

Council Minutes
Regular Meeting
April 8, 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 and William Sturgill – Town Attorney were also present. Interim Town Manager, Charles McConnell, was absent.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Reverend Carrol Childress, Midway Church, gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Ronald Porter.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Ms. Sharon Still made a motion to add (F) – VFW Signs - under new business. She also made a motion to add Resolution 19-010 honoring the One Act Play Group to before reports. Mr. Mike Wright seconded the motion, which resulted in all Ayes.

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

Resolution 19-010 honoring the One Act Play Group for their five time straight State Championship - The Eastside High School One Act Play participants have achieved an outstanding accomplishment by earning the title of State Champions in the One Act Play by winning a State Competition. The Town Council of the Town of Coeburn acknowledges the outstanding performance of the Eastside High School One Act Play participants and is proud of the fine manner in which they represented their school, the area and the Town of Coeburn. The Town Council of Coeburn wishes continued success for the Eastside One Act Play participants and coaches. The town wishes to recognize the five time State Champions who had five consecutive state titles in the One Act Play State Competition. The Town Council of the Town of Coeburn wishes a copy of Resolution 19-010 to be presented to the Eastside High School One Act Play participants and their coaches.

Mr. Deventae Mooney made a motion to approve Resolution 19-010 honoring the Eastside High School One Act Team for their five time State Championship. Mr. Mike Wright seconded the motion. A roll call vote resulted in all Ayes.

Reports:

Town Manager

Interim Town Manager, Charles McConnell did not attend the meeting. Mayor Jeff Kiser advised that there was no report from Mr. McConnell but everything is on the agenda for tonight's meeting.

Public Works

Jeff Livingston, Public Works Superintendent reported that a leak has been repaired on Porter Road. He advised that the bathrooms at the track have been repaired. The tractor brakes have been repaired as well. Mr. Livingston reported that a leak at Bondtown has been fixed and 128 meters have been replaced. He advised that about 200 meters still need to be replaced. He said he would have to get the meters read before he can install anymore. Mr. Chris Mullins, representative from The Lane Group, asked when Mr. Livingston thought he could have those meters replaced. Mr. Livingston stated that he should have them installed around the first of June.

Council stressed that notices need to be put on doors letting customers know that wipes should not be put into the sewer. Mr. Jeff Kiser also advised that a note will be put on the water bills as well. He reminded Mr. Livingston that notes should be put on doors when the meter is being changed out.

The Lane Group

Mr. Chris Mullins, from The Lane Group reported that the grant submission to the Virginia Department of Health for \$15,000.00 for the Water System Asset Management was submitted on time; they are waiting for a response. He advised that bidding has been done for Star Branch Road, Crab Orchard and Beech Avenue Projects. Star Branch Road came in with an allowable budget and Mr. Mullins would like to recommend that Town Council move to allow Mr. Chris Mullins to issue notice of award to McFall Excavating from Clintwood. The bid was in the amount of \$86,095.00 which would be for Star Branch Road Water System Extension.

Mr. Mike Holbrook made a motion to allow Mr. Chris Mullins to issue a notice of award to McFall Excavating for the bid of \$86,095.00 for Star Branch Road excavating. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. Mullins reported that Crab Orchard and Beech Avenue bidding was over budget with the lowest bid being McFall Excavating with a bid of \$200,469.00. Mr. Mullins asked that council approve a request to Virginia Department of Health for an additional \$80,000.00. Sharon Still made a motion to request an additional \$80,000.00 in grant funding for Crab Orchard and Beech Avenue Project. Jeff Kiser seconded the motion, which resulted in all Ayes.

Mr. Mullins reported that he and Town Attorney, Will Sturgill are working on getting the remaining easements completed for the Large Water Project and Sewer Project while the town is waiting on completed audits.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$115,988.46 as of 4/5/2019. She reported outstanding checks in the amount of \$65,894.55, accounts payable due in the amount of \$7,611.03 and interim accounts payable in the amount of \$91,876.76. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$ 42,482.88.

Ms. Sharpe presented meeting minutes for the March 11, 2019 regular meeting and March 16, 2019 budget workshop meeting and March 25, 2019 special called meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$12,434.11 and today's deposit was \$8,775.52 making the total cash availability \$63,692.51.

Sharon Still made a motion to approve the accounts payable due as presented. Mike Wright 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.

Deventae Mooney made a motion to accept the March 11, 2019 regular meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Mike Wright made a motion to accept the March 16, 2019 budget workshop meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes. Mayor Jeff Kiser abstained.

Sharon Still made a motion to accept the March 25, 2019 special called meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Jeff Kiser asked for an update on the progress of the bank reconciliations and audits. Ms. Sharpe reported that she is working on April 2018 bank reconciliation. She stated that Bostic/Tucker will be starting FY16 on April 10th and PC Sturgill is working on FY17's financial report (pre-audit). Mr. Kiser thanked Ms. Sharpe for all the diligent work she has put into getting these reports completed.

Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of March 2019. There were 1,672 events that took place during the month. He gave a summary of these events. Ms. Still asked if the officers assist in unlocking doors when a citizen locks them in the vehicle. Mr. Williams stated that they do. Ms. Still asked what would happen if the lock or vehicle were damaged while unlocking the door. Mr. Williams said the person has to sign a liability release form before the officer will attempt to unlock the vehicle door.

Fire Department

There was no representative from the fire department present. Ms. Still reminded everyone that the approval of fire department officers needs to be approved. It was supposed to be done during this meeting. Ms. Still asked that it be put on the agenda for May 13th regular meeting.

Attorney Report

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

New Business:

- A. Guest River Rally Entertainer Request – A letter was presented on behalf of A.J. Ghent. The letter was written by Beverly Harris. She asked that Mr. Ghent be considered to perform at the 2019 Guest River Rally. Jeff Kiser asked that this letter be forwarded to the CIA.
- B. Guest River Meeting and Cleanup – This was for informational purposes. The cleanup for Guest River Gorge Trail will be held April 18, 2019. In case of rain, the cleanup will be held the following week on Wednesday, April 24, 2019.
- C. Clinch Powell Stormwater/Wastewater Studies to Support Local Community Funding – This letter was for informational purposes. This is to let everyone know that a meeting is scheduled on either April 29th or 30th at the Cumberland Plateau Planning District Commission office in Lebanon to discuss an on-going effort to complete updated studies on the stormwater and wastewater needs of local communities in the Clinch and Powell River watersheds. Mike Holbrook advised that he and/or Mr. Charles McConnell will try to attend this meeting.
- D. VRA Reserve Fund – Mr. Chris Mullins reported that the last two major projects that the town has taken on which would be the Downtown Water and Downtown Sewer Projects had an agreement with VRA to have a reserve fund that had one year's worth of payments. He stated that the town did not do this; therefore, all the town can do at this point is establish an account and move forward. Mr. Kiser stated that the amount that needs to be deposited is \$22,178.04. He advised that this goes back to 2011 or 2012. Somehow this fell through the cracks and was not done. He asked that the town be very proactive in setting up the account. Ms. Still asked Ms. Sharpe to explain the extra money that appears to be in the Escrow Account. Ms. Sharpe stated that the Escrow Account is for meter deposits. The town is required to have an account specifically for meter deposits. She explained that when a customer leaves the deposits are refunded out of the Combined Account and then should be reimbursed by the Escrow Account. This has not been done which means the Escrow Account has continuously been building. Mr. Kiser asked that Mr. Sturgill, Mr. McConnell and Ms. Sharpe get together and discuss the possibility of moving these extra funds into a VRA Reserve Account.

- E. DHCD Final Compliance Review Meeting – This letter confirms the scheduling of the upcoming Final Compliance Review for the Town of Coeburn’s Community Development Block Grant (CDBG). The review is scheduled for April 11, 2019 at 9:00 a.m.
- F. VFW Signs – The Coeburn VFW would like to install four signs at the entrances on 58 on both ends and on 72 where the town signs are. VFW will provide the signs if the town will put them up. The signs are to recognize the VFW Post in Coeburn. The signs measure 18”x24”. Sharon Still made a motion to have VFW present the town with signs and to have public works put them up in compliance to VDOT. Jeff Kiser seconded the motion, which resulted in all Ayes.

Old Business:

- A. Budget – Mr. Kiser advised that a budget meeting will be held at town hall on April 11 from 1 p.m. until 4 p.m. This will not be an open meeting. Deventae Mooney asked if the meeting for April 27th to discuss the budget is still scheduled. Mr. Kiser said that the meeting is still scheduled.

Recess:

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. Sharon Still seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Cathy Shape, 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 taken from the closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook thanked the employees for all their hard work and dedication and all that they get done; things that they accomplish that council doesn’t know about. He appreciates the efforts and pride that they take in their work. He said it sounds like hard work from the Treasurer has paid off and the audits are getting close to being completed. He advised that the Interim Town Manager, Mr. Charles McConnell, has been doing a good job. He also thanked his fellow council members.

Deventae Mooney – Mr. Mooney said he would like to say thank you to all the employees for what they do each and every day. He stated that since the last meeting the town has two more groups of State Champions. The Forensics Team won a State Competition and for the first time in a while

the Eastside FCCLA Parliamentary Procedure Team won gold and trophy at the State Competition over the weekend and they have been invited to attend the National Competition in Anaheim California this summer. Mr. Mooney advised that he will be attending those Nationals. He stated that he is going to get with Mr. Sturgill to prepare Resolutions for these teams.

Sharon Still – Ms. Still said that she thanks everyone and that the other council members have said all that she needs to say.

Mike Wright – Mr. Wright appreciates all the good news that he has heard tonight, State Champion this and State Champion that. For one of the smallest towns in Southwest Virginia, this was an amazing feat and almost unheard of. He said his house is not on fire, feels safe when he lays down at night and still has water. He appreciates everyone.

Jeff Kiser – Mr. Kiser said thanks for all the hard work from everyone. He stated that Eastside High School is full of State Champs and it is a fabulous thing to happen.

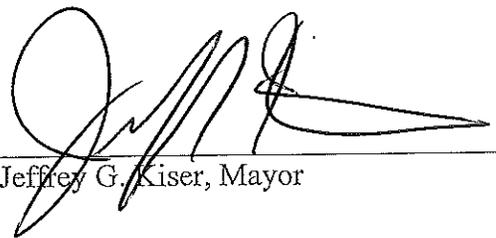
Adjournment:

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