

**Council Minutes**  
**Regular Meeting**  
**January 13, 2025 - 6:30 p.m. - 502 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call, the following members of council were present: Deventae Mooney, Joe Still, Sharon Still and Lisa Woodruff. Carles Collins 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 Brandon White, Friendship Baptist Church, gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Mooney.

**Public Expression:**

Mr. Clarence Rusty Peters, Wise County Board of Supervisors-District 4, stopped in to introduce himself to the newest Council member and reminded Council to contact him if he could be of any assistance. Mayor Mooney took a moment to thank Mr. Peters for his work with the Board of Supervisors to have Pro Med Ambulance Service be able to serve the Town of Coeburn. The Board of Supervisors will conduct a study to see which ambulance service will become first due to provide service to the town.

Public Expression was closed.

**Response to Public Expression:**

There was no response to Public Expression.

**Approval of the Agenda:**

Deventae Mooney made a motion to add under New Business (B.) - Employee Evaluations. 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.

**Reports:**

*Fire Department*

There was no representative from the fire department present. Ms. Still said she would like someone to remind the fire department that they are on the agenda for every meeting and need to

to have a representative present at each meeting.

### Police Department

Mr. Travis Mullins, Police Chief, provided Council with a copy of the report for the month of December. Overall, the call volume was down but the nature of the calls was more time-consuming. The department worked on several outreach events and participated in sponsoring local children for Christmas and taking part in the Shop with a Cop event. The children were able to purchase shoes, coats and other gifts all paid for by donations.

Chief Mullins will have a yearly calendar breakdown comparing 2023 and 2024 which shows a reflection of what the department has been working on and the difference between this year and last year. Mr. Mullins plans to have that report at the next meeting. Mayor Mooney thanked Chief Mullins and the department for the work they do and thanked them for locating the missing person. Mr. Mooney said it has been a year since Chief Mullins was hired and he is proud of the department and of the work that has been done to turn the department around. Mr. Mooney thanked Mr. Mullins for the work he does for the town.

### Water Plant

There was no representative from the water plant present. Mr. Mooney said that the water plant item was on the agenda to discuss construction and asked that the water plant report be removed from the agenda and Mr. Markham can make a report to Council as needed.

### Town Manager

Mr. Jimmy Williams, Town Manager, said that most of what he must discuss is on the agenda under New Business. Mr. Williams has been in contact with USDA to purchase a truck or two for public works. He said at this time, the federal budget is not allowing for grants, but that could change. They are offering a \$25,000.00 loan at 4.125%. Ms. Still asked if Mr. Williams knew of any vehicles that could be purchased for that amount. Mr. Williams is looking at trucks that could be outfitted with a snowplow. Ms. Still asked if the salt hopper would be compatible with the new truck. Mr. Williams said there are two that could be put into a truck that is 2500 or bigger. Ms. Still asked if the town has plows. Mr. Williams said the plows that the town has now are outfitted for trucks the town has now and would be able to be used if he is able to locate a truck of that same year. Mr. Williams said the newer trucks would need to have hardware kits installed to use the plows the town has. Mr. Williams would like to purchase two trucks, a smaller one and a larger one. Ms. Still said that if it works out, she would like to use ARPA funds for the purchase.

Mr. Williams said that he would like everyone to know that the notice of the Public Hearing was published in the January 10<sup>th</sup> edition of the paper and will also be published in the January 17<sup>th</sup> edition of the paper. Mr. Mooney asked Mr. Williams to advertise the meeting on the 27<sup>th</sup> as a Special Called Meeting to be able to vote on some issues. Mr. Williams informed Council there has been a total of four applications for the Coeburn Revitalization Committee. Mr. Mooney said applications will be taken through January 31<sup>st</sup> and hopes to be able to form the committee at the February 10<sup>th</sup> meeting.

Mr. Williams said there is a company contracted to scrape the roads and right now that cost is around \$1,000.00. Mr. Mooney asked Chief Mullins what the road situation is around town. Chief Mullins said there are probably ten roads or less that were still snow covered. Mr. Mooney asked if Mr. Adkins could be contacted to take care of those roads during this cold spell. Mr. Joe Still asked if Chief Mullins had looked at King Avenue to see if it was still snow covered and Chief Mullins said that road is still icy. Ms. Still said Fourth Street is still snow covered but hasn't been traveled. She said the individual living up that road requires assistance. Ms. Still said Fourth Street is a paved alley owned by the town. She also discussed High Street and the portion the town paved that used to be an unpaved alley. Mr. Williams said that road is a state road and has a route number. Ms. Still asked him to contact VDOT to make sure. Mr. Mooney said he has had some calls from businesses on Front Street that had mud and salt flung up on the windows and awnings when VDOT plowed the road. Mr. Mooney asked Mr. Williams to let VDOT know that is an issue.

### Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported that leaks were repaired on Cornerstone Drive, the Rally Shack, and Alfred Avenue. Public works replaced a valve at Ashvale Circle, a sewer line was repaired behind the maintenance shop and lines were jetted in front of Red Oak Trading Company, Westberry Lane, and town hall. A septic at Cordertown Road was also repaired. Mr. Livingston reported 155 work orders completed.

Mr. Mooney asked Mr. Williams if he had received any information on roof repairs at town hall. Mr. Williams said he has contacted several companies that all seem to be busy right now. He said he is reaching out to a contractor based in Lee County for a quote. Mr. Williams said there is metal underneath the membrane on the first half of the building and plywood underneath the membrane on the back of the building. He said replacing the membrane will be less expensive but would like to look into what is the most durable and long-lasting. Ms. Still said she would like a comparison on roof trusses versus a membrane roof. Mr. Williams said that insurance will not cover the repairs. Ms. Still asked if the Job Corps could do any of the repair work needed and that the materials would have the warranty. Mr. Williams advised he will look into that. Mr. Mooney said he's sure that the contractors can offer guidance. Mr. Williams said there is also a need for insulation. Mr. Livingston has a couple of estimates and of those, the membrane will be the cheapest way to go.

### The Lane Group

There was no representative from The Lane Group present. Mr. Mooney asked if anyone had talked to the PSA about scheduling a meeting or if anyone knew if that meeting was scheduled. Mr. Williams has not heard about the meeting being scheduled. He said he has spoken with The Lane Group and will cover that information during the new business portion of the meeting. Ms. Still asked if Mr. Williams has any information regarding The Lane Group looking into grant funding. Mr. Williams said he will cover that later in the meeting.

### Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$200,192.32 as of 1/9/2025. She reported \$63,405.17 in outstanding checks, accounts payable due in the amount of \$1,500.00 and interim accounts payable in the amount of \$135,863.44. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$135,287.15.

Ms. Sharpe presented the meeting minutes for December 9, 2024, regular meeting, and January 2, 2025, Organizational Meeting.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. Thursday's deposit was \$9,684.57, Friday's deposit was \$3,500.06 and today's deposit was \$5,724.51 making the combined cash availability \$154,196.29

Sharon Still made a motion to approve the accounts payable due 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 the December 9, 2024, regular meeting minutes as presented. Joe Still seconded the motion which resulted in all Ayes.

Sharon Still made a motion to accept the January 2, 2025, biennial organizational meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

### Attorney Report

Mr. William Sturgill, Town Attorney, sent all of Council an email giving them information about electronic participation in meetings in case a member was unable to attend in person. In order to have this option, the State Code requires Council to adopt a policy, a resolution and a quorum would need to be present at the meeting with a Council member participating electronically.

Mr. Sturgill reminded the group that the public hearing regarding the ordinance will be in two weeks. He said it is time for Ethics Training and the FOIA training to be held sometime during the first two months of the year. Mr. Sturgill will get that information to Council. He will need to get Ms. Lisa Woodruff's email address. FOIA training will be done at the workshop meeting and Ethics Training will be done online. Mr. Mooney thanked Mr. Sturgill for all the work he does and for always answering requests in a timely manner.

### **New Business:**

- A. Utility Rate Increases - Town Manager, Jimmy Williams, contacted VRA and was informed that in order for VRA to be comfortable with a loan, there will need to be a rate increase in the future. VRA hopes to have everything analyzed and approved by March at which time The Lane Group can begin bids. Council discussed the wording of the

resolution needed to begin the process. VRA would be more comfortable knowing there is a set rate increase for future years, and the resolution is worded to adjust rates as needed, showing a commitment to increase rates as time goes on. Mr. Mooney said he would like to discuss the issue with Chris Mullins and have that corrected. Mr. Still clarified that VRA wants the town to vote on a specific amount. Ms. Still asked if this resolution could be modified and voted on. Mr. Sturgill said that would be fine.

Sharon Still made a motion to adopt Resolution 2025-001 with the changes being made to the wording to include rate reviews and rate increases if needed for fiscal years 27-29. Joe Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

- A. Employee Evaluations - Mr. Mooney has discussed employee evaluations with Mr. William Sturgill and handed out copies of an employee evaluation checklist for the department heads and asked Council to review it. Department Heads will be evaluated by Council as directed by the checklist Mr. Sturgill has prepared. Mr. Mooney asked for any changes or concerns to be submitted by January 22<sup>nd</sup> so it can be discussed at the January 27<sup>th</sup> meeting. Council will need to formally adopt a policy to have yearly evaluations. Mr. Mooney said he plans to bring a motion that department heads will be evaluated by Council and determined to be satisfactory or not. If found unsatisfactory, there will be a title change to interim, and a time frame set in to improve performance and meet expectations. Council will discuss timing of evaluations to be done either in January or to follow the fiscal year. Mr. Mooney also plans to have department heads use something similar to evaluate their employees. Mr. Sturgill said the department head evaluation sheet can be changed for each department head to create an evaluation sheet to apply to their particular department. Ms. Sharpe said she would look in the files and see what form was used in the past.

#### **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 consult with legal counsel pertaining to specific legal matters. Vice Mayor Sharon Still seconded the motion, which resulted in all Ayes.

Immediately following closed session, Mr. William Sturgill 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:

Deventae Mooney - Aye  
Joe Still - Aye

Sharon Still - Aye  
Lisa Woodruff - Aye

There were no actions resulting from Closed Session.

**Council Comments and Concerns:**

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

Sharon Still - Ms. Still appreciates all the workers for working out in the winter weather. She welcomed Ms. Lisa Woodruff to Council.

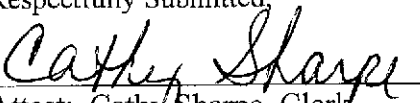
Lisa Woodruff - Ms. Woodruff said she is grateful to the town workers for getting out in this weather and working like they do.

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

**Adjournment:**

Sharon Still made a motion to adjourn this meeting. Joe Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted

  
Attest: Cathy Sharpe, Clerk

  
Deventae Mooney, Mayor