

**Council Minutes**  
**Workshop Meeting**  
**October 22, 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. Deventae Mooney gave the invocation. The group remained standing for the Pledge of Allegiance led by 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. Deventae Mooney seconded the motion, which resulted in all Ayes.

**Reports:**

*Town Manager*

Town Manager, Russell A. Mullins, reported that the water customer he had emailed council about from the Bondtown area had a clear history on the account showing the customer was using the amount of water in question.

Mr. Mullins advised that there had been a meeting with Lenowisco and he thinks the meeting was productive. There will be another meeting on November 5, 2018 discussing the safe sidewalk to school.

He reported that Mr. William Sturgill has completed easements on right of ways for the Star Branch Road Project. Once signatures are obtained the project will proceed.

- a. Public Works – Jeff Livingston, Public Works Superintendent, reported that Alfred Street, Chestnut, Henderson, and Church Street have been paved. He stated that a leak had been repaired at Maple Street and the sewer line on Davis Street has been jetted.

Mr. Livingston advised that some of the materials have been received to install the check valve that will be installed in Timberville. Mr. Mike Wright asked if all the supplies have come in and Mr. Livingston advised that some of the items are on back order.

Mr. Mike Wright asked if the problem with the road and yard on Chestnut Street that was discussed during October's regular meeting had been taken care of. Mr. Livingston replied that it had been repaired.

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

Treasurer:

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$96,370.54 as of October 19, 2018. She reported outstanding checks in the amount of \$40,395.76, accounts payable due in the amount of \$113,469.77 and interim accounts payable in the amount of \$115.46. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$-57,494.99.

Ms. Sharpe stated that the October 9, 2018 regular meeting minutes will be distributed with the November 19, 2018 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$11,689.40 making the total cash availability -\$45,805.59.

Mayor Jeff Kiser asked Ms. Sharpe how the tax tickets are progressing. She stated that they are very close to being completed. Mr. Kiser also asked how the audits are coming along. Ms. Sharpe advised that as soon as the tax tickets are mailed she will start working on the audits again. Mr. Kiser asked how close the 16/17 audits were to being completed. Ms. Sharpe replied that she had just started those. He asked about the 15/16 to which Ms. Sharpe reported that the financial reports are complete and those are ready for auditors to look at. Mr. Russell Mullins advised that it will be more cost efficient to have the auditors to complete both of those years at the same time. Sharon Still asked if the audits would be caught up enough by February to be able to receive more grant funds. Mr. Mullins advised that the unaudited portion of the audits will be sufficient.

Police Department

Chief Scott Brooks arrived late but had nothing to report.

Fire Department

There was no presentative from the Fire Department present. No report was given. Sharon Still reminded everyone that the Spooktacular event will be October 31 from 6-9 p.m.

### Attorney Report

William Sturgill, Town Attorney, reported that the easements for Star Branch Road are completed.

### **New Business:**

- A. Auction Wise County Sherriff's Office – Mr. Russell Mullins reported that he had gone to the auction on Saturday and that the truck the town had been interested in sold for \$4000.00. Mr. Mullins advised that the truck was a 1996 model and didn't have snow plow attachments. He decided not to bid on the vehicle.
- B. General Discussion – Mr. Holbrook advised that he had spoken to Mr. Williams and he said there are some leads on the vandalism and stolen Halloween decorations.

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 public works and §2.2-3711 (A.7) to consult with legal counsel pertaining to specific legal matters. 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 resulting from closed session.

### **Council Comments and Concerns:**

Mike Holbrook – Mr. Holbrook did not have any comments or concerns.

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

Sharon Still - Ms. Still thanked all the businesses and town employees who made the town look good for fall. She reminded everyone about the Spooktacular event October 31.

Mike Wright – Mr. Wright did not have any comments or concerns.

Jeff Kiser – Mr. Kiser did not have any comments or concerns.

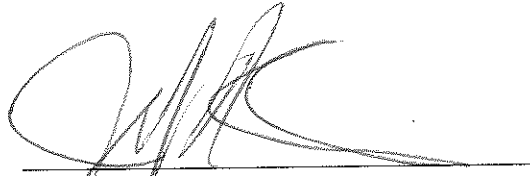
Because of upcoming holidays council decided to have only one meeting in November and December. The November meeting will be on November 19th, and the December meeting will be on December 10<sup>th</sup>.

**Adjournment:**

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

Respectfully Submitted,

\_\_\_\_\_  
Attest: Cathy Sharpe, *Clerk*

  
\_\_\_\_\_  
Jeffrey G. Kiser, Mayor