

**Council Minutes**  
**Regular Meeting**  
**April 11, 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:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Mr. Jeff Kiser made a motion to approve the agenda as amended. Mr. Deventae 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 March; there were 39 total calls, 441 total man hours and 225 total personnel responding.

Mr. Jackson advised 321 Day was cancelled.

Mr. Jackson reported new fire hoses, nozzles and other grant awarded appliances have been added to all trucks. He said by adding these items the fire department will be more able to fight structure fires, vehicle fires, etc. He advised the new hose is Mercedes hose which is almost one hundred pounds lighter than the hose the fire department previously used. He said the new hose will flow the same as the old hose and will help the fire department a whole lot.

Police Department

Mr. Scott Brooks, Police Chief, arrived late and gave the police department report for the month of March 2022. There were 897 total events. He gave a summary of these events. Mr. Brooks thanked Mr. Livingston's crew for working on the police cars. He said they got them repaired

pretty quick. He said they are still waiting on an exhaust system to finish repairing another police vehicle. Mr. Livingston advised the parts are hard to get but should be there in a couple of weeks.

Town Manager

Mr. Jimmy Williams, Town Manager, reported it is time to request the second half of the ARPA funds. He said he is in the middle of applying for the funds.

Mr. Williams advised the marquee sign has been delivered to Bristol Signs and the town should be getting a confirmation this week as to when it will be installed.

Mr. Williams said Paycom is working well. He said he likes it but there are some concerns. He advised a meeting is scheduled for tomorrow and he hopes the meeting will rectify those concerns.

Mr. Williams advised everything else he has to report is on the agenda.

Ms. Sharon Still asked if there was a meeting with DHCD about the back street sewer line process. Mr. Williams advised he talked with Mr. Doug Jackson and he gave him some dates in April. He said he also contacted Lenowisco and The Lane Group to start the process of setting up a meeting to pull some people together to discuss the issues.

Ms. Still asked if Mr. Williams found out if the ARPA funds can be untethered. Mr. Williams said he tried to call the gentleman several times but could not reach him. He advised he did a seminar with the Treasury Department online and discussed it with Mr. William Sturgill, Town Attorney, after the seminar. Mr. Williams advised that as long as less than ten million dollars is received the funds can be utilized for anything except for a pension and to off-set debt services. Mr. Kiser asked Mr. Sturgill if he has had a chance to review the ARPA funding. Mr. Sturgill said no but Mr. Williams had read it to him over the phone. Mr. Kiser advised he had a conversation with some of Wise's officials about a week ago. He said those officials seemed to have come to the same conclusion that the funding can be used for what the town wants to do with it. Mr. Kiser asked Mr. Sturgill to reach out to Mr. Leonard Rogers who is Wise's town attorney. Mr. Sturgill said he would try but Mr. Rogers is hard to get hold of. Mr. Sturgill said he will research it as well.

Ms. Still asked about the fountain. She asked if the concrete can be sanded down to make it look square. Mr. Jeff Livingston, Public Works Superintendent advised his crew can sand it down inside and out. He said they will then use concrete stain on it so it will not have to be painted anymore. Ms. Still said the fountain looks trashy and she would rather have it torn down than look the way it does. Mr. Williams advised public works did the best they could with the time they had to do the job. Ms. Still said it may be better to hire someone to do some of the jobs the town has rather than having public works try to do them all. Mr. Williams advised he has tried and council shuts him down.

Ms. Still asked if the past due water bills have been taken care of. Mr. Williams said yes.

Ms. Still asked about the signs that are being replaced. Mr. Williams advised he is getting another quote. Ms. Still also asked about the doors for the depot and police department. Mr. Livingston said he is supposed to find out something this week.

Ms. Still asked what has been done about the sidewalk at the First Baptist Church. Mr. Williams advised nothing has been determined as to who it belongs to. He said VDOT says it belongs to the town. She asked if he has heard anything on the flower pots. He said no.

Ms. Still asked if there is any plan to fix the sidewalk at the Lincoln Street Bridge where it is considered unsafe. Mr. Livingston said he would have to go look at it to see what needs to be done to fix it. Ms. Still advised it needs to be fixed or dismantled so it can't be used at all because it isn't safe to use. Mr. Kiser reported Senator Warner's office had sent an email about bridges and the availability of funds for bridge repair, etc. He said he is wondering if that could be used to fix the sidewalk at the Lincoln Street Bridge.

Ms. Still advised the town changed the charter on the election but she has been getting emails from Governor Youngkin's office asking the towns to update their charters to reflect the upcoming shift in municipal elections made in November. She said she knows the town changed the charter but asked if it was sent to Youngkin's office. Mr. Sturgill advised it wasn't sent to Mr. Youngkin's office but said it is his understanding that under the prior administration it wasn't needed. He said at the time a Resolution had to be passed and sent to the Registrar's Office. Mr. Sturgill advised the town is in compliance with what needed to be done. Mr. Mooney said council's terms were automatically extended during the election. He asked if two years ago when the mayor and vice-mayor were appointed would have to be redone because of the election change. Mr. Sturgill said yes. He said those positions would have to be reappointed in July to go through the end of the year.

Ms. Still asked if the million gallon tank will be cleaned this year. Mr. Williams replied yes. She asked if a date has been set. Mr. Williams said it is recommended to wait until the water hook ups have been done so there will be less sediment; there hasn't been a date set but it is on the water plant's schedule.

Ms. Still made a motion to add under new business (E) the Eastside High School Art Class donation. Mr. Mooney seconded the motion, which resulted in all Ayes.

Mr. Joe Still said when Mr. Williams brought up the idea of laying block at the depot he liked the idea. He would like to see all the ties taken out and block laid all the way down through there. He said at the time it was discussed money was tight. Mr. Still said the depot is a building the town is trying to maintain because it is a town icon. Ms. Still said the wall that was torn down and fixed looks really good. She said that wall held up dirt but the other wall being discussed doesn't hold up anything. Mr. Kiser suggested getting some prices before committing to redoing the deck and wall at the depot. He said he would like to keep the look of the building itself. Mr. Still made a motion to let Mr. Williams pursue a contractor to evaluate and price deck, roof and building at the depot. Sharon Still seconded the motion. Mr. Mooney made a substitute motion to authorize the town manager to have a contractor come and look at the train depot building as well as the police

department and fire department buildings. Sharon Still seconded the motion, which resulted in all Ayes.

### Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported the swing was repaired at the park and the trash cans were removed at the police and fire department. He said one can was left there. He said the sidewalk was cleaned at Bondtown. He advised the water was pumped out of the pool.

Mr. Livingston reported a 1 ½ inch water line was repaired at Banner and a 1 inch leak was repaired at Altoona Lane. He advised leaks were repaired at Henderson Street and Porter Road and a water line was worked on at Elder Lane. Mr. Livingston said 2 inch meters were replaced at Roadrunner Market and Morgan McClure.

Mr. Livingston also reported a manhole was repaired at the Valero Gas Station in Bondtown. He advised sewer was unstopped at Banner and sewer was jetted at Driffield Drive. Mr. Livingston also said a sewer line was replaced at Altoona Lane.

Mr. Livingston reported 175 work orders were completed.

Ms. Still asked where the sewer line was replaced at Altoona Lane. Mr. Livingston it was right before you go across the creek.

### The Lane Group

There was no representative from The Lane Group present. Council was presented a report; Mr. Kiser advised the report was an update of the work being done for the current water project as well as the filtration plant and pump stations. Ms. Still asked where the ground breaking will be held. Mr. Kiser nor Mr. Williams knew where it will be. Ms. Still said they need to find out.

### Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$267,818.62 as of 04/08/2022. She reported outstanding checks in the amount of \$10,320.90, accounts payable due in the amount of \$37,665.57 and interim accounts payable in the amount of \$1,108,989.76. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$219,832.15.

Ms. Sharpe presented meeting minutes for March 14, 2022 regular meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,174.55 and today's deposit was \$5,258.76 making the total cash availability \$231,265.46.

Mr. Still pointed out the Lonesome Pine Library invoice amount was left blank on the interim accounts payable report.

Ms. Still asked about the auto insurance invoice for the fire department. She asked if they weren't included in the town's auto insurance. Mr. Williams said they are included and thought the invoice should be for comp insurance. Ms. Sharpe advised the policy says commercial auto. Ms. Still asked Mr. Williams and Ms. Sharpe to check into this.

Mr. Still asked if there are problems getting supplies for the filtration plant. Mr. Williams said yes but it is moving along. He said the turbidimeter needs replaced, they need a chlorine tester and some other items. He advised these items are required. Mr. Williams explained that the filtration system needs updated which will cost around \$80,000.00. He said the system has coal, rock, etc. and it hasn't been checked in over twenty years. Mr. Williams advised this is not part of the project. Ms. Still and Mr. Kiser asked if The Lane Group might be able to get with the health department and find some assistance.

Ms. Sharpe advised the minutes had Logan Jackson as captain and he should be assistant chief.

Mr. Still asked where the town stands with the 2021 audit. Ms. Sharpe advised the pre-audit is being done and it is still on schedule.

Mr. Carles Collins asked about the invoice for Wise County PSA in the amount of \$24,753.94. Mr. Williams said it is part of the consolidation study and the funds came from Lenowisco to reimburse PSA. Ms. Still advised it is basically a pass through.

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

Sharon Still made a motion to approve the interim accounts payable with the revision of \$1,250.00 for Lonesome Pine Library. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the March 14, 2022 regular meeting minutes with the revision of assistant chief instead of captain. Sharon Still seconded the motion, which resulted in all Ayes.

#### Attorney Report

Mr. William Sturgill, Town Attorney, advised he has been reading about the ARPA funds during the meeting. He said the bottom line is that Mr. Williams is correct. He said government services generally include any service traditionally provided by a government. He said one of the main items is maintenance and improvements to facilities.

#### **New Business:**

- A. Sewer Jetter – Mr. Williams presented council with two quotes for a sewer jetter. He advised he hasn't received the third one. He said the first quote is from Amazing Machinery for \$23,995.00. He said it covers everything the town could possibly need. He advised it takes ten to twelve weeks for delivery but they are only three hours away so it

can be picked up when it is ready. He reported the other quote is way more than what the town needs. He said that quote is \$59,000.00. He said this quote includes  $\frac{3}{4}$  hose which is too large. Mr. Still asked how long the town has had PSA's jetter. Everyone said it has probably been over a year if not two years. Mr. Collins asked what type of engine the \$23,995.00 one has. Mr. Williams said it is a Honda GP pump. Mr. Kiser made a motion to allow Mr. Williams to purchase a sewer jetter for the town not exceed \$23,995.00. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

- B. ARPA Funds for Utility Customers – Mr. Williams reported the \$22,000.00 grant has been exhausted. Ms. Still said the town should be reimbursed for the lost revenue for penalties and interest. Jeff Kiser made a motion to approve \$6,337.90 for customers in arrears through April 8, 2022 and reimburse the town late fees, disconnects, etc. and from April 8<sup>th</sup> going forward any account in arrears will be subject to cut off. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.
- C. Enterprise Vehicle Fleet – Mr. Williams said he feels like this is still looking like it is too good to be true. He advised he talked to the Town of Saltville and they have four vehicles and have gone through one swap out already. He said Saltville has had no hiccups or no unforeseen expenditures. Mr. Williams presented council with fleet plans through Enterprise. He said Plan A only includes public works. Mr. Mooney asked what Mr. Williams means by public works. Mr. Williams said it doesn't include CDL vehicles. Plan A was \$110,102.00. The police department isn't included in this Plan. Mr. Williams said Scott should have that report. Mr. Sturgill advised he looked at the contract about a month ago and said when he looked at it he was a bit confused because he was thinking it would be a huge extensive document. He said it ended up being about a page and a half that didn't tell him much of anything. He advised he has never seen a contract that is a page and a half. Mr. Sturgill said he feels like there has to be another contract. Mr. Mooney asked what happens at the end of five years after the town has sold their vehicles. No one seemed to be able to answer specific questions about this. Mr. Sturgill advised there was no discussion of that in the contract he was presented. Mr. Kiser advised any questions need to be answered before anyone comes down from Richmond to discuss replacing the town's vehicles. Mr. Mooney said he would like to know how much the town spends each year and how much the town will be spending each year with Enterprise. Mr. Kiser said he would also like to know what the town will have after five years. Mr. Kiser asked Mr. Williams and Mr. Brooks to have answers to all these questions for the next council meeting.
- D. FY22-23 Budget Review – Mr. Williams presented council with a preliminary budget report. Mr. Kiser told Mr. Williams the date needs to be changed. He asked Mr. Williams to give a brief overrun of the budget presented. Mr. Williams advised the year to date stuff needs to be fine-tuned to ensure things are going in the right direction. Mr. Williams said the proposal doesn't included the ARPA funds the town received but it does show on the FY21-22. Jeff Kiser suggested council review the documents and come back two weeks from now with questions. He said for the workshop meeting they could have the leasing program and the budget on the agenda. Mr. Mooney asked if Enterprise could do a zoom

meeting rather than come to Coeburn. Mr. Brooks said yes. Ms. Still advised the budget needs to be completely finished and approved to council's liking by May 23<sup>rd</sup>. She said there is a lot to go over to be ready for then. Council decided to discuss the budget at the next workshop meeting. Mr. Kiser said at that time they could determine if a meeting needs to be held on a Saturday.

- E. Eastside High School Art Class Donation – Ms. Still advised she has the eagle that Ms. Jessee painted for the town. She said it still needs to have poly put on it. She said when that is done and it is ready to be put on the pedestal outside she would like to cover it up with a tarp and have an unveiling and have Ms. Jessee come down and do pictures for the paper. Ms. Still advised Ms. Jessee said she would accept a donation paid to the Eastside High School Art Class for the time and energy she put into painting the eagle. Ms. Still advised she spoke with Mr. Still and Mr. Kiser and they all think \$250.00 would be a good donation. Ms. Still made a motion to make a \$250.00 donation to the Eastside High School Art Department for work rendered on the eagle. Jeff Kiser seconded the motion, which resulted in all Ayes.

#### **Old Business:**

- A. Comcast Town Wide WIFI – Mr. Williams said the question now is whether the town is okay with a 2023 delivery date. The next question is how the project will be funded and if the managing of the network will be full or co-managed. Ms. Still asked if Comcast has given a price. Mr. Williams said no. Mr. Kiser asked if Mr. Williams is also in contact with Scott County Telephone. Mr. Williams replied yes. He said the last time he spoke with them they said they did the free version that was paid for by a grant but right now they aren't looking at doing a town wide wifi. He advised it had been around a year ago since he spoke with them. Mr. Kiser suggested contacting Lenowisco. He said they have different interests than Scott County Telephone as far as fiberoptics go. Ms. Still advised having cameras will help protect the park and buildings. She said it will help the whole town by having cameras that can be monitored. Mr. Williams said Comcast is supposed to give him a quote for the pool.

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

#### **Closed Session:**

Immediately following 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:

Carles Collins – Aye  
Joe Still – Aye

Sharon Still – Aye  
Jeff Kiser – Aye  
Deventae Mooney - Nay

**Council Comments and Concerns:**

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

Deventae Mooney - Mr. Mooney said he has a comment but he will refrain.

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

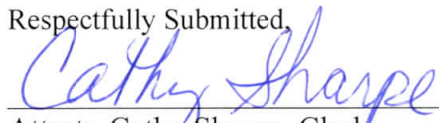
Sharon Still – Ms. Still said she again appreciates all the hard work that has gone on behind the scenes that keeps the town afloat and running. She said she prays the town has many more sunny days and the future keeps looking bright.

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

**Adjournment:**

Jeff Kiser 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