

Council Minutes
Regular Meeting
August 11, 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, and William Sturgill - Town Attorney, were also present.

Call to Order:

Mayor Deventae Mooney called the meeting to order. Reverend Marty Puckett 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 Public Expression.

Approval of the Agenda:

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

Reports:

Fire Department

Mr. Cliff Hawkins, Chief, included a copy of the report in the Council packets and took questions from Council. Sharon Still asked which vehicle Chief Hawkins uses and takes home. Mr. Hawkins said he uses vehicle 675. Mayor Mooney asked which vehicle was number 686. Chief Hawkins said that vehicle is the newer truck that sits outside the fire department. Ms. Still asked if the fire department was still planning to have the Halloween Spooktacular event. Mr. Hawkins said that is the plan as far as he knows. Ms. Still said they need to get the word out and get more people involved. Chief Hawkins said he would like to have the school combine their event with the town's event. Mr. Mooney said the school has so many family engagement events they have to have, and those events must be held at the school. The Halloween event held at the school counts as one of those events. Mr. Hawkins talked to the Jeep club about joining the event, but they seem to want to keep having their event on their own.

Mr. Joe Still thanked Chief Hawkins and the fire department for their work on the fireworks show for the Fourth of July celebration. Chief Hawkins said the fireworks were all good, but the laws changed regarding the distances the fireworks need from the surroundings and next year they will need to make sure to order fireworks that are big enough to produce a good show from that distance.

Chief Hawkins said that Council needs to keep in mind that a new truck will need to be purchased in the future. Mr. Joe Still said the trucks are about one million dollars. Chief Hawkins said the truck will probably be more than a million dollars and take 24-48 months to be ready. Sharon Still said she hopes there will be some grants available for that. Chief Hawkins said some places add a fee to the water bill to help with that purchase and that trucks can be financed. Mr. Still said that this is a reality and will have to be dealt with, and Chief Hawkins agreed. He stated that the truck is getting old and will soon cost more to maintain than the payment would be. Mr. Still said that there could be an issue with rising costs of fire insurance for the citizens if the equipment is not kept up to date. Mr. Still thanked Chief Hawkins for the work the department does.

Police Department

Mr. Travis Mullins, Police Chief, went over his activity report and compared it with the previous month, noting that the department is starting to see what normal is going to look like now that there is enough staff to provide stability with the shifts. June and July were similar in nature and Chief Mullins reported that the department is increasing its presence with the school year starting back and is also increasing the amount of radar activity. The traffic congestion is starting to settle down as people adjust to the school routine.

The department is getting caught up and is making significant progress in several cases. Chief Mullins expects several cases to be wrapped up as indictments come in during the next month or two. The department has just received reimbursement from the DMV quarter two and Chief Mullins has submitted the information needed for quarter three. Mr. Mullins received information that the department has been approved for the FY26 DMV funds and has already scheduled the workshop date and training for that. Chief Mullins has received notification that the department was awarded the 599 funds in the same amount as last year.

Chief Mullins has been working with Town Manager, Jimmy Williams, on getting a list of properties that will be addressed due to ordinance violations. Chief Mullins thinks there are 23 properties on that list. Mayor Mooney asked Mr. Mullins to explain the process to Council. Chief Mullins said there is a spreadsheet that can be accessed by himself, Mr. Williams and Mr. Jeff Livingston. The addresses of the properties are added when problems are noticed or reported to be in violation of an ordinance. There are also pictures of the property as it is at the time of the complaint that are sent to Mr. Williams, who then sends a letter of violation and a copy of the ordinance to the owner, and advises action to correct the violation. This will show the courts that all necessary steps have been taken by the town if legal action is necessary. Mr. Mooney asked if those letters were ready to be sent. Mr. Williams said the letters are ready to be sent.

Chief Mullins said two officers have completed the four-day car seat technician class today. The officers will now be able to ensure the correct installation of car seats and booster seats in a vehicle. Chief Mullins said this is a way to increase safety and promote being a family friendly town.

The department will be doing monitoring and walk throughs at the schools. The department will be busy with community events as football season is about to be underway, as well as the Guest River Rally, Justin's Walk, the bike ride and the Fall Ball.

Mr. Joe Still thanked Chief Mullins for pursuing grants for the department.

Mayor Mooney asked Chief Mullins which vehicle is unit 601. Chief Mullins said that vehicle is the unit Officer Brickey uses. Mr. Mullins gave a brief description of how vehicles are assigned the numbers.

Town Manager

Mr. Jimmy Williams, Town Manager, reported that Scott County Cable would like to increase their footprint of the box they have in the town near Estes Funeral Home and would like to install a 4 x 8 or 8 x 8 building there to house the increase of fiber optic circuits that would connect them all up and down the east coast. This will also allow the town to have the bandwidth to feed businesses such as call centers, allowing them to have the necessary bandwidth to operate. This will also offer citizens the opportunity to get fiber optic internet in their home. Mr. Still asked if the town owns the land. Mr. Williams said the town does own that piece of land and the company leases it and offers a discount to the town for its services. Ms. Still asked if the town was using Scott County as well as Hill Com. Mr. Williams said Hill Com is out in the town, but the internet and phone system used at the police department, the water plant, and town hall are with Scott County. Ms. Still asked if the lease wording will need to be changed. Mr. Williams said he will speak with Mr. William Sturgill, Town Attorney, about that. Ms. Still asked if anything had been decided about Estes Funeral Home using that land as well and would they be leasing that for parking. Mr. Mooney said before they proceed, Council needs to find out how much of the area they need to use since Estes would like to use that land as well. He suggested that the area may be able to be leased to both Scott County Cable and Estes Funeral Home if space allows and said it may be that Scott County just needs an easement. Mr. Mooney said this issue will need to be discussed and settled for both parties.

Mr. Williams said he has submitted the road closure request for the Guest River Rally and is working on the one for the Halloween event. Mr. Mooney asked about the Jeep event and Mr. Williams said that would be done as well.

Mr. Mooney suggested it would be good to get a jump on the work that will need to be done for the Guest River Rally to stay ahead of everything and have the town in shape for guests that will be coming in for the Labor Day weekend holiday.

Mr. Williams said there is a special called public hearing coming up. Mr. Mooney said the meeting is at town hall on August 14th at 1p.m. and asked Council to be present. Mr. Williams posted the notice at town hall and the town website and Lenowisco advertised the meeting as well.

Mr. Williams said some of the local businesses have asked to advertise on the marquee. Mr. Williams has put some on there and is working on getting a Resolution that works well with the marquee.

Ms. Still sent information to Chief Mullins and to Mr. Williams about the grant program Norfolk and Southern has available. Ms. Still thinks there is a grant used for the community that may be able to be used for the work the depot building needs as it benefits the town. Ms. Still would like them to check into that grant and look into the dates to make sure the information is submitted in time. Mr. Still said he thought the grant that would be able to be used for the depot building has a closing date sometime in October. Ms. Still said the deadline is September 1st. Mr. Mooney asked what all needs to be submitted. Ms. Still said there needs to be a commitment to inclusion and community engagement, the organization must operate within the 22 state Norfolk and Southern network, located within 30 minutes of the Norfolk and Southern main line. The organization must be tax exempt, include tax information and a W-9 form. Mr. Mooney told Mr. Williams that he feels it is possible to get that information together two weeks before the deadline. The fire department is applying for the Safety-First grant. Chief Mullins said the only issue would be getting quotes for what all needs to be done in time. Ms. Still said it would be hard to get that information in time. Mr. Still said there would need to be a plan. Mr. Mooney said he has been asking for an engineer to be brought in and if that had been done, Council would have the information needed. Mr. Still wondered if The Lane Group would be able to help. Mr. Williams will reach out to them. Ms. Still would like to gather all the information and if it is not available by the deadline, she said they could reapply in April. Ms. Still would also like to have Quesenberry's look into the land by the ponds to see what can be done to develop that area. The land attached to the area by the ponds belongs to Paramount and there may be a way to use that land.

Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported that leaks were repaired at Driffield Drive, Banner, and Dungannon Road. A sewer line blockage was cleared in Banner, a pressure reducer valve was replaced at Baker Bennet Road, and holes were patched on Route 72. Public works completed 163 work orders.

Mr. Still asked Mr. Livingston if he had called anyone at Buchanan Pump. Mr. Livingston has spoken to a representative from Buchanan Pump, and they have the pump. It should be installed this week.

The Lane Group

There was no representative from The Lane Group present. Mr. Williams has the documentation from the railroad approving the bore that needs to be done for the project.

Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$59,894.64 as of 8/8/2025. She reported \$18,649.64 in outstanding checks, accounts payable due in the amount of \$21,211.66 and interim accounts payable in the amount of \$103,976.11. After deducting the accounts payable due and outstanding checks, the reconciled balance was \$20,033.34.

Ms. Sharpe presented the meeting minutes for July 14, 2025, regular meeting, July 28, 2025, public hearing meeting, and July 28, 2025, special called meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Friday's deposit was \$15,438.62 and today's deposit was \$16,225.02, making the combined cash availability \$51,696.98.

Mayor Mooney asked if all the accounts payable are in the report. Ms. Sharpe said there are some accounts payable items that have not been keyed into the system, but the reports reflect all the accounts payable that are keyed in.

Sharon Still made a motion to approve the total 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 July 14, 2025, regular meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve July 28, 2025, public hearing meeting minutes as presented. Lisa Woodruff seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve July 28, 2025, special called meeting minutes as presented. Lisa Woodruff seconded the motion, which resulted in all Ayes.

Mr. Mooney cautioned all department heads about spending, asking all departments to only purchase what is necessary and try to eliminate overtime unless it is necessary. Ms. Still said that in the past, if overtime is needed the employees would adjust their schedule and take that time off.

Attorney Report

Mr. William Sturgill, Town Attorney, said that everything he has to discuss will be done in closed session.

Mayor Mooney asked Mr. Sturgill what the process would be to eliminate having workshop meetings and move to only having one meeting a month. Mr. Sturgill said Council would have to meet and have a vote to decide that.

Mayor Mooney said that the monthly meeting of the department heads before the Council meeting started this week and allows them to discuss issues before the regular meeting. Mr. Mooney stated that the purpose of the workshop meeting is to discuss what will be voted on at the next meeting. The meeting had become the same as a regular meeting other than having a chance to vote on an issue and Mr. Mooney feels that the workshop meeting should not be held and Council should only meet once a month. The opportunity to call a special called meeting is still available if an extra meeting is needed.

Deventae Mooney made a motion that the Town of Coeburn eliminates the monthly workshop meeting held the fourth Monday of each month and only have one regular meeting on the second Monday of each month at 6:30 p.m. Sharon 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

Mr. Mooney asked Mr. Williams to note the change on the town's website. Mr. Mooney moved the October meeting from Columbus Day, October 13th to October 20th and the meeting will be a special called meeting at 6:30 p.m.

New Business:

- A. Town of Coeburn Delinquent Tax Report - Town Treasurer, Cathy Sharpe, said that the Council had discussed the delinquent tax report at the monthly meeting for department heads. Ms. Sharpe said it was decided that it would not be feasible to pay to publish the list. Mr. Sturgill will look into whether it is possible to post the list on the town's website. Mr. Mooney said in the meantime, Ms. Sharpe has been instructed to mail out delinquent letters.

Old Business:

- A. Purchase of Town Trash Cans - Mr. Williams said the list of people needing trash cans was growing. Ms. Still asked how many cans the town needs. Mr. Williams said he will have to check the list for an exact number. Mr. Mooney suggested not handing out the maximum number of trash cans. Mr. Carles Collins agreed, stating that people really don't need four trash cans. Mr. Mooney said the fieldhouse had a green dumpster but has green cans now and asked Mr. Livingston to notify the trash truck crew that the cans need to be emptied at least twice a week.

Mayor Mooney made a motion to purchase 200 trash cans for \$14,325.00 using ARPA funds. Mr. Joe Still seconded the motion. A roll call vote resulted as follows:

Carles Collins - No

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

Ms. Still suggested offering people a trash can and letting them see how that works out without them taking all four that are available.

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 §2.2-3711 (A8) to discuss with legal counsel pertaining to possible litigation and §2.2-3711 (A7) to discuss legal matters. Ms. Sharon Still seconded the motion, which resulted in all Ayes .

Closed Session:

Immediately following closed session, Ms. Cathy Sharpe, Clerk/Treasurer, 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
Lisa Woodruff - Aye

There were no actions resulting from Closed Session.

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 was glad that people have enjoyed their summer and said things went well at the pool this year. She is looking forward to fall and all the things that will be going on.

Lisa Woodruff - Ms. Woodruff had no comments or concerns.

Deventae Mooney - Mr. Mooney reminded everyone that there would be a special called public hearing on Thursday, August 14, 2025, at town hall at 1 p.m.

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