

**Council Minutes  
Regular Meeting  
February 9, 2015 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:** Upon a roll call vote all Council members were present. Scott Brooks – Chief of Police, 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.

Reverend Stephen Baker was present to give the invocation. The group remained standing for the Pledge of Allegiance.

**Public Expression:**

Jeff Collins, 202 Alfred Avenue asked Council to consider issuing a permit to allow bow hunting on all Town of Coeburn owned property that is located both in and out of corporation limits. The town attorney will review the request and its legalities and report back to Council.

There being no further public comment, public expression was closed.

**Approval of Agenda:**

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

**Reports:**

*Town Manager*

Town Manager Mullins began his report by thanking delegate Isreal O'quinn for representing our region regarding the coal issues that were discussed on the floor of the most recent House of Delegates meeting. He commended all departments for keeping their expenses to a bare minimum. He asked that all department heads submit their budget requests by March 1, 2015. This would allow him to meet the April 1, 2015 deadline. Vice Mayor Still asked the town manager for a copy of the most recent personnel policy. She stated that there was a request made November 2014 for each member to receive a copy of the handbook. The copies were not given to Council members. Since that time Mr. Mullins requested that all employees sign a document stating that they received a copy of the handbook and that they understood the policies stated within. The request was in compliance with section 1-1 of the employee handbook, which states that it is the policy of the town that employees be required to sign an acknowledgement of their receipt and understanding of the policies. Mr. Mullins or Ms. McCoy will provide Council with a digital copy of the employee handbook. Mayor

Kiser asked Mr. Mullins if he spoke with Old Dominion Power regarding the rate structures. Mr. Mullins stated that he was working on the utility expenses and will report his findings to Council upon completion. Mr. Mullins reported some savings passed by the CNW board. The town will begin paying \$28,056 during the FY16 budget year. The savings would add up to approximately \$25,500.

### Public Works

Danny Jordan, Public Works Director reported processing 267 work orders. The water/sewer department repaired several leaks throughout the month. Streets, building/grounds and sanitation continued to work on snow and ice removal within the town limits. He also contacted VDOT regarding the bridge repair which was discussed during the workshop meeting. VDOT is waiting for warmer weather so that concrete can be poured. The estimated completion date is 2016.

### The Lane Group

There was no representative for the Lane Group present. The town manager reported that the Town of Coeburn was picked as a top 5 contestant for a \$10,000 prize for the Ringley Park Expansion project.

### Treasurer

Clerk/Treasurer, Christy McCoy presented Council with minutes from January 12, 2015 and January 26, 2015. She also presented the accounts payable report along with a report detailing past due invoices that were approved but unpaid due to insufficient funds. She reported a daily bank balance of \$70,374.42 with outstanding checks in the amount of \$60,923.51 and accounts payable due in the amount of \$26,207.80. There was also approved unpaid accounts payable in the amount of \$8,409.63. She reported a reconciled balance of \$(25,166.52).

Accounts Payable - \$26,207.80 – Jeff Kiser made a motion to pay the accounts payable due as soon as funds were available. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser- Aye, D. Mooney – Aye, J. Powers – Nay, S. Still – Aye.

January 12, 2015 – Regular Meeting – Jeff Kiser made a motion to approve the January 12, 2015 minutes as presented. Sharon Still seconded the motion. The vote resulted as follows: V. Buchanan – Abstain (absent), J. Kiser- Aye, D. Mooney – Aye, J. Powers – Aye, S. Still – Aye.

January 26, 2015 – Workshop Meeting – Deventae Mooney made a motion to approve the minutes as presented. Jeff Kiser seconded the motion. The vote resulted as follows: V. Buchanan – Abstain (absent) , J. Kiser- Aye, D. Mooney – Aye, J. Powers – Abstain (absent), S. Still – Aye.

### Police Report

Police Chief, Scott Brooks reviewed the activity report. He reported 703 total events. Some of which included, residential alarms, domestics, prowlers and rescue calls due to accidents.

The police department was awarded a \$65,000 grant that must be spent on equipment. The equipment that the department would be receiving from the grant included computers, tazers, rifles, and ammo. Mayor Kiser asked if any of the money could be allocated to the car payments that will be due. Chief Brooks stated that the grant was very specific and could only be spent on the equipment.

The department will also be receiving a \$4,000 grant.

Mayor Kiser asked if a part time position at the police department was filled. Chief Brooks responded that the position was filled at lesser pay. Mayor Kiser asked if one of the eight officers could fill that position. Chief Brooks stated that he did not think it was practical to put a trained officer behind a desk.

### Volunteer Fire Department

Fire Chief, Cliff Hawkins reported the activity that took place during the month of January. He reported that the fire department began the insurance billing. Council informed Chief Hawkins that an ordinance for billing was not passed yet. The attorney drafted an ordinance for the billing.

### Attorney Report

The attorney reported drafting an ordinance for the fire department insurance billing. The ordinance will be presented during the agenda item.

### **New Business**

- a. Monthly Water Report – The town manager presented the water report. He reported that the leak repaired during December lowered the water loss rate to 21 -24%. He informed Council that public works was constantly repairing leaks. He stated that the town needed to look at replacing additional lines in the future.
- b. Guest River Rally – Town Manager Mullins asked for Council's guidance regarding the Guest River Rally, the fireworks display and the municipal pool. Due to budget constraints the town manager suggested no donations to the rally, closing the pool and discontinuing the fireworks display. All of these proposed changes would contribute to savings that the town needs. Mayor Kiser stated that it is premature to propose the changes. He stated that there was not enough information presented to Council in order to make those decisions. He suggested waiting until the FY16 budget is presented. Ms. Still stated that she did not think that the fireworks could be afforded this year. She asked that the

pool item be tabled. She also suggested that the town manager look for grants to help with the pool. Council agreed to continue discussing these items as information is available.

- c. Discussed with item b.
- d. Discussed with item c.
- e. Small Town Design Institute's "Heart of the Town (HOT)" series: There will be a 3 part series held at the University of Virginia at Wise regarding small town revitalization. The total cost for the workshop series is \$15.00. Mr. Mullins asked that Council RSVP by Wednesday, February 11, 2015. Mayor Kiser asked that the members of the Economic Development Authority be contacted regarding the meeting. He also asked for an updated list of all committees and their members. Vice Mayor Still informed Council of a meeting to be held in Dungannon regarding downtown revitalization. The meeting was scheduled for February 12, 2015 at 5 p.m.

### **Old Business**

- a. Council Pay – Due to the economic situation that the town is facing, Mayor Kiser suggested that Council forego pay for their service to the town. He stated that in the economic situation that the town is facing, it would be in the best interest of the town. Council did not receive pay for the 2014 fourth quarter. Jeff Kiser made a motion that council change their pay scale retroactive to October 1, 2014. S. Still seconded. Following Council's discussion of the matter, Mayor Kiser withdrew his motion. Jeff Kiser made a secondary motion that council pay be amended to fiscal year that the July, August, and September, (which was paid) remain and from this point forward and to set council pay at \$1 per year to retro back to October 1, 2014. Council agreed that the motion would need to be 2 separate motions. Jeff Kiser withdrew the motion. Sharon Still made a motion that the payment received in July 2014 be payment for fiscal year 2014/2015. Jeff Kiser seconded the motion. Jess Powers asked the attorney if it was legal to withhold Council pay for the previous 6 months without a vote. The attorney stated that it was at Council's discretion. Ms. Still clarified that her motion was legal. The attorney stated that if it was by consensus of Council it was legal to adopt. A roll call vote resulted in all Ayes.
- b. Litchfield Water Discoloration – Public Works Director, Danny Jordan visited Litchfield immediately following the workshop meeting. The town put a blow off valve on the line that was the same size as the line. It temporarily helped with the discoloration. The health department stated that the water was safe for drinking. A water line replacement may be necessary in order to correct the problem. The line replacement could potentially cost \$1000. Public works is scheduled to check Litchfield twice per week. The town manager will contact the Lane Group for a more specific cost for the replacement. He will report the cost back to Council
- c. Line of Credit – The line of credit was tabled indefinitely until there are no other financial options. The line of credit would be a last resort for the town.

- d. Fire Department Insurance Billing – The town attorney presented a draft ordinance in accordance with the Code of Virginia. He reiterated that the code section allows the town to bill homeowners as long as the fire department is not fully funded by real estate taxes. Sharon Still was in favor of the insurance billing. According to the Code of Virginia, the fire department is required to submit the bill. Council discussed the revenue collection from the billing. There was some questions regarding where the revenue will go. Ms. McCoy will talk to the auditor for clarification on the fire department and their relationship with the town. The attorney will review the revenue collections as it relates to the law. Council asked that the fire chief stop any billing action until Council makes a decision on the ordinance. Jeff Kiser made a motion to table the item. Deventae Mooney seconded the motion, which resulted in all Ayes.

**Council Comments and Concerns:**

Jess Powers thanked the fire department, police department and public works for a job well done. He expressed concern about billing citizens that pay taxes for a service that is provided by the town.

Sharon Still asked when updates on the farmers market, cruise inn and founders day would begin. The town manager stated that updates would be given during the February workshop meeting. She asked about the Norfolk Southern lease. The attorney was still waiting to hear back from Norfolk Southern. The cemetery item is also still in progress. She asked if emergency contact numbers were posted at town hall. The town manager advised her that all numbers were properly posted.

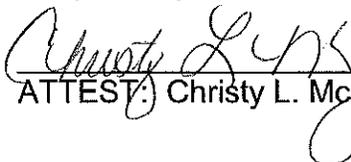
Jeff Kiser asked all departments to continue to watch expenses

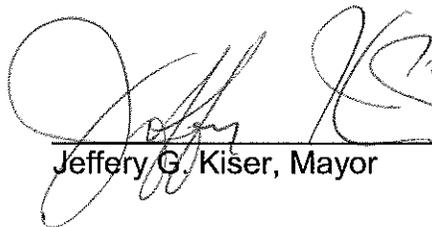
There were no other Council comments or concerns.

**Adjournment:**

Jeff Kiser made a motion to adjourn the meeting. Sharon Still seconded the motion which resulted in all Ayes.

Respectfully Submitted,

  
ATTEST: Christy L. McCoy, Clerk

  
Jeffery G. Kiser, Mayor