

Council Minutes
Regular Meeting
August 8, 2022 - 6:30 p.m. – 502 Front St. E, Coeburn, VA

Attendees:

Upon roll call, all members of council were present. Cathy Sharpe - Clerk/Treasurer, Jimmy Williams - Town Manager, and William Sturgill - Town Attorney, were also present.

Call to Order:

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

Public Expression:

Ms. Gail Kiser, 615 Front Street East, Coeburn, VA, spoke on behalf of the Coeburn Improvement Association. Ms. Kiser spoke about the work the Coeburn Improvement Association does for the town, planning events and activities, along with efforts to beautify the town. The Coeburn Improvement Association has some concerns about vehicles parked around the town that are inoperable, vandalism to the flowerpots, homeless people and people roaming the streets in the early morning hours. Ms. Kiser said if action had not been taken by the town a few weeks ago, High Street would probably be a garage by now. Ms. Kiser said she does not know the solution to the problems. She said she knows the police can't be everywhere, but the town does need to work on a solution to these problems. Ms. Kiser has also noticed that there are signs down throughout the town and signs that need to be repaired or replaced. Ms. Kiser thinks it would be a good idea for a letter to be sent to all the businesses in town asking them to keep their storefront and surrounding areas clean to make the town look nicer. She advised Ringley Park and the mini park in Bondtown need to be cleaned and there are dead shrubs at town hall that need removed. Ms. Kiser extended an invitation to any businesses interested in joining the Coeburn Improvement Association and asked that council consider the issues she brought up and to discuss them at the next meeting.

Ms. Shirley Cassidy, 704 Plum Avenue SE, Coeburn, VA, asked if there was an update on the ordinances Town Attorney William Sturgill has been working on. Ms. Sharon Still said there would be an update during tonight's meeting.

Mr. Deventae Mooney clarified that the Coeburn Improvement Association and the Coeburn Business Association are two separate organizations. He suggested that the Coeburn Improvement Association make a list of things that need done around the town and pass it along to Mr. Jimmy Williams, Town Manager, so he can assign tasks to public works to get these problems taken care of.

Public expression was closed.

Approval of the Agenda:

Mr. Mooney made a motion to add (C.) Eagle Scout Recognition under New Business. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. Jeff Kiser said that all Eagle Scouts that have not been recognized by council should receive recognition. He advised the Scout Master will have the necessary information.

Mr. Mooney made a motion to approve the agenda as amended. Ms. Sharon Still seconded that motion, which resulted in all Ayes.

Reports:

Fire Department

Mr. Logan Jackson, Assistant Chief, gave the monthly activity report for the month of July. There were 47 total calls, 571 man hours and 282 personnel responding. The fire department also answered 11 assist calls, worked 5 hours doing fireworks prep and worked 11 hours on the Fourth of July including the parade and fireworks show. Mr. Jackson said July was a really hot month with lots of rain. He reported that on July 29th the fire department took their rescue boats to Pound to assist during the flooding. Mr. Jackson said they encountered flooded roads, assisted with two home rescues and one dog rescue in Dickenson County.

Mr. Jackson said that all fire hydrants that do not work need to be covered with a black plastic trash bag. He said the fire department does not need to have to look for a working hydrant when they need one. He advised there is a fire hydrant on Route 72 that cannot be used because the valve is partially underground. Mr. Jeff Livingston said the contractor is supposed to come back and fix that hydrant. Ms. Sharon Still asked if there are other fire hydrants that are inoperable. Mr. Jackson said all the hydrants on the creek side of Front Street are dead. Mr. Jackson and Ms. Still suggested painting all the dead hydrants black instead of covering them with a plastic bag.

Mr. Joe Still thanked Mr. Jackson for taking the boats to Pound. Mr. Still said at the time the boats were purchased he did not see the need for them but is now glad the fire department has them.

Mr. Jackson said during the flooding there was a situation at the containment pond in Tom's Creek and that a break in that pond wall could cause severe flooding in Coeburn.

Mr. Jackson asked about the condition of the dam at Tom's Creek and if it is being monitored. Mr. Jeff Kiser said the condition of the dam is being monitored by The Lane Group.

Mr. Mooney thanked the fire department for coming out and taking part in the Back to School Bash.

Police Department

Mr. Scott Brooks, Police Chief, gave the monthly report for July. There were 775 total events. Mr. Brooks gave a summary of these events. Mr. Deventae Mooney asked if Mr. Brooks has gotten the quotes for the new police cars. Mr. Brooks said he is working with Freedom Ford on that quote and should hear from them sometime next week. Mr. Kiser asked if the police department could step up their patrols, especially near the post office during the early morning hours. Mr. Brooks said he would see to that.

Ms. Sharon Still inquired about patrols at both parks. The information Ms. Still was looking at showed one visit per day. Mr. Brooks said that is the information he was given; there are most likely more patrols that need to be reported. Mr. Kiser said he sees more police presence around town and congratulated Mr. Brooks on that. Ms. Still asked about the blue vehicle that sits by the post office and how much longer it will be allowed to stay there. Mr. Brooks advised he has asked the owner to move the vehicle. Ms. Still suggested that the owner be told that the vehicle will be towed. Mr. William Sturgill said it is an abandoned vehicle and can be towed.

Town Manager

Mr. Jimmy Williams, Town Manager, presented information from Norfolk Southern to place a communication pole near the Depot. Ms. Still said to her understanding Norfolk Southern is proposing the project. Mr. Kiser said he would like to see a rendering of the actual project. Mr. Williams advised he will be contacting Norfolk Southern for more information. Mr. Mooney said he would like Mr. Williams to find out if there is an action the town needs to take if there is an objection, and what the project will look like.

Mr. Williams provided minutes from the meeting with The Lane Group. Mr. Still asked if there was any word from The Lane Group about the bridge on Route 72 and the water line placement. Mr. Livingston gave an update on how that line will run.

Mr. Williams also gave council a packet with information on pricing for the signs for the parks and areas throughout town. Council would like Mr. Williams to order four metal signs for Ringley Park, two raised border signs (one for each park), two no loitering signs for the Bondtown Park, twelve no loitering signs for the park, depot, rally shack and around town.

Ms. Sharon Still made a motion to allow Jimmy Williams, Town Manager, to purchase signage for both parks not to exceed \$10,000 without approval. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Mr. Williams has prices for the awnings for both the town buildings and some businesses in town. He will need to inform the business owners of the prices of the awnings.

Mr. Kiser made a motion authorizing Mr. Williams to purchase awnings for the town for a period of 21 days, giving the local businesses time to decide to purchase and install their awnings along with the town awnings. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. Williams informed council that he has been in contact with TimeDox to reinstate the time clocks. Ms. Still said time clock use will need to be mandatory for all departments. Mr. Mooney asked to have everything ready to be able to use the time clocks by August 17th.

Council continued the discussion regarding David Collins' question from an earlier meeting about zoning and ordinances governing moving a single wide trailer in and out of property zoned as a mobile home park and if that differs from zoning and ordinances governing moving a mobile home in and out of a residential piece of property. This is information that needs to be clarified and written out to clearly state what the town ordinance is for mobile home parks, moving single wide trailers in and out and if the 30 day ordinance in effect for residential property applies to mobile home parks. Mr. Jimmy Williams and Mr. William Sturgill are going to follow up and clarify the information.

Mr. Williams advised the library sign needs its post replaced. Mr. Williams will talk to VDOT about that. Mr. Williams also answered Mr. Deventae Mooney's questions regarding the Welcome to Coeburn signs coming into town. Mr. Mooney said he would like all the signs to match.

Ms. Sharon Still asked about paving in the town. Mr. Williams said that the truck public works needs to use to pave cannot hold pavement because the bed is rusted out. Mr. Kiser said public works needs to have trucks that are in working order. He said council needs to think about getting public works new trucks they need to be able to pave. Mr. Mooney suggested that Mr. Livingston and Mr. Williams get together and make a list of vehicles needed for public works.

Ms. Sharon Still asked who owns the sidewalk and handrail at the First Baptist Church. Mr. Williams advised that VDOT says it is not their sidewalk to maintain. Ms. Still asked if the sidewalk belongs to the town. Mr. Williams said he is going to get with the pastor, RJ Rose, and see if there is a survey of the property and report back to council.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, gave a report for July. Public works installed a new vanity at the police department, worked during the flood, repaired a leak at Second Street and a 6 inch leak in Flatwoods on the Scott County side. A drain was replaced at the water plant and a drain was cleaned out on Meadow Street. Public works also installed new lights at town hall, installed a 2 inch meter at Bondtown and completed 115 work orders. Mr. Livingston informed council of a leak in the roof at the back of town hall. Mr. Livingston is getting an estimate for fixing the leak.

Ms. Sharon Still asked if the rally shack and the stage were going to be stained. Mr. Livingston said the Job Corp will be working on that project and he will check to see when they can start it.

Mr. Kiser asked about the hole in the brick sidewalk. Mr. Livingston said the sidewalk washed out during the recent rains and will be fixed before the rally.

Mr. Still asked about the bench in front of the Mine Training Building and who owns that bench. Mr. Kiser said that the bench was moved from the MEOC building and Mr. Mooney asked that the bench be moved.

Ms. Sharon Still asked if the wood on the rally shack and the stage is real or manufactured wood. Mr. Kiser said it is wood siding. Ms. Still asked if it would be better to replace it with vinyl or something similar that would be more durable. Mr. Kiser suggested using a rubberized material that would both seal and protect the wood.

There was a discussion about keeping the bathrooms at the rally shack locked when they're not in use. Mr. Livingston said people are using screwdrivers to open the lock. It was discussed that the type of lock or swing of door should be changed to ensure the doors stay closed when the bathrooms are not in use.

Mr. Livingston said that public works would put the tents up a little early this year for the rally. Mr. Kiser reminded Mr. Livingston that the Miss Guest River Rally Pageant will be August 28th. Mr. Williams asked if the picnic tables had been returned yet. Mr. Livingston believes the tables are still at the ballfield. Mr. Williams said the tables are getting worn out and he would like to find some tables to replace the ones the town is currently using. He said the town is looking to use one large tent to put over the picnic tables because the tents being used now are worn.

Mr. Still mentioned that the road to the filter plant needs paved. He suggested that if the town doesn't have the equipment to pave it, maybe the town should reach out to a paving company to pave that road.

Mr. Williams said the fence surround for the fountain should be ready by the time the rally starts.

Mr. Kiser asked Mr. Livingston to make a list of what equipment public works needs and present it to council at the next meeting.

Mr. Livingston said that the new water line is ready to start tapping people in at Bondtown.

Ms. Still said the fire department needs to clean the sidewalks and streets. She said she would like to have the parking lots paved as well. Mr. Livingston plans to paint the curbs. Council discussed painting the depot doors; Mr. Livingston will bring paint samples for council to look through.

Mr. Still suggested that the town go ahead and buy a dump truck in order to complete the paving jobs planned for this year. Mr. Williams said he will look for the best deal.

Ms. Sharon Still made a motion to allow Mr. Williams to research the best deal and purchase a brand new dump truck not to exceed \$100,000.00. Members of council will be kept up to date on what trucks are being considered and notified when a new dump truck is selected. Mr. Joe Still seconded the motion. A roll call vote resulted in all Ayes.

Ms. Still informed council that the pool is in need of a new filter system. She advised the current system is hard to keep running. Ms. Still asked for permission to look for a new system. Mr. Jeff

Kiser said that had already been authorized. Ms. Still said she will have someone come look to see what is needed.

Lane Group

There was no representative from The Lane Group present.

Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$302,434.33 as of 8/5/22. She reported outstanding checks in the amount of \$112,850.44, accounts payable due in the amount of \$38,027.11 and interim accounts payable in the amount of \$712,488.15; this amount includes checks for the Water Systems Improvement Project. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$151,556.78.

Ms. Sharpe presented meeting minutes for July 1, 2022 reorganizational meeting, July 11, 2022 regular meeting and July 27, 2022 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$8,846.77 and today's deposit was \$5,325.03 making the total cash availability \$165,728.58.

Mr. Mooney asked what the situation is with Paycom. Ms. Sharpe replied that the town is expecting to receive a refund and the April bank reconciliation is done. Ms. Still asked if receiving a refund was the last of the town's involvement with Paycom. Ms. Sharpe said that was correct.

Mr. Jimmy Williams said that council needs to vote to remove people on the Truist account and to add current employees to the account. A vote needs to be taken and minutes presented to the bank to add or remove names on the account.

Mr. Jeff Kiser made a motion to authorize Mr. Jimmy Williams and Ms. Cathy Sharpe to make changes to and be the authorized users and managers of the Town's Truist Account. Ms. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

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

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

Ms. Sharon Still made a motion to accept the July 1, 2022 biennial organizational meeting minutes as presented. Mr. Deventae Mooney seconded the motion, which resulted in all Ayes.

Ms. Sharon Still made a motion to accept the July 11, 2022 regular meeting minutes as presented. Mr. Carles Collins seconded the motion, which resulted in all Ayes. Mr. Deventae Mooney abstained.

Ms. Sharon Still made a motion to accept the July 25, 2022 workshop meeting minutes as presented. Mr. Deventae Mooney seconded the motion, which resulted in all Ayes.

Ms. Sharon Still asked about the time frame to install the teeter totter that was purchased, along with the merry go round. Ms. Still said she knows that the merry go round needs matting to go around it, but would like to see the teeter totter installed. Mr. Deventae Mooney would like a meeting scheduled with the park committee to see what they would like to see done at the park, get a price and bring the information to council. Mr. Jeff Kiser mentioned getting back in touch with the Knights of the Columbus about the donation they were interested in making. Mr. Mooney said he would like to see the project completed; suggesting that COVID funding be used to complete the park.

Attorney Report

Mr. William Sturgill, Town Attorney, distributed copies of the traffic and crime ordinances discussed in previous meetings. These ordinances give the police department the ability to collect fines on statutes that are cited and runs in correlation with state law. While reviewing state code, Mr. Sturgill found that the ability of law enforcement to issue parking tickets and parking summons are limited to towns with populations above 40,000. Mr. Sturgill will research this issue further and work on it with Chief Brooks and make changes as needed. Mr. Sturgill wants to put an ordinance in place regarding abandoned vehicles that correlates with the state code in order to be as strong as possible. A public hearing will need to be scheduled for the next council meeting regarding the ordinances.

Ms. Sharon Still suggested hiring a part time employee to walk the town reporting vehicles parked illegally, picking up trash and reporting to town what all they see that needs to be fixed. Mr. Jeff Kiser feels that the police department foot patrol would serve the same purpose. Trash could be picked up by fine workers. Mr. Jimmy Williams asked to go into closed session to discuss personnel.

Mr. Mooney expressed concern that a building on High Street is discharging water from a sump pump and the guttering directly onto the sidewalk. Mr. Williams advised he has discussed the matter with the building owner and public works.

New Business:

- A. Ordinance 22-001 - Uncollectible Taxes and Delinquents - Mr. William Sturgill read the ordinance and Mr. Deventae Mooney noticed a typo that needs corrected. Mr. Joe Still clarified that this ordinance gives the town the right to publish the names of people owing delinquent taxes in the paper.

Ms. Sharon Still made a motion to accept Ordinance 22-001. Mr. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

- B. Delinquent Tax Report - Anyone who pays between the printing of the list and the date of publication in the paper will be removed from the list. Mr. Charles Collins asked

what happens if someone on the delinquent list has passed away. Mr. Jeff Kiser stated that the estate cannot be settled until the debts are paid. Ms. Still suggested that the town notify the family if the town becomes aware that someone has passed and is on the list in order for them to take steps to pay the taxes. Mr. Jimmy Williams feels like it is up to the family to see that the debts are paid. Mr. Deventae Mooney asked if there is anything the town must do about this matter. Mr. William Sturgill said he feels the town needs to use due diligence compiling the list, but there is nothing else the town needs to do.

- C. Eagle Scout Recognition - Mr. Mooney will get in touch with the Scout Master for a list of Eagle Scouts to be recognized in addition to the one he knows of and send the information on to Mr. William Sturgill. Mr. Mooney is planning to recognize the Scouts at the September 12 council meeting.

Ms. Sharon Still made a motion to approve the delinquent tax report as presented. Mr. Jeff Kiser seconded the motion, which resulted in all Ayes.

Old Business:

- A. Resolution for USDA Grant/Funding for Purchase of Police Vehicle - Mr. Jimmy Williams spoke with Mr. Hilt from the USDA. He advised the paperwork was sent in July 6. Mr. Hilt was unable to give a time frame for the process.
- B. Resolution for USDA Grant/Funding for Public Works Vehicle - Mr. Williams covered this along with old business A.
- C. Coeburn Business Association - Mr. Jeff Kiser suggested that when a letter is sent to the local businesses to gauge interest for a business association that there is also an invitation for the business to join the Coeburn Improvement Association. Mr. Mooney told Mr. Williams they would get together to draft a letter.

There was a discussion regarding food trucks, business licenses and meals tax. Currently, food trucks invited to town events do not have to have a business license. Food trucks setting up in parking lots on their own or invited by a business need to be purchasing business licenses with the town and paying meals tax. Mr. Williams advised he will check and see what the other towns are doing.

Mr. Kiser congratulated Ms. Sharpe on the audits being completed and up to date. Ms. Still asked if everything was getting easier gathering the information for the audit. Ms. Sharpe said it is.

Mr. Williams informed council that the budget will need to be amended in order to distribute the ARPA funds. Mr. Williams will advertise for a public hearing for this and the ordinance on September 12, 2022.

Mr. Kiser asked if there has been a follow up with DHDC for the sewer project in the back alley. Mr. Mooney said he had spoken with Chris Mullins with The Lane Group and he was going to

submit to DEQ for funding for that project. Mr. Kiser expressed concern because DEQ will not fund the project entirely with grant money. Mr. Mooney said he will reach out to DHDC about the grant funding for the downtown sewer project.

Mr. Mooney made a motion to enter into Closed Session in accordance with Virginia Code §2.2-3711 (A1) to discuss performance of Town of Coeburn personnel. Ms. Still seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Mr. William Sturgill read “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 all Ayes.

Ms. Sharon Still made a motion to add one full time position at minimum wage to public works. Mr. Deventae Mooney seconded the motion, which resulted in all Ayes.

Council Comments and Concerns:

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

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

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

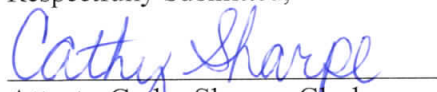
Sharon Still - Ms. Still thanked everyone for all they do. Ms. Still thought the block party went well and hopes to do it each year.


Deventae Mooney - Mr. Mooney appreciates everyone who helped make the block party a success. Mr. Mooney also expressed appreciation for all the town employees and fellow council members.

Adjournment:

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

Respectfully Submitted,


Attest: Cathy Sharpe, Clerk


Deventae Mooney, Mayor