



TOWN OF COEBURN

"The Home of Friendly People"

Jimmy F. Williams Jr, *Town Manager*
Cathy Sharpe, *Clerk/Treasurer*
Scott Brooks, *Chief of Police*

Coeburn Town Council

Workshop Council Meeting
Monday, March 27, 2023
6:30pm

Town Council

Deventae Mooney, *Mayor*
Sharon Still, *Vice Mayor*
Jeffrey G. Kiser
Carles Collins
Joe Still

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Pledge of Allegiance
- V. Public Expression
 - a) Any citizen, taxpayer, or interested person is welcomed to come forth and state his or her views concerning the Town. (*Please state: your name; physical address; whether you live in town or out-of-town, and if you are served by the town, or if you are a business owner in town. Please limit your comments and/or questions to 5 minutes.*)
- VI. Approval of Agenda (amendment by majority vote)
- VII. Reports
 - a. Fire Department – Cliff Hawkins, Chief
 - b. Police Department – Scott Brooks, Chief
 - c. Water Plant – Brian Markham
 - d. Town Manager Report – Jimmy F. Williams Jr, *Town Manager*
 - i. Public Works – Jeff Livingston
 - ii. The Lane Group- Chris Mullins, *Project Manager*
 - e. Treasurer/Clerk – Kathy Sharpe, *Treasurer*
 - f. Attorney Report – Will Sturgill

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VIII. New Business

- a. Historical Marker Dedication
- b. Purchase of Pool Equipment
- c. Time and Attendance Police

IX. Old Business

- a.
- b.

X. Closed Session in accordance with Virginia Code §2.2-3711(A.____)

- a. Certification of Closed Session
- b. Roll call vote

XI. Reconvene open meeting

XII. Council Actions from Closed Session

XIII. Council Comments and Concerns

XIV. Adjournment

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6:30pm

403 Second St. N.E. • P.O. Box 370 • Coeburn, Virginia 24230
Phone (276) 395-3323 • Fax (276) 395-3648



Town of Coeburn

Time and Attendance Policy

Overview, Scope, and Purpose

This Employee Time and Attendance Policy applies to all employees of the Town of Coeburn regardless of position or type of employment and outlines our expectations for an employee's time and attendance, their manager's responsibilities, and Town of Coeburn progressive disciplinary measures if required.

Absenteeism refers to frequent absence from an employee's job responsibilities. This includes not coming to the place of employment according to scheduled work time or taking excessive sick leave without being able to submit a doctor's note.

Presenteeism refers to being present at work beyond an employee's schedule even when the Town of Coeburn doesn't require overtime. This can cause the employee to overwork and have an impact on their productivity and job satisfaction. We want to ensure that you keep to your schedule both when coming to work and leaving.

Tardiness refers to coming in late, taking longer breaks than an employee is entitled to and constantly leaving early from work without reason. We want to make sure you generally follow your schedule, and you don't cause disruption in our workplace.

Regular Work Attendance

You are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the Town running smoothly. Arriving late, tardiness, or absence from work causes disruptions and burdens colleagues.

You are expected to be at work and ready to go when your scheduled shift begins or resumes. You are given a five-minute grace period at the start and end of each scheduled shift, scheduled breaks and lunch breaks.

Reporting Tardiness and Absences

If you are unable to be at work on time, or at all, you must notify your supervisor no later than 30 minutes before the start of your scheduled workday.

If you are physically unable to contact the supervisor, you should ask another person to make contact on your behalf. Leaving a message with a co-worker or answering service is not considered proper notification.

When you call in absent, you should provide your expected time or date of return. You must report each day you are absent. Failure to call-off one hour prior to a shift will result in a no call-no show infraction. Town of Coeburn reserves the right to require proof of the need for absence such as a doctor's note or other verification, if allowed by law. In these cases, we will record your absence as "excused."

The following list, although not exhaustive, includes reasons not considered excused absences:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or public transportation delays exclude situations that result in the closing of roads.
- Bad weather, excluding extreme weather conditions like blizzards, hurricanes, and floods.
- Holidays that haven't been approved by the Town of Coeburn.

You may request exceptions for work absences from your Department Head. These must be approved on a case-by-case basis. Scheduled absences should be arranged as far in advance as possible. When you need to be absent during the workday, you should attempt to schedule outside appointments or obligations, so your absence has the smallest impact possible on business operations.

If you become ill during your scheduled workday and feel you may need to leave before the end of your shift, you should notify your department head immediately. If you are unable to perform your job at an acceptable level, you may be sent home until you are well enough to work.

Excessive tardiness or absences are unacceptable job performance. If you are absent for three consecutive days and have not provided proper notification, the Town of Coeburn will assume that you have voluntarily quit your position and will proceed with the termination process.

Monitoring Work Hours

You are responsible for monitoring your working hours through OnTheClock software that was provided to you. Please be diligent in recording your hours, so you can receive your due payment.

You must clock-in and clock-out for each shift. If there is any problem recording a clock-in or clock-out, inform your supervisor immediately. Employees who consistently fail to clock-in or clock-out may receive disciplinary action, up to and including termination.

Please record unforeseen absences using the timeclock app as quickly as possible. Unforeseen absences may require that you draw upon remaining paid/personal time off (PTO) or sick leave to cover the absence.

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, car accidents, medical appointments, and unavoidable emergencies. Absence because of bereavement, jury duty, or military duty are exempt from disciplinary action, as are Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) related absences. In these cases, employees must provide documentation to prove the reason for absence to your supervisor within 48 hours of the absence.

Good Attendance

A good attendance record is defined as:

- Reporting consistently to work.
- Arriving at work at the scheduled shift start time.
- Leaving work at the scheduled shift end time (except when paid overtime is required).
- Remaining at work during working hours (excluding breaks).
- Taking breaks that don't exceed an expected length.
- Notifying your supervisor when you need to be absent or late.
- Providing acceptable reasons for being absent or late.

Manager Responsibility

If you supervisor employees, you are responsible for monitoring their attendance. If you notice that a team member is consistently late or absent, arrange a private meeting to discuss it with them. Ask your team members whether they experience issues with their schedule or whether they need help balancing their personal lives with work. If you suspect that your team member abuses their sick leave or is willfully tardy, you should inform the department head and start a progressive discipline process.

Disciplinary Action

Unexcused and unreported absences don't count as hours worked, so the Town of Coeburn does not compensate them.

The following list, although not exhaustive, includes attendance infractions:

- Unforeseen absence, with calls.
- Unforeseen absence, no calls.
- No call-no show, for three or more consecutive days is considered a job abandonment or termination without notice.
- Excessive absences.
- Excessive tardiness.
- Early departure, no notification.
- Late return from lunch or break (over 30 minutes).
- Failure to clock-in or clock-out.

If your supervisor suspects you abuse your sick leave, you may need to submit a doctor's note to avoid our progressive discipline process. If you're being tardy unintentionally, corrective counseling will be our first attempt at a solution. We may take disciplinary action that goes up to and including termination if:

- Corrective counseling doesn't work.
- We find that you are willfully tardy.
- Your tardiness or absenteeism impacts your work.

Attendance issues will result in progressive disciplinary action up to and including termination based on the following:

- Verbal warning.
- Written warning.
- Meeting with manager/supervisor, possible suspension.
- Employee is subject to termination.

Attendance infractions reset every 6 months allowing the oldest infraction to fall off.



Treasurer's Report

Workshop Meeting 3-27-2023

Total Accounts Payable Due: \$5,116.23

Interim Accounts Payable: \$91,203.78

Minutes

March 13, 2023 Regular Meeting Minutes will be distributed with April 10, 2023 council packets.

Cash Report

Posted Cash Balance as of 3/24/2023: **\$267,962.95****

Accounts Payable Due: - \$5,116.23

Outstanding Checks: - \$34,153.24

Total Cash Availability: **\$228,693.48**

Bank Account Balances

American Recovery: \$1,035,164.80 (\$957,109.00 was the beginning balance on this account. Another \$957,109.00 was deposited 7/22/2022) Most recent expenditures: Lay's Heat Pump Repair **See Attachment**.

UT Escrow: \$132,290.26

Police Dept. Restitution: 1,420.63

Police Dept. Special Events: \$713.73

Redi Access: \$83,560.90

Ringley Expansion Project: \$3,774.27 (Swings \$2,997.00) (Merry Go Round and Teeter Totter \$23,052.00)

Special Events: \$290.41

VRA Reserve Fund: \$51,114.93 (\$6,900.00 was deposited into the account which was required by VRA for the Water System Improvement Project...another \$21,995.04 was deposited which was reimbursed for interest the town paid Powell Valley National Bank).

American Recovery Account

Deposits and Interest		
Date		Amount
7/16/2021	Deposit	\$ 949,458.00
8/11/2021	Depost	\$ 7,651.00
9/30/2021	Interest	\$ 201.37
12/31/2021	Interest	\$ 231.92
3/31/2022	Interest	\$ 220.61
6/30/2022	Interest	\$ 210.43
7/22/2022	Deposit	\$ 957,109.00
9/30/2022	Interest	\$ 349.72
12/31/2022	Interest	\$ 358.79
2/10/2023	Transferred From Combined (WSIP Reimbursed)	\$ 10,000.00
	Total	\$ 1,925,790.84

Expenditures		
10/22/2021	Premium Pay	\$ 26,250.00
10/22/2021	Pool Chairs	\$ 1,942.65
11/17/2021	Marquee Sign	\$ 23,876.74
11/29/2021	Premium Pay - Police Department	\$ 10,500.00
3/21/2022	Water Treatment Plant - Computers	\$ 2,380.00
4/29/2022	Delinquent Accounts	\$ 6,030.64
5/27/2022	Water Treatment Plant - Jetter & Flocculator	\$ 40,460.00
5/27/2022	Concrete Planters	\$ 10,155.00
5/11/2022	Utility Penalty & Interest	\$ 35,898.73
6/15/2022	Building & Grounds Trailer	\$ 4,845.00
6/24/2022	Penalty & Interest Missed for Covid Relief	\$ 397.60
6/24/2022	Water Treatment Plant Filter Change	\$ 7,482.67
6/24/2022	Pool & Office Items	\$ 8,449.06
7/12/2022	Town Signs	\$ 4,320.60
7/12/2022	Water Treatment Plant Pump	\$ 936.79
7/12/2022	Water Treatment Plant - Flocculator Installation	\$ 3,986.80
7/12/2022	Sewer Repairs & Materials	\$ 9,765.88
7/12/2022	Christmas Decorations	\$ 4,911.71
7/14/2022	Sewer Repairs & Materials	\$ 56,929.91
8/4/2022	T & B Contractors Inc (Charcoal Filters)	\$ 20,814.13
8/18/2022	VFD Box Installed to Flocculator	\$ 3,031.57
8/26/2022	Ford F550 Dump Truck	\$ 78,495.30
9/1/2022	T & B Contractors Inc (Filter Media Project)	\$ 51,203.20
9/15/2022	T & B Contractors Inc (8" flanged gate valve install)	\$ 1,994.00
9/21/2022	Salt Spreader	\$ 11,133.00
9/29/2022	Town Signs (Second Payment)	\$ 4,320.60
9/29/2022	T & B Contractors Inc (Pipe Gallery Upgrades)	\$ 6,437.00
10/13/2022	Hopper Spreader	\$ 7,971.57
11/15/2022	Town Signs	\$ 9,207.21

11/15/2022	Computers	\$	14,948.90
11/15/2022	Sewer Repairs & Materials	\$	17,740.00
11/23/2022	Sewer Repairs & Materials	\$	11,066.95
11/28/2022	2022 Can-Am Defender Pro DPS HD10 Snow Plow Etc.	\$	22,749.90
12/8/2022	Fire Hydrant	\$	2,500.00
12/12/2022	Fountain Enclosure	\$	15,492.00
12/20/2022	Signs and Cones	\$	8,659.10
12/28/2022	Garbage Truck	\$	209,900.00
1/19/2023	Magic Box	\$	3,100.00
1/19/2023	Propane Heater	\$	1,771.01
1/25/2023	Lenowisco - WSIP - Payroll	\$	10,000.00
2/2/2023	Flatwoods Pump Station	\$	3,597.20
2/2/2023	Meters & Supplies	\$	13,987.50
2/16/2023	External Defibrillators	\$	29,994.00
2/16/2023	UTV Parts	\$	632.87
3/2/2023	Hydromatic Pump & Install (Guest River Station)	\$	18,824.50
3/2/2023	Meters/Hydrants/Supplies	\$	14,171.27
3/2/2023	Fire Department Uniforms/Equipment	\$	36,763.48
3/23/2023	Lay's - Installation of Heat Pump	\$	600.00
	Total	\$	890,626.04

Account Balance \$ 1,035,164.80

Accounts Payable Due

Vendor Name	Doc Desc	Doc Date	Due Date	Amount
Auto Zone	B & G - Shop	3/11/2023	3/30/2023	\$88.51
Charlsie Jordan	UT - Deposit Refund	3/16/2023	3/30/2023	\$50.91
Cintas	Police Dept. - Mats	3/14/2023	3/30/2023	\$35.00
Cintas	Sewer/Water Depts. - Supplies/Uniforms	3/14/2023	3/30/2023	\$249.47
DJs Truck Parts	Water Dept. - Meter Lock	3/12/2023	3/30/2023	\$2.99
Dominion Office Products	Admin./Treas. - Office Supplies	3/20/2023	3/30/2023	\$61.90
Matthew Hamilton	UT - Deposit Refund	3/20/2023	3/30/2023	\$100.00
Old Dominion Power	Monthly	3/14/2023	3/30/2023	\$11.55
Old Dominion Power	Monthly	3/16/2023	3/30/2023	\$14.00
Old Dominion Power	Monthly	3/14/2023	3/30/2023	\$27.78
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/10/2023	3/30/2023	\$50.10
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/13/2023	3/30/2023	\$116.30
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/17/2023	3/30/2023	\$212.10
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/16/2023	3/30/2023	\$297.60
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/16/2023	3/30/2023	\$307.10
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/18/2023	3/30/2023	\$52.13
Pace Analytical Services LLC	Water Treatment Plant - Sampling	3/20/2023	3/30/2023	\$307.10
Quill Corporation	Water Dept. - Escrow Acct. Deposit Slips	3/13/2023	3/30/2023	\$31.99
Red Oak Trading Company	B & G/Depot/Lay's/Library/PD/Pool/Shop	3/20/2023	3/30/2023	\$868.97
The Lincoln National Ins Co	Employee Insurance	3/11/2023	3/30/2023	\$65.05
Town of Coeburn	Depot - Deposit Refund - Paid on Taxes	3/20/2023	3/30/2023	\$25.00
Town of Coeburn	UB Applied & Refunded - Deposited Redi-Access	3/15/2023	3/30/2023	\$1,930.00
Wilson Sales & Service Inc	B & G - Unit 010	3/17/2023	3/30/2023	\$210.68
				\$5,116.23

Interim Accounts Payable

Vendor Name	Description	Amount
A & A Enterprises Inc	Police Dept. - Uniforms	\$65.00
Advance Auto Parts	B & G - Shop/Units 002/005/007/018 - Police Dept. - Unit 601	\$2,356.97
Amazon Capital Services	B & G/Treas. - Office Supplies	\$230.24
Appalachian Aggregates LLC	B & G - Stone	\$1,002.73
Bentley Distributing Inc	Town Hall	\$55.50
Bentley Distributing Inc	Police Dept. - Restitution Reimbursement	\$23.50
Cell Phone Repair	Computer Backup & Protection	\$340.00
Cintas	Police Dept./Town Hall - Mats - Sewer Dept./Water Dept. - Uniforms	\$635.46
Coeburn EDA	Budgeted Amount	\$20,000.00
Collins Full Service	Police Dept. - Units 600/601	\$100.00
Consolidated Pipe & Supply	Water Dept. - Meters/Supplies	\$779.75
Cory McReynolds	Depot - Deposit Refund	\$25.00
Delta Tire Center Inc	B & G - Chevrolet/GMC - Police Dept. - Units 601/603	\$2,719.06
DJs Truck Parts	B & G - Shop/Supplies	\$19.42
Dominion Office Products	Admin./Treas. - Office Supplies	\$61.90
FerrellGas	B & G - Complex B	\$12.00
Fisher Auto Parts	B & G - Shop/Units 005/007/012/018 - Police Dept. - Units 600/601	\$1,118.58
Friendly Tire & Auto Repair	B & G - Unit 031	\$280.80
Graybar	Water Treatment Plant - Supplies	\$476.32
Lonesome Pine Regional Library	4th Quarter Allocation	\$1,250.00
Lowes	B & G/Water Dept. - Supplies	\$717.87
Morgan McClure Castlewood	B & G - 2006 Chevrolet Service Truck	\$2,266.91
Morgan McClure Ford Inc	Police Dept. - Unit 601	\$1,632.49
Old Dominion Power	Monthly	\$13,269.73
Ricoh USA Inc	Police Dept - Monthly	\$25.00
Scotty L Vanover	UT - Deposit Refund	\$69.03
Seaboard Asphalt Product Co	B & G - Hole Patch	\$649.20
The Coalfield Progress	Admin. - Promotional Ad	\$115.00
Truist Bank	Admin./B & G/Sanitation Dept./Sewer Dept./Treas./Water Dept.	\$2,365.20
USA Bluebook	Water Treatment Plant - Chemicals	\$511.65
VACORP	Fire Dept. - Insurance	\$1,378.25
Virginia Risk Sharing Association	FY 22/23 Quarterly Renewal Payment	\$32,630.66
VUPS Inc	Transmissions	\$11.55
AT & T Mobility	Monthly	\$2,601.28
Danny's Auto Repair	B & G - Fender & Hood - Public Works Vehicle	\$225.00
Jeff Sanders	B & G - Lay's Heat Pump Installation - ARPA	\$600.00
United Postal Service	UT - Billing Postage	\$582.73
		\$91,203.78

Cash Availability Comparison

	2023	2022	2021	2020	2019	2018
July Regular Meeting Reported		\$ 210,683.35	\$ 1,117,152.46	\$ 45,870.50	\$ 111,843.43	\$ (9,150.51)
July Workshop Meeting Reported		\$ 195,680.58	N/A	\$ 37,359.63	\$ 149,934.50	\$ (7,698.78)
August Regular Meeting Reported		\$ 151,556.78	\$ 156,686.84	\$ 10,422.26	\$ 76,511.06	\$ 8,733.55
August Workshop Meeting Reported		\$ 191,277.78	\$ 206,568.10	\$ 81,758.28	\$ 72,264.67	\$ 10,394.98
September Regular Meeting Reported		\$ 142,162.94	\$ 197,481.63	\$ 79,356.29	\$ 69,564.36	\$ 20,236.57
September Workshop Meeting Reported		\$ 141,994.95	\$ 257,922.99	\$ 95,756.17	\$ 35,816.21	\$ (26,170.63)
October Regular Meeting Reported		\$ 105,791.42	\$ 244,495.65	\$ 19,682.05	\$ 6,834.59	\$ (39,766.39)
October Workshop Meeting Reported		\$ 110,252.41	\$ 210,488.33	\$ 45,064.45	\$ 9,783.21	\$ (57,494.99)
November Regular Meeting Reported		\$ 66,067.81	\$ 164,829.65	\$ 26,142.93	\$ 11,204.75	\$ (32,147.55)
November Workshop Meeting Reported		\$ 116,382.38	\$ 254,489.66	\$ 101,491.47	\$ 53,901.74	N/A
December Regular Meeting Reported		\$ 192,692.29	\$ 376,131.36	\$ 155,488.24	\$ 145,420.41	\$ 75,050.64
December Workshop Meeting Reported		N/A	N/A	N/A	N/A	N/A
January Regular Meeting Reported	N/A	\$ 265,398.03	\$ 133,541.99	\$ 86,726.85	\$ 52,782.61	\$ 6,642.11
January Workshop Meeting Reported	\$ 176,306.60	\$ 255,841.15	\$ 105,425.71	N/A	\$ 17,951.93	N/A
February Regular Meeting Reported	\$ 196,551.08	\$ 286,049.24	\$ 78,731.25	\$ 37,075.76	\$ 43,087.68	\$ (18,247.27)
February Workshop Meeting Reported	\$ 202,363.93	\$ 233,647.97	\$ 112,821.19	N/A	\$ 24,601.90	\$ (23,125.60)
March Regular Meeting Reported	\$ 239,215.13	\$ 269,618.14	\$ 54,553.41	\$ 39,312.95	\$ 31,991.80	\$ (37,100.14)
March Workshop Meeting Reported	\$ 228,693.48	N/A	\$ 122,796.57	N/A	\$ 36,606.50	\$ (31,331.45)
April Regular Meeting Reported		\$ 219,832.15	\$ 155,412.27	\$ 35,757.52	\$ 42,482.88	\$ (51,849.51)
April Workshop Meeting Reported		N/A	\$ 134,276.75	\$ 14,604.59	\$ 35,340.86	N/A
May Regular Meeting Reported		\$ 272,179.43	\$ 194,409.13	\$ 64,992.72	\$ 107,626.76	\$ (4,285.16)
May Workshop Meeting Reported		\$ 339,537.85	N/A	\$ 82,633.87	\$ 117,692.13	N/A
June Regular Meeting Reported		\$ 290,652.06	\$ 208,386.36	\$ 88,517.70	\$ 105,300.90	\$ 16,374.89
June Workshop Meeting Reported		\$ 273,905.63	\$ 230,699.06	\$ 112,205.53	\$ 134,425.30	N/A