

Council Minutes
Special Called Meeting
April 22, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, the following members of council were present: Mike Holbrook, Jeff Kiser, Deventae Mooney and Mike Wright. Cathy Sharpe – Clerk/Treasurer and William Sturgill – Town Attorney were also present. Interim Town Manager – Charles McConnell was absent. Sharon Still arrived late and was in attendance for 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. Jimmy Williams.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Deventae Mooney made a motion to add Eastside FCCLA donation request as item (h) under new business. Jeff Kiser seconded the motion, which resulted in all Ayes.

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

Reports:

Town Manager

Interim Town Manager was not present for the meeting but he included a manager's report in the council packets. There were no comments on the report.

Public Works

Jeff Livingston, Public Works Superintendent, reported that sewer lines have been repaired on Valleyview and at the ABC Baseball Field. He advised that sewer and water taps and all other repairs have been completed on Lamar Avenue except for paving.

Mr. Deventae Mooney asked when paving would begin. Mr. Livingston stated that the Asphalt Plant hasn't begun to make asphalt. He advised that he has been calling the plant every other day to determine when they will begin making the asphalt. Mr. Mooney reported that High Street needs to be on the list when paving begins.

Ms. Sharon Still asked if the water line had been done on Lamar Avenue (off of Chalet). Mr. Livingston advised that new sewer and water lines have been installed along with some taps at 709 and 203. That area will be completed once paving is done.

Mr. Jeff Kiser asked what progress has been made with the truck that has the engine problem. Mr. Livingston advised that Superior Trucking is looking at it and thinks it could be a crank sensor that is causing the issue.

Ms. Still asked if a letter has been drafted to give to residents that are having their meters replaced. Mr. Livingston advised that these were being left at the doors.

Mr. Mooney asked if the water being turned off and repaired on Chalet Drive was planned. Mr. Livingston stated that he had told the office that the water was being repaired and if they received calls to let customers know. Mr. Livingston advised that moving forward residents will be given a couple days of notice before water is turned off.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$186,049.17 as of April 19, 2019. She reported outstanding checks in the amount of \$145,860.42, accounts payable due in the amount of \$4,947.89 and interim accounts payable in the amount of \$136,766.83. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$35,340.86.

Ms. Sharpe stated that the April 8, 2019 regular meeting minutes and April 13, 2019 special called meeting minutes would be distributed with the May 13, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$2,960.92 and today's deposit was \$6,389.80 making the total cash availability \$44,691.58.

Mr. Deventae Mooney asked Ms. Sharpe where the town is with the audits. Ms. Sharpe advised that the FY 17/18 bank reconciliations are completed. She stated that the auditor has been at town hall working on FY 15/16 audit.

Police Department

Assistant Chief Jimmy Williams, asked council's permission to advertise for a position at the police department. Mr. Jeff Kiser asked if the position was for Jimmy William's job that will be vacant when he becomes Town Manager. Mr. Mike Wright asked if there will be a promotion from within or look for someone outside the police department. Mr. Williams stated that he had not gotten a straight answer as to how this will be handled. Ms. Sharon Still asked what the

plans to advertise will be. Mr. Williams replied that advertisement will be via Police Department Facebook page, Coalfield Progress and Town of Coeburn Facebook page. Ms. Still and Mr. Kiser advised that it can be posted on VML and VEC also. Mr. Kiser said the pay scale should be listed as “to be determined.”

Fire Department

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

Attorney Report

William Sturgill, Town Attorney, reported that he had prepared the resolution to be discussed as item (f) under new business. This resolution is to change out the town managers as signatories for the town bank accounts.

New Business:

- A. Crab Orchard and Beech Ave. Waterline Project - Mr. Jeff Kiser advised that Mr. Chris Mullins reported the bid was off by \$80,000.00 and has gone back to the health department to see if the request can be redone to meet the additional funding.
- B. Powerstown Trailer Park Hookup to Sheffield Sewer Line - Mr. Kiser reported that this hookup was more toward Sheffield than Powerstown. He stated that an individual has a trailer park which has twelve spaces. He advised that there are five mobile homes located at the park at this time. He said that Steve McElroy from The Lane Group is going to get more information as to where exactly the sewer line is located and what would be required to hook the trailer court to the sewer system.
- C. Status of Coeburn Boards and Commissions - Mr. Jeff Kiser asked that the new town manager prepare a list of the exact people who are on the boards and bring it back to council with openings that are available. Resumes will then be taken for those who want to serve on these boards.
- D. New American Legion Post Request to Locate Near Cemetery - Mr. Kiser stated that there is a vacant plot of land that is adjacent to the cemetery. An individual wants to donate that property for a new American Legion Post. Mr. Kiser advised that zoning needs to be determined for the lot as to what can be done there, if it is residential or not and this should be known by next council meeting. Council thinks this would be a great thing to happen.
- E. Jim Kiser Request Approval to Open New Business Along the 4-Lane – Mayor Jeff Kiser stated that Mr. Jim Kiser wants to put in a propane and automobile sales along the 4-lane. Mayor Kiser advised that if the zoning is already in place for commercial, council would not need to take any further action.

- F. New Town Manger Access to Town's Banking Accounts - Resolution 19-011 - Town Attorney, Mr. William Sturgill, presented Resolution 19-011 in which Town Council wishes to remove Drew Mullins from all Town of Coeburn's bank accounts as he has resigned from his position as Town Manager and is no longer employed in any capacity with the Town of Coeburn. The Resolution states that on April 13, 2019 at a special called meeting the town touncil voted to hire Mr. Jimmy Williams as the new town manager for the town. The Resolution resolves that former town manager, Drew Mullins is removed from all the Town of Coeburn's bank accounts and shall be replaced on the accounts by new town manager, Jimmy Williams. It was further resolved that the approved signatories for the currently existing bank accounts of the Town of Coeburn be modified to reflect the following authorized individuals to sign or endorse checks on the town's behalf or to otherwise act as authorized agents for the accounts:

Jeffrey Kiser, Mayor
Sharon Still, Vice-Mayor
Jimmy Williams, Town Manager
Michael Holbrook, Council Member
Cathy Sharpe, Clerk/Treasurer

Jeff Kiser made a motion to approve Resolution 19-011 changing the bank account signatories. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

- G. Other – There were no other additions to new business.
- H. Eastside FCCLA Donation - Mr. Deventae Mooney passed out a letter from Allison Sutherland who is the sponsor of the FCCLA at Eastside. He stated that there are six individuals that won a state competition at the beginning of the month and they need \$13,000.00 to be able to go to nationals at the end of June. The nationals will be held in California. He advised that they will accept any type of donation. Mr. Mike Holbrook stated that he will bring this to the Kiwanis Club's attention during their next meeting. Ms. Sharon Still advised that she would love to be able to donate from the town for any amount. Mr. Jeff Kiser advised that the town should not donate at this time. Mr. Mooney asked that department heads check their numbers and see if they have any extra funds to donate. He stated that this would be appreciated.

Old Business:

- A. Budget - Jeff Kiser reminded everyone that a special called budget meeting will be held April 27, 2019 at 11:00 a.m. at town hall.
- B. VRA Reserved Fund - Jeff Kiser stated that this goes back to the last council meeting; the town was notified that the town was required under agreements for the Sheffield Sewer Project and the Downtown Water Project to set up a reserve account. He stated that it has been discovered that when the town receives deposits for water accounts those deposits go into an escrow account. When those people leave the town and have their services turned off those refunds have been coming out of the general fund. Ms. Sharpe stated that

\$21,470.84 is in the escrow account and should have been transferred back into the general fund. Mr. Kiser made a motion to open a new account with Miner's Exchange Bank for the VRA reserve fund authorizing the same signatories as with the town's other currently existing bank accounts and that this additional money that is in the deposit account be transferred into that reserved fund. Mike Wright seconded the motion. Ms. Still stated that \$707.20 is the additional amount that will have to be deposited into the VRA account to meet the requirements. Sharon Still asked if it could be an interest bearing account. Mr. Kiser advised that it could be; he stated that a letter along with tonight's minutes will be required to open the account. The motion resulted in all Ayes.

C. Other – There were no other additions to 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 specifically the police department 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, 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 the closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook thanked fellow council members and all the employees; he stated that all their work and dedication is appreciated. He told Jimmy Williams that he has thought about his vote on Saturday because he realized that agreeing to hire him as Town Manager was technically ending his law enforcement career. He stated that he had known Mr. Williams as a police officer for thirty plus years and said he was one of the officers that other agencies relied on no matter if he was at Appalachia, Sheriff's Office, Norton or here in Coeburn. Mr. Holbrook told him that he will be very much missed; he told Mr. Williams that his dedication and work ethic is very much appreciated and that he was always a good role model. Mr. Williams time and expertise as a police officer is going to be missed but on the other hand congratulations for coming over to the other side with him (Mr. Holbrook).

Deventae Mooney - Mr. Mooney thanked his fellow council members for all their hard work. He said that during the months of April, May, June and the beginning of July there seems to be lots of meetings but council does it because they care about the town. He said he echoed what Mr. Holbrook said. He congratulated Jimmy Williams and has full confidence that he will come in on May 1st and accomplish what council has hired him to do. He said kudos to Jimmy and best of luck.

Sharon Still – Ms. Still said, “everything they said.” She said she can reiterate it all and say it all over. She thanked public works for their daily grind and everything that they do, for the hours they put in. She appreciates council for the work they do behind the scenes. She thanked Mr. Sturgill for the diligence and work that he does. She welcomed Mr. Williams to the club which is Town of Coeburn.

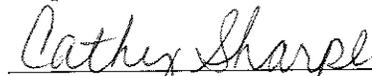
Mike Wright – Mr. Wright said he is thankful to every department that contributes so much to the town. He said he tells everyone that Jimmy is “lieutenant” Williams and asked Jimmy to forgive him for that, but he would recognize him as town manager. He told Mr. Williams that he thought he was going to help make a difference. He said there are still things that need to be done in the town but those are being worked on. He is thankful to council; he sees wisdom from a lot of different people in council and he really appreciates that. He told Mr. Sturgill that he had known him forever and that he was like his own. He appreciates everyone at the meeting.

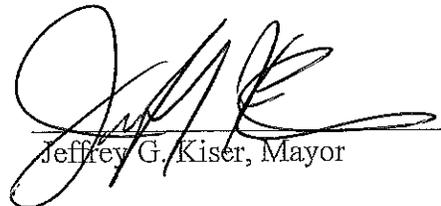
Jeff Kiser – Mr. Kiser said that he was calling Mr. Williams the Assistant Chief of Police for the last time and saying hello to Mr. Town Manager Williams for the first time. He said when council appointed Mr. Williams to the Town Manager position he sent a text to his boss and told him that he knew he would be a huge loss to the police department but as large as that loss is to the police department, Mr. Kiser thinks that it is much more of a positive and more for him to come into the position as town manager. He feels like he will do an excellent job and the reaction he is getting from everyone he has spoken to is that they feel the same way. He thanked Mr. Williams in advance for everything that he is going to do and everything he has done in the past for the Town of Coeburn. He thanked public works and everyone at town hall for all they do. He told Mr. Sturgill that his grandfather pulled him out of a mess at Clinch Valley College and that he graduated because of him. He thanked Mr. Sturgill for his grandfather.

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
April 27, 2019 – 11:00 a.m. – 403 Second Street NE, Coeburn, VA

A budget workshop meeting was held Saturday, April 27, 2019 to discuss the proposed FY20 budget.

Attendees:

Upon roll call all members of Council were present. Cathy Sharpe – Clerk/Treasurer and Interim Town Manager Charles McConnell were also present

Also present were Jimmy Williams, Police Department representative, and Art Mead. Police Chief Scott Brooks and Public Works Supervisor Jeff Livingston were also present for part of the meeting.

Call to Order:

Mayor Jeff Kiser 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 expenditures. The Treasurer answered any questions that council and Mr. Mead had regarding specific expenses. Council agreed to amend certain line items.

Recess:

Mayor Jeff Kiser called the meeting back to order after recess.

After the rest of the budget line items were discussed Interim Town Manager Charles McConnell advised that council had made a great choice by appointing Jimmy Williams as the new Town Manager. He suggested that Mr. Williams get to know other surrounding Town Managers and ask for help wherever he can get it. Mr. McConnell also suggested that a meeting be held with EDA, CIA, Lays, Planning Commission, Kiwanis Club and any other organizations that would have interests in Coeburn being better; this meeting would be to give guidance as to what can be done for the town.

Mr. McConnell advised that the town's website needs to be updated. He stated that everyone is so busy that it is hard to take time to keep the information on the website current.

Mr. McConnell voiced his concerns about the Coeburn Police Department. He advised that officers are working that don't have the training that they should have. He stated that it is hard to keep part time workers and that police officers are underpaid and not just in Coeburn but everywhere.

Mr. McConnell stated that Ms. Sharon Still and Mr. Deventae Mooney were doing an awesome thing by volunteering to manage the swimming pool. He hopes that the example they are setting rubs off and people do things like this everywhere. Mr. McConnell said if he has helped a little bit by being Interim Town Manager it makes him feel good because he loves the Town of Coeburn. He thanked everyone for the hard work they have done to make the town what it is today.

A budget workshop meeting was scheduled for Thursday May 9, 2019 at 1:00 p.m. at town hall to further discuss expenditures.

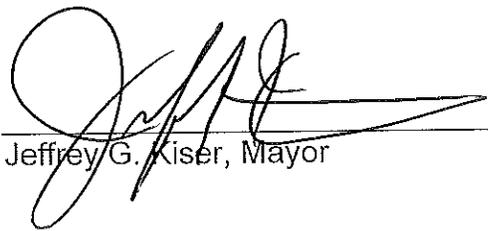
Adjournment:

Mr. Jeff Kiser adjourned the budget workshop meeting.

Respectfully Submitted,



ATTEST: Cathy Sharpe, Clerk



Jeffrey G. Kiser, Mayor