

Council Minutes
Regular Meeting
February 11, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

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

Call to Order:

Vice-Mayor, Sharon Still called the meeting to order. Mr. Mike Wright gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

Public Expression:

Ms. Carol Boone, of 115 Odle Hill SW, Coeburn, VA., stated that she wants to give the town the driveway leading to her home, her sister's home and her parent's home. She advised that her sister and her parents have passed away and that the three homes need public access to them. She said there needs to be a public street at the location instead of a private driveway. She stated that the driveway is paved, and has guardrails up. Ms. Sharon Still explained that members of council were absent from the meeting and would like to discuss the matter with all council members and the town attorney as well. Mr. Mike Holbrook asked if it is written in deeds that the driveway directly in front of each home belongs to each individual. Ms. Boone replied that she wasn't sure. She thinks the driveway is under her father's deed. She said the deed is under Odle's Associates. The address would be 100 Odle Hill, SW, Coeburn, VA. Town Attorney, William Sturgill asked if there are several deeds under the name of Odle's Associates. Ms. Boone said the address she had given was for her parent's home only. There was no other public comment. Public expression was closed.

Approval of the Agenda:

Mike Holbrook made a motion to approve the agenda as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that Coeburn and St. Paul are the only area towns that do not have an actual rescue service. One of the issues that comes up is the response time it takes to get to a call for service. Coeburn falls in Wise, Sandy Ridge and Norton and Castlewood helps when they can. Mr. Mullins advised that he and assistant chief Jimmy Williams have discussed the police side of this problem. He said a patient in Flatwoods

experiencing a heart attack had a response time of thirty minutes for Wise to get there. Mr. Mike Wright asked if Lifecare had any responsibility to the Town of Coeburn to which Mr. Mullins replied that they have no responsibility specifically to the town. Mr. Jimmy Williams said they are dispatched out of Wise. Mr. Mullins asked council to think about this situation and give any ideas that they may have to help this problem. Ms. Sharon Still asked if Norton and Wise were voluntary members to which Mr. Williams advised that during the day most of them are paid service but voluntary service in the evenings Mr. Mullins advised that the county gives each locality \$28,000.00 for fire and \$28,000.00 for rescue and the Town of Coeburn receives both. He said the town doesn't do transport because there is no transport vehicle available. He reported that a unit could cost at least \$250,000.00.

Mr. Mullins reported that he had been meeting with Chris Mullins with The Lane Group and Mr. William Sturgill. He advised that easements are in hand for the Large Water Project and Star Branch Road. These easements are ready to be signed. He said that Jeff Livingston is going out this week to get those signed and Chris Mullins is sending someone out to assist with getting those signatures.

Mr. Mullins advised that there will be a VDOT meeting for the sidewalk to school tomorrow, February 12, at 10 a.m. at the Depot. Ms. Sharon Still stated that the principals from the three schools, VDOT's Wise and Bristol offices, the school's Transportation Department and Chris Mullins will be attending the meeting as well as Lenowisco. Ms. Still advised that the meeting is open to anyone who would like to attend.

Mr. Mullins reported that the F350 has been repaired with a savings of \$4,000.00. He said that the garbage truck is in need of repairs. He advised the USDA grant offers \$25,000.00 but the audits would have to be in place to receive those funds. He said that the issue with completing the audits is reconciling the bank accounts from 16/17. He reported that Ms. Sharpe has been working with Debbie at Southern Software to reconcile 16/17. Mr. Mullins said that he would rather send both audits to auditors at the same time because the cost would be less.

Mr. Mullins advised that there should be an increase in water and sewer rates each year going forward, for both out of town and in town customers. This helps funding agencies see that the town is taking steps on improving the system. Mr. Mullins also suggested that a fee be placed on accounts to help with leaks, cleaning water tanks, repairs and other utility costs for the town. This fee would be placed into a separate account for this purpose. Mr. Mullins advised that he would like to have an idea if council would approve this fee and the amount of the fee when he is planning the budget for FY 19/20.

Ms. Sharon Still reported that Ms. Teresa Robinette will be attending the February 15 council meeting to speak about the Appalachian Mural Trail.

Mr. Mullins advised that there are 17 businesses in town that are operating without a business license. He knows there are a couple who are still in business and some of the businesses he and Ms. Sharpe were uncertain as to whom they were, or if they were still in business. Mr. Mullins advised that this needs to be discussed in closed session.

Public Works

Jeff Livingston, Public Works Superintendent, reported that a couple of sewer lines have been jetted in Bondtown. He stated that the F350 has been repaired.

Mike Holbrook asked if the PRV had been installed in Timberville. Mr. Livingston advised that the parts are in and this will be done when weather permits it. He stated they will be working at Lamar first and then start Timberville. They will be working at High St. as well.

The Lane Group

Chris Mullins, with The Lane Group, reported that they have responded to the biddability comments of the Virginia Department of Health for Crab Orchard last week and expect authorization to bid the project next week. Star Branch Road has seven easements to obtain and they have one of the seven done.

Mr. Mullins reported that out of 600 meters for the Water Replacement Project, 300 have been installed. The System-Wide Water Project has about 40 easements to obtain. VDH and USDA comments have been addressed. The letter of conditions is currently being addressed as well. The hope is to advertise the System-Wide Water Project in late May or early June if everything goes as planned.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$100,521.69 as of February 8, 2019. She reported outstanding checks in the amount of \$52,437.86, accounts payable due in the amount of \$4,996.15 and interim accounts payable in the amount of \$158,130.63. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$43,087.68.

Ms. Sharpe presented the meeting minutes for January 14, 2019 regular meeting and the January 28, 2019 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,439.64 and today's deposit was \$7,301.62 making the total cash availability \$56,828.94

Ms. Sharpe provided copies of the most recent Branch Banking & Trust Company commercial credit card account statement, Shell and Valero accounts.

Mike Holbrook made a motion to accept the January 14, 2019 regular meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Mike Holbrook made a motion to accept the January 28, 2019 workshop meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

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

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

Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of January. There were 1,110 events that took place during the month. He gave a summary of these events. He reported that he is working on the Highway Safety Grant for 19/20.

Fire Department

There was no representative from the fire department present. No report was given.

Attorney Report

William Sturgill, Town Attorney, reported that all he had for tonight would be discussed in closed session.

New Business:

- A. Monthly Water Report – Town Manager provided a copy of the Virginia Department of Health Office of Drinking Water monthly report for the month of January 2019. This report is for information only. Mr. Mullins stated that there was 58% loss for January.
- B. 19-006 – This recognizes Charles McConnell for his service to the Town of Coeburn.
- C. 19-007 – Eastside High School One-Act Play 1A State Champions for 5 Consecutive Years.

Old Business:

- A. Budget – This will be on the agenda until the budget has passed. Mr. Mullins said the budget will be presented to council by April 1, 2019.
- B. Appointment to Boards – Mr. Mullins stated that no one has applied for these positions. There are 2 needed on the board of zoning and 1 needed on the planning.

Sharon Still 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. Mike Wright 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 the closed session.

Council Comments and Concerns:

Mike Holbrook said thanks to all the employees; they make our community and our town what it is. Thanks to the audience who came to give their opinion and to see what is going on with your government he appreciates them being here. He thanked council members for all their hard work.

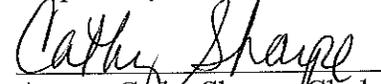
Sharon Still congratulated the girls basketball team for their third consecutive Cumberland conference win and the boys in their playoff against Norton. They have the number one seat for tournament starting on Tuesday, February 12. Coeburn gets a buy and will play on Thursday, February 14. The championships will be on Friday, February 15. She said she thinks they have done a great job. She advised that she appreciates all that Mr. Jeff Livingston does conducting the day to day operations. She thanked Mr. Jimmy Williams for all he does behind the scenes that no one is aware of; she thanked the police department as a whole. She also thanked the employees at Town Hall for taking care of the constituents when they come in to pay their bills.

Mike Wright – He had no comment.

Adjournment:

Mike Holbrook 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

Council Minutes
Special Called Meeting
February 25, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present. Cathy Sharpe – Clerk/Treasurer and William Sturgill – Town Attorney were also present. Town Manager – Russell A. Mullins arrived late and was in attendance for part of the meeting.

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 Mr. Jeff Kiser.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Vice-Mayor, Sharon Still made a motion to move (a) and (b) under new business to before reports. Mr. Jeff Kiser seconded the motion which resulted in all Ayes.

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

New Business:

- A. Resolution Honoring Mr. Charles C. McConnell – Town Attorney, Mr. William Sturgill read Resolution 19-006 honoring Mr. Charles McConnell for dedicating many years and working numerous hours for the performing arts at Lay's Hardware. He has contributed to the artistic work of Lay's Hardware and in and around the Town of Coeburn. Mr. McConnell also served on the Coeburn Economic Development Board for many years. He has dedicated his own time and efforts to make the Town of Coeburn and surrounding communities a better place to live. The Town Council thanked Mr. McConnell for his years of dedication and efforts for improvements made to Lay's Hardware, the town, and the community.

Mr. Jeff Kiser made a motion to adopt Resolution 19-006 recognizing Charles C. McConnell for his service to the Town of Coeburn. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Mr. Kiser told Mr. McConnell that he had gone beyond the call of duty for so long and he thinks the resolution honoring him should have happened a long time ago. Mr. Kiser stated

that Mr. McConnell was one hundred percent deserving of the honor. He thanked Mr. McConnell for years and years of service to the town.

Mr. Charles McConnell said that he is honored and greatly appreciates the resolution. He stated that he has done so much for the town because he loves it; it is a unique town and it is where he grew up, went to school and worked for more than thirty years. He said he wants to give back to the place that has been so good to him. He encouraged everyone to be a part in making the Town of Coeburn better.

Mayor Jeff Kiser reminded everyone that Mr. McConnell's family has also served Coeburn for a lot of years.

Mr. McConnell stated that he is blessed to be a resident of the great Town of Coeburn. He was applauded for the adoption of the resolution to recognize him for what he has done for the town.

- B. The Appalachian Mural Trail Presentation – Ms. Teresa Robinette stated that she is honored to be involved with a town that honors their artists the way Mr. McConnell was honored tonight. She advised that she is representing the Appalachian Mural Trail which was started about thirty years ago in Asheville. She said the reason she has gotten involved with the trail is because someone at the Ashville Museum told her that this area is not relevant artistically and she took it upon herself to make this area relevant.

Ms. Robinette stated that the greatest thing about being listed with the Appalachian Mural Trail is the constant publicity. She said the listing goes out to forty six different newspapers that post the information about the murals, the artists and the town. It goes out to all the Economic and Tourism Directors in the southeast. It has been expanded up into the Richmond area.

She advised that the cost to be listed with the Appalachian Mural Trail is \$150.00 per year.

Mr. Jeff Kiser made a motion to become members of the Appalachian Mural Trail at \$150.00 per year. Mike Wright seconded the motion which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. was not present at the time the report was to be given. Mr. Mullins later reported that Star Branch Road easements were mostly completed. He said that there were a couple of issues with the large water project but he, Jeff Livingston and Town Attorney, William Sturgill are working on those. He stated that Bostic and Tucker will be setting up the first audit next week.

Public Works

Jeff Livingston, Public Works Superintendent, reported that there had been a slide at Crab Orchard Road. The town helped the State Department with the slide on Sunday; a sewer line had to be repaired on the hill. The sewer line on High Street has been repaired also. The pump station at Food City had some problems but the pump has been repaired. There is a pump out on Cordertown Road; it needs to be checked. The fire hydrant for Jefferson has been delivered and should be installed one day this week.

Mr. Mike Wright asked about fire hydrant testing. Mr. Livingston stated that Fire Department Chief, Cliff Hawkins would be the person to take care of that testing.

Jeff Kiser asked that the remaining trash that was burned at the Little League Field be buried or hauled off. Mr. Livingston stated that it was on the list to be done.

Sharon Still asked about the stairs going up to the high school. Mr. Livingston said they had been taken care of.

Mr. Deventae Mooney asked if the trash dump had been taken back up to the track and baseball field, to which Mr. Livingston said they had been taken.

Mr. Mike Holbrook asked about a letter that Town Manager, Russell Mullins, had included in the council packets concerning audits and the pending by pass of current projects through the Office of Drinking Water. Mr. Kiser said that council needs to direct that the 15/16 audit be sent on to the auditors in order to get the process moving. He said that basically there is concern with funding going forward but an email states that the audits will not hold the town up for the upcoming water projects. They are pushing to get the audits completed as soon as possible. Mr. Kiser stated that a conversation with Ms. Sharpe leads him to believe that it will be closer to July 1st for having the 16/17 audits ready to be sent to the auditors. He thanked Ms. Sharpe for the extra work that she has been doing to get the bank reconciliations completed. Council agreed that these audits should be turned over to the auditors as soon as they are ready; progress should be shown.

Mr. Jeff Livingston reported that progress is being made on the easements for the Star Branch Project. He stated that The Lane Group is working on these as well.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$141,506.51 as of February 22, 2019. She reported outstanding checks in the amount of \$101,174.02, accounts payable due in the amount of \$15,730.59 and interim accounts payable in the amount of \$72,334.22. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$24,601.90.

Ms. Sharpe stated that the February 11, 2019 regular meeting minutes would be distributed with the March 11, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$3,326.46 and today's deposit was \$927.87 making the total cash availability \$28,856.23.

Police Department

Assistant Chief Jimmy Williams advised that he had applied for the Highway Safety Grant and is pushing for \$17,000.00. Mr. Jeff Kiser asked what the funds for this grant would be used for. Mr. Williams stated that it would be for equipment such as heavy lights, cones and speed bumps.

Mr. Kiser asked how many grants Mr. Williams had been able to get in the six years he had been at the police department. He stated around a total of \$200,000.00.

Mr. Kiser asked if the police department is looking to fence in the back lot behind the police department to which Mr. Williams replied yes. He stated that it would help to store vehicles instead of having to pay to have them stored. Mr. Kiser asked if the Boy Scouts might be able to use this lot to store some trailers that have camping equipment inside them. Mr. Williams said at this time they could but it is subject to change.

Fire Department

There was no representative from the fire department present. No report was given.

Attorney Report

William Sturgill, Town Attorney, report that all he had for tonight would be discussed in closed session.

Old Business:

- A. Budget – Mr. Art Mead had three documents he distributed to council. He asked that a meeting be scheduled in the Town Manager's office around 2 p.m. to 5 p.m. and invited Mr. Lester from the Coalfield Progress. The reason to ask for this meeting would allow Ms. Sharpe to pull records that are needed for the meeting.

In the first document Mr. Mead presented, he pointed out that there is a total of \$850,000.00 for payroll for the General Fund and the Utility Fund combined. The fringe benefits based on the history for three years is \$400,000.00. The combined overtime for the General Fund and the Utility Fund is \$50,000.00. These figures would make the overall payroll anticipated to exceed \$1.3 million which is roughly half the budget. If this document is adopted by council, it gives the governing body the ability to control the positions as far as what the compensation is for the positions; for example: if the police department has an

officer that leaves and that position is filled it takes away the ability to replace a \$12 an hour position and put in a \$16 an hour position without the approval of council.

The second document Mr. Mead presented was the expenditures past, present and future. The first column is for FY 17/18 and they are actual final expenditures, the second column is for FY 18/19 proposed budget expenditures and the third column is FY 18/19 year to date actual expenditures. \$1.1 million was the total expenditures for the General Fund for FY 17/18. The total expenditures for the Utility Fund for FY 17/18 was over \$1.2 million.

The third document Mr. Mead presented was revenues for the General Fund and the Utility Fund. The first part of the report was for the General Fund. Mr. Mead gave a summary of revenues for FY 17/18. The projection for revenues for the General Fund for FY 17/18 was \$1,117,802.00 and \$1,112,010.12 was collected. Mr. Mead gave a summary of Utility Fund revenues for FY 17/18. The projected revenue for the Utility Fund for FY 17/18 was \$1,344,729.00 and \$1,368,346.02 was collected.

A special called meeting was scheduled for March 16, 2019 at 11:00 a.m. at the Town Hall to go over the budget process.

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 in all departments and 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 the closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook congratulated Mr. Charles McConnell for the adoption of the resolution tonight. He stated that Mr. McConnell has been a huge asset to the Town of Coeburn for so many years. He is a great resource to rely on. He thanked Mr. Art Mead, council members and employees.

Deventae Mooney – Mr. Mooney thanked Mr. Art Mead for taking time to detail out and make the budget process easier.

Sharon Still – Ms. Still thanked Mr. Charles McConnell for all he has done and continues to do. She thanked all the council members, Art Mead, Mr. Livingston and all the town workers. She

appreciates that the police department is still on the job. She thanked Will Sturgill , the town manager and everyone else.

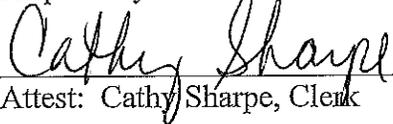
Mike Wright – Mr. Wright is thankful for Mr. McConnell. He said he certainly deserves to be honored tonight. He thanked Mr. Mead for picking on Mr. Holbrook instead of him and told Mr. Mead to keep up the good work. He thanked all departments for the work that they do.

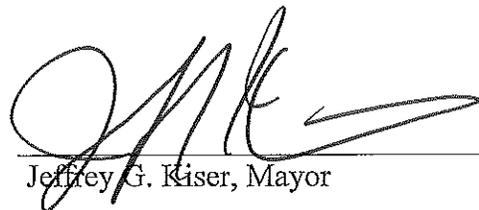
Jeff Kiser – Mr. Kiser said that years and years of dedication to the town from Mr. McConnell is appreciated. It was special to recognize him for all he has done and it was also appropriate to recognize him for the Mural Project tonight. He told all departments to keep up the great work. He also thanked Mr. Art Mead.

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