

Council Minutes
Workshop Meeting
March 24, 2025 - 6:30 p.m. - 502 Front St. E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present: William Sturgill - Town Attorney, was also present. Jimmy Williams - Town Manager, and Cathy Sharpe - Clerk/Treasurer, were 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 Mr. Mooney.

Public Expression:

Mr. Jeff Collins, 202 Alfred Avenue, informed Council that he had received a copy of the ordinances. He expressed concern that one of the ordinances regarding vacant properties has been in place since 1969 and doesn't seem to be enforced. Mr. Collins also thinks the ordinance needs to be updated even though it is a good ordinance. Ms. Still asked to see the ordinance he was referring to. She then read the ordinance to the group. She said she would like to see how this ordinance aligns with the State Code. Mr. William Sturgill said he's fairly certain the portion dealing with grass cutting seems up to date. He said the issue localities face with mowing the grass and having the homeowner pay the town through taxes or otherwise, is that the work is done, and the locality is just waiting on a tax sale to collect what is owed. Mr. Collins is concerned that the ordinance doesn't seem to be enforced and says that measures need to be taken to deal with the properties that aren't kept up and suggested there be a timeline for cleanup and fines imposed. He said it will take everyone to work on this issue, and suggested the town hire a part-time grant writer.

Mr. Collins said there needs to be a plan for the town and as far as he knows, there is no five or ten-year plan for the town. Ms. Still said there is a book of ordinances and as new ones are written the old ones are replaced. She said the ordinances are in the process of being rewritten and recorded and it is a slow process getting everything up to State Code.

Public Expression was closed.

Response to Public Expression:

There was no response to Public Expression from the March 10th meeting.

Approval of the Agenda:

Sharon Still made a motion to add under Old Business (A.) Mike Humphries - Discussion of roof repairs at town hall. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to move Reports to be given after Old Business. Joe Still seconded the motion, which resulted in all Ayes.

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

New Business:

- A. Farmer's Market - Ms. Emily Whitaker addressed Council regarding interest shown in starting the Farmers Market. Ms. Whitaker said there are four volunteers that are researching the days other Farmers Markets are being held in the area. She proposed having the Farmers Market held 3:30 pm - 6 pm on Friday afternoons May - September. There would be a \$5.00 fee for each vendor, and at this time there would not be involvement with any governmental programs. There are nine food trucks willing to come on a rotation and be a part of the market, there are also six craft vendors, and the group is currently reaching out to farmers to sell their products. The plan is to start in May with sales of bedding plants and crafts. The group has reviewed vendor agreements from other towns and will have a vendor agreement that vendors will not hold the town responsible for anything. There will be a plan for vendor spaces and parking. Ms. Whitaker said there is not much to ask for from the town other than access to restrooms, power, and permission for the food vendors to set up longer than the market is open. Ms. Whitaker asked Council to allow them to continue to plan and research. Mr. Mooney said he thinks that it will work and asked Ms. Whitaker to share the vendor agreement with the town attorney so he can draft one specific to the town. Mr. Mooney said it is fine for the food trucks to set up, but the hook-ups needed are on the depot side of the parking lot. He said the restrooms would be accessible for the time the market is open. Ms. Still asked if the town still had the portable sink. Mr. Livingston said he did not remember seeing it. Ms. Still said it was bought with a grant and wondered where it was. Ms. Whitaker said there are supposed to be some banners that she would like to locate. Mr. Livingston will look for the sink and the banners. Ms. Whitaker is excited about the Farmers Market. She is looking at using the parking lot by the stage in order not to confuse people that come to the Farmers Market area to get the free food when it is given away. Ms. Still said that Susie Pate in St Paul operates the Farmers Market and suggested Ms. Whitaker reach out to her. Ms. Whitaker thanked Council for their support.

Old Business:

- A. Mike Humphries - Discussion of roof repairs on Town Hall - Mr. Humphries distributed copies of the estimate for the roof repairs to Council. Mr. Humphries is with LaFerney Roofing Company and he went over his information, what he saw when he inspected the roof at town hall, and the cost of the repairs. He said there is a structure built about the existing roof at town hall. The structure is built of 1x2's and plywood and is covered with a membrane. Based on Code requirements, there can only be two roofs on a structure at any given time. Regardless of the damage to this section of roof, it will have to be removed before repairs are done to comply with the Code. At the time of inspection, a core cut was taken, and it appears that this roofing structure is

badly damaged. The plywood was cut through with a hand tool, the damage was so bad. Mr. Humphries provided Council with pictures of the damage. The original roof is the only thing that is holding back the water. Council reviewed the specification sheets detailing the types of roof systems provided by the company. Mr. Humphries went over the warranty information. He indicated that the 50-mil gold system would be sufficient for the town's needs. Mr. Humphries also went over the scope of work that would be done. The preferred payment structure would be 50% down upon signing the contract and that would allow the job to be scheduled, materials ordered, and the balance would be due upon completion of the project. The quote is valid for 15 days. At this time, the price has not changed since February, but that could change. Mr. Mooney informed Mr. Humphries that Council could not vote on this until the April 14th meeting and asked when the job could be scheduled. Mr. Humphries said there is about an 8-week backlog, but the proximity of the town could help the town be scheduled for sooner than 8 weeks and the job will probably take a week.

Reports:

Fire Department

There was no representative from the fire department present.

Police Department

Mr. Travis Mullins, Police Chief, reported that there have been over 40 hours of community service. This includes clearing the area around the steps on Schoolhouse Hill and cleaning the steps. Chief Mullins and Ms. Still remarked that the steps look much better. The police department is working with the public works department to have the community service workers work on the sidewalks this week.

Mr. Mullins was asked to sit on the Career Tech Center Advisory Committee Board for the Criminal Justice Program. This will allow interaction with the Tech Center and provide insight into the profession for people looking into jobs in the near future.

Chief Mullins reported that the Community Partnership Meeting is scheduled for March 27th at 6 pm at the Cultural Arts Building. He said the process of delivering letters and speaking with the managers has been time-consuming but is almost complete. The work is continuing on the ordinances and those will be presented to Council for recommendations.

Mr. Mullins asked if the sponsors for the fireworks would be recognized. Ms. Still said she would like to have banners made if the sponsorship is over \$500.00 but would need to see how much a banner is. Mr. Sturgill suggested a banner with the smaller donors listed. Chief Mullins has some possible sponsors waiting for that information.

Mr. Still asked if anything had been decided about putting cameras up in the town. Chief Mullins has some quotes and is waiting for another. He said once the last quote is received and any adjustments are made, they can be discussed and compared. Mr. Mullins reviewed the locations

where the cameras will be placed. The cameras and the Shepherd's Watch program are going to be beneficial to the town.

Mr. Mooney asked about the officer in the police academy. Chief Mullins said the officer is doing very well. He said graduation will be mid-to-late May and Mr. Mooney asked for the exact day, saying he may be able to attend.

Town Manager

Mr. Jimmy Williams, Town Manager, was not in attendance. Mr. Mooney said the budget is supposed to be provided by April 1st and plans to send an email to inquire about the first draft copy of the budget. The final budget will need to be approved by June 30th.

Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported that a water meter was relocated on Mount Avenue, leaks were repaired at Dover Lane, the steps on Schoolhouse Hill were cleaned up, and meter boxes were moved at the football and the baseball fields. Sewer lines were jetted at the Blown Away Salon and Grand Avenue, a manhole was repaired at Dover Lane, a water tap was put in at KDK, and Bondtown Park was cleaned up. Ms. Still asked if the paint was cleaned up. Mr. Livingston said most of it was able to be removed. Public works completed 100 work orders.

Mr. Livingston said the flower baskets in town will need new coconut mat liners. Ms. Still asked if the CIA purchased those. Mr. Livingston said he thought the town purchased the last ones.

Mr. Livingston discussed the town streets that need to be paved and gave Council a list. He marked the roads that need the paver and the roads that need to be patched. Ms. Still questioned if the access road by Long John's belonged to the town or VDOT, and Mr. Livingston said the town owns half and VDOT has half. Mr. Charles Collins said that the paver and roller need to be ready to go.

Mr. Still asked Mr. Livingston if he had heard anything about the tarps for the lot near Lifecare. Mr. Livingston had not heard anything about those at this time.

Mr. Mooney asked if the state had been provided with a list of roads that need their attention. Mr. Livingston said he rode around with Anthony and discussed it. Mr. Mooney suggested filling a hole near the school with gravel, regardless of who owns the road. He asked about the status of the paving equipment, and after speaking with Mr. Livingston stated that a roller and paver would need to be rented to do the paving. Mr. Mooney asked Mr. Still to speak with someone at Southwest Tool Rental and ask for a price and if there would be a discount if the equipment was rented multiple times. Mr. Still said the pavement plant opens April 1st, and Mr. Mooney said public works needs to be ready to be patching and paving. Ms. Still would like a list of state roads that need to be paved and a list of state roads. Ms. Still asked what is going on in Banner. Mr. Livingston said next Tuesday there will be a repair on the manhole. The manhole will be removed and a piece of pipe laid to connect to the next manhole.

Mr. Mooney asked Mr. Livingston if he had heard from Kristie Mullins. Mr. Livingston said Ms. Mullins has been in the hospital. She is going to come by Tuesday or Wednesday evening to get the two employees certified.

Mr. Mooney gave Mr. Livingston a copy of some papers for Mr. Livingston to review and have the members of his department sign and file. Mr. Mooney also kept a copy for himself.

Ms. Still asked if Mr. Livingston has talked to Mr. Williams about the repairs to the creek. Mr. Livingston said Mr. Williams is working on it and Mr. Still said that a study will have to be done on aquatic life before repairs can begin.

Ms. Still discussed the work being done at the pool. She said the area with the lip that people stub their toes on is not included in the price of the work. Ms. Still said Mr. Carter may try to fix that and he will also be replacing the pipe by the diving board. Mr. Still said that the lip may be able to be ground down. Ms. Still said the skimmer at the deep end had been removed, the concrete had been cut, and holes dug down to where the skimmers attach to the pipe. She said the holes keep filling with water and is having to be pumped out with a sump pump. Ms. Still said the target date to open the pool will be May 23rd. Mr. Mooney asked if the pool would be open any sooner, and was told that it would depend on when the work is completed. Mr. Mooney has had some questions about the opening date. Mr. Livingston said there needs to be a drainpipe installed to control the water coming off the hill. Mr. Mooney asked for prices. Ms. Still suggested ditching the water if that could work for now. Mr. Livingston reported that the Slush Puppy representative picked up the machine to take to another location and would have a machine back to the pool before May 23rd.

Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, was absent. The total cash availability on the report provided by Ms. Sharpe was \$87,033.69.

Mr. Mooney sent an email to Ms. Sharpe and Mr. Williams reminding them of the budget deadline and requesting an update on the audit.

Attorney Report

Mr. William Sturgill, Town Attorney, discussed the reimbursement agreement for town employees and sent that agreement to Mr. Jimmy Williams two days after the meeting and made sure it is in agreement with the current policy in place. The policy allows for a two-year agreement. Mr. Sturgill reported he has the Resolutions ready for next month. He said he would look at the ordinance that was discussed tonight during the public expression and see what it will take to update it to the State Code. Ms. Still suggested looking at House Bill 2021 dealing with derelict properties.

Mr. Mooney said the Speech Team is traveling to compete, and depending on how that competition goes, he may be in touch with Mr. Sturgill this weekend to do an additional Resolution.

Closed Session:

There was no need to enter into Closed Session.

Council Comments and Concerns:

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

Joe Still - Mr. Still thanked everyone for being on top of everything. He is pleased to know that Chief Mullins is working on quotes for the cameras and is pleased to know that Mr. Livingston is working with VDOT and that VDOT wants to take care of their streets. Mr. Still thanked Mr. William Sturgill for his work. He said he does not know how the mayor does all that he does but told him to keep it up.

Mr. Mooney said that the evaluations for department heads should be ready for review in April. Ms. Still won't be at that meeting but said that she can call in and listen. Mr. Sturgill said that for her to participate in closed session, a policy for electronic meetings will need to be approved. Mr. Mooney said the evaluations can be discussed during the April workshop meeting.

Sharon Still - Ms. Still appreciates all the work that has been done, especially having the steps on Schoolhouse Hill cleaned off. She appreciates all the work being done to clean up the town, all the work done behind the scenes, and Mr. Sturgill's work keeping everything legal. Ms. Still expressed her appreciation for the Council and the Mayor.

Deventae Mooney - Mr. Mooney had no comments or concerns.

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