

Council Minutes
Regular Meeting
May 9, 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:

Jeff Kiser made a motion to approve the agenda as presented. 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 April; there were 30 total calls, 343 total man hours and 216 total personnel responding.

Mr. Jackson asked council to approve the purchase of rescue/extrication gear. He said this would include coats, pants, helmets and boots. He advised to fit everybody at the department the cost would be \$35,000.00 plus or minus \$1,200.00. He said the sizes would determine the total cost. Mr. Jackson said he would like to ask for funding from the CARES Act Funds due to it being related to rescue and being associated with covid. Mr. Kiser asked if the department has approached Wise County. Mr. Jackson said yes. He advised they have approached Wise County for other things the department really needs.

Mr. Jackson said the purchase of the gear would help prolong the life of their structure gear. Ms. Still asked if the new gear would be like their normal gear. Mr. Jackson reported it would be lighter and doesn't hold as much heat as the structure gear does. Mr. Mooney asked if Mr. Jackson has an actual quote from a company. He said yes but didn't have a copy with him. He said he would email it to council. Mr. Carles Collins asked if the department still uses foam. Mr. Jackson said Coeburn has one of the only compressed air foam trucks from Chesterfield County, Virginia, down.

Police Department

There was no representative from the police department present.

Town Manager

Mr. Jimmy Williams, Town Manager, reported the fountain is almost finished. He said the flower pots will be shipping tomorrow. He advised he didn't have anything else to report but will answer any questions.

Mr. Mooney asked what the status of Paycom is. Mr. Williams reported the town is no longer using Paycom. Mr. Mooney asked if payroll is currently back in house. Mr. Williams said it is, and right now they are trying to fix the damage that Paycom has caused. Mr. Mooney said he is assuming that all the information needed from Paycom hasn't been received. Ms. Sharpe reported that they couldn't supply it; they are having to go through Southern Software and create it to match what Paycom did during payroll. Mr. Williams said he liked the program. Mr. Kiser asked if the FUTA tax has been resolved. Mr. Williams advised he contacted the IRS and sent all the information to Paycom and was informed the town will be refunded.

Mr. Still asked if the town has purchased the jetter. Mr. Williams said yes. Mr. Still asked that the borrowed one be cleaned up when it is returned with a big thank you letter. Mr. Mooney asked if the jetter is what the Amazing Machinery purchase was. Mr. Williams replied yes.

Ms. Still asked if Mr. Williams has had the opportunity to talk to other businesses in town about replacing the awnings. Mr. Williams said no.

Ms. Still asked about the doors for the depot and police department. Mr. Williams reported they are in but the things that keep them locked are not. He said they are on backorder right now.

Ms. Still asked if Mr. Williams has heard anything from the Flatwoods Picnic Area. He said he has not. Ms. Still advised it won't be worthwhile to venture into if it isn't done soon. She asked if they are waiting on the town or if the town is waiting on them. Mr. Williams advised the town is waiting on them. Ms. Still said Mr. Williams should call Ms. Davalos.

Ms. Still wanted to know if a decision was made on when and how to install the teeter totter in the park. Mr. Williams said they haven't got to it yet.

Ms. Still also asked about the sidewalk at the First Baptist Church. Mr. Williams said nothing has been done about that. Mr. Still asked if finding out who owned the property is what the issue is. Mr. Williams said yes.

Ms. Still asked about the status of internet. Mr. Williams reported the gentleman from Scott County Cooperative and another gentleman came and looked to see what needs to be done and they are going to draw it up and will get back in touch with a price. Mr. Williams advised Xfinity will be very expensive to get what the town wants.

Mr. Still asked about a payable from Boggs Municipal Services for a vault valve. Mr. Williams said it was for regulating water that comes in and goes out at the filter plant.

Mr. Kiser advised a letter needs to be signed saying folks approve the boundary adjustments so it can be presented to the Board of Supervisors because it will make everything a whole lot easier. Ms. Still said it should be put on sheet like a petition.

Ms. Still advised last year there was a discussion about getting different air conditioning for the pool but nothing has changed. She said it would be nice to have a new one because it does get hot. She asked if Mr. Williams checked on a slide. He said yes. She said she would like to get it ordered before the pool opens. Mr. Kiser advised there are bigger issues than the slide at the pool. He said the diving board is a problem. Mr. Williams said the only way to fix it is to cut the end off about nine inches back and reconstruct the whole thing. He said the handrails aren't attached to the large diving board and the end of the board is not attached on the left side. He said both ends are not repairable. He advised the diving boards are extremely unsafe. He said the small board is the same way on the step side of it. He said the other end of it is far safer than the large diving board. He said he recommends to either find somebody who can reconstruct the top to both of those boards and reweld it on there, or don't use them this year. Ms. Still said she would rather fix them because that is the draw to Coeburn's pool. Mr. Livingston advised the gentleman who looked at the diving board thinks he can build the same frame to fix the part that is bad. Mr. Mooney said he thinks it all should be fixed, including the steps. Mr. Kiser said to send an email out to council with the quotes because time is of the essence. He said a consensus can be done until another voting meeting. Mr. Livingston said the gentleman is backed up and it may be a while before he can get to it. Ms. Still said she would at least like to get a new slide if the diving boards can't be used. Mr. Williams said the one Ms. Still showed him was \$3,100.00 and the one he is looking at is \$4,800.00. He said the one he is looking at has an almost complete turn and is made out of the same material the other one is made out of. He said he purchased six umbrellas and they have been delivered and he is ready to order the lifeguard platforms. Ms. Still asked if the cash register has been found. He said no. He said he is almost sure one was ordered and will get with Sherrie tomorrow too see if they can find an invoice.

Sharon Still made a motion for Mr. Williams to purchase a slide for the Coeburn pool at a cost of no more than \$5,000.00. Deventae Mooney seconded the motion, which resulted in all Ayes.

Recess:

Mr. Kiser called the meeting back into session.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported a 1 ½ inch meter was installed at Long John Silvers, a meter was installed at Cedar Street, a 1 inch meter was installed at the school, a water tap was installed at Central Street and a water leak was repaired at Toms Creek and Bondtown.

Mr. Livingston also reported a sewer line was repaired at Lindsey Drive and a sewer line was jetted at the ball field.

Mr. Livingston reported a commode was installed at the depot, clean up was done under the depot and a sump pump was repaired that went out under the depot.

Mr. Livingston said curbside pickup was completed, a flag was put up at Flag Hill and work was done at the pool. He said 180 work orders were done.

Mr. Livingston reported a heat pump has gone down at the library. The coil would cost \$1,654.00 and he got two prices on replacing the heat pump. One estimate was \$8,750.00 and the other one was \$7,500.00. He advised he could probably get one cheaper in Florida. He said he would send council a quote when he gets one.

Mr. Mooney advised Mr. Lee Sexton talked like he was going to be at last month's meeting but wasn't. Mr. Mooney said the bridge at the VICC ball field has been rebuilt and it is super nice. Mr. Sexton has asked if there is a possibility for them to hook up to one of the town's power poles to be able to get lighting at the new bridge. Council agreed to let them use the power pole to do the lighting.

Mr. Williams advised the walkway bridge at the Lincoln Bridge is very unstable. He said it is secured off and needs to come down. Ms. Still said she thought it was secured last year. Mr. Livingston reported it is boarded up at this time so nobody can walk across it. Mr. Still asked if the town has to have a walkway bridge there. Mr. Chris Mullins said he doesn't think it would have to be there. He asked if the annual bridge inspection mentions that it is a mandated structure. Mr. Williams said it does not. Mr. Mullins advised Mr. Williams to call Mattern & Craig and ask if there is any mandate through VDOT that would prevent the removal of the walkway bridge in lieu of replacing it. Council agreed to take the walkway bridge down completely if it isn't required to keep.

Ms. Still asked about the Coeburn signs. Mr. Williams reported he has given all the information that was needed. He just needs to tell the lady how many.

The Lane Group

Mr. Chris Mullins, The Lane Group representative, gave a report on the water project. He advised everything is going smooth, some smoother than others. He said Division 1, which is from the plant down to Walgreens, has installed 16,808 linear feet of 12 inch water line so far. They have installed nine 12 inch gate valves which is eight more than the town had before, five fire hydrants, 141 linear feet of concrete encasement and 180 linear feet of 24 inch steel casing for road crossings. Mr. Mullins said Division 1 is way ahead of schedule. He said they have done an outstanding job of cleaning up as they completed their work.

Mr. Mullins reported Division 2, which is the Banner section has been a lot more problematic. He said there are more water lines in there that no one knew existed, a sewer system, a fiber optics system and a telephone system. He advised that everyday is a problem and he said it was not only

a problem for himself but for Jimmy and Jeff as well. Mr. Mullins reported that they are making headway; they have installed 1,500 linear feet of 8 inch water line, 2,700 linear feet of 6 inch water line, 5 linear feet of 2 inch water line, 1,050 of $\frac{3}{4}$ inch of service line, 180 linear feet of concrete encasement, 5 feet of 2 inch service line casing, two 8 inch gate valves, one 6 inch gate valve, three 2 inch gate valves, four fire hydrants and a blow off valve. Mr. Mullins estimated that both Division 1 and 2 are ahead of schedule and approximately 65% complete.

Mr. Mullins reported Division 3A, which is the South Coeburn pump stations, has been delayed due to parts being on backorder. He said they got a confirmation that those parts will arrive in mid to late July. He said the job will be knocked out very quickly and they will get the work done on time.

Mr. Mullins reported Division 3B, which is the water plant, has the new storage tank completed, valves and new water lines are in from the reservoir down and they are doing lots of interiors. He advised there is a lot to do in that area, one thing is fixed and then there is another thing to fix. He said rest assured every dime will be spent that is available. He advised it won't fix everything but it will be in a lot better shape than in the last forty years.

Mr. Still asked what constitutes having to encase pipe. Mr. Mullins said it has to be encased when crossing roads. He said that would be steel casing. He said concrete casing is used when you go through any water ways such as a culvert or creek and the concrete is basically a warning to stop digging when VDOT or whoever owns the drain structure is working on it.

Mr. Still said he rode up to the convenience center and he advised they have done a really good job of cleaning up that area. Mr. Mullins said the Cranes Nest intersection will be a mess and they are about ready to get to that location. He said two contractors will be meeting at the Cranes Nest intersection; that is why there is going to be a little mess.

Mr. Still asked about putting asphalt down to the filter plant. Mr. Mooney reported it will be included in the new budget for the town.

Mr. Kiser asked if there is anything at the filtration plant that is a necessity that there will be no money for. Mr. Mullins said at this time he isn't sure. He advised Mr. Markham brings new items to the meetings every month. He said he had to tell Mr. Markham last month to slow down because the checkbook only has x amount of dollars in it.

Mr. Still asked if the generators have been ordered. Mr. Williams advised they are asking for three. He said one is for the plant and the others are for each of the two pump stations. Mr. Mullins advised if they have been ordered it was without The Lane Group's involvement. Mr. Williams said he doesn't think they have been ordered. Mr. Mullins recommends the town have a structural engineer size them. He said guessing is not the way to go.

Mr. Kiser asked if The Lane Group is in the process of addressing the short fall the town will have with the sewer project. Mr. Mullins advised they are doing that quietly.

Mr. Mullins reported the ground breaking ceremony will be held on the 20th of May at 3:30. He said a contractor will bring a bucket of dirt to the parking lot for folks to put the shovel in to dig it out. He said he is still waiting on a list of speakers and asked if anyone wants to speak. Mayor Jeff Kiser asked that he be put down for a short speech. Mr. Mullins advised Delegate Wampler won't be speaking but Todd Pillion will still be there to speak. The new state engineer director for USDA Rural Development has enquired about speaking. He said the health department hasn't responded. Ms. Still asked if Mr. Terry Kilgore will be speaking. Mr. Mullins said he would invite him and the governor. Mr. Mullins advised he will bring shovels, subway cookie trays, chips and drinks. Mr. Kiser asked if the media has been invited. Mr. Mullins said both news outlets and Coalfield Progress have been invited.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$375,456.54 as of 5/6/2022. She reported outstanding checks in the amount of \$43,266.31, accounts payable due in the amount of \$60,010.80 and interim accounts payable in the amount of \$571,038.02. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$272,179.43.

Ms. Sharpe presented meeting minutes for April 11, 2022 regular meeting. She said April 25, 2022 workshop meeting minutes will be distributed with June 13, 2022 council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$4,872.47 and today's deposit was \$6,199.87 making the total cash availability \$283,251.77.

Ms. Still asked what the foreign transaction fee was for on Mr. Livingston's credit card. She said it was only for \$2.70 but she just would like to know what that is about. Mr. Livingston said a part was ordered from Amazon for the street sweeper. Ms. Still also asked if the fire department has been sent for training. Mr. Williams advised Mr. Hawkins and Mr. Jackson went to the pyrotech training.

Ms. Still asked if the payment for KVAT was late getting to them. Mr. Williams reported that Mr. Livingston was off because of family issues. Mr. Williams said he took it himself to GasNGo and both managers were off and no one else could take the payment. He said they had to wait until the next day to pay it. Ms. Sharpe advised it is paid at the store to prevent late fees.

Ms. Still asked if Mr. Williams has talked to Truist Bank. Mr. Williams said he has. He said he and Ms. Sharpe would like to open up an account with Truist Bank for payroll. He advised they would have to have signatures authorizing them to open the account. Ms. Still asked if council wants to just do the one account or move all the accounts. Mr. Kiser suggested moving all the accounts at the same time. Mr. Kiser and Ms. Still said they would like to see the EDA and CIA accounts stay at Miners Exchange.

Sharon Still made a motion to allow Town Manager, Jimmy Williams, and Clerk/Treasurer, Cathy Sharpe, to move all of the town's accounts, other than EDA and CIA accounts, from Miners Exchange Bank to Truist Bank. A roll call vote resulted in all Ayes.

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 as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the April 11, 2022 meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Attorney Report

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

New Business:

- A. Letter for Coeburn CIA to present to Miner's Exchange Bank – Mr. Kiser advised the letter would be in regards to changing the address from the prior treasurer of the CIA to the new treasurer of the CIA. He said Miners Exchange Bank is requiring the letter to be on the letterhead of the town.

Jeff Kiser made a motion to approve the letter and a copy of the minutes to support moving the mailing address of the prior treasurer to the new treasurer's address which will be given to Mr. Williams. Sharon Still seconded the motion, which resulted in all Ayes.

Old Business:

- A. Enterprise Vehicle Fleet – Mr. Williams presented council with the new paperwork from Enterprise which excludes the fuel. Ms. Still asked if anyone has talked to another town that is using Enterprise Fleet. Mr. Williams said he talked to Marion and they say they are happy with it so far. He said they got two vehicles and one of them has already met the cycle to be replaced. Ms. Still said she understands how the process works now after having conversations with Enterprise and looking at the numbers and knowing the vehicles are bought at a government price and resold at a consumer price. She said keeping new vehicles would be good but at the same time she feels like if the town ventures into this, every person who drives one of the vehicles would have to treat it like it were their own. She said the town needs to get that full retail value; maintenance should be done correctly and vehicles should be taken care of in order to get the full value out of them. Ms. Still reported she is interested and says it is a good thing to keep the town with a rotating stock of good vehicles to keep everybody safe.

Mr. Kiser said the immediate concern he has is that the town is currently looking at a fleet budget of \$50,000.00 and if the town replaces fifteen vehicles the fleet budget would be \$82,000.00 which is an increase of \$31,000.00. He said taking on a \$31,602.00 guesstimate on a yearly basis would put the town in a bad position. Mr. Kiser advised having new vehicles across the board would be nice but as far as being able to purchase vehicles the

town has the capability to purchase them at government price itself. He said the USDA funding would allow the town to purchase one of the vehicles for the police department. He said he would like to do that and then lease or buy another vehicle for the department. He advised Enterprise is in business to make money and anytime something is too good to be true it IS too good to be true. Mr. Mooney and Ms. Still said they would like to see older vehicles rotated out every two years. Ms. Still said maintenance on the police vehicles needs to be done the same as all other town vehicles. Mr. Kiser advised funding can be used from the American Recovery account. He said a dump truck and backhoe needs to be looked at for public works. Council agreed since the town has the money, vehicles should be bought outright and not through Enterprise Fleet.

- B. FY 22-23 Budget Review – Mr. Williams and Ms. Sharpe advised with the American Recovery Funding being specifically in a sewer account there has to be entries made anytime the funds are used for the general or sewer expenses. Ms. Sharpe said it would be simpler if the American Recovery Funds could be split between all the funds instead of just for sewer alone. Mr. Williams advised the budget was amended for the past year. No one else remembered doing that. He said he would make sure the budget was amended and the public hearing and everything was done.

Ms. Still asked if the budget numbers were true or if there are still problems other than payroll issues. Mr. Williams said the numbers are good other than the payroll. Mr. Kiser asked if the additions and revisions discussed in the previous workshop meeting are all included in the budget at this time. Mr. Mooney reported they aren't all accurate with what was discussed at the last meeting. Mr. Williams and council went over the items Mr. Mooney was referring to.

Council constructively reviewed line items for the General Fund, Utility Fund and Sewer Fund. Amendments were made to specific line items. Council also went over the personnel document and discussed the pay raises that were presented for FY23. The utility rates were discussed as well.

Jeff Kiser made a motion to set the public hearing for the budget for June 13, 2022, the vote on the budget for June 27, 2022 and it should be advertised in the local newspaper by June 6, 2022. Sharon Still seconded the motion, which resulted in all Ayes.

Closed Session:

There was no reason to go 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 had no comments or concerns.

Sharon Still – Ms. Still thanked everybody for all their hard work. She thanked public works for going up to the pool and getting the slush puppie machine running and doing all they did up there. She thanked everybody for accommodating the pool to make it as good as it has been in the past. She thanked the town manager for all his work; she is praying that everybody can continue to work and move forward to make everything wonderful in the Town of Coeburn.

Jeff Kiser - Mr. Kiser advised certain comments were made about the agenda at the last meeting and said the Town of Coeburn operates under Robert’s Rules of Order. Mr. Kiser presented a copy of those rules to everyone on council. He said council can be assured that the agendas are done under the guidelines of Robert’s Rules of Order.

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