

**Council Minutes**  
**Regular Meeting**  
**January 8, 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, Misty Yates - Clerk/Treasurer and William Sturgill – Town Attorney were also present.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Reverend Carroll Childress, Midway Church, gave the invocation. The group remained standing for the pledge of allegiance led by Eastside One Act Play Group.

**Public Expression:**

There was no public comment. Public expression was closed.

Jeff Kiser made a motion to add Eastside One Act Play Group Resolution # 18-001 to the agenda. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add Mr. Clisso from G W Clisso Restaurant to the agenda. Mr. Clisso requested to be first on the agenda. He had a presentation for Ringley Park Expansion Project. Deventae Mooney seconded the motion, which resulted in all Ayes.

**Approval of the Agenda:**

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

Mr. Clisso, from G W Clisso Restaurant, presented a check in the amount of \$150 to the Town of Coeburn for the Ringley Park Expansion Project. Mr. Clisso explained that the funds were collected from door proceeds at their Halloween party. A group photo was taken following the presentation.

Resolution 18-001 – Town Manager, Russell A. Mullins read Resolution # 18-001 which recognized the Eastside One Act Play Group team participants and coaches for their outstanding accomplishment of earning state titles four years in a row. Sharon Still made a motion to accept Resolution # 18-001 as read. Deventae Mooney seconded the motion. A roll call vote resulted in all ayes. Sharon Still asked that the coaches and team members introduce themselves. At the completion of introduction, a group photo was taken.

## **Reports:**

### Town Manager

Town Manager, Russell A. Mullins reported that Jeff Livingston would not be at the January 8, 2018 Regular Meeting due to both water and sewer breaks.

Mr. Mullins advised that he had gotten the M&M Pumping invoice reduced by \$2000.00 making the invoice total \$12,375.00 or roughly \$538.00 per load.

Mr. Mullins reported that Wise County has responded to the property maintenance issue. He further said Wise County had issued notices of violations and that the letter to 614 Second Street had come back to Wise County with an incorrect address. Mr. Mullins said the Town of Coeburn needs to wait twenty days before anything else can be done. He reported the next step would be to take the owners to court. Town Attorney, Will Sturgill advised that there are legal ramifications if the properties are not properly cleaned up.

Mr. Mullins provided a quote for pool repair that Jeff Livingston was able to get from National Pools for \$49,950.00.

Mr. Mullins advised that the budget process has started and that in the middle of the week of January 8<sup>th</sup>, the department heads would be preparing their budget requests. Mr. Mullins said those requests would be required to be turned into him by mid to end of February.

Jeff Kiser reminded everyone that the next Workshop Meeting would be budget related. Sharon Still commented that the Workshop Meeting would be held January 22, 2018, at 5 p.m.

Mr. Mullins explained that when the budget is being looked at, the sewer operations will show a significant amount. The excavator rental invoice was around \$4000.00 making the job total \$18,000.00 to \$20,000.00. He also stated that \$12,000.00 of that total was from the pumping service.

Mr. Mullins reported that three pumps had gone down. Two pumps were sewer, and one was water that had to be repaired. The Cordertown and Flatwoods pump stations both had to be repaired. Jeff Livingston found someone in Tazewell County to do connection work at a better rate. Someone came down and reworked some of the Food City pump station repairs that had already been done, along with some other problems that should have already been repaired. These repairs were estimated to be around \$700.00. Mr. Mullins explained that the Cordertown pump is still under warranty.

Mr. Mullins gave special recognition to Jeff Livingston, Larry Johnson, and Randall Wireman for going above and beyond what was asked of them during the past week and weekend. They were all commended for how they handled the frozen water and leaks caused by weather conditions. Mr. Mullins also recognized the Police Department and Fire Department for all they do as well.

Sharon Still inquired about plans to open the pool in the Spring. She stated that she and Deventae Mooney would be willing to divide their time to help operate the pool at no charge to the Town. Mr. Mullins said this would be discussed in the future. Mike Holbrook asked about the quote for pool repairs. Mr. Mullins explained that the quote was for cosmetic problems. He went on to say that the quote of \$49,950.00 should wait until it is determined what costs will be involved to fix the inner workings of the pool. Sharon Still advised that a decision needs to be made as to whether the pool should be opened for the season.

Mr. Mullins reported that Wise County PSA is expanding their water and sewer loss coverages through their new ServLine Program and providing their residential and commercial customers the opportunity to add service line repair and replacement coverage. He stated that there are both benefits and negatives to considering this for The Town of Coeburn. He disagreed with the way that PSA is handling this. The customers are automatically enrolled and had to opt out of it. The reason Mr. Mullins brought this to attention is that he and Jeff Livingston wanted the Town to know what neighboring Towns are doing.

- i. Presentation by Mr. C.W. Clisso – Mr. Clisso gave his presentation in front of the agenda.
- ii. Public Works – Jeff Livingston was not in attendance - Mr. Russell A. Mullins reported that the loss rate was 150 to 170 gallons per minute for the past month. For a couple of days in December the loss rate went down to 97 and 98 gallons per minute. It went back up due to water leaks and freezing.
- iii. The Lane Group – Chris Mullins, Project Manager was not present at tonight’s meeting. Mr. Mullins discussed the funding application submitted in September. He explained that it was a 100% loan at 0% for thirty years from VRA. Mr. Mullins said The Lane Group are currently waiting on how the grant portion will be divided and that should be decided in February. He stated it isn’t favorable that it will be a 50/50 as it was with Sheffield. He is expecting a 70/30 or 60/40 which could result in \$36,000.00 per year added to Town debt. Mr. Mullins noted that the Town of Coeburn could not afford to have this increase.

Treasurer:

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$103,052.13 as of January 5<sup>th</sup>, 2018. She reported outstanding checks in the amount of \$57,494.80, accounts payable due in the amount of \$38,915.22 and interim accounts payable in the amount of \$295,642.43. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$6642.11.

Ms. Yates presented meeting minutes for the December 11, 2017, Regular Meeting and December 21, 2017, Special Called Meeting.

Ms. Yates reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$28,306.62 making the total cash availability \$34,948.73.

Ms. Yates also stated that there had been two sizeable checks received that hadn't been processed. One check was a reimbursement of \$10,000.00 from Lenowisco for the sewer issue. A check from Liberty Mutual Insurance in the amount of \$3640.00 for an overpayment for Fire Department Insurance was also received. This would make the total cash availability \$48,588.73.

Mr. Jeff Kiser stated that the interim accounts payable total was considerably high, and Ms. Yates explained that there had been two Housing Rehab Grant Disbursements. One check was written to Leonard Rogers in the amount of \$137,695.01. Day 3 Construction was paid \$40,600.00, along with Lenowisco Planning District Commissioner for \$12,658.36, Anna Meade for \$7,419.00, Dickenson County Board of Supervisors for \$1,350.00, another disbursement for Anna Meade for \$2,966.00, Norton Appraisal Service for \$750.00, Wampler Appraisal Service, Inc. for \$200.00, and Sturgill Law Office for \$335.67. Mrs. Yates explained that these disbursements were not typical.

Mr. Russell A. Mullins asked Sharon Still if the check for Leonard Rogers was for two homes purchased. She stated that yes, it was for two homes and that one family moved in the month of November. Ms. Still reported that \$160,000 of the grant money has not been used. She said she is hopeful that original applicants may get the opportunity to use rehab money rather than turn the funds back over to the state. She explained that there is no guarantee that this will occur.

Mrs. Still requested that the balance in the Special Needs Fund be given to council.

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

Deventae Mooney 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 December 11, 2017, Regular Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the December 21, 2017, Special Called Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

#### Police Department

Jimmy Williams, Assistant Chief, gave the police activity report for the month of December 2017. There were 1,549 events that took place during the month. He gave a summary of these events.

Mr. Williams discussed the Bulletproof Vest Grant Funding. He said he had asked for a waiver for the full amount. He is expecting \$300 or more. He reported that the Highway Safety Grant for 2019 is kicking off and he hopes to get more money from that.

Mr. Jeff Kiser commented that the Police Department has done a great job in the last few weeks.

#### Fire Department

There was no representative from the Fire Department present. No report was given.

Attorney Report

William Sturgill, Town Attorney, advised he did not have anything specific to report.

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 December 2017.
- B. Cumberland’s Airport Commission Report – Town Manager provided a copy of the Cumberland’s Airport Commission meeting report for the month of December 2017. He also reported that Mr. Donnie Rose was reappointed as Chairman.
- C. Treasurer/ Clerk Position – Town Manager, Russell A. Mullins commended Misty Yates for a job well done over the past year.

Jeff Kiser made a motion to appoint Cathy Sharpe as Treasurer/Clerk of the Town of Coeburn.

Sharon Still seconded the motion.

Upon roll call, which resulted in all Ayes, Cathy Sharpe was appointed as Treasurer/Clerk for the Town of Coeburn.

Mr. Kiser stated that personnel inside the Department will be promoted to other positions.

- D. Mr. Kiser made a motion to establish two twenty hours per week part-time positions for Town Hall specifically to take care of the front and aid current personnel as needed.

Sharon Still seconded the motion.

Mr. Kiser asked that a roll call vote be done. Upon a roll call vote which resulted in all Ayes, the two part-time positions were established.

- E. Nettle Patch Discussion – Mr. Jeff Kiser stated that there was an article in the Coalfield Progress discussing this again. He said that the scope of the work has changed somewhat but not drastically. He feels like the Town should voice previous concerns in the form of a letter to the Forestry Service.

William Sturgill, Town Attorney, asked that if there were any changes in the previous letter of concerns it needs to be addressed. Sharon Still responded that the main concern was still the water shed. Mr. Sturgill agreed that the water shed had been the focus.

- F. M & M Pumping Services – Mr. Russell A. Mullins reported that the Town got \$2000.00 taken off the invoice for \$14,375.00. M & M Pumping Services is asking that the invoice be paid as soon as possible to receive that \$2000.00.

Mr. Jeff Kiser made a motion to discuss the M & M Pumping Services check in closed session. Mike Wright seconded the motion.

- G. National Pools Quote – Mr. Kiser stated this was already discussed at length. Mr. Russell A. Mullins, Town Manager advised that Jeff Livingston and he would figure out more information on the quote and table this to a future date.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.1) Discussion, consideration, or interviews of prospective candidates for employment, promotion, performance, demotion, salaries, disciplining, resignation of specific public officers, appointees, or employees of any public body; (A.7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Sharon Still seconded the motion, which resulted in all Ayes.

#### **Closed Session:**

Immediately following closed session, Misty Yates, 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.

Sharon Still made a motion to pay M & M Pumping Services the amount of \$14,375.00 less the \$4,368.96 that Mr. Mullins determined needed to be deducted for utility charge from The Town of Coeburn. She advised that a check in the amount of \$10,006.04 be written with a memo of “paid in full” with the invoice number and date of the invoice also included on the check. A letter should also be included with the check as to why the changes in the payment amount occurred. Deventae Mooney seconded the motion, which resulted in all Ayes.

There was no further action resulting from Closed Session.

#### **Council Comments and Concerns:**

Mike Holbrook thanked everyone for all their hard work in making Town of Coeburn a home. He reminded Council Members that the Park meeting will be held Wednesday, January 24<sup>th</sup> at noon at the Lays Building.

Deventae Mooney stated that he hopes that in 2018 that the Town continues to prosper and continue to work together as in the past.

Sharon Still thanked all the employees including Public Works, Police Department, and Office Personnel, for all their diligent work during the severely cold temperatures causing water issues and angry customers. She also thanked Town Council members as well for their work. Ms. Still advised that Eastside One Act would be performing "Spirit of Life." She added that she will provide the date at a later time.

Mike Wright said he is so thankful for Mr. Burke and the Eastside One Act Group for what they have achieved four years in a row. He said he appreciates the fact that the Police Department puts their lives on the line and make great decisions that save lives. He also thanked every worker in the Town of Coeburn for the way they have persevered through the tough times they have had in the past few weeks.

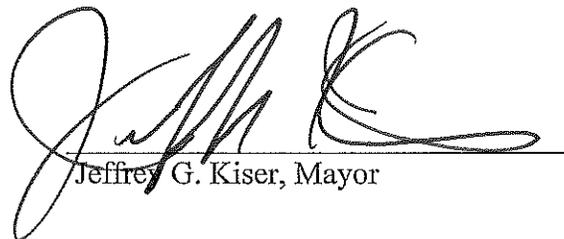
Jeff Kiser thanked the Police Department, Fire Department, Public Works, and Town Offices, for doing a great job. He congratulated the Eastside One Act Group again for their achievement. He advised everyone to be careful going home because of the severe weather conditions.

**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**  
**January 22, 2018 – 5:00 p.m. – 502 Front Street E, Coeburn, VA**

A budget review workshop meeting was held Monday, January 22, 2018, to review the FY18 budget numbers mid-year month ending December 31,2017.

**Attendees:**

Upon roll call, all members of Council were present. Russell A. Mullins – Town Manager, Cathy Sharpe - Clerk/Treasurer, Misty Yates – previous 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 Brian Rose gave the invocation. The group remained standing for the pledge of allegiance led by Scott Brooks – Chief of Police.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Jeff Kiser made a motion to approve the agenda as amended. Sharon Still seconded the 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.7) Consultation with legal council and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Sharon Still 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 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 action resulting from Closed Session.

**Business:**

FY2018 Mid-Year Budget Review – Council and attending representative discussed the FY18 budget and actual general ledger account balances as of December 31, 2017. Council constructively reviewed each line item within the General Fund and Utility Fund. The Town Manager, Treasurer, and Department Heads answered any questions that the Council had regarding certain revenues and expenditures.

**Recess:**

Jeff Kiser asked to take a three-minute recess.

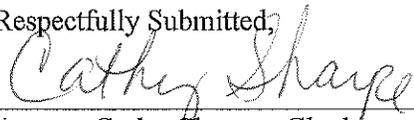
**Council Comments and Concerns:**

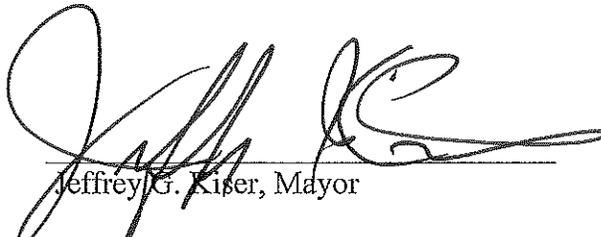
Jeff Kiser advised everyone not to spend unless it was necessary.

**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