and Special Town Meeting will be held on November 5, 2020 at 7:00pm

WATCH FOR OUR NEW ELECTONIC MESSAGE BOARD COMING TO THE TOWN HALL. Town Residents remember that you can request to have a special message added to the electronic sign by completing our sign request form.

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Town of Buchanan, Appleton, WI

B 4C 01-1388

Information for 2020 Tax Payments

2020 Tax Bills will be mailed in mid-December.

IN FULL OR 1ST INSTALLMENT: Payable to the Town of Buchanan by January 31, 2021, Address: N178 County Rd. N, Appleton, WI 54915.

*We encourage you to mail your payment, by check or money order and please include your phone number on the check! **The Town of Buchanan discourages cash payments.** Payments can be dropped in our dropbox on the Southwest corner of Town Hall.*

For details on how to pay property taxes by Credit or Debit card, go to Outagamie County's website: www.outagamie.org (Department-Treasurer).

SECOND INSTALLMENT: Payable to Outagamie County Treasurer by July 31, 2021 Address: 320 S. Walnut St., Appleton, WI 54911.

The Town of Buchanan cannot accept second installment payments!

RECEIPTS

Receipts will be dated the date on which the monies are physically received at the Treasurer's office.

If you require a receipt, enclose a self-addressed, stamped envelope along with your tax bill stub and payment.

All paid tax information is available on Outagamie County's website as soon as payments are posted, and you can print payment information for your records.

TAX OVER PAYMENT REFUNDS

No refund is given, unless payment is over the full tax bill amount. There are **NO CASH REFUNDS** for amounts over \$30.00. Refund checks will be issued within three weeks after payment is applied.

IN-PERSON HOURS OF COLLECTION:

(Town of Buchanan, N178 County Rd. N)

DURING NORMAL BUSINESS HOURS

PLEASE NOTE: 2021 DOG LICENSES ARE DUE JANUARY 1ST

NEW HOME OWNER-LOTTERY CREDIT APPLICATIONS AVAILABLE:

If your home was your primary residence as of January 1, 2020, forms are available at the Town Hall and also on the Town's website and the Department of Revenue's website at <https://www.revenue.wi.gov>.

If you have received the credit in past years and have not moved, you do not need to reapply.

Elections for Spring 2021

Spring Primary Election (if needed)

Tuesday, February 16, 2021

Spring Election

Tuesday, April 6, 2021

If you are interested in running for a local office, please contact the Clerk at 920-734-8599 or stop in the Town Hall office during normal business hours.

The first day to circulate nomination papers is December 1, 2020. The final day for filing nomination papers, declarations of candidacy, and campaign registration statements will be 5:00 p.m., January 5, 2021.

Town Offices

Incumbent

Town Chair Person
Supervisor #1
Supervisor #3

Mark McAndrews
Karen Lawrence
Chuck Kavanaugh



SNOW SEASON REMINDERS



Winter Parking Regulations

Per the Code of the Town of Buchanan, (§495-19 and §495-14), no person shall park any vehicle upon any street in the Town between the hours of 2:00 a.m. and 6:00 a.m. from November 1st through March 31st.

Snow & Ice on Sidewalks

Residents and business owners are reminded that sidewalks adjacent to their property need to be cleared and maintained clear of snow and ice throughout the winter season. Please note that shoveling, blowing or plowing snow into the street is against the law and endangers the motoring public.

Snow Emergencies

There may be occasions when the Town must declare a snow emergency. The decision to declare a snow emergency is made on a case-by-case basis and is determined on conditions and available resources. When a snow emergency is declared there shall be no parking for 48 hours or until snow removal operations have been completed. The Town will make an announcement of such emergency to be broadcast on WHBY and WAPL radio stations, Facebook, Twitter, and the Town website.

2020 Yard Waste Collection Weeks Remaining

During these weeks only, your yard waste goes out on your normal garbage day and is picked up during the week:

October 5-9

November 9-13

November 30– December 4

DO NOT put yard waste in recycle or garbage carts.

Trick-or-Treat Hours:

Buchanan's trick-or-treat hours will be:

Saturday,

October 31st, 2020

from

4:00 p.m. until 7:00 p.m.

Subject to change



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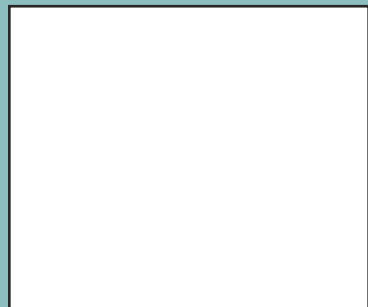
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**N178 County Rd N
Appleton, WI 54915**

Phone: 920-734-8599

Fax: 920-734-9733

E-mail: clerk@townofbuchanan.org

Office Hours:

7:00 a.m. to 4:00 p.m. - Monday-Thursday

7:00 a.m. to 12:00 p.m. Friday

Website: www.townofbuchanan.org

Questions & input regarding the *Buchanan Town Spirit* newsletter should be directed to:

**Town Administrator
N178 County Rd N
Appleton, WI 54915**

You may also access the newsletter online at:
www.TownofBuchanan.org

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Town Calendar

October 2020

- 1 Utility Commission Mtg.
- 5-9 Yard Waste Pick-up Week
- 12 Plan Commission Mtg.
- 20 Town Board Mtg.
- 21 Large Item Pick-up**
- 27 Annual Town Meeting
- 31 Trick-or-Treat 4-7 p.m.



November 2020

- 3 Fall General Election
- 5 Budget Hearing/Town Mtg.
- 9 Plan Commission Mtg.
- 9-13 Yard Waste Pick-up Week
- 12 Utility Commission Mtg.
- 17 Town Board Mtg.
- 18 Large Item Pick-up**
- 26-27 Town Offices Closed



December 2020

- 1-4 Yard Waste Pick-up Week
- 3 Utility Commission Mtg.
- 14 Plan Commission Mtg.
- 15 Town Board Mtg.
- 16 Large Item Pick-up**
- 24-25 Town Offices Closed



**** You must first purchase a sticker for Large items**