

**Council Minutes**  
**Workshop Meeting**  
**April 25, 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, and Cathy Sharpe – Clerk/Treasurer, were also present. William Sturgill – Town Attorney, was late but attended the meeting.

**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:**

Ms. Debra Wells, 299 Martin Avenue SE, Coeburn, VA – Ms. Wells thanked council for being allowed to speak thanked everyone for their service and leadership for the town’s community. She advised she is requesting council to consider replacing the awning on the front of the Lay’s building. Ms. Wells presented council with photos of the awning which show it is in really bad shape. She said they have been considering cleaning it but are afraid pressure washing it will shred it. Ms. Wells reported the frame is in good condition.

Mayor Jeff Kiser said the canopy is in terrible shape and it is an eye sore to the Town of Coeburn. He advised Lay’s brings a lot of people from out of town to Coeburn. He said he feels like with everything that is being done in Coeburn and everything that will continue to be done, the awning is a necessary facelift for the Town of Coeburn. Mr. Kiser said he would like to see the MEOC awning replaced at the same time. Mr. Mooney asked which buildings the town owns that have awnings. Ms. Sharon Still advised that Lay’s and MEOC are the only ones the town owns that have awnings. She said all other awnings belong to individuals. Mr. Mooney said if one is replaced then the other one should be replaced as well.

Ms. Still advised she would like to write a letter to every owner up and down Front Street letting them know the town is replacing the awnings on those two buildings and ask if they would like to replace theirs. She said there might be a better price if all the awnings were replaced at the same time. She said to contact those with awnings and those who have taken theirs down because they got so bad. Mr. Kiser suggested setting a time frame for people to get back to council. Ms. Still said she would like to see a seven day deadline to let council know whether they want to replace their awnings or not. Mr. Kiser asked for a consensus. All council members said yes except Mr. Mooney. He said he is not doing a consensus. Mr. Williams asked if a particular color scheme is needed. Council advised businesses can use whatever color they would like to use.

Public expression was closed.

## **Approval of the Agenda:**

Mr. Jeff Kiser made a motion to remove Enterprise Fleet Management from the agenda. He said there has been some correspondence between Enterprise and the Town of Coeburn and it was suggested that all the answers to any questions were given before a zoom meeting happens. Mr. Mooney asked if Chief Scott Brooks knows the meeting was cancelled. He said Mr. Brooks was planning to join the meeting from the police department. Mr. Kiser advised Mr. Brooks wasn't at town hall today when it was discussed. Mr. Mooney asked what the reasoning was for cancelling the meeting. Mr. Kiser said he thinks the email that came out this past week caused more questions than answers as far as who, what, when, where and how. Mr. Kiser said he was under the assumption that maintenance was something Enterprise was going to do and then all of a sudden an email comes saying it is something they aren't going to do. Ms. Still asked to leave it on the agenda so it can be discussed further. She said the zoom meeting didn't have to be done but council can still discuss it. Mr. Jeff Kiser asked if it should be changed to B. instead of A. on the agenda under new business so Mr. William Sturgill, Town Attorney, can be present for the discussion. Ms. Still said she doesn't think Mr. Sturgill needs to be there. Mr. Mooney also said he doesn't think Mr. Sturgill needs to be there to discuss this as a group. Mr. Kiser withdrew his motion. Mr. Kiser made a motion to approve the agenda as presented. Ms. Still seconded the motion, which resulted in all Ayes.

## **New Business:**

- A. Enterprise Fleet Management – Mr. Kiser asked if Mr. Mooney if he would like to call Mr. Brooks to see if he wants to attend for the discussion of Enterprise Fleet Management. Ms. Still advised she would like to voice her real concerns with Enterprise. She said looking at the example that council was presented the town was paying a total of \$40,798.20 after five years for a leased vehicle that was \$32,000.00. Ms. Still advised the way she reads the paperwork, at the end of five years the town has the option to buy that vehicle which the town has already put \$40,798.20 into. She said it does sound too good to be true and she isn't good with that idea. Mr. Kiser said he agrees with Ms. Still. Mr. Williams advised the plan is to only keep the vehicles for two years not the full five years. He said it is a five year lease but they recommend every two years to swap those vehicles out because it maintains the value of the vehicle being traded and the money made in the difference is applied to the vehicle the town would be getting for the next go round.

Mr. Mooney advised they are sitting there asking questions with "I guess" or "I would assume". He said his question is who cancelled the meeting because whether or not council agrees with this it needed to be discussed. Mr. Kiser said he cancelled the meeting because the guy from Enterprise did not want to do it if council had questions and it wasn't going to be a cut and dry thing. Mr. Mooney said he doesn't think Mr. Kiser can cancel a meeting that council voted on and scheduled. He advised that Mr. Kiser doesn't have the authority as Jeff Kiser, Mayor of the Town of Coeburn, to cancel a meeting that council voted on having. An argument between Mr. Kiser and Mr. Mooney over the meeting being cancelled ended with Mr. Kiser asking if council wanted to call Enterprise. Mr. Williams called Enterprise and council spoke with Mr. Curtis Ormsby. Mr. Ormsby said he would

call right back; he said he wanted to add Mr. Eddy Simon to the conversation so he could help answer questions. Mr. Brooks arrived late and Mr. Kiser told him about the call they are waiting on from Enterprise.

Mr. Ormsby and Mr. Simon returned Mr. Williams call to answer questions and concerns from council. Ms. Still told the gentlemen there was a lease sample but asked if leases were done for five years and said she is being told that the town is talking about trading vehicles every two years. Mr. Ormsby advised when they were looking at pickup trucks the plan was to trade those every twelve or twenty four months. Those terms would only be for pickup trucks, not for all vehicles. Mr. Simon advised the typical lease for police vehicles is five years because those are considered high risk vehicles. He said the pickups will have a strong resale and will essentially pay for themselves; after a year or two those can be sold for more than what they were purchased for because they were bought at the government price.

Ms. Still asked about the \$495.00 service charge. Mr. Simon advised the \$495.00 is to terminate the lease and it only happens when ties are cut with Enterprise Fleet. If the town decides to do a lease for another vehicle, the \$495.00 fee would come out of the equity for picking up the vehicle, putting gas in it and cleaning it. It pays the administrative cost to take care of the next sell.

Mr. Simon advised their maintenance includes oil changes and all preventive work; it isn't a warranty that just covers breakdowns. He said tires and brakes can also be included in the maintenance but they don't include that up front. Mr. Simon said the maintenance can be dropped if council doesn't feel like it is needed.

Mr. Kiser asked what it would take for Mr. Ormsby and Mr. Williams to put together a side by side actual analysis of what the current cost is and what the cost would be using Enterprise Fleet. Mr. Kiser asked that the fuel be removed and just use the annual capital spend and maintenance. Mr. Mooney said the report needs to be for town vehicles and police vehicles. Mr. Simon advised that Plan A shows replacing fifteen vehicles which includes the police vehicles. He said excluding fuel, the total cost of those vehicles would be \$82,000.00. He advised the town pays \$57,000.00 for only one vehicle. Mr. Kiser asked for a report to replace the complete fleet versus the town's current cost. He said that would give a pretty good analysis of where the town is and where it would be with Enterprise Fleet. Ms. Still asked if they would have to know what vehicles will be replacing the current ones. Mr. Simon said Plan A used Chargers for the police cars and General Motor pickup trucks for the town vehicles. Mr. Kiser advised fuel cost will be all over the place in the next couple of years so he prefers it be taken off the analysis reports. Ms. Still said she would rather have Explorers rather than Chargers because of Coeburn's roads. Mr. Brooks said to do an analysis using two Tahoes and three Explorers and two Tahoes and three Chargers. Mr. Brooks said he will do some research because there has been issues with Explorers. Mr. Simon advised it may take a while to even get vehicles, especially Tahoes.

Mr. Kiser said he would like to see a report to see what it would cost to replace all the fleet that the town currently has. He advised that all of them may not be replaced but that would give a side by side comparison of what the town pays now and what it would pay using Enterprise Fleet. Ms. Still said the reporting should exclude fuel.

Mr. Will Sturgill, Town Attorney, asked how penalties are calculated when the mileage is over a certain amount. Mr. Simon advised there is no mileage penalty on the leased vehicles; he said the overage is only included in the maintenance part of the agreement. Mr. Sturgill said it wasn't clear when he read the paperwork. Mr. Simon explained that there would only be a penalty if the vehicle went over the amount agreed upon for mileage.

Mr. Kiser asked if all the documents and contracts between Enterprise and Town of Coeburn had been sent. Mr. Simon said yes but will resend them. He advised there is also an agreement for Enterprise to sell vehicles for the town. Mr. Sturgill asked that all paperwork needing to be signed be emailed whether it is an agreement, authorization, etc.

Mr. Kiser asked Mr. Williams and Ms. Sharpe to give council a run down of what is happening with Paycom because it has become a problem. Mr. Williams reported that two payrolls have been completed with Paycom which can't be tracked in Southern Software because Paycom hasn't been able to completed the general ledger part. He said the third payroll is coming up and it isn't looking good for that one either. Mr. Mooney asked what Paycom is saying when they are asked about the problem. Mr. Williams said in the beginning Paycom advised there would be no limit as to how many numbers can be plugged in to get the general ledger side to work. Mr. Williams reported that many, many hours have been spent working on this for Cathy, Sherrie and himself. He said a lot of time has been spent on the phone and in zoom meetings. Mr. Williams advised he asked Southern Software to sit in on one of the zoom meetings with Paycom. The gentleman from Southern Software basically told Paycom that he doesn't understand why this can't be done because it is a simple process. The guy from Paycom said it can't be done. Mr. Williams said Paycom kept blaming everything on the town; they kept saying everything wasn't provided to them to be able to get the general ledger right. Mr. Williams advised that he told the gentleman at Paycom to go back and look at the secure uploads. He said everything has been sent to Paycom numerous times.

Ms. Sharpe advised that in the very beginning Southern Software offered to work with Paycom to get everything set up. She said Southern Software would work with them up to a certain point but then would have to charge \$850.00 to work beyond that point. Ms. Sharpe said Paycom advised they didn't need to do that because the set up was simple. She said the format to move everything was fine but they can't get the numbers to be right. She said the numbers aren't consistent with what should be posting and they used descriptions such as "do not use". She advised that Joe Garrison from Southern Software basically said that as soon as that hits Southern Software it would be pushed back out because those numbers and descriptions aren't being used. Ms. Sharpe reported that in the meantime a check has to be written to Miners Exchange to wire the funds to Paycom. The town's pre-auditor recommended writing the check using one salary line item which is Mr. William's number and even that check can't hit correctly in the ledger. Ms. Sharpe said taxes, any

deductions, etc. can't hit the ledger either. She said the quarterly payroll taxes were supposed to be completed by Paycom and should have been postmarked by April 20<sup>th</sup>. She said she asked for documentation and was told the paperwork wouldn't be issued to the town until mid-May. She said she is uncomfortable with that. She said she would like to see those now. Mr. Williams advised Cathy is at a point that she can't do anything. He said nothing can be reconciled at this point. Mr. Mooney advised it should be stopped now before it gets worse.

Mr. Williams said Cathy asked several times for them to run a payroll through Southern and Paycom to compare the two. Paycom said they could do that in the beginning but it was never done. Mr. Still asked where the town will go next. Mr. Williams said he would like to change banks even if it is just for payroll and would like to use Truist Bank for that. He said the town credit cards are through them. Mr. Kiser asked Ms. Sharpe to go over what happened with VRA this morning. Ms. Sharpe said when she was doing her statement this morning the VRA payment had been added back into the balance as though it had been stopped again. She said she had made the payment online. She advised she called the bank and was told it was "flagged" but not stopped. She said the lady at the bank told her she realized the previous stop was a check and not an online payment so she let the payment go through. Ms. Sharpe said they stopped the payment because of the dollar amount last time and didn't look to see that it was a specific check from 2016. The bank had recommended when the payment was made online the amount should be changed by a penny so the stop wouldn't happen again. She said she forgot to do that this month but said she shouldn't have to.

Ms. Still asked if Cathy and Jimmy are recommending to move all the accounts to Truist or just open one for payroll. Mr. Williams said all the accounts wouldn't have to be moved. Ms. Sharpe advised that direct deposit has been great and she would like to be able to have that. Ms. Sharpe said in the beginning one could contact Paycom and someone would call right back. She said now it takes an act of congress to get a returned call. Ms. Sharpe advised Paycom has saved no time at all except for actually signing the checks. Mr. Still asked if the auditor has told Ms. Sharpe how to handle the entries. Ms. Sharpe said it is going to take some time but it can be fixed. Mr. Kiser advised his concern is W2's and how those will be handled. He said he is afraid employees will end up with more than one W2.

Mr. Williams said he wanted to throw something out to council. He said on Friday he told Joe with Southern Software thank you and told Nahjee with Paycom that he likes the program but consider this dead because they can't help with the general ledger. Ms. Still asked if Mr. Williams has already told Paycom no. Mr. Williams replied maybe. Ms. Still advised that sometimes in anger the mouth can get carried away. Mr. Williams said it is what it is. He said he is fed up with that program. He said the people sit and lie and try to say it is the town's mistake for it not working. Ms. Sharpe said it wasn't "them" but at least one said he didn't get what she knows was sent. Ms. Sharpe advised the auditor asked if Paycom had been given a payroll with all of the postings of how it hits the general ledger. Ms. Sharpe said she had told her they had. She said the auditor said that anybody who had any kind of general ledger experience at all should have been able to make it work. Ms.

Sharpe advised Mr. Williams showed it to Nahjee with Southern's report and Paycom's report side by side to show him what was needed and he still couldn't make it work. Council agreed if Paycom can't make it work they should be dropped. Mr. Kiser asked if payroll can be done this time without using Paycom. Ms. Sharpe advised Sherrie can do payroll using Southern Software.

- B. FY2022-2023 Budget Review – Mr. Williams advised budget versus actual isn't correct because two payrolls haven't hit yet because of the Paycom issues. Mr. Kiser said the American Recovery Act Funding can be put into the budget. Mr. Mooney asked where it would be allocated in the new budget. Mr. Williams said when the American Recovery Funds were received council directed it all be allocated to the sewer fund. He asked if it needs to be kept that way. He said it causes issues when the money is used for general or water. Ms. Sharpe said entries have to be done when anything other than sewer is involved. Mr. Williams advised he is almost sure that FY22 was amended. Council didn't think so. Mr. Kiser said for this year's budget the American Recovery Funds should go into a reserve fund to be used for general, water or sewer. Mr. Sturgill said that is perfect.

Mr. Williams presented council with a budget for FY2023. He advised the budget includes wage increases. Mr. Mooney asked what determined the payroll increases. He asked if it was across the board without showing any favoritism. Mr. Williams said it has been since 2015 since raises were given across the board. Mr. Williams said he adjusted wages to reflect the new minimum wage increase. He said he feels like positions should play a role in wage increases. He said he checked with other towns to compare wages. He said everybody is getting some kind of raise whether it is for the minimum wage increase or because of their job title. Council reviewed each of the payroll line items and made necessary changes where needed.

Council constructively reviewed line items for the General Fund, Utility Fund and Sewer Fund. Amendments were made to specific line items. There will be another budget review at the next council meeting.

### **Old Business:**

There was no old business to discuss.

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 appreciates everything that everyone is doing.

Sharon Still – Ms. Still said she appreciates everything that everybody does and the headaches that everybody has to go through that council doesn't have to contend with. She said she appreciates everything that everybody does across the board.

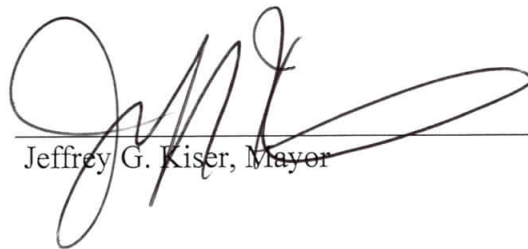
Jeff Kiser – Mr. Kiser had no comments or concerns.

**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