

Council Minutes
Budget Workshop Meeting
March 16, 2019 – 11:00 a.m. – 403 Second Street NE, Coeburn, VA

A budget workshop meeting was held Saturday, March 16, 2019 to discuss the proposed FY20 budget.

Attendees:

Upon roll call the following members of Council were present: Mike Holbrook, Deventae Mooney, Sharon Still and Mike Wright. Jeff Kiser was absent. Cathy Sharpe – Clerk/Treasurer was also present

Also present were Jimmy Williams, Police Department representative, and Art Mead.

Call to Order:

Vice-Mayor Sharon Still called the meeting to order.

Business:

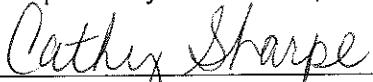
FY20 Budget Proposal – Council, Art Mead and attending representatives discussed the proposed budget. Council constructively reviewed each line item within the General Fund and Utility Fund for revenues. The Treasurer answered any questions that council and Mr. Mead had regarding specific revenues. Council agreed to amend certain line items.

A budget workshop meeting was scheduled for Saturday, April 27, 2019 at 11:00 a.m. at town hall to discuss expenditures.

Adjournment:

Ms. Sharon Still adjourned the budget workshop meeting.

Respectfully Submitted,



ATTEST: Cathy Sharpe, Clerk

Jeffrey G. Kiser, Mayor

Council Minutes
Special Called Meeting
March 25, 2019 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present. Cathy Sharpe – Clerk/Treasurer was also present. William Sturgill – Town Attorney was absent.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Deventae Mooney 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:

Mayor Jeff Kiser made a motion to move closed session to the first item on the agenda. Deventae Mooney seconded the motion which resulted in all Ayes.

Mr. Mooney made a motion to add the Coeburn Pool to action items under (e). Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the agenda as amended. Mr. Mike Wright seconded the motion, which resulted in all Ayes.

Mr. Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss the position of town manager and interim town manager position. Deventae Mooney 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.

As a result of closed session Deventae Mooney made a motion to appoint Mr. Charles McConnell as interim town manager. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Reports:

Town Manager

Newly appointed Interim Town Manager, Mr. Charles McConnell, stated that he accepted the position as interim town manager to help the Town of Coeburn get through some challenges with new administration. He advised that he is looking forward to helping the town continue to be a great place in which to live. He said he is looking forward to working with council and staff and the people who live in town.

Public Works

Jeff Livingston, Public Works Superintendent, reported that public works has been patching potholes in the streets until the asphalt plant opens. He advised that leaks on May Avenue, Church Street and a leak behind the office buildings have been repaired.

He reported that trees have been cut at Flag Hill.

Mr. Livingston stated that 65 more meters have been installed. Ms. Sharon Still advised that a letter needs to be written and placed in the doors of the customers to let them know that their meters have been changed. This would let them know that they may want to check their water.

Mr. Mike Holbrook advised that there may still be a problem with wipes being put into the sewer. Mr. Livingston stated that this is causing problems with the pumps in certain areas of town. Mr. Jeff Kiser suggested that a letter be sent with the water bills advising that wipes should not be put into the town sewer system. Ms. Sharon Still said that the letter should be posted at town hall as well. She thought it would be better to put a note on the water bill rather than mail a letter to all customers. Mr. Kiser agreed, but still advised that a letter be put on the doors of customers located in the problem areas.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$188,986.72 as of March 22, 2019. She reported outstanding checks in the amount of \$135,474.85, accounts payable due in the amount of \$16,905.37 and interim accounts payable in the amount of \$67,983.31. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$36,606.50.

Ms. Sharpe stated that the March 11, 2019 regular meeting minutes would be distributed with the April 8, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$6,132.48 and today's deposit was \$937.12 making the total cash availability \$43,676.10.

Ms. Sharon Still reported that Ms. Sharpe needs approval to allow the two part time office employees to work ten extra hours for the next two weeks to go through town records so preparation can be done to have documents shredded in May. Those hours would be dedicated to working in the file room only. Mr. Jeff Kiser asked if this would be ten hours per person per week or ten hours between the two. Ms. Sharpe advised it would be for each person. Sharon Still made a motion to allow Ms. Sharpe work the two part time employees for ten extra hours per week for two weeks to work on files that need to be shredded. Mike Wright seconded the motion. Deventae Mooney asked if this would be specifically for working in the file room and asked if the two weeks would be sufficient time to get the work completed. Ms. Sharpe stated that it would. The motion resulted in all Ayes.

Police Department

Assistant Chief Jimmy Williams advised that Officer Phillips has left and Officer Shuler has moved into the full time position and Mr. Williams asked about a raise for Mr. Shuler. Mr. Jeff Kiser advised that a full time position is open at the police department and that Officer Shuler would be paid the amount that Officer Phillips made.

Mike Holbrook asked about money that the police department received from U.S. Attorney's office. Ms. Sharpe stated the amount was \$9,213.00.

Fire Department

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

Attorney Report

William Sturgill, Town Attorney, was not present due to a family issue. No report was given.

Action Items:

- (a) Satellite Flyover for Leak Detection – This was not included in the council packets.
- (b) Brownfield Site Updates – This was not included in the council packets.
- (c) Budget Discussion – Ms. Sharpe distributed paperwork from Mr. Art Mead. Mr. Deventae Mooney advised that the next budget meeting will be April 27, 2019. Ms. Sharon Still said the meeting will be at 11:00 a.m. at town hall.
- (d) Interim Town Manager – Mr. Charles McConnell was appointed as interim town manager.

- (e) Coeburn Pool – Deventae Mooney asked if he and Sharon Still would be able to continue to manage the pool this year. Mayor Jeff Kiser made a motion to reappoint Mr. Mooney and Ms. Still to be managers of the Coeburn Pool this year. Mike Wright seconded the motion, which resulted in all Ayes. Ms. Still and Mr. Mooney abstained. Ms. Still said to post on Facebook that applications are being accepted for the pool. She asked that applications be put in her mailbox at town hall.

Mr. Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss the Town of Coeburn town manager position and §2.2-3711(A.7) to discuss specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Deventae Mooney, Councilman, 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 closed session.

Council Comments and Concerns:

Mike Holbrook – Mr. Holbrook had no comments or concerns.

Deventae Mooney – Mr. Mooney advised that no comments or concerns were discussed after the budget meeting and said he would like to say that the meeting was very informational and probably the best budget meeting he has ever attended. He said he is looking forward to continuing to work on the budget and feels that a budget will be passed that truly suits the town and be close to what it needs to be. He welcomed Mr. McConnell as Interim Town Manager and is assured that he will do a great job until a permanent replacement is found.

Sharon Still – Ms. Still thanked Charles McConnell for stepping up and being the face of Coeburn for an interim amount of time. She thanked council members for all they do and all the people who come out each month to be a part of the meetings.

Mike Wright – Mr. Wright said he appreciates Mr. McConnell for taking the temporary town manager job. He stated that he enjoyed the meeting tonight. He reported that the 3-2-1 Day seemed to be successful. He said he thought the budget meeting was very successful.

Jeff Kiser – Mr. Kiser also congratulated Mr. Charles McConnell and thanked him for taking the position of interim town manager. He is looking forward to the next endeavors that the Town of Coeburn goes forward in.

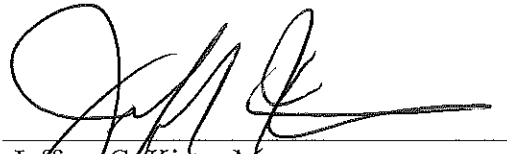
Adjournment:

Jeff Kiser 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