

**Council Minutes**  
**Workshop Meeting**  
**October 24, 2022 - 6:30 p.m. – 502 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call, Deventae Mooney, Jeff Kiser, Joe Still and Sharon Still were present. Carles Collins was not in attendance. Cathy Sharpe - Clerk/Treasurer, Jimmy William - Town Manager, and William Sturgill – Town Attorney, were also in attendance.

**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. Deventae Mooney.

**Public Expression:**

Jennifer Mathieson, 110 Lincoln St, addressed the council regarding the alteration of the floodplain in the Bondtown section of Coeburn. Ms. Mathieson presented council with a letter from James McElrath, the flood plain administrator for the Town of Coeburn. The letter identified the property and stated that the fill dirt is in violation of the floodplain ordinance 10-005. Ms. Mathieson advised spoke with the property owner and he said that he had a contract with The Lane Group and the Town of Coeburn to fill the property with dirt. Ms. Mathieson said the property owner is concerned that the property will be unusable but is willing to work with the town. Ms. Mathieson said The Lane Group should have been aware of the flood plain issue before having this fill dirt put in the area. She is asking the town to work with the property owner to come to an agreement that would allow the floodplain to function properly preventing flooding on her property and her neighbor's property. Ms. Mathieson feels that if she and her neighbors must abide by the rules of preserving the flood plain that everyone in the area should have to as well.

Mr. William Sturgill, Town Attorney, stated that this issue will need to be discussed in closed session.

Ms. Mathieson said she would like to have council handle this issue but mentioned that she could contact DEQ and the EPA about the ordinance violations. Mayor Deventae Mooney informed Ms. Mathieson that the town is working on the matter.

Public expression was closed.

**Approval of the Agenda:**

Mr. Deventae Mooney made a motion to add under New Business (A.) Virginia Main Street. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Mr. Jimmy Williams, Town Manager, asked to add under Old Business (B.) Street Lighting.

Deventae Mooney made a motion to add under Old Business (B.) Street Lighting. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the agenda as amended. Mr. Joe Still seconded the motion, which resulted in all Ayes.

## **Reports:**

### Fire Department

There was no representative from the fire department present. Mr. Williams stated that road closed permits are in place for the Spooktacular and the event information is on the marquee.

### Police Department

There was no representative from the police department present. Mr. Williams said the police department is in the process of installing the in-car computers/camera system.

Mayor Mooney asked about the status of the police car grants. Mr. Williams said that has not been processed yet.

### Town Manager

Jimmy Williams, Town Manager, received a letter from the DMV to inform the town that a portion of the fees for the DMV animal friendly tags on vehicles licensed in the town limits would be placed in a fund for the town and if the town had a use for it they could access it or donate it to animal sterilization fund.

Mr. Williams reported the town also received a letter from the Department of Social Services asking for a donation from the town for Christmas gifts for children. Mr. Still asked if this would be an ongoing donation. Ms. Still said there would need to be a line item in the budget for it if council decides to donate each year. Mr. Mooney said it would be good to be involved in a project with the school to help the children in the community. Mr. Still said he had no problem with donating. Ms. Still said she feels that it would be a good idea to sponsor a child on the Angel Tree from each of the three schools in Coeburn. Mr. Williams advised he will get more information for further discussion.

Ms. Still said that council would need to decide about the amount of the employee Christmas bonus and decide what pay day that would be included in. Ms. Still asked Mr. Williams and Ms. Sharpe to find out the amount of last year's bonus. Mr. Jeff Kiser said last year the bonus was given out at the Christmas dinner. Mr. Williams advised he is working on Christmas dinner plans.

Mr. Williams received information that VDOT will no longer sell salt. He is going to check with a local business to see if the town can purchase salt from them.

Mr. Jeff Kiser said he has had several calls about the state of the park. He said the park is in a state of disarray Mr. Kiser asked Mr. Williams and Mr. Jeff Livingston to inspect the park because there are several safety issues. Mr. Williams said swings have been ordered and will be installed. Mr. Kiser asked if the police are patrolling and Ms. Still said the police department reports show patrols of the park. Mr. Williams has been speaking with Sparks Play about repairs at the park. Ms. Still stated DHCD said there are grants available for park repairs. Mr. Mooney said he is waiting for an email with this information. Mr. Williams advised he is looking into a grant for the park. Mr. Mooney said he had also spoken with Mr. Vanover and Mr. Vanover suggested applying once for \$25,000.00 and applying again for a specific need for the park. Ms. Still mentioned talking to Kaboom about grants. Mr. Williams said Kaboom requires the community to put together a commercial for their company Mr. Kiser asked if the Park Committee had gotten back with the Knights of Columbus. Ms. Still said she had asked Anthony Willis to speak with that group and has not heard back from him.

Deventae Mooney asked Mr. Williams if he had filed the latest copies of the ordinances. Mr. Williams said he did take the ordinances to file with the county but he needed to have signatures. He said after he returns that to the courthouse the ordinances will be filed.

Ms. Still asked if there was any new information regarding the regulation of trailer parks. Mr. Williams had no new information at this time.

Ms. Still asked about wifi for the town. Mr. Williams said there is surveying being done near the water tank and there is a tower on the hill. Mr. Williams is wondering if that tower was used by the police department in the early 2000's. Ms. Still asked if the tower was usable. Mr. Williams said it couldn't be used for the wifi but seems to be a good tower in a good location. He said he is looking for green binders from the 1920's to clarify where the property lines are. Mr. Williams says the wifi will be beneficial to the town.

Mr. Williams reported he is working on finding replacement fencing for the fountain and a new fountain.

Ms. Still said that there needs to be a bicycle ordinance because it is a safety issue. Mr. William Sturgill said that enforcement of the ordinance could be an issue. Mr. Kiser said he agrees that safety is a priority but the argument could be made that Coeburn offers no bike lanes.

Mr. Williams said that he has ordered all the computers and has received some of them.

Mr. Mooney asked Mr. Williams if he was going to bring paint samples for the doors of the depot. Mr. Williams said he will get paint samples to consider.

Mr. Williams reported he is working on updating the website.

Mr. Williams also reported that not all departments are utilizing the time clock correctly. Mr. Mooney told Mr. Williams to send a memo to every town employee that time clock usage is required or they will be written up. There will be no more paper time sheets accepted.

### Public Works

Jeff Livingston, Public Works Supervisor, was not in attendance. Mr. Williams gave a report. Public works repaired water line breaks in Cranes Nest and Bondtown. They repaired water leaks on Fourth Street, Chestnut Street and Rock Bridge Road. He reported that they completed 110 work orders.

Mr. Williams reported the sewer line repair under the Maytown bridge has been completed and the sewer line on May Avenue has been jetted.

Mr. Mooney asked about the status of the water line project. Mr. Williams said there are a few hook ups to do and paving to do while the weather is nice.

Mr. Mooney reminded Mr. Williams that the decorated pumpkins need to be picked up in the morning at 8:30 a.m.

### Water Treatment Plant

Brian Markham, Water Plant Supervisor, was not in attendance. Mr. Jimmy Williams said the water plant has been having issues with flushing lines and construction issues. He advised filters were replaced on Friday and there are some pumps that need to be installed at the plant.

### Lane Group

There was no representative for The Lane Group present. Mr. Williams said that The Lane Group is still waiting for the results of the Upstream Study.

### Treasurer Report

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$193,376.56 as of 10/20/2022. She reported outstanding checks in the amount of \$44,508.81, accounts payable due in the amount of \$38,615.34 and interim account payable in the amount of \$235,818.27; this amount included the Water Systems Improvement Project checks. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$110,252.41

Ms. Sharpe advised that the October 11, 2022 regular meeting minutes would be distributed along with the November 14, 2022 council packets.

Ms. Sharpe reported three additional deposits since reports had been prepared for the meeting. Thursday's deposit was \$16,924.73, Friday's deposit was \$95,422.02 and Monday's deposit was \$1,697.02, making the combined cash availability \$224,296.18. Friday's deposit included a Water Systems Improvement check for \$87,802.87 which was washed out by a check to the contractors, leaving a true cash balance of \$136,493.38.

Mr. Jeff Kiser noticed that the cash availability report was less than the cash availability report from this time last year by \$100,000. Mr. Kiser suggested that all departments tighten their belts

and spend very carefully. Mr. Kiser said he does not want to see the town in a bad situation as it was in the past. Ms. Still questioned if the issue may be due to the dates the reports were run. Mr. Kiser acknowledged that he is aware the town had money from the American Recovery Act and asked if some of these expenses over the past few months would be covered by those funds. Mr. Mooney said that he agrees the money should be used wisely and that closer to the deadline to use those funds. He said purchases can be coded from that fund and funds moved so that money is not lost. Ms. Still said that the necessities that were purchased came from those funds. Mr. Mooney said there have been a few big expenditures on sewer line repairs and he is glad the town had the funds to pay for the repairs.

Mr. Kiser said he has things to discuss in closed session.

### Attorney Report

Mr. William Sturgill, Town Attorney, said that he will give his report in closed session.

Mr. Mooney asked Mr. Sturgill to prepare a document for a boundary adjustment. Mr. Mooney advised he knows of an area where the citizens would like to come into the town. He said Mr. Sturgill will need to have the document ready for the people to sign.

### **New Business:**

- A. Virginia Main Street - Mr. Mooney said that the meeting last week with DHCD was very useful. One of the things discussed at that meeting was the Virginia Main Street program. He said this is a three-tiered program; the first of which is Exploring Main Street. He said the application process will require a resolution from council supporting the town's participation in the Virginia Main Street program. Mr. Mooney asked that this be put on the agenda for the next voting meeting. This program will allow the town to be eligible for additional grants. Mr. Mooney asked Mr. Sturgill to draw up a sample of the Resolution to look over at the next meeting.

### **Old Business:**

- A. Purchase of a Mule for Public Works - Mr. Williams presented quotes for an ATV for public works. The first is a Can-Am Defender for \$22,525.78 from Mountain Motor Sports. The second is from McCoy Motor Sports in Pikeville. Mr. Williams said he thinks this one will be more beneficial as it has a dump bed twice the size of the first choice and there is storage in the bottom of it. It has a heavier payload capacity, 14-inch tires and \$22,749.09. The third option is the most basic of the three. The quotes include the plow that is needed. This is not a voting meeting and the quotes are good for 30 days.
- B. Street Lighting - Mr. Williams spoke with Town of Wise to find out from whom they purchased their lights. This company sells the globes separate from the post. They also sell a conversion kit for the poles the town currently has. Mr. Kiser said that he feels like the town needs to make sure that the lights are in compliance with how many lumens are required for streetlights. Mr. Kiser said he feels it may be useful to have The Lane Group

do a study to make sure the correct lights are purchased. Ms. Still gave Mr. Williams a picture of light that shines down and complies with the Dark Skies program. Mr. Williams said he would speak with The Lane Group.

Mayor Deventae 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 and §2.2-3711 (A8) to consult with legal counsel pertaining to specific legal matters. Ms. Sharon 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 thereof. 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.

There were no actions resulting from closed session.

**Council Comments and Concerns:**

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

Joe Still - Mr. Still said he appreciates everything that everyone does for the Town.

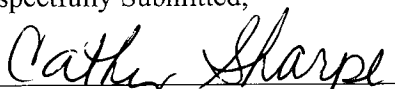
Sharon Still – Sharon said thanks to everyone.

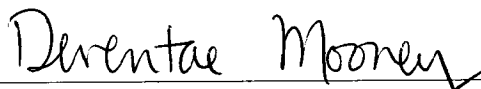
Deventae Mooney- Mr. Mooney has no comments or concerns.

**Adjournment:**

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

Respectfully Submitted,

  
Attest: Cathy Sharpe, Clerk

  
Deventae Mooney, Mayor