

**Council Minutes**  
**Regular Meeting**  
**February 9, 2026 - 6:30 p.m. - 413 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call, the following members of Council were present: Carles Collins, Rose Mary Holbrook, Deventae Mooney and Joe Still. Sharon Still 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. Pastor Shane Wallace, Coeburn Methodist Church, 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:**

Mayor Mooney asked Public Works Director, Jeff Livingston, for an update on the tree Mr. Frank Mooney expressed concern about at the last meeting. Mr. Livingston said he spoke with VDOT and was informed that the tree was on private property. Mr. Mooney asked Mr. Livingston to let Mr. Mooney know what the state department said about the tree. Mr. Livingston said he would speak with him tomorrow.

**Approval of the Agenda:**

Town Manager, Jimmy Williams, asked for some changes to the agenda. He asked to add Craig & Mattern Bridge Inspection on Lincoln Street under new business (F) and under old business (A) Serve Line Home Service Line Program and (B) Quotes for roof estimates for the library and MEOC. Ms. Cathy Sharpe asked about opening an account for VDOT and Mr. Mooney asked what that account should be called. Mr. Williams suggested VDOT Snow Removal and Mr. Mooney said it could be added under new business (G).

Ms. Rose Mary Holbrook made a motion to add under new business (F) Lincoln Street Bridge Inspection, (G) VDOT Snow Removal Account and under old business (A) Serve Line Home Service Line Program and (B) LaFerney roof quotes. Mr. Joe Still seconded the motion, which resulted in all Ayes.

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

## **Reports:**

### Fire Department

Mr. Roger Stanley, Assistant Chief, gave the monthly activity report. Mr. Stanley said last month was a slow month and that's always a good thing. There was a total of one structure fire, two smoke reports, one vehicle fire and three motor vehicle accidents. He reported one hazardous material call that ended up being an issue with a motor in a cooler and no hazardous materials were found. The department had nine other calls, 118 man hours, 125 personnel responding, and 8 training hours. Firefighter One started Saturday in Coeburn and had departments present from Tazewell County, Norton, Big Stone Gap, Russell County, and Coeburn. Training will continue until June. Town Manager, Jimmy Williams, asked the department to inform the water plant when they get to the water portion of the training. Mr. Stanley said the department would and they would also try to conserve as much water as possible.

Mr. Mooney, Mr. Williams and Ms. Sharon Still met with Mr. Mumpower from Morgan Griffith's office this past week and they are supposed to send the application for the Community Project Funding when it is time to apply. Council will submit the fire truck for the funding. Mr. Mooney said he will need Mr. Stanley to provide what kind of truck and an amount. Mr. Stanley cautioned Council that it would not be cheap and said the department applied for a truck through FEMA a year or two ago with a 3,000 tanker and would get that information to Mr. Williams. Mr. Stanley said a price could not be given until the specifications go through the engineering department, but a tanker is about half million dollars. He said he doesn't know if Chief Hawkins has ever mentioned it to Council, but they need to have vehicles, both for the fire department and the police department and asked if there was a way for the town to start a fund to save for and use only for those purchases. Mr. Stanley stated equipment is very expensive and it would be good to have some money saved to work with when things are needed. Mr. Mooney said Council will look into that.

### Police Department

Mr. Travis Mullins, Police Chief, said that January was a consistent, stable month and the call volume was a little higher but nothing abnormal. He informed Council that a couple of dogs fell into the pond at Dale Ridge, and two officers went in to retrieve the animals. Chief Mullins said the Byrnes Justice Grant has been finalized along with the equipment purchases for the DMV Grant. He thanked Mr. Williams, Ms. Sharpe, and Ms. Meade-Olinger for all their help gathering the purchase orders and paperwork needed for that. He said all is going well at the department and the 2027 DMV Grant deadline is at the end of the month. He attended the workshop and is on pace to have that submitted on time. There is another no match grant that just opened up, the 2027 LOLE Grant and Chief Mullins will be looking into the details of that grant.

Chief Mullins asked Council to stall the awards, as Officer Swindall is on a call.

### Town Manager

Mr. Jimmy Williams, Town Manager, said most of what he has to discuss is on the agenda, and reported that this has been a busy month. He invited Council to ask any questions they have.

Mr. Mooney asked for an update on the train depot building. Mr. Williams said Mr. Clisso is ready to come over and look at the building and do the mapping but will need the town to pay the fee that is expected to be between \$10,000.00 and \$20,000.00. Mr. Mooney asked if Mr. Williams has heard back from Quesenberry's to see if the project is something they can do. Mr. Williams has not heard back from that group. Mr. Mooney will reach out to a contact he has to see if he can get some more information.

Mr. Mooney asked if a meeting time has been set up for the Planning Commission. Mr. Williams has spoken with Mr. Jibber Ward and is working on a date and time. Mr. Mooney said the meeting needs to happen sooner rather than later and would like to have that meeting scheduled by the end of the month.

### Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported that the forklift training has been completed. A six-inch line was repaired on Flatwoods Road, a sewer line was repaired on Mount Avenue, the sewer was jetted on Dungannon Road, and a water tap was installed on Jay Bird Branch. He reported a leak was repaired on Dungannon Road, and 175 work orders were completed. Mr. Livingston said the department received positive feedback for keeping the roads salted.

Ms. Holbrook said the roads were very well taken care of during the snowy weather.

### Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$164,796.85 as of 2/6/2026. She reported \$46,919.39 in outstanding checks, accounts payable due in the amount of \$18,992.98, and interim accounts payable in the amount of \$121,080.77. After deducting the accounts payable due and outstanding checks, the reconciled balance was \$98,884.48. There were cash disbursements totaling \$6,040.35.

Ms. Sharpe presented the minutes for January 12, 2026, regular meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$4,811.54 and today's deposit was \$7,665.84 making the total cash availability \$111,361.86.

Mr. Joe Still asked Ms. Sharpe about the late fee on the card services bill. Ms. Sharpe said she was thinking it was receipt related. The receipts need to be collected before the bill is paid. Mr. Mooney asked if whoever caused the late fee by not turning in receipts has been reminded of the policy. Mr. Williams said the employee has been reminded. Mr. Mooney said something needs to be documented when receipts are not turned in and Council needs to be informed. He feels that should be grounds for a write-up if an individual can't follow standard policy that is in place.

Mr. Joe Still also asked about some charges at Walmart. Chief Mullins said those charges are related to the Shop with a Cop Christmas event.

Rose Mary Holbrook made a motion to approve the total accounts payable due as presented. Joe Still seconded the motion, which resulted in all Ayes.

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

Joe Still made a motion to approve January 12, 2026, regular meeting minutes as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

#### Attorney Report

Mr. William Sturgill, Town Attorney, reported all he has to discuss will be done in closed session under litigation.

#### Police Department

Mayor Mooney had some awards to present to the police department. He was pleased to present the FBI LEEDA award to Chief Travis Mullins, Captain Randall Brickey, and Lieutenant Westley Swindall. These officers have completed the extensive FBI LEEDA training that consists of the supervisor leadership institute, the command leadership institute, and executive leadership institute. They have been awarded the FBI LEEDA Trilogy Award, and the department was awarded the Agency Trilogy Award, making it the first agency in Lee, Scott, or Wise County to earn that achievement. This commitment symbolizes the dedication and investment in developing the Coeburn Police Department to best serve the community. The group gathered applauded the officers and their achievements.

Mayor Mooney next presented the MADD Award. Each year Mothers Against Drunk Driving recognizes officers for their commitment to reducing impaired driving. In 2025, Captain Randall Brickey was promoted to Captain of Investigations, but prior to assuming that role, he led the department in DUI and DUID arrests. Captain Brickey also led other officers in the department to become more involved in pursuing impaired drivers. This is Captain Brickey's first award with the department and third in his career. Mr. Mooney thanked Captain Brickey for his commitment to reducing impaired drivers and keeping the roadways safe. The group gathered applauded Captain Brickey for his achievement.

There was a brief pause in the meeting to take pictures with the officers.

**New Business:**

- A. Water Usage Report - Mr. Williams added the previous month's numbers to compare the usage on the report. Mr. Mooney noted the loss rate had come down and asked Mr. Williams if the training for the leak detector has been completed. Mr. Williams said he had not heard anything about that, and Mr. Livingston said the representative would be calling to schedule that training. Mr. Mooney said Mr. Livingston needs to be sure to follow up with that because the leak detector needs to be used to bring that loss rate down. Mr. Mooney said he liked the comparison on the report and thanked Mr. Williams for adding it.
- B. Fourth of July Fireworks - Mr. Williams spoke with a representative from Pyrotecnico and was advised the prices had increased a little. He said a show identical to last year will cost \$10,000.00 with the \$350.00 discount they are giving the town. Mr. Mooney asked if this includes delivery and Mr. Williams said it is just the price of the fireworks. The fire department still has someone certified to shoot. The price isn't guaranteed.

Deventae Mooney made a motion to allow Mr. Jimmy Williams, Town Manager, to spend up to \$12,000.00 to purchase fireworks for the Fourth of July using ARPA funds. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

- C. Southwest Virginia Building Upgrade Program - Mr. Williams included the PowerPoint presentation information from a meeting he attended about receiving a solar energy project grant for up to \$15,000.00. This would include paying a person to do an energy inspection. Originally, this was submitted with the depot building in mind before all the issues with the building were discovered. Mr. Williams needs to let them know which building will be selected and he is thinking about the town hall or the police department. This decision will need to be made as soon as possible. Mr. Williams discussed the steps involved in the grant process. Mr. Mooney asked what the cost would be for the town. Mr. Williams said that information will be known after the inspection is completed. Mr. Mooney asked if the town could choose not to participate after the inspection is done. Mr. Williams said the town can step out at that point. Mr. Mooney asked if there were any objections from Council to allow Mr. Williams to continue to work on the project. There were no objections raised, so Mr. Mooney advised Mr. Williams to continue to work on the project and report back to Council; it will then be decided whether to move forward or not.
- D. VRSA Safety Grant - Mr. Williams said there is a \$2,000.00 VRSA Safety Grant that would allow spending on safety equipment. Public works will use the funds to purchase safety cones with the Town of Coeburn PW stamp on them. Mr. Mooney asked if this was all grant funded and just being relayed to Council for informational purposes. Mr. Williams said that is correct.

- E. Dale Ridge Project - Mr. Williams informed Council that Quesenberry's went to the site, performed an inspection, and came by with a budget. Quesenberry's budget for the project is \$250,000.00. Mr. Mooney speculated that based on the location of the project, this may be something the Department of Energy would have grant funding available for, and asked Mr. Williams to look into that. Mr. Williams said he has looked into additional grants as well. Mr. Mooney mentioned that the county has committed \$40,000.00 but is not sure what will happen with that as the county is having issues with the budget.

Mr. Still asked for clarification about the source and use of the AMLER Grant, confirming that it comes from the Department of Energy and is used for old mine lands. Mr. Still said the ponds fall under that category and he was told by a Department of Energy employee a few years ago that there were millions of dollars available for these grants. He said there are stipulations involved, and plans and prices are needed, and those are available for this project. Mr. Still said he understood that the department is more interested in building projects than projects such as cleaning out creeks. He feels this would fall under that category and asked if Mr. Williams was familiar with the AMLER Grant. Mr. Mooney said there was just an AMLER Grant submission made by the town for the Little League and Mr. Williams knows the process and will check on the dates for the next round of submissions. Mr. Still said it would be awesome to get this grant for the pond project. Mr. Williams is looking at grants large and small to help with the project. Mr. Mooney asked Mr. Williams to update Council on the application dates. Mr. Still confirmed that Mr. Mooney has some concern that the Little League application was done under the town's name. Mr. Mooney said he is concerned that there can't be two applications for different projects open at the same time. Mr. Williams will find out.

While Council was discussing grants, Mr. Mooney shared that he received notification last week from DHCD that the town's request for the Community Development Block Planning Assistance, and overall needs assessment has been approved and the DHCD will award up to \$75,000.00 for project planning activities. Mr. Mooney and Mr. Williams will be meeting with a representative next Tuesday and is sure the money will be put to good use.

- F. Mattern & Craig Lincoln Street Bridge Inspection - Mr. Williams said VDOT requires a bridge inspection every two years and the inspection will need to be done this year. Mattern & Craig are already in the area for other inspections, so having this done while they are here will save on costs. The price has gone up since the last time. Mr. Williams provided a copy of that information in the Council packets. The state is requiring a different type of inspection and additional paperwork since the last inspection and that has increased the price. If the inspection is done in March, it will be \$4,100.00 and if it is done after that it will be \$5,100.00.

Rose Mary Holbrook made a motion to approve the Mattern & Craig bridge inspection in the amount of \$4,100.00. Joe Still seconded the motion, which resulted in all Ayes. Mr. Mooney said having the inspection done in March will save town \$1,000.00.

- G. VDOT Snow Removal Account - Mr. Mooney reminded the group that the town is contracted with VDOT for snow removal. The town is keeping tabs on what VDOT is paying the town and at present the money is going into the general fund. The goal for the money earned during snow removal is to purchase trucks for public works. Mr. Mooney asked for an estimate of how much the town has received from VDOT. Ms. Sharpe said the town has received \$18,700.00 so far. Mr. Mooney asked when that money was received. Mr. Williams said the money came in a week or so ago, and Ms. Sharpe said \$6,450.00 has not hit the bank yet and is included in that total, but money earned during the last snow is not included.

Deventae Mooney made a motion to authorize Town Manager, Jimmy Williams, and Clerk/Treasurer, Cathy Sharpe, to open a bank account at Miner's Exchange Bank for VDOT Snow Removal, and that all payments already received and future payments from VDOT be put in that account. Joe Still seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye  
Rose Mary Holbrook - Aye  
Deventae Mooney - Aye  
Joe Still - Aye

**Old Business:**

- A. Serve Line Home Service Line Program - Mr. Williams spoke with Emily Delphine, the Serve Line Representative and included information in the packets for Council to look over. There is a program for water line repair and another program for payment of high bills due to leaks. Mr. Mooney confirmed that this is at no cost to the town. Mr. Williams said that is correct. Mr. Mooney expressed concern that the customers will automatically be opted in and asked how the customers will know that is happening. Mr. Williams said the Serve Line Company will handle the correspondence to the customer to let them know their options. Mr. Mooney looked over the marketing agreement and asked if Mr. Sturgill had looked over it. Mr. Williams said he believed Mr. Sturgill reviewed the previous document and Mr. Sturgill said that is correct but he doesn't believe anything has changed since then. Mr. Mooney asked Council their thoughts on the program. Ms. Holbrook went over how the program works. The company signs up all the customers, who then can opt out and sign up for additional coverage. Mr. Williams said the town is not involved in the process at all. Mr. Mooney said the only town involvement will be when it begins, and people call town hall asking for details and information. Mr. Still asked if PSA has this program and was told that they do use this program. There was some discussion about the monthly price for the customer. Mr. Sturgill said he would do some research on the details. Mr. Mooney asked him to please do so and get back to Council with that information, and Council will vote on it at the next meeting.
- B. LaFerney Roof Quote - Mr. Williams went over the quotes with Council. There will be savings of around \$4,000.00 if both buildings are done at the same time. Mr. Still asked when the last time the roof was replaced on the MEOC building. Mr. Livingston said it

was some time back. The quote for the MEOC building alone is \$33,850.00 and the quote for the library is \$37,290.00. Mr. Mooney expressed concern about the budget and the repairs needing done and feels that repairing the depot building is a priority. Mr. Mooney thinks Council should wait to see what the cost of the depot repairs will be until giving an answer on the roof quotes. Mr. Charles Collins asked how bad the roof is at the MEOC building. Mr. Williams said there is a leak and damage to the upper floors of the building and some damage to the ceiling. Mr. Collins asked about the library as well. Mr. Livingston said there is leaking around the skylights and some damage to the panels. Mr. Collins asked if the roof could be patched. Mr. Livingston said someone could probably patch around the skylight. Mr. Still said he agrees with Mr. Mooney about prioritizing the depot as it does generate some revenue. Mr. Collins expressed concern about ongoing damage from the leaks. Mr. Mooney asked Mr. Williams and Mr. Sturgill if the PSA sewer project was still active. Mr. Sturgill said he is not sure but there has not been much action. Mr. Williams showed Council pictures of the water that is standing on top of the library and there is an area that is very weak.

Mr. Mooney asked for Councils' thoughts. Ms. Holbrook agreed with Mr. Mooney but said the library leaks will need to be addressed. Mr. Still and Mr. Collins said it will have to be done now or later. There is \$113,000.00 in the ARPA funds. Ms. Holbrook asked if those funds were earmarked for any other project. Mr. Mooney said it was originally being saved for a sewer project but right now the progress on that project is unknown. Mr. Still asked when the ARPA funds must be spent. Mr. Williams said by November 2027 and Mr. Sturgill had a report saying November 2026, so at least until the end of the year. Mr. Still asked about the meeting with DHCD and what the money can be used for. Mr. Mooney said it is a planning meeting to determine what projects can be funded. Mr. Still asked Mr. Livingston for his thoughts. Mr. Livingston said he would have to go up onto the library roof and see but is aware of the standing water. Mr. Williams showed him the pictures he had of the library roof. Mr. Livingston said if he had to choose, he would repair the library roof. Mr. Sturgill asked if anyone had patched the roof.

Mr. Still asked what the cost of the library repairs would be. Mr. Mooney said the cost of the library repair by itself is \$37,290.00. Mr. Sturgill said that PSA received additional grant funding for the project. Mr. Mooney asked Mr. Williams to call Cody and see where that stands and that the town doesn't have the ARPA funds available for the project and see if DHCD can assist with funding. Mr. Williams said he has a letter saying the DHCD will give the town \$40,000.00, but the cost of the project is unknown. Mr. Williams said there is a lot that is unknown and the town was depending on their engineers to spearhead the project and that is not happening now. Mr. Still said after hearing the input from Mr. Livingston and considering the library is used by many people nearly every day, the town may want to consider fixing just the one roof at the library. Ms. Holbrook agreed with Mr. Still. Mr. Collins and Mr. Still said the cost of damage caused by putting off the repair could be quite costly. Mr. Livingston said the wood on the library roof is probably weak like the roof at town hall was.

Mr. Still made a motion to repair the library roof in the amount of \$37,290.00 to be paid from ARPA funds. Mr. Carles Collins seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye  
Rose Mary Holbrook - Aye  
Deventae Mooney - No  
Joe Still - Aye

Mr. Mooney asked Mr. Williams to contact LaFerney to schedule the roof repair. Mr. Mooney said he feels it is very important to contact the PSA and get an update on the sewer project, the costs, and the funding available. Mr. Mooney also thinks the depot building quote is a priority and would like to have that before the next meeting.

**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, Code §2.2-3711(A7) actual or probable litigation, and Code §2.2-3711(A8) specific legal matters. Mr. Joe Still 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  
Rose Mary Holbrook - Aye  
Deventae Mooney - Aye  
Joe Still - Aye

**Action from Closed Session:**

Deventae Mooney made a motion to adopt the new job description for the position Director of Public Works, under the FLSA exemption status of exempt. Joe Still seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye  
Rose Mary Holbrook - Aye  
Deventae Mooney - Aye  
Joe Still - Aye

**Council Comments and Concerns:**

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

Rose Mary Holbrook - Ms. Holbrook appreciates everyone.

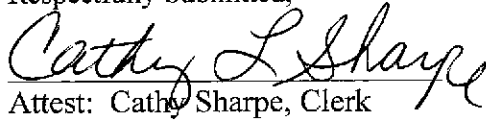
Joe Still - Mr. Still had no comments or concerns.

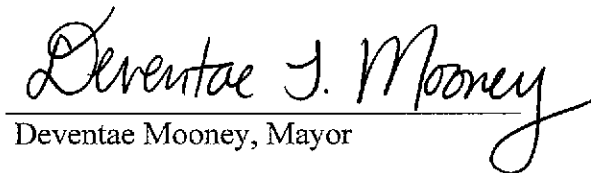
Deventae Mooney - Mr. Mooney appreciates the work of his fellow Council members and employees. He loves their discussions and that everyone wants to do what best benefits the town.

**Adjournment:**

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

Respectfully Submitted,

  
Attest: Cathy Sharpe, Clerk

  
Deventae Mooney, Mayor