

Council Minutes
Regular Meeting
November 19, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present: Ms. Cathy Sharpe - Clerk/Treasurer was also present. Mr. Russell A. Mullins – Town Manager and Mr. William Sturgill – Town Attorney, were 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 Ms. Cathy Sharpe.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Deventae Mooney made a motion to add The Town of Coeburn Christmas Dinner under (D) in new business. Jeff Kiser seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add EDA vacancy under (E) in new business. Mike Wright seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add the procurement for engineering services for the DEQ Funded Sewer System Improvements Project under (F) in new business. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mayor Jeff Kiser made a motion to add the Town of Coeburn employee bonus 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

Mayor Jeff Kiser advised that Russell A. Mullins would not be in attendance of tonight's meeting.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that Christmas lights and decorations were being done in preparation for the Christmas Parade.

He advised that there are a couple leaks in town and stated that those leaks will be repaired when the parade preparations are completed.

Ms. Sharon Still asked Mr. Livingston if he could know anything about the paving that is supposed to be done at Chalet Drive. Mr. Livingston advised that Chalet Drive will be paved when weather permits and hopes to get it done before the plant shuts down.

Mr. Mike Holbrook asked if the PRV had been installed in Timberville. Mr. Livingston stated that the pipe and hook ups are in but they are still waiting on the PRV.

Mr. Livingston stated that the salt truck needs to be repaired. He advised that it may need a new motor. Mr. Jeff Kiser asked when Mr. Livingston anticipated an estimate on the cost of repairs or replacement motor. Mr. Livingston replied that he should have those estimates in a couple of days. Mr. Kiser asked him to get those together and get with Mr. Russell A. Mullins so that Mr. Mullins can relay them on to council. Mr. Kiser advised that council will individually respond back to Mr. Mullins because there is not another council meeting until the middle of December. Mr. Kiser feels like the repair can't wait until then. Mr. Livingston reported that the town does not have a vehicle available for snow removal. Mr. Kiser asked that Mr. Livingston and Mr. Mullins explore all options for the purchase of another vehicle or the repairs to the vehicle that the town most recently had problems with.

- ii. The Lane Group – Chris Mullins, updated existing projects. The Water Meter Replacement Project materials have been ordered. Star Branch Road Project is ready to advertise for bids once the easements are obtained. Due to issues in obtaining notarized signatures, The Lane Group has offered to do those easements. Council agreed that this would be the best option. He stated that Crab Orchard has been turned into the Health Department and The Lane Group is waiting for approval of the advertisement. Mr. Mullins reported that the System Wide Water Improvements should be ready to go to bid in late December or early January.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$111,685.10 as of November 16, 2018. She reported outstanding checks in the amount of \$58,909.12, accounts payable due in the amount of \$84,923.53 and interim accounts payable in the amount of \$137,891.35. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$32,147.55.

Ms. Sharpe presented meeting minutes for the October 9, 2018 regular meeting and October 22, 2018 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$54,832.90 making the total cash availability \$22,685.35.

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

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

Sharon Still made a motion to accept the October 9, 2018 regular meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the October 22, 2018 workshop meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Police Department

Chief Scott Brooks gave the police activity report for the month of October 2018. There were 1,291 events that took place during the month. He gave a summary of these events.

Fire Department

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

Attorney Report

Mayor Jeff Kiser advised that William Sturgill would not be in attendance of tonight's meeting. Mr. Kiser stated that the easements to the town are being worked on.

New Business:

- A. Airport Commission Report – A copy of the Airport Commission Report was presented by Donnie Rose for council information.
- B. Water Meter Biddability Approval – This was given to council for informational purposes.
- C. VDOT & Town Sidewalk Project Potential – Mr. Chris Mullins stated that on the November 5, 2018 Mayor Jeff Kiser, Vice-Mayor Sharon Still, Town Manager Russell A. Mullins and himself, met with a VDOT representatives at Town Hall. He advised that as an outcome of that meeting the town is no longer pursuing that particular sidewalk project. The project is being pursued but under a different program. Sharon Still stated that the project should be Pedestrian Accessibility Project. Mr. Mullins said it is the Highway Safety Improvements Program. He advised that the new program has better incentives for grant matching ratio. Mr. Mullins reported that The Lane Group intends to apply for a \$100,000.00 grant. It is called the TMPD-On Call Grant study. The study will be performed by a consultant from VDOT's general service agreement list. The consultant will study where sidewalks do not exist and sidewalks that the town would like to connect or extend. The consultant will do associated cost estimates and foot traffic studies as well. This grant would be awarded in February and the study would begin in September and November is the funding application

deadline. The other option would be a Smart Scale Grant. In order to apply for this grant Wise County gets four project slots per cycle and the county would have to give one up and give it to the town. Mr. Mullins advised that council talk to the Board of Supervisors as to their intentions for their next cycle. He advised if the county doesn't intend to utilize all four slots they may be willing to share a slot with the town.

Sharon Still made a motion to accept the TMPD On-Call Grant Study. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mayor Jeff Kiser stated that The Lane Group goes above and beyond with applications for funding and direction of council. Mr. Kiser thanked Mr. Mullins and The Lane Group for doing such a great job. Sharon Still thanked them as well.

- D. Town of Coeburn Christmas Dinner – Deventae Mooney reported that the Town of Coeburn Christmas Dinner will be held December 17, 2018 at 6:00 p.m. at Celebrate. The dinner is sponsored by Celebrate and Miner's Exchange Bank. Mr. Mooney asked that Ms. Sharpe get a list of the town employees.
- E. EDA Vacancy – Mr. Jeff Kiser advised that Mr. Charlie McConnell has resigned from EDA. Jeff Kiser nominated Sharon Still to fill out the remainder of EDA vacancy for the term for Mr. McConnell. Mike Wright seconded the motion, which resulted in all Ayes. Jeff Kiser advised that the zoning board has several vacancies. He asked Ms. Sharpe to let Mr. Mullins to start accepting applications and advertise for the zoning board. Mr. Kiser also asked that other boards are updated as well.
- F. Procurement for Engineering Services for DEQ Funded Sewer Systems Improvement Project – Deventae Mooney made a motion to accept the application from The Lane Group for the engineering for DEQ funded Sewer Systems Improvement Project procurement. Sharon Still seconded the motion, which resulted in all Ayes.
- G. Town of Coeburn Employee Christmas Bonus – Sharon Still advised that based on the amount of money this year in comparison to last year the town is actually further ahead. She stated that she didn't see a reason why the town should not give a bonus in the amount that was given in the past. Deventae Mooney asked how much the bonuses were in the past. It was determined the amount was \$250.00. Mike Holbrook made a motion to give all employees of the town a \$250.00 Christmas Bonus. Mike Wright seconded the motion which resulted in all Ayes. It was decided to give the bonus no later than December 7, 2018. Deventae Mooney stated that the only issue he has is that when he is out in the community he hears that the town employees are still talking about how they are not getting raises and that they are not supported by council. He said he sometimes sees those things posted on social media. He advised that if council did not support the employees, the bonus would not have been added to the agenda. He went on to say that he feels the employees do deserve a bonus. He stated it is a small bonus but something council does to show their support.

Old Business:

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. 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.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook thanked all the town employees for all they do. He stated that the town has safe streets and is decorated well. He advised that residents feel safe in their homes and know that their money is handled properly and that is the direct results of those who work for the town. He thanked the CIA and all the volunteers who put together the tree lighting and decorations. He said he is looking forward to the Christmas Parade and wished everyone a bless Thanksgiving.

Deventae Mooney – Mr. Mooney advised that the town is looking great for Christmas and he appreciates everyone that had a hand in the decorations. He stated he will have Christmas Dinner invitations with the next paychecks and that employees need to RSVP so that Celebrate will know how many to prepare for. He said he hopes everyone enjoys their days off and have a Happy Thanksgiving.

Sharon Still – Ms. Still thanked everyone who came out and decorated. She said the Fluffing of the Green started the Christmas season. She appreciates Jeff Livingston getting everything out the night of the Fluffing of the Green. She thanked Mr. Livingston and his crew for the decorating that was done. She also thanked the CIA for the Christmas Bazaar they started this year. She said she appreciated everyone who works for the town to do their jobs for the citizens. She also thanked council.

Mike Wright – Mr. Wright said Happy Thanksgiving, Merry Christmas to all, and to all a good night.

Jeff Kiser – Mr. Kiser reminded everyone that the Christmas Parade will be November 30, 2018. He said the theme is Blue Christmas and lineup will be at Food City. Mr. Kiser advised that there will be prizes for first, second and third place for floats. He said to encourage everyone to enter a float. He thanked everyone in the town that works hard.

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
Special Called Meeting
Teleconference
December 4, 2018 – 4:30 p.m.**

Attendees:

Upon roll call, the following members of council were present: Mike Holbrook, Jeff Kiser and Sharon Still were present. Russell A Mullins – Town Manager was also present.

Call to Order:

Mayor Jeff Kiser called the special called meeting to order.

Action Item:

- A. Setting of Public Hearing for the notice of the intent to apply for USDA, Rural Development Funds for the Town of Coeburn System Wide Improvement Project.

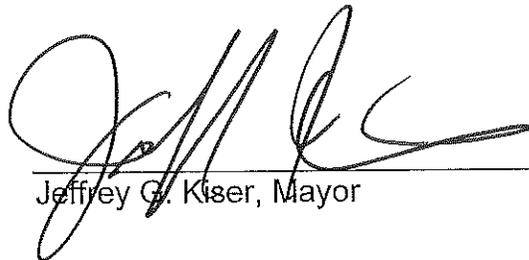
Jeff Kiser made a motion to set the Public Hearing for the notice of the intent to apply for USDA, Rural Development Funds for the Town of Coeburn System Wide Improvement Project for December 17, 2018 at 6:30. The meeting will be held at Celebrate prior to the Town of Coeburn Christmas Dinner. Sharon Still seconded the motion, which resulted in all Ayes.

Adjournment:

Jeff Kiser made a motion to adjourn the Special Called Meeting. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,

ATTEST: Cathy Sharpe, *Clerk*



Jeffrey G. Kiser, *Mayor*