

Council Minutes
Regular Meeting
March 11, 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 R.J. Rose, First Baptist Church of Coeburn, gave the invocation. The group remained standing for the Pledge of Allegiance led by the Boy Scouts.

Public Expression:

Mr. Donnie Fannon from VFW of Coeburn reported that the Loyalty Day Parade is getting under way. He said the first thing that needs to be done is get the permits started. He advised that it needs to be put on Facebook and the flags need to be raised. He reported that the hardest thing is finding a band. He would like to have more veterans attend as well. The parade will be on May 1, 2019 at 6:30 p.m. Mr. Jeff Kiser asked Mr. Russell Mullins to submit an application for street closure for May 1st.

Public expression was closed.

Approval of the Agenda:

Ms. Sharon Still made a motion to move (B) – Daniel Isaac Rose Resolution 19-009 - under new business, to before reports. Jeff Kiser seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add (F) under new business – notice from the Old Dominion Power Company of an application of Kentucky Utilities for another rate increase. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. 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 asked council what they wanted to do as far as a service fee added to customer accounts. Mayor Jeff Kiser advised that a further study needs to be done before a decision is made. Mr. Mullins reported that about 85% of the easements have been

completed for System-Wide Water Improvement Project. He advised that Mr. Honeycutt from Pepsi Bottling Company has offered the town a piece of property instead of signing the easement; he is willing to turn the property over to the town. This will be discussed in closed session.

Mr. Mullins reported that tonight would be his last council meeting. He resigned as town manager effective at the end of the business day on March 22, 2019.

Mayor Kiser asked if the town is up to date as far as reporting sewer leaks to DEQ. Mr. Mullins replied that reports have been done and up to date.

Public Works

Jeff Livingston, Public Works Superintendent reported that the fire hydrant has been installed at Jefferson Street. He advised that all the clean-up has been done at the VICC baseball field. Mr. Livingston stated that a leak on Driffield Drive has been repaired and a sewer leak on High Avenue has been repaired as well. He reported that a leak has been repaired and a drain installed on May Avenue. He said the sewer line had to be jetted at Davis St.

Ms. Sharon Still asked if fire hydrants in town are marked when they are not working. Mr. Chris Mullins from The Lane Group suggested that non-working hydrants have a bright colored bag put on them to show they do not work.

The Lane Group

Mr. Chris Mullins, from The Lane Group started his report by saying that he wishes Mr. Russell Mullins the best in his future endeavors. He stated that he has enjoyed working with Mr. Mullins and not only considers him a colleague but a friend as well. He advised that a lot of things have been accomplished while Mr. Russell Mullins was town manager.

Mr. Chris Mullins gave a summary of item (a) under new business. This would authorize Coeburn town council to apply for a \$15,000.00 grant. The grant would be for asset management and it is now required by the health department. The asset management plan basically breaks down the utility systems and sub-categorizes them into age, size and location. It also includes equipment, vehicles, pumps and water plant. It is asset management of everything involved in the process of distribution. It proves that the town is being mindful for the future at replacing items as they see fit before they deteriorate. Mr. Mullins does not see a down side in applying for this grant.

Mr. Mullins reported that Star Branch Road, Beech Avenue and Crab Orchard were advertised last Sunday. He advised that all easements were obtained for Star Branch Road and that 360 meters out of 600 have now been installed for the Meter Replacement Project. The Lane Group has addressed all comments by VDH, Rural Development and VDOT for the Water System Improvement Project and 80% of the easements have been attained Mr. Mullins expects to have 100% by the end of March. He is hopeful to advertise the Water System Improvement Project by mid-May or early June. He stated that the town is at a point where audits are critical and he

doesn't know if anything can be done until those audits are completed. Mr. Russell Mullins said that realistically the town is five months away from being caught up on the audits.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$130,592.78 as of 3/8/2019. She reported outstanding checks in the amount of \$57,127.80, accounts payable due in the amount of \$41,473.18 and interim accounts payable in the amount of \$101,119.43. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$ 31,991.80.

Ms. Sharpe presented meeting minutes for the February 11, 2019 regular meeting and February 25, 2019 special called meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$7,402.76 and today's deposit was \$6,229.66 making the total cash availability \$45,624.22.

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

Deventae Mooney made a motion to approve the interim accounts payable as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the February 11, 2019 regular meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes. Mayor Jeff Kiser and Deventae Mooney abstained.

Sharon Still made a motion to accept the February 25, 2019 special called 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 February 2019. There were 1,485 events that took place during the month. He gave a summary of these events. Mr. Williams reported that one of the officers has resigned and asked to be able to replace that officer. Council advised Mr. Williams to replace the officer.

Fire Department

Chief Cliff Hawkins gave the fire department activity report for the month of February; there were 15 total calls, 313 total man hours and 106 total personnel responding. He also provided council with an officer elections list.

Mr. Hawkins reported that the burn ban went into effect on February 15, 2019 for 4 p.m. to 12 a.m. He advised that fires have to be completely out by 12 a.m.

There was a discussion involving sewer leaks and Mr. Jeff Kiser asked Mr. Russell Mullins and William Sturgill to see what the ordinance is in Coeburn for sewer leaks. He advised that a letter be written for council to review next month; the letter is to be written to customers who have sewer leaks.

Mr. Hawkins reported that the 3-2-1 will be March 23, 2019 at noon. Mr. Jeff Kiser advised that 3-2-1 t-shirts can be ordered from Deb Wells before tomorrow.

Attorney Report

William Sturgill, Town Attorney, reported that all his report will be in closed session.

New Business:

- A. Asset Management Resolution 19-008 – This resolution is for Council to apply for funding from the VDH Financial and Construction Assistance Program for the planning and design of the Complete Water System Asset Management Plan.

Sharon Still made a motion to pass Resolution 19-008. Mike Holbrook seconded the motion. A roll call vote resulted in all Ayes.

Mayor Jeff Kiser advised that a complete inventory of all departments be done for equipment.

- B. Daniel Isaac Rose Resolution 19-009 – Council presented Daniel Isaac Rose Resolution 19-009 for achieving the honor of Eagle Scout in the Boy Scout Program of the Boy Scouts of America. Council recognizes that becoming an Eagle Scout is the highest achievement attainable in the Boy Scouts of America organization, and only a small percentage achieve this rank and the requirements to achieve this honor include exemplary leadership, service, and the fulfillment of the Oath and mission to the Boy Scouts of America. Council recognizes his significant community service project of Dark Skies over Bark Camp Lake. Council wishes continued success for Daniel Isaac Rose and wishes to thank him for his service, his contributions, and for all that he does and will continue to do for the community.

Deventae Mooney made a motion to approve Resolution 19-009 for Daniel Rose's Eagle Scout achievement. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

- C. Town-Wide Clean-Up – The Town-Wide Clean-up is scheduled for April 22nd through April 26th.

- D. Art Mead Personnel Document – Council voted to add Mr. Art Mead's personnel document as an addendum to the personnel policy. Jeff Kiser made a motion to adopt the personnel document as an attachment to the personnel policy in effect until the upcoming budget year for 2019. The document is to reflect what is being paid to the employees as

of March 11, 2019. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

- E. Town Manager Resignation – Mr. Russell Mullins stated that it has been an honor and a privilege working with council. He said it had been a rough six years but a lot has been accomplished. Among the accomplishments the Spearhead Trail main office is in Coeburn, 60 to 70% of water has been replaced, and sewer lines replaced as well. Mr. Mullins resigned as of March 22, 2019 at the end of the business day. He presented a letter of resignation. He advised that it has been an honor to serve the citizens. He said there has been good and bad but that is part of the job. He said he will miss all of the employees; he will be having a meeting this week to thank everyone.

Jeff Kiser told Mr. Mullins that he has actually enjoyed working with him. He stated that they have become friends and he appreciates everything that Mr. Mullins has done for the town. He said that he and Mr. Mullins have learned a lot and he wishes him the very best in his endeavors.

Deventae Mooney made a motion to accept the resignation of Russell Mullins as town manager as of March 22, 2019 at close of business. Sharon Still seconded the motion, which resulted in all Ayes.

- F. Old Dominion Power Company – This was an application by Kentucky Utilities Company to raise rates.

Jeff Kiser made a motion to adopt Resolution 19-010 showing displeasure with the rate increase and objection to that rate increase. Deventae Mooney 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, §2.2-3711 (A.7) to consult with counsel pertaining to specific legal matters and §2.2-3711 (A.3) where discussion in open meeting would affect the negotiating strategy of the public body. Sharon Still seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, William Sturgill, Town Attorney, 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 taken from the closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook congratulated Eastside for a great game. He also congratulated Daniel Rose for becoming an Eagle Scout which took a great deal of dedication. He advised that Mr. Russell Mullins has been an asset to the town for six years and that he has achieved and overcome and said where he is now personally and professionally puts him in a different league. He advised that the town and community owes Mr. Mullins a great deal of debt for the leadership and the things that were accomplished through the years. He thanked Mr. Mullins for what he achieved and for his friendship and expects to see him succeed in his next endeavor. He thanked council members for all their hard work.

Deventae Mooney – Mr. Mooney thanked all town employees. He told Mr. Mullins that it has been real; he said Mr. Mullins was lucky that he got to sit beside him for the past couple of years. He wished Mr. Mullins good luck with his new adventure.

Sharon Still – Ms. Still reminded everyone to remember 3-2-1 Day on March 23rd and let Deb Wells know if you need a t-shirt. She thanked council for all they do and all the thoughts that they put into the meetings for what needs to be done to better the town. She thanked Jeff Livingston for keeping the sewer lines open and keeping the town supplied with water. She appreciates everyone who comes out for the meetings. She thanked Mr. Sturgill for all he does. She told Mr. Mullins that it has been a real adventure working with him. It has been an adventure from day one. She prays that he and his wife do well exceedingly, abundantly and hopes their business is everything they dream it could.

Mike Wright – Mr. Wright thanked everyone for being at the meeting tonight. He said he agrees with Mike Holbrook with everything he said. He reminded everyone to remember 3-2-1 Day. Eastside boys had quite an achievement by going to the state two years in a row and the girls have done well for years as well.

Jeff Kiser – Mr. Kiser reminded everyone that on March 16 at 11:00 a.m. there will be a special called meeting to discuss the budget. This will be an open meeting for anyone wanting to attend. He advised that he will not be able to attend the meeting and asked Mr. Mullins to make sure the agenda goes out. He reminded everyone that the Loyalty Day Parade will be May 1st. He stated it was a great success last year and will be a greater success this year. He congratulated Daniel Rose for achieving the rank of Eagle Scout. He said the project he completed was one that will benefit the community. He told Mr. Mullins that he appreciates all the work that he has done for Coeburn. He said he thinks everyone has grown during the process. He thanked him for all the diligent work that he has done over the years. He told him it's a good starting point for the rest of his life. He thinks Mr. Mullin's experience here in Coeburn will serve him well going forward in life. He wished him well with his endeavor as a new business owner. He told Mr. Mullins to let him know if he needs any help and wishes Mr. Mullins and his wife well and hopes that they prosper in their business. He told public works and all other departments to keep up the good work.

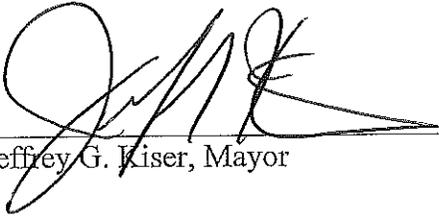
Adjournment:

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

Council Minutes
Budget Workshop Meeting
March 16, 2019 – 11:00 a.m. – 403 Second Street NE, Coeburn, VA

A budget workshop meeting was held Saturday, March 16, 2019 to discuss the proposed FY20 budget.

Attendees:

Upon roll call the following members of Council were present: Mike Holbrook, Deventae Mooney, Sharon Still and Mike Wright. Jeff Kiser was absent. Cathy Sharpe – Clerk/Treasurer was also present

Also present were Jimmy Williams, Police Department representative, and Art Mead.

Call to Order:

Vice-Mayor Sharon Still called the meeting to order.

Business:

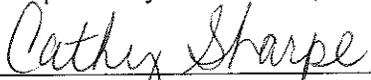
FY20 Budget Proposal – Council, Art Mead and attending representatives discussed the proposed budget. Council constructively reviewed each line item within the General Fund and Utility Fund for revenues. The Treasurer answered any questions that council and Mr. Mead had regarding specific revenues. Council agreed to amend certain line items.

A budget workshop meeting was scheduled for Saturday, April 27, 2019 at 11:00 a.m. at town hall to discuss expenditures.

Adjournment:

Ms. Sharon Still adjourned the budget workshop meeting.

Respectfully Submitted,



ATTEST: Cathy Sharpe, Clerk

Jeffrey G. Kiser, Mayor

Council Minutes
Special Called Meeting
March 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 was also present. William Sturgill – Town Attorney was absent.

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:

Mayor Jeff Kiser made a motion to move closed session to the first item on the agenda. Deventae Mooney seconded the motion which resulted in all Ayes.

Mr. Mooney made a motion to add the Coeburn Pool to action items under (e). Ms. Sharon Still seconded the motion, which resulted in all Ayes.

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

Mr. Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss the position of town manager and interim town manager position. 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.

As a result of closed session Deventae Mooney made a motion to appoint Mr. Charles McConnell as interim town manager. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Reports:

Town Manager

Newly appointed Interim Town Manager, Mr. Charles McConnell, stated that he accepted the position as interim town manager to help the Town of Coeburn get through some challenges with new administration. He advised that he is looking forward to helping the town continue to be a great place in which to live. He said he is looking forward to working with council and staff and the people who live in town.

Public Works

Jeff Livingston, Public Works Superintendent, reported that public works has been patching potholes in the streets until the asphalt plant opens. He advised that leaks on May Avenue, Church Street and a leak behind the office buildings have been repaired.

He reported that trees have been cut at Flag Hill.

Mr. Livingston stated that 65 more meters have been installed. Ms. Sharon Still advised that a letter needs to be written and placed in the doors of the customers to let them know that their meters have been changed. This would let them know that they may want to check their water.

Mr. Mike Holbrook advised that there may still be a problem with wipes being put into the sewer. Mr. Livingston stated that this is causing problems with the pumps in certain areas of town. Mr. Jeff Kiser suggested that a letter be sent with the water bills advising that wipes should not be put into the town sewer system. Ms. Sharon Still said that the letter should be posted at town hall as well. She thought it would be better to put a note on the water bill rather than mail a letter to all customers. Mr. Kiser agreed, but still advised that a letter be put on the doors of customers located in the problem areas.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$188,986.72 as of March 22, 2019. She reported outstanding checks in the amount of \$135,474.85, accounts payable due in the amount of \$16,905.37 and interim accounts payable in the amount of \$67,983.31. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$36,606.50.

Ms. Sharpe stated that the March 11, 2019 regular meeting minutes would be distributed with the April 8, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,132.48 and today's deposit was \$937.12 making the total cash availability \$43,676.10.

Ms. Sharon Still reported that Ms. Sharpe needs approval to allow the two part time office employees to work ten extra hours for the next two weeks to go through town records so preparation can be done to have documents shredded in May. Those hours would be dedicated to working in the file room only. Mr. Jeff Kiser asked if this would be ten hours per person per week or ten hours between the two. Ms. Sharpe advised it would be for each person. Sharon Still made a motion to allow Ms. Sharpe work the two part time employees for ten extra hours per week for two weeks to work on files that need to be shredded. Mike Wright seconded the motion. Deventae Mooney asked if this would be specifically for working in the file room and asked if the two weeks would be sufficient time to get the work completed. Ms. Sharpe stated that it would. The motion resulted in all Ayes.

Police Department

Assistant Chief Jimmy Williams advised that Officer Phillips has left and Officer Shuler has moved into the full time position and Mr. Williams asked about a raise for Mr. Shuler. Mr. Jeff Kiser advised that a full time position is open at the police department and that Officer Shuler would be paid the amount that Officer Phillips made.

Mike Holbrook asked about money that the police department received from U.S. Attorney's office. Ms. Sharpe stated the amount was \$9,213.00.

Fire Department

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

Attorney Report

William Sturgill, Town Attorney, was not present due to a family issue. No report was given.

Action Items:

- (a) Satellite Flyover for Leak Detection – This was not included in the council packets.
- (b) Brownfield Site Updates – This was not included in the council packets.
- (c) Budget Discussion – Ms. Sharpe distributed paperwork from Mr. Art Mead. Mr. Deventae Mooney advised that the next budget meeting will be April 27, 2019. Ms. Sharon Still said the meeting will be at 11:00 a.m. at town hall.
- (d) Interim Town Manager – Mr. Charles McConnell was appointed as interim town manager.

- (e) Coeburn Pool – Deventae Mooney asked if he and Sharon Still would be able to continue to manage the pool this year. Mayor Jeff Kiser made a motion to reappoint Mr. Mooney and Ms. Still to be managers of the Coeburn Pool this year. Mike Wright seconded the motion, which resulted in all Ayes. Ms. Still and Mr. Mooney abstained. Ms. Still said to post on Facebook that applications are being accepted for the pool. She asked that applications be put in her mailbox at town hall.

Mr. Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss the Town of Coeburn town manager position and §2.2-3711(A.7) to discuss specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Deventae Mooney, Councilman, 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 had no comments or concerns.

Deventae Mooney – Mr. Mooney advised that no comments or concerns were discussed after the budget meeting and said he would like to say that the meeting was very informational and probably the best budget meeting he has ever attended. He said he is looking forward to continuing to work on the budget and feels that a budget will be passed that truly suits the town and be close to what it needs to be. He welcomed Mr. McConnell as Interim Town Manager and is assured that he will do a great job until a permanent replacement is found.

Sharon Still – Ms. Still thanked Charles McConnell for stepping up and being the face of Coeburn for an interim amount of time. She thanked council members for all they do and all the people who come out each month to be a part of the meetings.

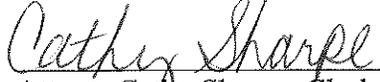
Mike Wright – Mr. Wright said he appreciates Mr. McConnell for taking the temporary town manager job. He stated that he enjoyed the meeting tonight. He reported that the 3-2-1 Day seemed to be successful. He said he thought the budget meeting was very successful.

Jeff Kiser – Mr. Kiser also congratulated Mr. Charles McConnell and thanked him for taking the position of interim town manager. He is looking forward to the next endeavors that the Town of Coeburn goes forward in.

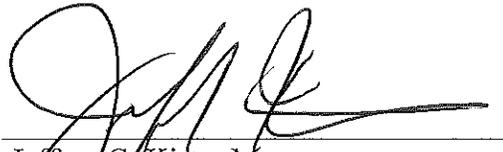
Adjournment:

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