

**Council Minutes
Workshop Meeting
February 22, 2016 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: Upon a roll call vote all members of Council were present. Scott Brooks – Police Chief, Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

Call to Order: Mayor Jeff Kiser called the meeting to order.

Veronica Buchanan gave the invocation. The group remained standing for the pledge of allegiance.

Public Expression:

James Clay, tax payer in town was concerned about the watershed and the logging project that will be conducted by the US Forest Service. He asked the town to look at the property location of the project in relation to the watershed property that the town owns. If it is close to the watershed, he asked Council to send a letter of opposition. The citizens don't want the watershed effected by the forest service logging project.

There was no additional public comment and public expression was closed.

Approval of Agenda:

Jeff Kiser made a motion to add Nettles Patch Logging Project to old business part B. Deventae Mooney seconded the motion, which resulted in all ayes.

Jeff Kiser made a motion to add discussion concerning a boy scout member who obtained the title of Eagle Scout to new business item 'C' . Sharon Still seconded the motion, which resulted in all ayes.

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

Reports:

Town Manager

Town Manager Mullins announced that the town would begin flushing the water lines the following week. Notices to citizens would be provided in the local paper and on the local news channel. Tank cleaning and the clear well cleaning would begin March 2, 2016. The lines would be flushed again after the tanks are cleaned. The flushing program will be done twice per year. The final negotiated price for the project was \$16,000, which would be payable once the services are complete.

Mayor Kiser received a letter outlining the disbursement of emergency funding from the 2015 snow storm. The letter stated that the town received \$6,604 respectively. However, the treasurer stated that \$4,162.90 was received as a direct deposit. Due to the discrepancy, the treasurer would contact the Department of Emergency Management to see if any additional funding could be expected.

Jeff Kiser, Sharon Still, and the Town Manager attended a Department of Health Office of Drinking Water meeting. A meeting must be held before grant applications are filed. The town and the Lane Group are working together to seek funding for an additional water line coming into town. The project would make lines more accessible in the case of water leaks. Mr. Mullins also informed Council that there was an engineering issue regarding a completion statement from Summit Engineering. The statement must be submitted to the Department of Health to help secure funding of any future projects. Mr. Mullins recommended that a payment of \$4,000 be made to obtain the completion statement from Summit Engineering. He suggested paying it and then deducting it from the final Veolia Water payment. He informed Council that the matter was supposed to be taken care of by Veolia. However, the town manager received a letter that stated the item was still outstanding. The Health Department has been very understanding in regards to non-receipt of the completion statement. A vote for approval of the \$4,000 payment would be on the March 14, 2016 regular meeting agenda.

Sharon Still asked for the public hearing regarding the change in the organizational meetings be added to the regular meeting agenda. She would like to have a public hearing date set so that the issue can be voted on during the April meeting. She stated that she would like to get it done sooner rather than later.

Jess Powers stated that he received two more complaints regarding water discoloration. Tammy Maine and Jeannie Meade, both located on Second Street, complained of water discoloration. Ms. Still stated that she thought the best way to handle the problem would be for citizens to contact town hall. They contacted town hall but also wanted to reach out to a Council member.

Public Works

Danny Jordan, Public Works Director, reported that all departments are progressing well. There was a small snow event that moved through the area that kept public works busy for a few days. The department would be trying to clean up the gravel that remained from the snow removal. Residential hills would not be completed until forecasted snows are over. Public works responded to 5 water leaks in the past week. He reported that public works and the water treatment plant would be meeting in the field regarding the unidirectional flushing program. The department is working on communications to keep the project synchronized as the flushing takes place. Flushing – tank cleaning – and then flushing again is the process that Mr. Jordan explained to Council. The town manager advised Council that they anticipate problems with the first

flush. Public works is trying to be as prepared as possible and doesn't foresee any problems. There have been test runs conducted to make sure the coordination of the event is accurate. Everyone in public works will be working the flushing program. Ms. Still stated that the main priority of the town is to get the citizens the best water. This is what the citizens pay for and deserve to be drinking.

Jeff Kiser asked about the water leak in Bondtown. Mr. Jordan stated that it wasn't a main line, it was a four-inch line. The line services residential streets: Salem, Lincoln, and Virginia. He informed Mr. Kiser that public works was chasing that leak for a while, and finally discovered it and repaired it. Five additional leaks were found and repaired within 2 days.

Veronica Buchanan asked about the condition of the sidewalk near Bondtown. She stated that the sidewalk looked like a gravel road. She stated that it was a highly traveled area and stated that it could be dangerous for foot travel. Danny reiterated that everyone needed to be patient with public works because of everything they have on their plate. She stated that it's close to the road and a lot of kids travel on that road. Mr. Jordan stated that he would get to it as soon as possible.

Sharon Still asked about the cemetery clean up. She stated that the debris from the clean-up needed to be removed before the greenery starts growing again. Mr. Jordan stated that Council told him not to cut it. He was unsure as to whether they want him to be on the cemetery working. Ms. Still stated that she was under the impression that it was agreed upon in August or September that the debris would be cleaned up. She informed Mr. Jordan that it needed to be cleaned up.

Jeff Kiser asked about the flushing program chain of command. The town manager would be coordinating with Brian Markham, Water Treatment Plant Operator, and the public works director. Throughout the project Mr. Markham was the lead contact. Jeff wants to make sure who would be held accountable if anything goes wrong. Mr. Jordan stated that he felt confident that all departments have a good grasp on the procedure.

Jeff Kiser asked about trimming the Bradford Pear trees in the down town area. The discussion regarding the trimming took place during the summer of 2015. It was agreed that the sap was too high to trim the trees at that time. The trees were supposed to be trimmed when the sap was down. Mr. Kiser asked when the trees would be trimmed. Mr. Jordan would coordinate the tree trimming with the Job Corp. and report back to Council.

The Lane Group – No representative attended the meeting and no report was given.

Police Department

Police Chief, Scott Brooks reported that the town assisted in a large drug bust during the month of February, which led to many arrests. Mayor Kiser thanked the department

for the job well done. Mayor Kiser asked how Jimmy Williams was progressing with the speedway at lights grant paperwork. The attorney advised that the grant would have to be in the name of an association that work with children charities. Sharon Still asked Councilman Powers if The Kiwanis would be interested in applying for the grant. Mr. Powers stated that since the information was currently with the police department he would have to look into it.

Treasurer Report

Christy McCoy, Treasurer, reported accounts payable due in the amount of \$77,266.29. She reported a posted cash balance of \$216,109.69 to date. She reported total outstanding checks in the amount of \$110,186.69. When taking into account the accounts payable due, outstanding checks, and outstanding deposits the amount of cash availability was \$43,564.73. She reviewed the accounts payable invoices, answering any questions that Council had.

Ms. McCoy reported that she was talking with other towns that have eliminated vehicle decals. She will report to Council her findings during the next meeting.

Mayor Kiser asked the treasurer to get the price per gallon for propane. Ms. McCoy will provide the expense to Council at the next meeting. Mayor Kiser also asked where the town was at on the budget process. Mr. Mullins informed Council that he was working on balancing the general fund. A preliminary budget will be provided to Council by the April 1 deadline.

Mayor Kiser asked for an update on the yearly audits. Ms. McCoy advised Council that the town continued working on the 2014 pre-audit process. Upon completion of the 2014 pre-audit and audit, the 2015 pre-audit would begin. Ms. McCoy could not give an exact date of the completion of the audits. The forensic audit put normal audits on hold. Mayor Kiser asked if the town would miss out on grants due to incomplete audits. Ms. McCoy stated that governing agencies are aware of our situation and are working with the documents that have been prepared and provided. Mr. Powers reminded Council that the audits were behind upon Ms. McCoy's employment. She stated that upon her start of employment, the town was 6 years behind on audits. She stated that it is her goal to be current on the audit process.

Fire Department

No representative was present to report. A written report was provided to Council. Mayor Kiser asked that someone stress to the fire department that a representative was required to attend the meeting. The attorney will speak with the fire department.

Town Attorney

The town attorney advised that there are some things that really need addressed regarding the town's the ordinances. He would like to have Council's feedback at the next meeting.

New business

A. Little League Parking Area – The Coeburn Little League is hosting 3 state tournaments. They have informed the town that they would need to accommodate parking for an estimated 700 cars. Paramount Coal wanted to work out the details with the town instead of the little league association. They are offering to lease the property to the town at no charge. Paramount is currently in a lease with the Coeburn Little League, but expressed that they would prefer the lease be in the town's name. The item would be added to the regular meeting agenda.

B. Coeburn – Norton – Water Authority – Jess Powers whom also serves as a CNW Board Member advised Council that the town would be receiving a check in the amount of \$12,588. CNW reviewed the financial statements and decided that the 2016 user fee will be reduced to \$27,805 per month. Also upon reviewing 2014 and 2015 there was an overrun that would be refunded back to the users. Mr. Powers also advised that I&I would be evaluated once the sewer line is working to full capacity.

C. Eagle Scout Resolution – Spencer Boggs would be honored with the Eagle Scout title on Friday, March 4, 2016. Mayor Kiser proposed that the town reach out to Mr. Boggs to invite him to the next regular meeting. During the meeting Mayor Kiser would like to vote on a resolution in recognition of his achievement. The town manager and the attorney would write a resolution to present to Council.

Old business

Inflow & Infiltration – There was approximately \$42,000 that CNW holds to help fund I&I work administered by the town. The money was given to each locality but the town never used what was available to them. The Lane Group will be performing smoke tests within town to identify I&I problems. Veolia Water conducted the study for the town a few years ago but the study was outdated. Upon the town manager's employment with the town, William Spencer, Department of Environmental Quality and informed him of a substantial loan that was available for I&I projects. However, in order to apply and be considered, smoke testing must be done. Mr. Mullins assured Council that every town has I&I problems. He advised them that I&I would be something that DEQ would begin focusing on. Mayor Kiser was also concerned about sewer lines being collapsed or blocked. Local heavy rains cause major sewer backups within town lines. Mr. Mullins stated that the town has the option to use CNW's sewer camera for line evaluations.

B. Nettles Patch Logging – Based on public expression comment Mayor Kiser agreed that the town needs to know where this logging is going to take place. He foresees the

Machine Creek Property as being a very viable water source for Wise County. There is a lot of concern regarding the watershed and the potential of it being harmed. The town manager will contact the US Department of Forestry to get more information regarding the project.

Council Comments and Concerns

Veronica Buchanan thanked the Public Works Department for all the work that they do maintaining the streets. She also showed appreciation to the treasurer and the employees that work at Town Hall. She thanked the Police Department for all the work that they do for the town.

Deventae. Mooney thanked everyone for their cooperation and for working together and moving forward.

Jess Powers clarified the CNW rates for 2014, 2015 and 2016. He thanked the CNW commissioners and staff for developing the waste water treatment plant. He appreciated all the work and the savings that have been provided to the town. He also thanked public works for the work they do. There are a lot of seniors in the town and there are a lot of nurses that check on them and without public works, the people couldn't reach the seniors as needed. He thanked the police department for their service to the town.

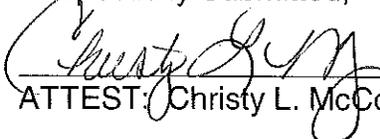
Jeff Kiser commended the Police Department for the tremendous job that they do. He spoke regarding the upcoming flushing and tank cleaning. He hoped that the public works is diligent in working together when working on the line cleaning. He was aware that the upcoming budget deadline was approaching and he hoped that when a budget is presented that it does take into consideration the needs of the citizens. He would like for cuts to be made so that the town can pass the savings along to the citizens.

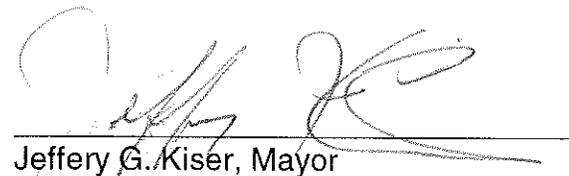
Sharon Still thanked the treasurer, town manager and town attorney for the time dedicated to the town. She thanked everyone for all the work they do. She also thanked the Police Department and the Public Works Department. She also thanked the citizens for attending the meeting and showing interest in their community.

Adjournment:

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

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor