

Council Minutes
Regular Meeting
May 8, 2023 - 6:30 p.m. - 502 Front St. E, Coeburn, VA

Attendees:

Upon roll call, Mayor Deventae Mooney, Jeff Kiser, Carles Collins, and Joe Still were present. Vice Mayor Sharon Still arrived late. 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. Deventae Mooney.

Public Expression:

Mr. Danny Maine, 728 Virginia Avenue NE, informed council that he only has 19 pounds of water pressure and only 4 pounds of flow. He said his pump will not work without enough pressure. Mr. Maine told council he thinks the town will need to fix the water line near his home.

Ms. Shirley Cassidy, 704 Plum Avenue, voiced her concern about a misunderstanding between the MEOC organization and Mayor Mooney. Ms. Cassidy was concerned that Mr. Mooney scheduled an event to be held at the MEOC building without contacting MEOC. Ms. Cassidy was also concerned because Town Manager, Jimmy Williams, did not return her call about the matter. Ms. Cassidy reminded council that while the building belongs to the town, the contents of the building belong to MEOC and that MEOC controls who has access to the building. Ms. Cassidy stated that Mayor Mooney works for the town and people need to work together to work out issues for the town.

Public expression was closed.

Response from Public Expression:

There was no response from Public Expression. The April 24th meeting was not held due to lack of a quorum.

Approval of the Agenda:

Town Manager, Jimmy Williams, asked to move the April Water Report to the Water Plant Report.

Mayor Deventae Mooney made a motion to move the April Water Report from New Business (F.) to the Water Plant Report. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to add New Business (H.) - Memorial Day Service. Joe Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to add under New Business (I.) - Alumni Baseball Field Renovations. Joe Still seconded the motion, which resulted in all Ayes.

Devenate Mooney made a motion to add under Old Business (J.) - Update on Fireworks. Mr. Carles Collins seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to approve the agenda as amended. Carles Collins seconded the motion, which resulted in all Ayes.

Reports:

Fire Department

Mr. Logan Jackson, Assistant Chief, gave the monthly activity report for April 2023. There were 41 calls, 393.5-man hours, 267 personnel responding and 360 training hours. Mr. Jackson also informed council that the fire department has applied for a State Forestry Department grant to buy equipment for the fire department.

Police Department

Mr. Ryan Gardner, Police Captain, gave the police department report for the month of April 2023. There were 829 total events. Mr. Gardner gave a summary of those events. Mr. Gardner reported three of the ARPA vehicles are in and waiting to have equipment installed. He informed council that there is metal, wiring, pallets, and other items that need to be cleaned up on the back lot by the police department. He said once the area has been cleaned up, it can be used for parking.

Mr. Gardner said there are some areas in the department that need painting and some desks that need to be replaced. He said the desks are old, and it is difficult to open the drawers on them. Captain Gardner would like to look into purchasing new desks for the department.

Mr. Jeff Kiser asked if the police department has been patrolling the post office during the early morning hours. Captain Gardner said the officers have been patrolling the area.

Mr. Deventae Mooney informed council that he has seen the area behind the police department and that it is a problem. Mr. Mooney suggested Captain Gardner get with Mr. Jeff Livingston to plan a time to clean that up. Mr. Williams said a work order would need to be called into town hall. Mr. Mooney asked Mr. Livingston to do that on his behalf. Mr. Mooney said that the lot is town property, and it needs to be cleaned and taken care of.

Mr. Mooney asked Mr. Williams what the status is on the other three vehicles. Mr. Williams said he reached out to the salesman and is waiting to hear from him.

Captain Gardner mentioned that the police department would like to keep two of the current vehicles for each officer to have their own vehicle. He said this would allow each officer to be responsible for the care and maintenance of their own vehicle. He said a log could be kept and checked to ensure that all regular maintenance is kept up to date on each vehicle. The other two vehicles will be kept and used for the town manager and for meter reading.

Deventae Mooney made a motion to keep two of the police department Explorers for the use of the police department and the remaining two vehicles to be used by public works and the town manager. Joe Still seconded the motion. Mr. Jeff Kiser stated that he understood that one of the vehicles would be used by public works and the three vehicles would be sold at auction. He said the police department has functioned in the past with four vehicles. Mr. Kiser asked why the town would want to keep vehicles that need enough repairs to need replacing. Mr. Mooney stated that the vehicles in question have had recent extensive repairs done to keep them in working order, and having these vehicles on hand will reduce wear and tear and maintenance costs.

A roll call vote resulted as follows:

Carles Collins - Aye
Jeff Kiser - Nay
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Absent

Mr. Mooney asked Captain Gardner if the equipment has been ordered for the three vehicles that are not ready to be picked up. Captain Gardner said he could order the equipment once he knows if the titanium vehicles are the vehicles that will be ordered. Mr. Gardner said there would be a wait on the black vehicles, that it may be better to take the titanium ones on the lot. Town Manager, Jimmy Williams, asked if the equipment ordered would still be compatible with the vehicles if the delivery was delayed and the model year changed. Mr. Kiser expressed concern about this issue as well. Mr. Mooney suggested Captain Gardner and Mr. Williams get together and decide what vehicles to get and order them.

Deventae Mooney made a motion to authorize Captain Ryan Gardner to purchase the equipment for the police cars as soon as a decision is made about the exact make and model that will be ordered and received. Motion was withdrawn.

Deventae Mooney made a motion to use ARPA funds to allow Captain Ryan Gardner to purchase equipment for the three new cars as soon as there is an agreement and commitment of which make, and model will be ordered. Joe Still seconded the motion.

A roll call vote resulted as follows:

Carles Collins - Aye
Jeff Kiser - Aye
Deventae Mooney - Aye

Joe Still - Aye
Sharon Still - Absent

Water Plant

Mr. Brian Marham, Water Plant Supervisor, reported the project at the plant is coming along and the April Water Report is included in the council packets for the meeting. He said the Caudill Hill water tank is in dire need of replacement. He advised The Lane Group is working on getting quotes for a new tank. The tank was epoxied on the inside and was tested to ensure that the water is potable.

Vice Mayor Still arrived for the meeting at this time.

Town Manager

Mr. Jimmy Williams, Town Manager, informed council that he has been in contact with an inspector from Abingdon that will review photos of the buildings the town needs inspected and will give Mr. Williams a quote on the price of the inspection to bring to council.

Mr. Williams also handed out a packet on streetlights he has been pricing for the town. Each light in the packet is an LED light and casts the light downward. Mr. Kiser asked if the lights are municipal lights, commercial lights or residential lights. Mr. Williams said that the lights would be appropriate for any of those uses. Ms. Still pointed out that the lights are pictured alongside streets. Mr. Mooney asked if Mr. Williams wanted council to pick a light. Mr. Kiser asked where the new lights would go. Mr. Williams said that the existing lights would be replaced. Mr. Kiser asked if the total number of lights to be purchased included the lights that were over at the park and moved to replace damaged lights. Mr. Williams said that Mr. Livingston included those lights in his count. Mr. Kiser suggested that in the event of an accident once the lights are replaced, that the town follow up with the insurance to have the light replaced. Mr. Williams would like council to narrow down the choices to two to get a quote. Mr. Mooney suggested that council review the choices and get back to Mr. Williams at the workshop meeting. Mr. Kiser mentioned that the bulbs in the existing lights need to be replaced when the decision is made regarding the new lights.

Mr. Mooney asked if Mr. Williams has an update about the awnings. Mr. Williams said he doesn't have a date for installation, but the company has come by and removed the old awnings so he feels that it shouldn't be long before the awnings are replaced.

Mr. Mooney asked if Mr. Williams has any new information on the fountain. Mr. Williams advised he does not have an update at this time. Mr. Kiser suggested bringing the railing selections to council before a decision is made. Mr. Livingston said that he thinks the old railing is at public works. Ms. Still suggested using the old railing and saving money by not having to buy new railing. Mr. Kiser said brackets can be fabricated to replace any damaged brackets on the old railing. Mr. Mooney asked Mr. Livingston to check on the fencing and see if it can be reused.

Mr. Still asked if Mr. Williams has gotten bids for a service truck. Mr. Williams said that he has not found a truck. Mr. Still said if the town is going to get serious about paving, there needs to be a dump truck to use to haul pavement. Mr. Still said he spoke with one of his neighbors and the patching with gravel is causing a problem in the neighbor's yard when it rains and the gravel washes out. Mr. Williams said he and Mr. Livingston are looking at pavers, both to purchase and to rent. Mr. Mooney asked Mr. Williams to look at dump truck and roller prices. Ms. Still said she feels like looking into purchasing a new vehicle is a better idea than a used vehicle.

Mr. Still asked if Mr. Williams had heard from The Lane Group about the design they are working on. Mr. Williams said has not heard from them regarding the matter.

Mr. Mooney asked about the status of the pool equipment. Mr. Williams said the returns are in and he is checking to see when the other parts will be delivered. Ms. Still informed council that she has received a \$1,200.00 Step into Swim grant to pay for swimming lessons.

Mr. Still asked about the issues at the plant. Mr. Williams said there is an issue with the grade between the tank and the dam affecting the water flow. The issue is being studied to find a way to correct it.

Mr. Kiser asked if the metal benches have been concreted into the ground or somehow fixed into place. Mr. Livingston said that has not been done yet.

Mr. Kiser said that the tarps on the fence at public works where the vehicles are stored look terrible and need to be replaced.

Mr. Kiser asked if the parks were on a regular cleaning schedule. Mr. Williams said the parks are cleaned daily. Mr. Kiser said that is good, because the park is being used frequently.

Mr. Mooney said a meeting needs to be set to go over the budget. Mr. Kiser said in the past it has been done during a workshop meeting. The meeting scheduled to be held May 22, 2023, will be a workshop meeting to discuss the budget. If the budget is finalized, a public hearing will need to be held June 12, 2023. This hearing will need to be advertised publicly before the meeting. Mr. William Sturgill said that it is required to publish notice in the paper at least seven days before the meeting.

Mr. Williams went over the budget that he is working on right now. He said there will be an increase in the utility fees of 5% for in-town customers and 6% for out-of-town customers. There is also a proposed \$2.00 per month water tank maintenance fee included. Mr. Mooney asked about the changes in the personnel documents. Mr. Williams said that includes a 5% raise for all employees. Mr. Williams reminded council that this is a working document and there will be changes made to it before the budget meeting.

Mr. Mooney said he had a request from the Airport Commission for the town to appropriate \$500.00 for the next fiscal year. Mr. Mooney also has a copy of the annual report and the audit report for the Lonesome Pine Regional Library for council to review.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that the picnic area has been checked for leaks and no leaks were found. He said the old pump station was torn down and covered up with dirt, a new fire hydrant was installed on Flatwoods Road, six saddles that blew out were replaced and a 20-foot piece of pipe on Flatwoods Road was installed along with making other water line repairs. Mr. Livingston advised two meters on Meadow Street were moved, the sign in Bondtown was installed, a tap was installed on Carroll Road, a leak was repaired on Meadow Street and the million-gallon tank was drained to have it repaired. He said the pumps were pulled at Flatwoods Pump Station. The container was filled with rocks, pop cans and water hoses. Mr. Livingston reported 130 work orders were completed.

Mr. Still asked how the rotation of the trash trucks was working out. Mr. Livingston said that was working out well. Mr. Collins asked if the trucks were being kept clean. Mr. Livingston said that the trucks were being kept clean.

Mr. Williams said that he thought public works did a great job installing the hydrant. He said they had to work past 2 a.m. and did a phenomenal job.

Mr. Still asked if Mr. Livingston has new saddles ordered for the water line. Mr. Livingston said those have been ordered and received and are on the shelf ready for when they are 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 \$243,187.47 as of May 4, 2023. She reported outstanding checks in the amount of \$42,357.84, accounts payable due in the amount of \$69,864.80 and interim accounts payable in the amount of \$128,567.25; This includes the Water System Improvement Project checks. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$130,964.83.

Ms. Sharpe presented meeting minutes for April 10, 2023, public hearing meeting and April 10, 2023, regular meeting.

Ms. Sharpe reported three additional deposits since reports were presented for the meeting. Thursday's deposit was \$5,057.88, Friday's deposit was \$5,735.79 and today's deposit was \$12,728.56 making the total cash availability \$154,487.06.

Sharon Still made a motion to approve the accounts payable as presented. Joe Still seconded the motion, which resulted in all Ayes.

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

Sharon Still made a motion to approve the April 10, 2023, public hearing minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the April 10, 2023, regular meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Attorney Report

Mr. William Sturgill, Town Attorney, had nothing new to report to council.

New Business:

- A. Resolution 2023-002 Rural Development United State Dept. of Agriculture - Mr. Williams reported this Resolution is a requirement by Powell Valley Bank to turn the loan over to Rural Development and the loan will be financed through them. Mr. Carles Collins asked what the interest rate would be on the loan. Mr. William Sturgill said it would be 1.625%. Mr. Williams said that it is for a 40-year term. Mr. Jeff Kiser asked if this was to finance the water project that was just completed, and if all the financing came from Rural Development. Mr. Williams said that it was initially financed by Powell Valley Bank and the town has been paying interest on the loan, but Rural Development is going to assume the loan and the town should get some of the interest back. Mr. Williams said that passing the Resolution will require a roll call vote. Mr. Kiser asked if the Department of Environmental Quality was involved in this loan process and project. Mr. Kiser asked if council could take a five-minute recess for Mr. Williams to call Mr. Chris Mullins to establish if the DEQ is involved in this process.

Recess:

Deventae Mooney reconvened the meeting.

Mr. Kiser stated that there is a motion on the floor to pass Resolution 2023-002 authorizing the sale of general obligation of the water revenue bond of the Town of Coeburn not to exceed \$2,035,000.00. It was previously authorized and provided for the payment of the bonds. This motion is subject to the final verification that these are to be exclusively for DEQ, and should the Department of Health be involved, at that time the motion will be rescinded and re-presented to council for proper presentation. Sharon Still seconded the motion.

A roll call vote resulted as follows:

Carles Collins - Aye
Jeff Kiser - Aye
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Aye

- B. Invoice Cloud - Mr. Williams informed council that Invoice Cloud will provide water customers with more options to pay their bill. Online services are available, along with an app. Mr. Mooney asked if the town was under contract with another provider. Mr. Williams said it is not. He said the contract was for a year and that time had passed. Mr. Williams said a benefit to this system is that payments can be verified before being processed, eliminating dealing with returned payments for insufficient funds. Mr. Kiser suggested extending the time to accept payments online to 11:59 p.m. on the due date instead of the 4:30 time accepted now. Mr. Kiser asked if customers would be required to have their bills delivered electronically. Mr. Mooney said it looks like that is something the customer would have to opt into. Mr. Kiser wanted to make sure the option of receiving a paper bill was available. Mr. Mooney asked if the town would be under contract with this company. Mr. Williams said there is a three-year contract. Mr. Kiser asked if there is an option to set up automatic payments. Mr. Mooney said it looks like that is an option. Ms. Still wanted to make sure customers can still get an online bill and pay in person at town hall. Mr. Williams stated that option is available. Mr. Kiser asked if there is some sort of list generated of what bills are emailed and what bills are mailed, that way if someone says they did not receive their bill, that information can be checked. Ms. Still asked if there was a way to get out of the contract if the program doesn't suit the needs of the town. Mr. Williams said the town would have to stay with the program for at least a year. Mr. Mooney asked what the monthly cost would be to the town. Mr. Williams said he thinks that it is \$200.00 but will verify that information. Ms. Still said she is concerned about the cost effectiveness of the program. Mr. Kiser suggested that Mr. William Sturgill review the contract and then bring it back to council for a vote. Mr. Mooney asked for a special called meeting for May 22, 2023, to vote on this issue.
- C. Welcome to Coeburn Sign Jim and Jesse McReynolds, Ralph Stanley II, and Danny O'Quinn Jr. - Mr. Jimmy Williams, Town Manager, noticed that the sign on the east end of 58 needed replacing as well. He included prices for that sign in the quote for the name plates. The total price was \$7,145.11. Mr. Kiser asked about street signs. Mr. Williams said he is in the process of getting the street signs ordered.

Sharon Still made a motion to accept the bid from Bristol Sign for \$7,145.11 to replace signs using ARPA funds. Joe Still seconded the motion, which resulted in all Ayes.

- D. Ringley and Bondtown Parks - Mr. Mooney met with Mr. Reno to discuss the parks and look over both parks to get an idea of what was needed. A quote is being worked on including putting in border and woodchips that are ADA compliant, new swings and relocating the swings, replacing missing pieces on the rock wall, and the steering wheel of the car, adding a new piece of equipment and installing the teeter totter. The installation of the merry go round will need to be installed by the company it was purchased from. Mr. Williams is working with the company on an installation quote. Mr. Mooney also had Mr. Reno look over Bondtown Park and asked him to provide a quote for border and woodchips.

- E. MPLC - Motion Picture Licensing Corporation - Ms. Still reported she has been in touch with the MPLC to get prices for licensing to show movies. The cost would be \$1,029.00 per year. Ms. Still said she will forward an email list of what movies can and can't be shown. She said the movies can't be shown on the stage, but can be shown at the pool, the depot, and the Lay's building. Ms. Still said that with this license unlimited approved movies can also be shown. Ms. Still also looked at a company that licenses per movie. Mr. Kiser asked if screens are provided. Ms. Still said that the town would need to provide screens. Mr. Kiser said if the town does show movies, it needs to be a quality presentation. Mr. Mooney said that the town would need to look into purchasing a screen and projector. Mr. Mooney asked if Ms. Still could work on a quote for a screen and a projector.
- F. April Water Report - This report was covered during the water plant report.
- G. Office of Drinking Water Lead and Copper Requirements - Mr. Williams reported that as of October 16, 2024, the Department of Health will require that all pipes be identified and labeled, and meters will need to be able to be located by GPS. This will include all water lines including the lines belonging to the customer all the way to the customer's sink. Mr. Williams said that The Lane Group has a GPS system that they use that could work for the town. He said that there will have to be visits to the customers' homes to find out what kind of water lines they have. Ms. Still voiced concern about that. Mr. Williams said he will keep council up to date on new information about these requirements.
- H. Memorial Day Service - The VFW will be having a Memorial Day service at Greenwood Cemetery at 12 p.m. The VFW asked to have the event put on the marquee.
- I. Alumni Baseball Field Renovations - Mr. Mooney reported extensive renovations will begin soon at the baseball field due to the settling of the dirt under the bleachers. This work should not interfere with the accessibility of the track. Mr. Mooney will forward the email to council from Mr. Crutchfield regarding the renovations.
- J. Update on Fireworks - Mr. Williams said the fireworks are ordered. He said if Pyrotechnico authorizes Mr. Cliff Hawkins to oversee the fireworks the insurance will cover it. Mr. Williams said that he spent \$2,000.00 less than last year on a comparable show. Ms. Still reminded Mr. Williams to make sure it is okay with the school to use the staging area.

Closed Session:

There was no need to enter into closed session.

Council Comments and Concerns:

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

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

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

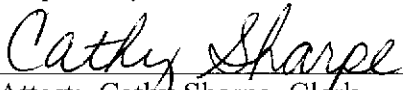
Sharon Still - Ms. Still thanked all the staff and said that everything is looking good for this summer.

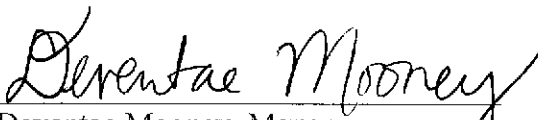
Deventae Mooney - Mr. Mooney said he echoes Ms. Still's comments and is pleased to see things coming together for the town. He thanked all the citizens and employees for all they do.

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