

Council Minutes
Regular Meeting
May 9, 2016 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees: Upon a roll call vote the following members of Council were present: Jeff Kiser, Deventae Mooney, Jess Powers, and Sharon Still. Veronica Buchanan entered the meeting during prayer. 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 Steven Baker, Coeburn First Presbyterian Church, gave the invocation. The group remained standing for the Pledge of Allegiance.

Public Expression:

There was no public comment and public expression was closed.

Approval of Agenda:

Jeff Kiser made a motion to add Mr. Art Mead, Weldon Cooper Center, to the agenda prior to the town manager's report. Veronica Buchanan seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add item 'F', CNW Board appointment, to new business. Sharon Still seconded the motion, which resulted in all Ayes. Jess Powers asked if there were any applications. There were no applications taken for the position.

Jeff Kiser made a motion to add item 'G', Drug and Alcohol Policy, to new business. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to add item 'B', Fire Department Election to old business. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to remove item 'A', Fire Department Line of Duty Act, from old business. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

Reports:

Art Mead, Weldon Cooper Center for Public Service, addressed Council regarding the 2016/2017 fiscal year budget. Mr. Mead was asked by the Mayor to attend the council meeting for budgetary review. Mr. Mead reported that he had the opportunity to review

the preliminary budget presented by Town Manager Mullins. The form submitted by the town manager complied with Virginia Code §54.2, Chapter 25.

Mr. Mead prepared documentation that related to the budget for the fiscal year ending 2017. He advised that all documents were subject to the Freedom of Information Act and would be made available upon request. He reviewed the documentation with Council making suggestions regarding vehicle replacement for the police department and the public works department. He suggested maintaining a replacement schedule similar to surrounding localities. He reported that other locations replaced police cruisers when they were at approximately 100,000 miles. He suggested investing approximately \$20,000 per year for the replacement of police vehicles.

He also gave a report showing the core fleet for public works vehicles and a preliminary replacement schedule. He reported that the cost of a new garbage truck was approximately \$150,000. When taking into consideration the life expectancy and the depreciation values, the town would need to invest \$40,183 annually.

Realizing the town may not be able to begin investing at this time, he wanted to make Council aware of the expenses that should be considered.

Mr. Mead discussed payroll expenses relating to all departments. He informed Council that when looking at the proposed budget, they should realize total payroll was approximately \$850,000 plus overtime. The overall budget is 2.5 million dollars and payroll, including fringe benefits, was approximately 1 million dollars. He also discussed holiday pay, vacation time, and sick leave.

He gave out the pay rate schedule for each position by department. The pay rate schedule listed job title, date of employment, and salary range. The document could be used as an addendum to the budget document. Jeff Kiser asked if there could be anticipated hours assigned to part time positions. Mr. Mead would follow up with department heads and assign the number of hours for more accurate information.

He talked about implementing a \$1 utility maintenance fee. He advised that many municipalities have implemented the fee to maintain water and sewer lines as needed.

Jess powers asked if the budget cuts for fiscal years ending 2012 and 2013 were looked at. Mr. Mead advised that he began looking at documents beginning with June 30, 2015. He recognized a large savings upon the non-renewal of the Veolia contract.

Upon the budget review, Jeff Kiser made a motion to obtain Art Mead for consultation in the ongoing budget process at no charge to the town. Deventae Mooney 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.

Mr. Mead would contact the town manager and treasurer.

Town Manager Report

Town Manager, Russell A. Mullins reported working with VDOT regarding the Spearhead Trails usage permits. There was some concern regarding a trailhead entrance. He was also working with Spearhead representatives and VDOT regarding sign locations. Once the locations for the signs are determined he will order the signs. He recommended recessing the meeting in order to approve the expense for the signs.

The town manager also reported that public works completed the tank cleaning process and began the second line flush. Public works also began preparing for the 2016 Coeburn Municipal Pool opening. The anticipated opening date was May 30, 2016.

Sharon Still asked if Wise County made a decision regarding payment of the Line of Duty Act. The town manager sent all the information that the county requested. He was waiting on them to contact him regarding their decision.

Sharon Still asked if the smoke testing was scheduled to locate Infiltration and Inflow problem areas. He informed her that smoke testing needed to be conducted during the wet part of the year. The Lane Group would be conducting the smoke testing. The testing was put on hold because of the tank cleaning and line flushing project. Mayor Kiser asked that the paperwork be completed so that the testing could be done in the fall.

Deventae Mooney asked Mr. Mullins to contact the Family Preservation to discuss pool use during the month of July. Mr. Mooney will get the list of participants for the town manager and staff.

Jeff Kiser asked about the list of various boards and dates of service that the town manager provided to Council. He questioned the accuracy of the list. Mr. Mullins stated that it looked off because of the partial terms that some people were serving due to resignations. The town manager suggested making the terms of service the same for each board. He suggested making the commencement dates the same for each appointment. Mayor Kiser asked the town manager to review the terms and make a recommendation to council.

The Lane Group

Chris Mullins, the Lane Group reported that the Sheffield Sewer Project is complete and is in full operation. He thanked the public works director and the town manager for making themselves available for training. He informed Council that a portable generator was scheduled for delivery at the end of May. He reported that upon completion of the Downtown Water Project and the Sheffield Sewer Project the focus would be turned to Phase 2 of the Sheffield Sewer Project to explore financing and feasibility of the project. He reported that the Lane Group submitted a preliminary engineering report to the Department of Health to request funding for WTP updates and maintenance.

Jeff Kiser asked if the Lane Group started the baseline testing for the Machine Creek watershed. Mr. C. Mullins sent an email to all of council requesting information in order for the Lane Group to provide that service. There was a list of things they had to know

in order to test appropriately. The town manager was waiting on a list for the US Department of Forest Service.

Treasurer Report

Christy McCoy, Clerk/Treasurer reported the posted cash balance as \$111,093.37, outstanding checks in the amount of \$27,207.52, and accounts payable due in the amount of \$56,308.87. She reported after all of the following were taken into consideration there was a reconciled cash balance of \$27,576.98.

Ms. McCoy presented the meeting minutes for the April 11, 2016 regular meeting, April 25, 2016, recessed meeting, and April 25, 2016 workshop meeting. Jeff Kiser made a motion to approve the April 11, 2016 regular minutes as presented. Deventae Mooney seconded the motion. The results were as follows: V. Buchanan – Abstained due to absence, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Aye and S. Still – Abstained due to absence. Jess Powers asked for Ms. Buchanan and Ms. Still to state their reason for absence. Veronica Buchanan stated that she was required to work overtime and Ms. Still stated she had a ball game. After reviewing her calendar, Ms. Still stated that she had a medical procedure.

Jeff Kiser made a motion to approve the April 25, 2016 recessed meeting. Sharon Still seconded the motion. The results were as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Abstained due to absence, J. Powers – Ayes, and S. Still – Aye. Mr. Powers asked why Mr. Mooney was absent. Mr. Mooney stated that it was his final week of college classes and he had finals.

Sharon Still made a motion to approve the April 25, 2016 workshop meeting minutes as presented. Jeff Kiser seconded the motion. The vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Abstained due to absence, J. Powers – Aye, and S. Still – Aye.

Deventae Mooney made a motion to approve the accounts payable in the amount of \$56,308.87. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the interim accounts payable in the amount of \$198,549.94. Deventae Mooney seconded the motion, which resulted in all Ayes.

Police Department

Scott Brooks, Police Chief thanked Jess Powers and Veronica Buchanan for their time serving as Council members. He informed Council that the police department received the JAG grant. Ms. McCoy would provide the approved amount to Council during the next scheduled meeting. Chief Brooks gave the April 2016 activity report.

Fire Department Report

Cliff Hawkins, Fire Chief, thanked Jess Powers and Veronica Buchanan for their time served as Council members. He congratulated Mike Wright and Michael Holbrook on their newly elected positions. Chief Hawkins gave the April activity report. He also reiterated the need for additional insurance coverage for volunteer fire fighters.

- Mayor Kiser called a short recess.
- Upon all Council members returning the Mayor reconvened the meeting.

Attorney Report

William Sturgill, Town Attorney, reviewed the 2016-2017 budget ordinance. He advised Council that there must be public notification given prior to voting for the 2016-2017 budget. The notice must be published for 7 days prior to the public hearing. The Council must wait 7 days after the public hearing before voting. He wanted to remind Council members that the budget must be voted on and passed by July 1, 2016.

Mr. Sturgill discussed the revisions to the organizational meeting. He reminded Council that the ordinance regarding organizational meetings needed to be updated. He provided suggested revisions for the decal ordinance. The suggestion is to abolish vehicle decals and charge a licensing fee on the personal property taxes. The repeal would be effective December 31, 2016 and the enactment of the licensing fee would be enacted January 1, 2017.

As the attorney reviews the employee handbook, there are changes that need to be made and updated to reflect current laws. He presented an updated drug and alcohol testing policy to Council. He asked that they review the policy for informational purposes.

Jeff Kiser made a motion to set the organizational meeting July 1, 2016 at 6:30 p.m. at the Depot building. Sharon Still seconded the motion. Jess Powers informed Council that the date was a Friday before a holiday weekend. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Abstained, S. Still – Aye.

The attorney suggested voting and advertising all of the ordinances for the same meeting. Council agreed to recess the meeting and vote at the next meeting.

New Business:

- A. VRS Employer Contribution Resolution #16-008 – In accordance with Chapter 822 of the 2012 Acts of Assembly (SB 497), which certifies that the town effectively implemented the member contribution requirements for Plan 1 and Plan 2 employees. Jess Powers made a motion to adopt Resolution #16-008. Veronica Buchanan seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Aye, S. Still - Aye.

- B. Town of Coeburn Employer Retirement Contribution Rate Election – The town manager presented the option to adopt a resolution to elect an alternate VRS contribution rate. The employer may choose to modify the contribution rate election by electing the alternate 3.77% employer contribution rate. If the employer chooses to do nothing and pay the VRS certified rate no action was required. After discussion the contribution rates, Veronica Buchanan made a motion to pay the VRS certified rate at 3.9%. Sharon Still seconded the motion, which resulted in all Ayes.
- C. Budget 2016 – 2017 – The town manager reviewed the utility and general fund anticipated expenses. He reported that there was an increase in general fund revenue that could be attributed to the increase in tax assessments and better collection rates. He reported that expenses stayed very similar to fiscal year ending 2016. He pointed out there was \$18,000 in the police equipment line item. He reiterated that the police cars were adding up mileage and maintenance expenses were starting to climb. He suggested taking advantage of a USDA Grant that would allow a loan purchase of new police cars.

He asked Council for guidance on the Civic activity line item. He asked if Council wanted to continue funding the July 4th and Guest River Rally activities. Council agreed to allocate the money and make a determination based on the cash availability at the time of the activities.

Mayor Kiser asked about the USDA Grant that was proposed. Mr. Mullins explained that there were two police vehicles that needed replaced. The grant could provide up to \$50,000. Mayor Kiser asked if there were any provisions for public works vehicles. Mayor Kiser stated that there was also a need for public works vehicles, which have high mileage and are outdated. Mr. Mullins pointed out that police vehicles are used 24/7 and public works vehicles are only used 8 hours per day, 5 days per week. The mowing truck was used consistently. Jeff Kiser asked for a maintenance log on all vehicles in order to track expenses on public works vehicles. Mr. Mullins informed him that the garbage truck was the biggest repair expense to the town.

Mayor Kiser asked the town manager to forward a .pdf file or an excel file containing the budget to all Council members.

Sharon Still asked about the budgeted amount for the Coal Severance tax. She asked if that would be too high. She stated that she would like to show \$0 in that line item. Mr. Mullins informed her that the line item needed to have an amount for audit purposes.

Jeff Kiser suggested having some type of budget workshop meeting. He suggested inviting Mr. Art Mead to attend the meeting to assist in the process.

- D. Town Organization Ordinance Change – The subject was discussed during the attorney report.

- E. ATV Ordinance Change – The item was tabled for discussion during the recessed meeting.
- F. CNW Board Appointment – The town manager made a recommendation to reappoint Mike Wright for another 4 year term on the CNW Board. Deventae Mooney made a motion to appoint Mike Wright for an additional 4 year term to serve on the CNW Board beginning May 13, 2016 and ending May 13, 2020. After some discussion, Jeff Kiser made a substitute motion to appoint Mike Wright for an additional 4 year term to serve on the CNW Board beginning May 13, 2016 and ending June 30, 2020. Deventae Mooney withdrew his original motion and seconded the substitute motion. Jeff Powers stated that in the past applications for positions were taken prior to making appointments. Mayor Kiser called for a roll call vote, which resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – abstained because of inconsistencies in policies, S. Still – Aye
- G. Drug and Alcohol Policy – Council agreed to table the discussion until the next meeting. The attorney informed Council that the town's current policy is only 2 paragraphs long. He stated that we needed additional clarification to make sure we are in line with case law and Virginia law. The policy he provided to Council is 4 pages and there is a lot of information included in the policy. He advised that they review it carefully and if there are any suggestions contact him. Mayor Kiser asked if the policy specifically addressed synthetic drugs. The attorney stated that it is a general drug and alcohol policy that could also be used to cover synthetic drugs.

Old Business:

- A. Removed during Agenda amendments.
- B. 2016 Fire Department Officer Listing – Deventae Mooney made a motion to accept the 2016 officer listing as presented. Veronica Buchanan seconded the motion, which resulted in all Ayes. The officer list was presented as follows:
- Chief – Cliff Hawkins
 - Assistant Chief – Roger Stanley
 - Captain – Logan Jackson
 - 1st Lieutenant – Tyler Ratliff
 - 2nd Lieutenant – Jeremy Rose
 - Secretary – Jeremy Rose
 - Treasurer – Chris Sturgill

Closed Session:

The town manager informed Council that there was a need to go into closed session to discuss a water easement.

Jeff Kiser made a motion to allow the 2 new members of Council to be included on closed session meetings. Deventae Mooney seconded the motion which resulted in all Ayes.

Sharon Still made a motion to enter into closed session in accordance with §2.23711 (A3) for discussion or consideration of acquisition or disposition of real property, specifically a water easement. Veronica Buchanan seconded the motion, which resulted in all Ayes.

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 that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

There was no action resulting from the closed session.

Council Comments and Concerns:

Veronica Buchanan – Thanked everyone who participated in the recent election. She stated that she enjoyed the opportunity to work with different organizations within town and she hoped to get other opportunities. She addressed the Coalfield newspaper article that stated that she didn't give a response to the election questions posed prior to the town elections. She stated that she sent the answers back via email and had confirmation on her computer. She was unsure why the Coalfield didn't receive them.

Deventae Mooney – Stated that he was excited about the budget process. He looked forward to working together. He thanked Veronica for all of the work that she has done for the town. He congratulated Mike Wright and Mike Holbrook and looked forward to working with them in the future.

Jess Powers. – Thanked everyone for coming out to support the Cruise-In. He reported over 50 cars were registered and 200 people attended. He would like to see everyone come out and show support. He reported that the May 21, 2016 Cruise-In proceeds would benefit the Kiwanis Scholarship offered to a local high school senior.

Sharon Still – Reported that she was happy that the town was so far into the budget. She was looking forward to doing other things less formal. She stated that she appreciated everyone for their participation in the elections. She stated that she enjoyed sitting with the seated Council members over the past 2 years. She thanked the citizens for coming to the meeting and showing support for the town. She thanked all of the town employees for the work they do.

Jeff Kiser – Thanked everyone for going out to vote during the recent election. He thanked both outgoing Council members for their work and dedication to the town. He

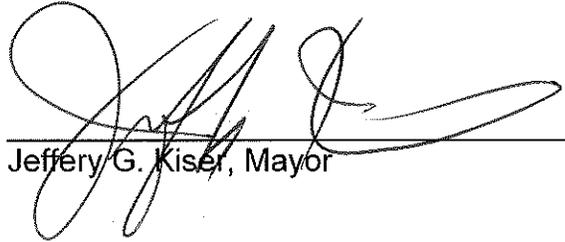
thanked Mr. Art Mead for volunteering his consultation services free of charge. He asked all departments to work with the incoming Council members. He stated that working with the incoming Council members and making them a part of current events will make the town more successful. Mayor Kiser thought that the town was getting where it needed to be, as far as the budget was concerned. He still encouraged all departments to continue to use spending constraints. He stated that he was not comfortable with the new sidewalk in front of Town Hall.

Adjournment:

Jeff Kiser made a motion to recess the meeting until the May 23, 2016 workshop meeting. Deventae Mooney seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor

**Council Minutes
Recessed Meeting
May 23, 2016 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Public Hearing:

A public hearing was held for the purpose of seeking public input regarding motor vehicle licensing fees, water/sewer regulations, ATV regulations, and general town administration. Copies of the proposed changes were made available to the public at town hall.

Attendees:

Upon roll call the following members of Council were present: Veronica Buchanan, Jeff Kiser, Deventae Mooney, and Sharon Still. Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager, and William Sturgill – Town Attorney were also present.

Mr. Jess Powers did not attend the meeting.

Call to Order:

Mayor Jeff Kiser called the public hearing to order.

Public Expression:

There was no public comment regarding the proposed ordinances.

Mayor Kiser made a motion to adjourn the public hearing. Sharon Still seconded the motion, which resulted as follows.

May 9, 2016 Regular Meeting Reconvened

Mayor Kiser reconvened the regular meeting, recessed on May 9, 2016.

Ordinance #16-000 to Repeal Section §90.12 of the Town of Coeburn Code of Ordinances:

The town manager read the ordinance which repealed section §90.12 of the Town of Coeburn Code of Ordinances.

Jeff Kiser made a motion to accept the ordinance as read by the town manager. Sharon Still seconded the motion. A roll call vote resulted at follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Ordinance #16-001 – An ordinance enacting a motor vehicle license fee:

The town manager read ordinance #16-001, which enacted a motor vehicle license fee. The vehicle license fee would be billed at the time of the personal property tax bills.

Jeff Kiser made a motion to adopt Ordinance #16-001 as read by the town manager. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Ordinance # 16-002 - An ordinance enacting the use of ATV's on certain town roads for recreational use:

The town manager read ordinance # Jeff Kiser made a motion to adopt the ordinance as read by the town manager. Sharon Still seconded the motion. A roll call vote resulted as follows:

The mayor also made a motion of purchase and payment of any road signs that are necessary for implementation of the trail system. Sharon Still seconded the motion and a roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Amendment updating the sewer use ordinance §51, 53, and 54 as recommended by DEQ:

The town manager read the proposed ordinance updates as suggested by the Department of Environmental Quality. Sharon Still made a motion to adopt the ordinance as read by the town manager. Deventae Mooney seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Organizational Meeting:

The town manager read the proposed changes regarding the organizational meetings, regular meetings, and workshop meetings. The changes set forth updated meeting places, meeting times, and meeting guidelines. After the proposed changes were presented, Jeff Kiser asked if the ability to call a special meeting pending the attendance of all members of Council was taken into consideration in the amendment. The town attorney advised that the option was not made part of the ordinance. Mr. Kiser would like to see that added back to the revised ordinance. The town attorney advised that the ordinance was written in accordance with Virginia Code §2.2-3707. The Code states that notice must be given to the public and members of Council. The attorney would research the subject further and present an updated ordinance to Council. He advised advertising another public hearing for the next regular meeting. The town would advertise the public hearing in order to move forward with the ordinance at the next regularly scheduled meeting.

Jeff Kiser made a motion to table the ordinance until the next regular meeting. Deventae Mooney seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Adjournment:

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

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor

**Council Minutes
Workshop Meeting
May 23, 2016 – 7:00 p.m. – 502 Front Street E, Coeburn, VA**

Attendees:

Upon roll call the following Council members were present: Veronica Buchanan, Jeff Kiser, Deventae Mooney, and Sharon Still. Scott Brooks – Police Chief, Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager, and William Sturgill – Town Attorney were also present.

Jess Powers did not attend the meeting.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Reverend Steven Baker, Coeburn First Presbyterian Church, gave the invocation and the group remained standing for the Pledge of Allegiance.

Public expression:

There was no public comment and 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 Report

The town manager reported that there was an overflow issue in the Sheffield Sewer interceptor project. He reported that the town and the Lane group were working with the Department of Environmental Quality to address the issue. The problem is coming from I & I in the Sheffield area. The Lane Group advised installing new lines to correct the problem. He reminded Council that CNW is holding \$42,000 for the town to address I & I issues. He suggested using the funding to lay new lines and correct the problem. He also added that there was an issue with the pumps purchased for the Sheffield Sewer Project. The town thinks that the pumps are too small to handle the capacity of the flow. The Lane group didn't think that the pumps were the issue. Ms. Still stated that those issues should have been addressed during the preliminary stages of the project. The mayor suggested a meeting with the Lane Group to discuss the options going forward. The town manager would set up a meeting date. Ms. Still doesn't want to pay to have the lines corrected if it is something that should have been addressed during the project. Council agreed to discuss the issue with the Lane Group prior to making any decisions.

The town manager asked if there was a designated area for out of town residents to set up items for the town wide yard sale. Council agreed that the vacant lot on the corner of Second and Grand Streets could be used.

Council inquired about the decorative street light replacement. The town manager stated that he could not find matching light fixtures. The insurance company agreed to pay for the lighting. There were no exact replicas of the light fixtures. He added that the lights could be reorganized to try to make the differences less visible.

Public Works Report

Jeff Kiser asked if the 'Welcome to Coeburn' signs could be fixed. He added that the CIA wanted to landscape around the signs. The wood railing around the signs needed to be replaced. The signs also needed to be added to the mowing schedule.

Sharon Still advised that there would be a Little League Baseball meeting held in the Depot. She asked the town manager to inquire about some signage to identify the Depot building. Council agreed that there was a need for a sign to identify the building. They discussed the style that they would like to see on the building. The town manager would get some quotes for a sign and present them to Council at the next meeting.

Danny Jordan, Public Works Director, reported that the second unidirectional flushing was complete. He reported that the pool was cleaned, painted, and ready for the summer season. The town manager reported that there was a problem with one of the pumps. The pool was still on schedule to open on the anticipated date.

The Lane Group

There was no representative present and no report was given.

Treasurer's Report

Christy McCoy, Clerk/Treasurer, reported a posted cash balance of \$306,767.18. She reported outstanding checks in the amount of \$261,781.68, accounts payable due in the amount of \$3,980.00 and interim accounts payable in the amount of \$189,587.64. After deducting all outstanding checks and the accounts payable due, the cash balance was \$41,005.50. She reported that the 2014 financials would be completed during the upcoming week. She would arrange for the 2014 audit to be scheduled as soon as possible.

She informed Council that she was working on implementing an online payment service for customers. The program would allow customers to pay online, by text, by phone, or by auto deduct. The service would be provided by Paymentus Payment Solutions. She reported that they are a very large and reputable online service provider. The online pay needs to be integrated with the town's software system. She informed them that Paymentus doesn't charge a fee for the setup, but Southern Software would charge for the integration service. The one-time fee could be \$1,000-\$2,500. A quote would be provided when available. Council asked Ms. McCoy to gather some additional information to provide to Council. She would provide additional information at the next regularly scheduled meeting.

Police Department Report

Scott Brooks, Chief of Police, reported that the police department was using restitution funds to remodel the police department. Chief Brooks stated that he would like for the town to reimburse the restitution fund for the work that was performed. Ms. Still stated that she would like to be

informed before the money is spent. She advised that communication between all parties responsible for spending money was a must. The town manager stated that most of the projects completed during the remodel were fire and safety hazards. He reported that the roof was also leaking and would need to be fixed. The police chief would be getting a recommendation from a repairman.

Fire Department Report

There was no representative present and no report was given.

Attorney Report

William Sturgill, Town Attorney, discussed the updates regarding the organizational meetings, regular meetings, special called meetings, and workshop meetings. He went into more detail explaining Virginia Code §2.2-3707. Council would vote on the revised ordinance during the next regularly scheduled meeting.

Items for Discussion:

a. VRA Revolving Fund Disbursement #11 – Funds for disbursement #11 for Town of Coeburn Project C-515495-02 were received and distributed to the contractor. The funds were disbursed as requested.

Jeff Kiser asked about the grant award for the winter 2016 storm funds. There was a notice that went on the news, social media, and in the local newspaper regarding the grant award. Council members recently received many inquiries about the grant funds. The town manager informed them that all applications were taken and processed immediately following the winter storm. LENOWISCO requested the administrative fee because they performed the majority of the work for the grant. Council didn't have a problem with the administrative fee being disbursed to LENOWISCO.

b. Troy and Banks Utility and Telecommunications Consultants – Troy and Banks provides a service seeking out refunds on behalf of municipalities across the Commonwealth. The telecommunications consultants provide a contingency based audit of utility and telecommunication bills. They provide a comprehensive review of the utility and phone bills. If there are favorable findings Troy & Banks' proposes a 24% / 76% split-fee arrangement. Council agreed that the service could return some favorable information and possible finances. The town manager would contact Troy and Banks for a consultation.

C. Water Finance Forum – The town manager informed Council that he would be attending the water finance forum June 15-16, 2016 at Mountain Empire Community College. The forum focuses on financing resilient and sustainable water infrastructure.

D. RAM Health Expedition – The RAM Health Expedition dates have been announced. Free medical services for adults and children will be provided on July 22-24, 2016 at the Wise Fairground, Wise, Virginia.

E. Generator Service Agreement – The town manager provided a planned equipment maintenance agreement for the Flatwoods pump generator, the main water plant generator, and

the Powerstown pump generator. The quote given by Crosspoint was \$7,862.55 per year. Council asked the town manager to get additional quotes for price comparisons.

F. 2016-2017 Budget – The town manager provided an updated copy of the 2016-2017 preliminary budget. Jeff Kiser provided Council with a document that provided salary information for each job position. Council reviewed the information provided.

G. Employee Overtime Rule Change – The Department of Labor changed the salary exemption overtime rule for employers. The new rule states that employers can no longer exempt overtime for salaried employees making under \$47,476.00. There are certain job duties and positions that fall under this rule. In lieu of the new guidelines, Mr. Kiser suggested adding time clocks to the town's payroll system. He suggested that all employees be required to physically clock in and clock out. The town manager would get additional information on some various time keeping systems.

The attorney advised Council that the Fiscal Year 2017 budget process needed to be complete by June 30, 2016. Advertising the public hearing, conducting the public hearing, and voting on the budget was a very lengthy process. He advised Council to set the public hearing for June 13, 2016. Mayor Kiser suggested having a Saturday meeting to set the final budget numbers in place. The Mayor called a special called meeting on June 4, 2016 at 11:00 a.m. The budget would be advertised and published in the Coalfield Progress, June 10, 2016 edition. Additional budget discussions can take place on June 13, 2016 during the regular meeting. The public hearing would be scheduled for June 20th, 2016. The budget would be adopted on June 27, 2016 during a special called meeting. The workshop meeting would be held immediately following the public hearing. The town manager would advertise all of the items as advised by Council. The mayor asked the town manager to also properly advertise all the meetings as discussed.

h. Employee Personnel Policy Change Vacation Leave – The town manager and the treasurer discussed the vacation accrual time with Council. The current policy allows the employee to accrue up to 60 days. The town manager and Council members would like additional time to research the topic and discuss at a later date.

Closed Session:

The town manager advised that Council needed to enter into closed session to discuss the disposition of real property, pertaining to a private street. Jeff Kiser also asked to enter into closed session to discuss personnel as it pertained to public works. Sharon Still made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (a) 1 to discuss disposition or acquisition of real property concerning a private street and §2.2-3711 (a) 3, to discuss personnel as it relates to public works. Jeff Kiser seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – absent, and S. Still – Aye.

Immediately following the 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 business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – absent, and S. Still – Aye

Council Comments and Concerns:

Veronica Buchanan expressed sympathy for the recent loss of the town's former police chief. She thanked Mr. Harold Markham and his family for their time dedicated to the community.

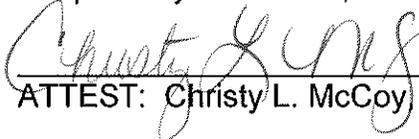
Deventae Mooney had no comments.

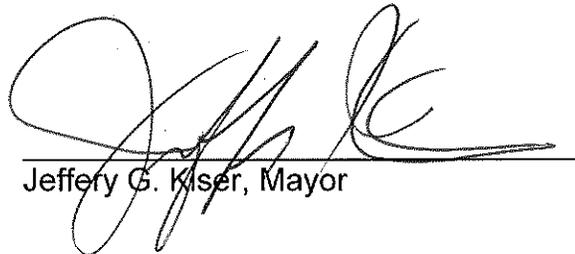
Sharon Still thanked all the department and the department managers for all the hard work that they do. She also thanked the citizens for attending the meetings.

Jeff Kiser reiterated Ms. Buchanan's comments regarding Mr. Harold Markham. He stated that he was very optimistic about the financial situation of the town. He looked forward to continuing to work with all departments on the budget process. He stated that he enjoyed the less formal meeting environment and hoped that the more open discussions would help shorten regular meeting times.

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