

**Council Minutes**  
**Regular Meeting**  
**December 8, 2025 - 6:30 p.m. - 413 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present. 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. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Deventae Mooney.

**Public Expression:**

There was no Public Expression. Public Expression was closed.

**Response to Public Expression:**

There was no response to the Public Expression from the prior meeting.

**Approval of the Agenda:**

Town Manager, Jimmy Williams, asked to add Holiday Schedule under New Business (D.) and the Service Agreement for Solid Waste Collection under New Business (E.).

Vice Mayor Sharon Still made a motion to approve the agenda as amended with the addition of New Business (D.) Holiday Schedule and New Business (E.) Service Agreement for Solid Waste Collection. Mayor Deventae Mooney seconded the motion, which resulted in all Ayes.

**Reports:**

*Fire Department*

Mr. Roger Stanley, Assistant Chief, reported that the department only had twenty-five calls for the month and said that it is good for this time of year because there are normally more structure fires and this time there was only one structure fire. There were several bad wrecks the department worked on and some assist calls. Mr. Stanley acknowledged the comment Chief Mullins made last month when he stated that the fire department was good to work with and returned the compliment to the police department, saying that Chief Mullins goes beyond, is eager to help, and does a great job.

Mr. Stanley said he hopes everyone enjoyed the float in the parade, stating it took around thirty hours to create, and he is working on plans for the float for next year.

Mr. Joe Still asked Assistant Chief Stanley how he was feeling. Mr. Stanley said he is 99% and doing well.

Police Department

Mr. Travis Mullins, Police Chief, referred to the report given to Council, stating that the call volume was lower this month, but that is not uncommon this time of year. Chief Mullins said the department has taken advantage of the lower call volume to work on some things, using comp time, following up on cases and working on the evidence room. The department had several court cases and completed some training.

Mr. Mullins followed up on the FBI LEEDA award and said that it should be mailed this week, and he should have it ready for presentation at the January meeting. He informed Council that the Mothers Against Drunk Drivers award was awarded late and Officer Brickey was the recipient of that award and Chief Mullins hopes to present that plaque at the January meeting as well.

Mr. Mullins has been working with Town Manager, Jimmy Williams, and will need to make some purchases of equipment and supplies for the department and has received grants to assist with most of the cost. The grants are reimbursable so the purchase will need to be made in the amount of \$27,503.00 and then the department will submit the costs and receive the payment for \$21,571.00 of that purchase.

The department has been involved in several events over the last month; helping at football games and providing escorts in parades. The Shop with a Cop program is being funded by donations and the officers will be shopping with some underprivileged children before Christmas.

Ms. Still asked if Chief Mullins would be submitting purchase orders for the equipment needed. Chief Mullins said he would have those before the end of the month. Ms. Still asked when the purchase would be made. Mr. Mullins said he needs to have proof of purchase to submit them for reimbursement. Ms. Still suggested using the Redi-Access account money to pay for the items that would be reimbursed, with the remainder coming from the regular account.

Sharon Still made a motion to authorize the purchase from the Redi-Access account in the amount of \$21,571.00 which will be reimbursed from grants and to pay the remaining \$5,932.00 from the general fund. 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

### Town Manager

Mr. Jimmy Williams, Town Manager, reported he had spoken with the auction group and will discuss that further later in the meeting. Mr. Williams submitted the PFAS agreement on the 13<sup>th</sup> of November and completed a Right of Entry for Paramount Concorda to access town property to do a bore for the PSA.

Mr. Williams reported the leak detector has arrived, and he plans to meet with a representative from Consolidated Pipe to set up training for public works so everyone can properly use the leak detector.

Mr. Williams was asked by Mr. Mooney to send a letter to Lenowisco, and that letter was sent. Mr. Williams was told that Lenowisco would grant the town an amount of \$7,583.00 to complete the work on the Food City lift station. Mr. Williams submitted the paperwork for that on Friday, and the check will be mailed Thursday morning.

Mr. Williams submitted the VDOT permits for Spearhead Trail signage. The signs will be from Front Street down to Dale Ridge. Mr. Jeff Livingston has the signs, but the town will need to purchase poles for the signs.

The paperwork has been submitted for the Ambler Program for the Little League fields, and the advertising was done in the Coalfield Progress to get applications for the Planning Commission. Currently Mr. Williams has received only one application, but the applicant lives in St. Paul, Virginia. Ms. Still asked if the applicant lives in St. Paul or just has a St. Paul address. Mr. Mooney asked if it was a St. Paul address on Sandy Ridge. Mr. Williams said an applicant needs to be a resident of the town. Mr. Mooney and Ms. Still didn't think that was a requirement. Town Attorney, William Sturgill, will look into that and address that during his report.

Mr. Williams said that he has been in contact with Mr. Clisso about the depot repairs and is waiting to hear back from him. Mayor Mooney asked Mr. Williams to have someone else look at the building, maybe Quesenberry's, stating that the longer it stays empty, the more issues it will have.

Mr. Williams provided Council with an updated water report. He reported that the VDOT tracker has been ordered and the town is working with VDOT. Mr. Still asked about the trash can at Superior. Mr. Williams had said earlier in the meeting that they were supposed to meet there, and no one showed up. Mr. Still said he did not hear that at the time.

### Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that sewer lines were jetted at town hall, Davis Street and Dungannon Road. He said leaks were repaired at Timberville and on Meadow Street. The department completed 124 work orders.

Mr. Mooney reminded Mr. Livingston that Council would be going into Closed Session later in the meeting and asked him to stay for that.

Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$156,187.17 as of 11/12/2025. She reported \$89,658.94 in outstanding checks, accounts payable due in the amount of \$9,252.12 and interim accounts payable in the amount of \$126,984.49. After deducting the accounts payable due and outstanding checks, the reconciled balance was \$57,276.11. There were cash disbursements totaling \$19,778.26.

Mrs. Sharpe presented the minutes for November 12, 2025, regular meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$15,411.95 and today's deposit was \$10,042.89, making the total cash availability \$82,730.95.

Ms. Sharpe pointed out there were invoices for Railroad Management that are dated 9/23/2025 but the due date is January 1, 2026, so they will not be late. Mr. Still asked what those are for, and Mr. Williams said that is for right of ways. Ms. Sharpe informed Council that none of the Redi-Access fund was used to pay bills or make payroll.

Ms. Still asked what the charges were on the credit card statement from North Carolina. Those charges were for evidence bags.

Mr. Still asked Mr. Williams if the trash truck is down and if so, has it been taken care of. Mr. Williams said he meant to add that to the agenda.

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 approve the interim accounts payable as presented. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve November 12, 2025, regular meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Mr. Williams informed Council the fuel pump went out on the trash truck and a mechanic came to take a look and troubleshoot it and the pump will need to be replaced. The pump will be over \$8,000.00 if ordered by the company that is usually used. The local mechanic will be able to do the job for \$5,300.00. Mr. Williams suggested the local mechanic that is a certified diesel mechanic and has a business license with the town, be the one used to service the town's vehicles that use diesel. Mr. Still likes the idea of not having to take the vehicles somewhere. Ms. Still agrees.

Mr. Williams said there is an issue with the budget concerning the insurance payments, making the water department \$94,000.00 short. He has discussed the issue with Mr. William Sturgill and thinks he will be able to go over the budget and rework it and maintain where it is in order not to have to go through another public hearing. Mr. Mooney asked Mr. Williams and Ms. Sharpe to work on this issue.

Mr. Williams will be getting the official quotes and will try to get a third and let council know what they are.

#### Attorney Report

Mr. William Sturgill, Town Attorney, informed Council that the Code of Virginia states that Planning Commission members need to be a resident of the locality, one member can be a member of the governing body, one member can be a member of the administrative branch of the body and one half of members will need to own real property in the locality.

Mr. Sturgill said he will have the Resolution ready to recognize the Eastside One Act's 12<sup>th</sup> State Championship whenever Council is ready for it.

Mr. Sturgill said he will need to go into Closed Session to discuss possible litigation under (A7).

Mr. Mooney asked if the Girl's Cross Country team has been recognized. Mr. Sturgill said he can get a Resolution ready. Mr. Mooney will schedule that for the January meeting if possible.

#### **New Business:**

- A. Vacancy of Town Council Position - Mr. Sturgill, Mr. Williams, and Mr. Mooney have all been in touch with the Registrar's Office and it is Mr. Mooney's understanding that Council will need to announce the names of people who have expressed interest in being on Council and appoint someone to Council seven days later. Mr. Mooney asked Mr. Williams if anyone had reached out to him with interest in the position. Mr. Williams said no one has. Mr. Mooney said he has had four individuals interested in the position: Jeremy Rose, Aaron Meade, David Stout and Rose Mary Holbrook. Council will need to appoint one of these individuals. Mr. Mooney said Council could meet at 4:30 on December 16<sup>th</sup> and called a Special Called Meeting to be held at town hall on that date and time to fill the vacancy on Council.
- B. Old BB&T Bank Building Auction - Mr. Williams spoke with the auction company and said there will need to be a cap set on the amount that will be spent. The auction will begin at a dollar, and there will be a \$20,000.00 fee or a percentage of the sale not to exceed \$20,000.00. Mr. Still said the process seems difficult because there seems to be just one shot to win the bid. Mr. Still is worried about how many people are interested in the property. Mr. Williams is hoping that the auction time period was extended due to lack of

interest in the property or not enough people registered. Chief Mullins said you can increase your offer in increments and can't exceed the set maximum amount. Mr. Mooney suggested a \$100,000.00 maximum bid that along with the \$20,000.00 fee would be able to be paid with ARPA funds. Mr. Sturgill suggested discussing the details in closed session. Mr. Still said he is interested in hearing what Mr. Sturgill has to say.

- C. November Water Report - Mr. Williams did not have the water report at the time the packets were presented to Council. He has the report now and shared it with Council. The water loss is at 57%.
- D. Holiday Schedule - Mayor Mooney asked Mr. Williams and Ms. Sharpe to bring a copy of the current holiday schedule, as there has been some confusion about the schedule. The wording of the personnel document has December 23<sup>rd</sup> on the calendar. Ms. Still said that was done in 2021 to allow Christmas to be a three-day weekend due to the way it fell on the calendar. Ms. Still said that was just to be for the one year. Mr. Mooney said December 31<sup>st</sup> was also done that way for the same reason that year. Both of the holidays ended up on the holiday schedule.

Mayor Deventae Mooney made a motion to update the holiday schedule, Section 5.1 in the personnel document to follow the Commonwealth of Virginia holiday schedule effective January 1, 2026 allowing the town to make changes on a case-by-case basis. Vice Mayor Sharon Still seconded the motion. A roll call vote resulted as follows:

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

Mr. Williams said that the current holiday schedule for this year has the town closed on December 23<sup>rd</sup> and he proposed taking the 26<sup>th</sup> in lieu of the 23<sup>rd</sup>. Also, Mr. Williams suggested allowing full-time employees to take four hours of time to go along with the four hours the state gives to take all day on the 24<sup>th</sup>. Ms. Still said that the staff at town hall will need to decide what to do as soon as possible and publish the schedule changes.

Vice Mayor Sharon Still made a motion to take December 24<sup>th</sup> as a state holiday, allowing staff to take four hours of vacation time to have a whole day off, with December 25<sup>th</sup> and 26<sup>th</sup> being paid state holidays and having December 23<sup>rd</sup> as a working day on the calendar. Mayor Deventae Mooney seconded the motion. A roll call vote resulted as follows:

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

- E. Service Agreement Solid Waste Collection - Mr. Williams said a few months back there was a discussion about the agreement and Mr. Williams has updated the current agreement, stating that the only change is that the town is offering two cans instead of four, with a third additional can at a cost of \$10.00 per month. The collection fees were brought down to match what was in the budget. Ms. Still asked if people with four cans are grandfathered in and Mr. Williams said yes. He brought up the issue of a business in town that keeps losing their trash cans. Council agreed that is a situation that would require the business to buy additional cans to replace the lost can.

Sharon Still made a motion to adopt the new Service Agreement for Solid Waste Collection. Joe Still seconded the motion. A roll call vote resulted as follows:

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

**Old Business:**

- A. Dale Ridge Project - The Council packets contained a rendering from Quesenberry. This is for Council to review and see if it matches their plan for the area. Mr. Mooney said the plan includes grading a roadway, an access gate, eight parking spots, a concrete pad, a pavilion and a boat ramp. He said there would not need to be a boat ramp, and Ms. Still said it is a fishing dock. The plan also includes a bench, another concrete pad, a gazebo, a walking trail and a sign. Mr. Mooney asked Mr. Williams to move forward and get a quote.

Mr. Joe Still said someone had asked him if it was a possibility to do catch and release and he said he would share that idea. Ms. Still said that would be difficult because someone would need to be there all the time to enforce it. Mr. Collins said the game warden does stop by there on occasion. Chief Mullins said his officers make patrols by there as well.

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 §2.2-3711 (A3) Acquisition of Real Estate, §2.2-3711 (A7) Actual and Probable Litigation, and §2.2-3711 (A8) to discuss with legal counsel pertaining to legal matters. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

**Closed Session:**

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. The roll call vote resulted as follows:

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

**Actions Resulting from Closed Session:**

Sharon Still made a motion to modify the personnel document reflecting changes for employee number 21 starting January 1, 2026, with that person being raised to the amount discussed during Closed Session and placed in a salaried position. 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 add the Town Manager position to the Planning Commission with an indefinite term. Joe Still seconded the motion. 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 authorize the Town Manager, Jimmy Williams, to bid on the building with the amount determined in closed session. 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:**

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

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

Sharon Still - Ms. Still wished everyone a Merry Christmas and is thankful that everyone has made it another year and is looking forward to the next year. She thanked everyone for their work on the parade and tree lighting and expressed her appreciation for her fellow Council, the lawyer, and the employees.

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

**Adjournment:**

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

Respectfully Submitted,

Cathy Sharpe  
Attest: Cathy Sharpe, Clerk

Deventae Mooney  
Deventae Mooney, Mayor