

Council Minutes
Special Called Meeting
July 28, 2025 - 6:30 p.m. - 502 Front St. E, Coeburn, VA

Attendees:

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

Resolutions:

- A. Resolution 2025-011- Recognizing State Champion Eastside Softball Team 2025 - The Resolution was read into record by Mayor Mooney. The town expressed its pride for the Eastside 2025 Softball Team for winning the State Title in the VHSL Class 1A State Tournament in Salem VA. The team won the semi-final and final by not allowing a single run. The town acknowledges the outstanding performance of the team and is proud of the fine manner the team represented the town, the area, and the school. The Council congratulated the team and presented the Resolution to the team and coaching staff.

Vice Mayor Sharon Still made a motion to accept Resolution 2025-011. 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
Lisa Woodruff – Aye

- B. Resolution 2025-012-Recognizing Perfect Game and VHSL Player of the Year - The Resolution was read into record by Mayor Mooney. The Town expressed its pride for the Eastside Softball Team pitcher and player of the year Ms. Braelyn Hall for pitching a perfect game in the semi-finals and being named Player of the Year. The town acknowledges this outstanding performance and is proud of the fine manner Ms. Hall represented the town, the area, and the school. The Town congratulated Ms. Hall and presented her with the Resolution.

Vice Mayor Sharon Still made a motion to accept Resolution 2025-012. Mr. Carles Collins seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Aye
Lisa Woodruff – Aye

Council took a moment to meet with the team and take pictures.

Public Expression:

Ms. Emily Whitaker, Guest River Market and Guest River Coffee, thanked the town for all its help with and support of the Farmer’s Market. Ms. Whitaker said she appreciates all the work done to open the restrooms, cone off the area, and the use of the depot to bring the market inside when it rains. Ms. Whitaker encouraged everyone to spread the word about the market and intends to keep the market open until Labor Day.

Mr. Eric Salyer informed Council that a 20-mile route will be added to the bike ride. Mr. Mooney said he would put that on the agenda.

Public Expression was closed.

Response to Public Expression:

There was no response to Public Expression.

Approval of the Agenda:

Sharon Still made a motion to add the Larry Salyer Memorial Bike Ride as New Business (B.). Deventae Mooney seconded the motion, which resulted in all Ayes.

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

Mr. Mooney recessed the Special Called Meeting after realizing there should have been a public hearing meeting before the special called one. Council then held the Public Hearing Meeting.

The meeting resumed after the public hearing was adjourned.

Reports:

Fire Department

There was no representative from the fire department present. Ms. Still asked Mr. Williams to send an email to remind the fire department that they were supposed to attend the meetings. Ms. Still asked that the fire department attend at least one meeting, the regular meeting, each month.

Police Department

Travis Mullins, Police Chief, said that the department has completed two of the three grant funded FBI courses. These classes are highly sought after, and completion of the third course will make the department the first in Wise County to accomplish this task.

Chief Mullins followed up on the Safe Routes to School program and found that the program is still active, but the funding is not specifically for that program. The funding now falls under the Ready, Set, Go Transportation Alternatives Program that is set up to design and develop infrastructure projects including sidewalks. Chief Mullins' understanding is that the grant is applied for, then an engineer is assigned to help design the project and is 100% funded. If the town decides to move forward with the project, a second grant will be awarded at an 80/20 match. Chief Mullins will follow up to see if the design from 2019 is acceptable once the costs are updated. Mr. Mooney asked Chief Mullins to keep Council updated on his findings.

Chief Mullins informed Council that he and Mr. Williams have created a spreadsheet to track Ordinance violations and what has been done to deal with them.

Mr. Mullins reviewed the Lenowisco Mitigation plan and thinks it is a good plan and offered to work with Town Manager, Jimmy Williams, on the plan. Chief Mullins said natural disasters often happen quickly, and the plan will be a good thing to have, citing the recent incident in Dante.

Chief Mullins said school will be starting soon and the department will be making sure the children will be able to get on and off the bus safely. Chief Mullins said two officers will be taking a grant funded course to be certified on correct car seat installation.

Mayor Mooney said it is beneficial to have the police presence on the first few days of school and asked Chief Mullins to help if he has some officers available.

Mr. Mooney wanted to commend Chief Mullins for the work he's doing with the department. The training has been needed for a long time and Mr. Mooney likes Chief Mullins' initiative and thanked him for all he does to help Council and the Town Manager.

Water Plant

There was no representative from the water plant present.

Town Manager

Mr. Jimmy Williams, Town Manager, sent an email to Lenowisco and confirmed that the letter of participation was received.

Mr. Williams spoke with a Hill Com representative, and they will email Mr. Williams when they have the information Mr. Williams requested.

Mr. Williams reported that the screening to go on the vacant lot fence was ordered and was just received.

Mr. Williams looked into the insurance offered by the PSA and it is provided by a third party. There is a fee added to the water bill that covers the water line repair on the customer's side and coverage for high water bills caused by a water leak that would pay all the bill over the regular bill amount. Ms. Still asked if there is any cost to the town to enroll in that insurance. Mr. Williams is still working to find out those details.

Mr. Mooney said he knows Mr. Williams has been off and reminded him of the information he needs for the August meeting. Mr. Mooney would like to have an update on the Ordinance enforcement Mr. Williams is working on with Chief Mullins, an update on the search for a structural engineer, and a follow-up on the riff raff for the creek bank at the park.

Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported that most of the roads have been patched throughout the town. Mr. Mooney said he had noticed that and thanked Mr. Livingston. There were water leaks repaired on Central Street, Litchfield, the swimming pool and an inch and a half meter was installed at VDOT. Some plumbing was replaced at the pool and the food box is back and ready to be placed. Ms. Still is going to speak to someone about a place to put the food box. The heat pump was installed at the MEOC building. Public works completed 120 work orders since the last meeting.

The Lane Group

There was no representative from The Lane Group present. Mr. Williams has been in contact with Mr. John Kendrick and received an email with the final ok from the railroad. Mr. Kendrick is going to make sure that is uploaded in the portal. Mr. Mooney asked Mr. Williams if the Lenowisco portal has been updated and Mr. Williams said it had been updated and also updated with VRA.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$133,009.89 as of 7/25/2025. She reported \$97,107.50 in outstanding checks, accounts payable due in the amount of \$5,420.99 and interim accounts payable in the amount of \$91,853.41. After deducting the accounts payable due and outstanding checks, the reconciled balance was \$30,481.40.

Ms. Sharpe reported cash disbursements in the amount of \$5,780.00.

Ms. Sharpe informed Council the minutes from the July 14, 2025, regular meeting will be distributed with August 11, 2025, Council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$1,634.72 and today's deposit was \$5,764.78 making the combined cash availability \$37,880.90.

Ms. Sharpe also included the list of business license information that Council requested at the last meeting, with the delinquent businesses highlighted.

Mayor Mooney asked what is done when businesses are behind on their licenses. Ms. Sharpe explained that letters are sent out at the time for renewal with additional copies of the application for the delinquent bill. Ms. Still asked if additional letters addressing the delinquent licenses are sent out at a later date. Ms. Sharpe said if time allows, and she is in the process of doing that now. Mr. Mooney would like to have those letters certified. Ms. Sharpe said that is how she sends those out. Ms. Still said that needs to be done to take further action. Ms. Still said that time needs to be made to get that done.

Mr. Still asked how the roof at town hall is doing. Ms. Sharpe said the roof seems to be doing good and there are no leaks.

Mr. Still asked if Ms. Sharpe has completed interviewing applicants for the position at town hall. Ms. Sharpe said there are a few follow-up interviews in the week ahead. Ms. Still asked for Ms. Sharpe to send those names to Council.

Attorney

Mr. William Sturgill, Town Attorney, was absent.

New Business:

- A. Sewer Maintenance Fee - At the last Council meeting, there was a discussion about adding a sewer maintenance fee to the bills of those customers with sewer service. When the town experiences expenses to take care of the system, this will allow funds to be set aside for that purpose. The fee would be put into a bank account specifically for the purpose of

maintaining the sewer system. Mr. Mooney thinks this would be beneficial to have the funds on hand. Ms. Still agrees. Mr. Mooney clarified this would only affect customers that are on the town sewer system.

Sharon Still made a motion to approve a sewer maintenance fee of \$2.00 per month for Town of Coeburn sewer customers. Deventae Mooney seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Aye
Lisa Woodruff – Aye

Sharon Still made a motion to authorize Town Treasurer, Cathy Sharpe, and Town Manager, Jimmy Williams, to open a new account for the Sewer Maintenance Fee. Joe Still seconded the motion, which resulted in all Ayes.

- B. Larry Salyer Memorial Bike Ride - The bike ride will be on August 23, 2025, and will start at Eastside High School. Mr. Eric Salyer will work with Chief Mullins on the route. Mr. Williams will secure the permit. Mr. Salyer went over the additions to the route. The ride will be covered under the town's insurance and is a part of the Guest River Rally.

Sharon Still made a motion to approve the Larry Salyer Memorial Bike Ride August 23, 2025, at 9 a.m. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mayor Mooney asked Chief Mullins and Mr. Williams to work with Mr. Salyer to make sure everything was in order.

Closed Session:

There was no reason to enter into Closed Session.

Comments and Concerns:

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

Joe Still - Mr. Still appreciates all the work the employees do for the town.

Sharon Still - Ms. Still thanked public works for always helping when needed at the pool. She thanked Chief Mullins for all his work and for providing a good work environment. Ms. Still said she was glad Mr. Williams had a good vacation, and now it's back to business. Ms. Still thanked Council for all they do.

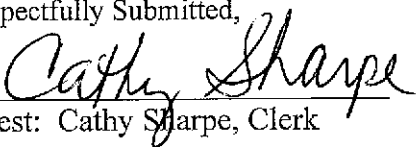
Lisa Woodruff - Ms. Woodruff appreciates all the work everyone does.

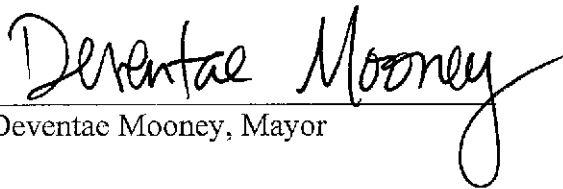
Deventae Mooney - Mr. Mooney is thankful for the town and the people in it and thanked all the employees for the work they do.

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