

Council Minutes
Regular Meeting
February 11, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, the following members of council were present: Sharon Still, Mike Holbrook and Mike Wright. Russell A. Mullins – 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. Mike Wright gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

Public Expression:

Ms. Carol Boone, of 115 Odle Hill SW, Coeburn, VA., stated that she wants to give the town the driveway leading to her home, her sister's home and her parent's home. She advised that her sister and her parents have passed away and that the three homes need public access to them. She said there needs to be a public street at the location instead of a private driveway. She stated that the driveway is paved, and has guardrails up. Ms. Sharon Still explained that members of council were absent from the meeting and would like to discuss the matter with all council members and the town attorney as well. Mr. Mike Holbrook asked if it is written in deeds that the driveway directly in front of each home belongs to each individual. Ms. Boone replied that she wasn't sure. She thinks the driveway is under her father's deed. She said the deed is under Odle's Associates. The address would be 100 Odle Hill, SW, Coeburn, VA. Town Attorney, William Sturgill asked if there are several deeds under the name of Odle's Associates. Ms. Boone said the address she had given was for her parent's home only. There was no other public comment. Public expression was closed.

Approval of the Agenda:

Mike Holbrook made a motion to approve the agenda as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that Coeburn and St. Paul are the only area towns that do not have an actual rescue service. One of the issues that comes up is the response time it takes to get to a call for service. Coeburn falls in Wise, Sandy Ridge and Norton and Castlewood helps when they can. Mr. Mullins advised that he and assistant chief Jimmy Williams have discussed the police side of this problem. He said a patient in Flatwoods

experiencing a heart attack had a response time of thirty minutes for Wise to get there. Mr. Mike Wright asked if Lifecare had any responsibility to the Town of Coeburn to which Mr. Mullins replied that they have no responsibility specifically to the town. Mr. Jimmy Williams said they are dispatched out of Wise. Mr. Mullins asked council to think about this situation and give any ideas that they may have to help this problem. Ms. Sharon Still asked if Norton and Wise were voluntary members to which Mr. Williams advised that during the day most of them are paid service but voluntary service in the evenings Mr. Mullins advised that the county gives each locality \$28,000.00 for fire and \$28,000.00 for rescue and the Town of Coeburn receives both. He said the town doesn't do transport because there is no transport vehicle available. He reported that a unit could cost at least \$250,000.00.

Mr. Mullins reported that he had been meeting with Chris Mullins with The Lane Group and Mr. William Sturgill. He advised that easements are in hand for the Large Water Project and Star Branch Road. These easements are ready to be signed. He said that Jeff Livingston is going out this week to get those signed and Chris Mullins is sending someone out to assist with getting those signatures.

Mr. Mullins advised that there will be a VDOT meeting for the sidewalk to school tomorrow, February 12, at 10 a.m. at the Depot. Ms. Sharon Still stated that the principals from the three schools, VDOT's Wise and Bristol offices, the school's Transportation Department and Chris Mullins will be attending the meeting as well as Lenowisco. Ms. Still advised that the meeting is open to anyone who would like to attend.

Mr. Mullins reported that the F350 has been repaired with a savings of \$4,000.00. He said that the garbage truck is in need of repairs. He advised the USDA grant offers \$25,000.00 but the audits would have to be in place to receive those funds. He said that the issue with completing the audits is reconciling the bank accounts from 16/17. He reported that Ms. Sharpe has been working with Debbie at Southern Software to reconcile 16/17. Mr. Mullins said that he would rather send both audits to auditors at the same time because the cost would be less.

Mr. Mullins advised that there should be an increase in water and sewer rates each year going forward, for both out of town and in town customers. This helps funding agencies see that the town is taking steps on improving the system. Mr. Mullins also suggested that a fee be placed on accounts to help with leaks, cleaning water tanks, repairs and other utility costs for the town. This fee would be placed into a separate account for this purpose. Mr. Mullins advised that he would like to have an idea if council would approve this fee and the amount of the fee when he is planning the budget for FY 19/20.

Ms. Sharon Still reported that Ms. Teresa Robinette will be attending the February 15 council meeting to speak about the Appalachian Mural Trail.

Mr. Mullins advised that there are 17 businesses in town that are operating without a business license. He knows there are a couple who are still in business and some of the businesses he and Ms. Sharpe were uncertain as to whom they were, or if they were still in business. Mr. Mullins advised that this needs to be discussed in closed session.

Public Works

Jeff Livingston, Public Works Superintendent, reported that a couple of sewer lines have been jetted in Bondtown. He stated that the F350 has been repaired.

Mike Holbrook asked if the PRV had been installed in Timberville. Mr. Livingston advised that the parts are in and this will be done when weather permits it. He stated they will be working at Lamar first and then start Timberville. They will be working at High St. as well.

The Lane Group

Chris Mullins, with The Lane Group, reported that they have responded to the biddability comments of the Virginia Department of Health for Crab Orchard last week and expect authorization to bid the project next week. Star Branch Road has seven easements to obtain and they have one of the seven done.

Mr. Mullins reported that out of 600 meters for the Water Replacement Project, 300 have been installed. The System-Wide Water Project has about 40 easements to obtain. VDH and USDA comments have been addressed. The letter of conditions is currently being addressed as well. The hope is to advertise the System-Wide Water Project in late May or early June if everything goes as planned.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$100,521.69 as of February 8, 2019. She reported outstanding checks in the amount of \$52,437.86, accounts payable due in the amount of \$4,996.15 and interim accounts payable in the amount of \$158,130.63. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$43,087.68.

Ms. Sharpe presented the meeting minutes for January 14, 2019 regular meeting and the January 28, 2019 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,439.64 and today's deposit was \$7,301.62 making the total cash availability \$56,828.94

Ms. Sharpe provided copies of the most recent Branch Banking & Trust Company commercial credit card account statement, Shell and Valero accounts.

Mike Holbrook made a motion to accept the January 14, 2019 regular meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Mike Holbrook made a motion to accept the January 28, 2019 workshop meeting minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Mike Holbrook made a motion to accept the accounts payable due as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Mike Holbrook made a motion to accept the interim accounts payable as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of January. There were 1,110 events that took place during the month. He gave a summary of these events. He reported that he is working on the Highway Safety Grant for 19/20.

Fire Department

There was no representative from the fire department present. No report was given.

Attorney Report

William Sturgill, Town Attorney, reported that all he had for tonight would be discussed in closed session.

New Business:

- A. Monthly Water Report – Town Manager provided a copy of the Virginia Department of Health Office of Drinking Water monthly report for the month of January 2019. This report is for information only. Mr. Mullins stated that there was 58% loss for January.
- B. 19-006 – This recognizes Charles McConnell for his service to the Town of Coeburn.
- C. 19-007 – Eastside High School One-Act Play 1A State Champions for 5 Consecutive Years.

Old Business:

- A. Budget – This will be on the agenda until the budget has passed. Mr. Mullins said the budget will be presented to council by April 1, 2019.
- B. Appointment to Boards – Mr. Mullins stated that no one has applied for these positions. There are 2 needed on the board of zoning and 1 needed on the planning.

Sharon Still made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Mike Wright seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Cathy Sharpe, Clerk/Treasurer, read the "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.

There was no action resulting from the closed session.

Council Comments and Concerns:

Mike Holbrook said thanks to all the employees; they make our community and our town what it is. Thanks to the audience who came to give their opinion and to see what is going on with your government he appreciates them being here. He thanked council members for all their hard work.

Sharon Still congratulated the girls basketball team for their third consecutive Cumberland conference win and the boys in their playoff against Norton. They have the number one seat for tournament starting on Tuesday, February 12. Coeburn gets a buy and will play on Thursday, February 14. The championships will be on Friday, February 15. She said she thinks they have done a great job. She advised that she appreciates all that Mr. Jeff Livingston does conducting the day to day operations. She thanked Mr. Jimmy Williams for all he does behind the scenes that no one is aware of; she thanked the police department as a whole. She also thanked the employees at Town Hall for taking care of the constituents when they come in to pay their bills.


Mike Wright – He had no comment.

Adjournment:

Mike Holbrook 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