

Council Minutes
Regular Meeting
January 14, 2019 - 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. Reverend Steve Baker from the Coeburn Presbyterian Church gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to add 2019/2020 budget process under (G) in new business. Deventae Mooney seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the agenda as amended. Mike Wright seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that all six hundred meters ordered have been delivered and that two hundred of those meters have been installed. He stated that Star Branch Road easements have been drafted. Mr. William Sturgill – Town Attorney said there are some questions concerning a couple of these easements but the majority of them have been completed. Mr. Mullins advised that Mr. Jeff Livingston, Public Works Superintendent will start working on those January 15, 2019 in the afternoon. The afternoon will be the best time to talk to those people.

Mr. Mullins reported that the F350 truck is in the process of being repaired in house at a considerable savings to the town.

Mr. Mullins advised that DHCD had accepted that the audits are behind and they have given the town until December 31, 2019 to get those audits caught up.

Mr. Mullins stated that he had given Mr. William Sturgill – Town Attorney a copy of a permit violation where a house had been demolished leaving the debris there. He advised that there is also a litter problem on Sixth Street. He said he has contacted the County Administrator and Greg Cross with the Litter Control Department to try and get that problem under control. He stated that violations are still being issued for those types of problems and that the county takes care of these since the town adopted the county maintenance plan with Building and Zoning.

Mayor Jeff Kiser asked if the town can move forward with new applications, and other projects since the deadline will be December 2019. Mr. Mullins stated that this was for DHCD not VDH but as long as the town has a concrete plan to complete these audits and keep VDH updated everything should be fine going forward.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that all the Christmas Decorations have been taken down. He advised that a leak on Trent Street has been repaired and sewer lines on Trent Street, Wise Mountain Road and Valleyview have been jetted. He reported that around two hundred meters have been replaced.

Mr. Livingston advised that the backhoe is repaired and the F350 truck is being put back together. Mr. Russell Mullins reported that the Chevy snowplow truck has been repaired and is now functional. He stated that with the backhoe and snowplow truck the town will be able to keep the roads clear if it snows.

Mr. Mike Wright asked when the other truck that is being repaired would be ready. Mr. Livingston said that it should be finished in about two weeks. Mr. Mullins said the issue with that truck is that the whole cab will have to be taken off to be able to pull the motor out.

Mr. Mike Holbrook asked about a deadline for getting meters installed. He asked if Mr. Livingston had any concerns with this deadline. Mr. Chris Mullins with The Lane Group said there is no deadline set in stone but that there is an unofficial deadline of four months to get the meters installed. He said he doesn't see any problems in the future unless public works is completed shut down.

Ms. Sharon Still asked how many fire hydrants no longer work. She specifically asked about a hydrant located behind Funk Drilling. Mr. Livingston said it is turned off because it is leaking but it would work if it is needed. Mr. Chris Mullins suggested that the hydrants that aren't working be bagged. He suggested that a bright orange trash bag be put on them to let it be known that they aren't functional. Council asked that the hydrant on Jefferson Street be replaced. Ms. Still stated that the town should check all the fire hydrants and make sure they work and if one doesn't there should be one close enough to the area to be used if it is needed.

- ii. The Lane Group – Chris Mullins, with The Lane Group stated that he met with the survey crew and the Downtown Sewer Replacement Project will be starting the field data. He asked if Mr. Russell Mullins could let the people in the area know that there will be survey crews in the area for the next two to three weeks especially in the Banner

area and the crew will be in yards. Mr. Russell Mullins stated he would put it in the paper and put it on social media.

Mr. Chris Mullins stated that he is very appreciative for the work that Mr. Russell Mullins and Mr. William Sturgill have done to meet the letter of conditions for the Water Replacement Project. He advised that nothing else can be done at this time because the government is shut down.

Mr. Chris Mullins reported that Mr. Jeff Livingston is working on the Star Branch easements and surveys are being done for the sewer. He advised that comments have come in for the Crab Orchard Project and that those should be addressed by the end of the week. He stated that a project needs to be started so the town will be eligible for future small grants.

Mr. Jeff Kiser asked that easements be completed so that phase II of the Meter Replacement can get under way. Mr. Chris Mullins said that easements are the hardest part of any project.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$130,068.12 as of January 11, 2019. She reported outstanding checks in the amount of \$34,333.30, accounts payable due in the amount of \$42,952.21 and interim accounts payable in the amount of \$146,937.82. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$52,782.61.

Ms. Sharpe presented meeting minutes for the December 10, 2018 regular meeting and December 17, 2018 public hearing meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$12,960.38 making the total cash availability \$65,742.99.

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

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

Mike Wright made a motion to accept the December 10, 2018 regular meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes. Ms. Sharon Still abstained.

Sharon Still made a motion to accept the December 17, 2018 public hearing meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of December 2018. There were 1,295 events that took place during the month. He gave a summary of these events.

Ms. Sharon Still asked who had the go fund me account for the fireworks. Mr. Jeff Kiser stated that the Coeburn Improvement Association has been working on the fireworks for the last three or four months. This coming July 4th celebration there will be an attempt to do fireworks. There are people who are interested in becoming certified to be able to shoot the fireworks. Mr. Hawkins has been looking at locations to be able to do the fireworks where it will be safe and meet all codes.

Fire Department

Chief Cliff Hawkins gave the fire department activity report for the months of November and December 2018.

Mr. Hawkins reported that he had spoken to Pyrotecnico, a group that does a training course to become certified for shooting fireworks. He said they usually do a course in March but a date hasn't been scheduled yet. Mr. Hawkins said that they can no longer have the course at the location that they usually have it. He stated that he had found another training company, Pyro Shows located in LaFollette Tennessee. He advised that this company has training scheduled for late March and early April. He reported that the training is free if the fireworks are bought from Pyro Shows. If not, the cost is \$100.00 per day per person for a two day class. He advised that a license to shoot has to be acquired through the State Fire Marshall's office. The license would require one to shoot shows under the direct supervision of a licensed shooter.

Attorney Report

William Sturgill, Town Attorney, reported that he has two resolutions drafted that were discussed at the November meeting. These resolutions were for Charlie McConnell and the Eastside One Act Play. He stated that these resolutions are ready; the dates just need to be put in. Mr. Deventae Mooney advised that he would ask if Eastside One Act Play could be done at the February 11th regular meeting. Mr. Mike Holbrook advised that he would check to see if Charlie McConnell could be present at the February 11th meeting as well.

New Business:

- A. Community Development Block Grant Urgent Need Project – This is a letter confirming that DHCD will allow the town to submit remittance requests with the expectation that audits will be submitted by December 31, 2019.
- B. DEQ review of the Southwest Virginia Regional Water Supply Plan – This letter is for council information.

- C. VRA Town Wide Water Meter Replacement Phase I Disbursement 1 – The first disbursement amount was \$6,288.00. Mr. Russell Mullins stated that other disbursements would be in the near future.
- D. Health Wagon Donation Request (item budgeted) – This is a letter for a request for a \$500.00 donation which is included in the 2019 budget.
- E. One Expired Planning Commission Seat – Mayor Kiser asked that Mr. Mullins advertise for that seat and forward any applicants to council so they can decide who to appoint at the February 11th meeting.
- F. Four Expired Zoning Seats – Mr. Mullins stated that he would advertise and forward any applicants to council so a decision could be made at the February 11th meeting.
- G. 2019/2020 Budget – Mayor Jeff Kiser stated that he has spoken to Mr. Art Mead about helping the Town of Coeburn with the budget process. He said Mr. Mead will not ask for compensation for the time he will put into the work but asked that the town take care of hotel expenses and mileage to and from Bluefield. Mr. Kiser asked that all departments give Mr. Mead full support and access to any information that he should need in order to aid in the budget process. This was made in the form of a motion by Mr. Jeff Kiser. Sharon Still seconded the motion, which resulted in all ayes.

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 in all departments and accordance with Virginia Code §2.2-3711 (A.7) to consult with legal counsel pertaining to specific legal matters.

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.

Council Comments and Concerns:

Mr. Mike Holbrook stated that the minutes for the public hearing on December 17, 2018 needs to be amended because a mistake was made in those minutes. Mr. William Sturgill was not present at that meeting. Mr. Jeff Kiser made a motion to forego the original acceptance of those minutes and amend those minutes to reflect that the town attorney was not present at that meeting. Ms. Sharon Still seconded that motion, which resulted in all Ayes.

Mike Holbrook – Mr. Holbrook expressed his gratitude for all the employees for the work they done during the holidays. He said that everything has been cleaned up and the town looks great. He thanked everyone present at tonight’s meeting and thanked the visitors that came as well. He mentioned that the town had lost some good people during the holidays and that his heart goes out to the families. He thanked everyone for all they do.

Deventae Mooney – Mr. Mooney thanked the employees and the town council for all they do to make Coeburn a good place to live. He reminded everyone about losing some very important people in the community. He said he thinks the community truly suffered a major loss with Jim Wampler passing away as well as having Celebrate close. He felt that Celebrate was a huge part of Coeburn and that Jim and Kathy Wampler were always involved with as many things as possible. He said we will miss Jim but he hopes to get Kathy where she needs to be and continue to allow her to be involved with things in the town.

Sharon Still – Ms. Still said she couldn’t add anything to Mr. Mooney’s comment. She stated that she appreciates all the hard work that the employees do every day, all the work that council does in separate committees and what they do in the community.

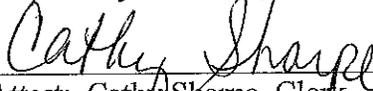
Mike Wright – Mr. Wright said he is thankful for everyone for everything they do for the town. He expressed his condolences to the families for the loss of some pretty great people in the community. He said to remember their families as well.

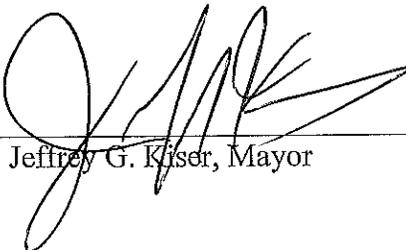
Jeff Kiser – Mr. Kiser said there has been a tragic time in the community. He said the community has been affected but the families have been more affected by the loss. His said his thoughts and prayers go out to those who have had a very rough Christmas season. He thanked the town employees across the board. He said Coeburn looked really good this year and he thinks the year coming will be good and that last year was good as well. He said to keep moving in the right direction.

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

Council Minutes
Workshop Meeting
January 28, 2019 - 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. Reverend Steve Baker from the Coeburn Presbyterian Church gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

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. Mike Wright seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins, reported that one easement for Star Branch Road has been completed. He stated that Mr. Jeff Livingston will be checking on the others one evening this week. Mr. Livingston advised that three others are willing to sign as well. Mr. Mullins said requests for another individual are in the process of being worked out.

Mr. Mullins advised that work can continue on the Systemwide Water Improvement Project now that the government shut down is over. He stated that Mr. Chris Mullins, Mr. William Sturgill and he have been discussing those easements. Mr. Mullins reported that the letter of conditions has been met to be able to get those easements signed. He said it would be late Spring before advertisements could be done.

Mr. Mullins advised Mayor Jeff Kiser and Vice-Mayor Sharon Still that they would be getting an invitation to a sidewalk study meeting. The meeting will be held at the Depot on February 12, 2019 at 10:00 a.m. Mr. Mullins stated that the meeting will not be specifically for the Town of Coeburn. The school system officials along with VDOT will be there as well.

Mr. Russell Mullins advised council of his intent to resign his position as the Town Manager. He said it is to pursue other ventures; he intends to start law school in the next year. Ms. Sharon Still asked if he would be giving council a formal letter to which he said he would turn in a resignation letter once a date is determined.

Mr. Deventae Mooney asked about the house located at Seventh Street that was falling down. He said he had asked Mr. Mullins about it a couple of months ago. Mr. Mullins advised that Building and Zoning is working on trying to talk with the owner. It has been inspected and the person has been spoken with once about it. Mr. Mooney asked what would happen if the individuals on Star Branch did not agree to sign easements for Star Branch Road. Mr. Mullins stated that these people would have to pay a tap fee if they wait until after the project is closed. Mr. Jeff Kiser said it is beneficial to sign up for Star Branch because the tap fee won't have to be paid at a later date; it helps neighbors and adds value to their land.

Mr. Mullins reminded everyone that there are three projects being worked on for the town at this time, those being Star Branch Road, Crab Orchard/Beech and the Water Meter Replacement Projects. He said he would like to see two projects closed and get into the Water Meter Replacement Phase II with hopefully another six hundred meters being installed. He said another area he would like to focus on would be under the railroad track beyond the Little League Field. He advised that most of the houses in that area have wells and there could be potential growth for new line. This is an out of town location.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that sewer lines have been jetted on Columbus and Henderson Streets. He advised that trees are still being cut through town and a water leak is being repaired near Camp 18. There has been difficulty in locating this leak.

Mr. Russell Mullins reported that the loss rate in Flatwoods has gone up. It was around .83% this past weekend. He stated that the leak in that area could be causing the loss rate to go up. He advised that work on the sewer at High Street will be worked on the next warm day this week.

Ms. Sharon Still asked if anything had been done with fire hydrants. Mr. Jeff Livingston said those have been ordered.

Mr. Mike Holbrook asked if everything is going well at the water treatment plant. Mr. Livingston said there are no issues at the plant. Mr. Mullins advised that the guys at the plant are pleased with the improvements they have received. He said that there are four operators at the water plant and they all have at least a Class II License. There are three with Class I and one with Class II licenses. He said it is rare to have that much expertise for a town this size. He reported that the Water Treatment Plant received an achievement award for fluoride.

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

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$131,135.32 as of January 25, 2019. She reported outstanding checks in the amount of \$107,194.38, accounts payable due in the amount of \$5,989.01 and interim accounts payable in the amount of \$137,908.16. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$17,951.93.

Ms. Sharpe reported that the meeting minutes for the January 14, 2019 regular meeting and January 28, 2019 workshop meeting will be distributed along with February 11, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$4,438.38 making the total cash availability \$22,390.31.

Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of December 2018. There were 1,295 events that took place during the month. He gave a summary of these events.

Mr. Williams reported that there are two new police officers. Adrian Lawson will be full time and Brandon Meade will be part time. Neither of these officers have been trained.

Fire Department

There was no representative from the fire department present. No report was given. Mr. Jeff Kiser advised that the Coeburn Improvement Association is working with the fire department on having fireworks for the 4th of July. Chief Cliff Hawkins has been asked to find a suitable site to shoot the fireworks. The Coeburn Improvement Association is waiting for that information. Chief Cliff Hawkins arrived late and attended part of the meeting.

Attorney Report

Mr. William Sturgill, Town Attorney, report that he has two resolutions prepared; one was the Charles McConnell Resolution and the other was One Act Play Resolution. He advised that they are ready except for the date being inserted. Council will present these resolutions during the March 11, 2019 regular meeting.

Mr. Russell Mullins reported that the 2019 Appalachian Games will be held July 27, 2019. There will be a cap of fifty people and registration is now open. Mr. Mullins said he had spoken with Mr. Mike Holbrook about hosting the event at the Lays Building.

Ms. Sharon Still announced that the Mountains of Music Homecoming will be at the Lays Hardware Building on June 14, 2019.

Mayor Jeff Kiser advised that he would like to extend an invitation to Deb Wells and Teresa Robinette to address council February 11, 2019 about including Coeburn in the Mural Trail.

Discussion:

- A. Budget – Mr. Art Mead provided a handout to council. Mr. Meade stated that he is retired from the University and is drawing VRS benefits. He stated that he will be reimbursed for his hotel stay and mileage to and from Bluefield for the work he will be doing on the town's budget.

Mr. Mead had council to look at the budget versus actual report for the town with an ending date of December 31, 2018. The report that he provided cross referenced the budget versus actual. He stated the town's total budget is around 2.5 million dollars with the General Fund being 1.1 million and the Utility Fund around 1.4 million.

The document that Mr. Mead provided to council relates to personnel. The report shows that around \$800,000.00 is being paid out for salaries; this does not include overtime. He advised that fringe benefits had been consistently around \$400,000.00 which is around 50%. He said that the town could safely count on another \$50,000.00 in overtime expenditures.

Mr. Mead advised that \$410,414.00 should be budgeted for the Utility Fund in order to stay on track for next budget year. He stated that the sewer collection revenues are running ahead. Town Manager, Mr. Russell Mullins informed Mr. Mead that a billing error had caused this to occur. Mayor Jeff Kiser said this will be reflected over the next six months.

Mr. Mead went over the police department budget for personnel and stated that for part time employees he figured 40 hours per week. He advised that for the police department salaries there should be a budgeted amount of around \$271,000.00 rather than \$261,000.00 based on this year's budget versus actual.

Mr. Mead advised that building and grounds was over budgeted about \$10,000.00 and sanitation is short around \$8,000.00. He said he didn't look at parks and recreation but thinks \$13,000.00 is good.

Based on June 30, 2016 the fringe benefits were \$488,000.00, June 30, 2017 was \$420,000.00 and June 30, 2018 was \$417,649.00.

Mr. Mead stated that half the work is done on the budget with personnel. He said one of the first things he will be looking at is debt service. He will then start looking at the line items to see if anything needs to be changed. He said he would also be looking at the revenues as well.

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 accordance with Virginia Code §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.

Mr. Jeff Kiser said there was one result from closed session. The town will be accepting applications for the position of town manager. The Virginia Employment Commission in Norton, Virginia will be accepting applications and a job opening will be published on the VML website sometime this week for information purposes.

Council Comments and Concerns:

Mr. Mike Holbrook – Mr. Holbrook had no comments.

Deventae Mooney – Mr. Mooney had no comments.

Sharon Still – Ms. Still thanked everyone.

Mike Wright – Mr. Wright had no comments.

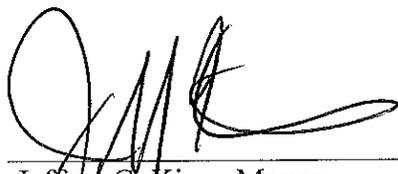
Jeff Kiser – Mr. Kiser thanked Mr. Art Mead for being at the meeting and presenting to council. He said his expertise has been a help to the Town of Coeburn for a number of years and will continue to do so. He thanked Mr. Russell Mullins for the information tonight and he looks forward to working with him for the upcoming process. He stated that council is invited to attend the Eagle Scout Court of Honor for Daniel Isaac Rose. This will be on Sunday, February 24, 2019 at 3 p.m. at the Cultural Arts Building in Coeburn. Please RSVP to 276-393-0513. Mr. Kiser said council needs to look into doing a resolution for Mr. Rose at the next council meeting. He thanked everyone for all 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