

Council Minutes
Special Called Meeting
November 16, 2023 - 6:30 p.m. - 502 Front St. E, Coeburn, VA

Attendees:

Upon roll call, the following members of Council were present: Carles Collins, Deventae Mooney, Joe Still and Sharon Still. Jeff Kiser was absent. Jimmy Williams - Town Manager, Cathy Sharpe - Clerk/Treasurer, were also present. William Sturgill - Town Attorney, was absent.

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 Mayor Mooney.

Public Expression:

There was no Public Expression

Response to Public Expression:

There was no response to prior public expression.

Approval of the Agenda:

Sharon Still made a motion to move closed session to before new business. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to add under New Business (A.) Update from Town Treasurer. Sharon Still seconded the motion, which resulted in all Ayes.

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

Closed Session:

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 Code §2.2-3711 (A8) to discuss with legal counsel pertaining to specific legal matters. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Immediately following closed session, Ms. Cathy Sharpe, Town Clerk/Treasurer, 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 as follows:

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

Vice Mayor Sharon Still made a motion to adopt a new personnel document for the police department contingent that it is on eight-hour shifts with the least amount of overtime possible. Mayor Mooney said this means that eight-hour shifts are mandated by Council until Council approves otherwise. A roll call vote resulted as follows:

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

New Business:

- A. Update from Town Treasurer - Ms. Cathy Sharpe, Treasurer, informed Council that the total accounts payable due is \$230, 621.31 as of the morning of the meeting. Ms. Sharpe listed in red invoices that the town normally would not have to pay, and those bills are \$154,146.49. Some of those bills will be reimbursed with grant funding from the police department and the sewer project.; those bills total \$96,912.95. Ms. Sharpe included a copy of the interim accounts payable in the amount of \$228,499.36 and a cash disbursement sheet. The cash disbursement is not included in the accounts payable because it will be paid online. Ms. Sharpe made a note that there also is a payment due December 1, 2023, for \$22,857.76 that is not included in the accounts payable because it will be paid online. She reported the minutes from the October 10, 2023, October 23, 2023, November 1, 2023, and November 13, 2023, meetings will be distributed with the December 11,2023 council packets.

Ms. Sharpe reported that the posted cash balance as of the morning of the meeting was \$164,020.90. There was \$97,815.96 in outstanding checks less the total accounts payable of \$230,621.31, leaving a balance of \$-164,416.37. After reports were prepared, there was an additional deposit of \$25,209.81 making the total cash availability \$-139,206.56.

Mr. Mooney asked if this includes all the bills received at town hall. Ms. Sharpe said other than a bill from Ricoh that has not been opened, all the bills at town hall have been included in her report.

Mr. Mooney said that this is not the fault of any one individual, that parameters were put in place for spending and those have not been followed. Council has authorized the town manager to send out an email to every employee to follow the procedure for purchases. This means nothing is to be purchased at all without a purchase order and approval from the town manager. This means no charges as well. If a purchase needs

to be made a purchase order will need approved and signed and the card will have to be signed out or a check issued in order for the purchase to be made.

Mr. Mooney asked Ms. Sharpe to go over the accounts payable that are highlighted in red. Ms. Sharpe said that the Carter Tools bill was in red and was approved to pay with ARPA funds and there were a couple from Lowes for picnic tables for the depot and the park that would be able to be paid for with ARPA funds. She said The Lane Group is a sewer system improvement project that will be reimbursed later. The Virginia Kentucky Communications bills are for police car equipment. She said one is for \$44,638.95 and the police grant should reimburse that bill; the other needs to be paid by the town. The total of these is \$154,146.49 and can be paid with ARPA funds if approved.

Mr. Mooney said that there is \$154,146.49 that can be paid with ARPA funds, but the town will be reimbursed for \$ 96,912.95; so that means that the town is only using \$57,233.54 of ARPA money. After that happens it will leave \$510,077.93 in the ARPA fund.

Mr. Mooney said he knows the situation is grim. There will be repercussions if guidelines for spending are not followed. Mr. Mooney asked what the bill due December 1, 2023, for \$22,857.76 was for. Ms. Sharpe said that is a payment for the interest for the VRA water systems improvement project loan. Mr. Mooney said he felt like this was the first step in getting the situation under control and extended his thanks to Ms. Sharpe, Mr. Williams, and Ms. Sherrie Meade-Olinger for bringing the seriousness of the situation to the attention of Council so a plan of action can be made.

Vice Mayor Sharon Still made a motion to authorize Ms. Sharpe, Treasurer, to use \$141,524.00 from ARPA to pay bills knowing that \$96,912.95 will be reimbursed. Mr. Joe Still seconded the motion. A roll call vote resulted as follows:

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

Council Comments and Concerns:

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

Mr. Joe Still - Mr. Still thanked Cathy, Jimmy, and Sherrie for all they do.


Ms. Sharon Still - Ms. Still said this has been a tough meeting to sit through and is sad that the town is at this point but will do what needs to be done to correct the steering of the boat to head back up stream. Ms. Still appreciates the work done to present this information to Council.

Mr. Deventae Mooney - Mr. Mooney said he hopes that the town can retain quality officers and follow the guidance and run the department the way it is supposed to be. He thanked all at town hall for getting the information together for Council. He thanked the Council members for being at the meeting. Mr. Mooney reminded everyone that the Christmas Bazaar and the Home for the Holidays events are coming up.

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