

**Council Minutes**  
**Regular Meeting**  
**January 10, 2022 - 6:30 p.m. – 502 Front Street E Coeburn, VA**

**Attendees:**

Upon roll call, the following members of council were present: Jeff Kiser, Deventae Mooney, Joe Still and Sharon Still. Carles Collins did not attend the meeting. Jimmy Williams - Town Manager, Cathy Sharpe - Clerk/Treasurer, and William Sturgill - Town Attorney, were also present.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Jeff Kiser.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Mr. Jeff Kiser made a motion to add the police officer reimbursement agreement to the agenda. Mr. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

**Reports:**

Town Manager

Mr. Jimmy Williams, Town Manager, reported he received a proposal for the fireworks this year. He advised they have increased by \$1,000.00 which is a total of \$10,000.00. The total last year was \$9,000.00. Ms. Still asked when the first payment is required. Mr. Williams said half of it is due within thirty days but they can also pay the full amount up front. Mr. Kiser asked Fire Department Chief, Mr. Cliff Hawkins, if he is still certified to shoot the fireworks. Mr. Hawkins said he just has to renew his license. Ms. Still asked if anyone else is certified. Mr. Hawkins said he would like to get Mr. Logan Jackson, Assistant Fire Department Chief, and a couple of others certified. Ms. Still advised she would like to see others certified in case something were to happen to Mr. Hawkins that would prevent him from being able to shoot the fireworks. She said she would like to see at least one more certified. Ms. Still asked if the town is going to pay half or all of the

fireworks cost. Mr. Kiser said he would go ahead and pay the full amount. Mr. Hawkins advised Mr. Williams to ask for at least one hundred three inch tubes and a roll of plastic.

Ms. Still made a motion to pay \$10,000.00 for fireworks. Mr. Mooney seconded the motion, which resulted in all Ayes.

Mr. Williams reported the \$16,000.00 check that was received for utility customers that were in arrears from March 1<sup>st</sup> through December 31st 2020 has been applied to those accounts. He advised the penalties were removed as well. Ms. Still asked about the \$22,000.00 that was discussed at a previous meeting. Mr. Williams said the funding will come from the county and the town hasn't received it yet.

Mr. Williams advised he spoke with the gentleman on Friday who is working with the town's web page. He said it is actually active right now but more work needs to be done to bring everything in. Mr. Williams said he is still trying to determine whether to go to .gov for emails instead of .com. He advised it can be done but it will be a long process because the version the town has now is free through google. Ms. Still said it needs to be .gov. Mr. Williams said he agrees.

Mr. Williams reported he is still working on the salt situation for the town. He advised the sand worked for a while until it froze in the hopper. Mr. Williams presented council with pictures showing the Town of Big Stone Gap's storage building for salt. He advised The Lane Group can do a proposal for the Town of Coeburn to build one but it can't be built this year. Mr. Williams advised it doesn't have a pond. He said Big Stone's is tilted downward and is sealed preventing water from going to the salt storage. Mr. Kiser asked about buying salt from the state. Mr. Williams reported he talked to Mr. Paul Maddox on Thursday last week. Mr. Maddox told him the town could purchase the salt but he wasn't sure about the price. He said a set amount would be held back for the town but the town would only have to pay for what was actually used of that amount. Mr. Maddox is supposed to send Mr. Williams paperwork to submit for the purchase of salt. Mr. Williams is hoping to have the paperwork by this week but still hasn't received it. Mr. Kiser said he feels like it would be cheaper for the town to continue to let the state supply the town with salt rather than have the expense of constructing a building. Mr. Mooney, Ms. Still and Mr. Still said they would like to know for sure that the state will supply salt on a permanent basis before they make a decision on building something. Mr. Kiser advised Mr. Williams to ask all the questions as to what the state will do, such as contracting etc. He said council will pursue what needs to be done when those questions are answered.

Mr. Williams advised cleaning the million gallon tank prior to redoing the water lines will not affect that tank. He said the million gallon tank is the one the town is focusing on this year. Ms. Still asked how often the lines are being flushed. Mr. Livingston advised they are being flushed every six months. Mr. Kiser asked what the charge is to clean the million gallon tank. Mr. Williams reported it was \$8,000.00 previously. Mr. Kiser asked if the Cares Act Funding can be used for that. Mr. Williams said yes; it is covered under infrastructure.

Mr. Williams presented council with reporting examples for Verizon Connect. The reports are specific for idle time, run time, etc. for each vehicle. He advised the reports can be done daily,

weekly, and monthly. Ms. Still asked if Mr. Brooks, Police Chief, has been able to get into the system. She advised he wasn't able to sign in with the information that Mr. Williams had given him. She said he tried all the places to sign in because he didn't know which one to sign in under. Mr. Mooney asked Ms. Still if she had tried to sign in. She said no but she will try when she goes home. Mr. Williams told her to log in on her phone and try it. She was able to sign in. Ms. Still said she would talk to Mr. Brooks about signing in.

Mr. Williams advised the main thing he needs to discuss tonight is ADP. He reported ADP wasn't utilized for this past pay period. He said getting the system set up was a lot more intense than what they portrayed. Mr. Williams advised on the 7<sup>th</sup> of December he asked to be able to start training. He said he got a follow up email stating that the specialist said training can't be done this far in advance. He advised on the 8<sup>th</sup> he was told training could start and the date was planned for the 14<sup>th</sup>. Mr. Williams said the training did not occur; ADP said the town was ready to do a payroll but when it came time to it, stuff was missing. He said not to say anything bad about anybody but the people the town is working with are from the Philippines which is kind of a language barrier. He advised they say the ledgers are done and then they aren't. They don't know how to transfer our data from ADP to Southern Software. Mr. Williams said he had talked to Mr. Kiser and a couple of other council members and decided to pay Southern Software \$850.00 to give ADP an integration. He advised no one from ADP called Southern Software and they keep saying Southern Software isn't on their list of companies they work with. They use Quicken Books. He said he finally got hold of Patrick at Southern Software; Patrick emailed a lady at ADP which turned out to be the wrong email address because her email address contained a "t" which was thought to be a "c". The town lost a day because the email was incorrect. Mr. Williams and Ms. Sharpe reported three whole days were wasted with ADP. Three whole days were lost for Sherrie, Jimmy and Cathy. ADP said if anything goes wrong with the general ledger it can be fixed after the fact. Mr. Williams said he isn't comfortable with that and didn't do the first payroll with them in January. Mr. Williams advised the Town of Tazewell has ADP and loves it but told Mr. Williams and Ms. Sharpe that in the beginning they could not get the VRS entered correctly. The VRS is one of the things that was wrong when Coeburn looked at the entries into ADP's system. Mr. Williams advised Tazewell jumped in with both feet and then had to make the corrections later. He said he doesn't want to do that.

Ms. Still asked if the town needs to look into some place else that may be able to do better than what ADP is doing. Mr. Williams said a lot of time has been invested but he and Ms. Sharpe don't feel comfortable with it. Ms. Sharpe said she absolutely doesn't feel like there was enough time to make sure that everything was right. She said it wasn't a big issue that town employees had to key all the information into ADP, the issue was that it shouldn't have had to be done the week of payroll. There should have been more time and someone should have told the town this had to be done. Mr. Williams reported Tazewell is on a different ADP system than what the Town of Coeburn would have been on. Tazewell is on "work force" and Coeburn would have been on "run". He said when he asked if there is a cost difference between the two nobody could tell him. Mr. Kiser said since the town has a good relationship with Southern Software Mr. Williams should call them and find out who they work with that have the least problems doing payroll. Mr. Williams advised Southern Software is set up to do direct deposit and they use a third party time clock to go directly to FMS. Mr. Kiser said to think about all the time lost for Sherrie, Cathy and

Jimmy. He advised it may be better to purchase new time clocks that could have been paid for with the three days of times lost. Ms. Sharpe said she is fine with having another company doing payroll but she doesn't want the general ledger messed up and she feels like it can't be done in a few days. Mr. Kiser and the other council members advised Mr. Williams to go to Southern Software for other recommendations. Mr. Kiser said he hates that so much time has been wasted on ADP and he is shocked they are giving the town these problems. Mr. Mooney asked if any contracts have been signed with ADP. Mr. Williams said an agreement was signed to get everything started but Thursday the lady sent him another one to sign because she said there was an error on the first one. Mr. Williams said he isn't signing anything.

Ms. Still asked about a house in Riverview located across the street from Mary's Chapel Church. She advised that Mr. Stanley from the church wants to know what can be done to get that building torn down. Mr. Williams reported Mr. McElrath has already condemned it. He said a gentleman has purchased the property and he wants to put camper sites there for the race track. Mr. Williams advised the location is in a flood zone and can't be used for that. He said the house is supposed to be torn down.

Ms. Still asked if Mr. Williams has spoken with Ms. Davalos about the Flatwood Picnic Area. He advised he received an email from her before he came to the meeting. Ms. Davalos wants Mr. Williams to call her tomorrow to talk about an EDA program. He said he will speak with her tomorrow.

Ms. Still asked if anyone had heard anything about the Marquee sign. Mr. Williams advised they want a higher resolution of the seal. He said he sent them what the town has which wasn't as high as they wanted but they advised they can work with it. Mr. Williams reported the Marquee should be completed and installed in March. Mr. Mooney asked where the seal came from that Mr. Williams sent to them. Mr. Williams said he got it off the town's website but wasn't sure where it originated from.

Ms. Still asked if the tables have been replaced at the depot. Mr. Williams advised he replaced them with 72 inch tables and he also got some folding tables as well. Mr. Mooney asked how many were purchased in total. Mr. Williams said twelve. Mr. Mooney asked if the broken ones were disposed of. Mr. Livingston said they were repaired and put back in the building. He said all the tables at the depot are now good. Mr. Kiser asked if a table was put back in the lower room which is used for closed sessions. Mr. Williams said no.

Mr. Williams advised Spearhead still has access to Complex B and they are locking the town out of it. Ms. Still said she thinks they are still keeping stuff in there. Mr. Williams said they keep a 4-wheeler there and nothing else. He asked if Spearhead has a lease for that building. Mr. Kiser and Ms. Still said no. Ms. Still said there had been a year lease and then a month to month thereafter but no money has transpired. Mr. Williams advised the town needs that building to store equipment and they need to be able to get in there to clean it up and utilize it. Mr. Kiser told Mr. Williams to speak with Melissa with Spearhead. Mr. Williams advised he wanted to make sure there was no contract or anything before he contacted Spearhead.

Ms. Still asked if Mr. Williams has looked into replacing the Town of Coeburn welcome sign at Bondtown. He advised he trying to get with Bristol Signs because he doesn't know what has happened with Jerry's Signs. He said Jerry's Signs will talk to him if he calls down there but that is about it. He said he doesn't know if they are just too busy or what. Ms. Still asked if Jerry's Signs did the original welcome sign. Mr. Kiser said no. He said it was probably from the Downtown Revitalization Fund. Mr. Williams advised the sign in front of town hall is cracking and coming apart. Ms. Still said to look into doing a bulk order; it may be a better deal.

Ms. Still asked what lawnmower was purchased for public works last time. Mr. Livingston said it was a Bad Boy. Mr. Mooney advised council authorized the town to purchase another one as well. Mr. Williams said they are looking at Exmark lawnmowers. He advised the mower the town has had the longest is an Exmark. He and Mr. Livingston would like to purchase another one of those. Ms. Still said the mowers should be cheaper this time of the year. Ms. Still told Mr. Livingston to make that a priority on his list; find a lawnmower.

Ms. Still advised that school ends on May 17th. She said she has written a letter for a recreational grant to get money for the pool. She reported the pool needs a lot of concrete repair and the slides need installed. Ms. Still advised Mr. Williams that she had given him names, some phone numbers and the name of a product. She said they would come in and do all the concrete work and do a sealant that has a guarantee on it. She advised those people were local and would come in and do that. She said all that work needs to be done before the pool opens this year. Mr. Kiser and Mr. Williams said the leaks should be fixed first. Ms. Still advised that she would like to fill in the kiddie pool and do another kiddie area where the grass area is in the back. She said she would like to do something about the grates in the bottom of the deep end. Mr. Mooney said he would like to see a game plan come together and not be May 1<sup>st</sup>. Council agreed that digging up the concrete and replumbing the pool is the better option. Mr. Kiser asked Ms. Still to email him the name of the company she says will do the sealant work on the pool. Mr. Williams asked about the possibility of closing the pool this year. Ms. Still asked why. Mr. Williams said to close it so it can be fixed. Ms. Still asked why it should take that long. Mr. Williams advised that with the staff the town has now it is hard enough to keep up with everything that goes on in town; to work on the pool will take some time. Mr. Mooney said that is why it needs to be contracted out. Mr. Kiser told Mr. Williams to get the prices and bring them back to council.

Mr. Mooney asked if the town has been in continuous contact with Lenowisco. Mr. Williams said he talked to Rebecca Crockett today and she is coming Thursday to talk about the Davis-Bacon reporting. Mr. Kiser said to make an appointment with himself, Jimmy and Duane Miller. He advised a meeting was supposed to be scheduled after the first of the year. Mr. Mooney said it would be a good thing to keep in touch with Lenowisco.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported sewer was repaired at North Street, 12" inch sewer line repaired behind the Dollar Store and a sewer line and tap was installed at Kiser Avenue. He advised sewer work is being done at Laurel Avenue.

Mr. Livingston also reported water lines were repaired at North Street, 6" line on Main Street, behind post office and a 4" line was repaired at Kiser Avenue where the hole is. The hole will be fixed when the asphalt plant reopens. He said a water leak was repaired at Rockbridge Road. He advised that a PRV was installed at Timberville.

Mr. Livingston reported two check valves were installed at the pump station at Food City. He said this will help prevent the pumps from tearing up.

Mr. Livingston said 138 work orders were completed.

Mr. Livingston presented paperwork to council for the pricing to replace doors at the police department and at the depot. The pricing that Mr. Livingston presented was good for only 30 days. Mr. Cliff Hawkins advised that certain regulations were mandatory for doors in which a building was rented out. He said the doors have to open outward and have push bars. Council advised Mr. Williams to check on those regulations. Council discussed the types of doors for both locations and decided to go ahead and authorize Mr. Williams to purchase the doors at a cost of no more than \$18,000.00.

Deventae Mooney made a motion to authorize Mr. Williams and Mr. Livingston to purchase doors from Doors 'N' Moore for the depot and police department, not to exceed \$18,000.00. Mr. Kiser seconded the motion, which resulted in all Ayes.

Mr. Williams advised the box that checks how clean or dirty the water is went out at the water plant and it is required by the health department. Mr. Brian Markham said it will cost around \$2,500.00 and he isn't sure how long it will take to get one. Mr. Kiser asked Mr. Williams to contact The Lane Group to see if the box can be installed prior to the project. Mr. Williams advised the construction date is around the 18<sup>th</sup> of February but the box needs put in now. Council advised that either way the town has to get one since the health department requires it. Mr. Williams reported the cost of a computer for the water treatment plant from Dell is now \$2,600.00. He said the computer is not included in the plans.

Mr. Kiser asked if the beavers are building back. Mr. Williams said they are in six different areas.

The Lane Group

There was no representative from The Lane Group present. No report was given. Mr. Kiser asked that The Lane Group get with the state representatives and set a date for the ground breaking for the new project. Ms. Still said when the date is decided he should contact Katie with the Chamber of Commerce because she supplies the ribbon, etc.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$399,858.84 as of 1/7/2022. She reported outstanding checks in the amount of \$105,258.81, accounts payable due in the amount of \$29,202.00 and interim accounts payable in the amount of \$212,221.32. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$265,398.03.

Ms. Sharpe presented meeting minutes for December 13, 2021 regular meeting.

Ms. Sharpe reported one additional deposit since reports had been presented for the meeting. Today's deposit was \$27,180.89 making the total cash availability \$292,578.92.

Mr. Joe Kiser asked about a check written to the Town of Coeburn for depot deposit refunds in the amount of \$131.88. Ms. Sharpe advised that past due taxes were paid to the town rather than giving the deposits back to the customers.

Mr. Kiser asked about the VRA account. He asked Mr. Williams if the \$21,995.04 was the amount that was discussed in a previous meeting that was paid out for interest and paid back to the town. Mr. Williams and Ms. Sharpe said yes. Mr. Kiser asked if this would be in compliance with the guidelines of where the town needs to be at this point. Mr. Williams advised that it puts the town a little bit over. He asked if there are any problems at all with what is in the reserve fund. Mr. Williams said no.

Ms. Still asked if the teeter totter and merry go round can be ordered for the park. She said Crystal is looking into getting someone to donate the money to purchase the rubber matting that is required. Those need to be ordered so they can be installed before 321 day.

Mr. Kiser advised the mulch needs to be changed at the Bondtown Park. He said it is turning into nothing but grass. Ms. Still said all the parks probably need refreshed with mulch.

Mr. Livingston reported that all the Christmas decorations have been taken down. Ms. Still said she wonders if there is an advantage to ordering garland for the poles for next Christmas. She thinks it might be cheaper since the holidays are over. Mr. Williams said he will find out. Mr. Livingston said the town needs flags as well.

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

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

Sharon Still made a motion to approve the December 13, 2021 regular meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Mr. Mooney asked Mr. Williams to schedule a Boundary Adjustment Committee meeting within the next week.

#### Police Department

There was no representative from the police department present. No report was given but a report was included in the council packets.

Mr. Still asked if the ammo has been ordered for the police department. Mr. Williams replied yes.

#### Fire Department

Mr. Logan Jackson, Assistant Fire Department Chief, presented council the fire department activity report for the month of December 2021. There were 44 total calls, 259 total man hours, and a total of 248 personnel responding.

Mr. Jackson advised the fire department did the Coeburn Christmas Parade on 12/3/2021 from 5 p.m. until 8 p.m. and the Wise Christmas Parade and Norton Christmas for around two hours.

Mr. Jackson also reported the fire department helped with the food giveaway and the Covid-19 shots at the Health Wagon at the Wise Fairgrounds from 12 p.m. until 2 p.m. He said they also did the Fallen Police Officer Chandler Ride for the Jeep Club. Mr. Jackson said the fire department did a parade for a special needs boy from Sandy Ridge. The parade was his Christmas present. He had asked his parents for a parade because he likes fire trucks. He said the little boy was tickled with the parade.

Ms. Still asked when the new election for fire department officers will be. Mr. Jackson said the election will be in March. Council was presented a list of fire department officers for 2021.

Sharon Still made a motion to accept the officers as presented for the Coeburn Fire Department. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mr. Hawkins advised that the fire departments are updating the agreement between each of the town fire departments. He said once the agreement is ready he will bring it to council for signatures. Mr. Kiser told Mr. Hawkins to present it to Mr. Sturgill before anything is signed.

Mr. Kiser asked if the fire department got any money was offered from the first Cares Act Funding from the county to compensate for not getting an ambulance. Mr. Hawkins said no. Mr. Kiser said it would have been nice to have had an emergency response vehicle or something.

Attorney Report

William Sturgill, Town Attorney, advised that he doesn't have anything specific to report tonight with the exception of what is already on the agenda.

**New Business:**

- A. Police Department Reimbursement Agreement – Mr. Sturgill presented council with a new draft of what he put together in 2019. The agreement is for when there is a new person going to the academy. The updated version has much more different language than what was in the original agreement. Mr. Sturgill said whenever the town first started doing the agreements one of the questions dealt with termination; that has been updated. He said the biggest thing is in the policy itself. He said he sent it by email so everyone would be able to read the agreement and also the town's policy and make sure there were no questions and that council felt like the agreement aligned with the policy the town currently has.

Mr. Sturgill asked council to approve the agreement tonight and to authorize the town manager and the town police chief to be able to sign the agreements on behalf of the town. Ms. Still said when she read the updated agreement she feels like in the past an officer assumed they were terminated which led to the issues. Ms. Still advised that the police chief needs to be aware if someone isn't put on the schedule that it is a form of termination. Mr. Sturgill advised that the police chief needs to be fully aware of what it states when he signs it and knows what consequences can occur if he takes one action or another. He said his recommendation is to enter into the new agreement.

Mr. Kiser asked what happens if a candidate goes to training and six weeks into the training decides it isn't for them; Mr. Mooney read number IV which states that the officer will be released from employment and reimburse the own for the total amount of training expenses incurred to date. Mr. Kiser suggested that the police chief and Mr. Sturgill get together and go through a question and answer thing to make sure Mr. Brooks understands what is in the contract so when he signs it he knows what he is signing. Mr. Still said he would like to suggest to Mr. Brooks that anytime he does anything dealing with employment he should probably contact Mr. Sturgill and ask what he thinks about it. Mr. Mooney asked when the training starts. Mr. Sturgill said his understanding is that it started today. He said he thinks the officer may have already signed the agreement but he doesn't know for sure. Mr. Sturgill advises council that he thinks anytime there is an agreement for an officer to go to training it should be approved. Mr. Kiser asked if the motion should be made to the specific individual. Mr. Sturgill said he feels like it should be.

Ms. Still made a motion to approve the Officer Reimbursement/Educational Agreement between the Town of Coeburn and Officer Westley Swindall and to have Town Manager, Jimmy Williams and Police Chief, Scott Brooks to sign on behalf of the town. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

**Old Business:**

There was no old business to report.

**Closed Session:**

There was no reason to go into closed session.

**Council Comments and Concerns:**

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

Joe Still – Mr. Still said he appreciates all the work that everybody does and there is sure a lot of it. He said council doesn't know half of what everyone does. He said he appreciates everybody.

Sharon Still – Ms. Still thanked everyone involved in everything that goes on everyday and for all the stuff she doesn't see. She said she is glad that Mr. Livingston is out of the hospital and running around.

Jeff Kiser – Mr. Kiser told everyone to please stay safe. He said covid is rampant in this county right now so please stay safe.

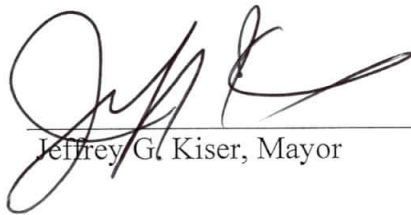
**Adjournment:**

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

Respectfully Submitted,



Attest: Cathy Sharpe, Clerk



Jeffrey G. Kiser, Mayor