

Council Minutes
Regular Meeting
May 13, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present: Jimmy Williams – Town Manager, Cathy Sharpe – Clerk/Treasurer and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Reverend Steve Baker, Coeburn Presbyterian Church, gave the invocation. The group remained standing for the Pledge of Allegiance led by Jimmy Williams.

Public Expression:

Ms. Peggy Salyer, 608 Dutch Avenue, voiced her opinion as to how the Town of Coeburn Police Department has been responding to calls which involved herself and family members. Vice-Mayor, Sharon Still asked that Ms. Salyer give council her phone number and mailing address so that council can consult with Mr. William Sturgill – Town Attorney as to what needs to be done. Ms. Still informed Ms. Salyer that there would be an investigation and someone would contact her.

There was no further public comment. Public expression was closed.

Approval of the Agenda:

Mr. Deventae Mooney asked if council should vote on the fire department officers or wait until a representative is present. There was no representative for the fire department and the 2019 officer elections was under Old Business (b.) on the agenda. Ms. Sharon Still asked that it be left under Old Business in case a representative arrives later. If not, it can be moved to the next council meeting.

Mayor Jeff Kiser made a motion to approve the agenda as presented. Mr. Mike Wright seconded the motion which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Jimmy Williams reported that the Water Treatment Plant received the 2018 Silver Award for excellence in filtration and backwash. Mr. Williams advised that a review for Coeburn's Community Development Block Grant is scheduled for May 21, 2019 at 10:30 a.m. at

Town Hall. He stated that Mr. Chris Mullins with The Lane Group and a representative from the Health Department will be present for this meeting.

Ms. Sharon Still advised that an inventory has been completed for the police department and she asked if Mr. Williams had heard from the other departments. He asked that some lee-way be given since so much time has been spent on the budget. He stated that Public Works is short-handed as well.

Public Works

Jeff Livingston, Public Works Superintendent reported that the sewer was jetted on Maple Street and Chalet Street. He stated a leak was repaired out in Banner and some potholes were patched on High Street. Mr. Livingston advised that 65 more meters were replaced.

Mr. Deventae Mooney asked if the pool is ready to be opened. Mr. Livingston reported that there was a pump problem that needs to be taken care of but the pool will be ready to open by May 24th as scheduled. Mr. Mooney advised that he will prepare a list of anything else that needs taken care of before opening. He said he would give the list to Mr. Livingston. Ms. Sharon Still asked that backwashing be scheduled on a weekly basis. She thinks Wednesday morning will be the best day to do this. She advised that she will let Mr. Livingston know if another day will be better. Mr. Mooney asked that two freezers and a refrigerator be hauled off.

Mayor Jeff Kiser stated that it was originally thought that two diving boards and a slide were bought out of the proceeds from last year which would have made the pool come in even or a little under for last year; working with the budget it was determined the slide was actually from the previous year. He congratulated Mr. Mooney and Ms. Still for making a profit at the pool last year.

Mr. Kiser asked Mr. Livingston how many more meters need to be put in from the last grant. Mr. Livingston stated they lack around 200. Mr. Kiser asked if those would be put in by July 1, 2019 since Public Works is short-handed at this time. Mr. Livingston advised they should be able to install them by then, Mayor Kiser asked Mr. Chris Mullins from The Lane Group if the town would qualify for additional meters once the rest are replaced and the Star Branch Project is under way. Mr. Mullins stated that the town would qualify to be considered for additional funding.

The Lane Group

Mr. Chris Mullins, from The Lane Group started off by welcoming Mr. Jimmy Williams as the new town manager. He stated that he is looking forward to working with Mr. Williams moving forward. Mr. Mullins reported that approximately 200 meters still need to be installed by the end of June or the first of July. The Water Systems Improvements Project is still being held up because of the audits. There are still some easements that are being worked on but the audits are more important at this time. He stated that Star Branch Road Project should begin by June. He anticipated around three weeks of construction. Mr. Mullins reported that he has been notified that the town has been approved for additional funding of \$80,672.00 in the form of a grant from the Health Department for Crab Orchard and Beech Avenue project. Mr. Mullins asked that

council issue a notice of award for Crab Orchard and Beech Avenue Water Improvements to McFall Excavating, Clintwood Virginia, at a base bid of \$200,469.00.

Sharon Still made a motion to give Mr. Chris Mullins permission to give notice of award to McFall Excavating, Clintwood Virginia, for Crab Orchard Beech Avenue Project in the amount of \$200,469.00. Mike Wright seconded the motion. A roll call vote resulted in all Ayes.

Mr. Mullins advised that they are trying to finish up all the field work and data collection for the design of the Sewer Project. The Lane Group is at a point on this project that they need the town's public works to find several manholes and get a few sections of line flushed out. He asked Mr. Williams if he could meet with Mr. Livingston to discuss this project.

Ms. Still reminded Mr. Mullins that he was supposed to see if he could get the paperwork the town received for the smoke testing. Mr. Mullins stated that he would have it reissued. He stated that two studies were done.

Jeff Kiser asked about an issue that happened at the pump station at Guest River; he said an alarm was going off. He asked if Mr. Mullins could get with Mr. Livingston and get that addressed. Mr. Mullins advised that he would get with Mr. Livingston on Wednesday morning.

Mr. Mike Holbrook asked Mr. Mullins to keep in mind to check on the availability of funds for residents and their sewer needs. Mr. Holbrook had spoken to Mr. Mullins about this in the past and just wanted Mr. Mullins to keep looking for anything available to meet those needs. Mr. Holbrook stated that Stephen McElroy with The Lane Group has been a great help with the budget process.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$157,751.91 as of 5/10//2019. She reported outstanding checks in the amount of \$8,705.24, accounts payable due in the amount of \$41,419.91 and interim accounts payable in the amount of \$183,937.51. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$107,626.76.

Ms. Sharpe presented meeting minutes for the April 8, 2019 regular meeting, April 13, 2019 special called meeting, April 22, 2019 special called meeting and April 27, 2019 budget workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$4,673.22 and today's deposit was \$16,805.48 making the total cash availability \$129,105.46.

Mayor Jeff Kiser reported that dating back to 2015 this is the first time (even with additional deposits) the town has shown over \$100,000.00. He stated that the budget process has been interesting and a lot of cost savings have been found and hopefully going forward the town will reap from these savings. He thanked all the departments for pinching pennies.

Ms. Still asked if all the bank records adding Mr. Jimmy Williams and taking Mr. Russell Mullins off the accounts has been taken care of. Ms. Sharpe stated that these changes have been made. Ms. Still also asked if all the credit cards were changed as well. Mr. Williams stated that they have been updated. He also stated that he is the only person authorized to make any increases in charge account limits is himself.

Sharon Still made a motion to approve the accounts payable due as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the interim accounts payable as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the April 8, 2019, regular meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes. Mayor Jeff Kiser and Deventae Mooney abstained.

Deventae Mooney made a motion to accept the April 13, 2019, special called meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the April 22, 2019, special called meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes. Sharon Still abstained.

Deventae Mooney made a motion to accept the April 27, 2019, budget workshop meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Police Department

Chief, Scott Brooks gave the police activity report for the month of April 2019. There were 1,499 events that took place during the month. He gave a summary of these events. Mr. Brooks made a request to go into closed session in reference to the police department personnel. Jeff Kiser advised that there are a couple of reasons to go into closed session.

Fire Department

There was no representative from the fire department present.

Attorney Report

William Sturgill, Town Attorney, gave a report of things that would affect local government which resulted from the last legislative session. He stated that two bills have passed, senate bills 1430 and 1431. These bills would require elected officials to have conflict of interest and FOIA training. He reported that the FOIA will not go into effect until July 1, 2020. He also stated that he as the Town Attorney can supply the FOIA training during a workshop meeting. The conflict of interest training will go into effect July 1, 2019 and cannot be provided by Mr. Sturgill. Mr. Sturgill

advised that he will take a closer look at these bills once they are codified to be sure that the town is in compliance.

Mr. Sturgill reported that he has items that will need to be covered in closed session.

New Business:

- A. VML 2019-2020 Proposal – Mr. Jimmy Williams stated that the insurance premium proposal for workers comp and insurance through VML is \$113,628.00. This reflects a 5% savings due to answering safety questions online.
- B. VACORP 2019-2020 Insurance Proposal – Mr. Williams stated that the insurance premium proposal for comp and insurance through VACORP for the fire department is \$6,294.00.
- C. CDBG Planning Grant, Building/Town-wide Needs Assessment – Mr. Chris Mullins reported that CDBG is offering a Planning Grant. He stated that no one really knows what it is for. Lenowisco submitted the application and it was with the former town manager. He stated that he had requested the actual submission so he could view it and go over it with council but he never received it. Mr. Jeff Kiser asked that Mr. Mullins and Mr. Williams follow up and let council know what needs to be done.

Old Business:

- A. Budget Discussion – Mr. Jeff Kiser stated that a lot of work has gone into the budget this year by everyone, particularly Mr. Art Mead. He thanked Ms. Sharpe for all the diligent work that she has done throughout this process. He advised that there is a reserve of \$16,441.15 on the general fund expenditure side. Mr. Kiser thanked Mr. Williams for going above and beyond with his own personal insurance changes saving the town \$19,000.00. Mr. Kiser also said there is a reserve of \$12,316.47 on the utility fund and a capital debt service of \$63,609.91 and that more than gets the town in compliance with the numbers that need to show for funding agencies.

Mr. Deventae Mooney asked for an update on the audits. Ms. Cathy Sharpe reported that the FY16 audit should be completed on May 15, 2019 and that Larry Sturgill's office is still working on FY17 and no update has been given on that particular year. Ms. Sharpe stated that the FY 18 is also ready for pre-audit.

Mr. Kiser advised that the budget should be ready for the paper by the May 28, 2019. He stated that a public hearing should be held on June 10, 2019 and vote on the budget June 24, 2019.

- B. Coeburn Fire Department 2019 Officer Elections – Sharon Still made a motion to wait until June 10, 2019 regular meeting to elect officers since no one was present from the fire department. Jeff Kiser seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss performance of Town of Coeburn personnel specifically the police department and public works, and §2.2-3711 (A.7) to consult with counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, William Sturgill, Town Attorney, read the "Certification of Closed Meeting," which is attached to these minutes and made a part hereof. A roll call vote certifying that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

There was no action taken from the closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook stated that everyone has worked long and hard to get the budget together and not only is it balanced but there is an emergency reserve fund and putting money back for our debt service. He asked Mr. Williams to let the employees at the Water Treatment Plant know that he thanks them for their hard work and to congratulate them on their 2018 Silver Award. Mr. Holbrook thanked the town employees for all their hard work and he thanked council members as well.

Deventae Mooney – Mr. Mooney stated that he is glad the budget is almost done. It has been stressful and everyone has spent a lot of time on it. The hours spent on Saturdays have paid off.

Sharon Still – Ms. Still stated that everyone else has covered everything. She said she appreciates Jeff Livingston and all that everyone does. She said the phone will have to be answered because she will be calling all summer long. She told Mr. Williams that during pool season she and Mr. Mooney are regulars at town hall. She is looking forward to a good season again this year at the pool and it will open the day school is out. Ms. Still thanked everyone for what they do.

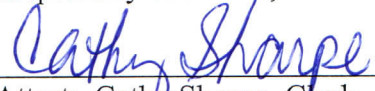
Mike Wright – Mr. Wright said he appreciates all the work from those who worked on the budget. He thanked Mr. Mead, the new town manager, Cathy and town council; everyone worked endless hours and worked very hard to balance the budget. He stated that it didn't look good at all at first. He appreciates all the sacrifices and he appreciates Jeff Livingston and all his hard work. He wished Mr. Scott Brooks luck in the upcoming election.

Jeff Kiser – Mr. Kiser thanked Mr. Williams for being at the meeting tonight and thanked him for the first week and a half that he has been the new town manager. He said he thinks the town is definitely heading in the right direction. It is comforting to know that Mr. Williams is there. He stated that the cash report was a very pleasant surprise tonight. He said that is definitely a step in the right direction and that it isn't to say that the town isn't going to have rocky times coming up because it is cycled out but if you look at the numbers this year versus last four years the town is going in the right direction. He thanked everyone for everything that they do.

Adjournment:

Jeff Kiser made a motion to adjourn this meeting. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



Attest: Cathy Sharpe, Clerk



Jeffrey G. Kiser, Mayor