

Council Minutes
Workshop Meeting
July 23, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, the following council members were present: Jeff Kiser, Sharon Still, Mike Holbrook and Mike Wright. Deventae Mooney was absent. Russell A. Mullins – Town Manager, and Cathy Sharpe - Clerk/Treasurer and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Mike Wright gave the invocation. The group remained standing for the Pledge of Allegiance led by the Boy Scout Troop.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Sharon Still made a motion to add Coeburn VFW presentation as e.) under new business. Mike Wright seconded the motion. Jeff Kiser made a substitute motion to add the Coeburn VFW presentation and put it before reports. Mike Holbrook seconded that motion which resulted in all Ayes. Jeff Kiser made a motion to approve the agenda as amended. Mike Holbrook seconded that motion, which resulted in all Ayes.

Coeburn VFW Post Presentation:

The Coeburn VFW Post presented the Town of Coeburn with The Loyalty Day Award. There was a photo taken for VFW Facebook page use in the Coalfield Progress.

Jeff Kiser asked that the award be displayed in the Lobby at Town Hall.

Reports:

Town Manager

Russell A. Mullins – Town Manager reported that he had been discussing some properties with Jimmy McElrath, Wise County Building and Zoning. He stated that a couple of locations that had letters sent out on grass ordinance violations have been mowed. He said there are still some areas that haven't complied; he is working to get those in compliance.

Mr. Mullins advised that he sent out the letter to Mattern & Craig to get the Lincoln Street Bridge inspected. He stated that it is scheduled to be completed in September. This will allow sufficient time to get the reports to VDOT, which has a timeline of October through March for the inspection reports.

Mike Holbrook brought up the fact that there was a leak at the Lay's and MEOC Building over the weekend and inquired about the roof repair that is supposed to be done there. He asked that the work be done as quickly as feasible. Mr. William Sturgill, Town Attorney, advised that the roof is an emergency type situation and that quotes need to be done and the expense approved at the next council meeting.

Sharon Still asked Mr. Mullins to make contact with those who are going to be doing the work at the tennis courts to determine when the work is going to be done.

- a. Public Works – Jeff Livingston, Public Works Superintendent, reported the sewer lines had been cleaned out. Sharon Still asked that brush be removed at the pool on the basketball court side. It needs opened up to prevent individuals from going in there where they cannot be seen.

Jeff Kiser asked if Flag Hill is in the process of getting brush cut there. Mr. Livingston replied that work is being done there but had to be interrupted because of rain. They will get back on that job as soon as the weather permits them to do so.

- b. The Lane Group – There was no representative from The Lane Group present. Jeff Kiser asked how far The Lane Group had gotten on the smoke testing. Jeff Livingston said they were completing it today, July 23, 2018. Mr. Kiser also asked if the data was available that was done during the smoke testing by Veolia. Mr. Mullins stated that it is available.

Treasurer:

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$117,783.39 as of July 20, 2018. She reported outstanding checks in the amount of \$61,679.42, accounts payable due in the amount of \$63,803.25 and interim accounts payable in the amount of \$62,372.33. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$7,698.78.

Ms. Sharpe stated that the July 3, 2018 organizational meeting minutes and the July 9, 2018 regular meeting minutes will be distributed with August 13, 2018 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$26,878.48, making the total cash availability \$19,179.70.

Mayor Jeff Kiser asked Town Manager Russell A. Mullins how many meters were purchased during this reporting. Mr. Mullins stated that the purchase of meters had slackened off.

Mr. Kiser asked where the town stood as far as getting the town credit card account updated. Mr. Mullins explained that there is a small turn around when it comes to the replacement of cards or

changing names on the account. He advised that he would get that completed this week. Mr. Kiser asked that the changes be made before the next council meeting.

Police Department

There was no representative from the Police Department present.

Fire Department

There was no representative from the Fire Department present.

Attorney Report

William Sturgill, Town Attorney, stated that he didn't have anything specific to report. Sharon Still asked Mr. Sturgill how far he had gotten on the ordinances. He advised that he had read through most of them and is looking at making changes. He stated that he had emailed the Police Department because that is one of the places that he needs to start with. He wanted to get feedback from the department heads before it was brought before council. He hopes to bring it to council before the next meeting. He has also been looking at administration and business as well; does not have the changes made to those. When those changes are completed he will get those to Mr. Mullins for his review and then present them to council. Mr. Sturgill advised that there are a lot of changes to be made, with most concerning the police department.

New Business:

- A. DEQ Stormwater Local Assistance Fund – Russell A Mullins, Town Manager, advised that this letter was presented to council a couple of months ago. It is a letter soliciting applications for fiscal year 19. He stated that the town doesn't have any need to apply at this time. Vice Mayor Sharon Still asked if the bank at the playground would be a part of this financial assistance. Mr. Mullins said the bank at the playground would have a low priority on the grant listing and may not qualify. He stated he would get with Chris Mullins to see what options there are. Mike Holbrook asked if the cost would rise to the level that would make it likely to be funded. Mr. Mullins said a lot of grants depend on the priority; they are based on need. Mike Wright asked what the top priority is. Mr. Mullins replied that the top priority is the water system. Without a good water system how is the town going to pay for stormwater system? Ms. Still asked if it was feasible to use this grant for Tom's Creek. Jeff Kiser said that working on one area in the town doesn't address the problem as a whole. He advised that the problems have to be taken care of farther up the creek; needs to be dredged to keep a lot of the water from coming into the town at such high levels. Mike Wright agreed that you have to start with the source. Mr. Mullins said he would approach the county to see if there is anything that can be done.

Mr. Holbrook asked if there is any help for those customers who need funding to fix their downspouts. Mr. Mullins said there are no grants to cover that. Mayor Sharon Still said she can see making the owner of a new residence pay to have their downspouts fixed but didn't think that the town could make a home owner pay to fix their downspouts in older

homes. Town Attorney William Sturgill agreed that it would be difficult to force individuals to do so if they can't afford it.

- B. VDH Crab Orchard & Beech PER – This letter states that a preliminary engineering report is not required for the Crab Orchard and Beech project; will need to complete an environmental review.
- C. VDH System Improvement Phase I PRE – This letter states that the PER was approved; will need to complete an environmental review.
- D. VDH Town-wide Water Meter Replacement Phase I – The letter confirmed that a preliminary engineering report is not required; will need to complete an environmental review.

Old Business:

There was no old business to discuss.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss assignment, appointment of salaries and performance of Town of Coeburn personnel particularly those of public works and police department. Sharon Still seconded that 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 resulting from closed session.

Council Comments and Concerns:

Mike Holbrook thanked everyone for all their hard work.

Sharon Still thanked Mr. Jeff Livingston for his help at the pool. She said she had enjoyed working with all the lifeguards; it has been a fun season. She appreciates all the work being done at Town Hall. She thanked Mike Holbrook for all the work he has done at the Lay's Building and behind the scenes. She thanked Mike Wright for working with CNW and Jeff Kiser for the timely meetings that he has had and will have in the future. She also thanked Mr. Mullins for his work as well.

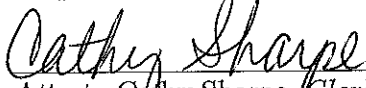
Mike Wright had no comments at tonight's meeting.

Jeff Kiser thanked VFW for the award that was presented to the town at tonight's meeting. He said that he appreciated the Boy Scout Troop for being at the meeting tonight. He thanked Jeff Livingston for all that he does. He congratulated Chandler Cole who won a heavyweight title this past Saturday night. Mr. Kiser reminded everyone that Guest River Rally is coming up shortly. He thanked everyone for their hard work.

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