

Council Minutes
Regular Meeting
October 9, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, the following council members were present: Mike Holbrook, Jeff Kiser, Deventae Mooney and Mike Wright. Sharon Still was absent. Russell A. Mullins – Town Manager and Cathy Sharpe - Clerk/Treasurer were also present. William Sturgill – Town Attorney arrived late.

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 Mike Wright.

Public Expression:

Shannon Isaacs, 104 Chestnut Avenue, stated that he had approached the town on several occasions about the conditions of Chestnut Avenue. He said that the town had made a mess out of his Dad's yard and this was causing his Dad distress. He advised that nothing has been done about the yard or the road. He said he had to have ball joints put on his vehicle because of the holes in the road.

Town Manager, Russell Mullins reported that the paving machine is broke down and that Chestnut Avenue is next on the list to be repaired. Mayor Jeff Kiser asked when the repairs to Chestnut Avenue would be done. Jeff Livingston, Public Works Superintendent replied that these repairs would be completed as soon as the paver was repaired.

Mr. Isaacs then asked when the mess to his father's yard would be taken care of. Mr. Deventae Mooney asked what kind of mess he was referring to. Mr. Isaacs stated that the town had dug up the yard to repair sewer or water lines going to Mr. Buchanan who lives behind the fence next door. He said it was so bad that the yard can't be mowed. Mr. Mooney asked for the address of the location in which the yard needs repaired. Mr. Isaacs said it is 109 Chestnut Avenue.

Mr. Jeff Kiser asked Mr. Livingston what the Town had done at this location to cause the yard damage. Mr. Livingston stated that a water line had been repaired. He said the town plans to repair the yard the same time the repairs to the road are being done.

Mr. Kiser asked that Mr. Isaacs be patient with the town. He said that it looks like the repairs are on the schedule to be done. Mr. Isaacs asked if the pavement berms are still going to be installed to prevent water from going onto his father's property; Mr. Mullins replied that those berms will still be put in.

Mr. Kiser asked that Mr. Isaacs come to the next council meeting in November if the repairs hadn't been completed.

Approval of the Agenda:

Mr. Russell Mullins advised that two items needed to be added to the agenda. Procurement of Phase I Water Meter Replacement Project should go under (g) in new business. The reward for stolen decorations should go under (h) in new business.

Mr. Jeff Kiser made a motion to add to the agenda the procurement of Phase I Water Meter Replacement Project under (g) and the reward for stolen decorations under (h) in new business. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

Reports:

Town Manager

Russell A. Mullins, Town Manager, reported that paving would begin as soon as repairs are made to the paving machine. He stated that the transaxle for the backhoe had been delivered and that the old state truck was running and a flatbed with removable sides had been put on it so the town would be able to haul items to job sites. He said the GMC truck will be down a while longer. He advised that the GMC issues will be discussed later. He reported that the Ford truck will be discussed at the workshop session. He stated that he is waiting on quotes at this time.

Mr. Mullins reported that Chris Mullins and himself had a bid opening for meter replacements. He stated there are two bidders and this will be discussed later in the meeting.

Mr. Russell Mullins reported that some leaks had been repaired and there were three or four more leaks; those will be repaired this week.

Mr. Jeff Kiser asked what the status is on the beaver dam. Jeff Livingston advised that the beaver had not started to build the dam again at this time.

Mr. Kiser stated that he had received an email October 1st from a Mr. Lawson with DEQ concerning drought response plans, pump station capacity, etc. He asked if Mr. Mullins received that email. Mr. Mullins said he had forwarded it to Brian at the treatment plant. Mr. Kiser asked that Mr. Mullins follow up and make sure it had been addressed.

Mr. Mullins reported that on Thursday, November 11, a television group will be at Lays Hardware from 12-1 p.m. and will be filming ATV shots. There will be lunch and a band at Lays. He asked that anyone interested go down to Lays for this event. Mayor Jeff Kiser stated that he had received a call from Mr. Wampler stating that anyone who wanted to come to this event might want to be

there around 11 a.m. instead of 12. Mr. Wampler had told Mr. Kiser that filming will occur rain or shine.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported the town had been working on leak repairs and that paving is being done before cold weather.

Mr. Deventae Mooney asked when winterizing is done at the pool. Mr. Livingston said this occurs the middle of October.

- ii. The Lane Group – Chris Mullins, representative from The Lane Group, stated that the sewer improvements project is on the agenda and that the next step is procurement and that action will be taken for this at tonight's meeting.

He stated that the system wide improvements will be submitted on Friday, October 12, to Virginia Department of Health and Rural Development. This should be approved within two weeks by Rural Development and VDH approval should be within 30 to 60 days. After these approvals the project will be ready for bids.

Mr. Mullins said they are still waiting for approval for Crab Orchard Project.

Mr. Mullins advised that Star Branch Road Project is ready for bids. He stated that Mr. William Sturgill is working on easement document preparation for this project. He said there are around 7 easements and that Jeff Livingston will be helping to obtain those easements. He advised that it should be ready to go out for bid in the next 30 to 45 days.

Mr. Russell Mullins asked if one of the \$150,000.00 grants could be used for the area past the railroad tracks toward Little League Road. Mr. Chris Mullins said that one grant has to be closed first and that this area would be one that should be looked at in the spring.

Mr. Jeff Kiser thanked Mr. Chris Mullins and The Lane Group for the donation to Coeburn Improvement Association for the upcoming pumpkin decorating contest.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$71,491.07 as of October 5, 2018. She reported outstanding checks in the amount of \$47,717.56, accounts payable due in the amount of \$63,539.90 and interim accounts payable in the amount of \$99,917.69. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$39,766.39.

Ms. Sharpe presented meeting minutes for the September 10, 2018 regular meeting and September 24, 2018 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$20,300.56 making the total cash availability -\$19,465.83.

Ms. Sharpe provided copies of the most recent Branch Banking & Trust Company, Shell and Valero commercial credit card account statements. She also included copies of the total cash availability report for all of September as well as through October 5, 2018.

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

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

Deventae Mooney made a motion to accept the September 24, 2018 workshop meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Police Department

Chief Scott Brooks gave the police activity report for the month of September 2018. There were 1427 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.

Mr. Russell Mullins reminded everyone about the Trunk or Treat event scheduled for October 31 which coincides with The Town of Coeburn's Halloween hours. Mr. Mullins said it would be 6-9 p.m. Mr. Jeff Kiser asked that Mr. Mullins make sure about the time for these events.

Attorney Report

William Sturgill, Town Attorney, reported that he is continuing to work on the Town Ordinances. He stated that he would be happy to give any updates and answer any questions or concerns that council may have.

New Business:

- A. Monthly Water Report – Town Manager provided a copy of Virginia Department of Health Office of Drinking Water monthly report for the month of September 2018. Mr. Deventae Mooney asked what the loss rate is at this time. Mr. Mullins stated that it is at 50% total loss which is down from 70% from three to four years ago. Mr. Jeff Kiser asked Mr. Chris Mullins when the water treatment plant portion of the water project will be ready to complete. He specifically wanted to know about the meter that is to be installed at the plant so that the actual water loss will be available. Mr. Mullins replied that it would probably be May of 2019. He also stated that the meter can be installed as one of the first items of

- business for the plant while the rest of the improvements are being completed. Mr. Kiser advised that the meter should be one of the first things to occur with the water project.
- B. Review of Engineering Procurement by Office of Drinking Water – After a review of the procurement/contract information it was found that the professional services procurement procedure/contract was acceptable.
 - C. Force Account Review for Water Meter Replacement – VDH gave permission for the Town of Coeburn to replace and install approximately 500 water meters and associated appurtenances, including about 40 meter box installations. Mr. Chris Mullins said the town would have to be aggressive in installing these meters.
 - D. Quote for PRV for Timberville – This quote is from Consolidated Pipe in the amount of \$6,830.12. Mr. Russell Mullins said this would eliminate all the pressure in the Timberville area of town. Mayor Jeff Kiser asked what other costs would have to be incurred besides the PRV for this location. Mr. Jeff Livingston stated that there would be fittings, a box, etc. Mr. Mullins advised that approximately \$1500.00 could be saved by doing some of the work in house. Mike Wright asked how much annual costs Timberville has been to the town. Mr. Mullins stated that in the last few months it has already costs \$1500.00. Jeff Kiser advised that the work needs to be done as soon as feasible. Deventae Mooney made a motion to approve the cost of \$6830.12 from Consolidated Pipe. Mike Wright seconded the motion, which resulted in all Ayes.
 - E. VML flood coverage – The water treatment plant, garage and sewer lift station are not covered under general liability because those areas are considered high risk for flooding.
 - F. Committee to review Engineering Procurement for Banner Sewer Project – Mike Holbrook made a motion for the mayor and town manager to serve on the committee to review engineering for Banner Sewer Project. Mike Wright seconded the motion, which resulted in all Ayes.
 - G. Procurement of Phase I Water Meter Replacement Project – Mr. Russell Mullins stated that there have been two bidders for this project. Consolidated Pipe came in a lot lower than the other bidder. Mr. Chris Mullins stated that there had been hopes of getting 488 new meters and now that all the numbers are in there will actually be 651 meters installed. Mr. Chris Mullins made a recommendation to council to accept the bid of \$14,831.50. Mike Wright made a motion to accept Consolidated Pipe's bid of \$14,831.50 for meter replacement materials. Deventae Mooney seconded the motion, which resulted in all Ayes.
 - H. Reward of \$500 for Arrest and Conviction of Stolen Fall Decorations – Mr. Jeff Kiser reported that decorations had been stolen and vandalism had been done at the Route 72 Cranes Nest area Welcome to Coeburn sign.. Mr. Kiser made a motion that a \$500 reward for information leading to the arrest and convictions for vandalism and theft of Fall decorations. Mike Wright seconded the motion, which resulted in all Ayes.

Old Business:

There was no old business to discuss.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss Town of Coeburn personnel. Mike Holbrook 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 stated that everyone is doing a good job. He wished Jeff Livingston good luck in getting the water meters installed. He told Scott Brooks he is looking forward to hearing from him that the person responsible for the vandalism and theft is apprehended.

Deventae Mooney – Mr. Mooney reported that the band won first place in every division at the Lonesome Pine Band Festival over the weekend. He reminded everyone that the fire department is having their ATV poker run / ride on Saturday, October 13 and Eastside will be hosting the youth football super bowl; 9 and 10 year olds will be playing. Mr. Mooney stated he will have a meeting in Charlottesville and will not be able to attend the next council meeting October 22, 2018.

Mike Wright – Mr. Wright said the town is beautiful and we have had a lot of volunteers. He was sorry to hear about the vandalism. He hopes they are caught. He stated that Halloween and Christmas is coming up.

Jeff Kiser – Mr. Kiser stated that there is a flock of pink flamingos running around town. When they are found in your front yard there is a \$10 fee to get them removed, \$15 if you want to designate where they go to next time, and \$20 for insurance that they don't come back. This is benefiting the Eastside High School Football Team.

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
Workshop Meeting
October 22, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

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

Call to Order:

Mayor Jeff Kiser called the meeting to order. Mr. Deventae Mooney gave the invocation. The group remained standing for the Pledge of Allegiance led by Jeff Kiser.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to approve the agenda as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

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

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

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

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

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

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

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

Treasurer:

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

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

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

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

Police Department

Chief Scott Brooks arrived late but had nothing to report.

Fire Department

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

Attorney Report

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

New Business:

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

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss performance of Town of Coeburn personnel, specifically public works and §2.2-3711 (A.7) to consult with legal counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Cathy Sharpe, Clerk/Treasurer, read the "Certification of Closed Meeting," which is attached to these minutes and made a part hereof. A roll call vote certifying that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

There was no action resulting from closed session.

Council Comments and Concerns:

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

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

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

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

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

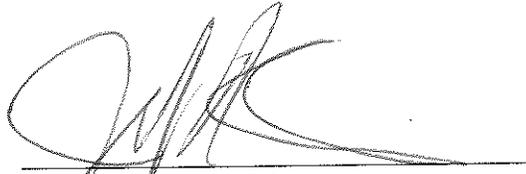
Because of upcoming holidays council decided to have only one meeting in November and December. The November meeting will be on November 19th, and the December meeting will be on December 10th.

Adjournment:

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

Respectfully Submitted,

Attest: Cathy Sharpe, *Clerk*



Jeffrey G. Kiser, Mayor