

**Council Minutes**  
**Regular Meeting**  
**July 11, 2022 - 6:30 p.m. – 502 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call, the following members of council were present: Carles Collins, Jeff Kiser, Sharon Still and Joe Still. Mayor Deventae Mooney was absent. Jimmy Williams – Town Manager, Cathy Sharpe – Clerk/Treasurer, and William Sturgill – Town Attorney, were also present.

**Call to Order:**

Vice Mayor Sharon Still called the meeting to order. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Ms. Still.

**Public Expression:**

Ms. Shirley Cassidy, 704 Plum Avenue, addressed the need for the town to be cleaned up, for more support staff to help at town events and state of two trailer courts in town that are in disrepair which need to be cleaned up or moved out. She advised there is a car using space the MEOC uses when they meet on Tuesday. She would like something done about that as well. She also had comments for the police department but waited to voice those when a police representative is present.

Mr. Thomas Bates, 507 Apple St SE, expressed concerns about junk vehicles in his neighborhood and suggested that the Town Council take steps to move the town forward. Mr. Bates is concerned that the trashy areas in his neighborhood make a suitable habitat for snakes and rats. He also expressed concerns about the prevalence of drug sales and the lack of police patrols in his community. Mr. Bates was also concerned about the overgrowth of brush on his street. He requested the name of the contractor dumping on land adjacent to his street. He said he wants the town cleaned up. He encouraged council to get behind the town manager and make the town a better place.

Mr. Eddie Serralles, Tampa, Florida, addressed council about his decision to purchase and develop real estate in Coeburn and surrounding areas. Mr. Serralles feels that this area has much potential. After purchasing and repairing the buildings, he hopes to find businesses to occupy the buildings.

**Approval of the Agenda:**

Sharon Still made a motion to add (A) Parking Ordinances to new business on the agenda. Joe Still seconded the motion, which resulted in all Ayes. Ms. Still made a motion to add (B) Back to School Bash to new business on the agenda. Mr. Carles Collins seconded the motion, which resulted in all Ayes. Ms. Still made a motion to approve the agenda as amended. Mr. Still seconded the motion, which resulted in all ayes.

## Reports:

### Fire Department

Assistant Chief, Logan Jackson, gave the monthly activity report. There were 37 calls, 289.5 man hours, 190 personnel responding and 480 training hours. The fire department also visited Midway Vacation Bible School, cleaned the parking lot by the Rally Shack and stage area and set off the fireworks for the Fourth of July celebration.

Mr. Jeff Kiser asked for an update on the order for the new gear for the fire department. Mr. Jackson informed him that the order is being double checked to make sure everything is correct before it is submitted.

Mr. Kiser suggested Mr. Jackson, Fire Chief Cliff Hawkins, and Town Manager, Jimmy Williams, get together before the fireworks show next July 4 to go over the details for the fireworks show to make sure it goes as smoothly as possible.

### Police Department

Mr. Scott Brooks, Police Chief, gave the police department report for the month of June 2022. There were 879 total events. Mr. Brooks gave a summary of these events.

Ms. Sharon Still asked if Mr. Brooks has been checking on the prices of the new vehicles. Mr. Brooks gave an update on the pricing of the vehicles.

Mr. Jeff Kiser asked if Mr. Brooks had the information on the last four pay periods of overtime that he requested Mr. Brooks have ready for this meeting. Mr. Brooks advised he has the information but didn't have it with him.

Mr. Kiser asked if police officers are allowed to work out at the gym while they are on the clock. Mr. Brooks said that has been allowed in the past but declined to give any names at this time. Ms. Still stated this would need to be discussed in closed session. Mr. Brooks said that recently there has not been people working out on the clock to his knowledge.

### Town Manager

Mr. Jimmy Williams, Town Manager, gave an update on getting quotes for new signs for Ringley park, Town Hall and the two streets.

Mr. Joe Still asked about the status of doors and locks. Mr. Williams advised he has not received the quote yet. Ms. Still suggested reaching out to another company for a quote.

Mr. Williams reported he has contacted Paycom and received an email that the tax department with Paycom is going to issue a refund.

Ms. Still asked when the fountain will be ready for water. Mr. Williams said he is pricing railings that need to be installed before it is ready to spray water. Ms. Still suggested calling Superior Trucking to get a price for fencing.

Ms. Still asked how the sewer repair behind Family Dollar is going. Mr. Williams said the project is complete and seems to be working well. Ms. Still asked Mr. Williams to get in touch with Lenowisco to see if emergency funding is available for this project. Mr. Kiser asked if this repair is part of the upcoming sewer project that will begin later this year. Mr. Williams said this repair is not part of what will be repaired later this year.

### Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that public works repaired a 10 inch main line and leaks in Powerstown and at Rish. Meters were replaced at CNW, Cranes Nest and Bondtown. He also reported grass was cut at the graveyard and trees were cut off the fence at the water tank. Mr. Livingston advised public works also repaired a sewer line behind the police department, put up the tents for the 4<sup>th</sup> of July celebration and water lines were ran for the Rally Shack and the Rally Shack bathrooms. He said a total of 180 work orders were completed.

Mr. Williams advised there was a boil water alert because of the 10 inch water main leak. He said testing will be repeated tomorrow and the water is expected to be clear. Ms. Still inquired if flushing the lines would help. Mr. Livingston advised that the line was flushed at the hydrant at Tom's Creek.

Mr. Livingston said he plans to start doing some paving projects soon; perhaps next week.

After a brief discussion about old galvanized lines that may be leaking and unmapped, Ms. Still suggested Mr. Livingston make a list of where all galvanized pipes are located.

Mr. Kiser asked about the status of the work at the filtration plant. Mr. Williams said it is close to completion and the town will need to order a generator for the plant. Ms. Still suggested pricing and ordering one as soon as possible in case it takes some time to be delivered.

Ms. Still asked if there would be new meters installed as the new line is laid. Mr. Williams advised after the line is completed and tested, meters will be installed. Ms. Still said she would like Mr. Williams to check with the health department to see if there is a grant available for replacing meters and what the terms on that grant would be in order to complete the replacement of all the meters in town.

Mr. Williams informed council that the light at the bridge at the ball field is working and that lights will be installed at the pool.

Ms. Still brought up the Little League Tournament coming up on July 14. Mr. Williams expressed concern that the Little League board expects a lot from public works and while they are happy to assist, it can become a problem when resources are spread thin. He said the Town is loaning picnic tables to the Little League for use during the tournament.

Lane Group

There was no representative of the Lane Group present.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$574,341.99 as of 7/11/2022. She reported outstanding checks in the amount of \$334,456.64, accounts payable due in the amount of \$29,202.00 and interim accounts payable in the amount of \$2,020,645.63. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$210,683.35.

Ms. Sharpe presented meeting minutes for June 13, 2022 public hearing meeting, June 13, 2022 regular meeting and June 27, 2022 special called meeting. She advised June 1, 2022 biennial organizational meeting will be distributed with August 8, 2022 council packets.

Ms. Sharpe reported one additional deposit since reports had been presented for the meeting. Today's deposit was \$4,014.08 making the total cash availability \$214,697.43.

Ms. Still asked if receipts were being brought to town hall in a timely manner. Ms. Still asked that all department heads see that receipts are brought to town hall as soon as they get them to avoid paying bills late. Mr. Williams said he would like to have names on each receipt to be able to track who is making the purchase.

Ms. Still brought up the importance of turning timesheets in by Wednesday morning.

Mr. Williams mentioned that the accounts will be set up soon at Truist in order to have direct deposit available for the town employees.

Mr. Jeff Kiser brought up the importance of all departments using the timeclocks and said he would like to see those timeclocks used. Ms. Still stated that all department heads need to see that employees are using the timeclocks. Ms. Still said she would like department heads to check in at the August 8 council meeting to see how time clock use is going.

Mr. Kiser asked Ms. Sharpe where the town is on the audits. Ms. Sharpe advised the audits are caught up .

Ms. Still made a motion to accept the accounts payable due as presented. Mr. Still seconded that motion, which resulted with all Ayes.

Ms. Still made a motion to accept the interim accounts payable as presented. Mr. Carles Collins seconded the motion, which resulted in all Ayes.

Ms. Still made a motion to accept the June 13, 2022 public hearing minutes as presented. Mr. Collins seconded the motion, which resulted in 3 Ayes. Mr. Kiser abstained.

Ms. Still made a motion to accept the June 13, 2022 regular meeting minutes as presented. Mr. Still seconded the motion, which resulted with 3 Ayes. Mr. Kiser abstained.

Ms. Still made a motion to accept the June 27, 2022 special called meeting minutes as presented. Mr. Collins seconded the motion, which resulted in all Ayes.

### Attorney Report

Mr. William Sturgill, Town Attorney, reported he has copies of the crime and traffic ordinances that he has been working on for council to review. Mr. Sturgill suggested that council review the ordinances and they can go over any questions or comments before calling a public hearing on August 8, 2022. He said all proposed ordinances are up to date with the Code of Virginia and the public can stop by town hall if they wish to get a copy of the ordinances to review before the public hearing on August 8, 2022. Mr. Sturgill advised there are no ordinances addressing drugs in the proposed new ordinances. He said those crimes will be dealt with under the Code of Virginia.

Mr. Sturgill informed council he is working on the boundary adjustment application and hopes to have it ready in the near future

### **New Business:**

- A. Parking Ordinances - Cars left parked or being repaired in public lots and untagged broken-down cars in private yards is becoming a problem. Ms. Still gave Mr. Sturgill copies of related ordinances from Staunton, VA to review. She said he may be able to use them to model a similar ordinance for the town. Ms. Still said she would like the town ordinances to meet state code and set a time limit to remove the vehicles. Mr. Brooks advised he wants to clarify whether enforcing these ordinances is a civil or criminal matter and if it is overseen by the police department or the town manager. Mr. Sturgill advised he will review the ordinances and how they are enforced. He said there is a need for clear signage for parking in the no parking areas.

Ms. Still suggested that public works paint the curbs throughout the town. Mr. Kiser said he wants to contact Elite Fitness and discuss giving up one parking space to increase visibility at the stop sign at Centre and Front. He said visibility is poor there and there have been accidents in the past. He advised removing a space to increase visibility will help prevent this in the future. Mr. Williams said he wants to make sure that no changes to parking, parking places, or handicapped parking complies with any regulations VDOT has in place as Front Street is maintained by VDOT.

- B. Back to School Bash – Ms. Still reported Mayor Deventae Mooney is planning a Back to School Bash for grades PreK-12 that will be held Friday, July 29, 2022. Ms. Still advised there will be music, food trucks, inflatables, a dunk tank, and free school supplies. She said the estimated price for music and inflatables is \$700-\$1200 depending on how many inflatables are rented. She said the area from High Street to Grand Avenue and the stage area could be used for the block party. Ms. Still asked to take a brief recess to contact Mr. Mooney for more details about the Back to School Bash.

**Recess:**

Upon return from a brief recess, discussion continued regarding the Back to School Bash. Different types of inflatables were looked at, and so were obstacle courses. Mr. Jeff Kiser expressed concern that the party will conflict with the Lays Building Friday night activities. Ms. Still reported that Mr. Mooney has already spoken with Ms. Deb Wells from the Lays Building and she said there will be no conflict. Ms. Still said she would speak with Ms. Wells to confirm that the block party will not conflict with the Friday night activities at the Lays Building. Mr. Kiser said he thinks there should only be two inflatables instead of four. Ms. Still made a motion to have a Back to School Bash on July 29, 2022, from 5pm-9pm, at a cost of \$700. The \$700 includes \$200 for music and \$500 for inflatables and dunk tank. Mr. Carles Collins seconded the motion, which resulted in all Ayes.

**Old Business:**

- A. Resolution for USDA Grant/Funding for Purchasing Police Vehicles and the Resolution for USDA Grant/Funding for Purchasing Public Works Vehicles - Mr. Williams reported that the application is being submitted by Mr. Hilt, the USDA representative with whom he is working. Mr. Williams said the town has a very good chance of getting two \$50,000 grants; one for the police department and one for public works. Mr. Scott Brooks expressed concern because it has seemed complicated to get this type of grant in the past. Mr. Jeff Kiser asked what vehicles the town would be getting. Mr. Brooks said the police department was looking at Explorers, and Mr. Williams said public works is getting a backhoe. Mr. Williams also said that one of public works service trucks is going down; there is trouble with the rear end.

**Closed Session:**

There was no need to enter Closed Session.

**Council Comments and Concerns:**

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

Jeff Kiser - Mr. Kiser said the fire department did a fabulous job on the 4<sup>th</sup> of July celebration. Mr. Kiser thanked public works for all their hard work. He said they always do a fabulous job.

Joe Still - Mr. Still agreed with Mr. Kiser that the 4<sup>th</sup> of July celebration was great and everyone did a great job. Mr. Still said he plans to go around town to assess the parking situation and bring notes back to council. Mr. Still said he appreciates everyone and their diligence.

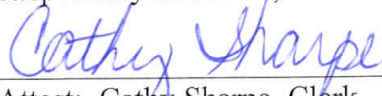
Sharon Still - Ms. Still said the 4<sup>th</sup> of July celebration was awesome and hopes the lady that fell from the trailer is doing well. Ms. Still said she was pleased with the amount of Veteran's Banners that were displayed and expects many more by Veterans Day. Ms. Still thanked Mr. Jeff Livingston for all his work at the pool this summer, thanked the citizens that attended the meeting

and thanked the Coalfield Progress for being in attendance. Ms. Still thanked Mr. Will Sturgill for his work. She reminded all department heads to see that the staff is using time clocks and turning in receipts in a timely fashion.

**Adjournment:**

Ms. Sharon Still made a motion to adjourn this meeting. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



Attest: Cathy Sharpe, Clerk



Deventae Mooney, Mayor