

Council Minutes
Regular Meeting
February 14, 2022 - 6:30 p.m. – 502 Front Street E Coeburn, VA

Attendees:

Upon roll call, all members of council were present. 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. Deventae Mooney 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 modify the agenda. He said instead of going through the normal reports he would like to do the reports for public works, treasurer and fire department and then go immediately into closed session. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Reports:

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported sewer lines were jetted at Elder Lane, Quillen Avenue, Driffield Drive and Miner's Bank. He said the sewer line was repaired at town hall.

Mr. Livingston reported leaks were repaired at the Bondtown Trailer Park, Sheffield Apartments, Salem Avenue, Fourth Street and at the Lay's building. He said the fire hydrant that was leaking at Lincoln Street was taken out and the pump at Cordertown Pump Station was installed. Mr. Livingston also reported that a setter was replaced at 415 Centre Avenue and a water line was repaired at Cranes Nest.

Mr. Livingston advised a hole was patched on Front Street and 144 work orders were completed.

Mr. Still asked where the fire hydrant was taken out. Mr. Livingston replied Lincoln Street. Mr. Still asked if the town has a replacement for it. Mr. Livingston said another one will be put in when the new water line goes in.

Ms. Still asked if the pump stations have been regularly cleaned. Mr. Livingston said yes.

Mr. Kiser asked Mr. Livingston to give an update on what has been happening with the water project. Mr. Livingston said they piped from the Y almost down to Dale Ridge but had to stop because they ran into a gas line.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$331,366.85 as of 2/11/2022. She reported outstanding checks in the amount of \$15,262.53, accounts payable due in the amount of \$30,055.08 and interim accounts payable in the amount of \$108,993.89. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$286,049.24.

Ms. Sharpe presented meeting minutes for January 10, 2022 regular meeting and January 24, 2022 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$11,816.11 and today's deposit was \$12,412.66 making the total cash availability \$310,278.01.

Ms. Still asked what KVAT Food is. Ms. Sharpe advised it is the gas cards.

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

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

Sharon Still made a motion to approve the January 10, 2022 regular meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes. Carles Collins abstained.

Sharon Still made a motion to approve the January 24, 2022 workshop meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes. Carles Collins abstained.

Fire Department

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

Jeff Kiser 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 specifically the police department and §2.2-3711 (A8) to consult with legal counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following the closed session, William Sturgill, Town Attorney, read the "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 was no action resulting from closed session.

Mr. Kiser resumed the reports that weren't given before closed session.

Town Manager

Mr. Jimmy Williams, Town Manager, advised council had asked for quotes for a lawnmower. He said every place he has called about Xmark mowers the prices have been the same. One is \$8,799.00 and the other is \$10,719.00. Mr. Mooney asked what the difference is between the two mowers. Mr. Williams said the motor and seat. Mr. Collins asked what size deck the mower has. Mr. Williams advised it is a 60 inch deck. Mr. Williams said the Xmarks are considered commercial grade mowers. He said even the low end 42 inch cut mower is \$5,000.00. Mr. Still asked what kind of warranty the mowers have and where the work can be done if needed. Mr. Williams said the work can be done at either of the places in Johnson City or Bristol.

Sharon Still made a motion to purchase an Xmark Lazer LZE 60 inch mower for \$8,799.00. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mr. Williams reported he contacted the company about the flower planters. He advised he was told the planters are made when ordered and if they are ordered by the end of this week the lady sees no problem with them being delivered by May 1st. Mr. Williams said with what the town is ordering there will be \$1,280.00 discounted off the price. He advised 32 planters will cost \$10,155.00 which includes shipping. Mr. Mooney asked if that will be enough planters for both sides of the street downtown. Mr. Williams said yes. Ms. Still asked if they will be the same color as the ones currently downtown. Council agreed they should be the same color. Sharon Still made a motion to purchase 32 designer concrete planters at a discounted price of \$265.00 each for a total cost of \$10,155.00. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mr. Williams presented council with paperwork for the past due water accounts. He said the town received \$22,000.00 funding and when Sherrie comes back to work she will do the entries on the 253 accounts involved in that funding. He presented council with a report showing the rest of customers in arrears. Ms. Still asked if the town will be able to reimburse itself for penalties. Mr. Williams said the final rule states that municipalities can reimburse themselves for lost revenues up to \$10,000,000.00. Ms. Still said she would like to put that all back into the general fund. Mr. Williams and Mr. Kiser explained that doing these adjustments will take time because they are very detailed and need to be done correctly. Mr. Kiser advised that Cathy and Sherrie are doing super jobs on this. He said a new date will have to be voted on at the March 14th meeting.

Mr. Mooney asked the status of the doors for the depot and police department. Mr. Williams advised that nothing has changed.

Mr. Still wanted to know if the Marquee sign is still supposed to be done in March. Mr. Williams said they are saying March 28th because of materials. Mr. Still said it looks great at the lot where the town parks all the vehicles.

Ms. Still asked if the playground equipment has been ordered. Mr. Williams said yes. Ms. Still asked if any contractors have been found for the pool. Mr. Williams advised that everyone he called can't do work in Virginia because they don't have a license. He said he found one gentleman that will do it but he is a year out on being able to do the work. Mr. Williams said it is the same gentleman who worked on St. Paul's pool. He advised he will come down the end of this week or next week to look at Coeburn's pool. He said he is doing some work in the area.

Ms. Still asked if there is a plan to pave the parking lots in town and fix the area where the new wall was put in. Mr. Williams advised he would like to work on the parking lots first once the asphalt plant opens back up. He said he would then like to pave the road at the treatment plant after the drainage is fixed.

Mr. Williams reported the water plant lost power over the weekend and one of the monitors for output was fried. He said the input monitor had already gone out. He advised the monitors are included in the project. Mr. Williams talked to The Lane Group and they got with the contractors; the monitors are going to be ordered now. He said the chlorine monitor has gone out too. He said it is included in the project. The Lane Group is going to talk to that contractor to see if it can be ordered now as well. It is \$3,800.00.

Mr. Williams advised generators aren't included in the project funding. The generator for the plant will take about ten months to get. He said it doesn't matter who is doing it Kohler will be the same price. Mr. Williams reported he will go to the pump stations to see if those work one day this week. He said both stations have the old military box generators. Mr. Kiser asked Mr. Williams to get prices for generators and bring them back to council. Ms. Still said if three are purchased they might be gotten for a better price. Mr. Williams stated that Mr. Markham has found around \$28,000.00 in savings for the project.

Mr. Williams reported Mr. Livingston is going to check prices on meters that have the check valves already installed on them. He said it would save the town a lot of work and stop leaks on the customer's side.

Ms. Still asked Mr. Williams where the eagle is located. She said Ms. Jessee, art teacher, is going to paint it and is waiting for it to be brought to her. Ms. Still advised that something needs to be done to prevent anyone from climbing on the eagle. She suggested a fence or even a sign saying "please do not climb on eagle". Mr. Williams said to send him a text message reminding him to get the eagle so it can be painted.

Mr. Mooney asked if the clock is finished. Mr. Kiser advised it was supposedly finished since before Guest River Rally. He said it seems like every time the guy is supposed to come put the clock back in the housing something covid related seems to happen to himself or his family. Mr. Mooney said he would like to see a new eagle, Marquee and clock this summer. Ms. Still advised she took the heart off the rocker and painted it and it is still bright red. She said she thought about painting the LOVE sign but didn't. Mr. Kiser asked if Camp 18 can paint the sign. Mr. Williams said they are locked down because of covid right now but if they don't have a break out they can work this coming week. Mr. Kiser said the renewal contract was dropped off at town hall and it has been signed.

Police Department

Mr. Scott Brooks, Police Chief, gave the report for the month of January 2022. There were 1,028 total events. He gave a summary of these events. Mr. Brooks said he sent council an email from Enterprise about the car situation. He advised the email gives a really good breakdown; there is a lot of information on it. He asked council to look over it. He said maybe someone from Enterprise can come down and do a presentation so all council's questions can be answered. Mr. Mooney asked if the vehicles will be purchased or leased. Mr. Brooks replied they will be leased. Mr. Kiser asked how many vehicles. Mr. Brooks advised there are different options. He said the department asked for five but then there is an option for four, etc. He said one vehicle using USDA funding would only tie up one vehicle. That particular vehicle would be owned but it would have to be kept until it has under \$5,000.00 value. He advised the grant is 25/75. USDA would pay 75% of \$50,000.00. He said he is looking to lease the rest of the vehicles. Mr. Kiser asked what type of vehicles Mr. Brooks is looking at. He said he is bouncing back and forth between Ford Explorers and Dodge Chargers. Mr. Kiser advised he heard through the grapevine that Ford Explorers are having issues. Mr. Brooks said that is why he is bouncing back and forth because he has heard the same thing about those issues. Mr. Mooney asked if the vehicles will be front wheel drive, all wheel drive, etc. Mr. Brooks said he would prefer all wheel drive so they can be driven in the snow. Mr. Kiser said they should go with all wheel drive. Mr. Kiser asked Mr. Brooks to check with a local dealer as well because there could be a savings if the middle man was cut out.

Mr. Kiser asked if there is a schedule in place for when oil changes and other things need to be done on the vehicles. Mr. Brooks advised the vehicles are checked periodically. He said Dave puts a sticker in the upper left hand side of the windshield which tells when it is due to service again. Mr. Kiser asked if the department is adhering to the mileage stickers. Mr. Brooks said yes.

Attorney Report

William Sturgill, Town Attorney, advised he doesn't have anything specific to report.

New Business:

- A. Resolution – Eastside High School One-Act Play – Ms. Still advised she has reached out via email and text but didn't get a response. She said she thinks council should go ahead

and have the Resolution read in, vote on it and present it to them when they can come to a meeting. Mr. Sturgill read the Resolution into record. Deventae Mooney made a motion to accept Resolution – Eastside High School One-Act Play 2022-001. Sharon Still seconded the motion. A roll call vote resulted in all Ayes. Ms. Still pointed out that “or” should be “for” in the document. Mr. Sturgill advised it should be corrected and council will sign again afterward.

- B. United States Forestry Service, Concessionaire, Flatwoods Picnic Area – Mr. Williams advised the property will more or less belong to the town but the land won’t be owned by the town. The town will be able to operate the picnic area, set the fees etc. Mr. Kiser asked about the terms of the agreement. Mr. Williams advised he was told probably life but Ms. Davalos wasn’t sure. Council agreed it needs to be in writing.
- C. PayCom, Payroll & Human Resources Solutions – Mr. Williams reported PayCom is pretty impressive. He advised the company isn’t as large as ADP. He presented council with the quotes. Mr. Williams said the fee for PayCom will be \$327.77 per payroll. He said the initial set-up will be \$852.20. He advised the program will have geo mapping. He said perimeters will be set and employees won’t be able to clock in unless they are within those perimeters. He said employees will be able to clock in using their phones. Ms. Still asked if \$655.54 would save any money for man hours. Mr. Williams said if employees utilize the time clock it would save but if they don’t use it the hours would have to be manually keyed in which won’t save any time. Mr. Mooney said if they can do it from their phones they don’t have an excuse not to utilize the clock. Mr. Kiser advised there will be a hesitancy in doing this but it has to be done if council votes to do this. Mr. Williams reported that another day would have to be backed up on payroll; he said he already backed it up one day when there was a discussion with ADP. Mr. Kiser said he realizes it is cheaper to do payroll in house but it makes it difficult when someone is sick and can’t be there to do the payroll. He said doing payroll this way would prevent this from happening.

Sharon Still made a motion to allow Mr. Williams to go into an agreement with PayCom to do payroll for the Town of Coeburn. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

- D. Clockwise Time Keeping – Mr. Williams explained that this is with FMS. He advised FMS doesn’t have geo mapping; employees could sign in no matter where they are located. He said their fingerprint clocks would be \$1,908.75 per unit and four clocks would cost \$7,635.00. He said there is also an option to do phones which would be \$5.00 per user each month (\$140.00). Mr. Williams advised everything is already set up in the system with Southern Software but the town would have to get another bank because Miner’s does not transfer funds. He said he would like to set up another account with Truist specifically for payroll. Mr. Kiser asked if a \$0.00 balance account can be set up with Truist. He said for example the payroll is \$25,000.00. The town would deposit that amount from their existing account to cover the checks for payroll. Mr. Williams said he isn’t sure if it is \$0.00 but money can be transferred ACH to Truist. Mr. Kiser asked if there will be a

minimum balance etc. and if that minimum balance isn't kept in the account what kind of fees will apply.

Mr. Kiser asked which program Mr. Williams feels the strongest about. Mr. Williams said for the ease of it he would like to stay with FMS and Clockwise. He said PayCom offers a lot more but charges a lot more. Mr. Kiser said he likes that PayCom sets perimeters as to where an employee can clock in. Ms. Still asked if there is a yearly contract with them. Mr. Williams advised there is no contract. Ms. Still asked if the town wasn't happy with PayCom could it be cancelled. Mr. Williams said the town would just be out of the set-up fee. Mr. Williams said he asked about seasonal employees. PayCom advised those employees would be entered into the system just like any other employee and as soon as the town was finished paying them they would just be set to inactive. He said it would just add \$6.44 for an additional employee per payroll. Mr. Williams said any kind of changes to payroll such as forgetting to clock in or out would have to go through their supervisor. They can't make the changes themselves.

Old Business:

- A. Mattern & Craig, Lincoln Bridge Inspection – Mr. Williams presented council with an agreement for the inspection of the Lincoln Bridge to be done in March by Mattern & Craig.

Jeff Kiser made a motion authorizing Mr. Williams to enter into an agreement with Mattern & Craig for the Lincoln Bridge Inspection. Deventae Mooney seconded the motion, which resulted in all Ayes.

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 said he appreciates everybody. He thanked Mr. Williams for staying on top of everything. He said he has had to ask the Lord what to do about things, how to handle them but said maybe this is the way things were supposed to go. He said he asked Mr. Sturgill what would change if it were done another way; still going to end up here.

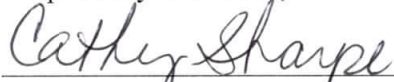
Sharon Still – Ms. Still said she thanks everybody that works in every office, in every building and in every ditch that they work out of. She said she appreciates all the work that goes into keeping the town looking good and moving forward. She said she appreciates all the council members that work hard behind the scenes, appreciates the town manager, Cathy and Will. She appreciates them always answering her calls.

Jeff Kiser – Mr. Kiser had no comments or concerns.

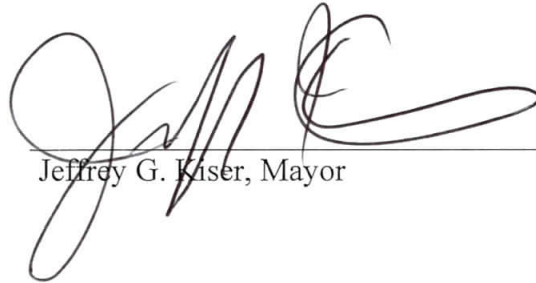
Adjournment:

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