

Council Minutes
Regular Meeting
May 13, 2024 - 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, and William Sturgill - Town Attorney, were also present.

Call to Order:

Mayor Deventae Mooney called the meeting to order. Reverend Marty Puckett, Mary's Chapel, gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Mooney.

Public Expression:

There was no Public Expression. Public Expression was closed.

Response to Public Expression:

There was no Response to Public Expression.

Approval of the Agenda:

Ms. Sharon Still made a motion to approve the agenda as presented. Mr. Joe Still seconded the motion, which resulted in all Ayes.

Reports:

Fire Department

There was no representative from the fire department present. Mr. Mooney said that he did speak with Assistant Chief - Logan Jackson, and the department purchased a new truck, Unit 686. Mayor Mooney said it was purchased using the State Fire Fund and asked Town Manager, Jimmy Williams, if those funds completely paid for the truck. Mr. Williams said that the fire department paid half the cost of the truck. Mr. Mooney asked if the other half was paid with other funds. Mr. Williams said it was, to his understanding. Ms. Still asked if they took out a loan for those funds. Mr. Williams said he didn't know. Mr. Sturgill said Mr. Williams didn't sign anything. Mr. Mooney asked Mr. Williams to find out if the rest of the cost of the new truck was financed or paid off.

Police Department

Travis Mullins, Police Chief, distributed copies of the police report to Council. With the warmer weather there has been an increase in call volume, approximately 260 more calls this month. Several calls were made for extra patrols, homelessness, panhandling, going through dumpsters and sleeping on tables and benches throughout town. Mr. Mullins said the police department tries to find the transient population places to stay in their efforts to remove them from the town.

Mr. Mullins reported the first ticket given for the leash law went to court and was successful. The judge had no issues with the ordinance and maxed out the fine for the individual. Chief Mullins said he will email Council a working copy of new ordinances for them to review before the June council meeting. Ms. Still asked if Chief Mullins is working with Town Attorney, William Sturgill, on the ordinances. Mr. Mullins said he is and feels like Mr. Sturgill is a big help in making sure everything needed is included in the ordinances. Mr. Mullins would like to work on ordinances specifically targeting problems that are occurring now, such as panhandling, camping, digging through dumpsters, etc. He is working on literature to distribute to help point people to local resources supplying food and clothing in an effort to keep people from digging through the trash.

Chief Mullins says there is still one vacancy to be filled, but he has no certified applicants. Council asked for information about SOMA, specifically purchasing and financing. Mr. Mullins reported the town will owe a one-time fee of \$5,000.00 for startup costs for the software and the remaining \$15,000.00 will need to be paid when it goes live on July 1st. Year two would be in the neighborhood of \$15,500.00. Mr. Mooney asked if the personnel document has been reworked. Chief Mullins said he worked with Mr. Williams on that. Mr. Williams said the updates have been made. The document is based on six full-time and two part-time employees and that changes the budget by \$63,000.00 more, including taxes, insurance etc. Mr. Mullins said he would like to have the new employees hired soon and signed up by July 1st. Mr. Mooney would like to review the budget before discussing this issue.

Water Plant

There was no representative from the water department present. Town Manager, Jimmy Williams, reported that a breaker went out and was replaced at the plant.

Town Manager

Mr. Jimmy Williams, Town Manager, said most of what he needs to discuss can be covered during the budget discussion. Vice Mayor Still asked about the progress of the lead and copper pipe survey. Mr. Williams said it is being worked on.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that he spoke with Mr. David Collins and was told that the transmissions in the trucks on the lot and at the lagoon were in decent shape when they were at the shop last.

He advised Tim at the Job Corps plans to get with Mr. Livingston this month to plan the staining of the bridges. He reported the light was installed near the bridge.

Lines were jetted at the football field and a leak was repaired on Church Street. Leaks were repaired on Chalet, behind the maintenance shop, and on Crab Orchard Road. A 2-inch valve was replaced on Church Street and the pump was pulled, cleaned, and reinstalled. A leak was repaired in Flatwoods and 90 work orders were completed. The spring town wide water system flushing has been completed.

The swimming pool is being worked on to be ready by May 31st. Mr. Jimmy Williams asked if anyone had been in contact with Mr. David Carter. Mr. Livingston said he has spoken to Mr. Carter, and he will be finishing his work at the pool this weekend. Ms. Still asked about the lead and copper pipe survey. Mr. Livingston said it is moving along and there are approximately 4 more pages to work on.

Lane Group

There was no representative from The Lane Group present.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$192,139.03 as of 5/10/2024. She reported \$54,164.03 in outstanding checks, accounts payable due in the amount of \$33,883.75 and interim accounts payable in the amount of \$181,572.25. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$104,091.25.

Ms. Sharpe presented meeting minutes for April 8, 2024, regular meeting and April 29, 2024, special called meeting and April 29, 2024, workshop budget meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$8,945.16 and today's deposit was \$7,290.85 making the combined cash availability \$120,327.26.

Mr. Mooney asked if the fireworks had been purchased. Mr. Williams said they have been. Ms. Still asked what the PSN payment is for. Mr. Williams said that is for Payment Services Network that processes the card payments. Ms. Still was concerned that the customers are paying a fee, and the town is also paying a fee. Mr. Williams said he will look into it.

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

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

Sharon Still made a motion to approve the April 8, 2024, regular meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the April 29, 2024, special called meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the April 29, 2024, special called budget workshop meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Attorney Report

Mr. William Sturgill, Town Attorney, looked into the take home car policy presented to him by Chief Travis Mullins. Mr. Sturgill thinks that Chief Mullins did an excellent job putting together the policy. Mr. Sturgill thinks that the employees need to sign the policy stating that it has been reviewed and it is understood that the ability to use the vehicles is a privilege and can be revoked by the Chief of Police. Mr. Mooney reminded Mr. Mullins that Council would like the vehicles to be kept on a regular maintenance schedule. Mr. Mullins reported he is in the process of making a detailed maintenance schedule and checklist for the vehicles. He said each officer is assigned a vehicle and is responsible for its care. He advised the vehicles are not inspected as thoroughly as he would like but hopes that as the department has more staff this will change.

Deventae Mooney made a motion to add Police Car Take Home Policy to New Business (A.). Sharon Still seconded the motion, which resulted in all Ayes.

New Business:

- A. Police Car Take Home Policy - Council reviewed the policy and eligibility requirements. Only full-time officers living within 25 miles of Coeburn are eligible to take home a vehicle. Violations of the policy can result in loss of privilege and disciplinary action. The use of vehicles is limited to transportation and is for police department business only. While the vehicle is in use, the employee is to be representing the town in dress and behavior. Mr. Mooney and Ms. Still would like to change 4F to read police training and not to allow use of cars to go to the gym to work out. Ms. Still asked if it is specified who is allowed in the vehicles. Only sworn police officers are to be in the vehicles unless there is an arrest. An exception to this can be made by the Chief of Police and will require a liability waiver to be signed.

Mayor Mooney made a motion to adopt the Police Car Take Home Policy with the omission of 4F Physical Training at a local facility and with the understanding that all officers will sign and agree to this policy before being given a vehicle to take home. Vice Mayor Sharon Still seconded the motion, which resulted in all Ayes.

Old Business:

- A. Budget Review - The changes requested at the budget workshop meeting were discussed. Mr. Mooney asked Mr. Williams to go back through and explain the changes made. Ms. Still asked if taxes were still coming in. Ms. Sharpe said taxes were still coming in and provided Council a list of delinquent taxes owed. Ms. Still asked if the delinquent list had been gone over to eliminate any accounts held by deceased people. Ms. Sharpe said that

has not been done at this time. Ms. Still asked what was going on with HillCom. Mr. Williams said that HillCom will be installing a transmitter at town hall soon and they are in the process of getting the equipment up and running.

Mr. Williams said adjustments will need to be made to line items for the fire department. Mr. Mooney expressed concern over the amount set aside for vehicle maintenance.

Mr. Mooney would also like to know how much salt is already paid for and ready to use this coming winter. There was a brief discussion regarding vehicle maintenance and who would be driving the trucks from the fire department.

Mr. Mooney was approached by someone who pointed out that VDOT will pay the town to scrape roads and that there was help to get the equipment needed. Mr. Mooney would like to reach out to VDOT to find out what needs to be done to get that started. The budget will need to be put in the Coalfield Progress by June 10, 2024.

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

Immediately following closed session, Ms. Cathy Sharpe 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.

A roll call vote resulted as follows:

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

Sharon Still made a motion to move forward with SOMA, with an initial cost of \$5,000.00 and \$15,000.00 paid on July 1st for a cost of \$20,000.00 using ARPA funds. Carles Collins seconded the motion.

A roll call vote resulted as follows:

Carles Collins - Aye
Deventae Mooney - No
Joe Still - Aye
Sharon Still - Aye

Sharon Still made a motion to move forward with a LEOS study with \$3,000.00 from ARPA Funds paying for the study.

A roll call vote resulted as follows:

- Carles Collins - Aye
- Deventae Mooney - No
- Joe Still - Aye
- Sharon Still - Aye

Council Comments and Concerns:

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

Joe Still - Mr. Still said he appreciates everyone’s work they do for the town. He said he appreciates how much Mr. Williams helps the town and he is praying for Mr. Williams and his family.


Sharon Still - Ms. Still thanked everyone for all the work they do and the work they do that she doesn’t know about. Ms. Still is looking forward to an eventful summer at the pool.

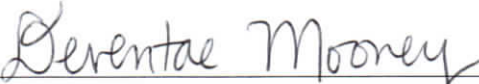
Deventae Mooney - Mr. Mooney thanked Mr. Williams and Ms. Sharpe for all their work on the budget and is pleased it came together. Mr. Mooney asked Chief Mullins to make sure his employees know the new policy that was put in place and the steps that Council is taking to support the police department.

Adjournment:

Mayor Deventae Mooney made a motion to adjourn this meeting. Vice Mayor Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


Attest: Cathy Sharpe, Clerk


Deventae Mooney, Mayor