

Council Minutes
Regular Meeting
June 13, 2022 - 6:30 p.m. – 502 Front Street E Coeburn, VA

Attendees:

Upon roll call, the following members of council were present: Carles Collins, Deventae Mooney, Joe Still and Sharon Still. Mayor Jeff Kiser was absent. Jimmy Williams, Town Manager, Cathy Sharpe – Clerk/Treasurer, and William Sturgill, Town Attorney, were also present.

Call to Order:

Vice-Mayor, Sharon Still, called the meeting to order. The invocation and Pledge of Allegiance were done during the Public Hearing Meeting.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Mr. Deventae Mooney made a motion to remove item (A) under new business. Item (A) was the acceptance of FY2022-2023 budget. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Ms. Still made a motion to change the June 27, 2022 workshop meeting to a special called meeting for the approval of the budget. Mr. Mooney seconded the motion, which resulted in all Ayes.

Ms. Still asked Mr. Williams to write letters to each of the council members and have them delivered to them five days prior to the 27th meeting. Mr. William Sturgill advised the special called meeting notice will need to be posted at town hall with the date, time and purpose of the meeting which will be to approve the FY2022-2023 budget and utility rate increases.

Ms. Still made a motion to approve the agenda as presented. Mr. Mooney seconded the motion, which resulted in all Ayes.

Reports:

Fire Department

Mr. Logan Jackson, Assistant Chief, gave the monthly activity report for the month of May; there were 13 total calls, 161 total man hours and 110 total personnel responding. He reported that the fire department washed Front Street off. He advised May was a pretty easy month which was a good thing but the last couple of days they have been busy. Mr. Jackson said it was really hot trying to put out the hay fire they had. He said the equipment the fire department is asking for,

which is on the agenda for tonight, would have been very useful during the hay fire. Ms. Still advised the gear will be voted on tonight.

Mr. Jackson asked that all the pot holes be patched before the fire department sprays the parking lots for July 4th. He said it needs to have been done at least two weeks before spraying or the fire department would just be making a mess. He said to allow the fire department enough time to get it done.

Police Department

There was no representative from the police department present but Mr. Scott Brooks, Police Chief, asked Mr. Williams to advise council he doesn't want to go with USDA loans/grants. He said Mr. Brooks would rather go with Enterprise leasing. Mr. Brooks told Mr. Williams the reason is that the USDA vehicle value would have to drop tremendously in value before the town can do anything with it. Mr. Mooney asked what vehicles are at the department currently that are USDA vehicles. Mr. Williams reported the 2013 white unmarked car is the only one. Mr. Mooney asked if the value of that vehicle is low enough to be traded in. Mr. Williams said he thinks so. Mr. Mooney and Ms. Still said they would rather purchase vehicles than lease from Enterprise. Ms. Still advised the consensus from council was to not do the leasing with Enterprise. The police report was included in the council packets.

Town Manager

Mr. Jimmy Williams, Town Manager, reported sewer is being discharged where it shouldn't be and it is in a position where the town cannot handle it. He said it is off the town's main sewer line. He advised The Lane Group referred him to Little B; he has talked to them and they have given him a quote. He said the manhole needs to be replaced because it is cracked, leaking, seeping and bursting. He advised the lines going eastward are probably stopped up and are unable to be snaked. Mr. Mooney asked where this is located. Mr. Williams said it is behind the Family Dollar Store in the creek. Mr. Williams reported an excavator would be \$150.00 an hour, four man crew \$140.00 an hour, skid steer \$95.00 an hour and a pump will have to be connected to two different manholes to bypass the one at the location. He said they have to make sure those lines are free flowing and then they will have to go back and start troubleshooting and replacing the line. He advised instead of saying it will take three or four days to do they are just going by the foot of line laid. Ms. Still asked if there is a general idea of a lump sum number. Mr. Williams said Little B told him it could take a day and a half or it could take two days based on what they think is wrong right now. Ms. Still said DEQ needs to be called right away anytime there is sewer run off. Mr. Williams advised he spoke with Mr. Sturgill and The Lane Group and they told him once he got a price and a company to do it he can call DEQ and let them know the plan the town has to fix it. Mr. Still said he likes having a plan in hand before calling DEQ. Mr. Williams said he will report the issue to DEQ tomorrow morning. He said he would like to ask Lenowisco if they have some type of emergency funding to help with this problem. Mr. Sturgill said it is an emergency and whether Lenowisco reimburses the town or not the work has to be done.

Mr. Mooney made a motion to authorize Town Manager, Jimmy Williams, to contact Little B tomorrow and go ahead and take their services. Sharon Still seconded the motion, which resulted

in all Ayes. Ms. Still said she would like to kept updated on the actual cost and progress of this issue. She said she would also like to know what Lenowisco says. She said this information can be sent to council via emails.

Mr. Williams reported he received an email from the Treasury Department in reference to the second part of the ARPA Funds. He said it is estimated to be coming out in thirty days.

Mr. Williams presented council with two quotes to purchase a trailer to haul the town's excavator. He said the one the town has now is literally falling apart. Both quotes were from O'Quinn Trailer & Motor. One quote was \$5,095.00 and the other quote was \$4,845.00. Mr. Carles Collins asked what the tonnage was for the trailers. Mr. Williams reported they are seven ton trailers. Mr. Mooney asked if O'Quinn is the only place Mr. Williams has checked for trailers. Mr. Williams said yes. Mr. Mooney asked if there are any other trailer places in the area. Mr. Williams said Kingsport or Johnson City have some. Mr. Joe Still advised the correct way to get quotes is to get other company's prices but he also likes the idea of buying local. He said if something goes wrong there is somebody there that will take care of it. Mr. Williams advised the trailer for \$4,845.00, which is an 82 by 20, is the one public works is most interested in. Ms. Still said she would like to see the three quotes from separate companies which was agreed to by council for large purchases when at all possible but agrees to purchase the \$4,845.00.

Sharon Still made a motion to purchase the 82 by 20 seven ton trailer for \$4,845.00 from O'Quinn Trailer & Motor. Joe Still seconded the motion, which resulted in all Ayes.

Mr. Williams reported he contacted the website company last week and was told everything is completed and should be up and going in a couple of days. He said it is already live but he hasn't been able to maneuver in the site. He said he has to have access and take some classes to be able to do that.

Mr. Williams advised he talked with someone at Truist Bank. He said they are willing to assist the town anyway they possibly can. He said he is waiting to get the minutes signed to be able to move forward and will let everyone know the timelines for signing everything. Ms. Still asked if all the accounts will be moved. He said yes, except for EDA and CIA accounts.

Mr. Williams reported Mural Trail is going to put the town back on their list. He said he wasn't told why the town was taken off the list. He just knows invoices weren't being sent to the town.

Mr. Williams said he spoke with Ms. Davalos about the Flatwoods Picnic Area. She informed him they are working through some time consuming things and they haven't forgotten the town's interest in the picnic area.

Ms. Still asked about the town signs. Mr. Williams reported they are ordered. He informed council the Housing Authority found a sign that was stolen from the town in an apartment they were cleaning.

Ms. Still asked about the doors that have been ordered. Mr. Williams said the doors are in but they are still waiting on the locking mechanisms. He said Lonesome Pine Lock & Key had originally

given a quote but because of unforeseen circumstances they will have get new prices and give another quote.

Ms. Still asked if Mr. Williams has talked with owners about awnings. He said he has not.

Ms. Still asked if Mr. Williams have found a contractor to come in and look at the town's buildings. He advised he hasn't advertised for that yet.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported the pool diving boards have been repaired, an air conditioner was installed at the pool, the brick around the fountain was repaired, the fountain was painted inside, flower pots were placed through town and the eagle was put back up. He said the stage was boxed in to prevent pigeons from getting into the attic.

Mr. Livingston also reported three leaks were repaired at Flatwoods and two leaks were repaired at Banner. He said leaks were also repaired at VDOT, Bondtown, and Flatwoods Pump Station. He said a 2 inch meter was replaced at the middle school and a 2 inch valve was replaced at Carolina Road.

Mr. Livingston advised a drain was repaired at the post office and sewer was jetted at Second Street and Meadow Street.

Ms. Still asked when public works will be able to work on the slide. Mr. Williams said they wanted to make sure Ms. Still would be there to tell them where to put it. She said it has to go back where the old one was so it will go into the four foot section of the pool. She advised the 27th and 28th of next week there will be morning pool parties. She said Wednesday, Thursday and Friday mornings this week are open to do the slide. Ms. Still advised she was going to start swim lessons on the 27th but because of the two parties she is going to hold off and do them the 11th, 18th and 25th. The lessons will be in the mornings. Mr. Livingston said he will let Ms. Still know when public works and Mr. Carter will be there to do the slide. Mr. Carter is supposed to help plumb it into the pool so fresh water isn't running all the time; water will then be recirculated into the pool.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$421,860.88 as of 6/10/2022. She reported outstanding checks in the amount of \$101,971.18, accounts payable due in the amount of \$29,237.64 and interim accounts payable in the amount of \$1,265,430.74. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$290,652.06.

Ms. Sharpe presented meeting minutes for April 25, 2022 workshop meeting, May 9, 2022 regular meeting and May 23, 2022 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,305.25 and today's deposit was \$14,639.33 making the total cash availability \$311,596.64.

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

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

Deventae Mooney made a motion to approve the April 25, 2022 workshop meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to approve the May 9, 2022 regular meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to approve the May 23, 2022 workshop meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. Still asked if everything has been squared away with Paycom. Mr. Williams asked for closed session to discuss this matter.

Attorney Report

William Sturgill, Town Attorney, advised everything he has to report will be discussed during closed session. Ms. Still asked Mr. Sturgill to do a boundary adjustments letter for locations to be included in town. He said he can do a form for the individuals to be able to specify their reasons why, etc. Ms. Still said it should include their name, address, and their request or agreeing to a boundary adjustment which their signature and date.

New Business:

- A. Acceptance of FY 2022-2023 Budget – This item was removed from the agenda.
- B. Coeburn Fire Department Equipment Request - Deventae Mooney made a motion to approve the equipment request for the Coeburn Fire Department purchase from MES in the amount of \$35,400.00. Sharon Still seconded the motion. A roll call vote resulted in all Ayes. Mr. Jackson said he wants council to be present when the equipment comes in.
- C. Resolution for USDA Grant/Funding for Purchase of Police Vehicle – Ms. Still made a motion to table this item but Mr. Williams advised her there is a time restraint because USDA needs all the information first. He said they are looking at two different grants. One grant will be for two police vehicles and the other grant will be for a public works backhoe. Mr. Williams said right now they are looking at a 75/25 grant and one question that needs answered is whether or not the town wants to do a loan for the match or be

funded by the town. Mr. Mooney asked if two vehicles will still be the case for the police department using this funding. Mr. Williams said he feels like if USDA gives the town the \$60,000.00 and the town pays the rest they may approve two vehicles. He said the public works backhoe is something different and doesn't take away from the police department vehicles. Mr. Still asked how much a backhoe will cost. Mr. Williams replied \$128,000.00. Mr. Collins asked if it will be four wheel drive. Mr. Williams said yes. Mr. Mooney asked if the town would have to pay 25% of that. Mr. Williams advised the town falls in a poverty line and the 25% could change. Mr. Mooney said last time the town got the full grant. Mr. Mooney asked if council votes to pass the resolution which says the town will abide by the covenants in the agreement, does that agreement say the town can't do anything with those vehicles until they are below the value of \$5,000.00. Mr. Williams said yes. Mr. Mooney said if two vehicles can be purchased with the grant then two cars should be gotten and paid for with the funding but he would like to purchase one more so a rotation can be done without the restraints of the value so it won't tie up all the vehicles. Mr. Williams advised two vehicles isn't 100%; he said it has to be approved first. Mr. Mooney asked when the funds will be disbursed. Mr. Williams said it sounds like it will be pretty soon. He said he has already had two conference calls with them and they have already received all the information he can currently give them.

Ms. Still advised Mayor Kiser's name is on the resolution and said she thinks he will have to sign it. Mr. Sturgill said he would just have to be marked as absent.

Council agreed they would rather pay the 25% match up front using ARPA Funds.

Deventae Mooney made a motion to accept Resolution 2022-003, the Resolution of the governing body of Town of Coeburn for the purchase of police vehicle/equipment to serve the community and regardless of whether the grant covers one or two vehicles, the town will purchase one police department vehicle outright. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

- D. Resolution for USDA Grant/Funding for Public Works Vehicle – Deventae Mooney made a motion to accept Resolution 2022-002, the Resolution of the governing body of Town of Coeburn to go through the USDA for the purchase of public works equipment to serve the community. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Old Business:

There was no old business to discuss.

Sharon Still made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A1) to discuss performance of Town of Coeburn personnel and §2.2-3711 (A8) to discuss with legal counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, William Sturgill, Town Attorney, read “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 in all Ayes.

There were no actions resulting from Closed Session.

Council Comments and Concerns:

Carles Collins – Mr. Collins had no comments or concerns.

Deventae Mooney - Mr. Mooney had no comments or concerns.

Joe Still – Mr. Still had no comments or concerns.

Sharon Still – Ms. Still thanked everyone for all their hard diligent work that goes on behind the scenes. She said the town is starting to look much improved. She said she can’t wait to see all the improvements implemented and have it all looking good. Ms. Still advised there were 105 veteran banners ordered and they will be here soon. She said if additional banner orders are taken by September 30th they will be ready for Veteran’s Day. Ms. Still advised the current banners should be delivered in a couple of weeks.

Adjournment:

Sharon Still made a motion to adjourn this meeting. Deventae Mooney seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



Attest: Cathy Sharpe, Clerk



Jeffrey G. Kiser, Mayor