

Council Minutes
Regular Meeting
April 9, 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. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by the VFW Post.

Public Expression:

Tommy Fannon with the VFW in Coeburn announced that there will be a Loyalty Day Parade on April 29, 2018. Mr. Fannon stated that the parade has gotten so big that he thought the town needed to be made aware. He asked that flags be put up on the streets for the event and that the date be put on the marquee sign. He invited council to come walk in the parade. He also asked that the date be put on the Town's Facebook page. The parade will start at Red Oak Trading Company and follow the Christmas parade route.

Public expression was closed.

Approval of the Agenda:

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

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that the majority of what was in the packets was budget related. He stated that going forward there is concern with the general fund. He advised that this is due to an increase in costs. Old Dominion has a rate increase as well as an increase in consumption. VRS member contribution has decreased a small amount but health insurance has increased this year. The main concern that Mr. Mullins has are items that cannot be controlled such as business license, meals tax, tobacco tax and coal severance funds.

Mr. Mullins advised that a line and fire hydrant need to be replaced on Alfred Street. He said the cost to replace the water line with 6" water line would be \$4299.60 and to replace using 2" water line would be \$1652.40. Mr. Jeff Livingston – Public Works Superintendent, advised that he

would get an estimate for the fire hydrant. Mr. Mullins advised that a new hydrant at this location would provide better fire coverage and could potentially lower home owner insurance.

Mayor Jeff Kiser asked Jeff Livingston if all the major water meters had been replaced to which he replied that they had. Mr. Kiser asked if the report council receives in May will reflect the actual gallons used on the new meters for those customers that had meters that did not work. Mr. Livingston replied yes to this as well.

- a. Public Works – Jeff Livingston, Public Works Superintendent, stated that meters for Camp 18, Flatwoods Job Corps. and Coeburn Middle School have been installed. He said the park sign had been put back up and a light has been changed out on Front Street following a car accident in which the light was knocked down. He stated that a sewer line had been unstopped at the Valero gas station and a water line in Maytown had been repaired. He stated that the loss rate is down to 20%. Mr. Livingston advised that public works will be flushing water lines on April 17, 2018.
- b. The Lane Group – There was no representative from The Lane Group present.

Treasurer:

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$91,459.87 as of April 6, 2018. She reported outstanding checks in the amount of \$63,821.19, accounts payable due in the amount of \$79,488.19 and interim accounts payable in the amount of \$49,250.56. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$51,849.51.

Ms. Sharpe presented meeting minutes for the March 12, 2018 regular meeting, and March 26, 2018, workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$21,689.38 making the total cash availability -\$30,160.13.

Town Manager, Mr. Russell A. Mullins reminded council that there is a freeze on spending.

Mike Wright asked if CNW Regional Wastewater invoices were up to date; Mr. Mullins and Ms. Sharpe stated that they are current.

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

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

Sharon Still made a motion to accept the March 12, 2018 regular meeting minutes as presented. Mike Wright seconded the motion. Deventae Mooney advised that on the motion to go into closed session, Mr. Dell should have been Mr. Bell. Deventae Mooney made a motion to accept the

March 12, 2018 regular meeting minutes with the correction. Sharon Still seconded the motion, which resulted in all ayes.

Sharon Still made a motion to accept the March 26, 2018 workshop meeting minutes as presented. Deventae Mooney seconded that motion, which resulted in all Ayes.

Police Department

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

Fire Department

Cliff Hawkins, Chief, gave the monthly activity report for the month of March 2018. He reported there were 16 total calls, 141.5 total man hours for calls, 106 total personnel responding, 142 training hours and 3 assist calls. Mr. Hawkins reminded everyone that the 3 2 1 day was rescheduled for April 21, 2018 and the burn ban is in effect until May. He reminded everyone that on April 14, 2018 beginning at 9:00 a.m., there will be a boater safety course at the Depot. Mr. Hawkins wanted to say that the fire department is extremely proud of the Eastside High students for winning several state championships in the past few weeks and months.

Deventae Mooney thanked the fire department for doing the escort for the forensics team. He also stated that he was proud of the Coeburn Fire Department for showing their respect at the funeral of a fire fighter, assistant chief at Sandy Ridge Fire Department, who passed away.

Town Manager, Mr. Russell A. Mullins stated that he needs council's formal permission to send a letter to the county to do a boundary adjustment.

Sharon Still made a motion to add boundary adjustment for Lynncrest under item (b) in old business.

Mr. Mike Wright seconded the motion which resulted in all Ayes.

Attorney Report

William Sturgill, Town Attorney, advised that the resolution for the forensics team was completed and that both individual and team accomplishments were included under this resolution.

Mayor Jeff Kiser suggested that this resolution be put on the May 14, 2018 meeting.

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 March 2018.
- B. VRS Rate Election – Town Manager, Mr. Russell A. Mullins advised that the current VRS rate is 3.98% and recommended 3.77%. He stated that this is not an additional cost. Mr.

Mullins said he would have more information for Council for the May 14, 2018 regular meeting.

- C. Wise County Chamber of Commerce – Mr. Mullins asked if the town should continue to be a member of the Chamber of Commerce. Mike Wright asked what the cost is to be a member. Mr. Mullins replied \$1069.50 per year. Deventae Mooney questioned what the benefits were to being a member. Mr. Mullins said that it is a good way to promote Wise County businesses as a whole. He said being a voice within the business community itself is a benefit. He stated that the town is a government as well as a business. Mayor Jeff Kiser advised that the town should continue being a member of the Chamber of Commerce. He stated it is part of the community and part of Wise County. He said the benefits are numerous; it is a great way to network with other towns and businesses within the community. The more you are involved with your community the better off you are.
- D. Virginia Employment Commission Worker's Compensation Insurance – Mr. Mullins advised that worker's compensation insurance decreased. It dropped to .63% and is reflected in the budget that council was provided.

Old Business:

- A. Budget – Mr. Mullins stated that he is keeping the budget under old business in case council has any questions or concerns or want to talk about specific areas of the budget. Mayor Jeff Kiser reminded everyone that April 23, 2018 workshop agenda will be budget in detail. The meeting will convene at 5:00 p.m.
- B. Boundary Adjustment – Mr. Mullins explained that this adjustment would be for Lynncrest adding garbage service, replacing water and sewer lines and repaving the road in that area. Mr. Deventae Mooney asked if the town should go ahead and do a boundary adjustment for other areas such as Chalet Drive as well. Mr. Mullins said it is up to Council as to what needs to be put in the letter to the county. Mayor Jeff Kiser advised that there is really no downside for someone to come into the town. Water rates and sewer rates would go down to compensate for the addition of adding town taxes. It benefits the town by bringing revenue to the general fund instead of the utility fund. He stated that is one area that the town needs to look at and suggested that others be discussed before sending a letter to the county. Mr. Mullins thought it would be a good idea to form a small committee to discuss what areas to look at. Mr. Mike Holbrook asked what the next step would be to get the boundary adjustments completed. Mr. Mullins said the matter would go to the board of supervisors to make the determination. Town Attorney, Will Sturgill agreed this would be the next step. Mr. Mullins said the town maps would have to be updated as well. Mr. Deventae Mooney asked if there would have to be a public hearing to which Mr. Sturgill said he would check to see if that had to be done. Mr. Mooney suggested that this be put on the agenda for May 14, 2018. Council agreed.

Closed Session:

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.1) to discuss salaries and performance of Town of Coeburn personnel and (A.8) to discuss specific legal matters. Mr. Deventae Mooney seconded that motion, which resulted in all Ayes.

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

There was no further action resulting from closed session.

Council Comments and Concerns:

Deventae Mooney reminded everyone that next week is town cleanup, and Down Syndrome Day is on Saturday, April 14, 2018.

Sharon Still thanked public works, office employees, town attorney, fire department and police department for the work they do for the town. She reminded everyone that 3 2 1 is Saturday, April 21, 2018. She thanked CMS art class and Ms. Wright for the sign at the park.

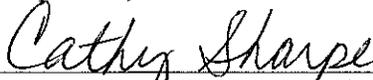
Mike Wright said he is looking forward to the 3 2 1 Day next Saturday. He thanked his wife and kids who helped do the sign for the park. He stated he is thankful for all the good things going on in the community.

Jeff Kiser reminded everyone not to forget 3 2 1 Day coming up. He advised that the workshop meeting on April 23, 2018 starts at 5:00 p.m. instead of 6:30 p.m. and the agenda will be the budget in detail. He thanked Ms. Wright for the sign in the park. He also thanked all the departments for all their hard work.

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
Workshop Meeting
April 23, 2018 – 5:00 p.m. – 502 Front Street E, Coeburn, VA

A budget review workshop meeting was held Monday, April 23, 2018, to review the FY18 budget numbers.

Attendees:

Upon roll call, all members of Council were present. Russell A. Mullins – Town Manager, Cathy Sharpe - Clerk/Treasurer, Scott Brooks – Chief of Police, Jeff Livingston – Public Works Superintendent, and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Reverend Steve Baker, Coeburn Presbyterian Church, gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Harold Meade.

Public Expression:

Mr. Harold Meade asked what was going to be done with the water line on Alfred Street. Mr. Russell A. Mullins – Town Manager, stated that he and Mr. Jeff Livingston – Public Works Superintendent, had gotten an estimate for around \$6800.00 to replace the lines and put in a new hydrant. This would include \$4300.00 for the water line and another \$2500.00 for the fire hydrant.

Mr. Deventae Mooney asked if Cliff Hawkins, Fire Chief, had any input on the type of fire hydrant to be installed. Mr. Hawkins advised that the best location for the hydrant would be where it is presently located. Public expression was closed.

Approval of the Agenda:

Jeff Kiser stated that the only item on the agenda was to go over the proposed budget for fiscal year 2018-2019. He asked if it was okay with members of council to go over each line item one by one and make appropriate changes as was done in the past, to which all agreed.

Business:

FY2018 Proposed Budget Review – Before beginning the line by line discussion, Mr. Russell A. Mullins presented actuals for fiscal years 16, 17 and 18. Mr. Mullins noted that there are some concerns on the revenue side including real estate taxes, personal property taxes and motor vehicle licenses. He also showed some concerns with business license revenue. Mr. Mullins advised that he is not optimistic with the general fund.

Mayor Jeff Kiser asked if there would be any increases in real estate and personal property taxes in the proposed budget. Mr. Mullins replied that there would not be any increases in taxes.

Mr. Mike Wright asked what the revenue was versus the last three years. Mr. Mullins advised that over all the budget was 1.2 million in 2016, 1.1 million in 2017 and he is proposing 1.1 million for 2018.

Council and attending representatives discussed the FY18 budget and actual general ledger account balances. Council constructively reviewed each line item within the general fund and utility fund. The town manager, treasurer, and department heads answered any questions that Council had regarding certain revenues and expenditures.

Recess:

Jeff Kiser asked to take a three-minute recess.

Council Comments and Concerns:

Council set a regular meeting and finalizing of the budget for May 14, 2018 for 6:30 p.m. If there are no problems then a public hearing will be published on May 18, 2018.

A special called meeting will be held on May 29, 2018; there will be a public hearing at 6:30 followed by June's regular meeting (which was moved to May) at 7:00 p.m. This meeting will include voting on the budget.

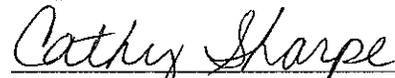
There will be one special called meeting on June 18, 2018 at 6:30 p.m.

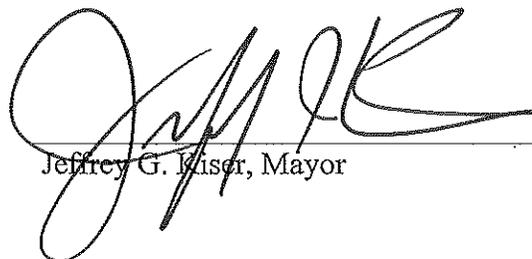
There were no further comments or concerns.

Adjournment:

Jeff Kiser made a motion to adjourn. Deventae Mooney seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


Attest: Cathy Sharpe, Clerk


Jeffrey G. Kiser, Mayor