

Council Minutes
Regular Meeting
September 10, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of council were present: Russell A. Mullins – 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. Deventae Mooney 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:

Deventae Mooney made a motion to add Resolution 19-005 to the agenda under d. in new business. Sharon Still seconded the motion, which resulted in all Ayes.

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

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that he, Chris and Steven will be discussing the water plant in Tom's Creek to see if the level needs to be reduced in the dam itself. He advised that no more than 6 inches of reduction can be done per day.

Mr. Mullins stated that Jeff Livingston and the on call group was out in full force for the Guest River Rally which occurred Labor Day weekend.

He advised that VDOT had checked Bristol and Wise and they were not able to come up with a tractor. He stated that other options are being looked into.

Mr. Mullins reported that the water projects, Star Branch Road, Water Meter Replacement and Crab Orchard and Beech are in the process of final approval. He is hoping to hear more detail about that final approval by the end of the week. He stated that a quoted price for water meters is in place and that as soon as the approval is final installation can begin.

Council Minutes
Workshop Meeting
September 24, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of council were present: Russell A. Mullins – 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. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Jeff Livingston.

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, Russell A. Mullins reported that the Beaver Dam has been cleaned up as discussed at the regular meeting on September 10, 2018. He said he is thankful that the town was saved from the rains predicted from Hurricane Florence. He stated that public works and the fire department worked hard to prepare for the rain forecast.

Mr. Mullins advised that Richmond had approved the water meter replacement project. He stated that finalization will be in September and once that happens the town will start purchasing the meters. He said he is hoping to purchase between 400 and 600 meters. He advised that the quantity will depend on the cost of boxes, setters and other items will cost. He reported that Mr. Chris Mullins from The Lane Group will be at the October 9, 2018 regular meeting.

Mr. Mullins stated that the transaxle for the backhoe had been ordered and it should be delivered around Thursday of next week so installation can begin in-house.

- a. Public Works – Jeff Livingston, Public Works Superintendent, reported that a sewer tap had been done on Beech Street and a leak had been repaired on Lamar Street. He stated that public works is waiting on some parts to come in to finish the Lamar job. The sewer

pipe is installed but parts are needed to complete the job. There was a big leak in Timberville that had to be fixed. He stated that a pressure reducing valve needs to be installed at the Timberville location to prevent the leak from happening as often. Mr. Livingston estimated the cost of the valve would be around \$1500.00 to \$1800.00 Mayor Jeff Kiser advised it would make sense to go ahead and install the valve. He said it would pay for itself in no time at all.

Sharon Still asked if the pump at Sheffield is working properly at this time. Mr. Russell Mullins advised that it is and that he thought the parts that were replaced are still under warranty.

Jeff Kiser asked if all the paving will be done before the asphalt plant shuts down. Mr. Mullins said as soon as the backhoe is fixed public works will be able to get the paving done before the shutdown.

Deventae Mooney asked about the area on Wythe Road where the town had repaired a line; the road needed to be paved afterward. Mr. Livingston stated that public works had been too busy to do this but will complete that paving as soon as possible.

Mr. Jeff Kiser suggested that some gravel be put into an area on Alfred Street until paving can be done. Mr. Livingston said his plan is to go ahead and patch it with gravel and asphalt.

- b. The Lane Group – There was no representative from The Lane Group present.

Treasurer:

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$127,032.10 as of September 20, 2018. She reported outstanding checks in the amount of \$79,508.20, accounts payable due in the amount of \$73,694.53 and interim accounts payable in the amount of \$33,790.94. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$-26,170.63.

Ms. Sharpe stated that the September 10, 2018 regular meeting minutes will be distributed with the October 9, 2018 regular council packets.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. These deposits totaled \$20,416.16 making the total cash availability -\$5,754.47.

Sharon Still asked if the report that she requested the office personnel to do for pool income and expenses for this year had been completed. Mr. Mullins advised that he would have that emailed to council.

Ms. Sharpe stated that the 2018 taxes have been converted into our software program and the billing process is under way.

Jeff Kiser asked how the audits are progressing. Ms. Sharpe stated that they are having to wait to work on them because of taxes and that Reba with the PC Sturgill is waiting for her (Ms. Sharpe) to work on them again.

Police Department

Chief Scott Brooks advised that he didn't have anything specific to report.

Fire Department

Chief Cliff Hawkins Fire Chief reported that the bridge dedication was a success Saturday. He said Morgan Griffith, four or five fire departments were there along with Deventae Mooney. He said he appreciated everyone who showed up for the dedication.

Mr. Hawkins advised that all the paperwork for the FEMA Grant had been completed. He said the equipment had already been ordered and will be come in a matter of weeks. He stated he will be applying for an AFG Grant for self-contained breathing apparatus. He said it takes about 20 of these for the fire department that cost about \$9000.00 each. He said the Coeburn Fire Department will only be responsible for five percent of the cost.

Mr. Hawkins said that several days were spent to clean up property in Riverview and someone had called to inform him that dumping is being done there again. He stated that a load has been dumped in an area that he was preparing to plant grass seed. He asked that this stuff be taken to the landfill instead of being dumped at this location. Mr. Russell Mullins stated that it was only two truckloads of brush that had been dumped and that the town intends to burn it. He said there is no reason to bring this up during council. Mr. Hawkins said there is a reason to bring this up because he was told three years ago that it would be cleaned up and he had to clean it up himself.

Ms. Sharon Still advised that council wasn't aware that Mr. Hawkins had plans to sow grass in the area being discussed. She said that these kind of problems can be avoided if there was more communication between the fire department, Mr. Mullins and council. Mr. Hawkins said council was aware that he had plans to grass the area so he could keep it mowed. He advised that they used 100 gallons of diesel fuel to burn the area in Riverview.

Mr. Jeff Kiser asked where the debris came from that was dumped. Mr. Mullins stated that it came partly from the Beaver Dam. Mr. Kiser said the Beaver Dam had to be cleared because of the hurricane. He advised that taking public works and going to the landfill during a time when everyone needs to be working together to keep the town safe wasn't in the best interest of the town. He stated that he has no problem with the brush being dumped there. Mr. Kiser suggested that the fire department use this to their advantage by burning it for training purposes.

Mr. Holbrook reported that he had a conversation with an engineer that had actually done some engineering work there sometime in the past; the reason for doing the work was to determine whether or not anything could be built there. Mr. Mullins said that between 2006 and 2012 it was determined that the ground was too soft to actually construct a building there.

Ms. Still advised that the town needs to decide where the dump site will be and mark it off and that Mr. Hawkins needs to mark off where grass will be planted as well.

Mr. Kiser asked if the fire department plans to continue mowing. Mr. Hawkins said they are. Mr. Kiser thanked the fire department for cleaning up the area and advised that communication is what is needed in this situation.

Mr. Hawkins advised that Spooktacular is scheduled for October 31, 2018. The Halloween Costume Contest will be at 5:30 P.M. He stated that instead of Spooktacular ending at 9:00 P.M., it will end at 8:00 P.M. Mayor Jeff Kiser asked that Mr. Hawkins consult with Jim and Kathy Wampler about the schedule for the Pumpkin Decorating Contest.

Mr. Hawkins reported that an ATV ride will be held in town on October 13, 2018. He stated that the Shriner's will be cooking for the event. The cost for the plate will be \$8.00.

Attorney Report

William Sturgill, Town Attorney, reported that he has been working on the business administration part of the Town Ordinances. He stated that once he has a draft ready he will give it to Mr. Russell Mullins and to council.

Mr. Cliff Hawkins asked about the town's finished audit; he wanted to know how many had been completed. Mr. Mullins stated that 2016 unaudited report is complete. He advised that as soon as 2017 unaudited report is ready both will be sent to the auditors at the same time.

Discussion:

- A. Completion of Public Notification Star Branch and Water Meter Replacement – Mr. Mullins reported that public notification has been completed and that environmental review requirements of the Virginia Water Supply Revolving Fund Program have been satisfied.
- B. Approval of Water Meter Replacement Project – Mr. Mullins reported that public notification has been completed and that environmental review requirements of the Virginia Water Supply Revolving Fund Program have been satisfied.
- C. Ford Truck – Mr. Mullins reported that the 2010 F-350 is in need of repairs. He stated that the exhaust system has oil in it, the turbo is down and other repairs need to be done. Mr. Mullins advised that there are three options: One option is to have the truck repaired for \$11,000.00 or around \$7500.00 if the town does the work. The second option is to get a new engine for \$17,000.00. The third option is to buy a new truck for \$38,000.00.

Deventae Mooney asked if another truck was down; Mr. Mullins replied that there is another vehicle down.

Ms. Sharon Still asked if there were funds available from grants to buy equipment. Mr. Mullins said that there is a potential to have funding available but there is no way to determine this until the project is close to being completed. He stated that there is an option to borrow from the grant funds once all the letter of conditions are completed but until the amount left over is determined there isn't much that can be done.

Mayor Jeff Kiser asked Chief Scott Brooks about the grant that was made available to the police department for the replacement of police vehicles. He asked when those grants had to be applied for; Mr. Russell Mullins said October. Mr. Mullins also stated that these were USDA funds and that the audits have to be completed to receive those funds. Mr. Kiser asked Mrs. Sharpe to get aid from a couple of her staff members and work on the audits as soon as tax tickets are sent out. He asked that audits be caught up by August 2019 if at all possible.

Mr. Kiser asked Mr. Mullins to explore options that are feasible before deciding what to do about the 2010 F-350. He said to get pricing on new and used vehicles. Mr. Mullins advised that he had been looking at rental car companies for vehicles being sold. He said the problem is that most of those vehicles are more upscale and no typical work trucks. Mr. Mullins also stated that he has three or four websites that he has been searching for vehicles on. Mr. Kiser asked Mr. Mullins to check with Pruitts in Marietta Georgia. He stated that Pruitts specializes in used work vehicles. Mr. Mullins advised that there are VDOT auctions the 6th of October that he will be looking at as well.

Mr. Mike Holbrook asked how urgent it is to get the F-350 repaired. He wanted to know if not having this vehicle available prevents work from being completed. Mr. Mullins stated that it causes some difficulty because the excavator is being pulled by a chevy trash truck at this time.

Mr. Kiser asked that estimates on repairs and vehicles be brought to next council meeting in October.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Sharon Still 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 resulting from closed session.

Council Comments and Concerns:

Mike Holbrook said he has concerns about bears in his back yard. He said that he jokingly said that but he said he wanted to give a word of caution that bears are getting very familiar with everyone. He urges everyone to be cautious. He said he appreciates everyone's efforts in making the town the best that it can be.

Deventae Mooney did not have any comments or concerns.

Sharon Still thanked everyone for all the work that they do and would see everyone next month.

Mike Wright apologized for asking a question at the wrong time and for dragging when he should have been paying more attention.

Jeff Kiser reminded everyone that the next council meeting will be October 9, 2018 instead of the 8th. He said thank you to everyone.

Adjournment:

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

Respectfully Submitted,

Attest: Cathy Sharpe, *Clerk*



Jeffrey G. Kiser, Mayor