

Council Minutes
Special Called Meeting
February 28, 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. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Jeff Kiser.

Public Expression:

Mr. Gene Collins, 209 High Avenue NE, advised he was at the meeting to represent the financial secretary of First Baptist Church. He reported the insurance almost doubled last year for the church; the church was flagged for several safety violations. He said the church has taken care of a lot of those issues but guidance is needed for some outside problems pertaining to the sidewalk and ditch.

Mr. Collins advised Louden Insurance Company out of Northern Virginia is their insurance company and they are one of the few companies that will insure churches. Louden has taken pictures of the upgrades the church has done but help is needed from the town to move forward with the outside areas.

Mr. Roy Nixon, coordinator for the Hope Center Food Pantry, advised he lives in Tacoma. Mr. Nixon said he has been the coordinator for the last two or three years and during that time frame there have been a number of incidents with the sidewalk that runs up Brook Avenue from Front Street. He reported there is a very sharp drop in the sidewalk. Mr. Nixon said most of the occurrences happen on Thursdays when food is passed out. He advised a lot of people gather outside when food is being passed out and he knows of at least two incidents that the police department was called. He advised a broken leg and a damaged vehicle were reported for those calls. Mr. Nixon asked council to study the problem and try to see what can be done because people are obviously getting injured and the sidewalk is causing a dangerous situation especially on Thursdays. He said the sidewalk itself doesn't belong to the church. He said it belongs to the town.

Ms. Sharon Still advised that several things come into play at that location. She said Brook Avenue is a state maintained road. Ms. Still asked if the sidewalk was a town issue or state issue. Mr. Williams said the problem is that the sidewalk is basically in the church's yard. Mr. Nixon advised that the sidewalk isn't exactly the issue. He said it is the drop off that is causing the problems.

Mr. Jeff Kiser asked Mr. Williams to talk to VDOT and The Lane Group and see what their suggestions are for the problem. Mr. Nixon asked if the town could fix the rut in the area where the church unloads their food. Mr. Kiser told Mr. Livingston that it would be a good place to dump the small fine gravel that is swept up from the road sides. Mr. Kiser said that will be done about a month from now.

Mr. Kiser said if The Lane Group and VDOT decide it is best to put a handrail up he feels like it could be an issue for the church when loading and unloading food.

Public expression was closed.

Approval of the Agenda:

Mr. Deventae Mooney made a motion to add under Old Business (A) – CESF Grant. He advised it has been discussed and council took a consensus but hasn't voted on it. Jeff Kiser seconded the motion, which resulted in all Ayes. Mr. Jeff Kiser made a motion to approve the agenda as amended. Sharon Still seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Mr. Jimmy Williams, Town Manager, reported the merry go round and teeter totter should be delivered Wednesday. He said the flower pots are being made. He said he doesn't have a time of arrival yet but they are trying to have them delivered before May 1st. He advised fireworks are ordered and paid for.

Ms. Still asked about the Marquee sign. Mr. Williams advised the targeted date is still the third week of March. He said they are going to price the signs at Cranes Nest, Town Hall and the one on 72. Mr. Kiser said the sign that goes on the stage needs to be put back up.

Ms. Still asked about the Flatwoods Picnic Area. Mr. Williams said he hasn't heard anything yet. Ms. Still said since the town will be paying for the work to be done she would like to see that the town at least have possession for the next five years. Mr. Kiser said he would like to have possession long term for the citizens.

Ms. Still asked about the doors for the depot and police department. Mr. Williams advised parts have been backordered.

Ms. Still asked about Paycom. Mr. Williams explained that the package the town chose has the payroll which also includes kind of an HR type of thing. He advised that the HR part of it has become quite a chore because there are areas that Paycom can't help with. Ms. Sharpe said VRS is one of the issues which was the same problem with ADP. Ms. Sharpe said basically it will have to be keyed into the system manually. Mr. Williams advised he would like to have the extra HR items removed and just go after the actual payroll part. He said that would also lower the premium

as well. Mr. Kiser asked when everything is worked out payroll won't be dependent upon town hall to get done. Mr. Williams said that is correct. Payroll will be done by Paycom.

Ms. Still asked if Mr. Williams has heard anything about the town's website. Mr. Williams advised he is planning to call about it tomorrow. Ms. Still asked if the town has a way to do auto pay for bills. Mr. Williams said no. She said it needs to be looked into. She said she doesn't understand why the town can't do it. She said she will look into it.

Ms. Still advised that the eagle needs some concrete mix. She said it needs to be mortar mix because it has to be smooth. She advised there is a crack on the base where it is put together that needs repaired before it is painted. She said when it rains and snows it will get into the crack so it needs to be done before it is finished. Ms. Still said it also needs to be clear coated to protect it. She advised several cans will be needed.

Mr. Kiser said both parks need mulched this year.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported leaks were repaired at the Lay's building, Rally Shack and pump station at Crab Orchard Road.

Mr. Livingston also reported a sewer line was repaired at Lynncrest Drive. He said sewer lines were jetted at Plum Avenue, Driffield Drive and Alfred Street.

Mr. Livingston asked Mr. Williams to explain what is happening at the pump station at 72 and Crab Orchard. Mr. Williams advised there are two cans and both of them have holes in the bottom. He said this is because the pumps were turned off years ago and water flowed naturally through them and corroded the bottom of the cans. He reported that Boggs Municipal is looking at the schematics to see if they have one that can be used. If so, they will let the town have it for a good price. Mr. Livingston said the pump station is being by-passed at this time so water can go to area customers. He advised the pump station hasn't been used since Veolia was operating in Coeburn. Council agreed it needs to be fixed.

Mr. Williams reported he has ordered flags and flag poles for July 4th. Ms. Still advised Ms. Susan Collins, professional photographer, is going to make banners for veterans for July 4th. Ms. Still said the banners will say Coeburn Heroes and they will be 2x3 for \$35.00 each. Ms. Still said Ms. Collins won't be able to remove all of the backgrounds from the photos but she will be able to remove some of them. Ms. Still advised that Ms. Collins was the one who did the senior banners for downtown in the past. Mr. Mooney asked where the banners will be displayed. Mr. Kiser advised they will be displayed in the same way the senior banners were displayed. Ms. Still said the order forms, pictures etc. will go to the girls at town hall and she will deliver them to Ms. Collins as they come in so she is never overloaded. She said the cut off for the orders will be mid-April. Ms. Still reported this hasn't been officially voted on.

Mr. Still told Mr. Livingston the lot at public works looks fantastic.

Mr. Mooney asked if the area across from the Health Wagon where the house was torn down will be planted in grass so it will look nice. Mr. Livingston replied yes.

Ms. Still reported David Carter came to the pool on Saturday at 11:00 a.m. to look at the pool. He stated Mr. Carter does pools for businesses, hotels etc. Ms. Still advised the work can't be completed before the pool opens this year but Mr. Carter will price it and if council decides for him to do the work he will start it after the pool closes in August. He will then have all winter to complete the repairs.

Ms. Still said the leaks may not be as bad as was originally thought.

Mr. Carter advised the town to do the patch on the concrete where it is bad but use concrete paint with sand so it won't be slick. He asked if the pool can be drained on a Friday so he can look at it while it is empty on that Saturday. He said he can get an exact idea of what all is wrong with the pool at that time. Ms. Still advised that Mr. Carter said the tall slide will never be stationary because of the type of legs it has. She said he also told her the bolts used to secure it are too small to hold it. Mr. Carter told her the little slide is the ideal kind to have. Ms. Still stated that Mr. Carter recommended the town raise the admission price for the pool.

Mr. Still and Ms. Still said the chairs look nice at the pool.

Ms. Still reported Kiwanis is going to put in for a \$50,000.00 grant to install a water feature at the park which will require no charge to use it. Mr. Kiser asked if it would be better to put it at the Farmer's Market because of the mess it would make at the park. Mr. Mooney and Ms. Still said they feel like it would be better at the park.

Mr. Williams reported the Water Treatment Plant needs to change the charcoal there. He said it will be very expensive (\$10,000.00). He advised the charcoal isn't included in the project funding. Mr. Williams also reported that Brian is getting a quote on metal for the roof at the plant. He said the gutters and ceilings are included in the project funding but not the roof. He advised the roof is shingles right now. Mr. Kiser said it may be better to go with a membrane roof at the plant.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$372,077.25 as of 02/25/2022. She reported outstanding checks in the amount of \$59,161.21, accounts payable due in the amount of \$79,268.07 and interim accounts payable in the amount of \$132,753.84. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$233,647.97.

Ms. Sharpe reported that the meeting minutes for February 14, 2022 regular meeting will be distributed along with March 14, 2022 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$9,012.52 and today's deposit was \$27,851.83 making the total cash availability \$270,512.32.

Mr. Still asked about accounts payable due for \$1,309.92 to Cell Phone Repair. Mr. Williams advised it was for the purchase of computers.

Ms. Still asked if the pool license fee was for playing music at the pool. Mr. Williams said yes. She asked if that would include showing movies. Mr. Kiser said no. He said movies are licensed from the film company; even a DVD tape and a CDROM when purchased, is for the immediate family only. He said when you start showing it to the public you have to obtain a license from the film company and one night is usually at a cost of \$250.00 each per night.

Mr. Mooney asked if Progressive Tractor was for the purchase of a new lawnmower. Mr. Livingston said yes. Mr. Mooney asked what kind was purchased. Mr. Livingston advised it is a 60 inch Xmark mower.

Mr. Mooney said he saw the garbage truck at the school and it was clean. He said to pass that along to public work employees. He said he was worried it would stay nasty all the time.

Ms. Still asked about internet and cameras for the pool and downtown. Mr. Williams said Xfinity Comcast is supposed to do a quote for downtown. He said Scott County Telephone will probably have to be the provider for the pool. He advised that the last time he talked with Scott County Telephone there were still issues with fiber optics. He said that was a year ago. Mr. Kiser reported he received an email last week and hasn't had time to respond to it. He said Scott County Telephone is in the process of applying for a grant to furnish fiber optics specifically for the Town of Coeburn. Mr. Kiser advised it will be high speed internet for home use.

Police Department

Mr. Scott Brooks, Police Chief, reported he spoke with Mr. Eddie Simon at Enterprise about leasing some vehicles and Mr. Simon would like to have a couple of council members do a zoom meeting with him before the next meeting in March. He said Mr. Simon wants to go over some things and he will be willing to come to the council meeting on March 14th to give a presentation in person. Mr. Kiser asked if Mr. Brooks is talking about leasing two vehicles. Mr. Brooks said that it would be up to council to decide but he would like to get more than two. He said the department is in bad need of cars. He said they are starting to have a lot of problems out of them and they have work orders turned in for repairs. Ms. Still advised it might be hard to find cars right now. Mr. Brooks replied that it might be hard; he said he wouldn't mind getting Dodge Chargers this time.

Mr. Kiser said Mr. Simon will just be repeating himself when he comes to the meeting on the 14th and feels like it will be fine to wait until the meeting to speak with him. Mr. Brooks said Mr. Simon wants to know for sure council is interested before then because he will be driving a long distance for the meeting. Mr. Collins and Mr. Still volunteered to do the zoom meeting with Mr. Simon. Mr. Brooks said the meeting could be in Mr. Williams' office.

Mr. Kiser told Mr. Brooks he can't read the police department schedule. He said he would like to have the excel spreadsheet.

Fire Department

There was no representative from the fire department present.

Attorney Report

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

New Business:

There was no new business to discuss.

Old Business:

- A. CESF Grant – Mr. Mooney reported the grant is the Coronavirus Emergency Supplemental Fund that Mr. Brooks brought to council at last month's workshop meeting. The grant is for overtime and council discussed how the funds were to be spent. He said the funding is for \$25,000.00. Mr. Kiser asked if the funding will be for overtime only; overtime that is not scheduled. Mr. Brooks replied yes. Ms. Still asked if it will be for general overtime when someone is off sick, etc. Deventae Mooney made a motion to accept the CESF Grant for overtime only at \$30.00 per hour and authorize Mr. Williams to sign the paperwork. Sharon Still seconded the motion, which resulted in all Ayes.

There was no reason to enter into 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 thanked everybody for the work they do. He said he really does thank them.

Sharon Still – Ms. Still thanked everyone that does all their work and everybody that works extra and puts in all the extra time it takes to operate the town. She said she is looking forward to the future year and looking forward to seeing the budget. She wants to see how that is rolling.

Jeff Kiser – Mr. Kiser said he and Ms. Still got an email from Ms. Tara Fisher who recently wrote a book about a scavenger hunt across Virginia. Mr. Kiser said the starting location is Coeburn. He said there are pictures of Lay's Hardware, Old Dominion Power Company sign and discussion of the Love sign on Front Street. He said there is a link to take him to the pages and it is a very interesting commentary on Coeburn.

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