

Council Minutes
Regular Meeting
July 13, 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, Joe Still and Sharon Still. Deventae Mooney was absent. Jimmy Williams - Town Manager, Cathy Sharpe - Clerk/Treasurer, and William Sturgill - Town Attorney, were also present.

Call to Order:

Vice Mayor Sharon Still called the meeting to order. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Still.

Public Expression:

Mr. Danny Maine, 728 Virginia Avenue NE, discussed the water line that he addressed Council about at the last meeting. There is low pressure on the line and dirt is coming into Mr. Maine's home. Mr. Maine had asked Council to replace the line. Vice Mayor Still asked if Mr. Jeff Livingston had addressed the issue. Mr. Livingston was not in attendance, and Mr. Williams was not updated on the situation before Mr. Livingston went out of town. Ms. Still said it would be looked into when Mr. Livingston returns.

Public Expression was closed

Response to Public Expression:

The only response to Public Expression was discussed with Mr. Maine during Public Expression.

Response to Public Expression was closed.

Reports:

Fire Department

Mr. Roger Stanley, Assistant Chief, reported there was a total of 29 calls. The Haz Mat Ops class was completed on Sunday and Assistant Chief Stanley expects a pass rate of around 70% and that is virtually unheard of.

Mr. Stanley brought the infrared cameras to demonstrate for Council. The cameras are thermal imaging cameras that can see through smoke and darkness. The cameras are made well and will attach to the firefighter gear. Assistant Chief Stanley demonstrated the cameras by placing his

hand on the table and showing Council the heat signature. The price of cameras in decades past was discussed, and also the benefits of having the cameras available in an emergency situation.

Firefighter 2 will begin November 21st and that will make the young people ready to go. The last class had nineteen students from all over the area. There are two department members that are certified to teach throughout the state.

Ms. Still informed Mr. Stanley there were many compliments on the fireworks show for the Fourth of July and she was glad no one was hurt. Mr. Still said every time he thought the show was over, it kept going. Mr. Stanley said the set up for the show begins at 6 a.m., all entrances to the schoolhouse were blocked off, and constant observation of the weather was done throughout the day. Mr. Stanley said he was glad the town enjoyed it.

Police Department

Mr. Travis Mullins, Police Chief, presented Council with an activity report for the month of June. There was a significant increase in call volume. Chief Mullins took a moment to commend the officers for taking care of things while he was doing his military training and said he is proud of them for the excellent job they did.

The department has begun the transition to Southern Software from SOMA, and it is going well.

The surveillance camera installation is about halfway done. The cameras work well and have already helped solve two cases after being up just a couple of weeks. Chief Mullins is pleased with both the quality of the cameras and how well they are working for the town. The rest of the cameras will be installed over the next couple of weeks. Chief Mullins thanked Mr. Jimmy Williams and Mr. Joe Still for reaching out to the internet provider and the connectivity issues are being worked out. Mr. Mullins informed Council that he applied for and was awarded the HEAT grant for 2027, and this will be an additional \$10,000.00 with no match from the town. This will help with the camera project throughout the town.

Chief Mullins thanked public works and the fire department for their help during the Fourth of July celebration.

Mr. Mullins reported the Police Academy will be relocated to Chilhowie on Exit 35. Everything for training will be located onsite, with facilities available for classroom training, driving training and a shooting range. The facility is expected to be completed in about three years.

Chief Mullins reviewed notable law changes that went into effect July 1, 2026. The laws discussed included those involving juvenile offenses, Code Section 19 dealing with setting bond, enforcement of tobacco sales, sealing of records and marijuana retail sales. There are also changes to zoning laws that Council will need to review.

Ms. Still wanted to clarify that the cameras being installed are not Flock cameras. The cameras don't track your tag information. Chief Mullins said there are a few Flock cameras in the county and then reviewed how the Flock cameras work using still photos that can be identified through a

data search, and the data must be deleted every twenty-one days. Ms. Still also clarified that the town's cameras will be in public areas, such as parks. Chief Mullins said that is correct and in some cases some cameras can view the roadway.

Approval of Agenda:

After Chief Mullins' report, Town Attorney, William Sturgill, pointed out that the agenda had not been approved. Vice Mayor Still acknowledged it got by her and asked to amend Old Business (A.) Personnel Policy - Vacation Leave to be tabled until next month.

Sharon Still made a motion to table item Old Business (A.) Personnel Policy - Vacation Leave until next month. Joe Still seconded the motion, which resulted in all Ayes.

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

Rose Mary Holbrook made a motion to approve the acceptance of the HEAT grant in the amount of \$10,000.00 that does not require a match from the town. Joe Still seconded the motion which resulted in all Ayes.

Town Manager

Mr. Jimmy Williams, Town Manager, said Chief Mullins touched on most of what he had to discuss. Mr. Williams reported he spoke with a representative with LaFerney Roofing regarding the water standing on the roof of the library. Mr. Williams was told the water is due to the roof being a flat roof and LaFerney does not offer guttering but can refer the town to a company that does offer that service. If the guttering is installed and there is damage to the roof that damage will be covered by the warranty. Mr. Williams said even with the water standing on the roof there are no leaks in the library. Ms. Still brought up the discussion from the previous meeting where it was suggested to put a sump pump on the roof and run a hose to the guttering to eliminate the standing water. Mr. Williams said he is not sure if that building has any guttering, and Ms. Still said that it shouldn't be difficult to have a piece installed to serve that purpose. Mr. Still clarified that LaFerney is standing by their roof and will fix any damage. Mr. Williams said that is correct. Ms. Still asked how big the area is where the water is standing. Mr. Williams said the area is much smaller than it was before the roof was repaired. Mr. Williams has signed the warranty and filed it. The LaFerney representative said flat roofs do that and it is normal. Mr. Williams said he is not sure if Mr. Livingston has checked on a sump pump.

Mr. Williams gave a recap of the accident at the library and informed Council the library has reopened. He said there was some damage to the posts and the rafters/trusses. The roof beams are repaired, and a stanchion is in place to hold the roof. The contractor is waiting for the brick mason to do the brick work. The two lanes of traffic are blocked off in that area to keep people away from the construction zone.

Mr. Williams said he spoke with Ms. Emily Whitaker about joining the Planning Commission, but she is not technically a resident of the town. Mr. Williams will verify that and if she is not a resident of the town, he will begin to look for another option.

Mr. Williams said he had not heard from anyone that could come and inspect the structure of the depot. He is hopeful that an engineering group will be able to assist once the town has selected a firm to work with.

Ms. Still asked if the driveway was repaired in Timberville. Mr. Williams had spoken with Mr. Hall and let him know the driveway would be paved once Mr. Livingston returned. Mr. Williams said once the engineering group is retained, that the line needs to be rerouted and correctly mapped. That line has too much pressure and is measuring in at 160 psi, and that will need to be addressed as well.

Ms. Still asked Mr. Williams to get with Mr. Livingston to discuss the water line situation Mr. Maine was concerned about.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, was absent.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$129,179.07 as of 7/9/2026. She reported \$44,410.66 in outstanding checks, total accounts payable due in the amount of \$12,460.00 and interim accounts payable in the amount of \$173,733.57. After deducting the accounts payable due and outstanding checks the reconciled balance was \$72,308.41. There were cash disbursements totaling \$17,115.30.

Ms. Sharpe presented the meeting minutes for June 8, 2026, public hearing meeting, June 8, 2026, regular meeting and June 15, 2026, special called meeting.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. Thursday's deposit was \$4,696.87, Friday's deposit was \$5,360.27, and today's deposit was \$9,777.30 making the total cash availability \$92,142.85.

Ms. Sharpe also included an updated list of the business license renewals. Ms. Still asked if businesses were notified when they are late renewing their business license. Ms. Sharpe said the businesses were notified and she had sent those notifications out just before the last meeting.

Mr. Williams said the Wex Valero cards are no longer being used, and the town will be using the Food City Gas & Go now that it is up and running.

Rose Mary Holbrook made a motion to approve June 8, 2026, public hearing meeting minutes, June 8, 2026, regular meeting minutes and June 15, 2026, special called meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

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.

Attorney Report

Mr. William Sturgill, Town Attorney, stated that he appreciated Chief Mullins handing out the information to Council earlier in the meeting and said it was very helpful. Mr. Sturgill said that will help Council and himself to make a list of what needs to be done. He said the law change regarding manufactured housing will need to be looked at and some action taken. If there are any issues between now and when the ordinance is amended, the situation will have to be looked at on a case-by-case basis.

New Business:

- A. Town of Coeburn June 2026 Water Report - Mr. Williams pointed out the water loss rate has gone down from the last meeting, and that fixing the leaks in Timberville is helping quite a bit. Ms. Still suggested using the leak detector to find and repair a leak near the baseball field. Mr. Williams included a letter from the Office of Drinking Water with suggestions concerning what they think the town should take care of, and the town discussed cleaning and painting the tanks, and trimming the trees around the tank. Ms. Still said those things can be paid for from the Water Maintenance Fund or the Water Tank Maintenance Fund. Ms. Still would like an update as the repairs are made to make sure things are moving forward. The group discussed the 2026 CCR and the cross-connection questionnaire. Ms. Still asked if the town was sending out the cross-connection survey on page 16 and keeping them on file. Mr. Williams will look into that. Ms. Still said all the letters and surveys need to be sent out according to the suggestions from the Office of Drinking Water. Mr. Williams said that is something Mr. Livingston and Mr. Markham will need to work on.
- B. Town of Coeburn Engineering Services - The town is searching for an engineering group to assist with projects in the town. Two firms were asked to present information about their services to Council.

Mr. Rick Colley from Thompson and Litton presented Council with information regarding the firm of Thompson and Litton. Thompson and Litton is a firm that has been in business since 1956 and is located in Wise, VA. Thompson and Litton is a full-service firm and can begin work immediately on any project and does project review. The firm has project managers, architects, utilities engineers, building services, electrical engineers and surveyors. Mr. Colley would be the project manager and the primary point of contact for anything the town needs. There is a Client Services department that will assist with finding funding for projects. The firm does preliminary reports and will assist with bids, in addition to following through with the project. When a project is proposed, the

process is fairly streamlined to move along. The firm works by term contracts to make it favorable for the client. Mr. Colley showed examples of the firm's work in the area.

Mr. David Roark from Terra Tech Engineering presented Council with information about the firm. Terra Tech was founded in 1997 and is based in Grundy, VA. The firm offers civil, mining and mechanical engineering services along with surveying, materials testing and inspection and geotechnical and core drilling. The firm offers knowledge of the topography of the area and working knowledge of southwest Virginia. Terra Tech has term contracts in Buchanan County and has designed projects for Buchanan County PSA. The firm takes projects through the full cycle from funding, planning, construction and completion. Mr. Roark showed examples of the work the firm has done. He said he would be the point of contact and the project manager if the town was to retain the firm's services.

Council thanked both firms for their information and presentation and said they would be in touch after Council has a chance for discussions.

- C. Tucker, Brandenburg, & Company - Mr. Bob Brandenburg from Tucker, Brandenburg, & Company thanked Council for allowing them to do the audit. He said the audit went smoothly. Along with looking over the financials, the internal controls and policies are examined. Mr. Brandenburg presented Council with information regarding the audit and the town's ability to cover the financial needs of the town. The recommendation is to have enough funds in an account to cover three months of expenses. Mr. Brandenburg will update the numbers yearly to provide Council a reference to see where the town is financially. He suggested the town look into sick leave and vacation time policy and said it looks like they will be doing that soon. Mr. Brandenburg said there is not a rush to get there in a hurry and hurt employees with a large amount of accrued time, that the process can be done incrementally, but a policy does need to be in place and enforced. Mr. Brandenburg said he can be contacted by email or phone if anyone has any questions for him.
- D. Veriflo Residential Water Meter Tester - When this was discussed previously, the price was not available for Council to review. Mr. Williams reported the price of the tester is \$2,231.50. Ms. Still asked if this is the cheapest one that could be found. Mr. Williams said it was and it has increased in price by \$100.00 or so from the last time he looked at it. Ms. Still asked if purchasing this will let us know what meters are an issue. Mr. Williams said the device will test the meter and allow public works to see if the meter really needs to be replaced. Currently there is no efficient or accurate way to tell if a meter is working properly. Mr. Still said he knows the Town of Wise uses this device almost daily. He said this device is a money saver in the long run. Ms. Still said she reviewed the information and understands how the device works and stressed the importance of taking care of the device. Mr. Still brought up the situation concerning a

customer with a water leak in which a leak couldn't be found and suggested this device could have helped in that situation.

Joe Still made a motion to purchase the Veriflo Residential Water Meter Tester in the amount of \$2,231.50. Rose Mary Holbrook seconded the motion. A roll call vote resulted as follows:

Carles Collins - Aye

Rose Mary Holbrook – Aye

Joe Still - Aye

Sharon Still - Aye

- E. Petition for the Authorization for Destruction of Public Records - The Treasurer requests the destruction of records that are not administratively necessary. A list of items to be destroyed was submitted to Council. These records have been audited, and the retention time has passed.

Rose Mary Holbrook made a motion to approve the Petition for the Authorization for Destruction of Records. Joe Still seconded the motion, which resulted in all Ayes.

- F. Building Upgrade Program Quotes - Mr. Williams shared information about the planned upgrades to lights and HVAC at town hall. The town received a grant to cover \$15,000.00 of the cost of these items. Mr. Williams provided three quotes and recommends the one that covers changing all the light fixtures to LED lights and upgrading the HVAC system to one that includes a thermostat to regulate the temperature of the lobby, and a built-in air purifier. Ms. Still asked if this was recommended by the building upgrade people, and Mr. Williams informed her there had been several electricians coming to town hall to do inspections and make suggestions. He said the grant will cover up to \$15,000.00 and anything over that the town will be responsible for. Ms. Still asked if the project is necessary. Mr. Williams said he will need to go back and see how much money has been spent on the heat pumps in the last five years. He said there are at least four different styles of lights just in his office alone. Mr. Williams said if the town plans on staying in the building this would be beneficial. Ms. Still asked if there is a time frame for this project. Mr. Williams said bids will be done through August; he just wanted to get the information he had available at this time to Council. Ms. Still is concerned about needing funds for the sewer project and the MEOC roof. Ms. Holbrook asked if only one of the proposals included the air purifier. Mr. Williams said that is correct, and the building does have issues with mold. Ms. Still doesn't feel that there are enough people that come into town hall to justify spending money on an air purifier. Ms. Holbrook said that having the air purifier may address the mold issue. Ms. Still asked if anyone knew why there is a mold issue. Mr. Williams said the roof leaked for years before the roof was fixed and there are times the mold can be smelled throughout town hall. Ms. Still thinks Council will need to review the information that was presented to them and would like this to be put on the agenda for the August meeting.

Old Business:

There was no Old Business.

Closed Session:

There was no reason to go into Closed Session.

Council Comments and Concerns:

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

Joe Still - Mr. Still thanked everyone who works for the town, saying it takes a village to run the town. Mr. Still said he knows there are bumps along the way and thinks that is normal. He said he appreciated everyone's due diligence and was pleased with the way the Fourth of July celebration went. He thanked Chief Mullins for the work he does getting grants, especially the ones the town does not have to match. He thanked William Sturgill and all of Council for the work they do. He thanked the citizens for coming to the meeting and thanked Mr. Randy Farmer from public works for coming out to the meeting.

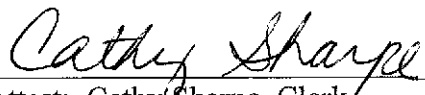
Rose Mary Holbrook - Ms. Holbrook said Mr. Still covered everything. She said there is so much appreciation for everyone because there is so much that goes on to run the town.

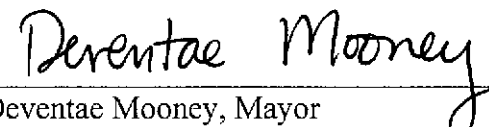
Sharon Still - Ms. Still reiterated what Mr. Still said and expressed her appreciation for everyone gathered at the meeting.

Adjournment:

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

Respectfully Submitted,


Attest: Cathy Sharpe, Clerk


Deventae Mooney, Mayor