

Council Minutes
Workshop Meeting
August 26, 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 Carroll Childress of Midway Church, gave the invocation. The group remained standing for the Pledge of Allegiance led by Mayor Jeff Kiser.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to approve the agenda as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Jimmy Williams, reported that the water system is now ready for public use. The project was funded by VDH so the property owners are responsible for running their own service lines from the meter to the home.

Mr. Williams reported that all the road closings have been submitted for the Guest River Rally for the Cruise In. He advised that the stage, rally shack and restrooms have been roofed.

Mr. Williams also reported that he has ordered a solar light for the flag.

Mr. Williams advised that Blake Ailor with VDOT, would like to have a meeting on either the 19th or 23rd of September to discuss sidewalks. This meeting would include Mayor Jeff Kiser, Vice-Mayor Sharon Still, Chief Scott Brooks, Coeburn Middle School staff, Rebecca Crockett of Lenowisco, several from VDOT and others. Mr. Williams suggested that the meeting be held on September 19th at 3:00 p.m.

Ms. Sharon Still reported that she has gotten several phone calls from customers complaining of brown water. She would like to alert the customers when the lines are going to be flushed. Ms.

Still asked if the trailer court right of ways have been fixed and if everyone is happy. Mr. Williams advised that he hasn't heard anything back from them.

Mr. Deventae Mooney asked how much the town paid for the roofs that were replaced at the stage, rally shack and restrooms. Mr. Williams wasn't sure of the exact cost but estimated around \$4,000.00.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that leaks have been repaired at Alfred Street, Queen Street, Ashvale Circle, Fawn Road, Mills Street, Davis Avenue, Quillen Avenue and Beech Avenue. He stated that a sewer tap has been installed at Hamilton Street and sewer lines were jetted at Front Street West and May Avenue.

Mayor Jeff Kiser asked Mr. Livingston to tell everyone about the water leak at the dam. Mr. Livingston advised that the state department had put a guardrail on top of the water line and the guardrail shifted and caused a leak. He reported that a full joint of pipe had to be installed to repair the leak.

Mr. Jimmy Williams reported that the leak repaired at Fawn Road was actually a leak on the property owned by Ms. Alana Hash. The town had to repair that leak because of the amount of water loss it was causing (60 gallons per minute). He said Ms. Hash was advised that she would be billed for those repairs.

Mr. Livingston advised that the standing water will be taken care of at Mary's Chapel.

Deventae Mooney asked if Mr. Livingston had determined if the end of Martin Avenue needs to be mowed by VDOT or the town. Mr. Livingston stated that it is a town area; Mr. Mooney asked that it be mowed because it is hard to see to pull out from there. Mr. Mooney also asked if Mr. Livingston had gotten measurements to replace the line at Timberville. Mr. Livingston advised that it would need 1,200 feet of pipe and that he will be getting an estimate from Consolidated Pipe.

Mr. Mooney asked if the town is responsible for cleaning the track bathrooms. Mr. Livingston said that the school is responsible but the town has been cleaning them. Mr. Mooney reported that the bathrooms are nasty and need to be pressure washed. Mr. Williams said according to the lease the town just has to maintain the grounds. Ms. Still advised that if the school starts taking care of the bathrooms the citizens that use them will find that the school will keep them locked. Mr. Livingston stated that the town will clean the bathrooms.

Mr. Mike Holbrook asked Mr. Williams to explain what happens with dilapidated properties. Mr. Williams advised that he sends out letters to the property owners and some respond and others don't. He stated that the county may then condemn the property and pay for it.

Mr. Jeff Kiser asked if the town has replaced their pressure washer. Mr. Livingston said no; Mr. Kiser advised that he would let the town borrow his to clean walkways, walls and signs to

prepare for the Guest River Rally. Mr. Kiser asked that excess grass be cut and removed on the curbs and brick sidewalks. He asked Mr. Williams if he had spoken with Chief Cliff Hawkins about hosing down Front Street. Mr. Williams advised that he would follow up with Mr. Hawkins. Mr. Kiser asked if all the numbers are painted to show where the vendors will be. Mr. Livingston said the numbers on the street are good but the ones in the parking lot may have to be remarked. Mr. Kiser asked if the crew from the Job Corps has accomplished everything they have been working on. Mr. Livingston advised that the town had to replace some receptacles for the crew to finish.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$163,189.66 as of 8/23/2019. She reported outstanding checks in the amount of \$75,347.05, accounts payable due in the amount of \$15,577.94 and interim accounts payable in the amount of \$61,235.73. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$72,264.67.

Ms. Sharpe reported that the meeting minutes for August 12, 2019 regular meeting will be distributed along with September 9, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$1,800.28 and today's deposit was \$956.92 making the total cash availability \$75,021.87.

Mr. Jeff Kiser asked for an update on the audits. Ms. Sharpe advised that Bostic/Tucker is working on FY17 and should have it completed by September 15th. She said Larry Sturgill's office is working on the pre-audit for FY18. Mr. Williams reported that once the FY18 is completed the town would then have grant funds available.

Mr. Deventae Mooney asked if water and sewer has been split. Ms. Sharpe advised that with the help of Reba, from Larry Sturgill's office, and Mr. Art Mead, the split between water and sewer has been made in payroll, accounts payable and utility billing. She stated that the changes took place the first of August 2019.

Police Department

Scott Brooks, Police Chief, gave the police activity report for the month of July 2019. There were 1785 events that took place during the month. He gave a summary of the events.

Ms. Sharon Still asked when the Humvees would be sold. Mr. Williams advised that he wants to sell the two public works vehicles at the same. No date has been set. Chief Brooks said that he would like to use the funds from the sale of the Humvees to pay for the LEOS study.

Mr. Brooks reported that Jag Grant Funds would be used to purchase 9MM Glock 45 guns. He advised that it would save on the cost of ammunition and allow officers to carry more ammunition on their person. He stated that about all the agencies in the county are switching to 9MM. Mr. Brooks reported that the old guns would be traded in and the police department would have \$900.00 left and will see how much ammunition can be purchased with the \$900.00. Jeff Kiser asked that Mr. Brooks do some research to see if selling the guns or trading them would be the best option for the police department.

Mr. Mike Holbrook asked Mr. Brooks what the special events bank account was used for. Mr. Holbrook said he realizes that there are guidelines and restrictions as to how restitution is spent and wonders about the special events funds. Mr. Mooney asked if it was money that was being raised for fireworks. Mr. Williams stated that it was the account he had been using for fireworks and it was originally set up for a Santa surprise for kids.

Fire Department

There was no representative from the fire department present. Mr. Kiser asked that Mr. Williams remind the fire department to have a representative at the regular meetings. Ms. Still asked if there has been any discussion as to what they are doing for the fireworks next year. She stated that the town now has a certified person to do the fireworks and the town will need a place to shoot them. Jeff Kiser advised that the town has been given permission to do the fireworks at the schools which would cut cost drastically. He said in order to be able to have a fireworks display for July, the plans need to begin now. Mr. Kiser asked that the Coeburn Improvement Association, Mr. Williams, and the fire department schedule a meeting to discuss the fireworks.

Attorney Report

William Sturgill, Town Attorney, advised that he would have a report at the next session and would need to go into closed session for legal at that meeting. He did not have anything specific to report for tonight's meeting.

New Business:

- A. Police – LEOS – Chief Scott Brooks said that LEOS is a big deal for police officers. He stated that at age fifty an officer would be able to retire and most agencies have LEOS. Mr. Brooks stated that he can't stress just how important it is to employees and police officers. He said that he thinks LEOS would help to recruit and keep officers. Mr. Brooks asked that council allow him to get a study done to see if it is possible or feasible for the town to provide it. Mr. Brooks again said that he would like to use the funds from the sale of the Humvees to get the study done. Mr. Deventae Mooney asked how much the study will cost; Mr. Brooks replied that it will be \$1500.00. The cost of LEOS is determined by VRS actuarial reports; therefore, without a study there is no way to determine if the town can provide it. Mayor Jeff Kiser advised that the police department is out of the general fund and money cannot be taken out of the utility fund to pay for something in general fund. He said that the town has already shifted what can legally be

taken from the general fund to the utility fund expenses; it is stretched as far as it can go. Mr. Kiser advised that a lot of the money that is put into the general fund comes from meals taxes and unfortunately there are not a lot of restaurants in Coeburn and the town is losing more of them. The other alternative is to raise taxes. Mr. Kiser is concerned that if the \$1500.00 is spent for the study and it isn't feasible for the town to offer LEOS then why spend the money to begin with. Mr. Mike Holbrook suggested that Chief Brooks find out how long the study would last if it isn't feasible to fund LEOS at this time. Jeff Kiser advised that the town is in desperate need of replacing equipment in public works; he stated that the public works department is what keeps the water and sewer flowing through the system which brings the revenue back into Coeburn. Mr. Kiser told Mr. Brooks that he wouldn't be doing his job if he didn't fight for his department, but council has to fight for every department. Mr. Holbrook advised Chief Brooks to ask all the right questions and come back to council with answers.

- B. Police – Construction of New Back Entrance – Town Manager, Jimmy Williams reported that the estimate to replace the wall and the whole frame and door at the police department is \$2300.00. Chief Brooks said rather than replacing with glass it would be cheaper to install a solid door instead. Jeff Kiser asked if this would be a project that could be done through the Job Corps. Mr. Brooks said that it probably could be done through them. Mr. Kiser advised Mr. Brooks to get a materials list together and check with the Job Corps. to get them to do the installation; bring all the information back to council.

Mr. Jimmy Williams reported that the cover that was supposed to be used for the fire truck is falling down. Council advised that if it is a safety hazard, it needs to be torn down. Mr. Jeff Livingston and Mr. Williams will look at the cover and decide what needs to be done with it.

- C. Comcast – A letter was presented to council for informational purposes only. Turner Classic Movies are moving to more sports and entertainment genre pack and will no longer be included in its current service package(s).
- D. ODP – Rate Increase – Mr. Jeff Kiser stated that ODP wants to do a base rate increase of about 25%. Mr. Kiser would like to prepare a resolution at September's regular meeting to strongly oppose this increase. Mr. William Sturgill, Town Attorney, said that will be the third resolution opposing an increase in two years.

Old Business:

There was no old business to report.

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. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Cathy Sharpe, Clerk/Treasurer, 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 closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook thanked all the employees in advance for making this version of the Guest River Rally the best ever. Thanks to the Coeburn Improvement Association and all those affiliated to it that take on the role of doing all the things that need to be done throughout the year to make it happen. He is looking forward to having a fun week and good weather; he is looking forward to seeing everyone.

Deventae Mooney – Mr. Mooney did not have any comments or concerns.

Sharon Still – Ms. Still said "everything Mr. Holbrook said".

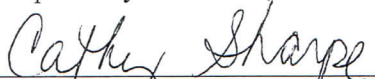
Mike Wright – Mr. Wright said he is thankful for all the town employees and all the work that they do and all their sacrifices. He appreciates all the people outside the town, such as the Job Corps., for what they contribute. He is looking forward to the rally.

Jeff Kiser – Mr. Kiser advised that there are twenty-one vendors that are going to be on the street for the Guest River Rally. There are eight food vendors and it looks like it is going to be a huge rally and the weather will hopefully cooperate; the only rain in the forecast is for Wednesday night. There was rain today so the "paint a can" was postponed until tomorrow afternoon. He thanked everyone for their diligence and great work. He thanked Mr. Jeff Livingston for all that his department has done in getting ready for the rally and for all that they will be doing during the rally. He thanked Chief Scott Brooks and Captain Ryan Gardner for agreeing to work security for the rally. They are really appreciated.

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