

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

Attendees: Upon a roll call vote the following Council members were present: Veronica Buchanan, Jeff Kiser, Deventae Mooney, Jess Powers and Sharon Still. Christy McCoy - Clerk/Treasurer and William Sturgill – Town Attorney were also present.

The town manager was unable to attend the meeting.

Mike Porter, Norton Presbyterian gave the invocation. The group remained standing for the Pledge of Allegiance, which was led by attending veterans. In observance of Veteran's day the mayor asked all Veteran's to remain standing for their time dedicated to our country.

Public Expression:

Paul Hurley, Owner of Hurberries, was present to request a deed to property allowing a right of way. The attorney addressed Mr. Hurley stating that Wise County School Board Attorney, Scott Mullins would be attending a meeting in the future to discuss the issue. Mr. Hurley stated that he was under the impression that the town was the hold up. Mr. Sturgill assured him that the town was not the hold up. The town only recently became aware of the deed. Mr. Hurley asked if the town had any issues with what the school board was proposing for the deed. The Mayor informed him that Council was unaware of the situation at the last meeting.

There was no additional public comment. The Mayor closed public expression.

Agenda Approval:

Jeff Kiser made a motion to approve the agenda. Sharon Still seconded the motion. Ms. Buchanan asked to discuss the Christmas tree ornament. She wanted to know who made the decision regarding the winning ornament. Jeff Kiser stated that the town manager was investigating who made the final decision. Ms. Buchanan made a substitute motion to add the Christmas tree ornament to new business item F. Jeff Kiser seconded the motion, which resulted in all Ayes. The first motion was over ridden by the substitute motion and the agenda was approved adding item F.

Reports:

Town Manager, Russell A. Mullins, was absent and the Mayor tabled the report. The town manager report, public works report and The Lane Group report were scheduled to be taken up at the November 23, 2015 workshop meeting.

Clerk/Treasurer, Christy McCoy presented Council with the current accounts payable in the amount of \$44,094.31. She reported that the town began receiving payments on real estate and personal property taxes. Currently 25% of the real estate taxes billed were collected. Ms. McCoy also included the minutes taken during the October 13, 2015 regular meeting and the October 26, 2015 Recessed/Workshop combined meeting. She asked if the approval could be added to the agenda for

the recessed meeting. Council agreed that the vote could take place during that meeting. She reported a cash balance of \$94,443.55. The outstanding checks were in the amount of \$79,233.75. After deducting outstanding checks and accounts payable due, the cash balance was (\$28,884.51). She reported that all bills that were behind have been paid. She included both the accounts payable and interim accounts payable listing. She also provided Council with a public works cost report that was requested. She provided the budget versus actual report for the quarter. Council asked that she provide a monthly report of revenues and expenses.

Jeff Kiser made a motion to approve the accounts payable due in the amount of \$44,094.31 as funding is available. Deventae Mooney seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Ayes, D. Mooney – Aye, J. Powers – Nay, and S. Still – Aye.

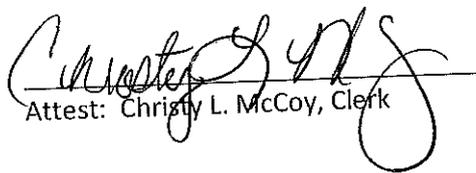
Police Department, Police Chief, Scott Brooks was also unable to attend the meeting. The report will be tabled until the workshop meeting.

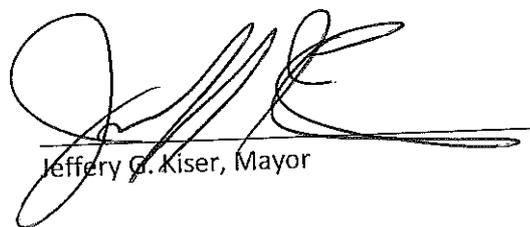
Attorney, William J. Sturgill, advised that he didn't have any new items to report.

Adjournment

In lieu of absences, Jeff Kiser recessed the regular meeting until November 23, 2015 at 6:30 p.m. to be combined with the regularly scheduled workshop meeting.

Respectfully Submitted,


Attest: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor

Council Minutes
Recessed Meeting
November 23, 2015 – 6:30 p.m. – 502 Front Street E., Coeburn, VA

Mayor Kiser recessed the meeting continuing from November 9, 2015.

Council members present were Veronica Buchanan, Jeff Kiser, Deventae Mooney, Jess Powers and Sharon Still. Scott Brooks – Police Chief, Christy McCoy - Clerk/Treasurer, Russell Mullins – Town Manager, and William Sturgill – Town Attorney were also present.

Deventae Mooney gave the invocation. The group remained standing for the Pledge of Allegiance.

Reports:

Town Manager, Russell A. Mullins, reported that there was a water quality issue over the weekend. He reported that there was a glitch in the telemetry system that caused the water at the water plant to go down causing about 2,000 to 3,000 feet of line to go dry. When the plant was started back the water pressure broke loose particles causing the system wide water discoloration. Mr. Mullins has been working with the Office of Drinking Water regarding the situation and they are working with the town. Chris Lane, the Lane Group and Danny Jordan, Public Works Director joined the conversation. Chris Mullins explained that there was an electric valve that malfunctioned resulting in the valve not closing. The water continuously flowed until the plant went dry. The clear well went dry and flaking from the walls also contributed to the problem. C. Mullins explained that unfortunately the debris was in the line and the only way to rid the debris would be to slow flush the system from the end of the line. The Department of Health Office of Drinking Water advised against flushing. However, C. Mullins still recommended slowly flushing the system. The Department of Health has suggested a unilateral flushing program. The town, the Lane Group and the Department of Health are working to compile a map and a program for flushing. The flushing program would avoid the discoloration problem in the future. Council asked about how public announcements were being handled. The town manager stated that the announcement was done on Facebook. Council agreed that everyone doesn't have access to Facebook. Ms. Still asked that a local news channel be alerted. The town manager said he would like to have his facts straight before publicly announcing that there is a problem in the water system. The town manager stated that he was doing the best job that he could with the information and the resources that he had available. Jess Powers asked Mr. C. Mullins if he would suggest giving any kind of discount on the water bills. Mr. C. Mullins stated that he could not make any recommendations on billing. He stated that if water tanks were filled at the time that the water had sediment, then it would settle in the water heater tank.

Vice Mayor asked if the sidewalk grant was being pursued. The town manager stated that it was still being worked on. She asked about the trees on the exit ramp from the winter storms. VDOT told the town manager that they would take care of clean-up of the trees. She asked about the brush from the cemetery clean up. He stated that public works was short-handed but they would take care of it the following week. She asked about ATV mapping where VDOT coordination is required. The town manager stated that he was waiting on Andrea Hicks and she told him to hold off a couple of weeks. Ms. Still also asked about the Line of Duty reimbursement from the county. He stated that he spoke with David Cox and he assured him something would be done. However, nothing has been done to reimburse the town for the expense. Ms. Still asked about providing a discount/rebate to water

Customer's that have been experiencing dirty water. The town manager stated that if a discount/rebate would have to be done across the board. J. Kiser suggested look at water usage for October and November and compare the two. He suggested seeing if usage was higher for the month of November. The town manager suggested doing a percentage discount, if council chose to do one. She asked if there was any further information on the Loretta Mays forensic audit. The town manager stated that work was progressing but he was unable to comment.

Chris Mullins also suggested that the town contact the county regarding the emergency announcement system. The system may help get announcements out regarding water situations. Jess Powers informed Council that Wise County offered a Code Red program to place emergency call outs. Jessica Swiney is in charge of the Wise County Program.

Sharon Still also announced the Celebrate and Miners Exchange Bank would be sponsoring a dinner for all town employees. The dinner is scheduled to take place December 21, 2015 at 6:00 p.m. The town manager would need to provide RSVP's for employees. Ms. Still wasn't sure if family members were invited to attend. She will report back to Council at the next regularly scheduled meeting.

Jess Powers asked about the Christmas ornament that was chosen to be submitted to the Virginia Municipal League for the Governor's mansion. Veronica Buchanan wanted to know who made the final decision on the winning ornament. She was under the impression that Council was supposed to pick the winning ornament. The town manager stated that he was not aware of who the judges were. He stated that timing was an issue in the decision making process. He stated that his instructions were to collect the ornament entries and bring them to Council for a vote. Ms. Buchanan was upset because she stated that the decision was to be made by Council. The winning ornament was made by Mary Alice Clay and Rita Porter.

Public Works, Danny Jordan, Public Works Director reported that the public works employees have been busy putting up Christmas decorations, working with the town manager to resolve the water discoloration, and planning tree trimming with Camp 18.

The Lane Group, Chris Mullins, gave an update on the Sheffield Acres Project. The project was 55% complete and is estimated to be complete around the beginning of the year. VDOC Correctional Unit #18 will not be hooking on to the sewer. The Job Corp will be hooking on once the installation is complete. There were questions regarding residential hook ups. Mr. C. Mullins explained that residential hookups would be a different project. The residents would be required to pay the hookup fees. However, there could be some funding that would alleviate some of the expense for the customer. Mr. C. Mullins explained a second phase of the project could not begin until the first phase is complete. At that point the town can apply for funding.

Clerk/Treasurer, Christy McCoy presented Council with the minutes taken during the October 13, 2015 regular meeting and the October 26, 2015 Recessed/Workshop combined meeting. Those minutes were tabled during the regular meeting. She reported the current accounts payable in the amount of \$31,299.58. She reminded Council that there would be additional bills presented during the regular meeting. She also presented two batches of interim accounts payable that would need approved. The first batch was in the amount of \$542,157.99 and was originally presented at the regular meeting. Batch #2 was in the amount of \$71,125.93. She reported a cash balance of \$131,462.21. The outstanding checks were in the amount of \$113,209.50. After deducting outstanding checks and accounts payable due, the cash balance was (\$13,046.87). She reported additional deposits in the amount of \$12,658.62,

leaving a negative balance of (\$388.25). She compared the cash balance to the previous year's balance in the amount of (\$82,999.57). The town manager commended the treasurer for the hard work balancing the bills, in the current financial crisis.

October 13, 2016 – Regular Meeting - Jeff Kiser made a motion to approve the minutes as presented. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Abstained, J. Powers – Abstained, and Sharon Still – Aye.

October 26, 2015 – Workshop/Recess Meeting – Jeff Kiser made a motion to approve the minutes as presented. Sharon Still seconded the motion. Jess Powers asked about the public hearing regarding the approved Community Block Grant. He asked if the hearing was properly advertised. The town manager stated that it was properly advertised and was listed on the agenda. LENOWISCO took care of the public advertising and the town was the facilitator of the funds. Mr. Powers stated that he was unaware of the hearings. Ms. Still stated that she didn't want to deny citizens the funding. Mayor Kiser called for a roll call vote, which resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, Jess Powers – Nay, and S. Still – Aye.

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

Police Department, Police Chief, Scott Brooks asked about moving line item allocations for the 2015-2016 budget. There would be not additional budget requests the department just applied the requested expenses to the wrong line items. Chief Brooks gave the monthly incident report. In lieu of recent terrorist attacks around the world, Ms. Buchanan expressed concern regarding emergency management. The Chief reported that there was training and plans in place in the event of an emergency. Mayor Kiser asked if the police department was familiar with the layout of public buildings, schools and businesses in the event of an emergency. The police department is familiar with the layout of the schools.

Attorney Report, William J. Sturgill, Attorney, reported that he received an answer back from the Commonwealth of Virginia, Office of the Attorney General, Mark R. Herring. The town presented the issue of whether multi-year employment contracts of local government officials are permissible under Virginia law. This question was asked because of the 2014 appointments of the Town Manager and Chief of Police. The Attorney General concluded that the employment contracts of the Appointees are valid and do not violate the legal requirement that they serve at the pleasure of Town Council. Jeff Kiser asked if this was an official opinion. The attorney stated that it was an informal opinion under §2.2-505

Agenda:

Mayor Kiser made a motion to combine the two agendas. Add to the current agenda report, the EDA report, public expression and items under New and Old business from the workshop itself. Jess Powers said that the meeting that was recessed should be closed and the workshop meeting reopened so that there was a division between a voting meeting and a non-voting meeting. Jeff explained that he was trying to expedite the meeting. Jeff Kiser withdrew his motion.

New Business

- a. Virginia Resources Authority Disbursement #6 - The town manager advised Council that disbursement #6 was received and distributed.
- b. Monthly Water Report – This report is for informational purposes for Council.
- c. Friends of the Library Committee – The item needs to be tabled until the December regular meeting. Jeff Kiser made a motion to table the Friends of the Library Committee until the December Regular Meeting. Deventae Mooney seconded the motion, which resulted in all Ayes.
- d. Annual Christmas Lighting – The lighting was to be announced at the November regular meeting. Since the meeting was recessed, the tree lighting already took place.
- e. Christmas Parade – The annual Christmas parade will be December 4, 2015 at 6:30 p.m. The line-up will take place near Miners Exchange Bank. The 2015 theme is Christmas Express.
- f. Discussion of the Christmas Tree Ornament – The item was discussed during the Town Manager report.

Closed Session

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.7) pertaining to litigation and Virginia Code §2.2-3711 (A.1) to discuss public works and police department personnel. Deventae Mooney seconded the motion, which resulted in all Ayes. 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.

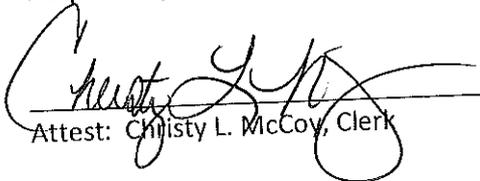
Council Comments and Concerns

There were no comments or concerns at that time.

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

Council Minutes
Workshop Meeting
November 23, 2015 – 6:30 p.m. – 502 Front Street E., Coeburn, VA

Attendees: Upon a roll call vote the following Council Members were present, Veronica Buchanan, Jeff Kiser, Deventae Mooney, Jess Powers, and Sharon Still. Scott Brooks – Police Chief, Christy McCoy - Clerk/Treasurer, Russell D. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

Public Expression:

Gary Taylor, 137 Central Street spoke regarding the water discoloration. Mr. Taylor was concerned about the safety of the drinking water. He stated that it was not fair that customers had to pay for dirty water. He asked if the cost to replace the old pipes causing the problems were looked into. He stated that people's clothing is getting ruined because of the dingy water. Council informed Mr. Taylor that the only knowledge they had is what was presented in the recessed meeting. The town manager stated that 3 tests were done that day and 3 additional tests were scheduled for the following day. Mr. Mullins stated that the water was safe to drink.

Susan Pharoan, 306 North Street wanted to commend the Economic Development Association for their effort in having the School House Hill Cemetery. She stated that she sees people visiting the cemetery and hoped that the town will continue to keep the cemetery clean.

Charles Kiser, 501 King Street stated that even though he was not personally affected by the discolored water he would like to urge the town to come up with some kind of discount. Elderly citizens are having to buy bottled water and pay higher bills. He stated that the Christmas decorations looked great and asked if the town purchased any new decorations. The treasurer stated that approximately \$102 was spent on replacement lights. Mr. C. Kiser stated that he was embarrassed by some of the actions that happened during the recessed meeting. He recommended seeking additional recommendations from the town attorney in times of disagreement.

Justin Hamm, Litchfield Apartments wanted to make Council aware that he was having the same water discoloration problem. He also requested a new meter. He stated that he received a bill for 14,000 gallons and he was told that he may have leaking toilets. The town manager informed him that we could test flow the meter to see if it needed replaced. Mr. Mullins will take care of the situation.

There was no additional public comment. The Mayor closed public comment.

Agenda Approval:

Jeff Kiser made a motion to strike reports items a, b, c, e, and old business a, b, c. Sharon Still seconded the motion, which resulted in all Ayes

Reports:

Fire Department, No representative was present from the fire department. The mayor, once again, asked the town manager to contact the fire department and stress the importance of attending the meetings.

Economic Development Authority: Charles Kiser was present to represent the EDA. He reported that he was pleased that the EDA could address the cemetery clean-up. They are looking ahead and trying to raise money to keep the cemetery maintained. Donations are currently being taken for the cemetery upkeep. He recognized Bobby Potter for his time and dedication to cleaning up the cemetery. Mayor Kiser suggested contacting the School Board for additional time and labor donations. He stated that there was some interest shown at one time. EDA was working on additional projects and potential businesses locating within the Town of Coeburn. Mayor Kiser asked what future projects were going on in town. Mr. Kiser stated that phase 1 of the town clean-up was finished. Phase 2 will take place in the spring. Phase 2 includes painting some of the buildings in town and replacing some awnings. Mayor Kiser also asked about a Downtown Improvement Grant. The EDA is working on pursuing available grants.

New Business

- A. Camp Bethel in Lights – Camp Bethel will be hosting Family Fun Night for everyone on December 5, 2015 and December 19, 2015, 6 p.m. to 10:00 p.m. Camp Bethel requested donations from businesses for support.
- B. Comcast Channel Changes – Information regarding channel changes was provided to Council.
- C. Comcast Billing Changes – Information regarding a change in billing vendors was provided to Council.

Council Comments and Concerns

Veronica Buchanan wished everyone a Happy Thanksgiving.

Deventae Mooney apologized on behalf of Council for the events that took place during the recessed meeting. He wished everyone a Blessed and Happy Thanksgiving.

Jess Powers thanked everyone in their participation in the meeting. He asked everyone to remember the Salvation Army. He thanked the treasurer, Christy McCoy, for all the hard work that she has done for the town. He commended her for her professionalism and dedication to the town.

Sharon Still wished everyone a Happy Thanksgiving. She reminded everyone of the Christmas parade date and invited everyone to attend. She also asked for department heads to submit a head count for the dinner that Celebrate and Miners Exchange Bank is sponsoring for the town.

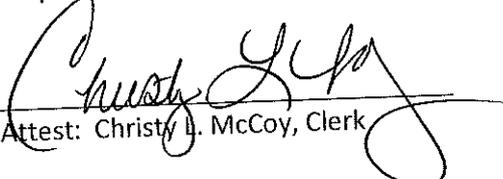
Jeff Kiser stated that it was very pleasing to hear that the financial situation was showing some improvement. He wished everyone a Happy Thanksgiving. He thanked the public works department for their hard work and dedication toward getting the town decorated for Christmas. He apologized to the town manager for the events that took place during the recessed meeting.

There were no additional comments or concerns.

Adjournment

Jeff Kiser made a motion to adjourn. Jess Powers seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


Attest: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor