

**Council Minutes**  
**Regular Meeting**  
**February 12, 2018 - 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, Sharon Still and Mike Wright. Deventae Mooney was absent. 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. Mike Wright 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.

Sharon Still made a motion to add Resolution # 18-006 to the agenda to Old Business, Item A. Mike Wright seconded the motion, which resulted in all Ayes.

**Approval of the Agenda:**

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

**Reports:**

*Town Manager*

Town Manager, Russell A. Mullins reported that he has been working with the Building and Zoning Department concerning the dilapidated buildings throughout the town. The house at 308 Seventh Street is collapsing on the right side, and more homes from Fifth Street have been added to the list of properties receiving Notice of Violation Letters.

Mr. Mullins explained that the -\$18,247.27 cash availability balance on the Treasurer's report was due to some costs that were incurred this year that the town did not have last year at this time. There was about \$20,000.00 cost in a sewer leak on the access road and the replacement of meters at a cost of \$175 per meter.

Mr. Mullins stated that department heads have been working on their budgets and he will have a preliminary budget sent to Council by April 1, 2018, if not sooner.

Due to the Risk Management Assessment score, Mr. Mullins advised that the town should see a 5% reduction on the VML premium upon completion of the VML renewal questionnaire.

Mr. Mullins advised that he had been in contact with the Wise County Emergency Management, State Emergency Management, the Governor's office and Delegate Pillion's office concerning the flooding that had occurred over the weekend. He stated that the Governor had declared a state of emergency.

Mr. Mullins went on to say that ten homes in Maytown were surrounded by water and that Brookside Trailer Court was hit hard. He stated that shelters had been opened up at the Coeburn Middle School.

Mayor Jeff Kiser asked that Mr. Mullins get all the paperwork, maps, etc. necessary to Delegate Pillion's office as soon as possible to determine who is eligible for aid.

Mr. Mullins reported that the Trump administration came out with the outline for infrastructure. He stated that fifty billion dollars would be made available to rural areas for capital investments. 80% of the funds would be provided to the Governor of each state, and 20% of the funds would be reserved for rural performance grants. This would be mainly for bridges and the Town of Coeburn only owns one, which is the Lincoln Street bridge.

Sharon Still asked if there had been any response to the letters sent out by Building and Zoning in which Mr. Mullins replied there hadn't been. He said they are just waiting on the deadlines.

Ms. Still also asked when the grant is supposed to be available for meter replacements. She asked if the town could hold off replacing meters until grant funds were available because bill payments were being postponed because the town lacked the funds to pay them. Mr. Mullins replied that if the town delayed changing out meters, it adds work load to Town Hall and averages have to be done to see that customers are being billed for usages.

Ms. Still asked if it would be beneficial to the town to bring other customers into the corporation limits. Mr. Mullins said there would be a decrease in utilities but an increase in taxes. It would help the general fund. He advised that the only issue would be those who would not want to pay both town and county taxes.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that three water leaks had been repaired in Timberville, Scott County line and Central Street. He also stated that sewer lines had been jetted at Schoolhouse Hill and South Coeburn near Martin Street. Mr. Livingston reported that water loss is down to 20%. He further stated that two jacks had been installed on the garbage truck.

Mayor Jeff Kiser asked Mr. Livingston if all the large meters that need to be replaced need to be that size. Mr. Livingston replied that they could probably be reduced to a smaller meter.

- ii. The Lane Group – Chris Mullins with The Lane Group reported that the Health Department has approved the Sole Source Procurement which was a big hurdle. He is hopeful that money will be released to The Town of Coeburn to purchase \$150,000.00 worth of meters by the end of March 2018.

Mr. Mullins also reported that the district regional director is not ready to meet in regards to the safe routes to school. He will continue to try to set that meeting up.

Mr. Mullins advised that Star Branch Road and Crab Orchard Phase II will be submitted to the Health Department this week. We will wait for approval and a bid in the spring appears to be possible.

Mr. Mullins stated that the Water System Improvements Project preliminary design is under way. All in-town and out-of-town survey requirements were completed in mid-January. He asked that Russell A. Mullins – Town Manager let the water plant know that he will be asking for a meeting in about two weeks to go over a revised list.

Mike Holbrook asked Chris Mullins if there were any restrictions that have to be worked around to purchase meters. Mr. Mullins replied that there were no restrictions.

Jeff Kiser inquired about the time frame for the project from the dam to the three-way intersection into Banner. Mr. Mullins said it would realistically be a fall bid with the project starting sixty to ninety days after the bid date.

Sharon Still asked about the pool and Russell A. Mullins – Town Manager replied that the only thing that will be done to the pool for this year will be to repair cracks. Chris Mullins stated that there is no money available for municipal swimming pool improvements.

#### Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$129,790.44 as of February 9, 2018. She reported outstanding checks in the amount of \$107,659.76, accounts payable due in the amount of \$40,377.95 and interim accounts payable in the amount of \$190,667.64. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$18,247.27.

Ms. Sharpe presented meeting minutes for the January 8, 2018 regular meeting and January 22, 2018 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$27,682.48 making the total cash availability \$9,435.21.

Jeff Kiser voiced his concerns with the negative balance. He stated that he feels like this is because of the town's meter issues along with a decrease in population. Mike Holbrook, Sharon Still, and Jeff Kiser stated that Council is against increasing taxes in the upcoming budget. Russell A.

Mullins – Town Manager explained that an increase would have to happen within the next five to ten years. He went on to say that the Town needs to cater to the college individuals. He also stated that our current Council members are working well together to help the town prosper.

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

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

Sharon Still made a motion to accept the January 8, 2018 regular meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the January 22, 2018 workshop meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still asked if everything had been completed at the bank to get Ms. Sharpe added to the BB&T account. Ms. Sharpe explained that all the Council signatures needed to be updated as well as getting the January 8, 2018 regular meeting minutes signed.

#### Police Department

Jimmy Williams, Assistant Chief, gave the police activity report for the month of January 2018. There were 1,160 events that took place during the month. He gave a summary of these events.

Mr. Williams thanked Cathy Sharpe – Clerk/ Treasurer for all the work she done to complete a report for asset forfeiture. He is hoping for eight to ten thousand dollars for that grant.

Mr. Williams reported that the bulletproof vest grant waiver for 100% was not approved but they did get 75%. The police department is waiting for the funds to be released.

Mr. Williams stated there should be around \$1325.00 that the police department would receive from the highway safety grant for this past quarter.

Mr. Williams advised that the Governor's office has put out a 1.5 million dollar funding for emergency services and the town can get up to \$50,000.00 of those funds. He is working to get everything put in place for that.

Mayor Jeff Kiser requested that vehicle number 600 needs to have miles driven and end of month mileage added to reporting.

#### Fire Department

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

#### Attorney Report

William Sturgill, Town Attorney, reported that the disputed invoice from M & M Pumping Service is now settled. He advised that having something in place with a set rate would prevent anything like that from happening in the future.

Mr. Sturgill stated that the Nettle Patch draft was sent out stating the concerns that the town has.

**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 January 2018.
- B. VML Risk Management Grant – Town Manager, Russell A. Mullins said this year \$2000.00 will go to the Police Department for barricade tape, flashlights, and spike strip which totals \$1815.00.
- C. Spearhead TrailFest – Mayor Jeff Kiser reported that the Spearhead TrailFest will be held in conjunction with the Guest River Rally this year.
- D. Old Dominion Power Revised Street Lighting Rate Increase – Town Manager, Russell A. Mullins says the increase is strictly for street lights.
- E. Virginia Department of Healthy Office of Drinking Water Sole Source Procurement – This had already been discussed in tonight’s meeting.

**Old Business:**

- A. Resolution 18-006 – Jeff Kiser made a motion to adopt Resolution 18-006 which is a resolution in opposition of a requested rate increase by Old Dominion Power Company adding that opposition to it for being retroactive back to prior date before being approved by The Securities and Exchange Commission. Sharon Still seconded that motion which resulted in all Ayes.

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. Mike Wright 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.

Sharon Still made a motion for authorization for police department grants for new hires for police personnel. Mike Holbrook seconded that motion which resulted in all ayes.

Sharon Still made a motion to accept the asset forfeiture from the Attorney General settlement as presented by The Coeburn Police Department. Mike Holbrook seconded the motion which resulted in all Ayes.

**Council Comments and Concerns:**

Mike Holbrook thanked all employees who came out and worked during the rain and flooding over the weekend.

Sharon Still also thanked all employees who worked during all the rain over the weekend. Ms. Still congratulated the Eastside Spartan's basketball teams, boys and girls, for being the district Cumberland conference champions.

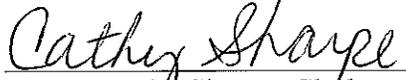
Mike Wright thanked everyone who takes care of this town. He also congratulated the Eastside Spartan's teams. He stated that CNW will give the town a refund of nine hundred and twenty some dollars and this will not happen after this year.

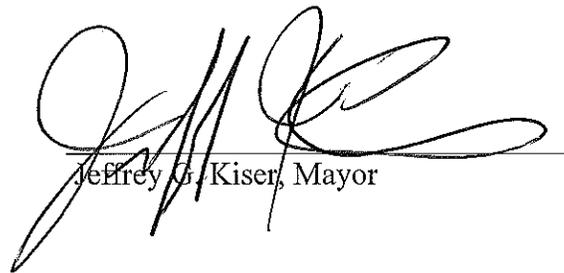
Jeff Kiser thanked all the departments for all that they do especially over the course of the last week. He said everyone has gone above and beyond the call of duty and to keep up the good work.

**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  
February 26, 2018 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

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

**Call to Order:**

Vice Mayor Sharon Still called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Mike Holbrook.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

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

**Reports:**

Town Manager

Town Manager, Russell A. Mullins stated that he did not have anything specific to report but was open to answer questions. Deventae Mooney asked if the two new employees had started their positions at town hall. He asked if everything was going well to which Sharon Still replied that she had talked with both of them and that they both seemed happy to be there. Mr. Mullins reported that they were working at different times and that their hours are being kept at twenty hours per week.

Public Works

Jeff Livingston, Public Works Superintendent, reported that the leak on Beech Avenue had been repaired and that the water loss rate was down to 20%.

Mike Wright advised Mr. Livingston that the nets need to be raised at the tennis courts. Mr. Livingston said that public works would get that taken care of.

### The Lane Group

There was no representative from The Lane Group present. Town Manager, Russell A. Mullins stated that a meeting will be held March 5, 2018 at 12:30 to go over the water plant aspect of the project. He also stated that bids will begin in August for the big water project.

### Treasurer

Cathy Sharpe, Clerk/Treasurer reported a posted cash balance as of Friday, February 23, 2018 in the amount of \$80,802.93. Outstanding checks in the amount of \$68,319.44, total accounts payable due in the amount of \$35,609.09 and interim accounts payable in the amount of \$35,263.10. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was - \$23,125.60.

Ms. Sharpe stated that the February 12, 2018 regular meeting minutes will be distributed along with the March 12, 2018 council packets.

Ms. Sharpe also provided copies of the BB&T corporate card account and Shell monthly credit statements.

Following Ms. Sharpe's report, there was a discussion about police academy charges on the BB&T bank account. Mr. Russell A. Mullins stated that meals and travel expenses were being provided by the town.

Sharon Still asked which truck was being serviced by Morgan McClure. Mr. Mullins stated that it was service to Jeff Livingston's truck.

### Police Department

There was no representative from the police department present.

### Fire Department

There was no representative from the fire department present.

### Attorney Report

William Sturgill – Town Attorney stated that he did not have anything specific to report.

### **New Business:**

- A. Library Contribution – Sharon Still asked about the proposed budget in amount of \$6815.00 for building and grounds repairs. Mr. Mullins said that is shown to their board on top of the \$5000.00 contribution that the town provides.

- B. Case Equipment Grant – Mr. Mullins reported that this is a grant in the amount of \$25,000.00 that one locality can have. He went on to say that the town could not buy a backhoe for that amount of money. He advised that March 30, 2018 is the deadline and that he is trying to find other things that the money can be used for.

**Closed Session:**

There was no reason to enter into closed session.

**Council Comments and Concerns:**

Mike Holbrook had no concerns. He stated that the meeting went well.

Deventae Mooney congratulated Eastside varsity boys and girls for their regional championship wins.

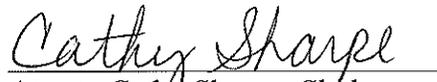
Mike Wright also congratulated Eastside varsity boys and girls for their regional championship wins.

Sharon Still stated that she is glad that Cathy Sharpe – Clerk/Treasurer is adjusting to her new position. She added that Jeff Livingston – Public Works Superintendent, William Sturgill – Town Attorney and Russell A. Mullins – Town Manager are all doing their jobs well.

**Adjournment:**

Sharon Still 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