

Council Minutes
Regular Meeting
June 18, 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, and Cathy Sharpe - Clerk/Treasurer were also present. William Sturgill – Town Attorney was absent.

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 Jeff Kiser.

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 presented. Deventae Mooney made a motion to add the setting of the organizational meeting under new business 1). Jeff Kiser seconded the motion, which resulted in all Ayes.

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

Reports:

Town Manager

Town Manager, Russell A. Mullins stated that the swimming pool is now open. He thanked Deventae Mooney and Sharon Still for operating the pool this year and advised that things are going well at this time.

Mr. Mullins reported that the water line had been replaced on Alfred Street and that a couple of meters had been transferred over to the landowners' property in the Flatwoods area.

Deventae Mooney asked if a new fire hydrant had been put on Alfred Street, to which Mr. Mullins replied that it had been installed.

Mr. Mullins advised that they are looking into getting a PRV put in at the beginning of the neighborhood in Timberville. The pressure is high and causing leaks in that area.

Jeff Kiser asked about furniture that had put in an alleyway at the Carico Apartments; he wanted to know if it had been removed. Jeff Livingston replied that each time it is cleaned up it is replaced by more.

Mr. Mullins advised that the Town would be closing on the line of credit to begin the water project on Friday, June 22, 2018.

- a. Public Works – Jeff Livingston, Public Works Superintendent reported that the line on Alfred Street had been replaced and that customers would be hooked up to the line this week or the following week.

Mr. Livingston reported that a six inch leak was fixed June 17, 2018 and a two inch leak on Carolina Road was repaired June 18, 2018.

Mayor Jeff Kiser asked when the additional paving in Coeburn will be done. Mr. Livingston advised that there is hold on paving and that in a couple of weeks paving will continue.

- b. The Lane Group – Chris Mullins with The Lane Group, reported that DEQ authorized grant money in the amount of \$930,000.00 which is 49.9% of project # C-515629. He advised that phase I would be sewer improvements in Bondtown and Banner. Mr. Mullins stated that this project will have three phases. He said that with this project the town would get approximately 6,000 linear feet of sewer main replaced, 40 manholes replaced and approximately 2500 feet of sanitary sewer line that would connect to the property owners.

Town Manager, Russell A. Mullins asked about the loan portion of this project. Chris Mullins with The Lane Group reported that it is a 20 year, 0% loan with a payment of \$46,000.00 per year. Mike Wright asked what kind of increase this would be for the taxpayers. Jeff Kiser said there would not be an increase to the taxpayers. Russell Mullins stated that this loan could be put into the utility budget and that he doesn't see any problem in making the payment.

Chris Mullins reminded council that there was \$13,200.00 left over from CNW grant; this would be enough funding to go back out and smoke test again so that problems can be identified and taken care of. Council agreed that this should be done and Mr. Mullins said this could be done the last week of July or the first week of August. He advised that it needed to be dry to do the testing.

Mr. Mullins said he had been unsuccessful in establishing communication via phone with VDOT concerning the safe route to school. Sharon Still reported that the town had to do three documented walk to school programs. After those are completed, request for what is needed can be sent for more response. Chris Mullins asked that a meeting be scheduled with Tabitha Crowder so that he can better understand the project. Mr. Mullins advised that sidewalks had to be a minimum of eight feet wide to be considered a safe route to school unless it has changed.

Mr. Mullins reported that Water Meter Replacement, Star Branch and Crab Orchard Projects should be ready to go to installation in the next thirty days.

Mayor Jeff Kiser asked Mr. Mullins what needs to be done to make Phase II Sheffield Sewer Project readily available to anyone wanting to and willing to pay to get on the system. Mr. Mullins advised that the town be up front and tell the customer that this is something that would have to be paid for and that in the future there may be some financing available but that customer would not qualify for it if they go onto the system at this time. Mr. Kiser asked that Russell Mullins and Chris Mullins work together to get the word out that hooking to the sewer is a possibility.

Treasurer:

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$137,009.27 as of June 15, 2018. She reported outstanding checks in the amount of \$81,661.13, accounts payable due in the amount of \$38,973.25 and interim accounts payable in the amount of \$107,611.67. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$16,374.89.

Ms. Sharpe presented meeting minutes for the May 14, 2018 regular meeting, and May 29, 2018, public hearing meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$27,782.06 making the total cash availability \$44,156.95.

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 due as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the May 14, 2018 regular meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mike Wright made a motion to accept the May 29, 2018 workshop meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes. Sharon Still abstained.

Police Department

Assistant Chief Jimmy Williams gave the police activity report for the month of May 2018. There were 1009 events that took place during the month. He gave a summary of these events. He reported that one of the police cars is at Freedom Ford being looked at to see what is wrong with it. He stated that black smoke had been coming from the tailpipe. He said the car had just over 22,000 miles on it and that it should still be under warranty.

Deventae Mooney commented that the two officers in training had graduated from the academy. Mr. Williams stated they had completed everything required and are now on their own.

Sharon Still requested at least one patrol occur at night during pool parties and open swim between the hours of 6-9 PM or 7-10 PM; she requested at least one patrol during the day mid-afternoon. Mr. Williams said he is hoping to go back to ten hour shifts which allows two people over a four hour block at the end of the shifts.

Fire Department

There was no representative from the fire department present. The monthly activity report for May 2018 was included in the council packets.

Deventae Mooney asked Town Manager Russell A. Mullins if he had spoken to Chief Cliff Hawkins about the pool party situation at the pool; Mr. Mullins said he had not spoken to him yet. He advised that he would talk to Mr. Hawkins about the party.

Attorney Report

William Sturgill, Town Attorney, was not present. No report was given.

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 May 2018. Mayor Jeff Kiser asked if all the large usage customers are now being metered correctly; Mr. Mullins replied that they are being metered correctly. Mike Wright asked if changing those meters had helped the town. Mr. Mullins stated that some are showing a decrease while others are showing an increase but the readings are correct.
- B. Odd Fellows Cemetery – Odd Fellows, which holds title to a cemetery in the Town of Coeburn asked to transfer ownership of the cemetery to the town. Council's general consensus was that there is no interest in acquiring the cemetery.
- C. Library Parking Lot – Mayor Jeff Kiser advised that without attorney Will Sturgill being present he didn't feel that council should go into great detail about this subject. As a reference he stated that some repair work was done on the library parking lot by the owners of that lot. He stated that the town owns the library building but not the parking lot. There is a hand shake agreement that the library has access to that parking lot. The owners have agreed to give the town a lease for one dollar per year if the town would provide maintenance to the lot. Should the town sell the library building the lease would be terminated. Scott Mullins represents the landowners and Will Sturgill represents the town. They have been asked to get together and present council with a proposal on this agreement.
- D. Crab Orchard Road and Beech Ave Waterline Replacement Project Phase II – Paperwork was presented so that council is kept up to date on the project.

- E. 2017 Drinking Water Construction Assistance DWSRF Revised Award – A letter was presented to council stating the town’s project will be considered in the final intended funding list.
- F. Community Development Block Grant Interim Compliance Review – Council was informed that a review had been scheduled for June 20, 2018 at 9:00 a.m. at Town Hall.
- G. Virginia Clean Water Revolving Loan Fund Project #C-515629 Principal Forgiveness – Mike Holbrook made a motion to accept project #C-515629 which is a total loan amount of 1,869,028.00 and a principal forgiveness of \$930,000.00. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.
- H. DEQ Announcement of FY2019 Annual Solicitation for Financial Assistance – Mr. Russell A. Mullins – Town Manager advised that the funding is available again this year. The Lane Group is aware of the deadlines.
- I. Department of Agriculture and Consumer Services – The purpose of the letter presented was to notify the town that the model ordinance for running bamboo is available online.
- J. Boundary Adjustment Committee Appointments – Mayor Jeff Kiser made a motion to appoint Charles Ward, Garland Hall, Jeff Kiser, Deventae Mooney and Russell A. Mullins as the committee members. Mike Wright seconded the motion which resulted in all Ayes.
- K. Comcast Cable Package Change – This was a notification that the NFL package is going from one package to another. This was for informational purposes only.
- L. Setting of the Organizational Meeting in July – Mike Holbrook made a motion to have the organizational meeting on July 3, 2018 at 6:30 p.m. Deventae Mooney seconded the motion which resulted in all Ayes.

Old Business:

- A. Budget – Jeff Kiser made a motion to approve the FY 2018/2019 budget for Town of Coeburn. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Closed Session:

There was no reason to go into closed session.

Deventae Mooney asked Mr. Mullins to explain the hiring process for the town. He wanted to know what happens to the applications and who determines who is called in for an interview. Mr. Mullins advised that it depends on how each department head wants to proceed with it. All applications are kept in a file for future use. Mr. Mullins stated that anyone that would like an application is free to come to Town Hall and pick one up.

Council Comments and Concerns:

Mike Holbrook thanked Sharon Still and Deventae Mooney for their time and efforts at the Coeburn Swimming Pool this summer. He also thanked Chris Mullins and Russell A. Mullins for their work. He thanked town employees and council members as well.

Deventae Mooney stated that the pool is a lot of work. He said now that they have gotten over the learning curve things are going smooth. He thanked everyone who comes out to use the pool. He said a lot of parties have been scheduled. He thanked Chris Mullins and Russell Mullins and advised that he had spoken with someone at the treatment plant and that person stated that they had gotten everything they had asked for from the water project. He thanked public works and the two officers that handled a problem at the pool. He reminded everyone that the July 4th Parade is at 2:00 p.m. on July 4th, 2018.

Sharon Still thanked all the council members for all that they do behind the scenes. She stated that she is glad that Russell A. Mullin's grandfather is doing well. She said she appreciates all the hard work that The Lane Group does on behalf of the town. She thanked the Police Department for all they do to keep the town safe. She thanked Mr. Jeff Livingston for the work being done at the pool. She said it is a pleasure to work at the pool. She thanked Food City for all that was done for Kid's Day on Saturday, July 16, 2018. She also thanked Deventae Mooney for what he is doing for the pool.

Mike Wright thanked all council members what they do. He thanked Sharon Still and Deventae Mooney for volunteering at the pool. He thanked Chris Mullins and Jeff Livingston for their work. He thanked Assistant Chief Williams as well. He said the town is coming together wonderfully under the circumstances. He stated it takes a lot of hard work for a lot of people.

Jeff Kiser jokingly thanked Mr. Mike Wright for taking a homeless bear in. He went on to say that there was a video that Mr. Wright's wife had posted; a bear had gotten near his grill and went over and put its paws on his car. He advised that he thought another step forward had been taken to make Coeburn a very good place for the citizens for years to come with the initial approval of the first phase of the sewer project. He reminded everyone about the parade on July 4th which is to begin at 2:00 p.m. He said that there would be a live band on stage around 7:30 p.m. Mr. Kiser advised that VFW will have a presentation after the parade. He said for everyone to have a happy and safe July 4th. Mike Holbrook let everyone know that Ronald Short who is a storyteller will be at Lay's Hardware that day as well. Sharon Still said the Trail of the Lonesome Pine starts the weekend of June 23rd and some of the Eastside One Act Theatre Group members are involved in that. Jeff Kiser thanked all the town employees.

Adjournment:

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

Respectfully Submitted,

Cathy Sharpe
Attest: Cathy Sharpe, Clerk

Jeffrey G. Kiser
Jeffrey G. Kiser, Mayor