

**Council Minutes
Regular Meeting
October 11, 2016 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees:

Upon roll call the all members of Council were present. Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager, and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Kiser called the meeting to order. Reverend Marty Puckett, Mary’s Chapel Church, gave the invocation. Mr. Ronald Porter led the pledge of allegiance.

Public Expression:

There was no public expression.

Approval of the Agenda:

Mike Holbrook made a motion to add Cemetery Upkeep to the agenda under Old Business, Item ‘C’. Sharon Still seconded the motion, which resulted in all Ayes.

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

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that the Sheffield Pump Station was running approximately 6.5 hours per day. He reported that there was an incident in which a sock was lodged in one of the pumps. The item was addressed. Council members were concerned that the pumps were not large enough to handle the capacity of the flow. Ms. Still asked the town manager to invite someone from the Lane Group to attend the meeting to discuss whether the pumps are sufficient for the flow.

The town manager will be meeting with Virginia Municipal League to discuss the general liability insurance and worker’s compensation insurance policies. They have been working together to save the town money by making small changes to employee safety, building and grounds safety, and other items that are related.

As requested by Council the employee policy and procedure manual is being rewritten. He and the town attorney were working on revisions to the policy. The town attorney would discuss the changes and provide an updated draft during the attorney report.

Public Works:

Danny Jordan, Public Works Director, reported that 229 work orders were processed during the month. He reported that there would be a system wide flush conducted around the last week in October. The public works department scheduled the flush for October 24 – October 28. There would be another flush scheduled around April 2017.

The Lane Group

No representative was present and no report was given.

Treasurer

Christy L. McCoy, Clerk/Treasurer, reported a posted cash balance of \$48,131.90. She reported outstanding checks in the amount of \$56,504.09, accounts payable due in the amount of \$48,131.90, and interim accounts payable in the amount of \$199,744.94. After deducting the accounts payable and outstanding checks, the reconciled cash balance was (\$29,458.01).

Ms. McCoy also presented the September 26, 2016 Workshop Meeting Minutes.

Sharon Still made a motion to accept the September 26, 2016 Workshop Minutes as presented.

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

Sharon Still made a motion to approve the interim accounts payable as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Fire Department

No representative attended the meeting and no report was given.

Attorney Report

William Sturgill, Town Attorney, presented Council with an updated employee manual. The manual was only suggestive based on discussions between he and the town manager. He asked Council to review the policy and bring forth any discussions or suggestions for updated policies. He asked Council to make it a goal to complete the manual prior to the year ending. January 1 would be the ideal implementation date.

He added that the policies were basically the same but more in depth. Additional wording was added onto the existing policies to aid with the issues that employees and management could potentially incur.

New Business:

- A. Lincoln Street Bridge – Mattern and Craig sent the to the town manager a packet advising that the Lincoln Street Bridge was due for an inspection. The town manager advised that the future inspection period would be changed from September/October to March. All area bridge inspections are conducted during that time. Moving the town's inspection would save additional travel fees.
- B. Resolution 17-003 Recognizing the Service of Christy L. McCoy to the Town of Coeburn. The town manager read the resolution in recognition of Ms. McCoy. The Mayor thanked Ms. McCoy for all the work, time, and effort that she has contributed to the town. Mayor Kiser made a motion to approve Resolution 17-003 Recognizing the Service of Christy L. McCoy. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Old Business:

- A. Lottery for Localities – Resolution 17-004 in Support of Lottery for Localities – The town manager read the resolution in support of Lottery for Localities. Jeff Kiser made a motion to approve Resolution 17-004 as presented by the town manager. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.
- B. Treasurer/Clerk Position – Jeff Kiser made a motion to enter into closed session in accordance with §2.2-3711(A.1) specifically surrounding the clerk/treasurer position. Sharon Still seconded the motion, which resulted in all Ayes.

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

Upon reconvening, Deventae Mooney made a motion to appoint Misty Yates as the Town of Coeburn, Clerk/Treasurer. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

- C. Cemeteries – Council agreed that cemeteries within the town have been a continual issue. Councilman Holbrook asked that the item be added to the agenda for discussion. The town manager updated Mr. Holbrook on the past discussions surrounding the cemetery cleanup issues. Council discussed the liability factors that were involved in the past decisions regarding the town taking over cemetery clean up. The Attorney will check the state's policy and procedure regarding cemeteries located within municipalities and report back to Council. He stated that there were very specific regulations listed within the Code of Virginia.

Council Comments and Concerns:

Mike Holbrook stated that he gave a lot of time and consideration to all of the applicants for the Treasurer's position. He looks forward to working with the new treasurer. He thanked Ms. McCoy for her time contributed to the town. He thanked all the employees for the work that they do for the town.

Deventae Mooney thanked Council for the time that they contributed to the hiring decision. He felt like Council made a good decision on the new hire. He thanked Ms. McCoy for her time and work she has done for the town.

Sharon Still also thanked Ms. McCoy for all the work that she has done for the town. She stated that Ms. McCoy always went above and beyond the work that was required of her. She asked who would be the new FOIA officer. The attorney suggested that the town manager should be the new FOIA representative. She invited everyone to the town's trunk or treat event sponsored by the Coeburn Fire Department.

Mike Wright stated that the day was very long and tough trying to make a decision regarding the treasurer's position. He thanked Ms. McCoy for her time and dedication to the town.

Jeff Kiser reiterated that the decision to fill the treasurer's position was a tough choice. He added that there were some very qualified applicants. He added that he appreciated the work Ms. McCoy has done for the town. He added that he looks forward to working with the new treasurer. He recognized Coeburn Middle School for receiving the National Blue Ribbon Award. The town is very proud of the school and their employees. He added that the award shows a lot about the quality of education that the students are receiving.

Adjournment:

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

Respectfully Submitted,


Attest: Christy L. McCoy, Clerk


Jeff Kiser, Mayor