

**Council Minutes
Regular Meeting
March 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 Carol Childress was present to give the invocation. The group remained standing for the Pledge of Allegiance.

Public Expression:

Justin Hamm, 110 Litchfield St, Apt. B-107 reported continued water discoloration. He reported that public works was trying to solve the problem.

Shirley Cassidy advised Council that a farmer's market workshop meeting would be held Wednesday, March 11, 2015 at the Depot. Anyone interested in participating could attend the meeting.

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

Approval of Agenda:

Town Manager Mullins asked Council to approve two additional agenda items. He requested that Council add Art Mead and Skip Skinner, both conducting the LENOWISCO study. He also asked Council to add discussion to consider a resolution establishing March 21 as Down Syndrome Day.

Jeff Kiser made a motion to add Art Mead and Skip Skinner to reports as Item A., section ii. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add Item G. to new business to discuss designating March 21 as 321 Down Syndrome Day. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to remove Norfolk Southern Parking Lot agreement from Old Business. The item will be discussed during closed session. Sharon Still seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager Mullins began by thanking the public works department, police department and fire department for all their dedicated time during the recent snow storm. Mr. Mullins has been working with Wise County in an effort to assess damages within the town. He informed Council that there was an exception to allow public works to be paid overtime in lieu of compensation time due to the excessive amount of time worked by the public works employees. He reported damage to town property which included the library and the MEOC building. He also reported assessing the roads for pot holes and other damages. Several water leaks were detected and repaired. There was a substantial leak on a 10 inch line that was repaired. A boil alert was issued as a precaution. Ms. Still asked if any progress was made regarding the Old Dominion Power rate restructuring. Mr. Mullins reported that he was working on some power saving plans for the town. Ms. Still also asked if he was pursuing any public grants to help fund the Town of Coeburn Municipal Pool. Mr. Mullins reported that he would continue to seek grants that would be relative. Tammy Robinson would be starting the Front Street Cruise In during the month of April. A permit for the road closure was filed. He also suggested moving the Founders Day event to July 4th. Mayor Kiser asked if the budget would be ready to present to Council by April 1. The town manager reported that he would have the preliminary budget ready for distribution.

i. Public Works

Danny Jordan, Public Works Director reported that the public works department was extremely busy scraping roads due to approximately 40 inches of snow that fell within the month of February. He reported that due to the melting snow and additional rainfall flooded waterways left a lot of work to be done on the streets and sidewalks. Public works was working on spraying off sidewalks primarily in front of local businesses. They will continue cleanup until all sidewalks and streets are back to normal. Ms. Still asked if Altoona was a private road. Mr. Jordan stated that he was under the impression that the paved portion was a state road. The town manager recommended talking to the county about assisting with gravel. Ms. Still also inquired about Grand Avenue and Meadow Street. She had several calls regarding the ditch lines on those streets during the flood. Mr. Jordan informed Ms. Still that those were both state maintained streets. Mayor Kiser asked if there was a specific order of street plowing during large snows. Mr. Jordan stated that there wasn't a specific order when scraping snow. He informed Council that the steep hills normally took priority. Ms. Still suggested making a check list of roads scraped during snow storms to try to minimize overlooked streets.

ii. LENOWISCO Study – Art Mead and Skip Skinner

Art Mead reviewed the report that he compiled which outlined the Town of Coeburn's budget position for FY15. Mr. Mead reported a shortfall in collected revenues. He focused on the need to regain a reserve in the town's treasury. He also asked that Council take into consideration future capital expenditures. He cautioned that failure to address these shortages could only add to the current budget deficit. He advised taking all these things into consideration when reviewing the proposed FY16 budget. Mayor Kiser asked if any equipment was identified that needed to be rotated out. Mr. Mead stated that he could foresee a need for the police car fleet to be set up on a rotating schedule. Mr. Mead stated that more information would be available as the study continues. Council thanked Mr. Mead and Mr. Skinner for the work that was completed to date. Mr. Jess Powers compiled some questions to ask Mr. Mead in regards to the study. The questions and replies were as follows:

- Has Mr. Mead looked at the enhanced revenues that were proposed by the town manager and how would they effect the shortfall?

Mr. Mead stated that if they were not in the FY15 budget then he did not review them.

- Mr. Mead mentioned the depletion of the reserves. Mr. Powers asked if he looked at the depletion along with the history during the study conducted.

Mr. Mead stated that he spoke with the town treasurer regarding the reserve funds and she made him aware that there were no reserves available beginning the fiscal year 2015. He stated that the depletion compounded the problem.

- In second bullet Mr. Mead stated "revenues of 2 budget funds equaling a total of \$2.2 million available for your town budget". During a recent audit we were informed that funds must be kept separately. Why was Mr. Meade implying that we are not keeping funds separate?

Mr. Mead replied that the town was doing it. The treasurer clarified that even though the money is physically in the same bank account, the funds are kept separately on the books. The water fund and the general fund are accounted for separately within the general ledger. Any due to or due from money is accounted for by an entry compiled by the auditors and/or the financial accountants.

- Previously the coalfield reported a \$300,000 shortfall and the Mayor reported a \$150,000 shortfall. He asked why Mr. Mead was now reporting a \$60,000 shortfall.

Mr. Mead clarified that he was reporting a \$460,000 projected shortfall within the FY15 budget.

- With that projection: beginning this year, should the council have waited 9 months to make any adjustments?

Mr. Mead stated that he felt if the Council was fully aware of the situation they probably wouldn't have approved they FY15 budget.

Mr. Mullins recommended that everyone stop looking at the past and what should have been done and move forward with everyone working together. Ms. Still reiterated that Council needs to see a spreadsheet of what the proposed rate increases will do for the budget.

The Lane Group

Chris Mullins, The Lane Group, reported the additional waterlines to be constructed during the next phase of the water project. He informed Council that the lines were based on hydraulic calculations. The weather postponed beginning the sewer project. SB Construction will begin work as soon as weather permits.

Ms. Still asked if there were any grants for sidewalk construction. Mr. C. Mullins reported that there are grants available through the VA Dept of Transportation. Also funding is available for community development. He stated that school enhancement proposals would be looked at more closely. Ms. Still stated that there is a need for sidewalk construction near the schools. Mr. C. Mullins suggested that the town manager construct a report outlining the proposed enhancements and present them to the Lane Group. The report would allow the Lane Group to do a more precise search for grant needs. The town manager and The Lane Group will begin working together on the projects. He also suggested considering modifications to the brick sidewalk on Main Street. Mayor Kiser asked about the trees that needed trimmed in order to allow more water to the root system in hopes that the damage to the sidewalk would be slowed. Mr. Jordan suggested waiting until winter 2015 to trim the trees.

Treasurer

Clerk/Treasurer, Christy McCoy presented Council with minutes from the regular meeting held February 9, 2015. She presented the accounts payable report in the amount of \$65,852.95. She also presented the interim accounts payable report in the amount of \$30,662.41. She reported a daily bank balance of \$75,432.37 with outstanding checks in the amount of \$65,837.79. She reported a reconciled balance of \$(56,257.79).

February 9, 2015 – Regular Meeting – Deventae Mooney made a motion to approve the minutes as presented. Veronica Buchanan seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the accounts payable and interim accounts payable. Paying the accounts payable as funds are available. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, S. Still – Aye, J. Powers – Nay.

Police Report

Police Chief, Scott Brooks reviewed the activity report. He thanked the public works department for their assistance during the snow storm and flood. The police department recently applied for a hiring grant. He also reported a potential restitution payment that could help pay the police car payments.

Volunteer Fire Department

Fire Chief, Cliff Hawkins was absent and no report was given

Attorney Report

The attorney responded to a question posed during the February 9, 2015 regular meeting. In response to a citizen requesting hunting permission on town property he advised that Council consider potential liability issues. Normally if there is an accident on property, the property owner is the first one to be held liable. He advised against approval of hunting on town property.

Mr. Sturgill also recommended that the town adopt an ordinance and have it in place before billing insurance companies for fire assistance. He suggested holding off on the ordinance until the treasurer can find out how the money can be allocated and how it shall appear on the records. The treasurer will ask the auditor about the revenue reporting specifics and report back to Council.

New Business

- a. Vacancy on Board of Zoning Appeals – There will be a vacancy on the Board of Zoning Appeals effective February 2015. Council agreed to advertise the vacancy and take applications. They would like to set the cutoff date so that applications could be included in the March workshop packets. Town Manager Mullins will advertise the vacancy and set the due date as instructed.
- b. EDA Board – There will be two vacancies on the EDA Board during the month of June. Council asked the town manager to advertise the vacancies and take applications for the board appointments.
- c. Resolution Opposing the Reduction or Elimination of the Coalfield Employment Enhancement Tax Credit – The town manager clarified that this was a topic scheduled for discussion during the February workshop meeting. At this point in the general assembly Mr. Mullins recommended no further action.

- d. Cumberland Airport Commission – The Cumberland’s Airport Commission announced that Jarrod Powers will be the new Airport Manager at the Lonesome Pine Airport, effective April 1.
- e. Library Update – The library experienced some substantial damage during the snow storm. The insurance company has assigned a restoration company to perform the repairs. The company began working on the repairs immediately. The town manager reported that he will be meeting with roofing engineers to look at the repairs needed for the MEOC building.
- f. Monthly Water Report – The report was included for Council’s information. Ms. Still asked if the gallons of water placed into the distribution system could be added to the report. Mr. Mullins will talk to the water plant operators and see if they can add the information to the report.
- g. Resolution 321 Down Syndrome Day – Sharon Still made a motion to make March 21, 2015 Down Syndrome Awareness Day within the Town of Coeburn. Veronica Buchanan seconded the motion. After discussion Council agreed to recess the meeting until March 21, 2015. The meeting will reconvene in Ringley Park at 11:30 a.m. on March 21, 2015. At that time Council will hold a ceremony and present a resolution proclaiming March 21, 2015 as Down Syndrome Day in the Town of Coeburn, in conjunction with the observance of World Down Syndrome Day. Sharon Still rescinded her motion.

Old Business

- a. Norfolk Southern – Jeff Kiser made a motion to enter into executive session in accordance with Virginia Code §2.2-3711(a.7) for legal consultation specifically surrounding the Norfolk Southern lease agreement. Veronica Buchanan seconded the motion. A roll call vote resulted in all Ayes.

Executive Session

Council entered into closed session.

Immediately following closed session, Christy McCoy, Clerk, read the “Certification of Closed Meeting”, which is attached to these minutes and made a part hereof. A roll call vote certifying that only matters that were identified in the motion convening were discussed, resulted in all Ayes.

No action was taken upon reconvening the meeting.

Council Comments and Concerns:

Jess Powers thanked the fire department, police department and public works for their effort to keep the roads clean and the town safe for citizens during the recent snow storm and localized flooding.

Sharon Still echoed the appreciation for all departments that helped during the snow storm and flood. She also encouraged Council to participate in the Hometown of the Clinch movement. She invited everyone to attend a performance by the Wise County My Act who will be performing Legally Blonde.

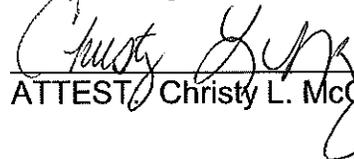
Jeff Kiser also thanked all emergency personnel and public works for their diligent work keeping the roads clean. He also thanked the administrative department, treasury department and shelter workers for their service time during the storm. He advised all departments to keep their spending to a bare minimum and to continue thinking about making hard budget cuts during the FY16 budget preparation.

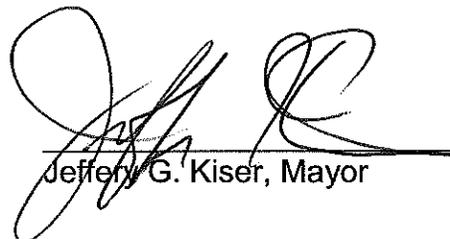
There were no other Council comments or concerns.

Recess:

Jeff Kiser made a motion to recess the meeting until March 21, 2015 at 11:30 a.m. at Ringley Park. Sharon Still seconded the motion which resulted in all Ayes.

Respectfully Submitted,


ATTEST Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor